

**PAYROLL MANUAL
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1.0 Introduction

ProCom Business Applications Packages are computerized, professional, reporting and recording systems. Designed for use with the ProCom CC3 and other business computer systems, they represent years of research and consultation with business executives, followed by extensive field tests. All packages may be operated by themselves, but each is structured to be easily integrated with other ProCom Application Packages. All of the packages are easy to understand and to use.

The best way to use this book is to read the Table of contents for a broad concept of the topics that will be covered. Next, glance through the book to get an idea of its contents. Then begin using the application package as explained in the book. Most of the operations described will become automatic. Those that aren't can be easily reviewed.

The rest of this chapter discusses the structure of this book and the ProCom Application Package, and concludes with a brief introduction to computerized record-keeping.

1.1 THE CHAPTERS IN THIS BOOK

The book is divided into thirteen chapters plus appendices. Chapters Two and Three are a broad survey of record-keeping and data processing. Details of how ProCom's Business Applications packages help in the business environment are provided.

Chapters Four through Thirteen discuss the particular application package. Each includes a complete, step-by-step discussion of all menu selections and details of the application functions.

Chapter Two discusses business records and computerized record-keeping, then introduces the computer and computer systems. The discussion of computer hardware and software will make it clear that ProCom's Application Packages can be used as part of a new hardware/software system or can be installed in an existing computer. Particular attention is paid to the different types of programs in the ProCom Application Packages. The chapter concludes with a brief introduction to some of the ProCom Application Packages.

Chapter Three continues the discussion of computerized record-keeping with particular emphasis on ProCom Applications Packages and how they work. Specific examples of the Application Packages are in this chapter. The examples show you exactly how the programs work, and illustrate the checks and balances ProCom built into its software to guarantee accuracy in your records.

Chapters Four through Thirteen of this manual contain the detailed descriptions and explanations of the individual programs and menu selections in the Application Package. In this section you will find instructions for selecting a particular record-keeping or data processing function. This is the longest part of the book, but because it follows the structure of the Application Package itself, it is easy to read and use.

These chapters are presented in the same structure as the main menu itself. Each item within the main menu is explained in its own chapter, following the sequence of the main menu. Sub-menus (lists of tasks within each function) are also described in this chapter.

The appendices include system error messages, program error messages, a glossary, and samples of the reports generated by the Application Package.

1.2 BUSINESS RECORDS

One of the most important tasks in any business environment is keeping accurate records of business activities. The United States Chamber of Commerce, in a recent report on American businesses, identified the lack of adequate records as the single most common cause of difficulty in maintaining a healthy business. Keeping accurate records by hand, however, is a time consuming and expensive problem for any business. ProCom combines its expert knowledge of business operations with the latest computer technology to solve this problem. The next chapter briefly discusses some of that computer technology.

2 USING THE COMPUTER FOR DATA PROCESSING

2.0 INTRODUCTION

This chapter contains a discussion of record-keeping and data processing. It begins with a description of the kinds of information usually collected in business records. The chapter continues with an explanation of how computers help in record-keeping and data processing. You will find the following information in this chapter:

- 2.1 Business Records
- 2.2 Processing Records
- 2.3 Computers
- 2.4 The CPU
- 2.5 The Screen
- 2.6 The Keyboard
- 2.7 Peripheral Devices
- 2.8 Interfaces
- 2.9 Communications
- 2.10 Media
- 2.11 Rigid Disks
- 2.12 Floppy Disks
- 2.13 Programs
- 2.14 Operating System Programs
- 2.15 Utility Programs
- 2.16 Application Programs

2.1 BUSINESS RECORDS

Modern business requires the maintenance of countless records for use both internally and by people outside the business. Records for internal use increase the efficiency of day-to-day operations, resulting in higher productivity and higher profit. External records are required for customers, suppliers, financiers and investors. Extensive records are required by law for local, state, and federal governments. All these records, in one way or another, require processing. Processing of business records began as a manual operation when business itself began. The most ancient writings known, created long before the invention of the alphabet, were business records.

During the industrial revolution, the operation was mechanized with massive keyboard machines, mechanical counters adding machines. Finally with the advent of the computer, keeping and processing data was automated and efficient Electronic Data Processing (EDP) came into general use.

2.2 PROCESSING RECORDS

We can use a retail store as an example of record-keeping and data processing. A partial list of some of the records require in a typical retail operation illustrates the variety of information that must be dealt with:

- Complete sales
- Cash received
- Inventory changes
- Incoming items
- Consumer buying trends
- Individual sales analysis
- Daily sales reports
- Sales audit reports
- Monthly sales reports
- Weekly purchase orders
- Sales tax reports

Some information is recorded day to day. In a non-computer system, some items are entered into temporary ledgers and held until they can be checked against the records for completed sales and incoming items. Other items are reports that must be generated periodically from the entered data.

ProCom Applications packages are structured much the same way. They include files where data is entered instantly and temporary files where data is entered but must be verified by a user to become permanent.

Finally, ProCom's application package systems generate reports for use by management. Because the packages are designed with immediate files, temporary files and generated reports, they resemble manual methods of record keeping and data processing. This similarity means you do not have to learn any new skills to use the packages. Also, the internal structure of the files and records makes it almost impossible for you to make an error.

EDP stands for Electronic Data Processing, but it really means COMPUTER Data Processing. The next few paragraphs review some of the operations of a general purpose computer.

2.3 COMPUTERS

A computer simply is electrical and magnetic devices and circuits combined to do logical functions. Its most basic function is to add, subtract, multiply and divide. The computer can also compare any two quantities and make decisions based on the outcome of that comparison. When these basic functions of a computer are combined into programs that provide instruction, the computer is able to perform mathematical functions or complex comparisons and to sort almost endless lists of numbers or letters. It can, with the aid of input and output devices (peripherals), accept enormous quantities of information, process it, and output equally large amounts of useful information.

2.4 THE CPU

The CPU, or Central Processing Unit, is the "brain" of the computer. It is within the CPU that all the computer's intelligent activity occurs. The CPU usually consists of three separate parts. The Control Unit is the computer's traffic cop. It monitors and directs the activities of all the programs in the computer system. And, it's responsible for the computer's performance.

The Arithmetic and Logic Unit calculates and compares. In this unit, the computer's programs load numbers into addition, subtraction, multiplication and division calculators. The unit acts upon the numbers according to the programs' directions, and hands the results back to the program for reports and other output products.

The Memory Unit stores information for use by the Control Unit and the computer's programs. It always contains the program, or series of instructions, that runs the computer, and holds the numbers and words that the computer's other programs need until the program no longer needs them.

Although the CPU is the most important part of the computer, it's not large physically. In the first computers, the CPU was a massive collection of tubes and wires, often the size of a room. Today, with the latest advances in computer technology, the CPU is often as small as a postage stamp.

2.5 THE SCREEN

The monitor screen, that part of your computer that resembles a television, is your primary window into the computer. The images that appear on the screen represent the communication between you, the user, and the computer. By watching the images that appear on the screen, you can select a function for the computer as you supply it, and read and monitor messages the computer sends you.

The monitor screen is called a peripheral device because it is not a central part of the computer. Like the printer that may be connected to your system, the monitor screen is important because it helps the computer communicate effectively with its human users. A monitor works simply. It contains a mechanical device that "paints" characters on the inside of the screen. The images are "painted" with glowing, phosphorous substance that stays only temporarily on the screen. The computer contains a program that directs the mechanical device within the monitor to paint screen characters that communicate with the user. Monitor screens are capable of presenting a large variety of information on the screen. Your computer will probably present information in the form of words and numbers to you. Some computers, however, are capable of drawing diagrams, plotting traffic over an airport, or reproducing a photograph on screen. Your computer's monitor is similar to a television screen. It should be similarly cared for. Monitors should be kept clean and dust-free. Make sure the vents are unobstructed so they can permit cool air to circulate inside the monitor.

2.6 THE KEYBOARD

The keyboard lets you communicate with your computer. The typical computer keyboard resembles the traditional typewriter keyboard. It contains the traditional alphabet and numerals used in the English language. The traditional keyboard also contains keys to perform functions like a line return, tab stops, space bars and shift keys.

Your keyboard may also contain an adding machine keyboard. This smaller keyboard's keys are arranged to make it easier to provide the computer with large amounts of numbers and figures, for example, during the data entry processing of a retail store's sales figures.

There may be parts to your keyboard that are not part of a traditional office machine. The Cursor Keys, for example, control the movement of the cursor across the monitor screen. The cursor is the marker on the monitor screen that shows you the point at which the next character you type will appear. The cursor control keys can be used to move the location of the cursor. These keys usually allow cursor movement to the right, left, up or down.

Your keyboard may also contain a pad of "programmable" or "special function" keys. The purpose or use of these types of keys can vary from user to user. If you have keys you do not recognize, ask your supervisor or dealer to explain them.

2.7 PERIPHERAL DEVICES

Peripheral devices are machines that operate along with the computer, but are not actually part of the computer itself. Your Monitor, for example, is a peripheral device. It is not vital to the functioning of the computer, but helps the computer be a better tool. The monitor is a peripheral device because it can not operate without the help of the computer.

There are many types of peripheral devices. They can be grouped into the following general categories:

- display devices, like the monitor screen
- storage devices that store information for the computer, like the disk drives in your computer.
- output devices, like the printer that transcribes a computer's communications onto paper.
- input devices that accept information into the computer.
- communications devices that help a computer communicate with other computers.

2.8 INTERFACES

Interfaces are hardware devices and software programs that let computers communicate. They let computers send and received information. They are essential when the computer needs to communicate with you, the user, through a monitor, line printer or other device, or when communicating with another computer.

An interface is usually defined as the "common boundary" between two devices. The different mechanical parts of the computer system speak different kinds of "languages". This means they each get instructions from different kinds of programs. The interface program is a kind of translator between two different mechanical devices. It listens to the requests or instructions of one machine, translates it and repeats it for the other machine.

Once the instruction or request has been received, the interface often listens for, translates and repeats a reply. Without the interface programs, the devices within a computer system would not work together. The interface is the part of the computer that makes the user's keyboard entries useful to the CPU; it tells the monitor what information to write on the screen; it tells the line printer what characters to print. One very important kind of interface is the type that permits computer communications.

2.9 COMMUNICATIONS

Communication is the means by which human beings transmit information to one another. Similarly, it is through communication that computers are able to pass information back

and forth. Human beings may usually communicate simply by talking. Occasionally, however, human communication is hampered when a language barrier or a physical limitation arises. People can usually overcome these obstacles by learning or inventing new languages, and relying on forms of communication other than speaking.

The solution to communication is not as easy for computers. Computer communications, the transfer of data from one computer to another, requires special hardware and software. Communication interfaces, special programs that translate information being sent or received, are vital to the computer's communication process. A communications monitor program directs the communication from within the CPU. Special doors, or "ports", that permit data to enter and leave the CPU must be connected to cables that deliver the computer's data to a transmission device. When the data finally arrives at its destination, the receiving computer must have the same kinds of hardware and software to receive and translate the information for itself. Although setting up a communications pathway would seem complex, it takes only seconds to effect the transfer of information between computers.

One of the most often used computer communications is "telecommunication". Telecommunication allows computers to exchange information over a typical telephone line. Because telephone lines reach every corner of the world, they have become a useful way of transmitting information from computer to computer. In order to communicate over telephone lines, a computer passes information through a "modem". A modem converts the computer's data into a series of electrical impulses that can be carried over telephone wires, similar to the way a telegraph works. At the other end of the telephone line, another modem listens to the transmitted sound and translates them back into the type of information useful to a computer.

Networking is another form of computer communication. Network communication means joining a number of computer terminals together to form a computer system. The ProCom system allows up to four terminals to be joined into one ProCom Applications computer system, by connecting the stations to a central CPU through computer cables.

2.10 STORAGE MEDIA

Information is the computer's primary business; collecting, processing, and outputting information is the computer's never-ending task. To perform these tasks, and to retain the information for when it must be used, every computer system must have the ability to "store" information. The materials a computer uses to store information are called the "storage media".

Your computer has two different storage requirements: internal storage and external storage. Internal storage contains the information your computer always needs to do its work. The internal storage of your machine contains programs that help it work, interfaces that help it communicate, and information it needs to perform its calculations and comparisons. Internal storage provides your computer with instant access to any information or program.

Always remember, the computer's internal storage is limited. It would, if the computer stored information on it continuously, run out of storage space. External memory is a way to remove information from the computer's internal memory, and store it outside the computer.

Many kinds of storage media are available today. When computers were first developed, storage took place within vacuum tubes. Each individual piece of information required its own individual tube. Today storage takes place most often on:

- hard (rigid) disks
- soft (floppy) disks
- magnetic and punched cards
- magnetic tape

The most common and efficient methods of storage for a computer system like the ProCom system is a disk storage system. Both rigid and floppy disks are made of a magnetic substance similar to the tape in a tape recorder. The computer records information on the disks by "writing" on them, similar to the way a tape recorder "writes" sounds on a tape. Within the ProCom system, internal storage takes place on a rigid disk. External storage is on soft, or floppy disks.

2.11 RIGID DISKS

The rigid disk in your computer is a hard cartridge made of a magnetic material. The rigid disk contains the programs that operate the computer and the information that the

computer always needs to perform its calculations.

The rigid disk resides in its "disk drive". The drive is the device within the computer that is able to write the computer-type information onto the disk, and then to read and retrieve it when it is called for. Information is written to the disk as a kind of electronic "Morse Code" that the computer's disk drive can write and understand.

The disk and its drive are very sensitive to dirt, dust and other contaminating substances, like beverages or paperclips. When substances are allowed to get onto the disk itself, the information recorded on the drives can be permanently destroyed. Make sure the drive and disk itself are protected at all times.

The disk is also sensitive to changes or surges in electricity. Electrical storms and fluctuations in the supply of electricity to your computer can also "corrupt" or damage the information on your rigid disk. Because the rigid disk is a sensitive device, it is important to obtain a periodic backup of the disk, using your computer's Backup Utility.

2.12 FLOPPY DISKS

Floppy disks and the floppy drive in your computer provide you with a way to remove information from the computer's internal memory and reserve it externally. Floppy disks are a convenient form of external memory because they are inexpensive, efficient and portable. As with rigid disks, floppy disks have very stringent care requirements. Always, when using floppy disks, observe the following precautions:

- Do not touch the exposed, shiny parts of the disk. The disk is encased in plastic for safe handling. As with a rigid disk, information is written onto a floppy disk as electronic impulses. Touching the electronic "writing" with anything (fingers, pens, tape, etc.) can destroy or corrupt the information.
- Always insert a floppy disk gently into a drive. Never push, jam or bend the floppy disk while you are inserting it.
- Carry and store the floppy disk carefully. Never bend the disk or expose it to sharp objects or corners.
- Never place the floppy disk on or near a magnetic field. Magnetic fields are created by many things commonly found in a business environment: television sets, typewriters, air conditioners, stereo and loud speakers, and many other motor-driven machines.
- Never expose the floppy disk to extreme heat or cold, dusty environments or moisture.

Finally, as with rigid disks, always backup or copy an important floppy disk. Floppy disks and their drives are very sensitive to electrical disturbances and contaminants.

2.13 PROGRAMS

Despite all a computer can do for you, it can't think for itself. It must be told what to do and how to do it. It cannot, by itself, add two numbers. It must be told exactly how to find the two numbers to be added, how to add them, and what to do with the results.

A program is comprised of a detailed set of instructions that tells a computer, step-by-step, how to perform a task. A computer, on its own, is capable only of performing arithmetic. It cannot, however, tell itself even the most simple of facts to begin the arithmetic process. It requires instructions to perform these activities. These instructions comprise what is called a "computer language".

These computer languages were developed by computer scientists and businesses to make it easier for humans to instruct computers. The language in which machines speak to themselves and each other is called "machine language". Machine language is almost entirely comprised of numbers and is very difficult to learn and master.

The "high-level" languages used by computer programmers, however, is structured similarly to English-language words and sentences. For example, the command "STOP" is used in most programming languages to tell the computer to stop processing. Because computers can only understand these high-level programs, your computer must be written in such languages.

A typical program is comprised of a series of "sequential" commands. That is, the program tells the computer to do one thing first, then another, then another, until it finally finds the answer to our question. By stringing together many of these sequential commands, it is possible to direct the computer in a wide range of tasks, from the most

difficult to the most complex.

2.14 OPERATING SYSTEM PROGRAM

Any program that controls the internal operation of the computer is a system program. One of the major system programs in any computer is the Operating System. The Operating System is the master program through which all other programs must work. It interprets commands typed at the keyboard and manages the flow of programs that perform the actual data processing. Operating systems that control computers using one or more disks as an external storage media for data and instructions are called Disk Operating Systems (DOS). Most of these operating systems also have a descriptive prefix; for example, the DOS for the IBM (*) Personal Computer is called PC-DOS and the DOS for Tandy Radio Shack (*) home computers is called TRSDOS.

As a master program, the DOS enables the various parts of the computer to interact efficiently. It reserves memory space for its own needs and allocates the rest of the memory space for the use of other programs.

DOS talks to and monitors the disk hardware and runs a file system to direct how data and instructions are stored on a disk. It creates and maintains a directory of files stored on a disk which you can refer to at any time. The DOS controls the interaction of all the input and output (I/O) devices, including the printers, the video display, and communications connections.

The DOS is also a command interpreter. When DOS displays a prompt on the video monitor (usually a colon), it is ready to accept a user's command. You may then type any of the commands that control the operation of the computer. For example, if you wish to see a directory of the files on the disk, you type <DIRECT> and press <RETURN>. The computer responds with a directory of all the files currently stored on disk, along with the size of the files and other important information.

Because it is also a program manager for the computer system, DOS loads and runs other system and application programs. When the other programs are running, DOS passes over control to the computer and all its peripheral devices. When the program has finished its work, DOS again assumes control of the entire computer system.

2.15 UTILITY PROGRAMS

Some other system programs are called Utility Programs. Utilities are the "housekeeping" programs in a computer system. Some utilities allow you to move files from place to place within the computer system, to set the date for the day's activities on the computer, and to give information to the computer about the kinds of peripheral devices you will be using at any given time. Some of the more common utilities, typical of those in many different Operating Systems are BACKUP and DIRECT utilities.

BACKUP

BACKUP Utilities are an essential part of a business applications system. BACKUP allows an operator to create an exact duplicate of the information stored on the computer, guarding against the loss of data. This utility, available with most disk operating systems, guides an operator through the steps of writing a duplicate of the information on one disk to another, identical disk. The operator can then remove the duplicate disk from the work area and store it in a safe place.

The BACKUP utility and a regular backup schedule is vital to the computerized business environment. The information typically collected on a floppy or rigid disk is usually worth significantly more money than the media it is stored on. Regular backup and safe storage of the duplicate disk is essential to a good business system.

DIRECT

Data files hold the information you enter into your application package. Some of the files in your ProCom Application Package are limited in the number of records they can hold. When this limit is reached, you cannot enter more records into the file. A full file is a serious matter, since no more data can be entered into it. The Directory Monitor utility should be used regularly to prevent full files from occurring.

The directory Monitor utility permits you to look at your files and see:

- How many records each file can hold.

- How many records it now contains.

Here's how to use it:

STEP 1: From the Monitor, type DIRECT, and <ENTER>. The directory menu appears.

STEP 2: Select option <1> for DATA FILE DIRECTORY, and <ENTER>.

STEP 3: When DRIVE NUMBER? appears, enter the number of the disk drive which has your application package, and <ENTER>. This varies from system to system. Check with your dealer if you're not sure.

STEP 4: DISPLAY OR PRINT THE DIRECTORY [D/P]? appears. Either <D>, to display file directory on screen, or <P> to print it, and <ENTER>.

STEP 5: DISPLAY ALL ENTRIES [Y/N] appears. You can examine all the files, or one at a time. In this example, we will examine all the files at once, since this is the most common approach. However, if you select <N> and <ENTER> in response to this prompt, the next prompt is:

MATCH AN ENTRY NAME

and you enter the name of the file you want to examine. The file information is the same as that described next.

Assume you've answered <Y> to DISPLAY ALL ENTRIES. All the application data files are displayed. Depending on the application package, more than one screen of files may be available. If so, just <ENTER> to see the rest of the files.

DATA Files on Drive 1 -Partition: PR						
Date: August 23, 1984				Page 1		
Number	Entry Name	Starting Sector	Number of Sectors	Record Length	Number of Records	Maximum Records
0	SortCONT	1550	10	102	5	50
1	WORKOO	1560	200	50	0	2048
2	PAYROLL	1760	11	50	100	112
3	TAXIDX	1771	11	52	99	108
4	TAXTABLE	1782	34	168	82	103
5	EINDEX	1816	8	60	63	68
6	EMPLOYEP	1824	40	540	8	37
7	EMPWORK	1824	40	108	189	189
8	PAYWORK	1864	25	162	34	79
9	DEDUCT	1889	5	108	8	23
10	DEPTMENT	1894	5	140	15	18
11	CLASSIFY	1899	10	248	19	20
12	WORKMANC	1909	3	44	24	34
13	EMPTMP	1912	40	540	1	37
14	TEMPWORK	1912	40	108	189	189
15	STATETAX	1952	10	46	3	111
16	PBATCH	1962	2	22	0	46
17	GLDISTP	1964	25	46	218	278
18	ETEXT	1989	8	44	80	93

FIGURE 2-1 - SCREEN PRINT OF PAYROLL DATA FILES FROM DISPLAY

Quite a bit of information is displayed. The two columns we are interested in are Number of Records and Maximum Records.

- Number of Records tells you how many records the file now contains.
- Maximum Records tells you how many records the file holds.

Monitor these files regularly, noting which ones grow rapidly as you use them. If you find that only one or two files grow significantly, you may want to use the single-file examination option, DISPLAY ALL ENTRIES [Y/N] ?, mentioned above. If a file grows rapidly

and becomes over about three-quarters full, ask your dealer to expand your file.

2.16 APPLICATION PROGRAMS

Application Programs are sometimes called User Programs. Whatever the name, each performs a specific task for you. For example, one of ProCom's Application Packages is the PAYROLL system. This is a stand-alone program. But it also works as part of a complete Accounting System. Your complete Accounting System might include General Ledger, Accounts Receivable, Accounts Payable, and other accounting application packages.

3 USING PROCOM BUSINESS SYSTEMS

3.0 INTRODUCTION

This chapter continues the introduction to the comprehensive coverage of business needs by ProCom's Application Packages. This chapter describes the concepts of records, files, and transactions and explains Procom's methods of assuring the integrity and completeness of records and files. You will also find descriptions of the helpful messages that appear on the screen as you are using the system.

In the following units of this chapter you will find this information:

- 3.1 Records
- 3.2 Files
- 3.3 File Access
- 3.4 Screen Messages
- 3.5 Using Menus
- 3.6 Main Menu
- 3.7 Entering Information
- 3.8 Backing Up Files and Rapid Growth Files

The common elements of ProCom's various applications packages are described next.

3.1 RECORDS

We have already talked about record keeping in the business world. While it is true that a business keeps records of its activities, the word record has a specific and restricted meaning in computers. To a computer, a record is a small part of a file, while a file is similar to what we think of when we say "keep a record". In other words, a business may manually keep a "record" of the number of sales in a day, but it keeps a computer 'file' of that same information. Within that computer file is a group of "records," the basic unit of a file.

ProCom Application Packages are organized into records and files that you can access and change. You access and change a record or file as required by the application you're working with. The various records and files within an individual Application have much the same structure; records and files for one Application Package are very similar to those for another package. In fact, all Applications Packages have records or files with the same or similar functions. For instance, the function "File Maintenance" is in all of ProCom's Packages. All Packages have a Report and Listings function, and a function for Posting new files (although the name may change from package to package). For example, the Accounts Payable Package has a function called NEW PAYABLES ENTRY, but in the Fuel Oil Package the same function is called DATA TRANSACTION POSTING.

3.2 FILES

The record-keeping that traditionally takes place in a business environment typically results in the accumulation of files. For example, a retail operation may store all the paper receipts for one day in an alphabetic file. Each file is then labeled and stored in a file cabinet. And, each drawer of the file cabinet is labeled and organized. This makes it easy to locate any file.

Within ProCom software, files and file-keeping are also important in organizing records. Within ProCom's structure, each batch of information about a transaction or event is entered into the computer as a record. The typical record is comprised of "fields" of information; these fields are a set of one or more characters that represent information you give the computer. A single field might hold the name of a customer, the customer's address, or your name as the operator.

Once all the information about a transaction is entered into the appropriate field on the computer screen you can ask the ProCom software to take that information and store it as a record. The software will then allow you to describe another transaction and create another record, repeating the process as many times as you wish. All the records created on the ProCom system that are about one subject or type of transaction are gathered into an electronic file cabinet. The files are labeled so that the computer, and the people who use it, can easily locate and use the information they contain. The result of this kind of structure is that, because it is similar to the way information is organized manually in a traditional office, the ProCom system is easy to learn and use.

3.3 FILE ACCESS

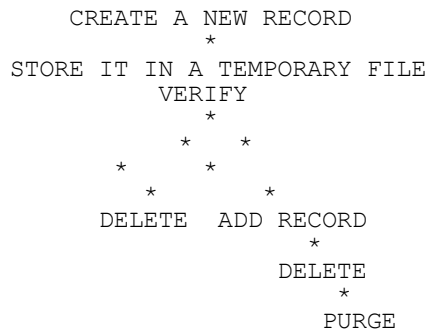
The way a computer places files on the disk and later retrieves them is called the computer's "file-access method". The ProCom Payroll System uses different kinds of files in its file keeping to make file creation as error free as possible.

The ProCom system uses four kinds of file access methods. These ways of entering files provide an extra measure of security for your data. It is important to remember several points about the way files are accessed on the ProCom system.

When you create a record on the ProCom system. It is not immediately placed, or "written," into the appropriate file. It is instead held in a temporary file.

For example, when you make a record for a new employee for the Employee Master File, the information about that employee is held in a temporary file. This gives you the opportunity to verify to yourself and the ProCom system that you have entered the correct employee information.

Once you have verified the file, you can make the new record, now residing in a temporary file, part of the permanent Employee file by using the ADD RECORD function. Or, should you discover that you entered the wrong vendor information into the new record, you can eliminate the temporary record and start over by using the DELETE function. Once the record has been made permanent, however, you must perform two steps to eliminate it from the file. First, you must DELETE the record from the file, then you must PURGE the record. The figure below illustrates the process:



These file access safeguards help ensure that the information entered into permanent files cannot be accidentally lost or tampered with. For these safeguards to work best for you, it is important that you verify the information you entered into records the before performing the ADD RECORD or UPDATE functions.

3.4 SCREEN MESSAGES

Screen messages are messages to you from the computer. Printed on the video display, they are one of the ways in which ProCom makes the application packages easy to learn and to use. You saw one of the screen messages (ARE YOU SURE?) in the discussion of temporary files. You can see how that kind of screen message adds to the safety of the system. Any time you try to make any permanent change to the files, the computer asks you to indicate if you are sure you want to make the change.

Other screen messages tell you when you have been successful in entering some new or changed data. Each time you have completed an entry to the files, the screen displays a message. These "completion messages" differ from package to package and from function to function because they are specific. That is, they always refer to the function you're performing. A typical Message might be:

NEW ENTRY ADDED TO CUSTOMER FILE

Another type of screen message is the prompt. You may forget what step to take next, so the system has many prompts to help you stay on track. These prompts may be as simple as the word:

SELECT:

at the bottom of a menu. Or, they may be more specific, depending on the function you're performing. One screen message cautions you when you try to do something the computer doesn't allow. If you make an error in using the system, the display shows an error message or an error code. The error messages and some of the error codes (numeric codes identify many of the system errors) are listed in the appendix.

3.5 USING MENUS

All ProCom Business Application Packages are menu-driven. A menu is a list of functions you can use with the Application Package. This means that the computer displays a list of the functions it is prepared to perform when you first start the system. From the list, you may select the function you wish to perform.

The menu puts you in complete control of the work you and the computer will perform. You can work as fast or as slowly as you like; you can change the sequence of tasks if you wish or even leave some of the tasks until a later time. It's up to you.

Each item in the menu is one of the functions that the Application Package is capable of performing. Each of these functions has a number beside it. To select a function from the menu, type the proper number. The system does the rest.

Sometimes the system displays another menu following your selection; this is a sub-menu. It is a list of tasks that, separately or together, make up the function you first selected from the Main Menu. At other times the system prompts you by displaying a form for you to fill out from the keyboard.

<p>MAIN FUNCTION SELECTION MENU</p> <p>CHOOSE THE DESIRED FUNCTION FROM THE SECTION LIST TO BE SHOWN A MORE DETAILED SELECTION LIST.</p> <ol style="list-style-type: none">1. FILE MAINTENANCE (ADD, CHANGE, DELETE, DATA RECORDS)2. PAYROLL ATTENDANCE ENTRY3. REPORTS AND LISTINGS4. EMPLOYEE HISTORY INQUIRY5. MONTH ENDING PROCEDURES6. QUARTER ENDING PROCEDURES7. YEAR ENDING PROCEDURES8. DATA FILE LINK REGENERATION9. MISCELLANEOUS FUNCTIONS <p>(E) EXIT TO MONITOR</p> <p>SELECT:</p>
--

FIGURE 3-1 PAYROLL MAIN MENU

<p>FILE MAINTENANCE AND INQUIRY</p> <ol style="list-style-type: none">1. SYSTEM INFORMATION FILE2. PAYROLL DEDUCTIONS FILE3. DEPARTMENT FILE4. CLASSIFICATION FILE5. NATIONAL ORIGIN FILE6. EMPLOYEE MASTER FILE7. TAX TABLE FILE8. WORKMANS COMP. CROSS REFERENCE9. FORMS CONTROL INDEX <p>(M) RETURN TO MAIN MENU</p> <p>(E) EXIT TO MONITOR</p> <p>SELECT:</p>

FIGURE 3-2 FILE MAINTENANCE SUB-MENU

3.6 MAIN MENU

The main menu is displayed when the application begins. It's the first menu you see when the system is started, and it's the menu you can always return to. Figure 3-1 shows the Main Menu from the Payroll Package and Figure 3-2 shows the sub-menu you see when you choose Selection 1 (File Maintenance) from the Main Menu.

Both the main menu and a sub-menu allow you to return along the same path you use. When you are viewing a menu, and at other specific times displayed on the screen, you can return to the monitor with **<E> <ENTER>**. When you are in a sub-menu, **<M> <ENTER>** will return you to the Main Menu. Returning to the main menu is self explanatory, but a return to the monitor may need some discussion.

The monitor is one of the system programs talked about in Chapter 2. It is the system Utility that accepts your commands to the computer. It is also the Utility that allows you to go to any program within an Application Package or to go to any other Application Program loaded on your computer's disk.

To reach any Application Program, all you have to do is type the coded title of the Package. To reach an individual function within the Package, you must select the option number of the program exactly as it is shown in the Menu. All the main menus in the Application Packages have common functions. That is, there are things you will do the same, no matter which application you are using. Some of these common functions and their descriptions are:

FILE MAINTENANCE adding, changing or deleting records

POSTING adding daily records (invoices, etc.) to your system

REPORTS AND LISTINGS under operator control; printer when needed

PERIOD CLOSINGS closing the files at the end of the month or year (or for your particular accounting period)

MISCELLANEOUS contains housekeeping functions such as re-indexing, file linking, and other functions specific to a particular package.

3.7 ENTERING INFORMATION

The ProCom Application Package uses all the standard keys contained in the computer's keyboard. There are several important things to remember about the keys when you enter information onto the ProCom screen. The **<ENTER>** key on your keyboard is used as the terminator key. When you type on a typewriter, the **<ENTER>** key is used to end a line and advances you to the next line. Similarly, the **<ENTER>** key in the ProCom system is used to indicate to the computer that you have finished entering information into a field and wish to proceed to the next field. Depending on where the field is located within the screen's form, this may or may not advance you to the next line.

When using ProCom software to enter information to a record, you do not have to use the punctuation keys. For instance, when entering the following information, you do NOT have to include hyphens (-), dashes (-) dollar signs (\$) or percent signs (%), because the system supplies implied punctuation marks. DO NOT use punctuation keys when entering the following information:

- Telephone numbers.

Example: enter 6035551212; the system records
(603)555-1212.

- Money information. Allows for two decimals places; the system will insert the decimal point.

Example: enter 1230982; the system records \$12,309.82

- Percentages. Allows for two decimal places; the system will insert the decimal point.

Example; 10 percent is entered as 10; 30.789 percent is entered as 30789;
entering .15 is interpreted as .0015 percent.

3.8 BACKING UP AND CHECKING YOUR FILES

Two very important functions common to all the Application Packages are not shown on any menu. These functions are: backing up files through the BACKUP utility and checking the size of rapidly growing files with the DIRECT utility. Both functions are Utilities of your computer system. To use either utility during an application, you must exit the application and enter the operating system.

Backing up your files during an application is important. Computer experts back up their files without even thinking about it. You should build the same habit. Many things happen during the work day that can destroy the copy of the file you're working with.

To use the BACKUP utility, first return to the Monitor. Then type the name of the Utility you wish to use. The BACKUP utility copies an entire disk. Usually you will backup only floppy disks. The backup of rigid disks is most often done periodically by the person in charge of the computer system. For complete instructions on using the BACKUP utility, see the Operator's Manual of the computer system you are using. Certain files in your application package are designated as rapid growth files. These files usually receive a large number of entries quickly. Rapid growth files can often grow faster than the system can record. The following files should be checked fairly often:

- EMPLOYEP
- DEDUCT
- GLDISTP
- JCTEMP
- HISTORY1

To check the size of these files, first return to the monitor. Once you are in the monitor, call the DIRECT utility program by typing DIRECT, and proceeding as described in Chapter 2. The computer then displays a list of files on your disk and the size of each file. Check the size of your rapid growth files and compare it with the limits listed for the file in Section 2 of this manual.

PROCOM BUSINESS SOFTWARE PAYROLL

4.0 INTRODUCTION

The payroll of a firm is a significant part of total expenses, making continuous management control essential. Effective managerial control of payroll requires that:

1. Management has properly authorized the payroll payment.
2. Wages paid are correct and have been received by authorized employees; that is, for example, that no fictitious names or names of persons no longer employed have been listed on the payroll.
3. The numerous reports based on payroll information that are made to government agencies, union organizations, and employees are reliable.

ProCom Business Software - Payroll provides an efficient and comprehensive system to manage this aspect of your business.

The software package includes a wide range of features which ensures the accuracy necessary to determine operating expenses and to report earnings information to employees, and to Federal, state, and other agencies.

This chapter presents the general procedures utilized by ProCom Business Software - Payroll. The function and purpose of the most important procedures are discussed to provide an overview of the detailed Step-by-Step instructions covered in Chapters 5 through 13.

This chapter also presents an overview of payroll principles, introducing the concepts and terms that are used throughout the discussion.

Also introduced is the concept of Menu selection as the means of moving from function to function within the Payroll System. This familiarizes you with the flow of programs that are run to process accounting activity.

Specific functional aspects of the Payroll System are addressed to maximize the utility of its application in your business setting. It is essential that you become aware of the potential and limitations of the package to avoid costly and time consuming errors.

4.1 PAYROLL PRINCIPLES - AN OVERVIEW

This section briefly describes the principles governing payroll procedures. The following topics are covered:

1. Methods of Payment
2. Time Payment
3. Payroll Taxes
4. Deductions
5. Determining Net Pay
6. Record Keeping

4.1.1 METHODS OF PAYMENT

There are several bases upon which to calculate pay due for an employee. In manufacturing, a piece-rate system may be used, whereby the employee is paid according to the number of "pieces" he or she possesses. A salesperson may be paid a commission, usually a percentage of the money received from a sale. In other payroll situations, tips, meals, and even housing make up at least part of an employee's pay.

Most employees, however, are paid on a time basis. That is, the amount of pay received is a function of the amount of time worked. An employee might be paid by the hour, the week, every two weeks, the month, or the year.

The following section discusses the various types of time payments utilized in the Payroll system.

4.1.2 TIME PAYMENTS

SALARY vs. WAGES

The term SALARY usually applies to a fixed amount payment. The term WAGES refers to payment based on shorter periods of time. Also, wages are calculated on a per hour basis.

PAY PERIOD

The pay period is the period of time over which an employee's pay is earned. In the ProCom Payroll System, the pay period refers to how often the employee's attendance is posted. In most cases, this is the same as the pay frequency, which refers to how often the employee receives a paycheck. The pay period assigned an employee determines which tax table is used. Attendance posted daily for a certified payroll may still list the employee's pay period as weekly so that weekly federal taxes are deducted.

CERTIFIED PAYROLL

Employees on a certified payroll - usually those doing government or construction work - use a daily pay period. That is, their attendance is posted on a daily basis whether or not they receive a paycheck every day.

PAY RATES

Employees paid on a time basis may be assigned more than one pay rate. The regular rate applies to the normal hours worked. An overtime rate applies to hours worked above the normal number of hours. The normal hours worked depend upon company policy. Usually this figure is eight hours per day and forty hours per week.

A special rate might be established for work at a higher compensation than the overtime rate. For example, double time might be paid for work done on Sundays.

4.1.3 PAYROLL TAXES

Payroll taxes fall into two general categories: those paid by the employee and those paid by the employer. Federal, state, and local income taxes are paid by the employee. Also, the employee pays a portion of the FICA or Social Security Tax. The Federal Unemployment Tax, State Unemployment tax, and a portion of the FICA or Social Security Tax is paid by the Employer.

INCOME TAXES

Employers are required by the Federal Revenue Act to withhold specified amounts from each employee's earnings for Federal income taxes. This tax is also referred to as the federal withholding tax, as the tax is withheld from the employee's gross earnings each pay period. There are two methods for determining the amount to be withheld: the wage bracket method and the percentage method.

The wage bracket method is based on the tax tables provided by the Federal Government. These tables vary according to the employee's marital status and pay period. The tax table specifies the amount to be withheld based on the employee's taxable gross earnings (or wage bracket) and number of exemptions claimed. Travel pay, non-taxable adjustments, and in some cases, meals, are not subject to the federal income tax. The employee may claim an exemption for each dependent and any other exemptions allowed by law.

The percentage method of determining the amount to be withheld is more complex. This method involves a percent computation based on the tax table for one exemption and a rate table for the corresponding pay period and the marital status of the employee. It is especially useful for pay periods longer than a month, and is often in computer applications, as it is in the ProCom Payroll system.

Individuals in households with at least one child and a combined income of less than a designated amount may qualify for Earned Income Credit. This is a tax credit distributed equally over each pay period. The employer gives the credit to the employee each pay period and is reimbursed by the federal government on a quarterly basis. In addition to the Federal Withholding Tax, employees may also be legally required to pay state and even local withholding taxes. Rates vary by state and locality.

Earnings subject to state tax also varies. State tax tables, like federal tax tables, are identified by pay period and marital status, and taxes are withheld based on gross earnings and number of exemptions claimed.

FICA TAX

Federal law also requires employees to pay the FICA (Federal Insurance Contribution ACT) or Social Security Tax, which provides for their retirement and other benefits. This tax is withheld from the employee's gross earnings each pay period. In addition, the employer pays a certain percentage. These taxes are payable by the employer on a quarterly basis.

The amount of the FICA tax depends upon the current FICA rate, set by Congress, and the employee's FICA-taxable wages. Travel pay, and non-taxable adjustments are not FICA-taxable. Also, tips (above minimum wage) are not subject to the Employer's FICA tax. Persons over 65 are allowed a certain amount of FICA-exempt income per year. Some groups are exempted from the FICA withholding requirement. The employer should be kept informed of all recent amendments or provisions that may have altered rates, amounts, eligible groups, and so on. Current tables of FICA tax withholding rates are available in Circular E, Employer's Withholding Tax Guide, published by the Internal Revenue Service.

As mentioned above, the employer does not pay FICA tax on tips. However, if a Meals and Tips employee earns less than minimum wage in any given period, the FICA tax must be paid as if the employee had earned minimum wage, and the employer must pay the employee's tax on the difference between his actual earnings and minimum wage.

UNEMPLOYMENT TAXES

In addition to the FICA tax, the employer must pay the Federal Unemployment (FUTA) Tax and a state unemployment tax. Up to a point, the amount paid to the state may be credited toward the amount due the federal government. The tax rate for each state is set by that state. In some states the rate varies according to the employer's record.

4.1.4 DEDUCTIONS

There are two types of deductions: mandatory and voluntary. The FICA and federal income tax may be considered mandatory deductions. The following are some examples of other mandatory deductions:

- State Disability Insurance
- Union Dues
- Employee's Share of Accident, Health, or Life Insurance
- Employee's Share of Pension Plan

There are numerous examples of voluntary deductions. Examples include savings bonds, United Fund, credit union, and stock deductions. In the ProCom Payroll System, the term "deduction" is used to mean a deduction other than taxes. FICA and withholding taxes are not referred to as deductions.

Deductions can be taken either as a percentage of gross pay or as a fixed amount. Also, these deductions may or may not be taken each pay period. For example, an employee with a weekly pay period may have a particular deduction taken the third week of each month. A deduction may be taken throughout the year, or it may stop when a certain amount has been accumulated. For example, an employee's debt to the credit union deduction stops being taken when the employee's debt to the credit union has been paid off.

4.1.5 DETERMINING NET PAY

The employee's net pay or "take-home pay" is the amount for which the paycheck is actually written. It represents what is left of an employee's gross pay after taxes have been withheld and deductions taken.

GROSS PAY minus FICA minus WITHHOLDINGS minus DEDUCTIONS plus EARNED INCOME CREDIT (where applicable) equals NET PAY.

4.1.6 RECORD KEEPING

It is imperative that employers keep accurate and detailed payroll records - not only for their own bookkeeping purposes, but for filing government reports, such as Forms 940, 941, and W2. The federal government requires that employers have the previous four years payroll records available for review by the Internal Revenue Service. These records must include names, addresses, social security numbers, and occupations of all employees, the amounts and dates of all earnings, and sick leave/pay for all employees.

4.2 PRIMARY APPLICATION PROCEDURES - PAYROLL

4.2.1 FILE MAINTENANCE

File maintenance is the process by which you add, change or delete your data base records. The information contained here includes a range of employee data, various company deductions, tax tables, and other information. File Maintenance options may vary in name between systems, but not in basic theory of operation. The Payroll System has nine File Maintenance options:

1. SYSTEM FILE MAINTENANCE
2. PAYROLL DEDUCTION FILE
3. DEPARTMENT FILE
4. CLASSIFICATION FILE
5. NATIONAL ORIGIN FILE
6. EMPLOYEE MASTER FILE
7. TAX TABLE FILE
8. WORKMAN'S COMP CROSS REFERENCE
9. FORMS CONTROL INDEX

Because of the importance of file maintenance procedures, each option is briefly described.

SYSTEM FILE MAINTENANCE

This file defines your system in several ways. This is your company's file, and it is reference by system programs in the performance of various procedures. The information supplied in this file is reflected in various reports and listings, and responses here can tailor your system to either include or exclude certain calculations or system options.

Usually, the information in this file is constant after initial installation. However, changes can be made at any time.

PAYROLL DEDUCTIONS FILE

This file is where you record mandatory deductions and optional deductions available to all employees in your company. It is unusual for an employee to receive the full (gross) amount of his or her salary or wages. Certain amounts are withheld or deducted from the gross wages at a pre-defined rate. There are two kinds of adjustments to the employee's gross pay:

1. Taxes - Federal, state, local income taxes. FICA taxes, and state unemployment taxes.
2. Deductions - company pension plan, group life insurance, credit union, purchase of U.S. savings bonds or corporate stock, etc.

Taxes (or "withholdings") are recorded elsewhere. Throughout the discussion in subsequent chapters the word "deduction" is used to specify a deduction other than taxes.

Deductions that may be mandatory in your company, such as union dues, are also recorded here.

Changes to this file consist of adding or deleting a company deduction, or changing the type of existing deduction (as a fixed dollar amount or a percentage of gross pay). The Savings Bond deduction cannot be deleted. The system maintains to-date totals for all deductions specified. Characteristically, deductions are deleted at year-end.

DEPARTMENT FILE

This file is where you specify the departmental structure of your company. The system allows up to 99 different divisions. The file stores to-date totals for hours worked and dollars paid for each department. These totals are maintained by the system in the department records file to provide instant access via screen display or printout of the payroll expenditures of each company department.

The department description and reference number(s) can be changed at any time.

JOB CLASSIFICATION FILE

A Job Classification is the capacity in which an employee works. This file is where you specify these different jobs and establish pay rates (for regular, overtime, and special hours).

The file stores to-date totals for hours worked and dollars paid for each job classification. These totals are maintained in the department file to provide instant access via screen display or printout of the payroll expenditures of each company job classification.

An employee may have more than one job classification, as specified in the Employee Master File.

NATIONAL ORIGIN FILE

This is completely optional, and simply allows the specification of various national or ethnic origins of company employees. This information is coded for reference purposed by other system operations. Changes to this file can be made at the employer's discretion.

EMPLOYEE MASTER FILE

This file stores a great amount of data concerning each employee on your payroll. Each time any employee is hired or terminated, a record in this file must be added or terminated.

Information in this file may change often. It is recommended that a current Employee Master File Printout be generated on a regular basis. This document shows the current status of the employee records. Employee information that may change relatively often includes:

- employees' names and/or address
- employee telephone numbers
- employees' base pay
- employees' number of tax exemptions
- employees' total vacation hours paid-to-date
- employees' pay rates
- employee deductions

TAX TABLE FILE

This file stores all tax tables used in calculating an employee's net pay. This file must be carefully maintained so that it always reflects current tax laws.

The file must include both federal withholding and state and local withholding where applicable. The current FICA figures are also maintained here.

WORKMEN'S COMPENSATION CROSS REFERENCE FILE

This is a system reference file which stores a system reference number, classification code, and description for up to 99 different cross references. These references may, but not always, correspond with the departments in your company. The classification code should correspond to the classification code assigned by the insurance company.

FORMS CONTROL INDEX

The information stored in this file governs the "form feed" activity of your printer. The responses in this file control whether or not blank paper precedes and/or follows printouts. You also indicate in this file whether or not your printer has the ability to expand print horizontally. If the print capability of your printer changes, be sure to record it here.

4.2.2 ATTENDANCE POSTING & PAYCHECK PRINTING

This file is where you enter all information pertaining to time worked and/or pay earned by an employee. This information is stored in the Attendance File, which is the nucleus of the paycheck run. Paychecks are printed, registers are generated, and all appropriate totals are updated based on the data in this file.

ATTENDANCE POSTING AND FEATURES

Two programs are used for entering attendance: Regular attendance posting, and Certified attendance posting. Regular attendance posting is used for hourly, salaried, and meals and tips employees. All regular types of pay, travel pay, taxable and non-taxable pay adjustments, sick time/pay, and vacation time/pay, are entered in this file. Also,

multiple state records and multiple "job classification" information is entered for each employee during regular attendance postings.

Certified attendance posting is identical to regular attendance posting except that attendance must be entered for each day of the pay period.

The system offers posting procedures useful under special circumstances. If a check has been written by hand (a check not system generated), you may record this information through a manual transaction posting procedure. You may also create a check by manually entering all necessary information. Paycheck Deduction Posting is used to change an employee's deductions for the current paycheck only.

Other functions, such as changing the pay period ending date, selecting pay periods for the current check run, and changing the week of the month for deductions, are used if you need to change any information before posting attendance and printing checks.

PAYCHECK PRINTING

After all the attendance has been posted, paychecks can be printed. The checks are printed on continuous forms specific to the Payroll system. See your dealer to secure appropriate checks.

Once paychecks are printed, the following registers are printed:

- Check Register
- Deduction Register
- Savings Bond Register
- Attendance Register
- Certified Report (certified Payroll with job numbers only)

These are audit documents and should be filed and kept as part of the permanent record. At the conclusion of the check run you have the option of saving the attendance for future use. If many of your employees have the same attendance records each pay period, saving the attendance can eliminate repetitive re-entry of this information.

4.2.3 PERIOD CLOSING

Most, if not all businesses divide up the year into fiscal periods. Certain procedures, recommended for periodic operation, are grouped together in the Payroll system under: Month Ending Procedures, Quarter Ending Procedures, and Year Ending Procedures.

4.2.3.1 MONTH, QUARTER, AND YEAR ENDING PROCEDURES

Month End Procedures consist of printing monthly reports and clearing month-to-date totals. You must, of course, print monthly reports before clearing totals from the files. Monthly reports include:

- monthly totals reports (select up to seven different reports, showing monthly status of different system files)
- print monthly 941 (a continuous federal tax form)

Quarter End Procedures are similar to Month End Procedures, except that reports reflect quarterly totals. As in monthly procedures, be sure you print all desired quarterly reports before clearing the files. Quarter Ending Reports include:

- quarterly totals reports (select up to seven different reports, showing quarterly status of different system files)
 - print monthly 941
 - print quarterly 941

Year Ending Procedures consist of printing desired monthly and quarterly reports, printing W2 forms, and clearing year-to-date totals.

4.2.3.2 OTHER ROUTINE PERIODIC OPERATIONS

There are several routine procedures that are not on the period closing menus. These include removing (purging) all deleted and terminated employee records, removing deleted

state tax records, and deleting and removing reconciled history records.

Other purge procedures that are necessary for optimal system functioning include purging the D.O.C.S. distribution file, and purging the Job Cost distribution file. These files are the temporary files which store relevant General Ledger and Job Cost information before this information is transferred to the appropriate system.

Also recommended for periodic operation are transfer procedures which extract relevant information from the Payroll system and record it in another system. Transferring Payroll data to the D.O.C.S. (General Ledger) System and transferring Payroll data to the Job Cost System are these recommended operations. In both cases, the transfer procedure flags transferred items as transferred, so these items will not be transferred again. Relevant files should be purged when the transfer operation is complete.

4.2.4 REPORTS AND LISTINGS

The Reports and Listings feature of ProCom Business Software provides a variety of documents that reflect the current status of employee earnings and payroll expenditures. The documentation available can be used as either finished presentation copy for distribution, or as a reference for ongoing processing needs.

Most Reports and Listings are selected from one menu. Other procedure-specific reports and listings are available from various menus throughout the system.

4.2.5 THE GENERAL LEDGER AND JOB COST TIE-INS

The Payroll System includes the option whereby a record of General Ledger accounts directly affected by Payroll transactions is kept automatically. This option, referred to as the G/L Tie-in, automatically records General Ledger entries to debit expense accounts by account number, and credits a single cash account for the amount of all payroll checks. Also, withholding and deduction amounts are accumulated and recorded.

This information may be printed out in detail or in summary form after each pay run, whether or not you are using the ProCom D.O.C.S. General Ledger system. If you are using the General Ledger system, it is recommended that you run the transfer procedure at least once a month to transfer the payroll information to the General Ledger. Remember to purge this file after the transfer procedure is complete.

Even if you are not using the General Ledger Tie-in, you may want to set up your system so that the General Ledger distribution report can be printed. This is accomplished by indicating in the Payroll System Information File that you are using the General Ledger System. If this is done, and you are not transferring data from Payroll to the General Ledger, remember to periodically purge the General Ledger Distribution File to avoid filling it.

The Payroll System also includes an option whereby Job Cost entries from each pay run are automatically recorded and maintained in the Job Cost Distribution File. This information can be printed out after each pay run whether or not you are actually using the ProCom Job Cost system. If you are using the Job Cost system, it is recommended that you transfer the data after each pay run. This transfer procedure ensures the current status of the Job Cost system and avoids filling the Payroll Distribution File. Remember to purge the file after the transfer procedure is complete.

Even if you are not using the Job Cost system, you can set up your Payroll system so that the Job Cost Distribution Report can be printed. This is done by indicating in the Payroll System File that you are using the Job Cost Tie-In. If this is done, remember to periodically purge the Job Cost Distribution file to avoid filling it.

4.3 THE MAIN MENU

The Payroll System's MAIN MENU provides access to every program and system capability available. Before long, the contents and scope of the MAIN MENU will be obvious to a regular user. However, it is essential that you carefully review the MAIN MENU selections and the sub-menus to which they provide access.

The Payroll MAIN MENU has nine options:

1. FILE MAINTENANCE (ADD, CHANGE, DELETE, DATA RECORDS)
2. PAYROLL ATTENDANCE ENTRY

3. REPORTS AND LISTINGS
4. EMPLOYEE HISTORY INQUIRY
5. MONTH ENDING PROCEDURES
6. QUARTER ENDING PROCEDURES
7. YEAR ENDING PROCEDURES
8. DATA FILE LINK REGENERATION
9. MISCELLANEOUS FUNCTIONS

Each MAIN MENU selection accesses a sub-menu. Note the number that corresponds to each listed MAIN MENU selection. Selection is made by typing the number of the routine you wish to perform, and pressing <RETURN>. The sub-menu for that routine is immediately displayed on the screen. For example, if you select <1> for FILE MAINTENANCE from the MAIN MENU and press <RETURN>, the sub-menu presents the following options:

<p>FILE MAINTENANCE AND INQUIRY</p> <p>1. SYSTEM INFORMATION FILE</p> <p>2. PAYROLL DEDUCTIONS FILE</p> <p>3. DEPARTMENT FILE</p> <p>4. CLASSIFICATION FILE</p> <p>5. NATIONAL ORIGIN FILE</p> <p>6. EMPLOYEE MASTER FILE</p> <p>7. TAX TABLE FILE</p> <p>8. WORKMANS COMP. CROSS REFERENCE</p> <p>9. FORMS CONTROL INDEX</p> <p>(M) RETURN TO MENU</p> <p>(E) EXIT TO MONITOR</p> <p>SELECT:</p>

If you select option <3> for DEPARTMENT FILE from this menu, and press <RETURN>, another selection menu is immediately displayed:

<p>DEPARTMENT FILE MAINTENANCE</p> <p>(1) ADD A NEW DEPARTMENT RECORD</p> <p>(2) CHANGE AN EXISTING DEPARTMENT RECORD</p> <p>(3) DELETE AN EXISTING DEPARTMENT RECORD</p> <p>(M) RETURN TO MAINTENANCE MENU</p> <p>(E) EXIT TO MONITOR</p> <p>SELECT:</p>

If you select <1> for ADD A NEW DEPARTMENT RECORD from this menu and press <RETURN>, you will be asked to enter the department number of the record you wish to add. If you select <2>, the program asks you to enter the department number of the record you wish to change; and selection <3> asks you to enter the department number of the record you wish to delete. Throughout the Payroll package, you will make menu selections like the ones above. Each time a new menu, or sub-menu appears, you have a set of choices to make. At any time (usually), you can return to the previous menu, or exit to the Monitor. Menu selection is a flexible method of accessing records or performing routines. You can make certain choices and change your mind at almost any time without jeopardizing the status of your records.

4.4 "ESCAPE" KEYS AND THEIR FUNCTION

NOTE: Throughout this manual, anything that you are required to type on the keyboard is

shown inside brackets. Just type the number inside the brackets. It is not necessary to type the brackets. You then press the **RETURN** key, without brackets.

Certain keys on your terminal keyboard allow you to "escape" or exit from almost any point in the system. The only time you cannot escape is when actual processing or printouts are occurring. These keys allow you to change your mind and move freely throughout the menus. Although these keys (and their functions) are clearly displayed on the screen when their escape capabilities apply, the following few paragraphs will acquaint you with their use.

The escape options you encounter as you move throughout the menus are the **<M>**, **<E>**, and **<UP-ARROW>** escape options. Their use can best be understood by presenting them in the context of Menu selection, and the three general levels of accessing a program:

1. Exit to the MONITOR
2. Exit from the sub-menu, and
3. Exit from a record.

1. Escape to the Monitor-If the Payroll MAIN MENU is displayed on the screen, and you realize that you wish to access a different application system (i.e., the D.O.C.S. system or Job Cost system), typing **<E>** and pressing **<ENTER>** exits the Payroll system. The monitor prompt":" will appear on the screen. (Throughout this manual, when we say return to the Monitor, it means to return to this prompt.) At this point, you may enter the name of a different program or enter **<PAYROLL>**, and press **<ENTER>** to redisplay the Payroll MAIN MENU.

2. Escape from the sub-menu - If you have selected option **<1>** for FILE MAINTENANCE from the Payroll MAIN MENU, the File Maintenance sub-menu appears on the screen. At this point you may decide that you would rather be elsewhere in the system, or even in another system. You have the option of typing **<M>** **<ENTER>** to return to the Payroll MAIN MENU, or typing **<E>** **<ENTER>** to exit to the Monitor.

3. Escape from a record - If you are entering data into a record - posting Attendance for example - you can escape out of the record to the previous menu by pressing the **<UP-ARROW>** key. The information you have entered is not recorded unless it is complete.

4.5 OTHER FUNCTION KEYS

The additional function keys are: **<R>**, **<P>**, and the directional keys (arrows).

The **<R>** and **<P>** keys have special functions during some procedures, enabling you to continue entering information without returning to the sub-menu for re-selection of the same procedure.

For example, if you are entering several department records to the Department File, after entering all the relevant data for one record, you can press **<R>** **<ENTER>** to present the next record for data entry.

Some records, such as those stored in the Employee Master File, hold a considerable amount of information, and are thus divided into two or more screens, or "pages" of data. You can often move from one page to another by pressing **<P>** **<ENTER>**.

The directional keys **<RIGHT-ARROW>**, **<LEFT-ARROW>**, and **<DOWN-ARROW>** have special functions at different times. The screen will display their functions, when relevant. Usually, the **<LEFT-ARROW>** key erases everything keyed in before the last **<ENTER>**. The **<RIGHT-ARROW>** key acts as a **<ENTER>** key, and advances the cursor to the next line position. These keys enable you to quickly correct any errors before continuing. The **<DOWN-ARROW>** key usually advances the cursor through the record. In some cases, the **<DOWN-ARROW>** key is used to skip several entries and end data entry for that record.

The **<UP-ARROW>** key - except when having a special displayed functions - returns to the previous screen display.

4.6 DEFAULT OPTIONS

Another feature of ProCom Business Software is the default option available when entering various records. These are designed to facilitate entry, and are especially useful when processing large amounts of information.

For example, if you are entering attendance records for a sequential list of employees,

after the first employee number is entered, and the record completed, you can just press the <ENTER> key when the prompt for the entry of another employee number appears. When the <ENTER> key is pressed, the next sequential employee number is displayed onto the screen. When applicable, default options are mentioned in the detailed instructions.

4.7 THE PAYROLL FILES: WHICH ONES TO WATCH!

Some files in the Payroll system can grow very rapidly as records are entered. This section tells you how to monitor these files to avoid filling them during processing, and potentially loosing data.

To check the files in the Payroll system, you must exit to the monitor. The screen is blank except for the Monitor prompt ":" in the upper left corner. Type <DIRECT> and press <ENTER>. This brings the file directory to the screen.

"DIRECT" - Disk(ette) Directory Utility Version 1.01

1. Data File Directory
2. Source File Directory
3. Save File Directory
4. Source and Save File Directory

(E) Exit the Program

Select:

The rapid growth files are:

- EMPLOYEP - Employee Master File.
- GLDISTP - (General Ledger System users only).
- HISTORY1 - Contains copies of all paychecks written.
- JCTEMP - (Job Cost System users only).
- DEDUCT - Contains one record for each individual employee's deductions.

It is essential that you regularly monitor the growth of these files to assess how your system is responding to the input of records. The columns to watch are Number of Records and Maximum Records. The Number of Records column tells you how many records you are currently storing in the file. The Maximum Records column tells you how many records it is possible to store in the file.

If the number of records you are storing begins to approach the maximum storage capacity for these files, and normal routine purging procedures do not permit enough room for the volume of record entries you are making, call you ProCom Dealer immediately to rectify the problem.

PROGRAM UTILIZATION INSTRUCTIONS

The next chapter follows each Main Menu selection through all sub-routines in a Step-by-Step fashion. Program name, function, operating procedures and options are highlighted.

FILE MAINTENANCE

5.0 INTRODUCTION

This chapter describes the process of adding, changing, and deleting information from the following files:

1. SYSTEM INFORMATION FILE
2. PAYROLL DEDUCTIONS FILE
3. DEPARTMENT FILE
4. CLASSIFICATION FILE
5. NATIONAL ORIGIN FILE
6. EMPLOYEE MASTER LIST
7. TAX TABLE FILE
8. WORKMAN'S COMPENSATION CROSS-REFERENCE
9. FORMS CONTROL INDEX

Usually, these files are created during initial installation. However, they may be altered at any time to reflect changes in personnel, business needs, or tax structure. Any file may be consulted at any item to review its contents.

As each File Maintenance Selection is discussed, pay particular attention to its function and purpose. The detailed instructions are presented as they appear in the File Maintenance Menu. Follow these steps to access the File Maintenance Menu.

STEP 1: From the Monitor (:), type <PAYROLL>, <ENTER>. The screen displays the Payroll System MAIN MENU:

MAIN FUNCTION SELECTION MENU

CHOOSE THE DESIRED FUNCTION FROM THE SELECTION LIST TO BE SHOWN A MORE DETAILED SELECTION LIST.

1. FILE MAINTENANCE (ADD, CHANGE, DELETE, DATA RECORDS)
2. PAYROLL ATTENDANCE ENTRY
3. REPORTS AND LISTINGS
4. EMPLOYEE HISTORY INQUIRY
5. MONTH ENDING PROCEDURES
6. QUARTER ENDING PROCEDURES
7. YEAR ENDING PROCEDURES
8. DATA FILE LINK REGENERATION
9. MISCELLANEOUS FUNCTIONS

(E) EXIT TO MONITOR

SELECT:

STEP 2: Select <1> for FILE MAINTENANCE, and press <ENTER>. The File Maintenance Menu is displayed on the screen:

FILE MAINTENANCE AND INQUIRY

1. SYSTEM INFORMATION FILE
2. PAYROLL DEDUCTIONS FILE
3. DEPARTMENT FILE
4. CLASSIFICATION FILE
5. NATIONAL ORIGIN FILE
6. EMPLOYEE MASTER FILE
7. TAX TABLE FILE
8. WORKMANS COMP. CROSS REFERENCE
9. FORMS CONTROL INDEX

(M) RETURN TO MAIN MENU

(E) EXIT TO MONITOR

SELECT:

5.1 SYSTEM INFORMATION FILE

Section 5.1 describes the process of setting up and making adjustments in your System Information File. This file defines your system in several ways. This is your company's file, and it is referenced by system programs in the performance of various procedures. The information you supply here is reflected in various reports and listings. Also, responses here can tailor your system to either include or exclude certain calculations or system options.

Your ProCom Dealer will help you set up this file initially. It is important that you understand the function of each entry to facilitate any necessary modifications in the future. Follow the instructions below to access the System Information File. Note the guidelines for each entry, and how they determine system operation.

STEP 1: From the File Maintenance, select <1> for SYSTEM INFORMATION FILE, and press <ENTER>. The screen displays the following record:

1. COMPANY NAME
2. ADDRESS
3. CITY
4. STATE
5. ZIP CODE
6. G/L TIE IN?
7. G/L CASH ACCOUNT NUMBER
8. G/L MEALS ACCOUNT NUMBER
9. G/L TYPE OF DISTRIBUTION
10. JOB COST SYSTEM TIE-IN?
11. DAILY REGULAR HOURS CUTOFF
12. DAILY OVERTIME HOURS CUTOFF
13. WEEKLY REGULAR HOURS CUTOFF
14. WEEKLY OVERTIME HOURS CUTOFF
15. MONTHLY REGULAR HOURS CUTOFF
16. MONTHLY OVERTIME HOURS CUTOFF
17. ARE TIPS INCLUDED IN PAYCHECK
18. SYSTEM SIZE (MAX. EMPLOYEES)
19. SEPARATE REPORTING BY DEPARTMENT
20. FICA EXEMPT RETIREMENT DEDUCTION CODE
21. ARE ALL MEALS TAX EXEMPT
22. FICA TAXED RETIREMENT DEDUCTION CODE

(M) RETURN TO THE FILE MAINTENANCE MENU

(E) EXIT TO MONITOR

SELECT:

STEP 2: To change any system information, type the number corresponding to the line you wish to change, and press <ENTER>. Follow with the new information and press <ENTER>. When entries are complete, return to the Maintenance Menu by typing <M>, and pressing <ENTER>. Exit to the Monitor by typing <E>, and pressing <ENTER>.

NOTE the following guidelines for each entry line:

1. COMPANY NAME

Type up to 35 Characters

Type your company name, up to 35 characters/spaces, <ENTER>.

2. ADDRESS

Type up to 35 characters.

Type your company address, up to 35 characters/spaces, <ENTER>.

3. CITY

Type up to 15 characters.

Type the city name, up to 15 characters/spaces, <ENTER>.

4. STATE

Type 2 characters.

Type the two-character Post Office state abbreviation, <ENTER>.

5. ZIP CODE

Type up to nine numeric characters. Type the five or nine figure code, and press <ENTER>.

6. G/L TIE-IN?

Type <Y> or <N>.

Type <Y> (YES), and <ENTER> if your company is using the ProCom General Ledger system, and you want Payroll information posted automatically to the General Ledger Distribution File.

A <Y> (YES) response here also allows the printing of the General Ledger Distribution Report. This report can be printed whether or not you are using the General Ledger system. The report provides the distribution of payroll dollars to General Ledger account numbers.

Type <N> (NO), and <ENTER> if you do wish the Payroll distribution posted automatically to the General Ledger Distribution File. The General Ledger Distribution Report cannot be printed.

7. G/L CASH ACCOUNT NUMBER

Type up to 6 numeric characters.

If the Payroll system is posting automatically to the General Ledger system, a General Ledger Cash Account Number is necessary as a reference. The number entered here identifies the account credited in the General Ledger.

Enter the appropriate six figure number, and press <ENTER>. The system automatically formats for punctuation in the following standard arrangement: XXXX-XX. Do not type the hyphen. If you do not wish to make an entry, press <ENTER>. When the <ENTER> key is pressed, zeros are entered for this selection (0000-00).

If you have answered <Y> (YES) to question 6, and activated the General Ledger Tie-in, you must enter a number other than zero here. Otherwise, the payroll update procedure will abort.

8. G/L MEALS ACCOUNT NUMBER

Type up to 6 numeric characters.

If the Payroll system is posting automatically to the General Ledger system, and if meals expense is credited in the payroll procedure, then enter the General Ledger account number

to be credited with this expense.

Type a six figure number, and press **<ENTER>**. The system automatically formats for punctuation in the following standard arrangement: XXXX-XX. Do not type the hyphen. If you do not wish to make an entry here, press the **<ENTER>** key. When the **<ENTER>** key is pressed, a zero is entered for this selection.

If you entered **<Y>** in question 6, and activated the General Ledger Tie-in, you must enter a number other than zero or the payroll update procedure will abort.

9. G/L TYPE OF DISTRIBUTION

Type **<1>**, **<2>**, or **<N/A>**.

Payroll data is posted to the General Ledger either by department (type **<2>** and press **<ENTER>**). If your system is NOT interfaced with the General Ledger system, type **<N/A>** (for not applicable), and press **<ENTER>**. The system defaults to "1" for department by pressing **<ENTER>**.

10. JOB COST SYSTEM TIE-IN?

Type **<Y>** or **<N>**. Type **<Y>** (YES), and **<ENTER>** if your company is using the ProCom Job Cost Reporting system, and you want the Payroll expense incurred for EACH job posted automatically to the Job Cost Distribution File. A **<Y>** (YES) response here also permits printing of the Job Cost Distribution Report. This report can be printed whether or not you are using the Job Cost system.

Type **<N>** (NO), and **<ENTER>** if you do not wish to post payroll expenses automatically to the Job Cost Distribution File, and the Job Cost Distribution Report cannot be printed.

You must answer either **<Y>** (YES) or **<N>** (NO) here.

11. DAILY REGULAR HOURS

Type up to 5 numeric characters.

This entry specifies the number of hours in the regular work day for your company. the system uses this number for pay calculations. For most businesses, the regular work day is eight hours long. Employees who work more than eight hours, and are paid on an hourly basis, are generally paid at a "regular" rate for the first eight hours they work.

An "overtime" rate usually applies for any additional hours these employees work in one day. Type the number of hours in a regular working day above which a separate overtime pay rate applies, and press **<ENTER>**.

Remember to allow for two decimal places when typing this number. Do not type the decimal point. The system automatically inserts the decimal point when the number is entered.

For example, a Daily Regular Hours Cutoff of 8 hours and 45 minutes is typed "875". It appears on the screen as "8.75" hours.

12. DAILY OVERTIME HOURS CUTOFF

Type up to 5 numeric characters.

Entry here specifies the number of hours in a work day that includes potential over time hours which are paid at an overtime rate. The number entered must include regular hours as well as the number of overtime hours that are paid at an overtime rate. For example, if your company pays its employees at a regular rate for the first eight hours worked each day, and at an overtime rate for the next four hours worked each day, you would enter twelve hours here to specify the overtime cutoff. You may wish to specify yet another pay category (called "special hours") for hours worked beyond the overtime cutoff.

Type the number of working hours in a day above which a special pay rate applies, and press **<ENTER>**.

Remember to allow for two decimal places when trying this number. Do not type the decimal point. The system automatically inserts the decimal point when the number is entered. For example, a Daily Overtime. Hours Cutoff of 12 hours is typed "1200". It appears on the screen as "12.00" hours.

13. WEEKLY REGULAR HOURS CUTOFF

Type up to 5 numeric characters.

This entry specifies the number of hours in one week your company compensates at a regular rate. This number is used by the system for pay calculations. For example, most businesses recognize a forty-hour "regular" work week. If your company recognizes an eight-hour regular day, and your company work week includes five days, then the weekly regular hours cutoff is forty hours (8 hours X 5 days= 40 hours weekly).

Type the number of regular working hours in your company's work week above which an overtime pay rate applies, and press <ENTER>.

Remember to allow for two decimal places when typing this number. Do not type the decimal point. The system automatically inserts the decimal point when the number is entered.

For example, a Weekly Regular Hours Cutoff of 40 hours is typed "4000". It appears on the screen as "40.00" hours.

14. WEEKLY OVERTIME HOURS CUTOFF

Type up to 5 numeric characters.

This entry specifies the number of hours in one work week that includes the number of potential hours your company compensates at an overtime rate. This number is used by the system in pay calculations. For example, if the number of overtime hours available daily is four (for a twelve-hour overtime cutoff day), then the maximum overtime possible weekly is 20 hours (for a maximum 60-hour cutoff week).

Type the number of overtime working hours in your company's work week above which a special pay rate applies, and press <ENTER>.

Remember to allow for two decimal places when typing this number. Do not type the decimal point. The system automatically inserts the decimal point when the number is entered.

For example, a Weekly Overtime Hours Cutoff of 60 hours is typed "6000". It appears on the screen as "60.00" hours.

15. MONTHLY REGULAR HOURS

Type up to 5 numeric characters.

This entry specifies the number of hours in one month which your company compensates at a regular rate. This number is used by the system in pay calculations. Assume a four-week month in calculating this number.

Type the number of regular working hours in a month above which an overtime pay rate applies, and press <ENTER>. Remember to allow for two decimal places when typing this number. Do not type the decimal point. The system automatically inserts the decimal point when the number is entered.

For example, a Monthly Regular Hours Cutoff of 160 hours is typed "16000". It appears on the screen as "160.00" hours.

16. MONTHLY OVER TIME HOURS CUTOFF

Type up to 5 numeric characters.

This entry specifies the number of hours in one month which your company compensates at an overtime rate. This number includes the number of regular hours and the maximum number of overtime hours possible for one month. For example, if you have specified 60 hours for the weekly overtime hours cutoff, your entry here should be 240. this entry assumes a four week month.

Type the number of overtime working hours in a month above which a special pay rate applies. remember to allow for two decimal places when typing this number. Do not type the decimal point. The system automatically inserts the decimal point when the number is entered.

For example, a Monthly Overtime Hours Cutoff of 240 hours is typed "24000". It appears on the screen as "240.00" hours.

17. ARE TIPS INCLUDED IN PAYCHECK

Type <Y>, <N>, or <N/A>.

This is a specialized option that applies to certain types of businesses. If you designate an employee as a "Meals & Tips" employee in the Employee Master File, total tips received can be maintained by the system and can be included as part of the employee's paycheck.

Type <N> (NO), and press <ENTER>, if tips are included in the gross pay to be RECORDED by the system, but the employee does not turn the tips over to his or her employer, and the tips are not included in the net pay.

Type <Y> (YES), and <ENTER>, if tips are turned over to the employer and received by the employee as part of his or her paycheck. In this case, tips are included in both gross and net pay. If there are not "Meals & Tips" employees on your Payroll, answer <N/A> (not applicable).

When <Y> (yes, or <N> (no) is typed, and the <ENTER> key is pressed, the program prompts "MIN. WAGE". Type the current minimum wage, up to three numeric characters. Remember to allow for two decimal places when typing dollar amounts. Do not Type the decimal. The program inserts the decimal upon entry.

18. SYSTEM SIZE

Type up to 3 numeric characters.

The computer uses the figure entered here to calculate the number of checks that can be printed in one pay check run (maximum employees).

Enter the approximate maximum number of checks that you will print in any one pay period, and press <ENTER>.

19. SEPARATE REPORTING BY DEPARTMENT

Type <Y> or <N>.

Although most reports and listings are organized according to department, a <Y> (YES) response here causes the system to print each department's records on a separate page when printing a report or listing. Type <Y> (YES), <ENTER> to activate this feature. All reports generated during a payroll run will be grouped and totalled by individual department, and provide a separate "report" for each department.

This feature could be used effectively if several companies are being run on a single Payroll system.

If this printout feature is not desired, type <N> (NO), <ENTER>.

20. FICA EXEMPT RETIREMENT DEDUCTION CODE

Type 2 numeric characters.

If your company has a FICA-exempt retirement program, set up the deduction in the deduction file (See Section 5.2) type the deduction code number here, and press <ENTER>. This causes the retirement deduction to be subtracted from the gross wages before FICA is calculated and deducted.

If your company does not have its own retirement program, type <N/A> (not applicable), <ENTER>, OR just press the <ENTER> key.

NOTE: If making an entry, a two-figure code number must be entered.

21. ARE ALL MEALS TAX EXEMPT

Type <Y> or <N>.

This system option applies only to those employees who take meals at the employer's establishment as part of their gross pay.

Type <Y> (YES), and <ENTER>, if the employee is required by the employer to accept this arrangement.

Type <N> (NO) if the employer assumes this responsibility.

22. FICA TAXED RETIREMENT DEDUCTION CODE

Type two numeric characters.

This retirement deduction is never added or deducted from the employee's gross or net pay. It is recorded on registers, reports, and paychecks, however, and is totaled with gross pay to compute the FICA deduction.

Type the two numeric character deduction code, and press <ENTER>.

If this entry does not apply, <N/A> (not applicable), and <ENTER>, OR just press the <ENTER> key.

5.2 PAYROLL DEDUCTIONS FILE

Section 5.2 presents instructions for adding, changing and deleting records in the Payroll Deductions File. This file contains descriptions of all possible deduction in your company, and the total amounts taken company-wide for each of them during various time periods. For each deduction a type is specified which determines whether the deduction is taken as a percentage of gross pay or as a fixed amount.

Individual deduction records for each employee are NOT stored here. The actual percentage or fixed amount is specified individually for each deduction for each employee. These individual employee records are stored in the Employee Master File (See Section 5.6).

If the General Ledger interface is being used, each Company deduction has an individual General Ledger account number. If the same General Ledger account number is used for more than one Company deduction, the payrun totals are consolidated before transferring to the General Ledger (with the description of "Miscellaneous Deductions").

Up to 31 user-defined deductions can be recorded here. Deductions 1 through 15 are stored on one page, and deduction 16 through 30 are stored on another page. The 31st deduction is pre-defined as the Savings bond Deduction. You may press the <UP-ARROW> key to move from one page to the other. Savings bond deductions are accessed from the display of company deductions by typing .

You may add, change or delete your company's deduction records by selecting the appropriate line number and performing the desired operation. Following the guidelines described below when adding, changing, or deleting records.

STEP 1: From the MAIN MENU select <1> for FILE MAINTENANCE and press <ENTER>.

STEP 2: From the File Maintenance Menu select <2> for PAYROLL DEDUCTIONS FILE, and press <ENTER>. The screen displays a record showing the first fifteen company deductions and their company-wide totals.

The following screen display is an example of how this record might appear:

COMPANY DEDUCTION FILE MAINTENANCE						
		LAST				
#	DESCRIPTION	G/L ACCT	LAST RUN	M-T-D	Q-T-D	Y-T-D
1.	PENSION	6011-31\$.00	45.00	45.00	45.00
2.	CREDIT UNION	6013-31\$	18.00	54.66	54.66	54.66
3.	GROUP LIFE	6012-31\$	31.82	90.21	90.21	90.21
4.	BLUE CROSS	6014-31\$	52.65	156.06	156.06	156.06
5.	UNITED FUND	6016-31\$	12.00	172.97	172.97	172.97
6.			.00	.00	.00	.00
7.			.00	.00	.00	.00
8.			.00	.00	.00	.00
9.			.00	.00	.00	.00
10.			.00	.00	.00	.00
11.			.00	.00	.00	.00
12.			.00	.00	.00	.00
13.			.00	.00	.00	.00
14.			.00	.00	.00	.00
15.			.00	.00	.00	.00
(B) SAVINGS BOND DEDUCTION			(M) RETURN TO MAINTENANCE MENU			
(D) DELETE A DEDUCTION			(E) EXIT TO THE MONITOR			

STEP 3: Following the appropriate instructions to add, change or delete regular company deduction records or to make any adjustments to the Savings Bond deduction record.

To display deductions 16 through 30 press the <UP-ARROW> key. If necessary, pressing the <UP-ARROW> key again returns deductions 1 through 15 on the screen. You may return to the File Maintenance Menu by typing <M> and pressing <ENTER>. You may exit to the Monitor by typing <E> and <ENTER>.

5.2.1. ADD A NEW PAYROLL DEDUCTION

This section presents detailed instructions for adding a new deduction record. When adding a new deduction you need to know:

- the name of the deduction you will be adding to the file:
- the General Ledger account number (for General Ledger reference purposes).
- whether the deduction will be a percentage of gross pay, or a set dollar amount.

STEP 1: From the File Maintenance Menu select <2> for PAYROLL DEDUCTIONS FILE, and press <ENTER>.

STEP 2: When the record is displayed, select the number of a line that does not have an entry recorded, and press <ENTER>.

STEP 3: Type the required information as follows:

DESCRIPTION

Type in the name of the deduction, and press <ENTER>. Use 20 characters or less.

G/L ACCT

If you are using the General Ledger Tie-In (Consult the system File Maintenance record, Section 5.1), type the General Ledger account number to which this deduction will be credited, and press <ENTER>.

Type any appropriate six figure number. The system formats the number for display in the standard way: XXXX-XX. Do not type the hyphen. Deductions can be taken as either fixed dollar amounts OR a percentage of gross pay.

Type <D>, and press <ENTER>, if the deduction is to be taken as a PERCENTAGE of gross pay. These entries appear as "\$" (for dollar amount), and "%" (for percentage of gross pay).

You have the option of taking a deduction as a percentage for some employees AND as a fixed dollar amount for other employees. In this case the deduction must be entered twice. Only the "\$" and "%" entry need vary in these separate records. The General Ledger account number and description may remain identical. You may return to the File Maintenance Menu by typing <M>, and pressing the <ENTER> key.

The program then asks for a <Y/N> as to whether to clear this deduction at year-end. Answer <Y> to clear or <N> to accumulate.

Next answer <Y/N> to this question, "IS THIS DEDUCTION TO BE CHANGED BEFORE TAXES?" Answer <Y> to be pre-tax, or <N> for an after tax deduction.

The last question is whether these deductions are to be printed on the W2. Answer <Y> to print, or <N> to not print.

5.2.2 CHANGE A PAYROLL DEDUCTION RECORD

This section presents detailed instructions for changing an existing deduction record. If you wish to make any changes to an existing deduction record, select the line number of the deduction you wish to change, and proceed with your alterations. Only the deduction description, General Ledger account number, and method of deduction (percentage or fixed dollar amount) may be changed. Any changes made are reflected in subsequent reports and listings.

STEP 1: From the MAIN MENU select <1> for FILE MAINTENANCE, and press <ENTER>.

STEP 2: From the File Maintenance Menu select <2> for PAYROLL DEDUCTIONS FILE, and press <ENTER>.

STEP 3: When the Payroll Deductions File is displayed on the screen, select the line number of the deduction record you wish to change, and press <ENTER>.

STEP 4: First, you are prompted to enter a new description. Type the new description for this deduction record and press <ENTER>. If you do not wish to change the deduction description, press the <ENTER> key and the original description remains. The program next prompts for entry of a new General Ledger account number. Type the new account number for this deduction record and press <ENTER>.

Remember that the system formats the number in the standard XXXX-XX configuration. Do not type the hyphen. If you do not want to change the General Ledger account number for this deduction record, press the <ENTER> key and the original General Ledger account number remains.

Next the program prompts for entry of the method of deduction. Type <D> for fixed dollar amount. Type <P> for percentage of gross pay. If you do not wish to change the method of deduction, press the <ENTER> key and the method of deduction will remain unchanged. You may return to the File Maintenance Menu at any time by typing <M>, and pressing <ENTER>. The program then asks for a <Y/N> as to whether to clear this deduction at year-end. Answer <Y> to clear or <N> to accumulate.

Next answer <Y/N> to this question, "IS THIS DEDUCTION TO BE CHANGED BEFORE TAXES?" Answer <Y> to be pre-tax;; no for an after tax deduction.

The last question is whether these deductions are to be printed on the W2. Answer <Y> to print, or <N> to not print.

5.2.3. DELETE A PAYROLL DEDUCTION RECORD

This section presents detailed instructions for deleting a deduction record. A deduction may be deleted only if its to-date totals are zero. If totals exist in the file, the record can only be deleted at year-end, when year-to-date figures are cleared.

Follow these steps to delete deduction records:

STEP 1: From the MAIN MENU select <1> for FILE MAINTENANCE, and press <ENTER>.

STEP 2: From the File Maintenance Menu select <2> for PAYROLL DEDUCTIONS FILE, and press <ENTER>.

STEP 3: When the record is displayed, type <D>. The program prompts "ENTER NUMBER OF DEDUCTION TO BE DELETED". Type the line number of the record to be deleted, and press <ENTER>.

STEP 4: If the specified deduction record contains to-date totals, the record cannot be deleted, and the screen displays the message "THIS DEDUCTION CAN NOT BE DELETED!!! CONTAINS TO-DATE TOTALS!!! PRESS ENTER TO CONTINUE." When the <ENTER> key is pressed, the program returns to the prompt for a deduction number. The deduction may be deleted at year-end when all to-date totals are cleared from memory.

If no to-date totals exist for this deduction record, the program displays the description name, and prompts:

ARE YOU SURE YOU WANT TO DELETE THIS DEDUCTION?

Type <N>, and press <ENTER> if you do not wish to delete this deduction. The program returns to the prompt for a deduction number. Press the <Up-ARROW> key to return to the "SELECT" prompt. Type <Y> (Yes), and press <ENTER> to delete this record.

STEP 5: Type <M> and press <ENTER> to return to the File Maintenance Menu.

5.2.4 ADD OR CHANGE A SAVINGS BOND DEDUCTION

This section presents detailed instructions for adding or changing the General Ledger reference number in the Savings Bond Deduction record. This is the only operator maintained item in this record. If your company has a savings bond purchase plan, period deduction records are also stored in the Payroll Deduction File. The only record item that can be added or changed here is the General Ledger account number.

Follow the instructions below to make any alterations to this record.

STEP 1: From the MAIN MENU select <1> for FILE MAINTENANCE, and press <ENTER>.

STEP 2: From the File Maintenance Menu select <2> for PAYROLL DEDUCTIONS FILE, and press <ENTER>.

The program displays the deductions record. At the bottom of the screen, notice the selection prompt: "(B) SAVINGS BOND DEDUCTION".

STEP 3: Type , and the Savings Bond Deduction record is displayed on the screen.

COMPANY DEDUCTION MAINTENANCE							
		CLEAR	PRE-TAX	W2	LAST		
#	DESCRIPTION	G/L ACCT	YR-END		RUN	M-T-D	Q-T-D Y-T-D
	SAVINGS BOND DEDUCTION	6017.31			25.00	165.00	165.00 165.00
ENTER NEW G/L ACCOUNT PRESS ENTER FOR SELECTION							

Step 4: Type the new General Ledger account number. Remember that the system formats in the standard XXXX-XX configuration. Do not type the hyphen when entering this number. When you have completed this operation, press the <ENTER> key to return to the display of company deductions. Type <M>, and press <ENTER> to return to the File Maintenance Menu. Type <E>, and press <ENTER> to exit to the monitor.

5.3 DEPARTMENT FILE

Section 5.3 presents detailed instructions for adding, changing, and deleting department file records.

Up to 99 individual departments within the company can be specified in this file. These divisions are used for effecting the General Ledger interface and various report functions. Each department must have a specified department number, department description, General Ledger expense account number, and an optional Job Cost system cost code number.

The department file stores up-to-date "system supplied" information regarding hours worked and dollars paid for the last run, month-to-date, quarter-to-date, and year-to-date in each department. These totals are maintained in the department records file to provide instant access via screen display or printout of the payroll expenditures of each company department. To add, change or delete Department File records, follow these instructions:

STEP 1: From the MAIN MENU select <1> for FILE MAINTENANCE, and press <ENTER>.

STEP 2: From the File Maintenance Menu select <3> for DEPARTMENT FILE, and press <ENTER>.

The screen displays the Department File Maintenance Menu:

DEPARTMENT FILE MAINTENANCE	
(1)	ADD A NEW DEPARTMENT RECORD
(2)	CHANGE AN EXISTING DEPARTMENT RECORD
(3)	DELETE AN EXISTING DEPARTMENT RECORD
(M)	RETURN TO MAINTENANCE MENU
(E)	EXIT TO MONITOR

SELECT:

STEP 3: Make your selection. Type <1>, <2>, or <3>, and follow the appropriate instructions below.

5.3.1 ADD A NEW DEPARTMENT RECORD

This section presents detailed instructions for adding new department records. When you add a new department number you need to know:

1. The department number. This number is a reference for "calling" the record in the future, and will appear on various reports and listings.

The department number must not exceed the maximum number of departments for which the system was set up during installation. You may wish to print a Department List (see Section 7.3) for a listing of all existing departments.

2. The name of the department. Any descriptive title is appropriate, up to 20 characters/spaces in length. The title appears on various system reports and listings.

3. The General Ledger account number. This number is referenced by the General Ledger system if you are using the General Ledger interface. The number entered here appears on the General Ledger Distribution Report regardless of a General Ledger Tie-In. If it is important that your General Ledger numbers be sequenced in any particular fashion, you may need to print a General Ledger Distribution Report before assigning a General Ledger account number. This document will familiarize you with the existing configuration of the General Ledger account numbers, and how department references are grouped in the General Ledger. See section 7.13 for instructions to print this document. If the payroll system is interfaced with the General Ledger system (a <Y> (YES) response in the System Information File), a General Ledger account number must be entered here or the update procedure which follows a check run will abort.

4. Throughout this procedure you may return to the Department File Maintenance Menu by pressing the <UP-ARROW> key. Entries are not recorded in the record unless a response has been made for each selection, and you have answered <Y> (YES) to the final prompt.

Follow these instructions to add a new department record:

STEP 1: From the MAIN MENU select <1> for FILE MAINTENANCE, and press <ENTER>.

STEP 2: From the File Maintenance Menu select <3> for DEPARTMENT FILE, and press <ENTER>.

STEP 3: The Department File Maintenance Menu is displayed on the screen. Select <1> for ADD A NEW DEPARTMENT RECORD, and press <ENTER>.

STEP 4: The program prompts for entry of the department number. Type the next sequential number in the file (if there are 10 departments already in the file, type <11>), and press <ENTER>.

If the number entered is already assigned to an existing department, the screen displays this message: "RECORD ALREADY EXISTS", and prompts for entry of another number.

When a valid number has been entered, the program prompts for entry of the following information:

DEPARTMENT FILE MAINTENANCE

1. NAME OF DEPARTMENT.....
2. GENERAL LEDGER/ACCOUNT.....
3. COST CODE NUMBER.....

STEP 5: Type the department name, and press <ENTER>. Use up to 20 characters/spaces for your description.

STEP 6: If the G/L interface is being used, and/or if you plan to print the General Ledger Distribution Report, a General Ledger account number must be entered.

Type any appropriate six figure number, and press <ENTER>. The program automatically formats the number in the standard XXXX-XX configuration upon entry. Do not type the hyphen.

A General Ledger number must be entered here if you have designated that the G/L interface is being used (by typing <Y>, on line 6 in the System Information File), and you have also designated distribution by department (by typing <1> on line 9 in the System Information File). See 5.1 for clarification of these entries.

Just press the <ENTER> key if you do not wish to utilize the General Ledger interface, or print the General Ledger Distribution Report. When the <ENTER> key is pressed a series of zeros (0000-00) appear on the screen.

Do not make an entry here if you are not using the G/L interface (indicated by typing <N> on line 6 in the System Information File), or if G/L distribution is by job class (indicated by typing <2> on line 9 in the System Information File). See Section 5.1 for clarification of these entries.

STEP 7: If the Job Cost System is being utilized, a Job Cost Code number must be entered. Type any appropriate four figure number and press <ENTER>.

Just press the <ENTER> key if you are not utilizing the Job Cost System interface, or printing the Job Cost Distribution Report. When the <ENTER> key is pressed, a zero (0) appears on the screen.

STEP 8: When all entries have been made, the program prompts: "IS EVERYTHING OK?".

Type <N> (NO), and press <ENTER> if you wish to make changes. Select the line you wish to change, and press <ENTER>. Type the new information and press <ENTER>.

Note that when you type <N>, and press <ENTER>, a prompt appears on the screen: " (R) NEXT RECORD".

After making your changes, you may proceed to the next record for entry by typing <R>, and pressing <ENTER>.

If you answer <Y> (YES), this record is entered and the program prompts for entry of a department number. Return to the Department File Maintenance Menu by pressing the <UP-ARROW> key.

STEP 9: Return to the File Maintenance Menu by typing <M>, and pressing <ENTER>. Exit to the Monitor by typing <E>, and pressing <ENTER>.

5.3.2 CHANGE AN EXISTING DEPARTMENT RECORD

This section presents detailed instructions for changing existing Department File records. You may change the department name. General Ledger account number, and Cost Code number of an existing record at any time. Department totals for an existing record are maintained by the system and cannot be changed.

You must know the department number of the record you wish to change in order to display the contents of that record. If you do not know the department number, the Department Master File Printout can supply the reference you need (See Section 7.6 for instructions to print this document).

Throughout this procedure you may return to the Department File Maintenance Menu by pressing the <UP-ARROW> key. Follow these STEPS to change a department file record:

STEP 1: From the MAIN MENU select <1> for FILE MAINTENANCE and press <ENTER>.

STEP 2: From the File Maintenance Menu select <3> for DEPARTMENT FILE, and press <ENTER>.

STEP 3: From the Department File Maintenance Menu displayed select <2> for CHANGE AN EXISTING DEPARTMENT RECORD, and press <ENTER>.

STEP 4: The program first prompts for entry of a department number. Type the number of the existing department for which you want to make a record change, and press <ENTER>.

STEP 5: Once a valid department number is entered, the program displays the contents of that record. The record will look something like this:

DEPARTMENT FILE MAINTENANCE				
1. NAME OF DEPARTMENT001	OFFICE			
2. GENERAL LEDGE ACCOUNT	5000-01			
3. COST CODE NUMBER	1001			
TO-DATE DEPARTMENTS TOTALS	LAST RUN	M-T-D	Q-T-D	Y-T-D
REGULAR HOURS	40.00	431.50	431.50	431.50
OVERTIME HOURS	.00	4.00	4.00	4.00
SPECIAL HOURS	.00	.00	.00	.00
SICK HOURS	.00	8.00	8.00	8.00
VACATION HOURS	.00	.00	.00	.00
TOTAL HOURS	40.00	443.50	443.00	443.50
TOTAL DOLLARS (GROSS PAY)	200.00	4409.63	4409.63	4409.63
NUMBER OF EMPLOYEES	3			
(R) NEXT RECORD	(E) EXIT TO MONITOR			
(M) RETURN TO MAINTENANCE MENU				
SELECT:				

STEP 6: You may change information in lines 1,2, or 3. Type the number of the line you want to change, and press **<ENTER>**. Enter the new data, and press **<ENTER>**.

STEP 7: If you wish to continue changing data in department file records, type **<R>**, and press **<ENTER>**. The program prompts for entry of a department number.

STEP 8: Type **<M>**, and press **<ENTER>** to return to the File Maintenance Menu. Type **<E>**, and press **<ENTER>** to exit to the Monitor.

5.3.3 DELETE AN EXISTING DEPARTMENT RECORD

This section presents detailed instructions for deleting department file records. Only departments lacking employees may be deleted from the file.

Follow these Steps to delete department file records.

STEP 1: From the MAIN MENU select **<1>** for FILE MAINTENANCE, and press **<ENTER>**.

STEP 2: From the File Maintenance Menu select **<3>** for DEPARTMENT FILE, and press **<ENTER>**.

STEP 3: From the Department File Maintenance Menu displayed, select **<3>** for DELETE AN EXISTING DEPARTMENT RECORD, and press **<ENTER>**.

STEP 4: The program prompts for entry of the department number. Type the number of the department you wish to delete from the file, and press **<ENTER>**.

STEP 5: The program displays the contents of this record and prompts: THIS THE CORRECT RECORD?". Examine the displayed record carefully.

Type **<N>** (NO) and press **<ENTER>** (or just press the **<ENTER>** key) if this is not the correct record. The program returns to STEP 4 and prompts for entry of another department number. Type **<Y>** (YES), and press **<ENTER>** if you wish to continue.

STEP 6: When **<Y>** (YES) is typed in STEP 5, and the **<ENTER>** key is pressed, the program prompts:
ARE YOU SURE YOU WANT TO DELETE THIS RECORD?

Type **<N>** (NO), and press **<ENTER>** if you do not wish to delete this record. The program returns to the Department File Maintenance Menu. Type **<Y>** (YES), and press **<ENTER>**, if you wish to continue.

If you answer **<Y>** (YES), and press **<ENTER>**, and employees still remain in the department, the program displays this message: "DEPARTMENT IS NOT DELETABLE! STILL CONTAINS EMPLOYEES PRESS THE "ENTER" KEY TO CONTINUE". When the **<ENTER>** key is pressed, the program returns to the Department File Maintenance Menu.

STEP 7: When **<Y>** (YES) is typed in STEP 6, and the **<ENTER>** key is pressed, the program displays this message :

RECORD DELETED FROM FILE-PRESS ENTER TO CONTINUE

When the <ENTER> key is pressed, the program returns to the Department File Maintenance File.

5.4 JOB CLASSIFICATION FILE MAINTENANCE

Section 5.4 presents instructions for adding, changing, or deleting Job Classification Records.

Up to 99 job classifications may be defined within the system. For each classification defined, you must provide a description of that classification, default pay rate for hours worked (regular, overtime, and special), General Ledger account number (for future reference purposes), Job Cost system cost code number, and the Workman's Compensation reference number.

Keeping these records up to date (adding, changing or deleting job classifications) are the maintenance procedures you perform in this file. This file also contains all to-date totals for each job classification. These to-date totals are maintained by the system, and cannot be altered.

If you are adding to, changing or deleting records in an existing file (after the file has been initially set up), the Job Classification Master File Printout is a valuable reference tool to have available. This document provides you with a comprehensive listing of all existing records. See Section 7.4 for instructions to produce this document.

Follow these Steps to present the Job Classification File Maintenance Menu.

STEP 1: From the MAIN MENU select <1> for FILE MAINTENANCE and press <ENTER>.

STEP 2: From the File Maintenance Menu select <4> for CLASSIFICATION FILE, and press <ENTER>.

STEP 3: The screen displays the Job Classification File Maintenance Menu.

```
JOB CLASSIFICATION FILE MAINTENANCE

1. ADD A NEW JOB CLASSIFICATION RECORD
2. CHANGE AN EXISTING JOB CLASSIFICATION RECORD
3. DELETE AN EXISTING JOB CLASSIFICATION RECORD

(M) RETURN TO MAINTENANCE MENU
(E) EXIT TO MONITOR
SELECT:
```

Make your selection, type <1>, <2>, or <3>, and follow the appropriate instructions below.

5.4.1 ADD A NEW JOB CLASSIFICATION RECORD

This section presents detailed instructions for adding job classification records. If you are adding a Job Classification record to an existing file (after the Job Classification File has been initially set up) the Job Classification Master File Printout can serve as a valuable reference. This document can serve as a guide in setting up additional records. See Section 7.4 for instructions to produce this reference tool.

Follow these Steps to add a record:

STEP 1: From the Job Classification File Maintenance Menu select <1> for ADD A NEW JOB CLASSIFICATION RECORD, and press <ENTER>.

STEP 2: The program prompts for entry of a classification number. The number must not be previously assigned to another classification, or exceed the maximum number of classifications initially set up in the system.

Type the Classification number and press <ENTER>. If you enter a number that has already been assigned to another classification, the program displays this message: "RECORD ALREADY EXISTS", and prompts for entry of another number. If the number entered is valid, the program displays the following record for entry:

JOB CLASSIFICATION FILE MAINTENANCE

1. CLASSIFICATION DESCRIPTION
2. REGULAR DEFAULT RATE
3. OVERTIME DEFAULT RATE
4. SPECIAL DEFAULT RATE
5. GENERAL LEDGER ACCOUNT
6. COST CODE NUMBER
7. WORKMANS COMPENSATION CODE

STEP 3: Follow these guidelines for each line of entry. You may return to the Job Classification File Maintenance Menu at any time by pressing the <DOWN-ARROW> key. Incomplete records will not be entered in the file.

1. CLASSIFICATION DESCRIPTION

Type up to 20 characters spaces.

Any description for this job class is acceptable up to 20 characters/spaces. Type the description and press <ENTER>.

2. REGULAR DEFAULT RATE

Type up to six numeric characters.

Enter the regular pay rate for this job class, and press <ENTER>.

Remember to allow for three decimal places when typing this dollar amount. Do not type the decimal. The system supplies the decimal upon entry.

3. OVERTIME DEFAULT RATE

Type up to six numeric characters.

Enter the overtime pay rate for this job class, and press <ENTER>.

Remember to allow for three decimal places when typing this number. Do not type the decimal. The system supplies the decimal upon entry.

4. SPECIAL DEFAULT RATE

Type up to six numeric characters.

Enter the special pay rate for this job class, and press <ENTER>.

The special pay rate is usually the rate specified for hours worked beyond the specified overtime cutoff. Remember to allow for three decimal places when typing this number. Do not type the decimal. The system supplies the decimal upon entry.

NOTE: Individual employee pay rates may be entered in the Employee Master File, and will override the entries made here on lines 2,3, and 4.

5. GENERAL LEDGER ACCOUNT

Type 6 numeric characters.

Enter the General Ledger account number for this job classification. Entry here is necessary if Payroll data is transferred automatically to the General Ledger Distribution File, OR if you wish to print the Payroll General Ledger Distribution Report (if type of distribution selected is by job classification).

Type any acceptable six figure number, and press <ENTER>. You may want to print a Payroll General Ledger Distribution Report before entry to familiarize yourself with how Job Classifications are presently grouped in the General Ledger reference file. The program formats the number upon entry in the standard XXXX-XX configuration. Do not type the hyphen.

A General Ledger account number must be entered here if the General Ledger system is interfaced with the Payroll System (indicated by typing <Y> on line 6 in the System Information File), and distribution is by Job Classification (indicated by answering <2> on line 9 in the System Information File).

6. COST CODE NUMBER

Type up to four numeric characters.

If the Job Cost System is being utilized, and/or you want to be able to print the Job Cost Distribution Report, type the Cost Code number for this job Classification and press <ENTER>.

Any four-figure number is acceptable.

Type this number, <ENTER>.

7. WORKMANS COMPENSATION CODE

Type up to three characters.

Enter the Workman's Compensation Code number which applies to this job classification <ENTER>. The definition is displayed upon entry. Consult the Workman's Compensation Cross Reference File (Section 5.8) for a listing of definitions for each Compensation Code number.

STEP 4: When all entries have been made the program prompts: "IS EVERYTHING O.K.?".

If you want to make a change type <N> (NO), <ENTER>. Select the line number you wish to change, press <ENTER>, follow with the altered information, <ENTER>. Select <R> <ENTER> for the next record.

If you answer <Y> (YES), and press <ENTER>. The record is entered and the program prompts for entry of another classification number.

STEP 5: Return to the Job Classification File Maintenance Menu by pressing the <UP-ARROW> key.

5.4.2 CHANGE AN EXISTING JOB CLASSIFICATION RECORD

This section presents detailed instructions for changing existing job classification records.

Alterations to the Job Classification File can be made at any time. Any changes are reflected in subsequent system printouts and calculations.

Follow these Steps to make record changes:

STEP 1: From the Job Classification File Maintenance Menu select <2> for CHANGE AN EXISTING JOB CLASSIFICATION RECORD, and press <ENTER>.

STEP 2: The program prompts for entry of a Classification number. Type the number of the record you wish to change, and press <ENTER>.

STEP 3: The program prompt displays the contents of that record on the screen. Type the line number of the data you wish to change, follow with the new information, and press,<ENTER>.

Type <R>, and press <ENTER> to change another record.

Type <M>, and press <ENTER> to return to the File Maintenance Menu.

Type <E>, and press <ENTER> to exit to the Monitor.

Type <P>, and press <ENTER> to print the distribution. Totals are printed and the program returns to the Job Classification File Maintenance Menu.

Type <D>, and press <ENTER> to display the distribution. Press <ENTER> to return to the record that was changed.

5.4.3 DELETE AN EXISTING JOB CLASSIFICATION RECORD

This section presents detailed instructions for deleting job classification records. Only records lacking activity in the current quarter may be deleted.

STEP 1: From the Job Classification File Maintenance Menu select <3> for DELETE AN EXISTING JOB CLASSIFICATION RECORD, and press <ENTER>.

STEP 2: The program prompts for entry of a Job Classification Number. Enter the number of the job Classification record you want to delete, and press <ENTER>.

STEP 3: When a valid Job Classification number is entered, the program displays the contents of that record and prompts: "ARE YOU SURE YOU WANT TO DELETE THIS RECORD?"

Type <N> (NO), and press <ENTER>, if you decide that you do not want to delete this record (or press the <ENTER> key) and the record will be saved. The Program returns to the File Maintenance Menu. Type <Y> (YES), and press <ENTER> if you wish to delete this record. If you answer <Y> (YES), and press <ENTER>, and there has been system activity for this record during the present quarter, the screen displays the message "RECORD NOT DELETABLE! CONTAINS DATA FOR THE CURRENT QUARTER PRESS THE "ENTER" KEY TO CONTINUE". When the <ENTER> key is pressed, the program returns to the Job Classification File Maintenance Menu.

If you answer <Y> (YES), and press <ENTER> and there has been no activity for this record during the present quarter, the screen displays the message "RECORD DELETED FROM FILE - PRESS THE "ENTER" KEY TO CONTINUE". When the <ENTER> key is pressed, the program returns to the Job Classification File Maintenance Menu.

5.5 NATIONAL ORIGIN FILE

Section 5.5 presents instructions for adding, changing, and deleting records in the National Origin file. If national origin codes are not going to be entered in the Employee Master File, this procedure can be skipped.

This file stores optional information concerning the ethnic background of all employees. If specified, the descriptions entered here appear on the Detailed Employee Master File Printout (see Section 7.2 for instructions to print this document). The file can store up to 30 different national origin specifications.

Follow these steps to add, change, or delete these records:

STEP 1: From the MAIN MENU select <1> for FILE MAINTENANCE and press <ENTER>.

STEP 2: From the File Maintenance Menu select <5> for National ORIGIN FILE, and press <ENTER>.

STEP 3: The contents of the file are displayed on the screen:

NATIONAL ORIGIN MAINTENANCE			
1. CAUCASIAN	11.		21.
2. AFRO-AMERICAN	12.	12.	22.
3. ORIENTAL	13.		23.
4. PUERTO RICAN	14.		24.
5.	15.		25.
6.	16.		26.
7.	17.		27.
8.	18.		28.
9.	19.		29.
10.	20.		30.
(D) DELETE AN EXISTING RECORD		(E) EXIT TO MONITOR	
(M) RETURN TO MAINTENANCE MENU			
SELECT: __			

5.5.1 ADD A NATIONAL ORIGIN RECORD

STEP 1: From the displayed National Origin File select an unused line number, and press <ENTER>. Type the desired description, and press <ENTER>.

STEP 2: RETURN to the File Maintenance Menu by typing <M>. Exit to the Monitor by

typing <E>.

5.5.2 CHANGE A NATIONAL ORIGIN RECORD

STEP 1: From the displayed National Origin File select the line number of the record you wish to change, and press <ENTER>. Type the new information, and press <ENTER>.

STEP 2: Return to the File Maintenance Menu by typing <M>. Exit to the monitor by typing <E>.

5.5.3 DELETE A NATIONAL ORIGIN RECORD

STEP 1: From the displayed National Origin File type <D>, and press <ENTER>. The program prompts "ENTER NUMBER OF RECORD TO DELETE".

STEP 2: Type the line number of the record you wish to delete and press <ENTER>. The record name is displayed and the program prompts "ARE YOU SURE YOU WANT TO DELETE THIS RECORD".

If you answer <N,> the record is not deleted. If you answer <Y>, the record is selected and the record disappears from the screen.

STEP 3: Return to the File Maintenance Menu by typing <M>. Exit to the Monitor by typing <E>.

5.6 EMPLOYEE MASTER FILE

The Employee Master File stores comprehensive demographic and payroll related information for each employee in your company. Of all the files in the Payroll System, this is the file you will access most often for various additions, changes, deletions, and terminations of employee records.

The Employee Master File is organized into six "pages" of data:

1. Demographic Data
2. Tax and Withholding Data
3. Job classification and Rate Data
4. Deduction Information and Totals
5. Month, Quarter and Year-To-Date Totals
6. Multi-State File Maintenance and Inquiry

The Payroll system refers to the information entered here in the production of various reports and listings, the writing of checks, and other routine system calculations.

Follow the Step-by-Step instructions to cover each selection in the initial Employee File Maintenance Menu:

```
EMPLOYEE FILE MAINTENANCE
1. ADD A NEW EMPLOYEE RECORD
2. CHANGE AN EXISTING EMPLOYEE RECORD
3. DELETE AN EXISTING EMPLOYEE RECORD
4. TERMINATE AN EMPLOYEE

(M) RETURN TO MAINTENANCE MENU
(E) EXIT TO MONITOR

SELECT:___
```

Access to this sub-menu is accomplished in the following manner:

STEP 1: From the Payroll MAIN MENU, select <1> for FILE MAINTENANCE and press <ENTER>.

STEP 2: From the File Maintenance Menu, select <6> for EMPLOYEE MASTER FILE, and press <ENTER>.

The program displays the Employee File Maintenance Menu illustrated above. Follow the appropriate instructions below to complete your chosen operation.

5.6.1 ADD A NEW EMPLOYEE RECORD

When adding employee records, you will need a great deal of information to complete a record satisfactorily. Be sure you have assembled all relevant employee information before attempting this procedure.

Your ProCom Dealer Representative can supply you with "Input Sheets" which can greatly facilitate data entry. These sheets contain entry space (in order of entry) for all the information you need to enter a complete and correct record.

Five of the six pages (or screens) in each employee record requires data entry. You select move on to the next "page" of the record when the current page is completed. Be sure you cover all six pages when entering a record. (Page 5 is maintained by the system and is skipped in "add" mode but can be displayed in "change" mode.) The page number of each page appears in the middle of the screen heading.

Some entries are optional. This is explained as you go through the instructions. You may return to the Employee File Maintenance Menu when the Employee Record is complete by pressing the <UP-ARROW> key. Information is entered in the record as you complete each page.

Be sure to follow the instructions carefully to ensure the entry of a complete and correct record. Follow these steps to add a new employee record:

STEP 1: From the File Maintenance Menu, select <6> for EMPLOYEE MASTER FILE, and press <ENTER>.

STEP 2: From the Employee File Maintenance Menu, select <1> for ADD A NEW EMPLOYEE RECORD, and press <ENTER>.

STEP 3: The program prompts for entry of an employee number. Type this number and press <ENTER>.

The employee identification number identifies the employee in various system operations. Any number up to four figures is acceptable. If you are adding a record to an existing file, an Employee Master File Printout may be helpful in selecting an employee identification number. See Section 7.2 for instructions to print this document.

STEP 4: When the employee identification number is entered, the program prompts: "ENTER NAME TO APPEAR ON PAYCHECK". Type the employee's full name, and press <RETURN>. You may use up to 24 characters/spaces.

STEP 5: When the employee's name is typed, and the <ENTER> key is pressed, the program prompts: "ENTERED O.K.?"

Type <N> (NO), and press <ENTER> if you wish to re-enter the employee's name. Type <Y> (YES), and press <ENTER> if you wish to continue.

STEP 6: When <Y> (YES) is typed in STEP 5, and the <ENTER> key is pressed, the first "page" of the record appears on the screen for data entry.

Note that the employee identification number and employee name appear at the top of the record.

PAGE 1 - DEMOGRAPHIC DATA

The information entered on page 1 of the Employee Master File includes all the vital statistics that identify the employee for usual business purposes. Note where the system has default options to speed data entry. To add demographic data to page one of the employee record, follow STEPS 7 and 8 below:

```

0033 SAMUEL J. JOHNSON PAGE (1)                                *ADD
1.  EMPLOYEE NAME.....  SAMUEL J. JOHNSON
2.  STREET ADDRESS.....
3.  CITY.....
4.  STATE.....
5.  ZIP CODE.....
6.  DEPARTMENT.....
7.  PHONE NUMBER.....
8.  EMPLOYEE SEX.....
9.  DATE OF BIRTH.....
10. EMPLOYEE TYPE.....
11. EMPLOYEE TYPE.....
12. MARTIAL STATUS.....
13. NATIONAL ORIGIN.....
14. EMPL. START DATE.....
15. TERMINATION DATE.....
16. TERMINATION TYPE.....
17. SOCIAL SECURITY NUMBER....
18. QUALIFIED PENSION PLAN....
19. DEFERRED COMPENSATION.....

```

STEP 7: Enter the information called for, line for line. Press the <ENTER> key following each entered line to advance the cursor to the next line. Note the following guidelines for entering page 1 of the employee record:

1. EMPLOYEE NAME

Entered automatically. The employee name is entered automatically, as typed in STEP 3.

2. STREET ADDRESS

Type up to 24 characters/spaces. Type the street address or Post Office Box for this employee, and press <ENTER>. Up to 24 characters/spaces are accepted.

3. CITY

Type up to 15 characters/spaces. Type the employee's city or town of residence, and press <ENTER>. Up to 15 characters/spaces are accepted.

4. STATE

Type 2-character abbreviation. Type the standard 2-letter abbreviation, and press <ENTER>.

5. ZIP CODE

Type 5 numeric characters. Type the standard 5-figure zip code, and press <ENTER>.

6. DEPARTMENT

Type 2 numeric characters. Type the number of the department in which this employee works, and press <ENTER>. All departments are numbered and defined in the Department File (see Section 5.3).

7. PHONE NUMBER

Type up to 10 numeric characters. Type the full phone number for the employee, including the area code, and press <ENTER>. Do not type any separating punctuations. When the number is entered, the program formats the number and inserts appropriate punctuation.

8. EMPLOYEE GENDER

Type <M> or <F>. Type <M>, and press <ENTER> if the employee is male. Type <F>, and press <ENTER> if the employee is female.

This information is optional. Press the <ENTER> key to continue if sex is not to be specified.

9. DATE OF BIRTH

Type MMDDYY. Type the correct 5 or 6-character date of birth for this employee, and press <ENTER>. The day of birth and year of birth must have 2 characters. Type a leading zero if necessary (EXAMPLE: Type 20754 for February 7, 1954). Do not type the slash marks or any separating characters. The system inserts slash marks when date is entered.

This entry is optional. Just press the <ENTER> key if the employee birthdate is not to be specified.

10. EMPLOYEE TYPE

Type <1> or <2>. Type <1>, and press <ENTER> (or just press the <ENTER> key), if the employee is full-time. Type <2> and press <ENTER>, if the employee is part-time.

11. EMPLOYEE TYPE

Type <1> or <2>. Type <1>, and press <ENTER> (or just press the <ENTER> key), if the employee is permanent. Type <2> and press <ENTER>, if the employee is temporary.

12. MARTIAL STATUS

Type <S> or <M>. Type <S>, and press <ENTER> (or just type the <ENTER> key) if the employee is single. Type <M>, and press <ENTER>, if the employee is married. Designation of marital status here determines which tax table is used by the system to compute employee taxes. If a married employee wants taxes deducted based on a single filing status then <S> should be entered here. This entry is required, and may not be skipped.

13. NATIONAL ORIGIN

Type up to 2 numeric characters. This is an optional entry. If desired, type the number corresponding with the defined national origin in the national origin file. See Section 5.5 for information regarding the National Origin File.

14. EMPL. START DATE

Type MMDDYY. Enter the date which marks the beginning of effective employment, and press <ENTER>. The date must be 5 or 6 characters. Enter a leading zero for the day if necessary (EXAMPLE: Type 20284 for February 2, 1984).

By simply pressing the <ENTER> key, the system date is entered. The system date is the date entered when the system was initially turned on.

15. TERMINATION DATE

Not entered in "add" mode. This entry is skipped when in "add" mode. An Employee cannot be terminated in "add" mode. The cursor moves automatically to line 17.

16. TERMINATION TYPE

Not entered in "add" mode. This entry is also skipped in "add" mode. The cursor moves automatically to line 17.

17. SOCIAL SECURITY NUMBER

Type 9 numeric characters. The Social Security Number must be entered. Type the standard 9-figure number, and press <ENTER>. Do not type any separating punctuations. The system formats the number and inserts necessary punctuation upon entry.

18. QUALIFIED PENSION PLAN

Type <Y> or <N>. Type <Y> (YES), and press <ENTER> only if this question is answered yes on the employee's W2 form. Otherwise type <N> (NO), and press <ENTER> (or just press the <ENTER> key). As of 1983, this no longer exists on the W2 form.

DEFERRED COMPENSATION:

STEP 8: When these entries are made, the program prompts: "IS EVERYTHING O.K.?".

If you answer <N> (NO), you have indicated that you are not ready to continue to page 2, and wish to change something on this page of the record. When <N> is pressed, select a line number of the information you wish to change, press <ENTER>, enter the new information, and press <ENTER>. When corrections are complete, type <P> and press <ENTER> for next page. The program prompts "IS EVERYTHING O.K.?". Type <Y>, and press <ENTER> to continue.

If you answered <Y> (YES), page 2 of the employee record is presented for data entry.

PAGE 2 - TAX AND WITHHOLDING DATA

The information entered on page 2 of the employee record determines the dollar amounts deducted from the employee paycheck each pay period for tax purposes. Also, earned and taken vacation information is entered on this page and maintained in this file. Some special deductions that only apply to selected employees can also be specified.

To add tax and withholding data to page 2 of the employee record follow STEPS 9 and 10 on the following page:

0033 SAMUEL J. JOHNSON PAGE	(2)	*ADD
1. PAY PERIOD.....		1. WEEKLY
2. PAY FREQUENCY.....		2. BI-WEEKLY
3. PAY TYPE.....		3. SEMI-WEEKLY
4. BASE PAY.....		4. MONTHLY
5. STATE TAX CODE.....		5. QUARTERLY
6. LOCAL TAX CODE.....		6. SEMI-ANNUAL
7. NUMBER OF TAX EXEMPTIONS.....		7. ANNUAL
8. ADD FED. WITHHOLDING.....		8. DAILY/MISC
9. ADD STATE WITHHOLDING.....		
10. ADD LOCAL WITHHOLDING.....		
11. FICA TO BE WITHHELD?.....		
12. FICA EXEMPT INCOME PER PERIOD.....		
13. UNUSED VACATION HOURS.....		
14. TOTAL VACATION HOURS PAY T-D.....		
15. VAC. HOURS EARNED PER PERIOD.....		
16. SAVINGS BOND DEDUCTION.....		
17. SAVINGS BOND SIZE.....		
18. SAVINGS BOND BALANCE.....		
19. EMPLOYEE FILING FORM W-5?.....		
20. UNUSED SICK HOURS.....		
21. TOTAL SICK HOURS PAID TO DATE.....		
22. SICK HOURS EARNED PER PERIOD.....		

STEP 9: Enter the information called for, line for line. Type the <ENTER> key after each entry to advance the cursor to the next line position. Note the following guidelines for each line entry:

1. PAY PERIOD

Specify 1 - 8.

The pay period refers to how often the employee's attendance is posted. It is used to determine which wage bracket tax table is used in calculating this employee's taxes. Select the pay period that corresponds with the tax table period. Type the number corresponding to this pay period as displayed in the upper right of the screen, and press <ENTER>. You can type the <ENTER> key if the selection is <1> (weekly).

2. PAY FREQUENCY

Select 1 - 8. The pay frequency refers to how often the employee receives a paycheck.

Enter the code number (as defined in the upper left of the screen) that best describes this frequency. You can type the <ENTER> key if the selection is <1> (weekly).

The pay frequency specified is for your information only, and does not affect processing.

3. PAY TYPE

Type <H>, <S>, to <T>. Type <H>, and press <ENTER> (or press the <ENTER> key) if the employee is paid hourly.

Type <S>, and press <ENTER>, if the employee is salaried.

Type <T>, and press <ENTER>, if the employee is paid hourly and meals and tips are recorded as part of the salary.

Entry here determines the nature of attendance entry when posting attendance for this employee.

4. BASE PAY

Type a dollar amount. This entry applies to salaried employees only. Enter the employee's normal gross wages for one paycheck. Remember to allow for two decimal places when typing this amount. Do not type the decimal. The system inserts the decimal upon entry.

5. STATE TAX CODE

Type two characters. Entry here determines which wage bracket tax table is used in calculating the employee's state tax. Up to 31 tax tables are defined in the Tax Table File (5-7). Consult this file if you are not sure what table code to indicate here.

Type the code number for the state in which the employee works most frequently, and press <ENTER>.

6. LOCAL TAX CODE

Type up to six characters. If a local or city tax is required, enter the appropriate number as defined in the Tax Table File (5.7), and press <ENTER>.

7. NUMBER OF TAX EXEMPTIONS

Type up to 2 numeric characters. Enter the number of exemptions claimed on the employee's W4 form, and press <ENTER>. If the employee is exempted from federal tax, enter a minus <-> sign next to this number.

8. ADD FED. WITHHOLDING

Type a dollar amount

9. ADD STATE WITHHOLDING

Type a dollar amount

10. ADD LOCAL WITHHOLDING

Type a dollar amount. If the employee wishes to have more withholdings than the calculated amount for each pay frequency, enter in these lines, the additional federal, state, or local withholding desired, and press <ENTER>. This amount is withheld once each pay frequency, even if the employee has multiple paychecks.

The entered amount can be negative. Use a negative figure for a personal exemption that can't be built into the tax table, because it does not apply to all employees in that pay period.

Remember to allow for two decimal places when entering this amount. Do not type the decimal. The program inserts the decimal upon entry. The system defaults to ".00" if just the <ENTER> key is pressed.

11. FICA TO BE WITHHELD

Type <Y> or <N>. Type <N> (NO), and <ENTER> if all of the employee's gross pay is FICA exempt. Otherwise, type <Y> (YES), and press <ENTER>, or just press the <ENTER> key.

12. FICA EXEMPT INCOME PER PERIOD

Type dollar amount. If a portion of the employee's regular gross pay is FICA-exempt, enter the amount here, and <ENTER>. If all or none of the gross pay is FICA exempt, press the <ENTER> key only, leaving this line blank.

Be sure to enter the amount exempt per period. Divide the annual amount exempt by the number of pay periods this employee has in one year. Remember to allow for two decimal places when entering this amount. Do not type the decimal. The system inserts the decimal upon entry.

NOTE: Read the following paragraphs before entering lines 13, 14, 15.

The Employee Master File contains information regarding the vacation time earned and unused by each employee in your company. Lines 13,14, and 15 on page (2) of the record is where you record this information.

When the system is installed, the number of unused vacation hours, the total vacation hours, the total vacation hours paid-to-date (since the employee's starting date), and optionally - the number of vacation hours earned per pay period are entered. If the number of vacation hours earned per period is entered, the system automatically updates the number of unused vacation hours each pay period. Alternately, enter <0> for vacation hours earned per pay period, and post vacation hours at year end (or as they are earned) by using a special vacation hours posting procedure (see Section 13.9). Use this special posting program to change the unused or accrued vacation hours whenever possible (it is much faster than using the Employee Master File Maintenance program).

Whether you let the system keep a running count of the employee's unused vacation hours each pay period, or post them manually on a periodic basis, the program automatically subtracts the appropriate number of hours and adds them to the total vacation hours paid-to-date. This operation is accomplished whenever the employee is paid for vacation time. When unused vacation hours equal zero, attendance posting (Chapter 6) does not allow the entry of vacation hours (and corresponding dollar amounts) for that employee.

13. UNUSED VACATION HOURS

Type up to 5 numeric characters. Type any number up to five figures (including two decimal places), and press <ENTER>.

Enter the total number of vacation hours earned, but not yet taken, by this employee. Allow for two decimal places when typing this number. Do not type the decimal; the program inserts the decimal upon entry.

14. TOTAL VACATION HOURS PAY-T-D

Type up to six numeric characters. Type any number up to six figures (including two decimal places), and press <ENTER>.

Enter the total number of vacation hours taken by the employee since the beginning of his or her employment at your company. Allow for two decimal places when typing this number. Do not type the decimal, the program inserts the decimal upon entry.

15 VAC. HOURS EARNED PER PERIOD

Type up to 5 numeric characters. Type any number up to five figures (including two decimal places), and press <ENTER>.

Enter the vacation time earned per pay period by this employee. Allow for two decimal places when typing this number. The time entered here is added to the unused vacation hours figured each pay run. Type <O>, and press <ENTER> if you wish to periodically post the vacation hours all at once, rather than have them accrue gradually.

16. SAVINGS BOND DEDUCTION

Type up to 5 numeric characters. Type any number up to five figures (including two decimal places), and press <ENTER>. Enter the amount deducted from each paycheck (if any).

Remember to allow for two decimal places when entering dollar amounts. Do not type the decimal; the program inserts the decimal upon entry.

17. SAVINGS BOND SIZE

Type up to 5 numeric characters. Type any number up to five figures (including two decimal places), and press <ENTER>. Enter the denomination of the Savings Bond received.

18. SAVINGS BOND BALANCE

Type up to 5 numeric characters. Type any dollar amount up to five figures (including two decimal places), and press <ENTER>.

Enter the total amount deducted year-to-date for Savings Bonds which have not yet been returned to the employee in the form of actual Savings Bonds.

When a bond is issued, the Savings Bond balance automatically decreases by the Bond amount.

19. EMPLOYEE FILING FORM W5?

Type <Y> or <N>. Type <N> (NO), and <ENTER>, or just press the <ENTER> key if this employee is not applying for Earned Income Credit.

Type <Y> (YES), <ENTER>, if the employee is applying for Earned Income Credit. This credit amount is automatically added back into the employees net pay after taxes are deducted.

Individuals in households with at least one child and a combined income of less than a designated amount may qualify for Earned Income Credit. This is a tax credit distributed equally over each pay period. The employer gives the credit to the employee each pay period and is reimbursed by the federal government on a quarterly basis.

20. UNUSED SICK HOURS

Type up to 5 numeric characters. Enter any number up to 5 figures (include two decimal places), and press <ENTER>.

21. TOTAL SICK HOURS PAID TO DATE

Type up to 5 numeric characters. Enter any number up to 5 figures (include two decimal places), and press <ENTER>. Enter the total amount of sick hours paid to date, since the beginning of employment for this employee. Do not enter decimal; the program inserts the decimal upon entry.

22. SICK HOURS EARNED PER PERIOD

Type up to 5 numeric characters. Type any number up to 5 figures (include two decimal places), and press <ENTER>. Enter sick hours earned per pay period by this employee. Allow for two decimal places. When typing this number, the time entered here is added to the unused sick hours each pay run. Type <0> and press <ENTER> if you want to periodically post the sick hours all at once, rather than have them accrue gradually.

STEP 10: When these entries have been made, the program prompts: IS EVERYTHING O.K.?

If you answer <N> (NO), you have indicated that you are not ready to continue to page 3, and wish to change something on this page of the record. When <N> is pressed, select the line number of the information you wish to change, press <ENTER>; type the new information, and press <ENTER>. When all changes have been made, type <P> and press <ENTER>. The program presents this prompt: "EVERYTHING O.K.?" Type <Y>, and press <ENTER> to continue.

If you answer <Y>, and press <ENTER>, page 3 of the record is presented for data entry.

PAGE 3 - JOB CLASSIFICATION AND RATE DATA

Page 3 of the employee record enables you to define the job classification(s) for each employee, and the pay rates coinciding with the specified job. Up to four job classifications can be specified for each employee.

Each employee must have at least one classification code set up in this file. If you do not wish to use the job cost capabilities, then set up only one classification in the Classification File (see Section 5.4). Enter <MISC> for the description, and <0.00> for the default rate. Then enter each employee's rates individually on this page (page 3) of the Employee Master File.

This page of the employee record can also be used if an employee works in several departments. Because only one department can be specified in the Employee Master File (on page 1), you can set up one file in the Department File (see Section 5.3) and assign it to all employees (on page 1 of the Employee record). Then, use this page of each employee's record to specify the various departments in which he or she works.

The prompts for entry will vary according to the pay type specified on page 2 of this record. STEPS 9 through 13 describe page 3 entry for Hourly employees. STEPS 14 through 17 describe page 3 entry for Salaried employees.

HOURLY

If you indicated an hourly rate on page 2 of this record, page 3 will look something like this:

0033 SAMUEL J. JOHNSON	PAGE (3)	*ADD
1. JOB CLASSIFICATION NUMBER.....		
1A. REGULAR RATE.....		
1B. OVERTIME RATE.....		
1C. SPECIAL RATE.....		
2. JOB CLASSIFICATION NUMBER.....		
2A. REGULAR RATE.....		
2B. OVERTIME RATE.....		
2C. SPECIAL RATE.....		
3. JOB CLASSIFICATION NUMBER.....		
3A. REGULAR RATE.....		
3B. OVERTIME RATE.....		
3C. SPECIAL RATE.....		
4. JOB CLASSIFICATION NUMBER.....		
4A. REGULAR RATE.....		
4B. OVERTIME RATE.....		
4C. SPECIAL RATE.....		

To add job classification and pay rate data on page 3 of the employee record for an HOURLY employee, follow STEPS 11 through 13 below:

STEP 11: Enter the information called for as described below:

1. JOB CLASSIFICATION NUMBER

Type up to 2 numeric characters. Enter the Job Classification number (as defined in the Job Classification File, see Section 5.4) for this employee, and press **<ENTER>**.

If an employee works in more than one classification, enter the classification which is most notable first.

1A. REGULAR RATE

Type up to 8 numeric characters. Next, enter the employee's hourly rate for this job classification, and press **<ENTER>**.

Remember to allow for three decimal places when typing this dollar amount. If you are using the hourly rate specified for this classification in the Job Classification File, just press the **<ENTER>** key, and the specified rate appears on the screen. This rate is preceded by an asterisk ("*").

If this rate is changed in the Job Classification File, it will be changed automatically if the rate is preceded by an asterisk ("*").

1B. OVERTIME RATE

Type up to 8 numeric characters. Enter the employee's overtime rate for this job classification, and press **<ENTER>**. Remember to allow for three decimal places when typing this dollar amount.

If you are using the overtime rate specified for this classification in the Job Classification File, just press the **<ENTER>** key, and the specified rate appears on the screen. This rate is preceded by an asterisk ("*").

If this rate is changed in the Job Classification File, the rate is changed here automatically if the rate is preceded by an asterisk ("*").

1C. SPECIAL RATE

Type up to 8 characters.

Enter the employee's special rate for this job classification, and press **<ENTER>**. Remember to allow for three decimal places when typing this dollar amount. If you are using the special rate specified for this classification in the Job Classification File, just press the **<ENTER>** key, and the specified rate appears on the screen. This rate is preceded by an asterisk ("*"). If this rate is changed in the Job Classification File, the rate is changed here automatically if the rate is preceded by an asterisk (*).

STEP 12: Enter the job classification data for each classification which applies to this employee (a maximum of four). When complete, press the **<ENTER>** key. If you have not entered all four classifications, you must press the **<ENTER>** key when the cursor is at a JOB CLASSIFICATION NUMBER prompt position.

STEP 13: When the **<ENTER>** key is pressed, the program prompts: "IS EVERYTHING O.K.?" If you answer **<Y>**, and press **<ENTER>**, page four of the record is presented for data entry. If you answer **<N>** (NO), and press **<ENTER>**, you have indicated that you are not ready to continue to page 4 and wish to change something on this page of the record.

When **<N>** is pressed, select the line number of the information you wish to change, and press **<ENTER>**. Enter the new information, and press **<ENTER>**. When all changes have been made, type **<P>** and press **<ENTER>**. The program prompts: "IS EVERYTHING O.K.?" Type **<Y>**, and press **<ENTER>** to continue.

SALARIED

If the employee is salaried (as indicated in Page 2 of this record) page 3 will look something like this:

0033	WILLIAM BURROUGHS	PAGE (3)	*ADD
1.	JOB CLASSIFICATION NUMBER.....		
1A.	REGULAR HOURS PER SALARY.....		
2.	JOB CLASSIFICATION NUMBER.....		
2A.	REGULAR HOURS PER SALARY.....		
3.	JOB CLASSIFICATION NUMBER.....		
3A.	REGULAR HOURS PER SALARY.....		
4.	JOB CLASSIFICATION NUMBER.....		
4A.	REGULAR HOURS PER SALARY.....		

To add job classification data on page 3 of the employee record for a salaried employee, follow STEPS 14 through 16 below:

STEP 14: Enter the information called for, line for line. Press **<ENTER>** following each entry to advance the cursor to the next line. Follow these guidelines when making your entries:

1. JOB CLASSIFICATION NUMBER

Type up to 2 characters. Type the job classification number for this employee (as defined in the Job Classification File, see Section 5.4) and press **<ENTER>**. If this employee works in more than one job classification, enter the most notable classification first.

1A. REGULAR HOURS PER SALARY

Type up to seven characters. Type the number of regular hours worked per pay period, and press **<ENTER>**. Remember to allow for three decimal places when typing this number. The figure entered is used during Payroll Attendance entry to calculate an hourly rate for computation of

vacation hours (when they are taken), and to update the Employee Master File.

STEP 15: Enter this job classification data for each classification in which the employee works (to a maximum of four). When complete, press the **<ENTER>** key. If you have not entered all four classifications, you must press the **<ENTER>** key when the cursor is at the JOB CLASSIFICATION NUMBER prompt position.

STEP 16: When all job classifications have been entered, and the **<ENTER>** key has been pressed, the program prompts: "IS EVERYTHING O.K.?". If you answer **<N>** (NO) and press **<ENTER>**, you have indicated that you are not ready to continue to page 4, and you wish to change something on this page of the record.

When **<N>** is pressed, select the line number of the information you wish to change, press **<ENTER>**. Enter the new information, and press **<ENTER>**. If you answer **<Y>**, and press **<ENTER>**, page four of the employee record is presented for data entry.

PAGE 4 - DEDUCTION INFORMATION AND TOTALS

Page 4 of the employee record is where you enter all relevant company deductions (defined in the DEDUCTION FILE, Section 5.2) that apply to each individual employee. A printed list of all Company Deductions and their corresponding code numbers can be helpful in entering this page of the record. See Section 7.6 for instructions to print this document.

You can specify up to eight deductions for each employee. Also specified is the deduction cutoff amount and the frequency of the deduction (every paycheck, first week of the month, fourth week of the month etc.).

Follow these STEPS to add deduction information to page 4 of the employee record:

STEP 17: The program first prompts: "DO YOU WISH TO ADD DEDUCTIONS FOR THIS EMPLOYEE?". If you answer **<N>** (NO), and press **<ENTER>**, you can avoid making any entries on page 4, and proceed immediately to page 6 (page 5 is skipped in "add" mode). If you answer **<Y>** (YES), and press **<ENTER>**, page 4 of the employee record is presented for data entry:

```
0034 WILLIAM L. BURROUGHS          PAGE (4)          *ADD
1.      DEDUCTION NUMBER
1A.     DEDUCTION AMOUNT
1B.     DEDUCTION CUTOFF
1C.     DEDUCTION BALANCE
1D.     DEDUCTION FREQUENCY CODE
2.      DEDUCTION NUMBER
2A.     DEDUCTION AMOUNT
2B.     DEDUCTION CUTOFF
2C.     DEDUCTION BALANCE
2D.     DEDUCTION FREQUENCY CODE
3.      DEDUCTION NUMBER
3A.     DEDUCTION AMOUNT
3B.     DEDUCTION CUTOFF
3C.     DEDUCTION BALANCE
3D.     DEDUCTION FREQUENCY CODE
4.      DEDUCTION NUMBER
4A.     DEDUCTION AMOUNT
4B.     DEDUCTION CUTOFF
4C.     DEDUCTION BALANCE
4D.     DEDUCTION FREQUENCY CODE
```

STEP 18:

Type the information called for, line for line. Press **<ENTER>** after each line entry to advance the cursor to the next line: Note the following guidelines for entry of each line:

1. DEDUCTION NUMBER

Type up to 2 numeric characters.

Type the number of one of the company deductions as listed and defined in the DEDUCTION FILE (see Section 5.2), and press <ENTER>. The name of the deduction appears next to the number in the record.

1A DEDUCTION AMOUNT

Type up to 8 numeric characters. Type the amount of the deduction, either in the form of a fixed dollar amount or a percentage of gross pay, and press <ENTER>. This information is defined in the DEDUCTION FILE (see Section 5.2). A "\$" or "%" will appear next to the deduction amount upon entry.

If entering a fixed dollar amount, type the amount to be deducted from each paycheck specified in the frequency entry (line 1D). Allow for two decimal places when typing this dollar amount. Do not type the decimal point. The program inserts the decimal upon entry.

If entering a percentage of gross pay, type the percentage to be deducted from each paycheck specified in the frequency entry (line 1D). Allow for two decimal places when typing this percentage amount. Do not type the decimal point; the program inserts the decimal upon entry.

1B. DEDUCTION CUTOFF

Type up to 8 numeric characters. Type the maximum total amount to be deducted annually for this deduction, and press <ENTER>. When the accumulated deduction balance reaches this amount, the deduction is no longer taken. If there is not cutoff, type <0>, or just press the <ENTER> key.

1C. DEDUCTION BALANCE

Type up to 8 numeric characters. Type the total amount that has already been deducted year-to-date for this employee, and press <ENTER>.

Remember to allow for two decimal places when typing this dollar amount. Do not type the decimal; the program inserts the decimal upon entry. This balance will be maintained by the system. The balance is cleared at year-end, and totals are set to "0".

If there have been no deductions for this employee made to date, type <0> (or just press the <ENTER> key).

1D. DEDUCTION FREQUENCY CODE

Type <1> - <6>. Type the code number which best describes the frequency that this deduction is to be taken from an employee paycheck, and press <ENTER>. If the employee is paid daily, weekly, bi-monthly, or semi-monthly, the deduction may be taken according to one of the following codes:

0 (or the <ENTER> key) = every paycheck

1=the first week in the month
2=the second week in the month
3=third week in the month
4=fourth week in the month
5=first and third weeks
6=second and fourth weeks

The program displays the description of the code upon entry. Just press the <ENTER> key if you want the deduction taken from every pay check.

STEP 18: Continue to add deductions, following the procedure described for lines 1A through 1D.

After four complete deduction records have been added, four additional records may be added (lines 5 through 8D). When all additions have been made, press <ENTER>.

STEP 19: The program prompts: "IS EVERYTHING O.K.?" Press <ENTER> to continue, or:

Type <N> (NO) <ENTER>, to indicate you are not ready to continue to page 6 (page 5 is skipped in "add" mode), and wish to change something on this page of the record. When <N> (NO) is pressed, select the line number of the information you wish to change, press

<ENTER>, type the new information, and press <ENTER>. When changes are complete, press <ENTER>, and the program prompts: "IS EVERYTHING O.K.?". Type <Y> (YES), and press <ENTER> to continue.

PAGE 5 - MONTH, QUARTER, AND YEAR TO DATE TOTALS

Page 5 is skipped in "add" mode because these totals are maintained by the system. These totals may be displayed in "change" mode (Section 5.6.2).

PAGE 6 - MULTI-STATE FILE MAINTENANCE

Page 6 of the employee record contains information concerning an employee that may work in more than one state. If an employee works in one state only, entry on this page is not necessary. Multi-state records are maintained, when relevant, for state tax purposes. Follow these STEPS to enter multi-state records for an employee.

STEP 20: After completion of page 4 entries, the program prompts: "DO YOU WISH TO ADD MULTI-STATE RECORDS FOR THIS EMPLOYEE?"

Type <N> (NO), and press <ENTER>, if the employee works in one state. If you type <N> (NO), data entry for this employee is complete, and the program displays the page selection menu on the screen. You may continue adding employee records by typing <R>, or return to the File Maintenance Menu by typing <M>. Exit to the Monitor by typing <E>. Type <Y> (YES), and press <ENTER>, if the employee works in more than one state.

The following record is displayed for data entry:

0034 WILLIAM L. BURROUGHS	PAGE (6)	*ADD
1. STATE CODE		
2. YEAR TO DATE GROSS PAY		
3. YEAR TO DATE TAXABLE GROSS		
4. YEAR TO DATE WITHHOLDINGS		
5. QUARTER TO DATE GROSS PAY		
6. QUARTER TO DATE TAXABLE GROSS		
7. QUARTER TO DATE WITHHOLDINGS		
8. MONTH TO DATE GROSS PAY		
9. MONTH TO DATE TAXABLE GROSS		
10. MONTH TO DATE WITHHOLDINGS		
TYPE THE "UP-ARROW" KEY TO ESCAPE		

STEP 22: Type the data called for, line for line. Press <ENTER> after each line entry to advance the cursor to the next entry line. Remember to allow for two decimal places when entering dollar amounts. Do not type the decimal. The program inserts the decimal upon entry.

Enter this data carefully. These entries cannot be changed following entry of the employee's record. Follow these guidelines for entering data on page 6 of the employee record:

1. STATE CODE

Type 2 characters. Enter one of the state codes as defined in the TAX TABLE FILE (see Section 5.7).

2. YEAR TO DATE GROSS PAY through 10. MONTH TO DATE WITHHOLDINGS

Type up to 8 numeric characters on each line. Enter any appropriate existing totals for this employee in lines 2 through 10. Press <DOWN-ARROW> to skip lines.

Remember to allow for two decimal places when typing dollar amounts. Do not type decimal point. The program inserts decimal upon entry. When entries are complete, the program prompts: "NO MULTI-STATE RECORDS ON FILE - DO YOU WISH TO ADD ONE?" Type <Y> (YES) <ENTER> if you wish to add a multi-state record for this employee. Type <N> (NO) <ENTER> to continue.

STEP 23: When all entries have been made for one state, the program prompts: "IS EVERYTHING O.K.?".

Type <Y> (YES) <ENTER>, if you wish to continue to add multi-state records. Type <N> (NO) <ENTER>, if you wish to make corrections. Type line number of the information you want to change, press <ENTER>, follow with the new information, press <ENTER>. When all changes are complete, press <ENTER>, and the program prompts: " IS EVERYTHING O.K.?" Type <Y> (YES) <ENTER> to continue.

STEP 24: The program displays another record ready to receive data. Continue to add multi-state data until the record is complete.

When all entries have been made, press the <UP-ARROW> key when the cursor is at "1. STATE CODE...." position. When the <UP-ARROW> key is pressed, the multi-state records are displayed as follows:

0012 ALICE PAUL	PAGE (6)	*ADD
MULTIPLE STATE TOTALS	M-T-D	Q-T-D
Y-T-D		
MAINE		
GROSS PAY	.00	.00
TAXABLE GROSS	.00	.00
WITHHOLDINGS	.00	.00
(P) NEXT PAGE	(A) ADD A MULTIPLE STATE RECORD	
(N) NEXT MULTIPLE-STATE PAGE	(D) DELETE A MULTIPLE-STATE	
	RECORD	
(F) FIRST MULTIPLE-STATE PAGE	(R) NEXT EMPLOYEE RECORD	
(E) EXIT TO THE MONITOR		
SELECT:		

STEP 25: Type <N> (next multiple-state page), and press <ENTER>, to display the next record (if there is one).

STEP 26: Type <R>, and press <ENTER>, to continue adding records to the Employee Master File. This action completes entry for one employee.

5.6.2 CHANGE AN EXISTING EMPLOYEE RECORD

This mode allows the addition of deletion of job classification, deductions, and multi-state records as well as changes to existing employee data. Access to this large record is facilitated by a page selection menu, which appears on the screen after entry of a valid employee number. Follow these STEPS to make changes to employee records:

STEP 1: From the File Maintenance Menu select <6> for Employee Master File, and press <ENTER>. From the Employee File Maintenance Menu select <2> for CHANGE AN EXISTING EMPLOYEE RECORD, and press <ENTER>.

STEP 2: The program prompts for entry of an existing employee number. Type this number, and press <ENTER>. The page selection menu is displayed on the screen:

0023 JENNIFER L. DILWORTH	PAGES (S) *CHANGE
1. DEMOGRAPHIC DATA	
2. TAX & WITHHOLDING DATA	
3. JOB CLASSIFICATION \$ RATE DATA	
4. DEDUCTION INFORMATION & TOTALS	
5. MONTH, QUARTER & YEAR TO DATE TOTALS	
6. MULTIPLE-STATE FILE MAINTENANCE & INQUIRY	
(R) NEXT EMPLOYEE RECORD	
(M) RETURN TO MAINTENANCE MENU	
(E) EXIT TO MONITOR	

SELECT:

PRESS THE "UP-ARROW" KEY TO RETURN TO SELECTION ADD, CHANGE, DELETE, TERMINATE

STEP 3: Type the number of the page where you wish to make a change, and press **<ENTER>**. The selected page record is displayed on the screen. To move from one page to another, type **<P>** and the page number (e.g., P2, P4).

Detailed line-by-line descriptions of the data contained on each page of the employee record can be reviewed in Section 5.6.1. To change an item in the employee record, follow the general instructions presented below:

PAGE 1 DEMOGRAPHIC DATA

STEP 1: Select the number of the line you wish to change, press **<ENTER>**, type the new information, and press **<ENTER>**.

STEP 2: When all changes have been made to this page, type **<P2>**, **<P3>**, **<P4>**, **<P5>**, or **<P6>**, and press **<ENTER>**, to move to another page in the record, or type **<P>**, and press **<ENTER>**, to display the page selection menu.

STEP 3: Type **<R>**, and press **<ENTER>**, if you wish to enter another employee number to make changes in a different record. Typing **<R>** is also an exit from the change mode; from the employee number prompt you can return to the Employee File Maintenance Menu by pressing the **<UP-ARROW>** key.

PAGE 2 TAX AND WITHHOLDING DATA

STEP 1: Select the number of the line you wish to change, press **<ENTER>**, type the new information, and press **<ENTER>**.

STEP 2: When all changes have been made to this page type **<P1>**, **<P3>**, **<P4>**, **<P5>**, or **<P6>**, and press **<ENTER>**, to move to another page of the record, or type **<P>**, and press **<ENTER>** to display the page selection menu.

STEP 3: Type **<R>**, and press **<ENTER>**, if you wish to enter another employee number to make changes in a different record. Typing **<R>** is also an exit from the change mode; from the employee number prompt you can return to the Employee File Maintenance Menu by pressing **<E>** and press **<UP-ARROW>** key.

PAGE 3 JOB CLASSIFICATION AND RATE DATA

STEP 1: To make changes in an existing classification, select the appropriate line number, press **<ENTER>**, type the new information, and press **<ENTER>**.

ADDING A CLASSIFICATION RECORD IN CHANGE MODE

If there are less than four classifications in the existing record for this employee, new classifications can be added. Select an unused job classification line number and enter the data for that classification.

DELETING A CLASSIFICATION RECORD IN CHANGE MODE

If a job classification is unused, it may be deleted. Select the line number of the job classification you wish to delete, and press **<ENTER>**. Enter a **<0>** as the new job classification number, and press **<ENTER>**.

STEP 2: When all changes (additions/deletions) have been made, type **<P1>**, **<P2>**, **<P4>**, **<P5>**, **<P6>**, and press **<ENTER>**, to move to another page, or type **<P>**, and press **<ENTER>** to return to the page selection menu.

STEP 3: Type **<R>**, and press **<ENTER>**, if you wish to enter another employee number to make changes in a different record. Typing **<R>** is also an exit from the change mode; from the employee number prompt you can return to the Employee File Maintenance Menu by pressing the **<UP-ARROW>** key.

PAGE 4 DEDUCTION INFORMATION AND TOTALS

STEP 1: To make changes to an existing deduction, type the appropriate line number, press **<ENTER>**, type the new information, and press **<ENTER>**.

ADDING DEDUCTIONS IN CHANGE MODE

If there are less than eight deductions for this employee, new deductions can be added. Select an unused line number and enter the data for that deduction.

DELETING DEDUCTIONS IN CHANGE MODE

If a deduction is unused, it can be deleted. Select <D>, for DELETE A DEDUCTION, and press <ENTER>.

Select the line number of the deduction you wish to delete and type <ENTER>. The program displays the selected deduction, and prompts: "DELETE THIS DEDUCTION?"

Type <N> (NO), and press <ENTER> if you do not wish to delete this deduction. The program returns to the prompts for entry of the line number of the deduction you wish to delete.

Type <Y> (YES), and press <ENTER> if you wish to delete this deduction. The program returns to the "SELECT:" prompt.

STEP 2: When all changes (additions/deletions) have been made type <P1>, <P2>, <P3>, <P5>, <P6>, and press <ENTER> to move to another page in the record, or type <P>, and press <ENTER>, to return to the page selection menu.

STEP 3: Type <R>, and press <ENTER>, if you wish to enter another employee number to make changes in a different record. Typing <R> is also an exit from the change mode; from the employee number prompt you can return to the Employee File Maintenance Menu by pressing the <UP-ARROW> key.

PAGE 5 MONTH, QUARTER, AND YEAR TO DATE TOTALS

STEP 1: In change mode, page 5 presents the to-date totals for this employee. The record will look something like the following example:

0007 ANTHONY J. GREY		(PAGE 5)		
	M-T-D	Q-T-D	Y-T-D	*CHANGE
TOTAL GROSS PAY	2025.00	2025.00	2025.00	
REGULAR HOURS	118.45	118.45	118.45	
REGULAR PAY	2025.00	2025.00	2025.00	
OVERTIME HOURS	.00	.00	.00	
OVERTIME PAY	.00	.00	.00	
SPECIAL HOURS	.00	.00	.00	
SPECIAL PAY	.00	.00	.00	
SICK HOURS	.00	.00	.00	
MEALS	.00	.00	.00	
TIPS	.00	.00	.00	
FED. WITHHOLDINGS	315.89	315.89	315.89	
STATE WITHHOLDINGS	.00	.00	.00	
LOCAL WITHHOLDINGS	.00	.00	.00	
FICA WITHHOLDINGS	117.00	117.00	117.00	
FICA EXEMPT INCOME	.00	.00	.00	
OTHER TAXABLE INCOME	.00	.00	.00	
NON-TAXABLE ADJUSTMENTS	.00	.00	.00	
TRAVEL PAY	.00	.00	.00	
VACATION PAID	.00	.00	.00	
EARNED INCOME CREDIT	.00	.00	.00	
ALLOCATED TIPS	.00	.00	.00	
SELECT: (P) NEXT PAGE (E) EXIT TO MONITOR (R) NEXT RECORD				

This display is for inquiry purposes only. No changes can be made. All totals are maintained by the system.

NOTE: The amount(s) accumulated on the Earned Income Credit line may reflect the following conditions:

If a FICA taxed retirement code has been entered in the System Information File, and this

employee has that deduction specified in the Master File, the totals will be accumulated under Earned Income Credit.

STEP 2: When you have finished reviewing these totals, type <P>, and press <ENTER>, to return to the page selection menu; or type <P1>, <P2>, <P3>, <P4>, <P6>, and press <ENTER>, to move to another page in the record.

STEP 3: Type <R>, and press <ENTER>, to return to the prompt for entry of an employee number. Type <E>, and <ENTER>, to exit to the Monitor.

PAGE 6 MULTIPLE-STATE FILE MAINTENANCE AND INQUIRY

Changes cannot be made to existing records on this page. Additional records can be added, however, and unused multi-state records may be deleted.

ADDING MULTI-STATE RECORDS IN CHANGE MODE

STEP 1: If no multi-state records exist for the selected employee, the following is displayed:

```
0044 JUDITH E. POPKIN  PAGE (6)      CHANGE
MULTIPLE STATE TOTALS  M-T-D    Q-T-D    Y-T-D

NO MULTIPLE-STATE RECORDS ON FILE- DO YOU WISH TO ADD ONE?
```

To add a record to this file type <Y> (YES), and <ENTER>. Enter the record as described in Section 5.6.1. If you type <N> (NO), the page selection menu is returned to the screen.

STEP 2: Type <R>, and press <ENTER>, to return to the prompt for entry of an employee number. Type <E>, and <ENTER>, to exit to the Monitor.

DELETING MULTI-STATE RECORDS IN CHANGE MODE

If multi-state records exist for this employee, they are displayed on the screen:

```
0003 FRANK H. CASE          PAGE (6)      CHANGE
MULTIPLE-STATE TOTALS  M-T-D    Q-T-D    Y-T-D

MAINE
GROSS PAY              300.00  300.00  300.00
TAXABLE GROSS          300.00  300.00  300.00
WITHHOLDINGS           1.95    1.95    1.95

(P) NEXT PAGE          (A) ADD A MULTIPLE-STATE RECORD
(N) NEXT MULTIPLE-STATE PAGE  (D) DELETE A MULTIPLE-STATE RECORD
(F) FIRST MULTIPLE-STATE PAGE  (R) NEXT EMPLOYEE RECORD
(E) EXIT TO MONITOR
SELECT:
```

STEP 1: To delete a record, type <D>, and press <ENTER>. When <D> is entered, an empty multiple state record appears on the screen.

STEP 2: Type the state code number of the multiple state record you wish to delete, and press <ENTER>.

STEP 3: When the code number is entered, the existing record for that state appears on the screen. A prompt also appears at the bottom of this displayed record: "IS THIS THE CORRECT RECORD?"

Type <N> (NO), and press <ENTER>, or just press the <ENTER> key if you wish to re-enter the state code number.

Type <Y> (YES), and press <ENTER>, if this is the record you wish to delete. If there are any totals in this record greater than zero, the record cannot be deleted, and the program displays the message: "THIS RECORD IS NON-DELTEABLE! CONTAINS VALID STATE TAX DATA! PRESS

ENTER TO CONTINUE".

If all to-date totals are equal to zero, the record is deleted from the file, and the program displays the message: "RECORD DELETED FROM FILE - PRESS ENTER TO CONTINUE".

STEP 4: When the <ENTER> key is pressed, the employee's multiple-state record is again displayed on the screen. Type the desired option displayed at the bottom of the record, and press <ENTER>.

5.6.3 DELETE AN EXISTING EMPLOYEE RECORD

Employee records can only be deleted if all employee to-date totals are equal to zero. Follow these STEPS to delete an employee record:

STEP 1: From the FILE MAINTENANCE MENU select <6> for EMPLOYEE MASTER FILE, and press <ENTER>. From the Employee File Maintenance Menu select <3> for DELETE AN EXISTING EMPLOYEE RECORD, and press <ENTER>.

STEP 2: The program prompts for entry of an employee number. Type this number, and press <ENTER>. The program displays the following:

```
0012 STUART MACDONALD  PAGE(S)      DELETE
      3778 OLIVER STREET
      MANCHESTER NH

ARE YOU SURE YOU WANT TO DELETE THIS RECORD?
```

STEP 3: Type <N> (NO), and press <ENTER>, or just press the <ENTER> key if you do not wish to delete this record. Type <Y> (YES), and press <ENTER>, if this is the correct record you wish to delete.

If the employee to-date totals are equal to zero, the program displays the following message: "RECORD MARKED FOR DELETION - PRESS ENTER TO CONTINUE". If the employee to-date totals are greater than zero, the program displays the following message: "RECORD NOT DELETABLE!!! THIS RECORD CONTAINS YEAR END DATA PRESS ENTER TO CONTINUE." When the <ENTER> key is pressed, the Employee Master File Maintenance Menu is returned to the screen.

NOTE: The deletion process described in STEPS 1-3 only marks the record for deletion. To permanently remove the record from the file an additional procedure is necessary.

The employee records must be sequenced in order by employee number. Instead of re-indexing the file after each record is deleted (a time consuming process), the program "marks" the records for deletion first, and all "deleted" records can be removed and the file re-indexed in one additional procedure.

Follow STEPS 4 and 5 to complete the deletion procedure.

STEP 4: After all desired records have been marked for deletion, return to the Payroll MAIN MENU and select <9> for MISCELLANEOUS FUNCTIONS and press <ENTER>. From the Miscellaneous Functions Menu select <5> for PURGE DELETED EMPLOYEE RECORDS FROM MASTER FILE and press <ENTER>.

STEP 5: The program displays the following message: "THIS PROGRAM WILL PERMANENTLY REMOVE ALL DELETED EMPLOYEE RECORDS FROM THE EMPLOYEE DATA FILE. ARE YOU ABSOLUTELY CERTAIN THAT YOU WANT TO RUN THIS PROGRAM?"

If you answer <N> (NO), and press <ENTER>, the program returns to the menu. If you answer <Y> (YES), and press <ENTER>, the program begins processing. The message "PROCESSING OCCURRING... DO NOT INTERRUPT" is displayed on the screen. When processing is complete, the program returns to the menu.

5.6.4 TERMINATING EMPLOYEE RECORDS

This section describes the process of exempting employee records from regular employee processing without marking them for deletion or removing them from the file.

A "terminated" employee remains in the file for necessary year end processing. As long as

totals remain in the employee file it cannot be deleted. At year end, after necessary processing and printing of W2 forms, all terminated employees can be deleted by running a separate program (see Section 13.5).

This program might be run to incorporate employee "layoffs" for a limited period, after which these same employees may be reinstated (see Section 5.6.4.1). Follow these STEPS to terminate and employee record:

STEP 1: From the FILE MAINTENANCE Menu select <6> for EMPLOYEE MASTER FILE, and press <ENTER>. From the Employee File Maintenance Menu select <4> for Terminate an Employee, and press <ENTER>.

STEP 2: The program prompts for entry of an employee number. Type this number, and press <ENTER>.

STEP 3: When this number is entered, the program displays the following information:

```
0003 FRANK J. CASE      PAGE(S)      TERMINATE
      RFD 3
MERRIMACK, NH

ENTER TERMINATION DATE (      )
```

STEP 4: If you do not want to terminate this employee record, press <ENTER> and the program returns to the Employee File Maintenance Menu. If you want to terminate this employee record, type the termination date, and press <ENTER>. Remember that the program inserts any necessary separating punctuation upon entry.

STEP 5: The program next prompts: "ENTERED O.K.?". If you answer <N> (NO), and press <ENTER>, you may re-enter the termination date. If you type <Y> (YES), and press <ENTER>, the program displays the following:

```
0003 FRANK J. CASE      PAGE (S)      TERMINATE
      RFD 3
MANCHESTER NH

ENTER TERMINATION DATE (02/20/84)
TERMINATION TYPE:
      1.-RESIGNED
      2.-FIRED
      3.-DEATH
      4.-TRANSFER
      5.-LAY OFF
      6.-RETIRED
      7.-OTHER
```

STEP 6: Entry of termination type is optional. Type the <ENTER> key to by-pass, or type one of the code numbers displayed, and press <ENTER>.

STEP 7: The program prompts: "O.K.?". Type <N> (NO), and press <ENTER>, or press the <ENTER> key if you wish to re-enter the termination type. Type <Y> (YES), and press <ENTER>, to terminate this employee record. The Employee File Maintenance Menu, returns to the screen following processing.

5.6.4.1 REINSTATING TERMINATED EMPLOYEE RECORDS

This procedure re-activates a terminated employee record that still remains in the file. Reinstating an employee permits the normal entry and processing of information for this employee. This procedure is especially useful for reinstating employees that have been subject to a layoff. Follow these STEPS to reinstate a terminated employee record:

STEP 1: From the FILE MAINTENANCE Menu select <6> for EMPLOYEE MASTER FILE, and press <ENTER>. From the Employee File Maintenance Menu select <2> for CHANGE AN EXISTING EMPLOYEE RECORD, and press <ENTER>.

STEP 2: The program prompts for entry of an employee number. Type the employee number of the employee record you wish to reinstate, and press <ENTER>.

STEP 3: The page selection menu is displayed in the screen. Select <1> for DEMOGRAPHIC DATA, and press <ENTER>.

STEP 4: Select line <15> TERMINATION DATE, and press <ENTER>. Type <0> (zero) for the new termination date and press <ENTER>.

The cursor moves to line (16), termination type is displayed on the screen. Press <ENTER> to clear both lines. The "SELECT" prompt appears again at the bottom of the screen. Type <E>, and press <ENTER> to exit to the monitor. Then type <PAYROLL> to display the Main Menu. The employee record is now reinstated.

5.7 TAX TABLE FILE

Section 5.7 presents the procedure of adding, changing, and deleting tax tables utilized in the calculation of an employee's net pay. The FICA figures (FICA rate, limit on wages subject to FICA, and limit on wages subject to state unemployment tax) are also set here. This file must be carefully maintained, as it must reflect current tax laws and regulations. This applies to both federal withholding, and state and local withholding where applicable.

The file must contain one record for each tax table used within the system. This includes every unique combination of federal and state taxes for married and single employees for all variations in pay period (daily, weekly, monthly, etc.) used within the system. In addition, state tax records for each state used within the system must be included (for both married and single employees). For example, for that group of employees who are single and paid daily, the system must reference one record for state tax and one record for federal tax before net pay can be calculated. The same holds true for every other combination of marital status and pay period. To add, change or delete tax table records, or to set FICA figures, follow the appropriate STEPS below.

5.7.1 ADD A NEW TAX TABLE RECORD

The maximum number of tax tables that can be stored is 31 - the federal and earned income credit tables plus 29 others. When adding tax tables to an existing file, a Tax Table Master Printout can be a useful document to have on hand. See Section 8.5 for instructions to print this document. Follow these STEPS to add a tax table record to the file:

STEP 1: From the FILE MAINTENANCE MENU select <7> for TAX TABLE FILE, and press <ENTER>. From the Tax Table Menu select <1> for ADD A NEW TAXTABLE RECORD, and press <ENTER>.

STEP 2: The program displays the record for data entry:

ADD TYPE THE "UP-ARROW" KEY TO RETURN TO SELECTION

1. TAX TABLE NUMBER
2. PAYROLL PERIOD
3. MARITAL STATUS
4. STATE
5. EXEMPTION ALLOWANCE
6. EXEMPTION PERCENT
7. EXEMPTION LIMIT
8. G/L ACCOUNT

TAXABLE	TAXABLE	AMOUNT	ADDITIONAL
WAGE LOW	WAGE HIGH	WITHHELD	PERCENT

- 9.
- 10.
- 11.
- 12.
- 13.
- 14.

15.
16.
17.

Follow these guidelines for each line of entry. Be aware that lines 1 through 4 may not be changed after the table has been completed and entered. Exercise care in typing these entries.

1. THE TABLE NUMBER

Type a number, 1-31. The number typed here identifies the kind of table you are entering.

Type <1>, and press <ENTER>, for a federal tax table; type <2>, and press <ENTER>, for an Earned Income Credit table; and type <3> or larger number, and press <ENTER>, for a state or local table.

Remember that all tables for a particular state must have the same tax table number. Also note that state and local tables must begin with "3" and increment in sequence.

2. PAYROLL RECORD

Type a number 1 -8. Select one of the eight payroll periods displayed in the upper right hand corner of the screen:

1. WEEKLY
2. BI-WEEKLY
3. SEMI-MONTHLY
4. MONTHLY
5. QUARTERLY
6. SEMI-ANNUAL
7. ANNUAL
8. DAILY/MISC.

Type the number and press <ENTER>.

3. MARTIAL STATUS

Type <S> or <M>. Type <S> for single, and press <ENTER>. Type <M> for married, and press <ENTER>.

If the table identified by these three factors (Number, Payroll Period, and Marital Status) is already in the file, the message: "RECORD ALREADY EXISTS " flashes rapidly on the screen, and the Tax Table Menu returns to the screen.

4. STATE

Type State name up to 15 characters. If no tax tables have been entered previously for this state, type the state name (use 15 characters or less) and press <ENTER>.

If you are entering a number "1" table the word "FEDERAL" is displayed here automatically. If you are entering a number "2" table the words "INCOME CREDIT" are displayed here automatically.

5. EXEMPTION ALLOWANCE

Type up to 6 numeric characters. Enter the dollar amount allowed for each exemption claimed when computing the adjusted gross, and press <ENTER>. This amount will be multiplied by the number of tax exemptions entered in the Employee Master File.

Remember to allow for two decimal places when typing dollar amounts. Do not type the decimal, the system inserts the decimal.

6. EXEMPTION PERCENT

Type percentage amount. Some states allow for a percentage of gross pay to be exempt from tax. If applicable, enter this amount, and press <ENTER>. Allow for two decimal places when typing the percentage amount. Do not type the decimal. The decimal is inserted automatically upon entry. If Exemption Percent is not applicable to this table, type

<ENTER> to advance the cursor to the next line.

7. EXEMPTION LIMIT

Type up to 6 numeric characters. The exemption limit is associated with the exemption percent entry on line 6, and only applies if an entry has been made on line 6.

Type the highest dollar amount allowed when using the exemption percent, and press <ENTER>. Remember to allow for two decimal places when entering dollar amounts. Do not type the decimal. The decimal is inserted automatically upon entry. If this does not apply, press the <ENTER> key to advance the cursor to the next line.

States that use these exemptions apply the following equation:

Gross Wage minus Exemption Percent

or

Exemption Limit
(whichever is less)

minus

Exemption Allowance

equals

Taxable Wage

8. G/L ACCOUNT NUMBER

Type 6 numeric characters. If the General Ledger Tie-in is being used (indicated in the System Information File see Section 5.1), enter the General Ledger account number for accrued payroll taxes for this state (liability side), and press <ENTER>. If the General Ledger Tie-in is not used, press the <ENTER> key. NOTE: If the General Ledger Tie-in is being used, failure to enter a number here causes the payroll update procedure to abort.

STEP 3: After these entries have been made, you may re-enter them by pressing the <UP-ARROW> key. Review your entries carefully, and re-enter them if any lines are in error.

Lines 9 through 17 establish the wage brackets for this tax table. Refer to the example below for clarity.

The first wage bracket always starts with zero, and successive wage brackets always start with the highest wage of the previous line. For example: if you enter 27.00 as the "TAXABLE WAGE HIGH" in line 1, "27.00" appears automatically as the "TAXABLE WAGE LOW" in line 2.

STEP 4: Enter the wage brackets for each line, as well as the Amount withheld and Additional Percent for each wage bracket entered. When entering the last line, press the <ENTER> key for the Taxable Wage High entry. A maximum value is entered automatically.

When all figures have been entered, the record should now look basically like the following example:

ADD

1. TAX TABLE NUMBER	10
2. PAYROLL PERIOD	1 WEEKLY
3. MARITAL STATUS	S
4. STATE	MAINE
5. EXEMPTION ALLOWANCE	19.23
6. EXEMPTION PERCENT	4.00%
7. EXEMPTION LIMIT	.00
8. G/L ACCOUNT	5010-10

TYPE THE "UP-ARROW" KEY TO RESTART TAX TABLE

TAXABLE	TAXABLE	AMOUNT	ADDITIONAL
WAGE LOW	WAGE HIGH	WITHHELD	PERCENT

9.	.00	27.00	.00	0.00%
10.	27.00	63.00	.00	15.00%
11.	63.00	131.00	5.40	18.00%
12.	131.00	196.00	17.64	21.00%
13.	196.00	273.00	31.29	26.00%
14.	273.00	331.00	51.00	31.00%
15.	331.00	433.00	68.71	34.00%
16.	433.00	999999.00	103.39	9.00%
17.				

RECORD ADDED TO FILE - IS EVERYTHING O.K.?

STEP 5: When the record is complete, the program prompts: "RECORD ADDED TO THE FILE - IS EVERYTHING O.K.?"

If you wish to make any changes at this point, type <N> (NO), and press <ENTER>. Select the line number of the information you wish to change, press <ENTER>, type the new information, and press <ENTER>. If you type <Y> (YES), and press <ENTER>, the next record is presented for entry.

STEP 6: When all changes have been made, type <R>, and press <ENTER>, to present the next record; or type <M>, and press <ENTER>, to return to the Tax Table Menu.

5.7.2 CHANGE AN EXISTING TAXTABLE RECORD

Section 5.7.2 describes the process of changing tax table records. Changes to an existing Tax Table record can be made at any time. Adjustments to the record will be necessary as tax laws and regulations change.

When changing tax table records you need to know:

- the tax table number
- the payroll period for the tax table
- the marital status pointer for the tax table

The Tax Table Master File Printout can be a valuable tool in making changes to an existing record. See Section 7.5 for instructions to print this document.

Follow these STEPS to change a tax table record:

STEP 1: From the FILE MAINTENANCE Menu select <7> for TAX TABLE File, and press <ENTER>. From the Tax Table Menu select <2> for CHANGE AN EXISTING TAXTABLE RECORD and press <ENTER>.

STEP 2: A record is displayed on the screen. To identify the Tax Table you wish to change, enter:

1. The Tax Table Number, press <ENTER>;
2. Payroll Period, press <ENTER>; and
3. Marital Status, press <ENTER>.

STEP 3: When these entries are made, the contents of that record are displayed on the screen.

CHANGE	
1. TAX TABLE NUMBER	10
2. PAYROLL PERIOD	1 WEEKLY
3. MARITAL STATUS	S
4. STATE	FEDERAL
5. EXEMPTION ALLOWANCE	19.23%
6. EXEMPTION PERCENT	0.00%
7. EXEMPTION LIMIT	.00
8. G/L ACCOUNT	5010-01

	TAXABLE WAGE LOW	TAXABLE WAGE HIGH	TAXABLE WITHHELD	ADDITIONAL PERCENT
9.	.00	27.00	.00	0.00%
10.	27.00	63.00	.00	15.00%
11.	63.00	131.00	5.40	18.00%
12.	131.00	196.00	17.64	21.00%
13.	196.00	273.00	31.29	26.00%
14.	273.00	331.00	51.00	31.00%
15.	331.00	433.00	68.71	34.00%
16.	433.00	999999.00	103.39	39.00%
17.				
SELECT: (R) NEXT RECORD (M) SELECTION MENU				

STEP 4: To change information in the record, select the number of the line you wish to change, and press <ENTER>. Type the new information, and press <ENTER>.

You cannot change lines 1-3 of the tax table record. To change lines 9 through 17, you must enter the complete line if any one item is changed. Remember that the Taxable Wage High must be greater than the Taxable Wage Low, and the Taxable Wage Low must be equal to the Taxable Wage High on the previous line.

STEP 5: When all changes have been made, type <R> and press <ENTER> for the next record to be changed. Type <M> and press <ENTER> to return to the Tax Table Menu.

5.7.3 DELETE AN EXISTING TAXTABLE RECORD

Follow these STEPS to delete a tax table record from the file:

STEP 1: From the FILE MAINTENANCE Menu select <7> for TAX TABLE FILE, and press <ENTER>. From the TAX TABLE Menu select <3> for DELETE AN EXISTING TAXTABLE RECORD, and press <ENTER>.

STEP 2: A record is displayed on the screen. To identify the table you wish to delete, enter:

1. The Tax Table Number, and press <ENTER>;
2. Pay Period, and press <ENTER>;
3. Marital Status, and press <ENTER>.

STEP 3: When these entries are made, the contents of that record are displayed on the screen. At the bottom of the displayed record the program prompts: "ARE YOU SURE YOU WANT TO DELETE THIS RECORD?"

If you wish to prevent the deletion of this tax table record, type <N> (NO), and press <ENTER>. Enter another tax table number, or press the <UP-ARROW> key to return to the Tax Table Menu.

If you type <Y> (YES), and press <ENTER>, the table is deleted from the file. The program displays this message: "RECORD DELETED FROM FILE!!!", and the Tax Table Menu is returned to the screen.

5.7.4 SETTING FICA FIGURES

This section presents instructions for setting the current FICA rate, gross limit, General Ledger account number, and unemployment limit. Federal law requires employees to pay the FICA (Federal Insurance Contribution Act) or Social Security Tax, which provides for their retirement and other benefits. This tax is withheld from the employee's gross earnings each pay period. In addition, the employee pays a percentage. These taxes are payable by the employer on a quarterly basis.

The amount of FICA tax depends upon the current FICA rate, set by Congress, and the employee's FICA-taxable wages. Travel pay, and non-taxable adjustments are not FICA-taxable. Also, tips are not subject to the Employer's FICA tax. If the employee has made less than minimum wage, the employer pays FICA on the difference between the actual hourly

rate and minimum wage. This difference is referred to as "Tips Deemed to be Wages". Persons over 65 are allowed a certain amount of FICA-exempt income per year.

As mentioned above, the employer does not pay the FICA tax on tips. However, if a Meals and Tips employee earns less than minimum wage in any given pay period, the FICA tax must be paid as if the employee had earned minimum wage, and the employer must pay the employee's tax on the difference between his actual earnings and minimum wage.

The federal government also sets a ceiling (limit) to FICA taxable wages. In addition to the FICA tax, the employer must pay the Federal Unemployment (FUTA) Tax and a state unemployment tax. Up to a point, the amount paid to the state may be credited toward the amount due the federal government. The tax rate for each state is set by the state. In some states the rate varies according to the employer's record.

Follow these STEPS to set FICA Figures:

STEP 1: From the FILE MAINTENANCE Menu select <7> for TAX TABLE FILE, and press <ENTER>. From the Tax Table Menu select <4> for SET FICA FIGURES, and press <ENTER>.

STEP 2: The program displays the record for data entry. Enter the figures for each line as prompted, and press <ENTER> after each entry. If adding new figures to an existing record, and you wish to retain an original figure is maintained.

A completed entry should look something like the following example:

EMPLOYER FICA RATE	7.00%	NEW RATE.....
EMPLOYEE FICA RATE	6.70%	
FICA GROSS LIMIT	22,900.00	
UNEMP TAX LIMIT	6,000.00	
G/L ACCOUNT	5011-01	

STEP 3: When all entries have been made, the program prompts: "IS EVERYTHING O.K.?"

If you type <N> (NO), and press <ENTER>, repeat the entry for each line until the record is satisfactory.

If you type <Y> (YES), and press <ENTER>, the record is entered, and the Tax Table Menu is returned to the screen.

5.8 WORKMAN'S COMPENSATION CROSS REFERENCE FILE

This section provides instructions for adding, changing or deleting Workman's Compensation Cross References.

Workman's Compensation is a state-required insurance policy taken out by the employer to cover compensation to the employee in case of on-the-job injury.

Up to 99 categories may be established for Workman's Compensation classifications. For each category defined, you must provide a description of the category and a Workman's Compensation classification code, which corresponds to the insurance company's classification code.

Changes to this file are made whenever you need to add or delete a Workman's Compensation Code, or change the description, code number, or Payroll system reference number of an existing code. Follow these STEPS to add, change or delete Workman's Compensation Cross References.

5.8.1 ADD A NEW WORKMAN'S CROSS REFERENCE RECORD

This section describes the process of adding Workman's Compensation Cross Reference. If you are adding a record to an existing file, the Workman's Compensation Reference List is a valuable document to have on hand. This system print out tells you what records currently exist in the system, and how all records are presently arranged in the file. See Section 7.8 for instruction to print this document. Follow these STEPS to add a Workman's Compensation Cross Reference:

STEP 1: From the FILE MAINTENANCE Menu select <8> for WORKMANS COMP. CROSS REFERENCE, and press <ENTER>. From the Cross Reference Menu select <1> for ADD A NEW CROSS REFERENCE

RECORD, and press <ENTER>.

STEP 2: The following record is presented for data entry:

WORKMANS COMPENSATION CODE DESCRIPTION CROSS REFERENCE
ADD
SYSTEM REFERENCE NUMBER.....
1. WORKMANS COMPENSATION CODE.....
2. WORKMANS COMPENSATION DESCRIPTION....
PRESS UP-ARROW TO RETURN TO ADD, CHANGE, DELETE SELECTIONS

Type the information called for, press <ENTER> after each line entry.
Follow these guidelines for each entry:

SYSTEM REFERENCE NUMBER

Type up to 3 characters. Enter an unused system reference number, and press <ENTER>. The system uses this number to refer to this record during various procedures. If you enter a number already in use, the program flashes the message: "RECORD ALREADY EXISTS", and prompts for entry of another system reference number.

To maximize space, start with number 1 and add records sequentially. If you are adding records to an existing file, a Workmans Compensation Reference List can be an aid to entry. See Section 8.8 for instructions to print this document.

1. WORKMANS COMPENSATION CODE

Type up to 6 figures. Type the code number which corresponds with the insurance company's code number, and press <ENTER>. The number may be up to six characters in length. Do not type formatting punctuation.

2. WORKMANS COMPENSATION DESCRIPTION

Type up to 39 characters/spaces. Type the description of the code number entered in line 2, and press <ENTER>. Use up to 39 characters/spaces to type this description.

STEP 3: When these entries have been made, the program prompts: "IS EVERYTHING O.K.?" If you wish to continue, type <Y>, and press <ENTER>. The program prompts for entry of the next record.

If you wish to make any changes in the information you have just entered, type <N> (NO), and press <ENTER>. Select the line number of the information you wish to change, type the new information, and press <ENTER>. When changes are complete, type <R> and press <ENTER> to present the next record. Type <E>, and press <ENTER> to exit to the Monitor.

STEP 4: When all desired records have been added, press the <UP-ARROW> key when the cursor is at the SYSTEM REFERENCE NUMBER position. This returns the Cross Reference Selection Menu to the screen.

STEP 5: From the Cross Reference Menu, type <M>, and press <ENTER> to return to the File Maintenance Menu, or type <E>, and press <ENTER> to exit to the Monitor.

5.8.2 CHANGE AN EXISTING CROSS REFERENCE RECORD

This section describes the process of changing cross reference records. A print-out of the existing record is a useful tool in this process. See Section 7.8 for instructions to print this document. Follow these STEPS to change an existing cross reference record:

STEP 1: From the FILE MAINTENANCE Menu select <8> for WORKMANS COMP. CROSS REFERENCE, and press <ENTER>. From the Cross Reference Menu select <2> for CHANGE AN EXISTING CROSS REFERENCE RECORD, and press <ENTER>.

STEP 2: The program displays a blank cross reference record. Type an existing system reference number, and press <ENTER>. The contents of that record are now displayed on the screen.

STEP 3: Select line <1> or <2>, press <ENTER>, type the new information, and press

<ENTER>. The system reference number cannot be changed. To give a record a new system reference number, delete the record and then re-enter it under a new system reference number.

STEP 4: When all changes have been made, type <R>, and press <ENTER>, to display the next record to be changed, or press the <UP-ARROW> key to return to the Cross Reference Menu.

5.8.3 DELETE AN EXISTING CROSS REFERENCE RECORD

This section describes the process of deleting an existing cross reference record. A print-out of all existing cross reference records can be an informative tool as you execute this procedure. See Section 7.8 for instructions to print this document. Follow these STEPS to delete a cross reference record:

STEP 1: From the FILE MAINTENANCE Menu select <8> for WORKMANS COMP. CROSS REFERENCE, and press <ENTER>. From the Cross Reference Menu select <3> for DELETE AN EXISTING CROSS REFERENCE RECORD, and press <ENTER>.

STEP 2: The program displays a blank record. Type the system reference number of the record you wish to delete, and press <ENTER>.

STEP 3: The contents of that record are displayed, and the system prompts: "IS THIS THE CORRECT RECORD?" If this is not the record you wish to delete, type <N> (NO), and press <ENTER>.

STEP 4: The program prompts: "ARE YOU SURE YOU WANT TO DELETE THIS RECORD ?" If you answer <N> (NO), and press <ENTER>, the record remains in the file, and the Cross Reference Menu returns to the screen. If you answer <Y> (YES), and press <ENTER>, the record is deleted. The program displays the message: "RECORD DELETED FROM FILE-PRESS ENTER TO CONTINUE."

STEP 5: When the <ENTER> key is pressed, the Cross Reference Menu returns to the screen.

5.9 FORMS CONTROL INDEX

This section presents instructions for setting up the "form feed" activity of your printer. "Form feed" refers to the blank page space which may or may not be "fed" through the printer between listings and reports. By changing the answers stored in this file, you can control whether or not blank paper precedes and/or follows a printout procedure. Also kept in this file is a reference as to whether or not your printer has the capability of expanding type horizontally (for large-type headings on various reports and listings). If this characteristic of your printer changes, record that information in this file.

Follow these STEPS to incorporate form feed information in the file:

STEP 1: From the FILE MAINTENANCE MENU select <9> for FORMS CONTROL INDEX, and press <ENTER>.

STEP 2: The program displays the contents of this file on the screen:

```
FORMAIN - FORMS CONTROL MAINTENANCE
      CHECK END W2 FORM INFORMATION
1.  PAYROLL CHECK FORM ID.....:A
2.  PRINT WORDING FOR DOLLAR AMOUNTS ON CHECKS.....:YES
3.  PRINT "DOLLAR AND CENTS" ON CHECKS.....:NO
4.  W2 FORM ID.....:A
      PRINT THE FOLLOWING REPORTS DURING PAYCHECK UPDATE
5.  PAYROLL CHECK REGISTER.....:YES
6.  CERTIFIED PAYROLL REPORT.....:NO
7.  PAYROLL DEDUCTIONS REGISTER.....:YES
8.  SAVINGS BOND REGISTER.....:NO
9.  PAYROLL ATTENDEE REGISTER.....:YES

SELECT:
```


(M) RETURN TO SELECTION MENU

(E) EXIT TO MONITOR

To add or change information, select the line number you wish to change, press <ENTER>, type <Y> or <N>, and press <ENTER>. Be certain that line 3 is answered <N> (NO) if your printer does not have the capability of printing double width characters.

STEP 3: When all changes have been made, press the <ENTER> key to return to the File Maintenance Menu.

ATTENDANCE ENTRY

6.0 INTRODUCTION

This chapter presents all entry and maintenance instructions for those system functions used during a paycheck run. Attendance entry involves the entry of all information pertaining to time worked and/or pay earned by an employee. This information is stored in the Attendance File, which is the nucleus of the paycheck run. Paychecks are printed, registers are generated, and all appropriate totals are updated based upon the data in the Attendance File.

Regular attendance posting is used for hourly, salaried, and meals and tips employees. Entered here are all normal types of pay, travel pay, taxable and non-taxable pay adjustments, sick time/pay, and vacation time/pay. Also (if applicable), multiple state, multiple classification, and multiple "job number" information is entered during regular attendance posting. A maximum of 16 "pages" (or records) of attendance can be added for a single employee each check run.

Certified Payroll Attendance posting is used for certified employees, whose attendance must be entered daily. Certified Attendance entry is identical to Regular Attendance entry except that the attendance is entered for each certified employee on each day of the pay period. Only daily and weekly pay period employees may be entered here.

Several functions are available if you need to change the information entered before you started the Attendance posting procedure. These change and preparatory procedures are explained in detail later in this chapter.

In addition to the Attendance Entry program, there are two other posting programs used under certain conditions. Manual Transaction Posting is used to record a hand-written check, or to create a check by manually entering all necessary information. Paycheck Deduction Posting is used to change an employee's deductions for the current paycheck run only.

Following the attendance posting procedure, it is recommended that an edit list be printed. This allows you to check the posted information prior to a check run. Three separate edit list are available: Attendance Edit List; Paycheck Edit List; and Hours Edit List.

Paycheck printing is executed from this point in the system. Clear screen messages provide instructions for the mounting of paycheck forms and form alignment. After paycheck printing, five separate registers are printed: 1. Check Register; 2. Deduction Register; 3. Savings Bond Register; 4. Attendance Register; and 5. Certified Report (Certified payroll with job numbers only). These reports are audit documents and should be filed and kept as part of the permanent audit record for the system. Each register will be briefly described later in this chapter. The Paycheck program automatically updates all data files, including the history files, General Ledger and Job Cost Distribution Files.

Saving the attendance file eliminates the need to re-enter repetitive attendance data during the next pay run. At the end of a paycheck run the program prompts: "DO YOU WISH TO SAVE THE ATTENDANCE FILE?". Answer <Y> (YES), and press <ENTER>, if you wish to save the file. Option 10 from the Payroll Attendance Entry Menu ["CLEAR ATTENDANCE FILE"] allows you to clear portions of the Attendance File (if desired) at the beginning of the next paycheck run. See Section 6.1.1.4 for instructions to add a pre-existing check to the current check run. This procedure saves considerable processing time if many of the employees in your company work the same number of hours at the same job each week.

To access the Attendance Entry and Edit Menu, follow these STEPS:

NOTE: The process of entering the Pay Period Ending Date, Pay Period(s) this pay run, and Week of Month for Deductions need only be performed once for each pay run under operating conditions. If the system has gone off-line (shut-off or otherwise exited) since entry of this information, this information must be entered again before the Attendance Entry and Edit Menu is presented for selection.

STEP 1: From the Payroll MAIN MENU select <2> for PAYROLL ATTENDANCE ENTRY, and press <ENTER>.

STEP 2: The program first prompts for entry of the Pay Period Ending Date. Type this date, and press <ENTER>. Do not type any separating punctuation when typing this date. Follow the standard MMDDYY format.

If a pay period ending date has been entered since the completion of the last pay run, this prompt will not appear. To change the pay period ending date see Section 6.11.

STEP 3: The next prompt is for selection of pay periods for this check run. Type the code number(s) for the pay period(s) to be included in the check run, and press <ENTER>. There are eight options to select from:

01/22/85	ATTENDANCE ENTRY AND EDIT	
		PREVIOUS
PAY PERIOD	ENDING DATE	
(1) WEEKLY	10/14/84	
(2) BI-WEEKLY	00/00/00	
(3) SEMI-MONTHLY	00/00/00	
(4) MONTHLY	12/01/84	
(5) QUARTERLY	00/00/00	
(6) SEMI-ANNUAL	00/00/00	
(7) ANNUAL	00/00/00	
(8) DAILY/MISC	12/01/84	
ENTER ALL PAY PERIODS FOR THIS RUN		
()		

The date to the right of each pay period indicates the last time the pay period was selected during a paycheck run. If new dates have been selected since the last paycheck run, this prompt will not appear. To change the pay period for any check run, see Section 6.12.

STEP 4: The next entry is the Week of Month for Deductions. Type the code number of the week to be included in the paycheck run, and press <ENTER>. There are five options here:

08/27/84	ATTENDANCE ENTRY AND EDIT
	(1) FIRST WEEK IN MONTH
	(2) SECOND WEEK IN MONTH
	(3) THIRD WEEK IN MONTH
	(4) FOURTH WEEK IN MONTH
	(5) FIFTH WEEK (EVERY PAYCHECK ONLY)
ENTER NEW DEDUCTION WEEK CODE FOR THIS RUN	
ENTER "NONE" FOR NO DEDUCTIONS	
()	

If you set the deduction week at "1", for the first week in the month, only deductions with the following frequencies would be taken during this pay run: EVERY WEEK, 1ST WEEK ONLY, and 1ST and 3RD WEEKS. If you wish to enter a combination of weeks, type the appropriate numbers without commas or spaces in between them, and press <ENTER>.

If this information has been entered since the last pay run, the prompt will not appear. To change the week of month for deductions see Section 6.13.

STEP 5: If the new period ending date, pay periods for this check run, and week of month for deductions have been entered correctly, the attendance menu is displayed on the screen:

```

12/18/84      ATTENDANCE ENTRY AND EDIT

1. REGULAR ATTENDANCE POSTING
2. CERTIFIED PAYROLL ATTENDANCE POSTING
3. MANUAL TRANSACTION POSTING
4. PAYCHECK DEDUCTION POSTING
5. ATTENDANCE EDIT LIST
6. PAYCHECK EDIT LIST
7. HOURS EDIT LIST
8. PRINT PAYCHECKS

9. PREPARE ATTENDANCE FILE FOR RECALCULATION
10. CLEAR ATTENDANCE FILE
11. CHANGE ATTENDANCE FILE
12. SELECT PAY PERIODS FOR THIS PAYRUN
13. CHANGE WEEK OF MONTH FOR DEDUCTIONS

(M) RETURN TO MAIN MENU
(E) EXIT TO MONITOR

SELECT:

```

This procedure (described above in STEPS 1 through 5) entered once during the Attendance Posting operation. Should the terminal go off-line (be shut off or otherwise exited), this information must be re-entered.

The STEP-by-STEP instructions which follow describe operational procedures for each menu selection. Some of the menu selections involve lengthy descriptive instructions, and have been divided into appropriate sub-sections.

Regular attendance posting is divided into three sections: 6.1.1 ADD a new record, 6.1.2 CHANGE an existing record, and 6.1.3 DELETE an existing record. Certified Payroll Attendance Posting is similarly divided. Manual Transaction Posting is divided into three sections: 6.3.1 ADD a new record, 6.3.2 CHANGE or examine an existing record, and 6.3.3 DELETE an existing record. Follow the appropriate instructions for the operation you wish to perform.

6.1 REGULAR ATTENDANCE POSTING

This section introduces the process of posting, changing, and deleting paycheck information for hourly, salaried, and meals and tips employees. All regular types of pay, travel pay, taxable and non-taxable pay adjustments, sick time/pay, and vacation time/pay are entered here for each employee on your regular payroll. Also entered here are any multiple-classification, multiple-state and/or multiple job number information for those employees subject to such conditions. To access the Add, Change, Delete selection Menu follow these STEPS:

STEP 1: From the MAIN MENU select <2> for PAYROLL ATTENDANCE ENTRY, and press <ENTER>.

STEP 2: From the Attendance Entry and Edit Menu select <1> for REGULAR ATTENDANCE POSTING, and press <ENTER>. The Regular Attendance Posting Menu is displayed on the screen:

```

12/18/84      ATTENDANCE ENTRY AND EDIT

1. ADD A NEW RECORD
2. CHANGE OR EXAMINE AN EXISTING RECORD
3. DELETE AN EXISTING RECORD

(E) EXIT TO MONITOR

SELECT:

PRESS "UP-ARROW" KEY FOR ATTENDANCE MENU

```

STEP 3: Make your selection from this menu, press <ENTER>, and follow the appropriate instructions which follow. If the Attendance file was saved at the end of the last pay run, attendance records for employees included in that pay run need not be added. They may be changed or maintained as they are for this pay run. See Section 6.1.1.4 to add a pre-existing check to the current check run. The next section (6.1.1) describes the process of adding a new record to this file.

6.1.1 ADD A NEW RECORD TO THE ATTENDANCE POSTING FILE

This section describes the process of adding a new record to the file. To enter the information called for, you need to know the employee number of an existing employee whose pay period has been selected at the beginning of this procedure (see Chapter 6 introduction).

For a list of valid employee numbers, you need to reference an Employee Master File Printout. See Section 7.2 for instructions to print this document. This document also provides the pay period information you need to enter this record satisfactorily. Remember that employees who work in more than one state and/or have more than one job classification and/or multiple jobs must have a separate page of attendance for each additional state and/or job. Follow these STEPS to add a new record:

STEP 1: From the Attendance Entry and Edit Menu select <1> for REGULAR ATTENDANCE POSTING, and press <ENTER>. From the Add, Change, Delete Menu select <1> for ADD A NEW RECORD, and press <ENTER>.

NOTE: If the system has gone off-line (shut off or otherwise exited) since the entry of Pay Period Ending Date; Pay Period(s) this pay check run; and Week of Month for Deductions, these entries must be made before the Attendance Entry and Edit Menu is presented for selection.

STEP 2: The program first prompts for entry of a valid employee number. Type this number, and press <ENTER>.

STEP 3: If this employee has attendance on file (if it has been "saved" from the previous check run, or otherwise posted), the program displays the message: "CHECK(S) ON FILE. START A NEW CHECK?"

If this employee has no attendance records on file (saved from a previous check run) this prompt does not appear. Skip to STEP 4. Complete STEP 3 instructions to start a new check for an employee with existing checks on file, or to add attendance to an existing check:

STARTING A NEW CHECK: To start a new check, type <Y> (YES), and press <ENTER>.

The program displays an attendance record for data entry. In the example below the record presented is for an hourly employee:

```
02/16/85      ATTENDANCE ENTRY AND EDIT      ADD

2      CHERYL B. RUBIN 3 MAINE WEEKLY
              2 SECRETARY
              HOURS WORKED
1. REGULAR HOURS
2. OVERTIME HOURS
3. SPECIAL HOURS
4. SICK HOURS
5. VACATION HOURS
6. TRAVEL PAY
7. TAXABLE ADJ
8. NON-TAXABLE ADJ
9. JOB NUMBER

              PRESS THE <ESC> KEY TO FINISH
              PRESS "UP-ARROW" TO RE-ENTER EMPLOYEE
```

Follow the procedure described in 6.1.1.1 to add attendance for an hourly employee. Follow the procedure described in 6.1.1.2 to add attendance for a salaried employee. See Section 6.1.1.3 to add attendance for a "meals and tips" employee.

ADDING ATTENDANCE TO A CHECK ON FILE: If you type <N> (NO), and press <ENTER>, you are indicating that you want to "Add" a new page of attendance to check already on file. When <N> (NO) is pressed, the first record in the file is displayed for review. The program prompts: "IS THIS THE CORRECT CHECK?"

If you type <N> (NO), and press <ENTER>, the next check record on file is displayed. If there are no other checks in the file, the program returns to the prompt for entry of an employee number. If you type <Y> (YES), you may add additional attendance to this check by proceeding to STEP 4.

STEP 4: If the employee works in more than one state (as indicated in the Employee Master File), the program next prompts for entry of the state code.

Type the state code (designated in the Employee Master File, page 2 and page 6. See Section 5.6.), and press <ENTER>. The state code entered applies to the attendance information you are about to enter. Press <ENTER> to enter the employee's home state (the first state record entered in the Employee Master File, page 2 and page 6).

If the employee worked in two or more states for the pay period included in this check run, enter a separate page of attendance data for each state. See Section 6.1.1.4 (STEP 6) for instructions to complete the procedure for multi-state attendance posting.

When the state code is entered, the program prompts: "ENTERED O.K.?" Type <N> (NO), and press <ENTER> to re-enter the state code. Type <Y> (YES), and press <ENTER> to continue.

STEP 5: The next prompt is for entry of the job classification code. This prompt appears only if the designated employee is assigned more than one job classification. Press the <ENTER> key to enter the employee's first job classification (as defined in the Employee Master File page 3).

When the job classification code is entered, and the <ENTER> key pressed, the program prompts: "ENTERED O.K.?" Type <N> (NO), and press <ENTER> if you wish to re-enter the job classification code. Type <Y> (YES) and press <ENTER> if you wish to continue.

NOTE: The prompts that follow will vary according to whether the employee is paid on an hourly basis, is salaried, or is designated as a "meals and tips" employee. The information is defined in the Employee Master File.

Follow the appropriate instructions which follow for each employee attendance record you are entering. Section 6.1.1.1 describes the process of adding attendance records for hourly employees. Section 6.1.1.2 describes this process for salaried employees, and Section 6.1.1.3 describes this process for Meals and Tips Employees.

6.1.1.1 ADDING ATTENDANCE RECORDS FOR HOURLY EMPLOYEES

After entry of the necessary information described in Section 6.1.1, the program displays the following record for entry if the employee is designated as "hourly" in the Employee Master File (See Section 5.6 page 2).

02/16/85	ATTENDANCE ENTRY AND EDIT	ADD
2	EDITH W. BUTLER	3 MAINE WEEKLY
		2 SECRETARY
HOURS WORKED		
1. REGULAR HOURS		
2. OVERTIME HOURS		
3. SPECIAL HOURS		
4. SICK HOURS		
5. VACATION HOURS		
6. TRAVEL PAY		
7. TAXABLE ADJ		
8. NON-TAXABLE ADJ		
9. JOB NUMBER		
PRESS ESCAPE TO FINISH		
PRESS <UP-ARROW> KEY TO RE-ENER EMPLOYEE		

Follow these STEPS to complete the attendance record for an hourly employee:

STEP 1: Type a response for each line applicable for this employee during the pay period specified. Press <ENTER> after each line to advance the cursor to the next line.

HOURS WORKED: Type up to 6 numeric characters. The first prompt in the record calls for the entry of the total number of hours worked in this pay period. If you want to enter the regular hours, overtime hours and special hours individually, press <ENTER> here and proceed to enter these hours on the next three lines of the record. These entries determine the pay rate calculations for gross pay. Otherwise, if this total exceeds the total regular hours cutoff specified in the System Information File, the amount is automatically distributed (as specified in the System Information File) amount regular, overtime, and special hours.

You must enter the hours worked in hundredths of hours. Allow for two decimal places when typing this figure. Do not type the decimal. The program automatically inserts the decimal upon entry. If you wish to enter these hours individually, press <ENTER> here and proceed.

- | | |
|-------------------|----------------------------------|
| 1. REGULAR HOURS | Type up to 6 numeric characters. |
| 2. OVERTIME HOURS | Type up to 6 numeric characters. |
| 3. SPECIAL HOURS | Type up to 6 numeric characters. |

Enter on these lines the total number of hours applicable for each pay rate specified for these hours. If the employee worked a total of 60 hours, and you wish to pay this employee for 40 hours at the regular rate, and 20 hours at the overtime rate, type <4000>, and press <ENTER> for REGULAR HOURS. Type <2000> and press <ENTER> for overtime hours.

Enter these hour amounts in hundredths of hours. Allow for two decimal places when typing these figures. Do not type the decimal point. The program inserts the decimal upon entry. If you do not wish to make an entry for "Special Hours", press <ENTER> to advance the cursor to the next entry line. Press the <ESC> key to finish.

4. SICK HOURS

Type up to 6 numeric characters. Type the number of sick hours for which the employee is to be paid during this pay period, and press <ENTER>. Type this hour amount in hundredths of hours. Allow for two decimal places when typing these figures. Do not type the decimal point. The program inserts the decimal upon entry. If this entry does not apply to this employee for this pay period, press the <ENTER> key to advance the cursor to the next line, or press the <ESC> key to finish.

NOTE: Hours entered for sick time are not tax exempt when entered on this line.

5. VACATION HOURS

Type up to 6 numeric characters. Enter the number of Vacation Hours for which the employee is to be paid at the regular rate, and press <ENTER>. This number cannot exceed the employee's total accrued vacation hours defined in page 2 of the employee record, see Section 5.6).

Type this hour amount in hundredths of hours. Allow for two decimal places when typing these figures. Do not type the decimal point. The program inserts the decimal upon entry. If you enter a number of hours which exceeds the total accrued vacation hours, the number is not accepted. If this does not apply to this employee for this pay period, press the <ENTER> key to advance the cursor to the next line, or press the <ESC> key to finish.

6. TRAVEL PAY

Type up to seven numeric characters. Enter the dollar amount of non-taxable travel pay only, and press <ENTER>. Although this dollar amount is not taxed during the paycheck run, this amount is included with Wages, Tips, and other compensation on the W2 form. The amount typed here is not a reimbursed expense, but an advance. Reimbursed travel should be paid through the Accounts Payable System.

Remember to allow for two decimal places when typing dollar amounts. Do not type the decimal point. The program inserts the decimal upon entry. If this entry does not apply to this employee for this pay period, press <ENTER> to advance the cursor to the next line, or press the <ENTER> key to skip the remaining lines and finish the record entry.

7. TAX ADJ

Type to seven numeric characters. Enter here any pay advances, bonuses, or other taxable income being paid to this employee this pay period. Type the dollar amount, and press <ENTER>. Remember to allow for two decimal places when typing dollar amounts. Do not type the decimal. The program inserts the decimal upon entry.

This dollar amount may be positive or negative. If the amount is negative, type a minus <-> sign before the amount. If the entry does not apply to this employee for this pay period, press the <ENTER> key to advance the cursor to the next line, or press the <ESC> key to skip the remaining lines and finish the record entry.

8. NON-TAXABLE ADJ

Type up to seven numeric characters. Enter any expenses or other non-taxable dollar amounts that are to be included in the employee's paycheck, and press <ENTER>. Remember to allow for two decimal places when typing dollar amounts. Do not type the decimal.

The program inserts the decimal upon entry. This dollar amount may be positive or negative. If the amount is negative, type a minus <-> sign before the figure. If this entry does not apply to this employee for this pay period, press the <ENTER> key to advance the cursor to the next line, or press the <ENTER> key to skip the next line and finish the record entry.

This amount is included with Wages, Tips, and other compensation on the W2 form during year-end procedures. Reimbursed expenses should be processed through the Accounts Payable System.

9. JOB NUMBER

Type up to eight characters. This prompt appears only if the Job Cost Tie-in is being used. This capability is indicated in the System Information File (see Section 5.1). Enter the appropriate job number for this employee, and press <ENTER>.

If your system is Job Cost interfaced, and a job cost number is not entered here, this page of attendance is not included in the Job Cost Distribution Report or the Job Cost Transfer operation.

STEP 2: When the record is complete, the program prompts: "IS EVERYTHING O.K.?"

If you wish to change an entry, type <N> (NO), and press <ENTER>. Type the number of the line you wish to change, press <ENTER>, type the correct information, and press <ENTER>. When changes have been made, press the <UP-ARROW> key to continue. If everything is OK, type <Y> (YES) and press <ENTER>.

STEP 3: Next, the program prompts: "MORE ATTENDANCE THIS CHECK?" If an employee has more than one job classification and/or multiple jobs, and/or multiple state of employment, a separate page of attendance must be entered for this employee. Type <Y> (YES), and press <ENTER> here to enter another attendance record. Entry for additional attendance records is the same as for the initial record.

Type <N> (NO), and press <ENTER> here to complete the attendance record for this employee. The program prompts for entry of another number. Press the <UP-ARROW> key if you wish to return to the Attendance Entry and Edit Menu.

6.1.1.2 ATTENDANCE ENTRY FOR SALARIED EMPLOYEES

After entry of the necessary information described in Section 6.1.1, the program displays the following record for entry if the employee is designated as "salaried" in the Employee Master File (see Section 5.6 page 2).

12/18/84	ATTENDANCE ENTRY AND EDIT	ADD	
3 WILLIAM R. BURROUGHS	3 MAINE	WEEKLY	
		5 SALES MINICOMPUTERS	
PAY ONE SALARY?			
1. REGULAR PAY			
2. SICK PAY			
3. VACATION PAY			
4. TRAVEL PAY			
5. TAXABLE ADJ			
6. NON-TAXABLE ADJ			
7. JOB NUMBER			
PRESS THE <ESC> KEY TO FINISH			
PRESS <UP-ARROW> TO RE-ENTER EMPLOYEE			

Follow these STEPS to complete the attendance record for a salaried employee. Review the "ADD" procedure description in Section 6.1.1 if you need instructions to access this page of the attendance posting procedure.

STEP 1: Type a response for each line applicable of this employee for the pay period specified. Press <ENTER> after each line to advance the cursor to the next entry line.

Follow these guidelines as you make your entries:

PAY ONE SALARY?

Type <Y> or <N>. The first prompt in the record requires a <Y> (YES) or <N> (NO) response. If you answer <Y> (YES), and press the <ENTER> key, you have indicated that the employee is to be paid the amount defined as "base pay" in the Employee File (see page 3 of the Employee Record, Section 5.6). This amount appears automatically in line 1 of the record. If you answer <N> (NO), and press the <ENTER> key, you have indicated that you want to manually enter the amount the employee is to be paid in the first line of this attendance record, marked REGULAR PAY.

1. REGULAR PAY

Type up to 7 numeric characters. Enter the dollar amount the employee is to be paid for this pay period, and press <ENTER>. Remember to allow for two decimal places when typing this dollar amount. Do not type the decimal point. The program inserts the decimal upon entry.

Note: That the hourly equivalent for the pay amount is calculated automatically according to the specification for "Regular Hours per Salary" entered on page 3 of the employee record (see Section 5.6). The hourly total is displayed with the gross pay total at the bottom of the screen when all entries have been made.

2. SICK PAY

Type up to 7 numeric characters. Enter the dollar amount to be paid to this employee for sick time, and press <ENTER>. Remember to allow for two decimal places when typing this number. Do not type the decimal. The program inserts the decimal upon entry.

If this entry does not apply to this employee for this pay period, press the <ENTER> key to advance the cursor to the next line, or press the <ESC> key to finish.

3. VACATION PAY

Type the 7 numeric characters. Enter the dollar amount to be paid to this employee for Vacation time, and press <ENTER>. This amount cannot exceed the employee's total accrued vacation time specified in the employee file on page 2 (see Section 5.6). Calculate the amount using the rate specified for regular hours per pay period in the Employee Master File. If this entry does not apply to this employee for this pay period, press the <ENTER> key to advance the cursor to the next line, or press the <ESC> key to finish.

4. TRAVEL PAY

Type up to 7 numeric characters. Enter the dollar amount for non-taxable travel pay to be paid to this employee during this pay period, and press <ENTER>. This amount is included in Wages, Tips, and other compensation on the W2 form.

Enter taxable travel pay on the TAX ADJ line (7). If this entry does not apply to this employee for this pay period, press the <ENTER> key to advance the cursor to the next line, or press the <ESC> key to finish.

5. TAXABLE ADJ

Type up to 7 numeric characters. Enter here any pay advances, bonuses, or other taxable income being paid to this employee this pay period. Type the dollar amount, and press <ENTER>. Remember to allow for two decimal places when typing this dollar amount. Do not type the decimal, the program inserts the decimal upon entry.

This dollar amount may be positive or negative. If the amount is negative, type a minus <-> sign before the amount. If this entry does not apply to this pay period, press the <ENTER> key to advance the cursor to the next line, or press the <ESC> key to finish.

6. NON-TAXABLE ADJ

Type up to 7 numeric characters. Enter here any expenses or other non-taxable dollar amounts to be paid to this employee during this pay run. Type the dollar amount, and press <ENTER>. Remember to allow for two decimal places when typing dollar amounts. Do not type the decimal. The program inserts the decimal upon entry.

The amount entered here is included on the W2 form along with Wages, tips, and other compensation. Reimbursements should be processed through the Accounts Payable System. This dollar amount may be positive or negative. If the amount is negative, type a minus <-> sign before the amount. If this entry does not apply to this employee for this pay run, press the <ENTER> key to advance the cursor to the next line, or press the <ESC> key to finish.

7. JOB NUMBER

Type up to 8 characters. This selection only appears if you are using the Job Cost Tie-in. Indicate the use of the Job Cost interface by responding <Y> (YES) to the appropriate question in the System Information File (see Section 5.1).

Type the appropriate number and press <ENTER>. If you are using the Job Cost Tie-in and do not enter a job number here, this page of attendance is not included in the Job Cost Distribution Report of the Job Cost transfer procedure.

STEP 2: When these entries are completed, the program displays the amount of gross pay, total hours, and prompts:

IS EVERYTHING O.K.?

If you answer <N> (NO), and press <ENTER>, you have indicated that you wish to make a change. Type the number of the line you wish to change, and press <ENTER>. Type the new information and press <ENTER>. Press the <UP-ARROW> key when all changes have been made. If you answer <Y> (YES), and press <ENTER>, or press <ENTER> you to continue.

STEP 3: The program next prompts: "MORE ATTENDANCE THIS CHECK?"

If you wish to enter another page of attendance for this employee type <Y> (YES), and press <ENTER>. Remember that employees who work in more than one state and/or have more than one job classification and/or multiple jobs must have a separate page of attendance for each additional state and/or job classification.

Type <N> (NO), and press <ENTER>, if this employee's attendance record is complete for this pay period. When all entries are complete for one employee, the program prompts for entry of another employee number. Press the <UP-ARROW> key to return to the Attendance Entry and Edit Menu.

6.1.1.3 ATTENDANCE ENTRY FOR MEALS AND TIPS EMPLOYEES

After entry of the necessary information described in Section 6.1.1, the program displays the following record for entry if the employee is designated as a "Meals and Tips" employee in the Employee Master File (see Section 5.6 page 2).

12/18/84	ATTENDANCE ENTRY AND EDIT		ADD
8	LINDA HUNT	4 NEW HAMPSHIRE	DAILY/MISC
			11 WAITRESS
HOURS WORKED			
1. REGULAR HOURS			
2. OVERTIME HOURS			
3. SPECIAL HOURS			
4. SICK HOURS			
5. VACATION HOURS			
6. TRAVEL PAY			
7. TAXABLE ADJ			
8. NON-TAXABLE ADJ			
9. MEALS			
10. TIPS			
11. JOB NUMBER			

PRESS THE <ESC> KEY TO FINISH
PRESS <UP-ARROW> TO RE-ENTER EMPLOYEE

Follow these instructions for adding an attendance record for a meals and tips employee:

STEP 1: Type a response for each line applicable for this employee for the pay period specified (see Chapter 6 introduction). Press <ENTER> after each line to advance the cursor to the next entry line. Follow these guidelines for each line of entry:

HOURS WORKED

Type up to 5 numeric characters. The first prompt in the record calls for the entry of the total number of hours worked in this pay period. If you want to enter the regular hours, overtime hours, and special hours individually, press <ENTER> here and proceed to the next three lines of the record. These entries, along with "meals" and "tips" entries determine the pay rate calculations for gross pay.

Otherwise, if this total exceeds the total number of regular hours specified on page 3 of the Employee Record (see Section 5.6) the hour amount is automatically distributed (as specified in the Employee Record) among regular, overtime, and special hours. For example: if it has been specified in the System Information File that employees are paid at a regular rate for the first 40 hours worked, and at an overtime rate for any hours over 40, the additional amount is automatically distributed to overtime hours. This only occurs if TOTAL HOURS are entered here.

You must enter the hours worked in hundredths of hours. Allow for two decimal places when typing this figure. Do not type the decimal. The program inserts the decimal upon entry.

1. REGULAR HOURS Type up to 6 numeric characters.
2. OVERTIME HOURS Type up to 6 numeric characters.
3. SPECIAL HOURS Type up to 6 numeric characters.

Enter on these lines the total number of hours applicable for each pay rate specified for these hours. For example, if the employee worked a total of 60 hours, and you wish to pay this employee for 40 hours at a regular rate, and 20 hours at an overtime rate, type <4000> and press <ENTER> for REGULAR HOURS, and type <2000> and press <ENTER> for OVERTIME HOURS.

Enter these hour amounts in hundredths of hours. Allow for two decimal places when typing these figures. Do not type the decimal point. The program inserts the decimal upon entry. If you do not wish to make an entry for the special hours line, press the <ENTER> key to advance the cursor to the next line.

4. SICK HOURS

Type up to 6 numeric characters. Hours entered here are not tax exempt, but considered part of regular wages. Type the number of hours to be paid to this employee as sick time, and press <ENTER>. Remember to allow for two decimal places when typing this number. Do not type the decimal. The program inserts the decimal upon entry. If this entry does not apply to this employee for this pay period, press the <ENTER> key to advance the cursor to the next line.

5. VACATION HOURS

Type up to 6 numeric characters. Type the number of hours to be paid to this employee for Vacation time, and press <ENTER>. This amount cannot exceed the employee's total accrued vacation hours specified in the employee file on page 2. If a number is entered that exceeds the total accrued vacation time specified in the employee file, the program will not accept it.

If this entry does not apply to this employee for this pay period, press the <ENTER> key to advance the cursor to the next line.

6. TRAVEL PAY

Type up to 6 numeric characters. Type the dollar amount for non-taxable travel pay to be paid to this employee during this pay period, and press <ENTER>. This amount is not taxed for this pay period, but is included with Wages, Tips, and other compensation on the W2 form. Travel pay entered here is not a reimbursement, but an advance. Reimbursed travel should be paid through the Accounts Payable System.

If this entry does not apply to this employee for this pay period, press the <ENTER> key

to advance the cursor to the next line.

7. TAXABLE ADJ

Type up to 7 numeric characters. Enter here any pay advances, bonuses, or other taxable income being paid to the employee this pay period.

Type the dollar amount, and press <ENTER>. Remember to allow for two decimal places when typing this dollar amount. Do not type the decimal. The program inserts the decimal upon entry.

This dollar amount may be positive or negative. If the amount is negative, type a minus <-> sign before the amount. If this entry does not apply to this employee for this pay period, press the <ENTER> key to advance the cursor to the next line.

8. NON-TAXABLE ADJ

Type up to 7 numeric characters. Enter here any expenses or other non-taxable dollar amounts to be paid to this employee during this pay run, and press <ENTER>. Type the dollar amount, and press <ENTER>. Remember to allow for two decimal places when typing dollar amounts. Do not type the decimal. The program inserts the decimal upon entry.

This dollar amount may be positive or negative. If the amount is negative, type a minus <-> sign before the amount. This amount is included with Wages, Tips, and other compensation of the W2 form at year-end. Reimbursements should be handled through the Accounts Payable System.

If this entry does not apply to this employee for this pay run, press the <ENTER> key to advance the cursor to the next line.

9. MEALS

Type up to 6 numeric characters. Enter the dollar amount for "meals" that are included as part of the employee's pay, and press <ENTER>. Remember to allow for two decimal places when entering dollar amounts. Do not type the decimal. The program inserts the decimal upon entry.

10. TIPS

Type up to 6 numeric characters. Enter only taxable "tips" on this line. Type this dollar amount, and press <ENTER>. Do not type the decimal. The program inserts the decimal upon entry.

11. JOB NUMBER

Type up to 8 characters. This selection appears only if you have indicated that you are utilizing the Job Cost Tie-in in the System Information File (see Section 5.1). Type the appropriate number, and press <ENTER>.

If you are using the Job Cost Tie-in and do not enter a job number here, this page of attendance is not included in the Job Cost Distribution Report and the Job Cost Transfer procedure.

STEP 2: When these entries are completed, the program displays the total hours worked, and prompts:

IS EVERYTHING O.K.?

If you answer <N> (NO), and press <ENTER>, you have indicated that you wish to make a change. Type the number of the line you wish to change, and press <ENTER>. Type the new information and press <ENTER>.

Press the <UP-ARROW> key when all changes have been made. If you answer <Y> (YES), and press <ENTER>, or just press the <ENTER> key, you have indicated that you wish to continue.

STEP 3: The program next prompts: "MORE ATTENDANCE THIS CHECK?"

If you wish to enter another page of attendance for this employee type <Y> (YES), and press <ENTER>. Remember that employees who work in more than one state and/or have multiple jobs, must have a separate page of attendance for each additional state and/or job classification and/or job number.

Type <N> (NO), and press <ENTER>, if this employee's attendance record is complete for this pay period. When all entries are complete for one employee, the program prompts for entry

of another employee number. Press the <UP-ARROW> key to return to the Attendance Entry and Edit Menu.

6.1.1.4 ADDING AN ATTENDANCE RECORD TO A PRE-EXISTING PAYCHECK

This section describes the process of using previously posted attendance information (saved on file) for a current check run. This eliminates re-entry of repetitive attendance information for employees who work regular hours each pay period. This process can also be used if you have already entered an attendance record for an employee, and then discover that additional job classifications or states must be added to the current check.

Several different checks (attendance records) for each employee can be saved on file for this purpose. Follow these STEPS to execute this time-saving procedure:

STEP 1: From the Attendance Entry and Edit Menu select <1> for REGULAR ATTENDANCE POSTING, and press <ENTER>.

STEP 2: From the Regular Attendance Posting Menu select <1> for ADD A NEW RECORD, and press <ENTER>.

STEP 3: The program prompts for entry of an employee number. Type the number, and press <ENTER>.

STEP 4: After the employee number is entered, the following prompt is displayed:

12/18/84	ATTENDANCE ENTRY AND EDIT	ADD
3	FRANK H. CASE	WEEKLY
CHECK(S) ON FILE. START A NEW CHECK?		
PRESS THE "UP-ARROW" KEY TO ESCAPE		

STEP 5: Answer <N> (NO), and press <ENTER> to display the attendance record(s) on file.

The first attendance record on file is displayed on the screen. The prompt "IS THIS THE CORRECT CHECK?" appears at the bottom of the displayed record.

STEP 6: Answer <N> (NO), and press <ENTER>, to display the next attendance record on file. Type <N> (NO) as many times as necessary to display the record you are seeking. If you type <N> (NO), and no other records exist on file for this employee, the program returns to the prompt for an employee number.

When the check (attendance) information you are looking for is displayed on the screen, type <Y> (YES), and press <ENTER>. The program displays a new attendance screen for data entry. When complete, this record is added to the current check.

STEP 7: If appropriate, the state and classification codes must be entered (if the employee works in more than one state and/or has more than one job classification).

Enter these codes, press <ENTER>, and enter the attendance information in the record as you would to add an ordinary record. The GROSS PAY, and TOTAL HOURS are displayed in the lower left corner of the screen. Press the <UP-ARROW> key to return to the prompt for an employee number. Press the <UP-ARROW> key to return to the Attendance Entry and Edit Menu.

6.1.2 CHANGING OR EXAMINING ATTENDANCE RECORDS

This section introduces the process of changing attendance records. If you make changes to the attendance record before a check run, these changes will be reflected in the edit lists printed before the check run. The change mode is also recommended if you wish to examine an employee attendance record.

Remember that an attendance record is the basis upon which checks are written. This record is also referred to as a "check record". Keep this in mind as you review these

instructions.

In order to change an attendance record, you must enter the number of an employee for whom there is attendance already posted (or saved) in the attendance file. If you enter a number of an employee for which there is not a record, the program displays the message: "NO ATTENDANCE ON FILE."

Any of the edit lists, selectable from the Attendance Entry and Edit Menu can provide a listing of employees represented in the Attendance File.

Follow these steps to change an attendance record:

STEP 1: From the Attendance entry and Edit Menu select <1> for Regular Attendance Posting, and press <ENTER>.

STEP 2: From the Regular Attendance Posting Menu select <2> for CHANGE OR EXAMINE AN EXISTING RECORD, and press <ENTER>.

STEP 3: The program prompts for entry of an employee number. Enter the number of the employee whose record you wish to change (or examine), and press <ENTER>.

If there is not an attendance record for this employee in the file the program displays the message: "NO ATTENDANCE ON FILE". Press the <UP-ARROW> key to return to the selection menu.

STEP 4: When a valid employee number is entered, the program displays the first page of the first paycheck in the file for the specified employee. The program prompts: "IS THIS THE CORRECT CHECK?"

If this is not the check record you wish to change, type <N> (NO), and press <ENTER>. The program displays the next record in the file. If you type <N> (NO) and no record is found, the program returns to the prompt for employee number entry. When the check record you are looking for is displayed, type <Y> (YES), and press <ENTER>.

STEP 5: The "SELECT" prompt appears in the lower left of the screen. Type the line number of the information you wish to change, and press <ENTER>. Then, type the new information, and press <ENTER>. If you are entering zero amounts, you may press the <ENTER> key.

Note: That the state and classification codes cannot be changed in this mode. If they are incorrect, the record must be deleted, and the re-entered (in "Add" mode). See Section 6.1.3 for instructions to delete attendance records.

STEP 6: If there is more than one page of attendance data for this check record, press the <D> key to display the next page (referred to as "DETAIL" on the screen display) of attendance for this check. After review of this next "page" of data, you may return to the first page by pressing the <F> key.

When all changes have been made, press the <UP-ARROW> key to return to the employee number prompt. Press the <UP-ARROW> key again to return to the Attendance Entry and Edit Menu.

6.1.3 DELETE AN EXISTING ATTENDANCE RECORD

This section describes the process of deleting attendance records. To successfully execute this procedure you must enter the number of an employee for whom there is attendance already posted (or saved) in the attendance file. If you enter an employee number and no records exist the screen displays the message: "NO ATTENDANCE ON FILE". Any of the edit lists, selectable from the attendance menu, provide a listing of employees represented in the Attendance File.

Follow these STEPS to delete an attendance record:

STEP 1: From the Attendance Entry and Edit Menu select <1> for REGULAR ATTENDANCE POSTING, and press <ENTER>.

STEP 2: From the Regular Attendance posting Menu select <3> for DELETE AN EXISTING RECORD, and press <ENTER>.

STEP 3: The program prompts for an employee number. Type this number, and press <ENTER>.

If you enter the number of an employee who has no records on file, the program displays the message: "NO ATTENDANCE ON FILE". Press the <UP-ARROW> key to escape. The program prompts for entry of another employee number when the <UP-ARROW> key is pressed.

STEP 4: When a valid employee number has been entered, the program displays the first

check record on file for that employee. The prompt: "IS THIS CORRECT CHECK?" appears in the lower part of the screen.

Type <N> (NO), and press <ENTER>, if this is not the check you wish to delete. The next check record on file is displayed. If not check record is found, the program returns to the prompt for an employee number.

Type <Y> (YES), and press <ENTER> when the check record you wish to delete is displayed.

STEP 5: Next, the program prompts: "DELETE ENTIRE CHECK?"

Type <Y> (YES), and press <ENTER>, if you wish to delete the entire check. The program displays the message: "CHECK HAS BEEN DELETED".

Type <N> (NO), and press <ENTER>, if you do not wish to delete the entire check. If there is more than one page in this check record, and <N> is typed, the program displays the message: "DELETE THIS DETAIL?"

STEP 6: Type <Y> (YES), and press the <ENTER> key (or just press the <ENTER> key), if you wish to delete this "detail" OR PAGE OF THE CHECK RECORD.

If you do not wish to delete this "detail" of the record, and if there is more than one page (or "detail") to this record, press the <UP-ARROW> key (or answer <N> (NO) to the program prompt) to display this additional data. The program again prompts: "DELETE THIS DETAIL?"

Proceed until you reach the page (or "detail") you wish to delete, and type <Y> (YES), and press <ENTER> (or just press the <ENTER> key).

STEP 7: When all deletions have been made, press the <UP-ARROW> key. the program returns to the prompt for an employee number. Press the <UP-ARROW> key to return to the Attendance Entry and Edit Menu.

6.2 CERTIFIED PAYROLL ATTENDANCE POSTING

Section 6.2 presents the procedures necessary to add, change, or delete a Certified Payroll Attendance record. This program is very similar to the Regular Attendance Entry Program (Section 6.1). A Certified payroll is one in which an employee's attendance is recorded on a daily basis. Usually this applies to government work, but is also used in other business.

This program may only be used for hourly and meals and tips employees. Because of the similarity between Certified Attendance Posting and Regular Attendance Posting, these instructions refer to the procedure for Regular Attendance Posting for detailed explanations.

NOTE: If the system has gone off-line (shut off or otherwise exited) since the entry of Pay Period Ending Date; Pay Period(s) this pay check; and Week of Month for Deductions, these entries must be made before the Attendance Entry and Edit Menu is presented for selection. Follow these STEPS to add, change or delete a certified Payroll Attendance record.

6.2.1 ADD A CERTIFIED PAYROLL ATTENDANCE RECORD

This section presents instructions for adding a certified attendance record.

STEP 1: From the Attendance Entry and Edit Menu select <2> for CERTIFIED PAYROLL ATTENDANCE POSTING, and press <ENTER>.

STEP 2: The program first displays the last certified payroll week ending date posted, and prompts: "IS THIS THE CORRECT DATE?". If the date is correct, type <Y> (YES), and press <ENTER> (or just press the <ENTER> key).

If the date is not correct, type <N> (NO), and press <ENTER>. Enter the correct date, and press <ENTER>. Do not confuse the certified payroll week ending date with the pay period ending date. The correct date entry must be the date of the Saturday that ends the week for which attendance is being entered. This date is never cleared from the system, and must be changed for each new week certified records are entered. The date entered here affects the printing of dates on the Certified Payroll Register.

STEP 3: After the correct date is entered, the program displays the Add, Change, and Delete selection menu. Select <1> for ADD A NEW RECORD, and press <ENTER>.

STEP 4: The program prompts for entry of an employee number. Enter this number, and press <ENTER>.

STEP 5: The program prompts for entry of an employee number. Enter this number, and press <ENTER>.

If the employee works in more than one state, the program prompts for entry of a state code. Type the state code which applies to the record you are about to enter, and press <ENTER>. You may just press the <ENTER> key if you want the employee's first job classification entered here. This job classification is designated in the Employee Master File (see Section 5.6 - page 3 of record).

STEP 6: When these entries have been completed, the program prompts: "ENTERED O.K.?" Type <N> (NO), and press <ENTER>, to re-enter the state code or job classification. Type <Y> (YES), and press <ENTER>, to continue.

STEP 7: The program next prompts for entry of the day of the week. The seven days of the week, with corresponding code numbers, are displayed on the right side of the screen. Type the code number for the day of week for which a record is being entered, and press <ENTER>. The program calculates the correct date for this record based upon the date entered in STEP 2. This date is displayed on the screen.

STEP 8: When this entry is made the program prompts: "ENTERED O.K.?". Answer <N> (NO), and press <ENTER>, if you wish to make a change. Answer <Y> (YES), and press <ENTER>, to continue.

STEP 9: The program presents a record for data entry. Enter the data necessary, following the instructions for regular attendance posting (See Section 6.1.1.1 for hourly employees, Section 6.1.1.3 for meals and tips employees).

NOTE: Remember that entry of a Job Number is necessary if you wish to print the Certified Report after the check run and update.

6.2.2 CHANGE A CERTIFIED PAYROLL ATTENDANCE RECORD

STEP 1: After the correct date is entered (see Section 6.2.1), the program displays the Regular Attendance Posting Menu. Type <2> for CHANGE OR EXAMINE AN EXISTING RECORD, and press <ENTER>.

STEP 2: The program prompts for entry of an employee number. Enter this number, and press <ENTER>. This procedure is identical to the procedure for changing regular payroll attendance records. See Section 6.1.2 for instructions.

6.2.3 DELETE A CERTIFIED PAYROLL ATTENDANCE RECORD

STEP 1: After the correct date is entered (see Section 6.2.1), the program displays the Regular Attendance Posting Menu. Type <3> for DELETE AN EXISTING RECORD, and press <ENTER>.

STEP 2: The program prompts for entry of an employee number. Enter this number, and press <ENTER>. This procedure is identical to the procedure for deleting regular payroll attendance records. See Section 6.1.3 for instructions.

6.3 MANUAL TRANSACTION POSTING

This section describes the process of adding, changing, or deleting a record of a manual transaction. Manual transaction posting is used for recording a handwritten check in the system or, you may use the is procedure to create a check but record the check information manually. All relevant pay and hourly amounts are entered in this record - as well as all applicable deductions.

NOTE: If the system has gone off-line (shut off or otherwise exited) since the entry of Pay Period Ending Date; Pay Period(s) this pay check run; and Week of the Month deductions, these entries must be made before the Attendance Entry and Edit Menu is presented for selection.

Follow these STEPS to add, change or delete a manual transaction:

6.3.1 ADDING A MANUAL TRANSACTION

This section presents the process of adding check records to the file when a check has been written by hand. There are two separate procedures for manual check posting. Section 6.3.1.1 describes the process of recording a manual transaction through regular attendance. This procedure does not create a check (unless <0> is entered for a check number), but is a record of a check that has already been written and distributed. Relevant taxes and company deductions that are specified in the employee file are used to calculate the net pay. The check number, check date, and relevant attendance date for the manual check are posted into the system by using this procedure.

Section 6.3.1.2 describes the process of posting all figures in the record manually to create a check. Relevant taxes and any withholding or credit figures must be calculated and entered in this record. If you are creating a check and do not have the figures for the withholding amount(s), it is recommended that you post this record through regular attendance posting (see Section 6.1.1), and figures will be calculated automatically.

Follow the appropriate instructions to either add a manual record through regular attendance, or to add a record by posting all figures manually.

6.3.1.1 ADD A MANUAL TRANSACTION RECORD THROUGH REGULAR ATTENDANCE

Use this procedure to enter a record for a check that has been written by hand, or to record a check that has been calculated differently than if posted through regular attendance posting. This procedure can create a check by entering <0> for a check number.

This procedure can also be used to enter a record in the file for a check that has already been written and distributed. Follow these STEPS:

STEP 1: From the Attendance Entry and Edit Menu select <3> for MANUAL TRANSACTION RECORD and press <ENTER>. From the selection menu displayed select <1> for ADD A NEW RECORD, and press <ENTER>.

STEP 2: When the "Add" mode is selected, the program displays the following selections:

01/17/85	MANUAL TRANSACTIONS	ADD
1. POST THROUGH REGULAR ATTENDANCE		
2. POST ALL FIGURES MANUALLY		
SELECT:		
PRESS THE "UP-ARROW" KEY TO ESCAPE		

To post through regular attendance, select <1>, and press <ENTER>.

STEP 3: The program prompts for entry of an employee number. Type the number of the employee for whom you are entering a check record, and press <ENTER>.

When the number is entered, the name of the employee is displayed on the screen. If the name indicates that this is not the correct record, press the <UP-ARROW> key, and re-enter the number.

STEP 4: If attendance has already been entered for this employee, the program displays the message: "CHECK(S) ON FILE. START A NEW CHECK?" If you type <N> (NO), and press <ENTER>, the program returns to the prompt for an employee number. Type <Y> (YES), and press <ENTER>, or just press the <ENTER> key to continue.

STEP 5: If the employee works in more than one state (as specified in the Employee File, page 6 of the record), the program prompts for the state code. Enter the state code relevant to the attendance record you are presently entering. Type this code, and press <ENTER>. The name of the state appears on the screen when the code number is entered.

Just press the <ENTER> key if you wish to enter the employee's home state (the first state recorded on page 6 of the Employee Record, see Section 5.6). When the state code is entered, the program prompts: "ENTERED O.K.?" Type <N> (NO), and press <ENTER>, if you wish to re-enter the state code. Type <Y> (YES), and press <ENTER>, to continue. Press the <UP-ARROW> key to escape this procedure and return to the prompt for an employee number.

STEP 6: If the employee is assigned more than one job classification (specified in the

Employee Master File, see Section 5.6 - page 3 of the record), the program prompts for entry of the classification code applicable to the attendance record you are about to enter.

Type the code number, and press **<ENTER>**. This code number must be one assigned to this employee in the Employee Master File (see Section 5.6 -page 3 of the record). The name of this code is displayed on the screen upon entry.

Just press the **<ENTER>** key to enter the employee's first job classification (the classification specified in the Employee File - page 3).

When the code number is entered, the program prompts:"ENTERED O.K.?" Type **<N>** (NO), and press **<ENTER>**, if you wish to re-enter the job classification code number. Type **<Y>** (YES), and press **<ENTER>**, or just press the **<ENTER>** key, to continue.

Press the **<UP-ARROW>** key to escape this procedure and return to the prompt for an employee number.

STEP 7: Next, the program prompts for entry of the check number, and check date. Type the number of the check that has been issued, and press **<ENTER>**. Then, type the date of this check, and press **<ENTER>**. The program defaults to the system date if just the **<ENTER>** key is pressed.

If a check has not been issued, you must enter **<0>** for the check number, and if the system is printing a check, enter the date of the expected check run for the check date. When this information has been entered, the program prompts: "SELECT".

If you wish to make a change, type the line number of the information you wish to change, press **<ENTER>**, then type the new information, and press **<ENTER>**. Press the **<UP-ARROW>** key to display another attendance record for data entry.

STEP 8: The Regular Attendance Entry record is displayed on the screen for entry. The attendance information is entered as it is in normal attendance posting.

See Section 6.1.1.1 for line by line instructions for an HOURLY employee.

See Section 6.1.1.2 for line by line instructions for a SALARIED employee.

See Section 6.1.1.3 for line by line instructions for a MEALS & TIPS employee.

STEP 9: When all entries are complete, and you wish to enter a record for another employee, press the **<UP-ARROW>** key when the program prompts for entry of an employee number. You must return to the selection menu to initiate a new entry; otherwise the prompts for check number and date do not appear.

6.3.1.2 CREATING A CHECK BY POSTING ALL FIGURES MANUALLY

Section 6.3.1.2 describes the process of posting all figures in the record manually to create a check. Relevant taxes and any withholding or credit figures must be calculated and entered in this record. If you are creating a check and do not have the figures for the withholding amount(s), it is recommended that you post this record through regular attendance posting (see Section 6.1.1), and these figures will be calculated automatically.

Follow these STEPS to execute this procedure:

STEP 1: From the Attendance Entry and Edit menu select **<3>** for MANUAL TRANSACTION POSTING, and press **<ENTER>**. From the Manual Transactions Menu displayed select **<1>** for ADD A NEW RECORD, and press **<ENTER>**.

STEP 2: The program prompts for selection:

01/17/84	MANUAL TRANSACTIONS	ADD
1. POST THROUGH REGULAR ATTENDANCE		
2. POST ALL FIGURES MANUALLY		
SELECT:		

To create a check by manually entering all figures, type <2>, and press <ENTER>.

STEP 3: The program prompts for entry of an employee number. Type this number, and press <ENTER>.

When the employee number is entered, the name of the employee is displayed on the screen. If this display indicates that this is the incorrect employee, press the <UP-ARROW> key to re-enter the employee number.

STEP 4: If attendance has already been entered for the specific employee, the program displays the message: "CHECK(S) ON FILE. START A NEW CHECK?" Type <N> (NO), and press <ENTER> if you wish to return to the prompt for an employee number. Type <Y> (YES), and press <ENTER>, or just press the <ENTER> key to continue.

STEP 5: If the employee works in more than one state (as specified in the Employee File, page 6 of the record), the program prompts for the state code. Enter the state relevant to the attendance record you are presently entering.

Type this code, and press <ENTER>. The name of the state appears on the screen when the code number is entered. Just press the <ENTER> key if you wish to enter the employee's home state (the first state recorded on page 2 and page 6 of the Employee Record, see Section 5.6).

When the state code is entered, the prompts: "ENTERED O.K.?" Type <N> (NO), and press <ENTER>, if you wish to re-enter the state code. Type <Y> (YES), and press <ENTER>, to continue. Press the <UP-ARROW> key to escape this procedure and return to the prompt for an employee number.

STEP 6: If the employee is assigned more than one job classification (specified in the Employee Master File, see Section 5.6 - page 3 of the record), the program prompts for entry of the classification code applicable to the attendance record you are about to enter.

Type this code number, and press <ENTER>. This code number must be assigned to this employee in the Employee Master File (see Section 5.6 -page 3 of the record). The name of this code is displayed on the screen upon entry.

Just press the <ENTER> key to enter the employee's first job classification (the first classification specified in the Employee File - page 3). When the code number is entered the program prompts: "ENTERED O.K.?" Type <N> (NO), and press <ENTER>, if you wish to re-enter the job classification code number. Type <Y> (YES), and press <ENTER>, or just press the <ENTER> key, to continue. Press the <UP-ARROW> key to escape this procedure and return to the prompt for an employee number.

STEP 7: When these entries have been made, the program displays a record for entry:

```
01/17/85      MANUAL TRANSACTIONS      ADD

1. JOHN P. JONES      4 NEW HAMPSHIRE MONTHLY
                        1 MANAGEMENT

1. CHECK NUMBER      13. TIPS
2. CHECK DATE        14. REGULAR PAY
3. FEDERAL WITHHOLDINGS 15. OVERTIME PAY
4. FICA WITHHOLDINGS  16. SPECIAL PAY
5. MEDICARE WITHHOLDINGS 17. SICK PAY
6. STATE WITHHOLDINGS 18. VACATION PAY
7. CITY WITHHOLDINGS  19. REGULAR HOURS
8. EARNED INCOME CREDIT 20. OVERTIME HOURS
9. TAXABLE ADJ        21. SPECIAL HOURS
10. NON-TAXABLE ADJ   22. SICK HOURS
11. TRAVEL PAY        23. VACATION HOURS
12. MEALS             24. JOB NUMBER
```

PRESS THE <ESC> KEY TO FINISH

Enter the data line by line. Press <ENTER> after entry to advance the cursor to the next line. If an entry does not apply to this employee for this check, press <ENTER>, and the cursor advances to the next line.

NOTE: If a check number is entered (line 1), the check is recorded but not printed by the system. If you are creating a check, do not make an entry here. For check date, type the date of the expected check run, or press <ENTER>, and leave the entry blank.

If you are creating a check and do not have the figures for the withholding amount(s), it is recommended that you post this record through regular attendance posting (see Section 6.1.1), and these figures will be calculated automatically.

See Section 6.1.1 and Section 6.1.1.2 for detailed instructions of each entry line. Press the <ESC> key when you want to finish. This action allows you to skip the remaining entries.

STEP 8: When this record is complete, totals are calculated, and net pay is displayed on the screen.

Press the <UP-ARROW> key to return to the prompt for an employee number. Press the <ESC> key to display the deduction menu (this is a second "page" of the record just entered). When the <ESC> is pressed, the deductions menu is displayed:

```
01/17/85      MANUAL TRANSACTIONS      ADD

3      JOHN P. JONES      4 NEW HAMPSHIRE WEEKLY
                                5 SALES MINICOMPUTERS

1. START WITH REGULAR DEDUCTIONS
2. START WITH NO DEDUCTIONS
3. CHANGE/INQUIRE DEDUCTIONS THIS CHECK

SELECT:

PRESS "UP-ARROW" TO ESCAPE
```

STEP 9: To display all deductions normally taken for this employee, type <1>, and press <ENTER>. To display all the deductions normally taken for this employee with the amounts at zero ("0.00"), type <2>, and press <ENTER>.

To display the current status of all deduction amounts (automatic and/or manually entered), type <3>, and press <ENTER>. If no deductions have been manually entered this display is identical to the display of selection <1>.

NOTE: Selection here determines what deductions are to appear on the employee record for this paycheck. If you select <1> for all normal deductions, and proceed to make changes to these displayed deductions, and then return to the deduction selection menu (press <UP-ARROW> key) and select <3>, any changes you have made are displayed on the screen.

The same holds true if you initially select <2> here. If you return to the deduction selection menu by pressing the <UP-ARROW> key, and then select <3>, the deductions are displayed with "0.00's" for deduction amounts.

STEP 10: To make an adjustment in the deductions type the line number of the information you wish to change, press <ENTER>, type the new information, and press <ENTER>.

If all deduction amounts are correct, press the <UP-ARROW> key to continue. The display returns to the check data. Note that the totals are recalculated. If the deductions exceed the gross pay, the program displays the message: "NET PAY IS NEGATIVE". Make appropriate adjustments to the deductions by typing the line number(s) to be changed and entering new amount(s).

STEP 11: When this record is finished, press the <UP-ARROW> key to return to the prompt

for an employee number. Remember that you must return to the Manual Transactions Menu if you wish to post another record for another employee.

6.3.2 CHANGE OR EXAMINE A MANUAL TRANSACTION RECORD

This section presents the procedure for changing records that have been posted through the "Add a Manual Transaction" procedure. If the original record was posted through "regular attendance" (see Section 6.3.1.1), only the check number and check date may be changed. To change other data see Section 6.1.2.

If the original record was posted through "post all figures manually" (see Section 6.3.1.2), any of the data may be changed by selecting the appropriate line from the displayed record and entering the new information. Remember that if this posting procedure has created a check, any changes will be reflected in this check. Follow these STEPS to change a manually posted record:

STEP 1: From the Attendance Entry and Edit Menu select <3> for MANUAL TRANSACTION POSTING, and press <ENTER>. From the Manual Transaction Menu displayed select <2> for CHANGE OR EXAMINE AN EXISTING RECORD, and press <ENTER>.

STEP 2: The program prompts for entry of an employee number. Type this number, and press <ENTER>. The number entered must be for an employee for whom attendance has been posted through the manual Transaction procedure.

STEP 3: If the manual transaction record was "Added" to the file through "POST THROUGH REGULAR ATTENDANCE" (see Section 6.3.1.1), skip to STEP 6. If the manual transaction record was "Added" to the file through "POST ALL FIGURES MANUALLY" (see Section 6.3.1.2), the check data is displayed. The program prompts: "IS THIS THE CORRECT CHECK?"

Type <N> (NO), and press <ENTER>, to display the next check (if there is one). If <N> (NO) is typed and no additional check record is in the file, the program returns to the prompts for an employee number. Type <Y> (YES), and press <ENTER>, if you wish to continue.

STEP 4: The "SELECT" prompt appears at the bottom of the screen.

Type the line number of the information you wish to change, and press <ENTER>. Then, type the new information and press <ENTER>.

Pay calculations are adjusted automatically.

STEP 5: When all records have been made here, press the <ESC> key to change deduction information. To display all deductions normally taken for this employee, type <1>, and press <ENTER>.

To display all the deductions normally taken for this employee with the amounts at zero ("0.00"), type <2>, and press <ENTER>.

To display the current status of all deduction amounts (automatic and/or manually entered), type <3>, and press <ENTER>. If no deductions have been manually entered, this display is identical to the display of selection <1>.

When your selection is made, type the line number of the information you wish to change, and press <ENTER>. Follow with the new information, and press <ENTER>.

If there are no deductions for this record, or if you do not wish to change any deductions, press the <UP-ARROW> key. The program returns to the prompt for an employee number. Press the <UP-ARROW> key again to display the Manual Transactions Posting Menu.

NOTE: Selection here determines what deductions are to appear on the employee record for this paycheck. If you select <1> for all normal deductions, and proceed to make changes to these displayed deductions, and then return to the deduction selection menu (press <UP-ARROW> key) and select <3>, any changes you have made are displayed on the screen. The same holds true if you initially select <2> here. If you return to the deduction selection menu by pressing the <UP-ARROW> key, and then select <3>, the deductions are displayed with "0.00's" for deduction amounts.

STEP 6: If the manual transaction record was "Added to the file through "POST THROUGH REGULAR ATTENDANCE" (see Section 6.3.1.1), the program displays the check number and

check date.

The program prompts: "IS THIS THE CORRECT CHECK?"

Type <N> (NO), and press <ENTER>, to display the next check (if there is one). If <N> (NO) is typed and no other manually posted check exists for this employee the program returns to the prompt for an employee number. Type <Y> (YES), and press <ENTER>, to continue.

STEP 7: The "SELECT" prompt appears at the bottom of the screen.

Type <1>, and press <ENTER> to change the check number. Type the new check number, and press <ENTER>.

Type <2>, and press <ENTER> to change the check date. Type the new check date, and press <ENTER>.

STEP 8: To change any other check data, return to the Manual Transactions Menu by pressing the <UP-ARROW> key twice.

Select <2>, and press <ENTER> for CHANGE OR EXAMINE AN EXISTING RECORD. Enter the appropriate employee number, and access the check you want to change by following the procedure described in Section 6.1.2.

6.3.3 DELETE AN EXISTING MANUAL TRANSACTION RECORD

This section describes the procedure for deleting a manual transaction record. **Note:** The procedure can only delete entire records. IF you wish to delete a portion of a record use the delete procedure described in Section 6.1.3

Follow these STEPS to delete a manual transaction record:

STEP 1: From the Attendance Entry and edit Menu select <3> for MANUAL TRANSACTION POSTING, and press <ENTER>. From the Manual Transaction Menu displayed select <3> for Delete AN EXISTING RECORD, and press <ENTER>.

STEP 2: The program prompts for entry of an employee number. Type this number, and press <ENTER>. The number entered must be for an employee for whom attendance has been posted through the Manual Transaction procedure.

STEP 3: When the employee number is entered, the program displays the contents of that record.

If the record was entered through "POST THROUGH REGULAR ATTENDANCE" (see Section 6.3.1.2), all 23 lines of the record are displayed on the screen. the program prompts: "IS THIS THE CORRECT CHECK?".

Type <N> (NO), and press <ENTER>, to display the next check (if there is one). If <N> is typed, and no other check is in the file, the program returns to the prompt for an employee number. Type <Y> (YES), and press <ENTER>, to continue.

STEP 4: Next the program prompts: "DELETE ENTIRE CHECK?" Type <N> (NO), and press <ENTER> if you do not wish to delete the entire check. The program returns to the prompt for an employee number. Consult Section 6.1.3 if you wish to delete a portion of this check record. Type <Y> (YES), and press <ENTER> to delete the entire check.

STEP 5: When the check is deleted, the program displays this message: "CHECK HAS BEEN DELETED". Press the <UP-ARROW> key to return to the Manual Transactions Menu.

6.4 PAYCHECK DEDUCTION POSTING

This section describes the process of changing existing employee deduction records before a pay run. You cannot add a deduction record that does not already exist in the employee master file. You can add to or change the amounts of existing deductions for the current pay check run by following the procedure described in this section.

This option is useful when an employee is receiving a regular check as well as a vacation or bonus check in the same week. This second check (the vacation or bonus check) should not have deductions subtracted. Use this procedure to alter deductions for a specific check if such a situation occurs.

NOTE: If the system has gone off-line (shut-off, or otherwise exited) since the entry of Pay Period Ending Date; Pay Period(s) this pay check run; and Week of Month for Deductions, these entries must be made before the Attendance Entry and Edit Menu is presented for selection.

Follow these STEPS to adjust deduction records before a check run:

STEP 1: From the MAIN MENU select <2> for PAYROLL ATTENDANCE ENTRY, and press <ENTER>.

STEP 2: From the Attendance Entry and Edit Menu select <4> for PAYCHECK DEDUCTION POSTING, and press <ENTER>.

STEP 3: The program prompts for entry of an employee number. Type the number of the employee whose deduction records you wish to change, and press <ENTER>.

This number must represent an employee who has current attendance on file. "Current Attendance" is a posted record in the file before a check has been printed. If no record is found, the program flashes this message: "NO ATTENDANCE ON FILE". If this happens, the program automatically returns to the prompt for an employee number.

STEP 4: The program displays the first "page" of attendance for the first paycheck in process for that employee.

The program prompts this message: "IS THIS THE CORRECT CHECK?"

Type <N> (NO), and press <ENTER>, if this is not the correct check. The program automatically displays the next check record in process if one exists. If <N> is typed and no other check record exists, the program returns to the prompt for an employee number. Type <Y> (YES), and press <ENTER> (or just press the <ENTER> key), if you wish to continue.

STEP 5: The program displays the following Deduction Maintenance Menu for this employee:

01/17/85		DEDUCTION MAINTENANCE	
1	JOAN HAUGHT	4 NEW HAMPSHIRE MONTHLY	
		1 MANAGEMENT	
1. START WITH REGULAR DEDUCTIONS			
2. START WITH NO DEDUCTIONS			
3. CHANGE/INQUIRE DEDUCTIONS THIS CHECK			
SELECT:			
PRESS THE "UP-ARROW" KEY TO ESCAPE			

Review these guidelines to make your selection:

1. START WITH REGULAR DEDUCTIONS

If you select <1>, and press <ENTER>, the program displays all the deductions normally taken for this employee. If you wish to change any amount displayed, type the appropriate line number, press <ENTER> enter the new amount, and press <ENTER>.

2. START WITH NO DEDUCTIONS

If you select <2>, and press <ENTER> the program displays all deduction descriptions normally taken for this employee. Deduction amounts are set to zero (.00). The cursor is automatically set on the first line of the deduction list. Enter the amount of each deduction in sequence, pressing <ENTER> after each entry to advance the cursor to the next line.

If you want to leave a deduction amount at zero (.00), simply press <ENTER> for this line. You may press the <ESC> key if you wish to start over. The program returns to the Deduction Maintenance Menu. Press the <UP-ARROW> key to escape. The program returns to the prompts for an employee number.

3. CHANGE/INQUIRE DEDUCTIONS THIS CHECK

If you select <3>, and press <ENTER> all deduction amounts (automatic and/or manually entered) are displayed. If no deductions have been manually entered this display is identical to selection <1> form this menu: "START WITH REGULAR DEDUCTIONS." To make a change, select the line number of the amount you wish to change, and press <ENTER>. Then type the new amount and press <ENTER>.

Remember that the selections you make here determine what deductions are taken for this check for this pay check run. If you select <1> (START WITH REGULAR DEDUCTIONS), and make changes to the deduction record, and then return to the Deduction Maintenance Menu by pressing the <UP-ARROW> key, and select <3> (CHANGE/INQUIRE DEDUCTIONS THIS CHECK), the display reflects previous changes to the record.

STEP 6: When all changes have been made, press the <UP-ARROW> key to return to the prompt for an employee number. Press the <ESC> key to return to the Deduction Maintenance Menu. Press the <UP-ARROW> key at the prompt for an employee number to return to the Attendance Entry and Edit Menu.

6.5 ATTENDANCE EDIT LIST

This section presents instructions for printing the Attendance Edit List. The Attendance Edit List contains a detailed account of all attendance entered and the results of pay calculations for a given pay period. It is recommended that this printout be reviewed before paychecks are printed.

The following variations of this document may be selected:

1. Complete Edit List
2. Partial Edit List
3. Edit List for one Department (complete or partial)

The complete edit list prints all the data in the attendance file. The partial list prints only the data for records that have been added or changed since the last edit list was printed.

NOTE: If the system has gone off-line (shut off, or otherwise exited) since the entry of Pay Period(s) this pay check run; and Week of Month for Deductions, these entries must be made before the Attendance Entry and Edit Menu is presented for selection.

Follow these STEPS to print the Attendance Edit List:

STEP 1: From the MAIN MENU select <2> for PAYROLL ATTENDANCE ENTRY, and press <ENTER>.

STEP 2: From the Attendance Entry and Edit Menu select <5> for ATTENDANCE EDIT LIST, and press <ENTER>.

STEP 3: The following menu is displayed:

01/17/85	PAYROLL ATTENDANCE EDIT LIST
1. COMPLETE EDIT LIST	
2. PARTIAL EDIT LIST	
3. EDIT LIST FOR ONE DEPARTMENT	
(M) ATTENDANCE MENU	
(E) EXIT TO MONITOR	
SELECT	

Select <1>, and press <ENTER> if you wish the printout to show every record in the Attendance File. Select <2>, and press <ENTER> if you wish the printout to show only records changed or added since the last edit list was printed for this pay run.

Select <3>, and press <ENTER> if you wish to print a complete or partial edit list for only one department.

STEP 4: If options <1> or <2> are selected, the print function is activated. The screen

displays this message: "PRINTING OCCURRING...PLEASE WAIT". When printing is complete, the program returns to the Attendance Entry and Edit Menu. If option <3> is selected, the program prompts for entry of a department number. Enter the department number desired for this printout, and press <ENTER>.

STEP 5: The program next prompts: "ENTERED O.K.?" Type <N> (NO), and press <ENTER> if you wish to re-enter the department number. Type <Y> (YES), and press <ENTER>, to continue.

STEP 6: The program prompts: "DO YOU WISH TO PRINT A PARTIAL EDIT LIST?" If you type <N> (NO), and press <ENTER>, all the records in the Attendance file for this Department will be printed. If you type <Y> (YES), and press <ENTER>, the printout will show only those records added or changed since the last edit list was printed.

STEP 7: The program prompts: "IS EVERYTHING O.K.?" Type <N> (NO), and press <ENTER> if you do not wish to continue. The program returns to the prompt presented in STEP 6.

STEP 8: When <Y> (YES) is typed in STEP 7, and the <ENTER> key is pressed, the print function is activated. The screen displays the message: "PRINTING OCCURRING...PLEASE WAIT". When printing is complete, the program returns to the Attendance Entry and Edit Menu.

NOTE: The FICA taxed retirement deduction will be included as a deduction, but will not be included in the gross or net pay totals. The FICA amount includes this deduction.

6.6 PAYCHECK EDIT LIST

Section 6.6 present instructions for printing a Paycheck Edit List. This list provides a summary of paycheck totals based on all attendance information entered. As with the Attendance Edit List (Section 6.5), a complete, partial, or department list may be printed. The check date and check number are included in this printout for manual transactions only.

NOTE: If the system has gone off-line (shut off, or otherwise exited) since the entry of Pay Period Ending Date; Pay Period(s) this pay check run; and Week of Month for Deductions, these entries must be made before the Attendance Entry and Edit Menu is presented for selection.

Follow these instruction to print the Paycheck Edit List:

STEP 1: From the MAIN MENU select <2> for PAYROLL ATTENDANCE ENTRY, and press <ENTER>.

STEP 2: From the Attendance Entry and Edit Menu select <6> for PAYCHECK EDIT LIST, and press <ENTER>.

STEP 3: The following menu is displayed:

01/17/85	PAYROLL CHECK EDIT LIST
1. COMPLETE EDIT LIST	
2. PARTIAL EDIT LIST	
3. EDIT LIST FOR ONE DEPARTMENT	
(M) ATTENDANCE MENU	
(E) EXIT TO MONITOR	
SELECT:	

Select <1>, and press <ENTER> if you wish the printout to show every record in the Attendance file. Select <2>, and press <ENTER> if you wish the printout to show only records changed or added since the last edit list was printed.

Select <3>, and press <ENTER> if you wish to print a complete or partial edit list for only one department. From this menu return to the Attendance Entry and Edit Menu by typing <M>. Exit to the Monitor by typing <E>.

STEP 4: If options <1> or <2> are selected, and the <ENTER> key is pressed, the print function is activated. The screen displays the message: "PRINTING OCCURRING ... PLEASE WAIT". When printing is complete, the program returns to the Attendance Entry and Edit

Menu. If option <3> is selected, and the <ENTER> key is pressed, the program prompts for entry of a department number. Enter the department number desired for this printout, and press <ENTER>.

STEP 5: The program next prompts: "ENTERED O.K.?". Type <N> (NO), and press <ENTER>, if you wish to re-enter the department number. Type <Y> (YES), and press <ENTER>, to continue.

STEP 6: The program prompts: "DO YOU WISH TO PRINT A PARTIAL EDIT LIST?" If you type <N> (NO), and press <ENTER>, all the records in the Attendance file for this department will be printed. If you type <N> (NO), and press <ENTER>, the printout will show only those records added or changed since the last edit list was printed.

STEP 7: The program prompts: "IS EVERYTHING O.K.?". Type <N> (NO), and press <ENTER> if you do not wish to continue. The program returns to the prompt presented in STEP 6.

STEP 8: When <Y> is typed in STEP 7, and the <ENTER> key is pressed, the print function is activated. The screen displays the message: "PRINTING OCCURRING ... PLEASE WAIT". When printing is complete, the program returns to the Attendance Entry and Edit Menu. **NOTE:** The FICA taxed retirement deduction will be included as a deduction, but will not be included in the gross or net pay totals. The FICA amount includes this deduction.

6.7 HOURS EDIT LIST

Section 6.7 presents instructions for printing an Hours Edit List. This list provides a detailed breakdown of the hours for each paycheck in the attendance file. All of the information of this list is also included on the Attendance edit List (except employee type - hourly or salaried).

NOTE: If the system has gone off-line (shut off or otherwise exited) since the entry of Pay Period Ending Date; Pay Period(s) this pay check run; and Week of the Month for Deductions, these entries must be made before the Attendance Entry and Edit Menu is presented for selection.

Follow these STEPS to print the Hours Edit List:

STEP 1: From the MAIN MENU select <2> for PAYROLL ATTENDANCE ENTRY, and press <ENTER>.

STEP 2: From the Attendance Entry and Edit List select <7> for HOURS EDIT LIST, and press <ENTER>.

STEP 3: The print function is activated immediately. The program displays the message: "PRINTING OCCURRING ... PLEASE WAIT". When printing is complete, the program returns to the Attendance Entry and Edit Menu.

6.8 PRINT PAYCHECKS

This section describes the process of printing paychecks. The paycheck program is flexible enough to accommodate almost any format. Consult your ProCom Representative to make any changes in format. The program allows for as many test runs that are necessary to ensure correct alignment of the check forms as well as correct alignment of the formatted information on the check forms.

A variety of registers are printed at the conclusion of the check run. The data files are updated, and if General Ledger and/or Job Cost systems are in use, the distribution to these systems is also performed.

You have the option of saving the attendance file or clearing the attendance file at the conclusion of a check run. Remember that if many of your employees work regular hours during most pay periods, having a check (or checks) on file can simplify the attendance posting procedure.

NOTE: Remember that if any calculation-affecting changes have been made outside of Attendance Entry and Edit, the attendance file must be prepared for recalculated if a classification, a rate of pay or a deduction or deduction amount is changed after the edit list has been printed. Also recalculate the file if there have been changes made to the federal or state tax tables, exemptions, or if the FICA file has been altered. If a state code or department is changed, the attendance record must be deleted and then re-entered. Follow these STEPS to print paychecks:

STEP 1: From the MAIN MENU select <2> for PAYROLL ATTENDANCE ENTRY, and press <ENTER>.

STEP 2: From the Attendance Entry and Edit Menu select <8> for PRINT PAYCHECKS, and press <ENTER>.

STEP 3: If you have no printed an edit list since attendance was entered, the program prompts: "ARE YOU SURE YOU WANT TO PRINT CHECKS WITHOUT AN EDIT LIST?" Type <N> (NO), and press <ENTER> if you wish to return to the Attendance Entry and Edit Menu and select and edit list for review. Type <Y> (YES), and press <ENTER>, to continue.

STEP 4: The screen displays the following selections:

```
*CHECK WRITING*
*CHECK ALIGNMENT*
PLEASE MOUNT PAYCHECKS
      (X) PRINT 1 ALIGNMENT FORM
      (E) END ALIGNMENT
SELECT:
```

Before making a selection, mount the paycheck forms onto your printer.

STEP 5: When the check forms are mounted, type <X>, <ENTER> to print a test alignment of the first check form. Examine the placement of all test figures. Make any adjustments necessary and type <X> again, and press <ENTER> for another test alignment run. Repeat this procedure as necessary to ensure proper formatting of the check information. When alignment is satisfactory, type <E>, and <ENTER> to end the test alignment procedure, and to continue.

STEP 6: The program prompts:

ENTER DATE TO APPEAR ON EACH PAYCHECK

Type the date to appear on the paychecks, and press <ENTER>. To use the system date (the date entered when the system was initially accessed), press the <ENTER> key. If you decide to postpone the printing of paychecks at this time, press the <UP-ARROW> key. The Attendance Entry and Edit Menu is returned to the screen.

STEP 7: When the date is entered, and the <ENTER> key pressed, the program prompts:

ENTER STARTING CHECK NUMBER TO BE PRINTED

Type the number of the paycheck form on which printing will begin, and press <ENTER>.

STEP 8: When the starting check form number is entered, and the <ENTER> key is pressed, the program prompts:

ENTER NUMBER OF CHECKS TO BE PRINTED THIS RUN:

Type the exact number of checks you wish to print, and press <ENTER>. Just press the <ENTER> key for "ALL". This selection prints all the checks in the Attendance file. If this entry is incorrect, the checks will print and the program will return to the Attendance Entry and Edit Menu without performing the update procedure, therefore, it is recommended that you press <ENTER> (for ALL) to ensure a correct and comprehensive check run.

STEP 9: When entry is complete, the program prompts: IS EVERYTHING O.K.?

Type <N> (NO), and press <ENTER> (or just press the <ENTER> key) if you wish to make a change to the information entered in STEPS 6 through 8. Press the <UP-ARROW> key to re-enter the previous line. Type <Y> (YES), and press <ENTER> to continue.

STEP 10: When these entries are completed, the program prompts:

IS THIS A RESTART?

Type <N> (NO), and press <ENTER> to begin printing. Skip to STEP 13. Type <Y> (YES), and press <ENTER> if the print function has been interrupted, and you wish to re-print some checks that have already been printed.

STEP 11: If you answer <Y> (YES) in STEP 10, and press <ENTER> the program prompts: "ENTER STARTING EMPLOYEE NUMBER". Type the number of the FIRST employee whose check needs to be

re-printed, and press <ENTER>.

STEP 12: When the starting employee number is typed and the <ENTER> key is pressed, the program prompts:

ENTERED O.K.?

Type <Y> (YES), and press <ENTER> if you wish to continue. The print function is activated. Type <N> (NO), and press <ENTER> if you wish to re-enter the starting employee number.

STEP 13: During printing the program displays the message: "PRINTING PAYCHECKS ... PLEASE WAIT". When printing is completed, the program prompts: "ARE ALL CHECKS PRINTED CORRECTLY?" To restart the print procedure, type <N> (NO), <ENTER>. The program returns to STEP 4. Type <Y> (YES), and press <ENTER> if checks are satisfactory, and you wish to continue.

STEP 14: If there are any unprinted check records in the Attendance file, the program returns to the Attendance Entry and Edit Menu. Select the Paycheck Printing Procedure again to finish check printing. If all checks in the file have been printed, the program prompts:

IS THIS THE LAST CHECK RUN PRIOR TO UPDATE?

Type <Y> (YES), and press <ENTER> to continue. Type <N> (NO), and press <ENTER> to the Attendance Entry and Edit Menu.

STEP 15: If <Y> (YES) is entered in STEP 15, and the <ENTER> key is pressed, the program displays the message:

PLEASE MOUNT REGULAR PAPER ON THE PRINTER NOW, ENTER "DONE" WHEN READY. Mount the regular paper on the printer, type <DONE>, and press <ENTER>.

STEP 16: The program automatically prints the following registers:

- *Payroll Check Register
- *Certified Payroll Register (if applicable)
- *Payroll Deduction Register
- *Payroll Savings Bond Register
- *Payroll Attendance Register

Following these printouts, the program updates all major data files. If the General Ledger and/or Job Cost systems are tied in, a General Ledger and /or Job Cost distribution is performed. Then, the history file is updated.

STEP 17: At the conclusion of the update processing, the program displays the following:

HISTORY FILE UPDATE COMPLETED

- (1) PAYROLL CHECK REGISTER
- (2) CERTIFIED PAYROLL REPORT
- (3) PAYROLL DEDUCTION REGISTER
- (4) SAVINGS BOND REGISTER
- (5) PAYROLL ATTENDANCE REGISTER
- (6) PAYROLL ATTENDANCE HOURS REGISTER

Type <Y> (YES), and press <ENTER> to select additional reports for printing. Type the number(s) of the report(s) you wish to print, and press <ENTER>. If you want more than one additional report, type the additional number(s) without any separating punctuation. Type <N> (NO), and press <ENTER>, to continue.

STEP 18: The program prompts:

DO YOU WISH TO SAVE THE ATTENDANCE FILE FOR FUTURE USE?

Type <Y> (YES), and press <ENTER>, if you wish to save all attendance records (except Certified Payroll and Manual Transaction Records). Type <N> (NO), and press <ENTER>, to clear the Attendance File in preparation for the next day run. If you type <N> (NO), the program prompts: "ARE YOU SURE?" Answer <N> (NO), and press <ENTER>, to this query to avoid clearing the file. Answer <Y> (YES) and press <ENTER>, to continue. When all

processing is completed for a check run, the screen displays the following message:
"PAYRUN PROCESSING FOR THIS PERIOD COMPLETED SUCCESSFULLY". The program returns to the
Monitor. Type <PR> to re-access the Payroll System.

6.9 PREPARE ATTENDANCE FILE FOR RECALCULATION

This section describes the procedure of resetting the calculation flags in the Attendance file. The resetting of the calculation flags means that each paycheck is set to an uncalculated status. This program should be run if calculation-affecting changes have been made outside of Attendance Entry and Edit. This procedure must be used if a classification, a rate of pay, or a deduction or deduction amount is changed after the edit list is printed. Also run this program if there have been changes made to the federal or state tax tables, exemptions, or if the FICA file has been altered. If a state code or department is changed, the attendance record must be deleted and then re-added.

Run this program after an edit list is printed, and calculation-affecting changes have been made outside of Attendance Entry and Edit. This action sets the program to a pre-edit list condition. Another edit list should be printed after changes have been made to recalculate all relevant check data. Follow these simple STEPS to recalculate the attendance file:

STEP 1: From the MAIN MENU select <2> for PAYROLL ATTENDANCE ENTRY, and press <ENTER>.

STEP 2: From the Attendance Entry and Edit Menu select <9> for PREPARE ATTENDANCE FILE FOR RECALCULATION, and press <ENTER>.

STEP 3: Processing begins immediately. The screen displays the message: "RESTORING PAYWORK FILE TO PRE-EDIT LIST CONDITION". When processing is complete, the program returns to the Attendance Entry and Edit Menu.

6.10 CLEAR ATTENDANCE FILE

This section presents the process of clearing attendance records from the attendance file. This procedure clears all hourly, salaried, and/or meals and tips employee attendance from the Attendance File. This program is run automatically at the conclusion of a check run if you indicate that you want the file to be cleared (see Section 6.8-STEP 13). This option is presented if, for any reason the automatic process is interrupted, or you want to clear a portion of the attendance file after saving it. The option presented at the conclusion of a paycheck run clears or saves all attendance records (except manual and certified attendance). Use this program if you wish to only save a portion of the attendance from a paycheck run. For example, if you wish to save only salaried employee attendance records, save the entire file after a paycheck run and then run this program to clear only hourly employees from the file.

Follow these STEPS to clear the attendance file:

STEP 1: From the MAIN MENU select <2> for PAYROLL ATTENDANCE ENTRY, and press <ENTER>.

STEP 2: From the Attendance Entry and Edit Menu select <10> for CLEAR ATTENDANCE FILE, and press <ENTER>.

The program displays the following selection menu:

ATTENDANCE01/22/85

- (1) CLEAR ENTIRE FILE
- (2) CLEAR ONLY HOURLY EMPLOYEE ATTENDANCE
- (3) CLEAR ONLY SALARIED EMPLOYEE ATTENDANCE
- (4) CLEAR ONLY MEALS & TIPS EMPLOYEE ATTENDANCE

SELECT:

PRESS "UP-ARROW" TO RETURN TO ATTENDANCE MENU

STEP 3: Type the number of the selection you want, and <ENTER>. If you selected <1> for CLEAR ENTIRE FILE, and <ENTER>, the program prompts: "ARE YOU SURE YOU WANT THE ATTENDANCE FILE CLEARED?" Type <Y> (YES), and press <ENTER> to clear the entire file. Type <N> (NO), or hit any other key to avoid clearing the file. If you select <2> for CLEAR ONLY HOURLY EMPLOYEE ATTENDANCE and press <ENTER>, only hourly employee attendance records are cleared from the file during processing.

If you select <3> for CLEAR ONLY SALARIED EMPLOYEE ATTENDANCE, and press <ENTER>, only

salaried employee attendance records are cleared from the file during processing. If you select <4> for CLEAR ONLY MEALS AND TIPS EMPLOYEE ATTENDANCE, and press <ENTER>, only meals and tips employee attendance records are cleared from the file during processing.

STEP 4: When you select an option, processing begins immediately. The program displays the message "PROCESSING OCCURRING ... PLEASE WAIT". When complete, the program returns to the Attendance Entry and Edit Menu.

6.11 CHANGE PAY PERIOD ENDING DATE

This section presents the procedure for changing a pay period ending date already entered for a current pay run. The pay period ending date is automatically cleared at the end of each pay run. This date must be re-entered the first time you perform an attendance-related activity following a pay run. See STEP 2 in the Chapter 6 introduction for an example of this prompt before access to the Attendance Entry and Edit Menu. If the date entered is incorrect, this procedure enables you to change the date before a pay run.

Follow these STEPS to change the pay period ending date:

STEP 1: From the MAIN MENU select <2> for PAYROLL ATTENDANCE ENTRY, and press <ENTER>.

STEP 2: From the Attendance Entry and Edit Menu select <11> for CHANGE PERIOD ENDING DATE, and press <ENTER>.

STEP 3: If a pay period ending date has been entered since the completion of the last pay run, the current pay period ending date is displayed on the screen. Otherwise, just the prompt for entering a new date appears.

```
01/17/97      ATTENDANCE ENTRY AND EDIT

CURRENT PERIOD ENDING DATE: 12/19/96

ENTER NEW PERIOD ENDING DATE:
```

Type the new (or correct) pay period ending date, and press <ENTER>. Do not type any separating punctuation when typing this date. The program inserts separating punctuation upon entry. Follow the MMDDYY format when typing the date. To preserve a current date already entered, press <ENTER>.

STEP 4: When the date is entered, the program prompts: "ENTERED O.K.?" Type the <N> (NO), and press <ENTER>, if you want to re-enter the date. Type <Y> (YES), and press <ENTER> if you want to continue. The program returns to the Attendance Entry and Edit Menu.

6.12 SELECT PAY PERIODS FOR THIS PAYRUN

This section describes the process of changing already selected pay periods for a current pay run. Attendance entry paycheck calculations, and the printing of paychecks are all limited to employees whose pay period has been selected. This selection must be re-entered the first time you perform an attendance related activity following a pay run. See STEP 3 in the Chapter 6 introduction for an example of this prompt before access to the Attendance Entry and Edit Menu. If the selections entered are incorrect, this procedure enables you to change them before a pay run.

Follow these STEPS to select the pay periods for a current pay run:

STEP 1: From the MAIN MENU select <2> for PAYROLL ATTENDANCE ENTRY, and press <ENTER>.

STEP 2: From the Attendance Entry and Edit Menu select <12> for SELECT PAY PERIODS FOR THIS PAYRUN, and press <ENTER>.

STEP 3: The program displays the pay period options, with an adjacent date indicating the last time that pay period was selected for a pay run.

01/22/95

ATTENDANCE ENTRY AND EDIT

PREVIOUS

PAY PERIOD	ENDING DATE
* (1) WEEKLY	10/14/84
(2) BI-WEEKLY	00/00/00
(3) SEMI-WEEKLY	00/00/00
* (4) MONTHLY	09/12/84
(5) QUARTERLY	00/00/00
(6) SEMI-ANNUAL	00/00/00
(7) ANNUAL	00/00/00
* (8) DAILY/MISC	10/14/84

ENTER ALL PAY PERIODS FOR THIS RUN

()

The asterisks indicate the pay periods currently selected. If you wish to select the pay periods that have been previously selected, just press the **<ENTER>** key. Otherwise, type the numbers of all the pay periods you wish to be included in the pay run. Do not type any separating punctuation between these numbers. When these numbers have been typed, press **<ENTER>**.

STEP 4: The screen displays the selections that have been made in STEP 2, and prompts: "IS EVERYTHING O.K.?" Type **<N>** (NO), and press **<ENTER>** if you wish to re-select the pay periods for this pay run. Type **<Y>** (YES), and press **<ENTER>** to verify your selection. The program returns to the Attendance Entry and Edit Menu upon completion of this procedure.

6.13 CHANGE WEEK OF MONTH FOR DEDUCTIONS

This section presents the procedure for changing the week of the month for specified deductions to be taken from an employee pay check during the current pay run. Any combination of deduction week codes may be selected. Specific deductions and the deduction frequency is specified in the Employee File (see Section 5.6 - page 4 of the record) for each employee. If, for example, you specify **<1>** (FIRST WEEK IN MONTH) as the deduction week for this pay run, only deductions specified with the following frequencies will be taken during this pay run:

- *EVERY WEEK
- *1ST WEEK ONLY
- *1ST AND THIRD WEEKS

This selection must be re-entered the first time you perform an attendance-related activity following a pay run. See STEP 4 in the Chapter 6 introduction for an example of this prompt before access to the Attendance Entry and Edit Menu. If the selections entered are incorrect, this procedure enables you to change them before a pay run.

Follow these STEPS to change the week of Month for Deductions:

STEP 1: From the MAIN MENU select **<2>** for Payroll Attendance Entry, and press **<ENTER>**.

STEP 2: From the Attendance Entry and Edit Menu select **<13>** for CHANGE WEEK OF MONTH FOR DEDUCTIONS, and press **<ENTER>**.

STEP 3: The program displays the deduction selections. The asterisk indicates the current setting.

01/22/95

ATTENDANCE ENTRY AND EDIT

- * (1) FIRST WEEK IN MONTH
- * (2) SECOND WEEK IN MONTH
- * (3) THIRD WEEK IN MONTH
- * (4) FOURTH WEEK IN MONTH
- * (5) FIFTH WEEK (EVERY PAYCHECK ONLY)

ENTER NEW DEDUCTION WEEK CODE FOR THIS RUN ENTER "NONE" FOR NO DEDUCTIONS

()

To automatically select the next logical week number, press the <ENTER> key. In the above example, the "SECOND MONTH" would be selected. To select any other week, or any combination of weeks, type the appropriate number or numbers for these lines and press <ENTER>. If you are selecting more than one number for "multiple" weeks, do not type any separating punctuation.

STEP 4: The program displays the selected weeks, and prompts: "IS EVERYTHING O.K.?". Type <N> (NO), and press <ENTER>, if you wish to re-select the week for deductions. Type <Y> (YES), and press <ENTER>, to verify your entry. The program returns to the Attendance Entry and Edit Menu.

7 REPORTS AND LISTINGS

7.0 INTRODUCTION

This chapter presents instructions for printing a variety of useful reports and listings.

The only system printouts not selectable from the Reports and Listings Menu are those tied directly to other system functions. Many of these system printouts are valuable tools to have on hand while executing other procedures. It is recommended that current printouts of the following reports be available at all times:

- *EMPLOYEE MASTER FILE PRINTOUT
- *JOB CLASSIFICATION MASTER FILE PRINTOUT
- *TAX TABLE MASTER FILE PRINTOUT
- *DEDUCTIONS MASTER FILE PRINTOUT

The following Menu display illustrates the reports and listings available. To display this menu: From the Payroll MAIN MENU select <3> for REPORTS AND LISTINGS, and press <ENTER>.

PAYROLL REPORTS AND LISTINGS

1. EMPLOYEE NAME AND ADDRESS LISTING
2. EMPLOYEE MASTER FILE PRINTOUT
3. DEPARTMENT MASTER FILE PRINTOUT
4. JOB CLASSIFICATION MASTER FILE PRINTOUT
5. TAX TABLE MASTER FILE PRINTOUT
6. DEDUCTIONS MASTER FILE PRINTOUT
7. NATIONAL ORIGIN REFERENCE LIST
8. WORKMANS COMP. REFERENCE LIST
9. OUTSTANDING CHECK LIST
10. TERMINATED EMPLOYEE LIST
11. PAYROLL ATTENDANCE WORKSHEET
12. SAVINGS BOND DISTRIBUTION REPORT
13. PAYROLL - GENERAL LEDGER DISTRIBUTION REPORT
14. PAYROLL - JOB COST DISTRIBUTION REPORT

(M) RETURN TO MAIN MENU

(E) EXIT TO MONITOR

SELECT:

Follow the appropriate instructions to print each of the selections listed above.

7.1 EMPLOYEE NAME AND ADDRESS LISTING

Section 7.1 describes the process of printing an Employee Name and Address Listing. This document prints one line of data for each employee. This line includes the employee's name, address, phone number, job classification, and department code number. There are options selectable which permit maximum flexibility in organizing the printout. You may group employees by job classification, by department, or list in order of assigned employee number.

Follow these STEPS to print an Employee Name and Address Listing:

STEP 1: From the MAIN MENU select <3> for REPORTS AND LISTINGS, and press <ENTER>.

STEP 2: From the Reports and Listings Menu select <1> for EMPLOYEE NAME AND ADDRESS LISTING, and press <ENTER>.

STEP 3: The program displays the following selection menu:

EMPLOYEE NAME AND ADDRESS LIST PROGRAM

1. ALL EMPLOYEES
2. ALL EMPLOYEES BY DEPARTMENT
3. ALL EMPLOYEES BY REGULAR CLASSIFICATION
4. EMPLOYEES FOR ONE DEPARTMENT AND/OR CLASSIFICATION

(M) RETURN TO REPORT MENU

(E) EXIT TO MONITOR

SELECT:

Make the selection you want from this menu, press **<ENTER>**. See the Appendix for examples of these documents. For selection 1,2, and 3, the print function is activated when the **<ENTER>** key is pressed. If you select **<1>**, and press **<ENTER>**, the listing is printed in sequence by employee number. If you select **<2>**, and press **<ENTER>**, the listing is printed in sequence by Department Number headings. Employee information is printed under each department heading in sequence by employee number. If you **<3>**, and press **<ENTER>**, the listing is printed in sequence by Job Classification headings. Employee information is printed under each job classification heading in sequence by employee number. If you select **<4>**, and press **<ENTER>**, continue to STEP 4 for instructions.

STEP 4: If option **<4>** is selected, and the **<ENTER>** key is pressed, the program prompts for entry of the Department Number and/or Job Classification number. Type the desired number (or numbers), and press **<ENTER>**. When the **<ENTER>** key is pressed, the print function is activated. If you enter a Department number only, the listing will include employee names and addresses for employees in this department only.

If you enter a Job Classification number only, the listing will include employee names and addresses for this Job Classification only. If you enter both a Department number and a Job Classification number, the listing will include employee names and addresses for the specified Department and Job Classification only.

STEP 5: When selection is made, the program prompts: "IS EVERYTHING O.K.?" Type **<Y>** (YES), and press **<ENTER>** to continue. Type **<N>** (NO), and press **<ENTER>** to re-enter the Department Number and/or Classification Number.

STEP 6: When the desired selection(s) have been made, the print function is activated. When printing is complete, the program returns to the Reports and Listings Menu.

7.2 EMPLOYEE MASTER FILE PRINTOUT

This section presents instructions for printing the contents of the Employee Master File for those employees specified. This document can be a valuable tool for several other system operations. It is recommended that a current record be kept on hand near your terminal. If desired, you may select starting and ending employee numbers for a limited printout. Consult Section 5.6 if you are unsure about any to the elements in the report.

A sample Employee Master File Printout can be reviewed in the Appendix.

Follow these STEPS to print this document:

STEP 1: From the MAIN MENU select **<3>** for REPORTS AND LISTINGS, and press **<ENTER>**.

STEP 2: From the Reports and Listings Menu select **<2>** for EMPLOYEE MASTER FILE PRINTOUT, and press **<ENTER>**.

STEP 3: The program prompts: "ENTER STARTING EMPLOYEE NUMBER". If you wish to print a report for all employees, press the **<ENTER>** key here. The word "ALL" appears on the screen. To print the report for just one employee (or for a range of employees), type the starting employee number, and press **<ENTER>**.

STEP 4: Next, the program prompts: ENTER ENDING EMPLOYEE NUMBER

To print a report for just one employee, press the **<ENTER>** key when the prompt appears. To print a report for a range of employees, type the ending employee number, and press **<ENTER>**.

STEP 5: When entry has been made, the program prompts: ENTERED O.K.? Type **<N>** (NO), and press **<ENTER>** if you wish re-enter the Ending Employee Number. Type **<Y>** (YES), and press **<ENTER>** if you wish to continue.

STEP 6: When **<Y>** (YES) is entered, and the **<ENTER>** key is pressed the print function is

activated. Before activating the print function you may press the <UP-ARROW> key to re-enter information. While printing, the program displays the message: "PRINTING OCCURRING ... PLEASE WAIT". When printing is complete, the program returns to the Reports and Listings Menu.

7.3 DEPARTMENT MASTER FILE PRINTOUT

This section presents the instructions for printing a Department Master File Printout. This document summarizes the status of each department, giving the number of employees and to-date totals of both hours and dollar amounts. See the Appendix for an example of this printout. Follow these STEPS to print this document.

STEP 1: From the MAIN MENU select <3> for REPORTS AND LISTINGS, and press <ENTER>.

STEP 2: From the Reports and Listings Menu select <3> for DEPARTMENT MASTER FILE PRINTOUT, and press <ENTER>.

STEP 3: The print function is activated immediately. The program displays the message: "PRINTING OCCURRING ... PLEASE WAIT". When printing is complete, the program returns to the Reports and Listings Menu.

7.4 JOB CLASSIFICATION MASTER FILE PRINTOUT

This section presents instructions for producing the Job Classification Master File Printout. This document summarizes all information pertaining to each job classification specified in the system. Each Job Classification number, its description, default pay rates, relevant code numbers and account numbers, and to-date totals are included in the report data. Follow these STEPS to produce this document:

STEP 1: From the MAIN MENU select <3> for REPORTS AND LISTINGS, and press <ENTER>.

STEP 2: From the Reports and Listings Menu select <2> for JOB CLASSIFICATION MASTER FILE PRINTOUT, and press <ENTER>.

STEP 3: The print function is activated immediately. The program displays the message: "PRINTING OCCURRING ... PLEASE WAIT". When printing is complete, the program returns to the Reports and Listings Menu.

7.5 TAX TABLE MASTER FILE PRINTOUT

This section presents instructions for producing the Tax Table Master File Printout. This is a long listing. The file contains at least one record for each tax table used in the system. This includes every unique combination of federal and state taxes for married and single employees for all variations in pay period (daily, weekly, monthly etc.) used within the system. In addition, if relevant, state and local used within the system are included (for both married and single employees).

These are the tables the system uses to calculate net pay. Having a current copy of this report readily available is useful in checking net pay calculations, and indispensable when posting check attendance manually. The report is organized according to tax table number, and within that, according to pay period and marital status. See the Appendix for an example of this report.

Follow these STEPS to print this document:

STEP 1: From the MAIN MENU select <3> for REPORTS AND LISTINGS, and press <ENTER>.

STEP 2: From the Reports and Listings Menu select <5> for TAX TABLE MASTER FILE PRINTOUT, and press <ENTER>.

STEP 3: The print function is activated immediately. The program displays the message: "PRINTING OCCURRING ... PLEASE WAIT". When printing is complete, returns to the Menu.

7.6 DEDUCTIONS MASTER FILE PRINTOUT

This section presents instructions for producing the Deductions Master File Printout. This, lists all the data maintained in the Deductions Master File (see Section 5.2). The to-date totals for the entire company are given for each deduction. Do not confuse this file with the deduction information pertaining to each employee. Individual employee deduction information kept in the Employee Master file (page 4 of this record). See the Appendix for an example for an example of this document.

Follow these STEPS to produce this document:

STEP 1: From the MAIN MENU select <3> for REPORTS AND LISTINGS, and press <ENTER>.

STEP 2: From the Reports and Listings Menu select <6> for DEDUCTIONS MASTER FILE PRINTOUT, and press <ENTER>.

STEP 3: The print function is activated immediately. The program displays the message: "PRINTING ... PLEASE WAIT". When printing is complete, the program returns to the Reports and Listings Menu.

7.7 NATIONAL ORIGIN REFERENCE LIST

This section presents instructions for printing the National Origin Reference List. This document lists the numbers and descriptions defined in the National Origin file which refer to the ethnic origin of employees. Because these entries are optional, some companies do not maintain this file. See Section 5.5 for additional information concerning this file. See the Appendix for an example of this system printout. Follow these STEPS to produce this document:

STEP 1: From the MAIN MENU select <3> for REPORTS AND LISTINGS, and press <ENTER>.

STEP 2: From the Reports an listings Menu select <7> for NATIONAL ORIGIN REFERENCE LIST, and press <ENTER>.

STEP 3: The print function is activated immediately. The program displays the message: "PRINTING OCCURRING ... PLEASE WAIT". When printing is complete, the program returns to the Reports and Listings Menu.

7.8 WORKMAN'S COMPENSATION REFERENCE LIST

This section presents instructions for printing the Workman's Compensation Reference List. This document lists the number used by the system which refer to each workman's compensation description defined in the workman's compensation file, and the number of employee's assigned each code. See Section 5.8 for additional information concerning this file. See the Appendix for an example of this document. Follow these STEPS to produce this system printout.

STEP 1: From the MAIN MENU select <3> for REPORTS AND LISTINGS, and press <ENTER>.

STEP 2: From the Reports and Listings Menu select <8> for WORKMANS COMP. REFERENCE LIST, and press <ENTER>.

STEP 3: The print function is activated immediately. The program displays the message: "PRINTING OCCURRING ... PLEASE WAIT". When printing is complete, the program returns to the Menu.

7.9 OUTSTANDING CHECK LIST

This section presents instructions for printing the Outstanding Check List. This document is also referred to as the "Outstanding Check Register", and provides a one-line summary of all outstanding checks between specified dates. An outstanding check is one that has not yet been reconciled from a bank statement. See Appendix for an example of this document.

Follow these STEPS to produce this document:

STEP 1: From the MAIN MENU select <3> for REPORTS AND LISTINGS, and press <ENTER>.

STEP 2: From the Reports and Listings Menu select <9> for OUTSTANDING CHECK LIST, and press <ENTER>.

STEP 3: The program prompts for entry of:

ENTER STARTING DATE
ENTER ENDING DATE

Type these dates, and press **<ENTER>**. Do not type any separating punctuation when typing dates. The program inserts punctuation upon entry.

STEP 4: When these dates have been entered the program prompts: ENTERED O.K.? Type **<N>** (NO), and press **<ENTER>** if you wish to re-enter these dates. Type **<Y>** (YES), and press **<ENTER>** if you wish to continue.

STEP 5: When **<Y>** (YES) is entered in STEP 4, and the **<ENTER>** key is pressed, the print function is activated. The screen displays the message: "PROCESSING OCCURRING ... PLEASE WAIT". When printing is complete, the program returns to the Reports and Listings Menu.

7.10 TERMINATED EMPLOYEE LIST

This section describes the process of printing a Terminated Employee List. This document illustrates all employee data in the file for terminated employees. All information from each "page" of the employee record is printed, including termination date and termination type (optional). As with the Employee Master File Printout, you can specify starting and ending employee numbers if you wish to print a record for just one (or a range) of employees. See the Appendix for an example of this document.

Follow these instructions to print this listing:

STEP 1: From the MAIN MENU select **<3>** for REPORTS AND LISTINGS, and press **<ENTER>**.

STEP 2: From the Reports and listings Menu select **<10>** for TERMINATED EMPLOYEE LIST, and

STEP 3: The program prompts: "ENTER STARING EMPLOYEE NUMBER". If you wish to print a report for all terminated employees, press the **<ENTER>** key here. The word "ALL" appears on the screen. To print the report for just one employee (or for a range of employees), type the Starting Employee Number, and press **<ENTER>**.

STEP 4: If you have entered a starting employee number, the program prompts for entry of an ending employee number. To print a report for just one employee, press the **<ENTER>** key here. To print a report for a range of employees, type the ending employee number, and press **<ENTER>**.

STEP 5: When this number is entered, the program prompts: ENTERED O.K.? Type **<N>** (NO), and press **<ENTER>**; or press the **<RIGHT-ARROW>** key if you wish to re-enter this number. Type **<Y>** (YES), and press **<ENTER>** if you wish to continue.

STEP 6: Typing **<Y>** (YES), and pressing **<ENTER>**, activates the print function. Before you activate printing, you may press the **<UP-ARROW>** key to re-enter information. While printing the program displays the message: "PRINTING OCCURRING ... PLEASE WAIT". When printing is complete, the program returns to the Reports and Listings Menu.

7.11 PAYROLL ATTENDANCE WORKSHEET

This section presents instructions for printing the Payroll Attendance Worksheet. This printout is a useful tool in preparing for the Attendance Posting procedure (Section 6.1).

The program prints actual "worksheets" for manual entry of attendance data. This greatly facilitates the posting procedure. The worksheet includes (for each employee on file) the employee number, employee name, and type of pay (hourly/salaried). Space is provided for entry of regular hours, overtime hours, special hours, sick hours, vacation hours, travel pay, taxable adjustments, non-taxable adjustments. A separate page is printed for each department. See the Appendix for an example of this worksheet.

Follow these instructions to produce these worksheets:

STEP 1: From the MAIN MENU select **<3>** for REPORTS AND LISTINGS, and press **<ENTER>**.

STEP 2: From the Reports and Listings Menu select **<11>** for PAYROLL ATTENDANCE WORKSHEET, and press **<ENTER>**.

STEP 3: The print function is activated immediately. The program displays the message: "PRINTING OCCURRING ... PLEASE WAIT". When printing is complete, the program returns to the Reports and Listings Menu.

7.12 SAVINGS BOND DISTRIBUTION REPORT

This section presents instructions for printing the Savings Bond Distribution Report. This listing shows the number of Savings Bonds, if any, currently due each employee. This number is calculated by comparing the savings bond size and the savings bond balance in the Employee Master File. Report data also includes the employee name, employee number, social security number, deduction amount, deduction balance, and size of the bond. See the Appendix for an example of this document. Follow these STEPS to produce this report:

STEP 1: From the MAIN MENU select for <3> for REPORTS AND LISTINGS, and press <ENTER>.

STEP 2: From the Reports and Listings Menu select <12> for SAVINGS BOND DISTRIBUTION REPORT, and press <ENTER>.

STEP 3: The print function is activated immediately. The program displays the message: "PRINTING OCCURRING ... PLEASE WAIT". When printing is complete, the program returns to the Reports and Listings Menu.

7.13 PAYROLL-GENERAL LEDGER DISTRIBUTION REPORT

This section presents instructions for printing the Payroll-General Ledger Distribution Report. This report lists the Payroll to General Ledger Transactions that have been generated during each pay run and are ready for transfer to the General Ledger System. The report may be printed whether or not you are using the General Ledger System. If you wish to print this report, question 6 in the System Information File must have a "YES" response (see Section 5.1). A detailed or summarized report can be printed. The detailed report lists each individual entry and amount for each specified account set up in the Classification or the Department File (depending upon how the system is set up in the System Information File for each pay run. The summarized report lists total for each account number.

See the Appendix for examples of these documents.

Follow these STEPS to print these documents:

STEP 1: From the MAIN MENU select <3> for REPORTS AND LISTINGS, and press <ENTER>.

STEP 2: From the Reports and Listings Menu select <13> for PAYROLL - GENERAL LEDGER DISTRIBUTION REPORT, and press <ENTER>.

STEP 3: The program prompts for entry of the Starting and Ending dates for the period you want the report to cover. Press the <ENTER> key for all dates. The word "ALL" will appear if this election is made. Otherwise, type the Starting Date, and press <ENTER>. Then, type the Ending Date, and press <ENTER>. Do not type any separating punctuation when typing these dates. The program inserts separating punctuation upon entry.

STEP 4: Next the program displays the following selections:

PAYROLL - GENERAL LEDGER DISTRIBUTION REPORT
ENTER STARTING DATE: 05/01/84
ENTER ENDING DATE: 05/31/84
1. SUMMARIZE BY ACCOUNT NUMBER
2. DETAILED DISTRIBUTION
(M) RETURN TO REPORTS AND LISTINGS MENU
(E) EXIT TO MONITOR
SELECT:

Type <1>, and press <ENTER> if you wish to report to be summarized by account number. Type <2>, and press <ENTER> if you wish the report to be detailed.

STEP 5: When these dates have been entered, the program prompts: "ENTERED O.K.?" Type <N> (NO), and press <ENTER> if you wish to re-enter the dates. Type <Y> (YES), and press

<ENTER>, to continue.

STEP 6: When the <ENTER> key is pressed, the print function is activated. The program displays the message: "PRINTING OCCURRING ... PLEASE WAIT". When printing is complete, the program returns to the Menu.

7.14 PAYROLL - JOB COST DISTRIBUTION REPORT

This section presents instructions for printing the Payroll - Job Cost Distribution Report. This document lists the Payroll to Job Cost transactions that were generated by each pay run and are ready for transfer to the Job Cost System. This report may be printed whether or to you are using the Job Cost system. If you wish to print this report, question 10 in the System Information File (see Section 5.1) must have a "YES" response. The report is organized by job number. Under each job number heading the report is organized by job classification. Job information is printed in detail, and totals provided. See the Appendix for an example of this document.

Follow these STEPS to print this document:

STEP 1: From the MAIN MENU select <3> for REPORTS AND LISTINGS, and press <ENTER>.

STEP 2: From the Reports and Listings Menu select <14> for PAYROLL - JOB COST DISTRIBUTION REPORT, and press <ENTER>.

STEP 3: The print function is activated immediately. The program displays the message: "PRINTING OCCURRING ... PLEASE WAIT". When printing is complete, the program returns to the Reports and Listings Menu.

8 EMPLOYEE HISTORY INQUIRY

8.0 INTRODUCTION

This chapter presents instructions for displaying or printing selected records that are maintained in the history file. These reports contain detailed check data for all checks that have been transferred to the history file after printing paychecks. If your history file is "off-line", the following message may appear when you attempt to access the history file:

NO HISTORY FILES ON LINE! PLEASE INSERT DISK

If this message appears, and your history files are off-line, simply remove the SAVE FILE diskette, and insert the appropriate history diskette. When this action is completed, press the <ENTER> key to continue your chosen operation. There are five options presented in the Employee History Inquiry Menu. Detailed information is included in either display or print mode. Printout options are displayed below:

<p>EMPLOYEE HISTORY ENQUIRY</p> <ol style="list-style-type: none">1. DISPLAY DETAILED PAYCHECK HISTORY FOR AN INDIVIDUAL EMPLOYEE2. PRINT DETAILED PAYCHECK HISTORY3. PRINT PAYCHECK HISTORY TOTALS FOR AN INDIVIDUAL EMPLOYEE4. PRINT PAYCHECK HISTORY TOTALS BY EMPLOYEE5. PRINT PAYCHECK HISTORY TOTALS CHRONOLOGICALLY <p>(M) RETURN TO MAIN MENU (E) EXIT TO MONITOR</p> <p>SELECT:</p>
--

The report information includes:

- Employee number
- Employee Name
- Check Number
- Date
- Net and Gross Pay
- Federal, State, Earned Income, and FICA Withholdings
- Total Deductions
- Total Hours

Follow the appropriate instructions that follow for each menu selection.

8.1 DISPLAY DETAILED PAYCHECK HISTORY FOR AN INDIVIDUAL EMPLOYEE

Section 8.1 presents instructions for displaying an employee history record on your terminal screen. This program can be used as a quick and easy reference for employee paycheck records. You need to know the employee number to gain access to these records. This information can be obtained from the Employee Master File Printout (see Section 7.2 for instructions to print this document), as well as several other system reports and listings. You also have the option of setting "parameters" for the display. This option is useful if the employee has a great number of check records in the file. You can specify a specific check number for display, or a specific date, check amount, or pay period ending date. As all of these entries are optional, you need only specify one of the fields to limit the display. If you do not specify any parameters, the program will present all the check records in the file for each of these parameters. Follow these instructions to display an employee check record:

STEP 1: From the MAIN MENU select <4> for EMPLOYEE HISTORY INQUIRY, and press <ENTER>.

STEP 2: From the Employee History Inquiry Menu select <1> for DISPLAY DETAILED PAYCHECK HISTORY FOR AN INDIVIDUAL EMPLOYEE, and press <ENTER>.

STEP 3: The program prompts for entry of an employee number. Type the number of the employee whose check record you wish to display, and press <ENTER>.

STEP 4: When an employee number is entered, the program prompts for the following entries:

```

CHECK HISTORY INQUIRY

0001 ALBERT C. JONES

ENTER SEARCH PARAMETERS

1. CHECK NUMBER.....
2. CHECK DATE.....
3. CHECK AMOUNT.....
4. PERIOD ENDING DATE.

```

Setting these parameters is optional. They are presented so that you may specify the specific check (or checks) to be displayed. If you do not wish to specify search parameters (or do not know the required information to set parameters) just press <ENTER> for each line. The program displays all possible records for any given parameter if the <ENTER> key is pressed. Otherwise, you may specify any line (or lines) you wish to limit the search. Type the information called for, and press <ENTER>.

Remember to allow for two decimal places when typing dollar amounts. Do not type the decimal. The decimal is inserted upon entry. Also, do not type any separating punctuation when typing dates. The program formats the date approximately upon entry. The date must be typed in the standard MMDDYY format.

If you do not wish to specify a parameter, simply press the <ENTER> key to advance the cursor to the next line. Remember that the program displays all records of any given parameter if the <ENTER> key is pressed.

STEP 5: When these entries have been made the [program prompts: "ENTERED O.K.?" Type <N> (NO), and press <ENTER> if you wish to re-enter the search parameters. Type <Y> (YES), and press <ENTER> to continue.

STEP 6: The paycheck information is displayed on the screen.

```

CHECK HISTORY

INQUIRY 0001 ALBERT C. JONES    3 MAINE          MONTHLY
PERIOD ENDING DATE: 09/30/84    1 MANAGEMENT

CHECK NUMBER ..... 1  REGULAR PAY.....240.00
CHECK DATE.....09/30/84  OVERTIME PAY..... .00
FEDERAL WITHHOLDINGS..... 34.08  SPECIAL PAY..... .00
FICA WITHHOLDINGS..... 5.36  SICK PAY..... .00
STATE WITHHOLDINGS..... .00  VACATION PAY..... .00
CITY WITHHOLDINGS..... .00  REGULAR HOURS..... 40.00
EARNED INCOME CREDIT..... .00  OVERTIME HOURS..... .00
TAXABLE ADJ..... .00  SPECIAL HOURS..... .00
NON-TAXABLE ADJ..... .00  SICK HOURS..... .00
TRAVEL PAY..... .00  VACATION HOURS..... .00
MEALS..... .00  JOB NUMBER.....100-000
TIPS..... .00

                                TOTAL HOURS  40.00
                                GROSS PAY   240.00
                                WITHHOLDINGS 39.44
                                DEDUCTIONS   .00
                                E.I. CREDIT   .00
                                NET PAY    200.56

PRESS "ENTER" TO CONTINUE SEARCH
ENTER 'D' FOR DEDUCTION DETAIL
PRESS THE "UP-ARROW" KEY FOR NEXT EMPLOYEE

SELECT:

```

If no paycheck exists within the parameters set in STEP 3, the program displays the message: "CHECK NOT FOUND", and returns to the prompt for an employee number. A paycheck may include more than one page of attendance data. In this case the totals are displayed first, and press the <D> key to display deduction detail (or pages).

STEP 7: There may be more than one paycheck within the parameters you set in STEP 3. Press the <ENTER> key to display the next paycheck in the file. When all paychecks

within the specified parameters have been displayed, press the <UP-ARROW> key. The program returns to the prompt for entry of an employee number. To continue, repeat STEPS 1 - 6. Return to the Employee History Inquiry Menu by pressing the <DOWN-ARROW> key.

8.2 PRINT DETAILED PAYCHECK HISTORY

This section presents instructions for printing a detailed paycheck history for one, or all employees between specified check dates. A detailed history report shows a breakdown of all attendance data, as well as standard and company deductions. Characteristically, this report is printed for only one employee at a time. See the Appendix for an example of this system report.

Follow these STEPS to print a detailed paycheck history report.

STEP 1: From the system MAIN MENU select <4> for EMPLOYEE HISTORY INQUIRY, and press <ENTER>.

STEP 2: From the Employee History Inquiry Menu select <2> for PRINT DETAILED PAYCHECK HISTORY, and press <ENTER>.

STEP 3: The program prompts for entry of an employee number. Type the number of the employee for which you wish to print a report, and press <ENTER>. If you do not know the employee number, this information can be obtained from the Employee Master File Printout (see Section 7.2 for instructions to print this document), as well as several other system reports and listings. If you wish to print a detailed report for all employees, just press the <ENTER> key at the prompt for an employee number. Press the <UP-ARROW> key to return to the Employee History Inquiry Menu.

STEP 4: If an employee number is entered, the program displays the name of the employee. If you have pressed the <ENTER> key in STEP 2 (for all employees) the word "ALL" appears next to the employee number prompt. In either case, the program prompts: "ENTERED O.K.?". Press the <UP-ARROW> key to return to the Employee History Inquiry Menu. Type <N> (NO), and press <ENTER>, if you wish to re-enter the employee number. Type <Y> (YES), and press <ENTER>, if you wish to continue.

STEP 5: The program prompts for the following entries:

DETAILED HISTORY INQUIRY PRINT PROGRAM

3 FRANK H. CASE

ENTER STARTING CHECK DATE: 12/01/84

ENTER ENDING CHECK DATE:

Type the starting check date, and press <ENTER>. Type the ending check date, and press <ENTER>. These dates set the parameters for the printout. The system will print any check records in the system that were recorded between these dates. If you wish to included all checks in the file, press the <ENTER> key after the prompt for starting date and type the current date after the prompt for ending date. Do not type any separating punctuation when typing these dates. The program inserts appropriate punctuation upon entry.

STEP 6: When these dates are entered, the program prompts: "ENTERED O.K.?" Type <N> (NO), and press <ENTER> if you wish to re-enter the ending date or press the <UP-ARROW> key to re-enter the starting date. Type <Y> (YES), and press <ENTER>, if you wish to continue.

STEP 7: When the date entries have been verified (by typing <Y> (YES) after the prompt "ENTERED O.K.?"), the program prompts:

ENTER CHECK NUMBER (OPTIONAL)

If you wish to print the detailed report for a particular paycheck, type the number of that check, and press <ENTER>. Otherwise, press the <ENTER> key here. When the program prompts: "ENTERED O.K.?", answer <N> (NO), and press <ENTER> to re-enter the check number. Answer <Y> (YES), and press <ENTER> to continue.

STEP 8: Pressing the <ENTER> key, or typing <Y> (YES) and pressing <ENTER>, to the final prompt in step 6 activates the print function. During printing, the screen displays the message: "PROCESSING OCCURRING ... PLEASE WAIT". When printing is complete, the program returns to the Employee History Inquiry Menu.

8.3 PRINT PAYCHECK HISTORY TOTALS FOR AN INDIVIDUAL EMPLOYEE

This section presents instructions for printing a paycheck history record for one employee. This report provides a one-line summary of paycheck history for one (or selected) employees. The employee number prompt is presented repeatedly, so the report can include totals for more than one employee. Check data is printed one employee at a time. See the Appendix for an example of this report. Follow these STEPS to print this document:

STEP 1: From the MAIN MENU select <4> for EMPLOYEE HISTORY INQUIRY, and press <ENTER>.

STEP 2: For the Employee History Inquiry Menu select <3> for PRINT PAYCHECK HISTORY TOTALS for AN INDIVIDUAL EMPLOYEE, and press <ENTER>.

STEP 3: The program prompts for entry of an employee number. Type the number of the employee whose history you wish to obtain, and press <ENTER>.

STEP 4: The program prompts for entry of an employee number. Type the number of the employee whose history you wish to obtain, and press <ENTER>. If you do not know the employee number, this information can be obtained from the Employee Master File Printout (see Section 7.2 for instructions to print this document), as well as several other system reports and listings.

STEP 5: When the employee number is entered, the program prompts: "ENTERED O.K.?". Type <N> (NO), and press <ENTER> if you wish to re-enter the employee number. Type <Y> (YES), and press <ENTER> to continue.

STEP 6: The program prompts for the following entries:

```
EMPLOYEE HISTORICAL CHECK LISTING *  
  
3 FRANK H. CASE  
ENTER STARTING CHECK DATE: 11/21/84  
ENTER ENDING CHECK DATE:
```

Type the starting check date, and press <ENTER>. Type the ending date, and press <ENTER>.

These dates set the parameters for the printout. The system will print any check records in the system that were recorded between these dates. If you wish to include all checks in the file, press the <ENTER> key after the prompt for starting date and type the current date after the prompt for ending date. Do not type any separating punctuation when typing these dates. The program inserts appropriate punctuation upon entry.

STEP 7: When these dates are entered, the program prompts: "ENTERED O.K.?". Type <N> (NO), and press <ENTER> if you wish to re-enter the ending date. Press the <UP-ARROW> key to re-enter the starting date. Type <Y> (YES), and press <ENTER>, if you wish to continue.

STEP 8: Typing the <Y> (YES), and press <ENTER> activates the print function. During printing the screen displays the message: "PRINTING OCCURRING ... PLEASE WAIT".

STEP 9: When printing is complete, the program returns to the prompt for an employee number. If you wish to print totals for another employee, enter the appropriate number, and repeat STEPS 2-6. Press the <UP-ARROW> key to return to the Employee History Inquiry Menu.

8.4 PRINT PAYCHECK HISTORY TOTALS BY EMPLOYEE

This section presents instructions for printing a report of paycheck history totals organized by employee number. This report is selectable by date. It prints the same information as the Paycheck History Totals for an Individual Employee (see Section 8.3), except that it includes the totals for all employees in the file between specified dates.

The report is an important document to be printed at year-end before purging the history file. See the Appendix for an example of this report. Follow these STEPS to print this document:

STEP 1: From the MAIN MENU select <4> for EMPLOYEE HISTORY INQUIRY, and press <ENTER>.

STEP 2: From the Employee History Inquiry Menu select <4> for PRINT PAYCHECK HISTORY TOTALS BY EMPLOYEE, and press <ENTER>.

STEP 3: The program prompts: "IS THIS A RESTART?". Type <N> (NO), and press <ENTER> if you wish to continue. Skip to STEP 5. Type <Y> (YES), and press <ENTER> if you wish to restart an interrupted program.

STEP 4: If you have indicated that you are restarting this program the program prompts: "ENTER LAST EMPLOYEE PRINTED". Type this employee number and press <ENTER>. This is the starting point of the re-started report.

STEP 5: When the employee number is entered, the program prompts: "IS EVERYTHING O.K.?" Type <N> (NO), and press <ENTER> if you wish to continue. Type <Y> (YES), and press <ENTER> if you wish to continue.

STEP 6: The program prompts:

REPORT START DATE
REPORT END DATE

Type the report start date, and press <ENTER>. Then type the report end date, and press <ENTER>. Do not type any separating punctuation when typing these dates. The program inserts necessary punctuation upon entry.

STEP 7: When these dates are entered, the program prompts: "ARE THE DATES O.K.?" Type <N> (NO), and press <ENTER> if you wish to re-enter these dates. Type <Y> (YES), and press <ENTER> if you wish to continue. When you type <Y> (YES), and press <ENTER> the print function is activated.

STEP 8: While printing, the program displays the message: "PRINTING OCCURRING ... PLEASE WAIT". When printing is complete, the program returns to the Employee History Inquiry Menu.

8.5 PRINT PAYCHECK HISTORY TOTALS CHRONOLOGICALLY

This section presents instructions for printing a report of paycheck history totals organized chronologically. This report is the same as Paycheck History Totals by Employee, except that it is organized by check date rather than employee number. The totals are printed in chronological order, beginning with the most recent check. See the Appendix for an example of this report. Follow these STEPS to print this document:

STEP 1: From the MAIN MENU select <4> of employee HISTORY INQUIRY, and press <ENTER>.

STEP 3: The print function is activated immediately. While printing, the program displays the message: "PRINTING OCCURRING ... PLEASE WAIT". When printing is complete, the program returns to the Employee History Inquiry Menu.

9 MONTH ENDING PROCEDURES

9.0 INTRODUCTION

This chapter presents instructions for executing routine month-end procedures. These procedures consist of printing monthly reports and clearing month-to-date totals. Be sure you print all desired monthly reports before clearing the totals. **NOTE:** Do not clear totals if this procedure is part of the quarter-end or year-end procedure. The selection options are presented below:

<p>MONTH END PROCEDURES</p> <p>1. PRINT MONTHLY TOTALS REPORTS 2. PRINT MONTHLY 941 (CONTINUOUS FORM) 3. CLEAR ALL M-T-D TOTALS FROM SYSTEM</p> <p>(M) RETURN TO MAIN MENU (E) EXIT TO MONITOR</p> <p>SELECT:</p> <p>NOTE: THESE PROCEDURES SHOULD ONLY BE RUN AT MONTH END.</p> <p>MONTH END PROCESSING SHOULD ONLY BE DONE AFTER THE LAST PAYROLL RUN FOR THE CURRENT MONTH HAS BEEN COMPLETED.</p> <p>BE SURE TO RUN ALL DESIRED REPORTS BEFORE CLEARING M-T-D TOTALS.</p>

CAUTION: If you neglect to run necessary reports, there is no way to retrieve these totals unless a month-end backup is available. Follow the appropriate instructions below to execute these month-end operations.

9.1 PRINT MONTHLY TOTALS REPORTS

This section presents instructions for printing any of seven separate reports that are desired for monthly reference and/or recommended for printing before clearing the data files. The following report options are available:

<p>MONTH END PROCEDURES</p> <p>1. DEPARTMENT MONTHLY TOTALS 2. JOB CLASSIFICATION MONTHLY TOTALS 3. DEDUCTIONS AND SAVINGS BOND MONTHLY TOTALS 4. EMPLOYEE MASTER FILE W/MONTHLY TOTALS 5. MONTHLY FEDERAL TAX (941) REPORT 6. MONTHLY STATE TAX REPORT 7. MONTHLY STATE UNEMPLOYMENT REPORT</p> <p>ENTER ALL REPORTS TO BE PRINTED</p> <p>()</p> <p>PRESS THE "UP-ARROW" KEY TO RETURN TO SELECTION MENU</p>

Review the following descriptions of each report available for selection:

DEPARTMENT MONTHLY TOTALS

This report prints the Department Master List. The report summarizes the status of each department, providing the number of employees and month-to-date totals for both hours and dollars expended. General Ledger Account number and Cost Code number are also provided if applicable.

JOB CLASSIFICATION MONTHLY TOTALS

This report prints the Job Classification Master List. The report summarizes all information pertaining to each job classification in your payroll. Month-to-date totals are provided for both hours and dollars expended. General Ledger Account number and Cost Code number are also provided if applicable.

DEDUCTIONS AND SAVINGS BOND MONTHLY TOTALS

This report shows month to date totals for each company deduction and the month to date status of savings bond deductions. General Ledger account number is also provided if applicable.

EMPLOYEE MASTER FILE WITH MONTHLY TOTALS

This report prints the employee Master File Printout, and shows all month to date totals for each employee in the Employee Master File.

MONTHLY FEDERAL TAX (941) REPORT

The 941 report is usually printed quarterly, because the data it provides is reported and paid to the Federal government quarterly. The monthly report illustrates those amounts owed by the employer to the federal government for the current month. This permits the employer to plan ahead for payment of quarterly taxes. The 941 register and adjustment report provides a variety of figures which reflect the full range of system computations in arriving at the total FICA taxes owed to the federal government by the employer. Refer to the sample 941 register and adjustment report below as you review the following descriptions of each column of the report: The Monthly 941 Register contains three columns of employee information, and nine columns of FICA tax information:

EMPLOYEE INFORMATION: The first three columns of the report include the employee number, name, and social security number.

1. **GROSS PAY:** The gross monthly wages for each employee are printed in the first column.
2. **FEDERAL INCOME TAX WITHHELD:** Total Federal Income Tax Withholdings this month for each employee are printed in the second column.
3. **FICA WITHHELD:** The FICA amount withheld during the current month for each employee is printed in the third column.
4. **FICA WITH ADJ:** The figure in the fourth column of this report reflects the difference between the sum of FICA taxes computed each pay period in the month, and the FICA tax computed for the entire month.
5. **FICA WAGES PAID:** This column presents actual wages subject to FICA taxes. This figure is computed by subtracting non-taxable adjustments, travel pay, and tips from gross pay, and adding FICA taxes to the retirement total. Tips are taxed separately.
6. **TAXABLE TIPS:** This figure appears for meals and tips employees, and is subject to tax by the employee.
7. **TOTAL FICA TAXES:** This amount equals FICA WAGES PAID (column 5) times 13.70% (6.70% for the employee, and 7.00% for the employer).
NOTE: These figures are subject to change. Check for current figures.
8. **FICA TAX ADJ:** This figure applies only to meals and tips employees. See the adjustment report illustrated below.
9. **ADJ TOTAL FICA TAXES:** This amount represents the total FICA taxes owed to the federal government by the employer. The Monthly 941 Adjustment report is printed immediately following the 941 Register, and applies to meals and tips employees on your payroll. The report provides three columns of employee information, and five columns of FICA tax information.

EMPLOYEE INFORMATION: The first three columns of the report included the employee number, name, and security number.

1. EMPLOYER FICA TAXABLE WAGES: The amount reported in this column of the adjustment report is the amount upon which the Employer's FICA tax responsibility is computed. The amount is equal to the number of hours worked times minimum wage.

2. EMPLOYEE FICA TAXABLE WAGES: This amount is the amount upon which the Employee's FICA tax responsibility is computed. This amount is actual employee earnings, not including tips.

3. FICA WAGE DIFFERENCE: This amount is the difference between column 1 and column 2. The Employer pays the employees portion of FICA tax on this amount also, which makes up for an employee earning less than minimum wage.

4. FICA TAX ADJUSTMENT: This figure is the adjusted figure which the employer must pay to the federal government in addition to the total FICA taxes reported in column seven of the 941 register.

MONTHLY STATE TAX REPORT

This report shows the amounts withheld from the employee's paychecks for state taxes during the past month. State income tax withholdings are computed by using the tax tables set up in the Tax Table File. See Section 4.1.2 for an explanation of income taxes and how the system computes these taxes for each employee on your payroll. This report includes three columns of employee information: employee number, name, and social security number. Four columns of additional state tax information are also included:

1. PAY PERIOD: The pay period for each employee is printed in column one of this report.

2. ADDITIONAL WITHHOLDINGS 1 PAY PERIOD: This column reports any additional federal, state, or local withholdings taken once each pay period. This amount is governed by the answers supplied to questions 8,9, and 10 on page 2 of the Employee Master File (see Section 5.6).

3. GROSS PAY THIS STATE: This column shows gross wages paid to each employee during the previous month.

4. STATE TAX WITHHELD: This column shows the amount of state tax withheld from the employee's earnings during the previous month. This is the amount owed to state government by the employer. If you have any employees working in a state or states other than your home state, a separate page is printed for each state.

MONTHLY STATE UNEMPLOYMENT REPORT

This report shows the amount of wages on which the employer must pay the state unemployment tax. A separate page for each state in which your employees work is printed.

Three columns of employee information are included in the report: employee number, name, and social security number. Four additional columns report year-to-date gross wages, quarter-to-date gross wages, non-taxable wages, and taxable wages. Wages subject to unemployment insurance are computed by subtracting non-taxable wages from quarter-to-date gross wages, or are set by the limit for unemployment compensation set up in the Tax File.

If your payroll includes employees working in more than one state, a separate page is printed for each state. Follow these STEPS to print these reports:

STEP 1: From the MAIN MENU select <5> for MONTH ENDING PROCEDURES, and press <ENTER>.

STEP 2: From the Month End Procedures Menu select <1> for PRINT MONTHLY TOTALS REPORTS, and press <ENTER>.

STEP 3: The program displays the report selection menu. Type the number(s) of the desired report(s), and press <ENTER>. If you are entering more than one number, do not type any separating punctuation.

STEP 4: When the report selections have been made, the program prompts: "ENTERED O.K.?" Type <N> (NO), and press <ENTER>, if you wish to re-enter the selections. Type <Y> (YES), and press <ENTER> to initiate printing.

STEP 5: While printing, the program displays the message: "PRINTING OCCURRING ... PLEASE WAIT". When printing is complete, the program returns to the report selection menu. Select additional reports for printing, or press the <UP-ARROW> key to return to the Month

End Procedures Menu.

9.2 PRINT MONTHLY 941 CONTINUOUS FORM

This section presents instructions for printing page 2 of the "941 Schedule A" federal tax form. The first page of this official document shows company totals. The program requires that continuous forms be mounted on your printer. Information reported on these forms includes: employee social security number, employee name, total FICA wages, total wages, and total wages subject to unemployment insurance (payable by the employer). Total FICA wages are computed by subtracting non-taxable wages (travel pay, and other non-taxable adjustments) from gross pay and adding the retirement amount (line 22 in the System Information File). A percentage (currently 7.00%) of this adjusted wage must be paid by the employer to the Federal government. The employee currently pays 6.70% to the Federal government. Therefore, the total FICA amount is calculated at 13.70%.

Wages subject to unemployment taxes are computed similarly. Non-taxable adjustments are subtracted from gross wages to arrive at the total FUTA (Federal Unemployment Tax Act) taxable wages. Currently, the federal tax contribution rate made by the employer is 3.4% of the first \$6,000.00 paid each employee per year. State tax contributions, which are set by each state, can be subtracted from the federal contribution up to a point. The maximum amount due the federal government .7% ($3.4 - 2.7 = .7$). The system computes the unemployment tax as follows:

```

      GROSS FUTA TAX
      (taxable wages x .034)

      minus

      ALLOWABLE CREDIT
      (state unemployment tax paid)
      (maximum tax = taxable wages x .007)

      equals

      NET FUTA TAX
      (minus tax = taxable wages x .007)
```

Follow these STEPS to print this document:

STEP 1: From the MAIN MENU select <5> for MONTH ENDING PROCEDURES, and press <ENTER>.

STEP 2: From the Month End Procedures Menu select <2> for PRINT MONTHLY 941 (CONTINUOUS FORM).

STEP 3: The program displays the following information:

```

      CONTINUOUS FORM 941 PAYROLL REPORT

      PRESS THE "X" KEY TO PRINT AN ALIGNMENT TEST
      PRESS THE "E" KEY TO END ALIGNMENT PROCEDURE

      PRESS THE "UP-ARROW" KEY TO RETURN TO MENU
```

Mount the continuous forms into the printer.

STEP 4: Type <X> to print an alignment test. Adjust the form alignment if necessary. Type <E> to end the alignment procedure.

STEP 5: The program prompts: "ENTER FEDERAL IDENTIFICATION NUMBER".

Type the number, and press <ENTER>. This number is the number assigned to your company by the Federal government.

STEP 6: The program prompts: "ENTER QUARTER ENDING DATE". Type this date, and press <ENTER>. This is the date that is to appear on the form. Do not type any separating punctuation when typing the date. The program inserts punctuation upon entry. The program defaults to the system date by just pressing the <ENTER> key.

STEP 7: The program prompts: "ENTER STATE CODE". Type the appropriate state code assigned in the Tax Table File, and press <ENTER> - or just press the <ENTER> key - for the first state in the tax table file (see Section 5.7).

STEP 8: The program prompts: "IS EVERYTHING O.K.?". Type <N> (NO), and press <ENTER> to return to the state code entry. Press the <UP-ARROW> key to return to previous prompts. Type <Y> (YES), and press <ENTER>, to begin printing. When printing is complete, the program returns to the Month End Procedures Menu.

9.3 CLEAR ALL M-T-D TOTALS FROM SYSTEM

This section presents instructions for clearing the data files and re-setting them to receive new data. It is recommended that you make any necessary backup copies before clearing totals from the system. This procedure should only be executed after all desired reports have been written, and after the last payroll run for the current month has been completed. Totals in the following data files are set at zero (0) when this procedure is activated:

- Employee Master File
- Department Master File
- Job Classification Master File
- Deduction Master File

Follow these STEPS to clear these data files:

STEP 1: From the MAIN MENU select <5> for MONTH ENDING PROCEDURES, and press <ENTER>.

STEP 2: From the Month End Procedures Menu select <3> for CLEAR ALL M-T-D TOTALS FROM SYSTEM, and press <ENTER>.

STEP 3: The program prompts: "ARE YOU SURE YOU WANT TO CLEAR M-T-D TOTALS NOW?" Type <N> (NO), and press <ENTER> if you wish to prevent clearing totals. The program returns to the Month End Procedures Menu. Type <Y> (YES), and press <ENTER> to clear the data files. When <Y> (YES) is typed, and the <ENTER> key is pressed, processing begins immediately. The program display this message: "INTERNAL PROCESSING ... DO NOT INTERRUPT". When the files have been cleared, the program displays this message: "COMPLETED SUCCESSFULLY" and returns to the monitor. Type <PAYROLL>, and press <ENTER> to display the Main Menu.

10 QUARTER ENDING PROCEDURES

10.0 INTRODUCTION

This Chapter presents instructions for executing several operations that are commonly run at the conclusion of the fiscal quarter for your company. These procedures consist of printing various monthly and quarterly reports, and clearing the quarter-to-date totals. Be sure you print all desired reports before clearing the totals.

The selections available are displayed below in the Quarter End Procedures Menu:

<p>QUARTER END PROCEDURES</p> <ol style="list-style-type: none">1. PRINT QUARTERLY TOTALS REPORTS2. PRINT MONTHLY 941 (CONTINUOUS FORM)3. PRINT QUARTERLY 941 (CONTINUOUS FORM)4. CLEAR ALL Q-T-D TOTALS FROM SYSTEM <p>(M) RETURN TO MAIN MENU (E) EXIT TO MONITOR</p> <p>SELECT:</p> <p>NOTE: THESE PROGRAMS SHOULD ONLY BE RUN AT QUARTER END.</p> <p>QUARTER END PROCESSING SHOULD ONLY BE DONE AFTER THE LAST PAYROLL RUN FOR THE CURRENT QUARTER HAS BEEN COMPLETED.</p> <p>BE SURE TO RUN ALL DESIRED REPORTS BEFORE CLEARING Q-T-D TOTALS.</p>

Follow the appropriate instructions to perform quarter end procedures.

10.1 PRINT QUARTERLY TOTALS REPORTS

This section provides instructions for printing a variety of reports showing quarterly status of various system files. There are nine report selections in the "Print Quarterly Totals Reports" Menu.

<p>QUARTER END PROCEDURES</p> <ol style="list-style-type: none">1. DEPARTMENT QUARTERLY TOTALS2. JOB CLASSIFICATION QUARTERLY TOTALS3. DEDUCTIONS AND SAVINGS BOND QUARTERLY TOTALS4. EMPLOYEE MASTER FILE W/QUARTERLY TOTALS5. FEDERAL 941 FORM QUARTERLY REPORT6. FEDERAL 941 FORM MONTHLY REPORT7. QUARTERLY STATE TAX REPORT8. MONTHLY STATE TAX REPORT9. STATE UNEMPLOYMENT REPORT <p>ENTER ALL REPORTS TO BE PRINTED ()</p> <p>PRESS THE "UP-ARROW" KEY TO RETURN TO THE SELECTION MENU</p>
--

Review these brief descriptions of each report before printing:

DEPARTMENT QUARTERLY TOTALS

This report prints the Department Master List. The report summarizes the status of each department, providing the number of employees and quarter-to-date totals for both hours and dollars expended. General Ledger Account number and Cost Code number are also provided if applicable.

JOB CLASSIFICATION QUARTERLY TOTALS

This report prints the Job Classification Master List. The report summarizes all information pertaining to each job classification in your payroll. Quarter-to-date totals are provided for both hours and dollars expended. General Ledger Account number and Cost Code number are also provided if applicable.

DEDUCTIONS AND SAVINGS BOND QUARTERLY TOTALS

This report shows quarter-to-date totals for each company deducted and the quarter to date status of savings bond deductions. General Ledger account number is also provided if applicable.

EMPLOYEE MASTER FILE WITH QUARTERLY TOTALS

This report prints the Employee Master File Printout, and shows all quarter-to-date totals for each employee in the Employee Master File.

FEDERAL 941 FORM QUARTERLY REPORT

The 941 report is usually printed quarterly, because the data it provides is reported and paid to the federal government quarterly. The quarterly report illustrates those amounts owed by the employer to the federal government for the current quarter. The 941 register and adjustment report provides a variety of figures which reflect the full range of system computations in arriving at the total FICA taxes owed to the federal government by the employer. Refer to the sample 941 register and adjustment report below as you review the following descriptions of each column of the report:

The Monthly 941 Register contains three columns of employee information, and nine columns of FICA tax information:

EMPLOYEE INFORMATION: The first three columns of the report include the employee number, name, and social security number.

1. **GROSS PAY:** The gross quarterly wages for each employee are printed in the first column.
2. **FEDERAL INCOME TAX WITHHELD:** Total Federal Income Tax Withholdings this quarter for each employee are printed in the second column.
3. **FICA WITHHELD:** The FICA amount withheld during the current quarter for each employee is printed in the third column.
4. **FICA WITH ADJ:** The figure in the four the column of this report reflects the difference between the sum of FICA taxes computed each pay period in the quarter, and the FICA tax computed for the entire month.
5. **FICA WAGES PAID:** This column presents actual wages subject to FICA taxes. This figure is computed by subtracting non-taxable adjustments, travel pay, and tips from gross pay, and adding the FICA taxed retirement total. Tips are taxed separately.
6. **TAXTABLE TIPS:** This figure appears for meals and tips employees, and are subject to tax paid by the employee.
7. **TOTAL FICA TAXES:** this amount equals FICA WAGES PAID (column 5) times 13.70%. (6.70% for the employee, and 7.00% forth employer). **NOTE:** these figures are subject to change. Check for current figures.
8. **FICA TAX ADJ:** This figure applies only to meals and tips employees. See the adjustment report illustrated below.
9. **ADJ TOTAL FICA TAXES:** This amount represents the total FICA taxes owed to the federal government by the employer. The Monthly 941 Adjustment report is printed immediately following the 941 Register, and applies to meals and tips employees on your payroll. The report provides three columns of employee information, and five columns of FICA tax information:

EMPLOYEE INFORMATION: The first three columns of the report include the employee number, name, and social security number.

1. EMPLOYER FICA TAXABLE WAGES: The amount reported in this column of the adjustment report is the amount upon which the Employer's FICA tax responsibility is computed. This amount is equal to the number of hours worked times minimum wage.

2. EMPLOYEE FICA TAXABLE WAGES: This amount is the amount upon which the Employee's FICA tax responsibility is computed. This amount is actual employee earnings, not including tips.

3. FICA WAGE DIFFERENCE: This amount is the difference between column 1 and column 2. The Employer pays the employee's portion of FICA on this amount also, which makes up for an employee earning less than minimum wage.

4. FICA TAX ADJUSTMENT: This figure is the adjusted figure which the employer must pay to the federal government in addition to the total FICA taxes reported in column seven of the 941 register.

FEDERAL 941 FORM MONTHLY REPORT

This report is identical to the quarterly report described above, except monthly totals are given for the previous month, instead of quarterly totals. The monthly version of the report is available so the employer can plan ahead for each quarterly payment to the federal government, and deposit the necessary amounts each month to cover the quarterly taxes.

QUARTERLY STATE TAX REPORT

This report shows the amounts withheld from the employee's paychecks for state taxes during the past quarter. State income tax withholdings are computed by using the tax tables set up in the Tax Table File. See Section 4.1.3 for an explanation of income taxes and how the system computes these taxes for each employee on your payroll. This report includes three columns of employee information: employee number, name, and social security number. Four columns of additional state tax information are also included:

1. PAY PERIOD: The pay period for each employee is printed in column one of this report.

2. ADDITIONAL WITHHOLDINGS 1 PAY PERIOD: This column reports any additional federal, state, or local withholdings taken once each pay period. This amount is governed by the answers supplied to questions 8,9,and 10 on page 2 of the Employee Master File (see Section 5.6).

3. GROSS PAY THIS STATE: This column shows gross wages paid to each employee during the previous quarter.

4. STATE TAX WITHHELD: This column shows the amount of state tax withheld from the employee's earnings during the previous quarter. This is the amount owed to state government by the employer. If you have any employees working in a state or states other than your home state, a separate page is printed for each state.

MONTHLY STATE TAX REPORT

This report is identical to the Quarterly State Tax Report, except that month-to-date figures are provided.

STATE UNEMPLOYMENT REPORT

This report shows the amount of wages on which the employer must pay the state unemployment tax. A separate page for each state in which your employees work is printed. Three columns of employee information are included in the report: employee number, name, and social security number. Four additional columns report year-to-date gross wages, quarter-to-date gross wages, non-taxable, and taxable wages. Wages subject to unemployment insurance are computed by subtracting non-taxable wages from quarter-to-date gross wages, or by the limit for unemployment compensation set up in the Tax File. If your payroll includes employees working in more than one state, a sperate page is printed for each state. Follow these STEPS to print these reports.

STEP 1: From the MAIN MENU select <6> for QUARTER ENDING PROCEDURES, and press <ENTER>.

STEP 2: From the Quarter End Procedures Menu select <1> for PRINT QUARTERLY TOTALS REPORTS, and press <ENTER>.

STEP 3: The program displays the report selection menu. Type the number(s) of the desired report(s), and press <ENTER>. If you are entering more than one number, do not type any separating punctuation.

STEP 4: When the report selections have been made, the program prompts: "ENTERED O.K.?". Type <N> (NO), and press <ENTER>, if you wish to re-enter the selections. Type <Y> (YES), and press <ENTER> to initiate printing.

STEP 5: While printing, the program displays the message: "PRINTING OCCURRING ... PLEASE WAIT". When printing is complete, the program prompts for entry of report numbers for additional printing. Select additional reports for printing, and repeat STEPS 3 and 4, or press the <UP-ARROW> key to return to the Quarter End Procedures Menu. These reports may be printed as many times as necessary. The files are not affected (updated) by the print procedure.

10.2 PRINT MONTHLY 941 CONTINUOUS FORM

This procedure is identical to that described in the previous chapter (Month End Procedures). See Section 9.2 for instructions.

10.3 PRINT QUARTERLY 941 CONTINUOUS FORM

This section provides instructions for printing quarterly 941 continuous forms. This report is an official government document. It is page 2 of the "941 Schedule A" federal tax. The first page of this document shows company totals. The last column of the report shows the FICA wages for each employee that are subject to unemployment insurance (payable by the employer). These last column figures will vary depending upon the quarter. Information reported on these forms includes: employee social security number, employee name, total FICA wages, total wages, and total wages subject to unemployment insurance (payable by the employer).

Total FICA wages are computed by subtracting non-taxable wages (travel pay, and other non-taxable adjustments) from gross pay, and adding the Retirement amount set up in the System Information File. A percentage (currently 7.00%) of this adjusted wage must be paid by the employer to the federal government. The employee currently pays 6.70% to the federal government. Therefore, the total FICA amount is calculated at 13.70%.

Wages subject to unemployment taxes are computed similarly. Non-taxable adjustments are subtracted from gross wages to arrive at the total FUTA (Federal Unemployment Tax Act) taxable wages. Currently, the federal tax contribution rate made by the employer is 3.4% of the first \$6,000.00 paid each employee per year. State tax contributions, which are set by each state, can be subtracted from the federal contribution up to point. The maximum credit allowed in paying the federal tax is 2.7%, making the minimum amount due the federal government .7% ($3.4 - 2.7 = .7$). The system computes the unemployment tax as follows:

```

      GROSS FUTA TAX
      (taxable wages x .034)

      minus

      ALLOWABLE CREDIT
      (state unemployment tax paid)
      (maximum tax = taxable wages x .007)

      equals

      NET FUTA TAX
      (minimum tax = taxable wages x .007)
```

See the Appendix for an example of this document.

Follow these STEPS to print these forms:

STEP 1: From the MAIN MENU select <6> for QUARTER ENDING PROCEDURES, and press <ENTER>.

STEP 2: From the Quarter End Procedures Menu select <3> for PRINT QUARTERLY 941 (CONTINUOUS FORM), and press <ENTER>.

STEP 3: The program displays the following prompts:

CONTINUOUS FORM 941 PAYROLL REPORT

PRESS THE "X" KEY TO PRINT AN ALIGNMENT TEST
PRESS THE "E" KEY TO END ALIGNMENT PROCEDURE

PPRESS THE "UP-ARROW" KEY TO RETURN TO THE MENU

Mount the continuous forms on the printer. When the forms are mounted, type the <X> key to print a test alignment. Examine the spacing of the data on the form. Adjust the seating of the forms on the printer if necessary. Type the <E> key to end the alignment procedure.

STEP 4: The program prompts: "ENTER FEDERAL IDENTIFICATION NUMBER". Enter this number, and press <ENTER>. This number is the identification number assigned to your company by the federal government.

STEP 5: The program prompts: "ENTER QUARTER ENDING DATE." Type this date, and press <ENTER>. Type the date as it is to appear on the form. Do not type any separating punctuation when typing the date. The program inserts separating punctuation upon entry. The program default to the system date if just the <ENTER> key is pressed.

STEP 6: The program prompts: "ENTER STATE CODE". Type the appropriate state code, and press <ENTER>, or just press the <ENTER> key for the first state in the Tax Table File.

STEP 7: The program prompts: "IS EVERYTHING O.K.?" Type <N> (NO), and press <ENTER> if you wish to re-enter the state code. To change entries entered before the state code, type <N> (NO), press <ENTER>, and then press the <UP-ARROW> key. When data is entered correctly, type <Y> (YES) and press <RETURN>. This action activates the print function. While printing the program displays the message: "PROCESSING OCCURRING ... PLEASE WAIT." When printing is complete, the program returns to the Quarter End Processing Menu.

10.4 CLEAR ALL Q-T-D TOTALS FROM SYSTEM

This section presents instructions for clearing the data files and re-setting them to receive new data. This procedure should only be executed after all desired reports have been written, and after the last payroll run for the current quarter has been completed. Totals in the following data files are set at zero ("0") when this procedure is activated:

- Employee Master File
- Department Master File
- Job Classification Master File
- Deduction Master File

NOTE: This procedure clears month-end totals as well as quarter-end totals from the files.

Follow these STEPS to clear these data files:

STEP 1: From the MAIN MENU select <6> for QUARTER ENDING PROCEDURES, and press <ENTER>.

STEP 2: From the Quarter End Procedures Menu select <4> for CLEAR ALL Q-T-D TOTALS FROM THE SYSTEM, and press <ENTER>.

STEP 3: The program prompts: "ARE YOU SURE YOU WANT TO CLEAR Q-T-D TOTALS NOW?" Type <N> (NO), and press <ENTER>, if you wish to prevent clearing totals. The program returns to the Quarter End Procedures Menu. Type <Y> (YES), and press <ENTER>, to clear the data files. The program displays the message: "INTERNAL PROCESSING ... DO NOT INTERRUPT". When the files have been cleared, the program displays the message: "COMPLETED SUCCESSFULLY" and returns to the Monitor. Type <PAYROLL>, and press <ENTER> to display the Main Menu.

YEAR ENDING PROCEDURES

11.0 INTRODUCTION

This chapter presents instructions for executing various procedures recommended for year-end processing. These procedures consist of printing all desired monthly and quarterly reports, printing W2 forms, and clearing all year to date totals. The Year End Procedures Menu illustrates the procedures discussed in this chapter:

YEAR END PROCEDURES

1. PRINT MONTHLY AND QUARTERLY TOTALS REPORTS
2. PRINT MONTHLY 9941 (CONTINUOUS FORM)
3. PRINT QUARTERLY 941 (CONTINUOUS FORM)
4. PRINT W2 FORMS
5. CLEAR ALL Y-T-D TOTALS FORM SYSTEM

- (M) RETURN TO MAIN MENU
(E) EXIT TO MONITOR

SELECT:

NOTE: THESE PROGRAMS SHOULD BE RUN AT YEAR END.

YEAR END PROCESSING SHOULD ONLY BE DONE AFTER THE LAST PAYROLL RUN FOR THE CURRENT YEAR HAS BEEN COMPLETED.

BE SURE TO ALL DESIRED REPORTS BEFORE CLEARING Y-T-D TOTALS.

Year end routine procedures that are not included in the year-end menu include:

- Removing all deleted and terminated employee records from the file. See Section 13.5.
- Removing all deleted state tax records from the file. See Section 13.6.
- Posting accrued vacation hours. See Section 13.9.
- Printing Employee History Totals Report
- Purging reconciled records. This procedure can be selected by date. See Section 13.7.
- Checking deduction records. Because the deduction balance in the employee master file is set to 0 (zero) at year end, it is necessary to check the file to see if any employees have reached their deduction cutoff amounts, and have started to accumulate the deduction again.

Year end processing should be done in the order presented in the following schedule of events:

1. Complete final pay run for year.
2. Make back-up copies.
3. Print all desired quarterly and monthly reports.
4. Print Quarterly 941 Continuous Form Report (if desired).
5. Print Monthly 941 Continuous Form Report (if desired).
6. Print W2 forms.
7. Clear Year-to-date totals.
8. Print Employee History Totals Report.
9. Purge History Files.
10. Remove all deleted and terminated employee records.
11. Remove deleted state tax records as required.
12. Post accrued vacation hours.
13. Delete company deductions as required. Before deleting any deductions be sure to check the file for accrued balances.

Follow the appropriate instructions to perform the Year End Procedures selectable from the Year End Procedures Menu:

11.1 PRINT MONTHLY AND QUARTERLY TOTALS REPORTS

This section provides instructions for printing a variety of reports showing the monthly and quarterly status of various system files. There are nine report selections in the "Print Monthly and Quarterly Totals Reports" Menu. Review these brief descriptions of each report before printing. See Section 10.1 (QUARTER END PROCEDURES) for more detailed descriptions of these reports:

DEPARTMENT QUARTERLY TOTALS

This report summarizes the status of each department, providing the number of employees and quarter-to-date totals for both hours and dollars expended.

JOB CLASSIFICATION QUARTERLY TOTALS

This report summarizes all information pertaining to each job classification in your payroll. Quarterly totals are provided.

DEDUCTIONS AND SAVINGS BOND QUARTERLY TOTALS

This report is a listing of the data contained in the Deductions Master File. The quarter-to-date totals for the entire company are given for each deduction. Savings Bond Deductions are also given if applicable.

EMPLOYEE MASTER FILE W/QUARTERLY TOTALS

This report includes all the data in the Employee Master File for each employee. Quarterly totals are provided.

FEDERAL 941 FORM QUARTERLY REPORT

This report provides data that must be reported (and paid) to the federal government each quarter. The main purpose of this report is to show what the employer owes to the federal government in FICA (social security) and withholding taxes.

FEDERAL 941 FORM MONTHLY REPORT

This report is identical to the quarterly report described above, except monthly totals are given instead of quarterly totals. The monthly version of the report is available so the employer can plan ahead for each quarterly payment to the government, and deposit the necessary amounts each month to cover the quarterly taxes.

QUARTERLY STATE TAX REPORT

This report shows the amounts withheld from employee's paychecks for state taxes. Quarter-to-date figures are provided.

MONTHLY STATE TAX REPORT

This report is identical to the Quarterly State Tax Report, except that month-to-date figures are provided.

STATE UNEMPLOYMENT REPORT

This report shows the amount of wages on which the employer must pay the state unemployment tax.

Follow these STEPS to print any (or all) of these reports:

STEP 1: From the MAIN MENU select <7> for YEAR ENDING PROCEDURES, and press <ENTER>.

STEP 2: From the Year End Procedures Menu select <1> for PRINT MONTHLY AND QUARTERLY TOTALS REPORTS, and press <ENTER>.

STEP 3: The program displays the report selection menu:

YEAR END PROCEDURES

1. DEPARTMENT QUARTERLY TOTALS
2. JOB CLASSIFICATION QUARTERLY TOTALS
3. DEDUCTIONS AND SAVINGS BOND QUARTERLY TOTALS
4. EMPLOYEE MASTER FILE W/QUARTERLY REPORT
5. FEDERAL 941 FORM QUARTERLY REPORT
6. FEDERAL 941 FORM MONTHLY REPORT
7. QUARTERLY STATE TAX REPORT
8. MONTHLY STATE TAX REPORT
9. STATE UNEMPLOYMENT REPORT

ENTER ALL REPORTS TO BE PRINTED

()

PRESS THE "UP-ARROW" KEY TO RETURN TO SELECTION MENU

Type the numbers of the reports you wish to print, and press <ENTER>. If you wish to print more than one report, do not type any separating punctuation when entering the number.

STEP 4: When entries have been made, the program prompts: "ENTERED O.K.?" Type <N> (NO), and press <ENTER> to re-enter the selections. Type <Y> (YES), and press <ENTER> to begin printing.

STEP 5: While printing, the program displays the message: "PRINTING OCCURRING ... PLEASE WAIT". When printing, the program prompts for entry of report numbers for additional printing. Select additional reports for printing, and repeat STEPS 3 and 4, or press the ,UP-ARROW> key to return to the Year End Procedures Menu. These reports may be printed as many times as necessary. The files are not affected (updated) by the print procedures.

11.2 PRINT MONTHLY 941 CONTINUOUS FORM

This procedure is identical to that described in Chapter 9, Month Ending Procedures. See Section 9.2 for instructions.

11.3 PRINT QUARTERLY 941 CONTINUOUS FORM

This section provides instructions for printing quarterly 941 continuous forms. This report is an official government document. It is page 2 of the "941 Schedule A" federal tax form. The first page of this document shows company totals. The last column of the report shows the FICA wages for each employee that are subject to unemployment insurance (payable by the employer). These last column figures will vary depending upon the quarter. See the Appendix for an example of this document. Follow these STEPS to print these forms:

STEP 1: From the MAIN MENU select <7> for YEAR ENDING PROCEDURES, and press <ENTER>.

STEP 2: From the Year End Procedures Menu select <3> for PRINT QUARTERLY 941 (CONTINUOUS FORM), and press <ENTER>.

STEP 3: The program displays the following prompts:

CONTINUOUS FORM 941 PAYROLL REPORT

PRESS THE "X" KEY TO PRINT AN ALIGNMENT TEASE

PRESS THE "E" KEY TO END ALIGNMENT PROCEDURE

PRESS THE "UP-ARROW" KEY TO RETURN TO THE MENU

Mount the continuous forms on the printer. When the forms are mounted, type the <X> key to print a test alignment. Examine the spacing of the data on the form. Adjust the seating of the forms on the printer if necessary. Type the <E> key to end the alignment procedure.

STEP 4: The program prompts: "ENTER FEDERAL IDENTIFICATION NUMBER". Enter this number, and press <ENTER>. This number is the identification number assigned to your company by the federal government.

STEP 5: The program prompts: "ENTER QUARTER ENDING DATE". Type this date, and press <ENTER>. Type the date as it is to appear on the form. Do not type any separating punctuation when typing the date. The program inserts separating punctuation upon entry.

STEP 6: The program prompts: "ENTER STATE CODE". Type the appropriate state code, and press <ENTER>, or just press the <ENTER> key for the first state in the Tax Table File.

STEP 7: The program prompts: "IS EVERYTHING O.K.?" Type the <N> (NO), and press <ENTER> if you wish to re-enter the state code. To change entries entered before the state code. To change entries entered before the state code, type <N>, press <ENTER>, and then press the <UP-ARROW> key. When data is entered correctly, type <Y> (YES) and press <ENTER>. This action activates the print function. While printing the program displays the message: "PRINTING OCCURRING ... PLEASE WAIT". When printing the program returns to the Monitor. Press <PAYROLL>, and press <ENTER> to displays the Main Menu.

11.4 PRINT W2 FORMS

This section presents instructions for printing W2 information on pre-printed continuous forms. This program does not change data in the files, and must be run prior to clearing to-date totals. The program is restartable. If you restart, the program accumulates W2 totals for the forms that are not printed and prints a subtotal "form". The program also prints a "grand total" from which it includes the W2 data that has already been printed. You may print W2 forms for selected employees or for all employees.

Follow these STEPS to print W2 forms:

STEP 1: From the MAIN MENU select <7> for YEAR ENDING PROCEDURES, and press <ENTER>.

STEP 2: From the Year End Procedures Menu select <4> for PRINT W2 FORMS, and press <ENTER>.

STEP 3: The program prompts for entry of the State code number and State ID number.

ENTRY OF STATE ID NUMBERS FOR W2 FORMS

STATE	STATE ID
-------	----------

1)	
2)	
3)	

PRESS THE "DOWN-ARROW" KEY TO END

ENTER STATE #:	PRESS THE "UP-ARROW" KEY TO EXIT
	PRESS ENTER TO END INPUT

Type the State Code number(defined in the Tax Table File), and press <ENTER>. When the State Code number is entered, the name of the state appears on the screen. Next, type the State ID number, and press <ENTER>. The State ID number is the number assigned to your company by the state.

STEP 4: When these entries have been made the program prompts: "IS EVERYTHING OK? [Y/N]". Type <N> (NO), and press <ENTER> to enter additional state codes and ID numbers. Repeat STEPS 3 and 4 when adding additional information. Type <N> (NO), and press <ENTER> when

all state identification information has been entered, and you wish to continue.

STEP 6: The program prompts: "HAVE ALL STATE ID'S BEEN ENTERED CORRECTLY? [Y/N]". Type <N> (NO), and press <ENTER> if you wish to re-enter any information. Type <Y> (YES), and press <ENTER> to continue.

STEP 7: The printing of W2 forms requires that the continuous forms be mounted on the printer, and an alignment test be executed. When all relevant state data has been entered correctly the program prompts: "MOUNT THE W2 FORMS ON THE PRINTER TYPE RETURN" TO CONTINUE". Mount the W2 forms on your printer, and press <ENTER> when ready.

STEP 8: The program prints an alignment test on the first form and prompts: "RETRY LINE-UP?". Examine the test form carefully for proper alignment. Adjust the forms on the printer if necessary. Type <Y> (YES), and press <ENTER> if you wish to print another alignment test. Type <N> (NO), and press <ENTER> to continue.

STEP 9: The program next prompts for entry of your company ID number. This is the number assigned to your company by the federal government. Type the number, and press <ENTER>. You may use up to 15 characters to type the ID number.

STEP 10: Next the program for selection:

PRINTING W2'S	05/22/85
1. ALL EMPLOYEES	
2. SELECTED EMPLOYEES	
SELECT:	

Type <1>, and press <ENTER> if you wish to print W2 forms for all the employees on your payroll who work in the states identified in STEP 2. The print function is activated when the <ENTER> key is pressed. Type <2>, and press <ENTER> if you wish to print a W2 form for only a few selected employees. If you select <2>, and press <ENTER> the program prompts for entry of an employee number. Enter the employee number of the employee for whom you wish to print a W2 form, and press <ENTER>. The print function is activated when the <ENTER> key is pressed. When this one form is printed, the program returns to the prompt for another employee number. Repeat this process until all desired W2 forms are printed.

STEP 11: When the <ENTER> key is pressed, the print function is activated. The program displays the message: "PRINTING OCCURRING ... PLEASE WAIT". When printing is complete, press the <DOWN-ARROW> key to return to the Year End Procedures Menu.

11.5 CLEAR ALL Y-T-D TOTALS

This section presents instructions for clearing the data files and re-setting them to receive new data. It is strongly recommended that necessary backups of Year-To-Date totals be made before executing this procedure. This procedure should only be executed after all desired reports have been written, and after the last payroll run for the current month/quarter has been completed. This procedure clears all Month-to-Date and Quarter To-Date totals. Totals in the following data files are set at zero ("0") when this procedure is activated:

- Employee Master File Deduction Balance
- Employee Master File
- Department Master File
- Job Classification Master File
- Deduction Master File

Follow these instructions to clear all year-to-date totals from the system:

STEP 1: From the MAIN MENU select <7> for YEAR ENDING PROCEDURES, and press <ENTER>.

STEP 2: From the Year End Procedures Menu select <5> for CLEAR ALL Y-T-D TOTALS, and press <ENTER>.

STEP 3: The program prompts: "ARE YOU SURE YOU WANT TO CLEAR ALL SYSTEM TOTALS NOW? Type <N> (NO), and press <ENTER> if you do not wish to clear all year-to-date totals. The program returns to the Year End Procedures Menu. Type <Y> (YES), and press <ENTER> to begin clearing the files. The program displays the message: "INTERNAL PROCESSING DO NOT INTERRUPT". When processing is complete, the program displays the message: "COMPLETED SUCCESSFULLY", and returns to the Monitor. Type <PAYROLL>, and press <ENTER> to display the Main Menu.

12 MISCELLANEOUS FUNCTIONS

12.0 INTRODUCTION

This chapter presents operational instructions for several programs that do not fall readily into other functional areas. Several of the programs described here are important procedures for adding information to the permanent files, or removing information from the permanent files. Other programs involve the transfer of records or information between systems. Many of these programs are mentioned elsewhere in the manual. Review the descriptions of each procedure carefully so you will know the appropriate time to run these programs.

There are fifteen selections in the Miscellaneous Functions Menu.

MISCELLANEOUS FUNCTIONS

1. TRANSFER PAYROLL DISTRIBUTION TO GENERAL LEDGER SYSTEM
2. TRANSFER PAYROLL DISTRIBUTION TO JOB COST SYSTEM
3. PURGE GENERAL LEDGER SYSTEM DISTRIBUTION FILE
4. PURGE JOB COST DISTRIBUTION FILE
5. PURGE DELETED EMPLOYEE RECORDS FROM MASTER FILE
6. PURGE DELETED STATE TAX RECORDS FROM THE MULTIPLE-STATE FILE
7. PURGE HISTORY RECORDS
8. POST EMPLOYEE SAVINGS BOND DISTRIBUTION
9. POST EMPLOYEE ACCRUED VACATION HOURS
10. POST PAYROLL CHECK RECONCILIATION
11. VOID A CHECK
12. INITIALIZE THE PAYCHECK HISTORY FILE
13. DEFINE SCREENS AND PERIPHERALS

- (M) RETURN TO MAIN MENU
(E) EXIT TO MONITOR

ENTER SELECTION:

Follow the appropriate instructions for data file link regeneration:

12.1 TRANSFER PAYROLL DISTRIBUTION TO GENERAL LEDGER SYSTEM

This section describes the procedure of transferring data from the Payroll System to the General Ledger (D.O.C.S) System. It is highly recommended that a General Ledger Distribution Report be printed before executing this transfer procedure. See Section 7.13 for instructions to print this document. All transferred information is flagged so that information cannot be transferred twice, even if the same dates are selected. Because this file can fill rapidly, it is strongly advised that this file be purged following a successful transfer. See Section 13.3 for instructions to purge this file.

This program must be run on a routine basis to incorporate Payroll System data in the General Ledger System.

Follow these STEPS to execute this procedure:

STEP 1: From the MAIN MENU select <8> for MISCELLANEOUS FUNCTIONS, and press <ENTER>.

STEP 2: From the Miscellaneous Functions Menu select <1> for TRANSFER PAYROLL DISTRIBUTION TO D.O.C.S., and press <ENTER>.

STEP 3: The program prompts for starting and ending dates for the transfer. Type the starting and ending dates which represents the payroll transactions to be transferred to the General Ledger, and press <ENTER>. Do not type any separating punctuation when typing these dates.

STEP 4: When these dates are entered, the program prompts: "IS EVERYTHING O.K.?" Type <N> (NO), and press <ENTER> if you wish to re-enter these dates. Type <Y> (YES), and press <ENTER> to continue.

STEP 5: The program next displays the following selections:

```

PAYROLL DISTRIBUTION TO D.O.C.S. TRANSFER ROUTINE
  1. SUMMARY TRANSFER BY ACCOUNT NUMBER
  2. DETAILED TRANSFER

(M) RETURN TO MISCELLANEOUS FUNCTION MENU
(E) EXIT TO MONITOR

SELECT:

```

Select the type of transaction desired by typing <1>, and pressing <ENTER> for a summary transfer, or by typing <2>, and pressing <ENTER> for a detailed transfer.

STEP 6: Processing begins immediately. The program displays the message: "PROCESSING OCCURRING...PLEASE WAIT. When processing is complete, the program displays the message: "G/L TRANSFER COMPLETED SUCCESSFULLY" and returns to the Monitor. Type <M>, and press <ENTER> to display the Main Menu.

12.2 TRANSFER PAYROLL DISTRIBUTION TO JOB COST SYSTEM

This program transfers summarized payroll transactions to the ProCom Job Cost System. This program must be run periodically to incorporate Payroll system information in the Job Cost System. It is highly recommended that a Job Cost Distribution Report be printed before executing this transfer procedure. See Section 7.14 for instructions to print this document. All transferred information is flagged so that information cannot be transferred twice, even if the same dates are selected. Because this file can fill rapidly, it is strongly advised that this file be purged following a successful transfer. See Section 12.4 for instructions to purge this file.

Follow these STEPS to execute this transfer operation:

STEP 1: From the MAIN MENU select <8> for MISCELLANEOUS FUNCTIONS, and press <ENTER>.

STEP 2: From the Miscellaneous Functions Menu select <2> for TRANSFER PAYROLL DISTRIBUTION TO JOB COST SYSTEM, and press <ENTER>.

STEP 3: The program prompts for entry of the period ending date. Type the date representing the most recent payroll transaction to be transferred to the Job Cost System, and press <ENTER>. Do not type any separating punctuation when typing this date.

STEP 4: When the date is entered, the program displays the date, with the message: "ALL DETAIL DATED ON OR BEFORE MM/DD/YY WILL BE TRANSFERRED TO JOB COST." The program prompts for verification: "IS EVERYTHING O.K.?" Type <N> (NO), and press <ENTER> to re-enter these dates. Type <Y> (YES), and press <ENTER> to begin the transfer operation. During processing the screen displays the message: "TRANSFER OCCURRING...PLEASE WAIT." When transfer is complete, the program displays the message: "JOB COST TRANSFER COMPLETE SUCCESSFULLY", and returns to the Monitor. Type <M>, and press <ENTER> to display the Main Menu.

12.3 PURGE GENERAL LEDGER DISTRIBUTION FILE

This program removes from the General Ledger Distribution File dated prior to a specified cutoff date. Of course, you may remove records from the entire file if you wish. You may want to print a General Ledger Distribution Report (see Section 7.13 for instructions to print this document) before purging this file.

Follow these STEPS to purge the General Ledger Distribution File:

STEP 1: From the Main Menu select <8> for MISCELLANEOUS FUNCTIONS, and press <ENTER>.

STEP 2: From the Miscellaneous Functions Menu select <3> for PURGE D.O.C.S. DISTRIBUTION FILE, and press <ENTER>.

STEP 3: The program prompts: "DO YOU WISH TO PURGE THE ENTIRE G/L FILE?" Type <Y> (YES) and press <ENTER> to remove all records from the file. Type <N> (NO), and press <ENTER> to remove records before a specified cutoff date. If you enter <N> (NO) for this prompt, skip to STEP 5.

STEP 4: If you enter <Y> (YES) for the above prompt, the program prompts: "ARE YOU SURE YOU WANT TO CLEAR THE ENTIRE FILE?" Type <N> (NO), and press <ENTER> if you wish to enter

a cutoff date. Type <Y> (YES), and press <ENTER> if you wish to begin processing. Skip to STEP 6.

STEP 5: If you wish to enter a cutoff date, type <N> (NO) to the prompt in STEP # or STEP 4, and press <ENTER>. The program prompts: ENTER CUTOFF DATE." Type the date of the oldest desired General Ledger Distribution Records in the file, and press <ENTER>. All records dated prior to this cutoff date are removed. Do not type any separating punctuation when entering this date.

STEP 6: When the date is entered, the program prompt: "ENTERED O.K.?" Type <N> (NO), and press <ENTER> to re-enter the date. Type <Y> (YES), and press <ENTER> to begin processing. While processing, the program displays the message: "PROCESSING OCCURRING...PLEASE WAIT." When processing is complete, the program displays the message G/L PURGE COMPLETED SUCCESSFULLY." When processing is complete, the program returns to the Monitor. Type <M>, and press <ENTER> to display the Main Menu.

12.4 PURGE JOB COST DISTRIBUTION FILE

This program removes records from the Job Cost Distribution File dated prior to a specified cutoff date. Of course, you may remove records from the entire file if you wish. You may wish to print a Job Cost Distribution Report (see Section 7.14 for instructions to print this document) before purging this file.

STEP 1: From the MAIN MENU select <8> for MISCELLANEOUS FUNCTIONS, and press <ENTER>.

STEP 2: From the Miscellaneous Functions Menu select <4> for PURGE JOB COST DISTRIBUTION FILE, and press <ENTER>.

STEP 3: The program prompts: "DO YOU WISH TO PURGE THE ENTIRE FILE?" Type <Y> (YES) and press <ENTER> to remove all records from the file. Type <N> (NO), and press <ENTER> to remove records before a specified cutoff date. If you enter <N> (NO) for this prompt, skip to STEP 5.

STEP 4: If you enter <Y> (YES) for the above prompt, the program prompts: "ARE YOU SURE YOU WANT TO CLEAR THE ENTIRE JOB COST FILE?" Type <N> (NO), and press <ENTER> if you wish to begin processing. Skip to STEP 6.

STEP 5: The program prompts: "ENTER CUTOFF DATE." Type the date of the oldest desired Job Cost Distribution Records in the file, and press <ENTER>. All records dated prior to this cutoff date are removed. Do not type any separating punctuation when entering this date.

STEP 6: When the date is entered, the program prompts: "OK TO CONTINUE?" Type <N> (NO), and press <ENTER> to re-enter the date. Type <Y> (YES), and press <ENTER> to begin processing. While processing, the program displays the message: "PROCESSING OCCURRING...PLEASE WAIT." When processing is complete, the program returns to the Monitor. Type <M>, and press <ENTER> to display the Main Menu.

12.5 PURGE DELETED EMPLOYEE RECORDS FROM MASTER FILE

This programs permanently removes employee records marked for deletion in the Employee Master File (to mark records for deletion see Section 5.6.3). When employee records are removed the following files are also affected:

- associated employee deduction records are removed from the deduction file.
- associated multi-state records are flagged for deletion.

To remove terminated employees from the files a special procedure is necessary. Terminated employees are not removed by this program. To remove terminated employees from the file you must type "EMPDEL/Y". This program code automatically activates processing. Follow these STEPS to remove deleted employee records from the file:

STEP 1: From the Main Menu select <8> for MISCELLANEOUS FUNCTIONS, and press <ENTER>.

STEP 2: From the Miscellaneous Functions Menu select <5> for PURGE DELETED EMPLOYEE RECORDS FROM MASTER FILE, and press <ENTER>.

STEP 3: The program displays the following message:

```

05/30/84      DELETED EMPLOYEE REMOVAL

THIS PROGRAM WILL PERMANENTLY REMOVE ALL DELETED
EMPLOYEE RECORDS FROM THE EMPLOYEE DATA FILE

ARE YOU ABSOLUTELY CERTAIN THAT YOU WANT TO RUN PROGRAM?

```

Type <N> (NO), and press <ENTER> if you wish to exit from the program. The program returns to the Monitor. Type <M>, and press <ENTER> to display the Main Menu. Type <Y> (YES), and press <ENTER> if you wish to begin processing. While processing, the program displays the message: "PROCESSING OCCURRING...DO NOT INTERRUPT". When processing is complete, the program returns to the Monitor. Type <M>, and press <ENTER> to display the Main Menu.

12.6 PURGE DELETED STATE TAX RECORDS FROM MULTIPLE STATE FILE

This program permanently removes all multistate records marked for deletion. These records are stored on page six of the Employee Master File (see Section 5.6). These records are also automatically removed by the program which removes deleted employee records (see Section 12.5). Run this program if, for any reason, the automatic procedure is interrupted.

Follow these STEPS to delete state tax records from the multiple state file:

STEP 1: From the Main Menu select <9> for MISCELLANEOUS FUNCTIONS, and press <ENTER>.

STEP 2: From the Miscellaneous Functions Menu select <6> for PURGE DELETED STATE TAX RECORDS FROM MULTIPLE STATE FILE, and press <ENTER>.

STEP 3: The program displays the following message: "THIS PROGRAM WILL REMOVE ALL DELETED MULTI-STATE RECORDS FROM THE FILE. ARE YOU SURE YOU WANT TO RUN THIS PROGRAM?" Type <N> (NO), and press <ENTER> to avoid clearing the file of these records. Type <Y> (YES), and press <ENTER> to begin processing. While processing is complete, the program returns to the Monitor. Type <M>, and press <ENTER> to display the Main Menu.

12.7 PURGE HISTORY RECORDS

This program deletes History File records older than a specified cutoff date, and then re-links all history files. If a cutoff date is not specified, this program can only purge reconciled check records from the file. The re-linking program is described in Section 12.3.

Follow these STEPS to purge history records from the system:

STEP 1: From the Main Menu select <8> for MISCELLANEOUS FUNCTIONS, and press <ENTER>.

STEP 2: From the Miscellaneous Functions Menu select <7> for PURGE HISTORY RECORDS, and press <ENTER>.

STEP 3: The program displays the following selections:

```

HISTORY FILE PURGE PROGRAM

    1. PURGE ALL HISTORY FILES RECORDS
    2. PURGE ONLY HISTORY FILE RECORDS BY DATE
    3. PURGE ONLY RECONCILED HISTORY FILE RECORDS

SELECT:  "PRESS UP-ARROW TO END"

```

Type <1>, and press <ENTER> to purge all history file records up to a specified cut-off date. Type <2>, and press <ENTER> to purge only check records that have been reconciled. Type the <UP-ARROW> key to end this procedure. The program returns to the Monitor. Type <M>, and press <ENTER> to display the Main Menu.

STEP 4: The program next prompts for entry of a cutoff date for the purge procedure. All records older than the specified date will be removed. Enter this date, and press <ENTER>. This date is to be the date of the oldest history records following completion of this procedure.

STEP 5: The program prompts: "ENTERED O.K.?" Type <N> (NO), and press <ENTER> to continue. Type <Y> (YES), and press <ENTER> to continue.

STEP 6: When <Y> (YES) is entered in STEP 4, and the <ENTER> key is pressed, the

program displays the following message:

```
HISTORY FILES PURGE PROGRAM

ENTER THE CUTOFF DATE FOR THE PURGE: 12/31/84

ALL HISTORY FILE RECORDS DATED BEFORE 12/31/84

WILL BE DELETED! DO YOU WISH TO CONTINUE?
```

Type <N> (NO), and press <ENTER> to avoid purging the history files. The program returns to the prompt for entry of the cutoff date. Type <Y> (YES), and press <ENTER> to begin the purge procedure. When the procedure is completed, the program returns to the Monitor. Type <M>, and press <ENTER> to display the Main Menu.

12.8 POST EMPLOYEE SAVINGS BOND DISTRIBUTION

This program is used to post Savings Bonds Distribution records to employees whose Savings Bond deduction balance has exceeded their Saving Bond size. This posting procedure reduces the savings bond balance in the Employee Master File. The savings Bond Register provides all current information regarding Savings Bonds distributed to employees, including the number of bonds due each employee. This register is printed automatically at the conclusion of each payrun (see Section 6.8). Having this document on hand may facilitate the completion of the procedure successfully.

Follow these STEPS to post an employee's savings bond distribution:

STEP 1: From the Main Menu select <8> for MISCELLANEOUS FUNCTIONS, and press <ENTER>.

STEP 2: From the Miscellaneous Functions menu select <8> for POST EMPLOYEE SAVINGS BOND DISTRIBUTION, and press <ENTER>.

STEP 3: The program displays a prompt for an employee number. Type the number of the employee who is due savings bonds, and press <ENTER>. If you enter the number of an employee who does not have a Savings Bond deduction, the program displays the message: "EMPLOYEE HAS NO SAVINGS BOND DEDUCTION", and prompts for entry of another employee number. If you are posting Savings Bonds for a series of employees, you may enter the initial employee number and subsequent numbers may be added by simply pressing the <ENTER> key. For example, if you have just posted bonds to employee 7, and you are posting bonds for a sequential list of employees, pressing the <ENTER> key at the employee prompt when it next appears presents employee 8.

If the deduction balance for the employee whose number has been entered does not exceed the specified bond size, the program displays the message: "NO SAVINGS BOND DUE" and prompts for another employee number.

STEP 4: If Savings Bonds are due, the program displays the following record, and prompts for entry of the number for Bonds to be distributed:

```
05/31/85                PAYROLL SAVINGS BOND DISTRIBUTION

0001 ALBERT C. JONES

DEDUCTION BALANCE      100.00
SAVINGS BOND SIZE      100.00
NUMBER OF BONDS DUE      1
EXTENSION OF AMOUNT    100.00

ENTER NUMBER OF BONDS DISTRIBUTED:

TYPE "RETURN" KEY FOR ALL
TYPE "UP-ARROW" KEY TO ESCAPE
```

Press the <ENTER> key to distribute all bonds due. Or, type a number less than the number of bonds due, and press <ENTER>. To avoid distributing any bonds, press the <UP-ARROW> key. The program prompts for entry of another employee number.

STEP 5: When this entry is made, the program displays the amount distributed, and new Bond balance. The program prompts: "IS EVERYTHING O.K.?" Type <N> (NO), and press <ENTER> if you wish to re-enter the number of Bonds for distribution. Type <Y> (YES), and

press <ENTER> to finish the posting procedure for this employee. The program prompts for entry of another employee number. When all distributions have been completed, press the <UP-ARROW> key to return to the Miscellaneous Functions Menu.

12.9 POST EMPLOYEE ACCRUED VACATION HOURS

This program permits the posting of accrued vacation hours to the employee master file. This manual posting procedure is used if vacation time is not posted automatically (see Section 5.6 - page 2 of the employee record). Follow these STEPS to post accrued vacation time:

STEP 1: From the MAIN MENU select <8> for MISCELLANEOUS FUNCTIONS, and press <ENTER>.

STEP 2: From the Miscellaneous Functions Menu select <9> for POST EMPLOYEE ACCRUED VACATION HOURS, and press <ENTER>.

STEP 3: The program prompts for entry of an employee number. Type the number for the employee for whom you wish to post accrued vacation hours, and press <ENTER>.

STEP 4: The program prompts: "ENTERED O.K.?" Type <N> (NO), and press <ENTER> to re-enter the employee number. Type <Y> (YES), and press <EN> to continue.

STEP 5: The program displays the following for entry:

```
05/31/85          ACCRUED VACATION HOURS POSTING
  1 ALBERT C. JONES

CURRENT ACCRUED VACATION HOURS: 60.00
ENTER NEW VALUE:

PRESS THE "UP-ARROW" KEY TO REENTER EMPLOYEE
```

To: set the number of accrued vacation hours to "0", (zero) and press the <ENTER> key. Otherwise, type the number of hours desired, and press <ENTER>. Allow for two decimal places when typing this number. Do not type the decimal. The program inserts the decimal upon entry.

STEP 6: When this number is entered, the program prompts: "ENTERED O.K.?" Type <N> (NO), and press <ENTER> to re-enter the number of accrued vacation hours. Type <Y> (YES), and press <ENTER> to complete this entry. The program prompts for entry of another employee number. When all vacation hours have been posted, press the <UP-ARROW> key at the prompt for an employee number. The program returns to the Miscellaneous Functions Menu.

12.10 POST PAYROLL CHECK RECONCILIATION

This program is used to reconcile paychecks. Checks entered during this procedure go into a Reconciliation File which is then posted against the history File. The program includes four functions:

1. Add a record
2. Delete a record
3. Print an edit list
4. Post reconciliations

After this program is run, a list of remaining outstanding checks can be obtained by printing an Outstanding Check Report. See Section 7.9 for instructions to post paycheck reconciliations:

STEP 1: From the MAIN MENU select <8> for MISCELLANEOUS FUNCTIONS, and press <ENTER>.

STEP 2: From the Miscellaneous Functions Menu select <10> for POST PAYROLL CHECK RECONCILIATION, and press <ENTER>.

STEP 3: The program displays the following selection menu:

```

05/30/85                PAYROLL CHECK RECONCILIATION

1.  ADD A RECORD
2.  DELETE A RECORD
3.  PRINT EDIT LIST
4.  POST RECONCILIATIONS

(M) RETURNS TO THE MISCELLANEOUS  FUNCTIONS MENU
(E) EXIT TO MONITOR

SELECT:

```

Make your selection from this menu, and follow the appropriate instructions that follow.

12.10.1 ADD A PAYROLL CHECK RECONCILIATION RECORD

This section present instructions for adding a record to the check reconciliation file. Records must be added to the Reconciliation File before they can be posted.

Follow these STEPS to add a record to the file:

STEP 1: From the Payroll Check Reconciliation Menu select <1> for ADD A RECORD, and press <ENTER>.

STEP 2: The program prompts:

```

05/30/85                PAYROLL CHECK RECONCILIATION

                        ENTER CHECK NUMBER:
                        ENTER CHECK AMOUNT:

PRESS THE "UP-ARROW" KEY TO ESCAPE

```

Type the CHECK NUMBER to be reconciled, and press <ENTER>. To enter the next sequential check number (if reconciling a list of several checks) just press the <ENTER> key. Type the CHECK AMOUNT, and press <ENTER>. The Check Amount is the total net pay recorded on the paycheck. Remember to allow for two decimal places when typing dollar amounts.

STEP 3: When entries are made, the program prompts: "ENTERED O.K.?" Type <N> (NO), and press <ENTER> to re-enter the Check Amount. If you wish to re-enter the Check Number type <N> and then press the <UP-ARROW> key. Type <Y> (YES), and press <ENTER> to complete record entry. The program prompts for entry of another check number and amount. When all checks have been added to the file, press the <UP-ARROW> key when the program prompts for entry of a Check Number. The Payroll Check Reconciliation Menu returns to the screen. When all desired records have been added, they must be posted. See Section 12.10.4 to complete this procedures.

12.10.2 DELETE A PAYROLL CHECK RECONCILIATION RECORD

This section presents instructions for deleting a reconciliation record from the file. Follow these STEPS to execute this procedure:

STEP 1: From the Payroll Check Reconciliation Menu select <2> for DELETE A RECORD, and press <ENTER>.

STEP 2: The program prompts:

```

05/30/85                PAYROLL CHECK RECONCILIATION                                DELETE

ENTER CHECK NUMBER:
ENTER CHECK AMOUNT:

TYPE "UP-ARROW" KEY TO ESCAPE

```

Type the CHECK NUMBER, and press <ENTER>. Remember to allow for two decimal places when typing dollar amounts.

STEP 3: When these entries are made, the program searches for the first occurrence of the entered Check Number. If found, the program displays the data and prompts:

IS THIS THE CORRECT RECORD?

Type <N> (NO), and press <ENTER> if this is not the correct record. The program searches for the next occurrence of that check number. If one is not found the program returns to the prompt for entry of a Check Number. Type <Y> (YES), and press <ENTER> to delete this record. The program flashes the message: "RECORD DELETED FROM FILE".

When all desired records have been deleted, press the <UP-ARROW> key at the prompt for a Check Number. The program returns to the Payroll Check Reconciliation Menu. To physically remove deleted records from the file, an additional procedure is necessary. See Section 13.10.4 to complete this process.

12.10.3 PRINT EDIT LIST

This section presents instructions for printing an edit list of newly posted check reconciliation records. This system printout includes all check number and amount entries that will be used to reconcile paycheck history. Newly entered records are printed in the order in which they were entered. After the list is printed, the display returns to the functions selection menu. Follow these STEPS to print the edit list:

STEP 1: From the Payroll Check Reconciliation Menu select <3> for PRINT EDIT LIST, and press <ENTER>.

STEP 2: The print function is activated immediately. While printing, the program displays the message: "PRINTING OCCURRING ... PLEASE WAIT". When printing is complete, the program returns to the Payroll Check Reconciliation Menu.

12.10.4 POST RECONCILIATIONS

This section presents instructions for executing the final step in the posting procedure. This procedure produces the following outcomes:

- Deleted reconciliation records are removed from the file.
- posting begins.
- Reconciliation Check Register prints (if any paychecks are reconciled)
- - Unreconciled Check Entries List prints (if there are any reconciliation entries that do not reconcile). To remove unreconciled check entries from the file, you must delete them. See Section 13.10.2 to perform this procedure.

Follow these STEPS to execute this operation:

STEP 1: From the Payroll Check Reconciliation Menu select <4> for POST RECONCILIATION, and press <ENTER>.

STEP 2: Processing begins immediately. While processing, the program displays the message: "PROCESSING OCCURRING ... PLEASE WAIT." When processing is complete, the program returns to the Payroll Check Reconciliation Menu. If no checks were reconciled, the program displays the message: "NO RECORDS TO RECONCILE", and returns to the monitor. Type <M>, and press <ENTER> to display the Main Menu.

12.11 VOID A CHECK

This section presents instructions for voiding a check that has been through the entire pay run (and update) process. The record remains in the file, but is flagged as a voided record. Follow these STEPS to void a check:

STEP 1: From the Main Menu select <8> for MISCELLANEOUS FUNCTIONS, and press <ENTER>.

STEP 2: From the Miscellaneous Function Menu select <11> of VOID A CHECK, and press <ENTER>.

STEP 3: The program prompts for the entry of check number of the check to be voided, and entry of the employee number for the employee whose check is being voided. Type the check number, and press <ENTER>. Then type the employee number, and press <ENTER>. If you enter a non-existent employee number, the program displays the message: "EMPLOYEE

NOT ON FILE. PRESS THE "RETURN" KEY TO CONTINUE." The program returns to the prompt for entry of check number and employee number when the <ENTER> key is pressed. If you enter a check number that does not correspond with the employee number entered, the program displays the message: "CHECK NOT FOUND ON FILE. PRESS THE "RETURN" KEY TO CONTINUE." Press the <ENTER> key to reenter the employee number and check number.

STEP 4: When a valid check number and employee number are entered, the program displays the check date, check amount, and employee name.

The program prompts: "IS THIS THE CORRECT CHECK?"

Type <N> (NO), and press <ENTER> to search for another check with the same number for the same employee. If none is found the program displays the message: "CHECK NOT FOUND! PRESS ENTER TO CONTINUE." The program returns to the prompt for a check number when the <ENTER> key is pressed.

STEP 5: When you verify that the correct check has been found, by typing <Y> (YES), and pressing <ENTER>, the check is voided. The program displays the message: "**VOIDED*
PRESS ENTER TO CONTINUE." When all paychecks have been voided, press the <ENTER> key when the program prompts for entry of a check number. The program returns to the monitor. Type <M>, and press <ENTER> to display the Main Menu.

12.12 INITIALIZE THE PAYCHECK HISTORY FILE

This procedure is part of the installation procedure. Your ProCom Representative will provide instructions for executing this procedure.

12.13 DEFINE SCREENS AND PERIPHERALS

This procedure is part of the installation procedure. Your ProCom Representative will provide instructions for executing this procedure.

Appendix: A

APPENDIX A: GLOSSARY

ACCOUNT NUMBER - A unique number assigned to each account or item on the chart of accounts.

ACCOUNTS RECEIVABLE - Money owed by customers.

ACCRUAL BASIS - A basis of record-keeping and a method of accounting whereby all income earned and expenses incurred, whether prepaid or unpaid, are identified with specific periods of time; distinguished from "cash basis".

ACCRUALS - The recognition of income and expenses as they occur even though they are not received or paid for until a later period.

ACCOUNTS PAYABLE AGED TRIAL BALANCE - That balance which classifies the Accounts Payable Balance by the time elapsed since the payables came into existence.

ACCOUNTS PAYABLE CASH REQUIREMENT REPORT - A system printout useful in projecting costs for a given period. Report indicates the amount owed, potential lost discounts, and the cash required to meet business obligations.

ADJUSTING ENTRIES - Modifications or changes to financial activity accounts. Adjustments usually result from inaccuracies in the original recording of information, or from the allocation of various transactions to the appropriate financial recording accounts.

ASSET ACCOUNT - Something of value that a business owns (or will own if financial obligations are met). Examples are cash, accounts receivable, delivery trucks, buildings, land.

AUDIT TRAIL - Printed list or hard copy of all financial activity or transactions recorded in an accounting system.

AUTHORIZATION CODE - Unique codes which allow access to all or selected systems programs.

BALANCE SHEET - A statement of the financial condition of a business at a certain date showing its assets, liabilities and capital.

BALANCE SHEET ACCOUNTS - Specific asset, liability, or capital (owner's equity) activities in a business for which business transactions are recorded and reported separately.

BUCKETS (SEE REGISTER) - Accumulators or totaling areas in the DOCS system programs. As the income statement and balance sheet reports are printed, these accumulators are used to develop the subtotal amounts needed on the reports. There are three separate set of groups of these accumulators in the DOCS system: 1) The system set, 2) The sales cross-ratio set, and 3) The cost cross-ratio set.

CAPITAL - The difference between total assets and total liabilities of a business; also referred to as the owner's investment or equity in his business.

CASH BASIS - A basis of keeping records under which only cash received and cash disbursed are recorded in the records.

CASH DISBURSEMENTS - Money paid out by a business (payment of expenses, for example).

CASH FLOW REPORT - (For a given period of time). The incoming monies into a business compared to the monies paid out.

CASH RECEIPTS - Money received by a business in the form of cash.

CATEGORY CODE - Code used by the DOCS system programs internally to further describe the account. Indicates what general or broad financial category in which to place the (posting) account for purposes of certain financial statements such as cash flow or changes in components.

CHART OF ACCOUNTS - (In accounting). List of financial accounts for which a particular

business (or business accountant) wants or needs to deep detailed financial activities. (In DOCS). Same as accounting definition plus additional framework or non-posting accounts used to format the income statement and balance sheet.

CHECK REGISTER - The document printed at the conclusion of a check run.

CHECK WRITING - The system capability of printing checks for distribution. The system user defines what invoices are paid, and the amount of payment.

CLOSING BALANCE - For each posting account for a given period of time, the net difference between the total debits and the total credits recorded in the account.

CLOSING TRIAL BALANCE - A trial balance of the general ledger after the income, cost and expense accounts have been closed.

COMPRESS - Summarize several financial transactions with certain identical characteristics into one transaction to save space in the general ledger transaction file.

CONDENSE - To combine (accumulate together) more than one general ledger account to print on financial reports as a one line summary total (detail or balance of each account is not reported as in schedules).

CONSOLIDATED REPORTS - To combine more than one profit center into a single report.

CONTRA ACCOUNTS - Posting account which in accounting procedure is taken from or applied against another posting account when reported or listed on financial statements (e.g. depreciation on delivery truck is shown as being taken from, or deducted from, the delivery truck asset value posting account on a balance sheet).

CR - The abbreviation for "credit".

CREDITS - Most basic definition: Transaction posting are made on the right side of a financial activity (posting) account, or "T-account". More specifically: A decrease in the following types of accounts: assets, expenses, or an increase in the following types of accounts : liabilities, capital or equity, sales.

CURRENT ASSETS - Cash and other assets expected to be converted into cash within the operating cycle, usually one year or less.

CURRENT LIABILITIES - Liabilities representing the short term debt of a business, expected to fall due within a year or less.

DEBITS - Most basic definition: Transaction postings made on the left side of a financial activity (posting) account, or "T-account". More specifically: An increase in the following types of accounts: assets, expenses, or a decrease in the following types of accounts: liabilities, capital or equity, sales.

DEFERRED PAYMENT REPORT: - A system printout showing all invoices which have been deferred from payment, and all partially paid invoices that have been deferred from payment.

DISCLAIMER - A written or printed notice on a financial statement indicating that the statement has not been formally verified by an accountant according to accounting standards.

DOCS - Computone's unique name for its general ledger system. Refers more specifically to a special reporting function of the system called daily operating control.

DOUBLE-ENTRY BOOKKEEPING - A system of recording each business transaction by means of a two-way self-balancing entry.

DR - The abbreviation for "debit".

EDIT LIST - Printout of financial transactions or postings, printed in the sequence entered or keyed. Used before update and printing or journal or register to check posting entries.

ESCAPE KEYS - Keys on the terminal keyboard which allow the operator to exit from a procedure and move freely through the menus.

EXPENSE ACCOUNT - Any business expenditure which relates to generating sales or conducting business operations which a business needs to, or wishes to, record and report separately from other business expenditure.

EXTRACT GENERAL LEDGER CHART OF ACCOUNTS FROM DOCS - A system program which "extracts" the Chart of Accounts from the DOCS (General Ledger) System for use in the Accounts Payable

System. This is usually an installation procedure, and will not be run under normal operating conditions.

FILES - A group of logically related records (e.g., records containing customer information are grouped together as a customer master file).

FILE MAINTENANCE - The process by which data base records are added, changed or deleted.

FINANCIAL STATEMENTS - Documents usually in consistent standard accounting formats, which show the financial condition and/or the financial activities of a business for a given period of time.

FISCAL YEAR - A twelve month period ending with the last day of any month other than December.

FIXED ASSETS - Assets more or less permanent in nature whose useful life is more than one year.

FRAMEWORK ACCOUNTS - Accounts in the DOCS system other than posting accounts.

GENERAL JOURNAL - The record used for recording business transactions not recorded in special journals.

GENERAL LEDGER - Book of posting accounts to which the journal entries are transferred periodically. This book is used as the basis for developing account balances and, ultimately, financial statements for any given accounting period.

GROSS PROFIT - The excess of net sales over the cost of goods sold.

INCOME ACCOUNTS - Specific sales or revenue activities in a business for which business transactions are recorded and reported separately.

JOB COST DISTRIBUTION - A system option permitting the monitoring of all the materials and expenses that are incurred for a particular job or project.

JOURNAL - Original book of entry for business transactions, in which financial activities are recorded as they occur, chronologically, in the business.

JOURNALIZING - Entering the day to day financial or business activities or transactions into the companies accounting books.

LIABILITY - An amount owed by one person, or entity, to another.

LINKING - The process utilized by the system to "find" records during a procedure. (See Regenerate Open File Links).

MAIN MENU - The primary selection screen of the system. It provides access to every program and system capability available.

MANUAL CHECK - A check that has been written by hand for an invoice already entered into the system. Do not confuse a Manual Check with a Prepaid Check, which is a check written by hand for an invoice that has not been entered into the system.

MEMO ACCOUNTS - The name used by the DOCS system to designate posting accounts to which units or volume amounts are recorded instead of dollar amounts.

NET INCOME ACCOUNT - Special framework account to print net income line on financial statements.

NET PROFIT - The excess of income over costs and expenses of a business.

ONE-WRITE - A manual bookkeeping method using carbon copies to minimize recopying of financial data as it is recorded in a business.

OPENING BALANCE TRANSACTIONS - Those balance sheet accounts (assets, liabilities, capital or equity) which have a dollar amount balance after the close of financial activity for a given accounting, or fiscal year. These accounts are set up with their balances as the opening transactions for the new accounting year or period.

OPEN ENTRY - An entry of entries made to record the assets, liabilities and capital of a business when its books are opened.

OPERATING EXPENSES - Expenses incurred in the conduct of a business.

OTB 999 - A special opening trial balance source code. At set-up time, this code is entered by the operator as the external source code to flag the transaction as being on opening trial balance. The year end programs automatically create the OTB transactions and code them OTB999.

OUT-OF-BALANCE - Debits and credits do not equal.

OUTSTANDING CHECK REPORT - A system printout indicating all outstanding checks that have not been reconciled.

PARTIAL PAYMENT - An Accounts Payable System procedure where you select to make only partial payment on an invoice. The partial payment is included in the check run, and the unpaid portion of the invoice remains in the file.

PERIOD ENDING DATES - End dates of each accounting period within the fiscal year.

POSTING - Recording or entering the financial activities or transactions of a business from the journals to the ledger.

POSTING ACCOUNTS - Those financial activity functions of a business for which the business needs to have a detailed record of business financial events.

PREPAID CHECK - A check that has been written by hand in payment for an invoice that has not been entered into the system. Do not confuse a Prepaid Check with a Manual Check, which is a handwritten check for an invoice that has been entered into the system.

PROFIT AND LOSS STATEMENT - A financial statement showing the income and expenses of a business for the period and the profit (or loss) resulting therefrom.

PROFIT CENTER - Functional areas of a business which, for control purposes, the business desires to record and report the financial activities separately - e.g., fuel sales and service sales in a fuel oil business might be set up as two separate profit centers or departments.

PRO-FORMA - Balance sheet containing imaginary accounts or figures for illustrative purposes. Or, balance sheet that gives retroactive effect to new financing, combination, or other change in the status of a business concern or concerns.

RECEIPT - 1) Some item that is received in a business - e.g., cash payment on a customer account. 2) Document showing that a business did receive an item - e.g. - customer "receipt" for cash paid on account.

REGENERATE OPEN FILE LINKS - A system program which relinks the open files. After the record removal it is necessary to re-link the program to the files.

REGISTER (SEE BUCKETS) - A temporary holding area or accumulator for data.

REPORT CODE - Internal code on the chart of accounts that designates whether the account is on the income statement or balance sheet.

REVENUE ACCOUNT - Any business income (usually sales) which a business needs to, or wishes to, record and report separately from any other business income.

REVERSAL ENTRIES - General journal entries made on the first day of a new fiscal period to reverse entries for accruals and deferrals made at the close of the preceding fiscal period in order that the income and expense accounts affected may correctly reflect the actual income and expense for the current fiscal period.

SALES AND CROSS-RATIO BUCKETS - Two separate sets of ten accumulators or totaling areas in the DOCS system programs which are used to develop: 1) Sales and costs totals for up to ten products, and 2) Gross margin or gross profit for those same products.

SALES RECEIPTS - Money received from sales.

SCHEDULE - Detail or balance of each account is reported on the schedule reports, which are supporting or supplementary documents for a basic financial report.

SEQUENCE NUMBERS - Control sequence in which accounts appear on financial statements.

SOURCE DESCRIPTION - Description of the financial transaction, in terms which are meaningful to a particular business for audit trail use.

SOURCE REFERENCE CODE - Internal source code: Characters assigned by the DOCS system programs to designate the type of financial transaction and which journal was used to record the transaction. External source code: Characters assigned by the operator of the DOCS system to designate the source or originating location of a financial transaction (e.g., GJ1).

SPECIAL JOURNALS - Journals used to record transactions of a particular kind - e.g., sales journal, purchase journal, and cash receipts journal.

STANDARD ENTRIES - Financial transactions which are the same amount for each accounting period - e.g., office rent expense, truck depreciation. In the DOCS system, these types of financial transactions may be set up (keyed) into a special "Standard entries" file which is then used by the system at the end of each accounting period to update the accounting records with these transactions.

TITLE ACCOUNTS - Non-posting or framework accounts in the chart of accounts which provide the heading for various sections of the income statement and the balance sheet.

TRANSACTION - Cash amounts posted to a general ledger account.

TREND STATEMENT - A report which prints several income statements for different accounting periods. The format of the report allows comparisons between financial activity accounts to be made easily, so that an accountant or other business person can spot a trend in any particular financial activities or group of activities. (DOCS prints any six accounting periods side-by-side plus the year-to-date totals).

TRIAL BALANCE - A list or report of all posting accounts for a business with each account balance (Debit or Credit) shown as of a certain date, usually a closing date for a given accounting period. The purpose of the trial balance is to determine if the accounting books are in balance (i.e., the debit balances total) for a given accounting period so that the financial statements for a business may be prepared.

VENDOR ANALYSIS REPORT - A system printout which presents each Vendor in comparison to the total purchases made from all Vendors Year-to-Date. Reports also summarize the activity of each Vendor included in the report.

VOUCHER - (Usually) an authorization to pay a particular amount owed.

WORKING CAPITAL - The amount of capital in current use in the operation of a business, measured by the excess of current assets over liabilities.

WORK SHEET - An analysis sheet on which are collected and classified the data used in the preparation of financial statements.

GLOSSARY OF COMPUTER TERMS

ADDRESS - A label, name, or number identifying a register, a location, or a device where information is stored.

ALLOCATE - To assign storage locations to the main routines and subroutines, thereby fixing the absolute values of any symbolic addresses.

BINARY - Involving the integer two. For example, the binary number system uses two as its base of notation. A binary choice is a choice between two alternatives; a binary operation is one that combines two quantities.

BINARY CODE - 1. A sequence of symbols consisting of 1's and 0's (the digits of the binary notation) which represents a letter, digit or other character in a computer. 2. A system of such symbols and rules for associating them.

BIT - A binary digit; the smallest unit of information; a "yes" or a "no"; a single pulse in a group of pulses.

BUFFER - 1. An isolating circuit used to avoid any reaction of a driven circuit upon the corresponding driving circuit. 2. A circuit having an output and a multiplicity of inputs so designed that the output is energized whenever one or more inputs are energized. Thus, a buffer performs the circuit function which is equivalent to the logical "or".

BUS - A path over which information is transferred, from any of several sources to any of several destinations.

CHARACTER - 1. A decimal digit 0 to 9, or a letter A to Z, either capital or lower case, or a punctuation symbol, or any other single symbol (such as appear on the keys of a typewriter) which a machine may take in, store, or put out. 2. A representation of such a symbol in a pattern of ones and zeros representing a pattern of positive and negative pulses or states.

COMPUTER - 1. A machine which is able to calculate or compute, that is, which will perform sequences of reasonable operations with information, with mainly arithmetical and logical

operations. 2. More generally, any device which is capable of accepting information, applying definite reasonable processes to the information, and supplying the results of those purposes.

DATA - Any facts or information, particularly as taken in, operated on, or put out by a computer or other machine for handling information.

DATA PROCESSING - Handling information in a sequence of reasonable operations.

DIGITAL - Using numbers expressed in digits and in a scale of notation, in order to represent all the variables that occur in a problem.

DIGITAL COMPUTER - A computer which calculates using numbers expressed in digits and yeses and noes expressed usually in 1's and 0's, to represent all the variables that occur in a problem.

FLOW CHART - A graphical representation of a sequence of programming operations, using symbols to represent operations such as compute, substitute, compare, jump, copy, read, write, etc.

HARDWARE - The mechanical, magnetic, electrical, and electronic devices from which a computer is constructed.

INSTRUCTION - A machine word or a set of characters in machine language which directs the computer to take a certain action. More precisely, a set of characters which defines an operation together with one or more addresses (or no addresses) and which, as a unit, causes the computer to operate accordingly on the indicated quantities.

LIBRARY - A collection of standard and fully tested programs, routines, and subroutines, by means of which many types of problems and parts of problems can be solved.

MAGNETIC MEMORY - Any portion of the memory which makes use for storage of the magnetic properties of materials.

MAGNETIC TAPE - Tape made of paper, metal or plastic, coated or impregnated with magnetic material, on which polarized spots representing information may be stored.

MEMORY - Computers. 1. The units which store information in the form of arrangement of hardware or equipment in one way or another. Same as "storage". 2. Any device into which information can be introduced and then extracted at a later time.

MEMORY CAPACITY - The amount of information which a memory unit can store. It is often measured in the number of decimal digits or the number of binary digits which the memory unit can store.

MICROSECOND - A millionth of a second.

MILLISECOND - A thousandth of a second.

PARALLEL OPERATION - The flow of information through the computer or any part of it using two or more line of channels simultaneously.

PROGRAM (noun) - A precise sequence of coded instructions for a digital computer to solve a problem.

REAL TIME - In solving a problem, a speed sufficient to give an answer in the actual time during which the problem must be solved. For example, in the case of a human being driving a motor car: at 30 miles per hour he can regularly solve nearly all his problems in real time. At 100 miles per hour he will regularly fail to solve some of his problems in real time.

REAL TIME OPERATION - Solving problems in real time. More precisely, processing data in time with a physical process so that the results of the data processing are useful in guiding the physical operation.

REGISTER - The hardware for storing one machine word.

ROUTINE - 1. A sequence of operations which a digital computer may perform. 2. The sequence of instruction determining these operations. 3. A set of coded instructions arranged in proper sequence to direct the computer to perform a desired operation or series of operations.

SECONDARY STORAGE - Storage that is not an integral part of the computer but directly linked to and controlled by the computer; for example, magnetic tapes.

SERIAL OPERATION - The flow of information through the computer or in any part of it using only one line or channel at a time. Contrasted with "parallel operation".

TEMPORARY STORAGE - Internal storage locations reserved for intermediate and partial results.

TRACK - In a magnetic drum or magnetic tape, a single path containing a set of pulses.

WORD - An ordered set of characters which has at least one meaning, and is stored and transferred by the computer circuits as a unit. Ordinarily, a word has a fixed number of characters, and is treated by the control unit as an instruction, and by the arithmetic logic unit as a quantity. For example, a computer may regularly handle number or instructions in units of 36 binary digits.

Appendix: B