**BUILDER
INFORMATION
SYSTEM**

BIS®
Union Module
Reference Manual

Table of Contents

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. The Appendix to this manual contains information about other parts of BIS® that are related to the Union module.

⚠ **Caution** | These boxes contain warnings about things that MUST 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 is an example for access to a functional menu element:

Inventory Items - Menu Access
Modular Menu Access
List | Inventory Items

Standard Menu Access
List | Inventory Items
This represents access to Job Scheduling from the Standard menu.

Here are examples accesses to a report from different menus:

Access to Inventory Back Ordered
Module Menu with Reports Group
AP | Reports | Inventory Back Ordered

Module Menu with Reports List
AP | Inventory Back Ordered

Standard Menu
Reports | Accounts Payable | Inventory Back Ordered

In some instances, individual screen buttons are shown in the text, such as the Magnifying Glass 🔍 icon.

The Union module is often referred to as UN.

Section 1 − Union Overview

Builder Information System's versatile Union Payroll module supports an unlimited number of user-definable contributions from employer and employee under hours worked or hours paid. With BIS®, deductions are automatically handled.

⚠ **Caution**	The Union module requires the installation and use of the Payroll module.

ⓘ **Tip**	Union information is only loaded if the Employee is marked as a union employee on the Default tab.

Union Payroll Features
- Works in conjunction with the Payroll and Job Cost modules
- Allows for easy and fast union reporting
- Unlimited number of classifications and contributions per union
- Contributions may be taxable, dollar per hour worked, dollar per hour paid, percent of gross, percent of reduced gross or Fixed Amount
- User Definable Fields

Union Payroll Reports
- Union File Summary, Detail, Extended, or Udf
- Union Report Summary or Detail
- Employee Union Deductions Summary or Detail

For union employees, the code representing the union and the employee's union classification can be recorded. Union information can be changed through the Job Cost screen from the Hours tab during payroll entry.

To set up union classifications:
1. Select Union from the List menu.
2. Enter a unique code to represent this union, then record the union name, address, contact and account information.
3. On the Accounts tab, record the posting accounts for taxable union additions and deductions. If the employee deductions are required by this union, place a checkmark by the Employee Deduction option and enter the payable account used to post these deductions.
4. Job classification codes and descriptions for this union are typed in the appropriate columns on the Classifications tab.
5. Follow instructions for entering company and/or employee rates, as required by this union.

The Company union rates are entered in order for BIS® to keep track of the amount owed by the company for each employee. Company rates will only be reflected during payroll entry if they are taxable, however the company amount owed can be viewed through the Union Reports.

For any taxable company rates, BIS® will add automatic adjustments to the employee's payroll records. A Union Tax Automatic Addition (code 26) will be added for the taxable amount so that BIS® can calculate the tax withholding correctly. A Union Tax Automatic Deduction (code 56) will also appear to remove the amount from the employee's net after taxes are calculated.

To record company paid union rates:
1. Select Union from the List menu.
2. Locate the union record by using the Find, Lookup or navigation buttons.
3. Go to the Classifications tab.
4. Click on the line item that contains the correct classification, and then click the Company Contributions button.
5. At the Company Contributions screen, click the Add button.
6. Provide the Effective Date then click Insert Line.
7. Enter the description of the contribution.
8. Enter the rate and select the rate type.
9. If the contribution is taxable, place a checkmark in that box.
10. Repeat to insert addition contributions.
11. When all contributions have been correctly entered, click Save to return to the Classifications form.

If Employee union rates are required by a union, they must also be recorded. Employee rates will cause BIS® to add a Union Automatic Deduction (code 55) during payroll entry for each union employee.

To record employee paid union rates:
1. Select Union from the List menu.
2. Locate the union record by using the Find, Lookup or navigation buttons.
3. Go to the Classifications tab.
4. Click on the line item that contains the correct classification, and then click the Employee Contributions button.
5. At the Employee Contributions screen, click the Add button.
6. Provide the Effective Date then click Insert Line.
7. Enter the description of the contribution.
8. For each contribution, enter the rate and select the rate type.
9. When all contributions have been correctly entered, click Save to return to the Contributions form.

Section 2 – Menu Access

In order to record union information in conjunction with payroll, it is first necessary to set up Union master records, including classifications. Once union classifications have been established, company rates and employee rates can be recorded for each classification. Those rates will be included in the payroll for any union employee.

This form maintains union information, including contact information, classifications, posting accounts, company contributions, and employee deductions. This is a master record that *must* be completed prior to entering payroll records for any union employee.

> ⓘ **Tip**   The Union functionality is only available if the Union module is installed.

Modular Menu Access
Union | Union

Standard Menu Access
List | Union

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

Figure: UN-1
Union Main tab screen
form sample.

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

Figure: UN-2
Union Find/Search screen.

Scrolling Through Union Records

Users can scroll through the Union records by using the navigation buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First ⏮ icon (at the top of the screen) will open the first record of the list according to Union Code. Clicking on the Previous ◀ icon (at the top of the screen) will open the immediately previous record of the list according to Union Code. Clicking on the Next ▶ icon (at the top of the screen) will open the next record of the list according to Union Code. Clicking on the Last ⏭ icon (at the top of the screen) will open the next record of the list according to Union Code.

Figure: UN-3
Sample Union Main tab
screen form for editing.

Cloning an Existing Record

Once a record is selected, it can be cloned to create a new record and modifications can be made on the cloned record. Once the source record is brought to the screen, use the Clone Record ⊞ icon on the toolbar. The system will ask, "Do you want to clone this record?" Click on the Yes button to clone it or click on the No button to leave this process. Records can be edited as described. However, the cloned record will require a new Union Code to be saved as a new record.

Figure: UN-4
Cloned record. Note that
all of the initial fields
except for the Union Code
and State match the
source record.

Deleting an Existing Record

Once a Union Code has been saved, it cannot be deleted if it has been used in any transactions. Once the source record is brought to the screen, use the Delete ⊠ icon (at the top of the screen). The system will ask, "Do you want to delete this record?" Click on the Yes button to delete it, or click on the No button to leave this process.

Save the Changed Record

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

Main Tab
The Main Tab of the Union Master Record is used to record general Union information.

Figure: UN-5
Sample Union Main tab
screen form for editing.

Union Code
Enter the union code desired. Any 10-digit alpha or numeric character or combination of both can be used in the Union Code. BIS® checks for duplication. A warning will appear if an existing code is entered.

Please note that the underlined Union Code title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Billing Code title hyperlink directly accesses the Union File report.

Union Name
This field records the full name of the union represented by the Union Code selected. This is an alphanumeric field limited to 30 characters.

Address 1
This field records the primary street address. This is an alphanumeric field and is limited to 30 characters.

Address 2
The secondary street address is recorded in this alphanumeric field and is limited to 30 characters.

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

State
The state abbreviation may be typed manually or selected from the list of defined state codes. Click on the Find tool, or the drop-down button (whichever is available on this form) to see an extended list of states. This is a two-character field.

Zip Code
This field records the postal zip code. This number limited to nine characters and will be formatted automatically as 99999-9999 as the number is entered. This field is masked to accept only numeric values.

Telephone Number
This field records the telephone number. This number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered. This field is masked to accept only numeric values.

Fax Number

This field records the facsimile (FAX) number. This number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered. This field is masked to accept only numeric values.

E-mail

This field records the electronic mail (email) address. It is an alphanumeric field limited to 35 characters. Please note that if entered correctly as an email address, the field becomes a hyperlink field. If the hyperlinked email address is accessed (by double-clicking), it will open the default email program. This field is also used in BIS® to address internal emails with reports attached.

Account Number

This field records the company's account number with the union. This is an alphanumeric field limited to 15 characters.

Contact Name

This field is used to record the contact person's name at the union. It is an alphanumeric field limited to 30 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.

Accounts Tab

The Account section is used for listing the general ledger accounts used for posting union contributions and deductions.

Figure: UN-6
Union Accounts tab screen form sample.

Employee Deduction

If an employee deduction is required for this union, this box should be checked. This option enables entering the Union Payable Account field below to which the employee deduction will be posted.

Union Payable Account

This field is used to record the default payable account to which union payables, processed in payroll, will be posted. This may be selected from the Chart of Accounts by using the Find tool.

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

Figure: UN-7
Reports directly accessible by right-clicking on the field name hyperlink.

Union Taxable Addition Account

This field is used to record the default account that will be increased for tax collected on union taxable additions when BIS® posts payroll checks. This account may be selected from the Chart of Accounts by using the Find tool.

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

Union Taxable Deduction Account

This field is used to record the default account that will be increased for tax collected on union taxable deductions when BIS® posts payroll checks. This account may be selected from the Chart of Accounts by using the Find tool.

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

Classifications Tab

This table is used to enter the various union classifications and descriptions. Use the arrow keys or mouse to highlight a Classification or Description cell and type the correct information. To record the company and employee contributions, select the classification and click the appropriate button to open the Company Contribution data entry form or the Employee Contribution data entry form.

Figure: UN-8
Union, Classifications tab screen form.

Company Contributions Button

Click on the Company Contributions button to open the Company Contributions data entry screen that allows entering detailed information about the company's contributions for the union classification selected. This table is used to enter the various union classifications and descriptions. Use the arrow keys or mouse to highlight a Classification or Description cell and type the correct information. Use the Insert button to open a new line.

When the Company Contributions button from the Classifications tab of the Union form is selected, the Company Contribution data entry form appears. The information displayed here applies only to the classification selected at the time the Company button is clicked. Multiple contributions can be listed here by typing the contribution description and rate on each line.

> ⓘ **Tip**   Contributions that are not taxable will not appear on the employee's payroll totals. When the payroll check is run, BIS® will create an automatic journal entry for the amount of the union company contribution.

Figure: UN-9
Union, Classifications tab, Company Contributions screen form.

To Add Company Contributions

Clicking the Add button will bring up the Add form. On the Add form first enter an Effective Date. Then click the Insert Line and enter the Contribution description, Rate or Amount, Rate Type and check whether it is Taxable. Click Insert Line to add an addition contribution.

Effective Date

Enter the Effective Date for the contributions. As the Union rates change they will be updated and applied and reported accordingly.

Contribution Column

Enter or modify the name of the company union contribution category in the contribution column.

Rate

Enter or change the contribution rate for the selected line.

Rate Type

The rate is entered as either a rate per hour or a percentage, depending upon the rate type selected. Use the drop-down tool to select the correct rate type from the following choices:

1. Dollar per Hour Worked
2. Dollar per Hour Paid (can include overtime)
3. Percent of Gross (before taxes)
4. Percent of Reduced Gross (after taxes)
5. Fixed Amount

Taxable

A contribution may be specified as subject to income tax by placing a checkmark in the Taxable column. When a company contribution is taxable, BIS® will automatically create a Union Tax Automatic Addition (code 26) and a Union Tax Automatic Deduction (code 56) in the union employee's payroll record for the taxable contribution. The automatic feature will allow the income taxes to be accurately calculated without adding to the employee's net pay.

Insert Line Button

Click on this button to add a new line to the Company Contribution list.

Delete Line Button

A Company Contribution line may be removed, provided it has not yet been subsequently used, by clicking on the Delete button.

Save Button

Clicking the Save button will save the information and return to the Company Contributions, Contributions by Date form.

Cancel Button

Clicking the Close button to close the form and return to the Company Contributions, Contributions by Date form.

Employee Contributions Button

Click on the Employee button to open the Employee Contributions data entry screen that allows entering detailed information about the employee's contributions for the union classification selected. This table is used to enter the various union classifications and descriptions. Use the arrow keys or mouse to highlight a Classification or Description cell and type the correct information. Use the Insert button to open a new line.

When the employee button from the Classifications tab of the Union form is selected, the Employee Contribution data entry form appears. The information displayed here applies only to the classification selected at the time the Employee button is clicked. Multiple contributions can be listed here by typing the employee description and rate on each line.

Figure: UN-10
Union, Classifications tab,
Employee Contributions
screen form.

To Add Employee Contributions
Clicking the Add button will bring up the Add form. On the Add form first enter an Effective Date. Then click the Insert Line and enter the Contribution description, Rate or Amount, Rate Type and check whether it is Taxable. Click Insert Line to add an addition contribution.

Effective Date
Enter the Effective Date for the contributions. As the Union rates change they will be updated and applied and reported accordingly.

Contribution Column
Enter or modify the name of the employee union contribution category in the contribution column.

Rate
Enter or change the contribution rate for the selected line.

Rate Type
The rate is entered as either a rate per hour or a percentage, depending upon the rate type selected. Use the drop-down tool to select the correct rate type from the following choices:

1. Dollar per Hour Worked
2. Dollar per Hour Paid (can include overtime)
3. Percent of Gross (before taxes)
4. Percent of Reduced Gross (after taxes)
5. Fixed Amount

Insert Button
Click on this button to add a new line to the Employee Contribution list.

Delete
A Employee Contribution line may be removed, provided it has not yet been subsequently used, by clicking on the Delete button.

Close Button
Click on the Close button to close the form.

Udf Tab

This tab will display up to thirteen User Definable Fields that can store additional information in the Master Record. Click the Define Fields button to add new fields and manage existing fields.

> ⓘ **Tip**   The Udf function is generally employed after installation is complete.

Figure: UN-11
Union, Udf tab screen form with one example of a user defined field.

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: UN-12
Sample User Defined Fields for Union screen form.

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

Field

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

Caption

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

Type

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

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

Figure: UN-13
Union Udf tab New Field
screen form.
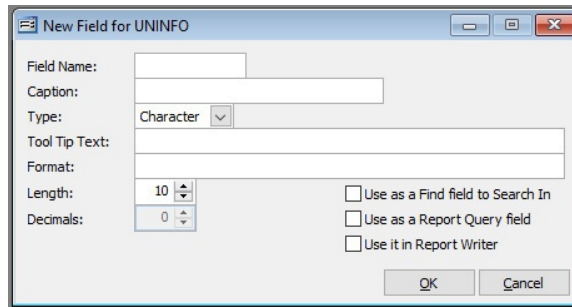
Edit
The Edit button is used to alter character, numeric, date or logic fields previously created for this Master File. The fields, Field Name, Caption, Type, Length, and Decimal are the same as those in the parent form, shown above.

Figure: UN-14
Union Udf tab Editing Field
screen form.
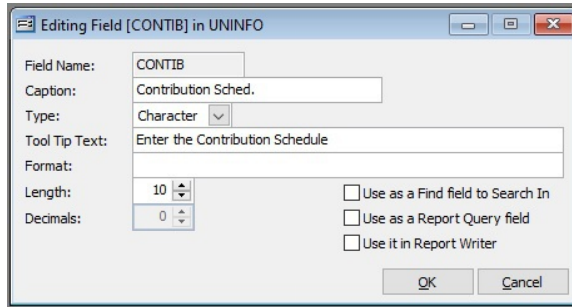
Tip

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

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

Tool Tip Text

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.

Figure: UN-15
Union file Udf tab screen form showing the Tool Tip for the first field listed.
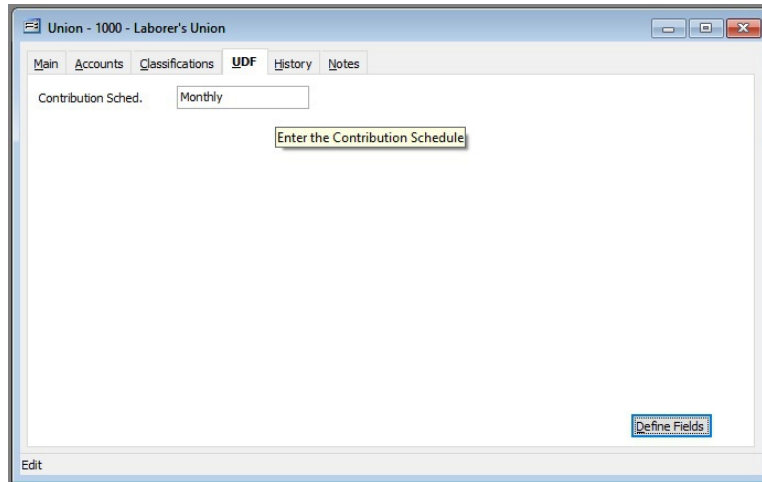
Format

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 this master file.

Close

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

History Tab
The History tab displays Contribution updates by effective date.

Figure: UN-15.1
Union file History tab screen form showing the Contributions by effective date.
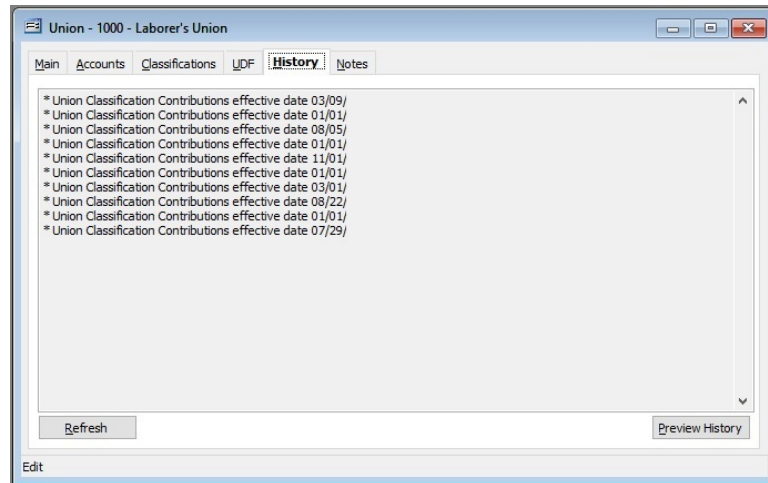
Refresh Button
The Refresh button will update Contribution information recently entered.

Preview History Button
The Preview History button will display the Contribution information as a notepad text document which may be printed and/or saved.

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

Figure: UN-16
Sample Union master record Notes tab screen form.
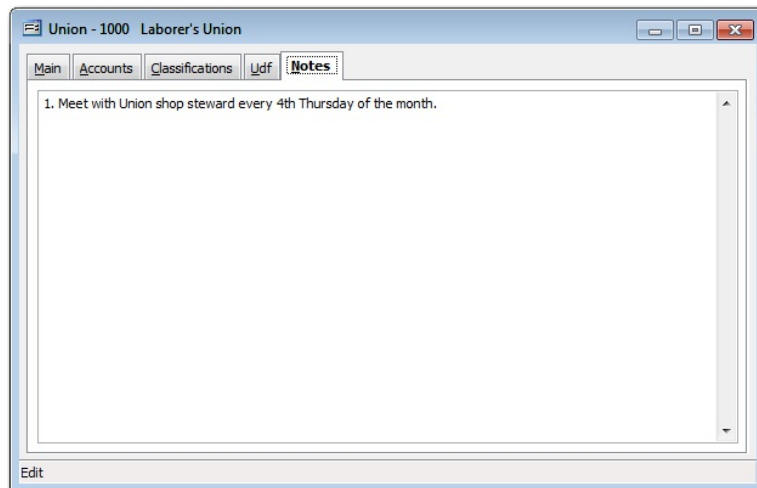
Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save ⊟ button on the toolbar or press Ctrl-S to save the changes.

Section 3 – Union Reports

This section covers the reports available for Union. Access to specific reports begins with the Query screen that enable users to select the particular variation needed. As with other reports in BIS®, reports can generally be one of 3 types: Summary, Detail, and Extended. Most reports offer the ability to select an "Order By" setting, and often have several choices of fields for that choice. Additionally, most reports have a variety of Options allow certain elements to show or not on the report. Finally, most reports offer a listing of fields that can allow a refined selection of data. The Report Query will be remembered by User Id until changed.

All report options are listed under the Reports menu, and many reports can be selected by right-clicking on a data hyperlink to open a pop-up report menu related to that field. Either method opens a report setup form depending upon the type of report selected. Reports offer the opportunity to view all records and activity for a company. Reports are an easy way to view the effects of specific transactions. They are also a good way to get a summary view of either all transactions of a specific type, all entries for a single account or file.

BIS® reports allow the user to enter the exact specifications of what the report will contain. Make it as detailed or simple as needed. Narrow or broaden the search criteria to allow as few as one record, or as many as all records pertaining to the topic.

Once the criteria have been entered into the report form, the report can be viewed on the screen by clicking the Preview button. A window will open to display the report. This is useful for detecting any errors in setting up the report before actually printing it on paper. Use the scroll bars on the right side and bottom of the screen to move around the page.

When previewing a report, the usual toolbar will disappear and the preview toolbar appears. After closing the preview of the report and returning to the Report form, the report can be printed. Select Print, either from the File menu or by clicking the Print button on the main tool bar. The Print dialogue box will open. Specify whether to print the entire document or select certain pages to print. Also, select the number of copies desired and which printer to use.

Reports can be viewed on the screen, printed, and exported. In other editions of BIS®, reports can be exported and emailed in up to six different formats. Most reports have hyperlinks that enable users to either drill down to the source record, or by right-clicking, open a list of other reports and functions related to the hyperlink field selected.

Report Toolbar Controls

There are a number of controls that affect reports and how they are rendered. Initial access comes from the Reports Toolbar

Figure: UN-17
Report Toolbar

Preview

The Preview icon works with the Report and printing functions, allowing previews in WYSIWYG (What You See Is What You Get) mode. As with other screen elements, these report previews can be tiled or layered with the BIS® MSD (Multiple Screen Display).

Print (Ctrl+P)

The BIS® Print icon causes the current report to be sent to the print spooler so that it can be printed by the default or selected printer accessible to the sending computer.

Export Report

The Export Report icon exports the current report in up to six different formats, depending on the edition of BIS® used. Standard edition users can export in DOS TXT, Microsoft® Excel® WKS, and Adobe® PDF formats. Professional edition users add Microsoft® Word® and the graphical TIFF formats. Finally, Enterprise edition users can also export in HTML format.

Email Report

The Email Report icon enables Professional and Enterprise edition users to email reports from directly within BIS. The available formats for these editions are the same as listed for Export above.

Preview Toolbar Controls

Once a report is opened, and appears on the screen, an additional Preview Toolbar opens.

Table of Contents

The BIS® Table's of Contents icon adds a table of contents to the left side of the screen report. Using a familiar Explorer-style format, each primary record of the report can be directly accessed, eliminating the need for laborious searching.

Show/Hide Ruler

The Show/Hide Rule icon reveals or hides a ruler guide to the top and side of the report. Users of word processing and some graphics programs should be familiar with this feature.

Copy Page

The Copy Page icon copies the current page of the report to the Windows® Clipboard.

Find

The BIS® Find icon enables users to find or search for a particular piece of data in the current report.

Display Pages

The Display Pages icon controls how many pages of the report can appear on a single screen and how they are arranged. The choices are: 1x1, 1x2, 1x3, 2x1, 2x2, and 2x3.

Zoom in

The Zoom in icon enlarges the screen image by preset percentages.
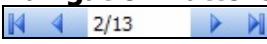
Zoom Out

The Zoom in icon reduces the screen image by preset percentages.

Zoom Control

The Zoom Control drop-down allows enlarging or reducing the screen image by preset percentages: 25, 50, 75, 100, 125, 150, 175, 200, 400, and 800, as 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

The Backward icon reverses the order of the pages of the report that appear on the screen.

Forward

 The Forward icon resets the order of the pages of the report that appear on the screen.

Hyperlink Appearance

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

Figure: UN-18
Hyperlink format options

Refresh

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

List Reports

The majority of BIS® reports are list reports. This section explains how to set up a list report and define the search criteria on which to base it. If the criteria specified do not yield any records, BIS® will not allow the report to be previewed or printed.

My Query

The My Query option enables the user to save multiple sets of query conditions (and is described in greater detail below).

Report Type

Select the type of report, which generally determines the level of detail contained in the report itself. The amount and type of detail available vary from report to report.

Order By

Use the drop down menu tool in the Order By option to select which field should be used to list entries. Some reports can only be ordered by a certain field. If applicable, choose whether the entries will be shown in ascending or descending order. For example, ascending alphabetical listings display A-Z entries, while a descending list orders Z-A entries.

Options

The choices given in the Options box allow the report to be further defined. To select any of these options, check the corresponding box.

Filter

The listing at the bottom of the form defines which records 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 pres-selected specific day of the month
First Day of the Month	For Date fields only; this dynamic operator uses the first day of the current month
Last Day of the Month	For Date fields only; this dynamic operator uses the first day of the current month
In	Includes all records contain 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 lower than that defined
>=	Displays records with a value greater than or equal to the defined data
<=	Includes records whose value is lower 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: UN-19
My Query drop-down list sample.
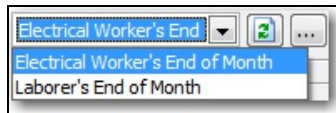
As with other system reports, each named query selection can be further refined with the other settings.

Figure: UN-20
My Query List initial use sample screen form.
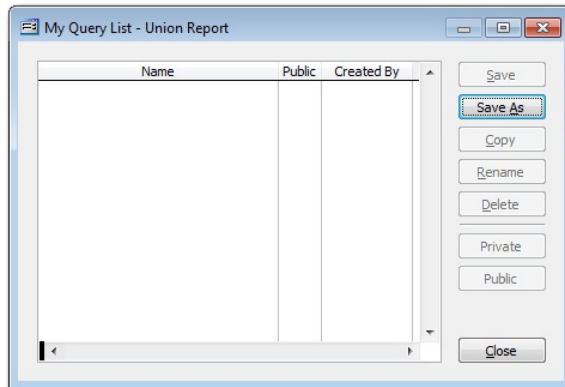
Refresh Button

If a query has been saved, and new changes are made to the query settings, clicking on the Refresh button will remove those unsaved changes.

Details Button

A query can be saved by clicking on the Details button. If there are no pre-existing queries, two buttons are available, Save As and Close.

Save

The Save button will save the current settings, but will provide a dialog box asking, "Do you want to overwrite this query?" Click on "Yes" to save the current settings under the selected name, or "No" to not save them under the current name.

Save As

The Save As button opens the Save As Query sub-form.

Name

Use this field to assign a name to the saved query.

Scope

The Scope option allows the user to specify whether the saved query will be kept for private use or be made available to all users with access rights to the information.

Figure: UN-21
Save As Query List sample screen form showing the two optional Scope selections: Private and Public.

OK

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

Cancel

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

Copy

The copy button will copy the current saved query to a new name, and allow changing its scope setting. The newly named query can then be edited and saved again.

Figure: UN-22
Copy query screen form.

Rename

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

Figure: UN-23
Rename Query screen form.

Delete

The Delete button will delete the selected named query. If the query is a public query, the following dialog box question will appear, "This is a public query. Are you sure that you want to delete this query?" If the selected query is not a public query, the system simply asks for a confirmation of the action.

Private

If the query is marked as Private, this button will be grayed out. The user has the option of changing the scope of the query to Public by using the next button.

Public

If the query is marked as Public, this button will be grayed out. The user has the option of changing the scope of the query to Private by using the preceding button.

Close

This button closes the My Query List.

Clear Button

The clear button is located on the tool bar normally at the top of the screen. This button applies only to the report queries. BIS® report query settings are remembered by user from one session to the next. Thus, if a saved query was last used, the query screen for the same report would open with it preselected. The clear button resets the query screen to the system default.

Figure: UN-24
Sample report query form after apply clear button.

Union Report List

The following is a list of Union reports available in BIS®.

- Union List
- Union Report
- Employee Union Deductions

Menu Access

Unlike other areas in Union, access to reports can be achieved via three different menus: Modules with Reports Group, Modules with Reports Listed, and Standard.

Reports Access via Modules with Reports Group

Union | Reports

Reports Access via Modules with Reports Listed

Union

Standard Menu

Reports | Payroll | Union Payroll

Union File

The Union File Codes report lists the unions, descriptions, address and contact information, and other data recorded in the Union List report file.

Access to Union File Report
Module Menu with Reports Group
Miscellaneous | Reports | Union List

Module Menu with Reports List
Miscellaneous | Union List

Standard Menu
Reports | Miscellaneous | Union List

Report Types
Summary
The Union List Summary Report displays the union code, description, telephone and fax numbers, complete address, account number, contact name, whether employee deductions are required, corresponding withholding account number, and union taxable addition and deduction account numbers.

Detail
The Union List Detail Report also displays the union classification codes and descriptions associated with each union.

Extended
The Union List Extended Report also displays all company contributions and employee deductions for each classification including description, rate, rate type and whether the contribution/deduction is taxable.

Udf
The Union List Report displays the Union codes and names, Udf field name and data recorded in the Union file.

Order By	Options	Fields
• Union Code	• Show Report Criteria	• Union Code
• Union Name	• Show Notes	• Union Name
• City	• Case Sensitive	• City
• State		• State

Drill-Down+® Destinations

Figure: UN-25
Right-click the Inventory Item hyperlink to show other available functions.

Union File − Summary Report

Figure: UN-26   Union File – Summary Report.

Union User Definable Fields − Udf Report

Figure: UN-27   Union File – Udf Report.

Union File – Detail Report

Best Construction Company

Union File
Detail Report   Page 1

Union Code	Description Address/City/Contact		Telephone State	Fax Zip Code/Account	
1000	Laborer's Union		(805)543-7000	(805)534-1595	
	15600 Ventura Blvd.				
	Encino		CA	91316	
	Lina Archer			100011111111	
	Employee Deduction (Yes)		Union Taxable Addition GL Account		2410
	Employee Deduction W/H GL Account	2410	Union Taxable Deduction GL Account		2410

Code	Classification			Rate Rate Type	Taxable	Company/Employee
A1	Apprentice 1					
	Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross	
	Company Contribution	0.750	0.000	0.000	1.500	
	Employee Taxable	0.000	0.000	0.000	1.500	
	Employee Deduction	1.000	0.000	0.000	0.000	
A2	Apprentice 2					
	Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross	
	Company Contribution	0.750	0.000	1.500	0.000	
	Employee Taxable	0.000	0.000	1.500	0.000	
	Employee Deduction	1.000	0.000	0.000	0.000	
J1	Journeyman					
	Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross	
	Company Contribution	0.750	0.000	1.750	0.000	
	Employee Taxable	0.000	0.000	1.750	0.000	
	Employee Deduction	1.250	0.000	0.000	0.000	

Union Code	Description Address/City/Contact		Telephone State	Fax Zip Code/Account	
1001	Electrical Worker's Union		(805)543-7000	(805)534-1595	
	12965 S. Marsh Street				
	San Luis Obispo		CA	93401	
	Rudy Krogen			100122222222	
	Employee Deduction (Yes)		Union Taxable Addition GL Account		2420
	Employee Deduction W/H GL Account	2420	Union Taxable Deduction GL Account		2420

Code	Classification			Rate Rate Type	Taxable	Company/Employee
EA1	Apprentice					
	Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross	
	Company Contribution	0.500	0.000	1.000	0.000	
	Employee Taxable	0.000	0.000	0.000	0.000	
	Employee Deduction	1.000	0.000	0.000	0.000	
EA4	Journeyman					
	Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross	

Figure: UN-28   Union File – Detail Report.

Union File − Extended Report


```
                                          Best Construction Company

Union File
Extended Report
                                                                            Page 1

Union Code  Description                        Telephone    Fax
            Address/City/Contact               State        Zip Code/Account

1000        Laborer's Union                    (805)543-7000   (805)534-1595
            15600 Ventura Blvd.

            Encino                             CA           91316
            Lina Archer                                     100011111111
            Employee Deduction (Yes)           Union Taxable Addition GL Account      2410
            Employee Deduction W/H GL Account  2410   Union Taxable Deduction GL Account   2410
```

Code	Classification	Rate	Rate Type	Taxable	Company/Employee
A1	Apprentice 1				Effective Date 01/01/
	Training	0.750	$ per Hour Worked	No	Company Contribution
	Vacation	1.500	% of Reduced Gross	Yes	Company Contribution
	Union Dues	1.000	$ per Hour Worked	N/A	Employee Contribution

Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross
Company Contribution	0.750	0.000	0.000	1.500
Employee Taxable	0.000	0.000	0.000	1.500
Employee Deduction	1.000	0.000	0.000	0.000

Code	Classification	Rate	Rate Type	Taxable	Company/Employee
A2	Apprentice 2				Effective Date 01/01/
	Training	0.750	$ per Hour Worked	No	Company Contribution
	Vacation	1.500	% of Gross	Yes	Company Contribution
	Union Dues	1.000	$ per Hour Worked	N/A	Employee Contribution

Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross
Company Contribution	0.750	0.000	1.500	0.000
Employee Taxable	0.000	0.000	1.500	0.000
Employee Deduction	1.000	0.000	0.000	0.000

Code	Classification	Rate	Rate Type	Taxable	Company/Employee
A3	Apprentice 3				Effective Date 01/01/
	Training	0.750	$ per Hour Worked	No	Company Contribution
	Vacation	1.500	% of Reduced Gross	Yes	Company Contribution
	Union Dues	1.000	$ per Hour Worked	N/A	Employee Contribution

Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross
Company Contribution	0.750	0.000	0.000	1.500
Employee Taxable	0.000	0.000	0.000	1.500
Employee Deduction	1.000	0.000	0.000	0.000

Code	Classification	Rate	Rate Type	Taxable	Company/Employee
A4	Apprentice 4				Effective Date 11/01/
	Training	0.750	$ per Hour Worked	No	Company Contribution
	Vacation	1.500	% of Reduced Gross	Yes	Company Contribution
	Union Dues	1.000	$ per Hour Worked	N/A	Employee Contribution

Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross
Company Contribution	0.750	0.000	0.000	1.500
Employee Taxable	0.000	0.000	0.000	1.500
Employee Deduction	1.000	0.000	0.000	0.000

Code	Classification				
A5	Apprentice 5				Effective Date 01/01/

Figure: UN-29 Union File – Extended Report.

Union Report

The Union Report lists the unions, classes and their descriptions, employee name and social security number, regular, overtime, double-time, and total hours, and the wages, along with the company and employee contribution totals.

Access to Union File Report
Module Menu with Reports Group
Union | Reports | Union Report

Module Menu with Reports List
Union | Union Report

Standard Menu
Reports | Payroll | Union Payroll | Union Report

Report Types
Summary
The Union Summary Report displays the union code and name, classification code and description, employee social security number, employee ID and name, employee's total regular hours, overtime hours, double-time hours, employee earnings, totals, total company contribution, and employee deductions.

Detail
The Union List Detail Report also displays the union classification codes and descriptions associated with each union.

Order By	Options	Fields
• Union	• Show Report Criteria	• Union
		• Check Date

Union Report − Summary Report

Best Construction Company

Union Report
Summary Report - Check Date (All)   Page 1

Class	Description			Reg Hr	Ot Hr	Dt Hr	Tot Hr	Wages	Co Cont	Emp Cont
Union: 1000		Name:	Laborer's Union							
A2	Apprentice 2			233.00	3.50	2.00	238.50	5,803.50	265.93	238.50
J1	Journeyman			679.50	14.50	0.00	694.00	17,254.50	822.46	867.51
J4	Journeyman 4			80.00	0.00	0.00	80.00	2,000.00	48.00	0.00
Union: 1000 Total				992.50	18.00	2.00	1,012.50	25,058.00	1,136.39	1,106.01

Figure: UN-30   Union Report – Summary Report.

Union Report − Detail Report

	Best Construction Company

Union Report
Detail Report - Check Date (All)   Page 1

Employee Id	Name	SSN	Reg Hr	Ot Hr	Dt Hr	Tot Hr	Wages	Co Cont	Emp Cont
Union: 1000	Name:	Laborer's Union							
Class: A2	Description:	Apprentice 2							
E007	Mike Smith	555-55-1006	233.00	3.50	2.00	238.50	5,803.50	265.93	238.50
Class: A2 Total			233.00	3.50	2.00	238.50	5,803.50	265.93	238.50
Class: J1	Description:	Journeyman							
E004	Tim Hardaway	555-55-1003	279.50	8.00	0.00	287.50	7,287.50	343.16	359.38
E005	Joe Martinez	555-55-1004	400.00	6.50	0.00	406.50	9,967.00	479.30	508.13
Class: J1 Total			679.50	14.50	0.00	694.00	17,254.50	822.46	867.51
Class: J4	Description:	Journeyman 4							
E004	Tim Hardaway	555-55-1003	80.00	0.00	0.00	80.00	2,000.00	48.00	0.00
Class: J4 Total			80.00	0.00	0.00	80.00	2,000.00	48.00	0.00
Union: 1000 Total			992.50	18.00	2.00	1,012.50	25,058.00	1,136.39	1,106.01

Figure: UN-31   Union Report − Detail Report.

Union Report − Extended Report

Best Construction Company

Union Report
Extended Report - Check Date (All)   Page 1

| Union: 1000 | Name: | Laborer's Union |
| Class: A2 | Description: | Apprentice 2 |

EmployeeId	Name		SSN	Reg Hr	Ot Hr	Dt Hr	Tot Hr	Wages	Co Cont	Emp Cont
E007	Mike Smith		555-55-1006	233.00	3.50	2.00	238.50	5,803.50	265.93	238.50
		Employee Subtotals		233.00	3.50	2.00	238.50	5,803.50	265.93	238.50

	Effective	Contibution Description	Hrs Worked	Gross Wages	Hrs Paid	Reduced Gross	Rate Description		Amount
Company	01/01/.	Vacation	238.50	5,803.50	242.25	5,727.00	1.500 % of Gross		87.05
		Training	238.50	5,803.50	242.25	5,727.00	0.750 $ per Hour Worked		178.88
							Company Total		265.93
Employee	01/01/.	Union Dues	238.50	5,803.50	242.25	5,727.00	1.000 $ per Hour Worked		238.50
							Employee Total		238.50

| Class: A2 Total | | | | 233.00 | 3.50 | 2.00 | 238.50 | 5,803.50 | 265.93 | 238.50 |

| Class: J1 | Description: | Journeyman |

EmployeeId	Name		SSN	Reg Hr	Ot Hr	Dt Hr	Tot Hr	Wages	Co Cont	Emp Cont
E004	Tim Hardaway		555-55-1003	279.50	8.00	0.00	287.50	7,287.50	343.16	359.38
E005	Joe Martinez		555-55-1004	400.00	6.50	0.00	406.50	9,967.00	479.30	508.13
		Employee Subtotals		679.50	14.50	0.00	694.00	17,254.50	822.46	867.51

	Effective	Contibution Description	Hrs Worked	Gross Wages	Hrs Paid	Reduced Gross	Rate Description		Amount
Company	01/01/.	Vacation	694.00	17,254.50	701.38	17,070.00	1.750 % of Gross		301.95
		Training	694.00	17,254.50	701.38	17,070.00	0.750 $ per Hour Worked		520.50
							Rounding Adjustment		0.01
							Company Total		822.46
Employee	01/01/	Union Dues	694.00	17,254.50	701.38	17,070.00	1.250 $ per Hour Worked		867.50
							Rounding Adjustment		0.01
							Employee Total		867.51

| Class: J1 Total | | | | 679.50 | 14.50 | 0.00 | 694.00 | 17,254.50 | 822.46 | 867.51 |

| Class: J4 | Description: | Journeyman 4 |

EmployeeId	Name		SSN	Reg Hr	Ot Hr	Dt Hr	Tot Hr	Wages	Co Cont	Emp Cont
E004	Tim Hardaway		555-55-1003	80.00	0.00	0.00	80.00	2,000.00	48.00	0.00
		Employee Subtotals		80.00	0.00	0.00	80.00	2,000.00	48.00	0.00

	Effective	Contibution Description	Hrs Worked	Gross Wages	Hrs Paid	Reduced Gross	Rate Description		Amount
Company	08/05/.	Per Diem	80.00	2,000.00	80.00	2,000.00	0.200 % of Gross		4.00
		Tools	80.00	2,000.00	80.00	2,000.00	20.000 Fixed Amount		20.00
		Certification	80.00	2,000.00	80.00	2,000.00	0.050 $ per Hour Worked		4.00
						Rates were not updated for the period effective 08/05/			20.00
							Company Total		48.00

| Class: J4 Total | | | | 80.00 | 0.00 | 0.00 | 80.00 | 2,000.00 | 48.00 | 0.00 |

| Union: 1000 Total | | | | 992.50 | 18.00 | 2.00 | 1,012.50 | 25,058.00 | 1,136.39 | 1,106.01 |

Figure: UN-31   Union Report – Detail Report.

Employee Union Deductions

The Employee Union Deductions report lists, by union, the employee Id and name, social security number, and employee contribution totals.

Access to Employee Union Deductions Report
Module Menu with Reports Group

Union | Reports | Employee Union Deductions

Module Menu with Reports List

Union | Employee Union Deductions

Standard Menu

Reports | Payroll | Union Payroll | Employee Union Deductions

Report Types
Summary

The Employee Union Deductions report lists, by union, the employee Id and name, social security number, and employee contribution totals.

Detail

The Employee Union Deductions report also lists, by union, check date, check number, and employee contribution amount per check.

Order By

- Employee Id
- Check Date
- Display Name
- S.S.N.
- First Name
- Last Name

Options

- Show Report Criteria
- Case Sensitive

Fields

- Union Code
- Employee Id
- Check Date
- Display Name
- S.S.N.
- First Name
- Last Name

Employee Union Deduction – Summary Report

Figure: **UN-32**   Employee Union Deduction – Summary Report.

Employee Union Deduction – Detail Report

Figure: **UN-33**   Employee Union Deduction – Detail Report.

Appendix

System Wide Parameters
UN Tab
The UN tab of the System Wide Parameters allows accrual of the Union contribution to the General Ledger. This option is only available if the Union module is included in the program license.

Menu Access
Administrator | System Parameters | UN Tab

Figure: UN-34
System Wide Parameters,
UN tab screen form.

Accrue Union Contribution to the General Ledger
When this box is checked, union contributions process through the Payroll module can be posted to the General Ledger to the accounts listed just below the option.

Union Payable Account
This field is used to record the default payable account to which union payables, processed in payroll, will be posted. This may be selected from the Chart of Accounts by using the Find tool. Please note that the underlined Union 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 Union Payable Account hyperlink accesses a selection of reports that can be directly accessed.

Union Expense Account
This field is used to record the default payable account to which union expenses, processed in payroll, will be posted. This may be selected from the Chart of Accounts by using the Find tool. Please note that the underlined Union 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 Union Expense Account hyperlink accesses 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.

Payroll Adjustments

This section covers 2 types of adjustments that relate to Union in the company's payroll adjustments' master files for additions and deductions. 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.

💡 **Tip** | Further information about employee payroll adjustments can be found in the Payroll Manual. This section is focused solely on Union adjustments.

Once set up, company wide adjustments that 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

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

There are a number of system addition codes that are already set up in BIS®. However, this section will focus only on the 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.

This code cannot be changed or deleted. However, new codes can be added at any time to cover an addition not included. 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.

Main Tab

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

Figure: UN-35
Payroll Adjustments,
Additions, Main tab screen
form for Union addition.

Form Fields

This section is focused on one system addition code that is already set up in BIS®, 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.

ⓘ **Tip**   Most of the fields on this system Payroll Addition Code are inaccessible (grayed out) due to the unique nature of this code.

This code cannot be changed or deleted. Although new codes can be added at any time to cover an addition not included above, the code is especially created for Union additions that have tax implications. Setting up all default information in the Additions file will save time when entering payroll records. The information saved 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.

If a new addition is created, it's initial default will appear in employee records.

Addition Code

The Addition Code field displays the unique code that will correspond to the payroll union addition.

Description

The Description field displays the descriptive name that corresponds to the payroll addition.

GL Account

Select a General Ledger account number to be associated with the union 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.

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.

Report – Payroll Adjustments - Additions

The Payroll Additions report lists the code, Description, GL account, and other data recorded in the Payroll Additions file.

Access to Payroll Additions Report
Module Menu with Reports Group

Payroll | Reports | Payroll Adjustments | Additions

Module Menu with Reports List

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 and local tax.

Order By	**Options**	**Fields**
• Addition Code	• Show Report Criteria	• Addition Code
• Description	• Show Notes	• Description
• Posting GL Account Number	• Case Sensitive	• Posting GL Account Number
• Report Code		• Report Cod

Drill-Down+®Destinations

Figure: UN-36
Right-click a hyperlink to display a selection of reports and other available functions.

Payroll Additions – Summary Report

Figure: UN-37   Payroll Additions, Summary Report, showing Union/FB (Fringe Benefit) Auto Addition.

Payroll Additions – Summary Report

Figure: UN-38   Payroll Additions, Detail Report, showing Union/FB (Fringe Benefit) Auto Addition only.

Payroll Adjustments - Deductions

This section covers one type of union payroll adjustment: Deductions. The deduction option is used for recording union 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

Main Tab

There are a number of system deduction codes that are already set up in BIS®. However, this section will focus only on the Union Automatic Deduction and the Union Tax Automatic Deduction. 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: UN-39
Payroll Adjustments, Deductions, Main tab screen form for Union Auto Deduction.

> ⓘ **Tip** | Most of the fields on this system Payroll Deduction Code are inaccessible (grayed out) due to the unique nature of this code.

Form Fields

This section focuses on two system deduction codes that are already set up in BIS®:

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.

⚠ **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.

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.

Deduction Code
The Deduction Code field displays the code that will correspond to the union payroll deduction.

Description
The Description field displays the name that will correspond to the union payroll deduction.

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

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

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

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

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.

Report – Payroll Adjustments - Deductions
The Payroll Deduction report lists the code, Description, GL account, and other data recorded in the Payroll Deductions file.

Access to Payroll Deductions Report
Module Menu with Reports Group
Payroll | Reports | Payroll Adjustments | Deductions

Module Menu with Reports List
Payroll | Payroll Adjustments | Deductions

Standard Menu
Reports | Payroll | Payroll Adjustments | Deductions

Report Types
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
- Posting GL Account Number
- Report Code

Options
- Show Report Criteria
- Show Notes
- Case Sensitive

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

Drill-Down+® Destinations

Figure: UN-40
Right-click a hyperlink to display a selection of reports and other available functions.
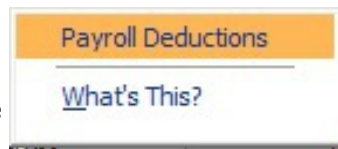
Payroll Deductions – Summary Report

Payroll Deductions
Summary Report   Page 1

Code	Description	GL Account	Report Code
30	Insurance Deduction	2530, Medical Plans Payable	
	Notes 1. Review annually.		
31	Advance Payback Deduction	1430, Employee Advances	
32	Savings Deduction	2560, Savings Plan	
35	Other Deduction		
36	Other Deduction		
37	Extra Federal Withholding	2210, Payroll Taxes Payable-FIT	
38	Extra State Withholding	2240, Payroll Taxes Payable-SIT	
55	Union Automatic Deduction	2410, Union Payable 1	
56	Union/FB Tax Auto Deduction	2410, Union Payable 1	
57	W/C Automatic Deduction	2300, Worker's Compensation Payable	

Figure: UN-41   Payroll Deductions, summary Report, showing Union deductions.

Payroll Deductions – Detail Report

Payroll Deductions
Detail Report   Page 1

Code	Description	GL Account		Report Code	
55	Union Automatic Deduction	2410, Union Payable 1			
	Limit	No Limit		Min YTD Gross	0.00
	Amount	0.000 Percent of Gross Wages		Max YTD Gross	0.00
56	Union/FB Tax Auto Deduction	2410, Union Payable 1			
	Limit	No Limit		Min YTD Gross	0.00
	Amount	0.000 Percent of Gross Wages		Max YTD Gross	0.00

Figure: UN-42   Payroll Deductions, Detail Report, showing Union Automatic Deduction and Union/FB (Fringe Benefit) Auto Deduction only.

Employees

The Employees master file records all pertinent payroll information related to each person employed by the company. The information recorded on these tabs is used throughout BIS® whenever an employee is referenced in a payroll transaction.

This section focuses on Union information for employees.

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 has been printed. The employee number can only be deleted or changed after the W-2 forms have been printed and the books have been closed for the current fiscal year. However, an employee can be classified as inactive at any time. 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
Transactions | Employees

Default Tab - Overview
The Default tab section of the Employee maintenance form is used for setting up the default values for information related to the employee selected.

> 💡 **Tip**   Burden is recorded in BIS® from 5 sources: FICA/Medicare, Workers' Compensation, Union, Other Burden, and Production Expense.

Figure: UN-43
Employees, Default tab screen form, Union designation and accounts.

Union Employee
Check this box if the employee is a member of a union. Once it is checked, BIS® open 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 account may be entered manually or by using the Find tool. The list of employees 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 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 account may be entered manually or by using the Find tool. The list of employees 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 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.

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.

Report – Employee List
These reports show the employee ID and name, title, social security number, status, whether the employee is a union member, and optionally, other information.

Access to Employee List
Module Menu with Reports Group
Payroll | Reports | Employee List

Module Menu with Reports List
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 the employee is the member of a union.

Detail
The Detail Report Type also displays the employee address and telephone number.

Extended
The Extended Report Type provides a full-page report for each employee that displays all information from the Main and Default tabs of the Employees file.

Automatic Adjustments

The Automatic Additions 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, including union.

Order By
- Employee ID
- Employee First Name
- Employee Last Name
- Employee Name
- City
- State
- Zip Code
- Telephone Number
- Social Security Number
- Date Hired
- Status

Options
- Show Report Criteria
- Active
- Inactive
- Union
- Non Union
- Show Notes
- Case Sensitive

Fields
- Employee ID
- Employee Name
- City
- State
- Zip Code
- Telephone Number
- Social Security Number
- Date Hired

Drill-Down+® Destinations

Figure: UN-44
Right-click a hyperlink to access reports and other features..
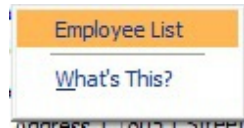
Employee List – Summary Report

Best Construction Company

Employee List
Summary Report   Page 1

Employee Id	Employee Name	Title	Soc. Sec.#	Status	Union
E001	Bill Johnson	Owner	555-55-1000	Active	No
E002	Mike Jarvis	Project Manger	555-55-1001	Active	No
E003	Alissa Monte	Office Manager	555-55-1002	Active	No
E004	Tim Hardaway		555-55-1003	Active	Yes
E005	Joe Martinez		555-55-1004	Active	Yes
E006	Steve Schwartz		555-55-1005	Active	Yes
E007	Mike Smith		555-55-1006	Active	Yes

Figure: UN-45   Employee List – Summary Report showing Union Status.

Employee List – Detail Report

Figure: UN-46   Payroll Employee List Report - Detail, showing Union membership.

Employee List – Extended Report

Figure: UN-47   Employee List – Extended Report showing Union membership.

Employee List – Automatic Adjustments Report

Best Construction Company

Employee List

Automatic Adjustments Report

Page 1

Employee Id	Employe Name	Title		Social Security#	Status	Union
Code	Description	Hours	Amount	Limit GL Acct	Expense Acct	
E001	Bill Johnson	Owner		555-55-1000	Active	No
30	Insurance Deduction		2.00	7007		
50	Tax Deferred Plan		3.00	0.00 2540		
52	Cafeteria Plan		1.00	0.00 2550		
50	Tax Deferred Plan		3.00	0.00 2540	7007	
E002	Mike Jarvis	Project Manager		555-55-1001	Active	No
50	Tax Deferred Plan		5.00	0.00 2540		
50	Tax Deferred Plan		3.00	0.00 2540	7007	
E003	Alissa Monte	Office Manager		555-55-1002	Active	No
E004	Tim Hardaway			555-55-1003	Active	Yes
E005	Joe Martinez			555-55-1004	Active	Yes
E006	Steve Schwartz			555-55-1005	Active	Yes
E007	Mike Smith			555-55-1006	Active	No
E008	Walker Smith			556-72-8999	Active	No

Figure: UN-48   Employee List, Automatic Deductions Report, showing Union membership.

Payroll Reports With Union Information

Since the Union module cannot operate without the Payroll module, there are other Payroll reports that contain information about union additions and/or deductions that appear when processing payroll. This section focuses on Union information processed in payroll. For more detail, refer to the Payroll Manual.

Prepayment List

The purpose of the Prepayment List provides an opportunity to review 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 to Prepayment List
Module Menu with Reports Group

Payroll | Reports | Prepayment List

Module Menu with Reports List

Payroll | Prepayment List

Standard Menu

Reports | Payroll | Prepayment List

Figure: UN-49

Payroll Prepayment List screen query form showing three Order By choices: Employee Id & State, Employee Name & State, and State & Employee Id.

Please note that these reports can be exported, printed, or previewed from the button selection on this form.

All Employees

When this option is marked, a prepayment list will be generated for all employees with payroll records on file.

Beginning Employee Number

Enter the ID number of the first employee to be included in the prepayment list.

Ending Employee Number

Enter the ID number of the last employee to be included in the prepayment list.

Employee Pay Period

Select the pay period type from the drop down menu: All, Weekly, Biweekly, Semimonthly or Monthly.

Report type

To include pages for each type of report, place a checkmark next to its option.

Employee Payroll Detail

This report displays the date, certified, regular hours and rate, overtime hours and rate, total hours and amount, union and union amount, classification, workers' compensation and workers' compensation rate, experience modifier and workers' compensation amount, OT rate and amount, GL account, trade, job number, code, cost code, CO number, type, SUTA state, and for each deduction, the date, deduction code, description, amount, code, GL account, and SUTA state.

Employee Payroll Summary

This report displays earnings hours and amount 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 company contribution.

Job Distribution

This report displays the information in Employee Payroll Detail sorted by job.

Payroll Totals

This report displays the information in Employee Payroll Summary for all employees.

Order By

Employee ID + State
Employee Name + State
State + Employee Name

Payroll Pre-Payment List – Employee Payroll Summary

Payroll Pre-payment List

Best Construction Company

Page 4

Employee Payroll Summary

Employee: E005, Joe Martinez   Tax State: CA   Suta State: CA   Pay Period: 08/07/YYYY

Earnings	Hours	Amount	Withholdings & Deductions	Amounts
Regular	40.00	2,000.00	Federal	289.76
Overtime	0.00	0.00	Extra Federal	0.00
Doubletime	0.00	0.00	Social Security	126.17
Vacation	0.00	0.00	Medicare	29.51
Holiday	0.00	0.00	State	97.37
Sick	0.00	0.00	Extra State	0.00
Special	0.00	0.00	SDI	20.35
Other Additions (1)	0.00	35.00	Other Deductions (2)	85.00
			Local Taxes (3)	0.00
Totals	40.00	2,035.00	Tax Deferred (4)	0.00
Adjustments				
Non Payroll Adjustments		0.00	Totals	648.16
Fringe Benefits (#21)		0.00	Net Amount	1,386.84
Earned Income Credit (#22)		0.00		
Totals		0.00		

Other Additions (1)	Hours	Amount
26 Union Tax Automatic Addition	0.00	35.00
Totals	0.00	35.00

Other Deductions (2)	Amount
55 Union Automatic Deduction	50.00
56 Union Tax Automatic Deduction	35.00
Totals	85.00

State Withholding	Amount
CA California	97.37
Totals	97.37

Company Contribution	Amount
Company FICA	126.17
Company Medicare	29.51
Company FUTA	12.21

Figure: UN-50

Payroll Pre-payment List – Employee Payroll Summary showing Union deductions under Other Deductions

Payroll Pre-Payment List, Employee Payroll Detail

Best Construction Company
Page 3

Payroll Pre-payment List

Employee Payroll Detail

Employee: E005, Joe Martinez   Tax State: CA   Suta State: CA   Pay Period: 08/07/YYYY

Date / Regular	Reg Hrs / Reg Rate	Ot Hrs / Ot Rate	Dt Hrs / Dt Rate	Total Hrs / Amount	Union / Union Amt	Class	W/C / W/C Rate	Exp Mod / W/C Amt	OB Rate GL Acct / OB Amt Trade	Job / Code	Cost Code	C/O#	Type	SUTA State
08/04/	8.00 / 50.00	2.00 / 75.00	0.00 / 100.00	10.00 / 550.000	1000 / 17.13	J1	5645 / 11.05000	1.25000 / 69.06	3.00 5010 / 16.50	1010	06100		L	CA
08/05/	8.00 / 50.00	2.00 / 75.00	0.00 / 100.00	10.00 / 550.000	1000 / 17.13	J1	5645 / 11.05000	1.25000 / 69.06	3.00 5010 / 16.50	1010	02000		L	CA
08/06/	8.00 / 50.00	2.00 / 75.00	0.00 / 100.00	10.00 / 550.000	1000 / 17.13	J1	5645 / 11.05000	1.25000 / 69.06	3.00 5010 / 16.50	1010	06100		L	CA
08/07/	8.00 / 50.00	2.00 / 75.00	0.00 / 100.00	10.00 / 550.000	1000 / 17.13	J1	5645 / 11.05000	1.25000 / 69.06	3.00 5010 / 16.50	1010	06100		L	CA

Date	Add Code	Description	Hours	Amount	W/C / W/C Rate	Exp Mod Code / W/C Amt	GL Acct	Job	Cost Code	SUTA State
08/07/	26	Union Tax Automatic Addition	0.00	38.52	0.00000	0.00000 / 0.00	2410			CA

Date	Ded Code	Description	Amount	Code	GL Acct	SUTA State
08/07/	55	Union Automatic Deduction	50.00		2410	CA
08/07/	56	Union Tax Automatic Deduction	38.52		2410	CA

Figure: UN-51

Payroll Pre-payment List - Employee Payroll Detail showing Union additions and deductions.

Payroll Pre-Payment List, Job Distribution

Payroll Pre-payment List

Best Construction Company

Page 4

Job Distribution

| Job | Cost Code | C/O# | Taxing State | SUTA State | Reg Hrs | Ot Hrs | Dt Hrs | Total Hrs Union | | Class | W/C | Exp Mode | OB Rate | FICA SS |
| Employee Id | Name | Type | Date | Date | Reg Rate | Ot Rate | Dt Rate | Amount | Union Amt | | W/C Rate | W/C Amt | OB Amt | FICA Med |
Rate Class.	Description	Type	Date	Date	BR Reg	BR Ot	BR Dt	Per Diem Rate	Per Diem Days		Per Diem Amt			
1010	02000		CA	CA	8.00	2.00	0.00	10.00	1000	J1	5645	1.25000	3.00	34.10
E005	Joe Martinez	L	08/05/2014		50.00	75.00	100.00	694.77	17.13		11.05000	69.06	16.50	7.98
909	F				100.00	150.00	200.00	0.00	0		0.00			
1010	06100		CA	CA	8.00	2.00	0.00	10.00	1000	J1	5645	1.25000	3.00	34.10
E005	Joe Martinez	L	08/04/2014		50.00	75.00	100.00	694.77	17.13		11.05000	69.06	16.50	7.98
909	F				100.00	150.00	200.00	0.00	0		0.00			
1010	06100		CA	CA	8.00	2.00	0.00	10.00	1000	J1	5645	1.25000	3.00	34.10
E005	Joe Martinez	L	08/06/2014		50.00	75.00	100.00	694.77	17.13		11.05000	69.06	16.50	7.98
909	F				100.00	150.00	200.00	0.00	0		0.00			
1010	06100		CA	CA	8.00	2.00	0.00	10.00	1000	J1	5645	1.25000	3.00	34.10
E005	Joe Martinez	L	08/07/2014		50.00	75.00	100.00	694.77	17.13		11.05000	69.06	16.50	7.98
909	F				100.00	150.00	200.00	0.00	0		0.00			
1020	02000		CA	CA	0.00	0.00	0.00	0.00	1000	J1	5645	1.25000	3.00	0.00
E004	Tim Hardaway	L	08/07/2014		28.00	37.50	50.00	0.00	0.00		11.05000	0.00	0.00	0.00
					30.00	45.00	60.00	0.00	0		0.00			

Figure: UN-52

Payroll Pre-payment List, Job Distribution, showing Union information

Payroll Pre-Payment List, Payroll Totals

Payroll Pre-payment List

Pay Period: 08/07/YYYY

Payroll Totals

Best Construction Company

Page 5

Earnings	Hours	Amount
Regular	56.00	4,000.00
Overtime	8.00	600.00
Doubletime	0.00	0.00
Vacation	0.00	0.00
Holiday	0.00	0.00
Sick	0.00	0.00
Special	0.00	0.00
Other Additions (1)	0.00	38.52
Totals	**64.00**	**4,638.52**

Adjustments		Amount
Non Payroll Adjustments		0.00
Fringe Benefits (#21)		0.00
Earned Income Credit (#22)		0.00
Totals		**0.00**

Withholdings & Deductions	Amounts
Federal	709.67
Extra Federal	0.00
Social Security	281.64
Medicare	65.87
State	287.92
Extra State	0.00
SDI	22.39
Other Deductions (2)	136.52
Local Taxes (3)	0.00
Tax Deferred (4)	96.00
Totals	**1,600.01**
Net Amount	**3,038.51**
Vacation Accrual	0.00
Sick Leave Accrual	0.00

Other Additions (1)	Hours	Amount
26 Union Tax Automatic Addition	0.00	38.52
Totals	**0.00**	**38.52**

Other Deductions (2)		Amount
30 Insurance Deduction		48.00
55 Union Automatic Deduction		50.00
56 Union Tax Automatic Deduction		38.52
Totals		**136.52**

Tax Deferred (4)		Amount
50 Tax Deferred Plan		72.00
52 Cafeteria Plan		24.00
Totals		**96.00**

State Withholding		Amount
CA California		287.92

Figure: UN-53

Payroll Pre-payment List – Payroll Totals showing Union totals.

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. This report also assures that the general ledger and financial statement records are correct for those accounts that relate to payroll activity.

Access to Payroll Journal
Module Menu with Reports Group

Payroll | Reports | Payroll Journal

Module Menu with Reports List

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, payroll check amount, and monthly totals.

Detail

This report type displays the account number and name, check date, check number, employee name, check type, payroll check amount, monthly totals, payroll hours and adjustments including 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 Find 🔍 to select from a list of accounts.

Order By
• Check Date

Options
• Show Report Criteria
• Reversing Entries
• Show Check Notes
• Show GL Extended Description
• Show User ID

Fields
• Check Date
• Session Date

Drill-Down+® Destinations

Figure: UN-54
Right-click a hyperlink to display a selection of reports and other available functions.

Payroll Journal – Detail Report

Date	Check# GL Account	Payee Account Name	Check Type Description	Reconciliation Status	Session	Amount
06/05/	2034	Tim Hardaway	PR	Outstanding	06/05/	
	5010	Cost of Contracts-Labor	Hours on 05/25/.			1,000.00
	2410	Union Payable 1	Union Tax Automatic Addition			17.50
	2410	Union Payable 1	Union Automatic Deduction			-50.00
	2410	Union Payable 1	Union Tax Automatic Deduction			-17.50
	2210	Payroll Taxes Payable-FIT	Federal Withholding			-88.01
	2240	Payroll Taxes Payable-SIT	State Withholding			-18.56
	2220	Payroll Taxes Payable-FICA	FICA Social Security Withholding			-63.09
	2220	Payroll Taxes Payable-FICA	FICA Medicare Withholding			-14.75
	2250	Payroll Taxes Payable-State Disability	SDI Withholding			-10.18
					Check Total	755.41
06/19/	2035	Bill Johnson	PR	Outstanding	06/19/	
	7003	Salaries & Wages-Administration	Hours on 06/19/			2,400.00
	7007	Employee Benefits-G&A	Insurance Deduction			-48.00
	2540	401k Plan Payable	Tax Deferred Plan			-72.00
	2550	Cafeteria Plan Payable	Cafeteria Plan			-24.00
	2210	Payroll Taxes Payable-FIT	Federal Withholding			-369.03
	2240	Payroll Taxes Payable-SIT	State Withholding			-169.73
	2220	Payroll Taxes Payable-FICA	FICA Social Security Withholding			-142.85
	2220	Payroll Taxes Payable-FICA	FICA Medicare Withholding			-33.41
					Check Total	1,540.98
06/27/.	6587	VOID	PR	Outstanding	06/27/	
					Check Total	0.00
				Cash Disbursements Listed for June		2,296.39
07/23/	2036	Tim Hardaway	PR	Outstanding	07/23/	
	5010	Cost of Contracts-Labor	Hours on 07/11/.			1,000.00
	2410	Union Payable 1	Union Tax Automatic Addition			17.50
	2410	Union Payable 1	Union Automatic Deduction			-50.00
	2410	Union Payable 1	Union Tax Automatic Deduction			-17.50
	2210	Payroll Taxes Payable-FIT	Federal Withholding			-88.01
	2240	Payroll Taxes Payable-SIT	State Withholding			-18.56
	2220	Payroll Taxes Payable-FICA	FICA Social Security Withholding			-63.09
	2220	Payroll Taxes Payable-FICA	FICA Medicare Withholding			-14.75
	2250	Payroll Taxes Payable-State Disability	SDI Withholding			-10.18
					Check Total	755.41
				Cash Disbursements Listed for July		755.41
11/27/	11272014-1	Bill Johnson	PR	Outstanding	11/27/	
	7003	Salaries & Wages-Administration	Hours on 11/27/			2,400.00
	7007	Employee Benefits-G&A	Insurance Deduction			-48.00
	2540	401k Plan Payable	Tax Deferred Plan			-72.00
	2210	Payroll Taxes Payable-FIT	Federal Withholding			-379.00
	2240	Payroll Taxes Payable-SIT	State Withholding			-172.18
	2220	Payroll Taxes Payable-FICA	FICA Social Security Withholding			-144.34
	2220	Payroll Taxes Payable-FICA	FICA Medicare Withholding			-33.76

Figure: UN-55   Payroll Journal, Detail Report, showing Union items.

Payroll Journal – Extended Report

Payroll Journal

Extended Report - Account 1020, Cash In Bank

Best Construction Company

Page 1

Date	Check# GL Account	Payee Account Name	Check Type Description	Reconciliation Status	Session	Code	Job	Cost Code	C/O #	Type
06/05/	2034	Tim Hardaway	PR	Outstanding	06/05/					
	1020	Cash In Bank	Tim Hardaway			755.41				
	5010	Cost of Contracts-Labor	Hours on 05/25/			1,000.00	1010	02600		L
	2410	Union Payable 1	Union Tax Automatic Addition			17.50				
	2410	Union Payable 1	Union Automatic Deduction			-50.00				
	2410	Union Payable 1	Union Tax Automatic Deduction			-17.50				
	2210	Payroll Taxes Payable-FIT	Federal Withholding			-88.01				
	2240	Payroll Taxes Payable-SIT	State Withholding			-18.56				
	2220	Payroll Taxes Payable-FICA	FICA Social Security Withholding			-63.09				
	2220	Payroll Taxes Payable-FICA	FICA Medicare Withholding			-14.75				
	2250	Payroll Taxes Payable-State Disability	SDI Withholding			-10.18				
				Check Total		**755.41**				
06/19/	2035	Bill Johnson	PR	Outstanding	06/19/					
	1020	Cash In Bank	Bill Johnson			1,540.98				
	7003	Salaries & Wages-Administration	Hours on 06/19/			2,400.00				N
	7007	Employee Benefits-G&A	Insurance Deduction			-48.00				
	2540	401k Plan Payable	Tax Deferred Plan			-72.00				
	2550	Cafeteria Plan Payable	Cafeteria Plan			-24.00				
	2210	Payroll Taxes Payable-FIT	Federal Withholding			-369.03				
	2240	Payroll Taxes Payable-SIT	State Withholding			-169.73				
	2220	Payroll Taxes Payable-FICA	FICA Social Security Withholding			-142.85				
	2220	Payroll Taxes Payable-FICA	FICA Medicare Withholding			-33.41				
				Check Total		**1,540.98**				
06/27/	6587	VOID	PR	Outstanding	06/27/					
				Check Total		**0.00**				
			Cash Disbursements Listed for June			2,296.39				
07/23/	2036	Tim Hardaway	PR	Outstanding	07/23/					
	1020	Cash In Bank	Tim Hardaway			755.41				
	5010	Cost of Contracts-Labor	Hours on 07/11/			1,000.00	1500	02000		L
	2410	Union Payable 1	Union Tax Automatic Addition			17.50				
	2410	Union Payable 1	Union Automatic Deduction			-50.00				
	2410	Union Payable 1	Union Tax Automatic Deduction			-17.50				

Figure: UN-56

Payroll Journal - Extended Report showing Union items

Job Cost Reports With Union Information

Union costs are treated as one of five burden elements in Job Cost. (Those five burden elements are: FICA/Medicare, Workers' Compensation, Union Expense, Other Employee Burden, and Production Expense.) This section focuses on Union information processed in payroll. For more detail, refer to the Job Cost Manual.

Job Cost Burden Analysis Report

This report lists job costs broken down by direct and indirect cost.

Access to Job Cost Burden Analysis Report
Module Menu with Reports Group

JC | Reports | Burden Analysis Report

Module Menu with Reports List

JC | Burden Analysis Report

Standard Menu

Reports | Job | Burden Analysis Report

Report Type
Summary

The Burden Analysis Summary Report Type shows the job number and name, total gross wages, materials, subcontracts, other direct costs, total direct costs, equipment, Workers' Compensation, other burden, production expense, union expense, company FICA contributions, total indirect costs, and total costs.

Detail

The Burden Analysis Detail Report Type also shows summary information broken down for each job by cost code and change order.

Extended

The Burden Analysis Extended Report Type also displays detailed transaction information for each job cost, including date, vendor or employee ID and name, reference number, and the source journal of the transaction.

Order By
- Job Number

Options
- Show Report Criteria
- Active Jobs
- Inactive Jobs
- Completed Jobs
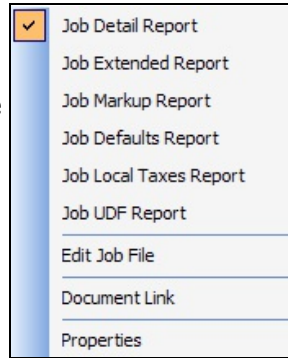- Show Budget with No Activity
- Case Sensitive

Fields
- Job Number
- Cost Code
- Change Order
- Date
- Project Manager

Drill-Down+® Destinations

Figure: UN-57
Right-click a Job hyperlink to display a selection of reports and other available functions.

✓ Job Detail Report
Job Extended Report
Job Markup Report
Job Defaults Report
Job Local Taxes Report
Job UDF Report
Edit Job File
Document Link
Properties

Figure: UN-58
Right-click a CD or PR Journal Reference 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
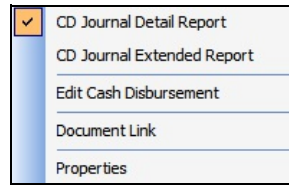
Figure: UN-59
Right-click an AP Journal Reference hyperlink to display a selection of reports and other available functions.

✓ AP Journal Detail Report
AP Journal Extended Report
Edit Vendor Invoice
Document Link
Properties

Figure: UN-60
Right-click a CC Journal Reference hyperlink to display a selection of reports and other available functions.

✓ CC Journal Detail Report
CC Journal Exended Report
Edit Credit Card Transaction
Document Link
Properties

✓ Equipment Transactions Detail
Equipment Transactions Extended
Properties

Figure: UN-61
Right-click an EQ Journal hyperlink to display a selection of reports and other available functions.

✓ Job Cost Adjustments
Properties
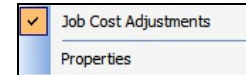
Figure: UN-62
Right-click a JA Journal Reference hyperlink to display a selection of reports and other available functions.

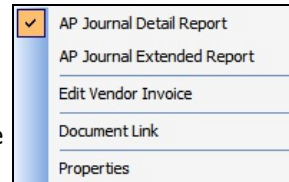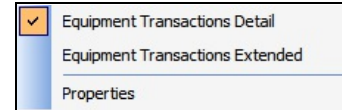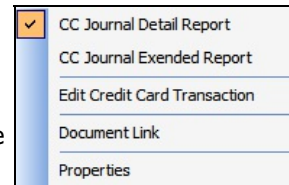| |
|---|
| ✓ Job Cost Ledger Detail |
| Job Cost Ledger Extended |
| Properties |

Figure: UN-63
Right-click an AR Journal Reference hyperlink to display a selection of reports and other available functions.

✓ Job Cost Detail Report
Properties
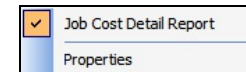
Figure: UN-64
Right-click a Total Costs hyperlink to directly access the Job Cost Detail Report and Properties.

Job Cost Burden – Summary Report

Job Cost Burden
Summary Report

Best Construction Company

Page 1

Job	Description	Gross Wages	Materials	Subcontract	Other	Total Direct	Eq	WC	Other Burden	Production Expense	Union Expense	Co. FICA	Total Indirect	Total Cost
1000	Pacific View Apartments	35686.00	68790.00	20005.00	0.00	124481.00	13000.00	3844.20	1542.35	4634.20	579.28	2565.14	26165.17	150646.17
1010	Truesdale Elementary School	7750.00	10000.00	3000.00	0.00	20750.00	0.00	645.27	349.50	420.00	121.38	581.40	2117.55	22867.55
1020	Giovanni's Pasta House	4000.00	2500.00	2285.00	0.00	8785.00	0.00	302.38	240.00	166.40	47.50	299.12	1055.40	9840.40
	Grand Totals	47436.00	81290.00	25290.00	0.00	154016.00	13000.00	4791.85	2131.85	5220.60	748.16	3445.66	29338.12	183354.12

Figure: UN-65

Job Cost Burden – Summary Report showing Union burden.

Job Cost Burden Analysis Report – Detail Report

Best Construction Company   Page 1

Job Cost Burden
Detail Report   Job 1000   Pacific View Apartments

Cost Code	Description	Gross Wages	Materials	Subcontract	Other	Total Direct	Eq	WC	Other Burden	Production Expense	Union Expense	Co. FICA	Total Indirect	Total Cost
Budget														
01000	General Requirements	6675.00	750.00	0.00	0.00	7425.00	0.00	970.92	270.00	22.50	0.00	384.80	1648.22	9073.22
02000	Site Work	25111.00	39240.00	15795.00	0.00	80146.00	13000.00	2659.75	1062.35	3326.70	579.28	1888.87	22516.95	102662.95
03000	Concrete	0.00	0.00	4210.00	0.00	4210.00	0.00	0.00	0.00	421.00	0.00	0.00	421.00	4631.00
04000	Mortar	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
06100	Rough Carpentry	3900.00	29000.00	0.00	0.00	32900.00	0.00	213.53	210.00	870.00	0.00	291.47	1585.00	34485.00
06150	Trestles	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
06200	Finish Carpentry	0.00	70.00	0.00	0.00	70.00	0.00	0.00	0.00	2.10	0.00	0.00	2.10	72.10
07200	Insulation	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
08000	Doors & Windows	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
09100	Lath & Plaster	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
09680	Carpeting	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
09900	Painting	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
10800	Toilet & Bath Accessories	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
12300	Cabinets & Storage	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
15400	Plumbing	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
16000	Electrical	0.00	-270.00	0.00	0.00	-270.00	0.00	0.00	0.00	-8.10	0.00	0.00	-8.10	-278.10
16850	Heating & Cooling	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
	Budget Totals	35686.00	68790.00	20005.00	0.00	124481.00	13000.00	3844.20	1542.35	4634.20	579.28	2565.14	26165.17	150646.17
Change Order 101														
02000	Site Work	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
06100	Rough Carpentry	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
	Change Order Totals	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
Change Order 102														
03000	Concrete	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
	Change Order Totals	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
	Totals	35686.00	68790.00	20005.00	0.00	124481.00	13000.00	3844.20	1542.35	4634.20	579.28	2565.14	26165.17	150646.17

Figure: UN-67

Job Cost Burden Analysis Report – Extended Report

Best Construction Company

Page 1

Job Cost Burden Job: 1000

Extended Report — Pacific View Apartments

Cost Code / Date	Id Name	Description / Reference	Journal	Gross Wages	Materials	Sub	Other	Total Direct	Equipment	WC	Other Burden	Production Expense	Union Expense	CoFICA	Total Indirect	Total Costs
Budget																
01000		General Requirements														
01/03/	Bill Johnson	Chk# 2000	PR	3000.00	0.00	0.00	0.00	3000.00	0.00	571.13	210.00	0.00	0.00	228.74	1009.87	4,009.87
01/03/	Mike Jarvis	Chk# 2001	PR	1200.00	0.00	0.00	0.00	1200.00	0.00	228.45	60.00	0.00	0.00	87.21	375.66	1,575.66
01/03/	Alissa Monte	Chk# 2002	PR	900.00	0.00	0.00	0.00	900.00	0.00	171.34	0.00	0.00	0.00	68.85	240.19	1,140.19
02/18/	Nagel Foundati	Inv# 4556	AP	0.00	0.00	0.00	1800.00	1800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,800.00
Cost Code Subtotals				5100.00	0.00	0.00	1800.00	6900.00	0.00	970.92	270.00	500.00	0.00	384.80	1625.72	8,525.72
02000		Site Work														
01/07/	BK Contracting	Inv# 890	AP	0.00	0.00	5000.00	0.00	5000.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00	5,500.00
01/14/	BK Contracting	Inv# 895	AP	0.00	0.00	795.00	0.00	795.00	0.00	0.00	0.00	79.50	0.00	0.00	79.50	874.50
01/07/	Tim Hardaway	Chk# 2003	PR	1187.50	0.00	0.00	0.00	1187.50	0.00	155.39	35.63	0.00	54.53	90.84	336.39	1,523.89
01/07/	Joe Martinez	Chk# 2004	PR	1171.00	0.00	0.00	0.00	1171.00	0.00	153.66	35.13	0.00	53.87	89.58	332.24	1,503.24
01/07/	Steve Schwarz	Chk# 2005	PR	1080.00	0.00	0.00	0.00	1080.00	0.00	59.13	32.40	0.00	43.50	82.62	217.65	1,297.65
01/07/	Mike Smith	Chk# 2006	PR	1140.00	0.00	0.00	0.00	1140.00	0.00	86.93	34.20	0.00	45.60	87.21	253.94	1,393.94
01/07/	Bill Johnson	Chk# 2007	PR	3000.00	0.00	0.00	0.00	3000.00	0.00	571.13	210.00	0.00	0.00	222.62	1003.75	4,003.75
01/07/	Mike Jarvis	Chk# 2008	PR	1200.00	0.00	0.00	0.00	1200.00	0.00	228.45	60.00	0.00	0.00	87.21	375.66	1,575.66
01/07/	Alissa Monte	Chk# 2009	PR	900.00	0.00	0.00	0.00	900.00	0.00	171.34	0.00	0.00	0.00	68.85	240.19	1,140.19
01/06/	Central Coast	Inv# 101536	AP	0.00	39000.00	0.00	0.00	39000.00	12000.00	0.00	0.00	1950.00	0.00	0.00	1950.00	40,950.00
01/07/	Grader	EqT# 1562	EQ	0.00	0.00	0.00	0.00	0.00	12000.00	0.00	0.00	1200.00	0.00	0.00	1200.00	13,200.00
01/17/	Tim Hardaway	Chk# 2010	PR	1112.50	0.00	0.00	0.00	1112.50	0.00	148.48	33.38	0.00	51.72	85.10	318.68	1,431.18
01/17/	Joe Martinez	Chk# 2011	PR	1076.00	0.00	0.00	0.00	1076.00	0.00	145.03	32.28	0.00	50.33	82.32	309.96	1,385.96
01/17/	Steve Schwarz	Chk# 2012	PR	989.00	0.00	0.00	0.00	989.00	0.00	54.70	29.97	0.00	40.24	76.43	201.34	1,200.34
01/17/	Mike Smith	Chk# 2013	PR	1267.50	0.00	0.00	0.00	1267.50	0.00	94.93	38.03	0.00	50.14	96.95	280.05	1,547.55
01/17/	Bill Johnson	Chk# 2014	PR	3000.00	0.00	0.00	0.00	3000.00	0.00	164.25	210.00	0.00	0.00	222.62	596.87	3,596.87
01/17/	Mike Jarvis	Chk# 2015	PR	1200.00	0.00	0.00	0.00	1200.00	0.00	65.70	60.00	0.00	0.00	87.21	212.91	1,412.91
01/24/	Tim Hardaway	Chk# 2017	PR	987.50	0.00	0.00	0.00	987.50	0.00	136.40	29.63	0.00	46.91	75.55	288.49	1,275.99
01/24/	Joe Martinez	Chk# 2018	PR	1000.00	0.00	0.00	0.00	1000.00	0.00	138.13	30.00	0.00	47.50	76.50	292.13	1,292.13
01/24/	Steve Schwarz	Chk# 2019	PR	1190.00	0.00	0.00	0.00	1190.00	0.00	63.20	35.70	0.00	46.94	91.04	236.88	1,426.88
01/24/	Mike Smith	Chk# 2020	PR	1200.00	0.00	0.00	0.00	1200.00	0.00	91.50	36.00	0.00	48.00	91.80	267.30	1,467.30
01/24/	Mike Jarvis	Chk# 2022	PR	1200.00	0.00	0.00	0.00	1200.00	0.00	65.70	60.00	0.00	0.00	87.21	212.91	1,412.91
01/31/	Mike Jarvis	Chk# 2025	PR	1200.00	0.00	0.00	0.00	1200.00	0.00	65.70	60.00	0.00	0.00	87.21	212.91	1,412.91
02/27/	JCAdj# ADJ1		JA	0.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00	3.00	0.00	0.00	3.00	103.00

Figure: UN-68

Index