

L100 Payroll Implementation

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Timing and Agenda

May 5, 2021 -10 AM -11 AM PT

Day 1

Lesson 1: Payroll Basic Configuration

Lesson 2: Creation of Work Locations

Lesson 3: Configuration of Taxes

Lesson 4: Creation of Earning Types

May 6, 2021 -10 AM -11 AM PT

Day 2

Lesson 5: Creation of Workers' Compensation Codes

Lesson 6: Creation of Deduction and Benefit Codes

Lesson 7: Creation of Unions

Lesson 8: Configuration of Overtime Rules

Timing and Agenda

May 7, 2021 -10 AM -11 AM PT

Day 3

Lesson 9: Configuration of Pay Groups, Payroll Calendars, and Pay Periods

Lesson 10: Configuration of Paid Time Off

Lesson 11: Creation of Employee Payroll Classes

Lesson 12: Configuration of Employee Payroll Settings

Day 1

Lesson 1: Payroll Basic Configuration

Learning Objectives

In this lesson, you will learn how to do the following:

- Review the tasks that must be done for the initial configuration of an Acumatica ERP instance
- Enable the necessary feature
- Create numbering sequences for the payroll entities
- Specify payroll preferences

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Lesson 1: Prerequisites for Implementation of Payroll

1. Complete the initial system configuration and implement the minimum general ledger before you implement payroll.
2. In the Tax Registration ID box on the Company Details tab of the Companies (CS101500) form, specify the employer identification number that will be used for federal tax reporting.

The screenshot displays the 'Companies' form in Acumatica for the company 'SWEETLIFE - SweetLife Fruits & Jams'. The 'COMPANY DETAILS' tab is active. The form includes fields for Company ID (SWEETLIFE), Company Name (SweetLife Fruits & Jams), and Company Type (With Branches Not Requiring Balancing). The 'MAIN CONTACT' section shows contact information for SweetLife Fruits & Jams. The 'BASE CURRENCY SETTINGS (SHARED)' section shows the base currency as USD - US Dollars. The 'TAX REGISTRATION INFO' section is highlighted, showing the 'Tax Registration ID' field with the value '999999999' entered. Other fields in this section include 'Legal Name' (SweetLife Fruits & Jams), 'Tax Exemption Number', and 'Entity Usage Type' (Default).

3. If time tracking in payroll is planned, you perform a basic configuration of the time reporting functionality.

Lesson 1: Prerequisites for Implementation of Payroll (cont)

4. The following entities must be defined in the system:

- The expense and liability accounts and subaccounts to be used by default for recording the following:

- Earnings*
- Deductions*
- Benefits*
- Taxes*

		*Account	Account Class	Type	Active	Description	Control Account Module
>		65400	EXPERS	Expense	<input checked="" type="checkbox"/>	Wages:Wages - Office Staff	
		69500	EXPERS	Expense	<input checked="" type="checkbox"/>	Salaries and Wages	

		*Account	Account Class	Type	Active	Description	Control Account Module
>		20300	OTHCURLIAB	Liability	<input checked="" type="checkbox"/>	Deductions and Benefits	
		69600	EXPERS	Expense	<input checked="" type="checkbox"/>	Benefit Expenses	

		*Account	Account Class	Type	Active	Description	Control Account Module
>		24050	OTHCURLIAB	Liability	<input checked="" type="checkbox"/>	Payroll Liabilities: Taxes	
		65100	EXTAX	Expense	<input checked="" type="checkbox"/>	Other Tax Expenses	

- Vendors for tax agencies, benefit providers, unions, etc.
- Organizational Departments and Positions
- Work Calendar
- Employees

Lesson 1: Implementation Activity

Story

Suppose that you, as an implementation manager, need to specify the minimum settings that are required to start using the payroll functionality in the system.

Process Overview

In this activity we will setup the following entities:

- *Numbering Sequences*
- *Payment Methods*
- *Cash Accounts*

Preparation

- *U100 dataset*
- *System Administrator Login: gibbs / 123*

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Lesson 2: Creation of Work Locations

Learning Objectives

In this lesson, you will learn how to create a work location.

Lesson 2: Creation of Work Locations

- Work locations are used for calculating state and local taxes and workers' compensation.
- If your company has business (ie, has employees performing work) in multiple locations then you must setup a work location for each location where taxes may need to be withheld.
- If a work location shares the address of a branch, select the branch in the **Use Address from Branch ID** box.
- You can specify multiple work locations for an employee class in the Work Locations table on Payroll Settings tab of the Employee Class (PR202000) form.

Work Locations
BELLEVUE - Products Wholesale Location

Work Locations interface showing details for BELLEVUE - Products Wholesale Location.

Location ID: BELLEVUE
Location Name: Products Wholesale Location
☒ Is Active
Use Address from Branch ID: PRODWHOLE - Products Wh

MAIN ADDRESS

ADDRESS LOOKUP

Address Line 1: 11235 SE 6th St.
Address Line 2: Suite 140
City: Bellevue
Country: US - United States of America
State: WA - WASHINGTON
Postal Code: 98004

Lesson 2: Implementation Activity

Story

Suppose that the SweetLife company needs to keep track of the work associated with its head office.

Acting as an administrator, you need to create a work location that corresponds to the Head Office branch of SweetLife Fruits & Jams.

Process Overview

In this activity we will setup the following entities:

- *Work Locations*

Preparation

- *U100 dataset*
- *System Administrator Login: gibbs / 123*

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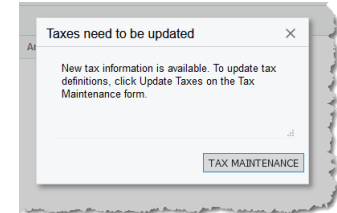
Lesson 3: Configuration of Taxes

Learning Objectives

In this lesson, you will learn how to create payroll-related taxes and assign the appropriate taxes to employees based on their work location or address.

Lesson 3: Configuration of Taxes

- **Update Taxes** to download latest tax details from the Symmetry Tax engine
 - When new tax information is available you will see a warning on the **Paychecks and Adjustments** and **Payroll Batches** forms alerting you to **Update Taxes**
- **Tax Codes** – all available taxes are listed (based on work locations and employee addresses)
 - Review and update any Tax Codes with a warning or an error icon displayed



Tax Maintenance

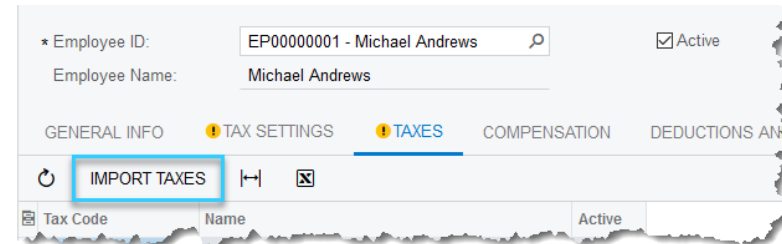
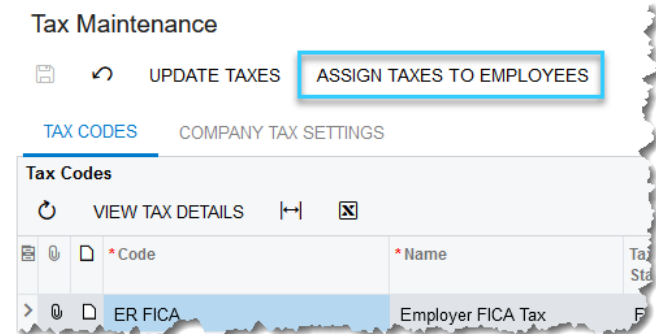
UPDATE TAXES ASSIGN TAXES TO EMPLOYEES

TAX CODES COMPANY TAX SETTINGS

Tax Codes									Tax Settings					
Code	Name	Tax State	Tax Category	Vendor	Expense Account	Expense Sub.	Li Ac		Name	Additional Information	Allow Employee Override	Value	Required	Form
ER FICA	Employer FICA Tax	FED	Employer Tax	IRSGOV	65300	000-000	2		Rate	Specify the rate as a percentag...	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
ER FUTA	Federal Unemployment Tax	FED	Employer Tax	IRSGOV	65300	000-000	2		Override Wage Base	Override the wage limit after whi...	<input checked="" type="checkbox"/>	7,000.00	<input type="checkbox"/>	
ER MEDI	Employer Medicare Tax	FED	Employer Tax	IRSGOV	65300	000-000	2		Is Exempted		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
FICA	FICA	FED	Employee Withholding	IRSGOV			2							
FIT	Federal Income Tax	FED	Employee Withholding	IRSGOV			2							
MEDI	Medicare	FED	Employee Withholding	IRSGOV			2							
MEDI2	Additional Medicare	FED	Employee Withholding	IRSGOV			2							
VA ER SUTA	Virginia State Unemploy...	VA	Employer Tax	TAXVAST	65300	000-000	2							
VA SIT	Virginia State Tax	VA	Employee Withholding	TAXVAST			2							

Lesson 3: Configuration of Taxes

- **Company Tax Settings** – review and edit details for various employee attributes used for taxation
- **Assign Taxes to Employees** – the system will assign the relevant taxes to all employees based on their work locations and resident addresses.
- To assign taxes to an individual employee, click **Import Taxes** on the **Taxes** tab of the *Employee Payroll Settings* form.

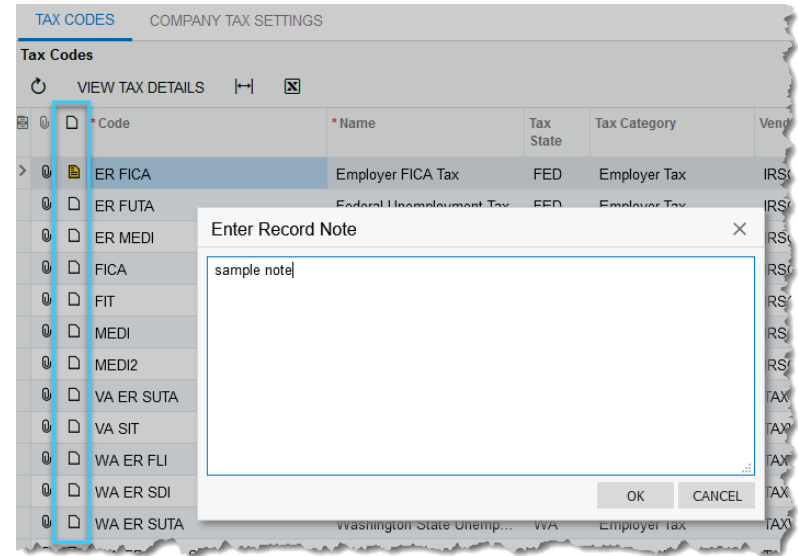


Lesson 3: Configuration of Taxes

Using Custom Notes

Attach a custom text note in the Note column of any of the following tables:

- Tax Codes (Tax Maintenance form)
- Tax Settings (Tax Maintenance form)
- Company Tax Settings (Tax Maintenance form)
- Tax Settings (Employee Payroll Settings form)
- Tax Settings on Taxes tab (Employee Payroll Settings form)



Lesson 3: Implementation Activity

Story

Suppose that you as a system administrator need to create all necessary tax codes related to the work locations stored in the system.

Process Overview

In this activity we will setup the following entities:

- ***Tax Codes***

Preparation

- *U100 dataset*
- *System Administrator Login: gibbs / 123*

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Lesson 4: Creation of Earning Types

Learning Objectives

In this lesson, you will learn how to create and set up earning type codes in payroll.

Lesson 4: Creation of Earning Types

Categories of Earning Types

- **Wage**
- **Overtime**
- **Amount Based**
- **Piecework** – requires **Enable Piecework as an Earning Type** checked on *Payroll Preferences* form
- **Time Off**

Payroll Preferences



GENERAL INFO

TRANSACTION DATE EXCEPTIONS

NUMBERING SETTINGS

- * Batch Numbering Sequence: BATCHPR - PR Batch
- * Transaction Numbering Sequence: PRTRANSAC - PR Transactic
- * Payroll Batch Numbering Seque... PRBATCH - Payroll Batch Nu

MISCELLANEOUS SETTINGS

- Pay Rate Decimal Places: 2
- ☐ Allow Changing Pay Period Dates
- Regular Hours Earning Type for ...
- Holiday Earning Type for Quick ...
- Commission Earning Type:
- ☐ Enable Piecework as an Earning Type
- ☐ Hold Paycheck on Entry

Lesson 4: Creation of Earning Types

Predefined Earning Types

- *Regular Hours (RG)*
- *Overtime (OT)*
- *Public Holidays (HL)*
- *Vacations (VL)*

Lesson 4: Creation of Earning Types

Earning Type Settings

For an earning type code, you can define the following settings:

- Whether the hours linked with the earning type code are considered for PTO calculation
- Whether the earning type is to appear in Box 12 of the W-2 report and which code it will use
- The method used to determine the list of applicable taxes
- A project and project task to be associated with the earning type code by default
- GL accounts to be used to record transactions linked with the earning type code

The screenshot shows the 'Earning Type Codes' configuration interface for 'RG - Regular Hours'. The page includes a header with the title and a toolbar with icons for save, undo, add, delete, and navigation. The main form contains several sections:

- Basic Information:** Fields for Code (RG), Description (Regular Hours), Earning Type Category (Wage), Multiplier (1.00), Wage Type (REGULAR - Regular), Reporting Type (NORMAL - 0 - Normal (none of the following)), and Subject to Taxes (Per Tax Engine).
- Checkboxes:** Active, Contributes to WCC Calculation, and Accrue Time Off are all checked.
- PROJECT ACCOUNTING SETTINGS:** Fields for Default Project Code and Default Task, with a Billable checkbox.
- SUBJECT TO TAXES:** A section for tax configuration.
- GL ACCOUNTS:** A section for general ledger account configuration.

At the bottom, there is a table with columns for Tax Code and Name.

Lesson 4: Implementation Activity

Story

Suppose that in addition to the predefined earning types for regular work hours, overtime, public holidays, and vacations, the SweetLife company is going to use earning type codes for bonuses, double time, personal time, and tips. Also, the predefined code for vacations will be used to accrue paid time off, so its default settings need to be updated correspondingly.

Acting as a system administrator, you need to create and define the needed earning type codes.

Process Overview

In this activity we will setup the following entities:

- *Earning Type Codes*

Preparation

- *U100 dataset*
- *System Administrator Login: gibbs / 123*

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Q&A

Day 1

- Lesson 1: Payroll Basic Configuration
- Lesson 2: Creation of Work Locations
- Lesson 3: Configuration of Taxes
- Lesson 4: Creation of Earning Types

Day 2

Timing and Agenda

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Lesson 12: Configuration of Employee Payroll Settings

Clarification

Payroll Preferences



GENERAL INFO

TRANSACTION DATE EXCEPTIONS

NUMBERING SETTINGS

* Batch Numbering Sequence: BATCHPR - PR Batch 🔍 ✎

* Transaction Numbering Sequence: PRTRANSAC - PR Transactio 🔍 ✎

* Payroll Batch Numbering Sequence: PRBATCH - Payroll Batch Nu 🔍 ✎

MISCELLANEOUS SETTINGS

Element	Description
Batch Numbering Sequence	The identifier of the numbering sequence to be used for the payroll batches posted to the general ledger.
Transaction Numbering Sequence	The identifier of the numbering sequence definition to be used for the reference numbers to be used for tracking payroll transactions (checks, direct deposits, manual checks, and adjustments).
Payroll Batch Numbering Sequence	The identifier of the numbering sequence definition to be used for payroll batch numbers.

Lesson 5: Creation of Workers' Compensation Codes

Learning Objectives

In this lesson, you will learn how to create workers' compensation codes.

Lesson 5: Creation of Workers' Compensation Codes

Creating Workers' Compensation Class Codes

- One WCC code is created for each category of work performed by employees in your organization.
- Only deduction and benefit codes with *Work Class Compensation* selected in the **Associated With** box on the Deduction and Benefit Codes (PR101060) form can be associated with a workers' compensation code.

Workers' Compensation Codes

Workers' Compensation Codes

WCC Code

Active	WCC Code	Description
<input checked="" type="checkbox"/>	5022	Masonry
<input checked="" type="checkbox"/>	5037	Painting
<input checked="" type="checkbox"/>	5057	Framing
<input checked="" type="checkbox"/>	5102	Door - Installation
<input checked="" type="checkbox"/>	5180	Plumbing
<input checked="" type="checkbox"/>	5190	Electrical Wiring
<input checked="" type="checkbox"/>	5213	Concrete
<input checked="" type="checkbox"/>	5221	Paving
<input checked="" type="checkbox"/>	5222	Chimney Construction
<input checked="" type="checkbox"/>	5403	Siding Installation
<input checked="" type="checkbox"/>	541512	Network systems integration design serv...
<input checked="" type="checkbox"/>	541611	Administrative management consulting serv...
<input checked="" type="checkbox"/>	5437	Drywall Installation
<input checked="" type="checkbox"/>	5478	Flooring
<input checked="" type="checkbox"/>	5479	Insulation

Rate

Active	Deduction Code	Deduction Calculation Method	Benefit Calculation Method	State	Deduction Rate	Benefit Rate	Effective Date
<input checked="" type="checkbox"/>	VAWC	Percent of Gross	Percent of Gross	VA	0.500000	0.500000	1/1/2019
<input checked="" type="checkbox"/>	WAWC	Amount Per Hour	Amount Per Hour	WA	0.500000	0.500000	1/1/2019

Sources

PROJECT TASKS LABOR ITEMS

Project Task

Lesson 5: Creation of Workers' Compensation Codes

Specifying Sources for Workers' Compensation Codes

- By using the Sources pane on the Workers' Compensation Codes (PR209800) form, you can specify the sources for the workers' compensation codes that the system inserts by default when a paycheck or a time activity is created.
- One cost code, project, project task, or labor item cannot be assigned to multiple workers' compensation codes.
- If multiple sources are specified for a workers' compensation code, the system checks the availability of the following sources and populates the WCC Code column with the first value it finds, in the specified order of priority:
 1. Project task
 2. Project
 3. Labor item
 4. Cost code
 5. Employee payroll settings

Lesson 5: Implementation Activity

Story

Suppose that the SweetLife company is going to calculate workers' compensation in paychecks.

Acting as a system administrator, you need to create the following WCC codes: 8742 (Salespersons), 8810 (Clerical Work), 5606 (Project Manager), 8292 (Warehousing), and 5437 (Installation).

Process Overview

In this activity we will setup the following entities:

- *Workers' Compensation Codes*

Preparation

- *U100 dataset*
- *System Administrator Login: gibbs / 123*

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Lesson 6: Creation of Deduction and Benefit Codes

Learning Objectives

In this lesson, you will learn how to do the following:

- Create deduction and benefit codes
- Specify whether the created code is an employee deduction, an employer contribution, or both
- Specify a source entity with which the code can be used
- Specify how deductions or benefits should be calculated
- Specify what earning types may be used in the calculation of deductions and benefits
- Specify which payroll items may increase or decrease the applicable wage, if applicable

Lesson 6: Creation of Deduction and Benefit Codes

Creating

The screenshot displays the 'Deduction & Benefit Codes' form in Acumatica, showing the 'New Record' screen. The form is divided into two main sections: a left sidebar for general information and a main right area for specific details.

Left Sidebar (New Record):

- * Code: (Empty text field)
- * Description: (Empty text field)
- * Contribution Type: (Dropdown menu with options: Employee Deduction, Employer Contribution, Both Deduction & Contribution)
- Associated With: (Empty text field)
- Vendor: (Empty text field)
- Invoice Descr Source: (Empty text field)
- Vendor Invoice Description: (Empty text field)

Main Right Area (LIFEINS - Life Insurance):

- * Code: LIFEINS
- * Description: Life Insurance
- * Contribution Type: Employee Deduction
- Associated With: Employee Settings
- Vendor: BANKAMERIC - Bank of America
- Invoice Descr Source: (Dropdown menu with options: Code, Code Name, Code + Code Name, Payment Date, Payment Date + Code, Payment Date + Code Name, <Free Format Entry>)
- Vendor Invoice Description: (Empty text field)

EMPLOYEE DEDUCTION SETTING:

- Calculation Method: (Empty text field)
- Amount: (Empty text field)
- Percent: 3.10

Lesson 6: Creation of Deduction and Benefit Codes

Calculation of Deductions and Benefits

- Depending on the contribution type specified for the deduction and benefit code you can select one of the following options in the Calculation Method box:
 - Fixed Amount
 - Percent of Gross
 - Percent of Custom (This option is available only if the Affects Tax Calculation check box in the Summary area of the form is cleared.)
 - Percent of Net
 - Amount per Hour

Vendor Invoice Description:

EMPLOYEE DEDUCTION SETTINGS GL ACCOUNTS

Calculation Method:

Amount:

Percent:

Maximum Frequency:

Maximum Amount:

★ Applicable Earnings:

Reporting Type:

Lesson 6: Creation of Deduction and Benefit Codes

Calculation of Deductions and Benefits (cont)

- In the Applicable Earnings box on these tabs, you can specify what earning types can be used in the calculation of employee deductions or employer contributions based on the categories of those earning types.
 - Total Earnings - This option appears in the drop-down list only if the Percent of Gross, Percent of Custom, or Amount per Hour calculation method is selected on the tab
 - Regular Earnings - This option appears in the drop-down list only if the Percent of Gross or Amount per Hour calculation method is selected on the tab.
 - Regular and OT Earnings - This option appears in the drop-down list only if the Percent of Gross or Amount per Hour calculation method is selected on the tab.
 - Straight Time Earnings - This option appears in the drop-down list only if the Percent of Gross, or Percent of Custom calculation method is selected on the tab
 - Straight Time Earnings and Time Off - This option appears in the drop-down list only if the Percent of Gross calculation method is selected on the tab

Lesson 6: Creation of Deduction and Benefit Codes

Deduction and Benefit Code Source

- Each deduction and benefit code can be associated with only one source: employee settings, certified projects, unions, or workers' compensation codes.

Deduction & Benefit Codes
LIFEINS - Life Insurance

Icons: Save, Undo, Add, Delete, Previous, First, Last, Next

* Code:	LIFEINS	<input checked="" type="checkbox"/> Active
* Description:	Life Insurance	<input type="checkbox"/> Is Garnishment
* Contribution Type:	Employee Deduction	<input type="checkbox"/> Affects tax calculation
* Associated With:	Employee Settings	<input type="checkbox"/> ACA Applicable
Vendor:	BANKAMERIC - Bank of America	<input type="checkbox"/> Payable Benefit
Invoice Descr Source:	Code	
Vendor Invoice Description:		

EMPLOYEE DEDUCTION SETTINGS GL ACCOUNTS

Calculation Method:	Percent of Gross
Amount:	
Percent:	3.10
Maximum Frequency:	Per Pay Period
Maximum Amount:	30.00
* Applicable Earnings:	Total Earnings
Reporting Type:	NORMAL - 0 - Normal (none of the foll

Lesson 6: Creation of Deduction and Benefit Codes

Workers' Compensation Class Codes

Deduction & Benefit Codes

VAWC - Virginia Workers' Compensation

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* Code:	VAWC	<input checked="" type="checkbox"/> Active
* Description:	Virginia Workers' Compensation	<input type="checkbox"/> Is Garnishment
* Contribution Type:	Employer Contribution	<input type="checkbox"/> Affects tax calculation
Associated With:	Work Class Compensation	<input type="checkbox"/> ACA Applicable
Vendor:	TAXVAST - Virginia Department of Tax	<input type="checkbox"/> Payable Benefit
Invoice Descr Source:	Code Name	
Vendor Invoice Description:		

EMPLOYER CONTRIBUTION SETTINGS WCC CODE GL ACCOUNTS

* State: VA - VIRGINIA









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Active	* WCC Code	Description	Benefit Rate	* Effective Date
> <input checked="" type="checkbox"/>	5022	Masonry	0.500000	1/1/2019
<input checked="" type="checkbox"/>	5037	Painting	0.500000	1/1/2019
<input checked="" type="checkbox"/>	5057	Framing	0.500000	1/1/2019
<input checked="" type="checkbox"/>	5102	Door - Installation	0.500000	1/1/2019
<input checked="" type="checkbox"/>	5180	Plumbing	0.500000	1/1/2019
<input checked="" type="checkbox"/>	5190	Electrical Wiring	0.500000	1/1/2019
<input checked="" type="checkbox"/>	5213	Concrete	0.500000	1/1/2019

Lesson 6: Creation of Deduction and Benefit Codes


Reporting

[Deduction & Benefit Codes](#)
401K - 401(k) retirement plan

* Code:	401K		<input checked="" type="checkbox"/> Active
* Description:	401(k) retirement plan		<input type="checkbox"/> Is Garnishment
* Contribution Type:	Both Deduction & Contribution		<input checked="" type="checkbox"/> Affects tax calculation
Associated With:	Employee Settings		<input type="checkbox"/> ACA Applicable
Vendor:	BANKAMERIC - Bank of America	 	<input type="checkbox"/> Payable Benefit
Invoice Descr Source:	Code Name		
Vendor Invoice Description:			

TAX SETTINGS **EMPLOYEE DEDUCTION SETTINGS** EMPLOYER CONTRIBUTION SETTINGS GL ACCOUNTS

Calculation Method:	Percent of Gross	
Amount:		
Percent:	4.00	
Maximum Frequency:	No Maximum	
Maximum Amount:		
* Applicable Earnings:	Total Earnings	
Reporting Type:	BOX12D - D - Elective Deferrals to a 4	

Lesson 6: Creation of Deduction and Benefit Codes

Taxes

Deduction & Benefit Codes

HSA - Health Saving Account

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* Code:	HSA	<input checked="" type="checkbox"/> Active
* Description:	Health Saving Account	<input type="checkbox"/> Is Garnishment
* Contribution Type:	Employer Contribution	<input checked="" type="checkbox"/> Affects tax calculation
Associated With:	Employee Settings	<input type="checkbox"/> ACA Applicable
Vendor:	EBLUECROSS - Empire BlueCross B	<input type="checkbox"/> Payable Benefit
Invoice Descr Source:	Code	
Vendor Invoice Description:		

TAX SETTINGS

EMPLOYER CONTRIBUTION SETTINGS

GL ACCOUNTS

Subject to Taxes:	Per Tax Engine	<input type="checkbox"/> Allow Supplemental Election
* Benefit Type:	FSA - Flexible Spending Account	









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Tax ID	Name
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Lesson 6: Creation of Deduction and Benefit Codes

ACA Information






[Deduction & Benefit Codes](#)
HEALTHINS - Health Insurance

* Code:	HEALTHINS	<input checked="" type="checkbox"/> Active
* Description:	Health Insurance	<input type="checkbox"/> Is Garnishment
* Contribution Type:	Both Deduction & Contribution	<input type="checkbox"/> Affects tax calculation
Associated With:	Employee Settings	<input checked="" type="checkbox"/> ACA Applicable
Vendor:	EBLUECROSS - Empire BlueCross B	<input type="checkbox"/> Payable Benefit
Invoice Descr Source:	Code	
Vendor Invoice Description:		

ACA INFORMATION EMPLOYEE DEDUCTION SETTINGS EMPLOYER CONTRIBUTION SETTINGS GL ACCOUNTS

Minimum Individual Contribution: 25.00

* Coverage Type	* Health Plan Type
> Children	Meets Minimum Essential Coverage and provides Minimum Value
Employee	Meets Minimum Essential Coverage and provides Minimum Value

Lesson 6: Creation of Deduction and Benefit Codes

Benefits with No Impact on the General Ledger

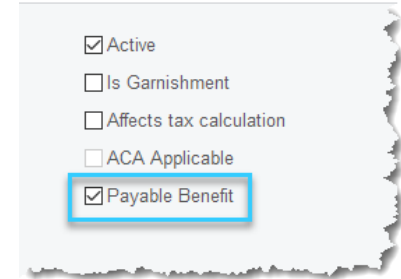
EMPLOYER CONTRIBUTION SETTINGS

Calculation Method:	Percent of Gross	<input checked="" type="checkbox"/> No Financial Transaction
Amount:		<input type="checkbox"/> Contributes to Gross Calculation
Percent:	4.00	
Maximum Frequency:	No Maximum	
Maximum Amount:		
* Applicable Earnings:	Total Earnings	
Reporting Type:	NORMAL - 0 - Normal (none of the foll	

Lesson 6: Creation of Deduction and Benefit Codes

Payable Benefits

- When the **Payable Benefit** check box is selected, the system does the following:
 - Inserts *Employer Contribution* in the **Contribution Type** box of the Summary area
 - Makes the **Is Garnishment** and **ACA Applicable** check boxes in the Summary area **unavailable**
 - Displays only the *Fixed Amount* and *Amount per Hour* options in the **Calculation Method** box on the **Employer Contribution Settings** tab
 - Displays only the **Benefit Expense Account** and **Benefit Expense Sub** settings on the GL Accounts tab
 - If the **Affects Tax Calculation** check box is selected in the Summary area, displays only the *All* and *All but Listed Below* options— that is, the options that may increase the taxable wage if the payable benefit is properly configured in the **Subject to Taxes** box on the **Tax Settings** tab
 - **A payable benefit increases the gross amount of the paycheck.** As a result, the sum of the earnings might not be equal to the gross pay.



☑ Active
☐ Is Garnishment
☐ Affects tax calculation
☐ ACA Applicable
☑ Payable Benefit

Lesson 6: Implementation Activity

Story

Suppose that the SweetLife company needs to calculate the following deductions and benefits:

- 401(k) retirement plan, which has an employee deduction part and an employer contribution part
- Overdue child support deductions
- Workers' compensation for the New York state
- Union dues

Acting as a system administrator, you need to create and define the needed deduction and benefit codes.

Process Overview

In this activity we will setup the following entities:

- ***Deduction and Benefit Codes***

Preparation

- *U100 dataset*
- *System Administrator Login: gibbs / 123*

Start page 31

Lesson 7: Creation of Unions

Learning Objectives

In this lesson, you will learn how to create a union and define specific earning rates within the union. Also, you will link deductions and benefits with the union.

Lesson 7: Creation of Unions

Earning Rates

Union Locals

WDCL - Washington District Council of Laborers

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* Union Local ID: Vendor:

☒ Active Location:

Description:

EARNING RATES DEDUCTIONS AND BENEFITS PACKAGE

⏏ + × ⏏ ⏏

	Labor Item	Description	Rate	* Effective Date
>	LABORER	Construction Laborer	30.00	1/1/2019
	PROJECTMGR	Construction Project Manager	45.00	1/1/2019
	JOURNEYMAN	Construction Journeyman	45.00	1/1/2019
	APPRENTICE	Construction Apprentice	35.00	1/1/2019
	SUPERINTEN	Construction Superintendent	40.00	1/1/2019

Deductions and Benefits

WDCL - Washington District Council of Laborers

NOTES FILES CUSTOMIZATION

* Union Local ID: WDCL

Vendor: **WDCL - Washington District Council of Laborers**

☒ Active


Location: **MAIN - Primary Location**

Description:	Washington District Council of Laborers
--------------	---

EARNING RATES

DEDUCTIONS AND BENEFITS PACKAGE

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 * Deduction And Benefit Code	Labor Item	Description	Contribution Type	Deduction Calculation Method	Deduction Amount	Deduction Percent	Contribution Calculation Method	Contribution Amount	Contribution Percent	* Effective Date
> DUES		Union Dues	Employee Deduction	Percent of Gross		2.60				1/1/2019
HEALTHINSUNION		Health Insurance	Both Deduction & Contribution	Percent of Gross		2.00	Percent of Gross		2.00	1/1/2019

Lesson 7: Implementation Activity

Story

Suppose that some employees in your company are part of a union. Your company will have to make sure it is paying the rate agreed in the collective agreement and withhold the union dues from the employees.

Acting as a system administrator, you need to create a union record for the New York State Laborers' Union and define the earning rates.

Process Overview

In this activity we will create Unions and modify their settings

Preparation

- *U100 dataset*
- *System Administrator Login: gibbs / 123*

Start page 37

Lesson 8: Configuration of Overtime Rules

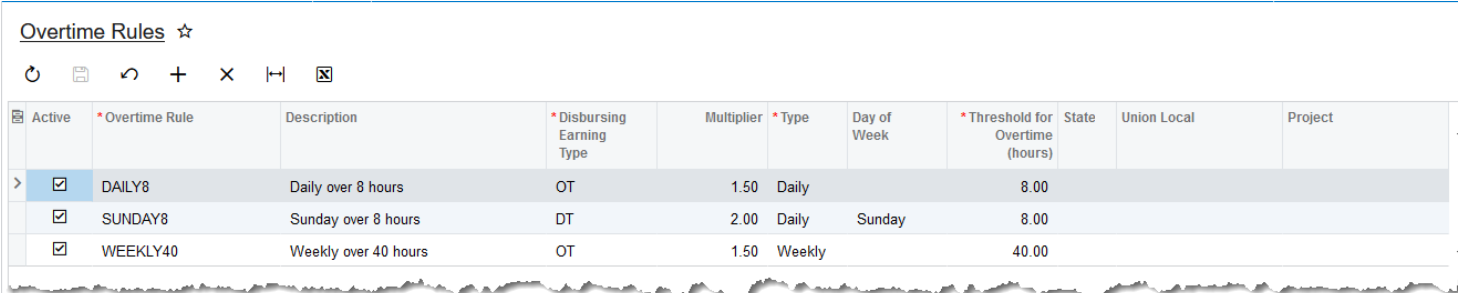
Learning Objectives

In this lesson, you will learn how to configure overtime rules and apply these rules to the calculation of paychecks.

Lesson 8: Configuration of Overtime Rules

Configuration

- An overtime rule includes the following information:
 - Conditions that determine when the rule should be applied.
 - An overtime earning type, based on which overtime is to be calculated.
 - Filters, such as State, Union Local, or Project, that you can use to link the rule with only a particular state, union, or project.



Overtime Rules ☆

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Active	* Overtime Rule	Description	* Disbursing Earning Type	Multiplier	* Type	Day of Week	* Threshold for Overtime (hours)	State	Union Local	Project
> <input checked="" type="checkbox"/>	DAILY8	Daily over 8 hours	OT	1.50	Daily		8.00			
<input checked="" type="checkbox"/>	SUNDAY8	Sunday over 8 hours	DT	2.00	Daily	Sunday	8.00			
<input checked="" type="checkbox"/>	WEEKLY40	Weekly over 40 hours	OT	1.50	Weekly		40.00			

In the case of conflicting overtime rules, the system always uses the rule that results in a higher overtime pay rate

Lesson 8: Configuration of Overtime Rules

Application of Overtime Rules

Employee Payroll Settings
EP00000001 - Michael Andrews

← 📄 ↺ + 🗑️ ⏪ ⏩ EDIT EMPLOYEE RECORD

* Employee ID: EP00000001 - Michael Andrews 🔍 ☒ Active
Employee Name: Michael Andrews

GENERAL INFO ⚠️ TAX SETTINGS ⚠️ TAXES COMPENSATION DEDUCTIONS AND BENEFITS PAID TIME OFF PAYMENT SETTINGS

ADDRESS INFO

ADDRESS LOOKUP

Address Line 1: 417 32nd Ave E
Address Line 2:
City: Seattle
* Country: US - United States of America 🔍
State: WA - WASHINGTON 🔍
Postal Code: 98112

EMPLOYMENT INFO

Hire Date: 1/1/2013
Termination Date:

GENERAL INFO

* Class ID: SALARIED 🔍 ✎
Employee Type: Salaried Non-Exempt ☒ Use C
Pay Group: MONTHLY - Monthly Paygroup ✎ ☒ Use C
Calendar: PST - Pacific Time Zone ☒ Use C
Working Hours per Week: 40.00
Working Weeks per Year: 52 ☒ Use C
Working Hours per Year: 2,080.00
☐ Override Hours per Year for C... ☒ Use C
☒ Exempt from Overtime Rules ☒ Use C
Net Pay Minimum: 0.00 ☒ Use C

Lesson 8: Configuration of Overtime Rules

Application of Overtime Rules

Payroll Batches

000001 - CSTRWEEKLY - 01-2020 - Construction Weekly Paygroup Payroll Batch 01-2020

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Batch ID:	000001	Pay Period:	01-2020	Number of Employees:	8
Status:	Closed	Period Start:	12/22/2019	Total Hour Qty:	320.00
	<input type="checkbox"/> Hold	Period End:	12/28/2019	Total Earnings:	13,163.20
Payroll Type:	Regular	Transaction Da...	1/2/2020		
Pay Group:	CSTRWEEKLY	Description:	Construction Weekly Paygroup Payroll Batch 01-2020		

EMPLOYEE SUMMARY EARNING DETAILS DEDUCTIONS AND BENEFITS **OVERTIME RULES**

☒ Apply Overtime Rules for the Document

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<input type="checkbox"/>	Overtime Rule	Description	Disbursing Earning Type	Multiplier	Type	Day of Week	Threshold for Overtime (hours)	State	Union Local	Project
<input checked="" type="checkbox"/>	DAILY8	Daily over 8 hours	OT	1.50	Daily		8.00			
<input checked="" type="checkbox"/>	SUNDAY8	Sunday over 8 hours	DT	2.00	Daily	Sunday	8.00			
<input checked="" type="checkbox"/>	WEEKLY40	Weekly over 40 hours	OT	1.50	Weekly		40.00			

Lesson 8: Configuration of Overtime Rules

Application of Overtime Rules

Paychecks and Adjustments
Regular - Eric Killian

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Type: Regular * Employee: EP00000020 - Eric Killian Gross Pay: 0.00
Reference Nbr.: <NEW> * Payment Method: CHECK - Check Deductions: 0.00
Status: Needs Calculation * Cash Account: 10200 - Company Checking Account Taxes: 0.00
☐ Hold Period Start: 12/20/2020 Net Pay: 0.00
* Pay Group: WEEKLY - Weekly F * Period End: 12/26/2020
Pay Period: 53-2020 Transaction Date: 12/31/2020
* Posting Period: 12-2020 Description:

EARNING DETAILS EARNING SUMMARY DEDUCTIONS TAXES PAID TIME OFF WORKERS' COMPENSATION UNION FINANCIAL DETAILS

⌂ + × COPY SELECTED ENTRY OVERTIME RULES ⌂

* Branch

Overtime Rules Used for Calculation

☒ Apply Overtime Rules for the Document

<input type="checkbox"/>	Overtime Rule	Description	Disbursing Earning Type	Multiplier	Type	Day of Week	Threshold for Overtime (hours)	State	Union Local	Project
<input checked="" type="checkbox"/>	DAILY8	Daily over 8 hours	OT	1.50	Daily		8.00			
<input checked="" type="checkbox"/>	SUNDAY8	Sunday over 8 hours	DT	2.00	Daily	Sunday	8.00			
<input checked="" type="checkbox"/>	WEEKLY40	Weekly over 40 hours	OT	1.50	Weekly		40.00			

⌂ < > > |

REVERT OVERTIME CALCULATIONS AND CLOSE OK

Lesson 8: Implementation Activity

Story

Suppose that the SweetLife company wants to use the following overtime rules:

- If an employee works over eight hours (but less than 10 hours) on any day, the overtime pay rate should be calculated based on the *OT (Overtime)* earning type.
- If an employee works over 10 hours on any day, the overtime pay rate should be calculated based on the *DT (Double Time)* earning type.

Acting as a system administrator, you need to configure the needed overtime rules.

Process Overview

In this activity we will configure Overtime Rules

Preparation

- *U100 dataset*
- *System Administrator Login: gibbs / 123*

Start page 40

Q&A

Day 2

- Lesson 5: Creation of Workers' Compensation Codes
- Lesson 6: Creation of Deduction and Benefit Codes
- Lesson 7: Creation of Unions
- Lesson 8: Configuration of Overtime Rules

Day 3

Timing and Agenda

May 5, 2021 -10 AM -11 AM PT

Day 1

Lesson 1: Payroll Basic Configuration

Lesson 2: Creation of Work Locations

Lesson 3: Configuration of Taxes

Lesson 4: Creation of Earning Types

May 6, 2021 -10 AM -11 AM PT

Day 2

Lesson 5: Creation of Workers' Compensation Codes

Lesson 6: Creation of Deduction and Benefit Codes

Lesson 7: Creation of Unions

Lesson 8: Configuration of Overtime Rules

Timing and Agenda

May 7, 2021 -10 AM -11 AM PT

Day 3

Lesson 9: Configuration of Pay Groups, Payroll Calendars, and Pay Periods

Lesson 10: Configuration of Paid Time Off

Lesson 11: Creation of Employee Payroll Classes

Lesson 12: Configuration of Employee Payroll Settings

Lesson 9: Configuration of Pay Groups, Payroll Calendars, and Pay Periods

Learning Objectives

In this lesson, you will learn how to do the following:

- Create pay groups
- Configure payroll calendars for pay groups
- Generate pay periods

Lesson 9: Configuration of Pay Groups, Payroll Calendars, and Pay Periods

Payroll Calendar

Payroll Calendar

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* Pay Group: CSTRWEEK Length of Period(days): 7

First Year: 2020

Year Starts On: 12/24/2019

Period Type: Weekly

Week Starts On: Sunday

Paid On: Thursday

Is Paid : 1 week after ...

First Period Starts On: 12/22/2019

First Transaction Date: 1/2/2020

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Period Nbr.	Start Date	End Date	Transaction Date	Description
-------------	------------	----------	------------------	-------------

Payroll Calendar

📁 ↺ 🗑️ ⏪ ⏩ ⏴ ⏵ CREATE PERIODS SHIFT THE FIRST YEAR

* Pay Group: MONTHLY - Number of Periods : 12

First Year: 2020

Year Starts On: 1/1/2020

Period Type: Monthly

First Period Starts On: 1/1/2020

First Transaction Date: 1/1/2020

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Period Nbr.	Start Date	End Date	Transaction Date	Description
> 01	1/1/2020	1/31/2020	1/1/2020	January
02	2/1/2020	2/29/2020	2/1/2020	February
03	3/1/2020	3/31/2020	3/1/2020	March
04	4/1/2020	4/30/2020	4/1/2020	April
05	5/1/2020	5/31/2020	5/1/2020	May
06	6/1/2020	6/30/2020	6/1/2020	June
07	7/1/2020	7/31/2020	7/1/2020	July


Lesson 9: Configuration of Pay Groups, Payroll Calendars, and Pay Periods

Create Pay Periods

Pay Periods

MONTHLY 2022 - Salaried employee group






       **CREATE PERIODS**

* Pay Group: MONTHLY - 

* Year: 202

Start Date: 1/1/

Number of Periods:

Period	Pay Period ID
--------	---------------

Create Periods

☒ Automatically change transactions date based on exception calendar

Transaction Date Behavior: Paid first business day before exception

GENERATE CANCEL

Lesson 9: Configuration of Pay Groups, Payroll Calendars, and Pay Periods

Transaction Date Exceptions

Payroll Preferences

GENERAL INFO TRANSACTION DATE EXCEPTIONS

☒ Transaction Date cannot be on weekend

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* Date	Day of Week	* Description
1/1/2020	Wednesday	New Year's Day
1/20/2020	Monday	Martin Luther King Jr.'s Birthday
2/17/2020	Monday	Washington's Birthday
5/25/2020	Monday	Memorial Day
7/4/2020	Saturday	Independence Day
9/7/2020	Monday	Labor Day
10/12/2020	Monday	Columbus Day
11/11/2020	Wednesday	Veterans Day
11/26/2020	Thursday	Thanksgiving Day
12/25/2020	Friday	Christmas Day
1/1/2021	Friday	New Year's Day
1/18/2021	Monday	Martin Luther King Jr.'s Birthday

Lesson 9: Configuration of Pay Groups, Payroll Calendars, and Pay Periods

Pay Periods

Pay Periods

MONTHLY 2021 - Monthly Paygroup

📄 ↶ + ⏪ < > ⏩ CREATE PERIODS

* Pay Group: MONTHLY - 🔍

* Year: 2021 🔍

Start Date: 1/1/2021

Number of Periods: 12

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Period Nbr.	Pay Period ID	Start Date	End Date	Transaction Date	Description
> 02	02-2021	2/1/2021	2/28/2021	2/1/2021	February
03	03-2021	3/1/2021	3/31/2021	3/1/2021	March
04	04-2021	4/1/2021	4/30/2021	4/1/2021	April
05	05-2021	5/1/2021	5/31/2021	4/30/2021	May
06	06-2021	6/1/2021	6/30/2021	6/1/2021	June
07	07-2021	7/1/2021	7/31/2021	7/1/2021	July
08	08-2021	8/1/2021	8/31/2021	8/1/2021	August

Lesson 9: Implementation Activity

Story

Suppose that the SweetLife company is going to use the following pay period schedule:

- Hourly employees are to be paid on a weekly basis.
- Salaried employees are to be paid once a month.

Acting as a system administrator, you need to create two pay groups—one for hourly employees and one for monthly employees, and then prepare a pay period schedule by configuring payroll calendars and generating pay periods for these pay groups.

Process Overview

In this activity we will setup the following entities:

- *Pay Groups*
- *Payroll Calendar*
- *Pay Periods*

Preparation

- *U100 dataset*
- *System Administrator Login: gibbs / 123*

Start page 44

Lesson 10: Configuration of Paid Time Off

Learning Objectives

In this lesson, you will learn how to create PTO banks and link them with individual employees.

Lesson 10: Configuration of Paid Time Off

PTO Banks

PTO Banks

VLM - Vacation



* Bank ID:	VLM - Vacation	<input checked="" type="checkbox"/> Active
Default Accrual %:	6.000000	<input checked="" type="checkbox"/> Allow Negative Balance
Accrual Limit:	0.00	<input type="checkbox"/> Can Only Disburse from Carryover
* Disbursing Earning Type:	VL - Vacations	
Description:	Vacation	
* Start Date:	January	1

GENERAL SETTINGS

CARRYOVER RULES

Carryover Type:	Total
Carryover Amount:	0.00
Pay Carryover after (Months):	0

FRONT LOADING RULES

Front Loading Amount:	0.00
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Lesson 10: Configuration of Paid Time Off

Paid Time Off in Employee Class Settings

Employee Class

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* Payroll Class ID: 🔍

* Description:

PAYROLL SETTINGS PAID TIME OFF

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☰	Active	PTO Bank	Description	Accrual %	Accrual Limit	* Effective Date	Carryover Type	Carryover Amount	Front Loading Amount
>	<input checked="" type="checkbox"/>	SKD	Sick Days	1.000000	27.00	1/1/2019	Partial	18.00	0.00
	<input checked="" type="checkbox"/>	VLM	Vacation	4.000000		1/1/2019	Total	0.00	0.00

Lesson 10: Configuration of Paid Time Off

Paid Time Off in Employee Payroll Settings

Employee Payroll Settings
EP00000020 - Eric Killian

← ↻ ⏮ ⏭ ⏮ ⏭ ⏭ ⏭ EDIT EMPLOYEE RECORD

* Employee ID: EP00000020 - Eric Killian ☒ Active
Employee Name: Eric Killian

GENERAL INFO **TAX SETTINGS** TAXES COMPENSATION DEDUCTIONS AND BENEFITS PAID TIME OFF PAYMENT SETTINGS GL ACCOUNTS

☒ Use PTO Banks from Employee Class

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PTO Bank	Active	Use Class Default Values	Description	Accrual %	Accrual Limit	* Effective Date	Carryover Type	Carryover Amount	Front Loading Amount	Hours Accrued	Hours Used	Hours Available
> SKD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sick Days	1.000000	27.00	1/1/1900	Partial	18.00	0.00	0.00	0.00	0.00
VLM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vacation	4.000000		1/1/1900	Total	0.00	0.00	0.00	0.00	0.00

Lesson 10: Implementation Activity

Story

Suppose that in the SweetLife company, paid time off can be accrued and used for employees' personal time and vacation.

Acting as a system administrator, you need to create corresponding PTO banks.

Process Overview

In this activity we will create PTO Banks

Preparation

- *U100 dataset*
- *System Administrator Login: gibbs / 123*

Start page 48

Lesson 11: Creation of Employee Payroll Classes

Learning Objectives

In this lesson, you will learn how to do the following:

- Create a new employee payroll class
- Specify class settings that will be used as default settings for new employees of the class

Lesson 11: Creation of Employee Payroll Classes

Employee Payroll Classes

- Employee Type:
 - Salaried Exempt
 - Salaried Non-Exempt
 - Hourly
 - Other – piecework, commission only, etc.

Employee Class

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* Payroll Class ID:

* Description:

PAYROLL SETTINGS PAID TIME OFF

Employee Type:

Pay Group:

* Default Calendar:

Working Hours per Week:

Working Weeks per Year:

Salaried-Exempt
Salaried Non-Exempt
Hourly
Other – piecework, commission-only, etc.

52

Lesson 11: Creation of Employee Payroll Classes

Employee Payroll Classes

Employee Class

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* Payroll Class ID: 🔍

* Description:

PAYROLL SETTINGS PAID TIME OFF

Employee Type: ⌵

Pay Group: 🔍 ✎

* Default Calendar: 🔍 ✎

Working Hours per Week:

Working Weeks per Year:

Working Hours per Year:

☐ Override Hours per Year for Certified Project

☐ Exempt from Overtime Rules

Net Pay Minimum:

Maximum Percent of Net Pay fo...

Default WCC Code: 🔍 ✎

Default Union: 🔍 ✎

☐ Exempt from Certified Reporting

WORK LOCATIONS

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* Location	Location Name	Default
> BELLEVUE	Products Wholesale Location	<input checked="" type="checkbox"/>

Lesson 11: Creation of Employee Payroll Classes

Employee Payroll Classes

Work Calendar
EST - Eastern Time Zone

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* Calendar ID: EST - Eastern Time Zone 🔍
Description: Eastern Time Zone
Time Zone: (GMT-05:00) Eastern Time (... ▾)

CALENDAR SETTINGS EXCEPTIONS

Day of Week	Start time	Unpaid Break Time	End time	Goods Are Moved
<input type="checkbox"/> Sunday		00:00		<input type="checkbox"/>
<input checked="" type="checkbox"/> Monday	* 9:00 AM ▾	01:00	* 6:00 PM ▾	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Tuesday	* 9:00 AM ▾	01:00	* 6:00 PM ▾	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Wednesday	* 9:00 AM ▾	01:00	* 6:00 PM ▾	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Thursday	* 9:00 AM ▾	01:00	* 6:00 PM ▾	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Friday	* 9:00 AM ▾	01:00	* 6:00 PM ▾	<input checked="" type="checkbox"/>
<input type="checkbox"/> Saturday		00:00		<input type="checkbox"/>

Lesson 11: Creation of Employee Payroll Classes

Employee Payroll Classes

Employee Class

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* Payroll Class ID: 🔍

* Description:

PAYROLL SETTINGS PAID TIME OFF

Employee Type: ⌵

Pay Group: 🔍 ✎

* Default Calendar: 🔍 ✎

Working Hours per Week:

Working Weeks per Year:

Working Hours per Year:

☐ Override Hours per Year for Certified Project

☐ Exempt from Overtime Rules

Net Pay Minimum:

Maximum Percent of Net Pay fo...

Default WCC Code: 🔍 ✎

Default Union: 🔍 ✎

☐ Exempt from Certified Reporting

WORK LOCATIONS

🔄 + ✕ ⌂ 📄

* Location	Location Name	Default
> BELLEVUE	Products Wholesale Location	<input checked="" type="checkbox"/>

Lesson 11: Creation of Employee Payroll Classes

Employee Payroll Classes

Employee Class

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* Payroll Class ID: 🔍

* Description:

PAYROLL SETTINGS PAID TIME OFF

🔄 + × ⏪ 🗑️

📄	Active	PTO Bank	Description	Accrual %	Accrual Limit	* Effective Date	Carryover Type	Carryover Amount	Front Loading Amount
>	<input checked="" type="checkbox"/>	SKD	Sick Days	1.000000	27.00	1/1/2019	Partial	18.00	0.00
	<input checked="" type="checkbox"/>	VLM	Vacation	4.000000		1/1/2019	Total	0.00	0.00

Lesson 11: Implementation Activity

Story

Suppose that the SweetLife company employs the following types of employees: salaried, who are paid once a month, and hourly, who are paid on a weekly basis and whose overtime is calculated additionally. Each of these types has specific characteristics that should be reflected in the settings of the employees and, eventually, in their paychecks.

Acting as a system administrator, you need to create and set up the needed employee payroll classes.

Process Overview

In this activity we will create Employee Payroll Classes

Preparation

- *U100 dataset*
- *System Administrator Login: gibbs / 123*

Start page 53

Lesson 12: Configuration of Employee Payroll Settings

Learning Objectives

In this lesson, you will learn how to do the following:

- Create a payroll employee record linked with an employee
- Specify necessary payroll settings for payroll employees
- Update taxes to take into account the employee addresses specified for payroll employee records

Lesson 12: Configuration of Employee Payroll Settings

Employee Record

Employees
EP00000020 - Eric Killian

Employee ID: EP00000020 Status: Active

Employee Name: Eric Killian

GENERAL INFO EMPLOYMENT HISTORY FINANCIAL SETTINGS ATTRIBUTES ACTIVITIES MAILINGS COMPANY TREE INFO

CONTACT INFO

Title: Mr.

First Name: Eric

Middle Name:

Last Name: Killian

Phone 1: Home +1 (777) 898-4254

Phone 2: Cell

Phone 3: Business 1

Fax: Home Fax

Email: ekillian@revisiontwo.com

Web:

ADDRESS INFO

ADDRESS LOOKUP

Address Line 1: 1517 Farsta Ct

Address Line 2:

City: Reston

Country: US - United States of America

State: VA - VIRGINIA

Postal Code: 20190

EMPLOYEE SETTINGS

Employee Ref. No.:

Employee Class: EMPHOURLY - Employee - Hourly

Branch: SERVEAST - Services East

Department: SAI FS - Sales

Calendar: EST - Eastern Time Zone

Default Workgroup:

Regular Hours Validation: Warning Only

Reports to: EP00000024 - Jason Mendenhall

Salesperson: SP0005

Employee Login: killian - Eric Killian

Currency ID: USD

Curr. Rate Type: SPOT

Labor Item: LABORSALES - Labor - Sales

Route Emails

Time Card is Required

Synchronize to Exchange

PERSONAL INFO

Date Of Birth: 10/10/1980

Employees
EP00000020 - Eric Killian

Employee ID: EP00000020 Status: Active

Employee Name: Eric Killian

GENERAL INFO EMPLOYMENT HISTORY FINANCIAL SETTINGS ATTRIBUTES ACTIVITIES MAILINGS COMPANY TREE

GENERATE TIME CARDS

Position	Start Date	Start Reason	End Date	Terminate	Termination Reason	Rehire Eligible
Sales Manager	4/1/2015	New Hire				

Lesson 12: Configuration of Employee Payroll Settings

Employee Payroll Settings – Tax Settings tab

Employee Payroll Settings
EP00000020 - Eric Killian

← ↻ ⌂ ↶ + ⌵ ⌶ ⌷ ⌸ EDIT EMPLOYEE RECORD

* Employee ID: EP00000020 - Eric Killian ☒ Active
Employee Name: Eric Killian

GENERAL INFO **TAX SETTINGS** TAXES COMPENSATION DEDUCTIONS AND BENEFITS PAID TIME OFF PAYMENT SETTINGS GL ACCOUNTS

↻ ⌵ ⌶

<input type="checkbox"/>	Name	Additional Information	Company Notes	State	Value
<input checked="" type="checkbox"/>	Social Security Number	Enter the nine-digit Social Security Number of the employee		FED	784-51-2
<input checked="" type="checkbox"/>	Filing status			FED	Single
<input checked="" type="checkbox"/>	Total Allowances	Enter the total number of allowances		FED	0
<input checked="" type="checkbox"/>	Additional federal withholding amount	Enter the amount of additional federal withholding you want to with...		FED	0.00
<input checked="" type="checkbox"/>	Is Seasonal Employee	Select if the employee is considered seasonal for ACA reporting p...		FED	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Employment Code	Enter the employment code, which corresponds to the Kind of Pay...		FED	
<input checked="" type="checkbox"/>	Ethnicity			FED	
<input checked="" type="checkbox"/>	Consents to Electronic ACA Forms	Select if the employee has consented to an electronic statement		FED	<input type="checkbox"/>
<input checked="" type="checkbox"/>	ACA Policy Origin Code	Type of coverage offered by the company in the scope of ACA		FED	
<input checked="" type="checkbox"/>	ACA Self-Insured Employee	A self-insured plan is a health plan where the employer assumes t...		FED	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Multiple Jobs or Spouse Works	Select if the employee is working multiple jobs or if their spouse w...		FED	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Use 2020 W-4 Settings	Select if the employee wants to fill the 2020 W-4 and leave empty i...		FED	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Claim Dependents	Enter the amount claimed by the employee for all dependents		FED	0.00
<input checked="" type="checkbox"/>	Other Income	Enter the amount of other income from W-4 Step 1 Box (a)		FED	0.00

Lesson 12: Configuration of Employee Payroll Settings

Employee Payroll Settings – Taxes tab

Employee Payroll Settings

EP00000020 - Eric Killian

NOTES FILES CUSTOM

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* Employee ID: EP00000020 - Eric Killian 🔍
Employee Name: Eric Killian

☒ Active

GENERAL INFO **TAX SETTINGS** TAXES COMPENSATION DEDUCTIONS AND BENEFITS PAID TIME OFF PAYMENT SETTINGS GL ACCOUNTS

🔄 IMPORT TAXES | 📄 | 🗑️

📄 Tax Code	Name	Active
ER FICA	Employer FICA Tax	<input checked="" type="checkbox"/>
! ER FUTA	Federal Unemployment Tax	<input checked="" type="checkbox"/>
ER MEDI	Employer Medicare Tax	<input checked="" type="checkbox"/>
! FICA	FICA	<input checked="" type="checkbox"/>
FIT	Federal Income Tax	<input checked="" type="checkbox"/>
MEDI	Medicare	<input checked="" type="checkbox"/>
MEDI2	Additional Medicare	<input checked="" type="checkbox"/>
! VA ER SUTA	Virginia State Unemployment Tax	<input checked="" type="checkbox"/>
> VA SIT	Virginia State Tax	<input checked="" type="checkbox"/>

Tax Settings

🔄 | 📄 | 🗑️

📄 Name	Additional Information	Company Notes	Value	Use Default	Form/Box
> Is Exempted			<input type="checkbox"/>	<input type="checkbox"/>	

Lesson 12: Configuration of Employee Payroll Settings

Employee Payroll Settings – Compensation tab

Employee Payroll Settings
EP00000020 - Eric Killian

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* Employee ID: EP00000020 - Eric Killian 🔍 ☒ Active
Employee Name: Eric Killian

GENERAL INFO ⚠️ TAX SETTINGS ⚠️ TAXES **COMPENSATION** DEDUCTIONS AND BENEFITS PAID TIME OFF P

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* Earning Type	Description	Active	Pay Rate	Unit of Pay	* Start Date	End Date
> RG	Regular Hours	<input checked="" type="checkbox"/>	30.00	Hour	1/1/2018	

Lesson 12: Configuration of Employee Payroll Settings

Employee Payroll Settings – Deductions and Benefits tab

Employee Payroll Settings

EP00000020 - Eric Killian

NOTES FILES CUSTOMIZATION TOOLS

EDIT EMPLOYEE RECORD

* Employee ID: EP00000020 - Eric Killian ☒ Active

Employee Name: Eric Killian

GENERAL INFO TAX SETTINGS TAXES COMPENSATION **DEDUCTIONS AND BENEFITS** PAID TIME OFF PAYMENT SETTINGS GL ACCOUNTS

Split Method: Pro-Rata
Maximum Percent of Net Pay for all Garnishments: 100.00 ☒ Use Class Default Value

GARNISHMENT DETAILS

Deduction Code	Description	Active	Deduction Amount	Deduction Percent	Deduction Maximum Frequency	Deduction Max	Use Deduction Defaults	Contribution Amount	Contribution Percent	Contribution Maximum Frequency	Contribution Max	Use Contribution Defaults	Is Garnish	Sec	Start	End
> HEALTHINS	Health Insurance	<input checked="" type="checkbox"/>		2.50	No Maximum		<input checked="" type="checkbox"/>		1.50	No Maximum		<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	6/1/2013	
LIFEINS	Life Insurance	<input checked="" type="checkbox"/>		3.10	Per Pay Period	30.00	<input checked="" type="checkbox"/>			No Maximum		<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	1/1/2018	

Lesson 12: Configuration of Employee Payroll Settings

Employee Payroll Settings – Paid Time Off tab

Employee Payroll Settings

EP00000020 - Eric Killian

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* Employee ID: EP00000020 - Eric Killian ☒ Active

Employee Name: Eric Killian

GENERAL INFO **TAX SETTINGS** **TAXES** COMPENSATION DEDUCTIONS AND BENEFITS **PAID TIME OFF** PAYMENT SETTINGS GL ACCOUNTS

☒ Use PTO Banks from Employee Class

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PTO Bank	Active	Use Class Default Values	Description	Accrual %	Accrual Limit	* Effective Date	Carryover Type	Carryover Amount	Front Loading Amount	Hours Accrued	Hours Used	Hours Available
> SKD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sick Days	1.000000	27.00	1/1/1900	Partial	18.00	0.00	0.00	0.00	0.00
VLM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vacation	4.000000		1/1/1900	Total	0.00	0.00	0.00	0.00	0.00

Lesson 12: Configuration of Employee Payroll Settings

Employee Payroll Settings – Payment Settings tab

Employee Payroll Settings

EP00000020 - Eric Killian

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* Employee ID: EP00000020 - Eric Killian  ☒ Active

Employee Name: Eric Killian

GENERAL INFO **TAX SETTINGS** **TAXES** COMPENSATION DEDUCTIONS AND BENEFITS PAID TIME OFF **PAYMENT SETTINGS** GL

* Payment Method: CHECK - Check 

* Cash Account: 10200 - Company Checking 

Direct Deposit

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Employee Payroll Settings

EP00000020 - Eric Killian


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* Employee ID: EP00000020 - Eric Killian  ☒ Active

Employee Name: Eric Killian


GENERAL INFO **TAX SETTINGS** **TAXES** COMPENSATION DEDUCTIONS AND BENEFITS PAID TIME OFF **PAYMENT SETTINGS** GL

* Payment Method: FEDWIREBA - Fedwire Balar 

* Cash Account: 10200 - Company Checking 

Direct Deposit

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* Account Number	Type	* Bank Name	* Bank Routing Number	Amount	Percent	Seq	Gets Remainder
✓ 3445642	Checking	Bank of America	000560097		100.00	1	<input checked="" type="checkbox"/>

Lesson 12: Configuration of Employee Payroll Settings

Employee Payroll Settings – GL Accounts tab

Employee Payroll Settings
EP00000020 - Eric Killian

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* Employee ID: EP00000020 - Eric Killian ☒ Active
Employee Name: Eric Killian

GENERAL INFO **TAX SETTINGS** TAXES COMPENSATION DEDUCTIONS AND BENEFITS PAID TIME OFF PAYMENT SETTINGS GL ACCOUNTS

Earnings Account:

Earnings Sub.:

Deduction Liability Acc...

Deduction Liability Sub.:

Benefit Expense Accou...

Benefit Expense Sub.:

Benefit Liability Account:

Benefit Liability Sub.:

Tax Expense Account:

Tax Expense Sub.:

Tax Liability Account:

Tax Liability Sub.:

Lesson 12: Implementation Activity

Story

Suppose that a payroll employee record should be created for Anna Johnson, an accountant in the SweetLife company, and the relative taxes, earnings, and other payroll settings need to be specified for this employee so that the necessary deductions and benefits are included in the paycheck calculation.

Process Overview

In this activity we will create Payroll Employee record

Preparation

- *U100 dataset*
- *System Administrator Login: gibbs / 123*

Start page 57

Q&A

Day 3

- Lesson 9: Configuration of Pay Groups, Payroll Calendars, and Pay Periods
- Lesson 10: Configuration of Paid Time Off
- Lesson 11: Creation of Employee Payroll Classes
- Lesson 12: Configuration of Employee Payroll Settings

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Thank you

Angie York