

Payroll System Documentation

Gross Payroll System

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Payroll System Documentation

An Overview

The MAISD payroll system has been designed to provide the necessary information and documents for the payroll and business departments. As much as possible, the options in this system are controlled by each district; for example, one district may allow direct deposit while another does not, or a district may use the fringe benefit sub-system while another does not.

Several on-line screens are involved in processing the payroll checks/deposit slips and reports. As in most computer systems, it is critical that the information on these screens be complete and accurate. Remember the saying, "Garbage in, garbage out"!

Many demographic information fields can be stored for the employees. In addition to social security number, name, address, pay rate, and tax information, it is also possible to store teacher certification information, birth date, ethnic, sex, and much more. All of this information is available on many reports and on-line, as well as by the query system offered by the MAISD.

This payroll system allows several means of payment for employees: hourly, daily, contractual, one-time lump sum payments, and scheduled lump sum payments. One employee may be paid by any combination of these means.

Up to five different contracts can be kept for each employee. Each contract would be designated separately on the paycheck/deposit slip, payroll reports, and all account distributions. Since each contract can be expended to a different account, this is extremely helpful when an employee is working two different jobs (teacher who is also a coach, for example).

Employee deductions are defined by each school district. Each deduction can be designated exempt from FICA, federal, state, and/or local tax.

The payroll is keyed on an exception basis; only the time worked for hourly and daily employees needs to be keyed along with any changes to contractual employees and deduction information for all employees. The system then totals the information keyed and gives the payroll clerk the total gross payroll for each type of employee (hourly, daily, etc.) and also the amount of deductions currently on file. This "pre-payroll balance run" gives the payroll clerk the opportunity to see and balance to the totals before the gross payroll is run and printed.

During the actual payroll process, the payroll checks and deposit slips, the check register, salary distribution, deduction register, and many other reports will be printed. Also, a batch of journal entries for the salary distribution will be created in the accounting system.

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An Overview

As of August 2002, districts have the option of printing payroll checks and deposits at their district. By purchasing a compatible MICR ready printer, check stock, and deposit slip paper, districts will be able to process and print their checks at their convenience. The ability to print manual checks is also available.

At the end of each quarter, each district will be provided with the reports to verify the retirement and gross pay information for the quarter. This data will then be sent to the MPERS and MESC offices in a timely fashion. A quarterly check register will be printed and sent to each payroll office for their records. CD-Archival is available upon request.

With the last payroll of the calendar year, a W-2 Balancing Worksheet will be printed to give the payroll clerk the necessary information for balancing for the printing of W-2 forms. As soon as the information is balanced and correct, the data processing department will print the W-2 forms. It is not necessary for the school district to submit the W-2 information to the federal and state government; the Regional Technology Center will take care of this electronically.

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MENU ● Menu of Options

```
PM010                                PAYROLL                                DATE 8/06/01
DISTRICT 99050                       PROGRAM MENU                       TIME 08:22:05
OPTION ----TITLE-----            OPTION ----TITLE-----            OPTION ----TITLE-----
MENU  MENU OF OPTIONS                EMPL  EMPLOYEE INFO                CON1  CON 1 & NON-CONT
CON2  CONTRACTS 2 - 5                HOUR  HOURLY INFO                  EBEN  EMPLOYEE BENEFIT
EDED  EMPLOYEE DEDUCTS              REIM  REIMBURSEMENT                DIST  BENEFIT DIST
BANK  BANK NAMES                    JOBL  JOB TITLES LIST                BALG  BALANCE GROSS
HINS  INSURANCE HIST.              BALD  BALANCE DEDUCTS              YEAR  YEAR-TO-DATE TOT
QUAR  QUARTERLY TOTALS              DAYS  DAILY RATE PAY                REGI  PAYROLL REGISTER
TDPM  TDP MAINTENANCE              ORGN  ORGANIZATIONS                DBEN  DEFINE BENEFITS
BALB  BALANCE BENEFITS              MREG  MULTIPLE REGI                PERS  PERSONNEL INFO
SUBM  SUBMIT PAYROLL                OFFS  BENEFIT OFFSETS              EDEP  DIRECT DEPOSIT
PDST  PAYROLL DIST.                PROP  PROPOSED SALARY                RATE  RATE TABLE
BREG  BENEFIT REGISTER              REPT  REPORT REQUEST                TDPH  TDP PAYMENT HIST
ABEN  ACCRUE BEN ACCTS              DATT  DEFINE ATTENDNCE              EATT  EMPL ATTENDANCE
RATT  RECORD ATTENDNCE              MNTH  MONTH ATTENDANCE              INCR  INCREMENT ATTEND
BALQ  QUARTER TOTALS                BALY  YEAR TOTALS                  SCHD  SALARY SCHEDULE
EARR  ATTENDNCE REPORT              LONG  LONGEVITY SCHED                BDST  BENEFIT DISTRIB
TAX   TAX INFORMATION                PBEN  PROPOSED BENEFIT                DEDR  DEDUCTION RATES

Enter Desired Function  and Press Enter
F1=Help                F3=Exit                F12=Cancel
```

This is the main function menu for the on-line payroll system. Enter selected function and press ENTER.

The program menu screen serves as an index to the payroll system. This screen will always be the first screen displayed after switching to the payroll system. From this screen you can switch to the application you desire. If you enter an invalid code, you will receive a message at the bottom of the screen; try again with a valid code.

You can return to this screen from any other screen by typing MENU in the function area and pressing ENTER. You need not return to this screen to access a different application; simply type the code for the screen you desire in the function area.

Function Keys:

F1 = Help

F3 = Exit System

F12 = Return to System Menu

Payroll System Documentation

EMPL ● Employee Information

```
PM020                P A Y R O L L   S Y S T E M                Date 3/29/05
District 99060        Employee Information Screen            Time 08:52:36
Function █           Building - 1234

Soc Sec # --> 123-45-6789  Name (L,F,MI) --> DOE           JANE           E
Address -> 1234  ANY STREET  ANY CITY           MI 49442
Telephone Number ---> 231 123-4567
Retirement Plan ----> G GRADED                    Frequency of Pay ---> 22
Birthdate -----> 01/01/1966                      Pays Working -----> 19
                                                    Hours Per Day -----> 8.00
Seniority Date ----->                               Days Per Year -----> 203.00
Status Change Date ->                               Date Hired -----> 01/01/2000
Status Code ----->                               Date Rehired ----->
Termination Date --->                               Termination Code --->
Check Sort Code ----> 1234                          Clear REIM & EDED -->
Pay Type -----> CHECK                             Do Not Update REP -->
Workers Comp -----> 3
Job Codes -----> 089  AUGMEN COMM CONS
Employee Type -----> R REGULAR                    Sex Code -----> F FEMALE
                                                    Deceased ----->
TB Test Date ----->                               1-time Ret Hours ---> 0.00

F1=HELP    F2=Update    F3=Exit    F4=Add    F8=Window    F11=Delete
F12=Cancel  PageDown=Next Record  PageUp=Previous Record
```

The Employee Information Screen is used to add, delete, or change employee payroll records. It contains the demographic information for an employee such as name, address, sex, etc.

You may access employee information by typing either the employee social security number or employee name in the appropriate area. When using the search criteria the computer will search for a match and, if none is found, will display the next record in ascending order.

Function Keys:

F1 = Help
F2 = Update
F3 = Exit System
F4 = Add New Employee
F11 = Delete Employee
F12 = Cancel
Page Down = Next
Page Up = Previous

Available Functions:

PRNT = Prints employee data form for displayed employee.

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EMPL ● Employee Information

CRSS = Changes employee social security number. Overkey displayed social security number with correct number.

Explanation of Fields:

Building

This identifies the building within the district where the employee works. This four-character field is defined by each school district.

Soc Sec #

This is the employee's social security number. This field is required for all employees. When typing this number, the dashes do not need to be entered.

Name

This is the employee name, in last name, first name, and middle initial format. First and last name are required for all employees. To meet federal requirements when submitting W2 information, only letters, numbers, spaces, dashes (-), or commas (,) may be entered.

Address

This is the employee's mailing address.

Telephone Number

The first position in this field is used to indicate if the employee has an unlisted number (designated by an *). The rest of the field is the telephone number, including the area code and phone number. When typing the telephone number, the dashes must be keyed.

Retirement Plan

This is the employee's choice of retirement plan.

Valid Values:

B = Basic Plan F = Fixed Plan G = Graded Plan

Birthdate

This is the employee's birthdate. This can also be found on the Personnel Screen (PERS) in the Human Resource System.

Frequency of Pay

This is the number of times this employee will be paid in a year.

Pays Working

For contracted employees, enter the number of pays the employee will receive while actually working in the district. DO NOT include pays during the summer months if the

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EMPL ● Employee Information

employee will not be working. For all other employees, enter 99. This is used to compute retirement hours.

Hours Per Day

This is the number of hours the employee is scheduled to work in one day.

Days Per Year

This is the number of days the employee is scheduled to work during the fiscal year.

Date Hired

This is the date the employee was hired by the district.

Seniority Date

This is the employee's seniority date.

Date Rehired

This is the date the employee was rehired by the district.

Status Change Date

This is the date the employment status was changed. If the employee is currently active, this date must be blank. If a status code is entered, then the date is required.

Status Code

This is the two-digit status code for termination of employment. This is reported to MP SER.

Valid Values:

Blank = No change in status

03 = Separation: terminated, retired, deceased, and layoff

05 = Military leave

06 = Medical leave

07 = Maternity/Paternity leave

09 = Sabbatical leave

10 = Leave of absence (other)

11 = New hire

13 = Return from leave

14 = On workers compensation

15 = Off workers compensation

NOTE: If the termination reason is 03, the program will automatically zero out the employee's deductions on the Employee Deduction Screen (EDED).

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EMPL ● Employee Information

Termination Date

This is the date the employment status was changed. If the employee is currently active, this date must be blank.

Termination Reason

This is the two-digit reason code for termination of employment.

Valid Values:

Blank = No change in status

01 = Retired

02 = Deceased

03 = Separation

04 = Layoff

05 = Military Leave

06 = Medical Leave

07 = Maternity Leave

08 = Educational Leave

09 = Sabbatical Leave

10 = Leave of absence (other)

NOTE: If the termination reason is 03, the program will automatically zero out the employee's deductions on the Employee Deduction Screen (EDED).

Check Sort Code

This is used when sorting checks and deposits. This is an optional feature in the system and is turned on/off at the district's discretion.

Pay Type

This code indicates if the employee is receiving a check or is on direct deposit. This is updated by the Direct Deposit Screen (EDEP).

Clear REIM & EDED

An 'X' zeroes out the employee deduction and reimbursement information.

Do Not Update REP

An 'X' means that fields on the REP screen will not be updated by any changes made on the EMPL screen.

Valid Values:

'X' or left blank

Workers Comp

This indicates which worker's compensation rate is to be applied to the employee's salary when distributing the cost. The number corresponds to the rates found on the School Information Screen (SCHL) in System 5 (Payroll Options).

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EMPL ● Employee Information

Sex Code

This is the employee's gender.

Valid Values:

M = Male F = Female

Job Codes

These codes indicate the employee's job classifications. Valid values are defined by the user on the Job Titles Screen (JOBL).

Employee Type

This is a general classification of the type of employee.

Valid Values:

S = Student R = Regular T = Retired

Deceased

Enter a 'Y' in this field if the employee is deceased.

1-time Ret Hours

This is the number of retirement hours to be given to the employee for the current pay only. This overrides the Retirement Hours field.

TB Test Date

This is the date of the employee's last TB test.

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TAX ● Tax Information

```
PM030                P A Y R O L L   S Y S T E M                Date 1/26/05
District 99020        Employee Tax Information Screen          Time 09:46:28
Function _____   Building - 6000
Soc Sec # --> 123-45-6789 Name (L,F,MI) --> DOE _____ JANE _____ K
-----RETIREMENT INFORMATION-----
  Exempt -> _ Mip -> E Hours -> _____ 1-Time-> _____ Regcl -> 1659
                                           Retcl -> 9003
-----FEDERAL AND STATE INFORMATION-----
Tax Status -----> S      Exempt FICA ----> _      EIC Code -----> _
Federal Exempts -> _0     Additional Tax -> 12.00
State Exempts ---> _0     Additional Tax -> 5.00
State No Form ---> _     Special Exempts > _0     Dependents ---> _
-----CITY INCOME TAX INFORMATION-----
Locality -> _      Residence -> _      Exempts -> _      Addl Tax -> _____
Locality -> _      Residence -> _      Exempts -> _      Addl Tax -> _____
Locality -> _      Residence -> _      Exempts -> _      Addl Tax -> _____
-----W-2 INFORMATION-----
Vehicle Income -----> _____      Life Insurance Income -----> _____
Sick Pay Income -----> _____      Moving Expense -----> _____
Uncl SocSec for Life> _____      Uncl Medicare for Life-----> _____
Third Party Payer---> _____

F1=Help      F2=Update      F3=Exit      F12=Cancel
PageDown=Next Record      PageUp=Previous Record
```

The Employee Tax Information Screen is used to change the employee tax data such as exemptions and tax status, and also the information used for W-2 forms such as vehicle and sick pay income, moving expenses, and life insurance income.

Function Keys:

F1 = Help
F2 = Update
F3 = Exit
F12 = Cancel
Page Down = Next
Page Up = Previous

Payroll System Documentation

TAX ● Tax Information

Explanation of Fields:

Exempt

An 'X' indicates all wages earned by the employee are exempt from retirement.

MIP

This is the employee's choice of retirement plan. This can also be entered on the Employee Information Screen (EMPL).

Valid Values:

B = Basic Plan F = Fixed Plan G = Graded Plan

Hours

For contracted employees, this is the number of retirement hours given for each pay. This field is also displayed on the Employee Information Screen (EMPL).

1-Time

This is the number of retirement hours to be given to the employee for the current pay only. This overrides the Hours field. This field is also displayed on the Employee Information Screen (EMPL).

Regcl

This is the four-digit employment class for regular employees. Used by MPSERS. This field is also displayed on the Employee Information Screen (EMPL).

Retcl

This is the four-digit employment class for retired employees. Used by MPSERS. This field is also displayed on the Employee Information Screen (EMPL).

Tax Status

This is the employee's tax status for determining which table to use when calculating taxes.

Valid Values:

S = Use single tax table M = Use married tax table
H = Employee is married but using single tax table.

Exempt FICA

An 'X' indicates the employee is exempt from FICA withholding.

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TAX ● Tax Information

Exempts

This is the number of exemptions to be used for the employee when calculating city tax.

Addl Tax

This is any additional amount to be withheld from the pay for city tax.

Vehicle Income

This is the amount of earnings that is attributed to the employee's driving a company vehicle. This amount will appear separately on the W-2 form.

Life Insurance Income

This is the amount of the earnings that is attributed to the employee receiving life insurance benefits greater than \$50,000. This amount will appear separately on the W-2 form.

Sick Pay Income

This is the amount the employee received for disability when the employee paid the premiums for the policy. This amount will appear separately on the W-2 form.

Moving Expense

This is the amount the employee received for moving expenses during the calendar year. This amount will appear separately on the W-2 form.

Uncl SocSec for Life

This is the amount of uncollected Social Security or RRTA tax on taxable cost of group term life insurance over \$50,000 (for former employees).

Uncl Medicare for Life

This is the amount of uncollected Medicare tax on taxable cost of group term life insurance over \$50,000 (for former employees).

Third Party Payer

This is the amount of income tax withheld by third party payer for an employee.

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PAYR ● Pay Rate Information

```
PM065                P A Y R O L L   S Y S T E M                Date 1/08/04
District 99030        Salary Information                       Time 13:31:23
Function _____   Building - 1000

Soc Sec # --> 123-45-6789  Name (L,F,MI) --> SMITH_____ LINDA_____ M

Roll to Proposed -> _   Tax Break -> _
"X" to display pay rate information, "D" to delete pay rate information
Cont Amt   Biweek   Hourly   Daily   Longevity   Job Title
- 1  44,829.00  1,724.19
- 2   5,500.00   250.00
- 3                               15.200
                                TEACHER
                                TEACHER
                                LIBRARY AIDE

ADD SUCCESSFUL
F1=Help      F2=Update   F3=Exit    F4=Add     F12=Cancel
PageDown=Next PageUp=Previous

MA a 05/071
```

The Pay Rate Information screen is used to maintain the employee's salary information. Consisting of two screens, the first screen displays all of the salary rates on file for a given employee. The second screen will show the details for a specific pay rate, such as job code, class code, number of retirement hours, account distribution, etc.

To see the details for a salary, enter an "X" in the area to the left of the salary number and press ENTER. Multiple rates may be selected at one time.

To add a new rate, press F4.

To delete a rate, key a "D" to the left of the salary number and press ENTER.

To transfer the salary information to the Proposed Salary Information Screen (PROP) in the Projected/Proposed System, type a "Y" in Roll to Proposed, and press F2.

Function Keys:

F1 = Help

F2 = Update

F3 = Exit System

F4 = Add Rate (Screen 1 only)

F5 = Distribution Work Screen (Screen 2 only)

F12 = Cancel

Page Down = Next

Page Up = Previous

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PAYR ● Pay Rate Information

```
PM065          P A Y R O L L   S Y S T E M          Date 1/08/04

Salary No --> 1      Job Code ---> 012      PLAYGROUND AIDE
Hourly Rate > 8.370  Daily Rate >          Longevity >          _____
Pay Period ->          -                    Class Code>          _____
Autopay/Contract Information: Clear Contract 1-> _ Term Contract-> _
Pay Code ---> _      Number of Pays> 0      Start Date ->          _____
Ex Retire --> _      Calc Bi-week -> _      Div By   _____ End Date --->          _____
Amount ----->          Biwk Amt --->          _____
New Amount --->          New Amount ->          _____
Earnings ----->          One-Time --->          _____
Absences ----->          Absence ---->          _____
Balance ----->          Ret Hours -->          .00

Distribution Information:
Account Number      Ref #      Account Title      Ac Prct
111-219-1630-000-1010-4508-0000 00658 SALARY NOON HOUR AIDES 100.00
111-125-1630-000-6010-8057-0000 34477 SALARY AIDES TITLE 1 EE

END OF DISTRIBUTIONS
F1=Help F2=Update F3=Exit F5=Work F12=Cancel Pagedown=Next PageUp=Previous

MA a 04/040
```

Explanation of Fields:

To select/filter by building code and/or bargaining unit press F8. This will bring up a window where you can enter a building code and/or bargaining unit.

For example: If you enter building code "1100" and press ENTER, only employees with building code "1100" will be shown. This is the same for bargaining unit.

You can also use wildcards to select/filter.

For example: If you enter "11*" and press ENTER, only employees with a building code that started with "11" would be shown. If you enter building code and/or bargaining unit criteria and get the message: "NO MATCHES FOUND FOR THIS CRITERIA" you will need to try different criteria or press F12 to cancel out of the selection window.

Salary No

Each salary must have a unique number. **Salary number 1, regardless of the type of pay, is considered the default salary and distribution for the employee.**

Job Code

The code that indicates the type of position for this salary rate.

Valid Values:

Any code as defined on the JOBL screen in system 5.

Hourly Rate

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PAYR ● Pay Rate Information

The hourly rate of pay for this salary. An hourly rate may be entered for contracts.

Daily Rate

The daily rate of pay for this salary. A daily rate may be entered for contracts.

Longevity

The amount of longevity received by the employee. When entering longevity amounts, no other rates can be entered for the same salary number.

Pay Period

The starting and ending dates for the current pay period for this rate. This will be incremented automatically during the payroll run. This is used for retirement reporting purposes.

Valid Values:

Any valid calendar date.

Class Code

The class code for this rate. Used for retirement reporting, the system will use this as the default when paying this pay rate.

Valid Values:

Any class code as defined by the Office of Retirement Services.

Clear Contract

An 'X' will zero the employee's earnings and absence amounts for this contract only. This DOES NOT move zeroes to the contract amount.

Valid Values:

X = Zero out contract earnings and absences

Blank = Active contract

Term Contract

A 'Y' indicates the contract has been terminated and no more pay should be issued.

Pay Code

This is the pay of the month that the bi-weekly amount is to be paid.

Valid values:

0 = Not to be paid

1 = First pay only

2 = Second pay only

3 = First and second pay only

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PAYR ● Pay Rate Information

4 = Every pay

Number of Pays

The number of pay periods that the contract amount should be divided by.

Start Date

This is the date the contract starts. The employee will not be paid until the pay date is the same as or after the contract date. The date **must** be entered in mm/dd/yyyy format and the slashes (/) or dashes (-) must be keyed.

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PAYR ● Pay Rate Information

Ex Retire

Contract is exempt from retirement.

Valid Values:

X = Exempt

Blank = Covered

Calc Bi-Week

An 'X' will compute a new bi-weekly pay amount by dividing the *CONTRACT AMOUNT* by the *NUMBER OF PAYS*.

Div By

Used when CALC BI-WEEK is 'X', a new bi-weekly pay amount will be computed by dividing the *CONTRACT BALANCE* by this number.

End Date

This is the date the contract ends. The date must be entered in mm/dd/yyyy format and the slashes (/) or dashes (-) must be entered. This field is for informational purposes only; the contract will continue to be paid as long as the contract balance is greater than zero.

Contract Amount

This is the total amount of the contract. The user cannot change this. New contract amounts must be entered in the *CONTRACT NEW AMOUNT* field.

Contract New Amount

This is the new amount of the contract. During the payroll process, this amount will replace the *CONTRACT AMOUNT*.

Contract Earnings

This is the amount the employee has earned for this contract to date. This cannot be changed by this screen, but can be reset to zero by using the *CLEAR CONTRACT* code.

Contract Absences

This is the total amount that the employee has been docked on this contract.

Contract Balance

This is the amount remaining to be paid on the contract. This is computed by subtracting the earnings and absence amount from the total contract amount.

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PAYR ● Pay Rate Information

Bi-Week Amt

This is the amount the employee should receive each pay. During the payroll run, the pay amount will automatically be changed to the balance if the balance is less than the bi-weekly pay, or if the contract balance is not more than \$1.00 over the bi-weekly amount. The user cannot change this. Any bi-weekly amount changes must be made in the BI-WEEK 1 NEW AMOUNT field.

Bi-Week New Amount

This amount is the new bi-weekly amount. During the payroll process, this amount will be moved to the BI-WEEK AMOUNT field.

Bi-Week One-Time

This amount will be paid to the employee for the current payroll only. This will be reset to blank during the payroll process.

Bi-Week Absence

This is the amount to be deducted from the current payroll. This amount will be added to the total contract absences. To reimburse an absence, enter a negative amount. This amount cannot be greater than the BI-WEEK AMOUNT. This will be reset to zero during the payroll process.

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PAYR ● Pay Rate Information

Distributions:

The distribution information is used to distribute all of the employee's pay and benefits against the proper account numbers. Salaries can only be paid from those accounts with an object code of 1000-1999.

To enter additional accounts, press F5, key information and press F2.

Account Number/Ref #

This is the account that the salary is be expended against. The number will be validated against the chart of accounts.

Account Title

The title of the account as entered on the Chart of Accounts. This allows the user to verify that the correct salary account is being entered. This is for display purposes only.

Ac

This is used to accrue pay and benefits from one fiscal year to the next to the fund indicated. This is automatically updated during the accrual process performed the last pay of June. The field is cleared when an 'X' is placed in the CLEAR CONTRACT field.

Prct

This is the percentage of the gross pay and benefits that are to be distributed against the account. The total must equal 100.00 percent. To enter additional accounts, press F5.

Payroll System Documentation

EDED ● Employee Deductions

```
PM100          P A Y R O L L   S Y S T E M          Date 8/06/01
District 99050      Employee Deduction Information      Time 08:51:11
Function _____ Building - 1100
Soc Sec # --> 123-45-6789 Name (L,F,MI) --> DOE JANE K
Insurance Information  Rem Org Code Amount  New Amt  One-Time  YTD
Health Premium      _____
Options              _____
Total Premium       _____
School Share        _____
Employee Share      _____
Type Deduction Name  Pri Rem Org Code Amount  New Amt  One-Time  YTD
AN ANNUITY           1 99 HH 4      50.00      _____ 750.00
IN INSURANCE         2 99 04 3      14.00      _____ 196.00
UW UNITED WAY        3 11  4      8.25      _____ 123.75
1 F&G FUND           4  92 2        .00      _____ .00
4 SAV BOND           5 99  3        .00      _____ .00
5 COFFEE             6 99  CJ 1      1.00      _____ 7.00
_____
_____
_____
_____
F1=Help      F2=Update      F3=Exit      F4=Add Deductions      F12=Cancel
PageDown=Next      PageUp=Previous
```

The Employee Deductions Screen is used to add or change deduction information for an employee. Deductions include insurance, credit union, dues, United Way, etc., as defined by the school district on the Deduction Definition Screen (DDEF) in System 5.

Please Note

Deductions will **NOT** be taken for employees with a contract balance of zero, even if the employee receives pay from a different source.

Function Keys:

- F1 = Help
- F2 = Update
- F3 = Exit System
- F4 = Additional Deduction Lines
- F8 = Selection Criteria Window
- F12 = Cancel
- Page Down = Next
- Page Up = Previous

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EDED ● Employee Deductions

To select/filter by building code and/or bargaining unit press F8. This will bring up a window where you can enter a building code and/or bargaining unit.

For example: If you enter building code "1100" and press ENTER, only employees with building code "1100" will be shown. This is the same for bargaining unit.

You can also use wildcards to select/filter.

For example: If you enter "11*" and press ENTER, only employees with a building code that started with "11" would be shown. If you enter building code and/or bargaining unit criteria and get the message: "NO MATCHES FOUND FOR THIS CRITERIA" you will need to try different criteria or press F12 to cancel out of the selection window.

Explanation of Fields:

Insurance Info

This is used to specify what an employee's insurance premium is, how much the school pays, how much the employee pays, the insurance organization and which pay(s) of the month that the employee will be deducted and the pay(s) that the school share portion will be distributed.

Org

This specifies to which organization the insurance premium should be paid.

Valid Values:

Any two-character code as found on the Organization Screen (ORGN) in System 5

Code

This specifies which pays of the month that the school share portion of the insurance payment should be distributed to the general ledger account.

Valid Values:

0 = Not to be distributed	3 = First and second pay
1 = First pay of month	4 = Every pay
2 = Second pay of month	

Amount

This is the current amount and cannot be changed by the user. Any changes must be keyed in the NEW AMT field.

New Amt

This is the new insurance amount. During the payroll run, this will be moved to the AMOUNT field.

Payroll System Documentation

EDED ● Employee Deductions

One-Time

This is the insurance amount to be used for the current pay period only. It will be used even if the insurance code does not indicate the current pay of the month.

YTD

These are the year-to-date totals for insurance. This field cannot be changed on this screen.

Deductions

The lower half of the deductions screen shows various deduction types and the amounts, organizations and pay codes for each type. The types of deductions allowed by a school district are determined by the school district, using the Deduction Definition Screen (DDEF) in System 5.

Type

This indicates the type of deduction as defined on the Deduction Definition Screen (DDEF) in System 5.

Deduction Name

This describes the deduction. This field cannot be changed on this screen. If the description needs to be changed, update it on the Deduction Definition Screen (DDEF) in System 5.

Pri

This indicates the level of priority of the deduction in relationship to the employee's other deductions. Must be a number from 1 to 99 with 1 being the highest priority. No two deductions can be given the same priority number.

Rem

This is the number of pays the deduction is to be taken. If the amount is to be deducted continuously, enter 99 here. If this field is blank or zero, the deduction will not be taken unless a one-time amount is entered. If this field is less than 99, it will be reduced by one each time the deduction is taken.

Valid Values:

Any number between 0 and 99. A 99 indicates the deduction will be permanent; zero indicates the deduction is not to be taken.

Payroll System Documentation

EDED ● Employee Deductions

Org

This identifies the organization to which the deduction should be paid.

Valid Values:

The list of valid organizations can be obtained by displaying the Payroll Organizations Screen (ORGN) in System 5.

Code

This specifies which pays of the month the deduction should be withheld from the employee's pay.

Valid Values:

0 = Not to be deducted

3 = First and second pay

1 = First pay

4 = Every pay

2 = Second pay

Amount

This is the current amount/percent of the deduction. This field cannot be changed

New Amt

This is the new amount/percent of the deduction. After the payroll run has been made, this amount/percent will be moved to the AMOUNT field.

One-Time

This amount/percent will be deducted during the current pay period only, even if the deduction pay code does not indicate the current pay of month and the remaining number of pays is zero.

NOTE: To enter a percent, format it like this – XX.XX% (10.00%).

YTD

This is the total amount withheld for this deduction so far this calendar year. This field cannot be directly modified by the program.

Payroll System Documentation

REIM ● Reimbursement Pay

```
PM110          P A Y R O L L   S Y S T E M          Date 8/19/02
District 99020 Employee Reimbursement Information Time 14:30:41
Function _____ Building - 011

Soc Sec # --> 000-00-0001 Name (L,F,MI) --> DOE JANE

----- Reimbursement Amounts -----
Code  Rem  Ex  Amount  New Amount  One-Time  YTD  G/F  Accr/Mths
-    -    -    .00      _____  _____  .00  -    00

Account Number      Ref #      Account Title      Ac  Prct
-----
-----
-----
-----
-----

F1=Help      F2=Update      F3=Exit      F12=Cancel
PageDown=Next PageUp=Previous

MA a 11/004
```

The Employee Reimbursement Screen is used to update employee reimbursement information. The reimbursement pay amount is added to the employee's gross pay on his check. At the user's discretion, the money may be exempt from retirement and/or classified as a fringe benefit for the distribution history information. If the money is classed as gross pay, worker's comp will be computed for the amount.

Function Keys:

- F1 = Help
- F2 = Update
- F3 = Exit System
- F12 = Cancel
- Page Down = Next
- Page Up = Previous

Payroll System Documentation

REIM ● Reimbursement Pay

Explanation of Fields:

Code

This specifies which pays of the month the reimbursement is to be paid.

Valid Values:

0 = Not to be paid

3 = First and second pay

1 = First pay of month

4 = Every pay

2 = Second pay of month

Rem

This is the number of pays the reimbursement is to be paid. If the amount is to be paid continuously, enter 99 here. If this field is blank or zero, the reimbursement will **not** be paid to the employee unless a one-time amount is entered. If this field is less than 99, it will be reduced by one each time the reimbursement is paid.

Ex

An 'X' indicates that the money is to be exempt from retirement.

Amount

This is the current reimbursement pay amount. This field cannot be changed. New amounts should be keyed in the NEW AMOUNT field.

New Amount

This is the new reimbursement pay amount. During the payroll run, this amount will be moved to the current reimbursement pay amount.

One-Time

This is the reimbursement pay amount to be used for the current pay only.

YTD

The amount of reimbursement paid during the current calendar year.

G/F

This indicates if the pay should be classified as gross pay or fringe benefit for distribution purposes.

Valid values:

G = Gross Pay

F = Fringe Benefit

ACCR/MTHS

This is the number of months the reimbursement pay is to be accrued. It is to be entered prior to the last pay of June, when the accrual process takes place. This number will be reduced by one the second pay of each month until it reaches zero.

Payroll System Documentation

REIM ● Reimbursement Pay

Distribution Information

The distribution information is used to distribute the employee's pay amount against the proper account numbers.

Account Number/Ref #

This is the account that the reimbursed pay is to be expended against. The number will be validated against the chart of accounts. Accounts with an object code of 1000-2999 may be used.

AC

This is not currently used.

Prct

This is the percentage of the amount that is to be distributed against the account.

Payroll System Documentation

HOUR ● Hourly Information

Explanation of Fields:

Pre-Calc Tax

The amounts keyed in these tax fields will override the computer's calculation of the tax for the employee's paycheck.

Tax Break

The number of pays that the **total** gross pay for the employee would normally include. This allows for a reduction in federal, state, and local taxes when an employee is receiving an unusually large gross pay. This number will be divided into the gross pay, the taxes computed on that portion of pay, and the taxes then multiplied by the tax break. For example, if the tax break is five (5), the total gross pay will be divided by 5 and the taxes computed on one-fifth of the amount. The computed tax amount will then be multiplied by 5 and this will be the amount deducted from the employee's check. Consequently, the effect of the taxes is the same as if the employee had received five paychecks. This is very helpful at contract payoff time. This field also appears on the Daily Payments Screen (DAYS).

Normal Distribution

This is the normal distribution, as found on the first salary on the Pay Rate Screen (PAYR). It is for informational purposes only.

Total Gross for Screen

This amount is computed by the program and represents the total amount of gross pay the employee will receive as a result of the entries presently on this screen. It does NOT include any contract, bi-weekly, or daily amounts from any other screen.

Reg Hours

This is the number of regular hours the employee will be paid for the current pay period.

O/T Hours

This is the number of overtime hours the employee will be paid for the current pay period. The pay will be computed at one and one-half times the hourly rate.

D/T Hours

This is the number of overtime hours the employee will be paid for the current pay period. The pay will be computed at twice the hourly rate.

Hourly Rate

This is the rate to use for the hours keyed on this line. The hourly rates entered on the Employee Information Screen (EMPL) will automatically be displayed. If left blank, the first hourly rate will be used.

Payroll System Documentation

HOUR ● Hourly Information

Account Number

This is the account number to which the salary keyed on this line should be expended, if different from the normal distribution. Only those accounts on the Chart of Accounts with an object code of 1000-1999 may be used.

Ref #

This is the reference number to which the salary keyed on this line should be expended, if different from the normal distribution. Only those accounts on the Chart of Accounts with an object code of 1000-1999 may be used.

RX

An 'X' indicates the salary keyed on this line is to be considered retirement exempt.

A

An 'X' indicates the salary keyed on this line is to be accrued. This applies to the first and second pays of July only.

Un

An 'X' indicates the salary keyed on this line is exempt from unemployment costs.

Payroll System Documentation

DAYS ● Daily Rate Pays

Explanation of Fields:

Pre-Calc Tax

The amounts keyed in these tax fields will override the computer's calculation of the tax for the employee's paycheck.

Tax Break

The number of pays that the **total** gross pay for the employee would normally include. This allows for a reduction in federal, state, and local taxes when an employee is receiving an unusually large gross pay. This number will be divided into the gross pay, the taxes computed on that portion of pay, and the taxes then multiplied by the tax break. For example, if the tax break is five (5), the total gross pay will be divided by 5 and the taxes computed on one-fifth of the amount. The computed tax amount will then be multiplied by 5 and this will be the amount deducted from the employee's check. Consequently, the effect of the taxes is the same as if the employee had received five paychecks. This is very helpful at contract payoff time. This field also appears on Hourly Payments Screen (HOUR).

Normal Distribution

This is the normal distribution, as found on the first salary on the Pay Rate Screen (PAYR). It is for informational purposes only.

Total Gross for Screen

This amount is computed by the program and represents the total amount of gross pay the employee will receive as a result of the entries presently on this screen. It does NOT include any contract, bi-weekly, or hourly amounts from any other screen.

Sub Days

This is the number of days the employee worked as a substitute during the current pay period.

Reg Days

This is the number of days the employee worked as a regular employee during the current pay period.

Day Rate

This is the rate to be used for the days keyed on this line. The daily rate entered on the Employee Information Screen (EMPL) will automatically be displayed. If left blank, this rate will be used.

Add'l Gross

This is a lump sum payment that the employee is to receive this pay.

Payroll System Documentation

DAYS ● Daily Rate Pays

Deduct Gross

This is any amount to be deducted from the current pay period **that does not affect a contract**. Contract absence amounts should be entered on the appropriate contract screen.

Account Number

This is the account number to which all the salary keyed on this line should be expended, if different from the normal distribution. Only those accounts on the Chart of Accounts with an object code of 1000-1999 may be used.

Ref #

This is the reference number to which all the salary keyed on this line should be expended, if different from the normal distribution. Only those accounts on the Chart of Accounts with an object code of 1000-1999 may be used.

R

An 'X' indicates the salary keyed on this line is to be considered retirement exempt.

A

An 'X' indicates the salary keyed on this line is to be accrued. This applies to the first and second pays of July only.

U

An 'X' indicates the salary keyed on this line is to be exempt from unemployment costs.

Payroll System Documentation

EDEP ● Employee Direct Deposit

```
PM050                P A Y R O L L   S Y S T E M                Date  8/06/01
District 99050       Employee Direct Deposit Information        Time 08:44:19
Function _____   Building - 1100

Soc Sec # --> 123-45-6789  Name (L,F,MI) --> DOE _____ JANE _____ K
Pay Type -----> DEPOSIT
Bank Code -----> 03  HUNTINGTON BANK      Net Pay Deposit -> Y
Account # -----> 02172269735             Priority -----> _
Prenote -----> _                          Amount -----> .00
Account Type -> C                           New Amount -----> _____
Pay Code -----> =                          1-Time Amount ---> _____
Bank Code -----> 10  COUNTY SCHOOL EMPLOY Net Pay Deposit -> _
Account # -----> 6409                     Priority -----> 1
Prenote -----> _                          Amount -----> 125.00
Account Type -> S                           New Amount -----> _____
Pay Code -----> 4                          1-Time Amount ---> _____
Bank Code -----> _                         Net Pay Deposit -> _
Account # -----> _____                Priority -----> _
Prenote -----> _                          Amount -----> .00
Account Type -> _                           New Amount -----> _____
Pay Code -----> _                          1-Time Amount ---> _____

F1=Help   F2=Update   F3=Exit   F4=Add   F12=Cancel
PageDown=Next Record   PageUp=Previous Record
```

The Employee Direct Deposit screen is used to define the specifications for each employee's direct deposit.

To change Bank Codes with Net Pay Deposit:

1. If the Bank Code is a Net Pay Deposit, change the Net Pay Deposit to a blank space and ENTER the Priority number. Press F2 to update.
2. Change the Bank Code, enter 'Y' for Net Deposit Pay and enter a space for Priority. Press F2 to update.

Function Keys:

F1 = Help
F2 = Update
F3 = Exit
F4 = Additional Deposits
F12 = Cancel
PageDown = Next
PageUp = Previous

Payroll System Documentation

EDEP ● Employee Direct Deposit

Explanation of Fields:

Pay Type

This indicates if the employee receives a check or deposit. It is updated by the other EDEP information.

Bank Code

This is the two-digit code for the employee's bank as found on the Bank Names Screen (BANK) in System 5.

Net Pay Deposit

A 'Y' indicates that the employee's net pay is to be deposited to this account.

Account

This is the employee's bank account number.

Priority

This indicates the priority of the deposit in relation to the other flat amount deposits. It is ignored by net pay deposits.

Prenote

An 'X' indicates the system should include a pre-notification record on the direct deposit download. Before an employee can be included on the electronic direct deposit download, a pre-notification record must be sent. **A new pre-note to a flat amount deposit should also be marked for a one-time deduction of zero or the amount will be deducted.**

Amount

This is the amount to be deposited to this account. It cannot be changed by the user. Any changes should be keyed in the NEW AMOUNT field. Not applicable for net pay deposits.

Account Type

This is the type of account.

Valid Values:

C = Checking

S = Savings

New Amount

This is the new amount to be deposited to this account. During the payroll run, this amount will be moved to the AMOUNT field. Not applicable for net pay deposits.

Payroll System Documentation

EDEP ● Employee Direct Deposit

1-Time Amount

This is the amount to be deposited to this account for the current pay only. Not applicable for net pay deposits.

Payroll System Documentation

REGI ● Payroll Register

```
PM120          P A Y R O L L   S Y S T E M          Date 8/06/01
District 99050          Payroll Register          Time 08:53:04
Function _____   Building - 1100
Soc Sec # --> 123-45-6789 Name (L,F,MI) --> DOE          JANE          K
Date --> 1999/01/08 Seq --> 0 Type --> D DEPOSIT          # 0000000 Quarter -> 1
----- Earnings Summary ----- -- Tax Information -- ----- Deductions -----
Bi-Week  Earnings      Absence  Tax Break ----->  INSURANCE      14.00
  1 ...  1870.88  -          Ex FICA -->          ANNUITY      50.00
  2 ...           -          FICA-OASDI>  116.00  UNITED WAY    7.75
  3 ...           -          FICA-MED ->   27.12  COFFEE        1.00
  4 ...           -          MIP ----->          _____
  5 ...           -          Fed Tax -->    328.43
Total Bi-Week Earning          MI Tax --->    75.38
Reg Days _____          City - MU >    8.99
Sub Days _____          City - > _____
Hours .. _____          E I C ---->          Dir Deposits 225.00
OT Hours _____          Reimb ---->          Net Pay ---> 1017.21
DT Hours _____          Ex Retire >          Ret Hours -> 80.31
Additional Gross ....
Deduct Gross .....          Description PAYROLL RUN 01/05/99
Total Gross Pay ..... 1870.88 Distribute to PDST> _ Empl Type --> REGULAR

F1=Help F3=Exit F4=Add F5=Deductions F7=Deposits F12=Cancel Void=Void
UNV=Unvoid PRNT=Register PRCK=Stub PageDown=Next PageUp=Previous
```

The Employee Register screen displays the employee pay information and allows manual checks and year-to-date adjustments to be made to an employee's information. This is one of the most complicated screens in the payroll system and should be thoroughly understood before any changes are attempted.

Function Keys:

- F1 = Help
- F3 = Exit
- F4 = Work Screen and Add
- F5 = Additional Deductions
- F7 = Direct Deposit Information for the displayed pay
- F12 = Cancel
- PageDown = Next
- PageUp = Previous

Available Functions:

- VOID = Void
- UNV = Unvoid
- PRNT = Print Check Register for employee
- PRCK = Print Check Stub for employee
- CHCK = Print Check (for use by those districts with MICR printers)

Payroll System Documentation

REGI ● Payroll Register

Explanation of Functions:

F4

When this function is used, a work screen with the employee's normal pay period information will be displayed and information may be entered. Also, a function of 'W' will be placed in the function area. ENTER may be pressed repeatedly while working on information and no updating of files will take place. This gives the user the opportunity to perform "what-ifs", e.g. what happens to net pay if the annuity is changed; what amount of federal tax will be withheld if the number of exemptions are decreased?, etc. When an actual change is desired, F4 must be pressed again. When F4 is pressed the second time, the transaction on the screen will be verified for validity and, if no errors are found, it will be written to the payroll register file and update appropriate year-to-date and quarter-to-date totals.

Void

This will negate a previously entered transaction, updating all appropriate year-to-date and quarter-to-date totals.

UNV

This unvoids a previously voided transaction, updating all appropriate year-to-date and quarter-to-date totals.

PRNT

This prints a quarterly check register for the employee for the quarter that the displayed transaction is in.

PRCK

This prints the information from the displayed transaction in the format of the check stub.

CHCK

This prints a manual check for the adjustment currently displayed. The system automatically will assign the next check number. This is for use by those districts with a MICR printer.

Payroll System Documentation

REGI ● Payroll Register

Explanation of Fields:

Date

This is the date of the transaction. For manually added transactions, the system will automatically assign the current date if none is entered. For payroll run records, this will be the pay date of the check or deposit. When browsing through an employee's records, this date may be entered as part of the search key.

Seq

This is the date sequencer. It is used to uniquely identify transactions for an employee within the same date and will be set automatically by the program.

Type

This code is used to identify the transaction as a check, deposit, or other. It is automatically set by the program.

Valid Values:

C = Check D = Deposit Slip T = Year Total Record
Y = Year-to-Date Adjustment (i.e., manual checks, retirement hour adjustments)

#

This is the check number for the transaction.

Quarter

This is the quarter to which the transaction applies. Although this is automatically entered by the program during the add process, the quarter code may be changed by the user. This is essential when making prior quarter adjustments.

Earnings Summary

This is the first pair of columns of the amounts area of the screen. It is used to develop a gross pay amount.

Bi-Week Earnings

This is the amount of bi-week earnings for this transaction for contract 1 through 5. On an ADD screen, the program will automatically put in all bi-weekly pays on file for active contracts; however, these can be changed as needed.

Bi-Week Absence

This is the amount of contract absence for this transaction for contracts 1 through 5.

Total Bi-Week Earning

This is computed by the program as the total of bi-weekly earnings for contract 1 through 5 minus bi-weekly absence 1 through 5.

Payroll System Documentation

REGI ● Payroll Register

Reg Days

The first column is the number of days for this transaction. The second column is the amount earned from the days. If no earnings are entered, the program will automatically compute the earnings based on the daily rate entered on the Employee Information Screen (EMPL).

Sub Days

This works the same as REG DAYS.

Hours

The first column is for the number of regular hours in this transaction. The second column is the amount earned from the hours. If no earnings are entered, the program will automatically compute the earnings based on the first hourly rate entered on the Employee Information Screen (EMPL).

OT Hours

This is the number of overtime hours. When the program calculates the earnings (second column), it will multiply the number of hours by 1-1/2 times the hourly rate.

DT Hours

This is the number of double-time hours. When the program calculates the earnings (second column), it will multiply the number of hours by twice the hourly rate.

Additional Gross

This is the amount of additional gross for this transaction.

Deduct Gross

This is the amount to be deducted from the gross pay for this transaction. This deduction will NOT affect contract absences.

Total Gross Pay

The total of bi-weekly earnings, regular daily earnings, substitute daily earnings, hourly earnings, overtime and double-time earnings and reimbursement. If entered, this amount will be verified, otherwise the system will generate this amount.

Tax Information

This is the section where taxes are computed. When using a work screen, the taxes will automatically be computed each time the total gross changes. After the taxes are computed, these fields can be overridden as necessary.

Payroll System Documentation

REGI ● Payroll Register

Tax Break

The number of pays that the gross pay for the employee would normally include. This allows for a reduction in federal, state, and local taxes when an employee is receiving an unusually large gross pay. This number will be divided into the total gross pay, the taxes computed on that portion of pay, and the taxes then multiplied by the tax break. For example, if the tax break is five (5), the total gross will be divided by 5 and the taxes computed on one-fifth of the amount. The computed tax amount will then be multiplied by 5 and this will be the amount deducted from the employee's net pay.

Ex FICA

This is the portion of the gross pay that is exempt from FICA tax.

FICA-OASDI

This is the total amount of OASDI FICA tax for this transaction.

FICA-MED

This is the total amount of Medicare FICA for this transaction.

MIP

This is the amount withheld for the Member Investment Retirement Plan.

Fed Tax

This is the amount of the federal income tax for this transaction.

MI Tax

This is the amount of Michigan state tax for this transaction.

City Tax

This is the amount of local income tax for this transaction.

EIC

This is the amount of earned income credit for this transaction.

Reimb

This is the amount of reimbursement pay for this transaction. When using a work screen, this amount will automatically be loaded with the amount found on the employee's Reimbursement Pay Screen (REIM); however, this can be overridden by the user.

Ex Retire

This is the portion of the total gross pay that is exempt from retirement.

Payroll System Documentation

REGI ● Payroll Register

Deductions

This section of the screen is for employee deduction information. On a work screen, these deductions will be initialized with the employee's standard deduction amounts found on the Employee Deduction Screen (EDED); however, these amounts can be overridden.

Deductions

Any variable deductions on the file for the employee will print here. Press F5 for additional deductions.

Dir Deposits

This is the amount of the employee's check/deposit that was transmitted electronically (flat amounts only). For manual checks, this would be zero, unless the check is replacing a computer printed check or deposit, where the electronic deposit was originally correct.

Net Pay

This is the net pay for this transaction. The system will automatically generate this field.

Ret Hrs

This is the number of retirement hours to be credited to the employee for this transaction.

Description

This is used for documenting the reason for this transaction. This must be entered for all transactions.

Distribute to PDST

This indicates whether or not the adjustment was distributed to the PDST screen. On a work screen, a 'Y' will automatically be entered to distribute the gross pay; if the adjustment should not be distributed, the user must change it to the letter 'N'.

Empl Type

This is the employee type for the employee at the time of the transaction as found on the Employee Information Screen (EMPL). This is updated automatically by the program.

Payroll System Documentation

MREG ● Multiple Register

```
PM130                P A Y R O L L   S Y S T E M                Date  8/06/01
District 99050        Multiple Register                        Time 08:53:46
Function _____   Set Up

Enter up to six Xs beside the desired headings and press ENTER:

  _ Biwk 1 Earn      _ Biwk 1 Absence    _ OASDI             _ UNITED WAY
  _ Biwk 2 Earn      _ Biwk 2 Absence    _ Medicare          _ F&G FUND
  _ Biwk 3 Earn      _ Biwk 3 Absence    _ State Tax         _ MEFSA
  _ Biwk 4 Earn      _ Biwk 4 Absence    _ Local Tax         _ YFCA
  _ Biwk 5 Earn      _ Biwk 5 Absence    _ MIP               _ SAV BOND
  _ Reg Hours Earn   _ Reg Hours         _ 125 PLAN          _ COFFEE
  _ O/T Hours Earn   _ O/T Hours         _ MI TAX            _ MA MUTUAL
  _ D/T Hours Earn   _ D/T Hours         _ 2nd Anty          _
  _ Reg Days Earn    _ Reg Days          _ MPSERS TDP        _
  _ Sub Days Earn    _ Sub Days          _ ANNUITY           _
  _ Addl Gross       _ Exempt FICA       _ CRED UN           _
  _ Deduct Gross     _ Exempt Retire     _ UNION DUES        _
  _ Reimbursement    _ Ret Hours         _ INSURANCE         _
  _ Total Gross      _ Federal Tax       _ MISC              _
  _ Net Pay          _ EIC              _ MIP REIMB        _

                                F1=Help    F3=Exit    F12=Cancel
```

This screen is used to display specified criteria in check register format. Select up to six fields by placing an 'X' by the item. Press enter and select the desired employee, either by name or Social Security Number. Totals for the employee will appear at the bottom of the display.

The calendar year can be changed at the top of the Employee Detail Screen.

Voided transactions are marked with an * by the date. 'T' stands for Transaction Type and 'Q' indicates the quarter of the transaction.

A = YTD Adjustment Record

C = Check

D = Deposit

Function Keys:

F1 = Help

F3 = Exit

F12 = Cancel

Payroll System Documentation

PDST ● Payroll Distribution

Explanation of Fields:

Adj Date

This is the date of transaction. This will either be the pay date for computer-generated entries or the date of a manual adjustment. This date may be entered by the user, but will default to the current date.

Fiscal Year

This is the accounting fiscal year that the transaction affects. This is required.

Valid values:

C = Current year

N = New Year

Current Distribution

These are the account numbers and amounts that are currently in the system. For computer printed and manual checks, these fields will be loaded based on the information entered during the payroll run. When entering an adjustment to previous pay(s) that have been posted to the accounting system, these numbers will be keyed by the user and generate the credit journal entry(s).

New Distribution

These are the account numbers and amounts that should be in the payroll system. When entering an adjustment, these numbers will be keyed by the user and generate the debit side of the journal entry(s).

Transaction batches for posting to the General Ledger that reflects PDST adjustments are created by using the PADJ function in the Accounting System (System 10).

Payroll System Documentation

TDPM ● Tax Deferred Payment Plan Maintenance

```
PM450          P A Y R O L L   S Y S T E M          DATE  3/16/05
DISTRICT - 61060      MPSERS Tax Deferred Payment      TIME 14:15:43
Function - _____

Soc Sec # ---> 999-99-9999   Name (L,F,MI) ---> DOE           JOHN

Service Type -----> 70
Agreement Number -> 001031821
Agreement Date ---> 09/07/2000
Invoice Number ---> 00103967
Invoice Amount ---> .00
Billing Amount ---> 10513.97
Credit Available -> 5.000
Credit Purchased -> 5.000
Credit Cost -----> 10513.97
Billing Due Date -> 06/30/2001
Reportable Wages -> 12980.21
Deduction Amount -> 50.00
Xref Agreement ---> 000000000
Payment Completed > Y
Agreement Code ---> 70

F1=Help      F2=Update      F3=Exit      F4=Add      F11=Delete      F12=Cancel
PageDown=Previous Record      PageUp=Next Record
```

The Tax Deferred Payment Authorization Information Screen is used to add, delete or change authorization information for the MPSERS tax deferred payment program for service credit purchases. This screen **must** be completed before payment can be taken from the employee's pay.

NOTE: To add the first authorization record for an employee, key their social security number in the appropriate area and press F4.

Function Keys:

F1 = Help
F2 = Update
F3 = Exit
F4 = Add
F11 = Delete
F12 = Cancel
PageDown = Previous Records
PageUp = Next Record

Payroll System Documentation

TDPM ● Tax Deferred Payment Plan Maintenance

Explanation of Fields:

Building

This identifies the building within the district where the employee works.

Soc Sec #

This is the employee's social security number. It is the key to the file and cannot be changed on this screen.

Name

This is the employee name in last name, first name, middle initial format. It cannot be changed on this screen.

Service Type

This is the service type that applies to the type of credit being purchased.

Valid Values:

Service type codes as defined by MPSERS.

Agreement Number

This is the agreement number as defined by MPSERS.

Agreement Date

This is the date of the agreement. It must be entered in the format MM/DD/YYYY.

Invoice Number

This is the invoice number for the billing statement.

Invoice Amount

This is the original invoice amount.

Billing Amount

This is the total amount of the billing as found on the employee's statement.

Credit Available

This is the total amount of service credit available.

Credit Purchased

This is the amount of credit being purchased under this agreement.

Credit Cost

This is the total amount of the cost for the service credit being purchased.

Payroll System Documentation

TDPM ● Tax Deferred Payment Plan Maintenance

Billing Due Date

This is the due date for this agreement. It must be entered in the format MM/DD/YYYY.

Reportable Wages

This is the amount of retirement reportable wages for the employee.

Deduction Amount

This is the amount that will be withheld from the employee's check/deposit each pay.

XREF Agreement

This is the agreement number of the previous agreement, if this agreement is transferred from another.

Payment Completed

A 'Y' indicates that the payment is completed and that no more deductions for this agreement will be taken.

Agreement Code

This is a state-assigned invoice number.

Payroll System Documentation

TDPH ● Tax Deferred Payment History

```
PM460                P A Y R O L L   S Y S T E M                DATE  1/07/05
District - 99040      MPERS Tax Deferred Payment              TIME 18:17:40
Function -           

Soc Sec # ---> 123-45-6789  Name (L,F,MI) ---> EMPLOYEE      IMA
Report Date ---> 12/17/2004

                Service Type -> 21
                End Date -----> 12/17/2004
                Check Date ---> 12/17/2004
                Check No ----->
                Reason Code --> 01  DEDUCTION VALID
                Payment Amt -->      50.00
                Agreement Code> 21

F1=Help      F2=Update      F3=Exit      F12=Cancel
PageDown=Next Record      PageUp=Previous Record
```

This screen shows all payments made by an employee to the MPERS tax deferred payment program. The only data element that can be changed on this screen is the reason code, which indicates why a payment was not withheld from an employee's pay.

These records are created by two processes. During the payroll run, one TDPH screen is created for each agreement for each employee. Also, any adjustment on the Payroll Register Screen (REGI) will create or update the appropriate TDPH screen. This includes new, voided and unvoided checks.

Function Keys:

- F1 = Help
- F2 = Update
- F3 = Exit
- F12 = Cancel
- PageDown = Next Record
- PageUp = Previous Record

Payroll System Documentation

TDPH ● Tax Deferred Payment History

Explanation of Fields:

Soc Sec #

This is the employee's social security number.

Name

This is the employee name in last name, first name, middle initial format.

Report Date

This is the ORS report date.

Service Type

This is the service type that applies to the type of credit being purchased.

Paydate

This is the paydate that the deduction was withheld from the employee's pay or the date of the Payroll Register Screen (REGI) for manual adjustments.

End Date

This is the end date of the ORS Reporting Period Pay Interval.

Check Date

This is the date that the deduction was withheld from the employee's pay or the date of the Payroll Register Screen (REGI) for manual adjustments.

Check No

This is the number of the remittance check that was sent to MPSERS that included this payment. It will be updated during the download process.

Reason Code

This is the two-digit code indicating the payment circumstance.

Valid Values:

- 01 = Deduction Valid
- 02 = Pending Agreement
- 03 = Agreement Closed – Termination
- 04 = Agreement Closed – Employee Deceased
- 05 = Agreement Closed – Employee Retired
- 06 = Agreement Closed – Paid in Full
- 07 = Non-Sufficient Funds – Reduction in Hours
- 08 = Non-Sufficient Funds – Temporary Layoff
- 09 = Non-Sufficient Funds – Sabbatical Leave
- 10 = Non-Sufficient Funds – Worker's Comp

Payroll System Documentation

TDPH ● Tax Deferred Payment History

11 = Non-Sufficient Funds – Professional Service Leave

12 = Establishing Deduction Schedule

99 = Ignore TDPH screen

Payment Amt

This is the amount withheld from the employee's pay.

Payroll System Documentation

QUAR ● Quarterly Totals

```
PM170          P A Y R O L L   S Y S T E M          Date 8/06/01
District 99050          Quarterly Totals          Time 08:58:07
Function _____    Building - 1100
                          Year - 2001
Soc Sec # --> 123-45-6789  Name (L,F,MI) --> DOE          JANE          K
-- 1st -- -- 2nd -- -- 3rd -- -- 4th -- -- School Totals
Gross -----> 13,907.11  14,201.12  4,626.88  .00
FICA (OASDI) ---> 862.24  880.47  286.87  .00
FICA (Medicare) > 201.65  205.92  67.09  .00
Exempt FICA ----> .00  .00  .00  .00
E.I.C. -----> .00  .00  .00  .00
Retirement Info
Exempt Wages ---> .00  .00  .00  .00
MIP Wages -----> .00  .00  .00  .00
Basic Wages ----> 13,907.11  14,201.12  4,626.88  .00
Retired Wages --> .00  .00  .00  .00
MIP Hours -----> .00  .00  .00  .00
Basic Hours ----> 560.00  480.00  160.00  .00
Retired Hours --> .00  .00  .00  .00
MIP Contribution> .00  .00  .00  .00
Retro Flag (*) -> -  -  -  -

F1=Help      F2=Update    F3=Exit      F12=Cancel
PageDown=Next PageUp=Previous
```

The Employee Quarterly Totals Screen is used to display the quarterly information, and to indicate whether the quarter gross wages includes an adjustment from a previous quarter (i.e., retroactive pay).

Function Keys:

- F1 = Help
- F2 = Update
- F3 = Exit
- F12 = Cancel
- PageDown = Next
- PageUp = Previous

Payroll System Documentation

QUAR ● Quarterly Totals

Explanation of Fields:

Gross

This is the gross pay received by the employee, by quarter. These fields cannot be changed on this screen.

FICA (OASDI)

This is the amount of money withheld during the quarter from the employee's payroll checks that is the portion of FICA that is Old Age, Survivors, and Disability Insurance.

FICA (Medicare)

This is the amount of money withheld during the quarter from the employee's payroll checks that is the portion of FICA that is Medicare.

Exempt FICA

This is the amount of money paid to the employee for the quarter that is exempt from FICA.

E.I.C.

This is the amount of money paid following the federal guidelines for Earned Income Credit.

Exempt Wages

This is the amount of money paid to the employee for the quarter that is exempt from retirement.

MIP Wages

This is the amount of wages the employee earned while covered by the MIP Retirement Plan.

Basic Wages

This is the amount of wages the employee earned while covered by the Basic Retirement Plan.

Retired Wages

This is the amount of wages the employee earned as a retiree of MPSERS.

MIP Hours

This is the number of hours the employee worked while covered by the MIP Retirement Plan.

Payroll System Documentation

QUAR ● Quarterly Totals

Basic Hours

This is the number of hours the employee worked while covered by the Basic Retirement Plan.

Retired Hours

This is the number of hours the employee worked as a retiree of MPSERS.

MIP Contributions

This is the amount of money withheld during the quarter from the employee's payroll checks that is for the MIP deduction.

Retro Flag (*)

An * indicates that the total wages paid during the quarter includes wages that were earned during a previous quarter (i.e., retroactive pay). This is reported to MPSERS.

Payroll System Documentation

YEAR ● Year-to-Date Totals

```
PM160                P A Y R O L L   S Y S T E M                Date 8/06/01
District 99050        Year to Date Totals                    Time 08:57:17
Function _____  Year - 2001
Soc Sec # --> 123-45-6789  Name (L,F,MI) --> DOE          JANE          K
Calendar Earnings> 32735.11  Reimbursement ----->
FICA (OASDI) ----> 2029.58  Exempt FICA Wages ---->
FICA (Medicare) -> 474.66  Exempt Federal Tax ---->
Federal Tax ----> 5708.30  Exempt Michigan Tax --->
Michigan Tax ----> 1216.74  Eic Payments ----->
MIP ----->
*****
Local Tax - MU --> 151.49  School Year Earnings --> 4626.88
Local Tax - 00 -->
Local Tax - -->
AN ANNUITY > 750.00  Contract 1 Earnings --->
IN HEALTH INSURA > 196.00  Contract 2 Earnings --->
UW UNITED WAY > 123.75  Contract 3 Earnings --->
1 F&G FUND >
4 SAVINGS BOND >
5 COFFEE FUND > 7.00  Contract 4 Earnings --->
Net Pay -----> 20202.59  Contract 5 Earnings --->
Substitute Days ----->
Regular Hours ----->
Overtime Hours ----->
Doubletime Hours ----->

F1=Help      F3=Exit      F7=More Deductions      F12=Cancel
PageDown=Next      PageUp=Previous
```

The Employee Year-To-Date screen displays the desired year-to-date totals for an employee, both school and calendar year. To see the totals for a different year, key over the year at the top of the screen and press ENTER.

Function Keys:

- F1 = Help
- F3 = Exit
- F7 = More deductions
- F12 = Cancel
- PageDown = Next
- PageUp = Previous

Payroll System Documentation

SCHL ● School Information

```
PM180                P A Y R O L L   S Y S T E M                Date  8/06/01
District 99050        School Information Screen                Time 08:58:35
Function _____
School Name-> MUSKEGON AREA INTERMEDIATE SCH _____
Address-----> 630 HARVEY ST                               MUSKEGON, 49442
ISD/Local----> I ISD          Check Recon----> _ NO          Ref No--> _ NO
Fed Tax No--> 381717461      Check Sort----> Y YES
State Tax No> 690352668      Entry Sequence> _ NAME
MESC No-----> 0809496000    Cafe Code-----> _ NONE

Direct Deposit Information
Bank Code-> 08 OLD KENT B Macha Bank-> 23 OLD KENT B Acct-> 7510564581

Workers Comp Rates
(1) .005590  (2) .040430  (3) .002470  (4) .047450
(5) .000000  (6) .000000  (7) .000000  (8) .000000

Unemployment Rate-> .027    Maximum Wages-> 9500

System Usage
Benefits> Y YES Attend> Y YES Project> Y YES Proposed> Y YES Human Res> Y YES

F2=Update  F3=Exit  F5=Salaries Payable Accounts
F7=Reimbursements Payable Accounts  F12=Cancel
```

The School Information screen is used to enter information about the school district, such as district name, address, payable account numbers and other control flags. Proper use and understanding of this screen is critical to the entire payroll procedure and care should be exercised when using this screen. This screen is available from System 5.

Function Keys:

- F1 = Help
- F2 = Update
- F3 = Exit
- F5 = Salaries Payable Accounts
- F7 = Reimbursement Payable Accounts
- F12 = Cancel

Payroll System Documentation

SCHL ● School Information

Explanation of Fields:

School Name

This is the school name. This will be printed on the top of most of the payroll reports.

Address

This is the street address, city, state, and zip code for the district.

Check Recon

This indicates if the school district requires an electronic file for check reconciliation. This file is e-mailed to the district for usage by the bank.

Valid Values:

Y = Recon file required

Blank = No recon file

Ref No

This indicates if the district uses reference numbers when keying payroll.

Fed Tax No

This is the federal tax identification number for the school district.

Check Sort

This indicates the district is using the check sort code. The check sort code is found on the Employee Information Screen (EMPL). If this is not 'Y', checks will be sorted by building.

State Tax No

This is the state tax number for the school district.

Entry Sequence

This determines the sequence the Hourly Information (HOUR) and Daily Rate Pate (DAYS) screens are displayed in.

Valid values:

Blank = Name

B = Building

MESC No

This is the Michigan Employment Security Commission number for the school district. Used when reporting the quarterly information.

Cafe Code

This indicates the percentage of reimbursement paid to the employee for cafeteria meals, if any.

Valid Values:

Blank = No reimbursement

1 = 100% reimbursement

2 = 130% reimbursement

Payroll System Documentation

SCHL ● School Information

Bank Code

This indicates the bank the school district's payroll checking account is with.

Valid Values:

Any code found on the Bank Names Screen (BANK) in System 5

Macha Bank

This is the bank code [as found on the Bank Names Screen (BANK)] that corresponds to the bank where the electronic direct deposit information is being sent.

Acct

This is the bank account number of the school's payroll checking account.

Workers Comp Rates

These rates are used by the benefit distribution system when computing the worker's compensation cost. Rate 1 will be used to compute the cost for any employee with worker's comp code 1; Rate 2 will be used to compute the cost for any employee with worker's comp code 2; etc.

Unemployment Rate

This is the rate of the service cost to be applied to those wages covered by unemployment benefits.

Maximum Wages

This is the maximum amount of wages subject to the unemployment rate.

System Usage

Benefits

A 'Y' indicates the district is using the Benefits system.

Attend

A 'Y' indicates the district is using the Attendance system.

Project

A 'Y' indicates the district is using the Salary Projection system.

Proposed

A 'Y' indicates the district is using the Proposed Salary and Benefits system.

Human Res

A 'Y' indicates the district is using the Human Resources system.

Payroll System Documentation

JOBL ● Job Codes

```
PM230                P A Y R O L L   S Y S T E M                DATE  8/06/01
District 99050        Payroll Job Codes                        TIME  08:59:32
Function _____

Sel Code  Name
- 001    G/T CONSULTANT
- 002    TEACHER
- 003    DIR/MEDIA,TECH,INFO SERV
- 004    ADM ASST/SUPT
- 005    INSTR ASSISTANT
- 006    OPERATION SUPERVISOR
- 007    MEDIA TECHNICIAN
- 008    PHYS ED TEACHER
- 009    YOUTH SERV COORD
- 010    PERS/COMPLIANCE CONS.
- 011    RGNL NTRK MNGR
- 012    DIR/REGN TECH CTR
- 013    SPEECH THERAPIST
- 014    PC TECHNICIAN
- 015    SYSTEMS PROGRAMMER
- 016    GROUNDWATER CONSULTANT
- 017    DEPUTY SUPERINTENDENT

F1=Help  F2=Update  F3=Exit  F4=Add  F11=Delete  F12=Cancel
          PageUp/PageDown  Enter=Refresh
```

The Job Codes screen is used to maintain the job titles and job codes used in the district. The job codes for each employee can be entered on the Employee Information Screen (EMPL), Proposed Information Screen (PROP) in the Proposed/Projector System, and/or the Job History Screen (JOBH) in the Human Resource System.

Function Keys:

F1 = Help

F2 = Update information on an existing code/title. Enter 'X' in the SEL column then press F2.

F3 = Exit

F4 = Add a new code and title

F11 = Delete an existing code and title. Enter 'X' in the SEL column then press F11.

F12 = Cancel

Available Functions:

PRNT = Prints listing of job codes

Explanation of Fields:

Code

This is the job code that is assigned to the listed title.

Description

This is the job title name.

Payroll System Documentation

BANK ● Bank Names

```
PM225          P A Y R O L L   S Y S T E M          DATE  8/06/01
District 99050          Bank Names          TIME 08:59:07
Function _____
```

SEL	Code	ABA #	Name
-	AA	072405604	LAKE OSCEOLA STATE BANK
-	AB	272482265	STATE EMPLOYEES C U-LANSING
-	AC	272483015	ISABELLA COMMUNITY C U
-	AD	072402034	OLD KENT BANK - CADILLAC
-	AE	272479993	FLINT AREA SCHL EMP C U
-	AF	272471661	NORTHWESTERN SAVINGS BANK
-	AG	272482511	DOW LUDINGTON EMPLOYEES C U
-	AH	272479867	FILER CREDIT UNION
-	AI	072000915	NATIONAL CITY
-	AJ	072403473	HUNTINGTON BANK
-	AK	072000326	NBD - TRAVERSE CITY
-	AL	072413421	WEST MICHIGAN NATIONAL BANK
-	AM	272078365	DETROIT TEACHERS C. U.
-	AN	072404142	CHEMICAL BANK
-	AO	272480500	HEALTH CARE CREDIT UNION
-	AP	272482838	DOW EMPLOYEES CREDIT UNION
-	AQ	072404841	OLD KENT BANK-BRIGHTON

```
F1=Help      F2=Update    F3=Exit      F4=Add       F11=Delete
PageDown=Next PageUp=Previous F12=Cancel
```

The Bank Names screen is used to maintain the bank names and codes available in the payroll system for direct deposits. These codes are used on the School Information Screen (SCHL) in System 5 and the Employee Direct Deposit Screen (EDEP).

Function Keys:

F1 = Help

F2 = Update information on an existing bank. Enter 'X' in the SEL column then press F2.

F3 = Exit

F4 = Add a new bank

F11 = Delete a bank. Enter 'X' in the SEL column then press F11.

F12 = Cancel

Explanation of Fields:

Code

This is the two-character code identifying the bank.

Name

This is the name of the bank as it is to be printed on the deposit slips, checks and reports.

ABA

This is the ABA number for the bank that is included in the direct deposit file for the deposit of funds.

Payroll System Documentation

ORGN ● Payroll Organizations

```
PM240          P A Y R O L L   S Y S T E M          DATE  8/06/01
District 99050 Payroll Organizations              TIME 09:00:06
Function _____

      SEL  CODE  NAME
      ---  ---  ---
      -   AA   MISDU
      -   AM   OLD KENT BANK
      -   AW   CONSOLIDATED FINANCIAL CORP.
      -   AX   MEPSA
      -   BE   PHYSICIANS HEALTH PLAN
      -   BF   CASH - OPTIONS ONLY
      -   BY   VALIC
      -   CJ   MAISD
      -   CV   MUSKEGON YFCA
      -   DV   CONSOLIDATED FINANCIAL CORP
      -   EA   SEALED POWER CREDIT UNION
      -   EX   MASS MUTUAL VA
      -   EY   PRUDENTIAL DEFINED CONTR SERVICE
      -   FE   THE PRUDENTIAL
      -   FF   G L P & ASSOCIATES, INC.
      -   FG   NORTHERN LIFE INSURANCE
      -   GG   AMERICAN UNITED LIFE INS. CO.

F1=Help  F2=Update  F3=Exit  F4=Add  F11=Delete  F12=Cancel
PageUp/PageDown  Enter=Refresh
```

This screen is used to maintain the valid organization codes and information for each code used for deductions in the payroll system. These codes are used on the Employee Deduction Screen (EDED) and the Employee Benefit Screen (EBEN).

Function Keys:

F1 = Help

F2 = Update information on an organization. Enter 'X' in the SEL column then press F2.

F4 = Add a new organization

F11 = Delete an existing organization. Enter 'X' in the SEL column then press F11.

F12 = Cancel

Explanation of Fields:

Code

This is the code number assigned to an organization. This must be unique for each organization and is required.

Name

This is the name of the organization, as it will appear on all reports and deduction checks. This is a required field.

Address

This is the address of the organization, as it will appear on the deduction checks. The address fields are optional.

Payroll System Documentation

BALG ● Balance Gross

```
PM250          P A Y R O L L   S Y S T E M          Date  8/06/01
District 99050          Balance Gross Pay          Time 09:00:35
Function _____
----- System Totals -----   ----- User Totals -----   -----Differences-----
--Absent-  ---Biweek---   --Absent-  ---Biweek---   --Absent-  ---Biweek---
1>   .00  _  176,526.81  _   .00  _  217,654.75   41,127.94-
2>   .00  _  1,533.61  _   .00  _  2,090.44   556.83-
3>   .00  _   846.15  _   .00  _   846.15
4>   .00  _    .00  _   .00  _    .00
5>   .00  _    .00  _   .00  _    .00
--Hours--  ----Earn----   --Hours--  ----Earn----   --Hours--  ----Earn----
RG   .00  _    .00  _   1,142.77  _  20,469.07  1142.77-  20,469.07-
OT   .00  _    .00  _   .00  _    .00
DT   .00  _    .00  _   .00  _    .00
---Days--  ----Earn----   ---Days--  ----Earn----   ---Days--  ----Earn----
RG   .00  _    .00  _   2.00  _   602.64   2.00-   602.64-
SB   .00  _    .00  _   7.50  _  1,592.97   7.50-   1,592.97-
Additional --> _    .00  _   .00  _   1,090.70   1,090.70-
Deduct Gross > _    .00  _   .00  _    .00
Total Gross -> 180,156.57  246,742.72  66,586.15-
Retire Exempt> _
Reimbursement> 1,250.00  2,396.00  1,146.00-
F1=Help      F2=Update    F3=Exit      F12=Cancel
A _____▲  B _____▲  C _____▲
```

The Balance Gross Pay Screen is used to balance gross earnings for each payroll run.

Function Keys:

- F1 = Help
- F2 = Update
- F3 = Exit
- F12 = Cancel

Available Functions:

- BALN = Submits balance run and updates system totals
- ERRS = Submits errors run

Payroll System Documentation

BALG ● Balance Gross

Explanation of Fields:

This screen is divided into three sections: System Totals, User Totals, and Differences.

The System Totals reflect the totals of the employee detail that was keyed on the Pay Rate Screen (PAYR), Hourly Information Screen (HOUR), Daily Information Screen (DAYS), and Reimbursement Screen (REIM) for the current pay.

The User Totals should reflect the totals for each salary type based on the school district's source documents (i.e., time sheets, employee contracts, etc.). These totals can either be keyed by the user or updated by the system automatically. The system will compare the System Totals to the User Totals and display any discrepancies in the Difference column.

NOTE: The Difference column must be blank or the payroll will not run.

Absent

This is the amount to be deducted from the various contracts of employees.

Bi-Week

This is the amount to be paid either by contract or bi-weekly.

Hours

This is the number of regular (RG), overtime (OT), and double time (DT) hours to be paid.

Earn

This is the amount of earnings for the number of hours.

Days

This is the number of regular (RG) and substitute (SB) days to be paid.

Earn

This is the amount of earnings for the number of days.

Additional

This is the amount of additional gross to be paid.

Deduct Gross

This is the amount to be deducted from gross pay.

Total Gross

This is the total gross for the current pay. It is calculated by the system.

Payroll System Documentation

BALG ● Balance Gross

Retire Exempt

This is the amount of gross pay that is exempt from retirement.

Reimbursement

This is the amount of reimbursement pay to be paid.

Retired Hours

This is the number of hours the employee worked as a retiree of MPSERS.

Column - A

An 'X' in this column will create a list of the employees included in the totals on the same line. This value is refreshed each time.

Column - B

An 'X' in this column will transfer the system total to the user total for those totals in the first column on the same line(s), e.g., absent, hours, days. This value is saved.

Column - C

An 'X' in this column will transfer the system total to the user total for those totals in the second column on the same line(s), e.g., bi-week, earn, additional, deduct gross, reimbursement. This value is saved.

Payroll System Documentation

BALD ● Balance Deductions

```
PM260          P A Y R O L L   S Y S T E M          Date 8/06/01
District 99050          Balance Deductions          Time 09:00:58
Function _____

  -- Deduction Name --      ---System---      ----User----      -Difference-
& 125 PLAN                - 1,250.00 -      - .00 -            1,250.00
$2 MICHIGAN TAX           - .00 -            - .00 -
# Second Annuity         - .00 -            - .00 -
@ MPSERS TDP              - 3,431.58 -      - 3,431.58 -
AN ANNUITY                - 6,865.68 -      - 7,753.18 -            887.50-
CU CREDIT UNION          - .00 -            - .00 -
DU UNION DUES             - .00 -            - .00 -
IN HEALTH INSURANCE      - 1,881.00 -      - 2,546.69 -            665.69-
MI MISCELLANEOUS         - 1,062.50 -      - 1,595.48 -            532.98-
MP MIP REIMBURSEMENT     - .00 -            - .00 -
UW UNITED WAY            - 403.25 -            437.75 -            34.50-
1 F&G FUND                - .00 -            - .00 -
2 MEFSA LIFE INS         - 158.12 -            192.23 -            34.11-
3 YFCA                    - 64.62 -            64.62 -
4 SAVINGS BOND           - 150.00 -            162.50 -            12.50-

Total Deductions ----->      15,266.75      16,184.03      917.28-

F1=Help      F2=Update      F3=Exit      F12=Cancel
A _____  ^          ^          ^          B
```

The Balance Deductions Screen is used to balance employee deductions.

Function Keys:

F1 = Help

F2 = Update

F3 = Exit

F12 = Cancel

PageDown = Next

PageUp = Previous

Available Functions:

BALN = Submits balance run and updates system total

Payroll System Documentation

BALD ● Balance Deductions

Explanation of Fields:

This screen is divided into three sections: System Totals, User Totals, and Differences.

The System Totals reflect the totals of the employee detail that was keyed on the Employee Deduction Screen (EDED) for the current pay. This is not necessarily the amount that will be deducted; at this point, the computer does not know if the employee has enough pay to withhold the deduction. However, this total will not contain deductions for those employees whose contract is paid off.

The User Totals should reflect the totals for each deduction based on the school district's source documents. These totals can either be keyed by the user or updated by the system automatically.

The system will compare the System Totals to the User Totals and display any discrepancies in the Difference columns.

NOTE: The Difference column must be blank or the payroll will not run.

Deduction Name

This is the deduction code and name as defined on the Deduction Definition Screen (DDEF) in System 5.

Column - A

An 'X' in this column will create a list of the employees included in the totals on the same line. This value is refreshed each time.

Column - B

An 'X' in this column will transfer the system total to the user total for that total on the same line.

Payroll System Documentation

SUBM ● Submit Payroll

The bottom section consists of journal comments, check comments, and notes. Enter in your comments. Press F2 to save.

Function Keys:

F1 = Help

F2 = Update information on the screen. The choices you select will remain until you change and update them.

F3 = Exit

F12 = Cancel

Available Functions:

CALC = Submits payroll run

Explanation of Fields:

Current Paydate

This is the date that will be printed on the paychecks. This date can only be changed on the Pay Dates Screen (PAYD) in System 5.

ORS Report Date

This is the date that will be used as the report date for reporting of retirement information.

Cpy

This is the number of copies required.

Rpt

This is the report number for the report desired. A list of optional reports can be displayed by pressing the F6 key on the Report Request Screen (REPT).

Description

This is the description of the requested report. It is automatically updated by the system.

Payroll System Documentation

REPT ● Report Request Screen

```
AM440                               Payroll System                               Date: 10/31/02
District - 99020                     Report Request                               Time: 15:31:30
Function - _____
Please Enter..... _                  C - Send with courier
                                      H - Hold for pick-up
                                      M - Send by US Mail
                                      Default to Your Printer

Number of Copies..... 01

Report #                               Optional Information
_____  
_____  
_____  
_____  
_____

Execute Immediately ? Y

Messages to Operator
_____  
_____  
_____

F1=Help  F3=Exit  F6=Display Avail Reports  F7=List Avail Reports  F12=Cancel
MA      a                               MW                               03/013
```

This screen is used to request optional reports from the payroll system.

Function Keys:

- F1 = Help
- F3 = Exit
- F6 = Display Available Reports on the Screen
- F7 = Print a listing of available reports
- F12 = Cancel

Payroll System Documentation

REPT ● Report Request Screen

Explanation of Fields:

Routing Specs

This indicates where the report is to be printed.

Valid Values:

C = Send with MAISD courier

M = Send by US Mail

H = Hold for pick-up at RTC

Blank = Print on user's printer

Number of Copies

Enter the number of copies of the reports required.

Report #

Enter the number of the report desired as specified by pressing F6 (to display on screen) or F7 (to get a printed list).

Optional Information

This is any information needed by the report to process correctly. The requirements for the optional information are obtained by pressing F6 or F7. Reports will usually not be run correctly, if complete and accurate optional information isn't keyed.

Execute Immediately

This indicates if the report should be run immediately or run during the normal operations second shift.

Valid Values:

Y = Run immediately

N = Run second shift

Messages to Operator

These are messages to the MAISD RTC computer operator.

Payroll System Documentation

PAYD ● Paydates Maintenance Screen

```
PM280                                P A Y R O L L   S Y S T E M                                Date 10/31/02
District 99020                        Security & Paydates                                Time 15:44:57
Function _____
```

Pay Code	Check Date	Run Date	Pay Code	Check Date	Run Date
1) 1	07/05/2002	07/02/2002	2) 2	07/19/2002	07/16/2002
3) 1	08/02/2002	07/30/2002	4) 2	08/16/2002	08/13/2002
5) 3	08/30/2002	08/27/2002	6) 1	09/13/2002	09/10/2002
7) 2	09/27/2002	09/24/2002	8) 1	10/11/2002	00/00/0000
9) 2	10/25/2002	00/00/0000	10) 1	11/08/2002	00/00/0000
11) 2	11/22/2002	00/00/0000	12) 1	12/06/2002	00/00/0000
13) 2	12/20/2002	00/00/0000	14) 1	01/03/2003	00/00/0000
15) 2	01/17/2003	00/00/0000	16) 3	01/31/2003	00/00/0000
17) 1	02/14/2003	00/00/0000	18) 2	02/28/2003	00/00/0000
19) 1	03/14/2003	00/00/0000	20) 2	03/28/2003	00/00/0000
21) 1	04/11/2003	00/00/0000	22) 2	04/25/2003	00/00/0000
23) 1	05/09/2003	00/00/0000	24) 2	05/23/2003	00/00/0000
25) 1	06/06/2003	00/00/0000	26) 2	06/20/2003	00/00/0000
27) 0	00/00/0000	00/00/0000			

F Help F2 Update F3 Exit F12 Cancel

MA a MW 03/012

This screen, found in System 5, is used to maintain the paydates for a school district. The system automatically updates the "Run Date" field whenever a payroll is processed.

Function Keys:

- F1 = Help
- F2 = Update
- F3 = Exit
- F12 = Cancel

Payroll System Documentation

PAYD ● Paydates Maintenance Screen

Explanation of Fields:

Pay Code

This identifies the pay number of the month. This is used in conjunction with the paycode on the various screens to indicate when bi-weekly pays are to be paid, deductions taken, benefits distributed, etc.

Check Date

This is the date to be printed on the payroll checks and direct deposit slips.

Run Date

This is the date the payroll was processed. Zeroes in this field indicate that the payroll has not been processed for the corresponding paydate.

Payroll System Documentation

RATE ● Benefit Rate Table

```
PM530          P A Y R O L L   S Y S T E M          Date 10/31/02
District 99020      Fringe Benefit Costs          Time 15:50:36
Function _____  IN HEALTH INSURANCE

Organization: BE PHYSICIANS HEALTH PLAN

      Current Amount      New Amount      Proposed Amount
#      PREMIUM  Schl Shr      PREMIUM  Schl Shr      PREMIUM  Schl Shr
001      622.31      622.31      _____  _____  _____  _____
002      622.94      622.94      _____  _____  _____  _____
003      622.31      466.73      _____  _____  _____  _____

F1=Help   F2=Update   F3=Exit   F12=Cancel
PageDown=Previous   PageUp=Next

MA  a          MW          03/012
```

The RATE screen, found in System 5, is used to make mass changes to employee benefit rates found on the Employee Benefit Screen (EBEN). For each benefit type and organization, the rate listed in the “current amount” field is compared to the rate found on the EBEN and, when a match is found, the corresponding “new amount” from the RATE screen is inserted in the “new amount” field on the EBEN screen.

This eliminates the tedious job of updating every employee when rates change.

Function Keys:

F1 = Help
F2 = Update
F3 = Exit
F12 = Cancel
PageDown = Previous
PageUp = Next

Payroll System Documentation

RATE ● Benefit Rate Table

Explanation of Fields:

Current Amount

This is the amount as currently recorded on the Employee Benefit Screen (EBEN).

New Amount

This is the amount to be recorded in the NEW AMNT field on the Employee Benefit Screen (EBEN) for the corresponding current amount.

Proposed Amount

This is not currently used.

Payroll System Documentation

DEDR ● Deduction Rate Screen

```
PM590                                P A Y R O L L   S Y S T E M                Date 10/31/02
District 99020                        Deduction Rate Table                       Time 15:57:37
Function _____                    & 125 PLAN

Organization: 36 NORTHWESTERN MUTUAL LIFE

#   Current Amount   New Amount   1 Time Amount   Remaining Pays
001   1166.67        _____   _____      _____
002   1250.00        _____   _____      _____

F1=Help   F2=Update   F3=Exit   F12=Cancel
          PageDown=Next   PageUp=Previous

MA | a                               MW                               03/012
```

The DEDR screen, found in System 5, is used to make mass changes to employee deductions as found on the Employee Deduction Screen (EDED). For each deduction type and organization, the rate listed in the “current amount” field is compared to the rate found on the EDED and, when a match is found, the corresponding “new amount” from the DEDR screen is inserted in the “new amount” field on the EDED screen.

This eliminates the tedious job of updating every employee when rates change.

Function Keys:

F1 = Help
F2 = Update
F3 = Exit
F12 = Cancel
PageDown = Previous
PageUp = Next

Payroll System Documentation

DEDR ● Deduction Rate Screen

Explanation of Fields:

Current Amount

This is the amount/percent as currently recorded on the Employee Deduction Screen (EDED).

New Amount

This is the amount/percent to be recorded in the NEW AMNT field on the Employee Deduction Screen (EDED) for the corresponding current amount/percent.

1-Time Amount

This is the amount/percent to be recorded in the 1-TIME AMOUNT field on the Employee Deduction Screen (EDED) for the corresponding current amount/percent.
NOTE: To enter a percent, format it like this – XX.XX% (10.00%).

Remaining Pays

This is the number of remaining pays to be inserted on the Employee Deduction Screen (EDED) for the corresponding deduction.

Payroll System Documentation

BALQ ● Balance Quarter

```
PM400          P A Y R O L L   S Y S T E M          Date 8/06/01
District 99050 Quarter # 3 Totals          Time 09:14:22
Function -----
Gross Wages    -   506,907.05   1566,707.69   1059,800.64-
Federal Tax    -   68,202.38   209,745.94   141,543.56-
State Tax      -  18,554.40   56,715.67   38,161.27-
Local - MU     -   2,699.88   8,110.53    5,410.65-
Local - 00     -         .00         .00
Local - MH     -   107.49   384.48     276.99-
Fica - OASDI Tax - 31,350.76   96,918.94   65,568.18-
Medicare Tax   -   7,332.06   22,666.58   15,334.52-
Exempt OASDI Wages 1,250.00   3,500.01    2,250.01-
Covered OASDI Wages 505,657.05 1563,207.68
Exempt Med Wages 1,250.00   3,500.01    2,250.01-
Covered Med Wages 505,657.05 1563,207.68 1057,550.63-
Retire- Wages --- Basic - 150,092.95   481,885.25   331,792.30-
Wages --- MIP   - 330,104.16   1023,334.97   693,230.81-
Wages --- Retirees 23,661.17   42,634.38   18,973.21-
Hours --- Basic -   6,720.16   21,896.53   15,176.37-
Hours --- MIP   -  14,661.31   46,147.80   31,486.49-
Hours --- Retirees 1,061.34   2,116.66    1,055.32-
MIP Contribution 11,868.49   40,498.09   28,629.60-

F1=Help      F2=Update      F3=Exit      F12=Cancel
A  ──────────▲
```

This screen is used to balance quarter-end totals.

Function Keys:

F1 = Help
F2 = Update
F3 = Exit
F12 = Cancel

Available Functions:

BALN = Submits quarter end balance run and updates system totals for the specified quarter

Payroll System Documentation

BALQ ● Balance Quarter

Explanation of Fields:

This screen is divided into three sections: System Totals, User Totals, and Differences.

The System Totals reflect the totals of the employee detail for the quarter totals.

The User Totals are keyed by the user and should reflect the quarterly totals as calculated by the payroll clerk. The system will compare the System Totals to the User Totals and display any discrepancies in the Difference column.

NOTE: The Difference column must be blank before the quarterly processes (MPSERS, MESCS, etc.) will be completed.

Quarter #

This is the quarter to which the totals apply. To update the totals for a different quarter, key the quarter number and type BALN in the function. **NOTE:** The quarter number will return to the current quarter.

Gross Wages

This is the amount of gross pay paid during the quarter.

Federal Tax

This is the amount of federal tax withheld during the quarter.

State Tax

This is the amount of state tax withheld during the quarter.

Local

This is the amount of local tax withheld for the displayed city.

FICA - OASDI Tax

This is the amount withheld for the OASDI portion of FICA.

Medicare Tax

This is the amount withheld for the Medicare portion of FICA.

Exempt OASDI Wages

This is the portion of gross wages that are exempt from the OASDI portion of FICA tax, e.g., gross pay over the maximum, 125 plans, etc.

Payroll System Documentation

BALQ ● Balance Quarter

Covered OASDI Wages

This amount is calculated by subtracting the EXEMPT OASDI WAGES from the GROSS WAGES.

Exempt Med Wages

This is the portion of gross wages that are exempt from the Medicare portion of FICA tax, e.g., 125 plans, etc.

Covered Med Wages

This amount is calculated by subtracting the EXEMPT MED WAGES from the GROSS WAGES.

Retirement Information

Wages - Basic

This is the amount of gross pay that is covered by the MPSERS basic retirement plan.

Wages - MIP

This is the amount of gross pay that is covered by the MPSERS MIP retirement plan.

Wages - Retirees

This is the amount of gross pay paid to employees who are retirees of MPSERS.

Hours - Basic

This is the number of hours being reported for employees covered by the MPSERS basic retirement plan.

Hours - MIP

This is the number of hours being reported for employees covered by the MPSERS MIP retirement plan.

Hours - Retirees

This is the number of hours being reported for employees who are retirees of MPSERS.

MIP Contribution

This is the amount of MIP withheld.

Column - A

An 'X' in this column will create a list of the employees included in the totals of that group of totals, i.e., Gross Pay and Taxes, FICA information, Retirement information.

Payroll System Documentation

BALY ● Balance Year

```
PM410          P A Y R O L L   S Y S T E M          Date 5/15/03
District 61000      2003 Year Totals          Time 11:06:57
Function _____  ---System---          ----User----          -Difference-
Gross Wages          - 2782,996.85          1958,412.38          824,584.47
Federal Tax          342,809.11          238,512.40          104,296.71
State Tax            96,048.60          67,282.73           28,765.87
Local - MU           14,417.38          10,038.24           4,379.14
Local - 00            .00                  .00
Local - MH            557.31              362.71              194.60
OASDI Fica Tax       172,545.88          121,421.60          51,124.28
Medicare Fica Tax    40,353.59           28,397.07           11,956.52
403B Annuities       78,784.66           53,953.76           24,830.90
TDP Payments         24,594.90           16,940.43           7,654.47
MIP Contribution     75,374.95           52,528.05           22,846.90
125 Plan              .00                  .00
457 Plan              .00                  .00
Covered Fed Wages    2604,242.34          1834,990.14          769,252.20
Covered OASDI Wages 2782,996.85          1958,412.38          824,584.47
Covered Med Wages    2782,996.85          1958,412.38          824,584.47

WARNING! DIFFERENCES OCCUR WITH EXEMP TOTALS. PRESS F7 TO VIEW.
F1=Help    F2=Update    F3=Exit    F7=Exempt    F12=Cancel
```

A 

This screen is used to balance year-end totals.

Function Keys:

F1 = Help

F2 = Update

F3 = Exit

F7 = Exempt (shows exempt federal, state, local, OASDI, and Medicare wages)

F12 = Cancel

Available Functions:

BALN = Submits year-end balance run and updates system totals

Explanation of Fields:

This screen is divided into three sections: System Totals, User Totals, and Differences.

The System Totals reflect the totals of the employee detail for the yearly totals.

Payroll System Documentation

BALY ● Balance Year

The User Totals are keyed by the user and should reflect the yearly totals as calculated by the payroll clerk. The system will compare the System Totals to the User Totals and display any discrepancies in the Difference column.

Payroll System Documentation

HELP ● Help Record

```
MM220                      Help Screen - Online                      Date:  8/16/01
Program: PI020              --- Help Record ---                      Time: 09:32:06
*EMPLOYEE INFORMATION*

Set up or change employee demographic data.

To correct social security number on employee record, type CRSS in function,
overtyp e the displayed number, and press ENTER.

The Employee Information Screen is used to add, delete, or change employee
payroll records. It contains the demographic information for an employee
such as name, address, sex, etc.

You may access employee information by typing either the employee social
security number or employee name in the appropriate area. When using the
search criteria the computer will search for a match and, if none is found,
will display the next record in ascending order

--EXPLANATION OF FIELDS--

BUILDING - This identifies the building within the district where the
employee works.
F12=Cancel   Pageup/Pagedown
```

Function Keys:

F12 = Cancel

PageDown = Previous page

PageUp = Next page

Payroll System Documentation

DDEF ● Deduction Definition

```
PM470          P A Y R O L L   S Y S T E M          Date  5/07/03
District 99020 Deduction Maintenance Screen        Time  08:57:05
Function _____

                Code -> AN
                Long Name -> ANNUITY
                Short Name -> ANNUITY
                Exempt FICA -> _
                Exempt Federal Tax -> Y
                Exempt Michigan Tax -> Y
                Exempt Local Tax -> Y
                Exempt Retirement -> _
                403B Annuity -> Y
                125 Plan -> _
                125 Plan Dependent Care -> _
                457 Plan -> _
                Maximum Amount Withheld -> _____ .00
                Maximum Percentage Withheld -> _____ .00
                Print Deduction Check -> Y
                Organization -> _____

F1=Help   F2=Update   F3=Exit   F4=Add   F11=Delete   F12=Cancel
PageDown=Next Record   PageUp=Previous Record

MA a                                          03/012
```

The Deduction Definition Screen is used to define the criteria for a deduction. This information is used to ensure the proper calculation of employees' net pay and the printing of W2 information.

Function Keys:

F1 = Help
F2 = Update
F3 = Exit
F4 = Add
F11 = Delete
F12 = Cancel
PageDown = Next
PageUp = Previous

Payroll System Documentation

DDEF ● Deduction Definition

Explanation of Fields:

Code

This is the two-character code that will be used on the Employee Deduction Screen (EDED) to record the deduction.

Long Name

This is a name that describes this deduction. It will appear on many reports and screens.

Short Name

This is an abbreviated name for this deduction. This will appear on many reports and screens.

Exempt FICA

This is used when calculating an employee's net pay. A 'Y' indicates that this deduction is exempt from FICA withholding.

Exempt Federal Tax

This is used when calculating an employee's net pay. A 'Y' indicates that this deduction is exempt from federal income tax withholding.

Exempt Michigan Tax

This is used when calculating an employee's net pay. A 'Y' indicates that this deduction is exempt from Michigan income tax withholding.

Exempt Local Tax

This is used when calculating an employee's net pay. A 'Y' indicates that this deduction is exempt from local income tax withholding.

Exempt Retirement

This is used when calculating an employee's net pay. A 'Y' indicates that this deduction is exempt from retirement.

403B Annuity

This field indicates that this deduction is a 403B annuity. It is used to place the deduction in the correct location on the W2.

125 Plan

This field indicates that this deduction is a 125 plan. It is used to place the deduction in the correct location on the W2.

Payroll System Documentation

DDEF ● Deduction Definition

125 Plan Dependent Care

This field indicates that this deduction meets the requirements for dependent care. It is used to place the deduction in the correct location on the W2.

457 Plan

This indicates that this deduction is a 457 plan. It is used to place the deduction in the correct location on the W2.

Friend of Court

This indicates that it is a Friend of the Court deduction.

Maximum Amount Withheld

This is the maximum amount of money that can be withheld under this deduction type. The payroll system does **not** stop the deduction; this is used in a payroll report that indicates those employees whose year-to-date totals are close to or exceed the maximum amount.

Maximum Percentage Withheld

This percentage is multiplied against the employee's year-to-date gross to determine the maximum amount of money that can be withheld under this deduction type. Like the Maximum Amount Withheld, the payroll system does **not** stop the deduction; this is used in a payroll report that will indicate those employees whose year-to-date deduction totals are close to or exceed the maximum amount.

Print Deduction Check

A 'Y' in this field indicates that a payroll check for the deduction is to be generated during the payroll run. The deduction checks will be printed in sequence after the employee paychecks.

Organization

This is the two-character code that corresponds with the company definition on the Organization Screen (ORGN). If this is left blank, the system will use the organization code on the Employee Deduction Screen (EDED) i.e., annuities.

Payroll System Documentation

MPAY ● Multiple Pay Information

Multiple Pay Information Set-up Screen

```
PM850          P A Y R O L L   S Y S T E M          Date 5/04/04
District 61000 Multiple Pay Information          Time 09:37:02
Function _____ Set Up

Enter Xs beside the desired headings and press ENTER:

General:  _  _ Salary No (3)      _ Job Code (6)      _ Hourly Rate (9)
          _  _ Daily Rate (8)    _ Longevity (10)   _ Pay Interval (22)
          _  _ Class Code (6)    _ Pay Code (4)     _ Retire Hours (8)
          _  _ Ex Retire (3)

Contract
Biweekly: _  _ Term Contract (5)  _ Number of Pays (5) _ Start Date (11)
          _  _ End Date (11)      _ Cont Amount (10)  _ Cont New Amt (10)
          _  _ Cont Earn (10)     _ Cont Absence (10) _ Cont Balance (10)
          _  _ Biweek Amount (10) _ Biweek New Amt (11) _ 1Time Amount (10)
          _  _ 1Time Absence (10)

Distributions: _  _ Acct Number (32)  _ Ref Number (7)    _ Acct Title (31)
              _  _ Percentage (7)    _ Accrual Code (3)

F1=Help      F3=Exit      F12=Cancel
```

This screen is used to display selectable salary (PAYR) information.

It can display up to 78 characters of information on a line. The size of the field is next to each heading in parentheses.

To select fields, place an "X" in the area to the left of the field on the Set-up Screen and press ENTER. On the Multiple Pay Rate Information Screen, select the desired employee, either by name or social security number, press ENTER or use the PageUp or PageDown function keys.

To see a specific salary record, enter that record number in the 'General' field on the Set-up Screen. For example, to view only Salary 2 records, enter a '2' in that field and select the fields to be displayed.

Payroll System Documentation

MPAY ● Multiple Pay Information

Multiple Pay Rate Information Screen

```
PM855                P A Y R O L L   S Y S T E M                Date  5/04/04
District 61000        Multiple Pay Rate Information        Time 09:39:37
Function _____
Soc Sec # --> 123-45-6789  Name (L,F,MI) --> DOE           JOHN           E

No Job   Class  Cont Amt   Account Number
-----
01 015   1512   39336.50  111-284-1510-284-0000-0000-3000
02 015   1512    2262.00  111-284-1510-284-0000-0000-3000
03 015   1512     .00

END OF PAY RATES FOR THIS EMPLOYEE
F1=Help   F3=Exit   F12=Cancel  PageDown=Next  PageUp=Previous
```

Function Keys:

F1 = Help
F3 = Exit
F12 = Cancel
PageUp = Previous
PageDown = Next

Payroll System Documentation

DREG ● Deduction Check Register

```
PM200          P A Y R O L L   S Y S T E M          Date 5/10/04
District 99020 Deduction Check Register          Time 09:30:32
Function _____

                Organization --> AA
                               MISDU
                Check Date ----> 2004/02/27
                Adjustment No -> 0
                Check Number --> 11304
                Amount -----> 1560.93
                Description ----> PAYROLL RUN 02/24/20

                F1=Help      F3=Exit      F4=Add      F6=Search      F12=Cancel
                PageDown=Next PageUp=Previous VOID=Void UNV=Unvoid  CHCK=Print Check
```

The Deduction Check Register Screen creates a manual deduction check for an organization.

Function Keys:

- F1 = Help
- F3 = Exit
- F4 = Work Screen and Add
- F6 = Search for a specific deduction check
- F7 = Direct Deposit Information for the displayed pay
- F12 = Cancel
- PageDown = Next
- PageUp = Previous
- VOID = Void
- UNV = Unvoid
- CHCK = Print Check for the displayed deduction check record

Payroll System Documentation

DREG ● Deduction Check Register

Explanation of Functions:

F4

When this function is used, a work screen will be displayed and deduction check information can be entered. After all the necessary information has been entered, press ENTER. The information will now be verified for validity and if no errors are found, it will be written to the deduction register file.

Void

This will negate a previously entered deduction check.

UNV

This unvoids a previously voided deduction check.

CHCK

This prints a check for the displayed deduction check.

Payroll System Documentation

ORSW ● Retirement Wage And Service Information

```
PM810          H U M A N   R E S O U R C E   S Y S T E M          Date  9/21/04
District 99100   ORS Wage and Service Reporting Screen          Time 08:36:50
Function _____ Building - SPEC
Soc Sec # --> 123-45-6789 Name (L,F,MI) --> DOE          JANE    L
Report Date ---> 09/09/2004 Adj # --> 00  Seq # --> 001

Detail 2 -- Wage and Service

Begin Date -----> 08/27/2004
End Date -----> 09/09/2004
Retirement Hrs --> 62.33
Wages -----> 1780.69
Wage Code -----> 01 REGULAR
Pay Rate -----> 46298.00
Member Contrib --> 64.10
Class Code -----> 1290 OTHER PROFESSIONAL EDUCATION
Pay Frequency ---> 26
Employer Contrib > 231.31
Contract Start---> 08/24/2004
Contract End-----> 08/12/2005
Check Date-----> 09/09/2004

F1=Help  F2=Update  F3=Exit  F4=Add  F11=Delete  F12=Cancel
          PageUp=Previous  PageDown=Next
```

The Retirement Wage and Service information is used to record the wages and hours stored on the Detail 2 record that is uploaded to the Office of Retirement Services. Screens will automatically be created during the payroll calculation and run and whenever adjustments are created on the Payroll Register Screen (REGI).

Function Keys:

F1 = Help
F2 = Update
F3 = Exit
F4 = Add
F11 = Delete
F12 = Cancel
PageUp = Previous
PageDown = Next

Payroll System Documentation

ORSW ● Retirement Wage And Service Information

Available Functions:

ERPT = Prints all ORS records for the displayed employee in the selected date range.

ERRS = Prints error report for entries created during the specified date range

PRNT = Prints a report of entries created during the specified date range

RDAT = Allow you to update the report date

UPLD = Creates and e-mails a file to be uploaded to ORS based on specified date range

Explanation of Fields:

Begin Date

This is the first date of the pay period. The default date will be taken from the window on the Paydates Maintenance Screen (PAYD) for the next pay period. However, the user can overwrite this.

Valid values:

Any valid date

End Date

This is the last date of the pay period. The default date will be taken from the window on the Paydates Maintenance Screen (PAYD) for the next pay period. However, the user can overwrite this.

Valid values:

Any valid date

Retirement Hours

This is the number of hours the employee worked.

Wages

This is the employee's gross reportable wages paid during the specified pay period.

Wage Code

This is the transaction code for the employee's record.

Valid Values:

01 = Regular wages

04 = Retroactive payments: used to report a member who has received a retroactive payment. Retroactive payments can be reported as lump sums for a period that spans up to, but not exceeding a fiscal year (July 1 – June 30). ORS will evenly distribute the amount reported with a Wage Code 04 between each pay period within the Begin and End dates designated. When reporting retroactive payments as a lump sum the record's begin and end dates should be the beginning and ending dates of the period for which the payments may be evenly distributed.

Payroll System Documentation

ORSW ● Retirement Wage And Service Information

- 05 = Positive adjustment: used to report a positive adjustment to a previous pay period for a member. Only wage and service fields requiring adjustments should be reported. The fields that are reported will be added to the previously reported amounts.
- 06 = Negative adjustment: used to report a negative adjustment to a previous pay period for a member. Only wage and service fields requiring adjustments should be reported. The fields that are reported will be subtracted from the previously report amounts. (Note: do not report a negative sign.)
- 07 = Wages but no member contributions: used to report a member that is retired and is returning to work or a member who is on Workers Compensation.
- 08 = Wages but no service: used to report employees who are not working but are receiving wages over the summer months.
- 09 = Wages for longevity payments: used to report wages paid as longevity payment. No hours are to be reported with these wages.
- 11 = Wages for coaches: used to report wages that are paid to coaches.
- 15 = Positive longevity adjustment: Used to report a positive adjustment to a longevity payment made in a previous pay period for a member. The wages will be added to the previously reported amount.
- 16 = Negative longevity adjustment: used to report a negative adjustment to a longevity payment made in a previous pay period for a member. The wages will be subtracted from the previously reported amount.
- 21 = Reporting active wages after a person is terminated or retired: used to report regular wages earned while the person was an active employee, but not paid until after the termination or retirement.
- 28 = Reporting active wages after a person is terminated or retired: used to report summer spread wages earned while the person was an active employee, but not paid until after the termination or retirement.

Pay Rate

This is the annual rate for salaried or contractual positions or an hourly rate for all other positions.

Member Contrib

The MIP pre-tax contributions withheld from a member's gross reportable wages. For those employees with multiple records for a given pay, one record will show the entire MIP withheld; the rest will show zeroes.

Class Code

This is the position that the member holds. All the possible values are listed at the end of this document.

Payroll System Documentation

ORSW ● Retirement Wage And Service Information

Pay Frequency

Number of pay periods the member is paid for.

Employer Contrib

This field is for the contributions that the employer pays to ORS on behalf of the employee. The system will calculate this based on the current percentage rate, but the user can overwrite this.

Contract Start

This is the start date of the contract the employee is working. This is only used for employees who are on contract or salaried employees.

Valid values:

Any valid date

Contract End

The end date of the contract the employee is working. This is only used for employees who are on contract or salaried employees.

Valid values:

Any valid date after the contract start date

Payroll System Documentation

ORSD ● Retirement Demographic Information

```
PM800          H U M A N   R E S O U R C E   S Y S T E M          Date 9/21/04
District 99110      ORS Demographic Reporting Screen          Time 08:37:56
Function _____ Building - 6070
Soc Sec # --> 123-45-6789  Name (L,F,MI) --> DOE             JANE             _

Detail 1 -- Member Demographics

Report Date ---> 09/17/2004
Old Soc Sec # -> 000-00-0000
Name Change ---> N
Address -----> 27000 JONES
                  GRAND HAVEN
                  MI 49517
Status Code ---> _
Gender -----> F FEMALE
Status Date ---> _
Birth Date ----> 06/19/1940

F1=Help  F2=Update  F3=Exit  F4=Add  F11=Delete  F12=Cancel
          PageUp=Previous  PageDown=Next
```

The Retirement Demographic Information Screen is used to record the information stored on the Detail 1 record that is uploaded to the Office of Retirement Services. Screens will automatically be created when appropriate changes are made on the Employee Information Screen (EMPL).

Function Keys:

F1 = Help
F2 = Update
F3 = Exit
F4 = Add
F11 = Delete
F12 = Cancel
PageUp = Previous
PageDown = Next

Payroll System Documentation

ORSD ● Retirement Demographic Information

Available Functions:

ERPT = Prints all ORS records for the displayed employee in the selected date range

ERRS = Prints error report for entries created during the specified date range

PRNT = Prints a report of entries created during the specified date range

RDAT = Allows you to update the report date

UPLD = Creates and e-mails a file to be uploaded to ORS based on specified date range

Explanation of Fields:

Report Date

This is the date of the entry and is required for all entries.

Valid values:

Any valid date

Old Soc Sec

When the social security number is changed on the Employee Information Screen (EMPL), this will be updated with the old social security number. For all other records, this should be zero.

Name Change

This field indicates if the employee name has been changed.

Valid values:

Y = Name was changed

N = Name not changed

Address

This is the employee address. If any part of the address is entered, the complete address (street address, city, state and zip code) must be completed. This is required for all new employees.

Status Code

This is the status of the employee. This is required for all new employees.

Valid values:

Spaces = No change in status

03 = Separation

05 = Military Leave

06 = Medical Leave

07 = Maternity/Paternity Leave

09 = Sabbatical Leave

10 = Leave of Absence (other)

11 = New Hire

Payroll System Documentation

ORSD ● Retirement Demographic Information

12 = Rehire

13 = Return from Leave

14 = On Workers Compensation

15 = Off Workers Compensation

Gender

This is the gender of the employee. This is required for all new employees.

Valid values:

M = Male

F = Female

Status Date

This is the date the new status became effective. This is required for all new employees and whenever the status code is not blank.

Valid Values:

Any valid date

Birth Date

This is the employee's date of birth. This is required for all new employees.

Valid Values:

Any valid date