ULTRA

CertiflexDimension
Business Accounting Software

©2012

Operations Guide: PAYROLL

Payroll Operations Guide

Introduction

Welcome to CertiflexDimension Payroll!

This *Operations Guide* is designed to help you get started using the Payroll program. It is organized for first time users and details the steps you need to follow once the system is installed. It can also be used as a reference to help with day-to-day processing.

To get the most from CertiflexDimension Payroll, it is very important that you read this guide and familiarize yourself with the product before you begin processing.

This guide is used in conjunction with the *CertiflexDimension System Manager Operations Guide*. The *System Manager* details the CertiflexDimension terminology, functions, program overviews, general program buttons, and fields. It also shows you how to:

- Configure Users and Define System Security
- Configure User Defined Memos
- Change the Processing Date
- Add Companies
- Print Reports

It is extremely important that you read the *System Manager Operations Guide* before you begin using the Payroll program.

What You Need To Know First

This version of CertiflexDimension is a Microsoft Windows® application. You must be familiar with Windows before you can use the Payroll program.

Before you begin working, make sure that you have correctly installed CertiflexDimension on your computer. To install the program, refer to the Installation Instructions included in your package.

Start-Up Cycle

You are ready to begin processing after you:

- Installed CertiflexDimension

- Read the CertiflexDimension *System Manager Operations Guide*,
- Read the *Payroll Operations Guide*, and
- Add Companies to the System

Please use the following schedule of events as a guide for the proper steps to use the CertiflexDimension Payroll program.

- **Order your Payroll check forms**: To avoid delays in printing employee paychecks, you should order your Payroll checks right away. Enclosed with your CertiflexDimension program is a Certiflex Forms brochure for ordering your paychecks. If you have any questions about the check form or style, call Certiflex forms directly at 1-800-544-3427.

- **Create your company files**: Before the system will allow you to do anything in Payroll, you must first create your company's files. Refer to the *CertiflexDimension System Manager Guide* to properly create your company files.

- **Define your General Ledger**: If you are operating interactively with the CertiflexDimension General Ledger program, you should define your General Ledger program and create your chart of accounts before you define your Payroll program. You will find it easier to define your Payroll program if you first create your chart of accounts.

- **Define your Master Data**: A part of creating your company files is to define your company's Master Data. These instructions are found in the **Defining the Master Data** section. You must properly define the Master Data before you begin adding accounts.

- **Define your Tax Tables**: When you created your company, the system added the most common federal tax tables and your state tax tables to your payroll files. If you are operating interactively with the CertiflexDimension General Ledger program, you will need to access these tables and add the appropriate General Ledger accounts. You will also need to add your company's percentages and limits for any FUTA and/or SUTA type tables.

- The system did not automatically add any local tax tables. If your company needs to track local taxing, you will need to copy the default local tax table to your payroll table list and make any necessary changes.

- For all tax tables, the system is designed to allow you to easily change the amounts and percentages. Please refer to the **Maintain Lists** section.

- **Define your Hours Tables**: These types of tables were automatically added to your company when you created your payroll files. If you want to add any additional hours tables or modify the tables, please refer to the **Maintain Lists** section.

- **Define your Workers' Compensation Tables**: If your company requires multiple workers' compensation codes, you may want to add them at this time. Please refer to the **Maintain Lists** section.

- **Define your Payroll Information Tables**: If your company requires additional employer or employee data tracking, you may want to take advantage of the Payroll Information Table. If you are going to use payroll information tables, you may want to add them at this time. Please refer to the **Maintain Lists** section.

- **Define your Earnings Code**: Earnings codes are used to increase or decrease an employee's wages by a percentage or an amount that is not related to the number of hours the employee worked. Remember that earnings codes affect the employee's wages and therefore are always considered taxable. If you are going to use any earnings codes, you should define those codes now. Please refer to the **Maintain Lists** section.

- **Define your Deduction Codes**: Deduction codes are used to increase or decrease an employee's net pay by a percentage or an amount that is not related to the number of hours the employee worked and will not affect the employee's wages or taxes. Employee insurance deductions or travel expense reimbursements are examples of a deduction code. Remember deduction codes do not affect the employee's wages and are never considered taxable. If you are going to use any deduction codes, you should define them now. Please refer to the **Maintain Lists** section.

- **Define your Special (Tax) Codes**: You will need to define any special (tax) codes that your company will use. Special (tax) codes are any type of information that requires additional tracking, such as Tips or Fringe Benefits, or any company tax plan where only part of the employee's wages are taxable. Please refer to the **Maintain Lists** section.

- **Define your Departments**: Your next step is to define any departments that you will use in your payroll program. Your payroll program will allow you to print various reports by department. If you are interactive with the CertiflexDimension General Ledger program and you need to track account distribution by departments, the system will allow you to control the wage account for each department and optionally the earnings, deduction, special (tax) codes and tax table expenses. Another use of departments is to control the employee and employer taxing entities. Please refer to the **Maintain Lists** section.

- **Print the Tax and Information Table Report**: We recommend that you retain a hard copy of all of your payroll tax tables on file. When you print this report, the system will include any additional information required for the tables, such as exemptions or dependents, for individual states that you will need when you add your employees. Please refer to the **Maintain Lists** section.

- **Define your employees**: Most users will find it very beneficial to define as many defaults as possible on the Default Employee. After you have made any desired changes to the Default Employee, you are ready to start adding your employees. Please refer to the **Maintain Lists** section.

- **Pay Calculation**: Make sure to add the appropriate employee pay rates and salary information. Add any additional earnings, deduction or special (tax) codes that are actively used by the employee and those that are required for historical information.

- **Earning History**: Normally, you would NOT add historical dollar amounts in this option. The CertiflexDimension Payroll Program collects and tracks an extraordinary amount of information.

- **Enter Historical Information**: Use the Record Pay Data to enter a check representative of all previous pay to an employee. Print summary and print checks manually. Please refer to the **Maintain Lists** section for more information.

> **NOTE**: If you are converting your Payroll data from a previous version of CertiflexDimension Payroll, you do not need to perform these steps. This information is converted for you.

- **Make a backup**: You have now added all of your employee information and you are ready to begin normal processing. It is very important that you make a backup of your Payroll data files now to guard against the possibility of losing your work.

Defining the Payroll Master Data

Company Master Data

Company Master Data Settings allows you to configure the Payroll program to fit your individual company's needs. The program is very flexible with respect to configuration, and the fields defined in this option are very important to how the program will operate. Please read and understand this section so that you may define the Master Data in the manner best suited for your company.

To open Master Data, click **>File >Company Maintenance >Master Data Properties**.
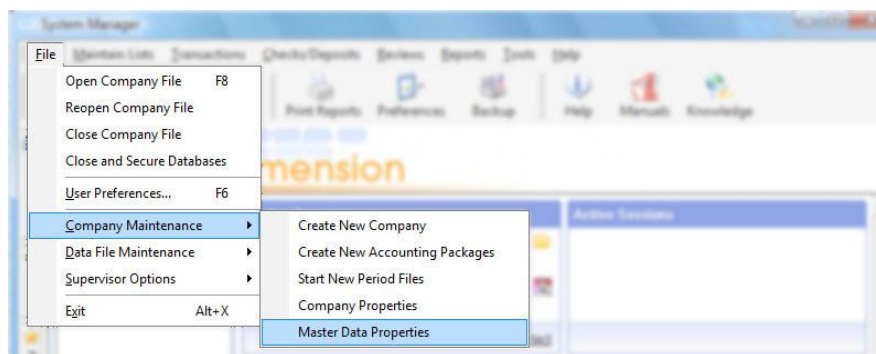
At the **Master Data Settings** screen, click on the **Payroll** button.

Main

Select the **Main** tab to define the following:

- **Name & Address**: Enter or change the name and mailing address for your company. The system allows a maximum input of 25 characters for the address line, 20 characters for the city and state line, and 10 characters for the zip code line.

- **Numbering**: The system maintains all employees in both alphabetical and numeric order. Therefore, each employee must have a name and a number. The system allows you to choose between three different numbering methods.

   o **User Selects Number**: With this numbering type, during the addition of employee the system does not automatically generate an employee number. The system prompts you for the employee number. This numbering type allows you to design your own numbering scheme for the employees.

   o **Automatic with User Override**: With this numbering type, the system selects an appropriate employee number, based on employee name. However, the system will allow you to adjust the numbers to fit your personal needs.

      We recommend that you use the **Automatic with User Override** type. If you use this numbering type and accept the systems suggested employee numbers, the Payroll reports will print in both alphabetical and numerical order, regardless of the index selection.

   o **Sequential Numbering**: With this numbering type, the system numbers the new employee one greater than the last employee on file.

Select the employee numbering type that is best for your company.

> **NOTE**: Once an employee numbering type is selected and employees are added, you should not change the numbering type.

- **Access Key**: Throughout the program the system prompts you for employees. You can define the way the employees are asked for (indexed). Select the format you want to use for the primary employee index.

- **Current Period**: This field displays your current date of the current processing period. The system will update the field automatically when you start files for a new period for this field. You would normally not change the current period. If you do, you could drastically affect all transaction processing.

Overtime/Doubletime

- **Overtime Rate Factor**: Enter the overtime rate for your company. The system defaults to an overtime rate of 1.5%. The system allows a maximum of 99999.999.

- **Doubletime Rate Factor**: Enter the doubletime rate for your company. The system defaults to a doubletime rate of 2.0%. The system allows a maximum of 99999.999.

- **Multiple Rate Overtime Calculation**: The system will allow you to define each hourly employee with up to 10 different pay rates. These are used if you pay employees hourly rates based on the duties they perform. If an employee received multiple pay rates for a pay period, this field tells the system how to calculate the employee's pay rate. The system allows you to select between **Standard by Pay Rate, Average of Pay Rates Used,** and **Weighted Average Pay Rate**.

    o **Standard by Pay Rate**: Allows you to use the pay for the allocation for hours as the base on which to calculate overtime.

    o **Average Pay Rates Used**: Uses the average of all pay rates to determine the regular rate.

    o **Weighted Average Pay Rate**: Uses the weighted average of all pay rates together to determine the "regular" rate.

    > **NOTE**: The check printing program supports Check Form No. 317 (Dot Matrix Multi-Purpose Check) only if your windows print driver or your dot matrix printer will support a custom paper of 8 ½ X 7.

Check Data

Select this section to define the following information:

- **Check Form**: This field allows you to select the type of check form you will use to print employee checks. Select from **Laser Jet Check Form** or **Custom Check Form.**

    Select **Laser Check Form** if you print the payroll checks on the standard Payroll laser jet check form. Select Dot Matrix Check Form if you are using a dot-matrix check form. Select **Custom Check Form** ONLY if you had TVG customize the Payroll system to print employee checks on a non-standard, customized check form.

- **Allow $0 Checks**: Select this check box if you want the system to allow you to print zero dollar amount payroll checks. If you do not want to the system to print zero dollar amount check, do not select this check box.

    This option is useful if you periodically give employees advances equal to or more than the employee's next paycheck. On the next check run, the employee's check will be for zero dollar check. This allows the employee to still receive a check stub record purposes.

Alert Memo/User Key

Select the **Alert Memos/User Key** tab to define the memo field headings.

- **Memos**: The program allows you to maintain up to four lines of information on each employee that the program does not already have a field for. Memos can be used for reminders, special notes, etc.

  This screen allows you to define the headings of the four alert memo lines.

- **Security Access Levels**: For each memo line, you can set a security access level so only people with the appropriate access level can modify and add the alert memos. Refer to the *CertiflexDimension System Manager Guide* for detailed information on access levels.

- **User Key**: The program also allows you to define a user key. This key is used to title employees with code words that are easier to remember than their name or number. You can then index the system to locate employees by the user key. On this screen, you define the title for the user key.

G/L Interaction

Select the **G/L Interaction** tab to define the following information:

- **G/L Interactive**: Select this check box if you are operating interactively with the CertiflexDimension General Ledger program. If you are not operating interactively with the CertiflexDimension General Ledger program, do not select this check box.

When you select this check box, the system will automatically post each payroll directly to your CertiflexDimension General Ledger files, eliminating the need to make the entries yourself.

If you do not select this check box, the system can still print your defined General Ledger account numbers on your Payroll Summary report.

- **Print J/E for Each Department**: Select this check box if you want the system to print a departmentalized journal entry summary after each department on your Payroll Summary Report in addition to the total journal entry summary. If you do not want the system to print a departmentalized journal entry, do not select this check box.

- **Post G/L to Ending Pay Period**: Select this check box if you want the system to post an accrual payroll journal entry, if applicable. If you do not want the system to post an accrual payroll journal entry, do not select this check box

  For example, suppose you are entering and processing a payroll on 12/01/12 and the payroll is for days worked between 11/16/12 and 11/30/12. Since you are processing this payroll on 12/01/12, the system needs to update your cash expenditures and your employees' records for the month of December 2012. However, your expenses for this payroll were really incurred during the month of November 2012, not December 2012. By selecting this check box, the system will post the journal entries for the entire payroll to the accrual month of November 2012, instead of the current month of December 2012.

  > **NOTE:** The system will not post the accrual journal entry to your main cash account. Instead, the system will post to your account defined in the **Accrued PR Account** section. After the entire payroll run is completed, the system will then make a journal entry from your accrual payroll cash account in the accrued month into your main cash account for the current month. This allows you to post your payroll expenses to the month the payroll accrued but still post the cash expenditures and update the employee records on the current date month.

  The system will only post a payroll to an accrued month if you have a valid account defined in the **Accrued PR Account** section. If you have the **G/L Interactive** check box selected when you print your paychecks you define payroll expense G/L date as a prior period date rather than your current system date.

  If you have the system post your payroll to an accrued period that crosses your fiscal year end closing and you have already closed the fiscal year; you will need to re-close. When the system makes the journal entry from your accrual payroll case account to your main cash account, the system will reopen the fiscal year. Therefore you will need to perform the fiscal year end closing again.

  Causing the system to post accrual payroll journal entries is an advanced feature of your Payroll program that is not needed by all users. We recommend that you discuss this feature with your accountant or controller prior to using this feature to determine if it is beneficial for your company.

- **Journal Entry Posting Frequency**: This field will allow you to define how the system will update your payroll journal entries to your General Ledger. The system will allow you to select between the following:

o **Department**: Select this option if you want the system to make a department by department summarized journal entry to your General Ledger.

o **Batch**: Select this option if you want the system to make one company wide summarized journal entry to your General Ledger. If you have Job Cost you will automatically post in this mode.

o **Check**: Select this option if you want the system to make individual journal entries to your General Ledger for each check included in the payroll.

> **NOTE**: If you set this field to either **Department** or **Batch**, the system will update to the General Ledger using Transaction Type 10. If you set this field to **Check**, the system will update to the General Ledger using Transaction Type 3.

General Ledger Accounts

- **Cash Account**: If you are operating interactively with the CertiflexDimension General Ledger program, enter your main payroll cash account.

- **Inter-Dpt Balancing**: If you are operating interactively with the CertiflexDimension General Ledger program, enter your inter-department balancing account when you allocate any employee's time to multiple departments or when any rounding amounts occur.

> **NOTE**: The system will require you to define a valid General Ledger account for this field, even if you process with only one department.

- **Accrued PR Account**: If you are operating interactively with the CertiflexDimension General Ledger program and you will have the system post an accrued payroll journal entry, enter your accrued payroll cash account here.

Advanced Options

- **Ask Date Worked**: Select this check box if you want the system to prompt you for the date worked when you record pay data. If you do not want the system to prompt you for the date worked, do not select this check box.

- **Suppress Inter-Only Depts. On Summary**: Select this check box if you want the system to not print the inter-department entry information on your Payroll summary. If you want the system to include the inter-department entries, do not select this check box.

- **Print Accruals on Paycheck Summary**: Select this check box if you want the system to print your payroll accruals and Vacation/Sick Hours information on your Payroll Summary Report. If you do not want the accrual information printed on the Payroll Summary Report or if you do not use or track accruals, do not select this check box.

  > **NOTE**: If you select this check box, your Payroll Summary Report can be considerably longer.

- **Use Sub-Department Features**: Select this check box if you want the system to consider the last two digits of your department number as a sub-department number. If you do not want the system to consider the last two digits of your department number as a sub-department number, do not select this check box.

  For example, suppose you have an employee who works in your Service department and you have a defined department 1400 as your Service department. This employee's job requires him to go on service calls in many different locations. In your state the local income tax does not base its calculations on where the employee lives, but where the employee works. Since this employee could work in several different locations throughout the state and each location could have a different tax rate and/or structure, we would need to define a different department for every taxing location this employee could work at.

  As you enter pay data for this employee, you would enter the hours worked for each department based on where the employee worked. The system will use each sub-department's tax and information tables defined to determine the taxability of the income in each area worked. However, all of the time and expenses are considered a part of the main department.

  If this employee worked in many different sub-departments (taxing location), your Payroll Earnings History report can be very difficult to read for this one employee's check information. This is because the information is dispersed over many different sub-departments. However, for your purposes he really worked in one department. The Service department.

  If you select this check box, the system will group like sub-departments together for report printing purposes and will print a total for all like sub-departments on you Payroll Earnings History report instead of breaking out each individual sub-department. When this check box is selected, the system will consider the last 2 digits of your department number as the sub-department numbers. In our example, if we defined 10 sub-departments for the Service department, we may define our department numbers as 1400, 1401, 1402, 1403, 1404, 1405, 1406, 1407, 1408, 1409, and 1410.

  When we print the Payroll Earnings History reports, the system will consider departments 1401-1410 as sub-departments of department 1400 and will group the pay data allocations for these departments together and print one total for department 1400.

> **NOTE**: If you select this check box, you MUST define all of your department numbers a number between 3 and 6 numeric digits in length. This feature will not operate correctly if your department numbers are 1 or 2 digits in length or if alpha characters are used.

- **Use Departmental Tax Table Features**: Selecting this check box allows you to use an advanced optional feature of your Payroll program. This feature will allow you to assign by department up to 20 different tax, worker's compensation, vacation/sick hours and employer accrual tables as needed for your particular payroll definitions. Assigning one or more of these tables to a department means that the earnings allocated to that department is included in the calculation of wage and salary amounts that are subject to, or taxable by, the tables assigned to the department.

  For example, suppose that your company has three different operations in three different states. You defined these operations as three different departments. On each department's Payroll Tables, you defined the correct state tax and SUTA accrual tables. When pay data is allocated between the different departments, the system will automatically calculate the state taxes only on the portion of the earnings that was allocated to that state (department).

  You can also use this example as a basis for defining multiple localities in the same state, or multiple Workers' Compensation or Overhead accruals for each department in a single location company.

Rate Descriptions

Enter your descriptions for your various pay rates. The system will allow a maximum input of 20 characters per pay description.

For example, you may define pay rate descriptions of Administrative Pay, Management Pay, Contract Labor, Vacation Pay, Holiday Pay, etc.

Maintain Lists - Payroll

Maintain Employees

The **Maintain Employees** section explains how to perform maintenance functions on your Payroll Employees. You can add or change employee records, renumber employees and change the default employee information. To access **Maintain Employees**, click >**Maintain Lists >Payroll >Employees**.

The system will display the **Maintain Employees** employee listing.

The **Maintain Employee** system displays a primary employee listing that includes the following standard options:

- **Double-Click**: Double-click on a record to edit.
- **Search**: Enter a character string for the record you are searching for, based on the **Access Key** defined in the **Payroll**. The character search string must coincide with how the **Sort By** option is defined.
- **List Options – Sort By**: Select the column you wish to sort your listing by. If your record listing is using the indirect access method, you can sort in ascending or descending order. You can optionally select a column to sort by clicking on the column heading.

- **List Options – Locate**: To refine your record search, you can find matches by using the standard CertiflexDimension Locate dialog. For more information on using this dialog, please refer to the section labeled **Navigating Record Listings** in the *System Manager Operations Guide*.

- **List Options – Filter**: You can filter any listing so that only matching records appear (i.e. Show only Employee that contain the word "Jerry" in their Name). For more information on using the CertiflexDimension Filter dialog, please refer to the section labeled **Navigating Record Listings** in the *System Manager Operations Guide*.

- **Active Accounts Only**: Select this option to only include active employee accounts in the employee list.

- **All Accounts**: Select this option to include all employee accounts in the employee list.

Adding an Employee

To add a new employee from the **Maintain Employees** window, click >**New**.

NOTE: When you add employees to your Payroll files, the system will copy the heading information from the default employee to the new employee. For employees with common entries, such as class, departments, etc., you can define this information on the Default Employee. Then when each new employee is added, this information is automatically transferred to the new employee. For more information on the **Default Employee**, refer to the **Changing Default Employee** section.

- **Last Name**: Enter the last name of the employee.
- **First Name**: Enter the first name of the employee.
- **Middle Initial**: Enter the middle initial of the employee.

> **NOTE**: The employee name entered should match the employee's name as printed on their social security card.

- **Employee Number**: The number displayed in this field depends on how the master data is defined for numbering. The employee number is a 12-digit alphanumeric field.

  If the employee numbering is set to **User Selects Number**, the system prompts you for a new employee number.

  If the employee number is set to **Automatic with User Override**, the system will display the suggested employee number. The suggested number is in alphabetical order based on the first three characters of the employee's last name.

  If the employee numbering is set to **Sequential Numbering**, the system will display the available employee number.

- **S.S.N.:** Enter the employee Social Security Number as printed on the employee's social security card. Enter the number in the format of *###-##-####*. If the employee is unable to provide a Social Security Number at the time, enter a capital letter "I" in this field until the employee can provide the number.

- **Department**: Enter the employee's main department. If you are using the **Advanced Departmental Payroll Feature**, the system will copy all payroll tax tables associated with this department as the new employee is added.

- **Fed. Filing Status**: Enter the employee's federal filing status of Married or Single as indicated on the employee's W4 form.

- **Fed. Exemption**: Enter the number of federal exemptions claimed by the employee as indicated on the employee's W4 form. If the employee is exempt from federal income tax, enter the number of exemptions as 99.

- **Pay Rate**: Enter the employee's rate of pay here. To define this as an hourly rate, check the **Per Hour** box.

To add the new employee, click >**Accept**.

Edit Employee

After adding and accepting a new employee, the system will display the **Edit Employee** screen. To access this screen for an existing employee, select the desired employee from the **Maintain Employees** listing and click **>Edit**.

The following employee detail will be displayed:

- **Active Employee**: Select this check box if the employee is still employed. Inactive employees will not receive pay and most payroll reports have the option to exclude inactive employees.

  Since the payroll system does not allow the deletion of employee's during the year, you may optionally select to delete inactive employees during the start of the new year's file options for the payroll system.

- **First Name**:

- **Middle Initial**:

- **Last Name**:

- **Initials**:

Make any changes to the employee name as needed.

- **Address**:

- **City State Zip**:

- **E-Mail:**

- **Phone Number**:

Enter the employee information in this area.

- **S.S.N.:** Enter the employee Social Security Number as printed on the employee's social security card. Enter the number in the format of *###-##-####*. If the employee is unable to provide a Social Security Number at the time, enter a capital letter "I" in this field until the employee can provide the number.

- **Class:** Enter the employee class number 1-99. You can use this for many different purposes. Employees can be classified by any criteria you desire.

  For example, you may want to class employees by managerial hierarchy, by geographical region or territory that is broader than department numbers.

  Most reports in the Payroll program will allow you to specify a range of classes to include.

- **Emergency Contact**:

- **Emergency Phone**:

  Enter the phone number and contact to notify in the event of an emergency for this employee.

- **Department**: Select the main working department for this employee from the list of active departments. Many reporting options of the payroll system will sort and select the employee's based on their main working department.

Management Information (Additional Options)

Click **>Management Information** to define the following:

- **Date of Birth**: Enter the employee's birth date.

- **Date of Hire**: Enter the hire date of the employee. This date is used in calculating the active number of employee's per month.

- **EEOC Code**: Enter in your company's EEOC code for this employee (1-9999).

- **Date of Last Rate Change**: Enter the date of the last rate change for this employee. This date is automatically adjusted when changes are made to the employee's pay rates or salary amount.

- **Date of Termination**: If the employee is terminated, enter the termination date. This date is used in calculating the active number of employee's per month.

- **Termination Code**: If the employee is terminated, enter your company's termination code (1-9999).

- **Date of Last Vacation**: Enter the date the employee last took vacation time. This date is automatically updated from the payroll check-updating program.

- **Employee Sex**: Select the sex of the employee.

- **Use Direct Deposit**: Select this check box if the employee's check will be direct deposited.

  Remember that direct deposit employees will be issued a Direct Deposit Sheet instead of a paycheck.

- **Pay Data Access Level:** Enter the minimum-security access level required to record pay data for this employee. Example, a User that has a security access level of 8 will only be able to enter pay data for employees that have a Pay Data Access Level of 8 or less. Employees that have a Pay Data Access Level higher than 8 will be restricted from this User for recording pay data purposes.

- **W2 Setting**: Select any boxes required on the annual employee W2 form. For more information on what boxes should be selected, please refer to the W2 information sheet provides by the IRS.

Pay Data Controls (Additional Options)

Click **>Pay Data Controls** to define the following:

> **NOTE**: **Pay Data Controls and Monthly History Totals** allow you to define information that will affect the employee's next paycheck as well as employee earnings history. You should NOT attempt to enter employee earnings history when adding new employees but rather add the pay rates and pay data control items that will be used in processing new paychecks for the employee. All previous earnings history (Monthly Amounts) should be entered as a manual check to insure all wages are consistently recorded.
>
> For example, you are adding employees to a new payroll file that you plan on printing paychecks for the first time as of July 1st. The employees have already been paid for the first six months of the year. Your payroll files should have been created with a starting period date of June 30th. The best way to record the previous pay will be to add all your employees, making sure to enter all pay rates, salary amounts, standard hours, and pay data control items on codes, (401K%, etc.) and tax tables (exemptions, filing status, additional withholding, etc.). Do not add any previous earning history. After all employees have been added, record pay data for each employee with the amounts that represent the previous YTD earning amount and withholding (the system will allow you to adjust any calculated withholding amount to match a previously withheld amount). Print the payroll summary to verify that all earning and withholding match your previous computer or manual payroll system and select the option to Print Paychecks.
>
> In the Print Paychecks program, make sure to select the **Advanced Option of Manual Check Run with No G/L Update**. After the system has printed the manual check sheets for each employee, all employees will be updated for the previous earnings and withholding history. Once you have started a new period file for July, the system is now ready for your normal July 1st pay data

- **Pay Data Controls - Pay Rates and Salary**:
  - o **Pay Frequency**: This option allows you to define how often the employee will receive a paycheck. The system will allow you to choose from **Monthly**, **Semi-Monthly** (twice a month), **Bi-Weekly** (every two weeks), **Weekly** (one a week) and **Daily** (every day). It is very important that you define the correct pay frequency for this employee. The system will use your definition for this field in its withholding calculations for this employee.
  - o **Standard Hours**: Enter the employee's standard number of hours worked for the pay period. If this is an hourly employee, the system will use the contents of this field as the default number of hours to pay when you select the standard pay option in record pay data.

- **Pay Rates (Salary/Hourly)**: If the employee is an hourly employee, you must define at least one pay rate. If the employee is a salaried employee, you are not required to define an hourly pay rate.

  The system will allow you to define an employee with both hourly and salary rates. For example, if you have an employee who receives a standard salary, but also receives an hourly rate for every hour worked above his standard hours, you can define both a salary rate and an hourly rate for the employee.

  During **Enter Pay Data**, the system will allow you to choose between the salary rate or the hourly rate and which hourly rate if the employee is defined for both.

  To define or edit pay rates, click >the **Change Base Salary** and/or **Change Hourly Pay Rates** button.

  To change an hourly rate or base salary amount, click >**New Rate**.

  At the **Pay Rate** screen, enter the following:

  o **Rate Change Date**: Enter the date when the rate was changed.

  o **Pay Rate**: When adding a new salary rate, the Pay Rate will default to **Current Standard Salary**. When adding a new hourly rate, you may select the type of pay rate (**Regular Hourly**, **2nd Shift**, **Holiday**, **Sick**, etc.) from a dropdown menu.

  o **New Amount**: Enter the new pay rate amount. Changing pay rates or salary amounts will automatically save the previous pay rates and date of rate change to the employee file upon saving the changes. The **Previous Amount** will be displayed on the right.

  o **Memo**: Enter any additional information about the new pay rate here.

  When all pay rate information has been defined, click >**Save**.

  To delete a previous rate change tracking record, highlight the record and click >**Delete**.

  > **NOTE:** Deleting a tracking record does not change the existing pay rate on the current employee.

- **Pay Data Controls – Taxes and Withholdings:**

  Employee Withholding Tables: This section will allow you to define any employee based tax and information tables that will affect, or be tracked by the current employee. You are also allowed to edit monthly tax wages or tax for any employee based tables. Common tax tables for this section include Federal Tax Table, Employee FICA, and Medicare Tables, State and Local Income Tax Tables.

  When adding a new employee, the system will copy default tax tables depending on whether you have selected the Payroll Master Data setting for **Use Departmental Tax Table Feature**. If this check box selected, all tax tables will be copied from the departmental tax table list assigned to the employee's working department. If the master data option is not selected, all tax tables marked as default will be copied to the new employee.

  To change a pay data calculation control for the tax table, highlight the desired table and click **>Pay Data Control**.

  The following information on a table can be changed to affect wages and/or tax withholding amounts:

o **Active Table Status**: The active table status determines when a table will calculate employee wages and/or withholding. If you have selected the Payroll Master Data check box for Use Departmental Tax Table Feature, you may set active table status to one of the following:

- **By Department** - Use this table only when hours are entered to the department that this tax table is assigned to.
- **Always Use** - Use this tax table at all times regardless of departmental hours.
- **Exempt** - Do not use this tax table for the employee.

If you have not selected the **Payroll Master Data** check box for **Use Departmental Tax Table Feature**, you may set active table status for one of the following:

- **Always Use** - Use this tax table at all times.
- **Exempt** - Do not use this tax table for the employee.

> **NOTE**: Tax tables track both wages and tax amount withheld. If for example, you set the employee FICA table to exempt, the employee table will not withhold FICA tax or track employee FICA wages. If you want to track wages for a table but not withhold any tax, either set the number of exemptions to 99 or set the additional withholding percentage to 100%. Also, if you are adding employees that work in a state that has no State Income Tax withholding, you may want the state table active so the system will still track state wages. These tables will not withhold tax since the tax percentage on the tables is already set to 0%.

o **Additional Withholding Dollar Amount**: If the employee elects to have an additional amount withheld for this tax table, enter the additional amount of tax to be withheld. For Federal and/or State Income tax, this should be the additional withholding amount calculated on the Federal W4 form or state equivalent.

o **Additional Withholding Percentage**: If the employee elects to have an additional percentage withheld for this tax table, enter the additional percentage of tax to be withheld.

o **Number of Exemptions**: If the selected tax table uses the number of exemptions, you may enter the number of exemptions (0-99) in this field. For a Federal Tax Table, this number should be set to the number of exemptions as calculated on the employee W4 form. For a State table, please see instructions for the tax report for each state.

o **Annual Exemption Value**: If the selected tax table uses the annual exemption value in the calculation of withholding tax, set the annual exemption amount in this field. For State tables utilizing this field, please see instructions for the tax report listing for each state.

o **Filing Status**: For tax tables that need separate tables per filing status, the system will allow you to select a filing status. For federal tax, the filing status should be the status selected on the employee W4 form.

To change a monthly amount of any table, highlight the desired table and click **>Monthly Amounts**.

The system will then allow you to adjust any monthly wages and tax withheld amounts recorded on this employee.

> **NOTE**: You should not add monthly wages or amounts to tables during add employees but use the manual check feature described above if needed. Be careful in changing monthly wages or amounts on any tables that are already reflected within the employee check history file or that printed on tax forms.

To add a table to the selected table list, click **>Add Table**. The system will ask you which table not already on the table list to add to the current employee. Once the new table has been added, the system will automatically select the **Pay Data Control** option.

To delete a table, highlight the desired table and click **>Delete Table**. The system will check to insure that there are not any current monthly wages or tax amounts on the selected table, and then prompt you for confirmation to delete the selected table. Normally you would not delete any tables from an employee that will be required for W2 processing at the end of the year. The system will not allow you to delete any permanent tax tables.

Employer Accrual Tables: This section will allow you to define any *employer* based tax and information tables that will be tracked by the current employee. In this section you will be allowed to edit monthly wages and/or tax for any employer based tables as well. Common tax tables for this section include Employer FICA and Medicare Tables, FUTA and SUTA Tables, and Worker's Compensation Tables.

To change a pay data calculation control for the tax table, highlight the desired table and click >**Pay Data Control**.

The following information on a table can be changed to affect employer wages and/or tax amounts:

o **Active Table Status**: The active table status determines when a table will calculate employee wages and/or withholding. If you have selected the Payroll Master Data check box for Use Departmental Tax Table Feature, you may set active table status to one of the following:

- **By Department** - Use this table only when hours are entered to the department that this tax table is assigned to.
- **Always Use** - Use this tax table at all times regardless of departmental hours.
- **Exempt** - Do not use this tax table for the employee.

If you have not selected the Payroll Master Data check box for Use Departmental Tax Table Feature, you may set active table status for one of the following:

- **Always Use** - Use this tax table at all times.
- **Exempt** - Do not use this tax table for the employee.

> **NOTE**: Employer Tax tables track both wages and tax amount. If for example, if you set the employee FICA table to exempt for an employee, the employee table will not track employer FICA tax or track Employer FICA wages. If you want to track wages for a table but not track any tax, either set the number of exemptions to 99 or set the additional withholding percentage to 100%.

- o **Additional Withholding Dollar Amount**: If the employer elects to have additional tax amount for this tax table, enter the additional amount of tax here.
- o **Additional Withholding Percentage**: If the employer elects to have an additional percentage for this tax table, enter the additional percentage of tax withheld here.
- o **Number of Exemptions**: If the selected tax table uses the number of exemptions, you may enter the number of exemptions (0-99) in this field.
- o **Annual Exemption Value**: If the selected tax table uses the annual exemption value in the calculation, you may set the annual exemption amount in this field.
- o **Filing Status**: For tax tables that need separate tables per filing status, the system will allow you to select a filing status.
- o **Hours or Amount to Accrue**: Some employer tables like Insurance accruals or Worker's Compensation do not need additional withholding or exemptions. For these types of tables, the system may require an amount to accrue per employee to be set.

To change a monthly amount of any table, highlight the desired table and click **>Monthly Amounts**.

The system will then allow you to adjust any monthly wages and tax withheld amounts recorded on this employee.

> **NOTE**: You should not add monthly wages or amounts to tables during add employees but use the manual check feature described above if needed. Be careful in changing monthly wages or amounts on any tables that are already reflected within the employee check history file or that printed on tax forms.

To add a table to the selected table list, click **>Add Table**. The system will ask you which table not already on the table list you wish to add to the current employee. Once the new table has been added, the system will automatically select the Pay Data Control option.

To delete a table, highlight the desired table and click **>Delete Table**. The system will check to insure that there are not any current monthly wages or tax amounts on the selected table, and then prompt you for confirmation to delete the selected table. Normally you would not delete any tables from an employee that will be required for W2 processing at the end of the year. The system will not allow you to delete any permanent tax tables like FUTA or employer FICA/Medicare.

Hours & Statistics Tables: This section will allow you to define any Hours or Statistic tables that will be tracked by the current employee. In this section you can edit monthly hours used and/or added for any hour base tables. Common hours tables for this section include Vacation Hours Tables and Sick Time Hours Tables.

To change a pay data control for the hours table, highlight the desired table and click **>Pay Data Control**.

The following information on a table can be changed to affect hours added/used amounts:

- o **Active Table Status**: The active table status determines when a table will calculate hours added and/or used. If you have selected the Payroll Master Data check box for Use Departmental Tax Table Feature, you may set active table status to one of the following:

    - **By Department** - Use this table only when hours are entered to the department that this tax table is assigned to.

    - **Always Use** - Use this tax table at all times regardless of departmental hours.

    - **Exempt** - Do not use this tax table for the employee.

If you have not selected the **Payroll Master Data** check box for **Use Departmental Tax Table Feature**, you may set active table status for one of the following:

- **Always Use** - Use this tax table at all times.

- **Exempt** - Do not use this tax table for the employee.

- **Hours or Amount to Accrue**: If the hours table is not set to allow hours or amount per employee to be accrued per pay period, set the hours or amount to be accrued in this field.

To change a monthly amount of any hours table, highlight the desired table and click >**Monthly Amounts**.

The system will then allow you to adjust any monthly hours added and/or Hours used recorded on this employee. The system will also allow you to set the beginning of year hours which is automatically set during the start of the new year's file process.

To add an hours table to the selected table list, click **>Add Table**. The system will ask you which hours table not already on the table list you wish to add to the current employee. Once the new table has been added, the system will automatically select the Pay Data Control option.

To delete a table, highlight the desired table and click **>Delete Table**.

5. Hourly Earning: This section will allow you to review and/or edit Salary Wages, Regular Wages, Overtime Wages, Double-time Wages and Weeks Worked that are tracked by the current employee.

> **NOTE**: Most federal and state payroll reports do not print this information but rather print the federal and state wages associated with each tax table.

To change a monthly wage or hours amount of hourly earnings, highlight the desired table and click **>Monthly Amounts**.

The system will then allow you to adjust any monthly wages and hours used recorded for this employee.

> **NOTE**: You should not add monthly wages and hours amounts to earnings types during add employees but use the manual check feature described above as needed.

- **Pay Data Controls –Payroll Codes:**

    Earnings/Deduction/Special Tax Codes: This section will allow you to define any Earning/Deduction/Special Tax codes that will affect the employee's pay on a recurring basis, and edit monthly totals for any codes. For a detailed description of differences between code types, please refer to the **Maintain Payroll Code** section.

    To maintain a code on the current employee, select the code type by choosing the appropriately labeled tab of Earning Codes, Deduction Codes or Special Tax Codes. Once the desired tab has been selected, the system will list all current codes for the selected category that are defined on the current employee.

    To change an amount for any code that will affect the employee pay on a recurring basis, highlight the desired code and click >**Pay Data Control**.

    The following code information can be changed to affect an employee's paycheck each time they are paid.

    o **Fixed Amount Each Pay Period**: Enter the fixed amount you wish to use on an employee check every pay period. The amount may be positive or negative. For example, if you have an employee that you withhold $20 for uniform expense each pay period, you would enter a positive $20.00 on this field on the uniform deduction code.

    o **Fixed Percentage Each Pay Period**: Enter the fixed percentage you wish to use on an employee check every pay period. The percentage may be positive or negative. For example, if you wish to have the employee contribute 3% of their hourly pay to a 401K pension plan, you would enter (3%) on this field for the 401k special tax code. The reason that the percentage in this example is entered as a negative percentage is that most pension plans are set up as an earning reduction type plan.

    o **Remaining Balance**: Enter in the amount of the remaining balance. This field is helpful when the employee is paying back an advance or loan that will be for more than one pay period. The remaining balance will be reduced by the amount taken on each check until it reaches zero.

    o **Use Until Zero Balance**: Select this check box if you wish to set the recurring amounts of this code to zero once the remaining balance is zero.

    To edit the cumulative monthly amounts of a given code, highlight the desired code and click **>Monthly Amounts**.

    The system will allow you to adjust any monthly amount recorded on the employee.

    You should not add monthly amounts to codes during add employees, but use the manual check feature described above if needed. Also, be careful in changing monthly amounts on any codes that are already reflected within the employee check history file.

    To add a code to the selected code list, click **>Add Code**. The system will ask you which code not already on the code list to add to the current employee. Once the new code has been added, the system will automatically select the Pay Data Control option.

To delete a code, highlight the desired code and click >**Delete Code**. The system will check to insure that there are no current monthly totals on the selected code and then prompt for your confirmation to delete the selected code. Normally you would not delete a code from an employee that will be required for W2 processing at the end of the year.

Alerts Memos (Additional Options)

The section allows you to define and maintain information not already captured on each customer. Memos can be used to track reminders, special notes, secondary contracts, etc.

The headings for the alert memos are defined in the **Master Data** and the headings for all other memo lines are defined in the Configure Memos option. To open the Configure Memos option, click **>File >Supervisor Options >Maintain Memo Names**.

> **NOTE**: You must have Supervisor rights (access level 10) to be able to modify memo headings.

Each memo line can be assigned an access level (1-10). If you do not have an access level equal to or greater than the one assigned to the memo line, you cannot edit the memo line.

- **Memo Lines**: If you have access to the memo lines, enter the information in each appropriate field.

- **Alert**: You can use any or all four alert memo field as automatic reminder fields. If you select the alert check box on any of the four alert memo lines, all text for the memo lines will display on the screen anytime this customer is accessed.

Refer to the *CertiflexDimension System Manager Operations Guide* for more information on Configuring Memos.

Editing an Employee

At the **Maintain Employee** screen, select an employee from the listing and click >**Edit** or simply double-click >on the employee's name. The system will then display the **Edit Employee** screen.

For detailed information on each field displayed, refer to the **Adding an Employee** section above.

> **NOTE**: You should not make changes to an employee Pay Data tab for employee's who already contain pay detail for the current pay check run without resetting the employee's current pay data.

Deleting an Employee

The system does not allow deleting of an employee during a calendar year. This will insure all tax reporting requirements are fulfilled for any earned wages.

If an employee has been terminated, set the employee to inactive and the system will allow you to delete these inactive employees when you start new year files for payroll.

Additional Options - Advanced

Renumbering an Employee

At the **Maintain Employees** screen, click **>Advanced**. The system will display the **Advanced Maintenance Options** screen.

Choose the employee you would like to renumber from the **Select Account** dropdown menu. Enter the new employee number in the **New Number** field and click **>Update Now**.
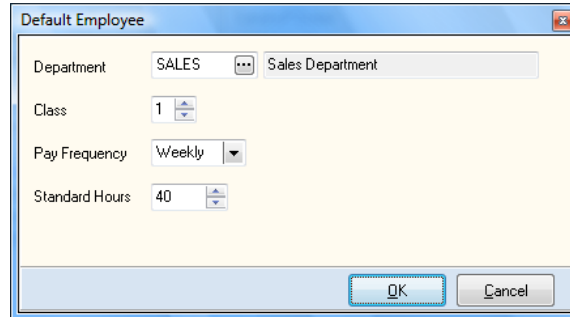
The system will then renumber the selected employee and all related payroll records. Since this process can change extensive amounts of data, it is strongly recommended that you have at least two current backups of all payroll data files prior to renumbering employees.

To exit, click **>Close**.

Changing Default Employee Information

When you add a new employee the system copies information from the default employee. You may change the default employee information at any time. Changing information on the default employee will only affect new additions and not existing employees.

At the **Maintain Employees** screen, click **>Default Employee**.

The following information may be changed on the default employee:

- **Department**
- **Class**
- **Pay Frequency**
- **Standard Hours**

To exit, click **>Close**.

IntelliTrans

CertiflexDimension IntelliTrans is an intelligent data translation tool activated from within many of the Maintenance options. IntelliTrans can be used to group, add or change Ledger Accounts. For more information on configuring and processing with IntelliTrans, please refer to your *System Manager Operations Guide*.

>Notes and >Links

The **>Notes** and **>Links** options allow you to organize and access additional account information. Notes can be used to document internal account information or additional descriptions. Links can be used to connect to timecard spreadsheets and payroll databases.

You can add Notes and Links in **Maintain Employees** and review notes and links in **Review Employees**. For detailed steps on adding Notes and Links, refer to the *CertiflexDimension System Manager Guide*.

>Memos

Memos can be used to track reminders, special notes, secondary contacts, etc. Each memo line can be assigned an access level (1-10). If you do not have an access level equal to or greater than the one assigned to the memo line, you cannot edit the memo line.

> **NOTE:** Memo labels, order and security access levels are all maintained within the CertiflexDimension **Configure Memos** option. To define memo configuration, click **>File >Supervisor Options >Configure Memos**. You must have Supervisor rights (access level 10) to be able to modify the memo headings in the **Configure Memos** option.

Maintain Departments

Maintain Departments allows you to add, change or delete payroll departments. The departmental features of CertiflexDimension are a key ingredient in fine-tuning your payroll processing. Most key reports in Payroll are available by departments and can be easily set to allocate employer's taxes and more. Advanced departmentalization can be utilized to allow separate taxing entities per department, a must for multi-state payrolls. To access Maintain Departments, click **>Maintain Lists >Payroll >Departments**.
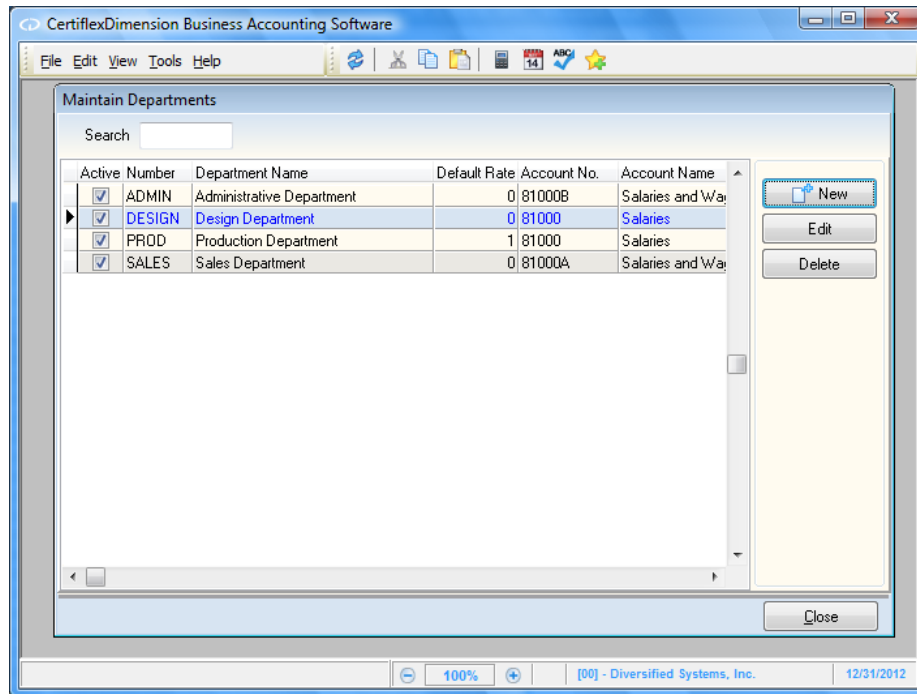
Add a Department

To add a new payroll department, click **>New**. The program will prompt you for a new department number. A maximum input of 6 characters is allowed. For added convenience, the department number is an alphanumeric field. This allows you to use abbreviations of the department's name if desired.

> **NOTE**: If you are using the **Sub-Departments** advanced feature, the rightmost two digits of the department number field are considered the sub-department. For example, if your Department 1 had 3 sub-departments, you would add sub-departments 101, 102, and 103. For Department 2, you would add 201, 202, and 203. These would all be treated as Department 1 and 2 for report printing. Sub-departments only work on numeric department numbers. For more information on sub-departments, please refer to the **Payroll Master Data** section.

After you enter a new, valid department number, click >**Ok** and the system will prompt you for the following:

- **Payroll Department Status**: Select a status of **Active** or **Inactive**.

- **Name**: Enter the name of the department. The system will allow a maximum input of 30 characters. The system will default with a department name of Department and the number you entered.

- **Default Rate (0-10)**: If this department is used with a specific employee pay rate (1-10), enter the rate number. If this department will use various pay rates, leave the default pay rate at 0.

- **Certified Payroll**: If you are using the CertiflexDimension Job Cost and will be printing **Certified Payroll** reports, click >this button to set up the following advanced features on the report:

  o **Work Classification**: The **Certified Payroll** report will print the department name in the **Work Classification** section of the report. If you want a different name printed on the report, enter it here.

  o **Fringe Amount**: When recording the regular time hourly rate, any cash paid in lieu of fringe benefits may be shown separately. If you want to show this rate separately, enter the amount of the fringe benefit here. It will show in the **Rate of Pay** section of the **Certified Payroll** report. This is helpful in correctly computing overtime.

  o **Supervisor Department Only**: You can suppress a department from being included on the **Certified Payroll** report. Select this option if you wish to omit the department from the **Certified Payroll** report.

- **G/L Account**: If you are operating interactively with CertiflexDimension General Ledger, enter this department's salary expense account number. If you are not operating interactively with the General Ledger program, the system does not require you to define this field.

  The system will ask for the account number in a pop-up window that supports scrolling and account listing **[F6]**.

  If you are not operating interactively with General Ledger, the system will still allow you to define a General Ledger account. The system will not attempt to update to this account when a payroll is processed, but will print the defined account number on your Paycheck Summary report.

- **OT/DT Account**: If you are operating interactively with CertiflexDimension General Ledger and you wish to expense overtime or double-time to a separate expense account from regular and salary wages. Enter this department's overtime/double-time expense account number. You may optionally leave this field blank and the system will expense all hourly and salary wages to the G/L account defined above.

  The system will ask for the account number in a pop-up window that supports scrolling and account listing **[F6]**.

  If you are not operating interactively with the General Ledger program, the program will still allow you to define a General Ledger account. The program will not attempt to update this account when a payroll is processed, but will print the defined account number on your Paycheck Summary report.

- **Job Cost Code**: If you are operating with CertiflexDimension General Ledger and Job Cost, the system will allow you to define a job cost expense code that will be used for all time entered to this department that is allocated to any job. The system will ask for the job cost code in a pop-up window that supports scrolling and cost code listing **[F6]**.

  > **NOTE**: Companies will often set up a specific set of departments that are used mainly in recording time to jobs. You still need to define a G/L account number above to handle any rounding amounts that occur when one employee's time is allocated across departments.

- **OT/DT Cost Code**: If you are operating with CertiflexDimension General Ledger and Job Cost, the system will allow you to define a separate job cost expense code for overtime/double-time hours that will be used for all premium time entered to this department that is allocated to any job. The program will ask for the job cost code in a pop-up window that supports scrolling and code listing **[F6]**.

Departmental Allocation Features

If you are operating interactively with the CertiflexDimension General Ledger and/or Job Cost, you may want to take advantage of the powerful departmental allocation features. The allocation features are not required to be defined for the program to operate properly. These features may not be required or needed by your company. Please review these options and discuss them with your controller or accountant to determine if these features will be beneficial for your company.

The next four options will allow you to further specify what account numbers and/or job cost codes to allocate the employer's expense, employer's accrual and any earnings, deductions or special (tax) codes.

For example, suppose you want to allocate the employer's share of FICA and Medicare to the various departments based upon the gross pay allocation. You would use this option and define the proper General Ledger account number for the Employer FICA and Employer Medicare tables here, through each department number. This way, each time a payroll run is processed for this department, the system will automatically post the employer's FICA and Medicare portion to the proper General Ledger account number as defined in the department number that the employee's gross pay was allocated too..

Another example would be if you have defined an earnings code of Bonus. When you defined the Bonus earnings code, you defined a General Ledger account number for that code. However, you would like to track different Bonus account number totals based on which department the employee worked in. You can accomplish this in one of two ways.

One way would be to define several different Bonus earning codes, one for each department, and then define the proper account number for each code. This would cause your code listing to become quite long and may pose data entry errors if the wrong bonus code was entered during **Enter Pay Data**.

The preferred option would be to define the proper General Ledger account number for the Bonus code here, through each department number. This way, each time an employee receives a bonus, the program will automatically post the bonus expense to the proper General Ledger account number as defined on the department number that his time was allocated.

An example, define your Bonus earnings code with a General Ledger account number of 820 and define a Bonus General Ledger account number of 820-1 for Department 1. When you enter pay data for an employee to Department1, if the employee receives a bonus, the program will post the bonus expense to account 820-1 instead of the earnings code account number of 820.

Suppose we also defined a Bonus General Ledger account number of 820-2 for Department 2. If we entered pay data for an employee as 20 hours to Department 1, 60 hours to Department 2, and entered a bonus for the employee of $100, the program will post $25.00 to 820-1 and $75 to 820-2.

The program will base allocations on the employee's hourly gross pay and post the allocations to the defined accounts for each department based on the percentage of hourly pay worked for that department. In our above example, the employee worked 20 of 80 hours in Department 1. This is 25% of the total hours worked. The program then took 25 percent ($25.00) of the bonus and posted to the Bonus General Ledger account number defined for Department 1. The remaining 75% is posted to the Bonus General Ledger account number defined for Department 2.

> **NOTE**: If an employee's hourly rate is different between departments, the allocation will be based on the higher rate.

If there was not a General Ledger account number defined for Bonus on Department 2, the program would post the remaining amount to the General Ledger account number defined for the Bonus earning code.

- **G/L Departmental Allocation of Employer's Tax Expense**: Select this option to define specific employer's tax expense accounts for this department. The system will gather a list of all employer based tax and information tables and display a convenient list of all General Ledger accounts currently defined for this department along with the default account numbers used for each employers tax table. To add/change or delete a specific department accounts, highlight the desired tax table and double click or press **[F2]** to change the account. The account number is in a pop-up window that supports scrolling and account listing **[F6]**.

When all the department account numbers have been set for this department, click **>Save** to record the allocation accounts or **>Cancel** to discard all changes.

- **G/L Departmental Allocation of E/D/S Code Expense**: Select this option to define specific Earnings, Deduction and Special Tax Code expense accounts for this department. The program will gather a list of all codes and display a convenient list of all General Ledger accounts currently defined for this department along with the default account numbers used for each code. To add/change or delete a specific department accounts, highlight the desired code and double click >or press **F2** to change the account. The account number is in a pop-up window that supports scrolling and account listing **[F6]**.

When all the department account numbers have been set for this department, click **>Save** to record the allocation accounts or **>Cancel** to discard all changes.

- **Job Departmental Allocation of Employer's Tax Expense**: If you are using CertiflexDimension Job Cost, this option can be used to allocate the employer's burden of taxes directly to jobs. This option is identical to the **G/L Departmental Allocation of Employer's Tax Expense** described above except the program will prompt you for a job cost code instead of accounts.

- **Job Departmental Allocation of E/D/S Code Expense**: If you are operating CertiflexDimension Job Cost, this option can be used to allocate the Earnings, Deduction and Special Tax code expenses to job. This option is identical to the **G/L Departmental Allocation of E/D/S Code Expense** described above except the program will prompt you for job cost codes instead of accounts.

- **Advanced Departmental Tax Tables**: This option is only available if you have set the Master Data to use the departmental tax table feature. It allows you to define different payroll tables to each department.

  For example, suppose you have employees who work in different states. You could define your departments to represent the different states that an employee could work in. With this option you can specify which tax tables are associated with this department. This allows you to define the correct state withholding tables, along with the normal withholding tables for this department only.

  If an employee worked in multiple states within the same pay period, you would allocate the hours to the different states (departments) and the system would calculate the correct state withholdings based on the gross pay that the employee earned in that state (department).

  Click **>Advanced Departmental Tax Tables…** and the system will display two separate lists of tax tables.

The list on the left is the **Active Table List**, which contains all the tables that are set to be active by department for hours entered to this department. The list on the right is the **Available Table List**, which contains all tables that will NOT be active by department for hours entered to this department. To move table(s) from the Available List to the Active List, select the tables you wish to use on the Available List and click **>Add**. To move table(s) from the Active List to the Available List, select the tables you don't wish to use on the Active List and click **>Delete**.

Change a Department

To change an existing payroll department, highlight the desired department and click >**Edit**. For an explanation of each field available in edit, please refer to the **Add a Department** section above.

Delete a Department

Warning! You should **NEVER** delete a department that has been used in payroll processing. The system will insure that no employees in the current year are actively using a department but remember that the payroll system can store unlimited years of payroll data that often contains hundreds of thousands of records. Deleting a department that has been used in payroll processing will make historical data unreliable and sometimes unreadable. If you no longer need a department, it is best to set that department's **Payroll Departmental Status** to **Inactive**. Deleting a department and then re-adding the same department will not fix historical data.

To delete a department that has never been used in payroll processing, highlight the desired department and click **>Delete**.

Maintain Payroll Codes

Earnings, **Deductions**, and **Special Tax Codes** are items that can affect an employee paycheck that are not based entirely on hourly or salary wages. Common uses of these codes include commissions, bonuses, reimbursements, tips, pension plans etc.

To access and maintain Payroll Codes, click **>Maintain Lists >Payroll >Payroll Codes**.
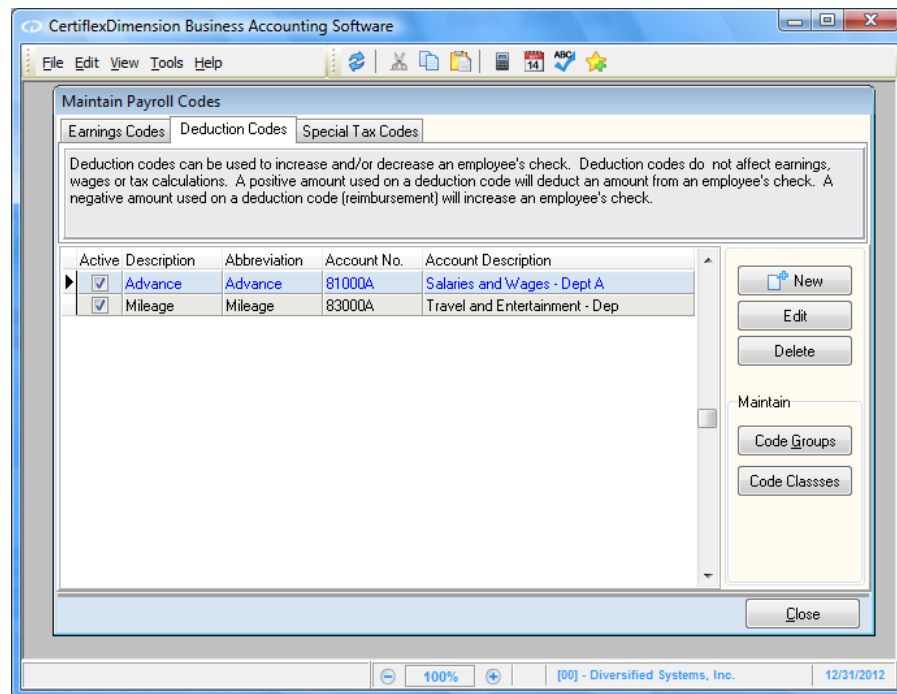
If you entered pay data for the current pay period but have not printed paychecks yet, a reminder message may appear. If you modify payroll codes that are associated with currently entered pay data, you will want to revalidate that pay data. For more information on this process, refer to the **Record Pay Data** section of this *Operations Guide*.

Earnings Codes

Earning Codes in the Payroll system can be used to add taxable earnings, in addition to standard salary, and wages to the employee's Gross Wages. These types of earnings are usually Bonuses, Commissions, etc. The system will always add all earnings code amounts to the employee's Gross Wages prior to the calculation of all taxes. If you need a code that is not fully taxable for all taxing entities, use a special tax code described below instead of an earning code.

> **NOTE**: Since earning codes will always add to the employee's Gross Wages prior to the calculation of taxes, you can also use earning codes for pre-tax deduction amounts.
>
> For example, if you have a deduction, such as an insurance premium payment that is to be deducted from the employee's Gross Wages **BEFORE** taxes, you would define the deduction as an earnings code. When adding the code to the employee's Pay Calculation screen or during Enter Pay Data, you would use a negative amount. Using a negative amount will reduce Gross Wages prior to tax calculations. Add Earnings Code

To add an earnings code, select the earnings code tab and click >**New**. The system will prompt you for the following:

- **Payroll Code Status**: Select a status of **Active** or **Inactive**.

- **Description**: Enter the new code's name or description. The system will allow a maximum input of 30 characters. The description you enter here is the name the system will display for this code on all Code Listings.

- **Abbreviation**: Enter an abbreviated name for this code. The system will allow a maximum input of 10 characters. When this code is used, the abbreviated name will print on the employee's check stub.

- **G/L Account Number**: If you are operating interactively with the CertiflexDimension General Ledger, enter this codes General Ledger account number. If you are not operating interactively with General Ledger, the system does not require you to define this field.

  If you are operating interactively with General Ledger, the system will ask for the account number in a pop-up window that supports scrolling and account listing **[F6]**.

  The system will still allow you to define a General Ledger account even if you are not operating interactively with General Ledger. It will print the defined account number on your Paycheck Summary report, but will not attempt to update to this account when a payroll is processed.

- **W2 Code**: The W2 code will allow you to define which W2 box this code will print in if this code is to be printed on the employee's W2.

  For example, you may want to print a code in the "Other" box of the W2. Select the correct box for w2 printing. If this code is not to be printed separately on the employee's W2, select **None**.

- **Print YTD Amount on Check Stub**: Select this option to include the YTD Total of the earnings code on the employee check stub.

- **Always Negative (reimbursement/wage reduction)**: Select this option if the earnings code will always be a reduction of pay.

- **Allow on Special (bonus) Check**: Select this option to allow the earnings code to be used when recording pay data for special checks.

- **Include as Wages in % of Gross Pay Calculations**: Before describing when to select this check box, it is important to understand how the payroll system categorizes items that make up an employee's pay.

  For the earning side of an employee's pay, the payroll program separates all data into one of two categories. The first category is labeled Gross Pay and is a total of all hourly and salary pay data. The second category is labeled Additional Earnings and consists of all earning codes. The difference between the two classifications is when you are utilizing a code that is based on a percentage of Gross Pay.

  For example, you have an employee that likes to contribute 10% of his pay to a company saving plan. If that employee earned a salary of $1000 in a pay period, but also received a $400 bonus for perfect annual attendance, the system could calculate the same amount as $140 (1400x10%). Since the system always calculates percentage amount of codes based on Gross Pay (excluding all additional earnings codes), it is simply a matter of hour you set-up the code used to give the employee bonus.

  If you want the system to calculate the saving as $100, set the bonus code as an earnings code. If you want the system to calculate the saving as $140, set the bonus code up with this options selected.

  Select this check box if you wish the code to be included in any Gross Pay percentage calculations. If this option is checked, please note that this earning code must be set as a fixed amount on the employees.

Change Earnings Code

To change an existing earnings code, highlight the desired code and click >**Edit**. For an explanation of each field, refer to the **Add Earnings Code** section.

Delete Earnings Code

Warning! You should NEVER delete an earnings code that has been used in payroll processing. The system will insure that no employees in the current year are actively using the earning code. Remember that the payroll system can store unlimited years of payroll data that often contains hundreds of thousands of records. Deleting an earnings code that has been used in payroll processing will make historical data unreliable. If you no longer need an earnings code, it is best to set that code's **Payroll Code Status** to **Inactive**. Deleting an earnings code and then re-adding the same code will not fix historical data.

To delete an earnings code that has never been used in payroll processing, highlight the desired code and click >**Delete**.

Deduction Codes

Deduction Codes in Payroll can be used to deduct amounts in addition to standard taxes and withholdings from employee's Net Pay. These types of deductions are usually Employee Advances, Loan, Payments, Savings Contributions, Childcare Withholdings, etc. The system will always subtract all deduction code amounts for the employee's Net Pay after the calculation of taxes.

> **NOTE**: Since deduction codes will always deduct amounts from the employee's Net Pay AFTER the calculation of taxes, you can also use deduction codes for after-tax earnings amounts and/or reimbursements.
>
> For example, if you had a payment such as mileage reimbursement or travel expense reimbursements that were added to the employee's Net Pay after taxes, you would define the payment as a deduction code. When adding the code to the employee's Pay Calculation screen or during **Enter Pay Data**, you would use a negative amount. Using a negative deduction amount will increase the Net Pay after tax calculations.

Add Deduction Code

To add a new deduction code, select the deduction code tab and click >**New**. The system will prompt you to for the following:

- **Payroll Code Status**: Select a status of **Active** or **Inactive**.
- **Description**: Enter the new code's name or description. The system will allow a maximum input of 30 characters. The description you enter here is the name the system will display for this code on all Code Listings.
- **Abbreviation**: Enter an abbreviated name for this code. The system will allow a maximum input of 10 characters. When this code is used, the abbreviated name will print on the employee's check stub.
- **Deduction Code Style**: Select the type of deduction code this will be.
  - o **Standard**: The deduction will be taken out of each employee check as a fixed amount or percentage.
  - o **Monthly**: The deduction will be taken out of the employee check once per month.
  - o **Quarterly**: The deduction will be taken out of the employee check once per quarter.
  - o **Yearly**: The deduction will be taken out of the employee check once per year.
  - o **Hourly**: The deduction amount will be based on the number of hours worked.
  - o **% Net Check**: The deduction amount will be calculated based on a percentage of the employee's net pay rather than gross pay.
  - o **Maximum Check Amount**: The deduction amount will be calculated based on a maximum check amount that is set per employee.
- **G/L Account Number**: If you are operating interactively with the CertiflexDimension General Ledger, enter this codes General Ledger account number. If you are not operating interactively with General Ledger, the system does not require you to define this field.

  If you are operating interactively with General Ledger, the system will ask for the account number in a pop-up window that supports scrolling and account listing **[F6]**.

  The system will still allow you to define a General Ledger account even if you are not operating interactively with General Ledger. It will print the defined account number on your Paycheck Summary report, but will not attempt to update to this account when a payroll is processed.

- **W2 Code**: The W2 code will allow you to define which W2 box this code will print in if this code is to be printed on the employee's W2.

  For example, you may want to print a code in the "Other" box of the W2. Select the correct box for w2 printing. If this code is not to be printed separately on the employee's W2, select **None**.

- **Print YTD Amount on Check Stub**: Select this option to include the YTD Total of the deduction code on the employee check stub.

- **Always Negative (reimbursement/wage reduction)**: Select this option if the deduction code will be a negative deduction (reimbursement).

- **Allow on Special (bonus) Check**: Select this option to allow the deduction code to be used when recording pay data for special checks.

Change Deduction Code

To change an existing deduction code, highlight the desired code and click **>Edit**. For an explanation of each field, please refer to the **Add Deduction Code** section.

Delete Deduction Code

Warning! You should NEVER delete a deduction code that has been used in payroll processing. The system will insure that no employees in the current year are actively using the deduction code. Remember that the payroll system can store unlimited years of payroll data that often contains hundreds of thousands of records. Deleting a deduction code that has been used in payroll processing will make historical data unreliable. If you no longer need a deduction code, it is best to set that code's **Payroll Code Status** to **Inactive**. Deleting a deduction code and then re-adding the same code will not fix historical data.

To delete a deduction code that has never been used in payroll processing, highlight the desired code and click >**Delete**.

Special Tax Codes

Special Tax Codes in Payroll are normally earning type codes that can be used to increase or decrease an employee's earnings. Unlike earning codes that are fully taxable, special tax codes may be adjusted to be exempt from certain taxes. Special codes can also be set to not to effect the employee's net check (Tips or Fringe Benefits).

Other examples of special tax codes include simple pension plans, 401k plans, cafeteria plans, etc. Since today's payroll taxes can be quite complex and vary widely state to state, please have your accountant or controller review this section before implementing the use of special tax codes.

The end of this section includes some detailed examples of different ways to set-up and use special tax codes.

Add Special Tax Code

To add a new special tax code, select the Special Tax Code tab and click >**New**. The system will then launch the **Add New Special Tax Code** wizard, which includes a list of commonly used special codes. Select the type of code that best suits your needs (**Pension Plan**, **Cafeteria Plan**, **Fringe Benefits**, or **Tips**) or select **Custom** to create the code from scratch.

Once you have selected a code type, click >**Ok** and the system will prompt you for the following information:

- **Payroll Code Status**: Select a status of **Active** or **Inactive**.

- **Description**: Enter the new code's name or description. The system will allow a maximum input of 30 characters. The description you enter here is the name the system will display for this code on all Code Listings.

- **Abbreviation**: Enter an abbreviated name for this code. The system will allow a maximum input of 10 characters. When this code is used, the abbreviated name will print on the employee's check stub.

- **G/L Account Number**: If you are operating interactively with the CertiflexDimension General Ledger, enter this codes General Ledger account number. If you are not operating interactively with General Ledger, the system does not require you to define this field.

  If you are operating interactively with General Ledger, the system will ask for the account number in a pop-up window that supports scrolling and account listing **[F6]**.

  The system will still allow you to define a General Ledger account even if you are not operating interactively with General Ledger. It will print the defined account number on your Paycheck Summary report, but will not attempt to update to this account when a payroll is processed.

- **W2 Code**: The W2 code will allow you to define which W2 box this code will print in if this code is to be printed on the employee's W2.

For example, you may want to print a code in the "Other" box of the W2. Select the correct box for w2 printing. If this code is not to be printed separately on the employee's W2, select **None**.

- **Print YTD Amount on Check Stub**: Select this option to include the YTD Total of the earnings code on the employee check stub.

- **Always Negative (reimbursement/wage reduction)**: Select this option if the earnings code will result in a reduction of pay.

- **Allow on Special (bonus) Check**: Select this option to allow the earnings code to be used when recording pay data for special checks.

- **Include as Wages in % of Gross Pay Calculations**: Before describing when to select this check box, it is important to understand how the payroll system categorizes items that make up an employee's pay.

  For the earning side of an employee's pay, the payroll program separates all data into one of two categories. The first category is labeled Gross Pay and is a total of all hourly and salary pay data. The second category is labeled Additional Earnings and consists of all earning codes. The difference between the two classifications is when you are implementing a code that is based on a percentage of Gross Pay.

  For example, you have an employee that likes to contribute 10% of his pay to a company saving plan. If that employee earned a salary of $1000 in a pay period, but also received a $400 bonus for perfect annual attendance, the system could calculate the same amount as $140 (1400x10%). Since the system always calculates percentage amount of codes based on Gross Pay (excluding all additional earnings codes), it is simply a matter of hour you set-up the code used to give the employee bonus.

  If you want the system to calculate the saving as $100, set the bonus code as an earnings code. If you want the system to calculate the saving as $140, use this option.

  Select this check box if you wish the code to be included in any Gross Pay percentage calculations. If this option is checked, please note that this special code must be set as a fixed amount on the employees.

- **Include Earning in O.T. Calculations**: Select this check box if you want the code amount to be included in the weighted average overtime calculations. Do not select this check box if the special code will be used as a deduction style.

- **Include Amount in Net Pay**: Select this check box if you want the code amount to be included in Net Pay. Codes such as 401k, earnings type codes, deduction type codes, etc would normally be checked because these types of codes will affect the employee's net pay. Codes such as Tips, Fringe Benefits, etc., would normally not be checked because these amounts are not included in the employee's net pay.

- **Treat as Earning Code**: Select this check box if this code amount will be used as an earning code that is not exempt from any taxing entities. Selecting this check box will not allow defining of active payroll tables.

  If you are using the advanced departmental features of payroll, do not select this check box. Use the active payroll tables option for active tax tables.

- **Treat as Deduction for Employee Check Stub**: Select this check box if this code amount should be displayed on the employee's check stub as a deduction.

All special tax codes selected for inclusion in Net Pay calculations will also automatically be included in Total Earnings and Gross Pay. For employee convenience, you can optionally present special tax codes as deductions on the check stub. This feature is normally used for codes presented as negative amounts.

To activate this feature on any special tax code, select **>Maintain Special Tax Codes**, highlight the code you wish to change and click **>Edit**. Select **>Treat as Deduction for Employee Check Stub** and click **>Save**.

This feature only changes the employee check stub presentation and does not affect the actual gross pay or wages within the payroll system.

For example, most pension plans are set up to use a negative special tax code. A salaried employee earning $1,000 and contributing $75.00 to a 401(k) and paying $125.00 in taxes would see the following totals on their second check of the year:

Added to Total Earnings (Typical)		vs.	Treat as Deduction for Stub (New)	
Salary:	$1,000.00		Salary:	$1,000.00
401(k):	-100.00		401(k):	-100.00
Taxes:	125.00		Taxes:	125.00
Total Earnings:	**900.00**		Total Earnings:	**1,000.00**
Total Deductions:	**125.00**		Total Deductions:	**225.00**
Net Pay:	$ 775.00		Net Pay:	$ 775.00
Gross Pay YTD:	**$1,800.00**		Gross Pay YTD:	**$2,000.00**

Active Payroll Tables

In this option, you will be able to set a list of active payroll tables that will be affected by this special code. If this special code is based on a wage reduction for certain taxing entities (use negative amounts on employees), the list of active tax tables should be all tables that are EXEMPT from tax for this code. If this special code is based on an additional wage benefit for certain taxing entities (use positive amounts on employees), the list of active tables should be all tables that are NOT EXEMPT from tax for this code.

Click the **Active P/R Tables…** button to display the following screen.

The list on the left is the **Active Table List**, which contains all the tables that are set to be active for this special code. The list on the right is the **Available Table List**, which contains all tables that will NOT be active for this special code. To move table(s) from the Available List to the Active List, select the tables on the Available List and click **>Add**. To move table(s) from the Active List to the Available List, select tables on the Active List and click **>Delete**.

Special Tax Code Examples

The special tax code features available in CertiflexDimension Payroll allow the system to handle most of the popular tax plans being used today. Below you will find two examples of the most common tax plans.

> **NOTE**: Not all states or companies will be able to use these examples. It is strongly recommended that you discuss the taxing criteria of the tax plans for your company with your accountant or controller before implementing these plans.

401k Plan

In this example, we will use an employee that makes $1000.00 in wages and contributes $100.00 to a qualified 401k plan. The employee works in a state that allows 401k deductions for state withholding and employer state unemployment.

Under **Active P/R Tables…**, add the following tables to the **Active Table List**:

- Federal Withholding Table
- Federal Unemployment Table
- State Withholding Table
- State Unemployment Table

Also set the following options to be:
```
W2 Code:                                   Code [D]
Include Earnings in OT Calculation:        Not Checked
Include Amount in Net Pay:                 Checked
Treat as Earnings Code:                    Not Checked
Include as Wages in % of Gross Pay Calculations:  Not Checked
```

Next, access the employee that will use the new 401k special (tax) code. Under that employee's **Pay Data Controls**, access the **Earnings/Deduction/Tax Codes** and add the new special (tax) code with a permanent amount of $100.00-(make sure the amount is negative).

When the employee is paid, the following wages are used to calculate withholding and employer tax amounts:

```
Federal Wages            ($1000.00 - 100.00)  $900.00 FIT
Federal Unemployment Wages ($1000.00 - 100.00)  $900.00 FUTA
FICA Employee Wages      ($1000.00 - 0.00)    $1000.00 FICA
FICA Employer Wages      ($1000.00 - 0.00)    $1000.00 FICA
Medicare Employee Wages  ($1000.00 - 0.00)    $1000.00 Medicare
Medicare Employer Wages  ($1000.00 - 0.00)    $1000.00 Medicare
State Wages              ($1000.00 - 100.00)  $900.00 SIT
State Unemployment Wages ($1000.00 - 100.00)  $900.00 SUTA
```

Section 125 (Cafeteria Plan)

In this example, we will use an employee who receives a salary of $1000.00 per pay period. The employee elects a non-cash supplement of $80.00 for medical insurance and $20.00 for dental insurance. The employee works in a state that does NOT allow deductions for Section 125 plans for state withholding or employer state unemployment. Create a new special (tax) code, as defined above.

Under **Active P/RTables…**, add the following tables to the **Active Table List**:

- State Withholding Table
- State Unemployment Table

Set the following options to be:
```
W2 Code:                                   OTH-1
Include Earnings in OT Calculation:        Not Checked
Include Amount in Net Pay:                 Checked
Treat as Earnings Code:                    Not Checked
Include as Wages in % of Gross Pay Calculations:  Not Checked
```

Next, access the employee that will use the new tax plan. Under that employee's **Pay Data Controls**, access the **Earnings/Deduction/Tax Codes** and add three codes with permanent amounts such as:

```
Section 125          $100.00
Insurance Deduction  $80.00
```

```
Dental Deduction       $20.00
```

When this employee is paid, the following wages are used to calculate withholding and employer tax amounts:

```
Federal Wages             ($1000.00 - 0.00)    $1000.00 FIT
Federal Unemployment Wages ($1000.00 - 0.00)    $1000.00 FUTA
FICA Employee Wages       ($1000.00 - 0.00)    $1000.00 FICA
FICA Employer Wages       ($1000.00 - 0.00)    $1000.00 FICA
Medicare Employee Wages   ($1000.00 - 0.00)    $1000.00 Medicare
Medicare Employer Wages   ($1000.00 - 0.00)    $1000.00 Medicare
State Wages               ($1000.00 + 100.00) $1100.00 SIT
State Unemployment Wages  ($1000.00 + 100.00) $1100.00 SUTA
```

Change Special Tax Code

To change an existing special tax, highlight the desired code and click >**Edit**. For an explanation of each field, refer to the **Add Special Tax Code** section.

Delete Special Tax Code

Warning! You should NEVER delete a special tax code that has been used in payroll processing. The system will insure that no employees in the current year are actively using the special tax code but remember that the payroll system can store unlimited years of payroll data that often contains hundreds of thousands of records. Deleting a special code that has been used in payroll processing will make historical data unreliable. If you no longer need a special tax code, it is best to set that code's **Payroll Code Status** to **Inactive**. Delete a code and then re-adding the code will not fix historical data.

To delete a special tax code that has never been used in payroll processing, highlight the desired code and click >**Delete**.

Maintain Tax and Information Tables

The payroll system includes an extensive set of tax and information tables. All standard federal and state tables are available as well as an unlimited number of user defined tables.

To access the Maintain Tax and Information Tables, click **>Maintain Lists >Payroll >Tax and Information Tables**.
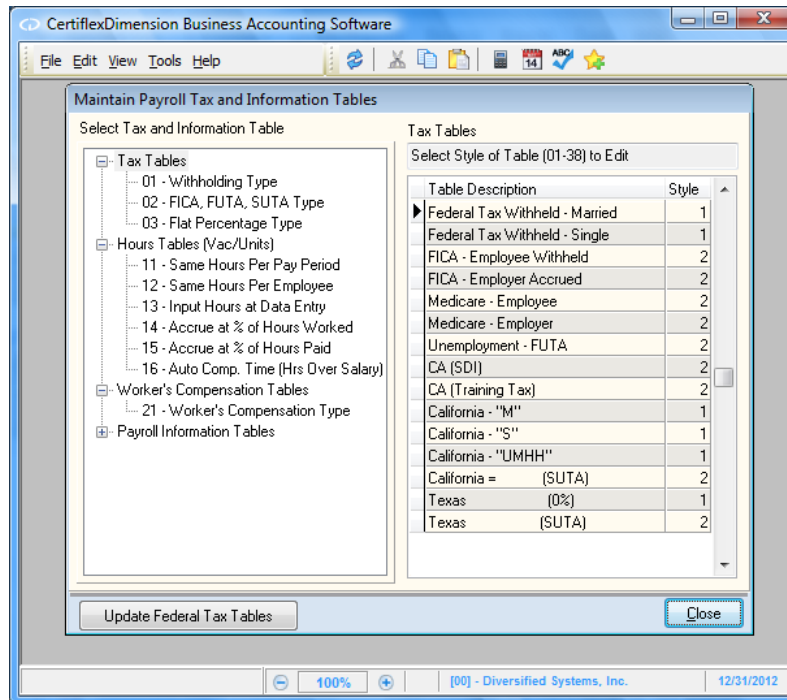
If you entered pay data for the current pay period but have not printed paychecks yet, a reminder message may appear. If you make any changes to the payroll tables that can affect the currently entered pay data, reset the pay data for any employees related to the changed payroll tables.

Updating Standardized Federal/State Tax Tables

All Federal and State tax tables that contain standard (same for all companies) wage brackets, limits, percentages and exemption values are automatically maintained and updated. Tax updates for these tables may be installed from your most recent Disk Maintenance CD, or downloaded in-program (**>Tools >Software Updates**).

Once federal/state tax updates have been downloaded, the system will automatically implement these updates the next time you access record pay data for each company. To implement all downloaded tax updates to all companies at once, click **>File >Supervisor Options >Advanced System Maintenance Options**. At the **Auto-Update PR Tax Tables** screen, click on the **Perform Auto-Update** button.

SUTA percentages are not automatically maintained because these percentages vary by company.

> **NOTE**: Federal wage brackets, limits, percentages and exemption values cannot be edited manual. Once new tax table updates have been installed, they can be implemented at the **Auto-Update PR Tax Tables** screen, as described above. If you do not have a current Disk Maintenance contract required to receive software updates, call 1-(800)-237-8435 for more information about purchasing this valuable service.

The outline on the left side of the screen contains the following topics and sub-topics:

- **Tax Tables**

    01- Withholding Type

    02- FICA, FUTA, SUTA Type

    03- Flat Percentage Type

- **Hours Tables (Vac/Units)**

    11- Same Hours Per Pay Period

    12- Same Hours Per Employee

    13- Input Hours at Data Entry

    14- Accrue at % of Hours Works

    15- Accrue at % of Hours Paid

    16- Auto Comp. Time (Hrs. over Salary)

- **Worker's Compensation Tables**

    21- Workers Compensation Type

- **Payroll Information Tables**

    31- Withholding Type

    32- FICA, FUTA, SUTA, Type

    33- Flat Percentage Type

    34- Same Amount Per Pay Period

    35- Same Amount Per Employee

    36- Input Amount at Data Entry

    37- Accrue Amount at Dollars per Hour Worked

    38- Accrue Amount at Dollars per Hour Paid

The table list on the right side of the screen will either be a list of all tables within a topic or only tables for a specific sub-topic. It depends on the open section of the outline on the left. To be able to add/change or delete any tables, you must choose a specific table style by selecting a sub-topic from the outline. For example, to make a change to a withholding type tax table, select the sub-topic **01 – Withholding Type** and click >**Edit**.

Since most of the 18 different style tax and information tables require the same setup, the next section of this documentation will describe information common to all table types and individual facts on each specific table style.

Global Table Information

Add New Tax and Information Tables

To add a new table or copy a default table, you must first select a sub-topic of the style of table you wish to add. If the type of table you wish to add contains system defaults, click >**Add Default** to review a list of all default tables available for the one you wish to use.

For example, if you wished to add all California state tax tables to your existing system, you would first select a sub-topic [01-Withholding Type] from the outline and then click >**Add Default**. You would then select the 'California Married' table and then click >**OK.** Click >**Save** to add it to the withholding type table list. Then repeat the process for the 'California Single' and "California Head of House Hold' withholding tables. Select sub-topic [02-FICA, FUTA, SUTA Type] from the outline and use **Add Default** to add the remaining California tables. These include 'California SUTA, 'California Training Tax' and 'California SDI'. Remember that even thought most states do not contain as many tables as California, do not forget to add SUTA type tables from the sub-topic [02-FICA, FUTA, SUTA Type] for your additional states. Your primary state should have been preset by the Creating a new company process. For detailed information on each table, refer to the **Global Table Information** section.

Change Tax and Information Tables

To edit or change and existing tax table, first select the proper sub-topic from the outline and then highlight the desired table on the right and click >**Edit**. For detailed information on each table, please refer to the **Global Table Information Detail** section below.

Delete Tax and Information Tables

Warning! You should NEVER delete a tax and information table that has been issued in payroll processing. The system will insure that no employees in the current year are actively using the table. Remember that the payroll system can store unlimited years of payroll data that often contains hundreds of thousands of records. Deleting a table that has been used in payroll processing will make historical data unreliable. Deleting a table and then re-adding it will not fix historical data.

To delete a tax and information table that has never been used in payroll processing, highlight the desired table and click **>Delete**.

Global Table Information Detail

When you select add or edit a table, a screen similar to the one below will appear:

- **Description**: Enter the description for this table. The system will allow a maximum input of 30 characters. If you are changing a pre-defined table (Add Default), you will not be allowed to access this field.

- **Tax Entity**: Select the tax entity that is appropriate for this table from the list of Federal, State, Local or N/A. If you are changing a predefined table (**Add Default**), the system will not allow you to access this field.

- **Withholding Status**: Select the withholding status that is appropriate for this table for the list of From Employee, For Employer, Employee Net (adds to employee net pay like E.I.C), Dollar Statistics, Hours Statistics, or N/A. If you are changing a predefined table (**Add Default**), the system will not allow you to access this field. All tables from the hours topics are predefined as Hours Statistics. For example, if you were adding a local state tax table, you would set the withholding status to be From Employee.

- **Tax I.D. No.**: Enter your company's identification number that applies to this tax table. If this is a federal table, enter your company's F.E.I. number. The system will allow a maximum input of 20 characters.

- **Entity ID**: The Entity Identifier is used by the system to link common tables together that use the multiple filing status system. Normally you would not change this field unless as instructed by our technical support department.

- **Default Table**: Select this check box if you wish the system to automatically add this table to any new employees added to the system.

- **W2 Box**: Select the appropriate W2 Box for this table. All federal withholding tables should be set to federal/none.

Ledger Accounts

> **NOTE**: Ledger Accounts are not available on "Hours" type tables.

- **Payable**: If the current tax table's Withholding Status is set to withhold from employee or withhold for employer, the system will allow you to define the General Ledger Payable account for this table.

  If you are operating interactively with the CertiflexDimension General Ledger, the system will ask for the account number in a pop-up window that supports scrolling and account listing **[F6]**.

If you are not operating interactively with the CertiflexDimension General Ledger, the system will still allow you to define a General Ledger account. The system will not attempt to update to this account when a payroll is processed but the system will print the defined account number on your Paycheck Summary report.

- **Expense**: If the current tax table's Withholding Status is set to withhold for employer, the system will allow you to define the General Ledger Expense account for this table.

  If you are operating interactively with the CertiflexDimension General Ledger, the system will ask for the account number in a pop-up window that supports scrolling and account listing **[F6]**.

  If you are not operating interactively with the CertiflexDimension General Ledger, the system will still allow you to define a General Ledger account. The system will not attempt to update to this account when a payroll is processed but the system will print the defined account number on your Paycheck Summary report.

Minimum Hours/Execution Codes

- **Min. Hours**: If the current tax table requires that no tax be calculated unless a minimum number of hours are worked within the current pay period, set the minimum number of hours here. If no minimum hour is needed for the current table, leave this field set to zero.

- **Code One-Code Four**: Execution codes 1-4 are normally used on withholding tables and direct the internal payroll programs in the execution of more complex withholding calculations. You should not change the current execution code setting without the direct assistance of our technical support staff.

For any remaining detailed information about a specific style or sub-topic type of table, please refer to the **Topic-Tax Tables** section below.

Topic - Tax Tables

The topic of Tax Tables contains the most widely used style of tables. The sub-topics include [01-Withholding Type]. [02-FICA, FUTA, SUTA Type] and [03-Flat Percentage Type]. All federal and state tables that contain defaults are included in this topic. Federal tax amounts change annually. Currently over 50% of states are changing their withholding formulas at least once a year. All standardized federal or state tax table limits, percentages, and exemptions are automatically updated as part of your disk maintenance service available for CertiflexDimension.

> **NOTE**: Payroll tax updates are only available to customers with a current Disk Maintenance Contract for their CertiflexDimension.

All tables under the topic of Tax Tables ask the following information:

- **Tax Calculation Uses Number of Dependents**: Select this check box if the current tax table will use the number of dependants set on each employee for calculating the current tax to withhold. You normally would not change this field on any tax table added from the default list.

- **Tax Calculation Uses Annual Exemption Value**: Select this check box if the current tax table will use the annual exemption value set on each employee for calculating the current tax to withhold. You normally would not change this field on any tax table added from default list. If your state withholding tables use an annual exemption value that will need a set on each employee, the instructions for calculating the amount for each employee can be located on the tax report listing printed in detailed format.

- **Check Filing Status**: Select this check box if the current tax table is one in a group that represents one tax entity.

  For example, a filling status for married currently requires a separate table than a filing status of single for federal income tax withholding. You would normally not change this field on any tax table added from the default list.

Amounts

- **Style 01 – Withholding Type**: Withholding Type tables are where the majority of taxes withheld from employees are stored. Most tables of this type include wage bracket or multi-layered tax. **Style 01** contains the defaults for all 50 state and federal calculations and style 01 is also available for consideration in the special tax code set-up wizards. The following additional detail is asked when adding or changing this type of table:

  o **Standard Exemption Value**: If the current table uses an exemption value per dependant, enter the value of one exemption here.

  o **Maintain Lower Limits/ Additional Amount/Percentages**: When you select this option, the system will display a window that will allow you to change up to 14 lines of wage bracket style limits and percentages. Unless you understand annualized withholding tax structures, you will need technical assistance in defining tax tables from scratch.

- **Style 02 – FICA/FUTA.SUTA Type**: This style of table uses flat percent calculations with support of upper and lower limits. Most federal and state unemployment tables are included in this sub-topic. The following additional detail is asked when adding or changing this type of table:

  o **Standard Exemption Value**: If the current table uses an exemption value per dependant, enter the value of one exemption here.

  o **Percentage**: Enter the percentage amount for the selected table. For example, if your company unemployment percentage for your state is .03%, enter that information here.

  o **Upper Limit**: Enter the upper wage limit for the selection table. The upper limit tells the system to no longer accrue this tax amount for an employee whose wages have met or exceeded the amount defined here.

  o **Lower Limit**: Enter the lower wage limit for the selected table. The lower limit tells the system to not accrue this tax amount for an employee until his YTD wages have met or exceeded the amount defined here.

- **Style 03 – Flat Percentage Type**: This style of tables uses flat percent calculations with no support of upper and lower limits. The following additional detail is asked when adding or changing this type of table:

  o **Standard Exemption Value**: If the current table uses an exemption value per dependant, enter the value of one exemption here.

o   **Percentage**: Enter the percentage amount for the selected table.

Topic - Hours Tables (Vac/Units)

The topic of Hours Tables contains the list of tables used in tracking hours types on employees. The sub-topics include [11- Same Hours Per Pay Period], [12- Same Hours Per Employee]. [13-Input Hours at Data Entry], [14-Accrue at % of Hours Worked]. [15-Accrue at % of Hours Paid] and [16- Auto Comp. Time (Hrs. over Salary)]. The most common types of hours tables include vacation and sick time.

All tables under the Topic of Hours Tables ask the following information:

- **Include Dollar Amount in Average O.T. Calculation**: Select this check box if you want the system to include any pay hours or units for this table for commission or piece meal when calculating the amount of hourly effective pay to be multiplied by time and one-half when paying for overtime. If you do not want the system to include this table in the overtime amount calculation, do not select this check box.

- **Style 11 – Same Hours Per Pay Period**: This style of hours tables will automatically accrue the number of defined hours based on the employee's pay period type (monthly, semi-monthly, etc.). This option will allow you define different accrual hour rates on an employee by employee basis.

    For example, if you want the system to accrue a certain number of defined hours for monthly payroll employees and a different number of hours for employees paid semi-monthly, you would select this option.

    Since the number of hours to accrue each pay period is set on each employee, there are no additional requirements for this type of hours tables.

- **Style 12 – Same Hours Per Employee**: This style of hours tables will automatically accrue the same number of defined hours for all employees set up with this table.

    For example, if all employees working in Department 1 receive a set number of vacation hours each pay period and the employees in Department 2 receive a different set number of vacation hours. You would define two hours tables using this option. One for Department 1 and another for Department 2. You would then define the corresponding hours tables based on the employee's department number on each employee's record. The following additional detail is asked when adding or changing this type of table:

    o   **Hours Per Pay Period**: Enter the hours per pay period you wish to accrue for all employees   that use this hours table.

- **Style 13 – Input Hours at Pay Data**: This style of hours table should be used if there is not a consistent basis for calculating accrued hours for this table and you wish to enter the hours at the time of enter pay data.

    Since the amount of hours to accrue each pay period is asked at enter pay data, there are no additional requirements for this type of hours tables.

- **Style 14 – Accrue at Percentage of Hours Worked**: This style of hours table should be used if you need an hours table to automatically accrue the number of hours based on a percentage of actual hours worked.

    For example, if you accrue vacation time at 4% of the actual hours worked, you would use this type hours table. The following additional detail is asked when adding or changing this type of table:

- o **Percentage of Hours Worked**: Enter the percentage amount of hours to add to the employee's accrual balance for each payroll based on the number of hours worked.

- **Style 15 – Accrue at Percentage of Hours Paid**: This style of hours table should be used if you need an hours table to automatically accrue the number of hours based on a percentage of actual hours the employee was paid for.

  For example, if you accrue vacation time at 4% of the actual hours paid, you would use this type of hours table. The following additional detail is asked when adding or changing this type of table:

  - o **Percentage of Hours Paid**: Enter the percentage amount of hours to add to the employee's accrual balance for each payroll based on the number of hours paid.

- **Style 16 – Auto Comp. Time (Hrs. over Salary):** This style of hours table is used for calculating comp-time hours for employees.

  For example, if you accrue comp-time for your employees at 1.5 hours for every 1 hour that they work over their normal 40 hour workweek. You would use this type of hours table. The following additional detail is asked when adding or changing this type of table:

  - o **Overtime Hours Factor**: Enter the factor amount of hours to add to the employee's comp-time account balance for each payroll based on the number of hours over the normal salary hours. For our example above, if the employee earned 1.5 hours for every 1 hour worked over base, we would enter 1.5 here.

Topic-Workers' Compensation Tables

This topic of tables will allow you to define an unlimited number of workers' compensation tables. If you have different worker's compensation rates for different types of work duties, you can use the tables to accrue your workers compensation costs and to accumulate the amount for your workers' compensation reports.

- **Style 21 – Worker's Compensation Type**: The following additional detail is asked when adding or changing this type of table:

  - o **WC Code/ Report Name**: Enter in your workers' compensation code followed by the name of the code you wish to print on your Worker's Compensation report.

  - o **Percentage**: Enter the percentage rate for this workers' compensation table.

  - o **Include O.T. Premium in Wages**: Select this check box if you want the system to include the cost calculations the double-time premium portion of any wages earned. Most workers' compensation plans do not charge for the premium portion of wages earned.

  - o **Include D.T. Premium in Wages**: Select this check box if you want the system to include in the cost calculations the double-time premium portion of any wages earned. Most workers' compensation plans do not charge for the premium portion of wages earned.

Topic – Information Tables

The topic of Tax Tables contains most tables not covered in the first three topics. The sub-topics include [31-Withholding Type], [32-FICA, FUTA, SUTA Type], [33-Flat Percentage Type]. [34-Same Amount Per Pay Period], [35-Same Amount Per Employee]. [36-Input Amount at Data Entry]. [37-Accrue Amount at Dollars per Hour Worked] and [38-Accrue Amount at Dollars per Hour Paid]. Common uses of these types of tables include employer accrual of health insurance premiums, vacation expense, sick time expenses, etc. You may also use these tables for miscellaneous amounts to deduct from an employee that are not taxes but are bases on a calculation similar to taxes.

- **Style 31 – Withholding Type**: Withholding Type tables are where the majority of taxes withheld from employees are stored. Most tables of this type include wage bracket or multi-layered tax. The following additional detail is asked when adding or changing this type of table:

  - o **Standard Exemption Value**: If the current table uses an exemption value per dependant, enter the value of one exemption here.

  - o **Maintain Lower Limits/ Additional Amount/Percentages**:   When you select this option, the system will display a window that will allow you to change up to 14 lines of wage bracket style limits and percentages. Unless you understand annualized withholding tax structures, you will need technical assistance in defining tax tables from scratch.

- **Style 32 – FICA/FUTA/SUTA Type**: This style of table uses flat percent calculations with support of upper and lower limits. Most federal and state unemployment tables are included in this sub-topic. You may also set this style to enable an employer matching type table that can be linked to a special tax code for pension plans (Code 4=99, and Link=Special Code Tracking Number). The following additional detail is asked when adding or changing this type of table:

  - o **Standard Exemption Value**: If the current table uses an exemption value per dependant, enter the value of one exemption here.

  - o **Percentage**: Enter the percentage amount for the selected table. For example, if your company unemployment percentage for your state is .03%, enter that information here.

  - o **Upper Limit**: Enter the upper wage limit for the selection table. The upper limit tells the system to no longer accrue this tax amount for an employee whose wages have met or exceeded the amount defined here.

  - o **Lower Limit**: Enter the lower wage limit for the selected table. The lower limit tells the system to not accrue this tax amount for an employee until his YTD wages have met or exceeded the amount defined here.

  If the table is set up as an Employer's Matching Pension table, you have the option of setting up a Safe Harbor style pension plan. This will allow you to set limits for partial and full matching employee contributions. If the table is an employer matching pension plan, you will receive the following prompts:

  - o **Employer's Partial Max. Matching:** Enter the percentage limit where the employer will partially match the employee contribution to the pension plan.

- o **Employer's Full Matching %:** Enter the percentage limit where the employer will fully match the employee's contribution to the pension plan.
- o **Std. Employee Max YTD$ Contribution:** Enter the maximum contribution per year that the employee can make to the pension plan in order to receive a matching contribution from the employer.
- o **Partial Matching Contribution % Rate:** Enter the percentage of the employee contribution that the employer will match when a partial matching contribution is required. For example, if the employer will match half of the contribution up to 5%, you should enter 50% in this field.
- **Style 33 – Flat Percentage**: This style of tables uses flat percent calculations with no support of upper and lower limits. The following additional detail is asked when adding or changing this type of table:
  - o **Standard Exemption Value**: If the current table uses an exemption value per dependant, enter the value of one exemption here.
  - o **Percentage**: Enter the percentage amount for the selected table.
- **Style 34 – Same Amount per Pay Period**: This style of information table will automatically accrue the same dollar amount based on the employee's pay period type (monthly, semi-monthly, etc.). This option will allow you to define different accrual amounts on an employee by employee basis.

  For example, if you want the system to accrue a dollar amount for monthly payroll employees and a different number of hours for employees paid semi-monthly, you would select this option.

  Since the dollar amount to accrue each pay period is set on each employee, there are no additional requirements for this type of information table.
- **Style 35 – Same Amount per Employee**: This style of information table will automatically accrue the same dollar amount for all employees set up with this table.
  - o **Amount Per Pay Period**: Enter the amount per pay period you wish to accrue for all employees that use this information table.
- **Style 36 – Input Amount at Pay Data**: This style of information table should be used if there is not a consistent basis for calculating accrued amount for this table and you wish to enter the amount at the time of enter pay data.

  Since the amount to accrue each pay period is asked at enter pay data, there are no additional requirements for this type of information table.
- **Style 37 – Accrue Amount at Dollars per Hour Worked**: This style of information table should be used if you need to automatically accrue an amount based on a rate per hour worked.
  - o **Rate per Hour Worked**: Enter the rate per hour worked.
- **Style 38 – Accrue Amount at Dollars per Hours Paid**: This style of information table should be used if you need to automatically accrue an amount based on a rate per hour paid.
  - o **Rate per Hour Worked**: Enter the rate per hour paid.

Transactions - Payroll

Record Pay Data

Record Pay Data allows you to input the pay data information necessary to print employee paychecks. Data entry in this option is very flexible. It allows you to input pay data information for each payroll period in the manner best suited for your business.

To enter employee pay data, click **>Transactions >Payroll >Record Pay Data**.

When you select **Record Pay Data** for the first time after a paycheck run, the system will prompt you for the beginning and ending pay period dates, that you are entering pay data for.

The system will only prompt you for these dates the first time you enter **Record Pay Data** after a paycheck run.

Selecting an Employee

To begin recording pay data, you must first select an employee. To select an employee, either double-click >on the employee's name in the Record Pay Data employee listing, single click >on the employee's name in the Record Pay Data employee listing and click >**Start**, or type in the employee's **Access Key** and click >**Start**. For more information on Access Key indexing, refer to the **Defining the Payroll Master Data** section of this guide.

Employees that have been set to inactive will be suppressed during transaction entry. For more information on setting employees to inactive status (please refer to the **Maintain Lists** section). The Employee's pay data will only be visible to users with adequate access levels. For more information on maintaining access levels, please refer to the **Supervisor Options** section of the *System Manager Operations Guide*.

The recording of an employee's pay data can be categorized in four sections, Employee's Hourly Pay Line Detail, Employee's Additional Pay Codes, Pay Validation, and special options and pay functions.

Employee's Hourly Pay Line Detail

An Employee's Hourly Pay Line Detail is made up of the hour detailed lines entered on the selected employee. Recap totals of the hours and amounts are displayed in the top portion of the record pay data window. A detailed listing of each line that has been entered is also displayed in the lower section of the record pay data window. If you have previously entered time to the selected employee, all prior detailed lines will be displayed and totaled. If the selected employee does not have any previously recorded time, but is a salaried employee, the standard salary is automatically retrieved.

Record Pay Data - Detail Line Prompts

Each line of pay detail consists of up to seven pieces of data.

The first prompt on the line may be set by clicking >**Options** >**First Pay Line Prompt**, and then selecting **Pay Class**, **Job Number** (if applicable), **Department** or **Hours**.

- **Pay Class**: This prompt is used to define any special hours classification needed for the current pay line. The default value of **Pay Class** is **Regular**, but you may classify any pay line to be associated with any hours tables you may be using within the payroll system.

- **Job No.**: This prompt is only available if the current company for which you are recording pay data has open Jobs defined in the CertiflexDimension Job Cost system. To classify the current pay line to a job, enter the desired job number. To see a list of active jobs, press **[F6]**. To classify the current pay line to the main company, leave the job number blank. Unless the job number is left blank, all job numbers entered will be validated against the current open job list for the current company. You may optionally disable or enable the job number prompt during any pay sessions by clicking **>Options >Ask Job Number**.

> **HINT**: The default value of the Job Number is **Blank**, or no job classification. You may repeat the last job used by keying a period (.)

- **Day (of the month 1-31)**: This prompt may be used to specify the actual date the current pay line was worked. It will only be available if the payroll master data switch for **Ask Date** is enabled. If active, the date worked must be a valid date between the beginning and ending pay period dates originally selected for this pay session.

- **Department**: This prompt is used to classify which department the current pay line will be allocated to. All pay lines must contain a valid department number. To see a list of active departments, press **[F6]**.

> **NOTE:** If you are using the advanced departmental features of Payroll, and the selected department includes tax and information tables that do not exist on the selected employee, the required tables will be automatically added to the employee.

- **Hours Type**: This prompt is used to classify the current pay line hours into one of the following categories:
  - 0 – Salary Hours
  - 1 – Standard Hours
  - 2 – Overtime Hours
  - 3 – Double-time Hours
  - 4 – Units (Piece Meal)

  Salary Hours Type (0) is only available if the selected employee has a standard salary amount. The Hours Type will default to 0 for the salaried employees and 1 for hourly employees.

- **Hours**: This prompt is used to enter the hours or units worked for the current pay line. It supports up to two decimal places. Direct time card entries should enter total minutes as a fraction of hours (15 minutes = .25 hours). To can also enter continuous hours based on time cards, by clicking **Options**, and then **Time Card**. The hours field may not be zero.

- **Pay Rate Number**: This prompt is used to enter the pay rate number (1-10) of the current pay line.

Example – Entering a pay rate 2 will automatically look up the pay rate #2 for the selected employee. No pay rate is required for a salary pay type (Type 0). The pay rate prompt will also be disabled for the current pay line if the hours type is overtime (Type 2) or double-time (Type 3) and you have your payroll master data set to automatically calculate premium wages by either average or weighted average.

In either of these cases, the actual pay rate is calculated based on the standard pay rates used. If you need to enter a custom pay rate for a normal pay line, you may enter a pay rate number of zero and the system will display a special pay rate options window. The window includes some average pay rate calculations along with the ability to enter a specific pay rate (a rate not currently set-up on the selected employee) or pay amount. The pay rate number will default to 0 for salary employees and the pay rate number 1 for hourly.

Accept Line Detail

Clicking the **Accept Line** button will add the line to the selected employee's pay data. If the current pay line contains invalid data, it will be noted and the pay line will not validate until the invalid data is corrected. After accepting, the system will clear the pay line to default values and you may begin entering the next pay line for the selected employee. If there are no more pay lines for the employee, you may proceed to the pay codes section for the employee if needed, or validate all current pay data.

> **NOTE**: No pay data lines are actually committed to file until the selected employee has been validated and saved.

Cancel Detail Line

To cancel the current pay data line and return the pay data prompts to their defaults, click >the **Cancel Line** button.

Editing Existing Detailed Lines

To edit an existing detailed line, select the window containing the detailed list of pay lines for the employee. Either single click >to highlight the line you wish to edit and press **[F2]**, or double-click >the desired line. The program will allow you to edit the existing line and save it when you click >the **Accept Edit** button. To delete an existing pay line, highlight the desired line you wish to remove and press the **[Delete]** key. The system will then prompt you to confirm deletion of the selected pay line.

Other Pay Line Detail Options

- **[F5] Clear Pay**: This button may be used to delete all current pay lines for the selected employee. This is helpful if you have entered several detail lines incorrectly. The clear pay option will clear only the pay detail lines of the current employee. If you need to delete all hours and current pay data for one or more employees, click >**Options**, and then click >**Reset Hours & Pay Data** prior to selecting an individual employee.

- **[F7] Pay Standard**: If you wish to pay an employee their standard hours allocated to their default department, click >**Pay Standard**. This option will delete any existing pay detail for the current employee and add one pay line for the standard hours allocated to the employee's main (default) department.

If the employee is a salaried employee, the pay rate will be set to salary and the salary amount will be retrieved from the employee. If the employee is not salaried, the pay rate for the standard line will always be pay rate number 1 for the employee. Since this option does not automatically validate, you can enter any additional pay codes for the employee prior to validating.

- **[F8] Pay Standard & Validate**: If you wish to pay an employee their standard pay, and do not need any specific pay codes, you can select this option. The system will not only enter the standard pay for the selected employee, but also validate and save the pay data.
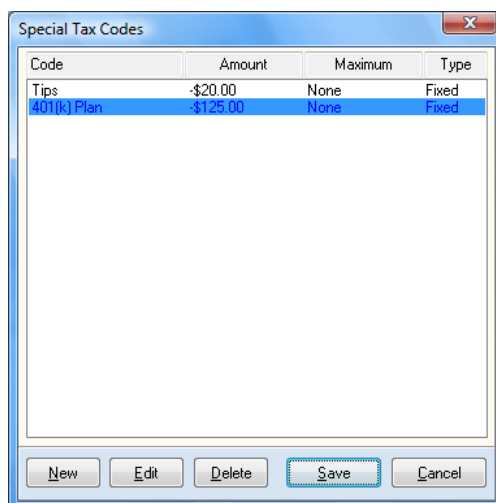
Employee's Additional Pay Codes

This section will discuss the use of additional pay codes that can be used in an employee pay calculation. There are three main types of pay codes (**Earning Codes**, **Special Tax Codes** and **Deduction Codes)**. For a more detailed list on how each code may affect pay and/or taxes, please refer to the **Earnings, Deductions and Special Tax Code** section of this guide.

It is important that you have a basic understanding of how and when the Payroll system will retrieve and use additional pay codes. When you select an employee to record pay data who has no existing pay data for the pay period, the system will automatically retrieve any Pay Codes from the employee file that are set up to use a fixed amount or percentage for each pay period. (I.e.: The employee has insurance deduction of $25.00 or has a special tax code for a pension plan deduction of 3.00%). If the selected employee already has pay data that was previously validated for the pay period, all pay codes and amounts recorded in previous sessions for this employee will be displayed one the **Record Pay Data** detail window. The number of active pay codes and their total amounts will be displayed in the center of this window, beside their respective maintenance buttons.

Add/Change/Delete Pay Codes

To add a new code or to change/delete existing pay code, select the code maintenance button of one of the following: **Earning Codes**, **Special Tax Codes,** and **Deduction Codes**.

The code window will display an active list of codes for this employee and code type (i.e.: Earning Codes). The list includes the code name, the current amount of the code, the maximum amount of the code, and the code type of fixed ($), or calculated (%). The remaining balance of a code on an employee normally determines the maximum amount of a code. The exception to the maximum amount is if the code is used as part of a pension plan, which is linked to an employer-matching table. In this special case, the employer matching tax table sets the maximum amount of the code.

Add New Pay Code

To add a new code to the current code list, click **>New**, select the desired code from the new code window, and click **>Ok**. The system will then prompt you for the amount of the code. Enter the amount of the code, and then click **>Ok** to add the code.

Edit Existing Pay Code

To change an existing code, highlight the desired code and click **>Edit,** or double click >the desired code. The system will then prompt you for the amount. Enter the amount of the code, and then click **>Ok** to save the amount to the active code list. Please note that if you edit an existing code that was being calculated (based on % of wages), it will become fixed in nature.

Delete an Existing Pay Code

To delete an existing pay code from the code list either highlight or click **>Delete**, or double click the desired code. The code will automatically be deleted from the active code list.

Save

After making all desired changes to the selected code list, click **>Save**. This will return you to the **Record Pay Data** window. Click **>Cancel** to discard your changes and return you to the **Record Pay Data** window.

Other Additional Pay Code Options

- **[F3] Reset Codes**: If you wish to delete any codes that you have added to the employee during the current payroll, click **>Reset Code**. This option will delete all existing codes from the employee's current pay, and retrieve any Pay Codes from the employee file that are set up to use a fixed amount or percentage for each pay period.

- **[F4] Clear Codes**: If you would like to delete all codes for the current employee, including codes that are set up with a fixed amount or percentage for each pay period, click **>Clear Codes**.

Pay Validation

Once you have entered all employee pay detail and pay codes, click **>Validate** to complete the pay data cycle for the selected employee.

The system will display the pay validation screen and calculate all taxes for the selected employee. All total information for the employee's paycheck will be displayed. If you click **>Save**, this will update all paycheck data for the employee. If you click **>Cancel**, the window will return you to Record Pay Data for the employee in order to continue making changes to the selected employee.

Caution

The system will allow you to make changes to any calculated tax or calculated hours. If you are just beginning to use Payroll and you are entering a manual check to represent the total pay and withholding the employee has made this year; it needs to match the taxes already withheld from the employee. You may need to change the tax withholding amounts to match your previous payroll system.

In normal payroll processing you should not need to change calculated tax amounts. All withholding style taxes are calculated based on an annualized percentage method approved by Federal and State agencies. Current updates to all Federal and State Withholding tables are readily available as part of the CertiflexDimension Disk Maintenance Service. *You should consult your accountant or company controller before changing any calculated tax amounts*.

> **Warning!** All manual changes will be removed if you later revalidate an employee's pay.

If you need to change a calculated amount, click >the button for the type of tax or hours you need to change (i.e.: **Edit Taxes**). The system will list all tables for the type you have selected. To change a calculated amount, highlight the desired table, and click **>Next**. The system will display a new window that will allow you to change the amount.

F.I.T. Supplemental Wages Calculations

In some situations, the IRS does allow an alternative withholding calculation for wages that can be classified as supplemental. To comply with the Federal Guidelines of calculating Federal Withholding by the annualized method, the system will always take the amount of current federal taxable wages, and multiply them by the number of pay periods for this employee for an entire year.

Example – If a weekly employee who has $200 of current wages the system will base the FIT calculation on $10,400 (200 x 52).

When the same employee has additional wages of $2,800 on one check, the system will base the FIT Calculation on $156,000 (3000 x 52). This is the IRS preferred method for calculating employee FIT.

If, however, the additional wages ($2,800) can be classified as supplemental wages, you may alternately choose to have the system classify them separately from the base wages. The system would base the FIT calculation on the original $10,400 (200 X 52), plus a fixed percentage (normally 28%) of the wages that can be classified as supplemental wages. In order to activate the FIT supplemental wage calculation, click **>Edit Taxes**, highlight the Federal Income Tax Table for the employee, and click **>Next**. Click **>FIT Supplemental Wages Calculation** and the system will display the Supplemental Wage Calculation window. Enter in amount to be treated as supplemental wages and FIT supplemental percentage (normally 28%) and click **>Calculate**. The system will then recalculate the employee's FIT withholding based on the alternate method and display the new amount of FIT withholding. If you use the alternate method of FIT calculation and you later revalidate this employee's pay. The system will revert to the preferred method of annualized calculation. Only certain types of wages can be classified as supplemental wages. For more information on types of wages that can be treated as supplemental, please consult with your accountant and/or company controller.

Special Options and Pay Functions

The **Options** buttons contain a specialized list of additional functions you will find convenient in processing your current payroll.

The first three options are available at any time:

- **Set Period Pay Dates**: This option allows you to change the beginning and ending dates of a pay period.

- **First Pay Line Prompt…**: This option will allow you to determine the first prompt the system will use for entering a new pay line for an employee.

- **Ask Job Number**: This option is available to Job Cost users and will allow you to activate or deactivate the job number prompt.

- **Check Vacation/Sick Time Hours** : Select this option if you want to have the system check the employee's account on these types of hours and warn you if they have exceeded their balances.

The following options are available during the processing on an employee's pay (after selecting an employee and clicking **>Start**).

- **Employee Check Message**: This option will allow you to enter a special message to be printed on the selected employee's check. Employee check messages are always automatically deleted after check printing.

- **Edit Salary Amount**: This option is only available for salaried employees and will allow you to change the current salary amount for the selected employee.

- **Time Card Entry**: This option can be used to enter time card punches for the selected employee.

o **Assume Weekly Entry**: Select this check box if an employee works in the same department or job, and you wish to enter all time card entries for an entire week. After entering a set of time card entries, the weekly style entry will assume you wish to add more time before saving. The previous standard hours for a weekly style entry will always assume zero hours. A daily style entry will assume you are entering time on a daily basis and default to save after each set of time card entries. Daily style entry will always gather previous standard hours from the employee record pay data window.

o **4 Times per day** – Select this check box if you want to enter 4 time card punches per day.

o **Military Time** – Select this check box if your time card machine uses military time (6:00 PM shows as 18:00). If you are not using military time, you may add 12 hours to any set of cardpunches by selecting **Add 12 hours**.

o **Maximum Standard Hours** – Enter in the maximum standard hours you wish the system to use before creating overtime hours.

o **Previous Standard Hours** – The system will allow you to change the number of previous standard hours used before calculating overtime hours. This is convenient for people who are entering time on a weekly basis, and have hours from the previous pay period that will effect the overtime calculation.

   ▪ **Clock In – Clock Out**: Enter the clock in and out times for a set of cardpunches. For efficiency, time may be entered with a decimal separating the hour and minutes (12:17 am entered as 12.17)

   ▪ **Add**: Select this button to add the current punches to the total hours.

   ▪ **Save**: Select this button to save the total time and punches. It will return you to the record pay data window.

• **Special Check**: If you are entering a special check such as a holiday bonus, select this option. The system will clear pay codes that are not specifically set up for use on special checks, clear pay hours detail, and set standard salary amounts to zero. You should manually enter the bonus amount into an earning code, and then click **>Validate**. This option will also automatically suppress all hours and statistics only tables from activating. All employee and employer taxes will calculate as normal.

The following four options are available prior to selecting an employee:

- **Import Pay Data**: The import pay data option will allow you to import hours detail from third party software into the record pay data system. After importing, you may select the auto-pay option of validate all paid employees to complete the pay cycle for the imported time.
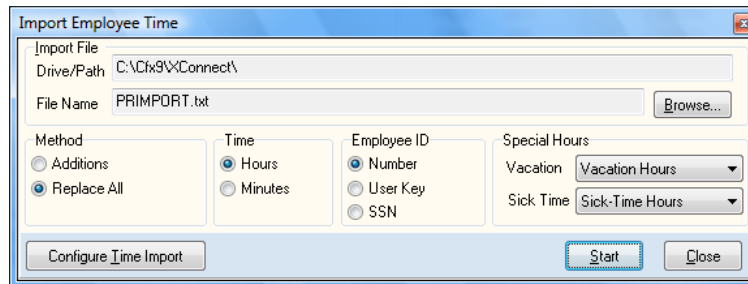
  - o **Import File**: The import file shows the location and name of your text file to be imported. It will default to the *cfx9\xconnect* directory with a filename of *timecloc.txt*. To modify any of this information, click **>Browse**, then change the drive/path assignments, and/or the filename.

    - **Method:**

      - **Additions**: Select this option to add the imported hourly pay data to the existing hours of an employee. Please be aware that this option will delete any additional pay codes you may have entered for an employee.

      - **Replace All**: Select this option to replace all pay data for any employee containing hourly pay detail in the import file.

    - **Time**:

      - **Hours**: Select this option if the time in the import file is in hours.

      - **Minutes**: Select this option if the time in the import file is in minutes.

    - **Employee ID**:

      - **Number**: Select this option if the employee ID in this file is the employee's number.

      - **User Key**: Select this option if the employee ID in the file is the employee's user key

      - **SSN**: Select this option if the employee ID in the file is the employee's Social Security Number.

      - **Vacation:** If you are importing standardized vacation time (vacation hours), select the Vacation Hours table to use for all employees.

      - **Sick Time:** If you are importing standardized sick time (sick time hours), select the Sick Time Hours table to use for all employees.

  - o **Configure Time Import**: The first time you use the system, you will need to configure the importer to correctly match your time clock system exporter. The CertiflexDimension Time Clock importer is extremely flexible in the manner in which it can read time card entries, but you will need to know how your time clock system is configured to export data. For more information on how your specific time clock system exports data, please contact your time clock vendor.

Once you know the style and order that your time clock system exports data, you can change the CertiflexDimension Time Clock importer to match the export format. To configure the CertiflexDimension importer, click **>Configure Time Import**.
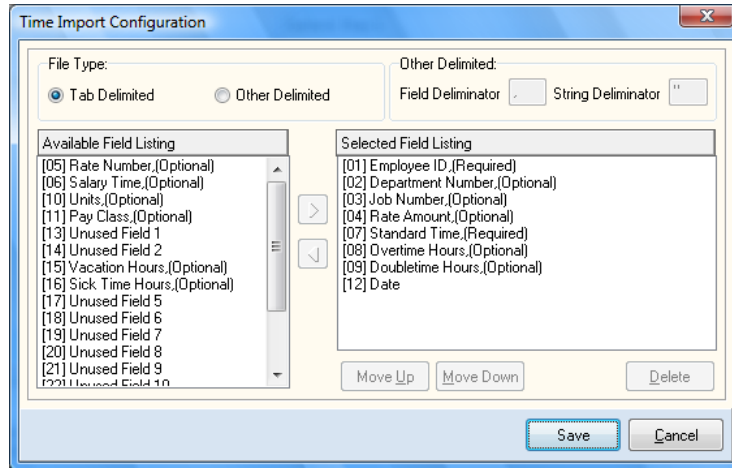
The first and most important part of configuring Import Pay Data is selecting the correct file type. You must select one of the following:

- **Tab Delimited**: Many popular spreadsheets and databases use this type of file. Tab delimited files separate fields within records by a Tab or CHR (9), where a Tab or CHR (9) separates the different data fields.

- **Other Delimited**: This file type uses a consistent character other than a Tab to separate the fields within each record. When selecting Other Delimited file type, you must also select the character used for the field delimiter. The most commonly used characters are a comma or an asterisk. Some software also includes an extra character around text fields called a String Delimiter. String delimiters are almost always double of single quotation.

The Import Pay Data configuration window displays two lists of data. The Available Field Listing containing the list of fields that Import Pay Data could use. The Selected Field Listing contains the active list of fields that impact pay data will use to gather data. You must have Employee ID and standard time in your file Selected Field Listing.

To move a data field from one list to the other, highlight the field by clicking on it and use the appropriate arrow key to complete the transfer. If you delete a field from the Selected Field Listing, it will automatically return to the Available Field Listing. Make sure the order of the data fields match the data exported by your time recording. Use the Move Up or Move Down button to change the order of the fields.

> **NOTE**: If the data contains unwanted fields, mark the position(s) with an Unused Field from the Available Field Listing.

Example – Your time clock system exports an employee number, employee name and standard minutes. Since Dimension does not need the employee name, you would set your selected field list to be:

[01] Employee ID

[13] Unused Field 1

[07] Standard Time

Any fields that say **Optional** beside them, and are not on your selected field list will be set to their defaults. For example, if the department number is not defined, it will take the department number from the employee record. If the rate and rate amount are not defined, the system will look for the rate for the department. If it does not find one, it uses rate 1 on the employee. Once you have configured it to match the fields in your file, click >**Save**.

- o **Start**: Once you have configured the time importer to read your file, click **>Start** to begin processing your file. If the system detects any errors in your file, a window will appear showing you a list of the invalid data. You will see the description of the error, what data was invalid and the error type. If you have only non-critical errors, you may choose to **Continue** or **Cancel**. If you continue, you will get default data for any information that it could not find. After importing, you may select the auto-pay option of Validate All Paid Employees to complete the pay cycle for all imported time.

- **Reset Pay Data & Hours** – The Reset Pay options will delete all pay data for the selected employees.

  - o **Reset all Hours and Pay Data**: **Warning!** If you select this option you will delete all current pay hours and calculations for the pay period for all employees.

  - o **Reset Selected**: If you select this option, it will allow you to choose which employees you wish to reset. If you would like to reset hours for employees within a certain department, do not select All Department check box, select the specific department number you wish to use. Highlight all employees you wish to reset, and then click **>Ok** to reset the pay data for the selected employees.

- **Auto Pay Options…**: This option can be used to automatically pay employee groups.

  - o **Auto-Pay all Salaried Employees**: This option allows you to automatically pay all salaried employees. Selecting this option will give you a list of all salaried employees who do not currently have active pay data. Click >**OK**, and the system will automatically pay each employee their standard salary hours and wages allocated to their base department, and also include any pay codes set up with a fixed amount or percentage.

  - o **Auto-Pay Selected Employees**: This option allows you to automatically pay any selected employees. If you select this option you will be allowed to auto-pay employees who do not currently have active pay data. If you wish to auto-pay employees within a certain department, do not select the All Department options check box. Do not select the salaried only check box if you wish to select hourly employees with salaried employees. Highlight all employees you wish to auto-pay and then click >**Ok**. The system will give you a new list of employees you have selected to auto-pay.

o   To auto-pay all the employees on the list, click >**Ok**. The system will automatically pay each salaried employee their standard salary hours and wages allocated to their base department, and also include any pay codes set up with a fixed amount or percentage. The system will automatically pay each selected hourly employee their standard hours at pay rate number 1 allocated to their base department also including any pay codes with a fixed amount or percentage.

o   **Validate all Paid Employees**: This option will allow you to automatically validate any employees who currently have pay detail lines that have not been validated. Normally, these hours have been created by importing hours. By selecting this option, you will get a list of employees that need validating. Clicking **Ok** will add any pay codes set up with a fixed amount or percentage to the selected employees, and then validate each employee.

- **Unpaid List**: To see a list of active employees who have not yet been paid and validated for the current pay period, click **>Unpaid List**. If you wish to see a list of unpaid employees for just one department, do not select the All Department check box, select the department number you wish to use. If you wish to switch the unpaid list to a paid only list, select the **Show Paid Only** check box.

Checks/Deposits - Payroll

Paycheck Summaries

The Payroll program includes a set of **Payroll Summary Reports** designed to detail all pay data input, prior to printing paychecks. These reports can be used to verify paycheck calculations, department and job allocations, and payroll journal entries.

To run the payroll summary reports, click **>Checks/Deposits >Payroll >Paycheck Summaries**.
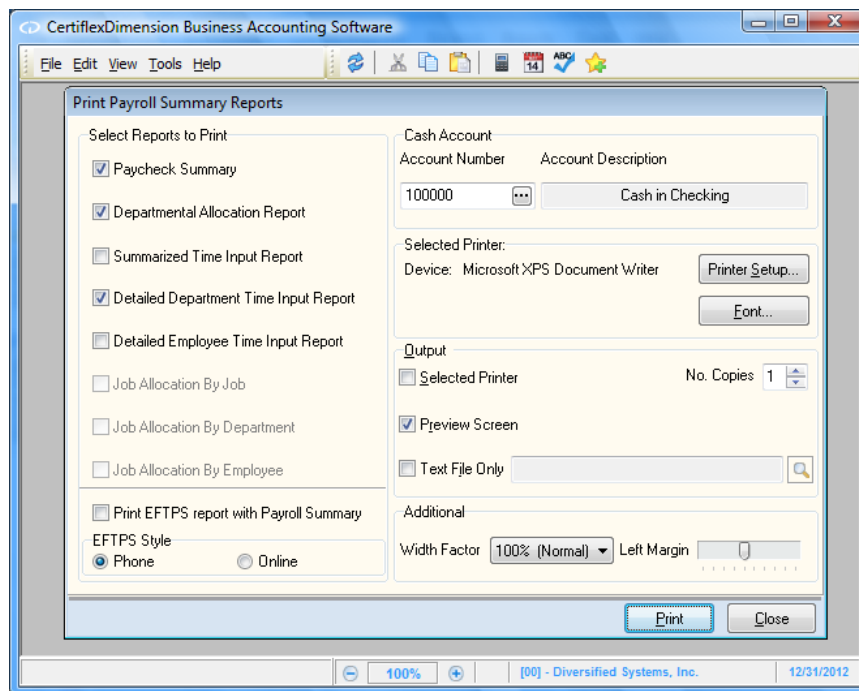
Select Reports to Print

To print the Payroll Summary reports to, select the check box of the report you desire. Job Cost reports will only be available if the currently loaded company contains active jobs.

Once all of your desired reports are selected, click >**Print**. The system will begin calculating and printing the selected reports. It will also save the selected reports as defaults for the next time you wish to print payroll summary reports.

- **Paycheck Summary**: This report must be printed after all pay data has been entered and before paychecks can be printed. When the **Paycheck Summary** is printed, extensive error checking is performed to insure all data is in balance and ready for posting. This process also defines the journal entries that will be made after the **Payroll Check Run**.

The initial calculation stage will search for invalid master data accounts, employees, departments, jobs, codes and tax tables. If any invalid data is found, the system will not attempt to print the Paycheck Summary Report and a listing of the incorrect data will be displayed. The items on the invalid data listing must be corrected before the paycheck summary report can be printed. Additional account number checking will be performed during the actual printing of this report. If any additional data is incorrect, the invalid data will be noted on the printed report, and a message will appear at the end. This data must be corrected, and the Paycheck Summary Report reprinted before Paychecks can be printed.

> **NOTE**: Most invalid data comes from interactive clients not setting all the required general ledger account numbers such as tax tables, codes and departments.

The **Paycheck Summary** prints by Department and includes all paid employees, allocated department time (in and out), and a Journal Entry per department. A final report includes a recap of all departments, and a total company and Job Journal Entry summary. Additional switches are located in the **Payroll Master Data** that allows for suppressing allocated departments only and/or journal entries per department.

After printing the **Paycheck Summary**, you may perform the **Payroll Check Run**. After you have performed the **Payroll Check Run**, the system will post all current pay data, as detailed in the **Paycheck Summary**, and prepare the system for new pay data entry.

- **Departmental Allocation Report**: The Departmental Allocation Report prints by department all the hourly time allocated to each department. It includes a percentage allocation summary to quickly analyze each department's contribution to payroll costs.

- **Summarized Time Input Report**: This report is sorted by employee and department. It recaps the employee time by hours type.

- **Detailed Time Input Report**: This report is sorted by employee base department and details all hourly pay entered for each employee.

- **Detailed Employee Time Input Report**: This report sorted is by employee and details all hourly pay entered for each employee

- **Job Allocation by Job**: This report prints by job all the hourly time allocated to each job and includes an allocation summary to quickly analyze each job's contribution to payroll costs.

- **Job Allocation by Department**: This report prints by department, sorted by job, all the hourly time allocated and includes an allocation summary to quickly analyze each department's contribution to payroll costs.

- **Job Allocation by Employee**: This report prints by employee, sorted by job, all the hourly time allocated, and includes an allocation summary to quickly analyze each employee's contribution to payroll costs.

Cash Account

If you wish to use a different cash account, click >the prompt, and the system will allow you to select another account. The selected account will be used in the next Paycheck Summary Report that is printed.

Selected Printer

This section displays the currently selected printer. To change this setting, click **>Printer Setup**.

Output

- **Selected Printer**: Select this check box if you want the system to print the statements to the selected printer. To change the selected printer, click **>Printer Setup**.

- **Preview Screen**: Select this check box if you want the system to print the statements to the screen.

> **NOTE**: The system will allow you to select both check boxes. If you want to review a report to screen first and then print a copy, the system will allow you to do so from the preview screen. In addition, when printing from the preview screen, you can print a range of pages instead of printing the whole report.

Copies

Enter the number of copies you want to print.

Font

Select the type of font you wish to use on your report.

Print EFPTS report with Paycheck Summary

If you have selected the paycheck summary to print and wish to include an EFPTS report for assistance in filing your federal tax deposit, select this check box.

Close

When all desired Payroll Summary reports have been printed, select **Close** to exit this program.

> **NOTE**: You should always make a data backup after printing the Paycheck Summary and before printing employee paychecks.

Payroll Check Run

Print Payroll Paychecks allows you to print employee's paychecks and/or direct deposit sheets for all employees that have current pay data. The payroll summary must have been successfully printed prior to selecting this option.

Since this option will also update all pay data and related files after checks are printed, it is important that you make a backup of this company's data prior to printing paychecks. A backup data type for payroll checks has been added to the CertiflexDimension Backup program for your convenience. Any interruption to the system during updating of pay data will require restoring a backup and restarting this option.

Direct Deposit

To select an employee for direct deposit, click **>Maintain Lists >Payroll >Employees**. The **Maintain Employees** screen will appear. Select the direct deposit employee from the employee listing and click **>Edit**. On the **Edit Employee** screen, click **>Management Information**. On the **Management Information** screen, check the **Use Direct Depots** box.

During the **Payroll Check Run**, all checks will be printed first and the Direct Deposit Sheets will then be printed if needed.

- **Beginning Pay Period Dates**: Select the beginning date of the current payroll period.
- **Ending Pay Period Dates**: Select the ending date of the current payroll period.
- **Pay Check Date**: Select the pay date you want the system to print on the paychecks. This date must be in the current payroll period.
- **Accrue G/L to Prior Period**: Check this box if you want to expense payroll to the General Ledger period prior to that of the actual pay check date (current period).

An example, bimonthly payroll checks are printed on June 1st for pay period of May 16th to May 31st. If Accrue G/L to Prior Period check box is selected, all General Ledger entries will be posted to the General Ledger with a May 31st date. The cash entry will be posted to General Ledger with the June 1st date.

> **NOTE**: The following **Payroll Master Data** settings must be set for this option to be available:
>
> - The **G/L Interactive** and **Post to G/L to Ending Pay Period** check boxes must be selected.
>
> - The **Accrued Payroll Account** section must have a valid G/L account and **Journal Entry Posting Frequency** section must be by either **Batch** or **Department**.
>
> The **Accrue G/L to Prior Period** option is not available if the current check run is set to manual mode.

- **Next Check Number**: The next check number should be set to the first check number you wish to use in this check run.

- **Additional Check Memo**: This is a 50-character field that will print on every check stub.

   For example, you could use this field for a "Happy Holiday!" message on a year-end bonus check. Remember that this message will appear on all checks. To set an individual check memo for one employee, use the employee check memo set in **>Transactions >Record Pay Data**.

Bank Account

Click **>Edit** under **Bank Account** to adjust Bank Account features associated with the paycheck run. For a detailed explanation of these settings, please refer to the **Maintaining Bank Accounts** section of the *CertiflexDimension System Manager Operations Guide*.

> **NOTE**: If you are operating interactive with **CertiflexDimension General Ledger**, the selected bank account must contain the same General Ledger Cash account used when the payroll summary was printed. You may optionally over-ride the cash account but this means the actual cash journal entry will be different than the one presented in the Payroll Summary report.

Check Run Preferences

Click **>Edit** under **Check Run Preferences** to adjust the following style and/or data update features of the current check run.

Advanced

- **Prepare Direct Deposit File**: Select this check box if you want the system to prepare a current check run for importing into third party direct deposit software.

- **Override Direct Deposit on all Employees:** Select this check box if you wish to override the direct deposit option for all employees. This is useful for check runs which include things such as bonus checks and reimbursements where a check is issued directly to the employee.

- **Print Checks By Department:** Select this option {default} to print checks by department which is in the same order as the Payroll Summary. Unselect this option if you optionally wish to print the check in Employee Name order.
- **Email Direct Deposit Sheets after Check Run:** Select this option to automate the process for emailing Employee check stub receipts for employees that used direct deposit. For more information on this the full program of Employee Check Receipts, please refer to the option Reprint Employee Check Stub Receipts in this manual.

Check Run Type

- **Standard Check Run:** Select this option if you wish to print physical paychecks and direct deposit confirmation, and then update Payroll and General Ledger files.
- **Manual Check Run - with G/L Update**: Select this option if you have hand-written one or more employee check(s) and wish to update the Payroll and General Ledger data files.

  Each employee will print a stimulated check on blank paper that includes all normal pay stub information for your convenience. This option is only available if your Payroll system is currently set interactive with the General Ledger system.
- **Manual Check Run - NO G/L Update**: Select this option when you are just getting started with CertiflexDimension Payroll and you wish to add Year-to-Date employee information prior to the first live payroll run.

  You would enter pay data for each employee that represents the totals of all checks paid to each employee for the current year and print the payroll summary. This option would then be selected so all the Year-to-Date information is updated to each employee without affecting the General Ledger balances.

Check Stub Options

- **Include Employee S.S.N. on Stub**: Select this check box if you want to print the employee Social Security Number on the check stub instead of the Employee Number.
- **Include Special Tax Codes**: Select this check box if you want to print special tax codes on the check stub even though they do not affect the employee's net check.

  For example, even though Tips do not directly add into any totals of the check stub, employers may elect or display this information for the employee. All special codes printed on check stubs that are not included in the totals are denoted with by '*' on the stub.
- **Include Pay Rates**: Select this check box if you want the system to include a column for the pay rate amounts. Salary rates per hour are not presented.
- **Include Hourly Earnings by Pay Rate**: The default presentation of hourly earnings on check stubs are earnings by pay type (Salary, Regular, Overtime, Double-time and Units). In this mode all hours of the same type are added together.

If you select this check box, all check stubs will present hourly earnings by rate classification (Rates 1-10 and salary). Up to 8 separate rates are available per stub. Using advanced rate averaging or plugging rates during pay data entry will be classified as 'Other' when printing by pay rate.

- **Maximize Detail Lines (Small Fonts)**: If a significant amount of detail is to be printed on the stub, select this option to reduce the font size used on the check detail. The system will print up to 30 payroll codes per check stub when maximized.

Vacation Hours

Employers often wish to include vacation information on the employee's check stub. The system knows which hour tables are currently used for vacation time by looking for the Entity Identifier of 'VAC' on each table.

- **Do Not Print**: Select this option if you do not want the employee check stub to include vacation hours.
- **Print Only Used**: Select this option if you want the employee check stub to include vacation hours used if vacation time was taken during the current check run.
- **Print All (Active)**: Select this option if you want the employee check stub to include hours added and hours used if either were taken or added during the current check run.
- **Print All (Balance)**: Select this option if you want the employee check stub to include beginning and ending hours balance if either were taken or added during the current check run.

Sick Time Hours

Employers often wish to include sick time hours information on the employee's check stub. The system knows which hours tables are currently used for Sick Time by looking for the Entity Identifier of 'SIC' on each table.
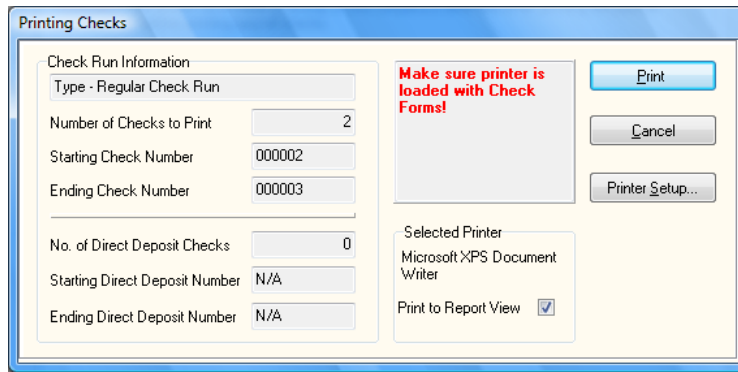
- **Do Not Print**: Select this option if you do not want the employee check stub to include sick time hours.
- **Print Only Used**: Select this option if you want the employee check stub to include sick time hours used if sick time was taken during the current check run.
- **Print All (Active)**: Select this option if you want the employee check stub to include hours added and hours used if either were taken or added during the current check run.
- **Print All (Balance)**: Select this option if you want the employee check stub to include beginning and ending hours balance if either were taken or added during the current check run.

To use the displayed setting for the current check run only, click the **Use Now** button. To use these setting for the current run and also save them for future check runs, click the **Save Setting** button. They system will then return you to the **Print Payroll Checks** screen.

Print Checks

Click **>Print Checks** to begin printing checks. The system will verify that all pay data is complete and calculate all check data.

The system will display how many checks and/or direct deposit sheets will be needed.

If the current check run contains only direct deposit sheets, you will be instructed to load blank paper instead of check stock. If the check run contains both checks and direct deposit sheets, after all of the checks are printed, the system will prompt you to begin direct deposit sheet printing, and allow you to select another printer, if required.
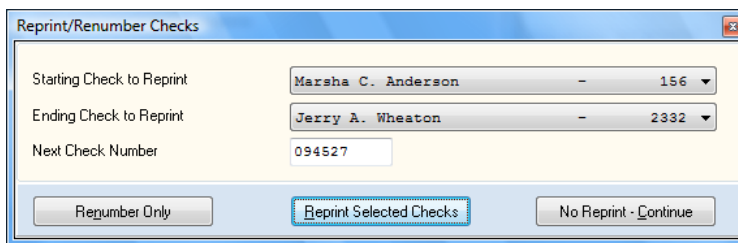
To begin printing checks, select the appropriate printer and click **>Print**.

If the current check run contains checks (not all direct deposit sheets), after the checks are printed, you will be asked if you wish to reprint. Select **Yes** to reprint any checks or **No** to continue. If you select **Abort**, no pay data updating will occur.

This is covered in the Reprint Check Options section below.

Reprint Check Options

Select the beginning and ending check you want to reprint and the starting check number you wish to use for the reprinted checks, click **>Reprint Checks**.

You may select **Yes** as many times as needed until you no longer need to reprint any checks.

Renumber Checks

If you are using pre-numbered checks and you wish to see check numbers after reprinting or you want to adjust check numbers, click **>Renumber Only**.

When printing on check stock that contains preprinted check numbers, it is important that the payroll software knows what check numbers each employee actually printed on. As easy as it sounds, anyone who has used preprinted forms numbered in sequence knows it can sometimes be quite a challenge. Printers have been known to destroy a form, a group of forms or even skip forms (multi-feed). If you are using pre-numbered checks, the renumber option will allow you to match each employee check to the actual number sequence of the pre-numbered forms.

It is recommended that you first reprint any checks that were destroyed in the check run and then use the renumber option to correct any check numbers, if needed.

- **Increase** or **Decrease Check No.**: Select this button to move the highlighted check number up or down.

- **Reset Originals**: Select this button if you want to set all check numbers back to the numbers they were prior to the changes made in this section.

- **Auto- Assign**: Select this button if you want to start at the selected check and look for duplicate check numbers. Increasing the remaining check numbers will eliminate duplicates found.

- **Verify Only**: This will check the current list of check numbers for duplicates

Following are examples of how and when you might use the renumber check option:

Example 1: The check run was for 10 checks, numbers 101 –110. The printer pulled two checks when check number 105 was printed and more than 10 checks were loaded in the printer. It is assumed that check number 105 printed ok. The payroll system thinks that the check numbers printed were 101-110, when actually it was 101-111. You can use the renumber option to match the actual check numbers by selecting check number 106 and then click >**Increase Check No.** This will change the original number 106 to 107. While you are on the same check, click >**Auto-Assign** and the system will automatically reassign the remaining check numbers down by one due to the duplicate check number 107. Check number 106 is normally voided in this case.

Example 2: Same as example 1 except this time only 10 check forms were loaded into the selected printer and the last check printed on blank paper. In this case we used the reprint check option and reprinted the check that printed on blank paper. We reuse the check number 106 that was double pulled with check number 105. Select the renumber option and choose the first check number 106. Then click >**Auto-Assign**. This will correctly move the remaining check numbers down.

Updating Data Files

After all check and Direct Deposit Sheets have been printed, all data files are updated in the following order:

1. Optional Direct Deposit File.

2. Each Employee is updated along with **Employee History Totals, Employee Hours, Check Detail** and **Auto-Void Check** information.

3. G/L and Jobs are updated if active. Updating may be **By Check**, **By Department**, **or By Batch**.

4. Optional Bank Reconciliation.

5. Master Data Settings are saved

6. Current Pay Data is reset.

7. Summarized check listing is created and printed.

Void Checks

The **Void Paychecks** option allows you to void a check that was written to an employee through **Payroll Check Run**.

When you void a check, the system will remove any amount posted to an employee for the check being voided. If you are operating Payroll interactively with CertiflexDimension General Ledger and/or Job Cost module, the system will also create a reversing entry for the voided check.

> **NOTE**: If you are voiding a payroll check that was previously written in a prior period, there may be adjusting tax forms that must be filed with Federal or State agencies. For more information about filing tax forms due to voided checks in prior payroll periods, please contact your accountant or company controller.

To access void paychecks, click **>Checks/Deposits >Payroll >Void Checks**.

Employee Number

Enter the number of the employee whose check is being voided.

Check Number

Enter the check number that is to be voided.

Start

If the system is unable to locate the check number for the employee selected with in the current year of payroll and fiscal year of your company, a list of all checks will appear that have been written to the employee that match this date criteria. Checks that have been previously voided will show a zero dollar amount and may not be voided again.

Once a selected check has been located in the payroll check history file, the check summary will be displayed on the screen. If the system was able to locate General Ledger and/or Job Cost detail that are associated with the selected check, a listing of all accounts will be included.

Included in the summary information is The **Payroll Period** and **General Ledger Period** is included in the summary information. Voided payroll information will be removed from the employee in the period the original check was written. The reversing Ledger entry will also be posted to the original Ledger period.

Void Check

To void the selected check, click **>Void Check**. The system will ask if you are sure. Remember that once a check has been voided, it cannot be voided again. The system will allow you to check another employee check to void after the selected check is voided.

Cancel

To cancel the selected check, click **>Cancel** and the system will allow you to select another check.

Review

The system will allow you to review a listing of any checks voided in the current session.

Exit

If you have voided any checks in the current session, the void paychecks program will allow you to print a listing of the voided information when you exit the program.

Reprint Pay Stub Receipts

The **Reprint Pay Stub Receipts** option allows you to print or e-mail employee pay stubs for payroll checks created with CertiflexDimension Ultra.

> **NOTE**: This option may also be accessed for an individual check by clicking > **Reprint Employee Pay Stub** from the review of an employee's detailed check. This option can also be auto-run after a paycheck run by activating the option **Email Direct Deposit Receipts after Check Run**.

To access this option, click **>Checks/Deposits >Payroll >Reprint Pay Stub Receipts**.

Reprint Group

Use this selection to reprint a group of check stubs for the selected criteria.

- **Date of Check Run**: Select the date the checks were actually run that you wish to access.
- **Direct Deposit Only**: Select this option if you only want to access checks for this date that are for Direct Deposit employees only.
- **Require E-Mail Address**: Select this option if you only want to access checks for this date that are for this date for employees that have an e-mail address.

Reprint Single Check

Use the selection of **Reprint One** to reprint a single check for the selected employee.

- **Date of Check**: Select the date the check was actually printed that you wish to access.

- **Employee**: Use the flashlight to select the employee you wish to access.

Output

Choose the output you wish to use from Printer, Preview or E-mail Only.

If you select the E-mail only option, the system will create an e-mail for each accessed check using the e-mail subject and body as presented. A PDF file of each Employee's Pay Stub Receipt will be attached to each their e-mail. E-mailed receipts are sent individually to your workstation's default e-mail application.

Reprint Selected

Once you have finished selecting the above criteria, click > **Reprint Selected** to begin processing.

Reviews - Payroll

Reviewing Employees

To review an employee, click **>Reviews >Payroll >Review Employees**.

When the **Review Employees** screen is displayed, select the employee to review. When a valid employee is selected, the system will display available at-a-glance information for that employee to the right of the employee listing. The information displayed includes the employee's **Account Number**, **Name** and **Address**, **Other Contact** name and **Phone Number**, **S.S.N.**, **Department**, **User Key**, and the date, description and amount of their **Last Transaction** recorded in the payroll system.

To access further historical information about an employee, either double-click on an employee's name in the employee listing, or single-click on an employee and click **>Drill Down**. The system will then display the **Maintain Employee** screen for the selected employee.

- **Search**: Enter a character string for the record you are searching for, based on the **Access Key** defined in the **Payroll**. The character search string must coincide with how the **Sort By** option is defined.

- **List Options – Z↓ Sort By**: Select the column you wish to sort your listing by. If your record listing is using the indirect access method, you can sort in ascending or descending order. You can optionally select a column to sort by clicking on the column heading.

- **List Options – Locate**: To refine your record search, you can find matches by using the standard CertiflexDimension Locate dialog. For more information on using this dialog, please refer to the section labeled **Navigating Record Listings** in the *System Manager Operations Guide*.

- **List Options – Filter**: You can filter any listing so that only matching records appear (i.e. Show only Employee that contain the word "Jerry" in their Name). For more information on using the CertiflexDimension Filter dialog, please refer to the section labeled **Navigating Record Listings** in the *System Manager Operations Guide*.

- **Active Accounts Only**: Select this option to only include active employee accounts in the employee list.

- **All Accounts**: Select this option to include all employee accounts in the employee list.

- **Quick Print Label** : Allows you to print a user defined context label for the current account to a specific label printer. For more detail information on configuring and/or changing Quick Labels for Vendors, Customer, Items and Orders, please refer to your *CertiflexDimension System Manager Guide – Quick Print Labels*.

For detailed information about each field on this screen and the fields within the **Pay Data Control** and **Alert Memos** options, please refer to the **Maintain Employees** section of this guide.

> **NOTE**: Do not forget to review the **Notes**, **Links** and **Memos** for any additional information recorded for the employee. Refer to the *CertiflexDimension System Manager Guide* for detailed explanation on **Notes**, **Links** and **Memos**.

Transactions (Additional Options)

Under **Additional Options**, click **>Transactions** to review a detailed list of all checks for this employee.

By default, the check listing will be for the current year. To view a list of checks for a previous year, type the desired date in the **Search** field at the top of the **Transactions** window.

To review detail for any check, highlight the check in the check listing and then click **>Drill Down**, or simply double-click on the check line. A detail of the check will appear in a window entitled **Check Detail**. Totals for Hours, State/Other Taxes, Earnings, Deduction Codes, Earnings/Special Codes, Employer Accruals, Federal Taxes, and Other Hours Accrued are presented with an ellipses button **[…]** that when selected will display complete detailed data.

> **NOTE**: If you have created the selected check from CertiflexDimension Ultra, you can reprint this pay stub by clicking > **Reprint Pay Stub Receipt**.

Reports - Payroll

Standard Payroll Reports

Printing reports in CertiflexDimension is an easy, yet powerful portion of the program. You can define the system to print almost any report based on almost any criteria you desire.

To print a report in Payroll, click **>Reports >Payroll >Standard Payroll Reports**.

Refer to your *CertiflexDimension System Manager Guide* for an explanation of each field on the Print Reports & Graphs screen and how to use the **Sorts/Selects**.

Below is a list of Payroll reports and the printing options available for each report.

Earnings by Employee

Earnings by Employee allows you to print the report by employee.

Options >Report Criteria

- **Include Inactives**: Select this check box if you want the report to include your inactive employees. If you do not want this report to include your inactive employees, do not select this check box.

- **Detailed Report**: Select this check box if you want a detailed report. If you want a summarized report, do not select this check box.

  The detailed report by employee will print in employee number order for all employees. It will include each employee's number and name, total hours, total earnings, and a listing of all earnings/special codes. Listings are provided for all federal taxes, all state and other taxes, all deduction codes, and total net pay for the specified period. This report will also include the employer accrual information (if you are tracking accrual amounts).

  The summarized report by employee will print all employees in employee number order. It will include each employee's number and name, total hours, total earnings, and total earnings/special codes. Totals are included for federal taxes, state and other taxes, deduction codes, any messages and total net pay for the specified period.

- **Employee Type to Include**: This field allows you to select which type of employees to include on your report. The system will allow you to select between **Hourly Only**, **Salary Only** or both **Hourly & Salaried** employees.

- **Reporting Period**: The system will allow you to choose to report Month-to-Date totals, Quarter-to-Date totals, Year-to-Date totals, or for all periods.

- **Employee Class Range**: The system will prompt you for the beginning and ending Employee Class to report for.

Earnings by Department

Earnings by Department allows you to print an Earnings Report by department.

Options >Report Criteria

- **Include Inactives**: Select this check box if you want the report to include your inactive employees. If you do not want this report to include your inactive employees, do not select this check box.

- **Detailed Report**: Select this check box if you want a detailed report. If you want a summarized report, do not select this check box.

  The detailed report by department will print in department number order for all employees. It will include each employee's number and name, total hours, total earnings, and a listing of all earnings/special codes. Listings are provided for all federal taxes, all state and other taxes, all deduction codes, and total net pay for the specified period. This report will also include the employer accrual information (if you are tracking accrual amounts), and a sub-total for each department.

  The summarized report by department will print in department number order for all employees. It will include each employee's number and name, total hours, total earnings, and total earnings/special codes. Totals are included for federal taxes, state and other taxes, deduction codes, and net pay for the specified period. This report will also include a sub-total for each department.

- **Employee Type to Include**: This field allows you to select which type of employees to include on your report. The system will allow you to select between **Hourly Only**, **Salary Only** or both **Hourly & Salaried** employees.

- **Reporting Period**: The system will allow you to choose to report Month-to-Date totals, Quarter-to-Date totals, Year-to-Date totals, or for all periods.

Earnings by Employee Class

Earnings by Class allows you to print an Earnings Report by employee class.

Options >Report Criteria

- **Include Inactives**: Select this check box if you want the report to include your inactive employees. If you do not want this report to include your inactive employees, do not select this check box.

- **Detailed Report**: Select this check box if you want a detailed report. If you want a summarized report, do not select this check box.

  The detailed report by employee class will print in employee class number order for all employees. It will include each employee's number and name, total hours, total earnings, and a listing of all earnings/special codes. Listings are provided for all federal taxes, all state and other taxes, all deduction codes, and total net pay for the specified period. This report will also include the employer accrual information (if you are tracking accrual amounts), and a sub-total for each class.

  The summarized report by employee class will print in employee class number order for all employees. It will include each employee's number and name, total hours, total earnings, and total earnings/special codes. Totals are included for federal taxes, state and other taxes, deduction codes, and net pay for the specified period. This report will also include a sub-total for each class.

- **Employee Type to Include**: This field allows you to select which type of employees to include on your report. The system will allow you to select between **Hourly Only**, **Salary Only** or both **Hourly & Salaried** employees.

- **Reporting Period**: The system will allow you to choose to report Month-to-Date totals, Quarter-to-Date totals, Year-to-Date totals, or for all periods.

Earnings/Deductions/Tax Code

The **Earnings/Deductions/Tax Code** report will print each included employee's employee number, name, social security number and the accumulated total of the selected payroll code.

Options >Report Criteria

- **Include Inactives**: Select this check box if you want the report to include your inactive employees. If you do not want this report to include your inactive employees, do not select this check box.

- **Code to Print**: The system will display your Payroll Code selection list. Pull down on the arrow to display the payroll codes and highlight the ones you want to report for.

> **NOTE**: This report will only print for one payroll code. If you need a report for multiple codes, you will need to print this report for each desired payroll code. You may wish to use **Print Tax Report Worksheets** to define a report with more than one code at a time. Please refer to the **Print Tax Report Sheets** section for more information.

- **Employee Type to Include**: This field allows you to select which type of employees to include on your report. The system will allow you to select between **Hourly Only**, **Salary Only** or both **Hourly & Salaried** employees.

- **Reporting Period**: The system will allow you to choose to report period totals either by Month-to-Date, Quarter-to-Date, Year-to-Date, or All Months.

- **Employee Class Range**: The system will prompt you for the beginning and ending Employee Class to report for.

Workers' Compensation Code

The **Workers' Compensation Code** prints the Workers' Compensation insurance report, including each worker's compensation code, eligible wages, percentage rate and the premium amount.

Options >Report Criteria

- **Include Inactives**: Select this check box if you want the report to include your inactive employees. If you do not want this report to include your inactive employees, do not select this check box.

- **Detailed Report**: Select this check box if you want the system to print each workers' compensation code, each employee listed for the code and the employee's amount. If you want the system to print the individual workers' compensation codes and the totals, do not select this field.

- **Reporting Period**: The system will allow you to choose to report Month-to-Date totals, Quarter-to-Date totals, and Year-to-Date totals.

- **Employee Class Range**: The system will prompt you for the beginning and ending Employee Class to report for.

Hours Accrued/ Used Report

The **Hours Accrued/Used Report** prints a total of the selected hours table's accrued and used hours for each employee included on the report. The report will print each included employee's employee number, name, the total hours accrued, the current balance and hours used for the Month-to-Date, Quarter-to-Date, Year-to-Date and Employment-to-Date.

Options >Report Criteria

- **Include Inactives**: Select this check box if you want the report to include your inactive employees. If you do not want this report to include your inactive employees, do not select this check box.

- **Hours Table**: Select the hours table you want to report for.

- **Employee Type to Include**: This field allows you to select which type of employees to include on your report. The system will allow you to select between **Hourly Only**, **Salary Only** or both **Hourly & Salaried** employees.

- **Employee Class Range**: The system will prompt you for the beginning and ending Employee Class to report for.

Rate Review Report

The **Rate Review Report** allows you to print a report with each included employee's current pay rate and then the employee's pay rate would be under three different rate changes. This report is beneficial if you are considering a rate change for your employees and you wish to see the effect on each employee's current rate if you made the change.

Options >Report Criteria

- **Include Inactives**: Select this check box if you want the report to include your inactive employees. If you do not want this report to include your inactive employees, do not select this check box.

- **Rate Increase Number 1 / Rate Increase Number 2 / Rate Increase Number 3**: Enter the rate percentage for each line. The system allows a maximum input of 999.999% for each line.

  If you wish to see the effect of rate reduction, enter the percentage as a negative amount.

  The system will assume a rate change of 0.000% if you leave any of these three lines blank and will print the current pay rate on the report.

- **Hourly Base Rate (1-10)**: Select the hourly base rate for the employee.

- **Employee Type to Include**: This field allows you to select which type of employees to include on your report. The system will allow you to select between **Hourly Only**, **Salary Only** or both **Hourly & Salaried** employees.

- **Employee Class Range**: The system will prompt you for the beginning and ending Employee Class to report for.

Time Card Labels

Time Card Labels allows you to print labels for each included employee that can be attached to timecards.

Options >Report Criteria

- **Include Inactives**: Select this check box if you want the report to include your inactive employees. If you do not want this report to include your inactive employees, do not select this check box.

- **Include Employee Number**: Select this check box if you want the report to include the employee number. If you do not want this report to include the employee number, do not select this check box.
- **Additional Label Text**: This field can be used for additional notes or pay period dates.
- **Avery Label Brand**: Select the type of Avery Label or comparable label you will be using to print the time card labels on.
- **Employee Type to Include**: This field allows you to select which type of employees to include on your report. The system will allow you to select between **Hourly Only**, **Salary Only** or both **Hourly & Salaried** employees.
- **Employee Class Range**: The system will prompt you for the beginning and ending Employee Class to report for.

Employee Time Input Form

The **Employee Time Input Form** will print a time input form in employee order for you to distribute to your department managers for recording each employee's appropriate pay data.

Options >Report Criteria

- **Include Inactives**: Select this check box if you want the report to include your inactive employees. If you do not want this report to include your inactive employees, do not select this check box.
- **Employee Type to Include**: This field allows you to select which type of employees to include on your report. The system will allow you to select between **Hourly Only**, **Salary Only** or both **Hourly & Salaried** employees.
- **Employee Class Range**: The system will prompt you for the beginning and ending Employee Class to report for.

Department Time Input Form

The **Department Time Input Form** will print a time input form in department order for you to distribute to your department managers for recording each employee's appropriate pay data.

Options >Report Criteria

- **Include Inactives**: Select this check box if you want the report to include your inactive employees. If you do not want this report to include your inactive employees, do not select this check box.
- **Employee Type to Include**: This field allows you to select which type of employees to include on your report. The system will allow you to select between **Hourly Only**, **Salary Only** or both **Hourly & Salaried** employees.
- **Employee Class Range**: The system will prompt you for the beginning and ending Employee Class to report for.

Schedule by Department

The **Schedule by Department** allows you to print an employee work schedule form in department order.

Options >Report Criteria

- **Employee Type to Include**: This field allows you to select which type of employees to include on your report. The system will allow you to select between **Hourly Only**, **Salary Only** or both **Hourly & Salaried** employees.

Schedule by Employee

The **Schedule by Employee** allows you to print an employee work schedule form in employee order.

Options >Report Criteria

- **Include Inactives**: Select this check box if you want the report to include your inactive employees. If you do not want this report to include your inactive employees, do not select this check box.
- **Employee Type to Include**: This field allows you to select which type of employees to include on your report. The system will allow you to select between **Hourly Only**, **Salary Only** or both **Hourly & Salaried** employees.
- **Employee Class Range**: The system will prompt you for the beginning and ending Employee Class to report for.

Paycheck History by Employee

The **Paycheck History by Employee** allows you to print employee paycheck history information by employee.

Options >Report Criteria

- **Include Inactives**: Select this check box if you want the report to include your inactive employees. If you do not want this report to include your inactive employees, do not select this check box.
- **Detailed Report**: Select this check box if you want the report to print all included employees in employee order and include each employee's number and name. Totals included are hours and earnings, Listings of all earnings/special codes, federal taxes, state and other taxes, deductions codes, check date, check number, and total net pay for each check. This report will also include the employer accrual information if you are tracking accrual amounts for the check.

  If you do not select this check box, the report will print all included employees in employee order and will include each employee's number and name, check date, check number, total gross pay and total net pay for each check.
- **Employee Type to Include**: This field allows you to select which type of employees to include on your report. The system will allow you to select between **Hourly Only**, **Salary Only** or both **Hourly & Salaried** employees.
- **Reporting Period**: The system will allow you to choose to report for date range only. The system will prompt you for the beginning and ending Date Range to report for.
- **Employee Class Range**: The system will prompt you for the beginning and ending Employee Class to report for.

Paycheck History by Check

The **Paycheck History by Employee Options** allows you to print employee paycheck history information by check.

Options >Report Criteria

- **Include Inactives**: Select this check box if you want the report to include your inactive employees. If you do not want this report to include your inactive employees, do not select this check box.

- **Detailed Report**: Select this check box if you want to print the check in number order for all checks included in the selected date range. This will also include each employee's number and name, total hours, total earnings, and a listing of all earnings/special codes. Listings of all federal taxes, state and other taxes, deduction codes, check date, check number, and total net pay for each check. This report will also include the employer accrual information if you are tracking accrual amounts for the check.

  If you do not select this check box, the report will print in check number order all checks included in the selected date range and will include each employee's number and name, check date, check number, total gross pay and total net pay for each check.

- **Reporting Period**: The system will allow you to choose to report for date range only. The system will prompt you for the beginning (**From**) and ending (**To**) **Date Range** to report for.

New Hire Report

The **New Hire Report** will print a report showing the new employees hired within a specified date.

Options >Report Criteria

- **Include Inactives**: Select this check box if you want the report to include your inactive employees. If you do not want inactive employees included on your report, do not select this check box.

- **One Employee Per Page**: Select this check box if you want the report to only print one employee per page for this report.

- **Include Date Hired**: Select this check box if you want the report to include the date the employee was hired.

- **Include Date of Birth**: Select this check box if you want the system to include the employee's date of birth on the report. If you do not want the system to include the employee's date of birth, do not select this check box.

- **Reporting Period**: The system will allow you to define an **As Of Date** to report for.

- **Employee Class Range**: The system will prompt you for the beginning and ending Employee Class to report for.

Job Allocation History Reports

These reports are an extremely powerful management tool to create analysis of pay data in 15 different formats. Salary allocation of time to jobs and/or departments is fully supported.

An example of the power of these versatile reports is print by department all hours and pay grouped by employee, or even summarized by pay type, and include percentage contribution recap for all departments. Printing by period types, date range, and detail report options include automatic sorting by date worked.

Job Allocation History by Job

The **Job Allocation History by Job** report allows you to print a payroll allocation report that will include job information.

Options >Report Criteria

- **Include Closed Jobs**: Select this check box if you want to include the jobs that are closed but not deleted.
- **Page Break on Job**: Select this check box if you want a page break after every job.
- **Exclude Main Company**: Select this check box if you want to exclude the main company from this report. If you do not have Job Cost, do not select this check box.
- **Summarize Option**: This field allows you to select which type of summarized options to include on your report. The system will allow you to select between Fully Detailed, Summarized by Department, Summarized by Employee, Summarized by Type, or Fully Summarized.
  - o **Fully Detailed**: Select this option if you want your report detailed.
  - o **Summarized by Department**: Select this option if you want your report summarized by department.
  - o **Summarized by Employee**: Select this option if you want your report summarized by employee.
  - o **Summarized by Type**: Select this option if you want your report to be summarized by type.
  - o **Fully Summarized**: Select this option if you want your report summarized.
- **Reporting Period**: The system will allow you to choose to report Month-to-Date totals, Quarter-to-Date totals, Year-to-Date totals, or for all periods.
- **Job Class Range**: Enter the beginning and ending job class to report.

Job Allocation by Department

The **Job Allocation History by Department** report allows you to print a payroll allocation report that will include job information by department.

Options >Report Criteria

- **Include Closed Jobs**: Select this check box if you want to include jobs that are closed but not deleted.
- **Page Break on Department**: Select this check box if you want a page break after every department.
- **Exclude Main Company**: Select this check box if you want to exclude the main company from this report. If you do not have Job Cost, do not select this check box.
- **Summarize Option**: This field allows you to select which type of summarized options to include on your report. The system will allow you to select between Fully Detailed, Summarized by Job, Summarized by Employee, Summarized by Type, or Fully Summarized.
  - o **Fully Detailed**: Select this option if you want your report detailed.
  - o **Summarized by Job**: Select this option if you want your report summarized by job.
  - o **Summarized by Employee**: Select this option if you want your report summarized by employee.
  - o **Summarized by Type**: Select this option if you want your report to be summarized by type.

o **Fully Summarized**: Select this option if you want your report summarized.

- **Reporting Period**: The system will allow you to choose to report Month-to-Date totals, Quarter-to-Date totals, Year-to-Date totals, or for a date range.
- **Job Class Range**: Enter the beginning and ending job class to report.

Job Allocation by Employee

The **Job Allocation History by Employee** report allows you to print a payroll allocation report that will include job information by employee.

Options >Report Criteria

- **Include Closed Jobs**: Select this check box if you want to include jobs that are closed but not deleted.
- **Page Break on Department**: Select this check box if you want a page break after every department.
- **Exclude Main Company**: Select this check box if you want to exclude the main company from this report. If you do not have Job Cost, do not select this check box.
- **Summarized Option**: This field allows you to select which type of summarized options to include on your report. The system will allow you to select between Fully Detailed, Summarized by Department, Summarized by Job, Summarized by Type, or Fully Summarized.
  o **Fully Detailed**: Select this option if you want your report detailed.
  o **Summarized by Job**: Select this option if you want your report summarized by job.
  o **Summarized by Department**: Select this option if you want your report summarized by department.
  o **Summarized by Type**: Select this option if you want your report to be summarized by type.
  o **Fully Summarized**: Select this option if you want your report summarized.
- **Reporting Period**: The system will allow you to choose to report Month-to-Date totals, Quarter-to-Date totals, Year-to-Date totals, or date range.
- **Job Class Range**: Enter the beginning and ending job class to report.

Employee Listing

The **Employee Listing** is a summarized report that includes employee's number, name, social security number and initials.

Options >Report Criteria

- **Include Inactives**: Select this check box if you want the report to include your inactive employees. If you do not want inactive employees included on your report, do not select this check box.
- **Print Address**: Select this check box if you want the system to include the employee's address on the report. If you do not want the system to include the employee's address on the report, do not select this check box.
- **Print Date of Birth**: Select this check box if you want the system to include the employee's date of birth on the report. If you do not want the system to include the employee's date of birth on the report, do not select this check box.

- **Employee Type to Include**: This field allows you to select which type of employees to include on your report. The system will allow you to select between **Hourly Only**, **Salary Only** or both **Hourly & Salaried** employees.
- **Employee Class Range**: The system will prompt you for the beginning and ending Employee Class to report for.

Employee Maintenance

The Employee Maintenance report lists each included employee's entire information as defined in the Add/Change Employees section.

Options >Report Criteria

- **Include Inactives**: Select this check box if you want the report to include your inactive employees. If you do not want inactive employees included on your report, do not select this check box.
- **Print Pay Information**: Select this check box if you want the system to include the employee's pay calculation information on the report. If you do not want the system to include the employee's pay calculation information on the report, do not select this check box.
- **Employee Type to Include**: This field allows you to select which type of employees to include on your report. The system will allow you to select between **Hourly Only**, **Salary Only** or both **Hourly & Salaried** employees.
- **Employee Class Range**: The system will prompt you for the beginning and ending Employee Class to report for.

Department Listing

The **Department Listing** presents each department's information in either a detailed or summarized format.

Options >Report Criteria

- **Detailed Report**: Select this check box if you want a detailed report. If you want a summarized report, do not select this check box.

  A detailed report will include each department's number, name, General Ledger account number, and if applicable, the tax and information tables associated with the department, General Ledger expense and accrual accounts, and Job Cost expense and accrual accounts.

  A summarized report will include only the department's number, name, General Ledger account and Job Cost account.

  > **NOTE**: This option is only available if you have the **Use Departmental Tax Table Features** selected in your Master Data.

Earnings Code Listing

The **Earning Code Listing** includes each earnings code's description, short name and General Ledger account number.

Deduction Code Listing

The **Deduction Code Listing** includes each deduction code's description, short name and General Ledger account number.

Special (Tax) Code Listing

The **Special (Tax) Code Listing** includes each code's information in either a detailed or summarized format.

Options >Report Criteria

- **Detailed Report**: Select this check box if you want a detailed report. If you want a summarized report, do not select this check box.

  A detailed report will include each special (tax) code's description, short name, General Ledger account number, change code setting, net pay setting, OT calculation setting, W2 box number and the tax information tables defined.

  A summarized report will included only the special (tax) code's description, short name, General Ledger account number, change code setting, net pay setting, OT calculation setting and W2 box number.

Tax/Information Table Report

The **Tax/Information Table** report will allow you to print the tax and information table information in a variety of formats.

Options >Report Criteria

- **Detailed Report**: Select this check box if you want a detailed report. If you want a summarized report, do not select this check box.

  A summarized report prints the tax/information table's description, tax entity, withholding status, ID number, General Ledger payable/accrual account number, General Ledger expense account number, need number of dependents setting, need exemption value setting and need employee status setting for all tax/information tables.

  A detailed report prints the tax/information table's description, tax entity, withholding setting, ID number, payable/accrual General Ledger account number, expense General Ledger account number, need number of dependents setting, need exemption value setting, need employee status setting and the lower limit, additional amount, and percentage information for all tax/information tables.

Employee Detail Notes Report

The **Employee Detail Notes** report prints a listing of those employees who have notes associated with their payroll accounts along with the note's type and description.

Options >Report Criteria

- **Include Inactives**: Select this check box if you want the report to include your inactive employees. If you do not want inactive employees included on your report, do not select this check box.

- **Reporting Period**: The system will allow you to choose to report for date range only. The system will prompt you for the beginning (**From**) and ending (**To**) **Date Range** to report for.

Tax Report Worksheets

CertiflexDimension Client Write-up tracks virtually unlimited information pertaining to your employees. The **Tax Report Worksheets** program is designed to group together the specific payroll information you need in a worksheet format that can then be printed or transferred to other software applications liked spreadsheets, word processors and other database applications. For example, one of the most common uses of the Tax Report Worksheets is to gather state tax information to assist in quarterly state continuation forms processing.

To access the Tax Report Worksheet option from the menu, click **>Reports >Payroll >Tax Report Worksheets**.

The opening window is designed to allow you to select what type of information you wish to include in the worksheet. For example, if you would like to work with the current period employee contribution to a company pension plan, select the period type to **Month to Date**. Set the calculated column for **Special Tax Code** to be the code used for the employee contribution to the company pension plan.
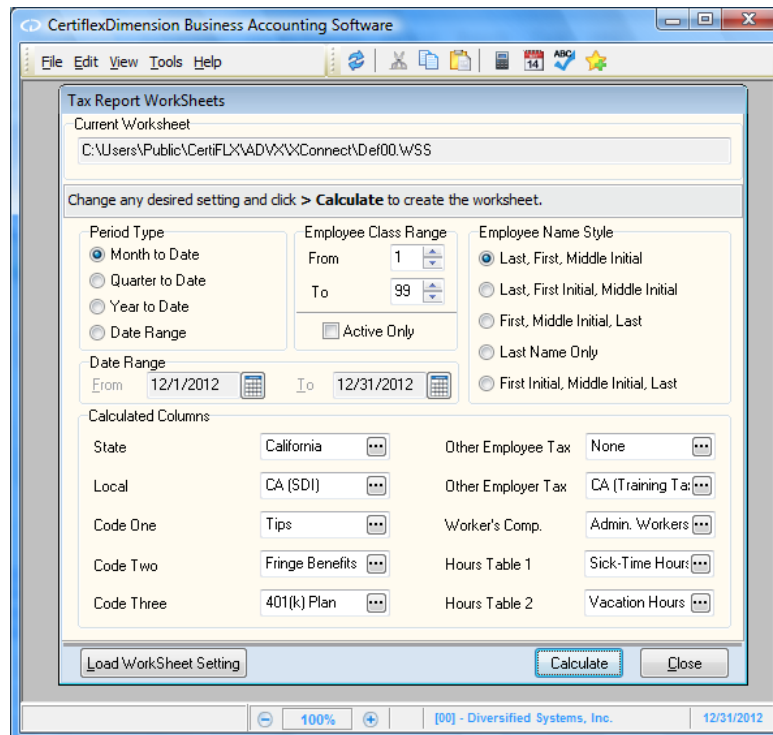
If you have previously saved a tax report worksheet that you wish to use, click **>Load Worksheet Setting** and the system will display a list of previously saved worksheet files. Additional configured worksheet files can be downloaded from http://support.certiflexdimension.com.

Period Type

Select the period type of Month-to-Date, Quarter-to-Date, Year-to-Date, or Date range. If you want to perform an analysis of prior period data, change your CertiflexDimension processing date back to the prior period before running this program.

Employee Class Range

Enter the beginning and ending class range of employees you would like to include on the worksheet.

Active Only

Select this check box if you would like to include active employees in the worksheet. You should be careful in creating a worksheet that you want to include all wages paid in a period and using active only option at the same time. If you have an inactive employee that was paid wages in the desired period, do not select this check box. You will be able to filter out any employees that have no wages by using the Filter Option described to you in later on in the chapter.

Employee Name Style

If you are using the worksheet to assist in filing federal and/or state tax forms, you may be required to display the employee's name in a different format. Select the name style that is best suited to you needs.

Calculated Columns Options
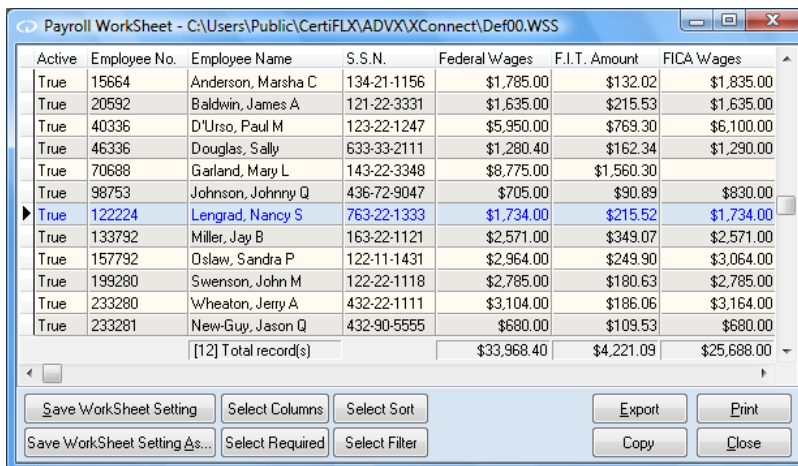
The options in calculated columns will allow you to determine what information will be presented in any column of the worksheet that may contain variable data. For example, you may have multiple states in your payroll system. Selecting the state you would like to work with will activate the selected state wages, state income tax, and state unemployment wages on the worksheet. The following table and code type allow entry in this section:

State, Local, Code One, Code Two, Code Three, Other Employee Tax, Other Employer Tax and two separate hours tables. You will also have an option to Include Current Batch Transactions.

To select any specific types, click the preferred option and table or code from the displayed list.

Calculate

When all of the preferred settings have been selected, click **>Calculate** to allow the system to build the requested worksheet. When the system has finished building the worksheet, the Payroll Worksheet will appear with the default columns displayed:

Payroll WorkSheet - C:\Users\Public\CertiFLX\ADVX\XConnect\Def00.WSS

Active	Employee No.	Employee Name	S.S.N.	Federal Wages	F.I.T. Amount	FICA Wages
True	15664	Anderson, Marsha C	134-21-1156	$1,785.00	$132.02	$1,835.00
True	20592	Baldwin, James A	121-22-3331	$1,635.00	$215.53	$1,635.00
True	40336	D'Urso, Paul M	123-22-1247	$5,950.00	$769.30	$6,100.00
True	46336	Douglas, Sally	633-33-2111	$1,280.40	$162.34	$1,290.00
True	70688	Garland, Mary L	143-22-3348	$8,775.00	$1,560.30	
True	98753	Johnson, Johnny Q	436-72-9047	$705.00	$90.89	$830.00
True	122224	Lengrad, Nancy S	763-22-1333	$1,734.00	$215.52	$1,734.00
True	133792	Miller, Jay B	163-22-1121	$2,571.00	$349.07	$2,571.00
True	157792	Oslaw, Sandra P	122-11-1431	$2,964.00	$249.90	$3,064.00
True	199280	Swenson, John M	122-22-1118	$2,785.00	$180.63	$2,785.00
True	233280	Wheaton, Jerry A	432-22-1111	$3,104.00	$186.06	$3,164.00
True	233281	New-Guy, Jason Q	432-90-5555	$680.00	$109.53	$680.00
	[12] Total record(s)			$33,968.40	$4,221.09	$25,688.00

Save WorkSheet Setting   Select Columns   Select Sort   Export   Print

Save WorkSheet Setting As...   Select Required   Select Filter   Copy   Close

Changing Columns on a Worksheet

- **Changing a Column Width:** To change the width of a column, place your mouse over the left-hand side of the column title and drag the column to the left or right. Remember, a column's minimum width is determined by the width of the column title.

- **Moving a Column:** To change the order of the columns, place your mouse on the column title you wish to move and drag the column to the left or right.

- **Changing a Column Title:** To change a column's title, click on the column you wish to change. The system will display a pop-up change title option window.

- **Adding or Deleting Columns:** To add a new column to the worksheet or delete an existing column, click **>Select Column** and a check style listing of all available columns will appear. Select the check box to make a column appear on the worksheet. Click **>OK** when all the desired columns have been selected.

Save Setting

To save the current worksheet setting, click **>Save Setting** and the system will allow saving the current worksheet setting. The setting's included the columns that are to be displayed along with the active columns width, order and titles, and required selections along with options selected on the opening tax report worksheet window. Worksheet settings do not save advanced sorting or filters. If you prefer the current setting to be used as default, save the setting with the name of 'Def[DZ]' ([DZ] = Company ID) in the \Advx\XConnect directory and the system will use these settings as the default setting.

Select Filter

To set a filter for the current worksheet, click **>Select Filter** and the system will allow you to activate a filter for any columns within the worksheet

- **Filtered Records:** If you select this option, the system will allow you to specify a filter for the records. If you select this option, click **>Filter Criteria** to define the filtering.

  For example, if you are using a worksheet that includes the Tax Code column and it is set to the employee pension plan code for the company. If you prefer to only see the employees that are contributing to the plan, do the following:

Select a filter and select the 'Tax Code' field. Set the starting range to .01 and then click **>OK**.

The worksheet will then only display employee records for those employees who an amount greater than .01 in the column for Tax Code.

Select Sort

To change the record sort order of the worksheet, click **>Select Sort** and select the check box for the column you prefer to sort the worksheet with, and then click **>OK**.

Select Required

To have the current worksheet show only employees who have a value in a selected column, click **>Select Required** and select the column required. A required column is similar to filtering, but unlike filters that cannot be saved in a worksheet's setting, required selections can be saved.

Exporting, Copy and/or Printing Worksheets

Once you have all the information displayed in the format you prefer to see, you may want to print or move the information to another application. Printing the worksheet in Dimension will allow you to print the worksheet as it is displayed on the screen. If however, you need advanced format capabilities, sub-totals or additional column calculations. You may need to export or copy the worksheet to a spreadsheet or work processor program.

Export

To export the current worksheet to a TAB Delimited ASCII file, click **>Export** and the system will show the Export Worksheet Window. The default folder/file name to export to is \Advx\XCONNECT\EXPORT.TXT. To change the export file name or folder, click **>Browse**. If you wish to include the worksheet column titles, select the **Include Titles** check box. To create the TAB delimited ASCII file click **>Export**

Copy

To copy the current worksheet to the windows clipboard, click **>Copy Data**.

Print

- **Selected Printer:** This section displays the printer currently selected to print to. To change this setting, select **Printer Setup**.

- **Printer Setup:** Allows you to select which printer to report to. The system will default to the Windows default printer. If you want to change the printer for this report, click **>Printer Setup** and select the printer from the Windows printer selection list.

- **Font:** This button allows you to define which default font to use for this report. If you want to change the default font for this financial statement, click **>Font** and then select the desired font from the Windows font listing.

- **Output:** This section allows you to define where the report will print and the number of copies to print.

  - ➢ **Selected Printer:** Select this check box if you want the system to print the financial statement to the selected printer.

  - ➢ **Preview Screen:** Select this check box if you want the system to print the financial statement to the screen.

- **Copies:** Enter the number of copies you want printed.

Printing 941 Quarterly Tax Forms

The 941 Quarterly Tax Form allows you to create and print Form 941 Employer's Quarterly Federal Tax Return on the government's preprinted form or plain paper.

> **NOTE**: This section explains how the system will calculate and print the 941 report. This section will not explain each line of the 941 report. This information is explained in your 941 booklet supplied by the IRS. We strongly recommend that you read and become familiar with the 941 form itself and what the IRS before you attempt to create and print the 941 form.

To generate a 941 report, click **>Reports >Payroll >941 Quarterly Tax Forms**.

Follow the prompts until presented with the **>Print** prompt. Since this program uses a Forms Generator to adhere to the current year's Federal Guidelines, all detailed documentation for this option is self maintained within the 941 application. To review this detailed documentation, select **>Additional Help**.

Printing Payroll 940 FUTA Form

The Payroll 940 FUTA Form allows you to create and print the client's 940 Employer's Annual Federal Unemployment (FUTA) Tax Return on the government's pre-printed form or plain paper. To generate a 940 report, click **>Reports >Client Write-up >Payroll 940 FUTA Form**.

Since this program uses a Forms Generator designed around the current year's Federal Guidelines, all detailed documentation for this option is self maintained within the 940 application. To review this detailed documentation, select **>Additional Help**.

Printing W-2 Forms

Selecting Payroll W-2 Forms allows you to calculate, review, and print W-2's and W-3's for a company. The forms printed on preprinted on approved forms or plain paper. A full electronic filing option is included also.

> **NOTE:** The system does not require you to print your W-2s before you begin processing payroll in a new year. Just remember to set the processing date back to the last day of the prior calendar year to obtain the correct payroll totals when printing your W-2s.

To generate W-2's and W-3's, click **>Reports >Payroll >W-2 Forms**.

Since this program uses a Forms Generator designed around the current year's Federal Guidelines, all detailed documentation for this option is self maintained within the W2 application. To review this detailed documentation, select ⑦ **>How to Prepare and Print W2/W3 Tax Forms.** To review a summarized document of just changes for the current year, select ⑦ **>What's new for Tax Year 2XXX**.

Printing 944 Annual Tax Form

The Payroll 944 Annual Tax Form allows you to create and print the client's 944 Employer's Annual Federal Tax Return on the government's pre-printed form or plain paper. To generate a 944 report, click **>Reports >Client Write-up >Payroll 944 Annual Tax Form**.

Since this program uses a Forms Generator designed around the current year's Federal Guidelines, all detailed documentation for this option is self maintained within the 944 application. To review this detailed documentation, select ⑦ **>Additional Help**.

> **NOTE:** You should not file Form 944 Employer's ANNUAL Federal Tax return unless the IRS has sent you notice to file this return.
>
> Most employers must file Form 941 (Employer's Quarterly) at the end of every quarter.

Quarterly State Forms

The **Quarterly State Unemployment Forms Generator** is an add-on module to *CertiflexDimension Payroll*. The Generator is designed to print Quarterly State Unemployment Forms for selected states.

This documentation is a general overview of the program. State agencies are constantly modifying forms. Therefore, a special instruction feature is included in the program to address each specific state's requirement.

All States are not the same. The Forms Generator supports states most often requested by our customers. If your state is not available, please contact our Sales Department at **1-800-237-8435** to see if your form can be added. Forms for most states can be printed on blank paper. A few states continue to require printing on a preprinted form. If your state requires a preprinted form, please do not send the Employer's Copy (blank paper form) to the state. It will most probably not be accepted.

Some states require employers with more than 250 employees to file their quarterly state unemployment forms on digital media. Since every state has unique file formatting requirements, digital media filing is only available through our custom software services. For more information on this service, please contact the Sales Department at **1-800-237-8435**.

Required Resources

- **Laser Printer:** The Generator is designed to print forms on a Laser Printer (HP 4 and above). Many states allow forms to be printed on plain paper and often include barcodes required for scanning.

- **Additional Fonts and Resources:** The Generator uses additional fonts and other resources licensed from Greatland/Nelco Forms Company. Many of these resources require mandatory annual updates, or more often in some instances, to correctly produce up-to-date tax forms. It is **EXTREMELY IMPORTANT** to subscribe to Software Maintenance service to insure your Forms Generator is in compliance with your state agency's most current requirements.

Installation

- **Programs and Resources:** *A demonstration Forms Generator is automatically installed with all CertiflexDimension Payroll and Client Write-up programs*. The demonstration program allows you to print one quarterly form per company. Forms for subsequent quarters require purchasing and installing a registered version of the Quarterly State Unemployment Forms Generator module.

- **Font Installation:** The Forms Generator requires special tax fonts installed on each workstation used to print state forms. To install the special fonts, click **>Install Dimension Fonts** from the **Options** menu.

Getting Started

To print Quarterly State Forms, click **>Reports >Payroll >Quarterly State Forms.**

The Forms Generator includes a convenient program wizard to walk you through the steps to create your forms.

- **Step 1:** Form Style and State Table
- **Step 2:** Preparer Information
- **Step 3:** Employer Information
- **Step 4:** Wage Limits and Rates
- **Step 5:** Wage Calculation
- **Step 6:** Print State Form

Since company information set-up in Steps 1 through 3 rarely changes, these steps will be automatically skipped the next time you print a form for the same company.

Form Style and State Table

Select the **Form Style** and **State Table Number** for the state you wish to print and select **Include Current Batch Transactions** if you wish to include unposted batch amounts in the calculation.

Once you have selected the Form Style, you should select **Special Instructions** to review additional instructions for your specific state form. Click **>Next** to continue.

Preparer Information

Some state forms will require specific information regarding the tax form preparer. Click **>Next** to continue.

Employer Information

Most of the data for the **Employer Information** screen will be automatically transferred from the **Company Control File** and **Master Data**. Some states require additional account numbers and codes that have been assigned to the employer. If your company requires forms for multiple states, select the **Multiple States** check box. The system will begin at Step 1 (Form Style and State Table) each time so that you will not have to use the **Back** button to select another form. If your state requires you to report S.I.T. deposits on a daily or weekly basis, select the **Daily** or **Weekly SIT Deposits** check box. Click **>Next** to continue.

Wage Limits and Rates

Enter your current **U.I. Wage Limit** and **U.I. Base Contribution Rate** for the reporting period. If your state has a separate line for an **Additional U.I. Rate**, make sure the **Base U.I. Rate** does not include the additional rate amount. Since some states do not notify employers of rate changes until after the quarter ends, the Forms Generator program will use the rate you have entered here to recalculate all employer **U.I. Contributions**. If your state also requires State Disability Insurance, you will be allowed to set the **SDI Wage Limit** and **Contribution Rate**. Click **>Next** to continue.

Quarterly State Form Wage Calculation

The **Wage Calculation** screen shows the total of all calculated data.

Unemployment Tax Section

- **Total U.I. Wages:** Sum of wages subject to U.I. Contributions for the payroll reporting period.

- **Wages in Excess:** Sum of wages subject to U.I. Contributions in excess of the U.I. Wage Limit.

- **Total Taxable U.I. Wages:** Sum of wages subject to U.I. Contribution not in excess of the limit. Normally you would not need to adjust this amount unless employee wages have been recorded in the wrong payroll-reporting period. If you make changes to this amount, the system will recalculate the difference into the Wages in Excess.

- **Total U.I. Contributions:** Total taxable U.I. Wages times the total U.I. Contribution Rate.

- **Total SDI Contributions:** If your state has a SDI tax, this amount is SDI Wages times SDI Rate.

- **U.I. Tax Subtotal:** Total U.I. Contributions plus total SDI Contributions.

- **Total Adjustments:** This amount is the total of any interest, penalty, credits or previously unpaid balance. Most state forms describe the formulas for calculating late fees, interest or penalty on the back of the preprinted form.

- **Total U.I. Tax Due:** U.I. Tax Subtotal plus Total Adjustments.

State Wages and Withholding Section

This section will be active only if your state includes State Wages and SIT withholding on the State Unemployment form.

- **SIT Withholding Liability:** The total amount of SIT tax you have withheld from employees. Normally you would not adjust these numbers unless employee wages and withholding have been recorded in the wrong reporting period.

- **Total Payments and Credits:** Enter the total of all SIT deposits and any credits issued by the state. The numbers should be entered as positive numbers.

- **Total Withholding Tax Due:** SIT Withholding Liability minus Total Payments and Credits.

- **Total Tax Due:** Total U.I. Tax Due plus Total Withholding Tax Due.

Edit Details

The **Edit Details** option allows you to change the information printed for each employee on most state forms. Changes made to the detailed information will only alter the information that prints on the form and does not affect employee records. **This option should be used with caution.** To change the detailed information of an employee, click the **>Edit Details** button.

The system will display the employee detail in a grid format that accepts direct entry. Remember, the preferred method to change this information is to adjust the actual employee record and recalculate the report.

Export Detail

The **Export Detail** option allows you to export employee wage detail to a delimited file. This is extremely helpful if your state requires you to file state unemployment electronically. Almost every state requiring electronic filing offers downloadable software to upload employee wages from a delimited file. To export the employee wage detail, click the **>Export Detail** button.

The system will display the employee detail to be exported. Click the **>Export** button and the system will prompt you to name and save the file. It is recommended that you save this file in the folder being used to transfer the delimited wage records (i.e. C:\QuickFile). You can save the wage records in either a tab (*.Txt) or comma (*.Csv) delimited format.

Print State Forms

The **Print State Forms** window includes the standard printer controls found in all CertiflexDimension programs. In addition, the following print options are specific to the Quarterly State Unemployment Forms Generator:

Output Media

- **Labeled Form:** This option is available for states where preprinted forms are required. Selecting this option will allow the Forms Generator to print the variable payroll data and not include information such as Company Name, Address, etc. This information is preprinted on the form received from the taxing agency.

- **Blank Form:** This option is available for states where preprinted forms are required. Selecting this option assumes that the preprinted form is a blank generic form available from most states and does not include company specific preprinted information.

- **Blank Paper:** This option is available for states allowing forms to be printed on plain paper. For states requiring preprinted forms, this option can be selected to print the **Employer Copy** of the form.

Employee Earnings Statement

The **Employee Earnings Statement** provides summarized information compiled from an employee's earnings, withholdings and gross and net pay data. It can be used per pay period as a check stub supplement or at year-end as an extension to employee W-2s. To access this statement click **>Reports >Payroll >Employee Earnings Statements**.

At the **Print Employee Earnings Statements** screen, you will be prompted to define the following:

Selected Employees

- **Class**: If needed, set the **Starting** and **Ending Class** range.

- **Direct Deposit Employees Only:** Select this option to print earnings statements just for those employees who use direct deposit.

- **Paid Last Check Run Only:** Select this option to print earnings statements just for those employees who received paychecks in the most recent check run.

- **Filter**: Allows you to print an earnings statement for a single employee through filtering by name.

- **Sort By**: Select one of the following options to define the printing order of the earnings statements.
    - **Dept.**
    - **Name**
    - **Number**

Options

- **Include Last Check Column:** The earnings statement will print Year-to-Date totals by default. Check this box to also include totals from the employee's most recent paycheck.

- **Print Vacation Balance:** Check this box to print the employee's balance of total vacation hours.

- **Print Sick Time Balance:** Check this box to print the employee's balance of total sick time hours.

Selected Printer

To change the printer settings, click on the **Printer Setup…** button.

Output

Select to send the Employee Earnings Statements to **Selected Printer**, **Preview Screen** or **Text File**.

Additional Notes to Print

Enter any additional text you would like printed on the statements.

To print the **Employee Earnings Statement** click on the **Print** button.

Certified Payroll Report (WH-347)

The **Certified Payroll Report** is required for many companies involved in government contracts. Since the Certified Payroll report combines information from CertiflexDimension Job Cost with detailed employee data to produce the Certified Payroll report, CertiflexDimension Job Cost system is required. One of the main functions of the Certified Payroll Report is to report standard and overtime hours each employee has worked on a certified job on a daily basis. Therefore, employee pay data must be entered daily. The payroll system allows entering the date worked on each allocation line by activating the payroll master data option, **Ask Date Worked**. The report will print all active jobs set to **Certified Payroll** that had pay data for the selected period. The Certified Payroll Report also prints employee hours by workers classification. Payroll Departments are used as the worker's classification. If you have employee time allocated to a job for financial tracking (i.e. supervise or salary), but wish to exclude this time from Certified Payroll, set a department to **Supervisor Only Department.** All hours allocated to a Supervisor Only Department will be excluded from the report.

The report may optionally create the actual WH-347 form. Most states accept the WH-347 for government contracts. Please check with your state officials to see if there are additional requirements for your state or contract type.

To print the Certified Payroll report for a pay period, click **>Reports >Payroll >Certified Payroll Report (WH-347).**

Options

- **Company Name**:
- **Street Address**
- **City/State and Zip**
- **For the Week Ending**: Enter the ending date for the workweek being reported.

- **Check Date**: Enter the date the payroll check was printed for the workweek being reported.

- **Payroll Number**: Enter the payroll number for the workweek being reported.

- **Type**: Select **Contractor** or **Subcontractor**

- **Margins**:   Adjust the top and left margins to for alignment on your printer if using preprinted forms.

- **Output Device**:   Select either Printer or Preview/Digital File.

- **Preprinted Form**: Select if printing the WH-347 form on plain paper. Once the appropriate options have been selected, click >**Print** to print the Certified Payroll Report.

Payroll WorkSheet Reports

Using WorkSheet Reports in CertiflexDimension is an easy, yet powerful portion of the program. You can use this system to create almost any interactive WorkSheet you desire.

To use a Payroll WorkSheet Report, click **>Reports >Payroll >WorkSheet Reports**.

The system will display a WorkSheet Listing for your selected module. Select the WorkSheet you wish to use and click **> Create**.

> **NOTE**: Each WorkSheet can be saved in three different styles. The system will always start with the "Default" style saved for this WorkSheet.

The options for formatting and printing WorkSheets are the same in all systems. For detailed information about each of these specific functions, please refer to your *CertiflexDimension System Manager Guide* – WorkSheet Reports.

WorkSheets

Below is a list of WorkSheet Reports available for this module.

- **Year-to-Date**
- **Comparative Year**
- **Wages by Quarter**
- **Federal Tax Amounts - MTD**
- **Federal Tax Amounts - QTD**
- **Federal Tax Amounts – YTD**

Month & Year End Procedures

Start New Period Files

The Payroll data files are not dated files. When you start new period files the system will not actually create a new file for the new period each month, but will instead change the processing dates the system is working on.

Your Payroll data is kept in monthly amounts, so no actual monthly totals are cleared. This means that the system will allow you to go back to any prior period to print reports. Any report printed in a prior period will print only the information associated with the selected period.

For example, if you have already processed payroll in April, you can generate a 1st quarter 941 simply by changing your system date to 03/31 and executing the option to print the 941 report. You can also print W2's after new year processing has begun. This is be done by changing your system date to the last day of the prior year and choosing the option to print W2's.

You must execute this option at the end of each month to tell the system what period you are working in. When you select the option to start new period files and your current system date is the last period of the year, the system will automatically clear the Year-to-Date totals for you.

Before starting new period files make sure you have a current backup of the system. It is very important that a backup is performed. In case an error occurs during the new period creation process. When the backup is complete, click **>File >Start New Period Files [F3]**.
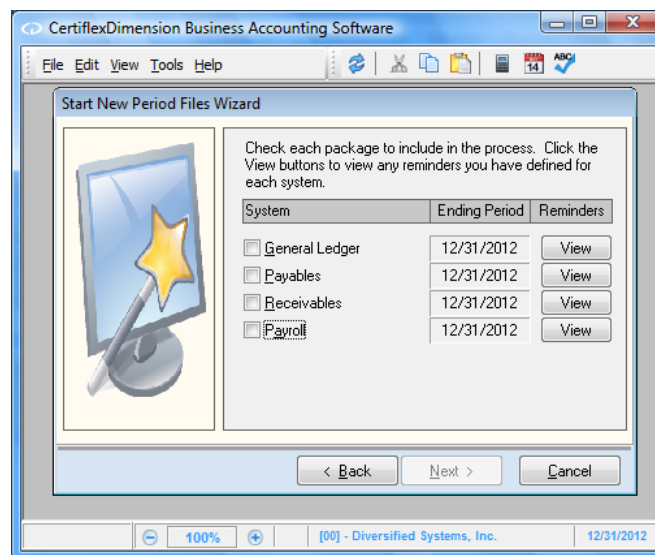
The system will display the individual programs to start the new periods file. The **Ending Period** column will display the old period ending date. This is the period just completed. The 'Active Period Ending Date' should be set to match the date shown for the Payroll. When you check Payroll, the system will display the new period in the **Ending Period** column. This is the period the system will create. Click **>View** to display any checklist reminders defined for the program.

When you click **>Next**, the system will begin the new period creation process for the program selected. The system will display a status bar as the process is completed. If the system encounters any errors during the process, an error message screen will be displayed.

> **NOTE**: Payroll data files are yearly dated files. When you execute this option with a 12/31/xx system date, the system will create a new set of files for the new calendar year. When you start files for a new year, the system will prompt you to delete inactive employees. If you select the option to delete inactive employees, the system will not bring any employees marked inactive into the new year. However, these employees will exist in the old year.
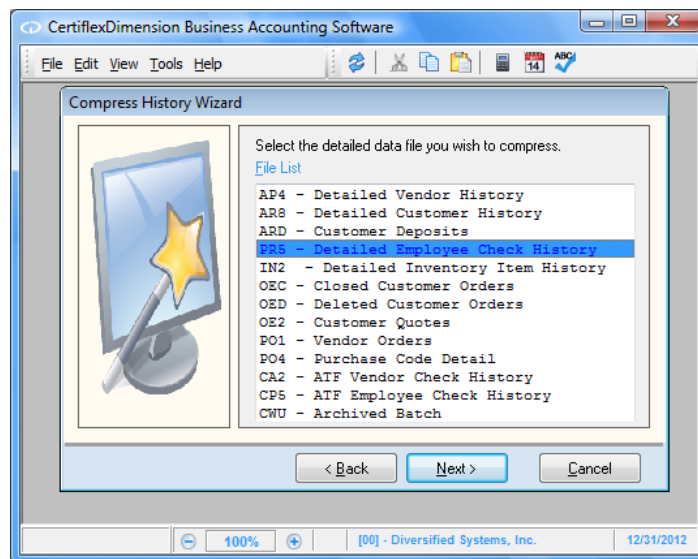
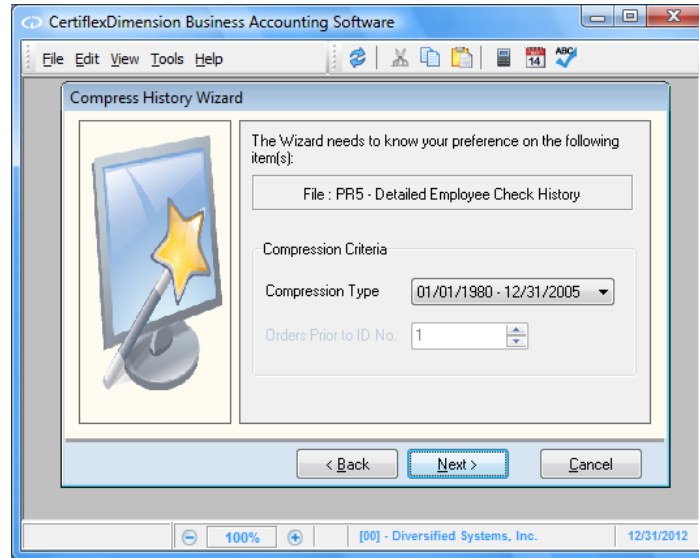## Compress Employee Check History

Compressing the employee check history allows you to have the system remove old payroll checks from the data files. You should periodically select this option to remove old check information that is no longer needed.

We recommend that you perform this option as part of the year-end processing procedure. For example, if you wish to retain the last two years of check information on file. At the beginning of each year, you would compress the unneeded year.

To compress the employee check history information, click **>File >Data File Maintenance >Compress Data Files**.

- **File List**: Select the data file to compress. For the employee check history information, select **PR5 – Detailed Employee Check History**. Click >**Next**.


- **Compression Type**: This selection allows you to define how many years of history checks to remove from the employee's files.

> **NOTE**: Many CertiflexDimension reports retrieve information from history files. Be careful in your selection of the compress to date. If you compress history checks and then later attempt to print a report that generates its information from the history files for a date that has been compressed, the system will not be able to retrieve the information without restoring a backup.

Click >**Next**. The system will display a screen detailing the information selected to compress.
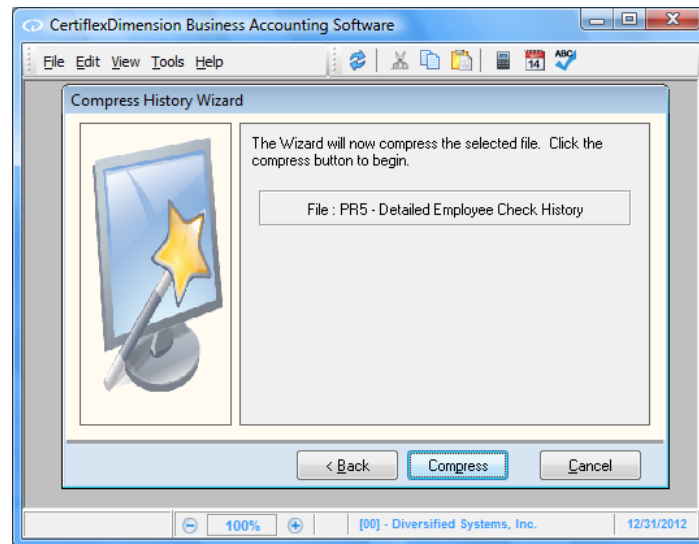
To begin the compression, click >**Compress**.

NOTE: Make sure you have at least two good backups of the data files before you begin the compression. Once the compression option begins, you must allow the system to complete the process. If you experience a power failure or other interruption of the compression process, the system will require you to restore a backup.

If you are operating on a network, make sure that all users have logged off CertiflexDimension, The compression program will not operate properly if there are other users, logged on to the CertiflexDimension program.

The time the compression program takes is dependent upon the number of transactions currently in the history file and the speed of your computer. We recommend that you do not perform this option during the busy part of your day, because once you start the compression, you cannot stop the process without restoring a backup.

Once the compression program is complete, the system will have deleted all history transactions for the selected program through the selected date. The system will not be able to access any transactions prior to the Compress Through Date without restoring a backup.