

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.

## **L** 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  $\square$ . 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<sup>®</sup> can compute payroll checks for weekly, biweekly, semimonthly, or monthly payrolls.
- BIS<sup>®</sup> includes regular, overtime, double-time, and salary pay rates.
- A prepayment edit list may be viewed prior to printing the actual payroll checks.
- BIS<sup>®</sup> includes setup and tracking of Vacation and Sick Leave Accruals.
- BIS<sup>®</sup> includes setup and tracking of Crews and Crew Hours.
- BIS<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup> 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.

**(i)** 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

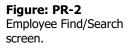
#### New Record

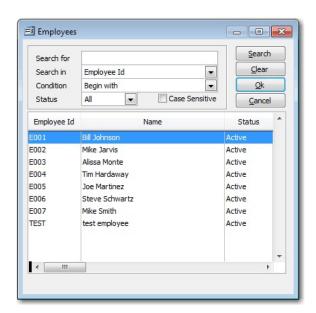
Initial access to Employees from the menu opens the Employees - New form. This form is used to enter new employee information. However, access to a new form when another employee's record is on the screen only requires pressing Ctrl+N or using the New 🗋 icon on the toolbar. The system will ask if any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

Figure: PR-1	🖻 Employ	ees - N	ew									
Employees - New master	Main	<u>O</u> ther	<u>D</u> efault	<u>F</u> ederal	State	<u>A</u> djustme	Accruals	Tax Def	Direct De	History	UDF	Notes
Employees - New master record screen form Main tab.	Hain Employee First Name Display Na Street Add Street Add City State Zip Code Telephone Title S.S.N. Birth Date Last	Id me dress 1 dress 2	<u>D</u> efault		State	M.I.	Accruals	Last N	_		<u>U</u> DF	
	Status Document:	<u>s</u>	Active		•							

#### **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.





#### **Scrolling Through Employee Records**

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

Sample employee record	Main	Other	Default	<u>F</u> ederal	State	Adjustme	Accruals	Tax Def	Direct De	History	UDF Notes
for editing.	Employee	e Id	E001								
	First Nan	ne	Bill			M.I.	J	Last	Name .	Johnson	
	Display N	lame	Bill Johnse	on		22		Г	-		
	Street A	ddress 1	641 Hatri	ck Way						1	
	Street A	ddress 2							1	CORE I	
	City		Pismo Bea	ach							
	State		CA Q	California	a					10 C	
	Zip Code		93448-							1-2	1
	Telephor	ne	(805)543	-7000							0
	Title		Owner				]				2
	S.S.N.		555-55-1	000			÷			1	
	Birth Dat	e	01/19/19	60 🔻	Date Hired	d 0	6/10/2009	-			
	Date Las	t Raised	01/01/20	16 🔻	Date Term	inated	11		Pictu	re	<u>R</u> emove
	Status		Active		-						

#### **Cloning an Existing Record**

In both the Professional and Enterprise Editions of  $BIS^{\circledast}$ , 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 I 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.

<u>M</u> ain	Other	Default	<u>F</u> ederal	State	Adjustme	Accruals	Tax Def	Direct De	<u>H</u> istory	UDF	Note
Employe	e Id										
First Na	me	Bill			M.I.	J	Last	lame	Johnson		
Display	Name	Bill Johnso	n								
Street A	ddress 1	641 Hatrid	k Way								
Street A	ddress 2										
City		Pismo Bea	ich								
State		Q									
Zip Cod	e	93448-									
Telepho	ne	(805)543-	-7000								
Title		Owner									
S.S.N.											
Birth Da	te	07/22/20	19 🔻 [	Date Hired	01	7/22/2019	-				
Date La	st Raised	07/22/20	19 🔻 [	Date Term	inated /	1		Pictu	ire	<u>R</u> emo	ve
Status		Active	-	•							
Docume	nts										

#### **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 kicon (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<sup>®</sup> whenever an employee is referenced in transactions or in other master records. The Main tab records general information about the employee.

Figure: PR-5	🖻 Emplo	yee - E00	)1 - Bill Jol	hnson								• 💌
Employee master record Main tab.	<u>M</u> ain	<u>O</u> ther	<u>D</u> efault	<u>F</u> ederal	State	<u>A</u> djustme	Accruals	Tax Def	Direct De	History	UDF	Notes
	Employe	100 0	E001 Bill							ohnson		
	First Nan					M.I.	J	Last	vame J	onnson		
	Display N	lame	Bill Johnso	n				Γ		2000		
	Street A	ddress 1	641 Hatrid	k Way						1.53		
	Street A	ddress 2							1	1/SS-		
	City		Pismo Bea	ich								
	State		CA Q	California								
	Zip Code		93448-							1-2	V	
	Telephor	e	(805)543-	7000							1	
	Title		Owner								2	
	S.S.N.		555-55-10	000							*	
	Birth Dat	e	01/19/196	50 🖵 [	Date Hired	0	5/10/2009	-		. A		
	Date Las	t Raised	01/01/20	16 🔻 [	Date Termi	nated	11		Pictur	e ]	Remo	ve
	Status		Active		•							1000
	Documer	its										
	Edit											

#### **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<sup>®</sup> 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

employees.

to select picture file for

× Open Picture Picture screen form used Look in: lmages G 🦻 📂 🛄 🕶 -. Name Date modified 9 Туре **BMP** File 6/15/2012 5:20 AM Ps Admin Recent Places PE BIS logo 6/15/2012 5:20 AM **BMP** File **faucet** 6/15/2012 5:20 AM **BMP** File ps faucet2 6/15/2012 5:20 AM **BMP** File Desktop 📑 faucet3 6/15/2012 5:20 AM **BMP** File ps fittings1 6/15/2012 5:20 AM **BMP** File A Real **Foreman** 6/15/2012 5:20 AM **BMP** File **BMP File** heating pipes 6/15/2012 5:20 AM Libraries MICSLOGO(B&W) copy 6/15/2012 5:20 AM **BMP** File Computer • Network Picture • Select Cancel Files of type: Bitmap •

#### 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.

Þ

## **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	E	Employee	es - EO	01 Bill Jo	ohnson								• 🗙
Sample Other tab of Employees master record		<u>M</u> ain <u>O</u> t	her	<u>D</u> efault	<u>F</u> ederal	State	<u>A</u> djustme	Accruals	<u>T</u> ax Def	Direct De	History	Udf	<u>N</u> otes
Employees master record.		Main Ot Business Em Personal Em Mobile Phone Pager Numb Emergency ( Name Telephone 1 Telephone 2	ail e er Contac	bjohnso bjohnso (805)55 (805)55	n @bestcor n @gmail.co 5-1234 5-4321 ohnson 5-9876	struction			<u>T</u> ax Def	Direct De	History	Udf	Notes
	E	dit											

#### **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	Employees - E001	Bill Johnson					
Employee master record	Main Other De	fault Federal	<u>S</u> tate <u>A</u> dju	stme Accruals	Tax Def Dire	ect De <u>H</u> istory	Udf Notes
sample Default tab screen form for a salaried, non-	Pay Period	Weekly			rity Code	N/A	
union employee.	Pay Type	Salary	-	Gend		Male	<b>_</b>
	Classification	Journey Worker	•	Othe	r Burden %	7.00	
	Rate Classification		Q				
		Regular	Overti	1			
	Pay Rate	2,400.00	0.0		.00		
	Billing Rate/Hr	0.00	0.0	0 0	.00		
	Construction Trade		Q				
	GL Account	7003	G Salaries	& Wages-Adm	inistration		
	Union Employee	Union Code	2 I		Q		
		Union Clas	sification	Q			
	Departmentalized	Departmer	<u>it</u>	Q			
	Edit						
	Lar						
Figure: PR-9							
Employee master record	Employees - E005	Joe Martinez					
sample Default tab, screen	Main Other De	fault <u>F</u> ederal	<u>S</u> tate <u>A</u> dju	stme Accruals	Tax Def Dire	ect De <u>H</u> istory	Udf Notes
for an hourly, union	Pay Period	Weekly	•	Mino	rity Code	Hispanic	-
employee.	Pay Type	Hourly	-	Gend	ler	Male	
	Classification	Journey Worker	-	Othe	r Burden %	3.00	
	Rate Classification		Q				
		Regular	Overti	ne Double-	time		
	Pay Rate	24.00	36.0	0 48	.00		
	Billing Rate/Hr	30.00	45.0	0 60	.00		
	Construction Trade	1000	Carpen	trv			
	GL Account	5010	Cost of	Contracts-Lab	or		
	<u>GL Account</u>	5010	Cost of	Contracts-Lab	Dr		
	GL Account	5010 Union Code		Contracts-Lab	C Laborer	's Union	
				000		's Union	
		Union Code	e 1 sification J	000	Q Laborer	's Union	
	Union Employee	Union Code	e 1 sification J	000 1 Q Jo	Q Laborer	's Union	

#### 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<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup> 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.

Chart of Accounts	
Chart of Accounts Budget	
Chart of Accounts Tree Struct	ure
Departments	
What's This?	
Control Access	

#### **Union Employee**

Check this box if the employee is a member of a union. Once it is checked, BIS<sup>®</sup> 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<sup>®</sup> 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.

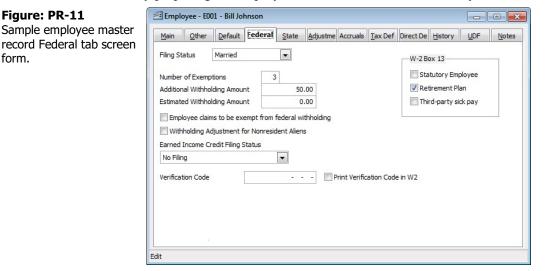
Please note that the Department title is a hyperlink field as well as the description of the information to be entered. Left -clicking the hyperlink leads to the Departments – New screen form. Right-clicking on the Department hyperlink lists the Department report that can be directly accessed.

#### 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<sup>®</sup> 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.



#### **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<sup>®</sup> 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  $\square$  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  $\blacksquare$  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  $\blacksquare$  icon or press Ctrl+J.

#### Figure: PR-12

Sample employee master record State tab screen form with a single state listed for the employee.

ain	<u>O</u> ther	<u>D</u> efault	<u>F</u> ederal	State	<u>A</u> djustme	Accruals	Tax Def	Direct De	History	UDF	Note
State			Name	e		Tax					
	Q Califo	ornia									
[	Q)					)					
											-
	-										
	-					- 2					
(											•
		olding Stat ment State		=		Default W	orkers' Co	np State	CA 💌		

#### 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.

<u>M</u> ain	0	ther	Default	Eederal	State	Adjustme	Accruals	Tax Def	Direct De	History	UDF	Note
Sta				Nam	e		Tax					
CA		Califo										
MD		Maryl	and									
	Q											
		-										
							12.2					
_												
_		_					_					
_		-										
-		-					12.2					
		-										
-												
-							-					
*												•
			olding Stat nent State				Default V	Vorkers' Cor	mp State	MD 💌		

#### 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-	🗐 MD Maryland State Tax Informa	tion	? <mark>- × -</mark>		
form.	State Filing Status Jurisdiction	Married Filing Joint or Head of Household Allegany			
	Withhold for State Disability Insur- Form MW-507	ance			
	State Exemptions	0			
	Employee claims to be exempt from	n state withholding			
	Additional amount to withhold	0.00			
	Exempt from State Unemployment				
	Local Tax Code	Q			
	Workers' Comp. Classification	Q			
		Save	Close		

#### **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  $\square$  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.

mployees master record, djustments tab screen orm.	Main Other Defa		ents A	ccruals <u>T</u> ax De	ef Direct Deg	osit <u>H</u> istory	Udf N	<u>l</u> otes
лп.	Auto Code	Description	Type	Hours	Amount	W/H Type	GL Acco	A 10
	10	Vacation Pay	3 💌	0.00	0.00		7003	
	11	Holiday Pay	3 👻	0.00	0.00		7003	1
	12	Sick Pay	3 👻	0.00	0.00		7003	
	13	Special Pay	3 👻	0.00	0.00		7003	
	14	Other Earnings	3 👻	0.00	0.00		7003	- -
	Automatic Deductio	Description	Type	Amount	GL Accourt	nt		
	30	Insurance Deduction	1 -	-	7007	Q		1
	31	Advance Payback Deduction	1 -		1430	Q		Ξ
	32	Savings Deduction	1 -	0.000	2560	Q		- 10
	35	Other Deduction	1 -	0.000		Q		
		Other Deduction	1 -	0 000		0		-

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<sup>®</sup>:

- 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.

#### Туре

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.

	*
Federal Withholding	
FUTA Amount	_
Social Security Withholding	-
<ul> <li>Medicare Withholding</li> </ul>	
State Withholding	
SUTA Amount	-

#### **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<sup>®</sup>:

- 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.

#### Туре

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.

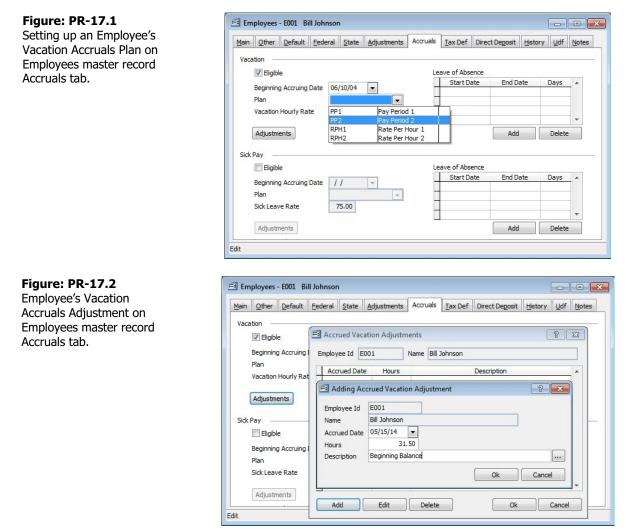
#### Save the Changed Record

When the record is complete or satisfactorily edited, either click on the  $\square$  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.



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.

#### 🖃 Employees - E001 🛛 Bill Johnson Sample employee master Main Other Default Federal State Adjustme Accruals Tax Def Direct De History Udf Notes record, Tax Deferred Automatic Employee Contributions Active Auto Code GL 🔺 Description Туре Amount Limit Tax Deferred Plan V V 50 3.000 0.00 25 1 🔻 52 Cafeteria Plan 1 🔻 1.000 0.00 25 • Automatic Company Contributions Active Auto Code Description Type Amount Limit Lial A 50 Tax Deferred Plan 3.000 0.00 25 1 -Cafeteria Plan 0.00 25 52 0.000 1 🔻 -Edit

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.

## 🄃 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.

Figure: PR-18

screen form.

#### 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<sup>®</sup>:

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.

## \rm **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.

## Туре

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<sup>®</sup> 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<sup>®</sup>:

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.

## \rm **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.

#### Туре

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<sup>®</sup> 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

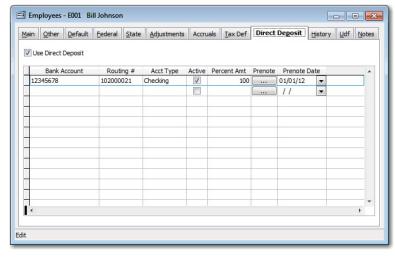
When the record is complete or satisfactorily edited, either click on the  $\square$  Save button on the toolbar or press Ctrl-S to save the changes.

# **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

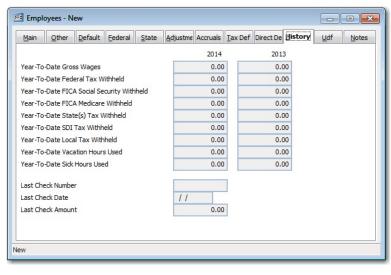
When the record is complete or satisfactorily edited, either click on the 🖬 Save button on the toolbar or press Ctrl-S to save the changes.

# **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	🖻 Empl	oyees - EO	01 Bill J	ohnson								
tab screen form.	Main	Other	<u>D</u> efault	Eederal	State	Adjustme	Accruals	<u>T</u> ax Def	Direct De	History	Udf	Notes
							2014		201	3		
	Year-To	-Date Gros	s Wages				36,000.00		100,000.	00		
	Year-To	-Date Fede	eral Tax W	/ithheld			12,700.00		37,303.	00		
	Year-To	-Date FICA	A Social Se	curity With	held		434.00		434.0	00		
	Year-To	-Date FICA	A Medicare	e Withheld			820.62	2	2,279.	50		
	Year-To	-Date Stat	e(s) Tax V	Withheld			3,123.75	;	8,755.	75		
	Year-To	-Date SDI	Tax Withh	neld			0.00		0.0	00		
	Year-To	-Date Loca	l Tax With	nheld			0.00		0.0	00		
	Year-To	-Date Vaca	ation Hour	s Used			0.00		0.0	00		
	Year-To	-Date Sick	Hours Use	ed			0.00		0.0	00		
	Last Ch	eck Numbe	r			11235		Ĩ.				
	Last Ch	eck Date				04/29	2014	-				
	Last Ch	eck Amoun	t				17,121.63	5				
	Edit											

# 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.  $BIS^{(R)}$  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<sup>®</sup> 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<sup>®</sup> 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 (j) The Udf function is generally employed after installation is complete. Figure: PR-22

Figure: PR-22 Sample Employees master record Udf tab screen form with two examples of user defined fields.	Employees - E001       Bill Johnson         Main       Qther       Default       Eederal       State       Adjustme       Accruals       Tax Def       Direct De       History       Udf         Driver's Lic. Exp.       01/19/2017       Direct's Lic. No.       D1000888	Notes
	Define I Edit	ields

# **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.

Sample User Defined Fields	5	Field Ca	aption Type	Length	Dec	Display Order	
or Employees screen	DLDAT	E Driver's Lic. Exp.	D	8	0	1	
form.	DL	Driver's Lic. No.	C	8	0	2	
							=
							-
	•					+	

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.	🖻 New Field fo	r MSTEF	_ • •
	Field Name: Caption: Type: Tool Tip Text:	Character 💌	
	Format: Length: Decimals:		
			OK <u>C</u> ancel

### 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	Editing Field	(DLDATE) in MSTEF
form.	Caption: Type:	Driver's Lic. Exp. Date
	Tool Tip Text: Format:	Enter the employee's Driver License Number here.
	Length:	8 🛓
	Decimals:	
		QK <u>C</u> ancel

🄍 Tip

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

Туре	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	🖻 Employees - E001 Bill Johnson	- • ×
showing Tool Tip for the first field entered.	Main         Qther         Default         Eederal         State         Adjustme         Accruals         Tax Def         Direct De         History           Driver's Lic. Exp.         12/02/2003         ▼	Udf Notes
mst neid entered.	Driver's Lic. No. D1000888 Enter the employee's Driver License Number here.	
		Defended a
	Edit	Define Fields

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 V	alue
Tonnat	Description	Tornat Example	Text	Date	Numeric
I	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	#####	Hello	12/31/06	***** (Overflow)
Ħ	signs, such as the minus (-) sign.	######################################	Hello Wo.rld	12/31/06	13579246.245
9	Permits only entry of digits and signs, such	99999	Hello	12/31/06	***** (Overflow)
3	as the minus (-) sign.	99999999999	Hello Wo.rkd	12/31/06	13579246
_	Display the current digits grouping, or separator symbol, as set by the Regional	999,999	Hel,lo	12/31/06	***,*** (Overflow)
,	and Language Options setting in the Windows Control Panel.	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	999,999	Hel,lo	12/31/06	***,*** (Overflow)
ं	and Language Options setting in the Windows Control Panel.	999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
Α	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAA
н	Prevents entry of non-hexadecimal symbols in the specified position.	ннннн	Hello	12/31/06	AAAAA
L	Permits logical data only.	LLLLL	Hello	12/31/06	LLLLL
Ν	Permits letters and digits only.	NNNN	Hello	12/31/06	NNNN
U	Permits alphabetic characters only and converts them to uppercase (A-Z).	υυυυυ	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	TPQQW	TPQQh	12/31/06	TPQQW
	format, but its behavior is subject to the table above.	123TQW	123T Qh	12/31/06	123TQW

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

### 1Payroll

### 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.

Empl	oyees - EC	001 Bill Jo	hnson								
<u>M</u> ain	Other	Default	<u>F</u> ederal	State	<u>A</u> djustme	Accruals	Tax Def	Direct De	History	Udf	Notes
1. Som	etimes wo	rks from ho	ome.								^
											-
t											

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  $\square$  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**

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

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  $\square$  New icon on the toolbar. The system will ask if any changes to the record should be saved.

State	Q	
Insurance Carrier		
Address 1		
Address 2		
City		
State	Q	
Zip Code		
Telephone Number (	) -	
Fax (	) -	
E-Mail		
Account		
Contact		

# **Editing an Existing Record**

The list of workers' compensation classifications may be examined by clicking on the Magnifying Glass  $\Box$  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
rigure:	PK-30

Workers' Comp. Classification Find/Search screen form.

Search for Search in Condition	W/C State Begin with			✓ <u>Search</u> <u>Clear</u> <u>Qk</u>
//C State	Case Sensitive	Address 1	Address 2	City ^
W N	'orker's Comp. for California	16000 Ventura Blvd.		Ventura
	orker's comp, for california	16000 Ventura Bivu.		Ventura
	orker's Comp. for Cairornia	10000 Ventura bivo.		ventura
	orke's comp, for Camornia	1000 venura ovu.		venura
	one scong, lor canorna	1500 tenura sivu.		venura
	ane s comp, nor canoma	1800 Yeliu a Swi.		venus a

### 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 is icon (at the top of the screen) will open the first record of the list according to State. Clicking on the Previous is icon (at the top of the screen) will open the immediately previous record of the list according to State. Clicking on the Next is icon (at the top of 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.	Workers' Comp. C Main Settings	lassifications - CA Worker's Comp. for California
Classification screen form.	State Insurance Carrier Address 1 Address 2 City State Zip Code Telephone Number Fax E-Mail Account Contact Edit	CA         Q. California           Worker's Comp. for California         16000 Ventura Blvd.           Ventura         CA           CA         Q. California           93001         (805)543-7000           (805)534-1595         j.smith @workerscomp.com           123456789         Jane Smith

#### **Cloning an Existing Record**

In both the Professional and Enterprise Editions of BIS<sup>®</sup>, 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 **E** 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	E     Workers' Comp. C       Main     Settings	Classifications - New	
that all of the initial fields	State		
other than the State match	Insurance Carrier Address 1	Worker's Comp. for California 16000 Ventura Blvd.	
the source record.	Address 1 Address 2		
	City	Ventura	
	State		
	Zip Code	93001	
	Telephone Number	(805)543-7000	
	Fax	(805)534-1595	
	E-Mail	j.smith@workerscomp.com	
	Account	123456789	
	Contact	Jane Smith	
	New		

### **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  $\boxtimes$  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<sup>®</sup> whenever an employee is referenced in transactions or in other master records. The Main section records general information about the workers' compensation classification.

<b>Figure: PR-33</b> Sample Workers Comp. Classifications screen form.		ssifications - CA Worker's Comp. for California
	State	CA 🔍 California
	Insurance Carrier	Worker's Comp. for California
	Address 1	16000 Ventura Blvd.
	Address 2	
	City	Ventura
	State	CA Q California
	Zip Code	93001
	Telephone Number	(805)543-7000
	Fax	(805)534-1595
	E-Mail	j.smith@workerscomp.com
	Account	123456789
	Contact	Jane Smith
	Edit	

# <u>State</u>

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.	Workers' Comp. Classifications - CA Worker's Comp. for California      Main Settings Qassifications Udf Notes      Calculation Mode      Percent of Reduced Gross Wages      Rate per Hour      Percent of Gross Wages      Experience Modifier      1.2500      Employee Deduction      Worker's Comp. Payable Account      2300      Worker's Compensation Payable

### **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.

Chart of Accoun	ts
Chart of Accoun	ts Budget
Chart of Accoun	ts Tree Structure
Departments	
<u>W</u> hat's This?	
Control Access	

description of the information to be entered. Right-clicking on the Workers' Comp. Payable Account hyperlink 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  $\blacksquare$  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line  $\blacksquare$  icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: PR-36 Workers' Comp. Classifications master		Classifications - CA Worker's Co lassifications	mp. for California		
record Classifications tab	Classification	Description	Company Rate	Employee Rate	*
	▶ 5040	Iron or Steel Erection	13.65000	0.00000	
screen form.	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	E
	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	-
	•				•
				<u>I</u> nsert	Delete

#### Columns Classification

Enter each classification for the state workers' compensation policy.

# Description

Enter the description of the classification.

Edit

# **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.nnnn 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.nnnn 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  $\Box$  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 f	unction is generally employed after installation	n is complete.
Figure: PR-3 Workers' Comp Classifications record Udf scru	o. master	Workers' Comp. Classifications - CA Worker's Comp. for California  Main Settings Classifications Udf Notes  Due Dates	Define Fields

# **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.

Field	Caption	Type	Length	Dec	Display Order	-
DATES	Due Dates	С	15	0	1	]
		2 2				-
		10 10				- 2
		10 10		S - 5		-11
		a 18				.u
•					•	

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.

# Туре

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.	📑 New Field fo	r MSTWC	- • •	
	Field Name: Caption: Type: Tool Tip Text: Format: Length: Decimals:	Character	QK <u>Cancel</u>	

# 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	📑 Editing Field	[DATES] in MSTWC
form.	Field Name: Caption:	DATES Due Dates
	Type:	Character 💌
	Tool Tip Text:	Identifies the periodic payment dates
	Format:	
	Length:	15 🔺
	Decimals:	0 🚖
		QK <u>C</u> ancel

🄍 Tip

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

Туре	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.

Main	Settings	Classifications	Udf Notes	
Due I	Dates [		Identifies the periodic payment d	lates
lit				Define Fields

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 V	alue
Tonnat	Description	Tormat Example	Text	Date	Numeric
I	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 (I) characters.	1111	HELLO	12/31/06	1111
#	Permits only entry of digits, spaces, and	#####	Hello	12/31/06	***** (Overflow)
π	signs, such as the minus (-) sign.	#######################################	Hello Wo.rkd	12/31/06	13579246.245
9	Permits only entry of digits and signs, such	99999	Hello	12/31/06	***** (Overflow)
3	as the minus (-) sign.	99999999999	Hello Wo.rkd	12/31/06	13579246
	Display the current digits grouping, or separator symbol, as set by the Regional	999,999	Hel,lo	12/31/06	***,*** (Overflow)
,	and Language Options setting in the Windows Control Panel.	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	999,999	Hel,lo	12/31/06	***,*** (Overflow)
·	and Language Options setting in the Windows Control Panel.	999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
Α	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAA
Н	Prevents entry of non-hexadecimal symbols in the specified position.	нннн	Hello	12/31/06	AAAA
L	Permits logical data only.	LLLLL	Hello	12/31/06	LLLL
Ν	Permits letters and digits only.	NNNNN	Hello	12/31/06	NNNNN
U	Permits alphabetic characters only and converts them to uppercase (A-Z).	υυυυυ	HELLO	12/31/06	UUUUU
W	Permits alphabetic characters only and converts them to Lowercase (a-z).	wwwww	hello	12/31/06	wwwwww
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.	11111	HELLO	12/31/06	77777
	Virtually any character can be used in the	TPQQW	TPQQh	12/31/06	TPQQW
	format, but its behavior is subject to the table above.	123TQW	123T Qh	12/31/06	123TQW

### 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.

📑 Wo	rkers' Com	np. Classification	ns - CA Worker	r's Comp. for California	
Main	Settings	Classifications	Udf Notes	]	
1. Re	eview claims	semi-annually.			*
					-
dit					

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  $\Box$  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  $\square$  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.

Main Notes		
Trade Code		
Description		
Regular Rate	0.00	
Overtime Rate	0.00	
Double Time Rate	0.00	

# **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.

Search for Search in Condition	Trade Code Begin with Case Sensitive	•	<u>S</u> earch <u>C</u> lear <u>O</u> k <u>C</u> ancel	
Trade Code	Description	1	Regular Rate	*
1000	Carpentry		25.00	
1001	Electrical		27.00	
1002	Plumbing		30.00	
•			4	

**Figure: PR-46** Sample Construction Trades master record 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 is 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.

Trade Code	1000	
Description	Carpentry	
Regular Rate	25.00	
Overtime Rate	38.00	
Double Time Rate	50.00	

### **Cloning an Existing Record**

In both the Professional and Enterprise Editions of  $BIS^{\circledast}$ , 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  $\blacksquare$  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.

Cloned Construction Trades master record. Note that all of the initial fields other than the Trade Code match the source record.

Construction Trade	:s - New	- • •
Main Notes		
Trade Code		_
Description	Carpentry	
Regular Rate	25.00	
Overtime Rate	38.00	
Double Time Rate	50.00	
New		

### **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  $\boxtimes$  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<sup>®</sup> 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.

Fig	ure:	PR-	-48

Sample Construction Trades screen form.

Main Notes		
Trade Code	1000	
Description	Carpentry	
Regular Rate	25.00	
Overtime Rate	38.00	
Double Time Rate	50.00	

# 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  $\Box$  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.

Construction Trades - 1000 Carpentry	
Main Notes	
1. Based on State Contract Document #123459876.	
dit	•

# 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<sup>®</sup> 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<sup>®</sup>:

- 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.

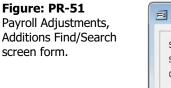
Figure: PR-50 Payroll Adjustments, Additions - New screen	Additions - New	
form.	Addition Code     I       Description     Image: Code       Addition Limit     0.00       GL Account     Q       Report Code     Q       Addition     Image: Code       Addition     Image: Code       Amount     0.00	Non Payroll Adjustment
	Percent of Gross Wages     Rate per Hour Worked Include in     Pederal Tax Withholding     Pederal Unemployment Tax Amount     FICA Social Security Tax Withholding     FICA Medicare Tax Withholding	<ul> <li>Fixed Amount</li> <li>Rate per Hour Earned</li> <li>State Tax Withholding</li> <li>State Unemployment Tax Amount</li> <li>SDI Tax Withholding</li> <li>Local Tax Withholding</li> </ul>

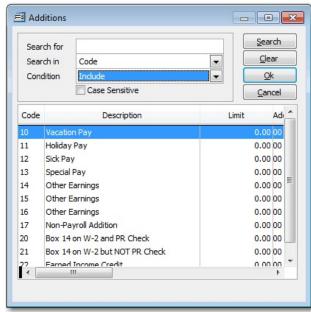
# Scrolling Through Payroll Adjustment Addition Records

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

<b>Figure: PR-52</b> Sample Payroll Adjustments master	Additions - 10 V	acation Pay Notes		
record, Additions screen form.	Addition Code Description Addition Limit GL Account	10 Vacation Pay 0.00 Vo Limit 7003 Q Salaries & Wa	nes-Administration	Non Payroll Adjustment
	Report Code Addition Amount O Percent of Gr Include in	0.00 oss Wages Rate per Hour Worked	Fixed Amount	Rate per Hour Earned
	FICA Social	Withholding mployment Tax Amount Security Tax Withholding are Tax Withholding	<ul> <li>✓ State Tax Withho</li> <li>✓ State Unemploym</li> <li>✓ SDI Tax Withhold</li> <li>✓ Local Tax Withhol</li> </ul>	ent Tax Amount

# **Cloning an Existing Record**

In both the Professional and Enterprise Editions of  $BIS^{\circledast}$ , 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 E 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  $\boxtimes$  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<sup>®</sup> 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<sup>®</sup>:

- 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<sup>®</sup> 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<sup>®</sup> will use the amount entered for the addition.

# Туре

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<sup>®</sup> 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.

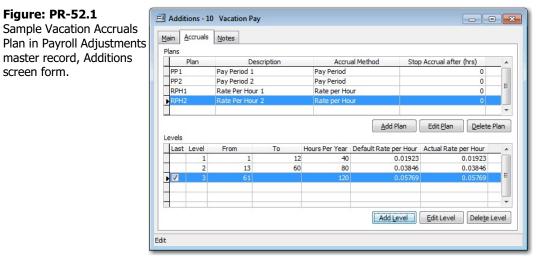
The tax options are: Federal Tax Withholding, Federal Unemployment Tax Amount, FICA Social Security Tax Withholding, FICA Medicare Tax Withholding, State Tax Withholding, State Unemployment Tax Amount, SDI (State Disability Insurance) Tax Withholding, and Local Tax Withholding.

# **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-52.2** Vacation Accruals Sample Plan form.

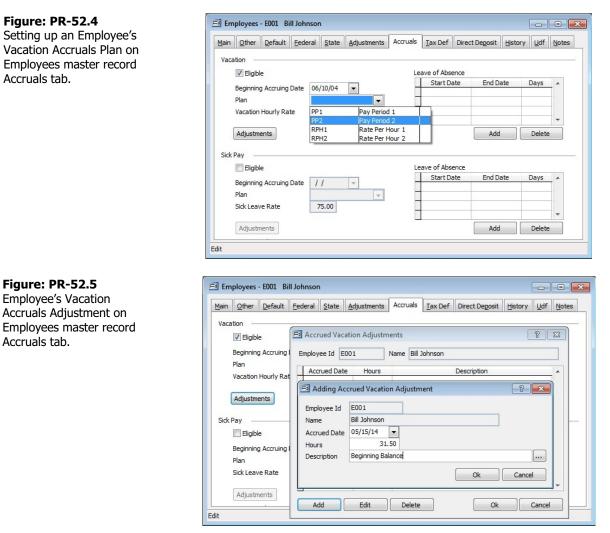
Plans	? 🔀	)
Plan Number Description	RPH2 Rate Per Hour 2	
Stop Accrual after	0 hours	
Accrual Method – Pay Period Rate per Ho	ır	
Doubl	me Hours at Straight Time : Time Hours at Straight Time on Hours y Hours	
Cther	Additions 0 selected	
	Ok Cancel	

#### Figure: PR-52.3 Vacation Accruals Sample

Plan Level form.

E Level 3		? 🛛
Plan	RPH2	
Last Level		
From Month	61	
To Month	0	
Hours per Year	120	
Rate per Hour	0.05769	
Actual Rate per Hour	0.05769	

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.



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 Check - New								
Payroll Totals tab.	Main Accounts State	Acct Hours	Certified	Add Ded	I	ax Def Local Tax	Totals	Print Notes	
	Earnings					Withholdings & Deduc	tions		
	Description	Hours	An	mount	*	Descrip	tion	Amou	unt 🔺
	Regular Pay	40.	0	3,000.00		Federal Withholdin	g		521.00
	Overtime Pay	0.	0	0.00	=	Extra Federal With	holding		0.00
	Double-time Pay	0.	0	0.00		Social Security Wit	hholding		0.00
	Vacation Pay	0.	0	0.00		Medicare Withhold	ing		68.39
	Holiday Pay	0.	0	0.00	-	State Withholding			231.19
	Sick Dav	Evtra Stata Withholding 0.00							
	Click here to adjust Wa	ges				Click here to edit W	ithholdings 8	Company Cor	ntributions
	Tax Deferred				_	Accruals			
	Tax Deferred Descrip	tion	An	nount	*		Amount	Use Custom	Custom
		tion	An	mount 90.00	_	Accruals	Amount 2.31		Custom 0.00
	Descrip	tion	An		_	Accruals Description			
	Descrip	tion	An		_	Accruals Description Vacation	2.31		0.00
	Descrip				*	Accruals Description Vacation	2.31		0.00
	Tax Deferred Plan	40.0		90.00	*	Accruals Description Vacation Sick Leave	2.31		0.00
	Tax Deferred Plan	40.0		90.00	*	Accruals Description Vacation Sick Leave Total Withholdings	2.31		0.00 0.00 820.58

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.

Vacati	on Ledger					Best Constructio	n Company
Detail Re	-						Page 1
Accrued Date	Check #	Check Date	Hours Accrued	Date Used	Hours Used	Balance Description	
E001	Bill Johnson						
	Balance Forward		0.00	12/31/13		0.00	
05/15/14	4444	05/15/14	2.31	05/15/14		2.31	
05/15/14	4444	05/15/14	0.00	05/15/14		2.31	
05/15/14			31.50	05/15/14		33.81 Beginning Balance	

#### **Notes Tab**

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

Ciguro DD 52		
Figure: PR-53	Additions - 10 Vacation Pay	
Sample Payroll Adjustments master record Additions Notes screen form.	Additions - 10 Vacation Pay         Main       Accruals         I. Review annually.	
		Ŧ

# Save the Changed Record

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

# **Payroll Adjustments - Deductions**

Edit

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<sup>®</sup> 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<sup>®</sup>:

- 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**

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

form.

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.

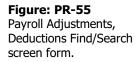
Main Notes				
Deduction Code				
Description		· · · · · · · · · · · · · · · · · · ·		
Deduction Limit (Year)	0.00	No Limit (Year)		
Min YTD Gross	0.00			
Max YTD Gross	0.00			
Deduction Limit (Week)	0.00	No Limit (Week)		
GL Account		Q		
Report Code		Q		
Deduction				
Amount	0.000			
Percent of Gross	Wages 🔘 Rate	e per Hour Worked	Fixed Amount	Rate per Hour Earned

# Scrolling Through Payroll Adjustment Deduction Records

Payroll adjustment deductions' records can be scrolled by using the Navigation buttons on the toolbar  $4 \leftarrow 1 \rightarrow 1$  at the top of the screen. Clicking on the First  $4 \rightarrow 1$  icon (at the top of the screen) will open the first record of the list according to Deduction Code. Clicking on the Previous  $4 \rightarrow 1$  icon (at the top of the screen) will open the next record of the list according to Deduction Code. Clicking on the Next  $1 \rightarrow 1$  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  $\square$  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.



Sear	ch for							Search	
Sear	rch in	Code						Clear	
Con	dition	Include						<u>O</u> k	
		Case Sensitive						<u>C</u> ancel	
Code		Description	Limit	Min YTD Gross	Max YTD Gross	GL Account	Report Code	Amount	^
30	Insuran	ice Deduction	0.00	0.00	0.00	2530		55.000	
31	Advanc	e 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 D	eduction	0.00	0.00	0.00			0.000	
36	Other D	eduction	0.00	0.00	0.00			0.000	
37	Extra F	ederal Withholding	0.00	0.00	0.00	2210		0.000	
38	Extra S	tate Withholding	0.00	0.00	0.00	2240		0.000	
55	Union A	utomatic Deduction	0.00	0.00	0.00	2410		0.000	
56	Union T	ax Automatic Deduction	0.00	0.00	0.00	2410		0.000	
57	W/C Au	tomatic 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  $BIS^{\circledast}$ , 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 E 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  $\boxtimes$  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<sup>®</sup> 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.

eduction Code	30			
Description	Insuran	ce Deduct	ion	
Deduction Limit (Year)		0.00	V No Limit (Year)	
In YTD Gross		0.00		
lax YTD Gross		0.00		
Deduction Limit (Week)		0.00	☑ No Limit (Week)	
GL Account	2530		Q Medical Plans Payable	
Report Code			Q	
Amount	55.00			
O Percent of Gross	Wages	Rate	e per Hour Worked	Rate per Hour Earned

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

- 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.

# \rm **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<sup>®</sup> 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<sup>®</sup> 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 Agnifying 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<sup>®</sup> will use the amount entered for the deduction.

# Туре

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<sup>®</sup> 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. 1. Review annually. I. Review annually. Edit

# 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.

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<sup>®</sup> 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.



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  $\square$  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.	Tax Deferred - New         Main       Employee         Company       Notes         Tax Deferred Code	
	New	

#### 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 disconsistence (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 Q 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.	Sear	ch for ch in lition	Code Indude	ase Sensitive	Search Glear Qk Cancel
	Code 50 52	Tax Def Cafeter	Description ferred Plan ia Plan	Status Active Active	
					Ŧ

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.

Main Employee Comp	bany Notes
Tax Deferred Code	50
Description	Tax Deferred Plan
W-2 Classification	D
	Elective deferrals to a section $401(k)$ cash or deferred arrangement plan (including a SIMPLE $401(k)$ arrangement)
Include in W-2 box number	12 Company Contributions
W-2 Label	D
Status	Active

# **Cloning an Existing Record**

In both the Professional and Enterprise Editions of BIS<sup>®</sup>, 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  $\boxtimes$  (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  $\square$  Save button on the toolbar or press Ctrl-S to save the changes.

# PR-66

#### Main Tab

This form allows managing tax deferred compensation and cafeteria plans for employees. BIS<sup>®</sup> 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.	Tax Deferred - 50 Tax Main Employee Comp	
	Tax Deferred Code Description W-2 Classification	50 Tax Deferred Plan D Elective deferrals to a section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement)
	Include in W-2 box number W-2 Label Status	12 V Employee Contributions Company Contributions D Active V

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.

# \rm **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
- b Section 126
- C Group-term life ins.
- D Section 401(k)
- E Section 403(b)
- F Section 408(k)(6)
- G Section 457
- H Section 501(c)(18)(D)
- J Nontaxable sick pay
- K 20% excise tax
- L Substantiated employee business exp

- M Uncollected SS or RRTA
- N Uncollected medicare tax
- P Excluding moving expenses
- Q Military employee
- R Employer contributions to (MSA)
- S Simple
- T Adoption benefits
- V Income nonstatutory stock option(s)
- W Employer contributions to (HSA)
- Y Section 409A Deferrals
- 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  $\Box$  Save button on the toolbar or press Ctrl-S to save the changes.

# \rm **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	Tax Deferred - 50 Tax Deferred Plan           Main         Employee         Company         Notes		
Employee tab screen form.	Amount 3.0	10 Vo Limit 10 e per Hour Worked Fixed Amount	Rate per Hour Earned
	☑ Reduce Federal Taxable Wages         ☑ Reduce FICA Social Security Taxable         ☑ Reduce FICA Medicare Taxable Wag         ☑ Reduce FICA Medicare Taxable Wages		
	GL Account 2540 Report Code	(Q) 401k Plan Payable	
	Edit		

# **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<sup>®</sup> will use the amount entered for the deduction.

# Туре

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<sup>®</sup> 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 is 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  $\square$  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  $\square$  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.

<b>Figure: PR-63</b> Sample Payroll Adjustments master record Company tab screen form.	Tax Deferred - 50 Tax Deferred Plan           Main         Employee         Company         Notes	
	Contribution Limit 0.00 V No Limit	
	Amount 3.000	
	Percent of Gross Wages	d Amount 💿 Rate per Hour Earned
	Increase Federal Taxable Wages Increase FICA Social Security Taxable Wages Increase FICA Medicare Taxable Wages Increase FUTA Taxable Wages	
	Accrue Company Contribution to the General Ledger	
	Payable Account 2540 Q 401k Plan Payable	
	Expense Account 7007 C Employee Benefits-G&A	
	Report Code	
	Edit	

# **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<sup>®</sup> 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<sup>®</sup> will use the amount entered for the deduction.

# Туре

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<sup>®</sup> 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<sup>®</sup> 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 a 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 a 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  $\square$  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	Tax Deferred - 50     Tax Deferred Plan       Main     Employee     Company       Notes	
record, Notes screen form.	1. Review annually.	^
	Edit	

# Save the Changed Record

When the record is complete or satisfactorily edited, either click on the  $\square$  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<sup>®</sup> 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<sup>®</sup>:

- 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.

# \rm **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  $\Box$  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  $BIS^{\circledast}$ , 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  $\blacksquare$  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.	Local Taxes - New
	Report Code     Q       Indude in W-2 Form     W-2 Label

#### 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.	Sear Sear	Search for Search in Code Condition Begin with			Searc	ch ar
	Code 33 34 40		Description ax Local Tax New York	Limit	t 0.00 0.00 0.00	22
	41 42	City of	Yonkers nd Residents		0.00	22
	•					r F

# **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  $\boxtimes$  (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<sup>®</sup> 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.

escription M ate M ithholding Limit	12 1aryland Residen 1D Q Marylar		
escription M ate M ithholding Limit	1D A Marylar		
ate M ithholding Limit		od	
	0.00	🔽 No Limit	
ithholding Amount	0.00		
Percent of Gross Wages remption Amount Account sport Code	0.00		
] Include in W-2 Form -2 Label	1D	]	
	Account 2 port Code	Account 2270 port Code	Account 2270 Q Payroll Taxes Payable-Local Tax 1 port Code Include in W-2 Form

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

33 Local Tax:

Local tax code 33 relates to the Deduction code 33 ("Local Deductions") in the DOS versions of BIS<sup>®</sup>. When importing data from BIS<sup>®</sup> for DOS, deductions associated with deduction code 33 will be linked to the BIS<sup>®</sup> for Windows<sup>®</sup> 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.

<b>▲</b> 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<sup>®</sup> will use the amount entered for the deduction.

#### Туре

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 10 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.

#### PR-82

## **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 taxation parameters for these plans. If the taxation is not correct, the p information will be incorrect.	•
Figure: PR-68 Payroll Adjustments marecord Tax Deferred ta 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.

<b>Figure: PR-69</b> Sample Payroll Adjustments master record, Local Taxes, Notes screen form.	Local Taxes - 42 Maryland Residents      Main Tax Deferred Notes      I. Review annually.	
	Edit	Ŧ

# 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	📑 Labor Rates Classif				
	Main Notes				
	Classification				
	Description				
		Regular	Overtime	Double-time	
	Pay Rate	0.00	0.00	0.00	
	Billing Rate/Hr	0.00	0.00	0.00	
	Per Diem Daily Rate	0.00			

#### **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.

Jure: PR-69.2 por Rates Classifications d/Search screen form.	Search for Search in Condition	Classifications Classification Begin with Case Sensitive	[		arch lear Ok ancel
	Classification	Description	Pay Rate Reg	Pay Rate OT	
	1000	Project Manager	26.00	39.00	2.00 =
	1100	Lead Planner	26.00	39.00	100
	1200	Scheduler	25.00	37.50	0.00
	1300	Planner	24.00	36.00	3.00
	1400	Pipe Draftsman	18.00	27.00	5.00
	1500	QC Supervisor	19.00	28.50	3.00
	1600	QC Inspector	18.00	27.00	5.00
	1700	Safety Supervisor	18.00	27.00	5.00
	1800	Safety Technician	17.00	25.50	4.00
	1900	Office Manager	15.00	22.50	0.00
	2000	Timekeener	13 00	19 50	5 00 *

#### 1Payroll

Figure: PR-69.3 Sample Labor Rates Classifications master record 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 war at the top of the screen. Clicking on the First will 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 distinct 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.

Classification	1000			
Description	Project Manager			
	Regular	Overtime	Double-time	
Pay Rate	26.00	39.00	52.00	
Billing Rate/Hr	72.63	108.94	145.26	
Per Diem Daily Rate	75.00			

#### **Cloning an Existing Record**

In both the Professional and Enterprise Editions of  $BIS^{\circledast}$ , 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  $\blacksquare$  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.

Labor Rates Classif	ications - New			
Main Notes				
Classification				
Description	Project Manager			
	Regular	Overtime	Double-time	
Pay Rate	26.00	39.00	52.00	
Billing Rate/Hr	72.63	108.94	145.26	
Per Diem Daily Rate	75.00			

#### **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  $\boxtimes$  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<sup>®</sup> 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.	🖻 Labor Rates Classifications - 1000 Project Manager					
	Main Notes					
	Classification	1000				
	Description	Project Manager	Project Manager			
		Regular	Overtime	Double-time		
	Pay Rate	26.00	39.00	52.00		
	Billing Rate/Hr	72.63	108.94	145.26		
	Per Diem Daily Rate	75.00				

#### **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  $\square$  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.	Labor Rates Classifications - 1000 Project Manager      Main Notes      Per Diem for this classification can be used when the job site is more than 2 hours travel time.	

# 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<sup>®</sup> 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<sup>®</sup> ensures that there is a clear audit trail for all checks entered. As each entry is made, BIS<sup>®</sup> 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  $\square$  on the toolbar. The system will be ask if any changes to the record should be saved.

Figure: PR-70	E Payroll Check - New
Payroll Check - New screen	Main Accounts State Acct Hours Certified Add Ded Iax Def Local Tax Totals Print Notes
form.	Check Number Check Number Check Number Check Date 07/30/2019 Last Entry 2028 Yold Check Date 07/30/2019 Check
	New

Figure: PR-71

screen form.

Payroll Check Find/Search

#### 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 a (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 [2] (at the top of the screen) will open the next record of the list according to the Check #. Clicking on the Last icon a (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.

#### Payroll Check - -Search Search for Clear • Search in Check # Condition Include <u>O</u>k Case Sensitive Cancel Fiscal Year All • Check # Date 12 Employee Id Display Name Amount Cash Acct Bill Johnson 2 280 00 Bill Johnson 1,494.01 1020 2028 06/30/2017 E001 2024 01/31/2017 E001 Bill Johnson 3,062.48 1020 2025 01/31/2017 E002 Mike Jarvis 1,497.33 1020 2026 01/31/2017 E003 Alissa Monte 602.54 1020 677.47 1020 2027 01/31/2017 Tim Hardaway F004 2017 01/24/2017 E004 Tim Hardaway 669.34 1020 01/24/2017 665.77 1020 2018 E005 Joe Martinez 2019 01/24/2017 E006 Steve Schwartz 670.40 1020 2020 E007 01/24/2017 Mike Smith 736.29 1020 2021 01/24/2017 E001 Bill Johnson 1,717.26 1020 2022 01/04/0017 E002 Miles Israia 000 10 1000

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

Figure: PR-72 Sample manual Payroll	Payroll Check - 1007	7 06/30/2017			- • •
	Main Accounts Sta	ate Acct Hours Ce	rtified <u>A</u> dd <u>D</u> ed [	[ax Def Local Tax Totals Print	Notes
Check screen form.	Check Number Check Date <u>Employee Id</u> S.S.N. Tax Withholding State Unemployment State Pay Period Date Pay Year Amount	1007 06/30/2017 E001 S55-55-1000 CA CA California CA California 06/30/2017 2017 2,280.00	Bill Johnson         Salary         Salary	2,400.00	Void
	Edit				

# 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.

#### PR-91

# 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<sup>®</sup> 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<sup>®</sup> ensures that there is a clear audit trail for all checks entered. As each entry is made, BIS<sup>®</sup> 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	Payroll Check - New
Manual or Cash	Main Accounts State Acct Hours Certified Add Ded Tax Def Local Tax Totals Print Notes
Disbursements Payroll Check - New screen form.	Check Number         Last Entry         2028         Void           Check Date         07/30/2019         V </td
	Employee Id
	S.S.N Tax Withholding State
	Unemployment State
	Pay Period Date / /
	Pay Period Date / /  Pay Year
	Amount 0.00 Calculate Withholdings
	Final Check
	New
	INEW

#### **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 in 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.

Search for Search in Condition Status	Employee Id  Begin with All Case Sensitive	<u>S</u> eard <u>C</u> lear <u>O</u> k <u>C</u> ance	
Employee Id	Name	Status	*
E001	Bill Johnson	Active	
E002	Mike Jarvis	Active	
E003	Alissa Monte	Active	
E004	Tim Hardaway	Active	
E005	Joe Martinez	Active	
2006	Steve Schwartz	Active	
E007	Mike Smith	Active	
TEST	test employee	Active	
			-
< III.		1	•

#### 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<sup>®</sup> 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<sup>®</sup> 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  $\Box$  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.

igure: PR-75	Payroll Check - New			
lanual or Cash	Main Accounts State Acct Hours	Certified Add D	ed Tax Def Local Tax Totals Prin	nt <u>N</u> otes
isbursements Payroll	Cash Account	1020	Cash In Bank	
heck, Accounts screen	PR Advance Account	1430	C Employee Advances	
form.	Federal Withholding Account	2210	Q Payroll Taxes Payable-FIT	
	Social Security Withholding Account	2220	Q Payroll Taxes Payable-FICA	
	Medicare Withholding Account	2050	C Accrued Salaries, Wages & Bonus I	
	Social Security Payable Account		Q	
	Social Security Expense Account		Q	
	Medicare Payable Account		Q	
	Medicare Expense Account		Q	
	FUTA Payable Account		Q	
	FUTA Expense Account		Q	
	Union Payable Account	2410	Q Union Payable 1	
	Union Expense Account	6035	Q Union Benefits-Trade	
	Workers' Comp. Payable Account	2300	Q Worker's Compensation Payable	
	Workers' Comp. Expense Account	7009	Q Insurance-Workman's Comp-G&A	

#### **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 a 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. Rightclicking 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 a 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. Rightclicking 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  $BIS^{\circledast}$  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<sup>®</sup> 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<sup>®</sup> 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 is 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<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup> posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon is 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<sup>®</sup> posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon is 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<sup>®</sup> posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon is 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  $BIS^{\otimes}$  posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon  $\Box$  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  $BIS^{\circledast}$  posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon  $\Box$  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  $BIS^{\circledast}$  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	Payroll Check - New
Manual or Cash Disbursements Payroll	Main Accounts State Acct Hours Certified Add Ded Jax Def Local Tax Totals Print Notes
Check, State Accounts	State Withholding Account
screen form.	SDI Withholding Account
	SUTA Expense Account
	ETT Pavable Account Q. ETT Expense Account Q.
	New

#### **State Withholding Account**

This field displays the account number of the state withholding account that is increased when BIS<sup>®</sup> 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  $BIS^{(R)}$  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  $BIS^{\otimes}$  posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon  $\square$  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.

#### 1Payroll

#### **SUTA Expense Account**

This field displays the account number of the employer's SUTA expense which is decreased when BIS<sup>®</sup> posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon is 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<sup>®</sup> posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon is 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<sup>®</sup> posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon is 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

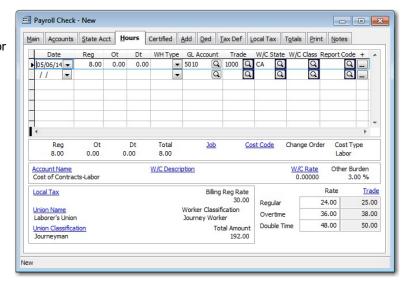
When the record is complete or satisfactorily edited, either click on the Save 🖬 button on the toolbar or press Ctrl-S to save the changes.

# 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  $\Xi$  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon  $\Xi$  (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 5<sup>1</sup>/<sub>4</sub> 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  $5\frac{1}{4}$  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<sup>®</sup> 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<sup>®</sup> calculates double-time at wage rate set in the Employee master record Default tab.

#### 🄍 Tip

These three columns are one area of BIS<sup>®</sup> 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<sup>®</sup> 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

#### 🄃 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.

vroll Check, (Ellipsis) umn, Job Cost - Cost	Budget ()	) Change C	order		🔲 Non-billa	able Cost
be (L) Labor sub-screen m.	Job Number	1000		Q	Pacific View Apa	artments
	Change Order Cost Code		<b>Q</b>	Q		100
	Other Burden	3.00	%	Q		
	Rate Class.	R	egular		Overtime	Double-time
	Pay Rate		25.00		37.50	50.00
	Billing Rate/Hr		30.00		45.00	60.00
	Classification	Journey	Worker	-		
	W/C State	CA Q	Worker	's Co	omp. for Californ	ia
	W/C Classification	5645		Q	Capenter	
	Union Code	1000		Q	Laborer's Union	
	Union Class.	J1	Q Jou	Irne	yman	
	Local Tax		Q			
					ОК	Cancel

#### 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 is 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 in 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	📑 Job Cost - Cost 1	Гуре (L) Labor		? <b>~</b>
Payroll Check, (Ellipsis) column, Job Cost - Cost	Budget	Change Order	🔲 Non-billa	ble Cost
Type (L) Labor sub-screen form, showing optional use	Job Number Change Order	1000	Pacific View Apa	rtments
of Job Budget cost code or other Cost Code selection option.	Cost Code Other Burden Rate Class,		Job Budget Cost Code	
		Regular	Overtime	Double-time
	Pay Rate	25.00	37.50	50.00
	Billing Rate/Hr	30.00	45.00	60.00
	Classification	Journey Worker	•	
	W/C State	CA Q Worker	's Comp. for Californi	a
	W/C Classification	5645	Capenter	
	Union Code	1000	C Laborer's Union	
	Union Class.	J1 Q Jou	irneyman	
	Local Tax	Q		

#### **Other Burden**

BIS<sup>®</sup> 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.

OK

#### **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 **Q**.

#### 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 is 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<sup>®</sup> 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<sup>®</sup> 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.

# <u>Job</u>

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. Leftclicking 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.

Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments
What's This?

#### 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. Leftclicking 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<sup>®</sup> 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:

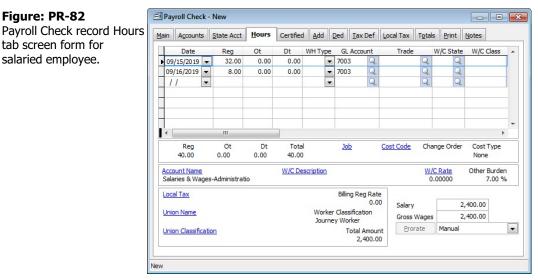
- Post the entire salary to one general ledger account. This is probably the most common method.
- Distribute the salary to more than one general ledger account. If this is necessary, it will be necessary to determine the amount to be distributed to each general ledger account, then change the rate displayed by BIS<sup>®</sup> 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:

Accour	nt 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  $\blacksquare$  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon  $\blacksquare$  (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 <u>only</u> on those differences.

#### Reg (Regular Hours) Column

Regular hours must be entered as a decimal (5.25 for 5<sup>1</sup>/<sub>4</sub> 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 5<sup>1</sup>/<sub>4</sub> 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<sup>®</sup> 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 5<sup>1</sup>/<sub>4</sub> 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<sup>®</sup> calculates double-time at wage rate set in the Employee master record Default tab.

# 🄍 Tip

These three columns are one area of BIS<sup>®</sup> 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.

U 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.

#### 1Payroll

#### 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	📑 Job Cost			? 💌
Payroll check, (Ellipsis) column, Job Cost sub-	) Budget	Change Order	Non-bill	able Cost
screen form for salary employee for non- job cost hours.	Job Number Change Order Cost Code	Q	Q Q	
	Other Burden	7.00 %		
	Rate Class.		Q	
		Regular	Overtime	Double-time
	Pay Rate	2,400.00	0.00	0.00
	Billing Rate/Hr	0.00	0.00	0.00
	Classification	Journey Worker	•	
	W/C State	Q		
	W/C Classification		Q	
	Local Tax	Q	ОК	Cancel

#### **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  $\square$  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	📑 Job Cost - Cost	Type (L) La	abor			E	? 💌
Payroll check, (Ellipsis) column, Job Cost - Cost	Budget C	Change C	rder		Non-billa	ble Cost	
Type (L) Labor sub-screen	Job Number	1000		Q	Pacific View Apar	rtments	
form for salary employee.	Change Order		Q				
	Cost Code	06200		Q	Finish Carpentry		
	Other Burden	3.00	%				
	Rate Class.			Q			
		R	egular		Overtime	Double	time
	Pay Rate	2,	400.00		0.00		0.00
	Billing Rate/Hr		0.00		0.00		0.00
	Classification	Journey	Norker	•			
	W/C State	CA 🔍	Worker's	s Co	omp. for California	a	
	W/C Classification	5645		Q	Capenter		
	Local Tax		Q		ОК	Ca	incel

#### 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 i 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 is 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.

OBudget ()	Chang	ge O	rder		Non-billa	ble Cost
Job Number	1000			Q	Pacific View Apa	rtments
Change Order			Q			
Cost Code	06200	0		-	Job Budget	1
Other Burden	3	.00	%	-		
Rate Class.					Cost Code	
		Re	gular		Overtime	Double-time
Pay Rate			25.00		37.50	50.00
Billing Rate/Hr			30.00		45.00	60.00
Classification	Journ	ey V	Vorker	-		
W/C State	CA	Q	Worker	's C	omp. for Californi	a
W/C Classification	5645			Q	Capenter	
Union Code	1000			Q	Laborer's Union	
Union Class.	J1		C, Jou	Irne	yman	
			Q			

#### **Other Burden**

BIS<sup>®</sup> 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 **Q**.

#### 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  $\Box$  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.

#### 1Payroll

#### Summary of Hours Detail Area

In the section just below the table, BIS<sup>®</sup> 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.

#### <u>Job</u>

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.



#### 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.

Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments
What's This?

#### 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<sup>®</sup> 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<sup>®</sup> will add the total salary for each line item entered in the Hours table.

#### **Time Card Records**

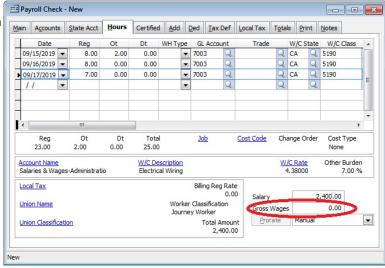
Time card records are entered onto the detail lines of the Hours screen for salaried employees. The default is "Manual" and shows the Prorate button as read-only. Hours can be prorated By Line, Per Hours Worked, or Per Hours Earned.

#### 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<sup>®</sup>. 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.

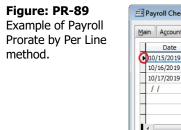
#### **By Line**

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<sup>®</sup> will automatically recalculate the totals per line.



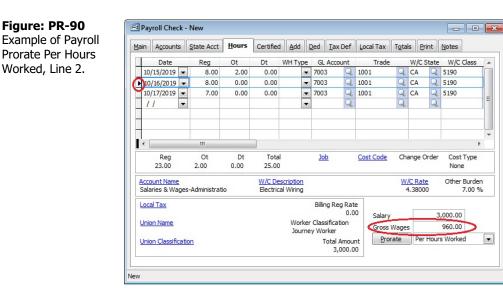
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	10/16/2019	•	8.00	0.00	0.00		•	700	3	Q	1001	Q,	CA	Q,	5190	
	10/17/2019	-	7.00	0.00	0.00		•	700	3	Q	1001	Q	CA	Q	5190	
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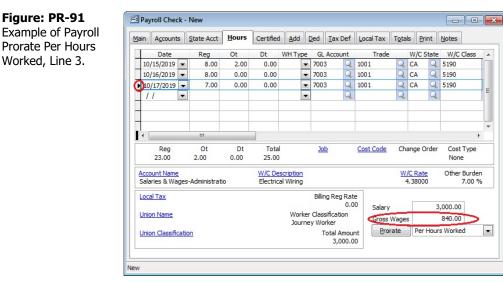
#### **By Hours Worked**

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<sup>®</sup> 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<sup>®</sup> will automatically recalculate the totals per line.





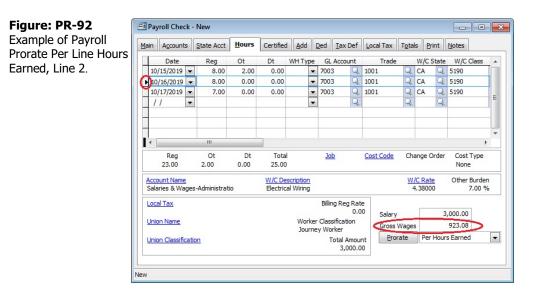
#### **By Hours Earned**

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<sup>®</sup> 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



ample of Payroll Trate Per Line Hours	Main	Accounts	State Acct	Hours	Certified	Add	Dec	<u>T</u> ax D	Def	Local Tax	Tota	ls <u>P</u> ri	int	Notes	
		Date	Reg	Ot	Dt	WH Typ	e (	GL Accour	nt	Trade		W/C S	State	W/C Class	
med, Line 3.		)/15/2019 🔽		2.00	0.00		<b>v</b> 70	03	Q	1001	Q	CA	Q	5190	
		)/16/2019 🔻		0.00	0.00				Q	1001	Q	-	Q	5190	
		0/17/2019	7.00	0.00	0.00		▼ 70	03	Q	1001	Q	_	Q	5190	1
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		on classificat	1011						00.00						1

As new lines are added or removed,  $BIS^{\textcircled{R}}$  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.

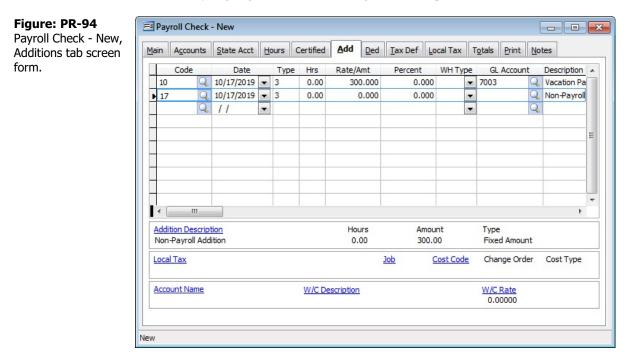
Defaults for payroll additions are set in the Addition record, however those defaults can be changed at the time the adjustment is entered here. If it is an automatic addition established on the Adjustment tab of the employee's record, the default information set there will override the basic addition 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  $\blacksquare$  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon  $\blacksquare$  (or Ctrl+J) removes the currently highlighted line from the grid of the open record.



#### **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.

# Туре

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	📑 Job Cost - Cost	Type (O) Other	? 🔀
Payroll Addition, (Ellipsis) column, Job Cost	Budget C	) Change Order	Non-billable Cost
- Cost Type (O) Other sub- screen form.	Job Number Change Order	Q	Q
	Cost Code	~	
	W/C State	CA 🔍 Worke	r's Comp. for California
	W/C Classification	5190	🔍 Electrical Wiring
	Local Tax	Q	
			OK Cancel
Figure: PR-96	📑 Job Cost		? 💌
<b>Figure: PR-96</b> Payroll Addition, (Ellipsis) column, Job Cost	Job Cost	) Change Order	Non-billable Cost
Payroll Addition, (Ellipsis) column, Job Cost (non-job GL account),		) Change Order	
Payroll Addition, (Ellipsis) column, Job Cost	Budget     Job Number Change Order	Change Order	Non-billable Cost
Payroll Addition, (Ellipsis) column, Job Cost (non-job GL account),	Budget     Job Number Change Order Cost Code	Q	Non-billable Cost
Payroll Addition, (Ellipsis) column, Job Cost (non-job GL account),	Budget     Job Number     Change Order     Cost Code     W/C State	CA Q Worke	Non-billable Cost
Payroll Addition, (Ellipsis) column, Job Cost (non-job GL account),	Budget     Job Number Change Order Cost Code W/C State W/C Classification	CA Q Worke 5190	Non-billable Cost
Payroll Addition, (Ellipsis) column, Job Cost (non-job GL account),	Budget     Job Number     Change Order     Cost Code     W/C State	CA Q Worke	Non-billable Cost
Payroll Addition, (Ellipsis) column, Job Cost (non-job GL account),	Budget     Job Number Change Order Cost Code W/C State W/C Classification	CA Q Worke 5190	Non-billable Cost

#### 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 in 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 is 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	📑 Job Cost - Cost	Type (O) Other	? 🔀
Payroll Check, Additions tab, (Ellipsis) column,	🖲 Budget 🖉	Change Order	Non-billable Cost
Job Cost - Cost Type (O) Other sub-screen form, showing optional use of	Job Number Change Order Cost Code	1000	Q Pacific View Apartments
Job Budget cost code or other Cost Code selection	W/C State W/C Classification	CA Q Worker 5190	's Comp. for California
option.	Local Tax	Q	OK Cancel

#### 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 in 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<sup>®</sup> 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.

#### <u>Job</u>

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.



#### **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.

Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments

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**

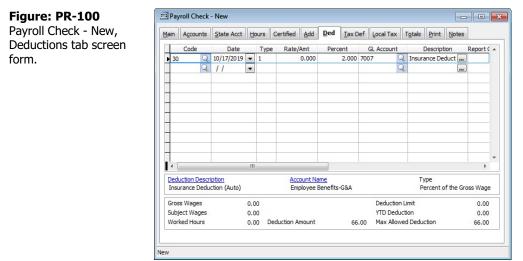
The table on this tab is used to enter the payroll deductions for the pay period. Deduction codes must exist in the Deductions master file prior to being used here. Payroll deductions decrease an employee's gross pay. Deductions could occur for a variety of reasons, including insurance, to pay back advance 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  $\blacksquare$  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon  $\blacksquare$  (or Ctrl+J) removes the currently highlighted line from the grid of the open record.



#### **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.

#### Туре

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  $\Box$  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<sup>®</sup> 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.

Chart of Accounts	
Chart of Accounts Budget	
Chart of Accounts Tree Structure	2
Departments	
<u>W</u> hat's This?	

#### Туре

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**

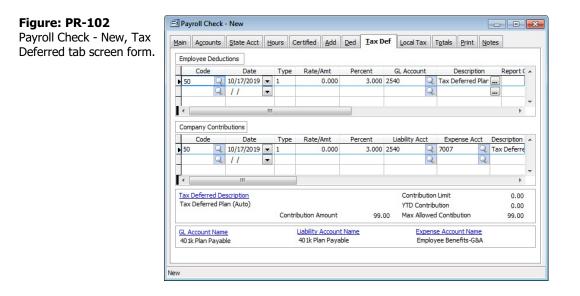
This field displays the maximum amount allowed for the deduction selected above.

#### PR-133

# **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.



#### **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  $\blacksquare$  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon  $\blacksquare$  (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		Date		Туре	Rate/Amt	Percent	GL Account	Description	Report Code	
50	0	Q	10/17/2019	•	1	0.000	3.000	2540 🔍	Tax Deferred Plan	Q	
		Q	11	-				Q		Q	-

### **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.

### Туре

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  $\blacksquare$  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon  $\blacksquare$  (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		Date		Type	Rate/Amt	Percent	Liability Acct	Expense Acct	Description	Rŧ
•	50	Q	10/17/2019	-	1	0.000	3.000	2540	7007 🔍	Tax Deferred Plan 🔜	
	(	Q,	11	-				Q	Q		

### 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.

### Туре

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<sup>®</sup> 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.

### 1Payroll

**Figure: PR-105** Reports directly accessible by right-clicking on the field hyperlink.

Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments
What's This?

### 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.

C	hart of Accounts
С	hart of Accounts Budget
C	hart of Accounts Tree Structure
D	epartments
W	/hat's This?

### **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	Chart of Accounts					
Reports directly accessible	Chart of Accounts Budget					
by right-clicking on the	Chart of Accounts Tree Structure					
field hyperlink.	Departments					
	What's This?					

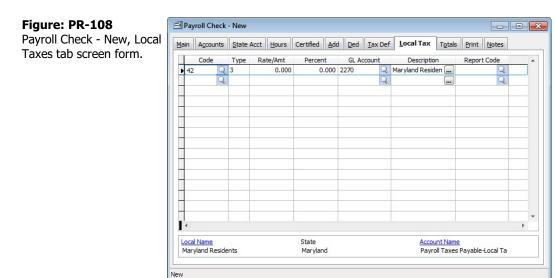
### **Local Taxes Tab**

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<sup>®</sup> 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  $\blacksquare$  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon  $\blacksquare$  (or Ctrl+J) removes the currently highlighted line from the grid of the open record.



### **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.

### Туре

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<sup>®</sup>. 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  $\Box$  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<sup>®</sup> 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 hyperlink opens a selection of reports that can be directly accessed.

### Figure: PR-109

Reports directly accessible by right-clicking on the field hyperlink.

Chart o	of Accounts
Chart o	of Accounts Budget
Chart o	of Accounts Tree Structure
Depart	ments
What's	This?

### **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.

coroon form	Main Accounts State A	Acct Hours	Certified	Add De	d ]	Tax Def Local Tax	Totals	Print Notes						
screen form.	Earnings Withholdings & Deductions													
	Description	Hou	rs A	Amount		Descrip	tion	Amou	Amount					
	Regular Pay	40	.00	3,000.00		Federal Withholdin		521.00						
	Overtime Pay	2	.00	0.00	Ξ	Extra Federal With		0.00	Ε					
	Double-time Pay	Double-time Pay 0.0				Social Security Wit		0.00						
	Vacation Pay	0	.00	0.00		Medicare Withholdi	ng		68.39					
	Holiday Pay	0	.00	0.00		State Withholding			231.19					
	Click here to adjust Wag		00	0.00	-	Extra State Withbo Click here to edit W			0.00					
	Descript	ion	F	Amount		Description			se Custom Custo					
	Tax Deferred Plan			90.00		Vacation	0.00		0	0.00				
			22			Sick Leave	0.00	<b>F</b>	0	0.00				
					-									
	Total Hours & Earnings	42	.00	3,000.00	]	Total Withholdings	Total Withholdings							
	Non Payroll Adjustment			0.00		Total Deductions		60.00						
		ontribution		90.00		Tax Deferred Employ	on	90.00						
	Tax Deferred Company C	onabaaon						2,029.42						

### **Earnings Table**

This table displays the description, hours, and amount for earnings entered on previous tabs.

### **Click here to adjust Wages**

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<sup>®</sup>. 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<sup>®</sup> to initially calculate taxes, especially Social Security and Medicare. They continue to use them, even if they change the Federal Withholding.

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	📑 Pay	roll Check	- New										• 💌
Payroll Check - New, Print tab screen form.	Main	Accounts	State Acct	Hours	Certified	Add	Ded	<u>T</u> ax Def	Local Tax	Totals	Print	Notes	
	Outp	ut	System	Laser			-	•					
	New												

### **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.

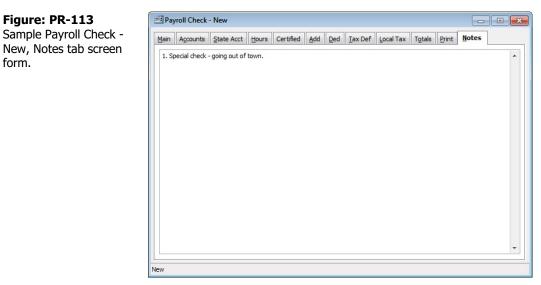
System Laser	•
System Laser	-
System Laser (4-Digit SSN)	
System Laser (No SSN)	E
System Laser with Rates	
System Laser with Rates (4-Digit SSN)	
System Laser with Rates (No SSN)	
System Continuous	-

### Notes Tab

form.

Figure: PR-113

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.

### **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<sup>®</sup> correctly calculates tax, employee wages, company and employee contributions, etc.

🔍 Tip

BIS<sup>®</sup> 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

<b>Figure: PR-114</b> Payroll Hours and Adjustments, Payroll Check - New screen form.	Pay Period Date Pay Year Pay Carbinol Check Pay Period Date Pinal Check Pinal	
	Change Pay Year Change Pay Period	

### **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 i 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 a (at the top of the screen) will open the first record of the list according to Employee Id. Clicking on the Previous icon a (at the top of the screen) will open the immediately previous record of the list according to Employee Id. Clicking on the Next icon a (at the top of the screen) will open the next record of the list according to the Employee Id. Clicking on the Last icon a (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  $\Box$  (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.	E Payroll Hou Search for Search in Condition	Employee Id Begin with	ts		Search Clear Qk Cancel
	Employee Id	Employee Name	Tax WH	Unemployment State	*
	E001	Bill Johnson	MD	CA	
	E002	Mike Jarvis	CA	CA	Ŧ

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.

yroll Hours and	Employee	Hours	Certified	Additions	Deductions	Tax Deferred	Local Taxes	Totals	Notes
ljustments sample form. nployee tab.	Employee Id S.S.N. Tax Withhole		E001 555-55 CA v	1	Bill Johnson Salary		000.00		
	Unemployme	-	CA -						
	Pay Period D Pay Year	Date	10/21/: 2019	2019 👻 Check					
							Change Pay	<u>Y</u> ear	Change Pay Period

### **Deleting an Existing Record**

Existing records can be deleted. Once the source record is brought to the screen, use the Delete button  $\times$  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<sup>®</sup> 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.	Payroll Hours and A	djustments Dertified Additions Deductions Tax Defer		
New Scieen form.	Employee Id S.S.N. Tax Withholding State Unemployment State	· · · · · · · · · · · · · · · · · · ·		
	Pay Period Date Pay Year	10/21/2019 v 2019 Final Check		
			Change Pay Year Change Pa	ay Period
	New			

The employee ID may be entered manually, or the list of employees may be examined by clicking on the Magnifying Glass icon a 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.

Search	for					Search			
Search i	n Employee	oloyee Id Clear							
Conditio	n Begin with	h 🔽 <u>Q</u> k							
Status	All	-	Case	Sensitive		<u>Cancel</u>			
imployee Id	Name	Status	Construction Trade	GL Account	Union Code	Union C	*		
E001	Bill Johnson	Active		7003					
002	Mike Jarvis	Active		5010					
003	Alissa Monte	Active		7003					
004	Tim Hardaway	Active		5010	1000	J1			
005	Joe Martinez	Active	1000	5010	1000	J1			
006	Steve Schwartz	Active	1001	5010	1001	EA4			
007	Mike Smith	Active	1002	5010	1000	A2			
EST	test employee	Active							
							+		

### 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.

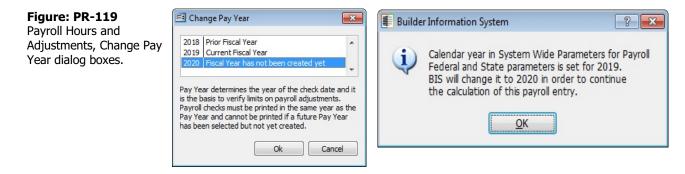


The Pay Year is particularly important to users whose fiscal year is different than the calendar year. For those users, it is important to change the pay year before the first payroll of the new calendar year.

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.



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	🖃 Change Pay Period		? <mark>-</mark> ×
Payroll Hours and			
Adjustments, Change Pay	Current Pay Period Date	10/21/2019 👻	<u>о</u> к
Period sub-screen form.	New Pay Period Date		Cancel

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.

į	Tip
$\checkmark$	IIP

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  $\blacksquare$  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon  $\blacksquare$  (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.				

	Hours	Certified	Additions	Dedu	ctions ]	ax Deferred	Loca	al Taxes <u>T</u> otals	Notes				
Da	ate	Reg	Ot	Dt	WH Type	GL Accou	unt	Trade	W/C State	W/C Class			
10/21/2		8.00	0.00	0.00	•		Q 10	000 🔍	CA Q	5645			
11	•					1	4	4	4				
•		III									<del>ب</del> ۲		
R/ 8.	eg 00	Ot 0.00	Dt 0.00	Total 8.00		<u>Job</u>	<u>C</u>	<u>ost Code</u> Cha	ange Order	Cost Type Labor			
	<u>Name</u> Contracts-	Labor		<u>W/C De</u> Capente	<u>scription</u> er				<u>C Rate</u> 05000	Other Burd 3.00			
						Billing Reg		1	F	Rate	Trad		
Cost of C	<u>(</u>					30.00				Desides	20	5.00	25.00
Cost of C Local Tax								Regular	23				
Local Tax	me					er Classificati		Overtime			38.00		
Cost of C Local Tax Union Na Laborer's	me	1					on	-	37	7.50	38.00 50.00		

### **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  $5\frac{1}{4}$  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 5<sup>1</sup>/<sub>4</sub> 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<sup>®</sup> 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  $5\frac{1}{4}$  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<sup>®</sup> calculates double-time at the pay rate set in the Employee master record Default tab.

### 🄍 Tip

These three columns are one area of BIS<sup>®</sup> 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	🖻 Job Cost - Cost Type (L) Labor						
Payroll Hours and Adjustments, (Ellipsis)	💿 Budget 🛛 🔘	Change C	order	Non-billable Cost			
column, Job Cost - Cost Type (L) Labor sub-screen form.	Job Number	1000		Q Pacific View Apartments			
	Change Order Cost Code	01000	Q	Q General Require	ments		
	Other Burden	3.00	%				
	Rate Class.			Q			
		Regular		Overtime	Double-time		
	Pay Rate		25.00	37.50	50.00		
	Billing Rate/Hr		30.00	45.00	60.00		
	Classification	Journey V	Worker	•			
	W/C State	CA 🔍	Worker	s Comp. for Californi	Comp. for California		
	W/C Classification	5645		Q Capenter			
	Union Code	1000		Q Laborer's Union			
	Union Class.	J1	Q Jou	rneyman			
	Local Tax		Q,				
				ОК	Cancel		

### **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 in 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 is 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 Q 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 iob.

### **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	📑 Job Cost - Cost	Type (L) La	abor		-? <b>-</b> ×
Payroll Hours and Adjustments, (Ellipsis)	Budget C	Change C	rder	🔲 Non-billa	able Cost
column, Job Cost - Cost Type (L) Labor sub-screen	Job Number Change Order	1000	Q	Q Pacific View Apa	artments
form, showing optional use of Job Budget cost code or other Cost Code selection	Cost Code Other Burden Rate Class.	3.00		Job Budget Cost Code	
option.		R	egular .	Overtime	Double-time
1	Pay Rate		25.00	37.50	50.00
	Billing Rate/Hr		30.00	45.00	60.00
	Classification	Journey \	Worker	•	
	W/C State	CA Q	Worker	's Comp. for Californ	ia
	W/C Classification	5645		Capenter	
	Union Code	1000		Laborer's Union	
	Union Class.	J1	Q Jou	irneyman	
	Local Tax		Q		
				ОК	Cancel

### 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  $\square$  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<sup>®</sup> 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<sup>®</sup> 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	Job List
Reports directly accessible by right-clicking on the	Job Budget
field name hyperlink.	Schedule of Values
	Subcontract List
	Subcontract Report

What's This?

# **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. Leftclicking 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.

_	
	Chart of Accounts
	Chart of Accounts Budget
	Chart of Accounts Tree Structure
	Departments
	What's This?

### W/C Description

PR-155

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<sup>®</sup> 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.

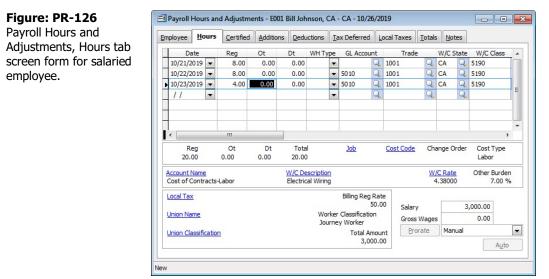
### <u>Trade</u>

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.



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.

(j) 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<sup>®</sup> 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:

Accourt	nt 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  $\Xi$  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon  $\Xi$  (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  $5\frac{1}{4}$  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 5<sup>1</sup>/<sub>4</sub> 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<sup>®</sup> 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 5<sup>1</sup>/<sub>4</sub> 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<sup>®</sup> calculates double-time at wage rate set in the Employee master record Default tab.

# ↓ Tip These three columns are one area of BIS<sup>®</sup> 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	🖻 Job Cost 🔹 😨 💌							
Payroll Hours and Adjustments, (Ellipsis)	Budget	Change O	rder		Non-billa	ble Cost		
column, Job Cost sub-	Job Number			9				
screen form for salary	Change Order		9					
employee for non- job cost	Cost Code			9				
hours.	Other Burden	7.00	%					
	Rate Class.			Q				
		Re	Regular		Overtime	Double-time		
	Pay Rate	3,	000.00		0.00	0.00		
	Billing Rate/Hr		50.00		75.00	100.00		
	Classification	Journey V	Vorker	•				
	W/C State	CA Q	Worker	s Con	np. for California	a		
	W/C Classification	5190		Q	Electrical Wiring			
	Local Tax		Q		ОК	Cancel		

### 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 in pressing Ctrl+F.

### PR-161

### 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	📑 Job Cost - Cost	Type (L) L	abor		? 💌
Payroll Hours and Adjustments, (Ellipsis)	Budget C	Change C	Order	Non-Ł	villable Cost
column, Job Cost - Cost Type (L) Labor sub-screen	Job Number Change Order	1000	Q	Q Pacific View A	partments
form for salary employee.	Cost Code	01000		General Requ	irements
	Other Burden	7.00	%		
	Rate Class.			Q	
		R	egular	Overtime	Double-time
	Pay Rate	3,	,000.00	0.00	0.00
	Billing Rate/Hr		50.00	75.00	100.00
	Classification	Journey	Worker	•	
	W/C State	CA Q	Worker	's Comp. for Califo	rnia
	W/C Classification	5190		C Electrical Wiri	ng
	Local Tax		Q	ОК	Cancel

### **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 is 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 in the pressing Ctrl+F. If the GL account chosen was a non-job cost account, the field will be grayed out.

### Figure: PR-129 📑 Job Cost - Cost Type (L) Labor ? × Pavroll Hours and Non-billable Cost Budget Change Order Adjustments, ... (Ellipsis) column, Job Cost - Cost Q Pacific View Apartments Job Number 1000 Type (L) Labor sub-screen Q Change Order form, showing optional use Cost Code Job Budge of Job Budget cost code or 7.00 % Other Burden Cost Code other Cost Code selection Rate Class. option. Regular Overtime Double-time Pay Rate 3,000.00 0.00 0.00 Billing Rate/Hr 50.00 75.00 100.00 Classification Journey Worker 💌 W/C State CA Q Worker's Comp. for California 5190 C Electrical Wiring W/C Classification Local Tax Q OK Cancel

### **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<sup>®</sup> 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.

### 1Payroll

### **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 is 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<sup>®</sup> 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.

### <u>Job</u>

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.

Job List
Job Budget
Schedule of Values
Subcontract List
Subcontract Report
What's This?

### 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.	

Chart of	f Accounts
Chart of	f Accounts Budget
Chart of	f Accounts Tree Structure
Departm	nents
What's	This?

### 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<sup>®</sup> 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

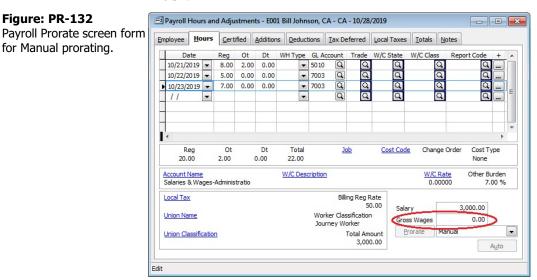
If payroll is entered for an employee who is paid a standard salary, a field appears that displays the default salary. The salary may be overridden by typing a different dollar amount. If a salary should be distributed to more than one general ledger account, several line items should be entered, and 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<sup>®</sup> 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<sup>®</sup>. 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.



### Manual Method of Calculation

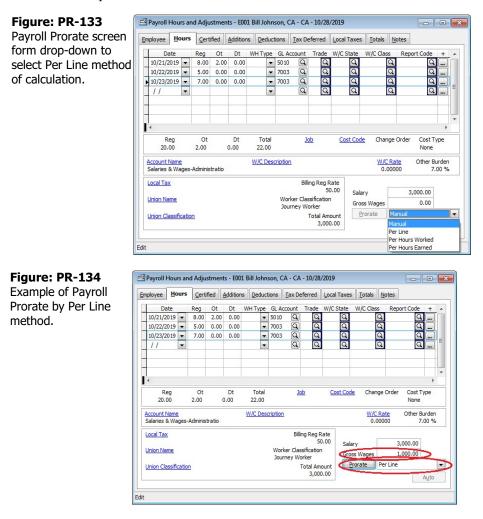
When "Manual" is the method of calculation, the first line will reflect the Gross Wages to equal the Salary, subsequent lines will show Gross Wages as a zero amount.

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<sup>®</sup> will automatically recalculate all lines on the detail grid. 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<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup> will automatically recalculate the totals per line.

1

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# **Figure: PR-135** Example of Payroll Prorate Per Hours Worked, Line 2.

Ē	mployee	Hou	ırs	Certi	fied	Addition	s <u>D</u> educ	tions	Tax De	eferred	Local	Taxes	Totals	Notes		
	Date	e		Reg	Ot	Dt	WH Type	GL A	ccount	Trade	W/C S	State	W/C Clas	s Rep	ort Code	+
	10/21/20	19	•	8.00	2.00	0.00	-	5010		Q		Q)		Q.	Q	
(	10/22/20	19	-	8.00	0.00	0.00	-	7003		Q		Q.		Q.	Q	
1	10/23/20:	19	•	7.00	0.00	0.00	-	7003		a		a a		Q	Q	
-	11		•				-		Q	Q		Q		Q	Q	
	•															•
	Reg 23.00			Ot 2.00		Dt 0.00	Total 25.00		<u>)</u>	<u>b</u>	Co	st Code	Char	ige Order	Cost T None	/pe
	Account Name W/C Salaries & Wages-Administratio						W/C Description         W/C Rate           0.00000         0.00000									urder 00 %
	Local Tax Union Nam	e								ssification	0.00	Salar	y s Wages	3	,000.00 960.00	>
	Union Class	sific	atio	1						Total Am 3,000		Pr	orate	Per Hour	s Worked	A <u>u</u> to

**Figure: PR-136** Example of Payroll Prorate Per Hours Worked, Line 3.

	yee	Hou	rs C	ertified	Addit	ions D	edu	ictions	Ţa	x Deferred	Local	Taxes	Tot	als <u>N</u> otes			
	Date		Reg	Ot	Dt	WH Typ	e	GL Acc	ount	Trade	W/C Sta	te W/C	Clas	Report C	ode	+	
05	/04/14	•	8.00	2.00	0.00		-	5010	Q	Q,	6	3	Q		Q,		
05	/05/14	-	8.00	0.00	0.00		•	7003	Q	Q Q	6	Q.]	a a				
Þ	/06/14	-	7.00	0.00	0.00		•	7003	Q	Q	6	Q)				)	=
1	1	•					•		Q	Q	6	Q.	Q,		Q		
•																	•
	Reg			Dt		Dt Total				Job	Cos	t Code	Ch	nange Orde		ost Typ	e
	23.00	1	2.0	0	0.00 25.00										N	one	
Acco	ount Na	me				w/c	De	scriptio	m					W/C Rate	Oth	ner Bur	den
			es-Admi	inistratio	0									0.00000			0 %
	1.7									0.11: 0		8					
	al lax									Billing Reg	0.00				3.000.		
Loca	Lining Name							Worker Classification					Salary 3,			-	
	n Nam	Onion Name						Journey Worker Gross					Wage	es	840.	.00	
	on Nam		Union Classification						Total Amount Prorate Per Hou						rs Wo	rked	-
Unic		sificat								3,00	00.00						
Unic		sificat	uon														
Unic		sificat														A	uto

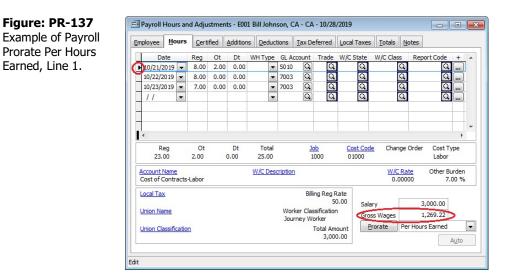
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### **By Hours Earned**

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<sup>®</sup> 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.

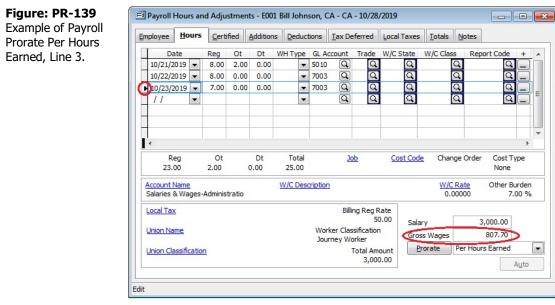


Line 2 is 8 hours = 923.08. Line 3 is 7 hours = 807.70.

Figure: PR-138

Example of Payroll Prorate Per Line Hours Earned, Line 2.

nployee	Hours	Certi	fied	Additions	Dedu	ictions	Tax De	eferred	Local Taxes	Totals N	lotes	
Da	ate	Reg	Ot	Dt \	NH Typ	e GL A	ccount	Trade	W/C State	W/C Class	Report Coo	le + 🔺
10/21/2	019 💌	8.00	2.00	0.00		<ul> <li>5010</li> </ul>	Q	Q	Q	Q		Q
10/22/2	019 🔻	8.00	0.00	0.00		7003		Q.	Q	Q		Q
10/23/2	019 💌	7.00	0.00	0.00		7003		Q Q	Q	Q		Q
11	-					-	Q	Q	Q	Q		Q =
23.	eg 00	Ot 2.00		Dt 0.00	Tota 25.00		<u>)(</u>	ob	Cost Cod	e Change	Order Cos Nor	t Type ne
Account I	Name	1000				scription	<u>n</u>			<u>W/C Ra</u> 0.000	ate Othe	r Burden 7.00 %
	-	Autoritis	0000							0.000		7.00 /8
	<u>c</u>						Billi	ing Reg R	0.00			
Local Tax							rker Clas	ssification	Sala	iry ss Wages	3,000.0 923.0	
<u>Local Tax</u> Union Na	me									rorate Pe	er Hours Earne	ed 👻



As new lines are added or removed, BIS<sup>®</sup> 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  $\Xi$  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line  $\Xi$  icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: PR-140 Payroll Hours and	Payroll Hours	-			CA - CA - 10/2	1	es <u>T</u> otals	Notes	
Adjustments, Certified tab screen form for hourly employee.	Date 10/21/2019 / /	Reg Ot 8.00 0.00		pe GL Acco ▼ 5010 ▼	Q 1000 Q Q Q	W/C State		Report Code	4 * ^ Q
	Reg 8.00	Ot 0.00	Dt 0.00	Total 8.00	<u>Job</u> 1010	<u>Cost Co</u> 01000	<u>de</u> Change	Lal	
	Account Name Cost of Contra	cts-Labor		<u>C Descriptio</u> apenter	<u>n</u>		<u>W/C R</u> 11.05		ar Burden 3.00 %
	Local Tax Union Name Laborer's Unio Union Classific				orker Classificatio urney Worker Total A	30.00 Re on Or mount Do	egular vertime ouble Time	Rate 25.00 37.50 50.00	<u>Trade</u> 25.00 38.00 50.00
	Journeyman New				2	00.00		[	Auto

### **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  $5\frac{1}{4}$  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  $5\frac{1}{4}$  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<sup>®</sup> 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 5<sup>1</sup>/<sub>4</sub> 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<sup>®</sup> 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<sup>®</sup> 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.



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,	Job Cost - Cost Budget	Type (L) Labor Change Order	Non-billable Cost
(Ellipsis) column, Job Cost - Cost Type (L) sub- screen form.	Job Number Change Order Cost Code	1010 Q 01000	Certified PR Job Truesdale Elementary School General Requirements
screen torm.	Other Burden Rate Class.	3.00 %	
		Regular	Overtime Double-time
	Pay Rate	25.00	37.50 50.00
	Billing Rate/Hr	30.00	45.00 60.00
	Classification	Journey Worker	•
	W/C State	CA 🔍 Worke	r's Comp. for California
	W/C Classification	5645	Q Capenter
	Union Code	1000	🔍 Laborer's Union
	Union Class.	J1 🔍 Jo	urneyman
	Local Tax	Q	
			OK Cancel

### 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 icon for 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 in 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	E J
Payroll Hours and	
Adjustments, Certified tab,	0
(Ellipsis) column, Job	Job
Cost - Cost Type (L) Labor	Cha
sub-screen showing	Cos
optional use of Job Budget	Oth
cost code or other Cost	Rat
Code selection option.	
	Pay

📑 Job Cost - Cost	Type (L) Labor		? 🗙	
Budget      Change Order     Non-billable Cost				
	-	Certified PR	Job	
Job Number	1010	C Truesdale Ele	ementary School	
Change Order	Q			
Cost Code		Job Budget		
Other Burden	3.00 %		-	
Rate Class.		Cost Code		
	Regular	Overtime	Double-time	
Pay Rate	25.00	37.50	50.00	
Billing Rate/Hr	30.00	45.00	60.00	
Classification	Journey Worker	-		
W/C State	CA Q Worke	er's Comp. for Califo	rnia	
W/C Classification	5645	Capenter		
Union Code	1000	Laborer's Uni	on	
Union Class.	J1 Q Jo	urneyman		
Local Tax	Q			
		OK	Cancel	

#### **Other Burden**

BIS<sup>®</sup> 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  $\square$ .

### **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  $\square$  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<sup>®</sup> 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<sup>®</sup> 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.

### <u>Job</u>

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	Job List
Reports directly accessible by right-clicking on the field name hyperlink.	Job Budget Schedule of Values Subcontract List Subcontract Report
	What's This?

### 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	Chart of Accounts
Reports directly accessible by right-clicking on the field hyperlink.	Chart of Accounts Budget
	Chart of Accounts Tree Structure
	Departments
	What's This?

#### 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<sup>®</sup> 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.

### <u>Trade</u>

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 prevailingwage 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<sup>®</sup> 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  $\blacksquare$  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line  $\blacksquare$  icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Adjustments, Certified tab screen form for salaried employee.	Figure: PR-145 Payroll Hours and	E Payroll Hours and Adjustments - E002 Mike Jarvis, CA - CA - 10/28/2019	x
screen form for salaried employee.		Employee Hours Certified Additions Deductions Tax Deferred Local Taxes Totals Notes	
12.00         0.00         12.00         1010         01000         Labor           Account Name Cost of Contracts-Labor         W/C Description Electrical Wiring         W/C Rate 4.38000         Other Burden 5.00 %           Local Tax         Billing Reg Rate 0.00         0.00         Salary         1,200.00           Union Name         Worker Classification Journey Worker         0.00         Salary         0.00	screen form for salaried	10/21/2019 - 8.00 0.00 0.00 - 5010 Q Q CA Q 5190 Q Q	
Union Name Worker Classification Journey Worker		12.00         0.00         12.00         1010         01000         Labor           Account Name         W/C Description         W/C Rate         Other Burde	en
1,200.00 Auto		0.00 Salary 1,200.00 <u>Union Name</u> Worker Classification Journey Worker <u>Union Classification</u> Total Amount Prorate Manual <u>1 200.00</u>	•

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.

# **1** 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  $5\frac{1}{4}$  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<sup>®</sup> 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  $5\frac{1}{4}$  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<sup>®</sup> calculates double-time at wage rate set in the Employee master record Default tab.

🄍 Tip

These three columns are one area of BIS<sup>®</sup> 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.

🄃 Tip	
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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 in 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 is 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.

Budget ()	Change Ord		Certified PR Jol	able Cost
Job Number	1010	Q	Truesdale Eleme	entary School
Change Order	(	2		
Cost Code			Job Budget	
Other Burden Rate Class.	5.00 9	6	Cost Code	
	Reg	jular	Overtime	Double-time
Pay Rate	1,2	00.00	0.00	0.00
Billing Rate/Hr		0.00	0.00	0.00
Classification	Journey W	orker 🔽		
W/C State	CA Q	Norker's (	Comp. for Californi	а
W/C Classification	5190	C	Electrical Wiring	
Local Tax		2	ОК	Cancel

#### 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 graved out.

<b>Figure: PR-147</b> Payroll Hours and Adjustments, Certified tab,	Job Cost - Cost	Type (L) Lab	der	Non-bill	able Cost
(Ellipsis) column, Job Cost- Cost Type (L) Labor sub-screen form for salary employee for a certified job.	Job Number Change Order Cost Code	1010 01000	Q Q	Truesdale Eleme	entary School
	Other Burden Rate Class.		% Q	Overtime	Double-time
	Pay Rate Billing Rate/Hr Classification W/C State W/C Classification		00.00 0.00 orker 💌	0.00	0.00 0.00
	Local Tax		2	ОК	Cancel

### 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  $\square$  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<sup>®</sup> 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.

#### <u>Job</u>

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	Job List
Reports directly accessible by right-clicking on the field name hyperlink.	Job Budget Schedule of Values Subcontract List Subcontract Report <u>W</u> hat's This?

### 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<sup>®</sup> 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.

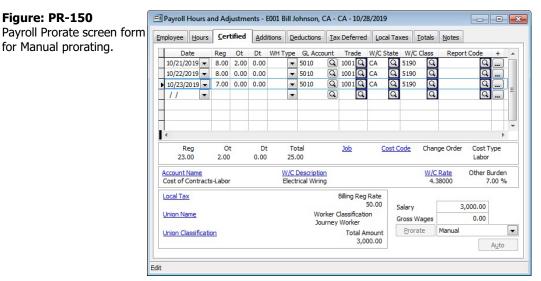
If payroll is entered for an employee who is paid a standard salary, two fields appear to display the default salary and gross wages. The wages may be overridden by typing a different dollar amount. If the wages should be distributed to more than one general ledger account, several line items can be 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<sup>®</sup> 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.

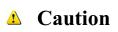
### Prorate

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<sup>®</sup>. 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.



### **Manual Method of Calculation**

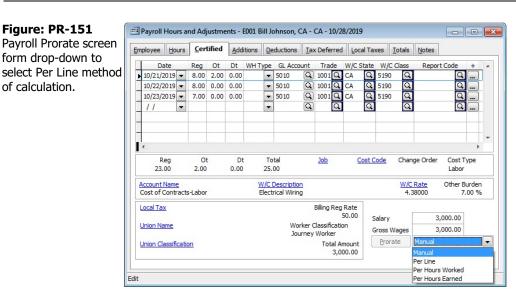
When "Manual" is the method of calculation, the first line will reflect the Gross Wages to equal the Salary, subsequent lines will show Gross Wages as a zero amount.



Salary applied to both Certified and Non-Certified jobs must be manually prorated. The two tables do not jointly prorate their data.

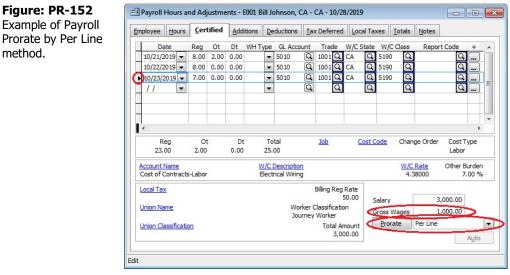
### Per Line

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<sup>®</sup> 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<sup>®</sup> will automatically recalculate the totals per line.

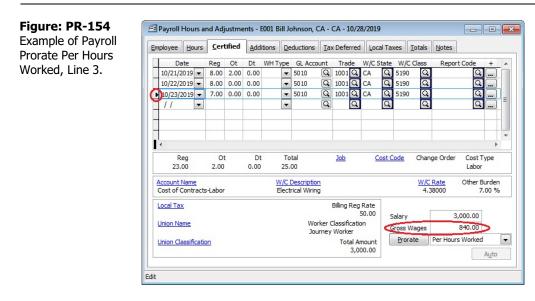


### **Per Hours Worked**

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<sup>®</sup> 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<sup>®</sup> will automatically recalculate the totals per line.

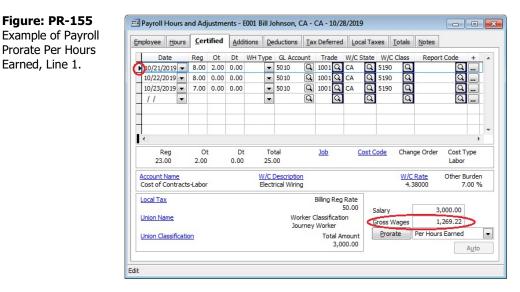


### **Per Hours Earned**

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<sup>®</sup> 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**

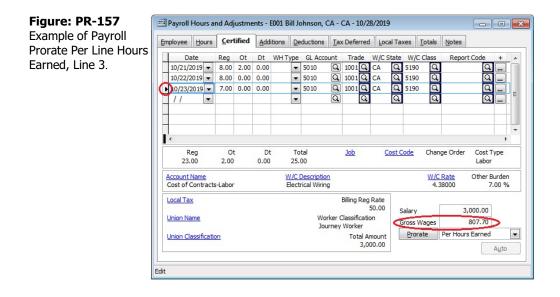
Salary is 3,000.00 prorated into 26 hours (overtime is calculated at 1.5, double-time is 2.0). The example below calculates line 1 as 11 hours at 115.384 per hour = 1269.22.



Line 2 is 8 hours = 923.08.

ayroll	mployee	Hours	Cert	ified	Addit	tions	eductions	<u>T</u> a	x Defer	red	Local T	axes	Totals	Notes		
	Da	te	Reg	Ot	Dt	WH Typ	e GL Acc	ount	Trad	e V	//C Stat	e W/C	Class	Repor	rt Code	+
2.	10/21/2	019 🔻	8.00	2.00	0.00		<ul> <li>5010</li> </ul>	Q				5190			G	
	10/22/2				0.00		5010	Q				5190	Q		C	
	10/23/2	019 🔻	7.00	0.00	0.00		- 5010	Q				5190	aa		000	
	11	-					-	Q		Q.	C	1	Q		G	
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	Re 23.0		Ot 2.00		Dt 0.00		Fotal 5.00		Job		Cost	Code	Chan	ge <mark>Orde</mark> r	Cost Labo	
	23.0	00				2	5.00		<u>Job</u>		Cost	<u>Code</u>			Labo	r
		00 <u>Name</u>	2.00			2 <u>W/</u>			<u>Job</u>		Cost	<u>Code</u>	W/C	ge Order <u>Rate</u> 18000	Labo Other	r
	23.0 Account N Cost of C	00 <u>Name</u> Contract	2.00			2 <u>W/</u>	5.00 C Descripti					<u>Code</u>	W/C	Rate	Labo Other	r Burder
	23.0	00 <u>Name</u> Contract	2.00			2 <u>W/</u>	5.00 C Descripti		<u>Job</u> Billing F		ate		W/C	<u>Rate</u> 18000	Labo Other	r Burder
	23.0 Account I Cost of C Local Tax	00 <u>Vame</u> Contract	2.00			2 <u>W/</u>	5.00 <u>C Descripti</u> ctrical Wiri	ng		50	ate .00	Salary	<u>W/C</u> 4.3	<u>Rate</u> 18000	Labo Other	r Burder 7.00 %
	23.0 Account N Cost of C	00 <u>Vame</u> Contract	2.00			2 <u>W/</u>	5.00 <u>C Descripti</u> ctrical Wiri	ng orker	Billing F	50 ation	ate .00	Salary Gross V	<u>W/C</u> 4.3 Vages	Rate 18000	Labo Other ,000.00 923.08	r Burder 7.00 %
	23.0 Account I Cost of C Local Tax	00 <u>Name</u> Contract	2.00 s-Labor			2 <u>W/</u>	5.00 <u>C Descripti</u> ctrical Wiri	ng orker	Billing F Classific y Worke Tota	50 ation	ate .00	Salary	<u>W/C</u> 4.3 Vages	<u>Rate</u> 18000	Labo Other ,000.00 923.08	r Burder 7.00 %

Line 3 is 7 hours = 807.70.



As new lines are added or removed, BIS® will automatically recalculate the totals per line.

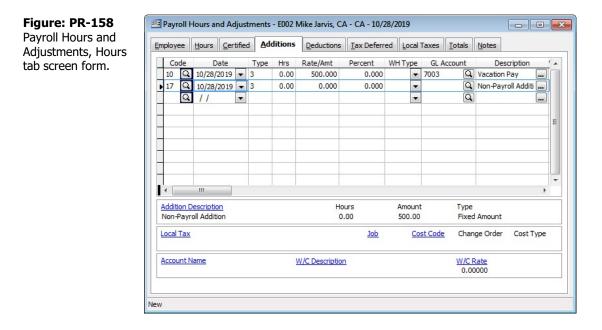
### **Additions Tab**

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  $\Xi$  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon  $\Xi$  (or Ctrl+J) removes the currently highlighted line from the grid of the open record.



### **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.

### Туре

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	📑 Job Cost - Cost 1	Type (O) Other	? 💌
Payroll Addition, (Ellipsis) column, Job Cost	Budget O	Change Order	Non-billable Cost
- Cost Type (O) Other sub-	Job Number	1000	C Pacific View Apartments
screen form.	Change Order	Q	
	Cost Code	16000	C Electrical
	W/C State	CA Q Worker	's Comp. for California
	W/C Classification	5190	C Electrical Wiring
	Local Tax	Q	
			OK Cancel

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	📑 Job Cost		? 🔀
Payroll Addition, (Ellipsis) column, Job Cost	Budget     C	Change Order	Non-billable Cost
(non-job GL account), Local Tax sub-screen form.	Job Number Change Order Cost Code	Q	Q Q
	W/C State W/C Classification	CA Q Worker 5190	r's Comp. for California
	Local Tax	Q	
			OK Cancel

### **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 in 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 is 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 📑 Job Cost - Cost Type (O) Other ? × Payroll Check, Additions Non-billable Cost Change Order Budget tab, ... (Ellipsis) column, Job Cost - Cost Type (O) Q Pacific View Apartments Job Number 1000 Other sub-screen form, Q Change Order showing optional use of Cost Code Job Budget cost code or W/C State CA Q Worke Cost Code other Cost Code selection W/C Classification 5190 option. Q Local Tax OK Cancel

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  $\square$  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<sup>®</sup> 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.

### Туре

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.

### <u>Job</u>

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.

Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
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### 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**

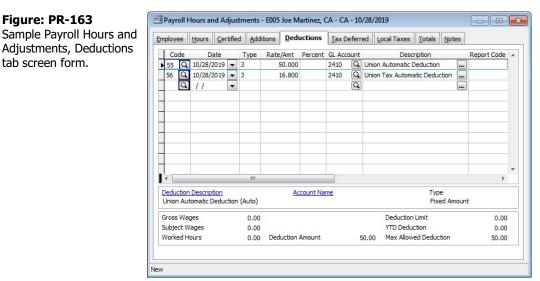
The table on this tab is used to enter the payroll deductions for the pay period. Deduction codes must exist in the Deductions master file prior to being used here. Payroll deductions decrease an employee's gross pay. Deductions could occur for a variety of reasons, including insurance, to pay back advance 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  $\Xi$  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line  $\Xi$  icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.



### **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.

### Туре

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<sup>®</sup> 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.

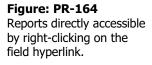


Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments
<u>W</u> hat's This?

### Туре

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.

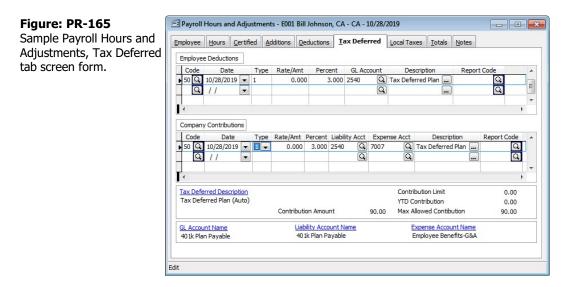
### **Max Allowed Deduction**

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.



### **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  $\blacksquare$  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon  $\blacksquare$  (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.

Co	ode	Date		Type	Rate/Amt	Percent	GL Account	Description	Report Code	
50	Q,	10/28/2019	-	1	0.000	3.000	2540	Tax Deferred Plan 🔜	Q	
	Q,	11	-				Q		Q	

### **Date Column**

The date that the adjustment occurred is entered in the Date column and must fall within the current pay period.

### Туре

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  $\Xi$  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line  $\Xi$  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	Date		Type	Rate/Amt	Percent	Liability	Acct	Expense A	cct	Description	Report Code
•	50 🔍	10/28/2019	-	1	0.000	3.000	2540	Q	7007	Q	Tax Deferred Plan 🔜	Q
	Q	11	-					Q		Q		Q

### **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.

### Туре

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<sup>®</sup> 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.

Chart of Ad	counts
Chart of Ad	counts Budget
Chart of Ac	counts Tree Structure
Departmen	ts
What's This	?

#### **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.

Chart	of Accounts
Chart	of Accounts Budget
Chart	of Accounts Tree Structure
Depart	tments
What's	This?

### **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.

Chart	of Accounts
Chart	of Accounts Budget
Chart	of Accounts Tree Structure
Depar	tments
<u>W</u> hať	s This?

# **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<sup>®</sup> 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  $\blacksquare$  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line  $\blacksquare$  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.

mpl	oyee	Hours	Certi	fied	Additions	Deductions	Tax Def	erred	Local Taxes	Totals	Notes		
T	Coc	le	Туре	Ra	te/Amt	Percent	GL Acc	ount	Descriptio	on	Report Co	ode	
F 3	13	Q	1		0.000	5.000	2270	Q	Local Tax			Q	
		Q						Q	)			Q	
													_
+													
													•
	al Nam			_		State				unt Name			
Lo	cal Tax					California			Payr	oll Taxes	Payable-Lo	cal Ta	

# **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.

# Туре

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<sup>®</sup>. 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<sup>®</sup> 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.

Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments
What's This?

# **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.

ple Payroll Hours and	Employee	Hours	Certified	Additions	Deductions	Tax D	efer	red Local Taxes	Totals N	otes		
istments, Totals tab	Earnings Deductions & Withholdings											
creen form.		Descrip	otion	Hours	Amount		^	Descrip	tion	Amo	unt	*
	Regular Pay			20.00	3,00	3,000.00		Federal Withholding			428.00	
	Overtim	Overtime Pay Double-time Pay Vacation Pay Holiday Pay Sick Pay		2.00		0.00	= [	Extra Federal With	holding		0.00	
	Double			0.00		0.00	Social Security Withholding Medicare Withholding			180.42	E	
	Vacatio			0.00		- [				42.20		
	Holiday			0.00		0.00 +		State Withholding			223.45	
	Sick Pay			0.00			-	Extra State Withho	lding		0.00	
	Tax Defer	Tax Deferred						SDI Withholding			26.19	
		D	escription		Amount			Local Tax			150.00	Ψ.
	Tax Deferred Plan				90.00	0.00	1	Accruals				
								Description	Amount	Use Custom	Custo	m
								Vacation	0.00		0	.00
							Ŧ	Sick Leave	0.00		0	.00
	Total Hou	irs & Earr	nings	22.00	3,00	0.00		Total Withholdings		1	,050.26	
	Non Payroll Adjustment					0.00		Total Deductions			60.00	
	Tax Defe	rred Com	pany Contr	ibution	9	0.00		Tax Deferred Emplo	yee Deductio	n	90.00	
								Net Pav		1	,799.74	

# **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**

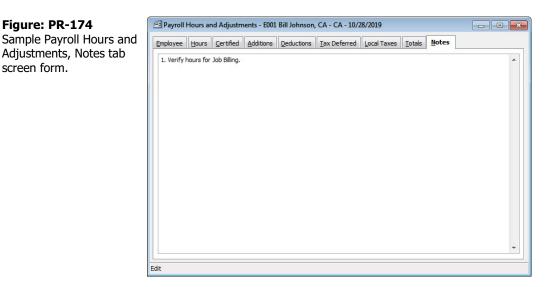
This field displays the total net pay for the employee for the pay period.

### Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save  $\Box$  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.



# 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<sup>®</sup> will post all withholding totals and cash account debit totals to the general ledger. Employee year-to-date earnings records are also updated.



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<sup>®</sup>. 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<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup> will post all withholding totals and cash account debit totals to the general ledger. Employee year-to-date earnings records are also updated.

Sample Print Payroll	Print Checks Accounts History	
Checks, Print Checks tab	Pay Period Date Pay Year Date to be printed on paycheck Beginning Employee Number Ending Employee Number Employee Pay Period Employee Pay Type Output Number of the first check to be printed ✓ Create Direct Deposit File File Creation Date Date Deposit is Effective Destination Folder C:\BIS\CONTROL\USERFILES\U1\	10/28/2019         2019         11/04/2019         Image: Tag         Weekly         Salary         System Laser         324             11/04/2019         I1/04/2019         I1/04/2019         I1/04/2019         I1/04/2019         Inversion         Inversinter         Inversi

If there are no checks on file to be printed, BIS<sup>®</sup> 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<sup>®</sup> 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.

System Laser	•
System Laser	*
System Laser (4-Digit SSN)	
System Laser (No SSN)	Ξ
System Laser with Rates	
System Laser with Rates (4-Digit SSN)	
System Laser with Rates (No SSN)	
System Continuous	-

# Number of the First Check to be Printed

Records the check number of the first check to be printed. BIS<sup>®</sup> 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<sup>®</sup> 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.

gure: PR-176a	Print Payroll Checks		
rints Payroll Checks,	Print Checks Accounts History		
ccounts screen form.	Cash Account	1020	Cash In Bank
	PR Advance Account	1430	C Employee Advances
	Federal Withholding Account	2210	Payroll Taxes Payable-FIT
	Social Security Withholding Account	2220	Q Payroll Taxes Payable-FICA
	Medicare Withholding Account	2220	Payroll Taxes Payable-FICA
	Social Security Payable Account	2220	Q Payroll Taxes Payable-FICA
	Social Security Expense Account	7005	Q Payroll Tax Expense-G&A
	Medicare Payable Account	2220	Q Payroll Taxes Payable-FICA
	Medicare Expense Account	7005	Payroll Tax Expense-G&A
	FUTA Payable Account	2230	Q Payroll Taxes Payable-FUTA
	FUTA Expense Account	7005	Q Payroll Tax Expense-G&A
	Union Payable Account	2410	Q Union Payable 1
	Union Expense Account	6035	() Union Benefits-Trade
	Workers' Comp. Payable Account	2300	Q Worker's Compensation Payable
	Workers' Comp. Expense Account	7009	Insurance-Workman's Comp-G&A

# **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 i 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 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<sup>®</sup> 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<sup>®</sup> 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 is 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<sup>®</sup> 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<sup>®</sup> 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 a 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<sup>®</sup> 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<sup>®</sup> 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  $BIS^{\otimes}$  posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon  $\Box$  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  $BIS^{\text{(8)}}$  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<sup>®</sup> posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon icon ressing 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  $BIS^{\text{(B)}}$  posts the totals from this payroll check. The account may be entered manually or by using the Find tool, the Magnifying Glass icon 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  $BIS^{\text{(B)}}$  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	E Print Payroll Check		
	Print Checks Account	s History	
	Direct Deposits		
	Destination Folder	C:\BIS\CONTROL\USERFILES\U1\	Open Folder
	History Files	Check Date Pay Period A Extract	
		11/11/2019 11/11/2019 Delete	
		11/04/2019 10/28/2019	

### **Preview Button**

This button will display a facsimile of the check to be printed. The screen image can be printed.

Employee : E002, Mike Jarvis	22N: 222-20-1001	Tax date: UN	SUTROBLE OR TAYTER	od: 05/29/2019 To 10/28/2019 Status: M	4	Check # 324
Eamings	Hours	Amount	YTD	Withholdings & Deductions	Amount	YTD
Regular	0.00	6,200.00	6,200.00	Federal	388.00	388.00
Overtime	0.00	0.00	0.00	Extra Federal	0.00	0.00
Doubletime	0.00	0.00	0.00	Social Security	365.18	365.18
Vecation	0.00	0.00	0.00	Medicare	85.41	85.41
Holiday	0.00	0.00	0.00	State	138,42	138.42
Sick	0.00	0.00	0.00	Extra State	0.00	0.00
Special	0.00	0.00	0.00	SDI	53.01	53.01
Other Additions (1)	0.00	0.00	0.00	Other Deductions(2)	0.00	0.00
Totals	0.00	6,200.00	6,200.00	Local Taxes(3) Tax Deferred (4)	0.00	0.00
Non-Payroll Adjustments	48171	0.00	0.00			
Fringe Benefits (#21)	(#17)	0.00	0.00	Totals	1,340.02	1,340.02
Earned Income Credit (#2	171	0.00	0.00	Check Amount	4,859.98	4,859.98
lotals		0.00	0.00			
Tax Deferred (4)			Amount	YTD		
50 Tax Deferred Plan			310.00	310.00		
Totals			310.00	310.00		
				11/05/2019 204	6.	L 850 98
*** FOUR T	'HOLBAND EK	IHT HUNDRED	FIFTY-NINE AND 98	11/05/2019 324 J100 DOLLAR9***	\$4	,859.98
		HT HUNDRED	FIFTY-NINE AND 98		\$4	, 859.98
Mike Jarvis		IHT HUNDRED	FIFTY-NINE AND 98		\$4	1,859.98
Mike Jarvis 1812 6th 9t		HT HUNDRED	FIFTY-NINE AND 98		\$4	,859.98

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.

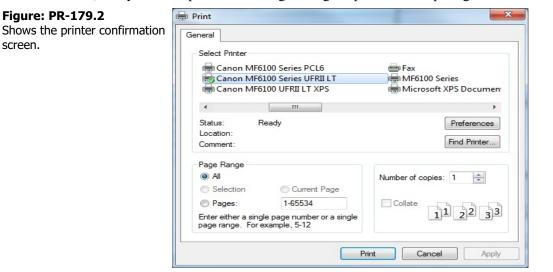
### **Print Button**

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.

Check Number	Check Amount	Payee	
325		Bill Johnson	

If OK is selected, the system will provide a message listing the printer and requiring confirmation of the selection.



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	Builder Information System
checks being printed.	1 direct deposit check was printed in the amount of \$1,949.74
	QK <u>R</u> eprint <u>C</u> ancel

If direct deposit checks are printed, the system will present a Windows<sup>®</sup> Explorer<sup>®</sup> 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.

Save As				×
Save in:	🔒 U1		- 🕝 🗊 📂 🛄 -	
A	Name	*	Date modified	Туре
Recent Places		No items mat	tch your search.	
Desktop				
Libraries				
Computer				
	•	m		•
Network	Output file:	deposit_2019111111240	8.txt -	Save
	Save as type:	File (*.txt)	•	Cancel
				Code Page

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	Builder Information System
Shows the Direct Deposit file was created successfully.	Direct Deposit File C:\BIS\CONTROL\USERFILES\U1\DEPOSIT_2019111112408.TXT was created successfully
	ΩΚ
Figure: PR-180.4	
Shows total amount of direct deposit file.	Builder Information System     I direct deposit check was filed in the amount of \$1,949.74
	<u>Q</u> K
Figure: PR-180.5	Builder Information System
Shows the final confirmation	1 direct deposit check was saved successfully

# **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<sup>®</sup> Explorer<sup>®</sup> 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	E Groups PR - New	
Sample Recurring PR, Groups screen form.	Main     Recurring     Notes       Group Number     1       Description     Salaried Employees Group 1	

### **Group Number**

New

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  $\blacksquare$  icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line  $\blacksquare$  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.

Groups PR -	1 Salaried Er	mployees Group 1				•
Main Recur	ring <u>N</u> otes					
Employee		Employee Name	2	W/H State	SUTA State	*
► E002	Q Mike Jar	rvis		CA	CA	
E003	Q Alissa M	lonte		CA	CA	
	Q					
						_
_						
_						
_						
_						
1					1	•

# **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

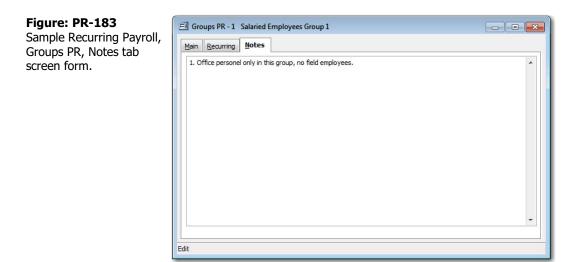
Use this field to confirm or change the employee's default withholding state. This field is populated by the individual Recurring Hours and Adjustments record. If the state must be changed it must first be listed as an alternate state in the Employee master record. Next the existing individual Recurring 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.



# 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<sup>®</sup> 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.	Recurring Hours and Adjustments     Employee Hours Additions Deductions: Tax Deferred Local Taxes Totals: Notes     Employee Id     S.S.N.     Tax Withholding State     Unemployment State	
	New	

# **New Record**

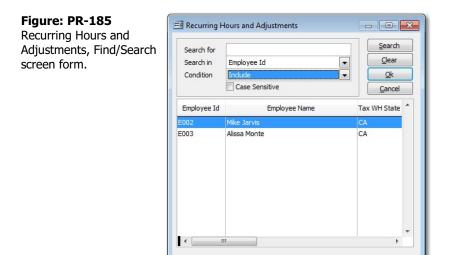
Initial access to recurring hours and adjustments from the menu opens the Recurring Hours and Adjustments form. The form is used to enter new payroll check information. However, access to a new form when another payroll check record is on the screen only requires pressing Ctrl+N or using the New  $\square$  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  $\Box$  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.



# **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  $\boxtimes$  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.

# 🄍 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.

Search for Search in	Employee Id		arch lear
Condition Status	Begin with     All     Case Sensitive		<u>D</u> k ancel
Employee Id	Employee Name	Status	Coi
E001	Bill Johnson	Active	10
E002	Mike Jarvis	Active	
E003	Alissa Monte	Active	
E004	Tim Hardaway	Active	
E005	Joe Martinez	Active	10
E006	Steve Schwartz	Active	10
E007	Mike Smith	Active	10

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The employee ID may be entered manually, or the list of employees may be examined by clicking on the Magnifying Glass icon a 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	Recurring	Hours ar	nd Adjustm	nents - E003 A	lissa Monte, C	4 - CA		
Figure: PR-188 Sample Recurring Hours and Adjustments, Employee tab screen form.	Employee Id S.S.N. Tax Withhok Unemployme	Hours	<u>A</u> dditions E003 555-55-	Deductions	Iissa Monte, C/ Iax Deferred Alissa Monte Salary		Notes	
	Edit							

### 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.

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  $\Xi$  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line  $\Xi$  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.

mp	oyee	Hours	Additions	Deductions	Tax Defe	erred L	ocal Taxes	s <u>T</u>	otals <u>N</u> otes		
	Reg	Ot	Dt	WH Type	Trade	W	/C State			eport Code	+ •
•	20.00	0.0	0.00	• •	1002	Q c Q	4 Q Q	5645	Q Q	Q	
٩	Re	-	Ot	Dt	Total	Jo		Co		e Order Cos	t Type
	20.0		0.00		20.00	<u></u>	-	<u>co</u> :	st code change	Lab	
	count N ost of Co	<u>ame</u> ontracts-L	abor		I <u>/C Descripti</u> apenter	ion			<u>W/C</u> 11.0	<u>Rate</u> Othe 5000	er Burden 3.00 %
Lo	cal Tax					Bill	ing Reg R			Rate	Trade
								.00	Regular	25.00	30.00
	hion Nan aborer's						ssification orker		Overtime	37.50	45.00
Union Classification						Journey Worker Double Time 50					60.00
	ourneym	nan					500	.00			

# 🔍 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  $5\frac{1}{4}$  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 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 5<sup>1</sup>/<sub>4</sub> 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<sup>®</sup> 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  $5\frac{1}{4}$  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<sup>®</sup> 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<sup>®</sup> 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.



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	🗐 Job Cost - Cost	Type (L) La	abor			-	? <mark>×</mark>	
Payroll Hours and Adjustments, (Ellipsis)	Budget C	) Change C	Non-billable Cost					
column, Job Cost - Cost	Job Number	1000		Q	Pacific View Apa	rtments		
Type (L) Labor sub-screen	Change Order		Q					
form.	Cost Code	01000		Q	General Require	ments		
	Other Burden	3.00	%					
	Rate Class.			Q				
		R	egular		Overtime	Double	-time	
	Pay Rate		25.00		37.50		50.00	
	Billing Rate/Hr		30.00		45.00		60.00	
	Classification	Journey V	Worker	•				
	W/C State	CA 🔍	Worker	s Co	omp. for California	a		
	W/C Classification	5645		Q	Capenter			
	Union Code	1000		Q	Laborer's Union			
	Union Class.	J1	Q Jou	irneyman				
	Local Tax		Q				]	
					ОК		ancel	

# **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	🖻 Job Cost - Cost	Type (L) Labor		? 🔀
Recurring Hours and Adjustments, (Ellipsis)	Budget ()	Change Order	Certified PR Jo	able Cost <b>b</b>
column, Job Cost - Cost	Job Number	1010	C Truesdale Elem	entary School
Type (L) Labor sub-screen	Change Order	Q		
form, showing optional use	Cost Code		Job Budget	
of Job Budget cost code or	Other Burden Rate Class.	3.00 %	Cost Code	
other Cost Code selection		Regular	r Overtime	Double-time
option.	Pay Rate	25.0	37.50	50.00
Sption.	Billing Rate/Hr	30.0	45.00	60.00
	Classification W/C State	Journey Worke	er 💌 ker's Comp. for Californ	ia
	W/C Classification	5645	Q Capenter	
	Union Code	1000	Laborer's Union	1
	Union Class.	J1 Q	Journeyman	
	Local Tax	Q		
			ОК	Cancel

# **Other Burden**

BIS<sup>®</sup> 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  $\square$  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<sup>®</sup> 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<sup>®</sup> 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.

# <u>Job</u>

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. Job List Job Budget Schedule of Values Subcontract List Subcontract Report What's This?

# 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<sup>®</sup> 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.

# <u>Trade</u>

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 <sup>®</sup> 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 7003Account Name Supervisor expense-Non JobAllocation 600.005010Supervisor expense-Job200.00(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  $\blacksquare$  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line  $\blacksquare$  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.

mployee	Hours	Additio	ns [	Deductions	Tax	Defer	red	Loca	l Taxes	i I	otals	Notes			
GL Acco	unt Reg	Ot	Dt	WH Type	Tra	de	W/C	State	W/C C	lass	Report	Code	+		
5010	20.00	0.00	0.00	-	1001	Q	CA	Q	5190	Q		Q.	)		
7003	20.00	0.00	0.00	-		Q	CA	Q	5190	Q.		Q.	)		
				-		Q		Q		Q,		Q .	)		
						_									
-															
												-			
1															-
•															•
Re		Ot			Total			Job			t Code	Cha	ange Orde		/pe
40.0	00 (	0.00	0	.00 4	0.00			1000		06	100			Labor	
Account N	lame			W/	C Desc	riptio	n					W	//C Rate	Other Bu	urden
	ontracts-L	abor		Ele	ctrical	Wirin	g						4.38000	5.	00 %
Local Tex									0						
Local Tax								Billing	Reg Ra	.00			-	1 000 00	
	me					Wo.	rkor (	laccif	ication		Salar			1,200.00	
Union Na								Work			Gross	Wages	s	1,200.00	
<u>Union Na</u>								To	tal Amo	unt	Pr	orate	Manual		-
									1,200		_				
<u>Union Na</u> <u>Union Cla</u>	ssincation														

# **Reg (Regular Hours) Column**

Regular hours must be entered as a decimal (5.25 for 5<sup>1</sup>/<sub>4</sub> 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 5<sup>1</sup>/<sub>4</sub> 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<sup>®</sup> calculates overtime at wage rate set in the Employee master record Default tab.

# 🔍 Tip

These three columns are one area of BIS<sup>®</sup> 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 5<sup>1</sup>/<sub>4</sub> 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<sup>®</sup> 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	🖻 Job Cost			? 🔀
Recurring Hours and Adjustments, (Ellipsis)	Budget C	Change Order	Non-	billable Cost
column, Job Cost sub-	Job Number		Q	
screen form for salary	Change Order	Q		
employee for non- job cost	Cost Code		Q	
hours.	Other Burden	7.00 %		
	Rate Class.		Q	
		Regular	Overtime	Double-time
	Pay Rate	3,000.00	0.00	0.00
	Billing Rate/Hr	50.00	75.00	100.00
	Classification	Journey Worker	•	
	W/C State	Q		
	W/C Classification		Q	
	Local Tax	Q	OK	Cancel

# **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.

#### 1Payroll

#### 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	📑 Job Cost - Cost	Type (L) La	abor			? 🗙
Recurring Hours and Adjustments, (Ellipsis)	🖲 Budget 🛛 🔘	Change O	rder		Non-billa	ble Cost
column, Job Cost - Cost Type (L) Labor sub-screen	Job Number Change Order	1000	Q	Q	Pacific View Apa	rtments
form for salary employee.	Cost Code	06100		Q	Rough Carpentr	у
	Other Burden Rate Class.	7.00	%	Q		
		Re	egular		Overtime	Double-time
	Pay Rate	3,	000.00		0.00	0.00
	Billing Rate/Hr		50.00		75.00	100.00
	Classification	Journey \		•		
	W/C State	Q				
	W/C Classification			Q	)	
	Local Tax		Q		ОК	Cancel

#### **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<sup>®</sup> 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.

Budget ()	Change C	order		Non-billa	ble Cost
Job Number	1000		Q	Pacific View Apa	rtments
Change Order		Q			
Cost Code	06200		-	Job Budget	1
Other Burden	3.00	%	-		
Rate Class.				Cost Code	
	R	egular		Overtime	Double-time
Pay Rate		25.00		37.50	50.00
Billing Rate/Hr		30.00		45.00	60.00
Classification	Journey	Worker	•		
N/C State	CA Q	Worker	's Co	omp. for Californi	a
N/C Classification	5645		Q	Capenter	
Union Code	1000		Q	Laborer's Union	
Union Class.	J1	Q Jou	rne	man	
		Q			

# **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  $\square$  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<sup>®</sup> 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.

## <u>Job</u>

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	Chart of Accounts
Reports directly accessible by right-clicking on the	Chart of Accounts Budget
	Chart of Accounts Tree Structure
field hyperlink.	Departments
	What's This?
	what's mise

# 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<sup>®</sup> 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.

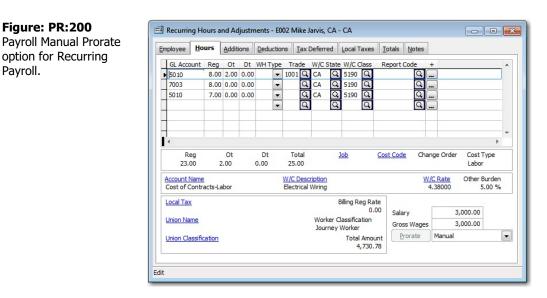
## **Total Amount**

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

# Salary

Payroll.

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<sup>®</sup> 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<sup>®</sup>. 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

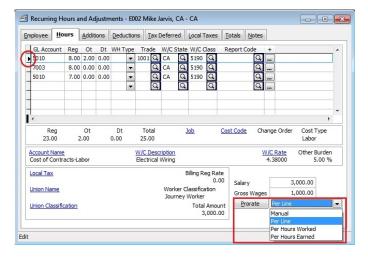
This option will take the salary from the Employee master file and divide it evenly over the number of line item entries. If an employee is paid \$1000 per pay period, for example, and has four line item entries for hours worked, the Gross Wages box will display \$250 per line item after the Prorate feature is used. If a line item happens to be entered after the prorate feature has been applied BIS<sup>®</sup> 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 provided into 3 lines = 1,000.00 per line. As new lines are added or removed BIS<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup> will automatically recalculate the totals per line.

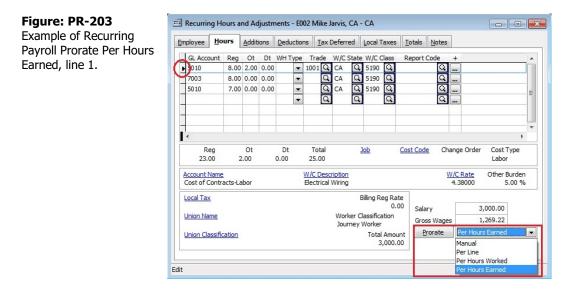
**Figure: PR-202** Example of Recurring Payroll Prorate Hours Worked, line 2.

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## **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<sup>®</sup> 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-204

Example of Recurring Payroll Prorate Per Line Hours Earned, line 2.

ployee	Ho	urs	Additi	ions	Dedu	ctions	<u>T</u> ax	Defen	red	Local	Taxes	Tota	als N	otes				
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A         S 190         Q	Reg         Ot         Dt         Total         Job         Cost Code         Change Ord         Change Ord <thchange ord<="" th=""></thchange>	Reg         Ot         Dt         Total         Job         Cost Code         Change Order         Cost Code         <	Reg         Ot         Dt         Total         Job         Cost Code         Change Order         Cost Type           Reg         Ot         Dt         WH Type         Trade         W/C State         W/C Class         Report Code         +           0003         8.00         0.00         ▼         Q         CA         Q         S190         Q

Line 3 is 7 hours = 807.70.

Figure: PR-205 Example of Recurring Payroll Prorate Per Line Hours Earned, Line 3.

mplo	yee L	lours	Additi	ons	Dedu	ctions	<u>T</u> a	x D	eferred	1	Local 1	Taxes	To	tals	Notes					
GL	L Accoun	t Reg	Ot	Dt	WH T	ype	Trade	2	W/C Sta	ate	W/C (	Class	Re	port C	ode	+				
50	010	8.00	2.00	0.00		- 1	.001	З.	CA	Q,	5190	Q			0					
70	003	8.00	0.00	0.00		-	6	2]	CA	Q,	5190	Q			Q					
•)0	010	7.00	0.00	0.00		-	5	2]	CA	Q,	5190	Q	2		Q.					
7						-	6	2		Q.		Q			Q.					-
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ĺ.	Reg 23.00	2	Ot 2.00		Dt 0.00		Tota 25.00			<u>)</u>	ob		Cost	Code	Ch	ange	Order	Cos Lab	st Type oor	
	ount Nar st of Con		abor						<u>iption</u> Niring						<u>1</u>	<u>N/C F</u> 4.38		Othe	er Burde 5.00 9	
Loc	al Tax									В	illing R									
													00	Salar	у		3	,000.0	00	
Uni	on Name								Worke					Gross	Wage	s		807.7	70	
		e							Journe	ey v				Pre	orate	Pe	er Hour	s Farn	ed	-
Uni	on Classi	ncation										Amo ,000.						o carri		

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.

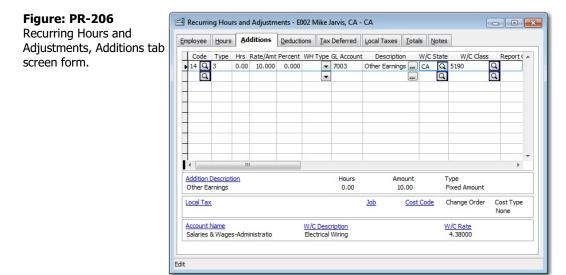
Defaults for payroll additions are set in the Addition record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic addition established on the Adjustment tab of the employee's record, the default information set there will override the basic addition 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  $\Xi$  icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon  $\Xi$  (or Ctrl+J) removes the currently highlighted line from the grid of the open record.



# 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.

# Туре

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	📑 Job Cost - Cost	Type (0) Other		? 🔀
Recurring Payroll Addition, (Ellipsis) column, Job	Budget	) Change Order		Non-billable Cost
Cost - Cost Type (O) Other	Job Number		Q	
sub-screen form.	Change Order	Q		
	Cost Code		Q	
	W/C State	Q		
	W/C Classification		Q	
	Local Tax	Q		
				OK Cancel

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	📑 Job Cost			[	? <b>X</b>
Recurring Payroll Addition, (Ellipsis) column, Job	) Budget	Change Order		lon-billable Cos	t
Cost (non-job GL account), Local Tax sub-screen form.	Change Order Cost Code W/C State W/C Classification		् ् ् ्		
	Local Tax	<u>Q</u>		ОК	Cancel

## 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.

<b>Figure: PR-209</b> Recurring payroll, Additions tab, (Ellipsis)	Job Cost - Cost		🗖 Non-billi	able Cost
column, Job Cost - Cost Type (O) Other sub-screen form, showing optional use of Job Budget cost code or other Cost Code selection option.	Job Number Change Order Cost Code W/C State W/C Classification Local Tax	1000 Q CA Q Worke 5183	Pacific View Apa       Job Budget       Cost Code	artments
			ОК	Cancel

# 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  $\square$  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<sup>®</sup> 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.

## Туре

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.

#### <u>Job</u>

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	Chart of Accounts
Reports directly accessible	Chart of Accounts Budget
by right-clicking on the	Chart of Accounts Tree Structure
field hyperlink.	Departments
	What's This?

# 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**

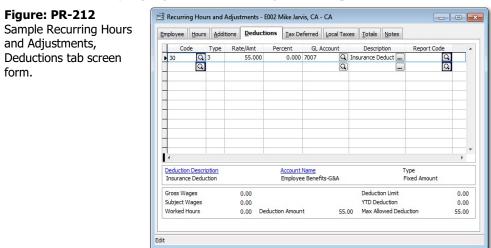
The table on this tab is used to enter the recurring payroll deductions for this entry. Deduction codes must exist in the Deductions master file prior to being used here. Payroll deductions decrease an employee's gross pay. Deductions could occur for a variety of reasons, including insurance, to pay 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  $\blacksquare$  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line  $\blacksquare$  icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.



# **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.

## Туре

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<sup>®</sup> 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.

Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments
<u>W</u> hat's This?

#### Туре

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	📑 Recurring	Hours and A	djustments - E	002 Mike Jarv	vis, CA - C	CA		-	
Sample Recurring Hours	Employee	Hours Additi	ons <u>D</u> eduction	ns <u>T</u> ax Def	erred	Local Tax	es <u>T</u> otals <u>N</u> otes	1	
and Adjustments, Tax	Employee I	Deductions							
Deferred tab screen form.	Code	e Type	Rate/Amt	Percent	GL Acc	count	Description	Report Code	A .
	► 50	Q 1	0.000	5.000	2540	Q	Tax Deferred Plan	-	Q
		Q				Q		-	Q
	Company (	Contributions							•
	Code		Rate/Amt	Percent	1 in bitte		Expense Acct	Description	Dama
	50	Type	0.000	3.000	Liability			Tax Deferred Plan	Repoi 🔺
	_ 50	Q	0.000	5.000	2340	Q			
									•
	•		III						P.
	Tax Deferr	ed Description					Contribution Lir	nit	0.00
	Tax Defen	ed Plan (Auto)					YTD Contributio	n	0.00
			Contr	ibution Amoun	it	150.50	) Max Allowed Co	ontibution	150.50
	GL Account			Liability Accou				Account Name	
	40 1k Plan	Payable		401k Plan Par	yable		Employee	Benefits-G&A	
	Edit								

# **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  $\blacksquare$  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line  $\blacksquare$  icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: PR-215	Employe	e Deductions	Late search		23.020038		710 x 20 X 20 X	
Tax Deferred tab screen	Co	de Type	Rate/Amt	Percent	GL Account	Description	Report Code	
	► 50	Q 1	0.000	5.000	2540	Tax Deferred Plan	Q	
form, Employee		Q			Q		Q	
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.

#### Туре

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  $\blacksquare$  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon  $\blacksquare$  (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: PR-216	Cor	mpany Con	tributions	and the second		and the second second	1 Province National Action		
Tax Deferred tab screen		Code	Type	Rate/Amt	Percent	Liability Acct	Expense Acct	Description	Repoi 🔺
form, Company	50	)	1	0.000	3.000	2540 Q	7007 🔍	Tax Deferred Plan 🔜	
Contributions grid.		<	۲.			Q	Q		
contributions grid.	•			m					+

## **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.

#### Туре

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<sup>®</sup> 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.

Chart of Accounts	
Chart of Accounts Budget	
Chart of Accounts Tree Structure	
Departments	
What's This?	

# **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<sup>®</sup> 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  $\blacksquare$  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line  $\blacksquare$  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.

m	ployee	Hours	Addit	ions	Deductio	ns ]	[ax Defe	rred	Local	Taxe	es I	otals	Notes	S			
	Co	de	Туре	Rat	e/Amt	Per	cent	GL	Accourt	t		Descrip	tion		Report Code		-
Þ	33	Q	1		0.000		5.000	2270			Local	Tax	(	)	Q		
		Q								Q				)	Q		
										_				+			
ľ	•															•	•
	ocal Nar .ocal Tax					Stat	e fornia						<u>count N</u> yroll Ta		Payable-Local Ta		

# 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.

# Туре

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<sup>®</sup>. 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<sup>®</sup> 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.

Chart of Accounts	
Chart of Accounts Budget	
Chart of Accounts Tree Struct	ure
Departments	
What's This?	

Amount 439.00 0.00 177.29 67.20 189.24 0.00 150.50 55.00 0.00 0.00 150.50 1,023.23 55.00 150.50 1,781.27

# **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.

Employee Hours Additions	Deductions	Tax Deferred	loca	A al Taxes	Totals Notes		
		Deductions & Withholdings					
Description	Hours	Amount			Description		
Regular Pay	23.00 3,000.00			Fede	Federal Withholding		
Overtime Pay	2.00	0.00	Ξ	Extra	Federal Withholding		
Double-time Pay	0.00	0.00	)	Social Security Withholding			
Vacation Pay	0.00	0.00		Medicare Withholding			
Holiday Pay	0.00	0.00		State	Withholding		
Tay Deferred		Extra	Extra State Withholding				
		Local Tax					
				Insurance Deduction			
Tax Deferred Plan		90.30		Advance Payback Deduction			
				Savin	Savings Deduction		
			-	Tax [	Deferred Plan		
Total Hours & Earnings	25.00	3.010.00	Total Withholdings				
	ution	90.30		Tax De	eferred Employee Ded	uction	
	Regular Pay         Overtime Pay         Double-time Pay         Vacation Pay         Holiday Pay         Tax Deferred         Tax Deferred Plan         Total Hours & Earnings         Non Payroll Adjustment	Description         Hours           Regular Pay         23.00           Overtime Pay         2.00           Double-time Pay         0.00           Vacation Pay         0.00           Holiday Pay         0.00           Tax Deferred         0.00           Tax Deferred Plan         0.00           Total Hours & Earnings         25.00	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           Holday Pay         0.00         0.00           Tax Deferred         0.00         0.00           Tax Deferred Plan         90.30           Total Hours & Earnings         25.00         3,010.00           Non Payroll Adjustment         0.00	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           Vacation Pay         0.00         0.00           Holday Pay         0.00         0.00           Tax Deferred         Description         Amount           Tax Deferred Plan         90.30         •           Total Hours & Earnings         25.00         3,010.00           Non Payroll Adjustment         0.00         0.00	Description         Hours         Amount           Regular Pay         23.00         3,000.00         E           Overtime Pay         2.00         0.00         E         Extra Social           Double-time Pay         0.00         0.00         Medit           Vacation Pay         0.00         0.00         Medit           Tax Deferred Plan         90.30         Advas         Savin           Total Hours & Earnings         25.00         3,010.00         Total V           Non Payroll Adjustment         0.00         90.30         Total Tax Deferred Company Contribution         90.30	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       Holday Pay     0.00     0.00       Holday Pay     0.00     0.00       Tax Deferred     Description       Tax Deferred Plan     90.30       Total Hours & Earnings     25.00       Non Payroll Adjustment     0.00	

## **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

Edit

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	🖻 Recurring Hours and Adjustments - E002 Mike Jarvis, CA - CA	- • •
Sample Recurring Hours and Adjustments, Notes tab screen form.	Employee Hours Additions Deductions Tax Deferred Local Taxes Totals Notes           1. Verify recurring postings.	
	Edit	•

## 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,	E Load Grou			ertified hours onto the Certifie	d tab of PR Hrs & Adj			
Load Groups screen form.	Load	Group	Description	Last Load Date				
	► V	1	Salaried Employees Group 1	05/06/14				
	-							
	-		8					
			3					
				Pre <u>v</u> iew	Load <u>C</u> lose			
	Mark the group	to load						

## **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 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 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.

Recurring Payroll, Load Groups, Recurring PR to Load preview.

Group	Employee Id	Tax Withholding State		٠
1	E002	CA		
1	E003	CA		
			+	+
•				

# 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 G	roups				• 💌
Unload Groups screen	Pay Period Da	o5/20	/14 👻			
form.	Unload	Group	Description	Last Load Date		
ionii.	► V	1	Salaried Employees Group 1	05/20/14		
	-					
	-					
	_					
	-					
	-					
	-			1		
	•					P .
					view Unload	Close
	Mark the group	to unload				

## **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<sup>®</sup> 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		А	В	С	D	E	F	G	н
Timecard Import Sample	1	Employee Id		Job #	Cost Code	Hours Type	Date	Hours	Trade
.CSV file.	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<sup>®</sup>.

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.

Pay Period Date Drag a column h	eader here to group by	/ that column					
	Emple	5	State				
Sta 💌 Inc	lude 💌 EmployeeId 🗖	Name	<ul> <li>Status</li> </ul>	Tax T	SUTA 🔻	Date	▼ Reg ▼
							0.00
		0 record(s)					0.00
•	III	0 record(s)					0.00
< Status	III	0 record(s)					0.0

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.

Code ABOUTTI Description About Tin						
Item		Width	Dec	Field	Condition	
Employee Id	С	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	С	4	0			
Job Number	С	10	0 F3			
Cost Code	С	10	0 F4			
Change Order #	С	5	0			
Workers' Comp. State	С	2	0			
Workers' Comp. Classification	С	10	0			
Trade	С	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.

Import from File... Import from BIS in the Cloud...

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.	🖻 Import to	Time Card	2 2
	Template	ABOUTTIME	
	File Name	ABOUTTIME About Time	Browse
		<ul> <li>Append to Time Card</li> <li>Overwrite Current Time Card</li> </ul>	Ok Cancel

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.



Selecting the .CSV file.

Look in:	JimeCardIm	port	-	G 🤌 📂 🛄 🕇		
(An)	Name		Туре		Date	
-	🔒 Sample Ter	mplate	File folder		8/27/20	
Recent Places	AboutTime	s.5.2.20.csv	Microsoft Ex	cel Comma Separat	. 4/28/20	
-	AboutTime	.4.25.20.csv	Microsoft Ex	cel Comma Separat	. 4/28/20	
	Repair Tim	e sheet 5.23.16.csv	Microsoft Ex	cel Comma Separat	. 5/31/20	
Desktop	AboutTime	e.3.28.20.csv	Microsoft Ex	cel Comma Separat	. 3/9/201	
	AboutTime	.4.4.20.csv	Microsoft Ex	cel Comma Separat	. 3/9/201	
6770	AboutTime	e.4.11.20.csv	Microsoft Ex	cel Comma Separat	. 3/9/201	
Libraries	AboutTime	.4.18.20.csv	Microsoft Ex	cel Comma Separat	. 3/9/201	
-	TestImport	1 - Copy.csv	Microsoft Ex	cel Comma Separat	. 5/11/20	
	SampleExp	ort - 2 lines - Cust	Microsoft Ex	cel Comma Separat	. 4/17/20	
Computer	SampleExp	ort - 2 lines - Cust	Microsoft Ex	cel Comma Separat	. 4/17/20	
-	SampleExp	ort6.CSV	Microsoft Ex	cel Comma Separat	. 10/8/20	
	SampleExp		Microsoft Ex	cel Comma Separat	. 10/8/20	
Network	•	m			*	
	Select File	About Time .5.2.20.c	รง	-	Select	
	Files of type:	Comma Separated	Values	•	Cancel	

#### Figure: PR-226.6

Imported Time Card file corrected and ready to load to Payroll Hours and Adjustments.

I			Employ	ee			Hours		_	GL Account			
	Sta 🔻	Include 🔻	Empl 🔻	Name	Status 🔻	Date 🔻	Reg 🔻	Ot 🔻	Dt 🔻	GL Account	Job 🔻	C/0 🔻	Cost Cod
C	-		E001	Bill Johnson	Active	04/27/2020 🔻	8.00	0.00	0.00	5010	1010 🔍	Q	16000
1	$\checkmark$	~	E001	Bill Johnson	Active	04/28/2020 Tue	8.00	0.00	0.00	5010	1010		16000
	$\sim$	~	E001	Bill Johnson	Active	04/29/2020 We	8.00	0.00	0.00	5010	1010		16000
	$\checkmark$	~	E001	Bill Johnson	Active	04/30/2020 Thu	8.00	0.00	0.00	5010	1010		16000
	$\sim$	~	E001	Bill Johnson	Active	05/01/2020 Fri	8.00	0.00	0.00	5010	1020		16000
	$\checkmark$	•	E001	Bill Johnson	Active	05/02/2020 Sat	0.00	4.00	0.00	5010	1020		16000
	$\checkmark$	~	E001	Bill Johnson	Active	05/02/2020 Sat	0.00	0.00	2.00	5010	1020		16000
				7 record(s)			40.00	4.00	2.00				
•			m										

#### Figure: PR-226.6a

Imported Time Card file scrolled right to show additional import fields.

	B	Budget		S	ate	Workers	Compensation	Trade			Source
•	Cost Code 💌	Job Name 🔻	CC Description 💌	Tax 🔻	SUTA -	State 🔻	Classification 💌	Trade 🔻	File 🔻	Template 💌	Path
2	16000 🔍	Truesdale Elemen	Electrical	CA 🤤	CA 🔍	CA 🔍	5190 🔍	Q	ABOUTTIME.5.2.20.CSV	ABOUTTIME	D:\TIMECARDIMPORT
	16000	Truesdale Elemen	Electrical	CA	CA	CA	5190		ABOUTTIME.5.2.20.CSV	ABOUTTIME	D:\TIMECARDIMPORT
	16000	Truesdale Elemen	Electrical	CA	CA	CA	5190		ABOUTTIME.5.2.20.CSV	ABOUTTIME	D:\TIMECARDIMPORT
	16000	Truesdale Elemen	Electrical	CA	CA	CA	5190		ABOUTTIME.5.2.20.CSV	ABOUTTIME	D:\TIMECARDIMPORT
	16000	Giovanni's Pasta H	Electrical	CA	CA	CA	5190		ABOUTTIME. 5. 2. 20. CSV	ABOUTTIME	D:\TIMECARDIMPORT
	16000	Giovanni's Pasta H	Electrical	CA	CA	CA	5190		ABOUTTIME.5.2.20.CSV	ABOUTTIME	D:\TIMECARDIMPORT
	16000	Giovanni's Pasta H	Electrical	CA	CA	CA	5190		ABOUTTIME.5.2.20.CSV	ABOUTTIME	D:\TIMECARDIMPORT

**Figure: PR-226.8** Selecting information.

Select the "Load" button to load the records into the PR Hrs & Adj. form.



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.

<b>Figure: PR-226.7</b> Example of a prompt indicating needed changes.	Builder Information System
	ОК
<b>Figure: PR-226.7a</b> Another example of a prompt alerting a needed change.	Builder Information System
	ОК

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.

				Employ	ee			Hours			GL Account			
	Sta	•	Include 🔻	Empl 🔻	Name	<ul> <li>Status</li> </ul>	▼ Date ▼	Reg 🔻	Ot 🔻	Dt 🔻	GL Account 💌	Job 🔻	C/0 🔻	Cost Coo
I	$\checkmark$	•	~	E001	Bill Johnson	Active	04/27/2020 🔻	8.00	0.00	0.00	7003 🔍	Q	Q	
	×		✓	E001	Bill Johnson	Active	04/28/2020 Tue	8.00	0.00	0.00	7003	1010		16000
	×		✓	E001	Bill Johnson	Active	04/29/2020 We	8.00	0.00	0.00	7003	1010		16000
	×		✓	E001	Bill Johnson	Active	04/30/2020 Thu	8.00	0.00	0.00	7003	1010		16000
	×		✓	E001	Bill Johnson	Active	05/01/2020 Fri	8.00	0.00	0.00	7003	1020		16000
	×		~	E001	Bill Johnson	Active	05/02/2020 Sat	0.00	4.00	0.00	7003	1020		16000
	×		•	E001	Bill Johnson	Active	05/02/2020 Sat	0.00	0.00	2.00	7003	1020		16000
-					7 record(s)			40.00	4.00	2.00	1			
-								1		1				

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	Time Card- Update Selected Records	23
Selected Records form.	Include	
	O Yes O No	
	V Hours	
	Regular 8.00 Overtime 0.00 Double-time	0.00
	GL Account	
	5010 Cost of Contracts-Labor	
	Job Budget	
	Budget Order	
	Job Number	
	Change Order	
	Cost Code	
	Workers' Compensation	
	W/C State	
	W/C Class.	
	Trade Classification	
	Trade Code	
	Ok	cel

#### 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**

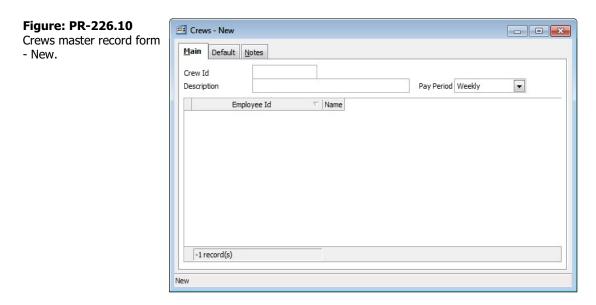
On the Main tab of the Crews master record form provide a Crew ID and Description. Select the Pay Period type from the adjacent dropdown and then select or enter the Employee IDs; the Employee's Name will auto-populate the form.

## **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.



Crews - CREW 1	L			- • •
Main Default	Notes			
Crew Id Description	CREW 1 Crew 1 - Car	penters	Pay Period Weekly	T
Emp	bloyee Id	∑ Name		
► E006 E005		Steve Schwartz Joe Martinez		
E004		Tim Hardaway		
3 record(s)				

## **Crew Hours**

## **Standard Menu Access**

Transactions | Crew Hours

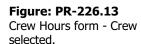
## Modular Menu Access

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.	E Crew Hours Main Detal Pay Period Date //		<b>r</b> - 1			
	Crew /	*	Employe		-	tate
	Hours GL Account Budget	*	ID	Name	Tax	SUTA
	Date / Reg   Ot   Dt         GL Account         Job   C/O         Cost Code   Job Name         CC Description					
	0.01 0.00 0.00 + - Select All Deselect All Replace			Add	Crew	Delete Crew



ew	1													Emp	oyee		5
ew	/						28					*	T	ID 🔻	Name	<b>▼</b> ī.	. 🔻
		Hour	-			GL Account			Budget				w : CR				
Date		Reg 🔻	Ot	▼ Dt	•	GL Acco 🔻		Cost 🔻	Job 🔻	CC De			4	E004	Tim Hardaway	CA	
Crew : (	CREW 1												•	E005	Joe Martinez	CA	
04/26/2	020 Sun	0.00	0.	00	0.00	5010							۷	E006	Steve Schwartz	C#	١
04/27/2	020 Mon	0.00	0.	00	0.00	5010											_
04/28/2	020 Tue	0.00	0.	00	0.00	5010											
04/29/2	020 Wed	0.00	0.	00	0.00	5010											
04/30/2	020 Thu	0.00	0.	00	0.00	5010											
05/01/2	020 Fri	0.00	0.	00	0.00	5010											
05/02/2	020 Sat	0.00	0.	00	0.00	5010											
	[	0.00	0.	00	0.00												
		0.00	0.	00	0.00												
_		)		m					_	4	4		_	_			1

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	🖃 Crew Detail - Update	Selected Records	X
Selected Records	Hrs Regular	8.00	
	Hrs Overtime	0.00	
	GL Account	5010	Cost of Contracts-Labor
	Job Budget	Budget C	) Change Order
	Job Number	1020	Giovanni's Pasta House
	Change Order	Q	
	Cost Code	06100	Q Rough Carpentry
			Ok Cancel

# **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							-	
Crew Hours - Details tab.	Main Detail								
Crew Hours - Details tab.	Pay Period Date 05/02/2	020 💌	Exclude I	ine entries w	ith zero hours				
	Crew / En	ployeeId /							
		Hours			GL Acc	ount		Budget	Wor
	Name	▼ Date / ▼	Reg 🔻	Ot 💌	Dt 💌 GL Accou	int 🕶 Job	▼ C/O ▼ Cost Code ▼	Job Name  CC Description	▼ W/C
	_ Crew : CREW 1								
	_ EmployeeId : E00	)4							
	Tim Hardaway	04/27/2020 Mon	8.00	0.00	0.00 5010	1020	06100	Giovanni's Pasta Hoi Rough Carpentry	CA
	Tim Hardaway	04/28/2020 Tue	8.00	0.00	0.00 5010	1020	06100	Giovanni's Pasta Hoi Rough Carpentry	CA
	Tim Hardaway	04/29/2020 Wed	7.00	0.00	0.00 5010	1020	06100	Giovanni's Pasta Hoi Rough Carpentry	CA
	Tim Hardaway	04/30/2020 Thu	8.00	0.00	0.00 5010	1020	06100	Giovanni's Pasta Hoi Rough Carpentry	CA
	Tim Hardaway	05/01/2020 Fri	8.00	0.00	0.00 5010	1020	06100	Giovanni's Pasta Hoi Rough Carpentry	CA
			39.00	0.00	0.00				
	-   EmployeeId : E00	15							
	Joe Martinez	04/27/2020 Mon	8.00	0.00	0.00 5010	1020	06100	Giovanni's Pasta Hoi Rough Carpentry	CA
	Joe Martinez	04/28/2020 Tue	8.00	0.00	0.00 5010	1020	06100	Giovanni's Pasta Hoi Rough Carpentry	CA
	Joe Martinez	04/29/2020 Wed	8.00	0.00	0.00 5010	1020	06100	Giovann's Pasta Hoi Rough Carpentry	CA
	Joe Martinez	04/30/2020 1	6.50	0.00	0.00 5010	0 1020	Q 06100 Q	Giovanni's Pasta Hol Rough Carpentry	CA
	loe Martinez	05/01/2020 Fri	8.00	0.00	0.00 5010	1020	06100	Giovanni's Pasta Hoi Rough Carpentry	CA
	JOC MUTURE	00/01/2020111	38.50	0.00	0.00	1010	00100	distantist astartist toagit carpena y	C.
			30.00	0.00	0.00				
	EmployeeId : E00								
	Steve Schwartz	04/27/2020 Mon	8.00	0.00	0.00 5010	1020	06100	Giovanni's Pasta Hoi Rough Carpentry	CA
	Steve Schwartz	04/28/2020 Tue	8.00	0.00	0.00 5010	1020	06100	Giovanni's Pasta Hoi Rough Carpentry	CA
	Steve Schwartz	04/29/2020 Wed		0.00	0.00 5010	1020	06100	Giovanni's Pasta Hoi Rough Carpentry	CA
	Steve Schwartz	04/30/2020 Thu	8.00	0.00	0.00 5010	1020	06100	Giovanni's Pasta Hoi Rough Carpentry	CA
	Steve Schwartz	05/01/2020 Fri	8.00	0.00	0.00 5010	1020	06100	Giovanni's Pasta Hoi Rough Carpentry	CA
			40.00	0.00	0.00				
			117.50	0.00	0.00				
	15 record(s)		117.50	0.00	0.00				
	4								F
	+ - Select All	Deselect All R	eplace						Load

# 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<sup>®</sup>, 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<sup>®</sup> 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<sup>®</sup>, 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<sup>®</sup> MSD (Multiple Screen Display).

## Print (Ctrl+P)

The BIS<sup>®</sup> 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<sup>®</sup> used. Standard edition users can export in DOS TXT, Microsoft<sup>®</sup> Excel<sup>®</sup> WKS, and Adobe<sup>®</sup> PDF formats. Professional edition users add Microsoft<sup>®</sup> Word<sup>®</sup> 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<sup>®</sup> 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**

I The Copy Page icon copies the current page of the report to the Windows<sup>®</sup> Clipboard.

#### Find

A The BIS<sup>®</sup> 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 well as Page Width and Full Page.

#### "Navigation" Buttons

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

He 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**

The Hyperlink Appearance icon controls how the hyperlinks will appear on the displayed report (and any report printed from the preview).

Figure: PR-228	<u>ab</u>	Blue Underline	
Hyperlink format options	ab	Blue	
	<u>ab</u>	Black Underline	
	ab	Black	
	<u>ab</u>	Blue Italic Underline	
	ab	Blue Italic	
	<u>ab</u>	Blue Italic Underline	
	ab	Blue Italic	

#### Refresh

The Refresh icon updates the report with the latest data from the program.

## **List Reports**

The majority of BIS<sup>®</sup> 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<sup>®</sup> 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.

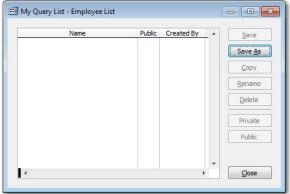
#### Figure: PR-229

My Query drop-down list sample.

My Query	
Management Employee 💌	2
Management Employees	

As with other system reports, each named query selection can be further refined with the other settings.

П
-



## **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 - Employee List		? <b>×</b>
Save As Query List sample				
screen form showing the	Name	Management Employees		
two optional Scope	Scope	Private		
selections: Private and		Private Public	Ok	Cancel
Public.				

#### ОК

Click on the OK button to accept the name and scope selections.

#### Cancel

Click on the Cancel button to close the form without saving.

#### Сору

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.	Copy Query - Employee List
	Name Management Employees Copy To Name  Scope Private Qk Cancel

#### Rename

The Rename button opens the Rename Query form that allows the query to be saved with a new name.

Figure: PR-233	📑 Rename Que	ry - Employee List 🔹 😨 💌
Rename Query screen form.	Current Name New Name	Management Employees
		<u>Ok</u> <u>C</u> ancel

#### 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**

Figure: PR-234

I 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.

Employee List Sample report query form My Query Option after apply clear button. Show Report Criteria - 👔 ... Report Type Inactive **V**Inion S -Non-Union Order By V Direct Deposit Non-Direct Deposit Employee Id • Show Notes Ascending
 Descending Case Sensitive Field Beginning Ending Operator Employee Id All ΔII Name City All State All Zip Code All Telephone All S.S.N. All Date Hired All All Date Last Raised All Date Terminated

# Payroll Report List

The following is a list of the payroll module reports, documents, and magnetic media available in BIS<sup>®</sup>.

- 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						
Employee List, Query screen form, Report Type.	My Query	• 3	•		Opt Show Report Criteria	ons	^
	Report Type Summary Summary			<b>v</b>	Active Inactive Union Non-Union		
	CDetail Extended Automatic Adjustments Udf			/	Direct Deposit Non-Direct Deposit Show Notes Case Sensitive		
	Field	Opera	ator	r Beginning Ending		Ending	
	Employee Id	All					
	Name	All					
	City	All					
	State	All					
	Zip Code	All					
	Telephone	All					
	S.S.N.	All					
	Date Hired	All					
	Date Last Raised	All					
	Date Terminated	All					-

#### 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.

#### 1Payroll

## **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<sup>®</sup> 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

## **Drill-Down+® Destinations**

#### Figure: PR236

Right-click a hyperlink to access reports and other features..

~	Edit Employee File
	Document Link
	Properties

- Show Report Criteria
- Active

Options

- 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

PR-295

# Employee List – Summary Report

Employee	List				
Summary Re	port				Page
Employee Id	Employee Name	Title	Soc. Sec.#	Status	Union
<u>E001</u>	BillJohnson	Owner	555-55-1000	Active	No
E002	Mike Jarvis	ProjectManger	555-55-1001	Active	No
E003	Alissa Monte	Office Manager	555-55-1002	Active	No
E004	Tim Hardaway		555-55-1003	Active	Yes
E005	JoeMartinez		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

Employee Detail Report	List					ion Compan Page
Employeeld	EmployeeName FirstName Address/City	Title Middle Initial Telephone/State	Zip Code	Soc. Sec.# LastName Department	Status	Union
Withholding Sta Unemp. State	Description	W/C Code	S DI W/H	Local Tax	Description	
E 001	Bill Johnson Bill 641 Hatrick Way	Owner J (805)543-7000		555-55-1000 Johnson	Active	Yes
MD CA	Pismo Beach Maryland	CA	93448 SDI (No ) SDI (No )	42	Maryland R	esidents
E002 CA CA	Mike Jarvis Mike 1812 6th Street Grover Beach California California	Project Manger P (805)543-7000 CA 5190 5190	93433 SDI (Yes) SDI (Yes)	555-55-1001 Jarvis	Active	No
E003 CA CA	Alissa Monte Alissa 1689 22nd Street O ceano	Office Manager A (805)543-7000 CA	93445 SDI (No ) SDI (No )	555-55-1002 Monte	Active	No
E004 CA CA	Tim Hardaway Tim 916 E. Meridian Grover Beach California California	(805)543-7000 CA 5645 5645	93433 SDI (Yes) SDI (Yes)	555-55-1003 Hardaway	Active	Yes
E005 CA	Joe Martinez Joe 805 T Street Pismo Beach	P (805)543-7000 CA	93448 SDI (No )	555-55-1004 Martinez	Active	Yes
CA E006	Steve Schwartz Steve 963 Presker Canyon Road Arroyo Gran de	M (805)543-7000 CA	SDI(No) 93420	555-55-1005 Schwartz	Active	Yes
CA CA	California California	5190 5190	SDI (Yes) SDI (Yes)			

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

	Employee E00	1, Bill Johnson	
Main		Photo	
Employee Id	E001		
First Name M.I.	Bill		
LastName	Johns on		
Display Name	Bill Johnson		
Street Address 1	641 Hatrick Way		
Street Address 2			
City	Pis mo Beach		
State Zip Code	CA 93448		
Telephone	(805) 543-7000		
Title	Owner	Default	
S. S.N.	555-55-1000		Weekty
Birth Date	01/19/1955	Pay Period Pay Type	Salaried
Date Hired	08/10/2004	Classification	Journey Worker
Date Last Raised	01/01/2020	Minority Code	N/A
DateTerminated	11	Gender	Male
Status	Active	RateClassification	
		Reg. Pay Rate	\$3,000.00
Federal Tax		Ot. Pay Rate	\$0.00
Filing Status	Married	Dt. Pay Rate	\$0.00
No. of Exemptions	3	Reg. Billing Rate	\$0.00
Additional W/H Amt.	50	Ot. Billing Rate	\$0.00
Estimated W/H Amt.	0	Dt. Billing Rate	\$0.00
Exempt	[] Exempt from Federal Withholding	Other Burden %	7.00
Earned Income Credit	No Filing	Construction Trade	
W2 Box 13	[] Statutory Employee	GL Account	7003 Salaries &
W2 Box 13	[X] Retirement Plan	Union	[X] Union Employee
W2 Box 13	[] Third-party sick pay	Union Code	
W/H Adjustment	[] W/H Adjustment for Nonresident Aliens	Union Classification	
N-4- T		Department	
State Tax /ithholding State	MD Maryland	History	
nemployment State	CA California	Last Check Number	4444
		Last Check Date	05/02/2020
Other		Last Check Amount	\$2,029.42
Business Email	bjohnson@bestconstruction.com	Emergency Contact	
Personal Email	bjohnson@gmail.com		
Mobile Phone	(805)555-1234	Name	Sus an Johns on
Pager Number	(805)555-4321	Telephone 1 Telephone 2	(805)555-9876 (805)555-6543
lotes			

Figure: PR-238 Employee List, Extended Report.

# Employee List – Automatic Adjustments Report

Employee	eld EmployeName	Title	1000010000000000000	Social Security#	Status	Union
Cod	e Description	Hours	Amount	Limit GL Ac	ct 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	ProjectMa	nger	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 Man	ager	555-55-1002	Active	No
<u>E004</u>	Tim Hardaway			555-55-1003	Active	Yes
E005	Joe Martinez			555-55-1004	Active	Yes
E006	Steve Sch wartz			555-55-1005	Active	Yes
<u>E007</u>	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 1 641 Hatrick Way CA 93448 555-55-1000 Bill Johnson Pismo Beach Mike Jarvis 1812 6th Street Grover Beach CA 93433 555-55-1001 Alissa Monte 1689 22nd Street CA 93445 555-55-1002 Oceano Tim Hardaway 916 E. Meridian Grover Beach CA 93433 555-55-1003 CA 93448 555-55-1004 Joe Martínez 805 T Street Pismo Beach 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

Udf Report	ee User Definable f		Page 1
Employeeld	EmployeeName		
	UDF Field	Description	
E001	BillJohnson		
	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		
2.3	Driver's Lic. Exp.	09/03/2018	
	Driver's Lic. No.	D1005888	
E007	Mike Smith		
6.0	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.

Employee Detail Report
Employee Extended Report
Employee Automatic Adjustments Report
Employee UDF Report
Edit Employee File
Document Link
Properties

Imman	Summary Report										Page 1
Employee k Name	d Name	State	Gross Wages	Federal W/H	FICA W/H	Medicare W/H	State W/H	H/MIOS	Non Payroll	Deductions	Deductions Net Check Amt
EON	Bill Johnson	8	45,600.00	5,510.00	1,838.63	624.79	3,023.47	398.05	0.0	2,869.00	31,326.06
E002	Milke Jarvis	A	22,800.00	2,109.00	900.22	310.84	399.19	194.94	0.00	2,413.00	16,472.81
2	Alissa Monte	A	17,100.00	1,539.00	689.51	238.07	204.82	149.34	0.00	1,729.00	12,550.26
EOM	Tim Hardaway	A	19,332.50	1,178.00	12.617	269.04	239.02	168.72	0.00	3,100.99	13,597.16
E005	Joe Martinez	g	18,559.20	1,368.00	12.617	269.04	337.06	167.01	0.00	2,314.20	13,324.32
E006	Steve Schwartz	A	16,720.00	1,843.00	702.24	242.44	525.92	150.48	0.00	950.00	12,305.92
E007	Mike Smith	T	13,885.20	1,425.00	583.11	201.40	338.77	125.02	0:00	965.20	10,246.70
		<b>Total Listed</b>	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

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Page 1	Net Check Amt	1,648.74	1,648.74	1,648.74	1,648.74	1,648.74	1,648.74	1,648.74	1,648.74	1,648.74	1,648.74	1,648.74	1,648.74	1,648.74	1,648.74	1,648.74	1,648.74	1,648.74	1,648.74	1,648.74	31,326.06
	Deductions	151.00	151.00	151.00	151.00	151.00	151.00	151.00	151.00	151.00	151.00	151.00	151.00	151.00	151.00	151.00	151.00	151.00	151.00	151.00	2,869.00
	Non Payroll	000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	000	0.00	0.00	0.00	0.00	0.00	000	0.00	00.00	00.00	000	00.0
	HIMIDS	20.95	20.95	20.95	20.95	20.95	20.95	20.95	20.95	20.95	20.95	20.95	20.95	20.95	20.95	20.95	20.95	20.95	20.95	20.95	398.05
	State W/H	159.13	159.13	159.13	159.13	159.13	159.13	159.13	159.13	159.13	159.13	159.13	159.13	159.13	159.13	159.13	159.13	159.13	159.13	159.13	3.023.47
	Medicare W/H	33.41	33.41	33.41	33.41	33.41	33.41	33.41	33.41	33.41	33.41	33.41	33.41	33.41	33.41	33.41	33.41	33.41	33.41	33.41	634.79
	<b>FICA W/H</b>	6.77	96.77	96.77	96.77	96.77	96.77	96.77	96.77	96.77	96.77	96.77	96.77	96.77	96.77	96.77	96.77	96.77	96.77	96.77	1.838.63
	Federal W/H	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	5.510.00
	Gross Wages	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	45,600.00
Johnson	State	F	8	g	B	B	g	B	B	B	8	g	B	B	B	B	B	B	g	B	Totals Listed
Detail Report - E001, Bill Johnson	Pay Period Check#	01/04/2020 2029	01/11/2020 2040	01/18/2020 2047	01/25/2020 2054	02/01/2020 2061	02/08/20/20 2068	02/15/2020 2075	02/22/2020 2082	02/29/2020 2089	03/07/2020 2096	03/14/2020 2103	03/21/2020 2110	03/28/2020 2117	04/04/2020 2124	04/11/2020 2131	04/18/2020 2138	04/25/2020 2145	05/02/2020 2152	05/09/2020 2159	Te
Detail Re	Date	01/06/2020	01/13/2020	01/20/2020	01/27/2020	02/03/2020	02/10/2020	02/17/2020	02/24/2020	03/02/2020	03/09/2020	03/16/2020	03/23/2020	03/30/2020	04/04/2020	04/13/2020	04/20/2020	04/27/2020	05/04/2020	05/11/2020	

# Payroll Employee Ledger Report—Detail

Figure: PR-243

Emplo Extended	Employee Ledger Extended Report - E001	Employee Ledger Extended Report - E001, Bill Johnsor	Johnso	E							Best Con	Best Construction Company Page 1	Com	Page 1
Date	Pay Period Check#	Check#	State	Gross Wages		Federal W/H	FICA W/H	FICA W/H Medicare W/H	State W/H	HMIDS	Non Payroll	Deductions Net Check Amt	Net Ch	eck Amt
05/11/2020	05/11/2020 05/09/2020 2159	2159	S	2,400.00		290.00	6.77	33.41	159.13	20.95	0.00	151.00		1,648.74
Date 05/09/2020 R	Trade R Totals	Reg Hr 40.00 40.00	0000 0.000	Dt Hr Reg Rate 0.00 2,400.00 0.00		Amount W/C 2,400.00 2,400.00	Union	Class GL Acct 7001	Acct Name Salaries & Wages-Officer	Code	Job	Cost Code C/O	8	Type
Date         Ad           05:09/2020         30           05:09/2020         50           05:09/2020         50           05:09/2020         50           05:09/2020         50           05:09/2020         50           05:09/2020         50	烛	Adjustment Description Insurance Deduction Tax Deferred Plan Cafeteria Plan Tax Deferred Plan Cafeteria Plan	otion	Hours	99	Amount Description 55.00 Insurance Deduction 72.00 Tax Deferred Plan 24.00 Cafeteria Plan 72.00 COMPANY CONTR 0.00 COMPANY CONTR	nount Description 55.00 Insurance Deduction 72.00 Tax Deferred Plan 24.00 Cateteria Plan 72.00 COMPANY CONTRIBUTION 0.00 COMPANY CONTRIBUTION	6L Acct 7007 2540 2550 UTION	Acct Name Employee Benefits-G&A 401k Plan Payable Cafeteria Plan Payable	Code	Job	Cost Code C/O	00	Type
		Totals Listed	Listed	2,400.00		290.00	96.77	33.41	159.13	20.95	0.00	151.00	-	1,648.74
		Figure: PR-243a	PR-24;	3a										

Employee Ledger, Extended Report, filtered for a specific Employee Id and Check Date

# Payroll Employee Ledger Report—Extended

# **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.

ly Query			Option	ns	
	▼ 😰	V	Active		
		V	Inactive		
eport Type		V	Union		
D.Matrix W 3 1/2" H :	15/16" C 1 💌	V	Non-Union		
D.Matrix W 3 1/2" H 1	15/16" C 1	~ 1	Direct Deposit		
D.Matrix W 4" H 15/1		V	Non-Direct Deposit		
D.Matrix W 4" H 1 7/1		=	Case Sensitive		
Avery 5160 Laser W 2	25/8°H 1°C 3 R 10				
Avery 5161 Laser W 4	4"H 1"C 2 R 10	-			_
	4" H 1" C 2 R 10 4" H 1 1/3" C 2 R 7 4" H 2" C 2 R 5	•	Beginning	Ending	
Avery 5161 Laser W 4 Avery 5162 Laser W 4	4" H 1" C 2 R 10 4" H 1 1/3" C 2 R 7	- -	Beginning	Ending	
Avery 5161 Laser W 4 Avery 5162 Laser W 4 Avery 5163 Laser W 4	4"H 1"C 2 R 10 4"H 1 1/3"C 2 R 7 4"H 2"C 2 R 5		Beginning	Ending	
Avery 5161 Laser W 4 Avery 5162 Laser W 4 Avery 5163 Laser W 4 Employee Id	4" H 1" C 2 R 10 4" H 1 1/3" C 2 R 7 4" H 2" C 2 R 5 All	*	Beginning	Ending	
Avery 5161 Laser W 4 Avery 5162 Laser W 4 Avery 5163 Laser W 4 Employee Id Name	4" H 1" C 2 R 10 4" H 1 1/3" C 2 R 7 4" H 2" C 2 R 5 All All	Ţ	Beginning	Ending	
Avery 5161 Laser W 4 Avery 5162 Laser W 4 Avery 5163 Laser W 4 Employee Id Name City	4" H 1" C 2 R 10 4" H 1 1/3" C 2 R 7 4" H 2" C 2 R 5 All All All	<b>,</b>	Beginning	Ending	
Avery 5161 Laser W 4 Avery 5162 Laser W 4 Avery 5163 Laser W 4 Employee Id Name City State	4"H 1"C 2 R 10 4"H 1 1/3"C 2 R 7 4"H2"C 2 R 5 All All All All	<b>*</b>	Beginning	Ending	
Avery 5161 Laser W 4 Avery 5162 Laser W 4 Avery 5163 Laser W 4 Employee Id Name City State Zip Code	4"H 1" C 2 R 10 4"H 1 1/3" C 2 R 7 4"H 2" C 2 R 5 All All All All All		Beginning	Ending	

#### **Employee Labels**

Bill Johnson 641 Hatrick Way Pismo Beach, MD 93448

Alissa Monte 1689 22nd Street Oceano, CA 93445

Joe Martinez 805 T Street Pismo Beach, CA 93448

Mike Smith 1845 Oak Park Apt. B Oceano, CA 93445 Mike Jarvis 1812 6th Street Grover Beach, CA 93433

Tim Hardaway 916 E. Meridian Grover Beach, CA 93433

Steve Schwartz 963 Presker Canyon Road Arroyo Grande, CA 93420

Figure: PR-245 Avery 4143 Dot Matrix style label.

Bill Johnson 641 Hatrick Way Pismo Beach, MD 93448

Tim Hardaway 916 E. Meridian Grover Beach, CA 93433

Mike Smith 1845 Oak Park Apt. B Oceano, CA 93445 Mike Jarvis 18126th Street Grover Beach, CA 93433

Joe Martinez 805 T Street Pismo Beach, CA 93448 Alissa Monte 1689 22nd Street Oceano, CA 93445

Steve Schwartz 963 Presker Canyon Road Arroyo Grande, CA 93420

## **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	Crew List				×
Shows the Crew List query form.	My Query Report Type Detail Order By Crew Id @ Ascending ()		Optic	ons	
	C Ascending				-
	Field	Operator	Beginning	Ending	
	Crew Id	All			
	Employee Id				

# **Crew List Detail Report**

Figure: PR-246b Shows the Crew List Detail Report.

Crew Detail F						Page
Employe	eld	Name				
Crewld	C1	Desc	Day Crew	Pay Period	Weekly	
E002		Mike Jarvis				
E005		Joe Martinez				
E006		Steve Schwartz				
Crewld	C2	Desc	Night Crew	Pay Period	Weekly	
E004		Tim Hardaway				
E007		Mike Smith				
Crewld	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

Figure: PR-246c

- Options
- Case Sensitive

#### **Fields**

- Classification
- Description

Figure: PR-246C	Labor Rate Classifica	ations			×
Shows the Labor Rate Classifications query form.	My Query Options			ns	
	Field	Operator	Beginning	Ending	
	Classification	All			
	Description	All			
					•

# Labor Rate Classifications Detail Report

#### Figure: PR-246d Shows the Labor Rate

Shows the Labor Rate Classifications Detail Report.

Detail Repo	חת						Pa	
		Pay Rate			Billing Rate/Hr			PerDiem
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

#### Drill-Down+®Destinations

#### Figure: PR-247

Right-click a hyperlink to display a selection of reports and other available functions.



Options

• Report Criteria

• Case Sensitive

• Show Notes

## **Fields**

- Addition Code
- Description
- GL Account Number
- Report Code

## **Payroll Additions – Summary Report**

Payr	oll Additions		Best Construction	on company
Summ	nary Report			Page
Code	Description	GL Account	Report Code	
<u>10</u>	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		
<u>15</u> 16	Other Earnings			
16	Other Earnings			
17	Non-Payroll Addition			
20	Box 14 on ₩-2 and PR Check			
21	Box 14 on ₩-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**

o o com i	Report				Pag
Code	Description		GL Account	Repo	rtCode
				Subject to Wittholding	
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	HolidayPay		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)	LocalTax (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)
14	Other Earning		7002 Colorise	FICA Medicare (Yes) & Wages-Administration	Local Tax (Yes)
4	Limit	No Limit	7005, Selaries	Federal Tax (Yes)	State Tax (Yes)
	Amount	0.000		Federal Unemployment (Yes)	State Unemployment (Yes)
	Fixed Amount	0.000		FICA Social Security (Yes)	State Disability Insurance (Yes)
	Tixed Amount			FICA Medicare (Yes)	Local Tax (Yes)
15	Other Earning		70.0.2 Salarias	& Wages-Administration	Local Tax (Tes)
	Limit	No Limit	roos, salalies	Federal Tax (Yes)	State Tax (Yes)
	Amount	0.000		Federal Unemployment (Yes)	State Unemployment (Yes)
	Fixed Amount	0.000		FICA Social Security (Yes)	State Disability Insurance (Yes)
	Tixed Amount			FICA Medicare (Yes)	Local Tax (Yes)
16	Other Earning			(res)	
	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 A	dition			
	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)
	NonePayrollAd	ljustment		FICA Medicare (N/A)	Local Tax (N/A)
20	Box 14 on W-2				
	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)

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

## **Drill-Down+® Destinations**

#### Figure: PR-250

Right-click a hyperlink to display a selection of reports and other available functions.

/	Edit Payroll Deduction	
	Document Link	
	Properties	

## **Payroll Deductions – Summary Report**

Summa	ary Report			Page 1
Code	Description	GL A ccount	Report Code	
30	Insurance Deduction	2530, Medical Plans Payable		
31	Ad vance Payback Deduction	1 430, Employee Advances		
32 35	Savings Deduction	2560, Savings Plan		
35	Other Deduction			
36	Other Deduction			
<u>36</u> 37	Extra Federal Withholding	2210, Payroll Taxes Payable-FIT		
38	Extra State Withholding	2240, Payroll Taxes Payable-SIT		
<u>38</u> 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.

## Options

- Report Criteria
- Show Notes
- Case Sensitive

## **Fields**

- Deduction Code
- Description
- GL Account Number
- Report Code

## **Payroll Deductions – Detail Report**

Payroll Deductions	
--------------------	--

ction lo Limit 55.000 Fixed Ar k Deduction 1000.00 500.000 Fixed Ar ion 0.00 0.000 Percent	1430, Employee Advances	e Min YTD Gross Max YTD Gross Min YTD Gross Max YTD Gross	0.00 0.00 0.00
55.000 Fixed Ar k Deduction 1000.00 500.000 Fixed Ar ion 0.00	1430, Employee Advances mount	Max YTD Gross Min YTD Gross	0.00
k Deduction 1000.00 500.000 Fixed Ar ion 0.00	1430, Employee Advances mount	Min YTD Gross	
1000.00 500.000 Fixed Ar ion 0.00	mount		0.00
500.000 Fixed Ar ion 0.00			0.00
ion 0.00		MaxYTD Gross	
0.00	2560, Savings Plan		0.00
0.000 Percent		Min YTD Gross	0.00
	ofGross Wages	MaxYTD Gross	0.00
0.00		Min YTD Gross	0.00
0.000 Percent	ofGross Wages	MaxYTDGross	0.00
0.00		Min YTD Gross	0.00
0.000 Percent	of Gross Wages	MaxYTD Gross	0.00
thho lding	2210, Payroll Taxes Payable	e-FIT	
lo Limit		Min YTD Gross	0.00
0.000 Fixed Ar	mount	Max YTD Gross	0.00
holding	2240, Payroll Taxes Payable		
lo Limit		Min YTD Gross	0.00
0.000 Fixed Ar	mount	Max YTD Gross	0.00
Deduction	2410, Union Payable 1		
lo Limit	1922 - 1929	Min YTD Gross	0.00
0.000 Percent	of Gross Wages	MaxYTD Gross	0.00
atic Deduction	2410, Union Payable 1		1444
lo Limit		Min YTD Gross	0.00
0.000 Percent	of Gross Wages	MaxYTDGross	0.00
eduction	2300, Worker's Compensation		
lo Limit			0.00
0.000 Percent	of Gross Wages	Max YTD Gross	0.00
	eduction D Limit		eduction 2300, Worker's Compensation Payable D Limit Min YTD Gross

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

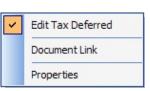
- Report Criteria
- Show Notes
- Case Sensitive

## 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

Payr	oll Tax Deferred			Best Const	ruction Company
	nary Report				Page 1
Code	Description	W-2 Classification	W-2 Box	W-2 Label	
<u>50</u>	Tax Deferred Plan	D - 401 (k)	12	D	
	Cafeteria Plan				

## **Payroll Tax Deferred – Detail Report**

Code	Descriptio	on	W-2 Classification			W-2 Box	Page W-2 Label
<u>50</u>	Tax Defer	redPlan	D - Elective deferrals arrangement plan (ir arrangement)			12	D
E	mployee Con	tribution	anangement,	Company Con	ntribution		
L	jmit:	No Limit		Limit:	No Limit		
A	mount:	3.000 Percent of Gr	oss Wages	Amount:	3.000 Per	cent of Gros	s Wages
F	Reduce Federa	I Taxable Wages (Yes)		Increase FICA	Social Security Way	ges (No)	
C	Deduct FICA So	cial Security Wages (Yes)	)	Increase Fede	ral Taxable Wages (	(No)	
C	Deduct FICA Me	edicare Wages (Yes)		Increase FICA	Medicare Wages (N	lo)	
	Deduct FUTA W	/ages (Yes)		Increase FUT/	Wages (No)		
V	V/H Account 2	540, 401k Plan Payable		Accrue Comp	any Contribution to th	ne General L	edger (Yes)
				Payable Acct:	2540, 401k Plan P	ayable	
				Expense Acct:	7007, Employee B	enefits-G&A	
R	ReportCode			ReportCode			
52	Cafeteria	Plan					
E	mployee Con	tribution		Company Con	ntribution		
L	jmit:	No Limit		Limit:	0.00		
A	mount:	1.000 Percent of Gr	oss Wages	Amount:	0.000 Per	cent of Gros	s Wages
F	Reduce Federa	I Taxable Wages (Yes)		Increase FICA	Social Security Wa	ges (No)	
C	Deduct FICA So	cial Security Wages (Yes)	)	Increase Fede	eral Taxable Wages (	No)	
C	Deduct FICA Me	edicare Wages (Yes)		Increase FICA	Medicare Wages (N	10)	
C	Deduct FUTA W	/ages (Yes)		Increase FUT/	A Wages (No)		
V	V/H Account 2	2550, Cafeteria Plan Payab	ble		any Contribution to th		edger (Yes)
					2550, Cafeteria Pla		
					7007, Employee B	enefits-G&A	d.
R	ReportCode			ReportCode			

## **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

## **Drill-Down+**<sup>®</sup> **Destinations**

**Figure: PR-256** Right-click a hyperlink to display a selection of reports and other available functions.



Report Criteria

Options

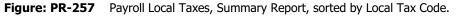
- Show Notes
- Case Sensitive

## Fields

- Local Tax Code
- Description
- GL Account Number
- Report Code

## Payroll Local Taxes – Summary Report

-	oli Local Taxes			
Summa	ary Report			Page
Code	Description	State	GL A ccount	Report Code
<u>33</u>	Local Tax	CA	2270, Payroll Taxes Payable-Local Tax 1	
<u>34</u>	Other Local Tax	CA	2270, Payroll Taxes Payable-Local Tax 1	
<u>40</u>	City of New York	NY	2270, Payroll Taxes Payable-Local Tax 1	
<u>41</u>	CityofYonkers	NY	2270, Payroll Taxes Payable-Local Tax 1	
<u>42</u>	Maryland Residents	MD	2270, Payroll Taxes Payable-Local Tax 1	



## Payroll Local Taxes – Summary Report

	il Report					Page 1
Code	Descriptio	n	State	GL A ccount	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 Loo	cal 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	CityofNe		NY	2270, Payroll Taxes Payable-Local Tax 1		
		No Limit				
	Amount		Fixed Amount			
	Exemption	0.00	Include in W-2 Form (Yes)	W-2 Label NY TAX		
<u>41</u>	CityofYo	n kers	NY	2270, Payroll Taxes Payable-Local Tax 1		
	-	No Limit				
	Amount	0.00	Fixed Amount			
	Exemption	0.00	Include in W-2 Form (Yes)	W-2 Label YONKERS		
42		Residents	MD	2270, Payroll Taxes Payable-Local Tax 1		
	Limit	No Limit				
	Amount		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	🖻 Prepayment List		
Payroll Prepayment List screen query form showing the Standard options available. Please note that these	Report Type Beginning Employee Number Ending Employee Number Employee Pay Period Employee Pay Type	Standard	<ul> <li>All Employee</li> <li>Range</li> <li>Tag</li> </ul>
reports can be previewed, printed, exported, or emailed from the buttons available on the screen form.	Order By	Standard Standard Standard Stended Extended Stended Stended Standard	scending Descending          Alternate         Employee Payroll Detail         Employee Payroll Summary         Job Distribution         Payroll Totals

## **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 nonconcurrent records to be included in the prepayment list.

Figure: PR-259a	Prepayment List							8
Payroll Prepayment List screen query form showing the Tag feature selected for non-concurrent	Report Type Beginning Employee N Ending Employee Num		er	Standard		<ul> <li>All Employee</li> <li>Range</li> <li>Tag</li> </ul>		
records.	Employee Pay Period Employee Pay Type					8		
	Order By		Tag	Employee ID	First Name	Last Name		
		Þ	~	E002	Mike	Jarvis		
		H	1	E004 E005	Tim Joe	Hardaway Martinez	- 1	
		H		E005	Joe Steve	Schwartz	- 1	
		H	<b>v</b>	E008	Mike	Smith	+	
			Che	ck All Uncheck All	]	Clos	e	

## **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

-	Prepayment List					
Payroll Prepayment List	Report Type	Standard	-	]		
screen query form showing	Beginning Employee Number		Q			All Employee
three Order By choices:	Ending Employee Number		Q			Range
Employee Id & State,		Tag Employees				🔘 Tag
Employee Name & State,	Employee Pay Period	All	•			
	Employee Pay Type	All	•			
and State & Employee Id.	Order By	Employee Id & S	itate 💌	Asce	ending 🔘 Desc	ending
			& State e Id d ummary s ontributions Sur Is	Job	Alternate Camployee I Job Distrib Payroll Tot Export	Payroll Summary ution als

## **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.

#### 1Payroll

## **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<sup>®</sup> 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<sup>®</sup> used. Standard edition users can export in DOS TXT, Microsoft<sup>®</sup> Excel<sup>®</sup> WKS, and Adobe<sup>®</sup> PDF formats. Professional edition users add Microsoft<sup>®</sup> Word<sup>®</sup> 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.

Davroll	Bro p	aumo	ntlic					Best Co	onstru	iction Com	pan
Payroll Detail Rep		ayine									Page
Employee E	006, Steve	Schwartz	2	Tax State	CA Suta St	ate CA Pay Period	05/16/202	0			
Date	Reg Hrs	Ot Hrs	Dt Hrs	Total WC	Union	OB Rate GI Acct	Job	C.Code	Туре	C/0#	
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		
	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.

Detail Re	Pre-p										Page
Employee	E002, Mike	Jarvis			Tax State CA	Suta Sta	te CA Pay Period	05/16/202	0		
Date	Reg Hrs	Ot Hrs	Dt Hrs	Total	WC	Union	OB Rate GI Acct	Job	C.Code	Type C/O#	
	Reg Rate	Ot Rate	Dt Rate	Gross	Amount	Amount	Amount Trade				
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

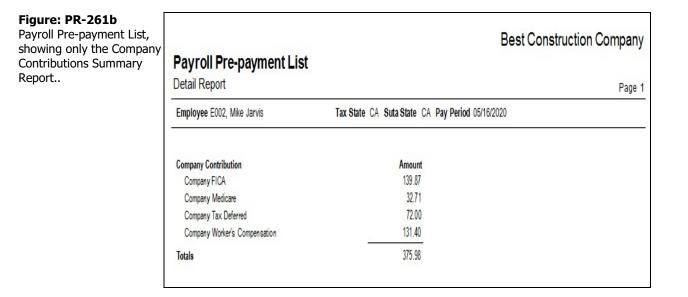
Payroll Prepayment List, showing only the Employee Summary Report.

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           Dubletime         0.00         0.00         Extra Federal         0.00           Vacation         0.00         0.00         State         96.08           Sock         0.00         0.00         Extra State         0.00           Special         0.00         0.00         Extra State         0.00           Other Additions         0.00         0.00         Coleal Taxes         60.00           Adjustments         0.00         Totals         7764.06           Fringe Benefits (#21)         0.00         Net Amount         1,635.94	Detail Report					Page
Regular         50.00         2,400.00         Federal         261.00           Overime         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           Sock         0.00         0.00         Extra State         0.00           Other Additions         0.00         0.00         State         55.00           Other Additions         0.00         0.00         Cher Deductions         55.00           Adjustments         50.00         2,400.00         Tostals         764.06           Non Psyrol Adjustments         0.00         Not Amount         1,635.94	Employee E002, Mike	e Jarvis	Tax Sta	te CA Suta State CA Pay Period 05/16/2	2020	
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         SOI 20.52           Other Additions         0.00         Other Deductions         55.00           Totals         50.00         2,400.00         Tax Deferred         144.00           Adjustments         0.00         Totals         764.06           Fringe Benetits (#21)         0.00         Net Amount         1,635.94	-					
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         Tax Deferred         144.00           Non Payrol Adjustments         0.00         Totals         764.06           Fringe Benetist (#21)         0.00         Net Amount         1,635.94	Overtime	0.00	0.00	Extra Federal	0.00	
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         0.00         Totals         764.05           Fringe Benefits (#21)         0.00         Not Rayroll Ajustments         1,635.94	Doubletime	0.00	0.00	Social Security	94.75	
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         0.00         Totals         764.06           Fringe Benefits (#21)         0.00         Net Amount         1,635.94	Vacation	0.00	0.00	Medicare	32.71	
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         754.06           Fringe Benefits (#21)         0.00         Net Amount         1,635.94	Holiday	0.00	0.00	State	96.08	
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         764.05           Fringe Benefits (#21)         0.00         Net Amount         1,635.94	Sick	0.00	0.00	Extra State	0.00	
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	Special	0.00	0.00	SDI	20.52	
Jotals         50.00         2,400.00         Tax Deferred         144.00           Adjustments         Tax Deferred         144.00           Non Payroll Adjustments         0.00         Totals         764.06           Fringe Benefits (#21)         0.00         Net Amount         1,635.94	Other Additions	0.00	0.00	Other Deductions	55.00	
Tax Deferred         144.00           Non Payroll Adjustments         0.00         Totals         764.06           Fringe Benefits (#21)         0.00         Net Amount         1,635.94	Tatala	50.00	2 400 00	Local Taxes	60.00	
Non Psyroll Adjustments         0.00         Totals         764.06           Fringe Benefits (#21)         0.00         Net Amount         1,635.94		00.00	2,400.00	Tax Deferred	144.00	
Fringe Benefits (#21) 0.00 Net Amount 1,635.94		en fic	0.00	Totale	764.06	
Earned Income Credit (#77) [10] Vacation Accrual [10]	Earned Income Credit		0.00	Vacation Accrual	0.00	
Totals 0.00 Sick Leave Accrual 0.00		(intel				

## Payroll Pre-Payment List, Standard Adjustments Summary

Figure: PR-261a Payroll Pre-payment List, showing only the Employee Adjustments Report.	Payroll Pre-payment List Detail Report										
	Employee E00	2, Mike Jarvis	Tax State	CA Suta State CA	A Pay Per	iod 05/16/20	20				
	Adjustments (Additions, Deductions, Tax Deferred, Local Taxes)										
	Date Code		Hours	Amount GI 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							
	05400000 50	(C)Cafataria Dian	0.00	0.00 2550							
	05/16/2020 52	(C)Cafeteria Plan	0.00								

## Payroll Pre-Payment List, Standard Company Contributions Summary



#### 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- Detail Report	payment	List		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	10.00	2,000.10	Tax Deferred	144.00
Non Payroll Adjustme	ents	0.00	Totals	894.00
Fringe Benefits (#21)		0.00	Net Amount	2.056.00
Earned Income Cred		0.00	Vacation Accrual	0.00
Totals		0.00	Sick Leave Accrual	0.00
Company Contribution	1		Amount	
Company FICA			317.74	
Company Medicare			74.31	
Company Tax Defen	red		72.00	
Company Worker's (	Compensation		459.69	
Company Union			140.33	
Totals			1.064.07	

## Payroll Pre-Payment List, Standard Job Distribution

<b>Figure: PR-263</b> Payroll Pre-payment List, showing only the Job Distribution Report, sorted by	Payroll Pre-payment List Detail Report Job Distribution Best Construction Compan Page													
Employee Id & State					Job	Distributi	on							
Linployee id & State	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 Pre-Payment List, "Alternate" Employee Payroll Detail

Figure: PR-263a Payroll Pre-payment List, showing only the Employee Payroll Detail Report.

Payro	ll Pre-pa	ayment Lis	t									Best Cons	truct	ion	Compar
						F	mployee Payroll D	)etail							Page
Employe	e: E002, Mi	ke Jarvis 🛛 Tax	State: CA	A Suta St	tate: CA	-	eriod: 05/16/2020								
Date Regular	Reg Hrs Reg Rate		Dt Hrs Dt Rate	Total Hrs U Amount	Inion Union Amt	Class	W/C W/C Rate	Exp Mod W/C Amt	OB Rate OB Amt		Job Code	Cost Code	C/0#	Туре	SUTA State
05/16/2020	40.00 1,200.00		0.00 0.00	40.00 1,200.000	0.00		5190 4.38000	1.25000 65.70	5.00 60.00	5010 1001	1000	01000		L	CA
Date Certified	Reg Hrs Reg Rate		Dt Hrs Dt Rate	Total Hrs U Amount	nion Union Amt	Class	W/C W/C Rate	Exp Mod W/C Amt	OB Rate OB Amt		Job Code	Cost Code	C/0#	Туре	SUTA State
05/16/2020	10.00 1,200.00		0.00 0.00	10.00 1,200.000	0.00		5190 4.38000	1.25000 65.70	5.00 60.00	5010 1001	1010	16000		L	CA
Date 05/16/2020	Ded Code 30	Description Insurance Deduction			Amount 55.00			Cod		GL Acct 7007					SUTA State CA
Date 05/16/2020	Local Tax 33	Description Local Tax			Amount 60.00			Cod	-	GL Acct 2270					SUTA State CA
Date 05/16/2020	Tax Def Code 50	Description Tax Deferred Plan			Amount 120.00			Cod	-	GL Acct 2540					SUTA State CA
05/16/2020	52	Cafeteria Plan			24.00					2550					CA

## Payroll Pre-Payment List, "Alternate" Employee Payroll Summary

Payroll Pre-payment L	ist				Best Construction Company	
			Employee Payroll Summary		Fage 5	
TY 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) 55 Union Automatic Deduction			Amount 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.

Payrol	l Pre-paym	ient L	ist							Be	est Const	truction C	ompany
						Job (	Distribution						Page 1
Job Employeeld Rate Class.	Cost Code Name Description	C/O# Type Type	Taxing State Date Date	e 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			Exp Mode W/C Amt	OB Rate OB Amt	FICA SS FICA Med
1000 E002	01000 Mike Jarvis	L	CA 05/16/2020	CA	40.00 1,200.00 50.00	0.00 0.00 75.00	0.00 0.00 100.00	40.00 1,412.00 0.00	0.00 0		1.25000 65.70	5.00 60.00	69.94 16.36
1000 E006	01000 Steve Schwartz	L	CA 05/16/2020	CA	20.00 22.00 30.00	0.00 36.00 45.00	0.00 44.00 60.00	20.00 531.45 0.00	1001 20.50 0	EA4 5190 4.38000 0.00	1.25000 24.09	3.00 13.20	27.28 6.38
1010 E002	16000 Mike Jarvis	L	CA 05/16/2020	CA	10.00 1,200.00 50.00	0.00 0.00 75.00	0.00 0.00 100.00	10.00 1,412.00 0.00	0.00 0	5190 4.38000 0.00	1.25000 65.70	5.00 60.00	69.94 16.36
1010 E006	16000 Steve Schwartz	L	CA 05/16/2020	CA	5.00 22.00 30.00	0.00 36.00 45.00	0.00 44.00 60.00	5.00 132.87 0.00	1001 5.13 0	EA4 5190 4.38000 0.00	1.25000 6.02	3.00 3.30	6.82 1.60

## Payroll Pre-Payment List, "Alternate" Payroll Totals

**Figure: PR-263d** Payroll Pre-payment List, showing only the Payroll Totals Report (Page 1).

						Best Construction Compan
Payroll Pre-payme	nt List					
				Payroll Totals		Page
Pay Period: 05/16/2020				,		
Earnings	Hours	Amount	Wi	thholdings & Deductions	Amounts	
Regular	75.00	2,950.00	F	Federal	314.00	
Overtime	0.00	0.00	E	Extra Federal	0.00	
Doubletime	0.00	0.00	5	Social Security	117.85	
Vacation	0.00	0.00	1	ledicare	40.69	
Holiday	0.00	0.00	5	State	105.74	
Sick	0.00	0.00	E	Extra State	0.00	
Special	0.00	0.00	5	SDI	25.47	
Other Additions (1)	0.00	39.70	(	Other Deductions (2)	86.25	
Totals	75.00	2.989.70	L	ocal Taxes (3)	60.00	
Adjustments	10.00	2,000.10	1	Tax Deferred (4)	144.00	
Non Payroll Adjustments		0.00	To	tals -	894.00	
Fringe Benefits (#21)		0.00		tAmount	2.056.00	
Earned Income Credit (#22)		0.00		cation Accrual	0.00	
Totals	-	0.00		k Leave Accrual	0.00	
Other Additions (1)			Hours	Amount		
26 Union Tax Automatic Ad	dition		0.00	39.70		
Totals			0.00	39.70		
Other Deductions (2)				Amount		
30 Insurance Deduction				165.00		
55 Union Automatic Deduct	tion			151.25		
56 Union Tax Automatic De	duction		Derror 1	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 :
	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	
CompanyMedicare	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.

1	Employee Detail Report
	Employee Extended Report
	Employee Automatic Adjustments Report
	Employee UDF Report
	Edit Employee File
	Document Link
	Properties

## Time Card – Detail Report

**Figure: PR-263g** Shows the preview of the Time Card Detail report.

Time C Detail Re										Best Construct	
Date	Reg Hrs	OtHrs	Dt Hrs GL Account	Job Number	Job Name	Cost Code	Cost Code Desc	C/0	W/C St	ate W/C Class.	Page 1
<u>E001</u> 05/10/2020	Bill Johnson 0.00	0.00	2.00 5010	<u>1010</u>	Truesdale Elementary School	<u>16000</u>	Electrical		CA	7000	
05/11/2020	8.00	0.00	0.00 5010	<u>1010</u>	Truesdale Elementary School	<u>16000</u>	Electrical		CA	7000	
05/12/2020	8.00	0.00	0.00 5010	<u>1010</u>	Truesdale Elementary School	<u>16000</u>	Electrical		CA	7000	
05/13/2020	8.00	0.00	0.00 5010	<u>1010</u>	Truesdale Elementary School	<u>16000</u>	Electrical		CA	7000	
05/14/2020	8.00	0.00	0.00 5010	<u>1010</u>	Truesdale Elementary School	<u>16000</u>	Electrical		CA	7000	
05/15/2020	8.00	0.00	0.00 5010	<u>1010</u>	Truesdale Elementary School	<u>16000</u>	Electrical		CA	7000	
05/16/2020	0.00	4.00	0.00 5010	<u>1010</u>	Truesdale Elementary School	<u>16000</u>	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**

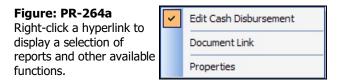
- Check Date Check Number
- Session Date
   User ID

Pay Period

ly Query			T a	
		Options		
Report Type		Reversing Entries		
(eport rype		Show Check Notes		
Summary	<b>•</b>	Show GL Extended Description		
		Show User Id		
Order By		Case Sensitive		
Check Date	<b>•</b>			
	escending			
		Fiscal Year		
Ascending     De     General Ledger Account	escending			
Ascending     De     General Ledger Account		Fiscal Year 2020/01 - 2020/12		
Ascending De De Contraction de Contractio de Contraction de Contraction de Contraction de Contraction de C	escending	2020/01 - 2020/12		
Ascending     De     Seneral Ledger Account     1020     Field	escending	2020/01 - 2020/12  Beginning Ending		
Ascending De De Contraction de Contractio de Contraction de Contraction de Contraction de Contraction de C	Cash In Bank	2020/01 - 2020/12		
Ascending     De     Seneral Ledger Account     1020     Field     Check Date	Cash In Bank Operator =	2020/01 - 2020/12           Beginning           05/11/2020		
Ascending Descending Descending     Seneral Ledger Account     1020     Field     Check Date     Check Number	Cash In Bank Operator = Between	2020/01 - 2020/12           Beginning           05/11/2020		
Ascending     De     Seneral Ledger Account     1020     Field     Check Date     Check Number     Session Date	Cash In Bank Operator = Between All	2020/01 - 2020/12           Beginning           05/11/2020		

Figure: PR-264 Payroll Journal Query form, showing filters for check date and check number.

## **Drill-Down+® Destinations**



## Payroll Journal – Summary Report

-	Journa			Best C	onstruction	
Date	Check#	Account 1020, Cash In Bank Payee	Check Type	Reconciliation Status	Session	Page 1 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	AlissaMonte	PR	Outstanding	05/14/2020	660.54
				Cash Disbursements Lis	sted for May	5,780.1
				Total Disbursen	ante Listad	5,780.17

## Payroll Journal – Detail Report

Detail Re	port - Accou	unt 1020, Cash In Bank					Page
Date	Check# GL Account	Payee Account Name	Check Type Description	Reconciliation	Status	Session	Amoun
05/11/2020	2155	Tim Hardaway	PR	Outstanding		05/14/2020	total Provider
	5010	Cost of Contracts-Labor	Hours on 05/09/2	020			1,000.0
	2410	Union Payable 1	Union Tax Autom	atic Addition			17.5
	7007	Employee Benefits-G&A	Insurance Deduc	tion			-55.0
	2410	Union Payable 1	Union Automatic	Deduction			-50.0
	2410	Union Payable 1	Union Tax Autom	atic Deduction			-17.5
	2540	401k Plan Payable	Tax Deferred Pla	n			-30.5
	2550	Cafeteria Plan Payable	Cafeteria Plan				-10.1
	2210	Payroll Taxes Payable-FIT	Federal Withholdi	ng			-62.0
	2240	Payroll Taxes Payable-SIT	State Withholding				-12.5
	2220	Payroll Taxes Payable-FICA	FICA Social Secu	rity Withholding			-41.0
	2220	Payroll Taxes Payable-FICA	FICA Medicare W	ithholding			-14.1
	2250	Payroll Taxes Payable-State Disability	SDI Withholding				-8.8
					Chee	ck Total	715.6
05/11/2020		Joe Martinez	PR	Outstanding		05/14/2020	
	5010	Cost of Contracts-Labor	Hours on 05/09/2				960.0
	2410	Union Payable 1	Union Tax Autom				16.8
	7007	Employee Benefits-G&A	Insurance Deduc				-55.0
	2410	Union Payable 1	Union Automatic				-50.0
	2410	Union Payable 1	Union Tax Autom				-16.8
	2210	Payroll Taxes Payable-FIT	Federal Withholdi	-			-72.0
	2240	Payroll Taxes Payable-SIT	State Withholding				-17.7
	2220	Payroll Taxes Payable-FICA	FICA Social Secu	-			-41.0
	2220	Payroll Taxes Payable-FICA	FICA Medicare W	ithholding			-14.1
	2250	Payroll Taxes Payable-State Disability	SDI Withholding				-8.7
					Chee	ck Total	701.2
				Cash Disbursem	ents Lis	ted for May	1,416.9

Figure: PR-266 Payroll Journal, Detail Report, sorted by Check Date for only 2 check numbers.

Extended Report - Account 1020, Cash In Bank							1
Date Check# GL Accoun	Check# Payee GL Account Aame	Check Type Reconciliation Status Description	s Session	Code	doL	Cost Code C/O #	t Type
05/11/2020 2155	Tim Hardawav	PR Outstanding	05/14/2020				
1020	Cash In Bank	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	tal	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	tal	701.28			
		Cash Disbursements Listed for May	forMay	1,416.92			
		Total Disbursements Listed	s Listed	1,416.92			

# Payroll Journal – Extended Report

## **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	PR Check Run Report				X
Showing the PR Check Rur Report query form with filter by Check Run Date.	Report Type Summary Order By Check Run Date		Optic Show Report Criteria Show Employee Check List Section Show Totals Page	ons	
	Field	Operator	Beginning	Ending	-
	Check Run Date	=	05/11/2020		
	Check Run Number	All			

## **Drill-Down+® Destinations**

**Figure: PR-267a** Right-click a hyperlink to display a selection of reports and other available functions.

~	Chart of Accounts Detail Report
	Edit Account
	Document Link
	Properties

## **PR Check Run Report**

	all Dam Damast			De	st Construction	Compan
	eck Run Report					
Summary	Report					Page
Check Run	Date 05/11/2020 Check Run Nu	mber 1	User	ADMIN	Cash A ccount	1020
Pay Period	Date 05/09/2020					
Federal T	Tax Deposit Information			EFTPS S	ub Category Amo	ounts
Federa	al Tax Withheld	306.00	Tax	Form	941 Employers Fed	leral Tax
FICAO	ASDI Tax- Employee Share	149.71	Tax	Туре	Federal Tax Deposi	it
Medica	are Tax - Employee Share	51.68	Pay	mentAmount	780.06	
Total Er	mployee Share	507.39	1 Sc	cial Security	370.70	
	ASDI Tax - Company Share	220.99	2 M e	edicare	103.36	
Medica	are Tax- Company Share	51.68	3 T a	x Withholding	306.00	
	ompany Share	272.67				
Total Feder	ral Tax Deposit	780.06				
Mumber	Chaolie					
Number of	Checks 4					
Accounti	ing 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 Disabil	ity		32.17		
	Union Payable 1		45.10	185.10		
2410	onioni ayabie i					
	Union Payable 2		10.10	50.00		
2420			10.10	50.00 30.53		
2420 2540	Union Payable 2 401k Plan Payable		10.10			
2420 2540 2550	Union Payable 2		3.560.00	30.53		
2420 2540 2550 5010	Union Payable 2 401k Plan Payable Cafeteria Plan Payable			30.53		
2420 2540 2550 5010	Un ion Payab le 2 401 k Plan Payab le Cafeteria Plan Payab le Cost of Contracts-Labor	Total		30.53 10.18		
2410 2420 2540 2550 5010 7007 Company	Un ion Payab le 2 401 k Plan Payab le Cafeteria Plan Payab le Cost of Contracts-Labor	Total	3,560.00	30.53 10.18 110.00		
2420 2540 2550 5010 7007 Company	Union Payable 2 401 k Plan Payable Cafeteria Plan Payable Cost of Contracts-Labor Employee Benefits-G&A	Total	3,560.00	30.53 10.18 110.00		
2420 2540 2550 5010 7007 Company Account	Union Payable 2 401k Plan Payable Cafeteria Plan Payable Cost of Contracts-Labor Employee Benefits-G&A y Accruals Posting Description	Total	3,580.00	30.53 10.18 110.00 3,605.10		
2420 2540 2550 5010 7007 Company Account 2220	Union Payable 2 401k Plan Payable Cafeteria Plan Payable Cost of Contracts-Labor Employee Benefits-G&A y Accruals Posting Description Payroll Taxes Payable-FICA	Total	3,580.00	30.53 10.18 110.00 3,805.10 Credit(-)		
2420 2540 2550 5010 7007 Company Account 2220 2300	Union Payable 2 401k Plan Payable Cafeteria Plan Payable Cost of Contracts-Labor Employee Benefits-G&A y Accruals Posting Description Payroll Taxes Payable-FICA Worker's Compensation Payable	Total	3,580.00	30.53 10.18 110.00 3,805.10 Credit(-) 272.67 373.81		
2420 2540 2550 5010 7007 Company Account 2220 2300 2410	Union Payable 2 401k Plan Payable Cafeteria Plan Payable Cost of Contracts-Labor Employee Benefits-G&A y Accruals Posting Description Payroll Taxes Payable-FICA Worker's Compensation Payable Union Payable 1	Total	3,560.00 3,805.10 Debit(+)	30.53 10.18 110.00 3,805.10 Credit(-) 272.67		
2420 2540 2550 5010 7007 Company Account 2220 2300 2410 8035	Union Payable 2 401k Plan Payable Cafeteria Plan Payable Cost of Contracts-Labor Employee Benefits-G&A y Accruals Posting Description Payroll Taxes Payable-FICA Worker's Compensation Payable Union Payable 1 Union Benefits-Trade	Total	3,560.00 3,805.10 Debit(+) 178.10	30.53 10.18 110.00 3,805.10 Credit(-) 272.67 373.81		
2420 2540 2550 5010 7007	Union Payable 2 401k Plan Payable Cafeteria Plan Payable Cost of Contracts-Labor Employee Benefits-G&A y Accruals Posting Description Payroll Taxes Payable-FICA Worker's Compensation Payable Union Payable 1	Total	3,560.00 3,805.10 Debit(+)	30.53 10.18 110.00 3,805.10 Credit(-) 272.67 373.81		
2420 2540 2550 5010 7007 Account 2220 2300 2410 6035 7005	Union Payable 2 401k Plan Payable Cafeteria Plan Payable Cost of Contracts-Labor Employee Benefits-G&A y Accruals Posting Description Payroll Taxes Payable-FICA Worker's Compensation Payable Union Payable 1 Union Benefits-Trade Payroll Tax Expense-G&A	Total	3,560.00 3,805.10 Debit(+) 178.10 272.87	30.53 10.18 110.00 3,805.10 Credit(-) 272.67 373.81		

**Figure: PR-267b** PR Check Run Report showing tax liabilities and posting accounts.

R Check Run Repo	ort			Best Constru		party
Summary Report						Page :
Check Run Date 05/11/2020	Check Run Nun	nber 1	User ADM IN	Cash A co	count <u>1020</u>	
		Grand To	otals			
Eamings	Hours	Amount	Gross Wages		3,605.10	
Regular	160.00	3,560.00	Federal W2 Wag	es	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 11	0.00	45.10	Extra State		0.00	
Total Earnings	160.00	3,605.10	SDI		32.17	
Adjustments			Other Deductions	5 121	345.10	
Non Payroll Adjustments		0.00	Local Taxes III		0.00	
Fringe Benefits (#21)		0.00	Tax Deferred III		40.71	
Earned Income Credit (#22)		0.00	Total W/H & Dec	ductions	1,001.20	
Total of A djustments		0.00	Net A mount		2,603.90	
Total Earnings + A djustmen	Its	3,605.10	Vacation Accru	al	0.00	
			Sick Leave Acc	rual	0.00	
Other Additions 11		A dj#	Hours Amo	punt		
Union Tax Automatic Addition	1	28	4	5.10		
Totals			4:	5.10		
Other Deductions 121		Ded#	Amo	ount		
Insurance Deduction		30	11(	0.00		
Union Automatic Deduction		55	19	0.00		
Union Tax Automatic Deduct	ion	56	4	5.10		
Totals			34	5.10		
Tax Deferred 14		Code		punt		
Tax Deferred Plan		50		0.53		
Cafeteria Plan		52		0.18		
Totals			4	0.71		
State Withholding		State		punt		
California		CA		5.83		
Totals			7:	5.83		
Company Contributions			Amo	ount		
CompanyFICA			220	0.99		
CompanyMedicare			5	1.68		
CompanyWorker's Compens	ation		37:	3.81		
CompanyUnion	and the second se			8.10		
Total Company Contributio	NO.E		0.2	2.58		

**Figure: PR-267c** PR Check Run Report showing the Grand Totals page.

PR Ches	k Run Report		Best Construction Company
Summary R			Page 3
Check Run D Pay Period D		User ADMIN	Cash Account 1020
Check#	Payee	Reference	Amount
2155	Tim Hard away	E004	715.64
2156	Joe Martinez	E005	701.28
2157	Steve Schwartz	E008	647.68
2158	Mike Smith	<u>E007</u>	539.30
		Total A mount	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.	Adjustment Ledger -		Optic Show Report Criteria		
query torm.	Report Type				
	Summary				
	Order By				
	Addition Code + Emplo	yeeId + Da 💌			
	Ascending O D	escending			-
	Field	Operator	Beginning	Ending	•
	Employee Id	All			
	Check Date	All			
	Addition Code	All			
	Time Card Date	All			
	-				
					<b>T</b>

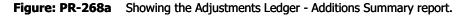
#### **Order By** Options **Fields** Addition Code+EmployeeId+Date • Report Criteria Employee Id • • Addition Code+Date+EmployeeId •

- EmployeeId+Date+Adjustment •
- EmployeeId+Adjustment+Date •

- Check Date •
- Addition Code •
- Time Card Date ٠

٦

					Best Construction Company
Adjusti Summary	ment Ledger - A Report	dditions			Page 1
Employee I	d Name		Hours	Amount	
26	Union Tax Automatic Add	lition			
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	



							Best	Construction C	ompany
Adjus	tment L	edger - Addi	tions						
Detail R									Page 1
Date	Employee kd	Name		Hours	Amount GL Acct	Check Date	Check#	Cash Acct W/C	
26 Unio	n Tax Automat	ic 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.

Adjustm	entle	dger - Ada	litions					Best	Construc	tion Co	ompany
Extended R		uger Au									Page 1
Date Em	ployee kd N	ame		Hours	Amount GL Acct	Check Date Check#	Cash Acct Job	Cost Code	Type C/O	W/C	
26 Union Ta	x Automatic	Addition				de la contrata de la contra					
05/09/2020 E0	04 т	im Hardaway		0.00	17.50 2410	05/11/2020 2155	1020				
05/09/2020 E0	05 J	oe Martínez		0.00	16.80 2410	05/11/2020 2156	1020				
05/09/2020 E0	07 N	fike 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

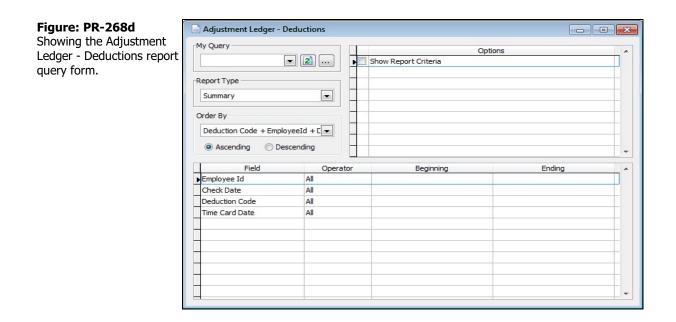
This report type displays the Employee ID, Employee Name, Hours, Amount, Deduction Code, Description, and Totals.

#### 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.



## Order By

- Deduction Code+EmployeeId+Date •
- Deduction Code+Date+EmployeeId •
- EmployeeId+Date+Adjustment •
- EmployeeId+Adjustment+Date •

## Options

• Report Criteria

## Fields

- Employee Id •
- Check Date ٠

Best Construction Company

- Deduction Code ٠
- Time Card Date

Summary F	Report			
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 Dedu	uction		
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.

# Adjustment Ledger - Deductions

#### PR-345

#### **Best Construction Company**

## Adjustment Ledger - Deductions

Date	Employee Id	Name		Hours	Amount GL Acct	Check Date	Check#	Cash Acct W/C	
30 Insur	ance Deductio	n							
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 Unio	Automatic De	duction							
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 Unio	Tax Automat	ic 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.

		edger - Dec	ductions											
	d Report	20				1000-000-00	1013 /04/51		100 Mar 17	1000 ( 102 Mar 1	0.0	Stere	- 0.02494	Page
Date	Employee kd	Name		Hours	Amount GL Acct	Check Date	Check#	Cash Acct	Job	Cost Code	Туре	C/0	W/C	
30 Insura	ance Deductio	n												
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 Unior	n Automatic D	eduction												
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 Unior	n Tax Automat	ic 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

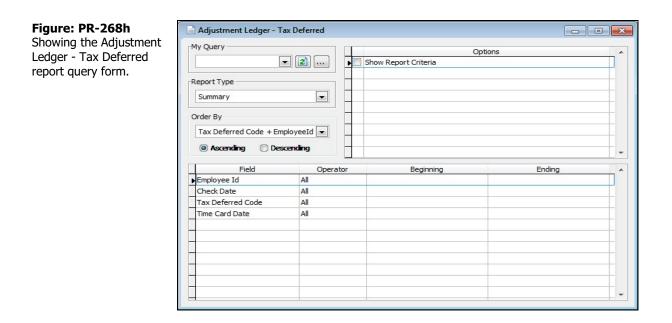
This report type displays the Employee ID, Employee Name, Hours, Amount, Tax Deferred Code, Description, and Totals.

## 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.



#### 1Payroll

#### Options **Order By Fields** • Tax Deferred Code+EmployeeId+Date • Report Criteria

- Tax Deferred Code+Date+EmployeeId •
- EmployeeId+Date+Adjustment ٠
- EmployeeId+Adjustment+Date

- Employee Id
- Check Date
- Tax Deferred Code ٠
- Time Card Date

	ient Ledger - Ta	x Deferre	d		Best Construction Company
Summary F	Report				Page 1
Employeeld	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.

Detail R	eport								Page *
Date	Employee kd	Name		Hours	Amount GL Acct	Check Date	Check#	Cash Acct W/C	
50 Tax D	eferred 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 Cafet	eria 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.

Extende	d Report												Page
Date	Employee Id	Name		Hours	Amount GL Acct	Check Date	Check#	Cash Acct Job	Cost Code	Туре	C/0	W/C	
50 Tax D	eferred 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 Cafet	eria 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-2681 Showing the Adjustment Ledger - Local Taxes report query form.	Adjustment Ledger -	Local Taxes	Optic Show Report Criteria	
	Order By Local Tax Code + Empl Ascending D	oyeeId + D		
	Field	Operator	Beginning	Ending
	▶ Employee Id	All		
	Check Date	All		
	Local Tax Code	All		
	Time Card Date	All		

• Local Tax Code+EmployeeId+Date

EmployeeId+Date+Adjustment

EmployeeId+Adjustment+Date

Local Tax Code+Date+EmployeeId

#### **Order By**

•

٠

•

### Options

Report Criteria

#### **Fields**

- Employee Id
- Check Date
- Local Tax Code
- Time Card Date

t Ledger - Local Taxe	Best Construction Company Page 1		
scription	Hours	Amount	
cal Tax			
n Hardaway	0.00	50.88	
e Martinez	0.00	48.84	
eve Schwartz	0.00	27.50	
ke Smith	0.00	18.27	
Totals	0.00	145.49	
	scription cal Tax n Hardaway e Martinez eve Schwartz ke Smith	scription     Hours       cal Tax     0.00       n Hardaway     0.00       e Martinez     0.00       eve Schwartz     0.00       ce Smith     0.00	scriptionHoursAmountcal Taxn Hardaway0.0050.88e Martinez0.0048.84eve Schwartz0.0027.50ke Smith0.0018.27

**Figure: PR-268m** Showing the Adjustments Ledger - Local Taxes Summary report.

							Best	Construction	Company
Adjus Detail Re		edger - Loc	al Taxes	6					Page
Date	Employee kd	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 Co								mpany					
	d Report	euger - Lou											Page
Date	Employee kd	Name		Hours	Amount GL Acct	Check Date	Check#	Cash Acct Job	Cost Code	Туре	C/0	W/C	
3 Local	Tax					0.00724.00103							
05/16/2020	E004	Tim Hardaway		0.00	50.88 2270	05/18/2020	2162	1020					
5/16/2020	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-2680 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.

<b>igure: PR-268p</b> Showing the Adjustment	1	Adjustment Ledger by Employee											
Ledger - By Employee report query form.	My Query		Optio Show Report Criteria	ns									
report query form.	Report Type Summary				_								
	Order By EmployeeId + Date + A	Adjustment 💌											
	Field	Operator	Beginning	Ending									
	▶ Employee Id	All											
	Check Date	All											
	Time Card Date	All											
					=								

### Order By

- EmployeeId+Date+Adjustment
- EmployeeId+Adjustment+Date

. . .

### Options

• Report Criteria

#### **Fields**

- Employee Id
- Check Date
- Time Card Date

Code	Description	Hours	Amount	
Coue	Description	nours	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
---------------

Date	Code	Description	Hours	Amount GL Acct	Check Date	Check#	Cash Acct W/C	
E004		Tim Hardaway	100000	parts and	0.0000000000000000000000000000000000000	1000	152.52	
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.

									1	Best	Con	struction	Company
Adjus Extende		ort Ledger by Employer	loyee										Page 1
Date	Code	Description	Hours	Amount GL Acct	Check Date	Check#	Cash Acct	Job	Cost Code	Туре	C/0	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	1	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.

#### **Best Construction Company**

### **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	Vacation Ledger									
Showing the Vacation Ledger Summary report query form.	My Query		Options     Show Report Criteria     Active     Inactive     Show Employees with Zero Balance     Show Extended Description     Page Break     Include Checks with No Accrued/Taken Hours							
	Ascending Oesc	ending			-					
	Field	Operator	Beginning	Ending						
	Employee Id	All								
	Accrued Date	All								

• 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

Summary F	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	



### Best Construction Company

Vacation Ledger

Accrued		Check	Accrued	Used	Used	Available	
Date	Check #	Date	Hours	Hours	Date	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	Sick Leave Ledger										
Showing the Sick Leave Ledger Summary report query form.	My Query Report Type Summary Order By Employee Id @ Ascending Descending			Options         Show Report Criteria         Active         Inactive         Inactive         Show Employees with Zero Balance         Show Extended Description         Page Break         Include Checks with No Accrued/Taken Hours							
	Field	Oper		rator Beginning Er							
	Employee Id     Accrued Date	All									
						•					

### 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

	Ive Ledger 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	

Page 1

## Best Construction Company

Sick Leave Ledger

Detail Report - Accrued Date (All)

Accrued		Check	Accrued	Used	Used	Available	
Date	Check #	Date	Hours	Hours	Date	Balance	Description
<u>E003</u>	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.

- Group
- Description
- Last Post Date

#### **Options**

- Show Report Criteria
- Case Sensitive

#### Fields

- Group
- Description
- Last Post Date

#### **Recurring PR Groups – Summary Report**

Recurring PR Group Summary Report Group # Description	Page 1
Group # Description	
oroup # Decemption	Last Posted
1 Management-Salary	05/09/2020
2 Job site	05/09/2020

#### **Recurring PR Groups – Detail Report**

	urring PR	Groups	Ве	st Construction Compan
Group	# Description	Employee Name	Last Posted Withholding State	Unemployment State
1	Management		05/09/2020	onempiojment state
	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,	E Recurring List	Standard			
Recurring List screen query form, showing Order By	Beginning Employee Number Ending Employee Number	<u>Q</u>		<ul> <li>All Employee</li> <li>Range</li> </ul>	
options: Employee Id &		Tag Employees		Tag	
State, Employee Name &	Employee Pay Period	Al			
State, and State &	Employee Pay Type Order By	All  Employee Id & State  All	scending 🔘 Descen	dina.	
Employee Id.	order by	Standard	Alternate	y	-
	Order By	Hours     Detail     Extended     Extended     Endoyee Summary     Adjustments     Company Contributions Summary     Payrol Totals     Job Distribution     Order by Employee and Job     Order by Job and Employee	<ul> <li>✓ Employee Pa</li> <li>✓ Employee Pa</li> <li>✓ Job Distributi</li> <li>✓ Payroll Totals</li> </ul>	yroll Summary ion	Close

#### **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 nonconcurrent records to be included in the recurring list.

#### Figure: PR-270c - - -🖻 Recurring List Recurring List screen query -Report Type Standard form showing the Tag All Employee Beginning Employee Number feature selected for non-Range Ending Employee Number • Tag concurrent records. Tag Employees Employee Pay 🖻 Tag Employees ? × Employee Pay Tag En ✓ E001 ○ E002 ○ E003 ✓ E004 ○ E005 ○ E006 ✓ E007 Last Name Employee ID First Name Order By Bill Johnson Mike Jarvis Alissa Monte Tim Hardaway Joe Martinez Steve Schwartz Mike Smith se -Check All Uncheck All Close

#### **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

loouwing lick concord output	📑 Recurring List		
Recurring List screen query	Report Type	Standard 🗨	
orm showing three Order	Beginning Employee Number	Q	All Employee
By choices: Employee Id &	Ending Employee Number	Q	Range
tate, Employee Name &		Tag Employees	C Tag
	Employee Pay Period	All	
tate, and State &	Employee Pay Type	All	
mployee Id.	Order By	Employee Id & State	Descending
		Employee Id & State	-
		Employee Name & State	
			yee Payroll Detail
		O Detail	yee Payroll Summary
			stribution
		✓ Employee Summary ✓ Adjustments	Totals
		Company Contributions Summary	
		Payroll Totals	
		Job Distribution	
		Order by Employee and Job	
		Order by Job and Employee	

#### **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<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup> used. Standard edition users can export in DOS TXT, Microsoft<sup>®</sup> Excel<sup>®</sup> WKS, and Adobe<sup>®</sup> PDF formats. Professional edition users add Microsoft<sup>®</sup> Word<sup>®</sup> 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.

40.00 CA.5645 1000.J1

40.00 CA,5645 1000,J1

#### 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.

 Payroll Recurring List

 Detail Report.

 Employee E004, Tim Hardaway

 Tax State CA

 Suite State CA

 Date

 Reg Hrs
 Ot Hrs

 Date

 Reg Hrs
 Ot Hrs

 Date

 Reg Hrs
 Ot Hrs

 Date

 Reg Hrs

 Ot Hrs

 Date

 Reg Hrs

 Ot Hrs

 Date

 Date

40.00

40.00

80.00 0.00 0.00 40.00

0.00 0.00

0.00 0.00

#### Payroll Recurring List, Standard Hours Extended

05/14/2020 R

05/16/2020 C

Total

#### Figure: PR-271a

Payroll Recurring List, showing only the Hours Extended Report.

										Best	Construction (	Company
	Payroll Recurring List Detail Report											
Detail Rep	ort											Page 4
Employee	E004, T	im Harda	way		Т	ax State (	CA S	uta State	e CA			
Date	Reg Hrs	Ot Hrs	Dt Hrs	Total	WC	Union	OB Rate	GI 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					

Best Construction Company

Job

1010

1010

3.00 5010

3.00 5010

C.Code Type C/O#

06100 L

06100 L

. .

. . .

Page 4

### Payroll Recurring List, Standard Employee Summary

Payroll Recu	urring Lis	t		Best Construction Company
Detail Report				Page 1
Employee E001, I	Bill Johnson		Tax State CA Suta State CA	
Earnings Regular	Hours 40.00	Amount 2,400.00	Withholdings & Deductions Federal	Amounts 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
Totals	40.00	2,400.00	Local Taxes	0.00
Adjustments			Tax Deferred	96.00
Non Payroll Adjustme	ents	0.00	Totals	797.34
Fringe Benefits (#21)		0.00	Net Amount	1,602.66
Earned Income Credi		0.00		
Totals		0.00		

### Payroll Recurring List, Standard Adjustments Summary

#### Figure: PR-271c

Payroll Recurring List, showing only the Employee Adjustments Report.

Payro Detail R		curring List					Best Co	onstruc	tion Co	ompany Page 4
		14, Tim Hardaway	Ta	x State CA Su	ita State	CA				T age 4
Adjustmen	ts (Additi	ons, Deductions, Tax Deferred, Loca	al Taxes)							
nujusunen										
	Code	Description	Hours	Amount GI Acct	Job	C.Code	Type C/O#	WC		
Date	Code	Description Union Tax Automatic Addition	Hours 0.00	Amount GI Acct 35.00 2410	Job	C.Code	Type C/O#	WC		
Date 05/14/2020	Code 26				Job	C.Code	Type C/O#	WC		
Date 05/14/2020 05/14/2020	Code 26 30	Union Tax Automatic Addition	0.00	35.00 2410	Job	C.Code	Type C/O#	WC		
Date 05/14/2020 05/14/2020 05/14/2020	Code 26 30 55	Union Tax Automatic Addition Insurance Deduction	0.00 0.00	35.00 2410 55.00 7007	Job	C.Code	Type C/O#	WC		
	Code 26 30 55 56	Union Tax Automatic Addition Insurance Deduction Union Automatic Deduction	0.00 0.00 0.00	35.00 2410 55.00 7007 100.00 2410	Job	C.Code	Type C/O#	WC		

Report.

**Figure: PR-271b** Payroll Recurring List, showing only the Employee Summary

#### Payroll Recurring List, Standard Company Contributions Summary

<b>Figure: PR-271d</b> Payroll Recurring List, showing only the Company Contributions Summary	Payroll Recurring List Detail Report		Best Construction Company Page 2
Report.	Employee E002, Mike Jarvis	Tax State CA Suta State CA	
	Company Contribution Company FICA	Amount 139.87	
	Company Medicare Company Tax Deferred	32.71 72.00	
	Company Worker's Compensation Totals	131.40 375.98	

### **Payroll Recurring List, Standard Payroll Totals**

#### Figure: PR-271e

Payroll Recurring List, showing only the Payroll Totals Report.

Payroll Recu	urring Lis	st		Best Construction Company
Detail Report	Ū			Page 1
Totals				
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	778.27
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	0.00	90.20	Other Deductions	745.20
Totals	480.00	12.910.20	Local Taxes	0.00
Adjustments	100.00	12,010.20	Tax Deferred	357.40
Non Payroll Adjustm	ents	0.00	Totals	4.309.78
Fringe Benefits (#21)		0.00	Net Amount	8.600.42
Earned Income Cred		0.00		
Totals		0.00		
Company Contribution	n		Amount	
Company FICA			778.27	
Company Medicare			182.02	
Company Tax Defen	red		171.00	
Company Worker's	Compensation		907.15	
Company Union			352.20	
Totals			2,390.64	

### Payroll Recurring List, Standard Job Distribution

**Figure: PR-271f** Payroll Recurring List, showing only the Job Distribution Report, sorted by Employee Id & State

Detail R		ring List								Page 1
				Job	Distributi	on				, ago
Date	Job Cost Code CO#	Employee Name	Reg Hrs Reg Rate Reg Amt	Ot Hrs Ot Rate Ot Amt	Dt Hrs Dt Rate Dt Amt	Total Hours Gross Wages	WC Class WC Net Rate WC Amt	Union Class Union Amt	O/B % O/B Amt	PE Am Co FICA Amoun
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 Martínez	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
		Totals Listed:	9.520.00	0.00	0.00	9.520.00	879.02	352.20	333.60	711.16

### Payroll Recurring List, "Alternate" Employee Payroll Detail

Figure: PR-272	
Payroll Recurring List, showing only the Employee Payroll Detail	Payroll
Report.	Employee:
	Date Regular

_										Best Co	nstru	ictic	on Compan
Payro	II Recu	rring List				Employee Pa	vroll Detail						
Employee	e: E004, Ti	m Hardaway	Tax State	CA Suta	1.5.783.5.1.15.05.5. ACT.	y Period: 06							
Date Regular	Reg Hr Reg Rat		Dt Hrs Dt Rate	Total Hrs U Amount	Inion <mark>Class</mark> Union Amt	W/C W/C Rate	Exp Mod W/C Amt	OB Rate GL Acct OB Amt Trade	Job Code	Cost Code	<b>C/O</b> #	Туре	SUTA State
06/01/2020	40.00 25.0		0.00 50.00	40.00 1 1,000.00	000 J1 47.50	5645 11.05000	1.25000 138.13	3.00 5010 30.00 1000	1010	06100		L	CA
Date Certified	Reg Hr Reg Rat		Dt Hrs Dt Rate	Total Hrs U Amount	Inion Class Union Amt	W/C W/C Rate	Exp Mod W/C Amt	OB Rate GL Acct OB Amt Trade	Job Code	Cost Code	C/0#	Туре	SUTA State
05/16/2020	40.0 25.0		0.00 50.00	40.00 1 1,000.00	000 J1 47.50	5645 11.05000	1.25000 138.13	3.00 5010 30.00 1000	1010	06100		L	CA
Date	Add Code	Description		Hours	Amount	W/C W/C Rate	Exp Mod Code W/C Amt	GL Acct					SUTA State
06/01/2020	26	Union Tax Auton	natic Addition	0.00	35.00	0.00000	0.00000 0.00	2410					CA
Date	Ded Code	Description			Amount		Code	GL Acct					SUTA State
06/01/2020	30	Insurance Deduc	tion		55.00			7007				-	CA
06/01/2020	55	Union Automatic	Deduction		100.00			2410					CA
06/01/2020	56	Union Tax Auton	natic Deduction		35.00			2410					CA
Date	Tax Def Cod	e Description			Amount		Code	GL Acct					SUTA State
06/01/2020	50	Tax Deferred Pla	an		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 Compan
Payroll Recurring Lis	st				
			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	
Totais	40.00	2,400.00	Tax Deferred (4)	96.00	
Non Payroll Adjustments		0.00	Totals	751.26	
Fringe Benefits (#21)		0.00	Totals	/51.20	
Earned Income Credit (#22)		0.00			
Totals	_	0.00	Net Amount	1,648.74	
Other Deductions (2)			Amount		
30 Insurance Deduction			55.00		
Totals			55.00		
			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

Detail R	epon									Page
				Job	Distributi	on				
Date	Job	Employee	Reg Hrs	Ot Hrs	Dt Hrs	Total Hours	WC Class	Union		PEAr
	Cost Code Rate Class.	Name	Reg Rate BR Reg	Ot Rate BR Ot	Dt Rate	Dee Diese Bate	WC Net Rate Per Diem Days	Class Dee Direct Arest	O/B %	Co FIC
								Per Diem Amt		
05/16/2020	1000	E002	40.00	0.00	0.00	40.00	CA, 5190			0.0
	01000	Mike Jarvis	1,200.00	0.00	0.00		4.38000		5.00	86.3
			1,200.00	0.00	0.00	1,200.00	65.70	0.00	60.00	1,412.0
			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.
	16000	Mike Jarvis	1,200.00	0.00	0.00		4.38000		5.00	86.
			1,200.00	0.00	0.00	1,200.00	65.70	0.00	60.00	1,412.0
			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		0.0
	01000	Steve Schwartz	22.00	36.00	44.00		4.38000	EA4	3.00	33.
			440.00	0.00	0.00	440.00	24.09	20.50	13.20	531.
			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.
	16000	Steve Schwartz	22.00	36.00	44.00		4.38000	EA4	3.00	8.
			110.00	0.00	0.00	110.00	6.02	5.13	3.30	132.
			30.00	45.00	60.00	0.00	0	0.00		
										0.
										214.
		Totals Listed:	2,950.00	0.00	0.00	2,950.00	161.51	25.63	136.50	3,488.

### 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 Lis	st			Payroll Totals		
Pay Period: 06/02/2020				Payroli Totais		
Earnings	Hours	Amount	Wi	thholdings & Deductions	Amounts	
Regular	480.00	12.820.00		ederal	1,528.00	
Overtime	0.00	0.00	E	Extra Federal	0.00	
Doubletime	0.00	0.00		Social Security	527.22	
Vacation	0.00	0.00	1	ledicare	182.02	
Holiday	0.00	0.00	5	State	605.22	
Sick	0.00	0.00	E	Extra State	0.00	
Special	0.00	0.00	5	SDI	113.67	
Other Additions (1)	0.00	90.20	(	Other Deductions (2)	745.20	
Totals	480.00	12,910.20	L	ocal Taxes (3)	0.00	
rotais	400.00	12,010.20	1	Tax Deferred (4)	357.40	
Non Payroll Adjustments		0.00	To	tals	4,058.73	
Fringe Benefits (#21)		0.00			4,000.10	
Earned Income Credit (#22)		0.00	Net Amount 8.851.47			
Totals	-	0.00	Ne	tAmount	8,851.47	
Other Additions (1)			Hours	Amount		
26 Union Tax Automatic Addition	on		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 Deduc	tion			90.20		
Totals				745.20		
Tax Deferred (4)				Amount		
50 Tax Deferred Plan				280.05		
52 Cafeteria Plan				77.35		
Totals			10	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).

Barra II Barra da Mala da		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

Handon number (FIN) 7 7 - [ ur trade name) Best Construction Yanyi 200 Main Street - Unit 100 mor Street rroyo Grande Y	0 0 0 0 Company	00		Report for this (Sheck one) t: January, Reb 2: April, Max, Ji	Quarter of 2020 ruary, March
Yanyi	Company			f: January, Rob	wary, March
200 Main Street - Unit 100 nov Street rroyo Grande				2 Levi Nat .	
200 Main Street - Unit 100 nov Street rroyo Grande				an other of county of	,re
rroyo Grande				3: July, August,	September
		Suite or toom o	Land Land		ember, December
	CA	93420		3o to www.i/s.gov/ nstructions and the	Fores41 for Istest information.
	388	DP 600	-   4		
négn country name	Ponego province sourcy	Foreign pools	al code		
		print within the	baxes.		
		manufice for	the new name	6	
				1	7
					52,023,33
s, aps, and other compensation				٤	02102000
al income tax withheld from wag	es, tips, and other con	pensation .		3	5,138.00
cases firs and other compensa	tion are subject to and	ial security or	Medicare tar	Check	nd go to line 6.
rated and and ones companys	Column 1	a second of	Column 2	LE OFFICE O	na po co nice o.
le social security wages	62,023.33	x 0.124 =	6,45	98.0	
le social security tips	0.00	x 0.124 =		0.00	
le Medicare wages & tips.	52,023.33	× 0.029 =	1,50	3.68	
	0.00	× 0.009 =		1.00	
olumn 2 from lines 5a, 5b, 5c, an	d 5d			5e	7,959.57
on 3121(q) Notice and Demand—	Tax due on unreported	tips (see instr	ructions	56	0.00
taxes before adjustments. Add in	tes 3, 5e, and 5f			6	13.097.57
nt quarter's adjustment for fracti	ions of cents			7	0.00
nt quarter's adjustment for sick	pey			8	0.00
nt quarter's adjustments for tips	and group-term life ins	urance		9	0.00
taxes after adjustments. Combin	e lines 6 through 9 .			10	13,097.57
ied small business payroll tax ored	Rt for increasing researc	oh activities. A	tach Form 8874	11	0.00
taxes after adjustments and cred	lits. Subtract line 11 fro	m line 10 .		12	13,097.57
deposits for this quarter, includ	ing overpayment applie	ed team a pr	ior quarter and	13	0.00
ce due. If line 12 is more than line	13, enter the difference	and see instru	ctions	14	13,097.57
	Issuer these questions for this er of employees who received us ing: Mar. 12 (Quarter 1), Ame 12 ( s, fips, and other compensation al income tax withheld from wag wages, fips, and other compensa- de social security wages	Inswer these questions for this quarter. er of employees who received wages, tips, or other com- ling: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 1), June 12 (Quarter 2), Sept. 20	Inswer these questions for this guarter. er of employees who received wages, tips, or other compensation for ling: Mar. 12 (Quarter 1), Avec 72 (Quarter 2), Sept. 72 (Quarter 3), or De is, tips, and other compensation al income tax withheld from wages, tips, and other compensation wages, tips, and other compensation are subject to social security or Column 1 de social security wages . $62,023,33 = 0.124 =$ de social security tips . $0.00 = 62,023,33 = 0.124 =$ de social security tips . $0.00 = 0.000 = 0.029 =$ de wages & tips abject to conal Medicare wages & tips. $62,023,33 = 0.029 =$ de wages & tips subject to conal Medicare Tax withhelding $0.00 \times 0.009 =$ course to mines 5a, 5b, 5c, and 5d on 3121(g) Notice and Demand—Tax due on unreported tips (see inst taxes before adjustments. Add lines 3, 5e, and 5f ent quarter's adjustment for fractions of cents ent quarter's adjustment for tips and group-term life insurance taxes after adjustments. Combine lines 8 through 9 lied small business payroll tax orefit for increasing research activities. A taxes after adjustments and orefits. Subtract line 11 from line 10 deposits for this quarter, induding overpayment applied from a payments applied from 541-X, 941-X (PR), 944-X, or 944-X (SP) Steldie the	er of employees who received wages, tips, or other compensation for the pay period ing: Mar. 12 (Quarter 1), June 72 (Quarter 2), Sept. 72 (Quarter 3), or Dec. 12 (Quarter 4) s, tips, and other compensation al income tax withheld from wages, tips, and other compensation wages, tips, and other compensation are subject to social security or Medicare tax Column 1 Column 2 de social security wages $\frac{62,023,33}{0.029} \times 0.124 = \frac{6,469}{0.000} \times 0.124 = \frac{0.029}{0.000} \times 0.029 = \frac{1,500}{0.000}$ de Medicare wages & tips $\frac{62,023,33}{0.029} \times 0.029 = \frac{1,500}{0.000}$ de Medicare Tax withholding $0.000 \times 0.009 = \frac{0.000}{0.000}$ and Medicare Tax withholding $0.000 \times 0.009 = \frac{0.000}{0.000}$ be unable to investment 5, 5b, 5c, and 5d an 3121(q) Notice and Demand—Tax due on unreported tips (see instructions) taxes before adjustments. Add lines 3, 5e, and 5f and quarter's adjustment for fractions of cents and quarter's adjustment for tips and group-term life insurance	Inswer these questions for this quarter. There of employees who received wages, tips, or other compensation for the pay period ling: Mar. 12 (Quarter 1), Ame 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4) 1 al income tax withheld from wages, tips, and other compensation 2 al income tax withheld from wages, tips, and other compensation 3 wages, tips, and other compensation are subject to social security or Medicare tax Column 1 Column 2 de social security wages . 62,023.33 = 0.124 = 6,450.89 de social security tips . 62,023.33 = 0.029 = 1,500.68 de wages & tips subject to for al Medicare wages & tips . 62,023.33 = 0.029 = 0.000 wages & tips subject to for al Medicare Tax withhelding 0.000 × 0.009 = 0.000 column 2 from lines 5a, 5b, 5c, and 5d faces before adjustments. Add lines 3, 5e, and 5f faces before adjustments. Add lines 3, 5e, and 5f faces adjustments. Add lines 3, 5e, and 5f faces adjustments. Add lines 3, 5e, and 5f faces adjustment for fractions of cents for quarter's adjustment for factions of cents faces after adjustments. Combine lines 6 through 9 faces after adjustments. Solution lines 11 from line 10 faces after adjustments and credits. Subtract line 11 from line 10 faces after adjustments and credits. Subtract line 11 from line 10 faces after adjustments and credits. Subtract line 11 from line 10 faces after adjustments and credits. Subtract line 11 from line 10 faces after adjustments and credits. Subtract line 11 from line 10 faces after adjustments and credits. Subtract line 11 from line 10 faces after adjustments and credits. Subtract line 11 from line 10 faces after adjustments and credits. Subtract line 11 from line 10 faces after adjustments and credits. Subtract line 11 from line 10 faces after adjustments and credits. Subtract line 11 from line 10 faces after adjustments and credits. Subtract line 11 from line 10 faces after adjustments and credits. Subtract line 11 from line 10 faces after adjustment and faces first adjustment and grow

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

	041 for 2020, Employed All Arter V	lovel Ten Deter		950117
Forn J	941 for 2020; Employer's QUARTERLY Fee Department of the Treasury – Informal Revorces Converse	eral Tax Retu		OVENS. 1545-009
Empl	player Hiselification number (2.16) 7 7 - 0 0 0 0 0	0 0	Report for this ( (Stackers.)	Quarter of 2020
Nan	ne (ht year teste name) Best Construction Company		1: January, Feb	ruary, March
Tre	ada name if and		2 April, May, Ju	no l
	a data bitata danana dina data		a July, August	
600	(1993)	TADTING	Go to www.itz.gos/8	ember, December
	Arroyo Grande CA 9343	0	instructions and the	latest information.
	COp ISAN	29 000		
	Tange country failing	proposition to the		
Read	d the separate instructions before you complete Form 941. Type or print with	in the boxes.		
Part	Answer these questions for this quarter.			
1	Number of employees who received wages, tips, or other compensationcluding: Nov. 12 (Quarter 1), Jame 12 (Quarter 2), Sept. 12 (Quarter 3).			7
2	Wages, tips, and other compensation		2	52023 - 33
3	Federal income tax withheld from wages, tips, and other compensat	ien	3	5138-00
4	If no wages, tips, and other compensation are subject to social second	rity or Medicare tax	Check o	nd go to line 6.
	Column 1	Column 2	-	
50	Taxable social security wages <u>\$2023 - 33</u> × 0.12			
80	Taxable social security tips 0+00 × 0.12			
50 5d	Taxable Medicare wages & tips <u>\$2023 - 33</u> × 0.021	1508-	68	
20	Additional Medicare Tax withholding 0+00 × 0.00	- 0-	00	
50	Add Column 2 from lines 5a, 6b, 5o, and 5d		50	7959+57
57	Section 3121(g) Notice and Demand-Tax due on unreported tips (se	e instructions)	51	0-00
	Total taxes before adjustments. Add lines 3, 5e, and 61		4	13097 • 57
7	Current quarter's adjustment for fractions of cents		7	0-00
8	Current quarter's adjustment for skik pay		8	0.00
	Current quarter's adjustments for tips and group-term life insurance		*	0.00
10	Total taxes after adjustments. Combine lines 6 through 9		10	13097 . 57
11	Qualified small business payroll tax oredit for increasing research activity	Ses. Attach Form 6674	11	0+00
12	Total taxes after adjustments and credits. Subtract line 11 from line 1		12	13097 • 57
13	Total deposits for this quarter, including overpayment applied from overpayments applied from Form \$41-2, 961-3, 964-3, or 944-3, (SP) file		13	0+00
14	Balance due. If line 12 is more than line 13, enter the difference and see	instructions	14	13007 • 57
15	Overgayment, If line 18 is more than line 12, enter the difference	0-00 Checks		Here Send a refuel.
	You MUST complete both pages of Form 941 and SISN it.			Hate
POTP	Privocy Act and Peperwork Reduction Act Notice, see the back of the Paym	an voucher. Cat	No. 170012	Form 941 (Nev. 1-2000)
	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

area (not your trade castra)				Employer is	dentification number (EIN)
lest Construction Comp	pany				000000
Tell us about	your deposit	t schedule	and tax liability for this quarte	r.	
If you are unsure about of Pub. 15.	whether you	are a mon	thly achedule depositor or a sen	niweekly schedule	depositor, see section 11
16 Check one:	incur a \$100,00 line 12 on this	00 next-day d return is \$100	s then \$2,500 or line 12 on the return leposit obligation during the current 0,000 or more, you must provide a re- sit schedule below; if you are a semin	quarter. If line 12 for cord of your federal to	the prior quarter was less than \$2,5 as liability. If you are a monthly sol
Contract of Contra		-	edule depositor for the entire on go to Part 3.	puarter. Enter your	tax liability for each month and
	Tax Bability:	Month 1	7,952.64	1	
		Month 2	5,135.06	Ι	
		Month 3	0.00	Ι	
те	otal liability fo	or quarter	13,097.70	Total must equ	al line 12.
			schedule depositor for any part Semiweekly Schedule Depositors.		
Tell us about	where the section of		stion does NOT apply to your I	hurinare lanus il	black
May we speak	you paid wag nal employer k with your t	and you do	d paying wages	quarter of the yes	ar Checkhere.
enter the final date 18 If you are a seaso art 41 May we speak	you paid wag nal employer k with your t	and you do	d paying wages	quarter of the yes	er Checkhere.
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shaded fields can have data entered.

### Employers' s Quarterly 941 Federal Tax, Page 2 – Print Form

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Itability for the quarter, then go to Pair 8.         Tax liability:       Month 1         7952.64         Month 3       0.00         Total liability for quarter       13097.70       Total must equal line 12.         Provide a service diffy schedule depositor for any part of this quarter. Complete Schedule B Form 940. Report of Tax Liability for guarter       13097.70       Total must equal line 12.         Fitta Tell us about your business. If a question does NOT apply to your business, leave it blank.       Check here, and enter the final date you paid wages       Check here, and enter the final date you paid wages         11       The user a sessenal employer and you don't have to file a roturn for every quarter of the year       Check here, and enter the final date you paid wages         12       The user a sessenal employer and you don't have to file a roturn for every quarter of the year       Check here, and enter the final date you paid wages         13       The user a sessenal employer and your don't have to file a roturn for every quarter of the year       Check here, and enter the final date you paid wages         14       May we speak with your third-party designer?       Descent to allow an employee and your don't have to file roturn for every quarter of the year         15       The use a sessenal employee and your don't have to file roturn for every quarter of the year       Check here, and enter the file date year and phone number         16       May we passed total baroturn for every data	16 Check one: Line 12 on this incur a \$190,00 line 12 on this r depositor, comp	0 next-day deposit obligati stum is \$100,000 or more,	on during the current of you must provide a rect	paarter. If line 12 for the prior quarter was less than \$2,500 b ord of your federal tas liability. If you are a monthly schedu
Wonth 2       0135 + 05         Month 3       0.00         Total lability for guarter       13007 + 70       Total must equal line 12.         Charles a considerable of the second				aarter. Enter your tax liability for each month and tot
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You were a semiverkly schedule depositor for any part of this quarter. Complete Schedule B. Form 941.         Art 3       Tell us about your business. If a question does NOT apply to your business, leave it blank.         11       If your business has closed or you stopped paying wages		Month 3	0.00	
Report of Tax: Liability for Serviveskly Schedule Depointions, and attach it to Form 041.         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	_			
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enter the final date you paid wages  1 /  1 / you are a seasonal employer and you don't have to file a return for every quarter of the year  2 / enter the final date you paid tax programmers and you don't have to file a return for every quarter of the year  2 / enter the final date you paid tax programmer, or another person to discuss this return with the IRS7 See the instructions for datale.  2 / enter the final date you paid tax programmer, or another person to discuss this return with the IRS7 See the instructions for datale.  2 / Yes. Designee's name and phone number  3 / enter the final date you paid tax programmer, or another person to discuss this return with the IRS7 See the instructions for datale.  3 / Yes. Designee's name and phone number [PNI) to use when taking to the IPS.  3 / enter the final date you paid tax programmer (PNI) to use when taking to the IPS.  3 / enter the final domestic discussion Number (PNI) to use when taking to the IPS.  3 / enter the final domestic discussion of programmer (PNI) to use when taking to the IPS.  3 / enter the final domestic discussion of programmer (PNI) to use when taking to the IPS.  3 / enter the final domestic discussion of programmer (PNI) to use when taking to the IPS.  3 / enter the final domestic discussion of programmer (PNI) to use when taking to the IPS.  3 / enter the final domestic discussion of programmer (PNI) to use when taking to the IPS.  3 / enter the final domestic discussion of programmer (PNI) to use when taking to the IPS.  3 / enter the final domestic discussion of programmer (PNI) to use when taking accompanying oblighted on all information.  3 / enter the final domestic discussion of programmer (PNI)  4 / enter the final domestic discussion of programmer (PNI)  4 / enter the final domestic discussion of programmer (PNI)  4 / enter the final domestic discussion of programmer (PNI)  4 / enter the final domestic discussion of programmer (PNI)  4 / enter the matter enter (PNI)  4 / enter the fina	Tell us about your busines	s. If a question does h	OT apply to your b	usiness, leave it blank.
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Yes. Designee's name and phone number		e, a paid tax preparer, or	another person to dis	scuss this return with the IRS7 See the instructions
Select a 5-digit Personal Identification Number (PIN) to use when taking to the IRS.				
No.         Stign here. You MUST complete both pages of Form 941 and SIGN it.         Under presides of parisy. I declare that I have examined this return, including accompanying schedules and statements, and to the best of me knowledge.         Max       Sign your name here         Date       1 /         Date       1 /         Prior your till here       Beat daytime phone         Date       1 /         Prior your till here       Date         Prior your till here       Date         Date       1 /         Beat daytime phone       Date         Prior your till here       Date         Date       1 /         Beat daytime phone       Date         Other (or your schedule)       Date         Prior your till here       Date         Date       1 /         Beat daytime phone       Date         Prior your till here       Date         Prior your till here       Date         Prior your till here       Date         Prior your given here       Date         Prior name (or yours)       EN         Address       Phone         City       State       2P code <td>Yes. Designee's name and pl</td> <td>none number</td> <td></td> <td></td>	Yes. Designee's name and pl	none number		
Sign here, You MUST complete both pages of Form 941 and SIGN it.         Under pendies of parisy. I declare that i have examined this return, including accompanying schedules and statements, and to the best of me knowledge.         Image here       Sign your name here         Date       1 /         Date       1 /         Prior your title here       Best daytime phone         Paid Preparer Use Only       Check if you are self-employed	Select a 5-digit Persona	Identification Number (F	N) to use when talking	ng to the IRS.
Under pendities 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 property tother than tabepayer is based on all information of which property has any knowledge.           V         Sign your name here         Print your tills here         Print your tills here           Date         1 /         Best daytime phone         Print your tills here           Paid Proparer Use Only         Check if you are self-employed	No.			
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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

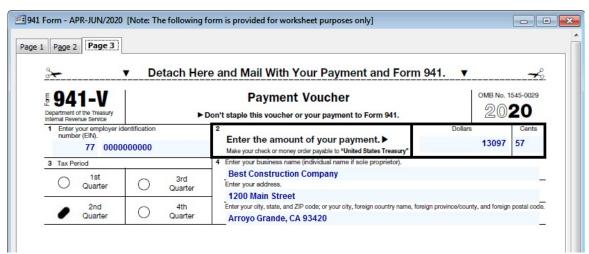


Figure: PR-278 Federal Form 941-V Worksheet screen form.

#### Employers' Quarterly 941 Federal Tax, Page 3 Payment Voucher – Print Form



Figure: PR-279 Federal Form 941-V, approved for submission to the I.R.S.

### Employers' Quarterly 941 Federal Tax, Schedule B – Print Form

	dule B (I							96033
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omi 94 100,000 Nub. 161	achedule to sho I-88, don't chan I or Form 941-81 or more. Write or details.	a you a you your	e TAX LIABILITY for a tax liability by adju u're a semiwoakly so daily tax kability on	the q stmet sheck the n	uarter, don't use it to no reported on any F de depositor or beca umbered space that	shov orms ne or corre	v your deposits. When 941-X or 944-X. You in the because your accur sponds to the date w	you file this form with Form 941 ust fill out this form and attach it rulated tax liability on any day w ages were paid. See Section 11
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			Fill in your 5				+ Month 2 + Month 3) <b>F</b> m 941 or Form 941-55.	Total Bability for the quarter 13097. 70

**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.

Emp	bloyers	Annual 940	<b>Federal</b>	Unemploy	yment (	(FUTA)	Tax Return
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2 U U	940 for 2020: Employer's Annual Federal Unemployment (FU	JTA) Tax Return 8501
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Ner	ex (not your index serve) Best Construction Company	(Sheck all that apply )
		a. Amended
Trac	de name (Flang)	O. Subbassor employer     O. Subbassor employer     O. Subbassor employer
Add		D 2020
	NUMBER TITLE TOTAL AND A MARKED	Stopped paying wages Go to www.trz.com/PartsP40 for
	Arroyo Grande CA 93420	instructions and the latest information.
	CTV 229 CO26	
	Pusego country name Foreign provinceurity Poreign pustal cace	
sed S le	the separate instructions before you complete this form. Please type or print within the boses. The Tell us about your return. If any line close NOT apply, leave it blank. See instru	utions beings completing Dari 1
	Ten de adver, pour retaine il any line avec invir apply, leave il evanie, ere inclin	
10	If you had to pay state unemployment tax in one state only, enter the state observiation if you had to pay state unemployment tax in more than one state, you are a multi-	
10	If you had to pay state unemployment tax in more than one state, you are a multi employer	- State 1b Complete Schedule A (Form 8
2	If you paid wages in a state that is subject to CREDIT REDUCTION	2 Check here. Complete Schedule & Form B
216	2 Determine your FUTA tax before adjustments. If any line does NOT apply, loa	
2	Total payments to all employees	3 161,634
4	Provments exempt from FUTA tax	26.20
	Check all that apply: 4a Fringe benefits 4a Retirement/Pension 4d Dependent care	4e 🗐 Other
5	Total of payments made to each employee in excess of 57,000 5 105,20	18.40
6	Subtotal (ine 4 + line 6 = line 6)	6 112,634
7	Total taxable FUTA wages (ine 3 - line 6 - line 7). See instructions.	7 48,000
8	FUTA tax before adjustments (ine 7 x 0.006 = ine 8)	8 294.
i i i		Calculate Bo
9	H ALL of the taxable FUTA wages you paid were excluded from state unemployme multiply line 7 by 0.054 (line 7 × 0.054 c line 3). Go to line 12	
10	H SOME of the taxable FUTA wages you paid were excluded from state unemployme OR you paid ANY state unemployment tax late (after the due date for filing Form complete the worksheet in the instructions. Enter the amount from line 7 of the worksheet	nt tax, 1 940), 
	H credit reduction applies, enter the total from Schedule A (Form 940)	
11	Determine your FUTA tax and balance due or overpayment, if any line does I	NOT apply, leave it blank.
11		
	Total FUTA tax after adjustments (ines 8 + 9 + 10 + 11 = line 12)	12294.
i de	Total FUTA tax after adjustments (lines 8 + 9 + 10 + 11 = line 12)         FUTA tax deposited for the year, including any overpayment applied from a prior year	12
12	FUTA tax deposited for the year, including any overpayment applied from a prior year Balance due. If line 12 is more than line 13, enter the excess on line 14.	12
12 13	FUTA tax deposited for the year, including any overpayment applied from a prior year	r . 13
12 13	FUTA tax deposited for the year, including any overpayment applied from a prior year 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.	r . 13 0. 14 294.

**Figure: PR-281** Annual 940 Federal Unemployment (FUTA) Tax Return worksheet Page 1.

	<u></u>	850
Name that yes Best Consta	r mái sanaí ruction Company	Employer Identification number (EIN) 770000000000
	Pepert your FUTA tax liability by quarter only if line 12 is more than 89	XX. If not, go to Part 6.
a quart	the amount of your FUTA tax liability for each quarter; do NOT enter the ter, leave the line blank. at guarter (January 1 – March 31)	amount you deposited. If you had no liabilit
	nd quarter (April 1 – June 30)	
16c 3r	rd quarter (July 1 - September 30)	
16d 41	th guarter (October 1 - December 31)	
17 Total to	as liability for the year (inex 16a + 16b + 16c + 16d = line 17) 17	Total must equal line
	lay we speak with your third-party designee?	
Do you for deta	want to allow an employee, a paid tax preparer, or another person to disc site.	as this return with the IRS? See the instruc
Tes Yes	. Designee's name and phone number	() -
	Select a 5-digit Personal Identification Number (PIN) to use when talking	to IPS
No.		
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**Figure: PR-281a** Annual 940 Federal Unemployment (FUTA) Tax Return worksheet Page 2.

940-V	Payment Voucher	OMB No. 1	545-0028
epartment of the Treasury Internal Revenue Service	Don't staple or attach this voucher to your payment.	20.	20
1 Enter your employer identification number 77 0000000000	(EIN). 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 vour address. 1200 Main Street		
	Enter your city, state, and ZIP code or your city, foreign country name, foreign p Arroyo Grande, CA 93420	province/county, and foreign po	ostal code.

Figure: PR-281b Annual 940 Federal Unemployment (FUTA) Tax Return worksheet Page 3.

Employers' Annual 940 Federal Unemployment (FUTA) Tax Return - Worksheet Line 10

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_	/orksheet—	Line 10						
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		the status where to you be the status where	was maid summer					
	The account of th	ate unwaployment takes you paid on time	. (On filte means that you po					the Form 940.
		anomployment toxes you paid on nonem				wat spend	y.	
		ete unemployment taxes you pold lote. (L	ate means after the due cate 49,000,00					2,646.0
•	Normality of lowestice	credit — Enter line 7 from Form \$40		×	.054 = line 1		1	
2	Credit for timely star	te unemployment tax payments — Ho	w much did you pay on time	4			2.	1,666.0
	<ul> <li>Mine 2 is equal t</li> </ul>	a or more than line 1, STOP here.	You have completed the work		eline 10 of Form 940			
	Month.							
		White 1, continue this warksheet.						
2		Were ALL of your assigned experience						
	-	on line 3. Then gots line 4 of this worksh						
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Figure: PR-281c Annual 940 Worksheet - Line 10.

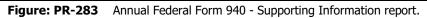
### Employers' Annual 940 Federal Unemployment (FUTA) Tax Return - Schedule A

Mul	ti-Sta	•	er and	Credit R	or 2020: eduction inform	atl	on		6603) 088 No. 1548-0			
		entification nem		7 7 onstruction			0 0			See the instructions o page 2. File th schedule with Form 940.		
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	MR						ы	-				
	IN		•				W	-				
	MN		•		-		NT	-		•		
	MO		•		-		PR	-				
	RN						VI					
	NT											

Figure: PR-282 Annual 940 - Schedule A

### Employers' Annual 940 Federal Unemployment (FUTA) Tax Return - Support Information

		Best Construc	tion Company
Form 940	Supporting Infor	mation	
Year 2020			
Line 3-Total Payments Total payments (before any deduc are not taxable for FUTA tax. It includes contributions to tax			
	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 contributio	ns to a tax deferred plan sub	ectto exclusion of FUTA wages pl	us employee elective
salary reduction contributions.			
	940 Report	Actuals	
Employee Elective Salary Contributions			
Employee Elective Salary Contributions 50 Tax Deferred Plan	3,718.60	3,718.60	
	3,718.60 1,079.60	3,718.60 1,079.60	
50 Tax Deferred Plan			
50 Tax Deferred Plan 52 Cafeteria Plan	1,079.60	1,079.60	
50 Tax Deferred Plan 52 Cafeteria Plan Total of Employee Elective Salary Contributions	1,079.60	1,079.60	
50 Tax Deferred Plan 52 Cafeteria Plan Total of Employee Elective Salary Contributions Tax Deferred Company Contributions	1,079.60 4,798.20	1,079.60 4,798.20	
50 Tax Deferred Plan 52 Cafeteria Plan Total of Employee Elective Salary Contributions Tax Deferred Company Contributions 50 Tax Deferred Plan	1,079.60 4,798.20 2,628.00	1,079.60 4,798.20 2,628.00	



### **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**

Options

#### Fields

Month(mm/yyyy)

- Previous or current year
- Show Report Criteria

# Drill-Down+® Destinations

#### Figure: PR-284

Right-click a hyperlink to display a selection of reports and other available functions.

~	Employee Detail Report
	Employee Extended Report
	Employee Automatic Adjustments Report
	Employee UDF Report
	Edit Employee File
	Document Link
	Properties

## Federal Unemployment Report – Summary Report

Federal Unemployment									
Summary Report - Yea	-	01/2020 to 12/31/2020				Page 1			
Social Security# Employee kd	Employee Name	YTD FUTA Wages	Over Limit Period F	UTA 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 Tax	105,208.40 Liability	49,000.00 392.00			



## Federal Unemployment Report – Detail Report

Federal Unemployment Detail Report - Year 2020, Period 01/01/2020 to 12/31/2020										
Social Security	Employee kd	Employee Name	YTD FUTA Wages	Over Limit Period F	UTA Wages	Over Limit	Page 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 work-sheet produced by BIS<sup>®</sup> 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

## Options

- Quarters from the previous or current year.
- Show Report Criteria
- Page Totals

## **Drill-Down+® Destinations**

#### Figure: PR-287

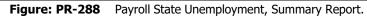
Right-click a hyperlink to display a selection of reports and other available functions.

1	Employee Detail Report
	Employee Extended Report
	Employee Automatic Adjustments Report
	Employee UDF Report
	Edit Employee File
	Document Link
	Properties

- State
- Month (mm/yyyy)

## State Unemployment – Summary Report

State Unemploym Summary Report - Quar		<sup>2</sup> eriod 04/01/20	)20 to 06/30		Best Constru	uction C	Company
State	State Tax Id	YTD Suta Wages	Over Limit QT	R Suta Wages	Period Suta Wages	Over Limit	Taxable
State CA, California	Tax Id: 1111111	111	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
					1	Fax Liability	0.00



## State Unemployment – Detail Report

State Unemple Detail Report - Qua	-	/2020,	Period	04/01/2020	to 06/30/20	020			Page 1
Soc. Sec.# Employee kd	Employee Name		Y	TD Suta Wages	Over Limit Q	TR Suta Wages	Period Suta Wages	Over Limit	Taxable
State CA, California		Tax Id: 1	111111111		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
		1.0	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

State Unemployment Best Construction Com										
		uarter APR-JUN/2020, Pe	eriod 04/01/2020 t	o 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, Ca	lifornia	Tax Id: 11111111	1 Wa	ge 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	



## **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.

Employee Detail Report
Employee Extended Report
Employee Automatic Adjustments Report
Employee UDF Report
Edit Employee File
Document Link
Properties

## Payroll Quarterly State Wage and Withholding – Summary Report

Best Construction C Quarterly State Wage and Withholding Summary Report - Quarter APR-JUN/2020, Period 04/01/2020 to 06/30/2020								
State	State Tax Id	Gross Wages	QUARTER State Wages	PIT Withheld	Gross Wages	PERIOD State Wages	PITWithheld	
CA, California	111111111	53,640.30	52,023.33	1,676.53	53,640.30	52,023.33	1,676.53	



## Payroll Quarterly State Wage and Withholding – Detail Report

-	tate Wage and Withholdin	-		Be	st Const	ruction C	ompany
Detail Report - G	Quarter APR-JUN/2020, Period 04/	01/2020 to 0					Page
Soc. Sec. # Employee	ki Employee Name	Gross Wages	QUARTER State Wages	<b>PIT</b> Withheld	Gross Wages	PERIOD State Wages	PIT Withhel
State CA, California	Tax Id: 111111111						
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	147.0
555-55-1002 E003	Alissa Monte	6,300.00	6,048.00	75.46	6,300.00	6,048.00	75.4
555-55-1003 E004	Tim Hardaway	7,122.50	6,837.53	88.06	7,122.50	6,837.53	88.0
555-55-1004 E005	Joe Martinez	6,837.60	6,837.60	124.18	6,837.60	6,837.60	124.1
555-55-1005 E006	Steve Schwartz	5,830.00	5,830.00	175.74	5,830.00	5,830.00	175.7
555-55-1006 E007	Mike Smith	4,750.20	4,750.20	111.24	4,750.20	4,750.20	111.2
	Totals:	53,640,30	52.023.33	1.676.53	53,640,30	52.023.33	1,676.5

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.

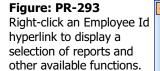
## **Calendar Year**

- Current or previous years
- Show Report Criteria

Options

FieldsState

## **Drill-Down+® Destinations**



Employee Detail Report
Employee Extended Report
Employee Automatic Adjustments Report
Employee UDF Report
Edit Employee File
Document Link
Properties

# Payroll Quarterly SDI – Detail Report

Quarterly SDI Wages Detail Report - Year 2020								
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		
<u>E007</u>	Mike Smith	85.54	42.77	0.00	0.00	128.31		
Total SDI With	held	926.12	471.47	0.00	0.00	1,397.59		
Total SDI Wage	es	102,902.41	52,385.59	0.00	0.00	155,288.00		
Total Gross W	ages 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

	Report - Year 2020	)								P	age 1
	•	Jan-Mar		Apr-Jur	1	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
<u>E007</u>	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 V	Vages 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.

1	Employee Detail Report
	Employee Extended Report
	Employee Automatic Adjustments Report
	Employee UDF Report
	Edit Employee File
	Document Link
	Properties

#### Figure: PR-295a

Right-click a Check Number hyperlink to display a selection of reports and other available functions.

~	CD Journal Detail Report	
	CD Journal Extended Report	
	Edit Cash Disbursement	
	Document Link	
	Properties	

## Payroll State Disability Insurance – Summary Report

State Dis	ability Insurance		В	est Construction	Company
Summary R					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	ProjectManger	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

State Dis Detail Repo	ability Insurance			Best Construction	Page 1
Employee Id	Employee Name	Social Security#	Title	Status	3 - 1
		Check Date	Check #	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.

~	Employee Detail Report
	Employee Extended Report
	Employee Automatic Adjustments Report
	Employee UDF Report
	Edit Employee File
	Document Link
	Properties

#### Figure: PR-298

Right-click on the Check # hyperlink to display a selection of reports and other available functions.

1	CD Journal Detail Report
	CD Journal Extended Report
	Edit Cash Disbursement
	Document Link
	Properties

## Gross Wages – Summary Report

Summary	<b>Vages</b> Report							Page
Employee kd	Employee Name		ecurity# Title Deduction to ederal 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	555-55-1	000 Own	er	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	555-55-1	001 Proje	ct Manger	Active			
	Employee Total	24,000.00	1,440.00	0.00	22,560.00	1,440.00	0.00	22,560.0
E003	Alissa Monte	555-55-1	002 Office	e Manager	Active			
	Employee Total	18,000.00	720.00	0.00	17,280.00	720.00	0.00	17,280.0
E004	Tim Hardaway	555-55-1	003 Forer	man	Active			
	Employee Total	20,350.00	814.20	0.00	19,535.80	814.20	0.00	19,535.8
E005	Joe Martinez	555-55-1	004 Fram	er	Active			
	Employee Total	19,536.00	0.00	0.00	19,536.00	0.00	0.00	19,536.0
E006	Steve Schwartz	555-55-1	005 On C	all Electrician	Active			
	Employee Total	17,270.00	0.00	0.00	17,270.00	0.00	0.00	17,270.0
E007	Mike Smith	555-55-1	006 On C	all Plumber	Active			
	Employee Total	14,250.60	0.00	0.00	14,250.60	0.00	0.00	14,250.6
	Total	159,006.60	4,798.20	0.00	154,208.40	4,798.20	0.00	154,208.4

Figure: PR-299 Payroll Gross Wages Summary Report.

# Gross Wages – Detail Report

Detail Rep	ort									Page
Employee <b>k</b> l	Employee N Check Date		State	Social Gross Wages	Security# Title 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 Ow	ner	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	204.0	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
	E	Employee T	otal	45,600.00	1,824.00	0.00	43,776.00	1,824.00	0.00	43,776.00
		T	otal	45,600.00	1,824.00	0.00	43,776.00	1,824.00	0.00	43,776.00

<b>Figure: Fix 300</b> Fayton 01033 Wages Detail Report, nitered by employee and eneck date rang	Figure: PR-300	Payroll Gross Wages Detail Report, filtered by employee and check date range
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## **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.

**Order By** 

• Employee ID

## Options

- Show Report Criteria
- Active
- Inactive
- Case Sensitive

- Employee ID
- Employee Name
- Social Security Number
- Check Date
- Check Number
- State

# Payroll Taxable Wages Summary and Detail Reports

Taxable Wages								Best (	Constru	ction Co	ompany
Summary Report											Page 1
		Gross Wages	Federal	Soc. Sec.	Medicare Ad	d. 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.

	Taxable Wages Detail Report												
Employee kd	Employee Name	Soc.Sec # Status	Gross Wages	Federal	Soc. Sec.	Medicare Add	. Medicare	State	SDI	Local	FUTA	Page 1 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

Tayabl	Magaz										Best Co	nstructio	on Company
Extended	e Wages Report												Page 1
Employee kd	Employee N	ame	durace	Soc.Sec # S	Itatus	0.00000000	0000000000000	000000	15200		10003630	00000050	307754774375
	Date	Check#	State	Gross Wages	Federal	Soc. Sec.	Medicare Add	Medicare	State	SDI	Local State	FUTA	SUTA State
E001	Bill Johnson			555-55-1000 A	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
		Employ	ee 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 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

- Employee ID
- Check Date
- Check Number
- State
- Cash Account

Summary Report Date >=01.	1011/2020			Page
Employee: E001, Bill Johnso	n		Status: Active	
Earnings	Hours	Amount	GrossWages	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

- Job Number
- Date

PR-403
--------

# Payroll Monthly Employment Utilization – Trade Distribution Report

		of	-	ш		0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0	
-	Total	Number of	Minority	W		٢	0	0	-		0	0	0	0		0	0	0	0		-	0	0	-	
		+	00	ч		0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0	
	Total	Number of	Employees	W		-	0	0	-		2	0	0	2		0	-	0	-		3	-	0	4	
				Female		% 0	% 0	% 0	% 0		% 0	% 0	% 0	% 0			% 0		% 0		% 0	% 0	% 0	% 0	
				Minority		100 %	% 0	% 0	100 %		% 0	% 0		% 0		% 0	% 0	% 0	% 0		34 %	% 0	0 %	26 %	
				Female		00.00	00.0	00.00	00.00		00.00	00.00	0.00	00.00		0.00	0.00	0.00	00.00		0.00	00.0	0.00	0.00	
	American	hdian	Islanders	Male		00.00	00.00	00.00	0.00		00.00	0.00	0.00	0.00		0.00	0.00	00.00	0.00		0.00	0.00	0.00	0.00	
			00	Female		0.00	0.00	0.00	0.00		0.00	0.00	0.00	00.0		0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
	Asian or	Pacific	Islanders	Male		00.0	00.0	0.00	0.00		0.00	0.00	0.00	00.00		0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
annenc				Female		00.00	00.00	00.00	0.00		00.00	00.00	00.00	0.00		00.00	0.00	00.00	0.00		0.00	00.00	00.00	0.00	
JUD TOOD LACING VIEW ADAILITIETICS		Hispanic		Male		138.50	00.0	00.0	138.50		00.0	00.0	0.00	0.00		0.00	0.00	00.0	00.00		138.50	00.0	00.0	138.50	
				Female		0.00	0.00	0.00	00.00		0.00	0.00	0.00	00.00		0.00	0.00	0.00	0.00		0.00	0.00	0.00	00.0	
not dor	Black	Not	Hispanic	Male		0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00		0.00	0.00	00.00	00.0		00.00	00.00	0.00	0.00	
Lale. All,	of	8		Female		0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
וומטב טואנווטטוו אבאטוו - טמוב. און	Total Hours of	All Employees	by Trade	Male		138.50	00.0	00.00	138.50		269.75	00.00	0.00	269.75		0.00	119.50	0.00	119.50		408.25	119.50	00.0	527.75	
Innun			Trade	ition	Carpentry	Vorker	d)			Electrical	Vorker	a)			Plumbing	Vorker	d)				Vorker	63		-	
Id ane Di			Construction Trade	Classification	1000	Journey Worker	Apprentice	Trainee	Subtotals	1001	Journey Worker	Apprentice	Trainee	Subtotals	1002	Journey Worker	Apprentice	Trainee	Subtotals	Totals	Journey Worker	Apprentice	Trainee	Job Totals	

Figure: PR-305

		Male Male	Male Male Male	Male Male Male Female	Male Male Male Female Male	Male Male Male Female Male
	N/A					2 2 2 L 2 2
		N/A N/A	N/A N/A N/A	N/A N/A N/A N/A	NIA N/N N/N N/N N/N	N/A N/A N/A N/A Hispanic
	Journey Worker	Journey Worker Journey Worker	Journey Worker Journey Worker Journey Worker	Journey Worker Journey Worker Journey Worker	Journey Worker Journey Worker Journey Worker Journey Worker	Journey Worker Journey Worker Journey Worker Journey Worker Journey Worker
			Electrical	Electrical	Electrical	Electrical Carpentry
	555-55-1000	555-55-1000 555-55-1001	555-55-1000 555-55-1001 555-55-1001	555-55-1000 555-55-1001 555-55-1001 555-55-1001	555-55-1000 555-55-1001 555-55-1001 555-55-1002 555-55-1002	555-55-1000 555-55-1001 555-55-1001 555-55-1002 555-55-1002 555-55-1003
UTTU	2740	93433	93433 93433 93433	93445 93433 93445	93446 93433 93445 93445	93445 93433 93445 93445 93448
	93448 555-55-1000	93448 555-55-1000 93433 555-55-1001	93448 555-55-1000 93433 555-55-1001 93433 555-55-1001 Electrical	93448 555-55-1000 93433 555-55-1001 93433 555-55-1001 Electrical 93445 555-55-1002 Electrical	93448 555-55-1000 93433 555-55-1001 93433 555-55-1001 Electrical 93445 555-55-1002 ey 93433 555-55-1002	93448 555-55-1000 93433 555-55-1001 93433 555-55-1001 Electrical 93445 555-55-1002 Electrical 84 93448 555-55-1004 Carpentry

**Payroll Monthly Employment Utilization – Employee Distribution Report** 

Payroll

# **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

- Tax Deferred Code
- Employee ID
- Check Date
- Cash Account

## **Tax Deferred Compensation Plan – Summary Report**

Tax I		rred Compensation Plan		Bes	st Construction	Company Page 1
Employ	ee 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**

Detail Repor	t					Page 1
Employee Id	Employee Name	2020256-045	Social Security#	n		0.070
		Check Date	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
		Ta	x 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

Order ByState

## Fields

• Show Report Criteria

• State

Show Classifications

# Workers' Compensation – Summary Report

## Best Construction Company

#### Workers' Compensation Summary Report

CA				
The second s	Worker's Comp. for California	(805) 543-7000	(805) 534-1595	
lassification	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	
222	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	
003	Bridge Construction	22.00000	0.00000	
5011	Dam Construction	5.15000	0.00000	
204	Drilling	20.38000	0.00000	
5217	Excavation	6.19000	0.00000	
306	Sewer Construction	12.30000	0.00000	

Figure: PR-309 Payroll Workers' Compensation – Summary Report

## Workers' Compensation – Detail Report

			Best Construction Company
	ompensation		
Detail Report			Page
State	Description	Telephone	Fax
	Address		
	City	State	Zip Code
	Contact	Account	
CA	Worker's Comp. for California 16000 Ventura Blvd.	(805)543-7000	(805)534-1595
	Ventura	CA	93001
	Jane Smith	123456789	
	Experience Modifier: 1.25000	Calculation Mod	le: PercentofReduced Gross Wages
Notes	1. Review daims semi-annually.		
Classification	Description	Company	y Employee
		0.0000	0.00000
5040	Iron or Steel Erection	13.65000	0.00000 0
5183	Plumbing	6.10000	0.00000 0
5190	Ele ctrical Wiring	4.38000	0.00000 0
5200	Concrete or Cement Work	5.90000	0.00000 0
5222	Concrete Construction	15.23010	0.00000.0
5436	Hardwood Flooring	9.04000	0.00000 0
5474	Painting	10.29000	0.00000 0
5479	Insulation	13.39000	0.0000.0
5551	Roofing	12.89300	0.00000 0
5645	Capenter	11.05000	00000.0
6003	Bridge Construction	22.00000	0.00000.0
6011	Dam Construction	5.15000	0.00000 0
6204	Drilling	20.38000	0.00000 0
6217	Excavation	6.19000	00000.0
6306	Sewer Construction	12.3000	0.0000.0

Figure: PR-310 Payroll Workers' Compensation Detail Report.

# W/C User Definable Fields – Udf Report

			Best Construction Company
Udf Rep	ser Definable Fields		Page 1
State	Description UDF Field	Description	
CA	Worker's Comp. for California		
	Second Contact Name Contact Phone	D. Toto	
	ContactEmail	toto@wc.ca.gov	



# **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

## **Order By**

- Show Report Criteria
- Separation Line
- State
- StateJob Number
- Check Date

## Workers' Compensation Transactions – Summary by Classification Report

	ers' Comp. Transactior ary by Classification Report - St		ob 1000	Pacific Vi	ew Apa		st Cons	struction	n Compar Page
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

Summary	by Class/Employee Report -	State CA,	Job 10	00 Pacific	: View A	partments			Page
Class Employee <mark>k</mark> d	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 Martínez	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

	by Employee	/Class Report -	State CA,	Job 10	00 Pacific	: View A	partments			Pag
Employee kl 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

			nsactions								Be	est Cor	nstruct	tion Co	mpany
			b 1000 Pacific View A	Apartme	ents										Page 1
Class Date	Descrip Check#	tion Employee Id	Employee Name	Mode	Reg Hr	OtHr	Dt Hr	Tot Hr G	ross Wages	Exp/Mod	Co. Rate	Co. Amt	Emp. Rate	Emp. Amt	Total Amt
5183	Plumbi	ng													
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 To	tals	20.00	0.00	0.00	20.00	360.00			27.45		0.00	27.45
5190	Electric	al 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 To	tals	20.00	0.00	0.00	20.00	440.00			24.09		0.00	24.09
5645	Capent	er													
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 To	tals	80.00	0.00	0.00	80.00	1,960.00			270.73		0.00	270.73
			State T	otals	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.

## 1Payroll

## **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

# Order By

- Show Report Criteria
- Company Contribution
- Employee Contribution
- Separation Line

State

- State
- Job Number
  - Check Date

#### Payroll Workers' Compensation – Summary by Classification Report

Worl	kers' Compensatio	n							Best	Constru	iction Co	mpany
Summ	nary by Classification Rep	ort - State CA, J	ob 1000 P	acific Viev	v Apartme	ents						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	80.08	1,960.00	1,960.00	216.58	0.00	216.58
			State Totals Calculation Mor Company and I * Gross Wages	Employee Cont	nibutions	0.00 ross Wages	120.00		2,760.00 erience Modifier justed Premium	257.81 1.2500 322.26	0.00 1.2500 0.00	257.81 1.2500 322.26

**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

	ary by Class/L	imployee Report	- State CA, Job 100	o Pacific v	lew Apar	tments						Page 1
Class	Description		Co. Rate Emp. Rate									
	Employee kd	Employee Name		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 Wiri	ng	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 Mo	de: 1, Percent d	of Reduced G	ross Wages		Exp	erience Modifier	1.2500	1.2500	1.2500
			Company and	Employee Cont	ributions			Ad	justed Premium	322.26	0.00	322.26

**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

	y by Employee/Class F	Report - State CA	, Job 100	0 Pacific V	iew Apart	tments						Page 1
Employee kd	Employee Name											
Class	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											20120
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
		Employ	vee 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
		Employ	vee 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
		Employ	vee 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
		Employ	vee 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 Mod	le: 1, Percent o	of Reduced Gr	ross Wages		Exp	erience Modifier	1.2500	1.2500	1.2500
			Company and E	Employee Cont	ributions			Ad	usted Premium	322.26	0.00	322.26

**Figure: PR-318** Payroll Workers' Compensation Summary by Employee/Class Report, filtered by Job and Check Date Range.

## Payroll Workers' Compensation – Detail Report

Worke	ers' Cor	npensat	tion								Best	Constru	ction Co	mpany
Detail R	eport - Sta	ate CA, Jo	b 1000 Paci	fic View	Apartmen	ts								Page 1
Class Date	Description Check#	Employee kd	Employee Name	Co. Rate e	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 W	iring		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	80.08	1,960.00	1,960.00	216.58	0.00	216.58
				S	tate Totals	120.00	0.00	0.00	120.00	2,760.00	2,760.00	257.81	0.00	257.81
				C	alculation Mod	e: 1, Percent o	f Reduced Gr	oss Wages		Exp	erience Modifier	1.2500	1.2500	1.2500
				C	ompany and E	mployee Cont	ibutions			Ad	usted Premium	322.26	0.00	322.26
				* (	Gross Wages	subject to Work	er'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.

4	Edit Union	
	Document Link	
	Properties	

## **Union File – Summary Report**

Summary R	eport				Page
Union Code	Description Address/City/Contact		Telephone State	Fax Zip Code/Account	
<u>1000</u>	Laborer's Union 15600 Ventura Blvd.		(805)543-7000	(805)534-1595	
	Encino		CA	91316	
	Lina Archer			100011111111	
	Employee Deduction (Yes)			ddtion GL Account	2410
	Employee Deduction W/H GL Account	2410	Union Taxable D	eduction GL Account	2410
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 A	ddtion GL Account	2420
	Employee Deduction W/H GL Account	2420	Union Taxable D	eduction GL Account	2420

Figure: PR-321 Union File – Summary Report, sorted by Union Code.

# Union File – Detail Report

Jeta	il Repo	le ort				Page
		Description		Telephone	Fax	1 ugo
		Address/City/Contact		State	Zip Code/Account	
000		Laborer's Union		(805)543-7000	(805)534-1595	
		15600 Ventura Blvd.				
		Encino		CA	91316	
		Lina Archer			100011111111	
		E m ployee Deduction (Yes)		Union Taxable	Addition GL Account	2410
		Employee Deduction W/HGLAccount	2410	Union Taxable	Deduction GL Account	2410
	Code	Classification		Rate Rate Type	Taxable	Company/Employee
	A1	Apprentice 1				
	•••••		s. Worked	\$ Hrs. Paid	% Gross % Redu	
		CompanyContribution	0.750	0.000	0.000	1.500
		E m p loyee Taxable	0.000	0.000	0.000	1.500
		E m ployee Deduction	1.000	0.000	0.000	0.000
	A2	Apprentice 2				
		Totals \$Hrs	s. Worked	\$ Hrs. Paid	% Gross % Redu	ced Gross
		CompanyContribution	0.750	0.000	1.500	0.000
		E m ployee Taxable	0.000	0.000	1.500	0.000
	-	E m ployee Deduction	1.000	0.000	0.000	0.000
	J1	Journeyman				
			s. Worked	\$ Hrs. Paid	% Gross % Redu	
		CompanyContribution	0.750	0.000	1.750	0.000
		E m p loyee Taxable	0.000	0.000	1.750	0.000
	2	E m ployee Deduction	1.250	0.000	0.000	0.000
1001		Electrical Worker's Union 12965 S. Marsh Street		(805)543-7000	(805)534-1595	
		San Luis Obispo		CA	93401	
		RudyKrogen			100122222222	
		E m p loyee 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
	E A1	Apprentice				
		Totals \$Hr:	s. Worked	\$ Hrs. Paid	% Gross % Redu	ced Gross
		CompanyContribution	0.500	0.000	1.000	0.000
		E m p loyee Taxable	0.000	0.000	0.000	0.000
		E m ployee Deduction	1.000	0.000	0.000	0.000
	E A4	Journeyman				
		Totals \$Hrs	s. Worked	\$ Hrs. Paid	% Gross % Redu	ced Gross

**Figure: PR-322** Union File – Detail Report, sorted by Union Code, page 1.

## **Union File – Extended Report**

nion Code	Description		Telephone	Fax			
	Address/City/Contact		State	Zip Code	Account		
00	Laborer's Union 15600 Ventura Blvd.		(805)543-7000	0 (805)53	34-1595		
	Encino		CA	91316			
	Lina Archer			100011	111111		
	Employee Deduction (Yes)		Union Taxable	Addition G	SL Account	2410	
	Employee Deduction W/H GL	Account 2410	Union Taxable	e Deduction	GL Account	2410	
Code	Classification		Rate Rate Type		Taxable	Company/Employee	
A1	Apprentice 1					fective Date 01/01/2017	
	Training Vacation		0.750 \$ per Hour \ 1.500 % of Reduo		No Yes	Company Contribution	
	Union Dues		1.000 % of Reduc		N/A	CompanyContribution Employee Contribution	
		<b>.</b>					
	Totals	\$ Hrs. Worked	\$ Hrs. Paid 0.000		Gross % Redu	1.500	
	CompanyContribution Employee Taxable	0.750	0.000		0.000	1.500	
	Employee Laxable Employee Deduction	1,000	0.000		0.000	0.000	
		1.000	0.000				
A2	Apprentice 2 Training		0.750 \$ per Hour \	Marked	No	fective Date 01/01/2017 CompanyContribution	
	Vacation		1.500 % of Gross		Yes	CompanyContribution	
	Union Dues		1.000 \$ per Hour \	Norked	N/A	Employee Contribution	
	Totals	\$ Hrs. Worked			Gross % Redu	uced 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		0.750 S per Hour \	Alexand and	Ef	fective Date 01/01/2017 CompanyContribution	
	Training Vacation		1.750 % of Gross		Yes	CompanyContribution	
	Union Dues		1.250 \$ per Hour \		NA	Employee Contribution	
		*					
	Totals CompanyContribution	\$ Hrs. Worked 0.750	\$ Hrs. Paid 0.000		Bross % Redu 1.750	0.000	
	Employee Taxable	0.000	0.000		1.750	0.000	
	Employee Deduction	1,250	0.000		0.000	0.000	
01	Ele ctrical Worker's Union		(805)543-7000		34-1595		
	12965 S. Marsh Street		(000)040-1000	000000	-1555		
	San Luis Obispo		CA	93401			
	Rudy Krogen				222222		
	Employee Deduction (Yes)		Union Taxable			2420	
	Employee Deduction W/H GL	Account 2420	Union Taxable	e 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**

<b>Union U</b> Udf Report	ser Definable Fields		Best Construction Company
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

- Union
- Check Date
- Check Number
- Employee Id

## **Union Report – Summary Report**

	Report	ate greater than or equ	al to 01/01/	2020		Best 0	Construc	tion Co	Page 1
Class	Description	3	Reg Hr	Ot Hr	Dt Hr	Tot Hr	Wages	Co Cont	Emp Cont
Union: 10	00 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: 10	01 Name:	Electrical Worker's Union							
EA4	Journeyman		785.00	0.00	0.00	785.00	17,270.00	804.63	981.25
Union: 1001			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

Union	Report					Be	est Co	onstruct	tion Co	mpany
Detail Re		ion 1000, Laborer's Un	ion							Page
Class SSN	Description Employee					Reg Hr	Ot Hr	Dt Hr	Tot Hr	Wage
A2	Apprentice 2	2					619.05302			0.03163
555-55-1006	E007	Mike Smith				118.00	1.50	0.00	119.50	3,607.5
		Totals				118.00	1.50	0.00	119.50	3,607.5
		Description	Hrs Worked G	ross Wages	Hrs Paid	Reduced Gross	s Rate	Description		Amour
		Vacation	119.50	3,607.50	120.25	3,585.00	1.500	%of Gross		54.1
		Training	119.50	3,607.50	120.25	3,585.00	0.750	\$ per Hour W	orked	89.6
Employee (	Contribution	Union Dues	119.50	3,607.50	120.25	3,585.00	1.000	\$ per Hour W	orked	119.5
		Company Contribution Totals								143.7
		Employee Contribution Totals								119.5
J1	Journeyman									
555-55-1003	E004	Tim Hardaway				159.50	8.00	0.00	167.50	4,287.5
555-55-1004	E005	Joe Martinez				120.00	6.50	0.00	126.50	3,247.0
		Totals				279.50	14.50	0.00	294.00	7,534.5
		Description	Hrs Worked G	iross Wages	Hrs Paid	Reduced Gross	s Rate	Description		Amour
		Vacation	294.00	7,534.50	301.38	7,350.00	1.750	%of Gross		131.8
		Training	294.00	7,534.50	301.38	7,350.00	0.750	\$ per HourW	orked	220.5
Employee (	Contribution	Union Dues	294.00	7,534.50	301.38	7,350.00	1.250	\$ per HourW	orked	367.50
		Company Contribution Totals								352.3
		Employee Contribution Totals								367.5

Figure: PR-326 Union Report – Detail Report, filtered by Check Date.

## **Union Report – Extended Report**

Union Report

## Best Construction Company

Union: 100	0	Name:		r's Union							
Class: A2		Description:	Apprer				-	-			
Employee Id				SSN	RegHr	Ot Hr	DtHr	Tot Hr	Wa ges	CoCont	EmpCon
ED 07	Mike Smith			555-55-1006	780.00	0.00	0.00	780.00	14,040.00	795.60	780.00
			Employ	ees Subtotals	780.00	0.00	0.00	780.00	14,040.00	795.60	780.00
	Effective	Contibution De	scription		Gross Wages	Hra Paid			Rate Descriptio		Amoun
Company	01/01/2017	Vecation Training		780.00 780.00	14,040.00	780.00			.500 % of Gross		210.60
		maning		760.00	14,040.00	780.00	1	4,040.00 0	.750 \$ per Hour		585.00
									Company T	otal	795.60
Empl oyee	01/01/2017	Union Dues		780.00	14,040.00	780.00	1.	4,040.00 1	.000 \$ per Hour	Worked	780.00
									Employee T	otal	780.00
Class: A2 Tot	al				780.00	0.00	0.00	780.00	14,040.00	795.60	780.00
Class: J1		Description:	Journe	ə ym an							
Employee Id	Name			SSN	RegHr	Ot Hr	DtHr	Tot Hr	Wa gea	CoCont	EmpCont
E0 04	Tim Hardaway	1		555-55-1003	800.00	0.00	0.00	800.00	20,000.00	950.00	1,000.00
E0 05	Joe Martinez			555-55-1004	800.00	0.00	0.00	800.00	19,200.00	935.00	1,000.00
			Employ	ees Subtotals	1,600.00	0.00	0.00	1,600.00	39,200.00	1,886.00	2,000.00
	Effective	Contibution De	acription	Hirs Worked	Gross Wages	Hrs Paid	Reduce	d Gross	Rate Descriptio	n	Amoun
Company	01/01/2017	Vacation		1,600.00	39,200.00	1,600.00			.750 % of Gross		686.00
		Training		1,600.00	39,200.00	1,600.00	3	9,200.00 0	.750 \$ per Hour	Worked	1,200.00
									Company T	otal	1,885.00
Employee	01/01/2017	Union Dues		1,600.00	39,200.00	1,600.00	3	9,200.00 1	.250 \$ per Hour	Worked	2,000.00
									Employee T	otal	2,000.00
Class: J1 Tot	al				1,600.00	0.00	0.00	1,600.00	39,200.00	1,885.00	2,000.00
Union: 1000 1	otal				2,380.00	0.00	0.00	2,380.00	53,240.00	2,681.60	2,780.00
Union: 100	1	Name:	Electric	al Worker's Unior	1						
Class: EA	1	Description:	Journe	əym an							
Employee Id	Name			SSN	RegHr	Ot Hr	DtHr	Tot Hr	Wa gea	CoCont	EmpCon
ED 06	Steve Schwart	tz		555-55-1005	785.00	0.00	0.00	785.00	17,270.00	804.63	981.25
			Employ	eea Subtotala	785.00	0.00	0.00	785.00	17,270.00	804.63	981.25
	Effective	Contibution De	scription	Hrs Worked	Gross Wages	Hra Paid	Reduce	d Gross	Rate Descriptio	n	Amoun
Company	01/01/2017	Vecation		785.00	17,270.00	785.00			250 % of Gross		215.88
		Training		785.00	17,270.00	785.00	1	7,270.00 0	.750 \$ per Hour	Worked	588.75
									Company T	otal	804.63
Empl oyee	01/01/2017	Union Dues		785.00	17,270.00	785.00	1	7,270.00 1	.250 \$ per Hour	Worked	981.25
									Employee T	otal	981.25
					785.00	0.00	0.00	785.00	17,270.00	804.63	981.25
Class: EA4 T	u al										

Figure: PR-327 Union Report – Extended Report, filtered by Check Date.

#### PR-423

## **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**

	e Union Deduction eport - Union 1000, Laborer's Union		Best Construction Company 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				
Emplove	e Union D	eduction						
	t - Union 100		Р					
Employee Id	Employee Na	me		S.S.N.				
	Check Date	Check #	Amount					
E007	Mike Smith		1962	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 To	tal	780.00					

Figure: PR-329	Employee Union Deduction – De	tail Report, filtered b	y 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**

Trade Detail R	e Classifications	Best Construction Company			
Trade	Description	REG Rate	OT Rate	DT Rate	i age i
1000	Carpentry	25.00	38.00	50.00	
1001	Electrical	27.00	40.00	54.00	
1001					

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**

#### Options

• Pay Period

- Show Report Criteria
- Pay Period

Fields

## **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.

	rie de					Best C	onstruction Compar			
Pay Periods Detail Report										
Employee kd	Employee Name	Check Date	Check #	Gross Wages	Check Amt Stat	e 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			

## **Certified Payroll Pay Periods – Detail Report**

**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**

## Options

- Job Number
- 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 Job Detail Report- job 1010, Period 5/10/2020 to 5/16/2020					4790 N	ale Elen I. Broad Grande	way				Ur	200 Main S nit 100			Page 1
Employee Name W	//H Exemp	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs			This Job —		check Totals Deductions —		Net Pay
Address Social Security # Work Classifica	tion	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15	Sat 16	Total Hours	Pay Rate	All Jobs All Wages	Federal FICA	State SDI/WC	Local Other	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 XXX-XX-1005 Electrical	Dt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44.00	550.00	Total D	leductions	157.44	0.00
*** Job Totals ***											110.00	53.00	9.66	27.50	392.56
											550.00	31.08	4.95	31.25	
											550.00	Total D	eductions	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

ertified Job		Check if this a statement of non-performance
ayroll Week		Check if this a statement of non-performance
estination Folder	•	Browse
roject Information		
Contract Agency		
Project ID		
Awarding Body		
Project Number		
Contract ID		

Figure: PR-333a California Certified Payroll Electronic Filing form, showing the Main tab.

## California Certified Payroll Electronic Filing – Contractor tab

in Contractor			
Contractor Name	Best Construc	tion Company	
Contractor License Type			
Contractor License Number			
Contractor PWCR			
Contractor FEIN	770000000	(Or Sole Propietor SSN)	
Project Location	Street	1200 Main Street	
	City	Arroyo Grande	
	State	CA	
	ZIP Code	93420	
Insurance Number			
Contractor Email	info@bestcor	struction.com	

**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

🖻 California DE9/D	E9C Electronic Filing	
Calendar Year Quarter Destination Folder	2020  APR-JUN C:\BIS\	Browse
	Preview DE9 Report Preview DE9C File Create	DE9C File

Figure: PR-334 California DE9/DE9C Electronic Filing form.

Calendar Year 2020 Duarter APR-JUN			Endered Tree Id	(5571)	770000000000
Quarter APR-JUN			Federal Tax Id	(FEIN)	770000000000000000000000000000000000000
Total Subject Wages Paid this Quarter					53,640.30
Unemployment Insurance (UI)	UI %		UI Wages		<b>UI Contributions</b>
Total employee wages up to \$7,000.00 per employee per calendar year	3.40	x	0.00	=	0.00
Employment Training Tax (ETT)	ETT %		ETT Wages		ETT Contribution
Total employee wages up to \$7,000.00 per employee per calendar year	0.00	x	0.00	=	0.00
State Disability Insurance (SDI)	SDI %		SDI Wages		SDI Contribution
Total employee wages up to \$104,378.00 per employee per calendar year	0.90	x	52,385.59	=	471.47
	Persona	I Incom	e Tax (PIT) With	held	1,676.53
	Subtotal (	Sum of	UI, ETT, SDI and	PIT)	2,148.00
Less: Contributio			alty & Interest payr		0.00
		Total Ta	axes Due or Over	paid	2,148.00

Figure: PR-334a California DE9/DE9C Electronic Filing form - Preview DE9 Report.

				Best Co	nstr	uction Company
	DE9 Quarterly					
Detail Report						Page
Calendar Year	2020					
Quarter	APR-JUN			Federal Tax Id (FEIN)		77000000000
Total Subject Wa	ages Paid this Quarter					53,640.30
Unemployment I	nsurance (UI)	UI %		UI Wages		UI Contribution
Total employee wag employee per calen	ges up to \$7,000.00 per daryear	3.40	x	0.00	=	0.00
Employment Tra	ining Tax (ETT)	ETT %		ETT Wages		ETT Contributions
Total employee wag employee per calen	ges up to \$7,000.00 per daryear	0.00	×	0.00	=	0.00
State Disability Ir	surance (SDI)	SDI %		SDI Wages		SDI Contribution
Total employee wag per employee per ca	ges up to \$104,378.00 alendaryear	0.90	x	52,385.59	=	471.47
			Perso	onal Income Tax (PIT) Wit	thheld	1,676.5
			Subtota	I (Sum of UI, ETT, SDI an	d PIT)	2,148.00
		Less: Contributions		hholdings Paid for the Qu include Penalty & Interest pa		
				Total Taxes Due or Ove		

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

My Query				
		Opti	ons	_
		ntary Plan DI		
Report Type		ayroll of Business		
		of Business		
Form DE 9C Laser Draft	<b>_</b>			
Order By				
Evelope Ad				
Employee Id	<b>_</b>			
Ascending      Desc	ending			
Ascending Desc  Quarter  APR-JUN/2020	rending	Bealinging	Ending	
Ascending      Desc	ending	Beginning	Ending	
Ascending Desc Quarter     APR-JUN/2020	rending	Beginning	Ending	
Ascending Desc Quarter     APR-JUN/2020	rending	Beginning	Ending	
Ascending Desc  Quarter  APR-JUN/2020	rending	Beginning	Ending	
Ascending Desc  Quarter  APR-JUN/2020	rending	Beginning	Ending	
Ascending Desc  Quarter  APR-JUN/2020	rending	Beginning	Ending	

**Figure: PR-334c** California DE9C/DE-6 report query form.

## Form DE 9C Laser Draft

Page number 1 of 1 HEMINDEH: File year DE 5 tour rule File the store and D	a no payrol. If you had no payroll.	09C0111
ENDED 06 30 20 DUE	DELINQUENT IF NOT POSTMARKED OR RECEIVED BY	EVIPLOYER ACC
DRAFT		1 1 1 1 1 1
		DO NOT ALTER THIS ARE
		P1 C T S W
BEST CONSTRUCTION COMPANY		Nb. Day Yr
1200 MAIN STREET Unit 100		EMPLOYEES full-time and part-time who or received paysubject to UI for the paym includes the 12th of the month.
ARROYO GRANDE, CA 93420		Includes the 12th of the month. fat mo. 2nd mo. 2nd
		7 7
a. X Report PIT Wages and PIT Withheld, If appropriate (S	an Diwages on this page ee instructions for item B.) C. No Payroll	
	TNAME) (MU) (ASTNAME)	
5555551000 BILL	JJOHNSON	
1 4 4 0 0 0 0	1 3 8 2 4 0 0	H. PIT WITHHELD
5 5 5 5 5 5 1 0 0 1 MIKE	TNAME) (MLI) (ASTNAME) PJARVIS	
R TOTAL SUBJECT WAGES	2 PT WAGES	H. PIT WITHHELD
D. SOCIAL SECURITY NUMBER E. EMPLOYEE NAME (RRST	NAME) (MI) (LASTNAME)	
		H. PIT WITHHELD
	604800 (NAVE) (ASTNAVE)	7546
5555551003 TIM	HARDAWAY	
7 1 2 2 5 0	5 PT WAGES 6 8 3 7 5 3	
0. SOCIAL SECURITY NUMBER E EMPLOYEE NAME (RRST 5 5 5 5 5 5 1 0 0 4 JOE	P MARTINEZ	
R TOTAL SUBJECT WASES	5. PT WAGES 6837 60	H. PIT WITHHELD
D. SOCIAL SECURITY NUMBER E. EMPLOYEE NAME (RRS	(NAME) (MLI) (LASTINAME)	
	M SCHWARTZ	H. PIT WITHHELD
	5 8 3 0 0 0	17574
555551006 MIKE		
475020	475020	11124
5 3 6 4 0 3 0	5 2 0 2 3 3 3	KTOTAL PIT WITH HELD THIS PAR
L GRANO TOTAL SUBJECT WAGES M. C	RAND TOTAL PIT WAGES	N. GRAND TOTAL PT WITHHELD
O. I declare that the Information here in Is correct to the		2070 38
Signature Title	Phone ( )	Date
	countent, Preparen, etc) welopm ent Departm ent / P.O. Box 989071/West Sacram	

Figure: PR-334d Form DE 9C Laser Draft.

## **DE 9C Worksheet**

California Quarterly Wage and Withholding								Company
DE 9C Work	ksheet Report							Page 1
S.S.N.	First Name		M.I.	Last Name	Sub	ject Wages	PIT Wages	PIT Withheld
Quarter Endeo	d June 30, 2020	Year	2020	Quarter 2	Employe	Account No.	111 1111 1	
						1st Mo.	2nd Mo.	3rd Mo.
				Employees who rece	eived pay.	7	7	
555 55 1000	Bill		J	Johnson		14,400.00	13,824.00	954.78
555 55 1001	Mike		Ρ	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		Ρ	Martinez		6,837.60	6,837.60	124.18
555 55 1005	Steve		М	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	d Totals	53,640.30	52,023.33	1,676.53

Figure: PR-334e DE 9C Worksheet

## Form DE 9C Submittable Laser

DE 9C PAGE 1 OF 1	EDD 11271			00900111
QTR ENDED 06 30 20	DITE 07 01 20	DEL INQUENT	08 02 20	20 2
gin Diddd oc oo io	202 07 02 20	Looingouni	00 00 20	
				111 1111 1
BEST CONSTRUCTION 1200 MAIN STREET UNIT 100				
ARROYO GRANDE, CA	93420		7	7
X VOLUNTARI P	LAN DI			
555 551000	BILL		JOHNSON	
14 400.00		13 824.00		954.78
555 551001	MIKE	3	JARVIS	
8 400.00		7 896.00		147.07
555 551002	ALISSA	1	MONTE	
6 300.00		6 048.00		75.46
555 551003	TIM		HARDAWAY	
7 122.50		6 837.53		88.06
555 551004	JOE	3	MARTINEZ	
6 837.60		6 837.60		124.18
555 551005	STEVE	3	SCHWARTZ	
5 830.00		5 830.00		175.74
555 551006	MIKE		SMITH	
4 750.20		4 750.20		111.24
53 640.30		52 023.33		1 676.53
53 640.30	5	52 023.33		1 676.53
I declare that the inf	formation here:	in is correct t	o the best o	f my knowledge and belief.
SIGNATURE/I MM DD YY/PH	ITLE ONE 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)

📄 California Employmer	nt Training Tax			
My Query		Option V Report Criteria Potals	ons	
Report Type		10000		
Summary	<b>.</b>			
Order By Ascending De Quarter AN-MAR/2020	scending			-
Field	Operator	Beginning	Ending	
Month (mm/yyyy)	All			

Figure: PR-334g California Employment Training Tax query form.

# California Employment Training Tax - Summary

Employment Trai	Best Construction Compar Employment Training Tax									
Summary Report - Qua	rter APR-JUN/2020, P	eriod 04/01/20	)20 to 06/3	30/2020			Page 1			
State	State Tax Id	YTD ETT Wages	Over Limit	QTR ETT Wages	Period ETT Wages	<mark>0∨er Limi</mark> t	Taxable			
State CA, California	Tax ld: 11111111	11 155.288.00	Wage Limit: 106,288.00	7,000.00 52,385.59	Tax 52,385.59	Rate: 52,385,59	0.00000			
						Tax Liability	0.00			

Figure: PR-334h California Employment Training Tax Summary report.

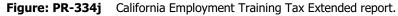
## **California Employment Training Tax - Detail**

Detail Report - Qua	arter APR-JUN/2020,	Period 04/01/202	0 to 06/30/2	2020			Page
Soc. Sec.# Employee Id	Employee Name	YTD ETT Wag	es Over Limit	QTR ETT Wages	Period ETT Wages	Over Limit	Taxabl
State CA, California	Tax Id:	111111111	Wage Limit	: 7,000.00	Tax	Rate:	0.00000
555-55-1000 E001	Bill Johnson	44,232.0	0 37,232.00	13,968.00	13,968.00	13,968.00	0.0
555-55-1001 E002	Mike Jarvis	22,800.0	0 15,800.00	7,980.00	7,980.00	7,980.00	0.0
555-55-1002 E003	Alissa Monte	17,460.0	0 10,460.00	6,111.00	6,111.00	6,111.00	0.0
555-55-1003 E004	Tim Hardaway	19,739.4	0 12,739.40	6,908.79	6,908.79	6,908.79	0.0
555-55-1004 E005	Joe Martinez	19,536.0	0 12,536.00	6,837.60	6,837.60	6,837.60	0.0
555-55-1005 E006	Steve Schwartz	17,270.0	0 10,270.00	5,830.00	5,830.00	5,830.00	0.0
555-55-1006 E007	Mike Smith	14,250.6	0 7,250.60	4,750.20	4,750.20	4,750.20	0.0
		Totals 155,288.0	0 106,288.00	52,385.59	52,385.59	52,385.59	0.0
						Tax Liability	0.0



## **California Employment Training Tax - Extended**

Extended Report -	Quarter APR-	JUN/2020	, Period 04/01/20	20 to 06/30/2	2020				Page 1
Soc. Sec.# Employee kd	Employee Name		YTD ETT Wages	YTD Over Limit	YTD Taxable	QTR ETT Wages	Period ETT Wages	Over Limit	Taxabl
State CA, California		Tax Id: 111	1111111	Wage Limit:	7,000.00	Tax Ra	te: 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 Martínez		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
		Tot	als 155,288.00	106,288.00	49,000.00	52,385.59	52,385.59	52,385.59	0.00
							1	Tax Liability	0.00



#### 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

🖻 California DE 88	Payroll Tax Deposit		- • •
Calendar Year	2020 💌	UI	0.00
Quarter Covered	APR-JUN	ETT	0.00
Deposit Schedule	Quarterly 🔹	SDI	471.47
Pay Date	05/18/2020  California	PIT	1,676.53
The date selected n	nust be between 04/01/2020 and 06/30/2020 Pena	alty	0.00
	Inter	est	0.00
	Total P	aid	2,148.00
History	Pre <u>v</u> iew Print Sa	ave	Close

Figure: PR-335 California DE 88 Payroll Tax Deposit form.

Pay Date	Deposit Schedule	Total Paid	
			_
			-
			-

Figure: PR-335a Payroll Tax Deposit DE88 History form.

Payroll Tax De	eposit DE88	Best Constructio	n Company
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

ly Query		Optio	ns	
	💌 🛃 💽 sł	how Report Criteria		
		ctive Employees		
eport Type		nactive Employees		
Summary		how Employees with no Activity		
Order By		ase Sensitive		_
ruer by				-
Employee Id + Check D	ate 💌 🔄			
	escending			
Ascending     De				
Ascending     De     Field	escending Operator	Beginning	Ending	
Ascending     De     Field Employee Id	Operator All	Beginning	Ending	
Ascending     De     Field     Employee Id     Check Number	escending Operator	Beginning	Ending	
Ascending     De     Field Employee Id	Operator All	Beginning	Ending	
Ascending     De     Field     Employee Id     Check Number	escending Operator All All	Beginning	Ending	
Ascending     Field     Employee Id     Check Number     Check Date	All All All	Beginning	Ending	
Ascending     Field     Employee Id     Check Number     Check Date	All All All	Beginning	Ending	
Ascending     Field     Employee Id     Check Number     Check Date	All All All	Beginning	Ending	
Ascending     Field     Employee Id     Check Number     Check Date	All All All	Beginning	Ending	

Figure: PR-336 Washington Paid Family & Medical Leave query form.

## WA Paid Family & Medical Leave - Summary

Best Construction Compa WA Paid Family & Medical Leave Summary Summary Report						
mployee		Gross Wages	Check Amount	Employee Amt	Company Amt	Total Amt
V001 - 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
V001 - Virginia J Carver						

Figure: PR-336a Washington Paid Family & Medical Leave summary report.

## WA Paid Family & Medical Leave - Detail

	WA Paid Family & Medical Leave Detail Detail Report Detail Report						ompany		
Employ	yee								
	Chk Date	Pay Period	Chk Number	Gross Wages	Check Amount	Employee Amt	Company Amt	Total Amt	Premium %
W001 -	Virginia J Ca	arver							
	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<sup>®</sup> 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	Calendar Year	Options	Fields
• Employee ID	• Select the current or	• Print Totals	Employee ID
	previous year.		• State

## W-2 Forms – Laser

	555-55-1000						
77000000000				43776.00			5510.00
Best Construction C	Company			43776.00			1838.63
1200 Main Street Unit 100				43776.00			634.79
Arroyo Grande, CA 93	3420			0.00			0.00
E001							
Bill J	Johnson				D		1368.00
641 Hatrick Way				x			
Pismo Beach, CA 9	3448						
CA 111111111		43776.00	3023.47	44232.00		398.05	CA SDI
	555-55-1001						
77000000000	555-55-1001			22560.00			2220.00
77000000000 Best Construction C				22560.00 22560.00			
Best Construction C 1200 Main Street							947.60
Best Construction C	Company			22560.00			2220.00 947.80 327.20 0.00
Best Construction O 1200 Main Street Unit 100	Company			22560.00 22560.00			947.80 327.20
Best Construction C 1200 Main Street Unit 100 Arroyo Grande, CA 93	Company			22560.00 22560.00	D		947.80 327.20
Best Construction O 1200 Main Street Unit 100 Arroyo Grande, CA 93 E002	Company 3420			22560.00 22560.00	D		947.80 327.20 0.0
Best Construction C 1200 Main Street Unit 100 Arroyo Grande, CA 93 E002 Mike P	Company 3420 Jarvis			22560.00 22560.00 0.00	D		947.80 327.20 0.0

## W-2 Forms – Draft

22222 Void 🔲 🕈 🖏	nployee's social security number 55-55-1000	For Official Use ( OMB No. 1545-0					
Employer identification number (EIN)			1 Wa	ges, 1ps, other compensatio	n 2 Fed	eral income b	ax withheld
77000000000			\$	43776.	00 \$		5510.0
Employer's name, address and ZP code			3 Soc	ial security wages 43776.		ial security ta	x withheid 1838.6
Best Construction Compa	iny		S Lie	dicare wages and tips	9	icare tax with	
1200 Main Street			\$	43776.			634.7
Unit 100			7 Sec	ial security tips		and tips	
Arroyo Grande, CA 93420			5	0	00 \$		0.0
Control Number			9		//// 10 Dep	endent care t	benefits
E001			11111		11/12		
Employee's first name and initial Bill J	Johnson	Suf	\$ 11 Nor 3	roudiñed plans bry Retirement Third-p	D	sinatructions f	1368.0
641 HatrickWay			15 arrois 14 Ohe		*ty 126	\$	
			H one			5	
Pismo Beach, CA 93448					12d	5	
Employee's address and ZIP code					9000	uinnn	
State Employer's state D Number X 1111111111	16 State wages, tips, eb \$ 43776.0		come tex 023.47	18 Local wages, tips, etc. \$ 44232.00		398.05	20. Locality in CA S DI
	\$	5		\$	\$		
ntire page with Form W-3 to the S	ocial Security		aft 52411		Act Notice,		
opy A For Social Security Admit the page with Form W-3 to the S dministration; photocopies are ind	ocial Security of acceptable. nployee's social security number	41-0	252411 Daly 🕨				
opy A For Social Security Admit the page with Form W-3 to the S dministration; photocopies are no 22222 Void a S	ocial Security of acceptable.	41-0	262411 Daly <b>P</b> 108	nas ins other concensation			
opy A For Social Security Admit the page with Form W-3 to the S dministration, photocopies are no 222222 Void a S Employer identification number (EN)	ocial Security of acceptable. nployee's social security number	41-0	262411 Daly <b>P</b> 108	ges, īps, other compensatio 22680	n 2 Fes	erel income to	ex withheld
opy A For Social Security Admit the page with Form W-3 to the S dministration, photocopies are no 222222 Void a S Employer identification number (EIN) 770000000000	octal Security pt acceptable. noloyee's social security number 55-55-1001	41-0	252411 Daily 008 1 Way \$	22560	n 2 Fed		ax withheld 2220.0
opy A For Social Security Admit the page with Form W-3 to the Si dministration; photocopies are no 22222 Void a Si Employer identification number (EIN) 77000000000 Employer's neme, address and ZP cod	ocial Security pt acceptable. nolovee's social security number 55-55-1001	41-0	252411 Daily 008 1 Way \$		n 2 Fed 00 \$ 4 Sod	end income to tal security ta	ax withheld <u>2220.(</u> x withheld
opy A For Social Security Admit the page with Form W-3 to the S dministration, photocopies are no 222222 Void a S Employer identification number (EIN) 770000000000	ocial Security pt acceptable. nolovee's social security number 55-55-1001	41-0	252411 Daily P 108 1 Way 5 3 Soc 5	22560 ial security wages 22560 dicare wages and tips	n 2 Fed 00 \$ 4 Soc 00 \$ 6 Nec		ex withheld 2220.0 x withheld <u>947.0</u> rheld
opy A For Social Security Admit the page with Form W-3 to the Si dministration; photocopies are no 22222 Void a 50 Employer identification number (EIN) 77000000000 Employer's neme, address and ZP cod Best Construction Compa	ocial Security pt acceptable. nolovee's social security number 55-55-1001	41-0	252411 2nily 008 1 Way 5 5 Ner 5 Ner	22580 ial security wages 22580 dicare wages and tips 22580	n 2 Fed 00 \$ 00 \$ 00 \$ 00 \$ 6 Ned 00 \$	ial security iz	ex withheld 2220.0 x withheld <u>947.0</u> rheld
opy A For Social Security Admit the page with Form W-3 to the Si dministration, photocopies are no 222222 Void a 5 Employer identification number (EN) 770000000000 Employer's neme, address and ZP cod Best Construction Compa 1200 M ain Street Unit 100	ocial Security pt acceptable. nolovee's social security number 55-55-1001	41-0	252411 2nily 008 1 Way 5 5 Ner 5 Ner	22560 ial security weges 22560 dicare wages and tips 22560 ial security tips	n 2 Fed 00 \$ 00 \$ 4 Soc 00 \$ 6 Nec 00 \$	ial security ia	sx withheld 2220.0 x withheld 947.0 rheld 327.2
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Figure: PR-338 W-2 Laser – Draft forms.

## W-2 Forms – Continuous

CA 1111111	111		22000.00	420.20		22800.00		209.20	CASD
			22560.00	420.20		22000.00		205 20	CA CDI
Grover Beac	ch, CA 93433								
1812 6th Str	eet				х				
Mike P		Jarvis					D		1200.00
E002									
Arroyo Grand	le, CA 93420					0.00			0.00
Unit 100						22560.00			327.20
Best Construint	uction Company treet	/				22580.00			947.60
77000000000	D					22560.00			2220.00
	555	-55-1001							
CA 1111111	111		43776.00	3023.47		44232.00		398.05	CASDI
Pismo Beac	h, CA 93448								
641 Hatrick	Way				х				
Bill J		Johnson					D		1368.00
E001									
Arroyo Grand	le, CA 93420					0.00			0.00
1200 Main S Unit 100	treet					43776.00			634.79
	uction Company	/				43776.00			1838.63
77000000000	0					43776.00			5510.00

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	BW-2 Electronic Filing	ng 📃					
W-2 Electronic Filing Main tab screen form.	Main Qther State						
	Calendar Year Create file in	2020 💌				Browse	
	Recipient Agency	Social Security Adminis	stration 💌				
	Federal Tax Id (EIN)	77000000					
	Kind of Employer	N - None Apply	•				
	Type of Employment	R-Regular (All Others)	) 🔽	Third Par	ty Sick Indicator 📃		
	Employeer Name	BEST CONSTRUCTION COMPANY					
	Street Address	1200 MAIN STREET UN	NIT 100				
	City	ARROYO GRANDE					
	State	CA 🔾 California		Zip Code	93420-		
	Contact Name	BILL JOHNSON					
	Email / Internet	INFO@BESTCONSTRU	JCTION.COM				
	Phone	8055437000	Ext.				
	Fax	8055341595					
	File Return Name	BEST CONSTRUCTION COMPANY					
	Street Address	1200 MAIN STREET					
	City	ARROYO GRANDE					
	State	CA California		Zip Code	93420-		
					Create	<u>C</u> lose	
	Enter information before	e creating the Electr	onic file				

## **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 dropdown choices. N-None Apply is the default selection.

	N - None Apply
-	F - Federal government
'	S - State or Local non-501c
	T - 501c Non-governmental
	Y - State or Local 501c
	N - None Apply

## **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.

R-Regular (All Others) 🛛 🐱	
A-Agriculture	
H-Household	
M-Military	
Q-Medicare Qualified Government Employment	
X-Railroad	
R-Regular (All Others)	

### **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.

• •

Close

## **Other Tab**

It is vital to check with a tax advisor to make the correct selections for this form.

<b>Figure: PR-342</b> 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.	W-2 Electronic Filing		_
	Resubmitted User Id Number Software Code Preparer Code Terminating Business Tax Jurisdiction Code	Resub TLCN 55512345 98-In-House Program L-Self-Prepared B-Blank	
	Submitter Information Submitter EIN Contact Name Contact Phone Number Contact Phone Ext. Contact E-Mail Contact Fax	893689945 JOSEPH JONES 8055551212 1324 JJ@DEMOCO.COM 8055552121	
	Enter information before	creating the Electronic file	Create

#### 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 dropdown choices are selected with help from the tax preparer or the IRS.

L-Self	Prepared	¥
A-Acc	ounting firm	
L-Self-	Prepared	
S-Serv	vice Bureau	
P-Pare	ent Company	
0-Oth	er	

#### **Terminating Business**

Check this box if it applies.

#### Tax Jurisdiction Code

Figure: PR-344	B-Blank 💌
W-2 Electronic Filing Other	B-Blank
tab Tax Jurisdiction Code	V-Virgin Islands
drop-down choices.	G-Guam
	S-American Samoa
	N-Northern Mariana Islands
	P-Puerto Rico

## 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.	W-2 Electronic Filing - Colorado      Main Qther State      Taxing Entity Code     Optional Code     State Employer Account Number     State Control Number     Other State Data     Supplemental 1     Supplemental 2	
	Enter information before creating the Electronic file	Create Close



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<sup>®</sup> 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**

## Options

- Select the current or previous year.
- 941 Payer
- Third Party Sick Pay

### W-3 Forms – Laser

0		186708.40	20432.0
8		186708.40	20432.0
77000000000		186708.40	7842.0
Best Construction Company		186708.40	2707.3
1200 Main Street		0.00	0.0
Unit 100			0.0
Arroyo Grande, CA 93420			0.0
		0.00	3718.6
x			
186708.40	5144.28	158197.70	1543.0
Bill Johnson	(805)	543-7000	
(805)534-1595	info	gbestconstruction.com	

Figure: PR-346 W-3 Transmittal Laser Form.

## W-3 Forms – Laser Draft

33333 a Control Number For Official OMB No. 19	Use Only ► 545-0008	
b         941         Military         943         944           Kind of Payer         Image: CT-1         Image: CT	Kind of Employer State/local non-501c State/lo State/local	on-govt Third-party sick pay cal501c Federal govt. applicable)
c Total number of Forms W-2 d Establishment number 8	1 Wages, tips, other compensation 186708.40	2 Federal income taxwithheld 20432.00
e Employeridentification number (EIN) 770000000000	3 Social securitywages 186708.40	4 Social securitytax withheld 7842.03
f Employersname Best Construction Company	5 Medicare wages and tips 186708.40 7 Social securitytips	6 Medicaretax withheld 2707.36 8 Allocated tips
1200 Main Street	7 Social securitytips 0.00	8 Allocateotips 0.00
Unit 100 Arrovo Grande, CA 93420	9	10 Dependent care benefits 0.00
g Employers address and ZIP code	11 Nonqualified plans 0.00	12a Deferred compensation 3718.60
h Other EIN used this year 15 State Employer's state ID number X	13         For third-partysick payuse only           14         Income tax withheld bypayer of third-partysick	12b pay
16         State, vages, tips, etc.         17         State income tax           186708.40         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	·
Jnder penalties of perjury, I declare that I have examined this return and a hey are true, and complete.		
agnature ►	Tax Statements 202	Date  Department of the Treasury Internal Revenue Service
	Draft	

## **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<sup>®</sup> 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.

<b>Figure: PR-348</b> Quarterly Electronic Filing Main tab screen query form for Recipient Agency Alabama.	Quarterly Wage E Main Qther Quarter Create file in Recipient Agency Employer Name Street Address City Employer State	APR-JUN/2020  C:\BIS\ Alabama BEST CONSTRUCTION COMPANY 1200 MAIN STREET UNIT 100 ARROYO GRANDE CA Q California	Zip Code	93420-	Erowse
	Enter information be	fore creating the Electronic File		Create	Close

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<sup>®</sup> currently can create these files. Note that most agencies follow the same standard for the electronic file. Exceptions within BIS<sup>®</sup> 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  $\square$  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<sup>®</sup> currently can create these files.

#### **Most Recipient Agencies**

#### Alabama, Georgia, Idaho, Iowa, Oregon

<b>Figure: PR-349</b> Quarterly Wage Electronic Filing Other tab screen form for Recipient Agency Alabama and most other states.	Quarterly Wage Electronic Filing - AL
	Create Glose

#### 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 - CA		
Quarterly Wage Electronic Filing Other tab screen query form for Recipient	Main Other		
	State Employer Account Number Wage Plan Code	55000001 S-State Unemployment and	
Agency CA, CO, IL, LA, and MD.			
			Create Close
	Enter information before creati	ing the Electronic File	

## California

Figure:	PR-35	51
Ouarterly	/ Wage	e Ele

ectronic Quarterly Wage Electronic Filing Other tab screen query form for Recipient Agency California.

Quarterly Wage Electronic Filin	ng - CA	
Main Other		
State Employer Account Number Wage Plan Code		
		C <u>r</u> eate <u>C</u> lose
Enter information before creating	g the Electronic File	

## Colorado

#### Figure: PR-352

Quarterly Wage Electronic Filing Other tab screen query form for Recipient Agency Colorado.

Quarterly Wage Electronic Filing - CO	
Main Other	
Contact Name Contact Phone Number Contact Phone Extension Taxing Entity Code State Employer Account Number Unit / Plant Code Seasonal Indicator	
	Create Close
nter information before creating the Electronic File	

### Illinois

# Figure: PR-353

Quarterly Wage Electronic Filing Other tab screen query form for Recipient Agency Illinois.

Employer Federal Tax Id (EIN)		
Taxing Entity Code		
Contact Name		
Contact Phone Number		
Contact Phone Extension		
State Employer Account Number		
Tax Type Code		•
Unit / Plant Code		
Previous Quarter Underpayment	0.00	
Interest	0.00	
Penalty	0.00	
Credit/Over	0.00	
Document Control Number		

## Louisiana

Figure: PR-354	🖻 Quarterly Wage Electronic Filing - LA
Quarterly Wage Electronic	Main Qther
Filing Other tab screen query form for Louisiana.	Terminating Business
	Contact Name
	Contact Phone Number
	Contact Phone Extension
	Contact Fax
	State Employer Number
	Employer Federal Tax Id (EIN)
	Type of Employment
	Include multiple worksite report (Form BLS 3020)
	Employees working at more than one location in the same county
	Include multiple worksite data on LIEU of form BLS 3020
	Participating in electronic funds transfer
	Create Glose
	Enter information before creating the Electronic File

## Maryland

#### Figure: PR-354a

Quarterly Wage Electronic Filing Other tab screen query form for Recipient Agency Maryland

🖻 Quarterly Wage Electronic Filing - MD	
Main	
State Employer Account Number	
	Create Close
Enter information before creating the Electronic File	

# 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<sup>®</sup> 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  $\Box$  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.		
	New	

### **Scrolling Through Department Records**

Department records can be scrolled by using the Navigation buttons on the toolbar  $4 \le 100$  at the top of the screen. Clicking on the First icon 100 (at the top of the screen) will open the first record of the list, according to Department. Clicking on the Previous icon 100 (at the top of the screen) will open the immediately prior record of the list, according to Department. Clicking on the Next icon 100 (at the top of the screen) will open the screen) will open the next record of the list, according to the Department. Clicking on the Last icon 100 (at the top of the screen) will open the next record of the list, according to the Department. Clicking on the Last icon 100 (at the top of the screen) will open the next 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  $\Box$  (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.	Search for Search in Condition	ts Department Begin with Case Sensitive	Search Glear Ok Cancel
	Department	Description Department 1	
			Ŧ

<b>Figure: PR-357</b> Sample Department screen form that is editable.	Departments - 1 Department 1      Main PR General PR Eederal PR State Notes      Department 1	
	Description Department 1	

#### **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  $\boxed{\times}$  (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.	Departments - 1 I	Department 1 PR Eederal PR State Notes 1 Department 1	
	Edit		

#### 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 - 1 Department 1				
Departments, PR General Account tab screen form.	Main PR General PR Federal PI	R <u>S</u> tate <u>N</u> otes			
	Cash Account	1020	Q	Cash In Bank	
	PR Advance Account	1430	Q,	Employee Advances	
	Union Payable Account	2410	Q	Union Payable 1	
	Union Expense Account		Q		
	Workers' Comp. Payable Account	2300	Q	Worker's Compensation Payable	
	Workers' Comp. Expense Account		Q		
	Edit				

### **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.

Chart of Accounts	
Chart of Accounts Budget	
Chart of Accounts Tree Structur	e
Departments	
What's This?	

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.

6015 Pay 6020 Inst	Account Name her Wages, Salary & Bonus yroll Tax Expense-Trade	Type Transaction		Cash Flow De	epartment†	Z Acct. Classification Direct Cost	*
	aurance-Workman's Comp-Trade surance-Gen. Liability-Trade ion Benefits-Trade all Tools Expense		None None	1 1 1 1		Direct Cost Direct Cost Direct Cost Direct Cost Direct Cost	•

### 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	Departments - 1 Department 1     Main PR General PR Federal P	R State Notes			
Account tab screen form.			_		
	Federal Withholding Account	2210	9	Payroll Taxes Payable-FIT	
	Social Security Withholding Account	2220	Q.	Payroll Taxes Payable-FICA	
	Medicare Withholding Account	2050	Q	Accrued Salaries, Wages & Bonus I	
	Social Security Payable Account	2220	Q,	Payroll Taxes Payable-FICA	
	Social Security Expense Account	6015	Q	Payroll Tax Expense-Trade	
	Medicare Payable Account	2220	Q,	Payroll Taxes Payable-FICA	
	Medicare Expense Account	6015	Q,	Payroll Tax Expense-Trade	
	FUTA Payable Account	2230	Q	Payroll Taxes Payable-FUTA	
	FUTA Expense Account		Q		
	Edit				

#### **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.

Chart of A	ccounts
Chart of A	ccounts Budget
Chart of A	ccounts Tree Structure
Departmer	nts
What's Thi	s?

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.

Find/Search screen form showing only departmentalized accounts.	Search f Search i Conditio	n A	ccount egin with Case Sensitive Account Name	Туре	Job	•	<u>S</u> earc <u>C</u> lear <u>O</u> k <u>C</u> ance	
60 60 60			Account Name	Type	Job	a 1		
	6020 1 6025 1 6035 1	Payroll T Insuranc Insuranc Union Be	lages, Salary & Bonus lax Expense-Trade se-Workman's Comp-Trade se-Gen. Liability-Trade enefits-Trade ols Expense	Transaction Transaction	None None None None	1 1 1 1	Acct. Classification Direct Cost Direct Cost Direct Cost Direct Cost Direct Cost Direct Cost	

### 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.

AK     Alaska       AL     Alabama	
AL Alabama	
AR Arkansas	_
AZ Arizona	
CA California	
CO Colorado	
CT Connecticut	
DC District of Columbia	
DE Delaware	
FL Florida	
GA Georgia	
HI Hawaii	

# 🄍 Tip

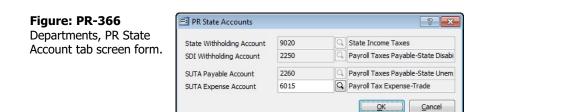
**ip** Often, users will postpone department payroll setup until later in the process. However, it is important to consider the need for departments early in the process so as to no foreclose any options later.

🄍 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.



### **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	Chart of Accounts
Reports directly accessible	Chart of Accounts Budget
by right-clicking on the	Chart of Accounts Tree Structure
field name hyperlink.	Departments
	What's This?

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.

Find/Search screen form	count arch for arch in adition	Account Begin with Case Sensitive Case Sensitive						
accounts.	Othe Pays Insu Insu Unio	Account Name er Wages, Salary & Bonus roll Tax Expense-Trade irrance-Workman's Comp-Trade irrance-Gen. Liability-Trade n Benefits-Trade II Tools Expense	Type Transaction Transaction Transaction Transaction Transaction	None None None None None		Department f Å	Acct. Classification Direct Cost Direct Cost Direct Cost Direct Cost Direct Cost Direct Cost	•

### **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.	Eil Departments - 1     Department 1       Main     PR General     PR Ederal       PR State     Notes	
		•
	Edit	

## Save the Changed Record

When the record is complete or satisfactorily edited, either click on the  $\Box$  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<sup>®</sup> 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<sup>®</sup> for users with passwords.

Access					
		Modules			
Jser Id USER1 Q User 1		GL	AP	DC 🔲	PR
		V BK	PO	] JE	<b>V</b> UN
File	4	JB	AR.	EQ	V PW
Open		SC	VI V	V DM	<b>RW</b>
Save		DL			
New Company		V DL	RS RS	V JS	CC 🗸
- • Open Company		User Actions -			
<ul> <li>Close Company</li> </ul>	E	Add	Edit	Delete	
<ul> <li>Edit Company</li> </ul>		Print	Preview	Export	Email
Install DEMO Company		User Defined F	تعاماه:		
- Print Preview		erer bennebt		-	
Print		Define	Fields	View Fie	elds
Backup		Printer			
Restore					-
- • Auto-Testing		-			Denv
Exit			Allow		Deny
🗄 🧰 Edit	-	+ -	Globa	1	
pption File Module	AD		Reset Prin	nters C	Copy Profile
			<u>R</u> eset	Field Level	Security
ccess for user USER 1 was saved successfully					

### 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<sup>®</sup> license configuration. These options will continue to display a red circle. Refer to the module chart.

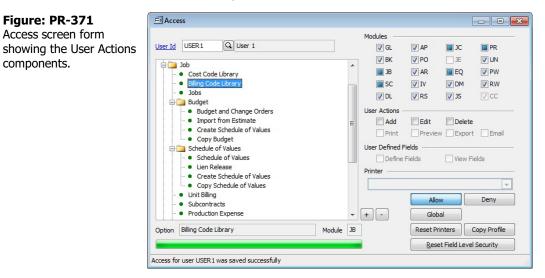
The initial listings in the major window show the same menu items shown above the toolbar at the top of the screen. To the lower right of that listing box, there are buttons similar to the Chart of Accounts. Clicking on the Plus (+) button will fully expand the list to show all subsidiary menu elements.

## **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.



## 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<sup>®</sup> 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	🖻 Global User Acc	cess		? 💌
Global User Access screen form showing the three types of access control for each form of access.	Menu Access User Actions — Add Edit Delete	<ul> <li>Allow</li> <li>Allow</li> <li>Allow</li> <li>Allow</li> <li>Allow</li> </ul>	<ul> <li>Deny</li> <li>Deny</li> <li>Deny</li> <li>Deny</li> <li>Deny</li> </ul>	<ul> <li>No Change</li> <li>No Change</li> <li>No Change</li> <li>No Change</li> <li>No Change</li> </ul>
	Print	Allow	Deny	No Change
	Preview	Allow	Deny	No Change
	Export	O Allow	Deny	No Change
	Email		O Deny	No Change
	Report Hyperlinks		O Deny	No Change
			<u>0</u> K	<u>C</u> ancel
l	24			

### 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<sup>®</sup> 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.



Form	Jobs		
Object	Textbox		
Deny	User	Nam	ne A
	USER 1	User One	
	USER2	User Two	
_			
_	-	8	
	-		
•	1	T	4

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 toolbar, 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 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<sup>®</sup>. 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	System Wide Parameters				
Administrator, System	GL AP AR CD CR IV AD	PR UN IC	JE	DM BK Miscellaneous Consolidation	
Wide Parameters PR tab, Accounts sub-tab form.	Accounts Default Taxes Cus	tom App Certified	l <u>P</u> a	yroll Direct Deposit	
ACCOUNTS SUD-Lab TOTTI.	Cash Account	1020	$\underline{-}$	Cash In Bank	
	PR Advance Account	1430	Q,	Employee Advances	
	Accrue Workers' Comp. to the Ger				
	Workers' Comp. Payable Account	2300	$ \ge$	Worker's Compensation Payable	
	Workers' Comp. Expense Account	7009	Q	Insurance-Workman's Comp-G&A	
	Click on the <save> button to save char</save>	nges			

### 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 System Wide Parameters - • × Administrator, System <u>GL</u> <u>AP</u> <u>AR</u> <u>CD</u> <u>CR</u> <u>IV</u> <u>AD</u> <u>PR</u> <u>UN</u> <u>JC</u> <u>JB</u> <u>DM</u> <u>BK</u> <u>Miscellaneous</u> Consolidation Wide Parameters PR tab. Accounts Default Taxes Custom App Certified Payroll Direct Deposit Default sub-tab form. Apply Company FICA to Job Cost Offer Check Run Report Trade Classification to overwrite employee wage rates Departmentalize Payroll Assets accounts (Non-Cash) Use Cost Code Payroll defaults Departmentalize Payroll Payable & Liability accounts V Overwrite default tax withholding and unemployment states Allow duplicate check numbers Allow a check date prior to the pay period date Allow negative Tax Deferred in Pavroll Checks Show Company Address on checkstub Distribute Reg Hrs using TAB key when over 8 hours Load Default Workers' Comp. Classification from: () Employees (using Tax Withholding State) Cost Code Library C Employees (using Job State) Employees (using Workers' Comp State) Vacation & Sick Leave Accruals Allow to use more vacation hours than available Allow to use more sick pay hours than available Reduce hours taken before check is posted Use plan "Beginning Accruing Date" to calculate plan limits Click on the <Save> button to save changes

### 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.

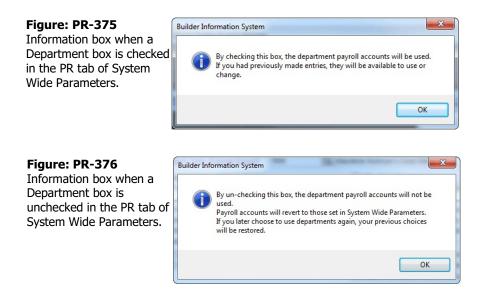
## **Departmentalize Payroll Payable & Liability Accounts**

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.



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

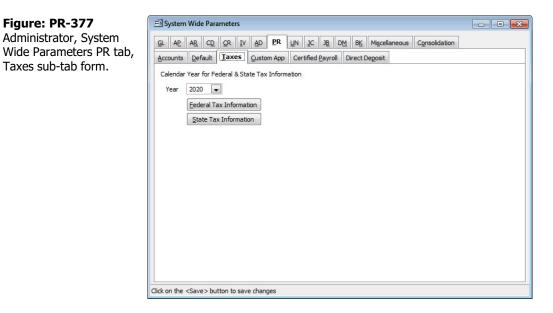
Select this option to allow more sick pay hours to be utilized than what the employee has currently accrued.

#### **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



#### **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<sup>®</sup> 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.

<b>Figure: PR-377a</b> System Wide Parameters PR tab, Taxes Sub-tab, Federal Tax Information button, Federal tab screen form.	Federal Tax Information - Calend Federal FICA Social Security Tax Employer Federal Tax ID Federal Withholding Account Federal Tax Withholding calcula Round Federal withholding to the		
button, Federal tab screen	Federal Withholding Account	e nearest dollar	ive <u>G</u> lose

### **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<sup>®</sup> will calculate an employee's federal tax withholding separately for each state. If not, BIS<sup>®</sup> 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<sup>®</sup> 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.

1	Caution	For BIS <sup>®</sup> to	correctly	compute	the	withholding	amount	for	each
		employee, th	e data ente	red here m	nust	be accurate.			

Figure: PR-378	🖻 Federal Tax Information - Calendar	Year: 2020		
System Wide Parameters PR tab, Taxes Sub-Tab,	Eederal FICA Social Security Tax	FICA Medicare T	ax	FUTATax
Federal Tax Information button, FICA Social Security Tax tab screen form.	Tax Rate (Employee) Tax Rate (Company) Wage Limit Social Security Withholding Account I Accrue Social Security Tax to the Go Social Security Payable Account Social Security Expense Account	0.04200 0.06200 137,700.00 2220 eneral Ledger 2220 7005	Q Q	No Limit Payroll Taxes Payable-FICA Payroll Taxes Payable-FICA Payroll Tax Expense-G&A
	Calendar Year:	2020		Save Glose

### Tax Rate (Employee)

This field is used to record the employee's tax rate for FICA social security tax. BIS<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup> 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.



For BIS<sup>®</sup> 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	Eederal FICA Social Security T	ax FICA Med	icare Tax	
Information, FICA Medicare Tax tab screen form.	Tax Rate 0.0145 Wage Limit 0.0		Additional Medicare Tax	200,000.00
			Threshold for Married Filing Jointly	250,000.00
			Threshold for Married Filing Separately	125,000.00
			Additional Medicare Rate	0.00900
	Medicare Withholding Account	2220 General Ledner	Q Payroll Taxes Payable -FICA	
	Medicare Payable Account	2220	Q Payroll Taxes Payable-FICA	
	Medicare Expense Account	7005	Q Payroll Tax Expense-G&A	-
	Calendar Ye	ar: 20	20	Save

## Tax Rate

This field is used to record the tax rate for FICA Medicare tax. BIS<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup> 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

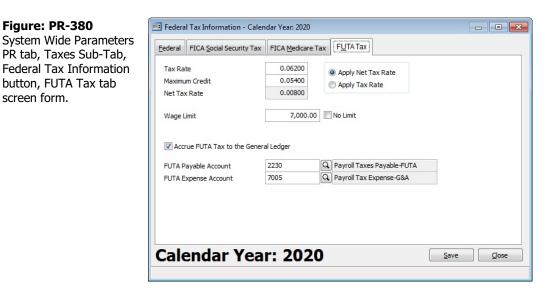
The FUTA Tax tab is used for recording detailed information related to employer Federal Unemployment Tax Act (FUTA) taxes.

Caution

For BIS<sup>®</sup> to correctly compute the company's tax obligation for each employee, the data entered here must be accurate.

Figure: PR-380

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<sup>®</sup> 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	=	State	Tax In	formation - Calendar Year:	2020	-?	x
System Wide Parameters		Mark	State	Name	Tax		
PR tab, Taxes Sub-Tab,			AK	Alaska			-
	-	7	AL	Alabama			
State Tax Information		7	AR	Arkansas			
outton, State Tax		7	AZ	Arizona			=
Information list.		V	CA	California			
		<b>v</b>	co	Colorado			
		7	СТ	Connecticut			
		1	DC	District of Columbia			
		1	DE	Delaware			
		1	FL	Florida			
		1	GA	Georgia			
		1	HI	Hawaii			
		1	IA	Iowa			
		1	ID	Idaho			
		1	IL	Illinois			
		1	IN	Indiana			
		1	KS	Kansas			+
	Ī	•				Þ	
							_
						Close	

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.

## \rm **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. 🄃 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	🖻 California Tax Information - Calendar Year: 2020 💿 💿 💌
System Wide Parameters	State SUTA SDI Tax Deferred
PR tab, Taxes Sub-Tab, State Tax Information button, State Tax Information list, State Tax button, State tab screen form.	Employer State Tax ID 111111111 State Withholding Account 2240 Payroll Taxes Payable-SIT Round state withholding to the nearest dollar Form DE-6/DE 9C Exemption Status (DE-6/DE 9C) None Top Mark Adjustments Top 0 I Inches Bottom Mark Adjustments
	Left 0 rinches Bottom 0 rinches Calendar Year: 2020 Save Gose

### **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<sup>®</sup> 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<sup>®</sup> 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  $-\frac{1}{2}$ " to  $+\frac{1}{2}$ ".

Figure: PR-383 Example of adjustments to the California DE-6/DE 9C form.	State         SUTA         SD           Employer State Tax         State Withholding A         Round state with           Form DE-6/DE 9C         Exemption Status (D         Top Mark Adjustme           Top         Mark Adjustme         Top         4/64           Right         2/64         2/64         2/64	ccount         2240           hholding to the nearest de           DE-6/DE 9C)         Third Parts           ants         ** (1/16*)         •• indh           ** (1/12*)         •• indh	11 Q Payroll Taxes Payable-SIT ollar <sup>7</sup> Sick Pay	
	Bottom Mark Adjus Left 3/64 Bottom 5/64	tments	es es	Save Close

A diagram is also included in the screen form to show the relative movement of the adjustment on the final print.



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	🖻 California Tax Information	- Calendar Year: 2	020			- • •
System Wide Parameters PR tab, Taxes Sub-Tab,	State SUTA SDI Tax D	eferred				
State Tax Information button, State Tax Information list, State Tax button, SUTA tab screen form.	Tax Rate Wage Limit Ø Accrue SUTA Tax to the O SUTA Payable Account SUTA Expense Account ETT	No Limit Payroll Taxes Payable-State Unem Payroll Tax Expense-G&A				
	Employment Training Tax					
	ETT Tax Rate	0.00100				
	ETT Wage Limit	7,000.00				
	Accrue ETT to the Genera	al Ledger				
	ETT Payable Account	2260	Q	Payroll Taxes Payable-State Unem		
	ETT Expense Account	7005	Q	Payroll Tax Expense-G&A		
	Calendar Ye	ear: 202	20	)	Save	Close

#### **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<sup>®</sup> 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<sup>®</sup> 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.

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🄍 Tip
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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,	E California Tax Information	n - Calendar Year: 2 Deferred	020	
State Tax Information	Withhold for State Disabi	lity Insurance (SDI)		
button, State Tax	Tax Rate	0.00900		
Information list, State Tax	Wage Limit	104,378.00	No Limit	
button, SDI tab screen	SDI Withholding Account	2250	Q Payroll Taxes Payable-State Disabi	
form.				
	Calendar Y	ear: 202	20 <u>s</u> av	/e <u>C</u> lose

### 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<sup>®</sup> 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

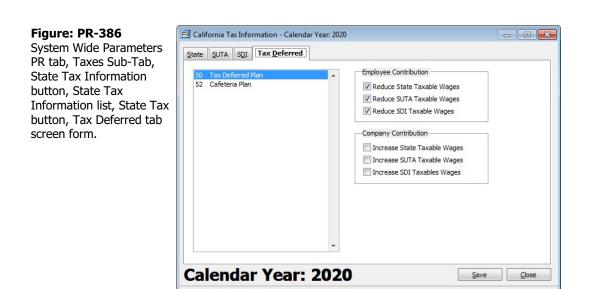
When the record is complete or satisfactorily edited, either click on the 🗔 Save button on the toolbar or press Ctrl-S to save the changes.

#### 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.

# i) Tip

Tax deferred plans shown in this example are defaults initially offered in BIS<sup>®</sup>. 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.



#### **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	System Wide Parameters
PR tab, Custom App sub- tab screen form.	Accounts Default Taxes Custom App Certified Payroll Direct Deposit
	Custom Application to reprint/email Payroll Check Stub
	Output Form to reprint/email Payroll Check Stub System Laser
	Employee email address to use when emailing Payroll Check Stub   Business Email  Personal Email
	Click on the <save> button to save changes</save>

### **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

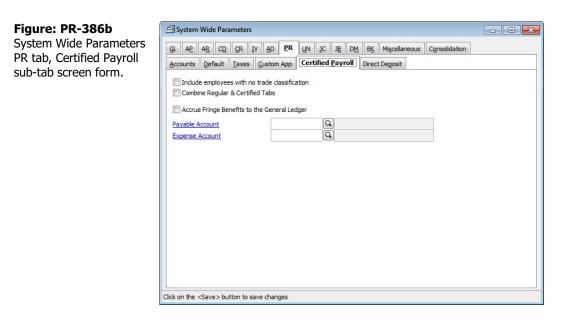
Select between a employee's business or personal email address listed on the Employee master record Other tab.

#### 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.



### 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<sup>®</sup> 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	VË
PR tab, Direct Deposit tab,	
Direct Deposit	Prior
button, Payroll Direct	Refi
	Imm
Deposit screen form.	Imm

Priority Code Reference Code	01 12345678	_	[	-	
Immediate Destination Code	102000022	Name	1ST BANK	-	
Immediate Origin Code	102000021	Name	BEST CONSTRUCTION		
Company Name	BEST CONST.				
Company Identification	1234567890				
Company Entry Description	CHECKING				
Originating DFI Identification	12345678				
Bank Account	123456789012	34567			
Routing Number	102000021				
Account Type	Checking	-			
Check the box below if your b	ank requires a "b	alanced" fo	orm of the ACH direct deposit file		
Add Balanced record.					

## **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 Automated Clearing House Association)
- DFI: Depository Financial Institution
- ODFI: Originating Depository Financial Institution
- RDFI: Receiving Depository Financial Institution

The fields are left justified if the data is less than the character length provided. The fields used in BIS<sup>®</sup> 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<sup>®</sup>, 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<sup>®</sup>, 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<sup>®</sup> 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<sup>®</sup> 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	Copy Master Inform	nation Best Construction Company		
Information screen form.	Company to Copy from			×
	Available Data Files		Selected Data Files	
	Billing Code Library Cost Cost Library Customer Master File Discount Schedule Employee Master File Inventory File Macro Text Pay Type Payment Terms Report Code Sales Person			•
				Copy <u>C</u> lose
	Select the Master Info	ormation files you want to copy		

## **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.

## Сору

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.



## 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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.

## 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**

Imprint Papel Papel Papel Papel     Papel Papel Papel Papel Papel Addition Code 28 will be entered in the 941 Form Page 1 80X sa (1) this reducing the Taxable scale accurity wages in B0X Sa. The daily tax lability in Schedule B will also be adjusted. <b>2 Qualified Family Leave</b> Payrol Addition Code 29 will be entered in the 941 Form Page 1 80X Sa (1) this reducing the Taxable scale accurity wages in B0X Sa. The daily tax lability in Schedule B will also be adjusted. <b>2 Qualified Family Leave</b> Payrol Addition Code 29 will be entered in the 941 Form Page 1 80X Sa (1) thus reducing the Taxable scale accurity wages in B0X Sa. The daily tax lability in Schedule B instructions: adjusted. <b>2 Page 1 Page 2 Page 3</b> Interval in the 941 Form Page 1, 2 and 3 as described accurity wages in B0X Sa. The daily tax lability in Schedule B instructions: adjusted. <b>2 Page 1 Page 2 Page 3</b> Interval in the schedule B instructions: adjusted. <b>2 Page 1 Page 2 Page 3</b> Interval inter	JL-SEP/2020	[Note: The following	form is provided for	or worksheet purposes only]	_ [
By selecting Qualified Sick Leave, the amount of Payroll Addition Code 28 will be entered in the 941 Form Page 1 BOX Sa (i) thus reducing the Taxable social security wages in BOX Sa. The daily tax liability in Schedule B will also be adjusted.   Qualified Family Leave By selecting Qualified Family Leave, the amount of Payroll Addition Code 29 will be entered in the 941 Form Page 1 BOX Sa (ii) thus reducing the Taxable social security wages in BOX Sa. The daily tax liability in Schedule B will also be adjusted.  Payroll Addition Code 29 will be entered in the 941 Form Page 1 BOX Sa (ii) thus reducing the Taxable social security wages in BOX Sa. The daily tax liability in Schedule B will also be adjusted.  The following boxes in the 941 Form Pages 1, 2 and 3 as described lelow will not be calculated and will need to be entered manually.  Page 1 Page 2 Page 3 https://www.irs.gov/instructions/i941 Sf 13a 19 https://www.irs.gov/instructions/i941sb 7 13b 20 8 13c 21 9 13d 22 11a 23 11b 24 11c 25 The amounts entered in boxes 5f, 7, 8, 9, 11a, 11b, 11c will change the amount in box 12.  Please carefully review the selections and instructions listed above as they change how the 941 Form is filled in	1 Page 2 Pag	ge 3 Page 4			
Sa (i) thus reducing the Taxable social security wages in BOX 5a. The daily tax liability in Schedule B will also be adjusted.   Image: Control C	Sick Leave	Payroll Additio	n Code 28 C	Qualified Sick Leave	
By selecting Qualified Family Leave, the amount of Payroll Addition Code 29 will be entered in the 941 Form Page 1 BOX Sa (ii) thus reducing the Taxable social security wages in BOX 5a. The daily tax liability in Schedule B will also be adjusted. The following boxes in the 941 Form Pages 1, 2 and 3 as described lelow will not be calculated and will need to be entered manually. Page 1 Page 2 Page 3 https://www.irs.gov/instructions/i941 5f 13a 19 https://www.irs.gov/instructions/i941sb 7 13b 20 8 13c 21 9 13d 22 11a 23 11b 24 11c 25 The amounts entered in boxes 5f, 7, 8, 9, 11a, 11b, 11c will change he amount in box 12.					BOX
Sa (ii) thus reducing the Taxable social security wages in BOX 5a. The daily tax liability in Schedule B will also be adjusted.         The following boxes in the 941 Form Pages 1, 2 and 3 as described well not be calculated and will need to be entered manually.       Links for 941 and Schedule B instructions:         Page 1       Page 2       Page 3       https://www.irs.gov/instructions/i941         5f       13a       19       https://www.irs.gov/instructions/i941sb         7       13b       20         8       13c       21         9       13d       22         11a       23         11b       24         11c       25         The amounts entered in boxes 5f, 7, 8, 9, 11a, 11b, 11c will change he amount in box 12.         Please carefully review the selections and instructions listed above as they change how the 941 Form is filled in second.	amily Leave	Payroll Additio	n Code 29 C	Qualified Family Leave	
Page 1       Page 2       Page 3       https://www.irs.gov/instructions/i941         5f       13a       19       https://www.irs.gov/instructions/i941sb         7       13b       20         8       13c       21         9       13d       22         11a       23         11b       24         11c       25					1 BOX
5f       13a       19       https://www.irs.gov/instructions/i941sb         7       13b       20         8       13c       21         9       13d       22         11a       23         11b       24         11c       25         The amounts entered in boxes 5f, 7, 8, 9, 11a, 11b, 11c will change he amount in box 12.         Please carefully review the selections and instructions listed above as they change how the 941 Form is filled in the amount in box 12.				Links for 941 and Schedule B ins	tructions:
7       13b       20         8       13c       21         9       13d       22         11a       23         11b       24         11c       25         The amounts entered in boxes 5f, 7, 8, 9, 11a, 11b, 11c will change he amount in box 12.         Please carefully review the selections and instructions listed above as they change how the 941 Form is filled in the amount in box 12.		Page 2 F	Page 3	https://www.irs.gov/instructions	<u>/i941</u>
7       13b       20         8       13c       21         9       13d       22         11a       23         11b       24         11c       25         The amounts entered in boxes 5f, 7, 8, 9, 11a, 11b, 11c will change he amount in box 12.         Please carefully review the selections and instructions listed above as they change how the 941 Form is filled in the amount in box 12.				https://www.irs.gov/instructions	/i941sb
9       13d       22         11a       23         11b       24         11c       25         The amounts entered in boxes 5f, 7, 8, 9, 11a, 11b, 11c will change he amount in box 12.       Please carefully review the selections and instructions listed above as they change how the 941 Form is filled in the selection of the selec			20		
11a       23         11b       24         11c       25         The amounts entered in boxes 5f, 7, 8, 9, 11a, 11b, 11c will change         he amount in box 12.         Image: Please carefully review the selections and instructions listed above as they change how the 941 Form is filled in		13c 2	21		
11b       24         11c       25         The amounts entered in boxes 5f, 7, 8, 9, 11a, 11b, 11c will change he amount in box 12.       Please carefully review the selections and instructions listed above as they change how the 941 Form is filled in the selection of th		13d 2	22		
11c       25         The amounts entered in boxes 5f, 7, 8, 9, 11a, 11b, 11c will change he amount in box 12.       Please carefully review the selections and instructions listed above as they change how the 941 Form is filled in the selection of the se		2	23		
The amounts entered in boxes 5f, 7, 8, 9, 11a, 11b, 11c will change the amount in box 12.  Please carefully review the selections and instructions listed above as they change how the 941 Form is filled in		2	24		
Please carefully review the selections and instructions listed above as they change how the 941 Form is filled in		2	25		
				<u>Continue</u>	

941 For	n - JUL-SEP/2020 [Note: The following form is provided for worksheet purposes only]	
tings P	age 1 Page 2 Page 3 Page 4	
	0/1 for 2020, Employer's OLIADTEDLY Federal Tex Deturn	20
Form (Rev. Ap	D41 for 2020:         Employer's QUARTERLY Federal Tax Return         9501           ril 2020)         Department of the Treasury – Internal Revenue Service         OMB No. 1545-0	029
Emplo	yer identification number (EIN) 7 7 - 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 (7b or this Quarter of 2020	h - 1
Nam		
Trad	name (if any) The best company	
Addr	ass 1200 Main Street - Unit 100 4: October, November, December	
	Number         Street         Suite or room number         Go to www.irs.gov/Form941 for instructions and the latest information.	
	City State ZIP code	
	Foreign country name Foreign province/county Foreign postal code	
-	he separate instructions before you complete Form 941. Type or print within the boxes.	
Part 1	Answer these questions for this quarter. Number of employees who received wages, tips, or other compensation for the pay	_
		56
2	Wages, tips, and other compensation	20
		20
3	Federal income tax withheld from wages, tips, and other compensation	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           Taxable social security wages         328,665.20         x 0.124 =         40,754.48	
5a		
5a 5a	(i) Qualified sick leave wages         1464.00         × 0.062 = 90.77           (ii) Qualified family leave wages         776.00         × 0.062 = 48.11	
5b	Taxable social security tips $0.00 \times 0.124 = 0.00$	
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), 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         100,676.	61
Ŭ		_
7	Current quarter's adjustment for fractions of cents	01
8	Current quarter's adjustment for sick pay	00
9	Current quarter's adjustments for tips and group-term life insurance	00
10	Total taxes after adjustments. Combine lines 6 through 9	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
110	Nonrefundable portion of employee retention credit from Worksheet 1 11c 0.	00
-	bu MUST complete all three pages of Form 941 and SIGN it. Next Vacy Act and Paperwork Reduction Act Notice, see the back of the Payment Voucher. Cat. No. 17001Z Form 941 (Rev. 4-2	
POPPI	vacy Act and Paperwork Reduction Act Notice, see the back of the Payment Voucher. Cat. No. 17001Z Form 941 (Rev. 4-2	020)

11d       Total nonrefundable credits. Add lines 11a, 11b, and 11c							
Part 1:       Answer these questions for this quarter. (continued)         Part 1:       Answer these questions for this quarter. (continued)         Part 1:       Answer these questions for this quarter. (continued)         Part 1:       Answer these questions for this quarter. (continued)         Part 1:       Answer these questions for this quarter. (continued)         Part 2:       Total deposits for this quarter, including overpayment applied from a prior quarter and overpayment applied from Form 941-X, 941-X (PR), 944-X (SP) filed in the current quarter       13a         Part 2:       Total deposits for this quarter, including overpayment applied from a prior quarter and overpayment applied from form 941-X, 944-X (SP) filed in the current quarter       13a       0.00         Part 2:       Deferred amount of the employer share of social security tax       13b       13c       0.00         Part 2:       Total deposits, deferrals, and refundable credits. Add lines 13a, 13b, 13c, and 13d       13e       0.00         Part 2:       Total advances received from filing Form(s) 7200 for the quarter.       13f       13g       0.00         Part 2:       Total deposits, deferrals, and refundable credits less advances. Subtract line 13f from line 13e       13g       0.00         Part 2:       Total advances received from filing Form(s) 7200 for the quarter.       14d       100.0676.60         Overpayment. If line 13g is more than line 13g, ente							950220
Part 1:       Answer these questions for this quarter. (continued)         111       Total nonrefundable credits. Add lines 11a, 11b, and 11c       11d       0.00         112       Total taxes after adjustments and nonrefundable credits. Subtract line 11d from line 10       12       100,676.60         113a       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         113b       Deferred amount of the employer share of social security tax       13b       0.00         113c       Refundable portion of credit for qualified sick and family leave wages from Worksheet 1       13a       0.00         113c       Total deposits, deferrals, and refundable credits. Add lines 13a, 13b, 13c, and 13d       13a       0.00         113f       Total advances received from filing Form(s) 7200 for the quarter.       13f       0.00         113g       Total deposits, deferrals, and refundable credits less advances. Subtract line 13f from line 13e       13g       0.00         113g       Total deposits, deferrals, end refundable credits less advances. Subtract line 13f from line 13e       13g       0.00         113g       Total advances received from filing Form(s) 7200 for the quarter.       14f       100,676.60         113g       Total deposits, deferrals, and refundable credits les							
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, 974-X, 9744-X, 979 filed in the current quarter       13a       0.00         13b       Deferred amount of the employer share of social security tax			s for this quarter.	(continued)	11000	00000	
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, 974-X, 9744-X, 979 filed in the current quarter       13a       0.00         13b       Deferred amount of the employer share of social security tax	did Tat	tol nonrofundable aredite	Add lines 11s, 11k	and the		444	0.00
13a       Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 041-X (PR), 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         13c       Refundable portion of employee retention credit from Worksheet 1       13d       0.00         13d       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         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 12, enter the difference       0.00       Check one:       Apply to nettretur.       Is and a refund.         142       Tell us about your deposit schedule and tax liability for this quarter.       Is advancer. Jine 12 on this return is less than \$2,500 on line 12 on the return for the prior quarter. Jine 12, for the prior quarter was less than \$2,500, on line 12 on this return is 100,000 or more,	110 100	ai nomenundable credits.	Aud intes tra, tru	, and 110			
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         13c       Refundable portion of employee retention credit from Worksheet 1       13d       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 deposits, deferrals, and refundable credits less advances. Subtract line 13f from line 13e       13g       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       14d       100,676.60         15       Overpayment. If line 13g is more than line 12, enter the difference is the quarter.       0.00       Check one:       Apply to mettratum.       Send a returd.         2012       Tell us about your deposit schedule and tax liability for this quarter.       send a returd.       Send a returd.         16       Che	12 Tot	tal taxes after adjustment	s and nonrefunda	ble credits. Subtract line 11d fro	om line 10 .	12	100,676.60
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         13e       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       14d       100,676.60         15       Overpayment. If line 13g is more than line 12, enter the difference       0.00       Check one:       Apply to next neture.         2012       Tell us about your deposit schedule and tax liability for this quarter.       100       Send a reture.         16       Check one:       Line 12 on this return is less than \$2500 or line 12 on the return for the prior quarter was less than \$2500.       Si 00000 mest-day deposit or, complete the deposit schedule below; if you're a semiwedly schedule depositor, complete the deposit schedule below; if you're a semiwedly schedule depositor, complete the deposit schedule below; if you're a semiwedly schedule depositor, complete the deposit schedule below; if you're a semiwedly schedule depositor, complete the deposit schedule below; if you're a semiwedly schedule deposit						13a	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         14g       Balance due. If line 12 is more than line 13g, enter the difference and see instructions       14d       100,676.60         15       Overpayment. If line 13g is more than line 12, enter the difference       0.00       Check one:       Apply to net return.       Send a returd.         2012       Tell us about your deposit schedule and tax liability for this quarter.       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 urie rear \$100,000 nert-day deposit obligation during the current quarter. If line 12 for the prior quarter was less than \$2,500 urie rear \$100,000 nert-day deposit obligation during the current quarter. If line 12 for the prior quarter was less than \$2,500 urie rear \$100,000 nert-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 you're da semiweekly schedu	13b Def	ferred amount of the emp	loyer share of soc	ial security tax		13b	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         14g       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 returd.         20122       Tell us about your deposit schedule depositor or a semiweekly schedule depositor, see section 11 of Pub. 15.       In 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 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.         14a       You were a semiweekly schedule depositor for the entire quarter. Enter your tax liability for each month and total liability for the quarter         11ability for quarter       100,676.60       Month 3       0.00 </td <td>13c Ref</td> <td>fundable portion of credit</td> <td>for qualified sick</td> <td>and family leave wages from V</td> <td>Worksheet 1</td> <td>13c</td> <td>0.00</td>	13c Ref	fundable portion of credit	for qualified sick	and family leave wages from V	Worksheet 1	13c	0.00
13if       Total advances received from filing Form(s) 7200 for the quarter.       13if       0.00         13g       Total deposits, deferrals, and refundable credits less advances. Subtract line 13if 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 returd.         22112:       Tell us about your deposit schedule and tax liability for this quarter.       .       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 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.         17       You were a monthly schedule depositor for the entire quarter. Enter your tax liability for each month and total liability for quarter         100,676.60       Month 1       100,676.60         100       Month 3       0.00	13d Ref	fundable portion of emplo	yee retention cree	dit from Worksheet 1		13d	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 returd.         Part 2:       Tell us about your deposit schedule and tax liability for this quarter.         you're unsure about whether you're a monthly schedule deposit 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 ur line 12 on the return for the prior quarter. If line 12 for the prior quarter was less than \$2,500 ur line 12 on this return is \$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 next-day deposit or or more, you must provide a record of your federal tax liability. If you're a a monthly schedule depositor, complete the deposit schedule below; if you're a semiweekly schedule deposit or the entire quarter. Enter your tax liability for each month and total liability for the quarter, then go to Part 3.         Image: Total liability. If you ret image:	13e Tot	tal deposits, deferrals, and	d refundable cred	its. Add lines 13a, 13b, 13c, and	13d	13e	0.00
14       Balance due. If line 12 is more than line 13g, enter the difference and see instructions	13f Tot	tal advances received fror	m filing Form(s) 72	00 for the quarter		13f	0.00
15       Overpayment. If line 13g is more than line 12, enter the difference       0.00       Check one:       Apply to next return.       Send a returd.         Part 2:       Tell us about your deposit schedule and tax liability for this quarter.       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 out 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         Month 2       0.00         Month 3       0.00         Month 4       0.00         Month 3       0.00         Month 4       100,676.60         Total liability for quarter       100,676.60         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.	13g Tot	al deposits, deferrals, and r	refundable credits	ess advances. Subtract line 13f f	rom line 13e .	13g	0.00
Part 2: Tell us about your deposit schedule and tax liability for this quarter. 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 of biligation during the current quarter. If line 12 for the prior quarter was less than \$2,500 biline 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. Vou 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 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. Vou MUST complete all three pages of Form 941 and SIGN it.	14 Bal	lance due. If line 12 is more	e than line 13g, ent	er the difference and see instruc	tions	14	100,676.60
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 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.	15 Ove	erpayment. If line 13g is more	e than line 12, enter t	he difference	0.00 Check	one:	Apply to next return. Send a refund
Month 2 0.00 Month 3 0.00 Total liability for quarter 100,676.60 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.	16 Chec	and you did	n't incur a \$100,00	0 next-day deposit obligation	return for the during the c	prior o	uarter was less than \$2,500, quarter. If line 12 for the prior
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.       Image: Prev Next =>	16 Chec	and you did quarter was federal tax li semiweekly s You were a liability for the	n't incur a \$100,00 less than \$2,500 b iability. If you're a schedule depositor, monthly schedule e quarter, then go t	00 next-day deposit obligation ut line 12 on this return is \$10 monthly schedule depositor, attach Schedule B (Form 941). depositor for the entire quart o Part 3.	return for the during the c 00,000 or more complete the Go to Part 3.	prior o urrent e, you i deposi	<b>uarter was less than \$2,500,</b> <b>quarter.</b> If line 12 for the prior nust provide a record of your t schedule below; if you're a
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.       Image: Complete all three pages of Form 941 and SIGN it.	16 Chec	and you did quarter was federal tax li semiweekly s You were a liability for the	n't incur a \$100,00 less than \$2,500 b iability. If you're a schedule depositor, monthly schedule e quarter, then go t	00 next-day deposit obligation ut line 12 on this return is \$10 monthly schedule depositor, attach Schedule B (Form 941). depositor for the entire quart o Part 3.	return for the during the c 00,000 or more complete the Go to Part 3.	prior o urrent e, you i deposi	<b>uarter was less than \$2,500,</b> <b>quarter.</b> If line 12 for the prior nust provide a record of your t schedule below; if you're a
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.	16 Chec	and you did quarter was federal tax li semiweekly s You were a liability for the	n't incur a \$100,00 less than \$2,500 b iability. If you're a schedule depositor, monthly schedule e quarter, then go t Month 1	00 next-day deposit obligation out line 12 on this return is \$10 monthly schedule depositor, attach Schedule B (Form 941). • depositor for the entire quart o Part 3. 100,676.60	return for the during the c 00,000 or more complete the Go to Part 3.	prior o urrent e, you i deposi	<b>uarter was less than \$2,500,</b> <b>quarter.</b> If line 12 for the prior nust provide a record of your t schedule below; if you're a
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.	16 Chec	and you did quarter was federal tax li semiweekly s You were a liability for the	n't incur a \$100,00 less than \$2,500 b lability. If you're a cchedule depositor, monthly schedule e quarter, then go t Month 1 Month 2	00 next-day deposit obligation out line 12 on this return is \$10 monthly schedule depositor, attach Schedule B (Form 941). depositor for the entire quart o Part 3. 100,676.60 0.00	return for the during the c 00,000 or more complete the Go to Part 3.	prior o urrent e, you i deposi	<b>uarter was less than \$2,500,</b> <b>quarter.</b> If line 12 for the prior nust provide a record of your t schedule below; if you're a
	16 Chec	A one of the second sec	n't incur a \$100,00 less than \$2,500 b ability. If you're a schedule depositor, monthly schedule e quarter, then go t Month 1 Month 2 Month 3	00 next-day deposit obligation out line 12 on this return is \$10 monthly schedule depositor, attach Schedule B (Form 941). depositor for the entire quart o Part 3. 100,676.60 0.00	return for the o during the c 0,000 or more complete the Go to Part 3. ter. Enter your	prior o urrent e, you i deposi	uarter was less than \$2,500, quarter. If line 12 for the prior nust provide a record of your t schedule below; if you're a bility for each month and total
Form <b>941</b> (Rev. 4-2020)	16 Chec	A construction of the second s	n't incur a \$100,00 less than \$2,500 b ability. If you're a schedule depositor, monthly schedule e quarter, then go t Month 1 Month 2 Month 2 Month 3 or quarter semiweekly sched	00 next-day deposit obligation         0ut line 12 on this return is \$10         monthly schedule depositor,         attach Schedule B (Form 941).         depositor for the entire quart         o Part 3.         100,676.60         0.00         100,676.60         100,676.60         100,676.60         100,676.60	Total must equ this quarter.	prior o urrent a, you i deposi tax lia tax lia	yuarter was less than \$2,500, quarter. If line 12 for the prior nust provide a record of your t schedule below; if you're a bility for each month and total 12. 12.
	▶ You N	and you did quarter was federal tax li semiweekly s You were a liability for the Tax liability: Total liability f You were a Report of Tax	n't incur a \$100,00 less than \$2,500 b ability. If you're a schedule depositor, monthly schedule e quarter, then go t Month 1 Month 2 Month 2 Month 3 or quarter semiweekly scher k Liability for Semiv	00 next-day deposit obligation out line 12 on this return is \$10 monthly schedule depositor, ( attach Schedule B (Form 941). depositor for the entire quart o Part 3. 100,676.60 0.00 100,676.60 Tulue depositor for any part of veekly Schedule Depositors, and	Total must equ this quarter.	prior o urrent a, you i deposi tax lia tax lia	yuarter was less than \$2,500, quarter. If line 12 for the prior nust provide a record of your t schedule below; if you're a bility for each month and total bility for each month and total tes Schedule B (Form 941), 1. Go to Part 3.
	► You N	and you did quarter was federal tax li semiweekly s You were a liability for the Tax liability: Total liability f You were a Report of Tax	n't incur a \$100,00 less than \$2,500 b ability. If you're a schedule depositor, monthly schedule e quarter, then go t Month 1 Month 2 Month 2 Month 3 or quarter semiweekly scher k Liability for Semiv	00 next-day deposit obligation out line 12 on this return is \$10 monthly schedule depositor, ( attach Schedule B (Form 941). depositor for the entire quart o Part 3. 100,676.60 0.00 100,676.60 Tulue depositor for any part of veekly Schedule Depositors, and	Total must equ this quarter.	prior o urrent a, you i deposi tax lia tax lia	yuarter was less than \$2,500, quarter. If line 12 for the prior nust provide a record of your t schedule below; if you're a bility for each month and total bility for each month and total tes Schedule B (Form 941), 1. Go to Part 3.
	► You N	and you did quarter was federal tax li semiweekly s You were a liability for the Tax liability: Total liability f You were a Report of Tax	n't incur a \$100,00 less than \$2,500 b ability. If you're a schedule depositor, monthly schedule e quarter, then go t Month 1 Month 2 Month 2 Month 3 or quarter semiweekly scher k Liability for Semiv	00 next-day deposit obligation out line 12 on this return is \$10 monthly schedule depositor, ( attach Schedule B (Form 941). depositor for the entire quart o Part 3. 100,676.60 0.00 100,676.60 Tulue depositor for any part of veekly Schedule Depositors, and	Total must equ this quarter.	prior o urrent a, you i deposi tax lia tax lia	yuarter was less than \$2,500, quarter. If line 12 for the prior nust provide a record of your t schedule below; if you're a bility for each month and total bility for each month and total tes Schedule B (Form 941), 1. Go to Part 3.
	▶ You N	and you did quarter was federal tax li semiweekly s You were a liability for the Tax liability: Total liability f You were a Report of Tax	n't incur a \$100,00 less than \$2,500 b ability. If you're a schedule depositor, monthly schedule e quarter, then go t Month 1 Month 2 Month 2 Month 3 or quarter semiweekly scher k Liability for Semiv	00 next-day deposit obligation out line 12 on this return is \$10 monthly schedule depositor, ( attach Schedule B (Form 941). depositor for the entire quart o Part 3. 100,676.60 0.00 100,676.60 Tulue depositor for any part of veekly Schedule Depositors, and	Total must equ this quarter.	prior o urrent a, you i deposi tax lia tax lia	yuarter was less than \$2,500, quarter. If line 12 for the prior nust provide a record of your t schedule below; if you're a bility for each month and total bility for each month and total tes Schedule B (Form 941), 1. Go to Part 3.
	▶ You N	and you did quarter was federal tax li semiweekly s You were a liability for the Tax liability: Total liability f You were a Report of Tax	n't incur a \$100,00 less than \$2,500 b ability. If you're a schedule depositor, monthly schedule e quarter, then go t Month 1 Month 2 Month 2 Month 3 or quarter semiweekly scher k Liability for Semiv	00 next-day deposit obligation out line 12 on this return is \$10 monthly schedule depositor, ( attach Schedule B (Form 941). depositor for the entire quart o Part 3. 100,676.60 0.00 100,676.60 Tulue depositor for any part of veekly Schedule Depositors, and	Total must equ this quarter.	prior o urrent a, you i deposi tax lia tax lia	yuarter was less than \$2,500, quarter. If line 12 for the prior nust provide a record of your t schedule below; if you're a bility for each month and total bility for each month and total tes Schedule B (Form 941), 1. Go to Part 3.
	▶ You N	and you did quarter was federal tax li semiweekly s You were a liability for the Tax liability: Total liability f You were a Report of Tax	n't incur a \$100,00 less than \$2,500 b ability. If you're a schedule depositor, monthly schedule e quarter, then go t Month 1 Month 2 Month 2 Month 3 or quarter semiweekly scher k Liability for Semiv	00 next-day deposit obligation out line 12 on this return is \$10 monthly schedule depositor, ( attach Schedule B (Form 941). depositor for the entire quart o Part 3. 100,676.60 0.00 100,676.60 Tulue depositor for any part of veekly Schedule Depositors, and	Total must equ this quarter.	prior o urrent a, you i deposi tax lia tax lia	yuarter was less than \$2,500, quarter. If line 12 for the prior nust provide a record of your t schedule below; if you're a bility for each month and total bility for each month and total tes Schedule B (Form 941), 1. Go to Part 3.
	▶ You N	and you did quarter was federal tax li semiweekly s You were a liability for the Tax liability: Total liability f You were a Report of Tax	n't incur a \$100,00 less than \$2,500 b ability. If you're a schedule depositor, monthly schedule e quarter, then go t Month 1 Month 2 Month 2 Month 3 or quarter semiweekly scher k Liability for Semiv	00 next-day deposit obligation out line 12 on this return is \$10 monthly schedule depositor, ( attach Schedule B (Form 941). depositor for the entire quart o Part 3. 100,676.60 0.00 100,676.60 Tulue depositor for any part of veekly Schedule Depositors, and	Total must equ this quarter.	prior o urrent a, you i deposi tax lia tax lia	yuarter was less than \$2,500, quarter. If line 12 for the prior nust provide a record of your t schedule below; if you're a bility for each month and total bility for each month and total tes Schedule B (Form 941), 1. Go to Part 3.
		and you did quarter was federal tax li semiweekly s You were a liability for the Tax liability: Total liability f You were a Report of Tax	n't incur a \$100,00 less than \$2,500 b ability. If you're a schedule depositor, monthly schedule e quarter, then go t Month 1 Month 2 Month 2 Month 3 or quarter semiweekly scher k Liability for Semiv	00 next-day deposit obligation out line 12 on this return is \$10 monthly schedule depositor, ( attach Schedule B (Form 941). depositor for the entire quart o Part 3. 100,676.60 0.00 100,676.60 Tulue depositor for any part of veekly Schedule Depositors, and	Total must equ this quarter.	prior o urrent a, you i deposi tax lia tax lia	yuarter was less than \$2,500, quarter. If line 12 for the prior nust provide a record of your t schedule below; if you're a bility for each month and total bility for each month and total tes Schedule B (Form 941), 1. Go to Part 3.
	▶ You N	and you did quarter was federal tax li semiweekly s You were a liability for the Tax liability: Total liability f You were a Report of Tax	n't incur a \$100,00 less than \$2,500 b ability. If you're a schedule depositor, monthly schedule e quarter, then go t Month 1 Month 2 Month 2 Month 3 or quarter semiweekly scher k Liability for Semiv	00 next-day deposit obligation out line 12 on this return is \$10 monthly schedule depositor, ( attach Schedule B (Form 941). depositor for the entire quart o Part 3. 100,676.60 0.00 100,676.60 Tulue depositor for any part of veekly Schedule Depositors, and	Total must equ this quarter.	prior o urrent a, you i deposi tax lia tax lia	yuarter was less than \$2,500, quarter. If line 12 for the prior nust provide a record of your t schedule below; if you're a bility for each month and total bility for each month and total tes Schedule B (Form 941), 1. Go to Part 3.

			950920
ame (not your trade name) est Construction Compan	N.	Employer ide 77000000	entification number (EIN)
	 ur business. If a question does NOT apply to your b		
enter the final date yo	closed or you stopped paying wages	ment to your return.	
	expenses allocable to qualified sick leave wages		
	expenses allocable to qualified family leave wages .		
21 Qualified wages for t	he 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 58	34-C, line 11, for this quarter	23	0.00
	d March 13 through March 31, 2020, for the empl nly for the second quarter filing of Form 941)	oyee retention	.000
	expenses allocable to wages reported on line 24 (us er filing of Form 941)		.000
No. Part 5: Sign here. You I Under penalties of perjury, I der	git personal identification number (PIN) to use when talkin MUST complete all three pages of Form 941 and SI clare that I have examined this return, including accompanying so d complete. Declaration of preparer (other than taxpayer) is base	GN it. hedules and statement d on all information of w	
Sign your name here		Print your name here Print your title here	
Date	10/07/2020	Best daytime ph	none () -
Paid Preparer Use O	nly	Check if you'r	e self-employed
Preparer's name		PTIN	
Preparer's signature		Date	10/07/2020
Firm's name (or yours		EIN	
Address		Phone	() -
	State	ZIP code	
City			Form 941 (Rev. 4-2020
City			

■ 941 Form - JUL-SEP/2020 [Note: The form - JUL-SEP/2020]	llowing form is provided for worksheet purp	oses only]
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See 🔻 Detach Here	and Mail With Your Payment and Forn	n 941. 🔻 🛹
5941-V	Payment Voucher	OMB No. 1545-0029
1 Enter your employer identification	on't staple this voucher or your payment to Form 941.	2020 Dollars Cents
number (EIN). 77 000000000	Enter the amount of your payment. Make your check or money order payable to "United States Treasury"	100676 60
3 Tax Period 1st 3rd Quarter Quarter	Enter your business name (individual name if sole proprietor).     Best Construction Company     Enter your address.	
2nd 4th	1200 Main Street Enter your city, state, and ZIP code; or your city, foreign country name, f	foreign province/county, and foreign postal code.
Quarter Quarter	Arroyo Grande, CA 93420	
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