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**Jenzabar CX**

# **Payroll/Personnel**



**JENZABAR**

**User Guide**

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JENZABAR, INC.  
PAYROLL/PERSONNEL USER GUIDE

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## NOTICE

This document describes the screens and features of the Jenzabar Payroll/Personnel product, an application accessible exclusively on the Jenzabar CX menu. This application should not be confused with Jenzabar's Human Resources product, which is a Visual Basic application installed on individual PCs. Documentation for setting up and using the Human Resources product exists as online help.

## SECTION 1 - GETTING STARTED

### Overview

#### Introduction

Payroll/Personnel is an application developed by Jenzabar, Inc. that allows you to enter and maintain personnel and payroll information, and to produce payroll checks and/or direct deposits for your institution's employees.

#### Product Differences

This guide contains information for using all features developed for the Payroll/Personnel product. Your institution may or may not have all the features documented in this guide.

#### Purpose Of This Guide

This guide serves as a learning tool and a reference guide for adding, updating, and deleting Payroll/Personnel information, and for completing a payroll run.

#### Intended Audience

This guide is for use by menu users in the Personnel and Payroll offices who perform data entry operations. In many institutions, the same individual performs all the personnel and payroll functions. Menu users include the application coordinator, administrative assistants, and operators.

#### Learning Objectives

Using this guide, you will be able to complete the following objectives:

- Describe the CX Payroll/Personnel module processes
- Start a payroll
- Enter time
- Review the system's computation of wages and deductions
- Pay employees and post the payroll to the General Ledger
- Rerun a payroll
- Adjust payroll checks
- Void payroll checks
- Run audits of the payroll records
- Report EEO information
- Report W-2 information

## **How to Use This Guide**

If you are not familiar with how your institution maintains its Payroll/Personnel information and completes a payroll run, read this guide for detailed information about how to use Payroll/Personnel.

If you are familiar with how your institution performs these tasks, and just need information in a particular area, look through the table of contents or index and refer to the pages you need.

## **Structure of Jenzabar CX Guides**

Jenzabar CX user guides contain the following sections:

- Section 1 - An overview of general information
- Section 2 - A reference of the application's screens, fields, and commands
- Section 3 (and up) - Detailed procedures for using the application
- Last Section - A reference of application error and warning messages
- Index

# Before You Begin Payroll/Personnel

## Introduction

This section provides the following:

- A summary of the Payroll/Personnel processes
- A checklist of information you need to know and tasks you need to perform before using Payroll/Personnel
- Background knowledge you must possess to use Payroll/Personnel
- Explanations of the style conventions and terms used in this guide

## Purpose of Payroll/Personnel

The two main purposes of Payroll/Personnel are to enable you to:

- Track employees, their positions, and their work assignments
- Process payrolls for your institution

## Prerequisite Tasks

Jenzabar emphasizes that you use the following checklist to ensure that you have reviewed all required tasks before you begin to use Payroll/Personnel:

- Ensure that the CX General Ledger has a chart of accounts to support payroll.
- Identify the employees and positions that have changed since the last payroll run.
- Determine the type of payroll to run (e.g., monthly or weekly).
- Obtain the correct check stock to use for printing payroll checks.
- Obtain specifications from the bank about the required format for direct deposit tapes (if applicable).

## Background Knowledge

To use Payroll/Personnel effectively and efficiently, you must have specific background knowledge about your computer and your institution's Payroll/Personnel policies and procedures. The following list describes the necessary background information that you should know.

### Payroll/Personnel policies

The institution's policy on the following:

- The timing of wage or salary changes
- Holiday and sick pay
- Number of vacation days
- Using current employees in temporary assignments
- Using direct deposits for payroll

### Authorized staff

The individuals who are authorized to do the following:

- Change salary or wage rates
- View salary and wage information
- Enter hours for employees

### Timing

- The frequency and types of payrolls that the institution processes
- The method that the institution uses to process student and faculty payrolls

## Payroll/Personnel Process and Menu Options

The following list describes the overall process and menu options involved in using Payroll/Personnel to produce a payroll run.

**Note:** The process shown here is an example and is not intended as policy guidance. Your institution's Payroll/Personnel process may vary.

1. Enter new employees in the system, and update records for personnel changes and terminations. The menu options you use are:
  - Employee Maintenance
  - Personnel Entry
  - Add Benefits
  - Before Changing Position
  - Payroll Records Maintenance
  - Direct Deposit Maintenance
2. Start a payroll run. The menu option you use is Payroll Startup.
3. Enter the time that the employees worked. The menu option you use is Entry of Time.

**Note:** If the payroll is for salaried employees, you can omit this step.
4. Calculate the pay and the deductions for each employee. The menu options you use are:
  - Pre-Payroll Register
  - Create Payroll Liability
  - Post Payroll Register
5. Print payroll checks, and/or prepare direct deposit tapes. The menu options you use are:
  - Select Checks
  - Print Checks/Dirdep Stub
6. Post entries to the General Ledger and to the subsidiaries. The menu option you use is Post Checks/Dir Dep.

## Other Payroll/Personnel Processes

In addition to producing a payroll, you can perform the following functions with the CX Payroll/Personnel module:

- State Quarter-To-Date (QTD) Tape processing
- Error correction
- W-2 reporting
- EEO reporting

Refer to the Index and the Table of Contents in this guide to locate detailed information on these processes.

## Error Correction Processes

Error correction within the Payroll/Personnel module varies, depending on the point at which your error occurred, on the number of employees for whom errors occurred, and the type of error.

If an error exists for a single individual (or for just a few individuals), the easiest approach to correcting the error is as follows:

- Void the check(s)
- Remove the pay liability
- Create a new check group for the voided check(s)
- Print the checks

If an error exists throughout an entire payroll run, the easiest approach for correcting the error is as follows:

- Terminate the check journal
- Prepare to restart FPS and to abort the checks
- Abort the checks
- Print the new checks

If an error exists only in the print process and has not been posted, the easiest approach for reprinting checks is as follows:

- Prepare to restart FPS
- Reload the check stock
- Use the Restart option in FPS to print the new checks

# Conventions Used in This Guide

## Introduction

Jenzabar has established a set of conventions to help you use this guide. The conventions presented below are not exhaustive, but they include the more frequently used styles and terms.

## Style Conventions

The Jenzabar documentation observes the following style conventions.

### **Boldface type**

Represents text that you type into the system (e.g., "Type **UNDG**") and command names or keys you use to execute a command or function (e.g., **Finish**).

### **Bulleted list**

Show items not ranked or without a sequential performance.

### **<Enter>**

Represents the Enter, Return, Line Feed, or ↵ key on your keyboard.

### **Italic type**

Is used in any of these ways:

- To represent a new or key term
- To add emphasis to a word
- To cross-reference a section of text
- To represent a variable for which you substitute another variable (e.g., substitute *filename* with an appropriate file name)

### **<Key name>**

Represents a key that you must press.

### **Note:**

Indicates a note, tip, hint, or additional information.

### **Numbered lists**

Show ranking of items or sequence of performance.

### **Quotation marks**

Represent information written in this guide exactly as it appears on the screen (e.g., The message, "Now Running..." appears).

## Jenzabar-Specific Terms

Some terms used in this guide may be unfamiliar to you, either because they are terms you have not used before, or because Jenzabar has assigned a slightly different meaning to a familiar term. The following list identifies and explains the most common Jenzabar-specific terms.

### **Application**

A group of one or more software programs that enables you to perform a particular procedure (e.g., entering Payroll/Personnel information).

### **Data**

Specific information you enter into fields on a particular data entry screen.

### **Enter**

To type information on a keyboard and execute by doing one of the following actions:

- Pressing the **<Enter>** key
- Clicking on the **OK** button
- Selecting **Finish**



**F key**

Any of the function keys located on your keyboard (e.g., <F1>).

**Hot key**

The capitalized and highlighted letter of a command on a ring menu.

**ID**

The number assigned to each student or organization associated with your institution (e.g., 12345).

**Institution**

An established organization of post-secondary education that supports all operating functions (e.g., a college or university).

**Parameter**

A variable in the system that is given a constant value for a specific application (e.g., a date can be a parameter for producing a report).

**Select**

To execute a command by any of the following actions:

- Performing the keystrokes
- Pressing the hot key
- Highlighting the command or option and pressing <Enter>
- Clicking the mouse

**System**

The Jenzabar product, the CX.

**Type**

To press keys on a keyboard for text or characters to appear in a specific position on the screen. To execute a command or function, you must also perform one of the following actions:

- Press <Enter>
- Click on the OK button
- Select Finish

**Keystrokes**

When you see two keys separated by a dash (e.g., <Ctrl-c>), hold down the first key (<Ctrl>) while pressing the second (<c>).

**Capitalized Words**

The first letter of each word in a command, option, field name, or menu or screen title is capitalized in CX guides to set those terms apart from regular text.



# SECTION 2 - USING THE PAYROLL/PERSONNEL SCREENS

## Overview

### Introduction

The purpose of this section is to show each screen that you use in the Payroll/Personnel module and to explain each of the fields on those screens. This section also references the commands and options that you use when you perform procedures in Payroll/Personnel, such as major procedures like Time Entry or more simple procedures like Payroll Startup.

Refer to this section when you have questions about a specific field or command, or when you are completing the procedures in this guide.

### Alphabetical Organization

The screens, windows, field names, and commands appear in alphabetical order so that you can locate the information quickly.

### Screen Access

The access instructions for the screens and windows presume you are starting at the Payroll/Personnel menu. Access the Payroll/Personnel menu by selecting the following, beginning at the Main menu:

1. Fiscal Management
2. Payroll/Personnel menu

### Screen and Window Differences

The screens and windows illustrated in this section represent those contained in the CX standard product in GUI format unless otherwise noted. If your institution changes these screens and windows to meet its specific needs or if you use the CX in character-based format, then your screens and windows will differ from those shown in this section.

### Commands

The toolbars, command lines, and menus on the CX screens and windows can change, depending on the procedures that you perform or the commands that you have previously selected. For example, Query mode and Update mode in any particular screen or window display different commands. This guide describes all the commands associated with a screen or window.

**Note:** You can use a specific command only when it appears on the current toolbar, command line, or menu, or when it is black (not dimmed) when you select **Commands**.

### Accessing the Screen Commands

On the GUI-format screens, you can access the commands in any of the following ways:

- Pressing the corresponding keys on your keyboard
- Clicking on the icons
- Selecting **Command** from the menu bar and then selecting the desired command from the list of commands that appears

# Check Group Record Screen

## Purpose

The Check Group Record Screen enables you to enter information about the checks that you want to produce for a payroll. You can use the screen to create a manual Check Group record when you need to produce a replacement check from a payroll run.

## Access

Access the Check Group Record Screen as follows:

1. Select Processing
2. Access the Check Writing Menu
3. Choose the Select Check Group option
4. Select **Finish** to continue

## Example

Following is an example of the Check Group Record Screen. The Check Group Record Screen has two parts: the upper part contains data about the check group that you can change, and the lower part contains data maintained by the Check Select and Check Post processes.

```
PERFORM:  Query Next Previous View Add Update Remove Table Screen ...
Searches the active database table.          ** 1: ckgrp_rec table**
=====
                                CHECK GROUP RECORD
Group Number.....[0      ]      Dependent Group..[      ]
Subsidiary.....[      ]      Balance Period...[      ]
Invoice Due Date..[      ]      Status.....[      ]
Check Date.....[      ]      Status Date.....[      ]
Document Code....[      ]      Form Type.....[      ]
Added Time.....[      ]      Added Date.....[      ]

Max Group Amount..[$0.00      ]      Form Name.....[      ]
Max Check Amount..[$0.00      ]      Display.....[      ]
Max No of Checks..[      ]      G/L Description..[      ]
Comment.....[      ]
[      ]
----- PROGRAM UPDATED  FIELDS BELOW THIS LINE -----
Amount Paid.....[$0.00      ]      Number of Check Requests..[      ]
Amount Owed.....[$0.00      ]      Number of Payees Owed....[      ]
Journal Reference..[      ]      Beginning Check Number...[      ]
Journal Number.....[      ]      Ending Check Number.....[      ]
Formatted Date....[      ]      Printed Date.....[      ]
```

## Fields

The following is a list of fields that appear on the Check Group Record Screen and their descriptions.

### Added Date

The date on which the system added the check group.

### Added Time

The time at which the system added the check group.

### Amount Owed

The amount of the liability of the entire check group.

### Amount Paid

The amount of the liability of the check group that you paid.

**Balance Period**

The code of the period for which you want to select checks (e.g., WEE001). If blank, the system selects all checks with a due date earlier than the Invoice Due Date, regardless of the Balance Period.

**Note:** The system assigns the six-position balance period code as the first three positions of the payroll code, and a three-position number.

**Beginning Check Number**

The first check number used to print the check group.

**Check Date**

The date that appears on the checks.

**Comment**

The 80-character field that appears on the check if you define a location for comments on the check form. For example, enter "Happy Holidays" if you want to imprint that message on the December payroll checks.

**Dependent Group**

The check group number on which the selected group depends. For example, if you process both direct deposits and payroll checks, the payroll check group is dependent on the successful processing of the direct deposit check group.

**Display**

A logical (Y/N) flag that enables you to view the checks during the Check Select process.

**Document Code**

The code from the Document table that you associate with payroll processing. For payroll processing, the Document Code is *PR*.

**Ending Check Number**

The last check number the system used to process the check group.

**Form Name**

The FPS (Form Processing System) type associated with the checks, as defined in the Document table. For payroll processing, the form name is *prcheck*.

**Form Type**

The code that identifies the form in the Document table.

**Formatted Date**

The date on which you ran Check Select for the Check Group.

**G/L Description**

The 24-character description that appears in the General Ledger.

**Group Number**

The system-assigned number associated with the group of checks that you are processing.

**Invoice Due Date**

The date on which the checks are due. For payroll processing, the date is the closing date for the selection of checks, based on the payroll ending date.

**Journal Number**

The number associated with the journal that the system created when it processed the check group.

**Journal Reference**

The name of the journal that the system created when it processed the check group (e.g., PR for payroll).

**Max Check Amount**

The largest amount for which you want to write a check in the group. For example, if you want to process only low dollar amount checks (e.g., less than \$500.00), enter a maximum value here (e.g., \$500.00). For payroll processing, use the default (\$0.00), which does not limit the amount of the checks.

**Max Group Amount**

The maximum amount that you want to disburse for the entire check group. For example, if you have a limited bank balance (e.g., \$2000.00) and want to limit the total amount of the checks that you process, enter the maximum total amount here (e.g., \$2000.00). For payroll processing, use the default (\$0.00), which does not limit the total of the checks.

**Max No. of Checks**

The maximum number of checks that you want to process. For example, if you have a limited number of checks (e.g., 150 checks in your supply) and want to limit the total number of checks that you process, enter the maximum number here (e.g., 150). For payroll processing, enter **0**, which does not limit the total number of checks.

**Number of Check Requests**

The number of check requests that the system processed for the check group.

**Number of Payees Owed**

The number of checks that were included in the check group.

**Printed Date**

The date on which the system printed the checks.

**Status**

The current status of the check group. The following are valid statuses:

- P - Printed
- S - Scheduled
- W - Waiting printing

**Status Date**

Date on which the system assigned the current status code.

**Subsidiary**

The code associated with the subsidiary for which you are processing checks. For payroll checks, the subsidiary is W/P.

**Commands**

The following is a list of the commands that appear on the Check Group Record Screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

**Note:** See *Getting Started User Guide* for more information on commands in PERFORM screens.

**Add**

Enables you to add a Check Group record.

**ARROW**

The arrow keys move the cursor.

**Current**

Displays the current row of the current table.

**Detail**

You will not use this command for this PERFORM screen.

**ESCAPE**

Performs the specified command (e.g., if you are in Query mode and select Execute, the system performs the query and displays all records that match your search criteria).

**Exit**

Returns the user to the menu.

**Interrupt**

Aborts the specified command (e.g., if you are in Query mode and select Interrupt, the system discards the query and displays the previous screen and the command ring menu).

**Master**

You will not use this command for this PERFORM screen.

**Next**

After a query, displays the next record that matches your search criteria.

**Output**

Enables you to route the screen contents to a file. When you use this command, the system displays the following prompts:

- *Enter output file*: Enables you to specify the name of the file to which you want to route the output.
- *Append or Create*: Enables you to specify if you want to add the screen output to an existing file or to create (or overwrite) a file.
- *Current-list or One page*: Enables you to specify if you want to route the entire group of selected records to the file, or only the page that currently appears on the screen.
- *Unload-format or Screen-format*: Enables you to specify if you want the output file to contain the screen layout and labels, or just the data that appears on the screen.

**Previous**

After a query, displays the previous record that matches your search criteria.

**Query**

Enables you to enter search criteria, and to display the records that match your search criteria. For example, you can display all check groups for payroll if you enter a Form Name of *prcheck* as your search criteria.

**Remove**

Enables you to delete the selected record.

**Screen**

You will not use this command for this PERFORM screen.

**Table**

You will not use this command for this PERFORM screen.

**Update**

Enables you to update the selected record.

**View**

You will not use this command for this PERFORM screen.

# Document Table Screen

## Purpose

The Document Table Screen enables you to update the Document table. The Document table contains information about a specific form, check or document, and the way that it is used within the CX. Payroll/Personnel is one of several CX modules that uses the Document table.

The Document Table occupies two screens.

## Access

Access the Document Table Screen as follows:

1. Select the Processing Menu
2. Select the Check Writing Menu
3. Select the Problem Solving Menu
4. Select the Document Table option
5. Choose **Finish** to continue

## Example (Screen 1)

Following is an example of the first Document Table Screen.

```
PERFORM:  Query Next Previous View Add Update Remove Table Screen ...
Searches the active database table.          ** 1: doc_table table**

          DOCUMENT TABLE
Code.....[ ][ ]
          Fd Func Obj Subf
G/L Account...[ ][ ][ ][ ]
Operational Information          Journals Allowed for Document
-----
Form Printed.....[ ]          ac - [ ]          jc - [ ]
Form Layout...[ ]          ap - [ ]          pc - [ ]
Document Number Issued.....[ ]          ar - [ ]          pd - [ ]
Automatic Increment.....[ ]          bg - [ ]          pr - [ ]
Number Last Issued...[ ]          ch - [ ]          ps - [ ]
Operator Station.....[0 ]          ck - [ ]          qc - [ ]
Reserved By User...[ ]          da - [ ]          sa - [ ]
Amount Type.....[ ]          fa - [ ]          sb - [ ]

==== Cash Receipt and Disbursement Information for Deposits and Withdraws ====
Financial Institution ID#.....[ ]
Transit.[ ] Acct.[ ]
Payment Mode....[ ] Void Sub Program.....[ ]
```



## Example (Screen 2)

Following is an example of the second Document Table Screen.

**Note:** To locate the second Document Table Screen, access the first screen, and then select Screen from the command line.

```
PERFORM:  Query Next Previous View Add Update Remove Table Screen ...
Searches the active database table.          ** 1: doc_table table**

DOCUMENT TABLE

Beginning Drawer Balance..[$0.00      ]
Current Drawer Balance...[$0.00      ]
Closing Drawer Balance...[$0.00      ]

                Fd Func Obj Subf
Drawer Closing Account...[ ][ ][ ][ ]
```

## Fields

The following is a list of fields that appear on the Document Table screens and their descriptions.

### Acct

Identifies the account number associated with the document.

### Amount Type

Identifies the amount type associated with the document (e.g., budgeted or actual).

**Note:** The amount type must match the value in the Journal table.

### Automatic Increment

Indicates whether or not to increment a serial document number automatically. Enter **Y** for yes or **N** for no.

### Beginning Drawer Balance

Indicates the expected beginning balance in the cash drawer associated with the document and station.

### Closing Drawer Balance

Indicates the expected ending balance in the cash drawer associated with the document and station.

### Code

Identifies the code for the source document, followed by a description for the source document.

### Current Drawer Balance

Indicates the current balance in the cash drawer associated with the document and station.

### Document Number Issued

Indicates whether or not to issue a serial document number automatically. Enter **Y** for yes and **N** for no.

**Drawer Closing Account**

Identifies the account number that you want to credit with the cash proceeds in the drawer.

**Financial Institution****ID #**

Identifies the ID number for the financial institution.

**Form Layout**

Identifies the name of the file used for printing the form.

**Form Printed**

Indicates whether or not the form associated with the document is printed. Enter **Y** for yes and **N** for no.

**Note:** The default value is N.

**G/L Account - Fd**

Identifies the General Ledger fund number associated with the document.

**G/L Account - Func**

Identifies the General Ledger function number associated with the document.

**G/L Account - Obj**

Identifies the General Ledger object number associated with the document.

**G/L Account - Subf**

Identifies the General Ledger subfund number associated with the document.

**Journals Allowed for Document**

Indicates whether the document affects a specific journal. Abbreviated names for each journal (e.g., *ch* for *cash*) appear on the screen. For each journal, enter **Y** for yes or **N** for no.

**Note:** The default value is N.

**Number Last Issued**

Identifies the last serial number that the system assigned for the document type.

**Note:** The system uses this field only if the Document Number Issued field contains Y.

**Operator Station**

Identifies the station number where you process the document.

**Payment Mode**

Not applicable to Payroll/Personnel.

**Reserved By User**

Identifies the ID number of the user who is currently using the document type.

**Transit**

Identifies the bank transfer number used with the direct deposit process.

**Void Sub Program**

Not applicable to Payroll/Personnel.

**Commands**

The following is a list of the commands that appear on the Document Table Screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

**Add**

Enables you to add an entry to the table.

**Current**

You will not use this command for this PERFORM screen.

**Detail**

You will not use this command for this PERFORM screen.

**Exit**

Enables you to exit from the screen.

**Interrupt**

Aborts the specified command.

**Master**

You will not use this command for this PERFORM screen.

**Next**

Enables you to view the next table entry that meets your search criteria.

**Output**

Enables you to route the screen contents to a file. When you use this command, the system displays the following prompts:

- *Enter output file:* Enables you to specify the name of the file to which you want to route the output.
- *Append or Create:* Enables you to specify if you want to add the screen output to an existing file or to create (or overwrite) a file.
- *Current-list or One page:* Enables you to specify if you want to route the entire group of selected table values to the file, or only the page that currently appears on the screen.
- *Unload-format or Screen-format:* Enables you to specify if you want the output file to contain the screen layout and labels, or just the data that appears on the screen.

**Previous**

Enables you to display the previous table entry that meets your search criteria.

**Query**

Enables you to enter search criteria and locate all the table entries that match your criteria (or enter no search criteria to view all values in the table).

**Remove**

Enables you to delete a table entry.

**Screen**

Enables you to switch to the other Document Table Screen. For example, if you currently display the second Document Table Screen, select this command to display the first Document Table Screen.

**Table**

You will not use this command for this PERFORM screen.

**Update**

Enables you to change the information in the table entry.

**View**

You will not use this command for this PERFORM screen.

# EEO/Personnel Information Screen

## Purpose

The EEO/Personnel Information Screen enables you to enter personnel and Equal Employment Opportunity information about your institution's employees.

**Note:** Two screens comprise the EEO/Personnel Information Screen. The first screen contains employee information. The second contains valid EEO codes only; it does not contain any specific information about your employees.

## Access

Access the EEO/Personnel Information Screen as follows:

1. Display the EEO Menu
2. Select the Personnel/EEO Information option

## Example (screen 1)

Following is an example of the first EEO/Personnel Information Screen.

**Note:** The EEO/Personnel Information Screen displays the Personnel record, which contains the same information that you enter as part of Data Entry: Employee Maintenance. However, the display format for the two screens are different.

```
PERFORM: Query Next Previous View Add Update Remove Table Screen ...
Searches the active database table.          ** 1: pers_rec table**

===== ID INFORMATION =====|===== PROFILE/EEO INFORMATION =====
Id No...[0          ]Soc Sec..          | Ethnic.....          Sex...
Name....          |
===== EEO/PERSONNEL INFORMATION =====

Original Hire.....[          ]
Original Terminate...[          ]
Rehire.....[          ]
Final Terminate.....[          ]
Effective Hire.....[          ]
Effective Terminate..[          ]
Part Time.....[          ]
Temporary.....[          ]
Contract Length.....[          ]
Master Position.....[          ]
Position.....[          ]
Faculty.....[          ]
```

## Example (screen 2)

Following is an example of the second EEO/Personnel Information Screen.

```
PERFORM: Query Next Previous View Add Update Remove Table Screen ...
Shows the next page of the form.                ** 1: pers_rec table**

          POSITION                                FACULTY

1 - Exec/Admin/Managerial                       1 - Professor
2 - Faculty - Tenured                           2 - Assoc Professor
3 - Faculty - Non-tenured                       3 - Assist Professor
4 - Faculty - Other                             4 - Instructor
5 - Other Professionals                         5 - Lecturer
6 - Secretarial/Clerical                       6 - Other Faculty
7 - Technical/Paraprofessional
8 - Skilled Craft
9 - Service/Maintenance
10 - Instruction/Research Asst
```

## Fields

The following is a list of fields that appear on the EEO/Personnel Information Screen and their descriptions.

### Contract Length

The length of the faculty member's contract (e.g., 09 for 9 months).

### Effective Hire

The date that the Payroll/Personnel module uses to determine when to begin paying an employee.

**Note:** This date may differ from the Assignment Hire Date, but the Assignment Calculation Beginning date cannot precede this date.

### Effective Terminate

The date that the Payroll/Personnel module uses to determine when to discontinue paying an employee.

**Note:** This date may differ from the Assignment Hire Date, but the Assignment Calculation Beginning date cannot be after this date.

### Ethnic

The EEO ethnic code. Valid ethnic groups are as follows:

- African-American
- Asian
- Hispanic
- Native American
- White

### Faculty

Indicates the type of faculty position the employee holds. Valid codes for this field appear on the second EEO/Personnel Information Screen.

### Final Terminate

The date that the employee was terminated by the institution for the last time.

**Id No**

The ID number of the employee.

**Master Position**

The master position of the employee. The personnel master position is relevant for reporting purposes.

**Name**

The name of the employee. This field is display-only.

**Original Hire**

The date that the employee was originally hired by the institution.

**Note:** The Payroll/Personnel module does not rely on this date to compute payroll, but instead uses the Effective Hire date.

**Original Terminate**

The date that the employee was terminated by the institution. If the employee has been terminated more than one time, this date is the first termination date.

**Note:** The Payroll/Personnel module does not rely on this date to compute payroll, but instead uses the Effective Terminate date.

**Part Time**

A logical field indicating if the employee is employed part time.

**Position**

Indicates the type of position at the institution that the employee holds. Valid codes for this field appear on the second EEO/Personnel Information Screen.

**Rehire**

The date on which the employee was rehired by the institution after having been terminated.

**Sex**

The gender (M/F) of the employee. This field is display-only.

**Soc Sec**

The social security number of the employee. This field is display-only.

**Temporary**

A logical field indicating if the employee is employed on a temporary basis.

**Commands**

The following is a list of the commands that appear on the EEO/Personnel Information Screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

**Add**

Enables you to add an entry to the table.

**ARROW**

The arrow keys move the cursor through the fields.

**Current**

You will not use this command for this PERFORM screen.

**Detail**

You will not use this command for this PERFORM screen.

**ESCAPE**

Performs the specified command.

**Exit**

Enables you to exit from the screen.

**Interrupt**

Aborts the specified command.

**Master**

You will not use this command for this PERFORM screen.

**Next**

Enables you to view the next table entry that meets your search criteria.

**Output**

Enables you to route the screen contents to a file. When you use this command, the system displays the following prompts:

- *Enter output file*: Enables you to specify the name of the file to which you want to route the output.
- *Append or create*: Enables you to specify if you want to add the screen output to an existing file or to create (or overwrite) a file.
- *Current list or One page*: Enables you to specify if you want to route the entire group of selected table values to the file, or only the page that currently appears on the screen.
- *Unload-format or Screen-format*: Enables you to specify if you want the output file to contain the screen layout and labels, or just the data that appears on the screen.

**Previous**

Enables you to display the previous table entry that meets your search criteria.

**Query**

Enables you to enter search criteria and locate all the table entries that match your criteria (or enter no search criteria to view all values in the table).

**Remove**

Enables you to delete a table entry.

**Screen**

Enables you to display the other EEO/Personnel Information Screen.

**Table**

You will not use this command for this PERFORM screen.

**Update**

Enables you to change the information in the table entry.

**View**

You will not use this command for this PERFORM screen.

# EEO Reporting Information Screen

## Purpose

The EEO Reporting Information Screen enables you to enter and view Equal Employment Opportunity information about the employees at your institution. The information on the screen appears on the Position record.

## Access

Access the EEO Reporting Information Screen as follows:

1. Display the EEO Menu
2. Select the EEO Reporting Information option
3. Choose **Finish** to continue

## Example

Following is an example of the EEO Reporting Information Screen.

```
PERFORM: Query Next Previous View Add Update Remove Table Screen ...
Searches the active database table.          ** 1: eeo_rec table**

                EEO REPORTING INFORMATION

ID.....[0      ]
Name.....

Faculty.....[ ]      Part-Time.....[ ]
Tenured.....[ ]      Temporary.....[ ]
Newly Hired.....[ ]   Soft Money.....[ ]

Ethnic Code.....[ ]

EEO Salary Code.....[ ]
EEO Contract Code...[ ]
EEO Position Code...[ ]
EEO Faculty Code...[ ]
```

## Fields

The following is a list of fields that appear on the EEO Reporting Information Screen and their descriptions.

### EEO Contract Code

Indicates the EEO contract code. The following are valid codes:

- 0 - No contract
- 1 - 9-10 month contract
- 2 - Less than 9-10 month contract
- 3 - 11-12 month contract



**EEO Faculty Code**

Indicates the EEO faculty code. The following are valid codes:

- 1 - Professor
- 2 - Associate professor
- 3 - Assistant professor
- 4 - Instructor
- 5 - Lecturer
- 6 - Other faculty

**EEO Position Code**

Indicates the EEO position code. The following are valid codes:

- 1 - Executive/Administrative/Managerial
- 2 - Faculty - Tenured
- 3 - Faculty - Non-tenured but on tenured track
- 4 - Faculty - Other
- 5 - Professional (Not faculty)
- 6 - Secretarial/Clerical
- 7 - Technical/Paraprofessional
- 8 - Skilled Craft
- 9 - Service/Maintenance
- 10 - Instruction/Research Assistant

**EEO Salary Code**

Indicates the EEO salary code that your institution defined during the implementation of Payroll/Personnel.

**Ethnic Code**

Indicates the ethnic background of the employee.

**Faculty**

Indicates whether or not the employee is a member of the institution's faculty.

**ID**

Indicates the ID number of the employee.

**Name**

Indicates the name of the employee. This field is display-only.

**Newly Hired**

Indicates whether or not the employee is a new hire.

**Part-Time**

Indicates whether or not the employee is a part-time employee.

**Soft Money**

Indicates whether or not the employee is paid from soft money, that is, the employee receives compensation in benefits, not in money.

**Temporary**

Indicates whether or not the employee is a temporary hire.

**Tenured**

Indicates whether or not the employee is a tenured faculty member.

**Commands**

The following is a list of the commands that appear on the EEO/Reporting Information Screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

**Add**

Enables you to add an entry to the table.

**Current**

You will not use this command for this PERFORM screen.

**Detail**

You will not use this command for this PERFORM screen.

**Exit**

Enables you to exit from the screen.

**Master**

You will not use this command for this PERFORM screen.

**Next**

Enables you to view the next table entry that meets your search criteria.

**Output**

Enables you to route the screen contents to a file. When you use this command, the system displays the following prompts:

- *Enter output file*: Enables you to specify the name of the file to which you want to route the output.
- *Append or create*: Enables you to specify if you want to add the screen output to an existing file or to create (or overwrite) a file.
- *Current list or One page*: Enables you to specify if you want to route the entire group of selected table values to the file, or only the page that currently appears on the screen.
- *Unload-format or Screen-format*: Enables you to specify if you want the output file to contain the screen layout and labels, or just the data that appears on the screen.

**Previous**

Enables you to display the previous table entry that meets your search criteria.

**Query**

Enables you to enter search criteria and locate all the table entries that match your criteria (or enter no search criteria to view all values in the table).

**Remove**

Enables you to delete a table entry.

**Screen**

You will not use this command for this PERFORM screen.

**Table**

You will not use this command for this PERFORM screen.

**Update**

Enables you to change the information in the table entry.

**View**

You will not use this command for this PERFORM screen.

# Employee Maintenance - Assignment Screen

## Purpose

The Assignment Screen enables you to enter and maintain a record that defines the assignment for an employee. You can make entries that specify the starting and ending dates for the assignment.

**Note:** You must add a Personnel record for the employee before you can enter an Assignment Calculation and Assignment record.

## Access

Access the Assignment Screen by selecting the **File** command in the Assignment Calculation Screen.

**Note:** When you select **Finish** in order to add a Assignment Calculation record in the Assignment Calculation Screen, the Assignment Screen appears for you to enter a corresponding Assignment record.

## Example

Following is an example of the Assignment Screen.

Assignment Dates:		Assignment Status E	
Start	Antic Term	Term	Status
10/01/1994			11/04/1994

	Salary	Hourly
Month to Date	\$0.00	0.0
Quarter to Date	\$0.00	0.0
Year to Date	\$0.00	0.0
Fiscal to Date	\$2900.00	0.0
Contract to Date	\$8700.00	0.0

## Fields

The following is a list of fields that appear on the Assignment Screen and their descriptions.

### Antic Term

The anticipated termination date (mm/dd/yyyy) of the employee's assignment.

### Assignment Status

The displayed assignment status code entered in the Assignment Calculation record.

**Contract to Date**

The salary or hourly amount paid to the employee in the contract to date.

**Fiscal to Date**

The salary or hourly amount paid to the employee for the fiscal year to date.

**Hourly**

The hourly amounts paid for the month, quarter, year, fiscal, and contract to date.

**Id No**

The ID number of the employee (e.g., 12345).

**Month to Date**

The salary or hourly amount paid to the employee for the month to date.

**Name**

The employee's name.

**Payroll**

The employee's assigned payroll code (e.g., BWKF for Bi-Weekly Staff Payroll).

**Position**

The employee's assigned position code (e.g., ASSOCPRO for Associate Professor).

**Quarter to Date**

The salary or hourly amount paid to the employee for the quarter to date.

**Salary**

The salary amounts paid for the month, quarter, year, fiscal, and contract to date.

**Start**

The start date (mm/dd/yyyy) of the employee's assignment.

**Note:** The system warns you if you enter a date prior to the current date. The date must be greater than or equal to the beginning date of the assignment and the effective hire date.

**Status**

The date (mm/dd/yyyy) for the displayed assignment status.

**Term**

The actual termination date (mm/dd/yyyy) of the employee's assignment.

**Year to Date**

The salary or hourly amount paid to the employee for the year to date.

**Commands**

The following is a list of the commands that appear on the Assignment Screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

**Add**

Enables you to add a Assignment record for an individual.

**Cancel**

Enables you to interrupt a command process and not change information.

**Delete**

Enables you to delete an Assignment record for an individual.

**Exit**

Enables you to exit from the Employee Maintenance program.

**File**

Enables you to toggle between an individual's related Assignment and Assignment Calculation records.

**Finish**

Enables you to complete a command process and save the information you have added or updated.

**First**

Displays the first record retrieved from your database query.

**Last**

Displays the last record retrieved from your database query.

**Menu**

Returns you to the Employ menu where you can select another screen to access.

**Next**

Enables you to display the next record in the list retrieved from your database query.

**Previous**

Enables you to display the previous record in the list retrieved from your database query.  
Displays the record that you viewed prior to the current record.

**Query**

Enables you to enter search criteria, and to display the records that match your search criteria. For example, you can display the Assignment record for an individual's ID number by entering the individual's ID number as your search criteria.

**Reinstate**

Enables you to reinstate the employee's assignment.

**Terminate**

Enables you to terminate the employee's assignment.

**Update**

Enables you to update anticipated termination date of an individual's assignment.

# Employee Maintenance - Assignment Calculation Screen

## Purpose

The Assignment Calculation Screen enables you to enter and maintain a record that defines the payroll calculation for an employee's assignment. You make entries that specify, for example, the employee's assignment, payment amount and type.

## Access

You can access the Assignment Calculation Screen as follows:

1. Display the Data Entry Menu
2. Select the Employee Maintenance option
3. Select the Assignments: Assignment, Assignment Calculation Records option

## Example

Following is an example of the Assignment Calculation Screen.

<b>Employee Maintenance - Assignment Calculation Screen</b>			
File Edit Commands Help			
[Icons: Search, Print, Close, Left Arrow, Right Arrow, Home, Record, Menu, Exit]			ASSIGNMENT CALC
<b>Id No</b>	84987	McAfee, Dale	
<b>Position</b>	MUSFAC		
<b>Payroll</b>	MNTH	Salary Payroll	
<b>Dates:</b>	10/01/1994 - 10/14/1994		<b>Status</b> E
<b>Salary Information:</b>			
<b>Wage Type</b>	S	<b>Hourly</b>	\$ 0.00
<b>Salary</b>	\$ 2750.00	<b>Rate Period</b>	MO <b>Contract</b> \$ 0.00
<b>Overload/Regular</b>	R	<b>Funding Code</b>	
<b>Contract Information:</b>			
<b>Contributed Service</b>	N	<b>Contract No</b>	
<b>Last Calculation:</b>			
<b>Wages</b>	\$ 0.00	<b>Date</b>	11/04/1994
<b>Hours</b>	0.0	<b>Time</b>	0
<b>Sort Number</b>	600	<b>Serial No</b>	4781 <b>Paid to Date</b> \$ 0.00

## Fields

The following is a list of fields that appear on the Assignment Calculation Screen and their descriptions.

### Contract

The dollar amount of the employee's contract.

### Contract No.

The contract number that authorizes payment of wages to the employee.

### Contributed Service

A code that specifies that the employee is (Y) or is not (N) contributing the work to the institution.

### Date

The date of the last calculation of the employee's wages.

### Dates

The beginning and ending dates of the employee's assignment.

### Funding Code

The code (e.g., C for College Work-Study) for the funding for the employee's salary

### Hourly

The hourly rate dollar amount paid to the employee.

### Hours

The number of hours the employee worked in the last calculation of wages.

### Id No

The ID number of the employee (e.g., 12345).

**Overload/Regular**

The code for the type of pay the employee receives. Valid values are:

- R for Regular
- for Overload

**Paid to Date**

The amount paid to the employee for the assignment to date.

**Payroll**

The payroll code (e.g., BWKF for Bi-Weekly Staff Payroll) in which to assign the employee.

**Position**

The code that identifies a job position (ASSOCPRO for Associate Professor) at the institution.

**Rate Period**

The code for the salary rate period. Valid values include:

- AN for Annually
- BM for Bi-monthly
- BW for Bi-weekly
- MO for Monthly
- QU for Quarterly
- SA for Semi-annually
- SM for Semi-monthly
- WK for Weekly

**Salary**

The salary rate dollar amount paid to the employee.

**Serial Number**

The system-assigned sequential number that uniquely identifies this record.

**Sort Number**

The program-assigned number that provides the order that the employee will be processed through the Time Entry program.

**Status**

The status code for the employee's assignment. Valid values are:

- E for Employed
- H for Hired
- L for Leave
- P for Paid leave

**Time**

The total time that the employ worked in the last calculation of wages.

**Wages**

The amount last calculated for the employee's wages.

**Wage Type**

The code for the type of wage received by the employee. Valid values are:

- E for Exempt for overtime
- H for Hourly
- N for Non-exempt
- S for Salary



## Commands

The following is a list of the commands that appear on the Assignment Calculation Screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

### **Add**

Enables you to add an Assignment Calculation record for an individual.

### **Change**

Enables you to change information in an individual's Assignment Calculation record, including the status, salary, and contract information.

### **Delete**

Enables you to delete an Assignment Calculation record for an individual.

### **Exit**

Enables you to exit from the Employee Maintenance program.

### **File**

Enables you to toggle between an individual's related Assignment Calculation and Assignment records.

### **First**

Displays the first record retrieved from your database query.

### **Last**

Displays the last record retrieved from your database query.

### **Menu**

Returns you to the Employ menu where you can select another Screen to access.

### **Next**

Enables you to display the next record in the list retrieved from your database query.

### **Previous**

Enables you to display the previous record in the list retrieved from your database query. Displays the record that you viewed prior to the current record.

### **Query**

Enables you to enter search criteria, and to display the records that match your search criteria. For example, you can display the Assignment Calculation record for an individual's ID number by entering the individual's ID number as your search criteria.

# Employee Maintenance - Deduction Screen

## Purpose

The Deduction Screen enables you to enter and maintain a record that defines the deductions to be withheld from an employee's wages. You can make entries that specify the maximum deduction amounts for the month, quarter, year, and contract to date.

## Access

Access the Deduction Screen by selecting the **File** command in the Deduction Calculation Screen.

## Example

Following is an example of the Deduction Screen.

	Amount of Deduction	Based on	Maximum Deduction
Month to Date	\$0.00	\$0.00	\$100.00
Quarter to Date	\$0.00	\$0.00	\$0.00
Year to Date	\$0.00	\$0.00	\$0.00
Contract to Date	\$700.00	\$53666.62	\$0.00

Last Update Date 10/21/1995      Last Update Time 1150  
Payroll Check Date of Last Update 09/30/1995

## Fields

The following is a list of fields that appear on the Deduction Screen and their descriptions.

### Amount of Deduction

The deduction amounts withheld for the month, quarter, year, and contact to date.

### Based on

The base amounts used to withhold deductions for the month, quarter, year, and contact to date.

### Contract to Date

The deduction, base, and maximum deduction amounts withheld from the employee's wages in the contact to date.

### Deduction Code

The code that identifies the deduction type.

**Id No**

The ID number of the employee (e.g. 12345).

**Last Update Date**

The date (mm/dd/yyyy) that the employee's record was last updated.

**Last Update Time**

The time that the employee's record was last updated.

**Maximum Deduction**

The maximum amounts that can be withheld for the month, quarter, year, contact to date.

**Month to Date**

The maximum amount that can be computed for this deduction in a month.

**Name**

The employee's name.

**Payroll Check Date of Last Update**

The date (mm/dd/yyyy) that a payroll check was created for the last update of the employee's deductions.

**Quarter to Date**

The dollar amount that the system computed for the deduction in the current quarter.

**Year to Date**

The dollar amount that the system computed for the deduction in the current calendar year.

**Commands**

The following is a list of the commands that appear on the Deduction Screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

**Add**

Enables you to add a Deduction record for an individual.

**Cancel**

Enables you to interrupt a command process and not change information.

**Delete**

Enables you to delete a Deduction record for an individual.

**Exit**

Enables you to exit from the Employee Maintenance program.

**File**

Enables you to toggle between an individual's related Deduction and Deduction Calculation records.

**Finish**

Enables you to complete a command process and save the information you have added or updated.

**First**

Displays the first record retrieved from your database query.

**Last**

Displays the last record retrieved from your database query.

**Menu**

Returns you to the Employ menu where you can select another screen to access.

**Next**

Enables you to display the next record in the list retrieved from your database query.

**Previous**

Enables you to display the previous record in the list retrieved from your database query.  
Displays the record that you viewed prior to the current record.

**Query**

Enables you to enter search criteria, and to display the records that match your search criteria. For example, you can display the Deduction record for an individual's ID number by entering the individual's ID number as your search criteria.

**Update**

Enables you to update the maximum deduction amounts for an employee for the month, year, quarter, and contract to date.

# Employee Maintenance - Deduction Calculation Screen

## Purpose

The Deduction Calculation Screen enables you to enter and maintain a record that defines the deduction calculation for an employee's assignment. You make entries that specify calculation variables, such as: withholding period, exemptions, and deduction amounts or percentages.

## Access

Access the Deduction Calculation Screen as follows:

1. Display the Data Entry Menu
2. Select the Employee Maintenance option
3. Select the Deductions: Deduction, Deduction Calculation Records option

## Example

Following is an example of the Deduction Calculation Screen.

The screenshot shows a window titled "Employee Maintenance - ID Query" with a menu bar (File, Edit, Commands, Help) and a toolbar with icons for search, delete, back, forward, record, menu, and exit. The main area displays the following information:

**Id No** 84987      **McAfee, Dale**  
**Deduction Code** CITY      Long City Tax  
**Payroll** MMTH      Salary Payroll

**Dates:** 10/01/1994 -

**Calculation Variables:**

<b>Withholding Period</b> M	<b>Percentage of Year Withheld</b> 0
<b>Exemptions</b> 0	<b>Addl Withholding Exemptions</b> 0
<b>Flat Amount</b> \$ 0.00	<b>Base Exclusion Amt</b> \$ 0.00
<b>Percentage</b> 1.1	
<b>Payroll Max</b> \$ 0.00	

**Last Calculated:**

<b>Base</b> \$ 0.00	<b>Amount</b> \$ 0.00
---------------------	-----------------------

**Serial Number** 2068      **Authorization No**

There were 4 records found

## Fields

The following is a list of fields that appear on the Deduction Calculation Screen and their descriptions.

### **Addl Withholding Exemptions**

The number of exemptions used to compute the additional withholding allowance.

### **Amount**

The dollar amount computed for this deduction calculation record on the last or current payroll.

### **Authorization No**

The form number that authorizes the deduction calculation.

### **Base**

The dollar amount that is the base of the deduction on the last or current payroll.

### **Base Exclusion Amt.**

The amount that the system subtracts from the deduction base before using this base with the deduction percentage.

### **Dates**

The starting and ending dates of the payroll deduction.

### **Deduction Code**

A code for the deduction type (e.g., CIT for City tax).

### **Exemptions**

The number of exemptions used to compute taxes.

### **Flat Amount**

The flat amount to withhold from the employee's wages.

**Note:** The system adds the amount you enter to percentage amounts used for deduction calculation.

### **Id No**

The ID number of the employee (e.g., 12345).

### **Payroll**

The employee's assigned payroll code (e.g., BWKF for Bi-Weekly Staff Payroll).

### **Payroll Max**

The maximum amount that can be computed for this deduction on one payroll.

### **Percentage**

The percentage used to calculate the deduction, if not a tax amount.

### **Percentage of Year Withheld**

The percentage withheld for the year. The system uses this value to compute taxes for employees being paid in a shorter time frame than the salary period.

### **Serial Number**

The system-assigned sequential number uniquely identifying this record.

### **Withholding Period**

The payroll period in which the system will compute this deduction. Valid values are:

- C for Contractual
- F for Fourth period of month
- M for Monthly
- N for Not applicable (e.g., tax, other, etc.)
- P for Periodic type of deduction

- Q for Quarterly

- S for Second period of month
- T for Third period of month
- Y for Yearly

## Commands

The following is a list of the commands that appear on the Deduction Calculation Screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

### **Add**

Enables you to add a Deduction Calculation record for an individual.

### **Cancel**

Enables you to interrupt a command process and not change information.

### **Change**

Enables you to change entries in an individual's Deduction Calculation record.

### **Default**

Enables you to enter a default Deduction Calculation record for an employee that only includes entries for the dates and an exemption number for the deduction calculation.

### **Delete**

Enables you to delete a Deduction Calculation record for an individual.

### **Exit**

Enables you to exit from the Employee Maintenance program.

### **File**

Enables you to toggle between an individual's related Deduction Calculation and Deduction records.

### **Finish**

Enables you to complete a command process and save the information you have added or updated.

### **First**

Displays the first record retrieved from your database query.

### **Last**

Displays the last record retrieved from your database query.

### **Menu**

Returns you to the Employ menu where you can select another screen to access.

### **Next**

Enables you to display the next record in the list retrieved from your database query.

### **Previous**

Enables you to display the previous record in the list retrieved from your database query.  
Displays the record that you viewed prior to the current record.

### **Query**

Enables you to enter search criteria, and to display the records that match your search criteria. For example, you can display the Deduction Calculation record for an individual's ID number by entering the individual's ID number as your search criteria.



# Employee Maintenance - Position Screen

## Purpose

The Position Screen enables you to enter and maintain a record that defines an employment position, which can be assigned to a specific employee.

## Access

Access the Position Screen as follows:

1. Display the Data Entry Menu
2. Select the Employee Maintenance option
3. Select the Positions option

## Example

Following is an example of the Position Screen.

## Fields

The following is a list of fields that appear on the Position Screen and their descriptions.

### Beginning

The date (mm/dd/yyyy) that an employee can begin to receive pay for the position.

### Building

The building location of the individual holding this position.

### Campus

The campus location of the individual holding this position.

### Deduction Exclusion

The code that describes the deduction exclusion (e.g., A for Exclude Offsite Taxes) for the position.

**Desc**

The description of the Position code.

**Ending**

The termination date (mm/dd/yyyy) for the position on the campus.

**Extension**

The telephone extension of the individual holding this position.

**Fd**

The expense account Fund code (e.g., Cash Holding fund) for the position.

**Func**

The expense account Function code (e.g., Biology department) for the position.

**Hourly Maximum**

An amount that sets the maximum hourly pay for this position.

**Hourly Minimum**

An amount that sets the minimum hourly pay for this position.

**Level1**

The campus-wide organization level for this position.

**Level2**

The office organization level for this position.

**Obj**

The expense account Object code for the position.

**Overtime Code**

The code that describes the overtime status (e.g., RG for Regular Default Hours) for the position.

**Position Code**

The code that describes the position (e.g., ASSOCPRO for Associate Professor).

**Rank**

The code that describes the rank of the individual (e.g., ADMIN for Administrator) that normally holds this position.

**Room**

The room location of the individual holding this position.

**Salary Maximum**

An amount that sets the maximum salary for this position.

**Salary Minimum**

An amount that sets the minimum salary for this position.

**Subf**

The expense account Subfund code (e.g., an endowment) for the position.

**Subsidiary**

The code that describes the subsidiary (e.g., W/P for Wages Payable) in which to charge for the position.

**Subsidiary Balance Code**

The subsidiary balance code (e.g., SB for student balances).

**Subsidiary ID**

The ID number of the specific employee holding the position.

**Note:** If the position is not specific to one employee, leave this field blank.

**Subsidiary Total Code**

The Subsidiary total code (e.g., PAID).

**Commands**

The following is a list of the commands that appear on the Position Screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

**Add**

Enables you to add a Position record for an individual.

**Cancel**

Enables you to interrupt a command process and not change information.

**Delete**

Enables you to delete a Position record for an individual.

**Exit**

Enables you to exit from the Employee Maintenance program.

**Finish**

Enables you to complete a command process and save the information you have added or updated.

**First**

Displays the first record retrieved from your database query.

**Last**

Displays the last record retrieved from your database query.

**Menu**

Returns you to the Employ menu where you can select another screen to access.

**Next**

Enables you to display the next record in the list retrieved from your database query.

**Previous**

Enables you to display the previous record in the list retrieved from your database query.  
Displays the record that you viewed prior to the current record.

**Query**

Queries a record.

**Update**

Enables you to update a Position record for an individual.

# Forms Processing System (FPS) Screen

## Purpose

The Forms Processing System (FPS) Screen enables you to print form output from the CX. Payroll checks and W-2 forms are two of the types of forms that you print using FPS.

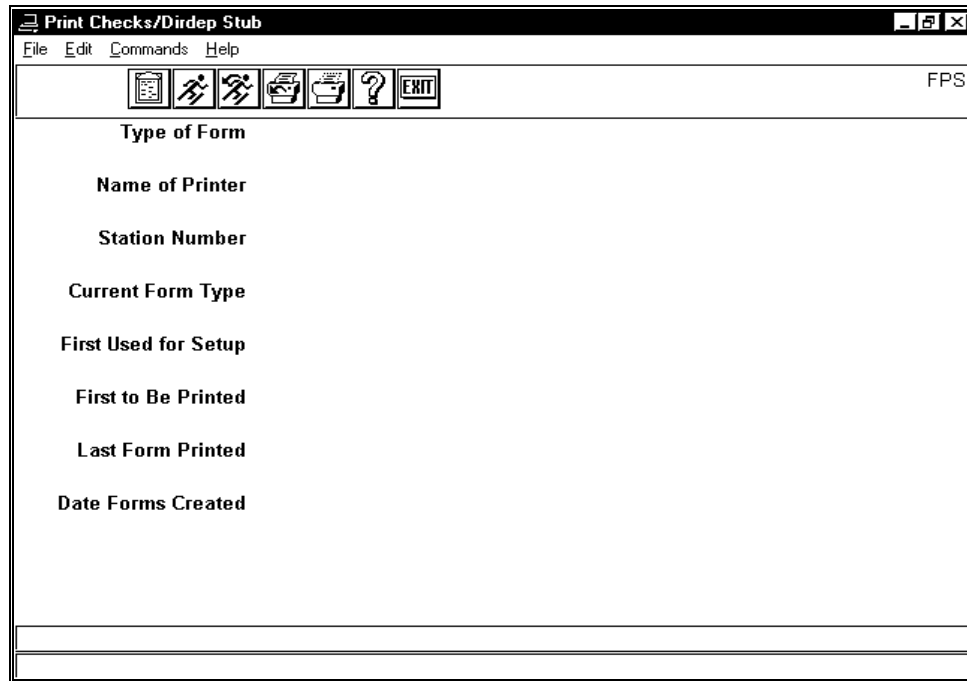
## Access

You can access the FPS Screen from several locations in the CX. From within the Payroll/Personnel module, access the FPS Screen using either of the following two methods:

- Method One
  1. Display the W-2 Menu
  2. Select the Print W-2 Forms option
- Method Two
  1. Display the Processing Menu
  2. Display the Check Writing Menu
  3. Select the Print Checks/Dirdep Stub option

## Example

Following is an example of the FPS Screen.



## Fields

The following is a list of fields that appear on the FPS Screen and their descriptions.

### **Current Form Type**

The name of the form type that you want to print.

**Note:** This is a display-only field. The CX completes the field after you select Type of Form.

### **Date Forms Created**

The date and time when you created the forms to print.

**Note:** field on the FPS Screen also displays the Job Number, which is the group number in the Check Group record.

### **First to Be Printed**

The number of the first check that you want to print, after considering the numbers on checks that you use for test purposes.

### **First Used for Setup**

The next sequential number associated with the form type. The CX assumes this form number will be used for forms alignment.

### **Last Form Printed**

The number of the last form that printed. Enter this information only when using Restart.

### **Name of Printer**

The name of the printer you want to use to print the checks.

### **Station Number**

Not used in Payroll/Personnel.

### **Type of Form**

The name of the form type that you want to print (e.g., prcheck).

## Commands

The following lists the commands that appear on the FPS Screen and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

### **Again**

Enables you to print a second copy of previously printed forms, using the original form or check numbers.

### **Cancel**

Enables you to exit from the screen without saving any of the information you entered, or executing the FPS program.

### **Draft**

Enables you to print voided forms in draft mode on blank paper.

**Note:** This command does not require or print document numbers.

### **Exit**

Enables you to exit to the CX menu.

### **Finish**

Executes the FPS program.

### **Formtype**

Lets you enter the form type, printer name, and station number that you want to use.

### **Help**

Enables you to view program command and control key descriptions.

### **Lookup**

Displays the types of forms you have from which to choose.

### **Restart**

Lets you enter the number of the last form type so you can continue printing an interrupted print run.

### **Start**

- Lets you enter the number for the first form you want to print.
- Loads all the files for the specified form type.

# Manual Check Screen

## Purpose

The Manual Check Screen enables you to enter information about a payroll check that you need to produce outside of the normal processing cycle. For example, if an employee's payroll check is lost or destroyed, you can use the Manual Check Screen to create a replacement.

The Payroll/Personnel module contains other features that enable you to reissue checks more quickly and easily than using the Manual Check Screen. For information about the screens and procedure that Jenzabar suggests that you use to reissue checks, see the section titled *Printing and Reprinting Checks* in this guide.

## Access

Access the Manual Check Screen as follows:

1. Display the Processing Menu
2. Display the Check Writing Menu
3. Select the Enter Manual Check option

## Example

Following is an example of the Manual Check Screen.

Journal	Amount	Document	Posting Date	Fiscal Period	Stat	Mode				
Entry	Type	Description	Reference ID/Name		Stat					
Fd	Func	Obj	Subf	Ast	Subs	Sub Id	Debits	Credits		
Total:							\$	0.00	\$	0.00
Cash Receipts/Disbursements:							\$	0.00	\$	0.00
G/L Account Description:										

## Fields

The Manual Check Screen enables you to access the CX Voucher program, a program that accepts manual journal entries. The following is a list of fields that appear on the Manual Check Screen and their descriptions.

### Amount

The dollar amount of the manual check.

**Note:** The system computes this amount based on the debits and the credits that you enter.



**Cash Receipts/ Disbursements**

Total amount of the manual checks that you charged to a cash account.

**Credits**

The amount of the credit account entry.

**Debits**

The amount of the debit account entry.

**Description**

The description of the journal entry.

**Document Type**

The type of journal from the Voucher table (e.g., QC for Quick Check).

**Entry Type**

The type of entry from the Entry table (e.g., PAID for a paid check).

**Fd**

The fund that you want to charge for the manual check transaction.

**Fiscal Period**

The fiscal date for the period, obtained from the Posting Date that you enter. For example, an entry dated November 12, 1995 has a Fiscal Period of NOV9596.

**Func**

The function (department or cost center) that you want to charge for the manual check transaction.

**G/L Account Description**

The description of the fund, function, object and subfund that you are entering.

**Journal**

The journal type and number (e.g., PR100).

**Mode**

The mode of operation for this type of journal, as defined in your institution's Journal table.

**Obj**

The object (e.g., Salary Expense) that you want to charge for the manual check transaction.

**Note:** If you enter an object that is the Wages Payable control account, the program automatically displays a subsidiary screen for manual checks after you enter the dollar amount of the transaction.

**Posting Date**

The date when the system last updated the journal.

**Reference ID/Name**

The name or ID number associated with the entry. If you enter an ID, the system assumes you must account for the entry in a subsidiary.

**Stat (first line)**

The current level of processing.

**Stat (second line)**

The status of the entry. In most cases, the status is P for posted.

**Sub ID**

The subsidiary number that you enter as the Reference ID/Name.

**Subf**

The subfund that you want to charge for the manual check transaction.

**Subs**

The subsidiary code from the Subsidiary table. For payroll, the code is W/P.

**Total**

The summary totals for the manual checks.

**Commands**

The following is a list of the commands that appear on the Manual Check Screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

**Abort**

Stops the current process.

**Add**

Enables you to add an entry to the journal.

**Bye**

Enables you to exit the program.

**Continue**

Enables you to select an incomplete journal and add entries to it.

**Down**

Displays the next page of data.

**Drawer**

Enables you to either establish or verify the amount of cash in a cash drawer.

**Erase**

Enables you to delete the current entry and any transactions associated with it.

**Finish**

Enables you to post and close the journal.

**GL**

Enables you to add general ledger accounts.

**Help**

Displays the keystrokes and commands you can use for editing fields and for using Voucher.

**Incomplete**

Enables you to suspend the current journal to be completed at a later time.

**Level**

Changes the level that appears on the screen. Voucher levels are *transaction* and *entry*.

**New**

Enables you to add subsidiary accounts, balance records, and total records.

**Query**

Enables you to query subsidiary accounts, balance records, and total records.

**Start**

Enables you to begin a new journal.

**Terminate**

Enables you to void all entries and transactions for a current journal.

**Up**

Displays the previous page of data.

**Update**

Enables you to change the contents of a General Ledger entry.

**Void**

Enables you to void either a current or previous entry, in either a current or previous journal.

**Write**

Enables you to post the entry to the journal.

# Payroll Record Screen

## Purpose

The Payroll Record Screen enables you to view and/or update a Payroll record.

## Access

Access the Payroll Record Screen as follows:

1. Display the Data Entry Menu
2. Select the Payroll Records Maint option

## Example

Following is an example of the Payroll Record Screen.

```
PERFORM:  Query Next Previous View Add Update Remove Table Screen ...
Searches the active database table.          ** 1: pr_rec table**
                PAYROLL RECORD

Code.....[      ]          Payroll No.....[0      ]
Payroll Status.....[ ]
Process Control.....[ ]          Input Control.....[ ]

Dates:
Check Date.....[      ]
Period Beginning.....[ ]          Period Ending.....[      ]
Number of Employees.....[ ]          Last Number Processed...[      ]

                PAYROLL CASH TOTALS
Wages.....[$0.00      ]
Allowances.[$0.00      ]          Employee Paid Benefits..[$0.00      ]
Net Pay...[$0.00      ]          Employer Paid Benefits..[$0.00      ]

                PAYROLL TIME TOTALS
Regular....[      ]          Overtime.....[      ]
Other.....[      ]          Payroll Journal Number..[0      ]
```

## Fields

The following is a list of fields that appear on the Payroll Record Screen and their descriptions.

### Allowances

The total allowances for this payroll.

### Check Date

The payroll check date (mm/dd/yyyy).

### Code

The code that describes the payroll.

### Employee Paid Benefits

The total employee deductions for this payroll.

**Employer Paid Benefits**

The total employer paid deductions for this payroll.

**Input Control**

The code defining the processing input control for this payroll. Valid values are:

- B for Batch
- I for Interactive

**Note:** You access this field in update mode.

**Last Number Processed**

The last sort sequence number processed in entry of time.

**Net Pay**

The total net pay for this payroll.

**Number of Employees**

The number of employees for this payroll.

**Other**

The othertime for this payroll.

**Overtime**

The overtime for this payroll.

**Payroll Journal Number**

The payroll journal number for this payroll.

**Payroll No**

The number of the Payroll.

**Payroll Status**

The code that defines the payroll status. Valid values are:

- A for Aborted
- C for Completed
- P for Pay
- S for Started
- T for Time entry

**Note:** You access this field in Update mode.

**Period Beginning**

The beginning date (mm/dd/yyyy) of payroll period.

**Period Ending**

The ending date (mm/dd/yyyy) of payroll period.

**Process Control**

The entry process. Valid values are:

- B for Hours and compute
- C for Compute
- E for Hours and optional compute
- H for Hours

**Note:** You access this field in update mode.

**Regular**

The regular time for this payroll.

**Wages**

The total wages for this payroll.

**Commands**

The following is a list of the commands that appear on the Payroll Record Screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

**Add**

Enables you to add an entry to the table.

**Current**

You will not use this command for this PERFORM screen.

**Detail**

You will not use this command for this PERFORM screen.

**Exit**

Enables you to exit from the screen.

**Master**

You will not use this command for this PERFORM screen.

**Next**

Enables you to view the next table entry that meets your search criteria.

**Output**

Enables you to route the screen contents to a file. When you use this command, the system displays the following prompts:

- *Enter output file:* Enables you to specify the name of the file to which you want to route the output.
- *Append or Create:* Enables you to specify if you want to add the screen output to an existing file or to create (or overwrite) a file.
- *Current-list or One page:* Enables you to specify if you want to route the entire group of selected table values to the file, or only the page that currently appears on the screen.
- *Unload-format or Screen-format:* Enables you to specify if you want the output file to contain the screen layout and labels, or just the data that appears on the screen.

**Previous**

Enables you to display the previous table entry that meets your search criteria.

**Query**

Enables you to enter search criteria and locate all the table entries that match your criteria (or enter no search criteria to view all values in the table).

**Remove**

Enables you to delete a table entry.

**Screen**

You will not use this command for this PERFORM screen.

**Table**

You will not use this command for this PERFORM screen.

**Update**

Enables you to change the information in the table entry.

**View**

You will not use this command for this PERFORM screen.

# Payroll Startup Screen

## Purpose

The Payroll Startup Screen enables you to initiate a payroll run with the Payroll Startup program (prstart) by performing the following steps:

- Zeroing period-to-date totals
- Sorting records
- Adding Time records

**Note:** Make sure that you use the screen to start a payroll before you begin any other processing for the payroll.

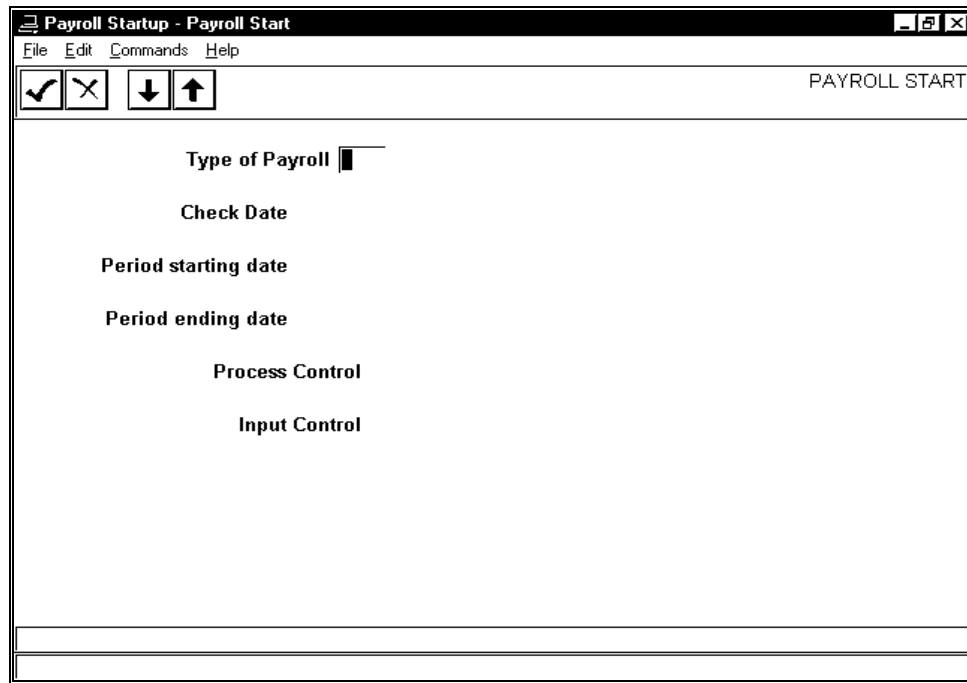
## Access

Access the Payroll Startup Screen as follows:

1. Display the Processing Menu
2. Select the Payroll Startup option

## Example

Following is an example of the Payroll Startup Screen.



## Fields

The following is a list of fields that appear on the Payroll Startup Screen and their descriptions.

### Check Date

A mm/dd/yyyy date field that controls the following:

- The date that appears on the payroll checks
- The determination whether the payroll that you want to start is the first of the period
- The deductions that are valid for each employee

**Note:** The Check Date cannot precede the current system date by more than one year. If the Check Date precedes the system date by more than 30 days, Payroll Startup displays a warning message.

### Input Control

A code that controls the way that Time Entry displays information on the screen. The following codes are valid:

- *B*: Batch mode. This code causes Time Entry to present the Time Entry Screen for each employee, either alphabetically or in ID number order, based on the Sort Option code in the Payroll table.
- *I*: Interactive mode. This code causes Time Entry to present the Time Entry Screen with a blank ID and name field. You must enter the employee's name or ID information when you use interactive mode.

### Period ending date

The date of the last day in the payroll period. With the Period starting date, defines the date range that controls the selection of the Assignment Calculation records for the payroll run.

### Period starting date

The date of the first day in the payroll period. With the Period ending date, defines the date range that controls the selection of the Assignment Calculation records for the payroll run.

**Note:** The default for this date is the date that is one day greater than the ending date of the last completed payroll run.

### Process Control

A code that controls the information that appears on the payroll screens during processing. The following codes are valid:

- B - Hours and compute
- C - Computations only
- D - Computations and optionally display the hours
- E - Hours and optionally display the computations
- H - Hours only

**Note:** For more information about the Process Control codes, see the section *Entering Time and Computing Wages and Deductions* in this guide.

### Type of Payroll

The four-character code for the type of payroll you will process (e.g., WEEK or MNTH).

**Note:** The Payroll code must be valid in the Payroll table.



## Commands

The following is a list of the commands that appear on the Payroll Startup Screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

### **Cancel**

Enables you to exit the Payroll Startup Screen without saving any information on the screen, and without executing the Payroll Startup program.

### **Finished**

Executes the Payroll Startup program.

### **Down**

Advances the cursor to the next field on the screen.

### **Up**

Returns the cursor to the previous field on the screen.

## Positions and EEO Ranks Screen

### Purpose

The Positions and EEO Ranks Screen enables you to enter EEO information about the positions at your institution.

### Access

Access the Positions and EEO Ranks Screen as follows:

1. Display the EEO Menu
2. Select the Positions and EEO Ranks option
3. Choose **Finish** to continue

## Example

Following is an example of the Positions and EEO Ranks Screen.

**Note:** The Positions and EEO Ranks Screen displays the Position record, the same information that you enter as part of Data Entry: Employee Maintenance, but uses a different display format.

```
PERFORM:  Query Next Previous View Add Update Remove Table Screen ...
Searches the active database table.          ** 1: pos_rec table**
                POSITIONS AND EEO RANKS
Position.....[          ] Rank.....[          ]
                [          ]
EEO Information Position..
                Faculty...
                Priority..

                POSITION                                FACULTY
1 - Exec/Admin/Managerial                            1 - Professor
2 - Faculty - Tenured                                2 - Assoc Professor
3 - Faculty - Non-tenured                            3 - Assist Professor
4 - Faculty - Other                                  4 - Instructor
5 - Other Professionals                              5 - Lecturer
6 - Secretarial/Clerical                             6 - Other Faculty
7 - Technical/Paraprofessional
8 - Skilled Craft
9 - Service/Maintenance
10 - Instruction/Research Asst
```

## Fields

The following is a list of fields that appear on the Positions and EEO Ranks Screen and their descriptions.

### **EEO Information: Faculty**

The EEO code that specifies the type of faculty position. If the position is not a faculty position, set the value at 0. If the position is a faculty position, valid values for the field appear on the lower portion of the screen.

### **EEO Information: Position**

The EEO code that specifies the type of position. Valid values for this field appear on the lower portion of the screen.

### **EEO Information: Priority**

The EEO priority that you define in your institution's Rank table. EEO reports include only the highest priority (lowest numbered) position for each employee.

### **Position**

The unique eight-character code that identifies the position.

- You define the code in the Position record.
- The description of the position appears under the Position code.

### **Rank**

The eight-character payroll ranking code (e.g., ACADCHAR for academic chairperson).

## Commands

The following is a list of the commands that appear on the Positions and EEO Ranks Screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

### **Add**

Enables you to add an entry to the table.

### **Current**

You will not use this command for this PERFORM screen.

### **Detail**

You will not use this command for this PERFORM screen.

### **Exit**

Enables you to exit from the screen.

### **Master**

You will not use this command for this PERFORM screen.

### **Next**

Enables you to view the next table entry that meets your search criteria.

### **Output**

Enables you to route the screen contents to a file. When you use this command, the system displays the following prompts:

- *Enter output file:* Enables you to specify the name of the file to which you want to route the output.
- *Append or create:* Enables you to specify if you want to add the screen output to an existing file or to create (or overwrite) a file.
- *Current list or One page:* Enables you to specify if you want to route the entire group of selected table values to the file, or only the page that currently appears on the screen.
- *Unload-format or Screen-format:* Enables you to specify if you want the output file to contain the screen layout and labels, or just the data that appears on the screen.

### **Previous**

Enables you to display the previous table entry that meets your search criteria.

### **Query**

Enables you to enter search criteria and locate all the table entries that match your criteria (or enter no search criteria to view all values in the table).

### **Remove**

Enables you to delete a table entry.

### **Screen**

You will not use this command for this PERFORM screen.

### **Table**

You will not use this command for this PERFORM screen.

### **Update**

Enables you to change the information in the table entry.

### **View**

You will not use this command for this PERFORM screen.

# Remove Payroll Liability Screen

## Purpose

The Remove Payroll Liability Screen enables you to list the checks for which you want to remove the liability from the institution's accounting records.

## Access

Access the Remove Payroll Liability Screen as follows:

1. Display the Processing Menu
2. Display the Check Writing Menu
3. Select the Remove Pay Liability option

## Example

Following is an example of the Remove Payroll Liability Screen.



## Fields

The following is a list of fields that appear on the Remove Payroll Liability Screen and their descriptions.

### Amount

Indicates the amount of the liability that you want to remove.

### Document Code

Identifies the code from the Document table that is associated with the liability that you want to remove.

**Document Number**

Identifies the document number that you want to remove.

**Id**

Indicates the ID number of the original payee.

**Name**

Indicates the name of the original payee.

**Posted Date**

Indicates the date on which the system originally posted the entry.

**Commands**

The following is a list of the commands that appear on the Remove Payroll Liability Screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

**Add**

Enables you to add a check number that relates to a payroll liability that you want to remove.

**Note:** You only enter the Document Code and Document Number; the other fields are display-only.

**Cancel**

Exit from the window.

**Delete**

Enables you to delete a check number you had previously listed that relates to a payroll liability that you want to remove.

**Exit**

Enables you to exit from the Remove Payroll Liability program without performing any adjustments to the institution's payroll.

**Finished**

Enables you to complete the removal of the liability for all the checks you listed on the Remove Payroll Liability Screen.

**Insert**

Places the window in insert mode so you can make entries to add a record in a list of records.

# Subsidiary Account Record Screen

## Purpose

The Subsidiary Account Record Screen enables you to view and/or update Subsidiary Accounts and Check Allocation records in order to maintain direct deposit information.

## Access

Access the Subsidiary Account Record Screen as follows:

1. Display the Data Entry Menu
2. Select the Direct Deposit Maintenance option

## Example

Following is an example of the Subsidiary Account Record Screen.

```
PERFORM:  Query Next Previous View Add Update Remove Table Screen ...
Searches the active database table.          ** 1: suba_rec table**
                SUBSIDIARY ACCOUNT RECORD

Subsidiary.....[      ]
Subsidiary Number.....[0      ]
Id Number.....[0      ]
Payment Terms.....[      ]
Office for Check.....[      ] Direct Deposit.....[ ]
Liability Total.....[      ] $0.00]
Encumbrance Amount.....[      ] $0.00] Month Ending Bal...[$0.00      ]
=====

                CHECK ALLOCATION RECORD

Acct Type.....          Overflow.....
Bank Code.....          Bank Account..
Prenotification: Processed..
Date.....          Flat Amount... $0.00
Time.....          Percentage....
```

## Fields

The following is a list of fields that appear on the Subsidiary Account Record Screen and their descriptions.

### Acct Type

The account type. Valid values are:

- C for Checking
- S for Savings

### Bank Account

The bank account for the employee.

### Bank Code

The bank code of the employee's account.

### Date

The date (mm/dd/yyyy) that pre-notification occurred.

### Direct Deposit

Indicates whether or not this employee is on direct deposit. Enter **Y** for yes or **N** for no.

### Encumbrance Amount

The amount encumbered against this subsidiary account.

**Flat Amount**

The flat amount that the system will apply to this subsidiary account.

**Id Number**

The subsidiary number (e.g., the employee's ID number).

**Note:** The employee's ID can also be the Subsidiary number.

**Liability Total**

The actual balance for a vendor.

**Month Ending Bal**

The balance at the end of the month.

**Office for Check**

The office in which to receive the check for distribution.

**Overflow**

Indicates whether or not to apply excess to this account. Enter **Y** for yes or **N** for no.

**Payment Terms**

The code that defines the payment terms for the subsidiary.

**Percentage**

The percentage of check that the system will apply to the account.

**Prenotification: Processed**

Indicates whether or not pre-notification occurred for this employee. Enter **Y** for yes or **N** for no.

**Subsidiary**

The code that describes the subsidiary (e.g., S/A for Student Account).

**Subsidiary Number**

The subsidiary number (e.g., the employee's ID number).

**Note:** The employee's ID can also be the Subsidiary number.

**Time**

The time that pre-notification occurred.

**Commands**

The following is a list of the commands that appear on the Subsidiary Account Record Screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

**Add**

Enables you to add an entry to the table.

**Current**

You will not use this command for this PERFORM screen.

**Detail**

You will not use this command for this PERFORM screen.

**Exit**

Enables you to exit from the screen.

**Master**

You will not use this command for this PERFORM screen.

**Next**

Enables you to view the next table entry that meets your search criteria.



**Output**

Enables you to route the screen contents to a file. When you use this command, the system displays the following prompts:

- *Enter output file*: Enables you to specify the name of the file to which you want to route the output.
- *Append or Create*: Enables you to specify if you want to add the screen output to an existing file or to create (or overwrite) a file.
- *Current-list or One page*: Enables you to specify if you want to route the entire group of selected table values to the file, or only the page that currently appears on the screen.
- *Unload-format or Screen-format*: Enables you to specify if you want the output file to contain the screen layout and labels, or just the data that appears on the screen.

**Previous**

Enables you to display the previous table entry that meets your search criteria.

**Query**

Enables you to enter search criteria and locate all the table entries that match your criteria (or enter no search criteria to view all values in the table).

**Remove**

Enables you to delete a table entry.

**Screen**

You will not use this command for this PERFORM screen.

**Table**

You will not use this command for this PERFORM screen.

**Update**

Enables you to change the information in the table entry.

**View**

You will not use this command for this PERFORM screen.

## **Time Entry - Earned Gross Pay Screen**

### **Purpose**

The Earned Gross Pay Screen enables you to view the breakdown of the earnings for each earned gross pay type (either Regular or Overload). The breakdown includes pay amounts of regular, overtime, undertime, and benefit earnings.

### **Access**

Access the Earned Gross Pay Screen by choosing the Gross Pay Icon in the Net Pay Display Screen.

## Example

Following is an example of the Earned Gross Pay Screen.

The screenshot shows a window titled "Entry of Time" with a menu bar (File, Edit, Commands, Help) and a toolbar with icons for check, close, and navigation. The main area displays the following information:

**EARNING**

ID 10      Alexander, Robert Johnson,, Jr    Ssn 357-53-5684    Sort 8    Wage

Pos ASSOCPRO    Associate Professor      Payroll    MNTH    Salary Payroll

Egp	Ded Excl.	Regular	Overtime	Undertime	Benefit
		\$ 2130.00	\$ 0.00	\$ 0.00	\$ 0.00

## Fields

The following is a list of fields that appear on the Earned Gross Pay Screen and their descriptions.

### **Benefit**

The dollar value of the benefits related to the Earned Gross Pay type.

### **Ded Excl.**

The one-character Deduction Exclusion code from the Position record.

### **Egp**

The Earned Gross Pay type. The valid types are Regular and Overload.

### **ID**

The ID number of the employee.

### **Overtime**

The dollar amount of overtime due to the employee for the pay period.

### **Regular**

The dollar amount of regular pay due to the employee for the pay period.

### **Sort**

The system-assigned display-only number that controls the processing sequence.

### **Ssn**

The social security number of the employee.

### **Undertime**

The dollar amount of undertime wages that reduce the employee's pay for the pay period.

**Wage**

A code that defines how the system must compute the employee's payment. Valid values are as follows:

- E - Exempt from overtime (hourly employees who are ineligible for overtime pay)
- H - Hourly
- N - Non-exempt salary (salaried employees who are eligible for overtime pay)
- S - Salaried

**Commands**

The following is a list of the commands that appear on the Earned Gross Pay Screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

**Backward**

Enables you to view the previous page of earnings information.

**Cancel**

Displays the Net Pay Display Screen.

**Finished**

Displays the Net Pay Display Screen.

**Forward**

Enables you to view the next page of earnings information.

## **Time Entry - Employer Paid Deductions Screen**

### **Purpose**

The Employer Paid Deductions Screen enables you to view a list of the deductions that the institution pays on behalf of the selected employee. You cannot change any of the information that appears on this Screen.

### **Access**

Access the Employer Paid Deductions Screen as follows:

1. Display the Net Pay Display Screen
2. Choose the Employer Paid icon

## Example

Following is an example of the Employer Paid Deductions Screen.

Employer Paid Deductions	
Deductions	Deduction Base
FICR \$ 0.00	\$ 2130.00

## Fields

The following is a list of fields that appear on the Employer Paid Deductions Screen and their descriptions.

### Deduction Base

The earnings amount on which the system bases the employer-paid deduction.

### Deductions

The amount of each employer-paid deduction for the current pay period.

### ID

The ID number of the employee.

**Note:** The name of the employee appears next to the ID field.

### Sort

The system-assigned number that controls the processing sequence.

### Ssn

The social security number of the employee.

### Total

The total dollar amount of all the employer-paid deductions for the employee.

### Wage

A code that defines how the system must compute the employee's payment. Valid values are as follows:

- E - Exempt from overtime (hourly employees who are ineligible for overtime pay)
- H - Hourly
- N - Non-exempt salary (salaried employees who are eligible for overtime pay)
- S - Salaried

## Commands

The following is a list of the commands that appear on the Employer Paid Deductions Screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line. The following lists the commands that appear on the command line and their purposes.

### **Backward**

Enables you to view the previous page of employer-paid deductions.

### **Cancel**

Displays the Net Pay Display Screen.

### **Finished**

Displays the Net Pay Display Screen.

### **Forward**

Enables you to view the next page of employer-paid deductions.

## Time Entry - Header Screen

### Purpose

The Time Entry Header Screen enables you to select an employee for whom you want to enter time information.

### Access

Access the Time Entry Header Screen as follows:

1. Display the Processing Menu
2. Select the Entry of Time option
3. Select a payroll code
4. Choose **Finish** to continue

### Example

Following is an example of the Time Entry Header Screen.

The screenshot shows a window titled "Entry of Time" with a menu bar (File, Edit, Commands, Help) and a toolbar containing icons for checkmark, close, up arrow, down arrow, refresh, search, and help. The main display area shows the following text: "ID 5 Chandler, Janice Elaine Ssn 119-89-3333 Sort 104 Wage 5". Below this, it shows "Pos Payroll MNTH Salary Payroll". The word "HEADER" is visible in the top right corner of the window.

### Fields

The following is a list of fields that appear on the Time Entry Header Screen and their descriptions.

#### ID

The ID number of the employee.

**Note:** The employee's name appears to the right of the ID number.

#### Payroll

The payroll code (e.g., MNTH), and the related description for the code (e.g., Salary Payroll).



**Pos**

The code of the position that the employee occupies at the institution (e.g. 100000 for PRESIDENT). The system obtains the code from the Assignment Calculation record, and the description from the Position record.

**Sort**

The system-assigned number that controls the processing sequence.

**Ssn**

The employee's social security number.

**Wage**

A code that defines how the system must compute the employee's payment. Valid values are as follows:

- E - Exempt from overtime (hourly employees who are ineligible for overtime pay)
- H - Hourly
- N - Non-exempt salary (salaried employees who are eligible for overtime pay)
- S - Salaried

**Commands**

The following is a list of the commands that appear on the Time Entry Header Screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line. The following lists the commands that appear on the command line and their purposes.

**Backward**

Displays the ID number of the last employee you processed.

**Find Id**

Enables you to perform a query to identify an employee for processing. You can enter the name, social security number, or ID number of the employee that you want to process.

**Finished**

Completes the processing for this payroll.

**Forward**

Displays the ID number of the next employee to be processed, if you are processing the payroll in batch mode.

**Help**

Provides information about the commands on the screen.

**Process**

Selects the employee that appears on the screen for Time Entry.

**Suspend**

Enables you to temporarily suspend processing the payroll, and to regain access to Time Entry later.

**Note:** If you process the payroll in batch mode, Time Entry keeps track of the last record processed, and displays the next sequential record when you restart Time Entry.

# Time Entry - Hour Screen

## Purpose

The Time Entry Hour Screen enables you to enter time information for an employee. When you complete the Time Entry Hour Screen for an employee, you create a Time record for the employee.

## Access

Access the Time Entry Hour Screen as follows:

1. Display the Time Entry Header Screen
2. Identify the correct employee
3. Choose **Process** to select the employee

## Example

Following is an example of the Time Entry Hour Screen.

Entry of Time															
File Edit Commands Help															
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>															
ID	3559	Amerson, David Theophil				Ssn	370-33-5286	Sort	15	Wage	8				
Pos	STUDENT				Payroll	MNTH	Salary	Payroll							
	SA	03/27	SU	03/28	MO	03/29	TU	03/30	WE	03/31	TH	04/01	FR	04/02	Wk Tot
REG	-	-	-	-	-	-	-	-	y	2.0	-	2.0	-	4.0	
OT	-	-	-	-	-	-	-	-	y		-		-	0.0	
VAC	-	-	-	-	-	-	-	-	y		-		-	0.0	
HOL	-	-	-	-	-	-	-	-	y		-		-	0.0	
SICK	-	-	-	-	-	-	-	-	y		-		-	0.0	
UNDR	-	-	-	-	-	-	-	-	y		-		-	0.0	
CIVL	-	-	-	-	-	-	-	-	y		-		-	0.0	
FUNL	-	-	-	-	-	-	-	-	y		-		-	0.0	
MIL	-	-	-	-	-	-	-	-	y		-		-	0.0	
<b>Wtot</b>											2.0	2.0		4.0	
<b>Btot</b>															
<b>Gtot</b>											2.0	2.0		4.0	
<b>Previous week(s)</b>		+		4.0		-		<b>Total</b>		4.0					

## Fields

The following is a list of fields that appear on the Time Entry Hour Screen and their descriptions.

### (no heading)

Line headings describing the kinds of time that an employee might have for the given day (e.g., REG for Regular, OT for Overtime, and SICK for Sick time). You define the line headings in the Time table.

### Btot

The total of all benefits for each day and week.

### Gtot

The total of all benefits and work hours for each day and week.

**Previous week(s)**

The total hours that you entered for the previous week(s).

**Note:** The system displays these totals when you are entering time for more than a single week.

**SA - FR**

Column headings for Saturday through Friday.

**Wk Tot**

The total number of hours for the week. This is a display-only computed field.

**Wtot**

The total of all hours worked for each day and week.

**Commands**

The following is a list of the commands that appear on the Time Entry Hour Screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

**Cancel**

Exits the screen without saving any information or executing the program.

**Default Hours**

Enters the default number of hours in the Regular time field for each day.

**Note:** You define the default information in the Overtime table.

**Down**

Moves the cursor down one line.

**Finished**

Enables you to indicate that you have completed entering time for the employee. Depending on the Process Control code that you entered, the system displays the next screen that you use for processing the employee.

**Help**

Displays a description of the commands on the Time Entry Hour Screen.

**Left**

Moves the cursor one column to the left.

**Next**

Displays the Time Entry Hour Screen for the next week.

**Previous**

Displays the Time Entry Hour Screen for the previous week.

**Right**

Moves the cursor one column to the right.

**Up**

Moves the cursor up one line.

# Time Entry - Net Pay Display Screen

## Purpose

The Net Pay Display Screen enables you to view wage and deduction information for a selected employee. For each position that the employee holds at the institution, the Net Pay Display Screen displays earnings, allowances, deductions, and the deduction bases. You cannot change any information that appears on the screen.

## Access

Access the Net Pay Display Screen from within Time Entry. Depending on the Process Control code that you select in Payroll Startup, you view the Net Pay Display Screen immediately, or after you enter time for the employee and select **Finished** in the Time Entry Hour Screen.

**Note:** For more information about the purpose of each Process Control code, see the section titled *Entering Time and Computing Wages and Deductions* in this guide.

## Example

Following is an example of the Net Pay Display Screen.

Earnings		Allowances		Deductions		Deduction Base	
STUDENT	\$ 166.67			FICA	\$ 10.33	\$	166.67
				KY	\$ 0.00	\$	166.67
<b>Totals</b>		\$ 166.67	+ \$ 0.00	- \$ 10.33	- \$		<b>Net Pay</b>
							156.34

## Fields

The following is a list of fields that appear on the Net Pay Display Screen and their descriptions.

### Allowances

The total allowances that the employee receives by occupying the indicated position (e.g., car allowance).

### Deduction Base

The earnings amount on which the system bases the employee-paid deduction.

**Deductions**

The amount of each employee-paid deduction for the current pay period.

**Earnings**

The total earnings that the employee receives by occupying the indicated position (e.g., regular earnings, overtime compensation, or benefit pay).

**ID**

The ID number of the employee.

**Note:** The name of the employee appears next to the ID field.

**Net Pay**

The amount of pay the employee receives after deductions.

**Sort**

The system-assigned number that controls the processing sequence.

**Ssn**

The social security number of the employee.

**Totals**

The total earnings, allowances, and deductions for all the positions that the employee occupies at the institution.

**Wage**

A code that defines how the system must compute the employee's payment. Valid values are as follows:

- E - Exempt from overtime (hourly employees who are ineligible for overtime pay)
- H - Hourly
- N - Non-exempt salary (salaried employees who are eligible for overtime pay)
- S - Salaried

**Commands**

The following is a list of the commands that appear on the Net Pay Display Screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line. The following lists the commands that appear on the command line and their purposes.

**Backward**

Enables you to display the previous screen of earning and deduction information.

**Cancel**

Enables you to exit from the screen, and displays the screen from which you accessed the Net Pay Display Screen.

**CAUTION:** If you use the Process Control code B, Abort causes you to be unable to report the selected employee accurately until you run the Pay program.

**Employer Paid**

Displays the Employer Paid Deductions Screen.

**Finished**

Completes the payroll processing for the employee, displays the Time Entry Header Screen, and enables you to select and process another employee's payroll.

**Forward**

Enables you to display the next screen of earning and deduction information.

**Gross Pay**

Displays the Earned Gross Pay Screen.

# Void Documents-Main Screen

## Purpose

The Document Voiding Screen enables you to void payroll checks, as well as other documents created in the CX.

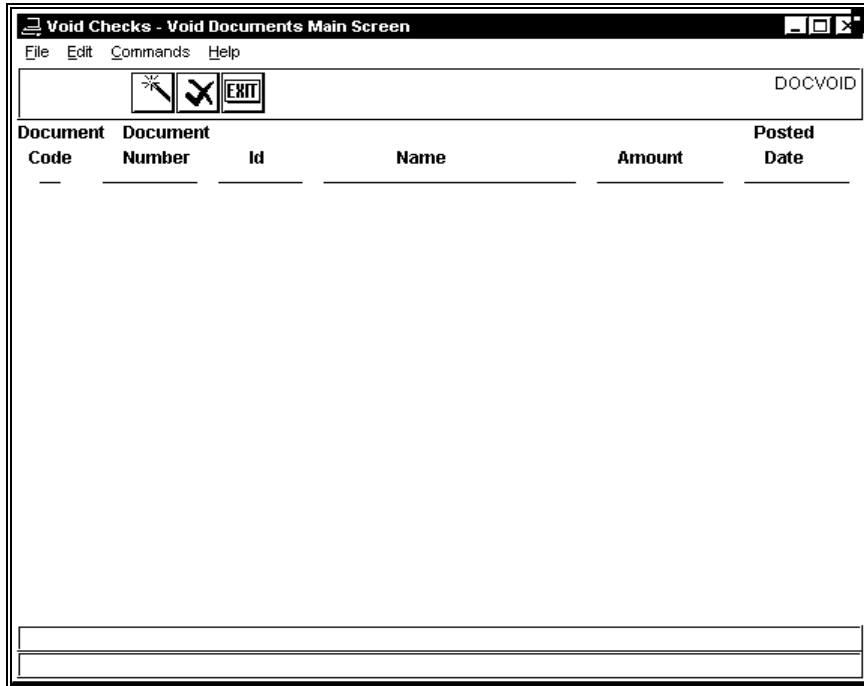
## Access

Access the Void Documents-Main Screen as follows:

1. Display the Processing Menu
2. Display the Check Writing Menu
3. Select the Void Checks option
4. Enter date
5. Choose **Finish** to continue

## Example

Following is an example of the Void Documents-Main Screen.



## Fields

The following is a list of fields that appear on the Void Documents-Main Screen and their descriptions.

### Amount

Indicates the amount of the check that you want to void.

### Document Code

Identifies the code from the Document table that is associated with the check that you want to void (e.g., *prcheck*).

**Document Number**

Identifies the check number that you want to void.

**Id**

Indicates the ID number of the check payee.

**Name**

Indicates the name of the check payee.

**Posted Date**

The date that the system originally posted the document to the General Ledger.

**Commands**

The following is a list of the commands that appear on the Void Documents-Main Screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

**Add-document**

Enables you to add a document to the list of documents that you want to void.

**Delete-document**

Enables you to delete a document from the list of documents that you want to void.

**Exit**

Enables you to exit from the Document Voiding program.

**Post**

Enables you to void all the documents that you have specified on a list on the Void Documents-Main Screen.

## W-2 Information Screen

### Purpose

The W-2 Information screens enable you to display the contents of the W-2 records, and to update the records if necessary.

The W-2 information appears on three screens.

### Access

Access the W-2 Information screens as follows:

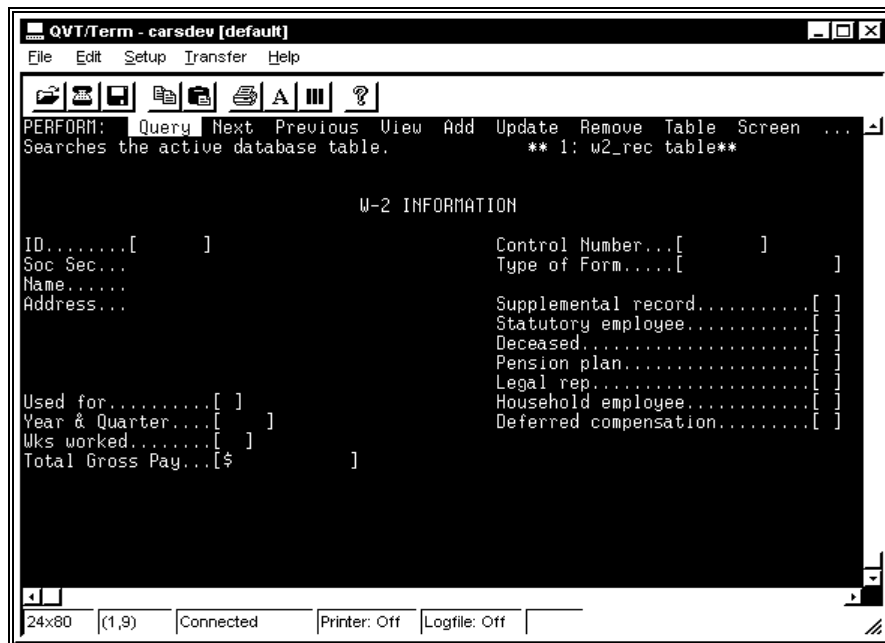
1. Display the W2 Menu
2. Select the Query/Maintain W-2 Records option

**Note:** You can also access this screen in the Payroll/Personnel: State QTD Tape Menu.



## Example (screen 1)

Following is an example of the first of three W-2 Information screens.



## Fields

The following is a list of fields that appear on the first W-2 Information Screen and their descriptions.

### 942 employee

Indicates whether or not the employee is a Section 942 employee (i.e., a foreign student who earns U.S. dollars).

### Address

Indicates the address of the employee.

### Control Number

Links the record to the W-2 box records.

### Deceased

Indicates whether or not the employee is deceased.

### Deferred compensation

Indicates whether or not your institution contributes to a retirement plan for the employee.

### ID

Indicates the ID number of the employee.

### Legal rep

Indicates whether or not another person, agent, or attorney acts on behalf of the employee.

### Name

Indicates the name of the employee.

### Pension plan

Indicates whether or not the employee is an active participant in a retirement plan.

**Soc Sec**

Indicates the social security number of the employee.

**Statutory employee**

Indicates whether or not the employee is a statutory employee.

**Supplemental record**

Indicates if the employee required more than one W-2 record because of salary activity in more than two states.

**Total Gross Pay**

Indicates the total of all earnings and compensation for the period.

**Type of Form**

Identifies the form type for FPS to use to produce printed output.

**Used for**

Indicates the reporting purpose for the information. The following values are valid:

- Q - Quarterly state reports
- Y - Federal income tax filing

**Wks worked**

Indicates the number of weeks that the employee has worked.

**Note:** This field pertains to quarterly reporting.

**Year & Quarter**

Identifies the reporting period for the tax information.

**Note:** The format for information in the field is either *mmyy* (e.g., 0395 for March, 1995) or *yyyy* (e.g., 1995).

**Example (screen 2)**

Following is an example of the second of three W-2 Information screens. Note that this screen contains federal tax and benefit and compensation information.

```

PERFORM:  Query  Next  Previous  View  Add  Update  Remove  Table  Screen  ...
Shows the next page of the form.                ** 1: w2_rec table**

ID.....                               Ssn.....
Ctrl no...                             Rpt Prd...
=====FEDERAL TAX INFORMATION=====

                                Fed tax base (system)...[      $0.00]
Wages, tips, and comp.....[      $0.00]Fed income tax withheld..[      $0.00]
Soc Sec wages.....[      $0.00]Soc Sec tax withheld.....[      $0.00]
Medicare wages.....[      $0.00]Medicare tax withheld....[      $0.00]
Soc Sec tips.....[      $0.00]Allocated tips.....[      $0.00]
Advance EIC payment.....[      $0.00]
                                3rd Party FIT withheld...[      $0.00]

===== W-2 BENEFITS AND COMPENSATIONS=====

Deferred Comp.....[      $0.00] *W-2 Box 13 and Box 14 Detail Information *
Nonqualified Plan...[      $0.00] Box....          $0.00
Section 457 Plan...[      $0.00] Desc...
Dependency Care....[      $0.00]
Noncash Benefits...[      $0.00]

```

## Fields

The following is a list of fields that appear on the second W-2 Information Screen and their descriptions.

### **3rd Party FIT withheld**

Indicates the amount of federal income tax withheld by a third party payer.

### **Advance EIC payment**

Indicates the total amount paid to the employee as advance earned income credit.

### **Allocated tips**

Indicates the amount of tips that the employee received from an allocation.

### **Ctrl no**

Links the record to the W-2 box records. This is a display-only field.

### **Deferred Comp**

Indicates the amount of W-2 deferred compensation (e.g., 401(k) plan contributions).

### **Dependency Care**

Indicates the amount of a W-2 dependency reimbursement (e.g., child care).

### **Fed income tax withheld**

Indicates the total federal income tax withheld from the employee's wages.

### **Fed tax base (system)**

Indicates the total tax deduction base for the employee.

### **ID**

Indicates the ID number and name of the employee. This is a display-only field.

### **Medicare tax withheld**

Indicates the total amount of Medicare tax withheld from the employee's wages.

### **Medicare wages**

Indicates the total amount of wages paid to the employee that are subject to Medicare tax.

### **Noncash Benefits**

Indicates the amount of W-2 fringe benefits that must be included in Box 10 on the W-2 form.

### **Nonqualified Plan**

Indicates the W-2 nonqualified plan amount.

### **Rpt Prd**

Identifies the reporting period for the tax information.

**Note:** The format for information in the field is either *mmyy* (e.g., 0395 for March, 1995) or *yyyy* (e.g., 1995).

### **Section 457 Plan**

Indicates the Section 457 plan amount.

### **Soc Sec tax withheld**

Indicates the total amount of social security withheld from the employee's wages.

### **Soc Sec tips**

Indicates the total amount of tips that the employee reports for the period.

### **Soc Sec wages**

Indicates the total amount of wages paid to the employee that are subject to social security tax.

**Ssn**

Indicates the employee's social security number. This is a display-only field.

**Wages, tips, and comp**

Indicates the total amount of gross income paid to the employee.

**Example (screen 3)**

Following is an example of the third of three W-2 Information screens. Note that this screen contains state tax information.

```

PERFORM:  Query Next Previous View Add Update Remove Table Screen ...
Shows the next page of the form.          ** 1: w2_rec table**

ID.....                               Ssn.....
Ctrl no...                             Rpt Prd...
=====STATE/LOCAL TAX INFORMATION=====

State (1): [  ]                        Locality (1): [          ]
Wages.....[ $0.00]                    Wages.....[ $0.00]
Income tax.....[ $0.00]                Income tax.....[ $0.00]
Employer number.....[                ]

State (2): [  ]                        Locality (2): [          ]
Wages.....[ $0.00]                    Wages.....[ $0.00]
Income tax.....[ $0.00]                Income tax.....[ $0.00]
Employer number.....[                ]

```

**Fields**

The following is a list of fields that appear on the third W-2 Information Screen and their descriptions.

**ID**

The employee's ID number.

**Ctrl no.**

A system-generated number that links the record to the W-2 box records.

**Ssn**

The employee's social security number.

**Rpt Prd**

Identifies the reporting period for the tax information.

**Note:** The format for information is either *mmyy* (e.g., 0395) or *yyyy* (e.g., 1995).

**State (#)**

The name of the state to which the wages and income tax amount applies.

**Locality (#)**

The name of the locality to which the wages and income tax amount applies.

**Wages**

The amount of wages used to compute taxes for the state or locality.

**Income tax**

The amount of taxes that relate to the state or locality.

**Employer number**

The Federal tax number of the institution.

**Commands**

The following is a list of the commands that appear on the W-2 Information screens' command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

**Add**

Enables you to add a W-2 record.

**Current**

You will not use this command in this PERFORM screen.

**Detail**

You will not use this command in this PERFORM screen.

**Exit**

Enables you to exit from the screen.

**Master**

You will not use this command in this PERFORM screen.

**Next**

Enables you to view the next record that meets your search criteria.

**Output**

Enables you to route the screen contents to a file. When you use this command, the system displays the following prompts:

- *Enter output file:* Enables you to specify the name of the file to which you want to route the output.
- *Append or Create:* Enables you to specify if you want to add the screen output to an existing file or to create (or overwrite) a file.
- *Current-list or One page:* Enables you to specify if you want to route the entire group of selected records to the file, or only the page that currently appears on the screen.
- *Unload-format or Screen-format:* Enables you to specify if you want the output file to contain the screen layout and labels, or just the data that appears on the screen.

**Previous**

Enables you to display the previous record that meets your search criteria.

**Query**

Enables you to enter search criteria and locate all the records that match your criteria (or enter no search criteria to view all values).

**Remove**

Enables you to delete a record.

**Screen**

Enables you to switch to the next screen of W-2 information. For example, if you currently are displaying the second W-2 Information Screen, select this command to display the third W-2 Information Screen.

**Table**

You will not use this command in this PERFORM screen.

**Update**

Enables you to change the information in the record.

**View**

You will not use this command in this PERFORM screen.



# SECTION 3 - MAINTAINING PERSONNEL AND PAYROLL RECORDS

## Overview

### Introduction

This section provides information and step-by-step procedures for you to follow when you do the following:

- Adding, updating payroll information
- Adding, updating employee's positions, assignments, and deductions
- Saving existing position information
- Adding, updating personnel information
- Adding new Benefit codes
- Adding, updating direct deposit information

You perform these tasks by using the options in the Payroll/Personnel: Data Entry menu.

### Before You Begin

Before you begin to use the following procedures for starting a payroll, remember the following:

- You must add or update ID records, Personnel records, and Profile records for all employees whose employment status has changed.
- You can use the field descriptions in *Section 2 - Using the Payroll/Personnel Screens* of this guide when you complete the fields on the Data Entry screens.

### The Process

The following general phases take place before, during, and after maintaining an employee's payroll information. The system does not require that you run following tasks in any set order.

1. You enter Payroll record information using the Payroll Record screen.
2. You enter employee information using the Employee Maintenance program.
3. If you want to change a position, you run the Before Changing Position process.
4. You enter personnel information using the Personnel Entry program.
5. You enter direct deposit information using the Subsidiary Record Screen.
6. When you want to add a new benefit, you run the Add Benefit process.

# Maintaining Payroll Information

## Introduction

The Payroll Record Screen allows you to maintain information for the various payroll types (e.g., BWKF for Bi-Weekly Staff Payroll) used at your institution. The following procedure instructs you in the use of this screen.

## How to Maintain Payroll Information

Follow the steps listed below when you use the Payroll Record Screen to maintain payroll information.

1. From the Payroll/Personnel: Data Entry menu, select Payroll Records Maint. The Payroll Record Screen appears.
2. Do you want to add or update Payroll record information?
  - If adding, select **Add**.
  - If updating, do the following:
    - Select **Query**.
    - Enter the code for the payroll (e.g., BWKF for Bi-Weekly Staff Payroll).
    - Press **<Esc>**. The Payroll record appears.
3. Enter/update Payroll record information, including, for example:
  - Code
  - Payroll Status
  - Process Control
  - Payroll Number
  - Wages
  - Allowances
  - Net Pay
4. Press **<Esc>**. The system saves your entries.



# Maintaining Employee Information

## Introduction

The Employee Maintenance program allows you to view, add, and update employee information such as employee's positions, employee's assignments, and deductions from employee's pay. The following procedure instructs you in the use of this program.

## Changing Position Information?

If you want to use the Employee Maintenance program to change information for an employee's position, you must run a process before you make your changes. See *Before Changing a Position* in this section for more information.

## Maintaining Position Information

Follow the steps listed below when you use Employee Maintenance to maintain employee position information.

1. From the Payroll/Personnel: Data Entry menu, select Employee Maintenance. The Employ menu appears.
2. From the Employ menu, select Positions. The Position Screen appears.
3. Are you updating a employee's information that already exists on the database or are you adding a new employee's information to the database?
  - If updating information, go to step 4.
  - If adding information, do the following:
    - Select **Add**.
    - Go to step 8.
4. Select **Query**. The screen enters Query mode.
5. Type the Position in the Position field or type the Subsidiary number in the Subsidiary field.
6. Select **Finish**.
7. Select **Update**. The screen enters Update mode.
8. Use the screen field descriptions to guide you in completing the fields, including the following required fields:
  - Position Code
  - Desc
  - Beginning
  - Overtime Code
9. Select **Finish**. The system saves all field entries for the position.

## Maintaining Assignment Information

Follow the steps listed below when you use Employee Maintenance to maintain employee assignment information.

**Note:** If you want to terminate or reinstate an employee's assignment, see *Terminating or Reinstating an Assignment* in this section.

1. From the Payroll/Personnel: Data Entry menu, select Employee Maintenance. The Employ menu appears.
2. From the Employ menu, select Assignments: Assignment, Assignment Calculation Records. The Assignment Calculation Screen appears.
3. Are you changing an employee's information that already exists on the database or are you adding a new employee's information to the database?
  - If changing information, go to step 6.
  - If adding information, do the following to ensure that the record you want to add is not existing in the database:
    - Select **Query**. You access Query mode.
4. Type an ID number into the ID No field or press F6 to access the ID Query Screen.
5. Is the record displayed in the ID Query Screen?
  - If yes, the record has already been added to the database; therefore, you are done.
  - If no, do the following:
    - Select **Add**. The screen enters add mode.
    - Go to step 9.

6. Do you know the ID number of the employee whose information you are updating?
  - If yes, do the following:
    - Select **Query**.
    - Type the ID number in the ID No field.
    - Select Finished.
    - Go to step 8. The employee's records appear in the screen fields.
  - If no, go to step 7.
7. Do the following:
  - Select Query.
  - Enter information in the Query Screen to query the employee's record.
  - Select **Finish**.
  - Go to step 9. The employee's records appear in the screen fields.
8. Select **Change**. The screen enters change mode.
9. Use the screen field descriptions to guide you in completing the fields, including the following required fields:
  - ID Number
  - Position
  - Payroll
  - Dates
  - Status
  - Wage Type
  - Overload/Regular
  - Rate Period
10. Select **Finished**.
  - If you are changing a record, the system saves all field entries and you are done.
  - If you are adding a record, the Assignment Screen appears.
11. Use the screen field descriptions to guide you in completing the fields, including the following required field: Start
12. Select **Finish**. The system saves all field entries.

### Terminating or Reinstating an Assignment

Follow the steps listed below when you use Employee Maintenance to terminate or reinstate an employee's assignment.

1. From the Payroll/Personnel: Data Entry menu, select Employee Maintenance. The Employ menu appears.
2. From the Employ menu, select Assignments: Assignment, Assignment Calculation Records. The Assignment Calculation Screen appears.
3. Select the **File** (Toggle Related Records) command. The Assignment Screen appears.
4. Do you know the ID number of the employee whose assignment you are terminating or reinstating?
  - If yes, do the following:
    - Select **Query**.
    - Type the ID number in the ID No field.
    - Select **Finish**.
    - Go to step 6.
  - If no, go to step 5.

5. Do the following:
  - Select **Query**.
  - Press F6 to access the ID Query Screen.
  - Enter information in the Query Screen to query the employee's record.
  - Select **Finished**. Return to the Assignment Screen.
  - Go to step 6. The employee's records appear in the screen fields.
6. Select the appropriate command.
  - If reinstating an employee's assignment, select **Reinstate**.
    - Enter the reinstate date in the Reinstate field.
    - Select **Finish**.
  - If terminating an employee's assignment, select **Terminate**.
    - Enter the termination date in the Term field.
    - Select **Finish**.

The system updates the Assignment record for the employee.

### Maintaining Deduction Information

Follow the steps listed below when you use Employee Maintenance to maintain payroll deduction information for an employee.

**Note:** Deduction and Deduction Calculation records are only required for employees who have withholdings from their paychecks.

1. From the Payroll/Personnel: Data Entry menu, select Employee Maintenance. The Employ menu appears.
2. From the Employ menu, select Deductions: Deduction, Deduction Calculation Records. The Deduction Calculation Screen appears.
3. Are you changing an employee's information that already exists on the database or are you adding a new employee's information to the database?
  - If changing information, go to step 7.
  - If adding information, do the following to ensure that the record you want to add is not existing in the database:
    - Select **Query**. You access query mode.
    - Press F6 to access the ID Query screen.
4. Make entries to search the database for the record. If the record already exists in the database, the record will appear in the ID Query screen.
5. Select **Finish**. If the system found multiple records that match your entries, the Selection Criteria Screen appears.
6. Is the record displayed in the ID Query Screen?
  - If yes, the record has already been added to the database; therefore, you are done.
  - If no, do the following:
    - Select **Add**. The screen enters Add mode.
    - Go to step 10.
7. Do you know the ID number of the employee whose information you are changing?
  - If yes, do the following:
    - Select **Query**.
    - Type the ID number in the ID field.
    - Select **Finish**.
    - Go to step 9.
  - If no, go to step 8.

8. Do the following:
  - Select **Query**.
  - Enter information in the Query Screen to query the employee's record.
  - Select **Finish**.
  - Go to step 9. The employee's records appear in the screen fields.
9. Select **Change**. The screen enters change mode.
10. Use the screen field descriptions to guide you in completing the fields.
  - If adding, complete the following required fields:
    - ID No
    - Deduction Code
    - Payroll
    - Dates
    - Withholding Period
  - If changing, you can change the following fields:
    - Withholding Period
    - Exemptions
    - Addl Withholding Exemptions
    - Flat Amount
    - Percentage
    - Base Exclusion Amt
    - Payroll Max
    - Authorization No
    - Dates
11. Select **Finish**. The system saves all field entries.
12. Do you want to add or update a related Deduction record for the employee?
  - If yes, select the **File** (Toggle Related Records) command. The Deduction Screen appears.
  - If no, you are done.
13. Are you updating an employee's information that already exists on the database or are you adding a new employee's information to the database?
  - If adding, select **Add**. The screen enters Add mode.
  - If updating, select **Update**. The screen enters Update mode.
14. Use the screen field descriptions to guide you in completing the fields.
  - If adding, complete the following required fields:
    - ID No
    - Deduction Code
  - If updating, you can update the following fields:
    - Month to Date (Maximum Deduction)
    - Quarter to Date (Maximum Deduction)
    - Year to Date (Maximum Deduction)
    - Contract to Date (Maximum Deduction)
15. Select **Finish**. The system saves all field entries.

# Before Changing a Position

## Introduction

Before you change the information for a position using the Employee Maintenance program (Employee Maintenance option), you can run a script that saves a copy of the position that you want to change under another position code. You do this in order to save the existing version of the position in the system.

**Example:** Position code: 2100CLK --> save as 2100CL#.

You use the current position code (e.g., 2100CLK) when you change the information for the position in the Employ program. You only use the other code (e.g., 2100CL#) for saving the existing position information.

**Note:** After you have performed this procedure you must run the Payroll Audit with Update process. For more information on running this process, see *Auditing Payroll Records* in this guide.

The following procedure instructs you in the use of this process.

## Saving an Existing Position Record

Follow the steps listed below when you save a version of an existing Position record.

1. From the Payroll/Personnel: Data Entry menu, select Before Changing Position. The Before Changing Position Screen appears.
2. In the first Code field, enter the code (e.g., 2100CLK) for the position that you will change in the Employ program.
3. In the second Code field, enter the code (e.g., 2100CL#) in which to save the position that you will change in the Employ program.
4. In the date field, either accept the default current date, or enter a date that you want for the saved position.
5. Select **Execute**. The Output Parameters and Scheduling window appears, and the cursor appears in the Time field.
6. Do you want to schedule the process for a later time or run the process immediately?
  - If you want to schedule the process, do the following:
    - Specify the time and day when you want to run the process.
    - Go to step 8.
  - If you want to run the process immediately, enter **NOW** in the Time field. The cursor moves to the Background field.
7. Do you want the process to run in the background (so you can perform other CX tasks while it runs)?
  - If yes, enter **Y**.
  - If no, enter **N**.
8. Select **Execute**.

# Maintaining Personnel Information

## Introduction

The Personnel Entry program allows you to view, add, update, or remove personnel information for employees, faculty members, and individuals applying for employment at your institution. The following procedure instructs you in the use of this program.

## How to Use Personnel Entry

Follow the steps listed below when you use the screens of the Personnel Entry program.

1. From the Payroll/Personnel: Data Entry menu, select ID/Profile/Personnel. The ID/Profile/Personnel form appears.
2. Are you updating an employee's information that already exists on the database or are you adding a new employee's information to the database?
  - If updating information, go to step 4.
  - If adding information, do the following to ensure that the record you want to add is not existing in the database:
    - Select **Query** to search the active database table.
    - Make entries to search the database for the record. If the record already exists in the database, the record will appear in the ID Query Screen.
3. Is the record displayed in the ID Query Screen?
  - If yes, the record has already been added to the database; therefore, you are done.
  - If no, do the following:
    - Select **Interrupt**. The Personnel Information Screen appears.
    - Select **Add** to add a row to the active database.
    - Go to step 10.
4. Do you know the ID number of the employee whose information you are updating?
  - If yes, do the following:
    - Select **Update** to change a row in the active database.
    - Go to step 6.
  - If no, do the following:
    - Select **Query** to search the active database table.
    - Make entries to search the database for the record. The record will appear in the ID Query Screen.
5. Select **Update**. The screen enters update mode.
6. Use the screen field descriptions to guide you in completing the fields, including the following ID and profile information fields:
  - Name
  - Social Security
  - Address
  - City
  - State/Zip
  - Telephone
7. To enter personnel information for the individual, you must enter information in the Personnel Information fields, such as:
  - Original Hire
  - Original Terminate
  - Master Position
  - Union Member

- W2:Statutory



8. Select **Detail** to select a detail table of the current table.
9. Select **Remove** to delete a row from the active database table.
10. Press **Escape**. The system saves all your entries to the detail window and re-displays the entry screen.
11. Select **Exit**. The system saves all field entries for the individual.

# Adding Benefit Codes

## Introduction

If you want to add a new benefit to all employees' records, you can run a process that adds your specified benefit code to each employee's Personnel record. The following procedure instructs you in the use of this process.

**Note:** The process will not add a new benefit code to those employee's records that have a benefit called *NEWBEN* for new benefit.

## How to Add a Benefit Code

Follow the steps listed below when you want to add a benefit to all employees' records.

1. From the Payroll/Personnel: Data Entry menu, select Add Benefits. The Add Benefits Screen appears.
2. Enter the code for the new benefit.
3. Select **Execute**. The Output Parameters and Scheduling window appears, and the cursor appears in the Time field.
4. Do you want to schedule the process for a later time or run the process immediately?
  - If you want to schedule the process, do the following:
    - Specify the time and day when you want to run the process.
    - Go to step 6.
  - If you want to run the process immediately, enter **NOW** in the Time field. The cursor moves to the Background field.
5. Do you want the process to run in the background (so you can perform other CX tasks while it runs)?
  - If yes, enter **Y**.
  - If no, enter **N**.
6. Select **Execute**.

# Maintaining Direct Deposit Information

## Introduction

The Subsidiary Record Screen allows you to view, add, or update subsidiary information that associates the employee and funding information and check allocation information with banking information, such as bank account type and number for the employee. The following procedure instructs you in the use of this screen.

## How to Maintain Direct Deposit Information

Follow the steps listed below when you want to add or update direct deposit information for an employee.

1. From the Payroll/Personnel: Data Entry menu, select Direct Deposit Maintenance, then select **Finish**. The Subsidiary Account Record Screen appears.
2. Do you want to add or update Subsidiary record information?
  - If adding, select **Add**.
  - If updating, do the following:
    - Select **Query**.
    - Enter the subsidiary, subsidiary number, and/or ID number for the individual.
    - Press <Esc>. The Subsidiary record for the individual appears.
3. Enter/update Subsidiary record information for the individual, including:
  - Subsidiary
  - Subsidiary Number
  - ID Number
  - Payment Terms
  - Direct Deposit (Enter: **Y**)
4. Press <Esc>. The system saves your entries.
5. Do you want to view, add/update Direct Deposit information?
  - If yes, select **Table**. The Check Allocation Record section of the screen activates.
  - If no, you are done.
6. Do you want to add or update direct deposit information?
  - If adding, do the following:
    - Select **Add**.
    - Enter Subsidiary record information for the individual, including:
      - Subsidiary
      - Subsidiary Number
      - ID Number
  - If updating, do the following:
    - Select **Query**.
    - Enter the subsidiary, subsidiary number, and/or ID number for the individual.
    - Press <Esc>. The Subsidiary record and Check Allocation record for the individual appear.
7. Enter/update direct deposit information for the individual, including:
  - Acct Type
  - Overflow
  - Bank Code
  - Bank Account
  - Prenotification: Processed

- Flat Amount
- Percentage

8. Press **<Esc>**. The system saves your entries.

# SECTION 4 - STARTING A PAYROLL

## Overview

### Introduction

This section provides information and step-by-step procedures for you to follow when you do the following:

- Select Payroll Startup
- Respond to prompts from Payroll Startup

You perform these tasks by using the Payroll/Personnel module's Payroll Startup program (prstart).

### Purpose of Payroll Startup

Payroll Startup performs the following five functions:

- Initializing Assignment Calculation and Deduction Calculation period-to-date figures
- Sorting Assignment Calculation records for the Time Entry process
- Adding default Time records
- Initializing accumulators in the Assignment, Deduction, and Benefit records
- Adding a Payroll record for the Time Entry and Pay process

### Before You Begin

Before you begin to use the following procedures for starting a payroll, remember the following:

- You must add or update ID records, Personnel records, and Profile records for all employees whose employment status has changed.
- You must have Assignment records, Assignment Calculation records, Deduction records, and Deduction Calculation records for all the employees at your institution.

**Note:** Deduction and Deduction Calculation records are only required for employees who have withholdings from their paychecks.

- You can use the field descriptions in *Section 2 - Using the Payroll/Personnel Screens* of this guide when you complete the fields on the Payroll Startup Screen.

### The Process

The following general phases take place before, during, and after you start a payroll.

1. You select Payroll Startup from the Processing menu and complete the Payroll Startup Screen.
2. You execute Payroll Startup.
3. Payroll Startup determines if the payroll that you are starting is the first of the period, and prompts you about initializing totals.
4. You respond to the prompts about initializing totals.
5. Payroll Startup processes in the background.
6. Payroll Startup sends electronic mail when it completes processing.
7. You can begin to use Time Entry any time after Payroll Startup sends electronic mail to confirm that it successfully completed processing.

# Using Payroll Startup

## How to Use Payroll Startup

Follow the steps listed below when you use Payroll Startup.

**Note:** For descriptions of all Payroll Startup Screen fields, see *Using The Payroll/Personnel Screens* in this guide.

1. From the Payroll/Personnel: Processing menu, select the Payroll Startup option. The Payroll Startup Screen appears.
2. Enter the Type of Payroll. The cursor moves to the Check Date field.
3. Enter the date that you want to use to define benefits, and that you want to print on the checks. The cursor moves to the Period starting date field.
4. Enter the first date of the pay period, or accept the default. The cursor moves to the Period ending date field.
5. Enter the last date of the pay period, or accept the default. The cursor moves to the Process Control field.
6. Enter the code that defines the way you want to process the payroll. The cursor moves to the Input Control field.

**Note:** For more information about the Process Control codes, see the section titled *Entering Time and Computing Wages and Deductions* in this guide.

7. As you enter the employees' time, do you want to enter the ID numbers of the employees, or do you want to have the system present the records for the employees in ID or alphabetical order?
  - If you want to enter the ID numbers, enter **I**.
  - If you want to have the system present the records to you, enter **B**.
8. Select **Finished**. If this is the first payroll of its type (e.g., MNTH) for the period, the system displays the following message: "WARNING: 1st payroll this type this *period* (e.g., month, year). All *period* to date figures will be zeroed (deduction - assignment). Continue? (Y or N)"
9. Do you want to continue?
  - If yes, enter **Y**, and go to step 10. The system prompts you as follows: Are you sure you want to continue? (Y or N)
  - If no, enter **N**, and stop. Payroll Startup does not run, and the Payroll/Personnel: Processing menu appears.
10. Do you want to continue?
  - If yes, enter **Y**. Payroll Startup runs.
  - If no, enter **N**, and stop. Payroll Startup does not run, and the Payroll/Personnel: Processing menu appears.

# SECTION 5 - ENTERING TIME AND COMPUTING WAGES AND DEDUCTIONS

## Overview

### Introduction

This section provides information and step-by-step procedures for you to follow when you do the following:

- Select employees for Time Entry
- Enter work or benefit time for the employees
- Review the calculated wages and deductions for the employees

You can perform all of these functions when you use Payroll/Personnel's Time Entry program (timeent).

### Before You Begin

Before you begin to use the following procedures for Time Entry and computing wages and deductions, remember the following:

- You should already have sorted the time cards by name or ID, depending on the sort method that your institution uses to display employee records during Time Entry.
- You must have already run Payroll Startup to initiate the payroll process.
- During Payroll Startup, you must select the correct Process Control code if you want to view the computed earnings, deductions, and net pay.
- During Payroll Startup, you must select the correct Input Control code for the way you want to process.

### The Process

The following general phases take place before, during, and after you enter time for your institution's employees.

**Note:** You can run Time Entry as many times as necessary, and you can run it concurrently with the Employ program, which maintains employee records.

1. Access Entry of Time.
2. Select the type of payroll for which you want to enter time.
3. Select the employee(s) for whom you want to enter time.

**Note:** You can cause Time Entry to display employee records automatically if you use (B)atch Input Control on the Payroll Startup Screen.

4. Enter work- or benefit-related time for the hourly employee(s) or for those employees who received time benefits during the pay period.
5. Review the computed wages and deductions if desired.

# Using Time Entry

## Time Entry Processing Options

Time Entry enables you to enter the hours that an employee works, or receives as benefits (e.g., vacation time). Time Entry also enables you to view earnings and deductions for employees.

For security purposes, the Payroll Startup program controls the type of processing that Time Entry will perform. Codes that you specify in Payroll Startup enable the Time Entry operator to view either the Time Entry Hour Screen, the Net Pay Display Screen, or both screens.

The following lists the codes you enter in Payroll Startup, and the screens that you can access as a result of using the codes, the Time Entry Hour Screen or the Net Pay Display Screen.

### B

Hours and compute. Enables you to input hours and view the net pay for every employee.

*Screen Access:* First the Time Entry Hour Screen, then the Net Pay Display Screen)

### C

Computations only. When used with the (B)atch Input Control code that you enter during Payroll Startup, causes the system to compute the payroll automatically *with no input from you*.

*Screen Access:* None

### D

Computations, and optionally display the hours. Enables you to view the net pay for every employee with the option to view or modify hours.

*Screen Access:* First the Time Entry Hour Screen, then the Net Pay Display Screen)

### E

Hours, and optionally display the computations. Enables you to input hours without viewing the net pay for every employee, with the option of viewing the net pay for a particular employee.

*Screen Access:* First the Time Entry Hour Screen, then the Net Pay Display Screen)

### H

Hours only. Enables you to enter hours only, without viewing the net pay.

*Screen Access:* Time Entry Hour Screen

## How to Use Time Entry to Enter Hours

Follow the steps listed below when you use Time Entry to enter hours.

**Note:** The Time Entry screens contain several fields. However, this procedure shows you how to complete only *required* fields and those that need explanation. This provides you with a quick, easy-to-use procedure for data entry. For descriptions of all Time Entry Header and Hour Screen fields, see *Using the Payroll/Personnel Screens* in this guide.

1. Do the following:
  - From the Payroll/Personnel: Processing menu, select the Entry of Time option.
  - Specify the Payroll code of the Payroll that you want to process.
  - Select **Execute**. The Time Entry Header Screen appears.
2. Did you select (B)atch for Input Control in Payroll Startup?
  - If **yes**, press **<Tab>** to accept the ID that appears on the Time Entry Header Screen. The Time Entry Hour Screen appears.



- If **no**, enter the ID number of the employee that you want to process, then press **<Tab>**. The Time Entry Hour Screen appears.
3. Enter the time for the employee, using arrow keys and **<Tab>** to move the cursor to the appropriate day columns and time rows. The system automatically updates totals for the week, as well as grand totals for work and benefit hours.
  4. Do you want to enter time for another week?
    - If **yes**, select **Next**, and repeat steps 3 and 4 as needed. The Time Entry Hour Screen appears for the next week, and you enter hour information for additional weeks.
 

**Note:** You can access the previous week's Time Entry Hour Screen by selecting Previous.
    - If **no**, select **Finished**, and go to step 5.
  5. Did you select **D** for the Process Control Code?
    - If **yes**, go to step 6. The Net Pay Display Screen appears.
    - If **no**, go to step 7. The Time Entry Header Screen appears.
  6. Review the earnings and deduction information on the screen, accessing and reviewing the Earned Gross Pay Screen and the Employer Display Screen as desired.
  7. Select **Finished** when you are done. The Time Entry Header Screen appears.
  8. Have you processed the last employee for the payroll?
    - If **yes**, select **Finished**. You return to the CX menu.
    - If **no**, repeat steps 2 through 6 as required. You process the remaining employees for the payroll.

## How to Use Time Entry to Both Enter Hours and Display Earnings and Deductions

You must use a Process Control code of B to access the Time Entry Hour Screen and then the Net Pay Display Screen. Follow the steps listed below to enter time and to display earnings and deductions.

**Note:** The Time Entry screens contain several fields. However, this procedure shows you how to complete only *required* fields and those needing explanation. This provides you with a quick, easy-to-use procedure for viewing information. For descriptions of all Time Entry Header and Hour Screen fields, as well as the fields on the Net Pay Display Screen, the Employer Display Screen, and the Earned Gross Pay Screen, see *Using the Payroll/Personnel Screens* in this guide.

1. Do the following:
  - From the Payroll/Personnel: Processing menu, select the Entry of Time option.
  - Specify the Payroll code of the Payroll that you want to process.
  - Select **Execute**. The Time Entry Header Screen appears.
2. Did you select (B)atch for Input Control in Payroll Startup?
  - If **yes**, press **<Tab>** to accept the ID that appears on the Time Entry Header Screen. The Time Entry Hour Screen appears.
  - If **no**, enter the ID number of the employee that you want to process, then press **<Tab>**. The Time Entry Hour Screen appears.
3. Enter time information as described in the procedure in this section, then select **Finished**.
4. Review the earnings, allowances, deductions, and deduction bases that appear on the screen.
5. Select **Employer Paid** or **Gross Pay** as desired to view other earnings and deduction information.

6. Select **Finished**. The Time Entry Header screen appears.

7. Do you need to change any of the hour information for the employee?
  - If yes, <Tab> through the fields to change the hour information, then select **Finished**. The Time Entry Header Screen appears.
  - If no, select **Finished**. The system displays a message asking if you wish to complete time entry/compute and then a message saying that you may proceed with the pay function.
8. Repeat steps 2 through 8 for the rest of the employees in the payroll.

### How to Use Time Entry to Display Earnings and Deductions

You must use a Process Control code of D in order to directly access the Net Pay Display Screen without first accessing the Time Entry Hour Screen. Follow the steps listed below to display earnings and deductions.

**Note:** The Time Entry screens contain several fields. However, this procedure shows you how to complete only *required* fields and those needing explanation. This provides you with a quick, easy-to-use procedure for viewing information. For descriptions of the screen fields on the Net Pay Display Screen, the Employer Paid Deductions Screen, and the Earned Gross Pay Screen, see *Using the Payroll/Personnel Screens* in this guide.

1. Do the following:
  - From the Payroll/Personnel: Processing menu, select the Entry of Time option.
  - Specify the Payroll code of the Payroll that you want to process.
  - Select **Execute**. The Time Entry Header Screen appears.
2. Did you select (B)atch for Input Control in Payroll Startup?
  - If yes, press <Tab> to accept the ID that appears on the Time Entry Header Screen. The Net Pay Display Screen appears.
  - If no, enter the ID number of the employee that you want to process, then press <Tab>. The Net Pay Display Screen appears.
3. Review the earnings, allowances, deductions, and deduction bases that appear on the screen.
4. Select **Employer Paid** or **Gross Pay** as desired to view other earnings and deduction information.
5. Select **Hours Scr** to view the Time Entry Hour Screen.
6. Select **Finished**. The Time Entry Header Screen appears.
7. Do you need to review any of the information for the employee?
  - If yes, press <Tab>. The Net Pay Display Screen appears.
  - If no, select **Finished**. The system displays a message asking if you wish to complete time entry/compute and then a message that you can proceed to the pay function.
8. Repeat steps 2 through 7 for the rest of the employees in the payroll.



## SECTION 6 - PAYING EMPLOYEES AND POSTING

### Overview

#### Introduction

This section provides information and step-by-step procedures for you to follow when you do the following:

- Review payroll amounts generated by Time Entry
- Create CX records for the payroll

#### Purpose of the Jenzabar CX Pay Program

The Pay program has the following primary functions:

- It updates the following totals for the Assignment, Deduction, and Benefit records:
  - Monthly
  - Quarterly
  - Yearly
  - Fiscal year
  - Calendar-to-date
- It posts a debit or credit for each deduction, based upon your setup of the deductions.
- It posts a credit to the Wages Payable subsidiary, and charges the functions (departments) for the employees' earnings.

When the Pay program posts a payroll liability, it creates one General Ledger entry for each employee in the payroll. This entry includes a subsidiary entry that the CX uses to select and post payroll checks.

The system maintains the following two subsidiary balances for each employee on each payroll run:

- NPAY (contains the net pay balance for the payroll checks)
- EMPR (contains the employer-paid balances (e.g., employer-paid FICA))

#### Payroll Report Menu Options

The following report menu options enable you to review the payroll amounts before and after you create payroll accounting entries.

- Pre Payroll Register
- Time Register
- Deduction Period Register
- Post Payroll Register

#### Before You Begin

Before you begin to use the following procedures for paying employees and posting the payroll, remember the following:

- Time Entry computes pay amounts based on hours, wage rates, salaries, and deductions.
- The CX does not post the pay amounts until you use the Pay program to create the appropriate journal entries.
- You must review payroll reports to verify accuracy of the payroll records and amounts.

#### The Process

The following general phases take place before, during, and after you use the Pay program to create payroll records in the CX.

1. Review the Pre Payroll register for accuracy.

2. Review the Time register for accuracy.
3. Access the Pay program by selecting Create Payroll Liability from the CX menu.
4. Review the Deduction Period register for accuracy.
5. Review the Post Payroll register for accuracy.

# Verifying the Preliminary Payroll and Time Information

## Introduction

Before you post the payroll transactions that result from your completion of Time Entry, you can review the transactions in the Pre Payroll register and the Time register.

## How to Verify Preliminary Information

Follow the steps listed below when you verify the payroll and time information for accuracy before completing the payroll process.

1. Select either or both of the following menu options from the Payroll/Personnel: Processing menu:
  - Pre Payroll Register
  - Time Register
2. Enter the dates and payroll codes that you want to verify.
3. Select **Execute**. The Output Parameters and Scheduling window appears.
4. Do you want a paper copy, an electronic file copy, or a screen display only of the register?
  - If paper copy, enter the name of the printer.
  - If electronic file copy, enter the name of the file to which you want to route the register.
  - If screen display only, enter **more**.
5. Specify the time and day when you want to run the report. The cursor moves to the Background field.
6. Do you want the report to run in the background (so you can perform other Jenzabar tasks while it runs)?
  - If yes, enter **Y**.
  - If no, enter **N**.
7. Select **Execute**. You schedule the report to run either immediately or at a later specified time.
8. Review the information that appears on the report, and compare it to the information that you maintain for the employees. You verify the accuracy of the information processed by the Payroll/Personnel module.



## Pre Payroll Register Example

The following Pre Payroll register may vary from your report and content due to your institution's particular specifications.

Fri Dec 2 1994	CARS College	Page 1	
07:30	PAYROLL REGISTER	payreg	
WEEK Payroll, Check Date: 11/01/1994 From 10/16/1994 - 10/22/1994			
Position/Description	Gross	Deduction	Net Pay
-----			
Burns, Dawn Chris	SS: 385-62-9276	ID: 10698	
BOFFCLRK	134.00	FICA 8.31 FITM .00 CIT1 1.34 ST1 3.00	
	-----	-----	
	134.00	12.65	121.35
	=====	=====	=====
ARTFACL	100.00	CIT1 1.10 CIT2 1.50 FICA 6.20 FITM .00	
	-----	-----	
	100.00	8.80	91.20
	=====	=====	=====
Duff, Betty	SS: 377-77-3617	ID: 11202	
FAIDCLRK	218.40	CAPT 1.95 CRUN 55.00 Fringe FICA 16.96 FITM 10.43 CIT1 2.73 CIT2 .00 ST1 10.41 MISC 42.50 UWAY .50	
	-----	-----	
	218.40	85.48	132.92
	=====	=====	=====

## Pre Payroll Register Explanation

The Pre Payroll register lists alphabetically the name of the employees in the payroll, their positions at the institution, their earnings and deductions for each position, and their net pay.

You must run the Pre Payroll register for every type of payroll that you have at your institution.

## Time Register Example

The following Time register may vary from your report and content due to your institution's particular specifications.

Fri Dec 2 1994	CARS College	Page 1		
08:27	TIME ENTRY REGISTER	timereg		
Payroll: WEEK From 01/10/1994 - 02/07/1994				
Id	Name	Social Sec	Position	Hours
10698	Burns, Dawn Chris	385-62-9276	BOFFCLRK	160.00
				160.00
20228	DeGroft, Scott R.	159-54-1430	ARTFACL	42.00
				42.00
11202	Duff, Betty	377-77-3617	FAIDCLRK	165.00
				165.00
		311-96-0652	FOODSERV	80.00
				245.00
20202	Evilsizor, Renee Michele	356-39-2310	BIOSTU	30.00
				30.00
18339	Gulley, Velma		STUDENT	140.00
				140.00
20240	Harris, William L., Jr.	321-46-7421	ANTHHEAD	40.00
		321-46-7421	BIOHEAD	50.00
				90.00
18331	Hume, Robert C	643-67-8388	FOODSERV	140.00
				140.00

## Time Register Explanation

The Time register lists alphabetically the name of the employees in the payroll, their positions at the institution, and their hours for the period.

You must run the Time register for every type of payroll that you have at your institution.

# Posting the Payroll

## How to Post Payroll Information

After you have reviewed all the preliminary payroll information and confirmed that it is correct, you can post the payroll.

When you post the payroll, you create debit entries to the appropriate expense accounts (e.g., Salary Expense), and you create credit entries to the appropriate liability accounts (e.g., Salaries Payable or FICA Payable).

When the CX posts the payroll information, it creates a PR journal. When the process completes successfully, it sends you electronic mail, indicating the number of the PR journal that it created, and also the Check Group record number(s). You use the Check Group record number to select the checks for printing.

**Note:** If your institution uses direct deposits, the posting process generates two check groups, one for the direct deposits, and one for the payroll checks.

Follow the steps listed below to post the payroll information.

1. Select Create Payroll Liability from the Payroll/Personnel: Processing menu. A parameter window appears, and the cursor appears in the Payroll Code field.
2. Enter the correct payroll code (e.g., **MNTH**). The cursor moves to the Restart Payroll field.
3. Is this a payroll that you are restarting after an abnormal exit?
  - If yes, enter **Y**.
  - If no, enter **N**.
4. Select **Execute**. The Output Parameters and Scheduling window appears, and the cursor appears in the Time field.
5. Do you want to schedule the process for a later time or run the process immediately?
  - If you want to schedule the process, do the following:
    - Specify the time and day when you want to run the process.
    - Go to step 7.
  - If you want to run the process immediately, enter **NOW** in the Time field. The cursor moves to the Background field.
6. Do you want the process to run in the background (so you can perform other CX tasks while it runs)?
  - If yes, enter **Y**.
  - If no, enter **N**.
7. Select **Execute**.
  - If you entered **Y** in step 3 above, the system clears existing totals from the payroll and reprocesses the payroll records, posting them in the accounting system.
  - If you entered **N** in step 3 above, the system accesses all the payroll records for the payroll, and posts them in the accounting system.

# Verifying the Posted Payroll

## Introduction

After you have posted the payroll, you can verify the posted amounts by reviewing the Deduction Period register and the Post Payroll register.

## How to Verify Preliminary Information

Follow the steps listed below when you verify the payroll and time information for accuracy before completing the payroll process.

1. Select either or both of the following menu options from the Payroll/Personnel: Processing menu:
  - Deduction Period Register
  - Post Payroll Register
2. Enter the dates and payroll codes that you want to verify.
3. Select **Execute**. The Output Parameters and Scheduling window appears.
4. Do you want a paper copy, and electronic file copy, or a screen display only of the register?
  - If paper copy, enter the name of the printer.
  - If electronic file copy, enter the name of the file to which you want to route the register.
  - If screen display only, enter **more**.
5. Do you want to schedule the process for a later time or run the process immediately?
  - If you want to schedule the process, do the following:
    - Specify the time and day when you want to run the process.
    - Go to step 7.
  - If you want to run the process immediately, enter **NOW** in the Time field. The cursor moves to the Background field.
6. Do you want the process to run in the background (so you can perform other CX tasks while it runs)?
  - If yes, enter **Y**.
  - If no, enter **N**.
7. Select **Execute**.
8. Review the information that appears on the report, and compare it to the information that you maintain for the employees. You verify the accuracy of the information processed by the Payroll/Personnel module.

## Payroll Period Deduction Report Example

The following Payroll Period Deduction report may vary from your report and content due to your institution's particular specifications.

Fri Dec 2 1994	CARS College	Page 1	
10:47	PAYROLL PERIOD DEDUCTION REPORT	dedprd	
List of All Employees By Deduction For WEEK Payroll Group Check Date: 12/02/1994 From 11/01/1994 - 11/30/1994			
Name	Soc-Sec	Amount	Base
-----	-----	-----	-----
DeGroft, Scott R.	159-54-1430	1.10	100.00
Meyers, William	555-12-1212	10.45	950.00
-----	-----	-----	-----
Total = 2		11.55	1,050.00

## Payroll Period Deduction Report Explanation

The Payroll Period Deduction report lists alphabetically the deductions that appear in the specified payroll. Within each deduction code, the register lists the employees who have the deduction, and computes the total amount of the deduction for the period.

You must run the Deduction Period register for every type of payroll that you have at your institution.



# SECTION 7 - PRINTING AND REPRINTING CHECKS

## Overview

### Introduction

This section provides information and step-by-step procedures for you to follow when you do the following:

- Select the payroll checks that you want to print
- Prepare direct deposit information
- Print payroll checks
- Post payroll checks
- Prepare manual checks
- Void checks
- Remove the payroll liability

### Before You Begin

Before you begin to use the following procedures for processing payroll checks, remember the following:

- You must complete the posting of the payroll before you can print payroll checks.
- You must obtain the check group number from your electronic mail.
- You must know the last check number that you used at your institution, and verify that the Document table contains the correct last number.

**Note:** If the Document table contains a different last number, update the table so that it contains the correct number according to your check stock.

- You must load the payroll check stock into the printer.

**CAUTION:** When you process more than one payroll in a single session, be sure you complete one payroll (from check selection through posting) before you begin to process the next payroll. The Document table updates the check numbers during the Check Post process, and running the Check Select process a second time before the completing check posting from the first payroll run can cause the Document table to maintain incorrect check numbers.

### The Process

The following general phases take place before, during, and after you prepare the payroll and print payroll checks.

1. Obtain the check number, the Check Group number, and the subsidiary that you need to process the payroll.
2. Use Check Select to prepare the checks for printing.
3. Review the electronic mail messages that Check Select sends to you after it completes Check Select.
4. Complete processing for direct deposits, if required.
5. Load the check stock into your printer.
6. Print checks and direct deposit stubs.

# Selecting Checks

## How to Select Checks

After you use the Pay program to record the payroll in the accounting records, you can create the checks. Creating the checks is a two-step process:

- Selecting the checks
- Printing the checks

Follow the steps listed below when you select checks.

1. From the Payroll/Personnel: Processing: Check Writing menu, select the Select Checks option. The Select Checks Screen appears.
2. Enter the following information:
  - The Check Group number
  - The subsidiary
3. Select **Execute**. The Output Parameters and Scheduling window appears.
4. Do you want to schedule the process for a later time or run the process immediately?
  - If you want to schedule the process, do the following:
    - Specify the time and day when you want to run the process.
    - Go to step 6.
  - If you want to run the process immediately, enter **NOW** in the Time field. The cursor moves to the Background field.
5. Do you want the process to run in the background (so you can perform other CX tasks while it runs)?
  - If yes, enter **Y**.
  - If no, enter **N**.
6. Select **Execute**.



# Printing Checks

## How to Print Checks

After Check Select creates a file of checks, you use FPS (the Forms Processing System) to print the payroll checks. Follow the steps listed below when you print checks.

1. From the Payroll/Personnel: Processing: Check Writing menu, select Print Checks/Dirdep Stub. The Forms Processing System Screen (FPS) appears.
  2. Select **Formtype**. The cursor moves to the Type of Form field.
  3. Enter the name of the check from the Document table (e.g., **prcheck**). The cursor moves to the Name of Printer field.
  4. Enter the name of the printer that you want to use to print the checks. The cursor moves to the Station Number field.
  5. Accept the default, 0, as the station number.
  6. Select **Finish**. The system displays the following prompt in a window: "Please load the 'formtype' forms into 'printer name'."
  7. Go to the designated printer, and load the formtype for the checks that you specified.
  8. Select **Loaded** to indicate to the system that you have completed the loading process. The command line changes to enable you to begin printing the checks.
  9. Select **Start**. The system accesses the Document table, identifies the last check number used, and completes the following two fields:
    - First Used for Setup
    - First to Be Printed
- Note:**
- The cursor moves to the First to Be Printed field, so you can override the value in the field if desired.
  - The system assumes you need one check above the printhead.
10. Do you want to override the First to Be Printed check number?
    - If **yes**, enter the correct number. The system displays the following prompt: "The following form will be voided: *check number*. Choose 'Yes' if Ok, 'No' if incorrect"
    - If **no**, press **<Tab>**. The check number that the system will void is the check number that appears in the First Used for Setup field.
  11. Select **Yes**. The system displays the message "The actual form must be voided manually. Press **<RETURN>**."
  12. Press **<Enter>**. The system displays the prompt, "Are forms correctly aligned?"
  13. Examine the forms and determine that they are correctly aligned, then select **Yes**. The system displays the following prompt: "Begin printing or Skip this form"
  14. Select **Print**. The system prints the checks, and displays the FPS Screen with system-updated times, dates, and check numbers in the Date Forms Created field.
  15. Select **Exit**. The system displays the message that it will reset the form type after you complete printing the checks.
  16. Manually void the check that you used for alignment.

## Posting the Payroll Checks

### How to Post Payroll Checks

After you have printed the checks, your institution no longer has the payroll liability that you recorded when you posted the payroll register. When you post the payroll checks, you relieve the payroll liability with a debit to Salaries Payable and a credit to Cash.

To post the payroll checks, you must specify the formtype (e.g., *prcheck*) to post the checks.

1. Select Post Checks/Dir Dep from the Payroll/Personnel: Processing: Check Writing menu.
2. Enter the check group number for the payroll checks (e.g., **prcheck**). Select **Execute**. The Output Parameters and Scheduling window appears.
3. Do you want to schedule the process for a later time or run the process immediately?
  - If you want to schedule the process, do the following:
    - Specify the time and day when you want to run the process.
    - Go to step 5.
  - If you want to run the process immediately, enter **NOW** in the Time field. The cursor moves to the Background field.
4. Do you want the process to run in the background (so you can perform other CX tasks while it runs)?
  - If yes, enter **Y**.
  - If no, enter **N**.
5. Select **Execute**.

# Reprinting Checks

## Introduction

Occasionally, FPS will conclude processing normally even though a problem occurred during the printing process. For example, if you print the checks with the wrong check numbers and discover the problem before you distribute them, or if your printer is accidentally disconnected during FPS processing, FPS can finish processing normally, but the checks will not be complete or correct.

You may occasionally have to reprocess a payroll because of other types of error conditions or unusual situations. For example, you may have omitted several new employees from the payroll run, or you may have omitted one or more deductions for the employees. You also may have to replace a payroll check if an employee loses the original check.

## Prerequisite to Rerunning Payrolls

Errors in processing a payroll can occur at any of several steps in the payroll process. Before you rerun a payroll, it is important that you understand the overall payroll process so you can determine where in the process your error occurred. When you identify the point at which your error occurred, you can reverse the processes that occurred after the error, correct the error, and then continue processing.

For more information about the overall payroll process, see *Getting Started* in this guide.

## How to Reprint Checks After a Printer Error

If you experience a problem in printing your payroll checks, but all the amounts are correct, you only need to reprint the checks. You do not need to reverse or repost any transactions.

Follow the steps listed below when you reprint checks:

1. From the CX Payroll/Personnel: Processing: Check Writing: Problem Solving menu, select Prepare for FPS Restart.
2. Enter the Check Group number for the checks that you want to reprint.
3. Select **Execute**.
4. Specify the time and day when you want to terminate the journal.
5. Do you want the process to run in the background (so you can perform other Jenzabar tasks while it runs)?
  - If yes, enter **Y**.
  - If no, enter **N**.
6. Select **Execute**.
7. Follow the procedure titled *Printing Checks* in this section to produce the correct checks.

## How to Correct and Reprint Checks

If you experience a problem in printing your payroll checks and if the payroll amounts contain errors, you must terminate the accounting journal that contains the payroll information, and then reprint the checks.

Follow the steps listed below when you reprint checks:

1. From the CX Payroll/Personnel: Processing: Check Writing: Problem Solving menu, select Terminate Check Journal, and enter the Check Group number that you want to reprint.

**Note:** To protect the security of your accounting system, the person who terminates the check journal *must* be the person who originally posted the checks.

2. Select **Execute**.
3. Do you want to schedule the process for a later time or run the process immediately?
  - If you want to schedule the process, do the following:
    - Specify the time and day when you want to run the process.
    - Go to step 6.
  - If you want to run the process immediately, enter **NOW** in the Time field. The cursor moves to the Background field.
4. Do you want the process to run in the background (so you can perform other CX tasks while it runs)?
  - If yes, enter **Y**.
  - If no, enter **N**.
5. Select **Execute**.
6. From the CX menu, select Prepare for FPS Restart.
7. Enter the Check Group number for the checks that you want to reprint.
8. Select **Execute**.
9. Do you want to schedule the process for a later time or run the process immediately?
  - If you want to schedule the process, do the following:
    - Specify the time and day when you want to run the process.
    - Go to step 12.
  - If you want to run the process immediately, enter **NOW** in the Time field. The cursor moves to the Background field.
10. Do you want the process to run in the background (so you can perform other CX tasks while it runs)?
  - If yes, enter **Y**.
  - If no, enter **N**.
11. Select **Execute**.
12. Follow the procedure titled *Printing Checks* in this section to produce the correct checks.

# Voiding and Replacing Checks

## Introduction

Occasionally, you may want to create a payroll check outside of the normal payroll processing. For example, you may want to provide an employee with a replacement payroll check, if the original is lost or stolen.

## Best Way to Issue a Replacement Check

It is possible to use the CX Voucher program to account for manual checks by accessing the Enter Manual Check option on the Payroll/Personnel: Processing: Check Writing menu. However, Jenzabar suggests that the simplest way to create a replacement check is to void the original check and create a Check Group record for the voided check.

## Prerequisites to Voiding and Replacing a Check

Before you can void and replace a check, you must know its Document Code (e.g., PR for Payroll), the check number, and the original Check Group number.

## How to Void a Check

Follow the steps listed below when you void a check.

1. Select Void Checks from the Payroll/Personnel: Processing: Check Writing menu.
2. Enter the date for posting the voiding entries.
3. Select **Execute**. The Void Documents-Main Screen appears.
4. Select **Add-document**. The screen enters add mode, the command line changes, and the cursor moves to the Document Code field.
5. Enter the code of the document that you want to void (e.g., **PR**). The cursor moves to the Document Number field.
6. Enter the check number. The screen displays the ID, name, amount, and posted date of the original check.
7. Select **Finish**. The command line changes, and the cursor appears on the command line.
8. Do you have more than one check to void?
  - If **yes**, repeat steps 2-5. You list additional checks that you want to void.
  - If **no**, select **Post**. You post the voiding entries and exit from the Void Documents-Main Screen.

## How to Create a Replacement Check

After you void the original check, the liability (Salaries Payable) for the check still exists in the accounting system. The best way to relieve the liability is to create a new check group for the check that you want to replace, and to use normal processing for the new check group.

Follow the steps below when you create a new check group and a replacement check.

1. Select the Select Check Group option from the Payroll/Personnel: Processing: Check Writing menu. The Check Group Record screen appears.
2. Query to locate the Check Group record from the original check. The screen displays information about the Check Group record.
3. Select **Add**. The Check Group record enters add mode.

4. Duplicate the information in the original Check Group record. You complete the record with information from the original Check Group record. You can duplicate information from the last record selected by pressing **Ctrl-p**.
5. Select **Escape** to add new data. The command line changes, and the newly created Check Group record appears on the screen.
6. Note the new check group number.
7. Exit from the Check Group Record screen. The Payroll/Personnel: Processing: Check Writing menu appears.
8. Repeat the following steps from the procedures in this section, using the new check group number:
  - How to select checks
  - How to print checksYou complete processing the replacement check.

## SECTION 8 - RERUNNING A PAYROLL

### Overview

#### Introduction

Occasionally, you may run a payroll and discover after its completion that you omitted a new employee (or employees) from the payroll run. This section describes the best way for you to use the CX Payroll/Personnel module to produce an ad hoc payroll for the omitted employee or employee(s).

This section provides information and step-by-step procedures for you to follow when you do the following:

- Set up table entries and records for rerun checks
- Rerun payroll processes

#### Before You Begin

Before you begin to use the following procedures for rerunning a payroll, remember the following:

- You must set up a new payroll code for the rerun payroll.
- You must know the numbers of the checks that you will use.
- You can use the field descriptions in *the Section 2 - Using the Payroll/Personnel Screens* of this guide when you complete the screens.

#### The Process

The following general phases take place before, during, and after rerunning a payroll.

1. Update the Payroll table.
2. Update the following records:
  - Assignment Calculation
  - Deduction Calculation
3. Start a payroll.
4. Run Time Entry.
5. Run the Pay program.
6. Select, print and post the check(s).

# Preparing to Rerun the Payroll

## Introduction

You must complete several setup steps before you can successfully rerun a payroll.

## Preliminary Steps to Rerunning a Payroll

Follow the steps listed below when you complete the preliminary steps to rerunning a payroll.

1. Create a new payroll code in the Payroll table.

**Notes:**

- Jenzabar suggests that you create a new payroll code for the payrolls that you rerun. Use “R: as the first character in the payroll code, then use the first three letters of the payroll code that you are rerunning. For example, if you must rerun the CWSP payroll, set up a new Payroll table entry for the code “RCWS.”
  - The first three characters of the new payroll code must be unique since they become the basis for the subsidiary balance code.
2. Verify that the Assignment Calculation and Deduction Calculation records contain the correct information. Ensure that the Assignment Calculation record contains the name of the new payroll code that you created in step 1 and determine the correct dates as follows:
    - *Assignment Calculation:* Dates open for the length of the payroll, which you must rerun.

**Note:** Ensure that you have satisfied all the funding implications in the Assignment Calculation records.
    - *Deduction Calculation:* Dates open for the check date of the payroll, which you must rerun.
  3. Rerun all the payroll processing steps for the new payroll code.
  4. Create new Assignment Calculation records for the employees, and enter the following information:
    - The payroll code to which the employees belong for standard processing (e.g., CWSP)
    - A beginning date that is the first date of the new pay period
    - An ending date of 00/00/00



# Rerunning the Payroll Process

## Introduction

After you ensure that the tables and records contain the correct values, you can rerun the payroll process, using the same programs and processes that you used for the initial payroll run.

## How to Rerun a Payroll

Follow the steps below when you rerun a payroll.

1. Rerun Payroll Startup, making sure you use the same dates you used when you ran the original payroll..
2. Run Time Entry, making sure you validate all the information for each employee for whom you must rerun the payroll. *Do not assume the information is correct..*
3. Run the Pay program.
4. Run the Check Select process for any checks that you want to print or type.

**Note:** If you hand-type *all* the rerun checks, change the status for the Check Group record to *A* for aborted.

5. Run the Check Print process for the checks that you want to print.

# Terminating a Payroll

## Introduction

The procedures already described in this section assist you when you experience minor difficulties or errors in a payroll run. Occasionally, however, a payroll run may contain so many errors that you want to delete it and rerun the entire process as if it had never been run before. When you delete a payroll, you must ensure that you remove the liabilities that are associated with it. This section contains the procedures that you must use to terminate and replace a payroll.

- When you remove the liabilities associated with a payroll, you assign a *void* status to all the transactions in the payroll.
- The person who created the original payroll journal *must* terminate it.

## The Process

The following general phases take place before, during, and after you terminate and rerun a payroll.

1. Terminate the Check Posting Journal (the PD Journal).
2. Terminate the Liability Journal (the PR Journal).
3. Run Payroll Audit.
4. Rerun the payroll.

## How to Update the Journal Record For the Payroll

Follow the steps listed below when you update the journal record for the payroll:

1. Use the following menu path to locate the Journal record associated with the payroll run:
  - Accounting
  - Journal Processing menu
  - Journal Maintenance menu
  - Enter password
  - Update Journal Records

**Note:** At most institutions, only the chief financial officer can perform this step.

The Voucher Record Table Screen appears.

2. Query to locate the journal that you want to terminate. The information about the journal appears on the screen.

**Note:** The journal is a Payroll journal (PR journal) that you created when you selected Create Payroll Liability during the payroll process.

3. Select **Update**, then change the following fields on the Journal record:
  - *Preparer's User ID:* Verify that the field contains the user ID of the person who will terminate the journal.
  - *Status:* Change the Status from (F)inished to (I)ncomplete.

You update the Journal record so the journal can be terminated.

4. Select the following commands:
  - Escape to change data
  - Exit

You save the changes to the journal record, and the Journal Maintenance menu appears.

### How to Remove the Payroll Liability

Follow the steps listed below when you terminate a payroll and remove the payroll liability.

1. Use the following menu path to locate the menu option that terminates the journal:
  - Accounting
  - Journal Processing menu
  - Journal Maintenance menu
  - Enter password
  - Terminate a Journal

The Terminate Check Journal window appears, and you prepare to terminate the Payroll Journal (PR journal).

2. Enter the Journal Reference code (PR), and the journal number that you want to terminate, then select **Execute**. The Output Parameters and Scheduling window appears.
3. Do you want to schedule the process for a later time or run the process immediately?
  - If you want to schedule the process, do the following:
    - Specify the time and day when you want to run the process.
    - Go to step 5.
  - If you want to run the process immediately, enter **NOW** in the Time field. The cursor moves to the Background field.
4. Do you want the process to run in the background (so you can perform other CX tasks while it runs)?
  - If yes, enter **Y**.
  - If no, enter **N**.
5. Select **Execute**.

**CAUTION:** The process sends electronic mail to you when it completes the termination. *Do not perform any more processing steps until you receive mail that the process completed successfully.*

### How to Run Payroll Audit

The Payroll/Personnel module maintains several accumulated totals. The totals reflect the dollar amounts from every payroll run, including the run that you are terminating. You must update the accumulated totals by running Payroll Audit with Update.

Follow the steps listed below for running Payroll Audit with Update:

1. Use the following menu path to locate the menu option that performs Payroll Audit with Update:
  - Payroll/Personnel
  - Audit
  - Payroll Audit Update
2. Enter the following information:
  - The check date of the original payroll run
  - The Subsidiary for the payroll (e.g., W/P)
3. Select **Execute**. The Output Parameters and Scheduling window appears.

4. Do you want to schedule the process for a later time or run the process immediately?
  - If you want to schedule the process, do the following:
    - Specify the time and day when you want to run the process.
    - Go to step 5.
  - If you want to run the process immediately, enter **NOW** in the Time field. The cursor moves to the Background field.
5. Do you want the process to run in the background (so you can perform other CX tasks while it runs)?
  - If yes, enter **Y**.
  - If no, enter **N**.
6. Select **Execute**.

# SECTION 9 - ADJUSTING PAYROLL CHECKS

## Overview

### Introduction

This section provides information and step-by-step procedures for you to follow when you correct erroneous payroll checks.

When errors occur in the payroll system, you must use these procedures to ensure that the general ledger accounting information remains consistent with the payroll information.

### Before You Begin

Before you review the following examples and procedures for adjusting payroll checks, remember the following:

- Use the procedures when only one (or just a few) employees require adjustments.
- Use the procedures described in the section titled *Rerunning a Payroll* if you must adjust more employees' payroll checks.

### Organization Of This Section

This section describes the following five situations that can result in inaccurate payrolls:

- You did not have a Deduction Calculation record set up for a deduction base (e.g., taxes)
- You over-withheld a particular deduction
- You under-withheld a particular deduction
- You overpaid an employee
- You underpaid an employee

For each of the five situations, this section describes the correct way to make payroll adjustments for the following circumstances:

- You distributed the check with the incorrect amount, and will make the adjustment on the next payroll check.
- You distributed the check, and will make the adjustment immediately.
- You did not distribute the check, and will make the adjustment on the next payroll check
- You did not distribute the check, and will make the adjustment immediately.

### General Cautions When You Adjust Payroll Checks

When you must adjust payroll checks and the employee is willing to wait until the next payroll for adjustments, be careful to watch for the following:

- The Deduction Calculation record's beginning and ending dates. You may need to make an adjustment for percentage deductions if the deduction ended in the previous payroll period. For example, an employee earned \$700.00 in the month, but was paid only \$500.00. The employee had a deduction that ended in the previous month that was 10% of wages. The withholding for the incorrect payroll is \$50.00, instead of the correct amount of \$70.00.
- Deduction withholding periods. If a deduction is based upon percentage of wages and is withheld on only the first payroll period of the month, an adjustment may be necessary.
- Tax changes between payroll periods.

# Adjusting for a Missing Deduction Calculation Record

## Distributing the Check, With Later Adjustment

Follow the steps listed below when you must adjust for a missing Deduction Calculation record, after distributing the check and intending to adjust the amount later.

1. Access the Employ program by making the following menu selections:
  - Payroll/Personnel/Data Entry
  - Employee Maintenance
  - Deductions: Deduction, Deduction Calculation Records
2. On the Deduction Calculation Screen, locate the record for the employee, and then select **Change**. You are ready to change the incorrect Deduction Calculation record for the employee.
3. Is the deduction based on a percentage?
  - If yes, complete the Flat Amount field with the total amount that was not withheld.
  - If no, complete the Flat Amount field with the incremental amount that was not withheld.

**Example:**

- If the deduction is for FICA, enter the total amount of the correct FICA withholding for the employee in the Flat Amount field.
  - If the deduction is for insurance, and the employee’s premium is \$50.00 and only \$40.00 was withheld, enter \$10.00 in the Flat Amount field.
4. Select **Finish**. You update the employee’s Deduction Calculation record.
  5. Contact Jenzabar to update the accounting system. Jenzabar updates the dates and control totals in your accounting records.
  6. Run Payroll Audit to update the deduction base. You ensure that the deduction base includes the amount of the payroll that was previously excluded.

## Example of Changes to the Deduction Calculation and Subsidiary Transaction Records

The following example corrects the records for an employee on the STAF payroll who did not have FICA withheld during the January payroll, and the withheld amount should have been \$30.00.

**Note:** You must update the Deduction Calculation records, and the Jenzabar coordinator must create both the Deduction Calculation records and the Subsidiary Transaction records for the specified time periods and amounts.

Field Name	First Record You Update	Second Record You Update	Jenzabar CX Coordinator Creates
<b>Id no.</b>	Employee’s ID	Employee’s ID	Employee’s ID
<b>Deduction code</b>	FICA	FICA	FICA
<b>Payroll</b>	STAF	STAF	STAF
<b>Dates: (first date)</b>	02/01/95	03/01/95	01/01/95
<b>Dates: (last date)</b>	02/28/95	00/00/00	01/31/95
<b>Flat Amount</b>	\$30.00	\$0.00	\$30.00

## Distributing the Check With Immediate Adjustment

The following procedure describes the steps for payroll adjustment when you distribute a check to the employee, and the employee repays cash for an amount that should have been withheld from the check.

1. Use an AC (Accounting) journal to record the repayment transaction as a debit to the cash account, and a credit to the payroll advance account.
2. Create a Deduction table entry where the liability account is the payroll advance account. The table entry must meet the following requirements:
  - The Payer is E (employee).
  - The Type is V (voluntary).
  - The account cannot be the subsidiary control account.
3. Add the following two Deduction Calculation records for the adjustment.
  - The deduction that was not withheld.
    - Was the deduction based on a percentage?
      - If yes, complete the Flat Amount field with the total amount that was not withheld.
      - If no, complete the Flat Amount field with the incremental amount that was not withheld.
    - Note:** The system adds the deduction for the current period only. The Jenzabar coordinator must access the Deduction Calculation records to update the previous period's deductions.
  - The payroll advance account.
    - Note:** The amount of the deduction is the cash amount repaid by the employee. You must enter the amount as a negative flat amount.
4. Contact Jenzabar to update the system.
5. Run Payroll Audit to update the deduction base and to ensure that the deduction base includes the amount of the payroll that was previously excluded.

## Example of Changes to the Deduction Calculation and Subsidiary Transaction Records

The following example corrects records for an employee on the STAF payroll who did not have FICA withheld during the January payroll, and the withheld amount should have been \$30.00. The employee paid your institution a check for \$30.00.

**Note:** You must update the Deduction Calculation records, and the Jenzabar coordinator must update both the Deduction Calculation records and the Subsidiary Transaction records for the specified time periods and amounts.

Field name	First record you update	Record for deduction that was not withheld	Record for the payroll advance account	Jenzabar coordinator update
<b>Id no.</b>	Employee's ID	Employee's ID	Employee's ID	Employee's ID
<b>Deduction code</b>	FICA	FICA	ADV	FICA
<b>Payroll</b>	STAF	STAF	STAF	STAF
<b>Dates: (first date)</b>	02/01/95	03/01/95	02/01/95	01/01/95
<b>Dates: (last date)</b>	02/28/95	00/00/00	02/28/95	01/31/95
<b>Flat Amount</b>	\$30.00	\$0.00	\$-30.00	\$30.00

After you update the records, the employee's check stub for the month of February contains the following information:

REG 428.57            FICA 60.00            ADV 30.00

### Not Distributing the Check, With Later Adjustment

After you identify the error, you should distribute the check to the employee, even if the employee is able to wait to receive a corrected check from the next payroll run.

To make the correction, use the procedure *Distributing the check, with later adjustment*, in this section.

### Not Distributing the Check, With Immediate Adjustment

When you identify the error and want to adjust the check immediately (before distribution to the employee), void the check using the procedures described in the section titled *Voiding Checks*.

Follow the steps listed below after you void the check and are ready to update records for the employee.

1. Use the following menu path to add Assignment Calculation records and Deduction Calculation records for the rerun payroll:
  - Payroll/Personnel
  - Data Entry
  - Employee Maintenance
  - Employee Menu
    - Assignments: Assignment, Assignment Calculation Records
    - Deductions: Deduction, Deduction Calculation Records
2. Query to locate the existing records for the employee, then add new records that contain the exact amount that you must pay (and withhold for) the employee.



3. Use the following menu path to access Payroll Audit:
  - Payroll/Personnel
  - Audit
  - Payroll Audit Update ID
4. Enter the date, Subsidiary, and ID number for which you want to update accumulated totals, then select **Finish**.
  - Enter the time and date that you want the Payroll Audit to process, then select **Finish**.  
**Note:** Run the Payroll Audit in the background.

# Adjusting for an Overwithheld Deduction

## Distributing the Check, With Later Adjustment

Follow the steps listed below when you must adjust for an overwithheld deduction, after distributing the check and intending to adjust the amount later.

1. Access the Employ program (Deduction Calculation Screen) by making the following menu selections:
  - Payroll/Personnel/Data Entry
  - Employee Maintenance
  - Deductions: Deduction Calculation Records
2. Locate the record for the employee, and then select Update. You are ready to change the incorrect Deduction Calculation record for the employee.
3. Enter the date of the next check date in the Dates field. For example, if the next check date is 12/31/95, enter **12/31/95-12/31/95** in the Dates field.
4. Is the deduction based on a percentage?
  - If yes, complete the Flat Amount field with the total amount that was not withheld.  
**Note:** Enter the amount as a negative number to ensure that the system will subtract it during the next payroll run.
  - If no, complete the Flat Amount field with the incremental amount that was not withheld.  
**Note:** Enter the incremental amount as a negative number to ensure that the system will subtract it during the next payroll run.
5. Contact Jenzabar to update the accounting system.
6. Run Payroll Audit to update the deduction base. You ensure that the deduction base includes the amount of the payroll that was previously excluded.

### Example of Changes to an Overwithheld Deduction

The following example corrects the Deduction Calculation records for an employee on the STAF payroll who wanted to reduce UWAY contribution from \$30.00 to \$20.00, effective 08/31/95. The Payroll office did not receive notice to change the deduction until mid-October. The employee will receive a refund of the \$10.00 difference on 10/31/95.

Field name	Current	After adjustments		
		Pre-September values	October values	November (and subsequent) values
<b>Id no.</b>	Employee's ID	Employee's ID	Employee's ID	Employee's ID
<b>Deduction code</b>	UWAY	UWAY	UWAY	UWAY
<b>Payroll</b>	STAF	STAF	STAF	STAF
<b>Dates: (first date)</b>	01/01/95	01/01/95	10/01/95	11/01/95
<b>Dates: (last date)</b>	00/00/00	09/30/95	10/31/95	00/00/00
<b>Flat Amount</b>	\$30.00	\$30.00	\$10.00	\$20.00

After making these corrections, the employee's check stub for the month of October contains the following information:

REG 100.00            UWAY 10.00

### Distributing the Check, With Immediate Adjustment

The following list describes the steps for payroll adjustment when you distribute a check to the employee, and you immediately adjust for the amount that you overwithheld from the check.

1. Use an Accounting Journal (AC journal) to record the repayment transaction as a credit to the cash account, and a debit to the payroll advance account.
2. A deduction will need to be added for the amount that you reimbursed to the employee. The deduction is considered to be an advance, and must be stored as a negative amount. The deduction that was overwithheld will also need to be adjusted in the AC journal.

### Example of Changes to an Overwithheld Deduction

The following example corrects the Deduction Calculation records for an employee on the STAF payroll who wanted to reduce UWAY contribution from \$30.00 to \$20.00, effective 08/31/95. The Payroll office did not receive notice to change the deduction until mid-October. The employee will receive a refund of the \$10.00 difference immediately.

Field name	Current	After adjustments			
		Pre-September values	October values	November (and subsequent) values	Refund date values
<b>Id no.</b>	Employee's ID	Employee's ID	Employee's ID	Employee's ID	Employee's ID
<b>Deduction code</b>	UWAY	UWAY	UWAY	UWAY	ADV
<b>Payroll</b>	STAF	STAF	STAF	STAF	STAF
<b>Dates: (first date)</b>	01/01/95	01/01/95	10/01/95	11/01/95	10/31/95
<b>Dates: (last date)</b>	00/00/00	09/30/95	10/31/95	00/00/00	10/31/95
<b>Flat Amount</b>	\$30.00	\$30.00	\$10.00	\$20.00	\$10.00

The employee's check stub for the month of November contains the following information:

REG 100.00            UWAY 10.00            ADV 10.00

### Not Distributing the Check, With Later Adjustment

After you identify the error, you should distribute the check to the employee, even if the employee is able to wait to receive a corrected check from the next payroll run. To make the correction, use the procedure *Distributing the check, with later adjustment*, in this section.

### Not Distributing the Check, With Immediate Adjustment

After you identify the error and want to adjust the check immediately (before distribution to the employee), void the check using the Document Voiding program and the Payroll Check Adjustment program.

After you have voided the check, add Assignment Calculation records and Deduction Calculation records for the rerun payroll for the exact amount that you must pay the employee, and withhold for the employee. For more information on the procedure for this type of correction, see *Adjusting for a Missing Deduction Calculation Record* in this section.

# Adjusting for an Underwithheld Deduction

## Distributing the Check, With Later Adjustment

Follow the steps listed below when you must adjust for an underwithheld deduction, after distributing the check and intending to adjust the amount later.

1. Access the Employ program (the Deduction Calculation Screen) by making the following menu selections:
  - Payroll/Personnel/Data Entry
  - Employee Maintenance
  - Employee Menu
  - Deductions: Deduction, Deduction Calculation Records
2. Locate the record for the employee, and then select **Update**. You are ready to change the incorrect Deduction Calculation record for the employee.
3. Enter the date of the next check date in the Dates field. For example, if the next payroll check date is 12/31/95, enter **12/31/95-12/31/95** in the Dates field.
4. Is the deduction based on a percentage?
  - If yes, complete the Flat Amount field with the total amount that was not withheld.
  - If no, complete the Flat Amount field with the incremental amount that was not withheld.
5. Contact Jenzabar to update the accounting system.
6. Run Payroll Audit to update the deduction base. You ensure that the deduction base includes the amount of the payroll that was previously excluded.

## Example of Changes to an Underwithheld Deduction

The following example corrects the Deduction Calculation records for an employee on the STAF payroll who wanted to increase UWAY contribution from \$20.00 to \$30.00, effective 08/31/95. The Payroll office did not receive notice to change the deduction until mid-October. The employee paid your institution a check for \$10.00.

Field name	Current	After adjustments		
		Pre-September values	October values	November (and subsequent) values
<b>Id no.</b>	Employee's ID	Employee's ID	Employee's ID	Employee's ID
<b>Deduction code</b>	UWAY	UWAY	UWAY	UWAY
<b>Payroll</b>	STAF	STAF	STAF	STAF
<b>Dates: (first date)</b>	01/01/95	01/01/95	10/01/95	11/01/95
<b>Dates: (last date)</b>	00/00/00	09/30/95	10/31/95	00/00/00
<b>Flat Amount</b>	\$20.00	\$20.00	\$40.00	\$30.00

After making the corrections, the employee's check stub for the month of November contains the following information:

REG 100.00                      UWAY 40.00

## Distributing the Check, With Immediate Adjustment

The following list describes the steps for payroll adjustment when you distribute a check to the employee, and the employee repays cash for an amount that should have been withheld from the check.

1. Record the repayment transaction as a debit to the cash account, and a credit to the payroll advance account.
2. Enter a deduction for the amount that the employee repaid. The system treats the deduction as an advance, and stores it as a negative amount.

## Example of Changes to an Underwithheld Deduction

The following example corrects the Deduction Calculation records for an employee on the STAF payroll who wanted to increase UWAY contribution from \$20.00 to \$30.00, effective 09/30/95. The Payroll office did not receive notice to change the deduction until mid-October. The employee will pay the \$10.00 difference immediately.

Field name	Current	After adjustments			
		Pre-September values	October values	November (and subsequent) values	Refund date values
<b>Id no.</b>	Employee's ID	Employee's ID	Employee's ID	Employee's ID	Employee's ID
<b>Deduction code</b>	UWAY	UWAY	UWAY	UWAY	ADV
<b>Payroll</b>	STAF	STAF	STAF	STAF	STAF
<b>Dates: (first date)</b>	01/01/95	01/01/95	10/01/95	11/01/95	10/31/95
<b>Dates: (last date)</b>	00/00/00	09/30/95	10/31/95	00/00/00	10/31/95
<b>Flat Amount</b>	\$30.00	\$30.00	\$50.00	\$40.00	\$-10.00

After making the corrections, the employee's check stub for the month of November contains the following information:

REG 100.00      UWAY 50.00      ADV 10.00

## Not Distributing the Check, With Later Adjustment

After you identify the error, you should distribute the check to the employee, even if the employee is able to wait to receive a corrected check from the next payroll run. To make the correction, use the procedure *Distributing the check, with later adjustment*, in this section.

### **Not Distributing the Check, With Immediate Adjustment**

After you identify the error and want to adjust the check immediately (before distribution to the employee), void the check using the Document Voiding program and the Payroll Check Adjustment program.

After you have voided the check, add Assignment Calculation records and Deduction Calculation records for the rerun payroll for the exact amount that you must pay the employee, and withhold for the employee. For more information on the procedure for this type of correction, see *Adjusting for a Missing Deduction Calculation Record* in this section.

# Adjusting for Overpaying an Employee

## Introduction

You can overpay hourly employees by entering too many hours or an hourly wage rate that is too high. You can overpay salaried employees by entering a salary rate that is too high.

## Distributing the Check, With Later Adjustment

For hourly employees, subtract the excess number of hours when you enter the next salary period's time.

For salaried employees, you must change the Assignment Calculation record for the dates of the next payroll period. The amount in the Salary Rate field must contain the normal salary figure, reduced by the amount of the overpayment. You also must add an Assignment Calculation record that contains the correct salary rate.

**Note:** The beginning date on the added Assignment Calculation record must be the first day of the new payroll period, and the ending date is 00/00/0000.

## Distributing the Check, With Immediate Adjustment

The following list describes the steps for payroll adjustment when you distribute a check to the employee, and the employee repays cash for the amount of an overpayment.

1. Using an Accounting Journal (AC journal), record the transaction as a debit to the cash account, and a credit to the payroll advance account.
2. Adjust the employee's salary for the next payroll run to ensure that the overpayment does not occur again.
3. Add an advance deduction for the employee in the AC journal.

## Not Distributing the Check, With Later Adjustment

After you identify the error, you should distribute the check to the employee, even if the employee is able to wait to receive a corrected check from the next payroll run. To make the correction, use the procedure, *Distributing the check, with later adjustment*, in this section.

## Not Distributing the Check, With Immediate Adjustment

After you identify the error and want to adjust the check immediately (before distribution to the employee), void the check using the Document Voiding program and the Payroll Check Adjustment program.

After you have voided the check, add Assignment Calculation records and Deduction Calculation records for the rerun payroll for the exact amount that you must pay the employee, and withhold for the employee. For more information on the procedure for this type of correction, see *Adjusting for a Missing Deduction Calculation Record* in this section.



# Adjusting for Underpaying an Employee

## Introduction

You can underpay hourly workers by entering too few hours or an incorrect wage rate. You can underpay salaried workers by entering an incorrect salary rate.

## Distributing the Check, With Later Adjustment

For hourly employees, add the unrecorded hours when you enter the next salary period's time.

**CAUTION:** If entering the unrecorded hours causes the employee to mistakenly qualify for overtime pay, you must adjust the hours to make sure the employee receives the correct amount of regular and overtime pay.

For salaried employees, you must change the Assignment Calculation record for the dates of the next payroll period. The amount in the Salary Rate field must contain the normal salary figure, increased by the amount of the underpayment.

## Distributing the Check, With Immediate Adjustment

The following list describes the steps for payroll adjustment when you distribute a check to the employee, and the employee repays cash for the amount of an overpayment.

1. Using the Accounting Journal (AC journal), record the transaction as a debit to the payroll advance account, and a credit to the cash account.
2. Adjust the employee's salary for the next payroll run.
3. Add an advance deduction for the employee.

## Not Distributing the Check, With Later Adjustment

After you identify the error, you should distribute the check to the employee, even if the employee is able to wait to receive a corrected check from the next payroll run. To make the correction, use the procedure *Distributing the check, with later adjustment*, in this section.

## Not Distributing the Check, With Immediate Adjustment

After you identify the error and want to adjust the check immediately (before distribution to the employee), void the check using Document Voiding and Payroll Check Adjustment.

After you have voided the check, add Assignment Calculation records and Deduction Calculation records for the rerun payroll for the exact amount that you must pay the employee, and withhold for the employee. For more information on the procedure for this type of correction, see *Adjusting for a Missing Deduction Calculation Record* in this section.

## Important Note for Underpayments or Overpayments

If you have underpaid or overpaid an employee, you must adjust the Assignment Calculation records and all related percentage-based Deduction Calculation records (e.g., FICA, FIT, and Medicare).



# SECTION 10 - CORRECTING AN INDIVIDUAL'S PAYROLL CHECK

## Overview

### Introduction

When you prepare a payroll run that contains many errors for a variety of employees, you must rerun the entire payroll using the procedures in the section in this guide titled *Rerunning a Payroll*. However, when only one employee paycheck (or just a few) contains errors, you can use the procedures in this section to prepare a corrected check.

This section provides information and step-by-step procedures for you to follow when you do the following:

- Void a payroll check that the CX has processed
- Remove liabilities in the payroll accounts for the voided check

### Before You Begin

Before you begin to use the following procedures for voiding payroll checks and removing liabilities, remember the following:

- You must void checks before you can adjust your institution's accounts.
- Document Voiding (docvoid) reverses the processing that the Check Posting (ckpost) program performs.
- Payroll Check Adjust (prckadj) updates the Assignment and Deduction records for the month, quarter, year and fiscal year balances, and reverses entries in the general and subsidiary ledgers. This process removes the liabilities associated with the payroll check.
- You can use the field descriptions in the Section 2 - Using the Payroll/Personnel Screens of this guide when you complete the fields on the Void Documents-Main Screen and the Remove Payroll Liability Screen.

### The Process

The following general phases take place before, during, and after you void checks and adjust your payroll accounts.

- Use the Void Checks application to void the payroll check that contained errors.
- Use the Remove Pay Liability (prckadj) application to adjust the accounts that the voided check affected.
- Use the Payroll Audit with Update (praudit) application to update the accumulated total earnings and deductions for the employee.

# Voiding Checks

## How to Void Checks

Follow the steps listed below when you void checks.

- From the Payroll/Personnel: Processing: Check Writing menu, select the Void Checks option, enter the date for posting the voided entries, and select **Execute**. The Void Documents-Main Screen appears.
- Select **Add-Document**. The Void Documents-Main Screen changes to add mode.
- Enter the Document Code (e.g., **PR**). The cursor moves to the Document Number field.
- Enter the check number that you want to void, then select **Finished**. The system prompts you to confirm that you want to void the listed check(s).
- Enter **Y** to confirm that you want to void the check(s) you have listed. The system creates reversing entries in a Paid Journal (PD journal).

# Reversing the Payroll Liability for an Individual

## The Reversal Process

The following lists the phases to the check reversal process:

1. You enter the check numbers related to the amounts that you want to adjust.
2. The Check Adjustment process loads the general and subsidiary ledger information that created the check, and the accounting information required to create the reversing entries.
3. The Check Adjustment process loads the Assignment and Deduction records for the employee.

**Note:** The process does not load the Time records or the Benefit records. If the reversing entry affects benefits, you must update the Benefit records manually.

4. The Check Adjustment process verifies data consistency.
5. The Check Adjustment process reverses the Pay process by creating a voucher transaction file.
6. The Check Adjustment process access the Payroll table to determine if the data from the check being processed is part of the current period data.

**Note:** The data may be omitted from the current period because you may have run Payroll Startup before the Check Adjustment process. The Check Adjustment process will send you electronic mail if Payroll Startup has initialized the figures. The message is informational only; the Check Adjustment process will continue to adjust the accounts.

7. The Check Adjustment process updates the following fields on the Assignment and Deduction records:
  - Deduction amount
  - Deduction base
  - Assignment salary amount
8. The Voucher program automatically posts the voucher transaction file.
9. You run Payroll Audit Update ID for the employee to recompute the period-to-date totals.

## How to Adjust the Payroll Accounts

Follow the steps listed below when you adjust the payroll checks at your institution.

1. From the Payroll/Personnel: Processing: Check Writing menu, select the Remove Payroll Liability option and select **Finish**. The Remove Payroll Liability Screen appears.
2. Select **Insert**. The Remove Payroll Liability Screen changes to add mode, and the cursor moves to the Document Code field.
3. Enter the Document Code (e.g., **PR**). The cursor moves to the Document Number field.
4. Enter the check number that you want to void. The cursor moves to the Document Code field, and performs the following validations for the Document Code and Number that you entered:
  - Verifies that only two General Ledger entries exist for each document code and number.

**Note:** If more than two entries exist, it is possible that someone at your institution has already adjusted the accounts for the check(s). To determine if the check(s) has already been adjusted, use General Ledger Query.
  - Verifies that you have already voided the check(s), using Document Voiding.
  - If you are processing more than one check, verifies that you originally processed all the checks on the same voucher date.

**Note:** The Payroll Check Adjustment process uses the original voucher date to post the voided transactions.
5. Do you want to void more checks?
  - If yes, repeat steps 3 and 4.
  - If no, select **Finished**. The Payroll Check Adjustment process begins to adjust the accounts.

## Electronic Mail from the Check Adjustment Process

You will receive electronic mail if the Check Adjustment process cannot update some figures that have already been initialized by Payroll Startup. The electronic mail message contains the following information about the accounts that cannot be adjusted:

- Check date
- Payroll Code from the Assignment record
- Employee's ID number
- Position or Deduction Code from the Assignment record
- Period that could not be updated (e.g., M for month, or Q for quarter)
- Amount of the transaction
- Field that could not be updated (e.g., Deduction Amt or Deduction Base)

# SECTION 11 - AUDITING PAYROLL RECORDS

## Overview

### Introduction

The purpose of the Payroll Audit program (praudit) is to identify and update incorrect or outdated values on the Deduction, Assignment, and Assignment Calculation records. You use Payroll Audit under the following conditions:

- When you want to prepare quarterly reports
- When you want to prepare yearly reports (e.g., W-2 and W-3 reports)
- When you have restored the payroll liability for one or more employees because of an error in processing the payroll

### Why Do You Need to Run Payroll Audit?

You need to run Payroll Audit when you want to produce reports for a past payroll period, and you have already processed a subsequent payroll. For example, if you want to produce W-2's for your employees on January 25, and your institution processes weekly payrolls, you may have already run three payrolls for the new year. Since you do not want to include the new year's payroll information on the W-2's, you must run Payroll Audit. Payroll Audit sets the accumulated totals as of a date that you specify, so you can run Payroll Audit as of the last day of the year, and then produce accurate W-2's.

You also need to run Payroll Audit when you have rerun a payroll. When you reverse payroll entries, you must run Payroll Audit to update the accumulated totals so they do not include the reversed amounts.

### Fields Accessed

Payroll Audit accesses and updates the following records and fields:

#### **Assignment Calculation record**

Actual to date (atd)

#### **Assignment record**

- Salary month to date (sal\_mtd)
- Salary quarter to date (sal\_qtd)
- Salary year to date (sal\_ytd)
- Salary fiscal year to date (sal\_ftd)
- Salary contract year to date (sal\_ctd)

#### **Deduction record**

- Amount month to date (amt\_mtd)
- Amount quarter to date (amt\_qtd)
- Amount calendar year to date (amt\_ytd)
- Amount system or contract to date (amt\_ctd)
- Base month to date (base\_mtd)
- Base quarter to date (base\_qtd)
- Base calendar year to date (base\_ytd)
- Base system or contract to date (base\_ctd)

## **Ways to Run Payroll Audit**

You can audit the Assignment and Deduction records that maintain your institution's payroll in the following different ways:

- For today's date
- For a date that you specify
- For a subsidiary that you specify
- For an employee that you specify

This section provides information and step-by-step procedures for you to follow when you audit your institution's payrolls.

## **Before You Begin**

Before you begin to use the following procedures for auditing a payroll, remember the following:

- Payroll Audit computes values for the fields in the payroll records, and can optionally update any fields in the records that differ from the computed values.
- The date that you use when you run Payroll Audit controls the records that the program selects and optionally updates.



# Running a Payroll Audit

## Importance of Dates in Payroll Audit

When you enter a date as a parameter to Payroll Audit, the program updates the selected records to contain the values that they should have contained as of the entered date. Payroll Audit uses the check date of a payroll run when it selects records for the audit. For example, if you run a payroll on 09/13/95 with a check date of 09/15/95, and then you run Payroll Audit with the current system date, the day's payroll run is excluded from the audit.

To include the payroll with a check date of 09/15/95, you must use that date when you execute Payroll Audit. For example, when you enter 09/15/95 as the run date, Payroll Audit will select the following date ranges of transactions:

- Month to date      09/01/95      09/15/95
- Quarter to date    07/01/95      09/15/95
- Year to date        01/01/95      09/15/95
- Fiscal to date     06/01/95      09/15/95
- System to date    01/01/95      09/15/95

## How to Run Payroll Audit

Follow the steps listed below to process a payroll audit from the CX menu.

**Note:** You must void or adjust any erroneous checks before you run Payroll Audit.

1. Access the Payroll/Personnel: Audit menu.
2. Select the type of audit that you want to perform.
3. Enter the parameters that the program requires to run the audit.

**Note:** The parameters include date, subsidiary, and ID number(s).

4. Execute the audit.
5. Review your electronic mail for any messages from the program as it processes and completes the audit.

# Using Payroll Audit to Produce Accurate Reports

## How to Use Payroll Audit to Produce Accurate Reports

One purpose of Payroll Audit is to enable you to produce accurate historic reports. For example, when you process a payroll, the first step to the process is to run Payroll Startup, which initializes (zeroes) many period-to-date amounts. You can run Payroll Audit to restore the amounts to their values before Payroll Startup initialized them.

Follow the steps listed below for running quarterly reports after Payroll Startup has been run:

1. Run Payroll Audit with the following parameters to set the values in the Assignment, Assignment Calculation, and Deduction records to the amounts that were correct as of the last date of the quarter for which you want to run reports.
  - Update
  - The last date of the quarter for which you want to run quarterly reports
2. Run the quarterly reports.
3. Run Payroll Audit with the following parameters:
  - Update
  - The check date of the last completed payroll

You reset the values in the Assignment, Assignment Calculation, and Deduction records to the amounts that were correct as of the last payroll run.

**CAUTION:** If you do not run Payroll Audit as of the check date of the last completed payroll, your period-to-date totals will not be correct.

# SECTION 12 - REPORTING EEO INFORMATION

## Overview

### Introduction

The EEOC (Equal Employment Opportunity Commission) obtains statistics from businesses and institutions to determine if they comply with laws about hiring, compensation and promotion. This section provides information and step-by-step procedures for you to follow when you do the following:

- Update records that the system uses to report EEO information
- Produce EEO records
- Produce EEO reports

### Before You Begin

Before you begin to use the following procedures for reporting EEO information, remember the following:

- All institutions with fifteen or more employees must maintain employment statistics and information, and submit reports every two years to the Equal Employment Opportunity Commission.
- You must update your personnel records to ensure that they contain correct ethnic and gender information.
- You must update your personnel records to ensure that they contain current information about each employee's job responsibilities.

### The Process

The following general phases take place before, during, and after reporting EEO information:

1. You prepare the Payroll/Personnel records and tables.
2. The system creates an intermediate file of EEO information.
3. You produce a preliminary run of the EEO reports, correct errors, and rerun until the results are correct.
4. You transcribe the report information onto the EEO report forms.

# Preparing the Records

## Records and Tables You Must Update

The following alphabetically lists and describes the records and tables and the fields that you must update to prepare for EEO reporting.

### Faculty record fields:

#### Contract months

Must contain the number of months in the year for which the faculty member has contracted to teach.

#### Notes:

- If you enter a value in this field, the system assumes that the employee is a member of the faculty. Leave the field blank for non-faculty positions.
- You can update the Contract months field in either the Faculty record or the Personnel record.

### Personnel record fields:

#### Contract months

Must contain the number of months in the year for which the faculty member has contracted to teach.

#### Notes:

- If you enter a value in this field, the system assumes that the employee is a member of the faculty. Leave the field blank for non-faculty positions.
- You can update the Contract months field in either the Faculty record or the Personnel record.

#### Master position

Must contain the position that you want to use to report the employee to the EEOC.

- If the Master position field is blank, the system will use the position with the highest priority in the Rank table. (Zero ("0") is the highest priority.)
- If all the positions in the Rank table have the same rank, the system uses the most recent position.

#### Part-time flag

Must define all part-time employees with Y.

**Note:** Part-time employees appear in a special section of the EEO reports.

#### Temporary flag

Must define all temporary employees with Y.

**Note:** Temporary employees do not appear on the EEO reports.

### Profile record fields:

#### Ethnic code

Must define each employee as one of the following five codes that EEO recognizes:

- African-American
- Asian
- Hispanic
- Native American
- White

#### Sex code

Must define each employee as M or F.

**Rank table fields:****EEO rank code**

Must define each position at the institution with one of the following codes:

- You can define the EEO rank code in the Personnel record if the employee is assigned to a position that does not reflect his/her true EEO position type.
- For EEO reporting, the system ignores the Tenured date in the CX Faculty record.
- If your institution has no tenure plan, use an EEO Position code of 4.
  - Code 1 - Executive/Administrative/Managerial
  - Code 2 - Faculty - Tenured
  - Code 3 - Faculty - Non-tenured
  - Code 4 - Faculty - Other
  - Code 5 - Other professionals
  - Code 6 - Secretarial/Clerical
  - Code 7 - Technical/Paraprofessional
  - Code 8 - Skilled craft
  - Code 9 - Service/Maintenance
  - Code 10 - Instruction/Research assistant

**Faculty code**

Must define the one of the following faculty codes for the above positions 2, 3, and 4.

- Code 1 - Professor
- Code 2 - Associate professor
- Code 3 - Assistant professor
- Code 4 - Instructor
- Code 5 - Lecturer
- Code 6 - Other faculty

**Note:** You can define the EEO rank code in the Personnel record if the employee is assigned to a position that does not reflect his/her true EEO position type.

# Running EEO Reports

## How to Run EEO Reports

Follow the steps listed below when you run the preliminary EEO reports.

1. From the Payroll/Personnel: EEO menu, select the Create EEO Records option. The Create EEO Records window appears.

**Note:** The Create EEO Records window contains processing parameters.

2. Enter the following information:
    - The beginning date in mm/dd/yyyy format
    - The ending date in mm/dd/yyyy format
    - The date the system should use to determine new hires in mm/dd/yyyy format
    - The payroll code
  3. Select **Execute**.
  4. Enter the time and day that you want to execute the program (enter NOW if you want to run the program immediately), and indicate if you want to run the program in the background. You execute the program, or schedule it for later execution.
  5. Select **Execute**.
  6. Review your electronic mail to determine that the process completed successfully. Your institution's EEO records are ready to produce reports.
  7. From the Payroll/Personnel: EEO menu select the EEO Reports menu, then select EEO Data Validation. The Data Validation window appears.
  8. Enter the filename or printer to which you want to route the output, or enter more to display the output on the screen. Select enter to process the EEO Data Validation Report processes.
  9. Review the report. Do you need to update any records?
    - If yes, access the records that you need to change, then repeat steps 1-7.
    - If no, do the following:
      - Access the EEO: EEO Reports menu, and run the reports you need.
      - Transcribe the information from the reports onto the EEO forms.
- You complete EEO reporting.

# SECTION 13 - PREPARING W-2 FORMS

## Overview

### Introduction

This section provides information and step-by-step procedures to follow when you do the following:

- Prepare your Payroll/Personnel records for W-2 reporting
- Create the records you need to produce W-2 forms
- Print W-2 forms
- Produce W-2 tapes or diskettes

### Before You Begin

Before you begin to use the following procedures for producing W-2 forms, remember the following:

- You must have all your payroll information in the CX Payroll/Personnel module.
- You must have an approximate count of the number of W-2s you are processing.
- You can use the field descriptions in the *Using the Payroll/Personnel Screens* of this guide when you complete the fields on the W-2 Information Screen.

### Prerequisite Tasks

Jenzabar emphasizes that you must complete the following tasks to ensure that you are ready to process W-2s.

- Ensure that the Deduction and Reduction tables are complete and accurate.
- Run the last payroll of the year.
- Check the payroll information for validity.
- Check all the accounting information for validity.

### The Process

The following general phases take place before, during, and after you produce W-2 forms.

1. Set up payroll tables at the beginning of the calendar year to reflect the correct information for W-2 processing
2. Process payrolls normally throughout the year
3. Check the validity of the database by running the General Ledger Audit, Subsidiary Account Audit, and Payroll Audit programs

**Note:** Although you can correct payroll and W-2 information, it is easier and more desirable from an accounting standpoint to ensure that the data is correct before you create the records you need for W-2 processing.

4. After the last payroll of the year, run the W2build program to prepare the database
5. Adjust accounts and records as necessary
6. Rerun the W2build program, if necessary
7. Test print W-2s on blank paper to verify their accuracy
8. Print the W-2s on the pre-printed forms
9. Create the magnetic tape or diskette for the IRS and Social Security Administration

# Running W2build

## Two Ways to Run W2build

W2build uses the Deduction and Assignment records to determine the information that appears on the W-2 form, and places the information in a temporary work file. When you run W2build, the program deletes any information for the current quarter or year from the records in the work file. The program then reads this information from the database and adds it to the work file. Therefore, you can run W2build, correct errors in the Deduction and Assignment records, and rerun W2build as many times as necessary.

Alternatively, you can make your corrections in the work file itself, and then use the corrected work file to produce the W-2 forms and tapes. If you use this method, you should not rerun W2build; if you rerun W2build, you will overwrite the corrections you made in the work file.

## How to Run W2build

You must run W2build before the first payroll of the new year, since the first payroll reinitializes the payroll data.

Follow the steps listed below when you run W2build.

1. Use the following menu path to locate the menu option that performs W2build (the Building W-2 Records window):
  - Payroll/Personnel
  - W-2
  - Build W-2 Records
2. Enter the last date of the year. Then select **Execute**. The Output Parameters and Scheduling window appears.
3. Enter the time and day that you want to run the process.
4. Enter **Y** in the Background field so you can continue other processes while the W2build process runs.
5. Select **Execute**. You build the W-2 records immediately, or schedule the process to run at a later time.

**CAUTION:** W2build sends electronic mail to you when it completes the process. Do not perform any more processing steps until you receive mail that the process completed successfully.



# Producing W-2 Forms, Tapes, and Diskettes

## Introduction

After you review the output from the w2build process and determine that it is accurate, you are ready to produce the W-2 output. You produce W-2 forms for the employees to use when they file their income tax, and you submit W-2s on tape or diskette to the Internal Revenue Service and the Social Security Administration to meet federal requirements.

**Note:** If your institution has fewer than 250 employees, you can submit the W-2 information to the Internal Revenue Service and the Social Security Administration on paper instead of on tape or diskette, if desired.

## How to Produce W-2 Forms

Producing W-2 forms for the employees at your institution is a two-step process. First, you must prepare the forms; then, you must print them.

Follow the steps listed below when you produce W-2s.

1. From the Payroll/Personnel: W-2 menu, select the Prepare W-2 Forms option.
2. Enter the Output Form Type (e.g., w2), and the Ending Date (e.g., 12/31/1995), then select **Execute**.
3. Enter the time and day that you want to run the process, enter **Y** in the Background field, and select **Execute**.
4. Review the electronic mail that the process sends to verify that it completed successfully.
5. From the Payroll/Personnel: W-2 menu, select the Print W-2 Forms option.

**Note:** The Print W-2 Forms option accesses FPS, the Forms Processing System that prints most forms and checks in the CX.

6. Use the procedure *How to print checks* outlined in the section titled *Printing and Reprinting Checks* for specific instructions in using FPS.

## How to Produce W-2 tapes or Diskettes

Producing W-2 information for the Internal Revenue Service and the Social Security Administration is a two-step process. First, you must prepare the forms; then you must write them onto a tape or diskette.

Follow the steps listed below when you produce W-2s on tape or diskette.

1. From the Payroll/Personnel: W-2 menu, select one of the following two options:
  - Prepare W-2s for Tape
  - Prepare W-2s for Diskette
2. Enter the following information:
  - Output Form Type (e.g., w2)
  - Ending Date (e.g., 12/31/1995)
  - File name (e.g., W2REPORT) (for diskette processing only)
3. Select **Execute**.
4. Enter the time and day that you want to run the process, enter **Y** in the Background field, and select **Execute**.
5. Review the electronic mail that the process sends to verify that it completed successfully.
6. Did you use the diskette processing option?
  - If yes, download the file to diskette, using the file transfer method that your institution uses. You are then done with processing the W-2 diskette.
  - If no, go to step 6.
7. From the Payroll/Personnel: W-2 menu, select the Write W-2 Tape option.
8. Verify the file name that appears on the comment line, and enter **Y** if it is the correct file.
9. From the Payroll/Personnel: W-2 menu, select the Verify W-2 Tape option, and review the contents of the tape for accuracy.

# SECTION 14 - STATE QUARTER-TO-DATE (QTD) TAPE PROCESSING

## Introduction

This section provides information and step-by-step procedures to follow when you do the following:

- Create the records you need to produce the QTD tape
- Create an output file for the QTD tape
- Review and make necessary changes to the W-2 records information
- Produce and verify the QTD tape

## Before You Begin

Before you begin to use the following procedures for producing W-2 forms, remember that you must have all your payroll information in the Payroll/Personnel module.

## Prerequisite Tasks

Jenzabar emphasizes that you must complete the following tasks to ensure that you are ready to process QTD tapes.

- Ensure that the Deduction and Reduction tables are complete and accurate.
- Run the last payroll for the quarter.
- Check the payroll information for validity.
- Check all the accounting information for validity.

## The Process

The following general phases take place before, during, and after you produce QTD tapes.

1. Set up payroll tables at the beginning of the calendar year to reflect the correct information for W-2 processing
2. Process payrolls normally throughout the quarter
3. Check the validity of the database by running the General Ledger Audit, Subsidiary Account Audit, and Payroll Audit programs
4. Create the QTD tape records then the QTD tape output file.
5. Review the QTD information and, if necessary, query and make changes to the W-2 records.

**Note:** If you make changes to the W-2 records, you must repeat task 4.

6. Write, then verify the QTD tape.

# Creating the QTD Tape Records and Output File

## Introduction

In order to create the QTD tape, you must first create the records containing quarter-to-date payroll information and then you must place the records' information onto a tape output file.

## How to Create the QTD Tape Records

Follow the steps listed below when you create the QTD Tape records.

1. From the Personnel/Payroll: State QTD Tape menu, select Create QTD Tape Records. The Create Records For QTD Tape screen appears.
2. Enter the ending date of the quarter in mm/dd/yyyy format.
3. Select **Execute**. The Output Parameters and Scheduling window appears, and the cursor appears in the Time field.
4. Do you want to schedule the process for a later time or run the process immediately?
  - If you want to schedule the process, do the following:
    - Specify the time and day when you want to run the process.
    - Go to step 6.
  - If you want to run the process immediately, enter **NOW** in the Time field. The cursor moves to the Background field.
5. Do you want the process to run in the background (so you can perform other CX tasks while it runs)?
  - If yes, enter **Y**.
  - If no, enter **N**.
6. Select **Execute**.

## How to Create the QTD Tape Output File

Follow the steps listed below when you create the QTD Tape output file.

1. From the Personnel/Payroll: State QTD Tape menu, select Create QTD Output. The Create QTD Output Screen appears.
2. Enter the ending date of the quarter in mm/dd/yyyy format.
3. Select **Execute**. The Output Parameters and Scheduling window appears, and the cursor appears in the Time field.
4. Do you want to schedule the process for a later time or run the process immediately?
  - If you want to schedule the process, do the following:
    - Specify the time and day when you want to run the process.
    - Go to step 6.
  - If you want to run the process immediately, enter **NOW** in the Time field. The cursor moves to the Background field.
5. Do you want the process to run in the background (so you can perform other CX tasks while it runs)?
  - If yes, enter **Y**.
  - If no, enter **N**.
6. Select **Execute**.

# Verifying QTD Output Tape File Information

## Introduction

After you create the output file for the QTD tape, you must verify the information. If you need to make corrections, you access the W-2 records and make the necessary changes.

**Note:** If you do make corrections to the W-2 information, you must repeat the procedures in *Creating the QTD Tape Records and Output File* in this section.

## How to Verify the QTD Tape Output File

Follow the steps listed below when you verify the QTD Tape output file.

1. From the Personnel/Payroll: State QTD Tape menu, select Review QTD Information. The Review QTD Information Screen appears.
2. Select the output format for the report.
3. Select **Execute**. The Output Parameters and Scheduling window appears, and the cursor appears in the Time field.
4. Do you want to schedule the process for a later time or run the process immediately?
  - If you want to schedule the process, do the following:
    - Specify the time and day when you want to run the process.
    - Go to step 6.
  - If you want to run the process immediately, enter **NOW** in the Time field. The cursor moves to the Background field.
5. Do you want the process to run in the background (so you can perform other CX tasks while it runs)?
  - If yes, enter **Y**.
  - If no, enter **N**.
6. Select **Execute**.
7. When you receive the report output, thoroughly review its contents.

## How to Change the QTD Tape Information

Follow the steps listed below when you need to change the QTD Tape output file.

1. From the Personnel/Payroll: State QTD Tape menu, select Query/Maintain W-2 Records. The W-2 Information Screen appears.
2. Select **Query**. The cursor accesses the ID field.
3. Do the following:
  - Make entries to query the record(s) you need to update.
  - Press **<Esc>**. The record's values appear in the screen's fields.
4. Do you need to update values in another page of the W-2 Information, other than the current screen page?
  - If yes, select **Screen** until the appropriate page of the screen appears.
  - If no, go to step 5.
5. Select **Update**. The cursor accesses the Used for field.

6. Make you corrections to the information in the fields where appropriate.

**Note:** To access other pages of the screen, press **<Enter>** in the last field in the currently displayed page. The next page of the screen appears.

7. Choose **Exit**. The system saves your entries.

# Writing and Verifying the QTD Tape

## Introduction

After you have created and verified the QTD tape output file, you can write the information to the QTD tape, then verify the contents of the tape. If you discover problems with the tape date, you must repeat the procedure to write the output file to a tape.

## How to Write the QTD Tape

Follow the steps listed below when you write the QTD tape.

1. Load the QTD tape on a tape drive (e.g., /dev/tape).
2. From the Personnel/Payroll: State QTD Tape menu select Write QTD Tape. The system prompts you with the following message (for example):  
"CARS/payroll w2tp 8.0 (Developmental)  
wa18438.dat 01/30/96 09:30 – write this file (y or n)?"

**Note:** The output filename (e.g., wa18438.dat) and its creation time and date appear in the message.

3. Enter **Y**. The system writes the file to the tape.

## How to Verify the QTD Tape

Follow the steps listed below when you verify the information on the QTD tape.

1. Load the QTD tape on a tape drive (e.g., /dev/tape).
2. From the Personnel/Payroll: State QTD Tape menu, select Verify Tape. The tape output appears on the screen.
3. Review the data to verify that the tape is not corrupt.





# SECTION 15 – RESPONDING TO SYSTEM MESSAGES

## Overview

### Introduction

This section provides you with the following:

- Descriptions of the status, warning, field error, and fatal error messages that can appear while you are using Payroll/Personnel
- Information you need to respond to the status, warning, and error messages

### Four Types Of Messages

Four types of messages can appear in Payroll/Personnel. The messages appear on the comment line, on the error line, in a dialog box, or in your electronic mail. The types of messages are:

- Status message
- Field error message
- Warning message
- Fatal error message

### Descriptions Of Message Types

This list describes each of the four types of messages, by degree of severity.

#### Status

Assures you that the program is working properly when you select an option that involves a long pause

- Can appear after you select a command or option, type data, or press a key
- Appears on the comment line
- Requires no action by you

**Example:** "Opening files ..."

#### Field error

Tells you of an invalid field value entered, and provides valid field values from which to choose

- Can appear after you enter an invalid code in a field
- Appears on the error line
- Requires you to select a valid code from those provided in the field error message, a table lookup, or a query, and enter it into the field

**Example:** "Valid values: (A,I)"

#### Warning

Informs you of a condition of which you must be aware in order to continue

- Can appear after you select a command or option, type data, or press a key to begin or end a process that requires a decision
- Appears in a dialog box
- Requires you to act or make a decision
- Instructional; does not terminate processing

**Example:** "Are you sure you want to exit? (Y/N)"

**Fatal error**

Informs you of a serious problem occurring within the system

- Can appear when the system is missing information (such as a required table or record) needed to continue processing, or when there is a program error
- Appears in a dialog box, or in your electronic mail, and/or in your Jenzabar coordinator's electronic mail
- Requires you to contact the Jenzabar coordinator immediately to resolve the problem
- Terminates processing

**Example:** "XXXX An unrecoverable error has occurred. Contact your Jenzabar coordinator."

**Electronic Mail Messages**

Occasionally, CX programs send status or error messages to your electronic mail. Occasionally, Jenzabar programs send status or error messages to your electronic mail, as well as to the comment or error line. Programs do not send messages about background processes to the comment or error line, but only to your electronic mail. Such messages tell you any of the following information:

**A process was completed successfully**

When you see this message, you can delete or save them according to your preferences or established policy.

**Errors have occurred while trying to complete a process**

When you see this message, tell your Jenzabar coordinator about the message to resolve the problem.

**Information cannot be found**

When you see this message, try the process again with new field values.

# Warning and Field Error Messages

## Messages You Might Receive

The following lists alphabetically some of the most common warning and field error messages that can appear when you are using Payroll Audit or W-2 processing.

Warning messages are types of messages you can correct on your own, simply by following the directions in the message you receive. Fatal error messages, however, are more difficult to correct; if you receive one, you must contact your Jenzabar coordinator immediately.

### **Amounts shown on the W-2s do not appear to be correct.**

When producing W-2s, make sure all the information in the following tables is correct:

- Deduction table
- Payroll table
- Reduction table

Make sure that you are using the correct date when processing the W-2s (the end of the calendar year just past and before the payroll is run for the first time in the new year).

### **Could not find the Position record for assign\_rec “ID number” “position”. Stat: “number”**

When running Payroll Audit, the system could not locate a Position record for the Assignment record. This error occurs when you change or delete the Position Code in the Assignment record. If this error occurs, the system will not process the individual's assignment.

### **Employee ‘XXX’ has earnings on multiple forms.**

In W-2 processing, W2build produces a warning that earnings should be split on two different types of W-2s. This occurs if an employee works under two separate payrolls, and the Payroll table has two different values for the W-2 form type for each payroll type. The Payroll office must split the earnings and deductions into two W-2 records. If the record is not updated, the employee does not receive a W-2 on either payroll.

### **Employee ‘XXX’ has more fringe benefits than can fit on w2. Benefits not shown on w2 include ‘CODE’ for \$\$\$\$**

In W-2 processing, an employee has more fringe benefits than can fit in Box 16 of the W-2 form. The amount reported under Wages, Compensations, and Tips (Box 1) is correct. Box 12 displays the total non-cash fringe benefits, but Box 12 does not itemize all the fringe benefits that are included in Box 1. Provide a separate schedule to the employee showing the benefits that are included in the W2build mail.

**Note:** If your institution uses magnetic tape reporting for W-2s, you may have to take further action. If the benefit reported in the mail is the employer cost for the group life insurance, you must update the W-2 record. The values to update are the code amount of one of the fringe benefits that appears in Box 16. The value that is currently in the record should be replaced with the life insurance cost.

**Employee XXX's computed wages do not equal the federal tax base in the deduction records. \$\$. \$\$ (assignments) <> \$\$. \$\$ (tax base)**

In W-2 processing, the total of an employee's earnings does not match the base that was used to calculate federal withholding. This error normally occurs if the deductions were computed incorrectly during some portion of the year.

The most common reason for this warning is that the reductive status of a deduction was changed sometime during the year, either making it reductive to federal income tax, or taking it out of the reductions for federal income tax. The assignment earnings reported in the warning message are computed from the total earnings in the Assignment record, plus the total fringe benefits and allowances, minus the deductions that are reduced from the tax base. This is usually the correct amount.

The tax base (as reported in the message) is the total of the federal income tax base as computed on each payroll throughout the year.

On any given payroll, the Reduction table reflects the status of reductions at the time that payroll is run. A change in the Reduction table does not retroactively change amounts deducted in previous payrolls, and therefore may not match the amounts computed from the Assignment records at the end of the year, if the table was changed during the year.

A less common reason for this warning would be that Payroll Audit reported an error that was not corrected.

The steps for investigating this warning are as follows:

1. Run Payroll Audit for one of the employees involved, and verify that no errors existed on the audit.
2. Add the employee's year-to-date totals in his/her Assignment records, and the year-to-date totals in the Deduction records for allowances and fringe benefits. Subtract the deductions reductive to federal Income tax from this amount and compare it to the amount that W2build computed for this employee.
3. Next, add up the employee's year-to-date amounts for all federal income tax deductions. Remember to add in the 20% overload deduction. If this amount matches the amounts reported in the W-2 records, rerun W2build and check if this employee is reported in the error message(s) again.
4. Compare the amounts you computed against the amounts in the error message and try to isolate the problem to one specific deduction or assignment. If you can show that the assignment amount is correct, you do not have to do anything else (although you may want to investigate why the deduction base appears to be incorrect).
5. If the deduction base amount is correct, Payroll Audit is probably not updating the Assignment records correctly. You can contact Jenzabar for further investigation into the problem or, if you need the information immediately, you can update the W-2 records manually by using an informer.

**ID - ID Number Subs trs earnings were *dollar amount x*. GL trs totaled *dollar amount y*. Bal prd: "e.g., TES012".**

When running Payroll Audit, the subsidiary transactions associated with earnings did not equal the total of the General Ledger transactions for the specified balance period. This error occurs when the deduction account is the same as the position account.

**ID XXX has multiple states listed in the deduction records.**

or

**ID XXX has multiple localities listed in the deduction records.**

W2build notifies you that an employee has multiple states or localities to report in the employee's records. If you receive either message you should verify its validity. For the yearly federal W-2 reporting, if the employee did move from one state to another, or from one city to another, no further action is required. The W2form program prints up to two states and/or two localities on each W-2 form. You must use additional forms if there are

more than two states and/or localities to report. If the Deduction records are not correct, you may correct the W-2 records for the employee.

If you receive either message for a quarterly state report, you must manually add the state amounts reported on the Supplemental W-2 records to the amounts in the regular W-2 record.

**ID XXX. assgncalc\_rec has first week greater than the last week. Serial: 1001**

You receive this message when running W2build. For the reporting of W-2s on magnetic tape, the IRS requires the number of weeks an employee worked. The Assignment Calculation records contain this information.

The error message to the left states that the ending date is before the beginning date in the Assignment Calculation records with a serial number 1001.

**Multiple assignment calculations for ID “ID number” Pr: “Payroll Code” Pos: “Position Code” Check Date: “date” Bal Prd: “e.g., MNT056”**

When running Payroll Audit, the employee has more than one Assignment Calculation record that is valid for the check date specified (e.g., the Assignment Calculation record for the individual has overlapping beginning and ending dates).

**Multiple positions with acct “Account Number” Pr: “Payroll Code” ID: “ID number”**

When running Payroll Audit, the specified employee has more than one position with the same account number. The system will update the first Assignment record, regardless of the hire and termination dates of the assignment, or the beginning and ending dates of the Assignment Calculation records.

**No assignment calculation for ID: “ID number” PR: “Payroll Code” Pos: “position”**

When running Payroll Audit, the system encountered an Assignment record but no associated Assignment Calculation record for the specified position and payroll.

**No pos w/ acct “Account Number” Pr: “Payroll Code” ID: “ID number” Amt: “Dollar amount”**

When running Payroll Audit, the system did not locate a Position record for the specified employee and General Ledger account number.

**No Pos: “position” in the assignment records for ID: “ID number” Pr: “Payroll code”**

When running Payroll Audit, the system cannot locate an Assignment record with the indicated position for the specified ID, Payroll Code, subsidiary entries and associated transactions.

**No valid assignment calculation for ID “ID number” Pr: “Payroll Code” Pos: “Position Code” Check Date: “date of check” Bal Prd: “e.g., STU022”**

When running Payroll Audit, for the check date specified, the system did not locate an Assignment Calculation record with the appropriate beginning and ending dates.

**WARNING: Employee ‘XXX’ has a blank w2 form type**

In W-2 processing, the employee has a blank form type. This message can appear if this employee received no wages, but had allowances or fringe benefits that the institution reports on the W-2. When this occurs, the employee is said to be paid with “soft money.”

This message should only occur if an employee has received payment in soft money. When you receive this message, you must manually update the form type for the employee.

**WARNING: Employee ‘XXX’ has negative federal wages.**

**WARNING: Employee ‘XXX’ has negative federal withholding.**

**WARNING: Employee ‘XXX’ has negative Fica wages.**

**WARNING: Employee ‘XXX’ has negative Fica withholding.**

**WARNING: Employee ‘XXX’ has negative local wages.**

**WARNING: Employee ‘XXX’ has negative local withholding.**

**WARNING: Employee 'XXX' has negative state wages.**

**WARNING: Employee 'XXX' has negative state withholding.**

**WARNING: Employee 'XXX' has negative wages.**

You can receive negative wage or withholding messages from W2build. You must correct the deduction or assignment information that produced the erroneous w2\_rec, and rerun W2build. If not, you must manually correct the W-2 record. A W-2 containing negative amounts does not print, and causes w2form and w2tape to exit with a fatal error. You must contact the Jenzabar coordinator immediately to resolve the problem.

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