



HR & Provider Matrix

Presented by: Jennifer King

jking@rfms.com

800-701-7367 ext. 3315

Introduction

The Human Resources module in RFMS may be used to process pay for hourly, salaried, commissioned & subcontractor type workers. Today we will cover the following topics:

- Human Resources
 - Key Worker Set up items & new features
 - Worker Designations & Pay Types
 - Leave Accrual
 - Personal Deductions
 - Post Providers Earnings
 - Preparing Payroll for Employees & Subcontractors
 - Reports
- Provider Matrix & Certified Payroll
 - System Options
 - Basic Set up & use

Prerequisites

- Human Resources set up
 - <https://rfmsinc.zendesk.com/hc/en-us/articles/201802086-Human-Resources-User-Guide>
- Workers set up in RFMS Human Resources
- Service Products built with costs
- Provider Matrix & Certified Payroll activated
 - <https://rfmsinc.zendesk.com/hc/en-us/articles/201892066-Provider-Rate-Matrix-User-Guide>
 - <https://rfmsinc.zendesk.com/hc/en-us/articles/201638996-Certified-Payroll>
 - These programs are free but do require training to activate the program

Human Resources Key Worker Set up Items & New Features

If you are not currently using our HR program, you may wish to contact our training department for assistance in setting up your system. I've also provided links throughout this documents to our Zendesk for additional reference information.

Worker Designations & Pay Types

Accounting > File > Human Resources > File > Worker Information

General Information Tab – houses basic personal information

Check Boxes:

Active – Indicates the worker is currently active and will show up in the Prepare Pay Processing

Provider – Check this box for all workers who will provide services that will be posted as a cost against jobs in Providers Module of Order Entry. This box must also be checked for this worker to be available for jobs to be scheduled in Schedule Pro. This also activates the Pay status and Do not Accrue boxes in the bottom right.

Scheduler – allows this worker to be available in Schedule Pro to Schedule Jobs, if Provider is also checked the worker will be available to be scheduled for jobs.

Post Provider through HR – allows the worker's provider earnings to post from Order Entry automatically, making the process more efficient.

Union, Cleaning & Apprentice - are for reference and print on reports.

Changing a Personnel Record

General Information | Dates and Leave Time | Personal Deductions | Perpetual | Licenses

Active Provider Union Annualized Federal Tax
 Scheduler Cleaning Apprentice Post Provider through HR

Pay Types:

Designates whether the worker is W2 or 1099. Choices for W2 worker include Hourly, Salary & Salary plus Commission. The pay type is locked to W2 or 1099 as soon as you save the record and cannot be changed. W2 workers type can be edited between hourly, salary & salary plus commission.

Pay Type: Subcontractor (1099)

Salaried (W-2)

Salary + Commission (W-2)

Hourly (W-2)

Subcontractor (1099)

Comp. Code:

Accounting > File > Human Resources > File > Compensation Codes

The Workman's Compensation Code is assigned to W2 employees by the insurance company. When added to the worker file, a report can be generated for a specific period to reflect the totals of each category. These reports are invaluable for your yearly Workman's Compensation audit.

Worker's Compensation Codes

Compensation Codes

Search Code:

Code	Description	Rate
25475	SALES	1.4000%
45785	CLERICAL	0.8000%
65875	WAREHOUSE	2.7000%

Departments:

This feature is used to departmentalize payroll and has two main purposes:

1. Multiple users may now be preparing payroll at the same time
2. Employees may be separated into departments in order to password protect different levels of payroll information



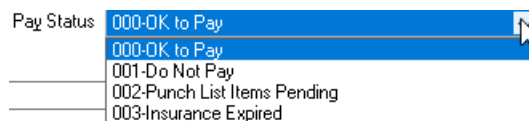
A screenshot of a dropdown menu for the 'Department' field. The menu is open, showing several options: 'SUBCONTRACTORS' (highlighted in blue), '-None-', 'GENERAL DEPARTMENT', 'INSTALLER-HOURLY', and another 'SUBCONTRACTORS' (highlighted in blue). Below the menu, the 'Pay Status' field is visible with the value '000-OK to Pay'.

It can also be used to separate employees who participate in direct deposit from those that don't to make processing more efficient.

<https://rfmsinc.zendesk.com/hc/en-us/articles/115012915088-Departments-Set-Up-Unlock-System-Option>

Pay Status:

When a worker is checked as a Provider, choose from this field whether or not their provider records entered in Order Entry will post to HR from Providers pay. One reason to make a provider do not pay in this location would be they are a salaried employee, but provider records will be entered on orders to affect job costing.



A screenshot of a dropdown menu for the 'Pay Status' field. The menu is open, showing several options: '000-OK to Pay' (highlighted in blue), '001-Do Not Pay', '002-Punch List Items Pending', and '003-Insurance Expired'.

You can also set up other reasons for this option and the feature can also be utilized on the individual Providers Earning record in Order Entry. To learn more about how to set up additional reasons, click this link:

<https://rfmsinc.zendesk.com/hc/en-us/articles/201546347-How-to-Set-up-Pay-Status-in-Order-Entry>

Do Not Accrue:

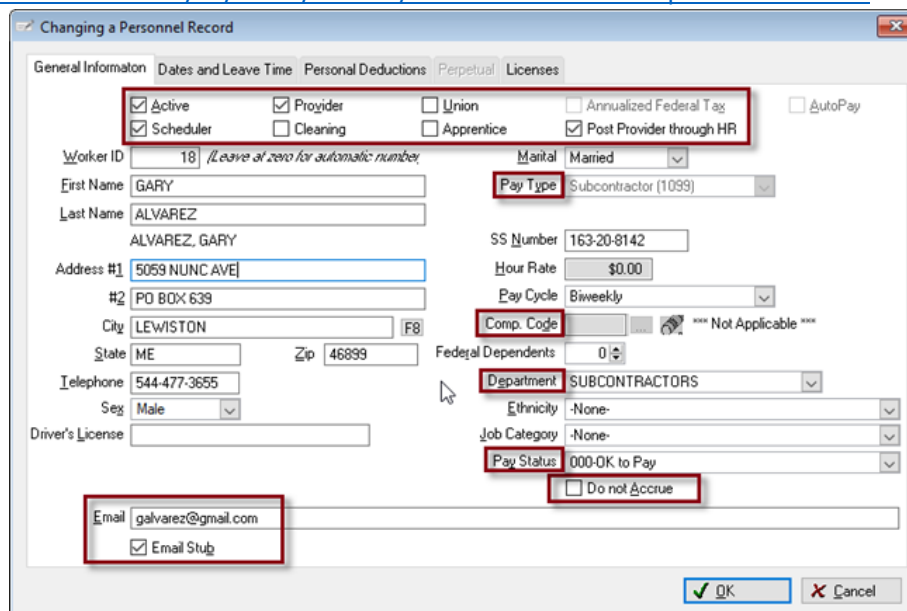
This is an ERRM function that should be checked to not post providers earnings for this provider to Accrued Labor. If checked here in the worker record, it will be inherited on the individual provider records as well.

<https://rfmsinc.zendesk.com/hc/en-us/articles/204844897-ERRM-Postings-Chart-Regular-Billing>

Email Stub:

If utilizing Direct Deposit within RFMS, you may elect to email payroll stubs by entering email and checking box.

<https://rfmsinc.zendesk.com/hc/en-us/articles/201638686-Direct-Deposit-User-Guide>



A screenshot of the 'Changing a Personnel Record' window. The window has several tabs: 'General Information', 'Dates and Leave Time', 'Personal Deductions', 'Perpetual', and 'Licenses'. The 'General Information' tab is active. The form contains various fields and checkboxes. A red box highlights the 'Active' checkbox, which is checked. Another red box highlights the 'Do not accrue' checkbox, which is unchecked. Other fields include 'Worker ID' (18), 'First Name' (GARY), 'Last Name' (ALVAREZ), 'Address #1' (5059 NUNC AVE), 'City' (LEWISTON), 'State' (ME), 'Zip' (46899), 'Telephone' (544-477-3655), 'Sex' (Male), 'Driver's License', 'Marital' (Married), 'Pay Type' (Subcontractor (1099)), 'SS Number' (163-20-8142), 'Hour Rate' (\$0.00), 'Pay Cycle' (Biweekly), 'Comp. Code' (*** Not Applicable ***), 'Federal Dependents' (0), 'Department' (SUBCONTRACTORS), 'Ethnicity' (-None-), 'Job Category' (-None-), and 'Pay Status' (000-OK to Pay). The 'Email' field contains 'galvarez@gmail.com' and the 'Email Stub' checkbox is checked. The window has 'OK' and 'Cancel' buttons at the bottom right.

Leave Accrual System Option

Any Module > Utilities > System Options > System Wide > Accounting – under Configuration Category named Set Leave Specifications (Sick, Vacation, Holiday, Other)

This feature allows the accrual of sick & other leave time to be set up.

Dates and Leave Time	State & Local Information	Personal Deductions	Perpetual	Licenses	
Last Pay Date	03/24/2017			Sick Hours	16.00
Birth Date	04/01/2018	F8	10 days	Vacation Days	32.00
Last Pay Raise		F8		Holiday Days	24.00
Hire Date	02/21/2017	F8	1 year	Other Leave	0.00
Termination Date		F8		<input checked="" type="checkbox"/> Auto Update PTO	
User Date #1		F8		Leave Year:	
User Date #2		F8			
User Date #3		F8			
User Date #4		F8			
User Date #5		F8			

The screenshot shows the 'Human Resources - Leave Policy Initialization' window for the 'United States' region. The 'Leave Type' is set to 'Sick' and is 'Enabled'. The 'Payroll Year Start' is '01/01/2017'. Under 'Yearly Period', 'Hire Date' is selected. Under 'Accrual / No Accrual', 'Accrual - Employees earn leave over time, with the accrued time carrying over in each year of employment' is selected. 'Hours Comprising a Work Day' is set to 8. Under 'Sick Days', 'Sick Days Per Year' is 3 (24 hours), 'Maximum Rollover Sick Days' is 0 (0 hours), and 'New Employee Probation Days Period' is 7. The 'Earn Rate' is set to '1 Hour for every 24 Hours of work'. At the bottom, there are 'Save and Exit' and 'Abandon Changes' buttons.

For additional information on setting up Leave Time Accruals see these Zendesk articles:

<https://rfmsinc.zendesk.com/hc/en-us/articles/115004020148>

<https://rfmsinc.zendesk.com/hc/en-us/articles/216185087-Set-Up-Leave-Specifications-Sick-Vacation-Holiday-Other-System-Option>

Personal Deductions

This screen allows entering deductions that will be withheld from the employee or subcontractor paycheck. The percentage rate or an amount, limit and cycle can be entered to have the system keep up with specific deductions. Examples include 401K, Health Insurance, Garnishments, and Installer Retainage for 1099 workers.

General Information | Dates and Leave Time | **Personal Deductions** | Perpetual | Licenses

PERSONAL DEDUCTIONS

Description	Account	Sub	Rate	Earnings Limit	Deducted	Perpetual	Cycle	Gr
RETAINAGE	2750	01	10.0000%	\$9,999,999.99	\$1,854.00	Yes	per Pay Cycle	Gr

Insert | Change | Delete

Deduction Will Be Changed

Personal Deduction

Type: Personal

Description: RETAINAGE

Account: 2750 | F8 | INSTALLER RETAINAGE

Sub: 01

Cycle per: Pay Cycle Perpetual

Gross to Use: Gross

Rate: 10.0000%

Earnings Limit: \$9,999,999.99 | Max Limit

Max Deduction: \$2,500.00 | Max Deduction

Max Deducted per Pay Day

Total Deducted: \$1,854.00 | Reset Deducted

Reductions (Taxable)

Federal

FICA

All States

Local

Set All | Clear All

OK | Cancel

*Be sure to check the Perpetual box when entering Installer Retainage so they are not cleared at year end.

Personal Deduction

Type: Personal

Description: HEALTH INS

Account: 2160 | F8 | HEALTH INSURANCE PAYABLE

Sub: 00

Cycle per: Amount Perpetual

Gross to Use: Gross

Deducted per Pay: \$137.54

Deduction Limit: \$137.54 | Max Limit

Continue deducting until Deduction Limit = Total Deducted

Total Deducted: \$0.00 | Reset Deducted

Reductions (Taxable)

Federal

FICA

MI State

Local

Set All | Clear All

OK | Cancel

Provider Matrix & Certified Payroll Set Up

Certified Payroll

This program allows you to classify your workers Skill Levels, set up Prevailing Wages using Provider Matrix, and print the required Certified Payroll Report.

Provider Matrix

This program allows you to apply & keep track of multiple rates based on many different criteria. It can be set up as simple or complex as needed for your individual business. The Provider Rate Matrix can be used when creating records from Order Entry, Schedule Pro or both.

These features are provided at no charge; however, training must be arranged to ensure successful execution of the set up. The system will be activated by your trainer. Please contact your RSA for details.

Any Module > Utilities > System Options > System Wide > Creating & Balancing Provider Records, Provider Rates Matrix, Certified Payroll & Union Payroll – under Configuration Category

System Options for Provider Records

System Wide

- Enable Certified Payroll
- Enable Union Payroll
- Enable Provider Rate Matrix

Order Entry - Creating Provider Records

- Do Not Enable Provider Rate Matrix
- Enable Auto Match and Select From Matrix
- Only Enable Selection From Provider Rate Matrix

Schedule Pro - Creating Provider Records

- Recombine Split Lines and Use Last Install Date
- Automatically Set Product Code to 00
- Allow Users to Override the Provider Rate

Set Provider Rate to 0

- Never
- Always
- Subcontractors Only

Enable Provider Rate Matrix

- Do Not Enable Provider Rate Matrix
- Enable Auto Match and Select From Matrix
- Only Enable Selection From Provider Rate Matrix

Automatically Post Order Line Load to Provider Record

For Non Subcontractors: Provider Record Load = Order Line Load
For Subcontractors: Provider Record Load = 0 And Provider Record Rate = Order Line Gross Cost + Order Line Load
NOTE: For this System Option to work properly, set the Balancing Provider Charges System Option to the 3rd choice.

Order Entry - Balancing Provider Records with Order Lines

- Balance Zero Cost Order Lines with Provider Records

Note: The following System Options can also affect Balancing.

- Automatically Balance Providers
- Integrate Provider's Earnings

Select Method for Balancing Provider Charges with Order Line Service Costs and Order Line Load

- Set Order Line Cost = Provider Record Rate
Set Order Line Load = Product Record Load
- Set Order Line Cost = Provider Record Rate
Set Order Line Load = 0
- Set Order Line Cost = Provider Record Rate
Set Order Line Load = Provider Record Load (By Product Code, Service and Service Number)
Set Computer Generated Order Line Load = Provider Record Load (By Product Code)
- Set Order Line Cost = Provider Record Rate
Set Order Line Load = Difference between Provider Charges and Original Order Service Costs (By Product Code)

Post Hours to Provider Record

- Never
- Always
- Hourly Workers Only

Use Units and Dates From

- Scheduled Fields
- Actual Fields

Set Provider Record Work Order # To

- Service Description
- Order Number
- Blank

Set Order Line Status

- Do Not Set
- Set to Delivered
- Set to Cut

OK Cancel

Set Up Provider Rates Matrix & Certified Payroll Records

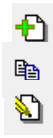
Accounting > File > Human Resources > Utilities > Provider Rates Matrix

The top section of the screen is used to search for rates from the browse list using many different filters once they have been created.

The screenshot shows the 'Browse Provider Rates Matrix' window. At the top, there are filter fields for Store Code, Provider, Skill Level, Product Code, Private Service, Customer Type, Job City, Job State, and Job Zip. There are also checkboxes for General, Inactive, Certified, and Exact Only, and a 'Clear All' button. Below the filters is a table with columns: Description, Store, Provider Name, Skill Level, PC, Private Service, Sold To City, Sold To Zip, and Rate. The table contains three rows of data:

Description	Store	Provider Name	Skill Level	PC	Private Service	Sold To City	Sold To Zip	Rate
INSTALL CPT-BERBER (2109)		ALVAREZ, GARY		65	BERBER CARPET INSTALL			
INSTALL CPT-BERBER (2109)		HAYS, TUCKER		65	BERBER CARPET INSTALL			
INSTALL CPT-BERBER (2109)		ETEC, WALL		65	BERBER CARPET INSTALL			

Click the Insert
Click the Copy
Click the Edit



icon or insert key to create a new rate record.
icon to copy the highlighted rate record as the basis for creating a new rate record.
icon to change the highlighted rate record.

The screenshot shows the 'Changing Provider Rate Record' dialog box. The 'Insert' icon in the top toolbar is highlighted with a red box. The dialog box has several sections:

- Rate Type:** Radio buttons for 'General' (selected) and 'Certified Payroll'.
- Rate Details:** Fields for Rate Unit, Base Unit Rate (3.25), Fringe Unit Rate (0.00), and Provider Rate (3.25).
- Overtime, Doubletime and Misc Earnings:** Fields for Overtime Multiplier (0.00), Doubletime Multiplier (0.00), and Misc Earnings (0.00).
- Fringe Pay Type:** Radio buttons for 'Cash', 'Approved Plan' (selected), and 'Unapproved Plan'.
- Rate Applicable for the Entered Criteria:** Fields for Store Code, Provider Name (GARY ALVAREZ), Skill Level, Seniority, Wage Determination #, Product Code (65), Private Service (BERBER CARPET INSTALL), Private Service # (2109), Load (0.00), Customer Type, Sold To City, Sold To Zip Code, and Sold To State.
- Enter Fringe Records:** A table with columns for Description and Amount.

At the bottom, there are 'Ok' and 'Cancel' buttons.

Post Providers Earnings

There are 3 ways to post providers earnings to a job. The first two are in Order Entry and the third is only available with Schedule Pro.

<https://rfmsinc.zendesk.com/hc/en-us/articles/205660607-Adding-Provider-Records>

Method One

Order Entry > File > Providers

This allows you to enter a batch of charges when you don't need to see the labor budget of the individual orders.

Method Two

Order Entry > Customer Orders – search specific order click on Post Provider Information Icon 

This allows you to post charges to a particular order without opening the order but allows you to view the budgeted labor amount per Product Code. You may also elect to open the order to view the labor line details and the Post Provider Icon is also available from within the order.

Both methods above use the same Adding a Provider Record screen as shown below. Another difference in using Method One is that you will need to enter the Invoice Number in Order Details where using Method Two that information pulls from the order.

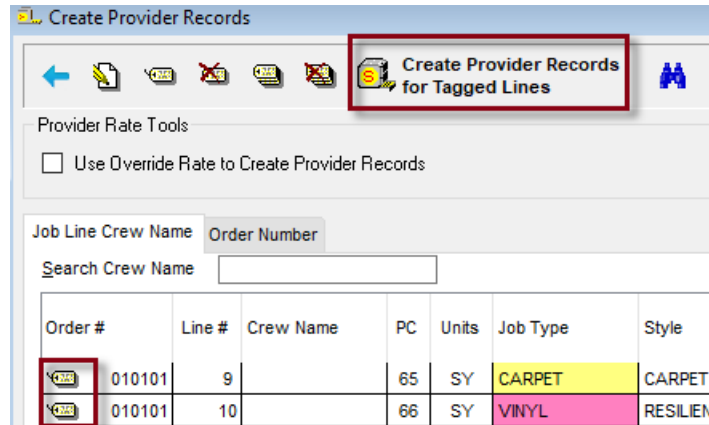
PC	Providers	Svc Lines
84	0.00	117.60
93	0.00	259.75

Total Earnings = (Unit Rate * Qty) + Misc Earnings


Method Three

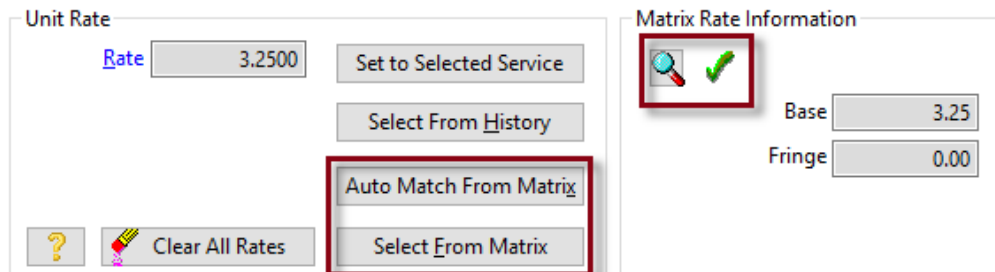
Schedule Pro > File > Create Provider Records

This allows you to automate the process entirely by tagging the records that are being billed and clicking Create Provider Records for Tagged Lines.



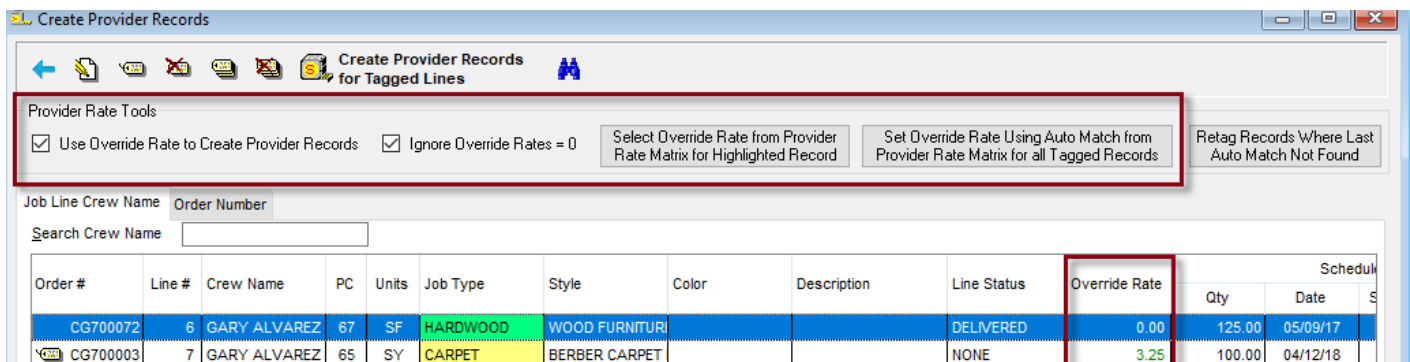
Provider Matrix in Order Entry

Using Method One or Two, once you have filled in the fields for Provider & Service, you will note in the center of the record it says Matrix Rate Information **Not Applied**. You will then click on Auto Match from Matrix and if there is a corresponding record that matches, the rate from the Matrix will replace the existing rate and a green check mark will replace the red words Not Applied. You also have the option to click on Select from Matrix to choose from the list. If more than one matrix record matches your Provider Record, this same screen will open and allow you select. You may also click on the Magnifying Glass icon  to view the matrix record details.



Provider Matrix in Schedule Pro

Using Method Three, first check the Use Override Rate to Create Provider Records box. The next box is optional and is designed to ignore sending over any records where the override rate is 0. Your options are to highlight one record and click Select Override Rate from Provider Rate Matrix for Highlighted Record or tag all the records you are paying and click Set Override Rate Using Auto Match from Provider Rate Matrix for all Tagged Records. Any records automatically matched will remain tagged and those not matched will lose their tag. The override rate from the Matrix will appear in green.



Certified Payroll

Once the Provider Record is created, check the box to Use Certified Payroll and then click the Matrix button to pull in the Prevailing Wage record. The **Required Earnings** info will appear Green if the Requirements were met and red if they were not.

The screenshot shows the 'Adding a Provider Record' window with the following details:

- Worker Information:** Name: PERRY, CLARK; Worker #: 15; Pay Type: Hourly; Skill Level: APPRENTICE.
- Order Details:** Invoice Number: CG700003; Order Date: 09/01/16; Installation Date: 04/12/18.
- Service:** Product Code: 93; Service: COVE BASE LABOR.
- Hourly Rate:** Rate: 22.0000; OT Rate: 33.0000; DT Rate: 44.0000.
- Matrix Rate Information:** Not Applied.
- Certified Payroll Requirements (highlighted):**
 - Use Certified Payroll
 - Required Rates: Matrix
 - Hourly Rate = 21.00
 - Overtime Hourly Rate = 29.5
 - Doubletime Hourly Rate = 38
 - Required Earnings: \$42.00**
- Hours Worked:** Regular Hours: 2.00; Overtime Hours: 0.00; Doubletime Hours: 0.00.
- Units Installed:** Qty: 0.00; Rate: 0.00.
- Actual Earnings:** Subtotal: 44.00; Misc: 0.00; Total: 54.00.
- Payment Details:** Pay Status: 000-OK to Pay.

Total Earnings = (Reg Hours * Hourly Rate) + (OT Hours * OT Rate) + (DT Hours * DT Rate) + Misc Earnings

You can also see this distinction on the Browse Provider Records screen as shown below.

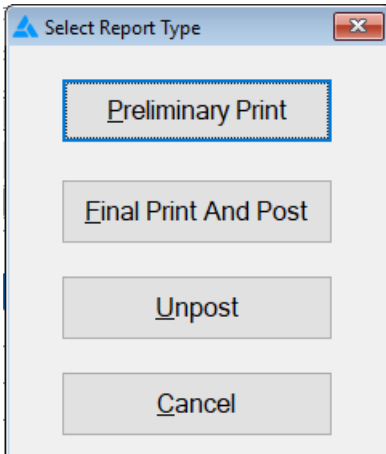
The screenshot shows the 'Browse Providers for Invoice Number CG700004' window with the following table:

Provider	Certified	Product Code	Service
PERRY, CLARK	✓ MET	93 - COVE BASE LABOR	

Providers Earnings Reports – Preliminary, Print & Post and History Reports

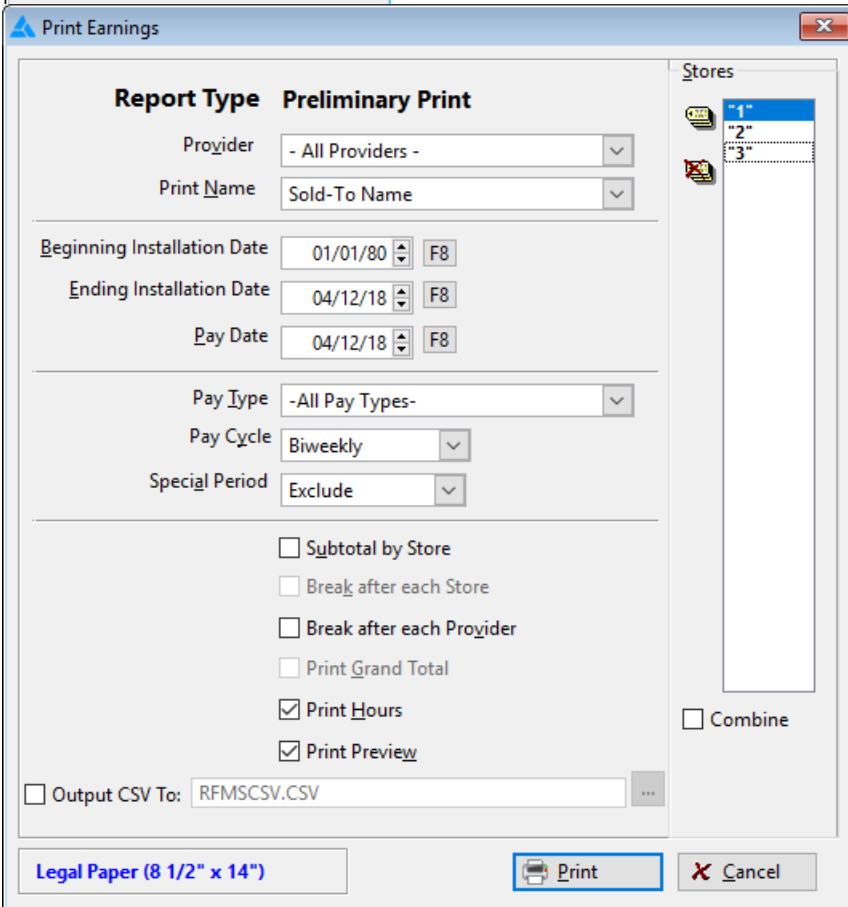
Order Entry > Reports > Providers Earnings Report

After all the earnings have been entered into the Provider file, it is necessary to run the Provider Earnings Reports to complete the processing of Installer Payroll.



Note, we have changed the format for these reports from a drop down to individual buttons, which allows them to be password protected.

First, select Preliminary Print. Only records that are unpaid will show up on this report. You should run this report to review the postings for errors and omissions and reconcile against your work order invoices.



Select a combination of the available fields to specify a variety of framing parameters. For example, you may process payroll for a single provider and/or specify date ranges that correspond to the payment cycles.

The next step is where you mark the records appearing on the Preliminary Report as Paid. This is referred to as the **Final Print & Post** routine.

This will produce a report that contains the same information as the **Preliminary Print**, with any corrections of course. These records are now posted and waiting to be paid over in HR.

There is also an option to Unpost if mistakes were made that were not caught prior to posting. This option requires an **Access Code** - <https://rfmsinc.zendesk.com/hc/en-us/articles/202516423-How-to-Obtain-Online-Access-Codes>

Preparing Payroll

Accounting > File > Human Resources > File > Prepare Pay – select options All Workers, Employees Only or Subcontractors Only

Our Human Resources module is designed to make your payroll and subcontractor processing quick, easy and accurate. Regular employees, commissioned earners and subcontractors may be processed through a variety of pay schedules. Includes complete tax reporting as well as:

- Manages all types of employees and pay schedules. (Hourly, Salaried, Contracted employees; Weekly, Bi-Weekly, Semi-monthly, Monthly pay periods, etc.).
- Maintains complete payroll history.
- Prints year-end W2, 1099 & 1095-C forms.
- Automatically integrates to General Ledger.
- Handles all payroll deductions including deductions applied to purchases from the company.
- Tracks earnings for each Workman's Compensation type.
- Tracks remaining vacation, sick, holiday and other types of leave available.
- Handles Pre-Tax deductions (401k, cafeteria, etc).
- Calculates salesman's commission based on job as a whole or line by line.
- Wide variety of commission scales available.
- Annual updates from RFMS are available and update the withholding tax tables for all 50 states and Canada.

Select the appropriate Pay Cycle(s) & Department(s) to process. If you are running installer payroll, you will also want to check the box Post HR from Paid Providers. Enter the date from the Providers Final Print & Post report and this pulls those provider records into the prepare pay screen to process. You may wish to select Top Slots from the options below so that your current payroll is always in the first slot and overwrites the previous information.

Employee Type: All Workers

For Period Ending: 04/12/18 F8

Pay Cycle:

- Weekly
- Biweekly
- Semimonthly
- Monthly
- Quarterly

Period Beginning:

- Weekly: 04/05/18 F8
- Biweekly: 03/29/18 F8
- Semimonthly: 04/01/18 F8
- Monthly: 03/13/18 F8
- Quarterly: 01/13/18 F8

Starting Worker: ALVAREZ, GARY (1099) Eligible Workers: 37

Post HR from Paid Providers

Begin Paid Date: 04/12/18 F8

End Paid Date: 04/12/18 F8

Special Period: Exclude

Provider Post Order:

- Available Slots
- Top Slots (Overwrite operation, see Help)
- Bottom Slots (Overwrite operation, see Help)

Department	Level	Last Period End
GENERAL DEPARTMENT	0	03/17/17
INSTALLER-HOURLY	0	04/12/18
SUBCONTRACTORS	0	03/21/17

OK Cancel

Preparing Payroll Screen

This screen is where the information necessary to produce a paycheck is entered.

RFMS Pay Preparation for April 12, 2018

Worker: CAIN, RUBY (W-2) Biweekly Hourly - Rate: \$17.00

Prepare Pay Prepared: 0 Dept: GENERAL DEPARTMENT Period Ending:

Earnings	Hours	Store	Account	Sub	State	Earnings	Hours	Store	Account	Sub	State
REG. HOURS	F8	40.00	E	1	F8	7650	F8		F8		FL
O.T. HOURS	F8	2.00	E	1	F8	7650	F8		F8		FL
COMMISSION	F8	1000.00	E	1	F8	5200	F8		F8		FL
	F8		E	1	F8		F8		F8		FL
	F8		E	1	F8		F8		F8		FL

Total Earnings: 1,731.00
Federal: 1,731.00
FICA: 1,731.00

State: FL Taxable: 1,731.00 Desc: Tax Table - FLORIDA

Time Off: Sick Hours: 0.00 Holiday Days: 0.00
Vacation Days: 0.00 Other Leave: 0.00

Total State: 1,731.00

Deductions	Amount	Store	Account	Sub	Deductions	Amount	Store	Account	Sub
ADVANCE PMT	F8	50.00	R	1	F8	1300	F8		
	F8		R	1	F8		F8		
	F8		R	1	F8		F8		
	F8		R	1	F8		F8		
	F8		R	1	F8		F8		

Buttons: Home, Previous, Next, End, Undo, Pay, Preliminary, Print, Exit

The top section is for Earnings and there are 10 fields available to select from Earnings Type by clicking F8 or enter your own description.

Worker: CAIN, RUBY (W-2) Biweekly Hourly - Rate: \$17.00

Prepare Pay Prepared: 0 Dept: GENERAL DEPARTMENT Period Ending:

Earnings	Hours	Store	Account	Sub	State	Earnings	Hours	Store	Account	Sub	State
REG. HOURS	F8	40.00	E	1	F8	7650	F8		F8		FL
O.T. HOURS	F8	2.00	E	1	F8	7650	F8		F8		FL
COMMISSION	F8		E	1	F8		F8		F8		FL
	F8		E	1	F8		F8		F8		FL
	F8		E	1	F8		F8		F8		FL

Total Earnings: 731.00
Federal: 731.00
FICA: 731.00

State: FL Taxable: 731.00 Desc: FLORIDA

Time Off: Sick Hours: 0.00 Holiday Days: 0.00
Vacation Days: 0.00 Other Leave: 0.00

Total State: 731.00

Deductions	Amount	Store	Account	Sub	Deductions	Amount	Store	Account	Sub
	F8		R	1	F8		F8		
	F8		R	1	F8		F8		

Buttons: Home, Previous, Next, End, Undo, Pay, Preliminary, Print, Exit

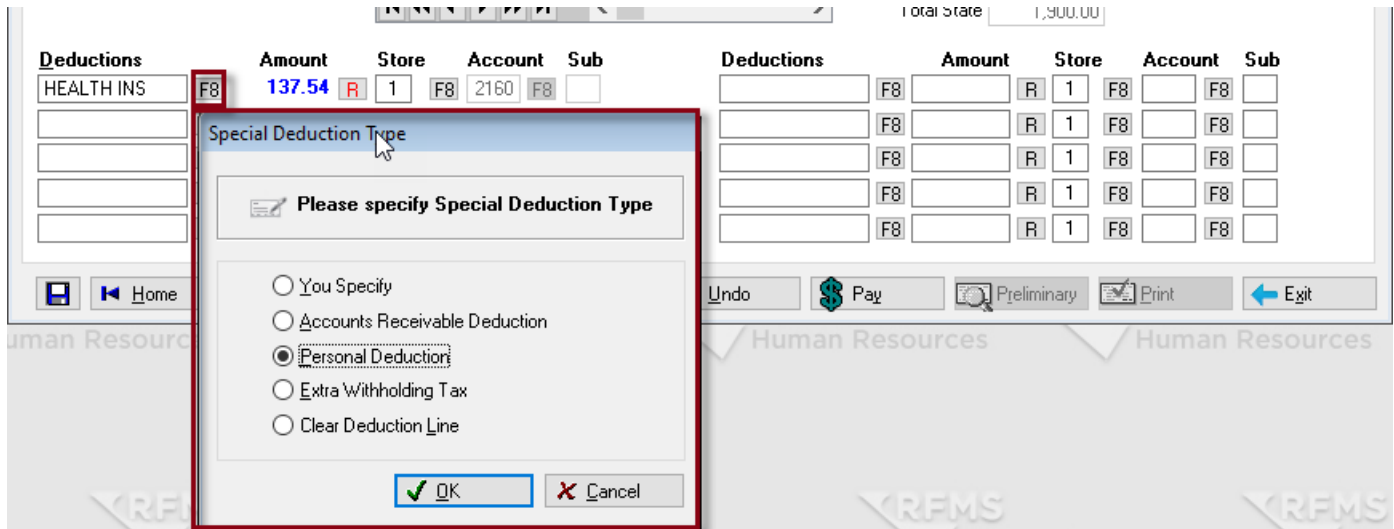
Earnings Types dialog box:
Earnings Types:
 You Specify
 Reg. Hours
 Overtime Hours
 Doubletime Hours
 Clear Earnings Line
Ok Cancel

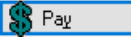
In the middle section, you can record the amount of sick, vacation, holiday or other leave taken on this pay period while seeing how much time is available.

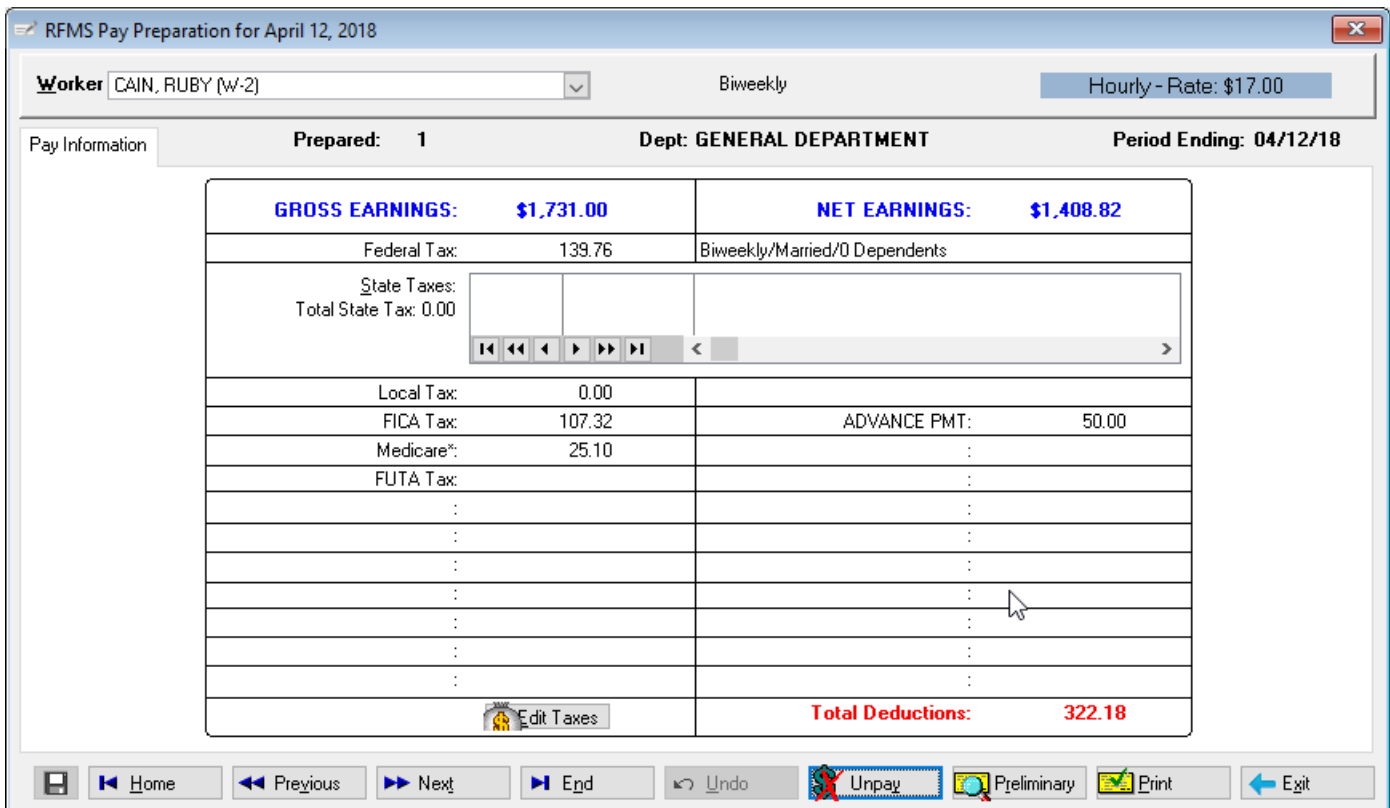
Time Off: Sick Hours: 0.00 Holiday Days: 0.00
Vacation Days: 0.00 Other Leave: 0.00


Sick Hours dialog box:
Number of Hours Desired: 0.00
Remaining Number of Sick Hours: 32.00
Ok Cancel

The Bottom section is for Deductions with 10 fields available, you may select from the F8 list or specify your own description. This is where you will pull any Personal Deductions entered on the Worker file into payroll. Once selected, this information will remain until you remove it.




When all Earnings, Leave & Deductions are entered, click the Pay button,  this will provide a Pay Information Screen to review the postings and ensure accurate processing.



You may wish to run a Preliminary Report to also verify  and confirm the accuracy of the payroll prior to printing the checks. Click the Preliminary button to produce the payroll reports for review.

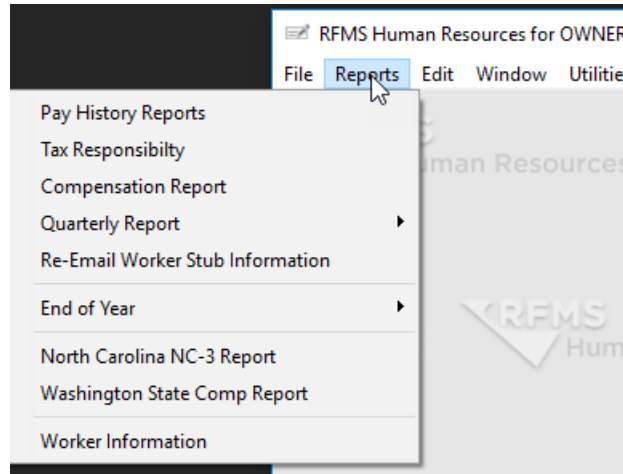
You can select which report(s) you would like to preview, I find the Detail Report is sufficient for this step, but you may wish to view the paystubs and GL Distribution report as well. These reports can be previewed on screen to save time and paper.

The last step is to Print the checks and final reports by clicking the Print button. 

Here you will select the Checking Account to use, the date for the check, as well as some other options that effect how the information is displayed on the check. These check box options are sticky and will remain as selected until changed.

Human Resources Reports

Accounting > File > Human Resources > Reports



Pay History Report

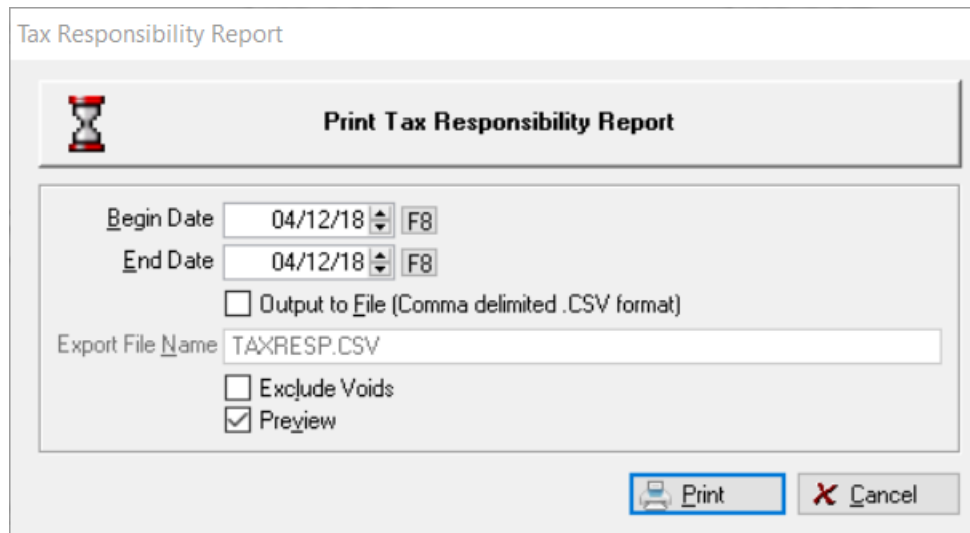
This selection allows you to print pay history reports using the following parameters:

<https://rfmsinc.zendesk.com/hc/en-us/articles/201556927-How-to-Run-Pay-History-Reports>

Tax Responsibility Report

This selection prints the pay history reports for the dates chosen:

<https://rfmsinc.zendesk.com/hc/en-us/articles/201556677-Tax-responsibility-reporting-Medicare-Tax-when-total-included-in-FICA>



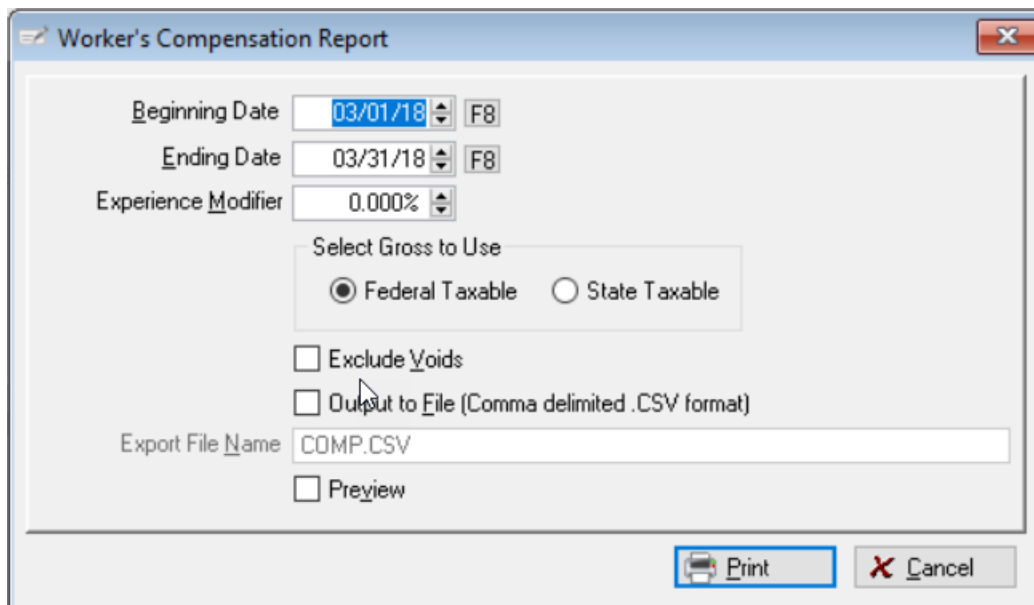
The screenshot shows a dialog box titled "Tax Responsibility Report". At the top, there is a button with a printer icon and the text "Print Tax Responsibility Report". Below this, the dialog contains several input fields and checkboxes:

- Begin Date:** 04/12/18 (with a dropdown arrow and "F8" label)
- End Date:** 04/12/18 (with a dropdown arrow and "F8" label)
- Output to File (Comma delimited .CSV format)
- Export File Name:** TAXRESP.CSV
- Exclude Voids
- Preview

At the bottom right, there are two buttons: "Print" (with a printer icon) and "Cancel" (with a red X icon).

Worker's Compensation Report

This selection prints the worker's compensation report providing you have set up the Compensation codes and assigned to each worker. You will be asked to enter you Experience Modifier, this figure is determined by the state based on your previous record and number of insurance claims submitted and may or may not be applicable in your situation.



The screenshot shows a dialog box titled "Worker's Compensation Report". It contains the following fields and options:

- Beginning Date:** 03/01/18 (with a dropdown arrow and "F8" label)
- Ending Date:** 03/31/18 (with a dropdown arrow and "F8" label)
- Experience Modifier:** 0.000% (with a dropdown arrow)
- Select Gross to Use:** Radio buttons for "Federal Taxable" (selected) and "State Taxable"
- Exclude Voids
- Output to File (Comma delimited .CSV format)
- Export File Name:** COMP.CSV
- Preview

At the bottom right, there are two buttons: "Print" (with a printer icon) and "Cancel" (with a red X icon).

Quarterly Report

This selection prints an earnings report that is suitable for assisting you calculate your quarterly payroll tax liability.

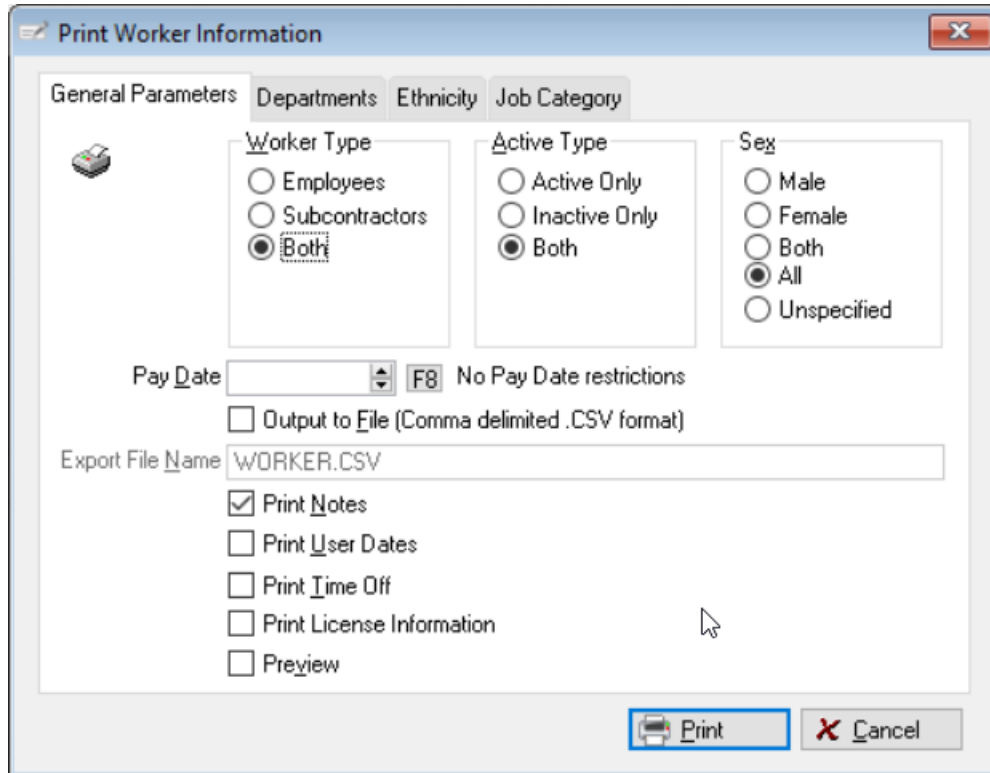
<https://rfmsinc.zendesk.com/hc/en-us/articles/215554218-Completing-the-941-for-the-last-quarter-of-the-year>

941 Quarterly Report

Start Date F8
Stop Date F8 **Valid Quarter Period**
 Compute Quarterly Extensions
Tax Rate Year
Sort Order Name SS Number
Employer identification number (EIN)
Name (not your trade name)
Trade name (if any)
Address
City
State Zip -
Part 2: Tell us about your deposit schedule and tax liability for this quarter.
14 Select One:
 Line 10 on this return is less than \$2,500 or line 10 on the return for the prior quarter was less than \$2,500, and you did not incur a \$100,000 next-day deposit obligation during the current quarter.
 You were a monthly schedule depositor for the entire quarter.
 You were a semiweekly schedule depositor for any part of this quarter. Complete Schedule B (Form 941), Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to Form 941.
 Exclude Voids
 Output to File (Comma delimited .CSV format)
Export File Name
 Preview
 Print Green Bar *Reports require Legal-sized paper*

Worker Information Report

This selection allows you to print a personalized worker information report using multiple parameters.



The screenshot shows a dialog box titled "Print Worker Information" with a close button in the top right corner. The dialog is divided into several sections:

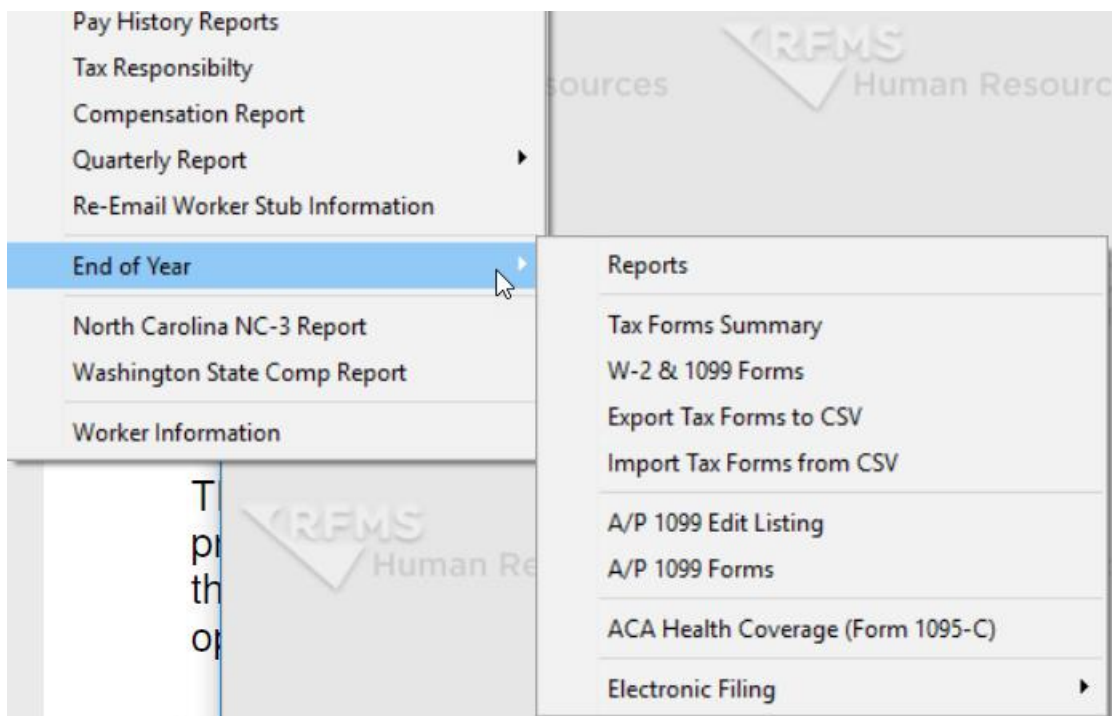
- General Parameters:** Includes a printer icon and a "Pay Date" dropdown menu with a "F8" key indicator and the text "No Pay Date restrictions".
- Worker Type:** Three radio buttons: "Employees", "Subcontractors", and "Both" (selected).
- Active Type:** Three radio buttons: "Active Only", "Inactive Only", and "Both" (selected).
- Sex:** Five radio buttons: "Male", "Female", "Both", "All" (selected), and "Unspecified".
- Export File Name:** A text field containing "WORKER.CSV".
- Checkboxes:** "Print Notes" (checked), "Print User Dates", "Print Time Off", "Print License Information", and "Preview" (all unchecked).
- Buttons:** "Print" (with a printer icon) and "Cancel" (with a red X icon) at the bottom right.

End of Year Reports

This selection allows printing of all reports needed to close out your year. We normally have a few webinars at the beginning of the year covering this topic in more detail. You may view this year's webinar by clicking the link below.

<https://rfmsinc.zendesk.com/hc/en-us/articles/360000370748-Month-End-Year-End-Close-Webinar>

<https://rfmsinc.zendesk.com/hc/en-us/articles/201559467-End-of-Year-FAQ>



Certified Payroll Report

Order Entry > Reports > Certified Payroll

This selection prints a listing of certified payroll for a specified period. The system will default to the last payroll paid date.

<https://rfmsinc.zendesk.com/hc/en-us/articles/115012965028-Certified-Payroll-Report>

Certified Payroll Report ✕

Employer Type
 Contractor Subcontractor

Contractor: YOUR FLOORING STORE

Address: 123 MAIN STREET

City: TUSCALOOSA

State: AL Zip: 35405

Payroll No: 4

Week Ending: 04/12/18 F8 Thursday

HR Pay Date: 04/12/18 F8 Thursday

Print Tax ID: Print Full (ex: 123-45-6789)

Group By
 Billing Group Job Num/TB Invoice Number

Sign Date: 04/12/18 F8

Signatory: JENNIFER KING

Title: PM

Preview

CERTIFIED PAYROLL REPORT

Contractor: YOUR FLOORING STORE, 123 MAIN STREET, TUSCALOOSA, AL 35405

Payroll No.: 4 For Week Ending: 04/12/2018

Project Number: Project Name:

Name Address and Social Security Number	Exempt	Work Classification	Type	Day and Date							Total Hours	Rate of Pay	Gross Amount Earned	Deductions	Net Wages Paid for Week	
				Fri	Sat	Sun	Mon	Tue	Wed	Thu						
				06	07	08	09	10	11	12						
				Hours Worked Each Day												
PERRY, CLARK 6053 NON AVE APT#602 PITTSBURGH, PA 64260 SS#: 161-91-2394	0		DT									21.00	21.00	44.00	3.37	40.63
			OT													
			Reg							2.00						

DEDUCTIONS: FICA PAYABLE: 2.73, MEDICARE PAYABLE: 0.64