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Overview - Human Resources

[Accounting](#)>[File](#)>[Human Resources](#)

The Human Resources module may be used to process pay for hourly, subcontractor, salaried and salaried and commission types of workers. However, commission reports and installer earnings reports make available total earnings for these types of workers.

Before using the Human Resources program for the first time, verify that the following accounts have been established as standard accounts at the time of installation:

- Federal Withholding
- Local Withholding
- Miscellaneous
- Payroll Taxes

In addition to the standard account codes, the following accounts should be supplied in **Percentage Tax Rates** each with a separate account code.

- State Withholding
- State Unemployment
- State Disability
- FICA
- Medicare
- FUTA

A checking account should be configured and paper checks are required.



Best Practice: Use **order entry** to post provider's wages.

Click here for [details](#).

Be sure to download the latest copy of RFMS Human Resources to ensure accuracy in tax table information.

Payroll Conversion

With software version below version 9 when upgrading to version 10, the first time payroll is processed a payroll conversion routine must be run. It takes previous payroll information and moves it over into the new Payroll environment. All current Account Codes will be displayed with the corresponding information. Any account codes that are not currently setup will display as account code 999. If an account code 999 already exists, then default will be 998 and so on. Upon opening the Human Resource module after installation, the following screen will display:

Convert File for Multistate Human Resources

Tax Year: Account Code 999 will be used for no longer defined Percentage Deductions in Payroll History

Description	Account	Cycle	Gross to Use	Employee Rate	Employee Limit	Employer Rate	Employer Limit
FEDERAL							
FICA Tax	210	per Year	FICA	6.2000%	90,000	0.0620%	9,000,000
Medicare Tax	211	per Year	FICA	1.4500%	9,999,999	0.0145%	0
FUTA Tax	230	per Year	Federal	0.0000%	0	0.0080%	700,000
STATE #1 AL							
SUI Tax #1	220	per Year	State #1	0.0000%	0	0.0120%	800,000
SDI Tax #1	226	per Year	State #1	0.0000%	0	0.0000%	0
STATE #2 S2							
Desc #6	999	per Year	Gross	0.0000%	0	0.0000%	0
Desc #7	999	per Year	Gross	0.0000%	0	0.0000%	0
GENERAL							
Desc #8	999	per Year	Gross	0.0000%	0	0.0000%	0
Desc #9	999	per Year	Gross	0.0000%	0	0.0000%	0
Desc #10	999	per Year	Gross	0.0000%	0	0.0000%	0

OK Cancel

Click the **OK** button to automatically post these changes. After doing so, Personnel Files, Pay History, Worker State Tax and Personal Deductions will be processed and moved to the new environment.

Set up the Worker File

Human Resources > File > Worker Information



[Watch Video](#)

Browse Workers

EXIT ? [Icons] [1/2] [Icons] Active Only Dept: [Dropdown] Type: All Workers

Worker # Last Name SS Number

Search Last Name: [Text Box]

Worker ID	SS Number	Name	Sequence Number
[Icon]			41
[Icon]			104
[Icon]			339
[Icon]			319
[Icon]			391
[Icon]			212
[Icon]			179
[Icon]			359

Telephone: [Text Box]

Pay Type: Salaried+Commission (W-2)

Birth Date: [Text Box]

Hired: 02/01/1996 17 years

Terminated: 09/30/1995 17 years

Department: GENERAL DEPARTMENT

Ethnicity: -None-

Job Category: -None-

Active Provider
 Union Scheduler
 Cleaning Apprentice

This screen allows adding, editing or deleting workers from the personnel file. Notes may also be added and a worker's year-to-date earnings may be adjusted from here. Also access RFMS Interoffice mail or associate a worker with a CMM record.

- Search by social security number or the worker's last name or worker number.
- Filter by
 - All or Active Only
 - All or One Department
 - All or a single worker type
- To add a new worker, click the insert button.
- To edit a current worker, click the edit button.
- To delete a worker, click the delete button. It is recommended to make a worker inactive rather than delete them. If a worker has active pay history they cannot be deleted.
- Details for the highlighted worker are shown on the right side of the screen.
- As of Version 12.1 Spring 2013 attachments can be added to the worker record.

General Information – Worker

Human Resources>File>Worker Information

*Click the **edit** button and select the **general information** Tab.*

This screen is where basic personal information is entered about the employee.

The screenshot shows a software window titled "Changing a Personnel Record" with a close button in the top right. The "General Information" tab is selected, showing various input fields and checkboxes. The fields are organized into two columns. The left column includes checkboxes for "Active" (checked), "Scheduler", "Provider", "Cleaning", and "Union". Below these are text boxes for "Worker ID" (476), "First Name" (DOC U.), "Last Name" (MENT), "Address #1" (123 TEST STREET), "City" (TUSCALOOSA), "State" (AL), "Zip" (35405), "Telephone" (123-456-7890), "Sex" (Male), and "Driver's License" (AL 1234567). The right column includes checkboxes for "Annualized Federal Tax" and "AutoPay", and "Post Provider through HR". Below these are dropdown menus for "Marital" (Head of House), "Pay Type" (Salaried (W-2)), "Employee Type" (Full Time), "Pay Cycle" (Biweekly), "Department" (GENERAL DEPARTMENT), "Ethnicity" (-None-), "Job Category" (OFFICE AND CLERICAL), and "Pay Status" (000-OK to Pay). There are also text boxes for "SS Number" (1234567890), "Hour Rate" (\$0.00), "Comp. Code" (8017 SALEMEN/WAREHOUSE), and "Federal Dependents" (2). At the bottom, there is an "Email" field (rfsdocumentation@gmail.com) with a checked "Email Stub" checkbox. "OK" and "Cancel" buttons are at the bottom right.

All records will require the following designations:

Check Boxes

Active

Indicates whether or not an employee is active allows maintaining information on all employees even if they are no longer active employees. If they work only sporadically, mark them as being inactive so the names do not appear during regular prepare pay processing. That status can be edited at any time.

A worker must be active to be available in Schedule Pro.

Generally, employees cannot be deleted from the worker personnel file until the end of the year and after W-2's and 1099 have been produced.

If someone leaves, deactivate them by un-checking this box. Deleting an employee will completely remove them from the file. Therefore, no W-2 or 1099 would be generated at the end of the year for that employee.

Provider

Check this box for all workers who will provide services that will be posted as a cost against jobs in the Provider's module of Order Entry. This could apply to all types of workers. This box must also be checked for this worker to be available in Schedule Pro for jobs to be scheduled to them.

Checking this box makes the pay status and Do not Accrue boxes later on this screen active.

Union

This is a memo field only. This designation will be referenced when printing pay history reports. This is an optional selection.

Annualized Federal Tax

Click here if the employee will have fluctuating pay cycles. Commissioned employees may fall in this category. If the pay will be generally the same each pay period, do not select this option.

Auto Pay

This feature is not yet active.

Scheduler

Selecting this option will allow this particular worker to be available in Schedule Pro to schedule jobs. Selecting this box plus the Provider box allows a worker to be available for jobs.

Cleaning

Shows on the Worker's Information report. This is an optional selection.

Apprentice

Shows on the Worker's Information report. This is an optional selection.

Post Provider through HR

Check this box to allow this employee's provider earnings records to post from the Order Entry Providers Module to HR automatically.

Worker ID

Leave at 0 for automatic numbering. This is helpful when employees have similar names.

First & Last Name

25 characters allowed for each. Enter both. The same employee name may not be entered more than once. If there is a need to do so, add middle initial or some other slight modification.

Address, City, State, Zip, Telephone

Enter the employee address.

Sex

Optional

Driver's License

Optional

Marital Status

Choose either Married/Single/Head of House. This status is used to determine Federal Withholding Taxes.

Pay Type

Pay type codes denote whether each employee is a Subcontractor, Salaried, Salary & Commission, or Hourly employee. If commission only, select Salary & Commission, entering only a commission amount during prepare pay. Once a worker is entered as either a 1099 or W-2, editing Pay Type will not allow changing from a 1099 pay type to a W-2 pay type or vice versa without an access code. A worker should only be changed if no payroll activity has been associated with that record. If listed as a W-2 employee, the pay type codes of salaried, salary and commission, and hourly can be edited interchangeably.

If a subcontractor is changed to a W-2 employee, add the employee information as a new worker, slightly modifying the social security number. The subcontractor earnings should remain in the system until 1099's are processed at the end of the year.

Employee Type

The Employee Type choices are Full Time, Part Time and Casual. The default setting is Full Time. This field will only show for employees not subcontractors.

Social Security Number

This is a required field. Enter the social security number for this employee.

Tax File Number in Australia; even if the employee does not have a number, a unique character must be entered here. In the case no number exists do not check the **valid tax file number** box on the **Australia Additional** tab.

Hourly Rate

Use this field to enter the dollar amount paid per hour to an hourly worker. This field is not applicable to any other pay types. For salaried employees, the salary amount is entered during prepare pay.

Pay Cycle

Each employee can be paid Weekly, Bi-weekly, Semi-monthly, or Monthly. Appropriate tax tables will be referred to based on this designation.

Australia choices are Weekly, Fortnightly, Monthly or Quarterly.

Comp. Code

The [Workman's Compensation Code](#) is the code assigned to W-2 employees by the insurance company. When the proper code is entered on this record and a matching code is listed in the Compensation menu, a report can be generated for a specific period to reflect the totals of each category. Click on the ellipsis button to add to the comp code field.

Federal Dependents

This field can be up to three characters. Enter the number of exemptions from the W-4.

Departments

Select the appropriate department from the drop down list. Worker information reports can be printed based on these categories. (Note that the information in this drop down list is directly pulled from the department information that is added under [Utilities>System Option>Human Resources>Department Set Up/Unlock](#)).

If a Worker does not have an assigned department, when a department is assigned that department will be assigned previous payroll history that did not have a department.



One use of departments could be those who are paid via direct deposit and those which are not.

Ethnicity

Select the appropriate ethnicity from the drop down list. Worker information reports can be printed based on these categories. (Note that the information in this drop down list is directly pulled from the department information that is added under [File>Ethnicity](#)).

Job Category

Select the appropriate Job Category from the drop down list. Worker information reports can be printed based on these categories. (Note that the information in this drop down list is directly pulled from the department information that is added under [File>Job Category](#)).

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. The options are OK to Pay and Do not pay. This option is inherited as the default status by the individual provider records entered in Order Entry. This can be overridden on the individual Provider records.

One reason to make a provider Do Not Pay would be they are salaried, but provider records will be entered on orders to affect the job costing.

Do not accrue

This is an ERRM function. Check this to *not* post Providers earnings via Post Provider Pay for this provider to Accrued Labor.

Email

The worker's email address

Email Stubs

Stubs can be emailed to workers if the email address is included. This is intended for use with Direct Deposit only.



[See Related Topics](#)

[Post Providers through Human Resources](#)

Dates and Leave Time

[Human Resources>File>Worker Information](#)

Click the **edit** button and select the **Dates and Leave Time** tab

This screen allows optional tracking pertinent dates and to keep up with various types of leave.

Last Pay Date

This date is updated by the system when a pay is performed, using the date of the check.

Birth Date

This is an optional field. Enter the employee's date of birth. Their age is automatically calculated.

Last Pay Raise

This is an optional field. Enter the date of the last raise for this employee.

Hire Date

This is an optional field. Enter the date the employee was hired.

Termination Date

Enter the date of termination, if applicable. Be sure to change the employee to a NON-Active worker.

Sick Hours, Vacation Days, Holiday Days, Other Lease

Leave time is entered in these fields.

To help utilize when full days are not needed in Vacation, Holiday, and Other, use decimal places. For example, if a full work day is 8 hours and they get 2 hours then enter 0.25.

State & Local Information

Canadian and Australian users will have an Additional tab for their country instead of this. This screen allows specifying the state(s) and local withholding information. *This screen is not available for Sub contractors.*

Human Resources > File > Worker Information

*Click the **Edit** button and select the **State & Local Information** tab.*

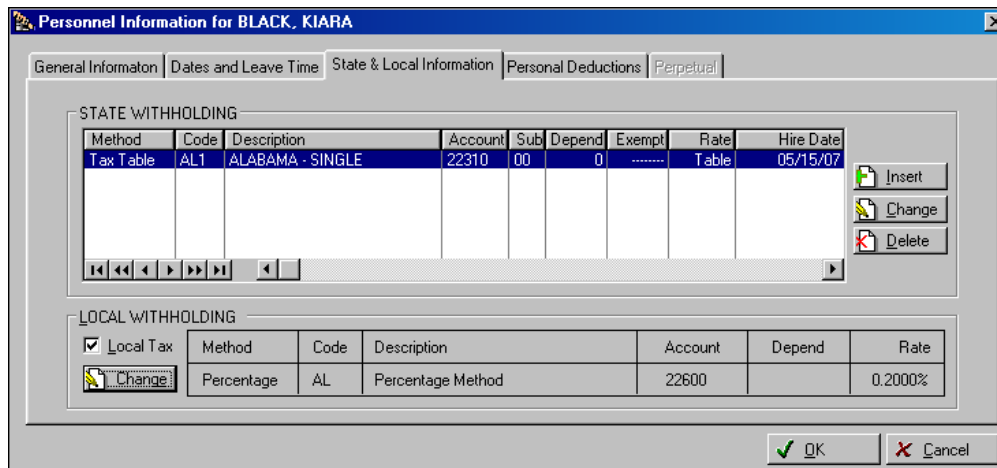


Figure: State and Local Information Screen

STATE WITHHOLDING

The system tracks earnings of employees in multiple states. This is especially helpful for those companies that are near a state line and do business in multiple states. The state designation is accessed using the insert or Change button.

Figure: State Withholding Screen

Tax Method

Tax Table

Choose the Table to use in the Code field below.

Percent

Choose this method if a straight calculation on the gross earnings is desired. When this method is chosen the state must also be chosen and the percentage rate entered.

Code

Click the down arrow for a listing of the state withholding codes. Highlight the correct state code and press <Enter> to select. If percentage was selected as the tax method, this field will be unavailable. Adding a state withholding to an individual worker will add that code to the Percentage Tax Rates Listing. The account codes for different states should be different.

State

This field is available with Percentage Method only. Click the down arrow for a listing of states.

Account

Select the account code to post this tax record. This field is required. Reminder different states should be assigned different codes.

Sub

Select the sub account code to post this tax record. The state can be specified with this sub account code

Dependents

Enter the number of dependents claimed by the employee.

Exempt

If a State uses exempt (currently CA, IN, GA, LA and IL), the system specifically reference how they are being used.

Rate

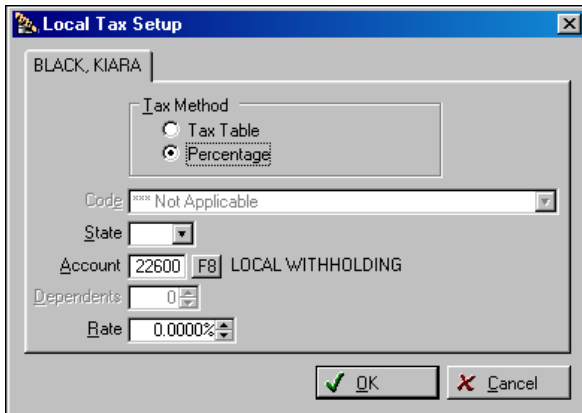
This field is available with Percentage Method only. Enter the percentage amount.

Hire Date

Enter the hire date for state withholding. Usually the same as the hire date on the worker screen.

LOCAL WITHHOLDING

If a local tax applies to this employee, check the box. For example: County tax, City tax, School tax, etc. Click the Change button to add or edit the local withholding.



The screenshot shows a dialog box titled "Local Tax Setup" for employee "BLACK, KIARA". It contains the following fields and options:

- Tax Method:** Radio buttons for "Tax Table" and "Percentage" (selected).
- Code:** A dropdown menu showing "Not Applicable".
- State:** A dropdown menu.
- Account:** A text field containing "22600 FB LOCAL WITHHOLDING".
- Dependents:** A spin box set to "0".
- Rate:** A spin box set to "0.0000%".
- Buttons:** "OK" and "Cancel" buttons at the bottom.

Tax Method

Tax Table- Choose the Table to use in the Code field below.

Percent - Choose this method if a straight calculation on the gross earnings is desired. When this method is chosen the state must be selected and the percentage rate entered

Code- Click the down arrow for a listing of the state withholding codes. Highlight the correct state code and press <Enter> to select. If percentage was selected as the tax method, this field will be unavailable.

State- Only states selected in the state withholding section will be available.

Account- Select the account code to post this tax record to. This field is required.

Dependents- Enter the number of dependents claimed by the employee.

Rate – This field available with Percentage Method only. Enter the percentage amount.

Personal Deductions

Human Resources>File>Worker Information

*Click the **Edit** button and select the **Personal Deductions** tab.*

Insert or Change

This screen allows entering deductions that will be withheld from the employee's paycheck. The percentage rate or an amount, limit and cycle can be entered to have the system keep up with specific deductions. This is where 401K and cafeteria deductions are set up.

The fields pertaining to personal percentage deductions are:

Type This field describes the type of deduction added. Personal is the default and cannot be changed.

Description This can be up to 12 characters. Enter a word or phrase that identifies this deduction. (Union Dues or Cafeteria Fund)

Account The General Ledger Account to which this deduction should be assigned.

Sub Select the appropriate Sub Account Code to which this deduction should be assigned.

Cycle per

Per Pay Cycle- The percent will be deducted each pay cycle. With this cycle, the Max Deduction field is the maximum deducted per pay check.

Per Year- With this cycle the percentage will continue to be deducted until the Total deducted is equal to the Max Deducted.

Per Hours Worked If the employee is an hourly worker, all earnings hours are totaled (regular, overtime, double-time, sick, vacation, holiday and other). This is considered the "straight time" number. If this is any other type of worker (including subcontractor), an average hours number is used: weekly hours = 40, biweekly hours = 80, semimonthly hours = 87, monthly hours = 174. The number of hours worked is then multiplied by the personal percentage deduction rate and cannot be higher than the amount in the limit field. With this cycle, the Max Deduction field is the maximum deducted per pay check.

Amount This would be for a specific dollar amount to be deducted per pay period. Notice with this option checked, the Max deducted is no longer an option.

Examples, an employee may pay Union Dues at the rate of 1.0000% on up to \$500 for each pay cycle. Or he may pay Cafeteria Funds of 1.0000% of all earnings for the year. If the deduction is to be made on all earnings with no ceiling or limit, simply enter a large number such as 99999, that would never be reached, in the "limit" field.

Perpetual- Check this box if the deduction has no end date or amount.

At year end, other personal deductions are cleared from the RFMS system. Perpetual deductions are deductions that carry over after year end.

For example to withhold retainage from installers, use Perpetual Deductions. Let's say Joe Installer is hired with the agreement that he will be required to withhold \$1500 in retainage. Use Perpetual Deductions to set up a specific percentage to be deducted for each pay period until that retainage is met. Because it is set up in a Perpetual Deductions file, the deductions carry over at year end. RFMS has reporting capabilities that will allow viewing the total deduction amount that has been taken out to date.

For previously deducted amount for the system to take into account, click the **perpetual** tab and click **Insert**. Add the amount that has previously been deducted and click the OK button. Each time a Perpetual Deduction is taken out of the workers' pay, this amount will increase accordingly. Use the Pay History Report to have a physical listing of all Perpetual Deductions.

The switches allow to customize the level of detail in the report (Detail, Summary or Both) and whether to include a Grand Total Page of all Perpetual Deductions. An example of each selection is in the Report Layout below.

Gross to Use- This controls the gross amount on which this personal percentage deduction is to be made: Gross, Federal, FICA, State #1, State #2, and Local. For example, some wages can be exempt from certain deductions such as Cafeteria or 401K and so might want a "gross" base of Federal or FICA wages. Others such as Union dues may be taken on all earnings and so would have a "gross" designation of Gross. For states such as FL, TX TN with no state income tax select Gross, not State.

Rate- The percentage to be deducted per pay period, when the cycle is set to Pay Cycle, Year or Hours Worked. Five percent should be entered as "5.0000%." One half of one percent should be entered as "0.5000%."

Amount- The dollar amount to be deducted per pay period when the cycle is set to amount.

Earnings Limit-The gross dollar base on which that deduction should be made. These tie directly to the "cycle." Be sure to enter a number greater than zero. If the limit is zero, the system will consider the deduction at its limit and will not calculate at all.

Max Deduction- The maximum amount of a deduction depending on the cycle.

Max Limit/Max Deduction- Clicking on either of these buttons max the corresponding field's limit equal to \$ 999,999.99 effectively meaning there is no limit.

Total Deducted- Gives the total dollar amount deducted. This field can be locked. This field is not editable for Perpetual Deductions.

Reset Deduction Button- Reset to Zero

Reductions

For each deduction, select from Federal, FICA, All States, and Local for reduction types. These will be the taxes this deduction is exempt from. Buttons are available to select or clear all the options at one time. States to be included can be tagged (instead of selecting All States).



Figure: Reductions to deductions Screen

Perpetual

This screen shows the history of perpetual deductions that have been taken and allows editing or deleting these entries.

At year end, personal deductions are cleared from the RFMS system. Perpetual deductions are deductions that carry over after year end.

Human Resources > File > Worker Information

*Click the **Edit** button and select the **Perpetual Deductions** tab.*

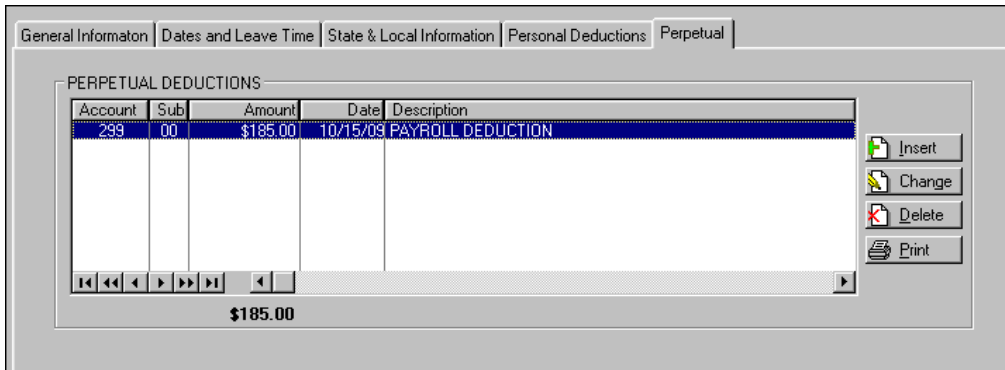


Figure: Personal Deductions Tab

For example to withhold retainage from installers, use Perpetual Deductions to do so. Joe Installer is hired with the agreement that he will be required to withhold \$1500 in retainage. Use Perpetual Deductions to set up a specific percentage to be deducted for each pay period until that retainage is met. Because it is set up in a Perpetual Deductions file, the deductions carry over at year end. RFMS has reporting capabilities that will allow viewing the total deduction amount that has been taken out to date.

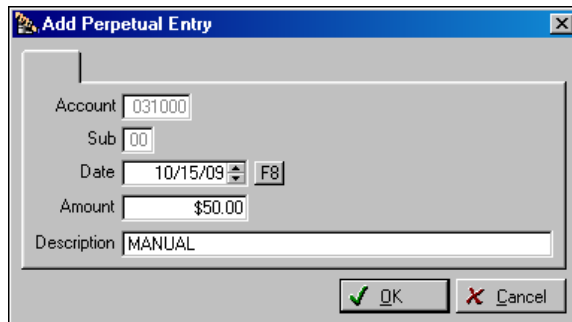
Make to set the maximum deduction amount. If it is left at zero no deductions will be taken.

If manual deductions have been done, these can be added to the history. This will let the system know how much has been taken previously toward the maximum amount.

If money needs to be deducted from this account, simply input an entry with a negative amount and proper date and description. When changes are made, they are immediately reflected in the Personal Deduction Deducted field.

Each time a Perpetual Deduction is taken out of the workers' pay, this amount will increase accordingly. Using the Pay History Report to have a physical listing of all Perpetual Deductions

Manual Entries



If manual deductions have been done, these can be added to the history. This will let the system know how much has been taken previously toward the maximum amount.

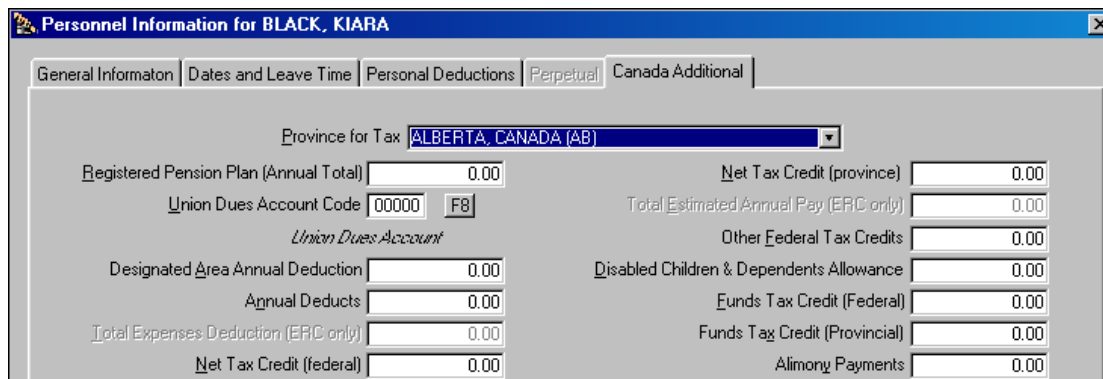
If money needs to be deducted from this account, simply input an entry with a negative amount and proper date and description. When changes are made, they are immediately reflected in the Personal Deduction Deducted field.

Canada Additional Info

Human Resources>File>Worker Information

*Click the **Edit** button and select the **Canada Additional** tab.*

If the Country designation is Canada in *>Utilities>System Options>System Wide>General>Country*, an additional tab appears on the Personal Deduction screen. Fill in each data field according to Canadian Payroll rules.



Australia Additional Info

Human Resources>File>Worker Information

*Click the **Edit** button and select the **Australia Additional** tab.*

If the Country designation is Australia in *>Utilities>System Options>System Wide>General>Country*, an additional tab appears on the Personal Deduction screen.

This is where selections are made on the individual workers which determine the amount of tax deducted. The boxes available depend on selections made.

A Subcontractor tab has been added for countries using GST.

On the tab, there is a Subcontractor GST Calculation checkbox that defaults as unchecked.

Subcontractors earning over a certain amount should have this checkbox checked so that those Subcontractors automatically receive GST payments.

Figure Worker Information tabs

Withholding Declaration

Determine the selections here based on document [Withholding declaration - instruction \(NAT 3093\)](#). If the employee does not have a **valid tax file number**, leave the box unchecked. This will default the Scale used to 4. Even if the employee does not have a **valid tax file number**, a number must be entered in the Tax file number field on the **General Information** Tab.

Then choose **Resident** or **Foreign resident**.

With the **Valid tax file number** box checked Scale 1 for Residents or Scale 3 for Foreign Residents are options.

The next option is **Claiming tax-free threshold** as described in the document NAT 3093 Question 6. This makes Scales 2,3,5,6 or 7 an option.

If **Claiming Tax Offset** is checked, an amount should be entered in the **Estimated total tax offset amount** box.

Medicare Levy Variation

Determine the selections here based on document [Medicare levy variation declaration - instructions \(NAT 0929\)](#).

Check the appropriate boxes.

If **Do you have dependent children** is checked a number must be entered in the **How Many** box.

Formulas for Calculating amounts to be withheld

Using the drop down list, select the correct **Scale**.

Check if exempt from the **Flood Levy**.

Superannuation

When preparing payroll, Australia Superannuation has complete control of the contribution amount. Employer Percent can be adjusted (even to 0%) and Voluntary is now available.

When printing Australia payroll checks and reports, if there is Superannuation in the payroll, a report will be printed and posted to A/P. The Journal will be debited with specified Superannuation Account Code and credited with the Standard Accounts Payable Account Code.

A Superannuation report for the pay period will be printed with other payroll reports.

Australia Superannuation will be paid on hours worked * Hourly Rate (straight time).

The employee portion will need to be inserted in the AP using the Itemized Miscellaneous Deduction Report from Human Resources.

Misc. 1 Amount	Misc. 1 Description	Misc. 2 Amount	Misc. 2 Description	Misc. 3 Amount	Misc. 3 Description	Misc. 4 Amount	Misc. 4 Description	Misc. 5 Amount	Misc. 5 Description	Misc. 6 Amount	Misc. 6 Description	Misc. 7 Amount	Misc. 7 Description	Misc. 8 Amount	Misc. 8 Description	Misc. 9 Amount	Misc. 9 Description	Misc. 10 Amount	Misc. 10 Description
Page 1 11/02/14 10:30AM PAY - Itemized Miscellaneous Deductions FROM: 01/01/14 TO: 31/12/14 For: ALL WORKERS (PAYE & SCHD Workers)																			
PAY DATE: 10/02/14 Department: GENERAL DEPARTMENT Name: SMITH, MICK 50.00 SUPER-CONT 0.00 Pay Date: 01/02/14 0.00 Check Number: 101310 0.00 Department: GENERAL DEPARTMENT 0.00 0.00 0.00																			
Name: SMITH, NANCY 45.50 SUPERANNU 0.00 Pay Date: 01/02/14 0.00 Check Number: 101311 0.00 Department: GENERAL DEPARTMENT 0.00 0.00 0.00																			
Name: SMITH, NANCY -45.50 SUPERANNU 0.00 Pay Date: 01/02/14 0.00 Check Number: 101311 0.00 Department: GENERAL DEPARTMENT 0.00 0.00 0.00																			
PAY DATE: 11/02/14 Department: GENERAL DEPARTMENT Name: LYNCH, KETIVA 55.50 SUPERANNU 0.00 Pay Date: 11/02/14 0.00 Check Number: 101312 0.00 Department: GENERAL DEPARTMENT 0.00 0.00 0.00																			

Figure AU/NZ Itemized Miscellaneous Deductions Report



Notes:

The amounts will be amortized based on the Earnings Stores.

Reports

A Superannuation Report has been added. It will print at the end of a payroll run. Additionally, this report can be printed from Payroll History Reports. Output will be influenced by the following parameters: Worker Name, Start/Stop Dates, and Department.

Output to File (Comma delimited .CSV format)
 Export File Name: _____
 Perpetual Report Active Only
(not affected by Start / Stop Dates)
 Output to File (Comma delimited .CSV format)
 Export File Name: _____
 Report Type
 Detail Summary Both
 Grand Total Page
 Superannuation Report
 Exclude Voids Preview

Figure Superannuation Report

Page 1
12/02/14 1:25PM
Superannuation Accrual by Fund
Pay Date: 01/01/14 to 31/12/14

Employee	Pay Date	Amount
Superannuation Fund: SUPERANNUATION		
Employer Membership #:		
SMITH, NANCY	02/10/14	\$115.00
SMITH, NANCY	02/10/14	\$115.00
SMITH, NANCY	02/10/14	\$136.50
SMITH, NANCY	02/10/14	\$136.50
Employee Total:		\$503.00
Fund Total:		\$503.00
Grand Total:		\$503.00

Figure Superannuation Report

New Zealand Additional

Human Resources > File > Worker Information > Edit Worker > New Zealand Additional Tab

Using the information from the Employee Tax Code Declaration Form ([Tax code declaration IR330](#)), complete the information on this tab.

Personnel Information for WORKER, EXISTING
 New Zealand Additional
 Tax Code Declaration Complete (IR330)
 Tax Code: **M**
 KiwiSaver Fund: _____
 ACE PAYROLL: _____
 MSL
 ME
 MESL
 SB
 SB5L
 S
 SSL
 SH
 SHSL
 ST
 STSL

Check whether the worker has completed the **Tax Code Declaration** form. The Tax Code for workers not completing the form will remain at **ND**

Using the drop down arrow, select the appropriate **tax code** for the worker if the form has been completed.

Select from the supplier file, the **KiwiSaver Fund** for the employee.

Schedular (Subcontractors) will only need to have the Tax code selected for them.

Superannuation

When printing payroll checks and reports, if there is Superannuation in the payroll, a report will be printed and posted to A/P. The Journal will be debited with specified Superannuation Account Code and credited with the Standard Accounts Payable Account Code.

The employee portion will need to be inserted in the AP using the Itemized Miscellaneous Deduction Report from Human Resources.

Misc. 1	Misc. 2	Misc. 3	Misc. 4	Misc. 5	Misc. 6	Misc. 7	Misc. 8	Misc. 9	Misc. 10
Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Description	Description	Description	Description	Description	Description	Description	Description	Description	Description
Page 1 11/02/14 10:30AM PAY - Itemized Miscellaneous Deductions FROM: 01/01/14 TO: 31/12/14 For: ALL WORKERS (PAYE & SCHD Workers)									
PAY DATE: 10/02/14									
Department: GENERAL DEPARTMENT									
Name: SMITH, MICK									
50.00	SUPER-CONT	0.00							
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			Check Number101310			Department: GENERAL DEPARTMENT			
						0.00	0.00	0.00	0.00
Name: SMITH, NANCY									
45.50	SUPERANNU	0.00							
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			Check Number101311	Void <input checked="" type="checkbox"/>		Department: GENERAL DEPARTMENT			
						0.00	0.00	0.00	0.00
Name: SMITH, NANCY									
-45.50	SUPERANNU	0.00							
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			Check Number101311	Void <input checked="" type="checkbox"/>		Department: GENERAL DEPARTMENT			
						0.00	0.00	0.00	0.00
PAY DATE: 11/02/14									
Department: GENERAL DEPARTMENT									
Name: LYNCH, KETIVA									
55.50	SUPERANNU	0.00							
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			Check Number101312			Department: GENERAL DEPARTMENT			
						0.00	0.00	0.00	0.00

Figure AU/NZ Itemized Miscellaneous Deductions Report

A Superannuation report for the pay period will be printed with other payroll reports.



Notes:

The amounts will be amortized based on the Earnings Stores.

Reports

A Superannuation Report has been added. It will print at the end of a payroll run. Additionally, this report can be printed from Payroll History Reports. Output will be influenced by the following parameters: Worker Name, Start/Stop Dates, and Department.

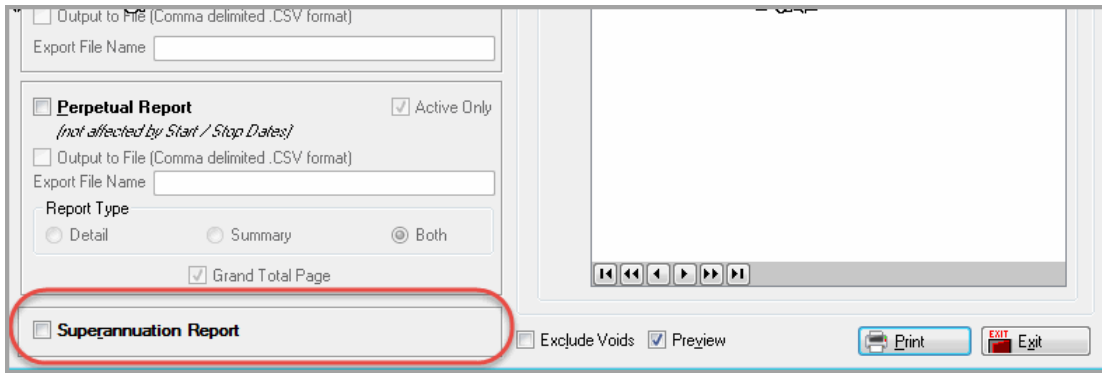


Figure Superannuation Report

ESCT

ESCT is applied to the whole dollar. For example:

Example

Employee has gross earnings of \$408.00 and an ESCT rate of 17.5%

Gross employer contribution (3%) \$12.24

ESCT is applied to the whole dollar (ie, \$12.00 in this example)

\$12.00 x 17.5% = \$2.10 ESCT

Minus the ESCT from the gross employer contribution

\$12.24 - \$2.10 = \$10.14 Net CEC

Figure ESCT Example

Year-to-Date Earnings

Human Resources>File>Worker Information>**Year-to-Date Earnings** button 

This screen displays the Y-T-D earnings for the selected worker. If the worker is currently marked as

Active, that box will be checked. To modify the Y-T-D figures, click on the Edit YTD button. 



Because year-to-date figures can be arbitrarily adjusted, it is highly recommend that this selection be password protected.

It is also recommend that these adjustments be made under the supervision or direction of an accountant.

Year-to-Date Totals			
Salaried+Commission			
AARON, CEDRIC			
YTD Totals Perpetual			
Description	YTD Amounts	State	YTD Gross Detail
YTD Gross Earnings	6,000.00	AL	1,200.00
YTD Federal Gross	6,000.00	GA	4,800.00
YTD FICA Gross	6,000.00		-----
YTD State Gross(s)	6,000.00		6,000.00
YTD GROSS EARNINGS	\$6,000.00		
YTD Federal Withholding	-872.14		
YTD State Withholding(s)	-290.16		
YTD FICA Tax	-520.80		
YTD Medicare Tax	-174.00		
YTD Deduction: CAFETERIA	-360.00		

YTD Net	\$3,782.90		
		State	YTD W/H Detail
		AL	36.00
		GA	254.16

			290.16

Figure: Year to Date Payroll Screen

Year-to-Date Earnings Adjustment Settings

If going on line with the Human Resources program any time other than January 1, year-to-date information on each employee should be entered here. All figures will be checked to be sure they are in balance. If they are not in balance, re-enter the figures or abandon editing and the year-to-date figures will remain as they were before editing started.

Adjustment Date

This will default to the current date. A date can be posted retroactively with the previous year's date. However, a date ahead of the current earnings year cannot be entered.

Checking Account Code

Enter the G/L account code for the applicable check register for earnings.



Notes:

Any entry made on the Year-to-Date Earnings Adjustment screen will NOT be carried over to the Prepare Pay screen.

A regular prepare pay screen will be shown for that employee. Fill out this screen exactly as it would be when preparing a regular pay record for this individual. The earnings description might reflect use of a company vehicle or any adjustment for which the employee will be taxed, but would not be handled in normal processing because they will **not** actually be receiving a check for this amount.

Both positive and negative entries are allowed. A positive will increase the earnings, taxes, etc.; a negative figure will decrease the earnings, taxes, etc. Deductions can be handled in the same manner as the above earnings.

When all necessary changes have been entered, click the **Adjust** button and answer **Yes** to view the results of entry before the final posting is done on the Prepared Adjustments screen.

Figure: Year to Date Adjustments Prepare Screen

Prepared Adjustments

This screen allows an opportunity to be sure any adjustments to the year-to-date earnings are correct.

Prepared

This information is located in the middle of the screen, at the top. It indicates how many records have been adjusted and ready to post.

Un-adjust

Click the **un-adjust** button to un-prepare this record for adjustment.

Post

Click the **post** button to complete the postings for all records that are "Prepared" for adjustment.

Percentage Tax Rates

EXIT ? [Icons]

Tax Year 2011

FEDERAL				Account	Sub		Employee Rate	Employee Earn Limit	Employer Rate	Employer Earn Limit
FICA Tax		210	F8	00	per Year	FICA	4.2000%	106,800	6.2000%	106,800
Medicare Tax		211	F8	00	per Year	FICA	1.4500%	9,999,999	1.4500%	9,999,999
FUTA Tax		230	F8	00	per Year	Federal			0.8000%	7,000

STATE							Employee Rate	Employee Earn Limit	Employer Rate	Employer Earn Limit	No.
Type	State	Description	Account	Sub	Cycle	Gross to Use	Rate	Earn Limit	Rate	Earn Limit	No.
State Tax	AL	SDI	226	00	per Year	Gross	1.0000%	\$100	1.0000%	\$100	0135
State Tax	AL	SUI Tax #1	225	00	per Year	State			2.3000%	\$12,000	0001
Withholding	AL	Withholding	220	00							0002

Figure: Percentage Tax Rates

Applicable tax rates and G/L account withholding numbers should be set here. FICA taxes are based on a percentage; federal taxes are based on a table already entered in the system and state taxes may be calculated on a percentage or table method. Both employee and employer contributions to FICA, FUTA, (CPP and EI for Canada) and state (Province) unemployment rates may be adjusted through this screen. These rates can be adjusted as often as necessary to keep up with the changing tax laws. Any adjustments made will be reflected on all subsequent pay processing.

Tax Year

This should be the current year for payroll processing. This is automatically changed by running the annual RFMS update which contains the new payroll tax figures.

Federal

FICA Account

All FICA withholding amounts in Human Resources will be credited to this account. This is a Current Liability account.

Medicare

All Medicare withholding amounts in Human Resources will be credited to this account. This is a Current Liability account.

FUTA Account

All FUTA withholding amounts in Human Resources will be credited to this account. At present the employee does not have to contribute to this account, but the RFMS Human Resources system has built in the ability to handle such if it is ever required. Create an account code to accommodate this feature if not already created. Since this code is representative of the amount withheld from the employee, it would be a Current Liability account.

For each enter:

Account

Enter the withholding account for each tax designation.

Sub Account

Enter as desired

Cycle

Per Pay Cycle/ Per Year/ Per Hour

Indicate the time frame in which the limits for withholding this tax apply.

Gross to Use

Select the base (Gross/Federal/FICA) on which this tax rate will be calculated.

Employee Rate & Limit

Enter the applicable EMPLOYEE rate level and limit for this tax. These numbers will be supplied with the annual payroll update.

Employer Rate & Limit

Enter the applicable EMPLOYER rate level and limit for this tax. These numbers will be supplied with the annual payroll update.

State

An unlimited number of states are available. Click the insert button to add a record. Information entered here will apply to all employees.

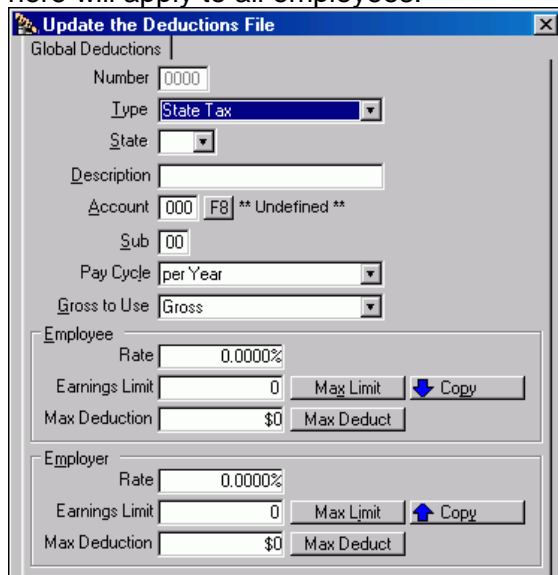


Figure: Update deductions file screen.

Number

This is the numeric indicator for this tax

Type

State Tax or Withholding

Withholding will pull information from the tables updated with the annual payroll update; designate the account code information here. Each state listed for an employee in worker information will automatically be listed here.

Description Examples

State Withholding

All state withholding amounts in Human Resources will be credited to this account. This is a Current Liability Account. It is recommended to have a different account code for each state.

State Unemployment

All state unemployment amounts withheld in Human Resources will be credited to this account. This is a Current Liability account.

State Disability

All state disability amounts in Human Resources will be credited to this account. This is a Current Liability account.

For each enter:

Account

Enter the withholding account for each tax designation.

Sub Account

Enter as needed

Cycle

Per Pay Cycle/ Per Year/ Per Hour

Indicate the time frame in which the limits for withholding this tax apply.

Gross to Use

Select the base on which this tax rate will be calculated.

Employee Rate & Limit

Enter the applicable EMPLOYEE rate level and limit for this tax.

Employer Rate & Limit

Enter the applicable EMPLOYER rate level and limit for this tax.

Multi-State Information

Notice state tax information is entered in the space provided. All state information needed is entered from this screen. In addition, notice that any new state tax information added under a worker will display on this screen and any information added on this screen will be accessible when adding state tax information on a worker record. Click the Insert button to add this global deduction.

This information will now display on the Percentage Tax screen.

Annualized Tax Tables

[Human Resources](#)>[File](#)>[Annualized Tax Tables](#)

This selection allows access to the tax tables provided yearly by RFMS. Usually, these tables do not require modification. Choose the tab to sort by description or code.

Earnings	Percent	Base	Earnings	Percent	Base
0.00	2.0000%	0.00	0.00	0.0000%	0.00
500.01	4.0000%	10.00	0.00	0.0000%	0.00
3,000.01	5.0000%	110.00	0.00	0.0000%	0.00
9,999.99	0.0000%	0.00	0.00	0.0000%	0.00
0.00	0.0000%	0.00	0.00	0.0000%	0.00
0.00	0.0000%	0.00	0.00	0.0000%	0.00

Miscellaneous

Field 1	23,499.000000	Field 4	25.000000
Field 2	2,500.000000	Field 5	500.000000
Field 3	33,000.000000	Field 6	2,000.000000

Explanation of the Miscellaneous Fields for Canada

- 1 Basic Exemption Max
- 2 Canadian Pension Percent
- 3 EI Percent
- 4 Canadian Pension Max
- 5 EI Max Ded
- 6 EI Max Wages

Medicare Levy Parameters

Human Resources > File > Medicare Levy Parameters

This is for Australian clients. This table is available if manual changes need to be made, but has been populated with the correct data for the rest of this year. Annual updates will be made available for any subsequent rate changes.

	Scale 2		Scale 6		Scale 7	
	OLD	NEW	OLD	NEW	OLD	NEW
Weekly earnings threshold	352	359	594	606	355	362
Weekly earnings shade-in threshold	414	422	699	713	418	426
Medicare levy family threshold	30926	31514	30926	31514	31196	31789
Weekly family threshold divisor	52	52	52	52	52	52
Additional child	2865	2919	2865	2919	2865	2919
Shading out point multiplier	0.1000	0.1000	0.0500	0.0500	0.1000	0.1000
Shading out point divisor	0.0850	0.0850	0.0425	0.0425	0.0850	0.0850
Weekly levy adjustment factor	352.4800	359.1700	594.7300	606.0400	355.5400	362.2900
Medicare levy	0.0150	0.0150	0.0075	0.0075	0.0150	0.0150

Figure: Medicare Levy Payments

ESCT Rate

New Zealand Only

Human Resources > File > ESCT Rate

The ranges and rates may be edited manually, but will be supplied automatically with RFMS updates.

ESCT rate threshold amount	Tax rate
\$0 — \$16,800	0.10500 (10.50%)
\$16,801 — \$57,600	0.17500 (17.50%)
\$57,601 — \$84,000	0.30000 (30.00%)
\$84,001 and above	0.33000 (33.00%)

Figure: ESCT Rate Table

Annualized Rate

New Zealand Only

[Human Resources](#)>[File](#)>[Annualized Tax Tables](#)

New Zealand has only a single tax table and it has a straightforward relationship to [Income tax rates for individuals](#), including ACC earner's levy ("All employees must pay an ACC earners' levy to cover the cost of non-work related injuries. It is collected by us on behalf of the Accident Compensation Corporation").

- Field 1: Maximum earnings eligible for ACC levy.
- Field 2: ACC earnings levy percentage of Rate: 2.04%
- Field 3: ND Rate (47.04%) – Tax Code declaration not complete

The ranges and rates may be edited manually, but will be supplied automatically with RFMS updates.

Chart of Accounts

See description of this in the Order Entry Document

Cities

See description of this in the Order Entry Document

Compensation Codes

[Human Resources](#)>[File](#)>[Compensation Codes](#)

This screen allows adding, editing or deleting compensation codes, descriptions or rates. Compensation codes are optional in RFMS payroll.

Code Up to six characters (letters or numbers) are allowed. Enter a code that describes the comp category in which to group employees. For example, a certain rate may be paid for OFFICE workers, but a different rate for WAREHOUSE workers. Generally, each rate should have its own code for accurate reporting.

Description Enter a full description for the code. This makes for easier identification since the code field is small.

Rate Enter the rate paid for this category of worker.

The information entered on this screen is used to generate the [Worker's Compensation report](#).

Ethnicity Field

[Human Resources](#)>[File](#)>[Ethnicity](#)

Enter **ethnicity** types and associate them with Worker Information. Upon selecting this option, the following screen will display. There are some descriptions included, but **ethnicity** types can be entered or edited as required by a state or locale. Ethnicity types are optional in RFMS payroll.

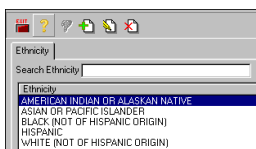


Figure: Ethnicity Screen

Job Category

Human Resources > File > Job Category

Enter **Job Category** types and associate them with Worker Information. There are some descriptions included, but **job category** types can be entered or edited as needed. Upon selecting this option the following screen will display. Job categories are optional in RFMS payroll.

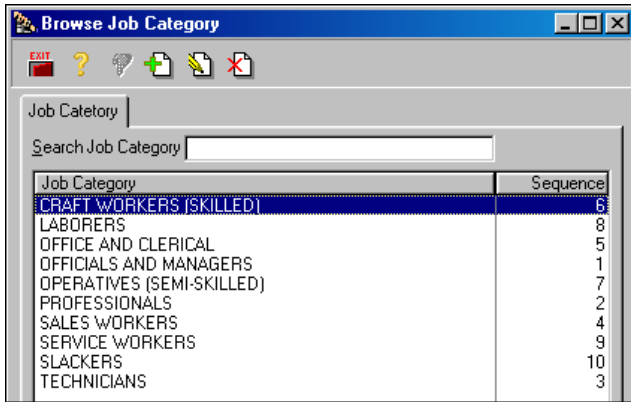


Figure: Job Category Screen

Human Resources Utilities

System Options

> Utilities > System Options > Human Resources

Type	Module	Applies To	Category	Option	Value	Note
Global	Human Resources	Accounting	Configuration	Departments Set Up / Unlock	Multiple Options	
Global	Human Resources	Accounting	Configuration	Export Pay Vendor	None	
Global	Human Resources	Accounting	Configuration	Provider to HR Set Up	Multiple Options	
Global	Human Resources	Accounting	Configuration	Supplier to Use for Tax Responsibility		
Global	Human Resources	Accounting	Configuration	Australia Accounting Set Up	Multiple Options	Depends on the "Country" Setting
Global	Human Resources	Accounting	Configuration	New Zealand Accounting Set Up	Multiple Options	Depends on the "Country" Setting
Global	Human Resources	Accounting	Prompts	Specify Workers User-Defined Date #1	User Date #1	
Global	Human Resources	Accounting	Prompts	Specify Workers User-Defined Date #2	User Date #2	
Global	Human Resources	Accounting	Prompts	Specify Workers User-Defined Date #3	User Date #3	
Global	Human Resources	Accounting	Prompts	Specify Workers User-Defined Date #4	User Date #4	
Global	Human Resources	Accounting	Prompts	Specify Workers User-Defined Date #5	User Date #5	
Global	Human Resources	Providers	Configuration	Additional Provider Features for Payroll: Certified, Union and R	Multiple Options	

All Human Resource Options Type- Must be Global 🚫

Applies to Accounting

Departments Set up

This feature is used to departmentalize payroll. Each worker must be assigned to a department. Even though they may be set as an active worker, if a department is not tied to them, they will not show up in prepare pay. A message will display on the prepare pay screen saying, "You have active workers without a dept. assigned to them."

This feature has two main purposes:

1. Multiple users may now be preparing payroll at the same time.

- Employees may be separated into departments in order to password protect different levels of payroll information.

EXAMPLE:

With departments set as follows:

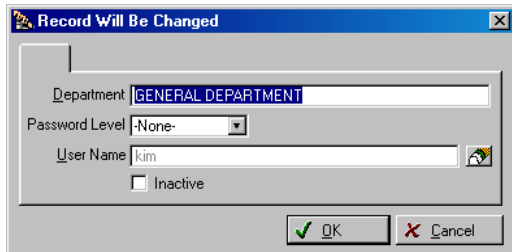
Installer = Level 5
Management = Level 2
Office = Level 3
Owner = Level 1
Warehouse = Level 4

The bookkeeper who has a level 3 password will process information for Levels 3 and up (This will include Installer, Warehouse and Office employees only). In this case all employees under Password Levels 1 and 2 will be inaccessible to that bookkeeper.

Only those with a level 1 password will be able to process payroll for levels 1 and 2.

Procedure for Adding or Editing Departments

Click the Insert or Edit button.



Enter the appropriate Department name. For example, to create a department for all administrative employees, type administrative. Next, select the appropriate password level. Then choose the user to process this department. This *locks* this department for this user only.

Click OK when done.

Continue this procedure for all departments and password levels.

To abort this procedure, click CANCEL.

Departments cannot be deleted unless it is not in use anywhere. Departments which have been used can be made inactive.

Once completed, assign each employee to the correct department.

Unlocking Departments

To unlock a department so that a different user can process that department's payroll for one department, just edit and assign a different user. To unlock all departments, click on the Unlock Button.



Make sure that no one is preparing payroll at the time.

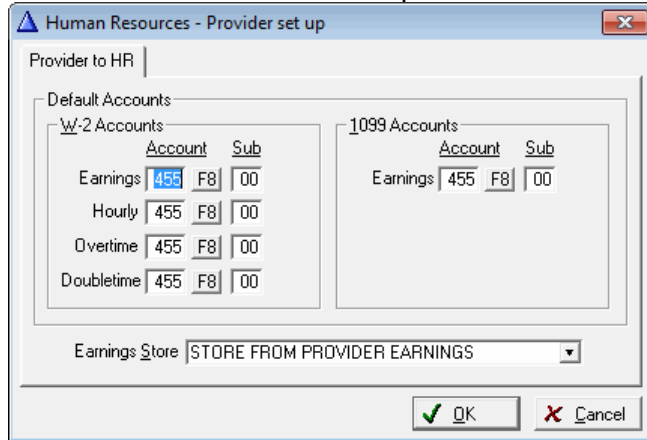
Export Pay Vendor

This allows exporting to an outside payroll service. Select the vendor (currently only Paychex is available, but others will be added.) [Click here for details on accounting functions associated with using an outside vendor.](#)

Provider to HR Set Up

Type Must Be Global

This feature allows posting provider earnings from the RFMS Order Entry module to the RFMS Human Resources module AUTOMATICALLY. In order to set up this feature, account codes must be set up, worker switches must be set up and select the Post Provider box on the Prepare Pay screen.



Accounts

There are four spaces provided to enter account and sub account codes for W-2 accounts: Earnings, Hourly, Overtime or Double time. 1099 accounts have only earnings.

Earnings Store- Choose a specific store to post the earnings to, or choose Store from Providers Earnings, which will pull the store information as entered on the provider's earnings record in order entry.

Supplier to Use for Tax Responsibility

Enter a Supplier name in this field to utilize the Auto A/P Posting feature. If a supplier name is selected for this field, the A/P will be posted when the Tax Responsibility report is printed.



This option is for Federal Taxes only.

Australia Accounting Set Up

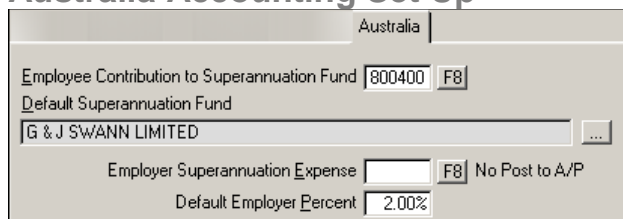


Figure: Australia Human Resource Parameters

Enter the account code for the **Employee contribution to the Superannuation fund**.

Enter the **Default** supplier for the Superannuation fund.

Employer Superannuation Expense – If a valid account code is supplied, then HR will post A/P.

Default Employer Percent – This simply supplies HR with a default percentage for the Superannuation Fund when the Employer Contribution Percent is zero. Presently all employers are required to contribute 9% of Taxable earnings.

New Zealand Accounting Set Up

- **Schedular** – Tax withheld for subcontractors. When preparing payroll, this should be put in the deductions section. It will not be allowed for employees.
- **Child Support** – The government sends notification of Child Support to be withheld. When preparing payroll, this should be put in the deductions section.
- **KiwiSaver** – This is a retirement saving program. Employees can choose a contribution rate of 2%, 4% or 8% of their gross salary or wages. The implementation will be shown in the Prepare Payroll section.

Private Parameters | Public Parameters

Public Parameters apply to all workstations

Miscellaneous | Departments | Provider to HR | New Zealand

Account Codes (Current Liabilities)

Schedular F8

Child Support F8

KiwiSaver F8

Student Loan Account Codes

Student Loan F8

SLCIR F8

SLBOR F8

ESCT Calc Method

Default KiwiSaver Fund ...

KiwiSaver Employer Contribution Expense No Post to A/P

Default Employer Percent

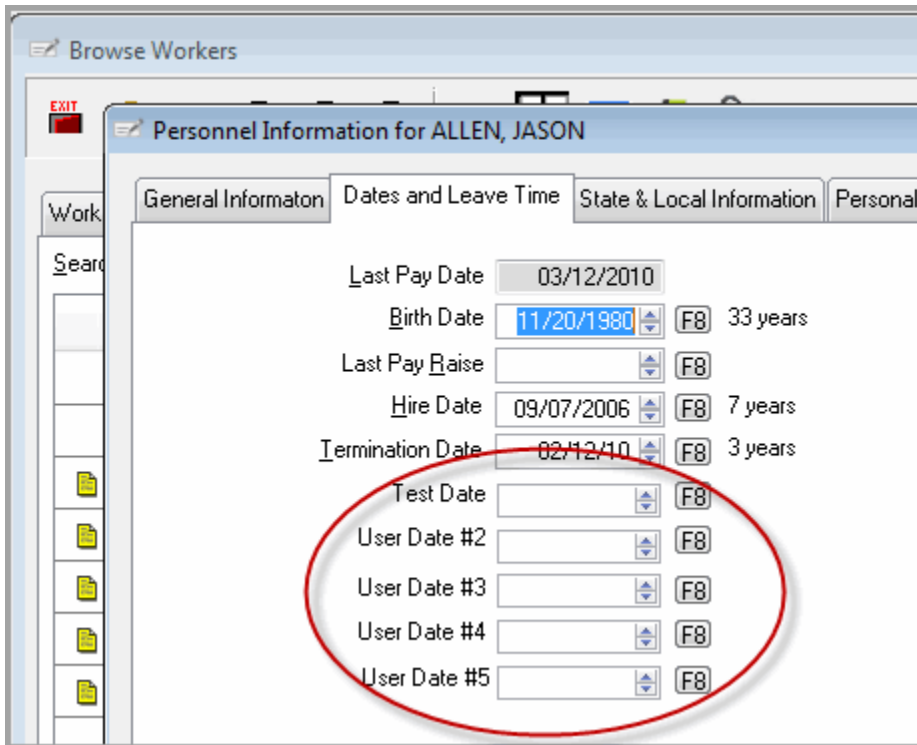
Other necessary settings are:

- **ESCT Calc Method** –(Employer superannuation contribution tax) Choose one of the following two options:
 - Deduct from Employer Contribution – This is the pre-2012 method which simply reduced the amount going to the employee’s savings by the amount of the tax.
 - Add to Employer Contribution – Starting in 2012, the employer can opt to “add the ESCT on top of employer cash contributions. Gross-up the employer cash contribution and ESCT to work out how much ESCT to pay.”
- **Default KiwiSaver Fund** – Employees can nominate which fund they want to handle their account. This simply provides the default fund. Click the ellipses key to select a fund from the supplier file.
- **KiwiSaver Employer Contribution Expense** – Depending on whether or not a valid account code is supplied, then HR will post A/P for KiwiSaver.
- **Default Employer Percent** – This simply supplies HR with a default percentage when the KiwiSaver Employer Contribution Percent Individual Worker Setup

Specify Workers User-Defined Date #1-#5

Type- Must be Global 

This option allows you to define date fields in the worker information screen under the Date and Leave Time Tab.



The screenshot shows the 'Personnel Information for ALLEN, JASON' window with the 'Dates and Leave Time' tab selected. The following table represents the data visible in the form:

Field	Value	Key	Age/Duration
Last Pay Date	03/12/2010		
Birth Date	11/20/1980	F8	33 years
Last Pay Raise		F8	
Hire Date	09/07/2006	F8	7 years
Termination Date	02/12/10	F8	3 years
Test Date		F8	
User Date #2		F8	
User Date #3		F8	
User Date #4		F8	
User Date #5		F8	

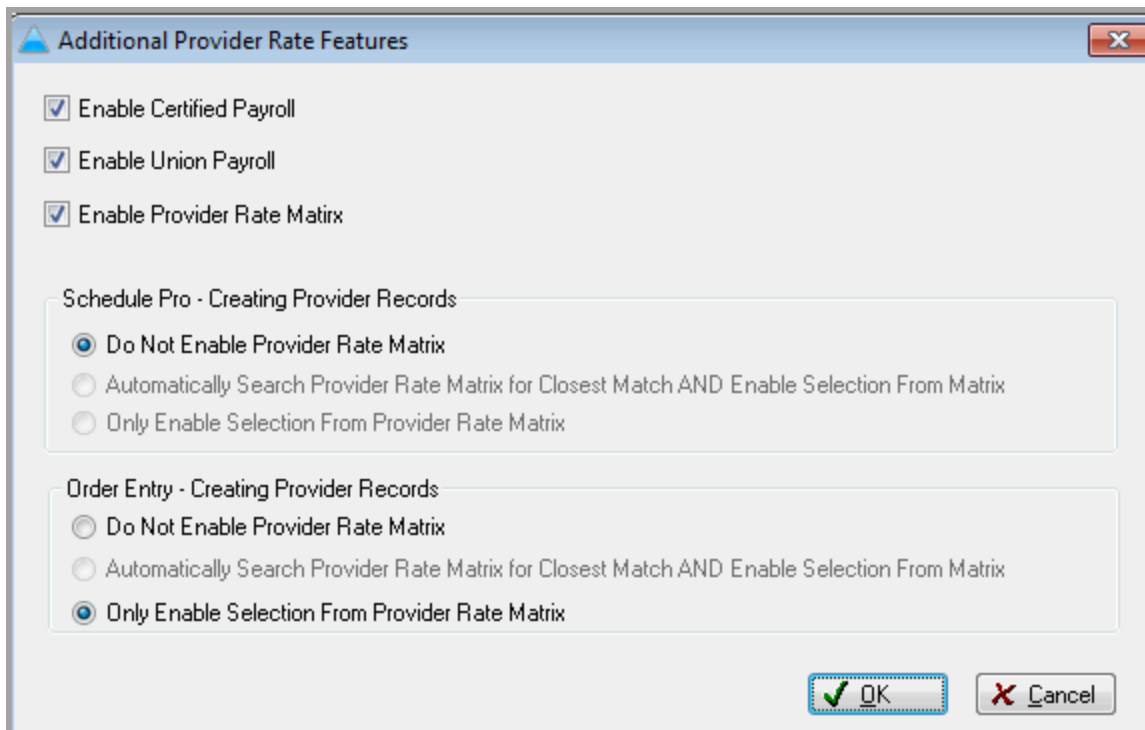
The fields from 'Test Date' to 'User Date #5' are circled in red in the original image.

Applies to Order Entry

Additional Provider Features for Payroll: Certified, Union and Rate Matrix

Type- Must be Global 

With this release, RFMS is able to apply multiple rates based on many different criteria. Additional features for certified and union payroll will be added in a future update. This requires a special access code, so no one turns it on accidentally.



When *Automatically Search Provider Rate Matrix for Closest Match AND Enable Selection from Matrix* is selected another choice will be displayed when using the Select Provider Rate Button called "Auto Match". If only one record is found then it will return the correct rate. If more than one match is found then a browse will display for the user to select the correct rate.

Clear completed Pay History

[Human Resources](#)>[Utilities](#)>[Clear Completed Pay History](#)

This does not have to be run before beginning payroll for the next year, as the history file is date sensitive. If done, it is not recommended to run this routine until after the end of the first quarter of the next year, as doing so will delete all pay records. Do a regular backup of data files before running this routine.

Reset Year to Date Totals

[Human Resources](#)>[Utilities](#)>[Reset Year to Date Totals](#)

This selection resets the running year-to-date totals in Human Resources based on the year in the percentage tax tables' screen. This is a maintenance routine. **It only needs to be performed if there was a posting problem.** This procedure cannot be stopped once it begins. For a suspected posting problem, please contact RFMS Software Support before attempting this procedure. **This will be done automatically with the annual payroll update.**

Format Payroll Check

Utilities > Format Payroll Check

The following screen will display.

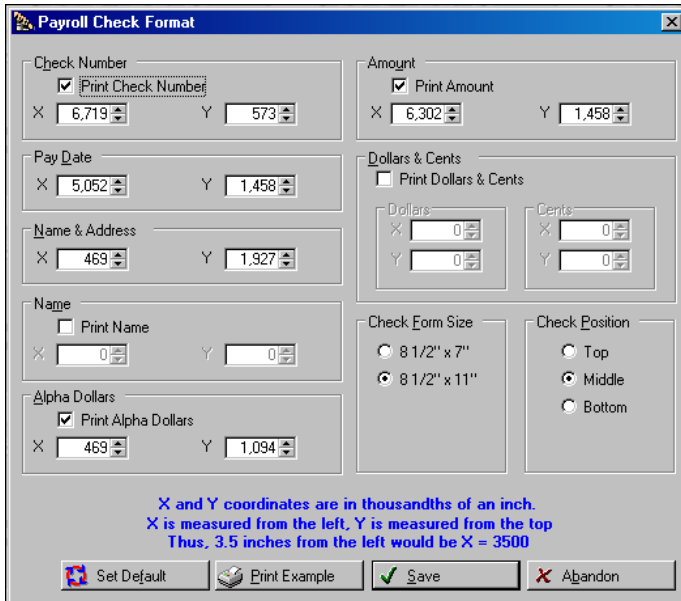


Figure: Payroll Check Formatting Screen

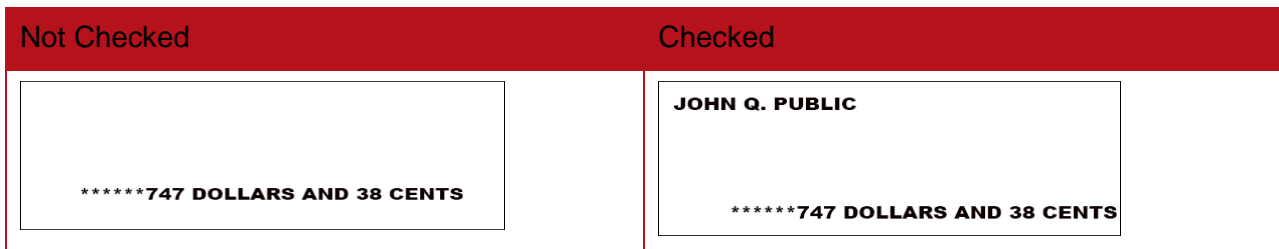
The X and Y coordinate on the check layout for the listed values must be specified for them to show on the check. After each change click the **Print Example Button** to see the results.

Check Number- Check to print the check number on the check. – By default, this option is automatically set. If the option is deselected, the X and Y coordinates will revert to zero.

Pay Date- Set the proper coordinates for printing the pay date information.

Name & Address- Set the proper coordinates for printing the name and address information.

Name- Check this box to print a name on the top of the payroll check. This is in addition to printing the name and address in the payee section of the check.



Alpha Dollars- Check this box to print the amount with dollars and Cents written out.



Depending preferences, it may also set this up to read as follows:

SEVEN HUNDRED THIRTY – TWO AND 48/100 DOLLARS

Amount- Check this box to print the amount in the format below.

\$\$\$\$\$1,747.38

Dollars & Cents-Check this box to print the amount with only numbers. This allows putting the Dollar portion in one box and the Cents portion in another.

747 38

Check Form Size

Two options are available: 8.5 x 7 or 8.5 x 11. When one of the two selections is clicked, a picture of the check appears in the middle of this screen to verify that the format matches the actual checks.

Check Position

Select Top, Middle or Bottom. Look at the physical check to be sure it matches.

Set Default

This option resets default coordinates and options for this page.

Save or Abandon

Be sure to save the changes made. For a fresh start, just abandon and start over.

PAYEE: BLOW, JOE		Period Beginning:00/00/00	Check Date: 00/00/00
		Period Ending: 00/00/00	
Earnings	Deductions		
STUB			YTD Summary
012345			
*****747 DOLLARS AND 36 CENTS			
		00/00/00	\$\$\$\$\$\$\$\$747.38
JOE BLOW 1234 MAIN STREET ANYTOWN, NY 11201			
PAYEE: BLOW, JOE		Period Beginning:00/00/00	Check Date: 00/00/00
		Period Ending: 00/00/00	
Earnings	Deductions		
STUB			YTD Summary



Some of the above fields do not have the checkbox options to designate whether or not to print this information on the check because this information should be printed somewhere on the check. However, zeroing out the coordinates will cause the information to not print on the check.

Print Example

By clicking the Print Example screen, the following displays. Printing an Example of default coordinates will give a good idea of where to place the check information.

Performing a Pay

[Accounting](#)>[File](#)>[Human Resources](#)>[File](#)>[Prepare Pay](#)

If starting the RFMS Human Resources system at a time other than the beginning of the calendar year, enter the year-to-date earnings for all employees that will receive a W-2 or 1099 for that year.

The Human Resources program gives much flexibility in that payroll can be prepared as time and circumstances permit. It is not necessary to complete the routine at one time, as information entered is retained individually for each personnel record. If interrupted while performing the Prepare Pay function and that menu is exited, when selecting to Prepare Pay again and continue that process, the records that were initially edited, but for which no check was printed, will be retained. The system will ask to "Clear existing pay dates?" If answered "N"o, those records will be included on the pay run with the corresponding date.

Prepare Pay Menu

[File](#)>[Prepare Pay](#)

Employee Type

Choose All workers, W-2 Workers only or Subcontractors only. This feature is useful if performing separate pay runs for subcontractors, etc.

Export Provider Earnings

[Click here for details.](#)

Release Workstation:

This function releases departments locked by other workstations so that the current workstation can continue the prepare pay process.

Prepare Pay Selections

File>Prepare Pay>Choose any employee type

This screen is the beginning of a pay run. Separate pay runs can be done for various types of situations.

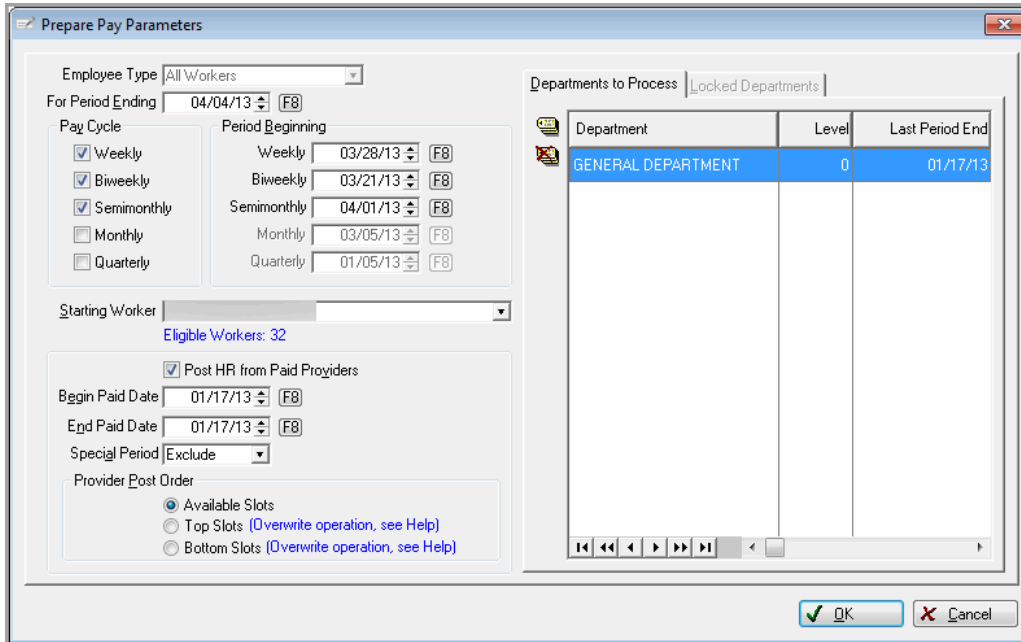


Figure: Prepare Pay Selections Screen

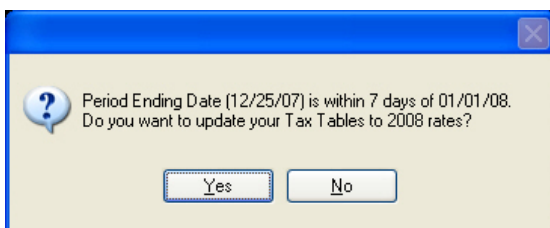
Employee Type

This is retained from the selection on the previous menu.

For Period Ending

Enter the period ending date. This is the reference date when printing pay/earnings reports, etc. Shown to the right is the period date of the last pay posted. As a safeguard, a pay date cannot be earlier than the one entered for the previous pay period or prior to the last closing date of the General Ledger. While the system allows the pay date to be later than the current day and month, keep in mind that these figures will be posted to the General Ledger for the **date the checks are written**. Unless manually changed, the check date will default to the period ending date.

If this date is within 7 days of the New Year, HR will give the opportunity to update tax tables to the New Year. This would be true if the Check Date is going to be in the New Year.



Period Beginning

If preparing payroll for workers who are paid on differing pay cycles, the beginning pay date for each type must be entered.

For a pay period ending on 11/30 for example; these beginning dates might apply:

Weekly 11/23

Biweekly 11/16 or Semimonthly 11/15

Monthly 11/01

Starting Worker

Click the **down arrow** to select from the **personnel** file. The first record in the file is shown. If doing a pay for all workers, this selection is not important. If a specific worker type was selected only those records with the corresponding type will be in this list. The number of eligible workers for this type will be shown on the screen.

Pay Cycle

Select the pay cycle. This selection corresponds to the pay cycle on the **personnel** record. The ability to select multiple pay cycles for a single payroll run was added in version 10.6.1.

Post HR from Paid Providers

This feature allows posting paid provider information from the **Order Entry** module directly into payroll.

First run the **Final Print and Post** Routine for Providers. This is done in *Order Entry>Reports>Provider Earnings*.

Selecting this option makes available the following options:

Begin Paid Date

This date is the date of the Final Print and Post.

End Paid Date

This date is the date of the Final Print and Post.

Special Period

If "Special Period" records are included in the Final Print and Post routine, these provider records will be exported to the Human Resource module for payroll processing.

If a provider is set as a "Special Period" provider, choose to exclude all, include all or only print and post provider records that are set as such.

Exclude: This selection keeps any Provider records marked as "Special Period" from being paid.

Include: This selection processes "Special Period" Provider records along with all other eligible Provider records.

Only: This selection processes "Special Period" Provider records only, excluding other Provider Records.

Provider Post Order

A line will be created for the total paid per store code, select here where those lines will be created on the pay screen and stub:

Available: This will start adding the lines after any lines created during previous pay runs, for example if this person also receives a salary and that is placed in line 1. The salary line would remain.

Top (Overwrite Operation): This will start adding the lines at the very first spot, overwriting any existing lines. Using this option any lines not coming from provider's earnings could need to be re-entered each time. This will start adding the lines at the very first spot, overwriting any existing lines.

Earnings Section

The upper area is where earnings are entered. The earnings may be day, units, hours, jobs or anything else desired. Up to 10 different descriptions may be entered.

Earnings Field

Press the F8 button to access the Earning Type Screen to select the earning type. Choose one of the preset types or select “You Specify”, which allows typing a description into the **earnings** field.

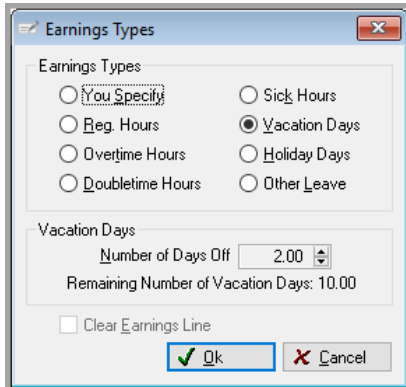


Figure: Earnings Type Screen

If a worker is designated as 1099 worker, the F8 button does not apply. In that case, type in a description of the earnings (job number, job name, etc.) All earnings will be totaled together. A negative figure can be entered to reduce gross earnings and attached taxes.

This screen allows specifying the type of earnings for a pay amount. Click one of the options to select it.

You Specify

This selection allows typing in any description. If this option is chosen, enter the amount of earnings in the **hours/amount** fields as a dollar amount.

Regular Hours

If this option is chosen, enter the actual number of hours worked in the Hours field. The number of hours is multiplied by the hourly rate that is on the worker information record. This option is only available to hourly workers.

Overtime Hours

Same as Regular Hours, except that the number of hours entered will be multiplied by 1.5 of the hourly rate entered on the worker information record. This option is only available to hourly workers.

Doubletime Hours

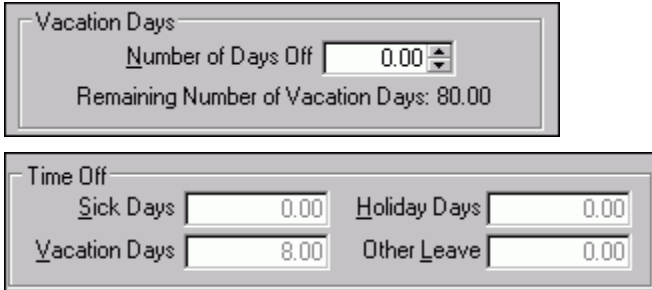
Same as Overtime Hours, except that the number of hours entered will be multiplied by 2 of the hourly rate entered on the worker information record. This option is only available to hourly workers.

Sick, Vacation, Holiday and Other Leave

If one of these earnings types is chosen, a box will pop-up displaying the remaining of that time as entered in the personnel file. Then enter the number of days taken during this pay period. That figure will then appear in the appropriate field on the right hand side of the screen in the

time off section. Once this pay has been run, the personnel record will reflect the adjusted YTD days remaining.

The total amount for which the individual is being paid must still be entered on the top "Earnings" portion of the screen. This is because an employee may be allowed to take time off for which they are not paid, but these days will still need to be tracked.



Vacation Days	
Number of Days Off	0.00
Remaining Number of Vacation Days: 80.00	

Time Off			
Sick Days	0.00	Holiday Days	0.00
Vacation Days	8.00	Other Leave	0.00

Hours/Amount

The name of this field will display as "Hours" for employees designated as an hourly worker and the numbers entered will be considered as hours (partial hours may be entered as decimals). If the worker is designated as a salary or subcontract worker, the field name will display as Amount and the numbers entered will be considered as dollars.

If a worker is designated at a 1099 worker, the F8 button does not apply. In that case, type in a description of the earnings (job number, job name, etc.) All earnings will be totaled together. A negative figure can be entered to reduce gross earnings and attached taxes.

E

These earnings can be exempted from taxes.

Store

Enter the store code or click F8 to select from the store list. This entry will remain as set for future pay runs until it is changed.

Account

Enter the general ledger expense account where the gross earnings amount will be debited. Click **F8** to select from the chart of accounts. This entry will remain as set for future pay runs until it is manually changed.

Sub

Sub-account code. If sub-account code reporting is desired, enter the sub account code here. Sub account code "99" will amortize an individual's earnings and taxes among all stores. Some users designate a sub account code for each employee.

Earnings/Taxes/State

The total gross earnings and tax information as calculated from what was entered above is displayed here. For subcontractors make sure to enter the correct earnings state here, especially for earnings in more than one state.

Deductions Section

Click the **F8** button next to the Deductions field to access the **special deductions type** screen.

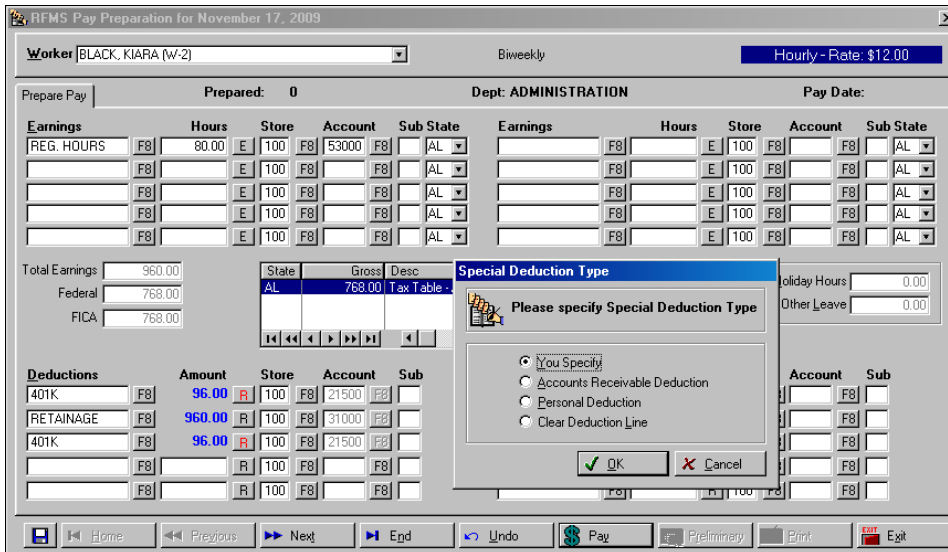


Figure: Prepare payroll with deductions type screen.

This screen allows specifying a deduction that reduces the amount of net wages. Choices are:

Special Deduction Types

You Specify

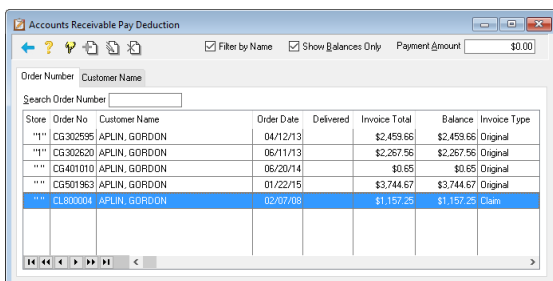
This selection allows entering a miscellaneous deduction. The deduction is entered as dollar amounts. The miscellaneous deductions fields provide a flexible way to care for human resource needs. However, it is recommended to be consistent in naming miscellaneous fields. For example, Miscellaneous Deduction #1 could be bookkeeping on each pay record, #2 could be warranty, etc. The advantage is that the line-by-line ledger report will be easier to read if all similar deductions appear in the same column.

Accounts Receivable

The A/R deduction type allows deducting a dollar amount from an employee's check for outstanding balances that are on an invoice in Order Entry. Very useful for employee purchases, installation supplies, etc.

A receipt register will be chosen on the Print Pay Checks Parameters Screen.

1. Select Accounts Receivable Deduction. The **accounts receivable pay deductions** screen will appear.



2. Select a customer invoice from the **Order Entry** file to deduct a dollar amount from an employee's pay to satisfy a debt owed to the company. Click on the **Order Number** tab to search by invoice number or click on **Customer Name** tab to search by the name as entered on the invoice.

“Filter by Name” checkbox

This checkbox will default to being checked which means only Orders that match the name of the worker will be viewed. By unchecking this box, the user will be allowed to look for other Orders.

Show Balances Only

Check this box, to view only invoices that have a balance (positive or negative).

Payment Amount

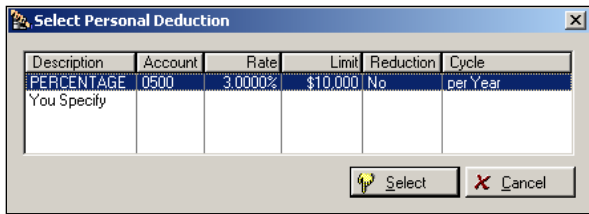
Enter the amount to deduct from the employee's check for the current pay or click on the Entire Amount button to automatically insert the balance shown on the highlighted customer invoice.

- After entering the payment amount, press <Enter> to go back to the Prepare Pay screen.
- If the subcontractor (any type worker may have this type of deduction) purchases installation supplies and/or tools, that sale can be written up and entered as a regular order to that subcontractor. Earnings deductions can then be made to satisfy that debt. To do so, identify a miscellaneous deduction by the corresponding Customer Order number. Entering a GL account code for Accounts Receivable will trigger the system to pull up the following screen:
- Making the required entries on that screen will post a payment to that invoice at the time the checks are printed. The Customer Order must be entered in the system prior to making the pay deduction.
- It is possible to enter a negative deduction, thereby raising the employee's take-home pay by that amount. This might be useful in the case of a cash advance. The cash advance amount to an employee for a "draw" must be tracked by the pay clerk. However, settling up can easily be accomplished through the miscellaneous deductions field.
- If a payroll check is voided which included AR Deductions, post a negative discount for the amount that was deducted using standard (cash/check) receipt register and code to AR account code on the order.
- The posting to A/P during a payroll run now posts to the journal at transaction time instead of in a month end summary. This transaction will be marked PR-A/R DEDUCTION on General Ledger reports. Printing the Pay History Detail Report will continue to show exactly which Order(s) were deducted.
- When an A/R deduction is made; it uses the A/R account on the screen. When payroll is printed, it resolves to the proper account code whether A/R, Customer Deposit, or Mill Credits Due.

Personal Deduction

A [personal deduction](#) is entered on the Worker Information Screen. Set the deduction up on that screen before it is displayed during Prepare Pay.

1. Select Personal Deductions. The following screen will appear.



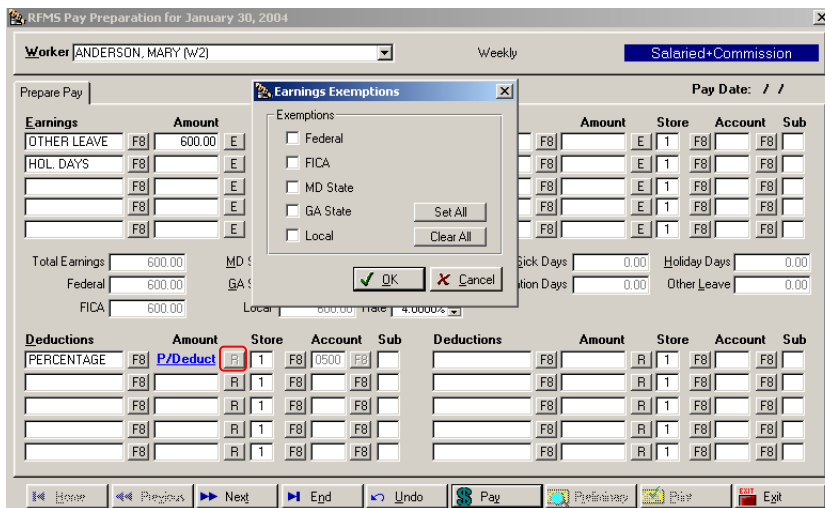
2. This screen displays any personal deductions that have been entered on the Worker Information screen. Deductions may not be added, edited or deleted on this screen. Instead, click on File, Worker Information, personal deductions tab to make any changes or additions.

Clear Deduction Line

This allows clearing a deduction that was entered on a previous payroll run.

Earnings Exemption

Click the **R** button next to the Amount field to access the Earnings Exemption screen (displayed below)



This screen allows exempting the wages entered on this line from one or more tax withholdings. Wages can be exempted from federal, FICA, state and local taxes. If earnings are exempted from any one of these taxes, the letter R on the button will change to red. This indicates the earnings are set for exemption to eliminate mistakes.

Deductions Fields

When information is pulled in from one of the Special Deduction Types, these are the resulting fields:

Deductions

Gives the Description of the deduction.

Amount

For:

You specify this will be the amount typed in.

Accounts Receivable Deduction this will be the amount chose to apply.

Personal Deduction this will be the preset amount which was set up on the Worker Information Screen.

R (Exemptions)

Click this button to see the wages from which this deduction is exempt.

Store

F8 to Choose the store to apply

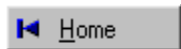
Account

Sub Account

Payroll Buttons:



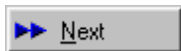
Save the current worker's prepare pay selections or restore the previously saved selections.



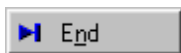
Displays the first record in the file for this pay run.



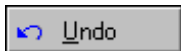
Displays the previous record in the file for this pay run.



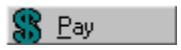
Displays the next record in the file for this pay run.



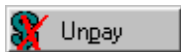
Displays the last record in the file for this pay run.



Undo all changes made on that screen only



Marks this worker to be paid. All wages and taxes are calculated and the net pay information screen [Pay Information Screen](#) is displayed. The button toggles to Unpay. A check will be printed.



Undoes the calculations performed when the pay button was clicked. Use when needing to change the pay information before printing a check.



Print the Preliminary pay reports [Preliminary Pay Reports Screen](#). Allows viewing and/or printing pay stubs, detail and G/L distribution reports. Normally this step would be done after entry for each employee that is to be paid is completed.



Print pay checks [Print Pay Checks Parameters](#), makes all final postings to subsidiary files and prints the final detail and distribution reports.

Pay Information Screen

When on **pay** is clicked on this worker, the **Pay Information** Screen is shown.

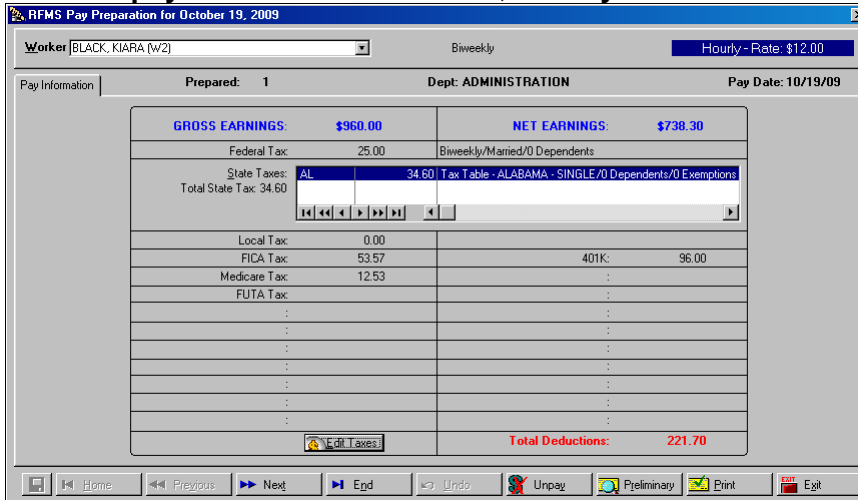


Figure: Pay Information Screen

This screen shows the detail for the employee's pay for this period. Shown are all gross earnings, calculated taxes, deductions and net earnings. It is a preview screen, allowing entries to be checked before printing a check. Any withholding taxes may be edited by clicking on the **Edit Taxes** button. If something is incorrect, click the **un-pay** button to make changes. After changes are made, simply click the **Pay** button again to return to this screen.

Click **next** to move on to the next worker, or if preparation is completed, click **preliminary** to view the preliminary payroll reports.

Edit Taxes Screen



Select the *Edit Taxes* button

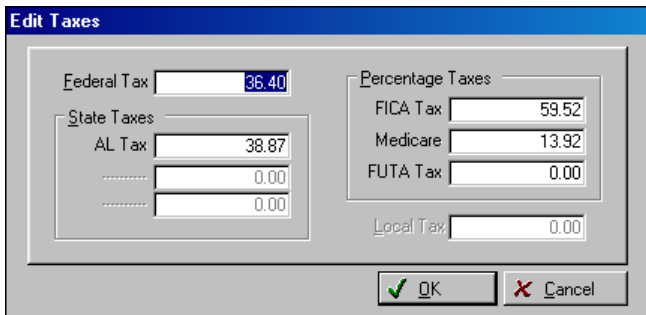


Figure: Edit Taxes Screen

This screen allows manually overriding the calculated withholding taxes for the current pay run. Type the new amounts over the old amounts. Be careful with this option, as it affects the tax liability for the employee. Click **OK** to save the changes.

Preliminary Pay Reports Screen

Select the *Preliminary* button

The screenshot shows a dialog box titled "Preliminary Pay Reports" with a close button in the top right corner. The main content area is divided into several sections. At the top, it says "For Period Ending: 09/28/09". Below that is a section for "Preview Stubs" which is checked. It includes a "Stubs per Page" spinner set to 3, a "Print Order" section with radio buttons for "Name Order" (selected), "Department / Name Order", and "Eject Between Departments" (unchecked), and a checkbox for "Print Department Name" which is unchecked. Below that is a "Detail Reports" section which is checked. The next section is "G/L Distribution Report" which is checked. It has a "G/L Report Order" section with radio buttons for "Store/Account Code" (selected) and "Account Code/Store" (unchecked). Below that is a "Register" dropdown menu showing "10150 - EFT CLEARING ACCOUNT". At the bottom left, there are checkboxes for "Pause between reports" (checked) and "Preview" (unchecked). At the bottom right, there are "Print" and "Cancel" buttons.

Figure: Preliminary Pay Reports Parameters

This selection will print a copy of the check stubs of those employees who have had their pay information processed as above. This procedure is very useful in determining exactly how the pay run will look before actually printing the paychecks and permanently posting files. Figures will appear as they would on the check stub with projected year-to-date figures, although nothing has actually been updated in the pay files as of yet.

Preview Stubs

Click in this box to view or print the check stub. This will require letter sized paper.

Stubs per Page

Up to three stubs per page are allowed.

Print Order

Choose to have actual checks printed either sorted by name only or by Department or then name order. This is useful for larger companies who have departments located in diverse areas. Choosing Eject between departments separates the departments.

Print Department Name

Checking this prints the actual Department name on the top right hand corner of the check.

Detail Reports

Click in this box to view or print the preliminary line-by-line detail report showing check number, gross earnings, deductions and net earnings for each employee. In addition, an itemized listing of all miscellaneous deductions is generated. This will require Letter Size paper.

G/L Distribution Report

The General Ledger Distribution Summary shows all the accounts that will be posted when the checks are printed. The report may be sorted by either Store/Account Code or by Account Code/Store.

Register

Select the register used to pay workers.

Pause between Reports

Click in this box for an opportunity to view/cancel/print each one of the three reports. A message appears in between the printing of each report, requiring clicking OK to continue.

Preview

Click in this box to preview the preliminary reports on screen. From there, either click the **Printer** button to send the reports to the printer, or click the **exit** button to quit.

If there are any errors, go back to Prepare Pay and edit those records at this time. The **preview pay** report may be run as many times as needed until the pay is correct.

Once this report looks correct, it is time to print paychecks.

Click the **Print** Button

Print Pay Checks Parameters

The screenshot shows the 'Print Pay Checks - kim' dialog box with the 'Check Setup' tab selected. The fields are as follows:

- Check Register: 110 - CHECKING - REGIONAL
- Receipt Register: 002 - CREDIT ONE (Store: "")
- Period Ending: 12/21/11
- Check Date: 12/21/11 (F8)
- Check Number: 074940 (Last Check in File: 074939)
- Check Print Order: Name Order, Department / Name Order
- Print Department Name
- Print Check Number (A/P will be posted)
- Pause between reports
- Preview
- Copies of each Check: 1
- Print Tax ID: Print Mask (ex: XXXXX-6789)
- Check Printer: Adobe PDF
- Provider Printer: Adobe PDF
- Report Printer: Adobe PDF
- Perpetual Report: Print Perpetual Report
- Report Type: Detail, Summary, Both
- Grand Total Page
- Perpetual Printer: Adobe PDF
- Detail Report Order: Name (Last, First), Worker ID, Check Number
- G/L Report Order: Store/Account Code, Account Code/Store

Buttons at the bottom: Print, Cancel.

This screen allows printing the paychecks for the current Prepare Pay session. After the checks print, all applicable postings are made.

Check Register

Click the down arrow to select the check register used for Human Resources. If there is only one check register in the system, this selection will not be applicable.

Receipt Register

If any Worker being paid has an A/R deduction, it will be necessary to specify a Receipt Sequence when Printing Checks. Click the down arrow to select the receipt register to be used for Accounts Receivable deductions.

Period Ending

This date corresponds to the date entered when the Prepare Pay procedure was begun. The period ending date may not be changed at this point in the process.

Check Date

The check date defaults to the system date, but may be changed if necessary. **The check date is used as the posting date for the general ledger.** Click the **F8** button to access the on-line calendar.

Check Number

This should be the number on the first check to be used for printing. Be sure to physically look at the checks being loaded into the printer and verify that the starting check number is the same as entered. The last check posted in the check register is shown as an additional reference. If there is a gap in numbers, find the missing checks and post them in the appropriate place before continuing. Cancel this screen and re-enter the screen after the missing checks have been posted in order to update the Check Number field.

Check Print Order

Choose to have actual checks printed either sorted by name only or by Department or then name order. This is useful for larger companies who have departments located in diverse areas.

A/P will be posted

If these words appear in blue in this area, that indicates the parameter selection Supplier to use for Tax Responsibility has been completed and the Federal tax liabilities (Federal Withholding, FICA, Medicare) from the Tax Responsibility report will be posted to an A/P.

Check Boxes

Print Department Name

Checking this prints the actual Department name on the top right hand corner of the check.

Print Check Number

If using checks that are not already pre-numbers, click in this box to have the check number printed on the check. Otherwise, be sure this box is not checked.

Pause between reports

Click in this box for the opportunity to view/cancel/print each one of the three reports. A message appears in between the printing of each report, requiring OK to be clicked to continue.

Preview

Click in this box to preview the preliminary reports on screen. From there, either click on the **Printer** button to send the reports to the printer, or click the **exit** button to quit.

Copies of each Check

Enter the number of check copies to print

Print Tax ID

Choose to Not Print, Print the Full Number or to mask all but the last four digits.

Print Tax ID	Print Full (ex: 123-45-6789)
	Do Not Print
	Print Full (ex: 123-45-6789)
	Print Mask (ex: XXX-XX-6789)

Check Printer

The Windows default printer will appear here. To print checks on a different printer, click the **ellipsis** button. The Report printer name appears just below the Check printer name. Note that the printer selection for checks may be changed. That way, checks may be printed on one printer and reports printed on a different printer.

Provider Printer

The printer shown is the default printer selection as set under File, Print Setup. Select a different printer for the Check Printer to print reports on one printer and checks on another. This report is similar to the **Print and Post Provider** report printed from Order entry.

Report Printer

This is the default printer selection as set under File, Print Setup. Select a different printer for the Check Printer to print reports on one printer and checks on another.

Perpetual Report

Check to print the perpetual report now or it can be printed separately from pay history reports. The options which stay until manually change are kept separately here and in pay history so each can be customized for a slightly different report.

After checking the following options become available.

Report Type:

Detail, Summary or Both

Grand Total Page:

Check in the box for this page.

Perpetual Printer:

The Windows default printer will appear here. To print checks on a different printer, click the **ellipsis** button.

Detail Report Order

Click in one of the sort order boxes to select the report order.

G/L Report Order

Click in one of the sort order boxes to select the report order.



Even if paying workers for multiple stores, only one check per worker will print.

When all selections are completed and satisfactory, click the **print** button a preview of the first check will display.

Check Setup

Click the Check Setup Tab.

This can be done at the time of check printing or from Human Resources > Utilities > Format Payroll Check.

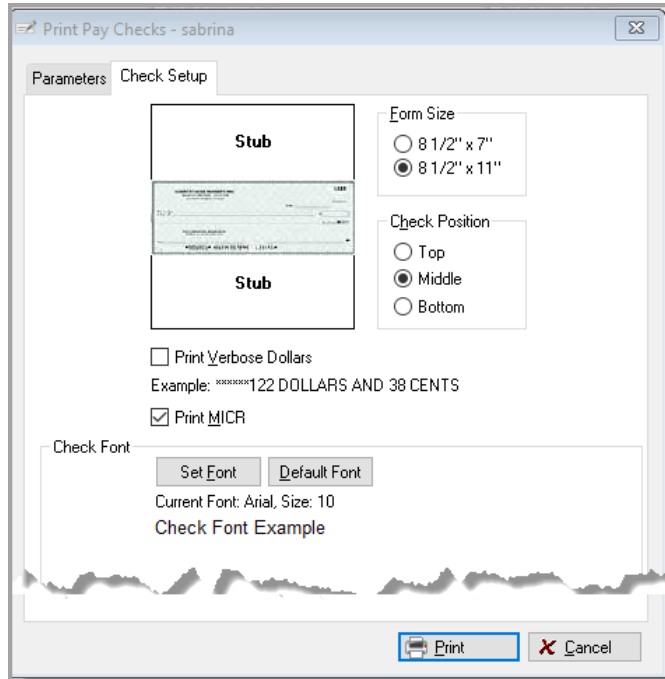


Figure: Check Setup Screen

This screen allows specifying the type of check used for paying workers. This setting is made only once and remains until it is manually changed.

Clicking in one of the selections, displays a picture of the check using the current selections to verify that the selected check that matches the actual check.

Form Size

Two options are available: 8.5 x 7 or 8.5 x 11.

Check Position

Select top, middle or bottom depending on the actual check configuration.

Check to Print

This selection is only valid in the case of a customized check configuration done by RFMS. If using a non-standard check, contact RFMS for more information regarding custom configurations. RFMS uses by default a standard type of check that may be purchased through NEBS. www.nebs.com or 1- 800-388-3810 RFMS code 80831.

Print Verbose Dollars

Clicking in this box, will cause the dollar amount on the check to be spelled out. For example, \$552.90 would print out as FIVE HUNDRED FIFTY-TWO and 90/100 DOLLARS. If not selected, the amount would print out as *****552 DOLLARS AND 90 CENTS. This selection is just a matter of preference.

Print MICR

Once the MIRC is Configured under *Accounting>Utilities>Configure AP Checks*, payroll checks can be printed on blank check stock.

RFMS can print the Company Information and the MICR routing information on the check. The correct font must be purchased and installed before printing.



This information will only show up on printed checks. It will not show up on emailed PDFs of checks since these checks cannot be deposited.



From <http://banking.about.com/od/checkingaccounts/a/printyourchecks.htm>

Bank information needs to be printed with magnetic ink. Finding magnetic ink is not simple at your local office supply store, and it's more expensive. Computers with magnetic readers read the account information off these checks to speed processing. If you print your own checks without magnetic ink, you run the risk that the check will pass through a non-optical reader. Then, the check has to be processed manually. Manual processing can result in a fee for you and/or your payee, as well as slower payments.

Check Font

The Default font is Arial Size 10. Clicking the **set font** Button allows customizing the font, font style etc. for checks.

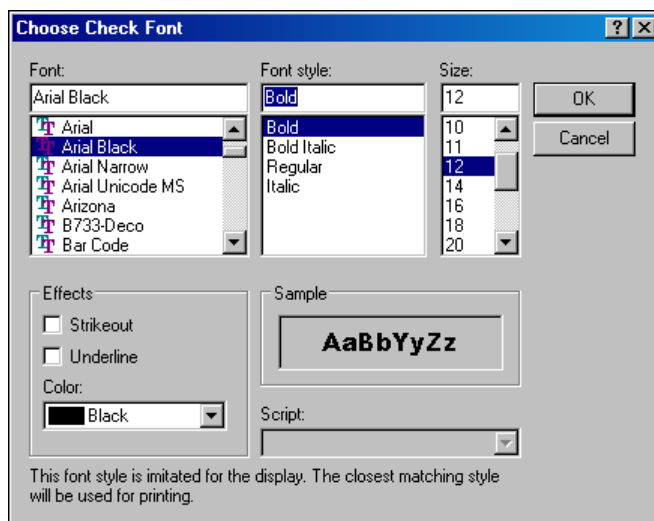


Figure: Choose Check Font Screen

Printing the Checks

Once the parameters and check are format set, click the **Print** Button.

Depending was chosen on the previous screen, a preview of the checks to be printed will display.

The image shows a preview of a check form within a window titled "Preview Check". The form is designed to look like a real check with various fields and text. At the top left, it says "PRODUCT #9039 1" and "YOUR FIRM NAME HERE" followed by "123 MAIN STREET PHONE 123.4567 YOUR TOWN, STATE AND ZIP". At the top right, it says "YOUR BANK NAME HERE", "123 MAIN STREET", "CITY, STATE AND ZIP", and "5513". In the center, there is a date field "12.308/1123" and a check number field "CHECK NO. 7243". Below this, there is a line for the amount: "DATE 10/15/09 AMOUNT \$\$\$\$\$\$1,068.22". On the left side, it says "PAY TO THE ORDER OF" followed by "JACKSON FIVE", "124 MOONWALK STREET", and "BERRY, AL 35546". On the right side, there is a signature line "John Q. Public" and "ALL CHECKS VOID WITHOUT SIGNATURE". At the bottom of the form, there are three buttons: "Single Check", "Continuous Print", and "Abandon".

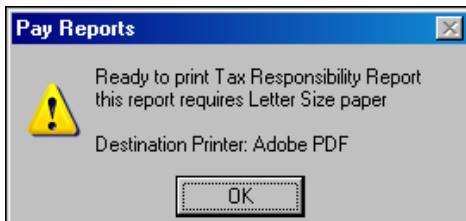
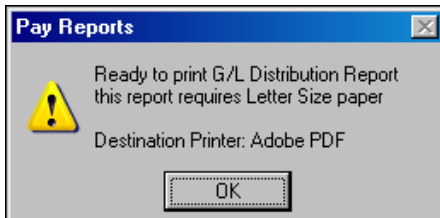
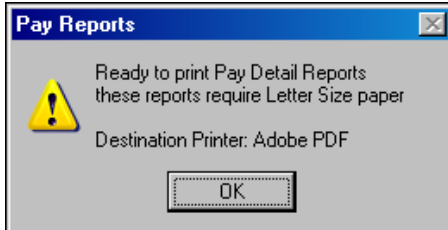
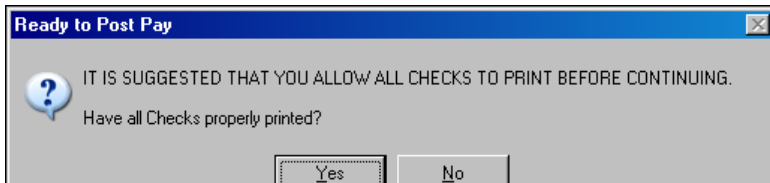
- Choose single check, continuous print, or abandon. Print just a single check at a time until comfortable that checks are loaded properly and the printer is working, as it should. Doing so will allow monitoring the routine and make any necessary adjustments to the printer. Continuous print will automatically print all checks without pausing for confirmation.
- As the printer will run slower than the screen, only after all checks have been printed properly, answer "Y"es to the related inquiry. Doing so updates all General Ledger, pay history, and checkbook records. If for some reason the checks have not printed properly, answer "N"o at this time and the routine will be abandoned. No records will have been permanently changed. However, the pay will remain "prepared." Then void the misprinted checks and rerun the pay, denoting the new starting check number.
- After the checks have been printed and while the computer records are being updated, remove the checks from the printer and load it with large paper.

The following management reports will then be printed:

- Line-by-line ledger showing check number, gross earnings, deductions and net earnings for each employee.
- An itemized listing of all miscellaneous deductions.
- General Ledger Distribution Summary showing all the accounts posted by the Human Resources program.
- Employer's Tax Responsibility, showing FICA, state unemployment, and FUTA taxes owed for each eligible employee paid.
- After these reports are printed, the computer will post the new year-to-date figures to the files and that pay session will be completed.

Posting Payroll

When all checks have printed, a series of questions will display before the payroll is posted to the general ledger.



Voiding a Pay Check

Accounting>Banking>Add/Edit Checks>Void Check icon located on the toolbar.

When voiding a check from Human Resources that has already been posted to the system's file, the computer will automatically post the proper journal distribution. When voiding a paycheck, all pay history reports will automatically be corrected. In the past, this was done by just negating the original numbers and marking them with a V. Now a positive entry is left for the original check and a negative entry is made for the void, leaving a net zero. This leaves a better accounting trail. The only time amounts will have to be manually edited is when there was an accounts receivable pay deduction. In that case, notice when viewing the receipts for that corresponding invoice that there is still a receipt for the pay deduction. Post a negative discount to the invoice to which that deduction was applied to correct its balance. In this instance, that discount should be posted to the G/L account for accounts receivable.

Voiding a check will post a debit to the bank and a credit to the account to which the check was originally coded. The journal will use the check date of the reversing void entry.

Outside Pay Service-Providers Earnings Export

With version 10.5.6, RFMS began integrating the exporting of provider's earnings with the external payroll service, Paychex. Other providers will be added.

Set up the Payroll Service

>[Utilities](#)>[System Options](#)>[Human Resources](#)>[Accounting](#)>[Export Pay Vendor](#)

Select the vendor (currently only Paychex is available, but others will be added.)

Export

[Human Resources](#)>[File](#)>[Prepare Pay](#)>[Export Providers Pay](#)

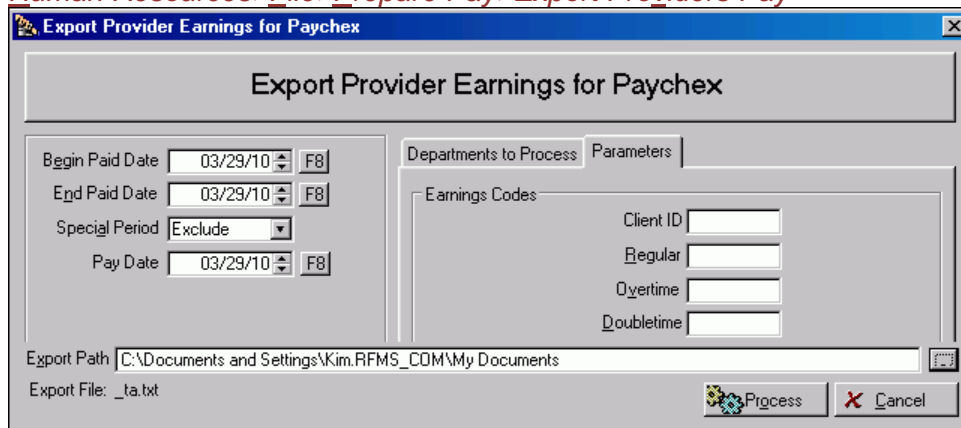


Figure: Export Providers Screen

Begin and End Paid Dates and Special Period are the same as when preparing "Post HR from Paid Providers." Pay Date will be posted in the export file.

Parameters Tab

Before the first export can be done, these parameters must be complete. These values will depend on the pay service. Client ID can be up to six alpha numeric characters. If changing from one payroll service to another, the existing parameters will be wiped to insure the new ones are set properly.

Departments to Process Tab

Select which department(s) to include in this process. If there are any departments currently being processed in regular HR, the Export Provider Earnings process will not proceed.

Process

Figure: Workers to Post Screen

Worker ID column: From the worker information file

Deselect Workers to exclude from Post: Note how all the workers are selected and their earnings total in the rightmost column. Click on a worker in this list to deselect and the total will change to match.

Print Options, Report Type: Report or Remittance.

Report

Order No.	Installed	Work Order	Product Code	Earnings Type	Earnings	Customer
Page 1						
DEMO DATA						
05/25/10 Installation Date (Begin: 01/01/80 End: 04/30/10)						
1:35PM Pay Date: 03/29/10						
Name: SMITH CARPET LAYERS, INC.						
CG900034	03/03/09		62 - VINYL LABOR	Regular	13,125.00	WINWOOD, RON
					\$13,125.00	
Name: SMITH, BRENT						
CG900063	03/02/09		61 - CARPET LABOR	Regular	37.50	CUSTOM DESIGNS AND BUILDINGS
CG900069	03/03/09		61 - CARPET LABOR	Regular	3,689.50	MEDFORD MEDICAL CENTER
CG900092	03/02/09		66 - VCT LABOR	Regular	750.00	SCOOP, JASON
					\$4,477.00	
GRAND TOTAL					\$17,602.00	

Remittance

The "Remittance" option prints the same information except each worker starts his own section on a new first page.

1. Post Providers Earnings

Export Path: The ellipsis button at the end of this parameter will allow the user to select where to put the file. This selection is sticky, so it will persist from session to session.

Export File: The name of the export file is hardcoded for consistency.

After reviewing reports, the next step is to post.

Click the **Post** Button.

Confirm before posting.

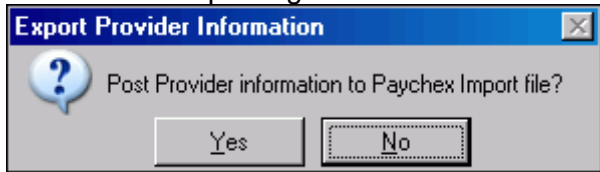
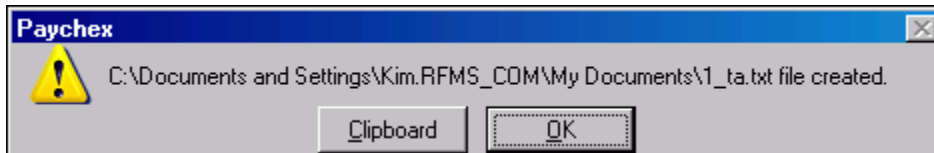


Figure: Confirm Posting Screen

The next screen gives a chance to copy the path and filename as shown to the Windows clipboard. This provides an easy method to user Windows Explorer to retrieve the file.



Reports

Output to File (For All report options)

Click in this box to print the report to a Comma Delimited (.CSV) text file. Enter a name of the CSV text file in the next field. A CSV file can be opened by many other programs, such as Excel)

Voids

In version 10.5.4, Voids of Payroll checks are shown so that the original check is now visible as a Void and the reversing Void posting is visible. This was done for accuracy in reporting. However, some have expressed the desire that reports ignore voids as has been done in the past. To accommodate these clients an "Exclude Voids" check has been added to the parameters of the following reports and one procedure:

- I. Reports
 - a. Pay History Reports
 - Detailed Listing
 - G/L Distribution
 - Hourly
 - b. Compensation Report
 - c. Quarterly Report
 - 941 Quarterly Report (printed)
 - California – Electronic
 - d. End of Year / Reports
 - Washington State Comp Report

II. File>End of Year>Generate W-2 & 1099 Information

All the report screens mentioned above have the check box; the Worker's Compensation Report Screen is shown as an example.

Worker's Compensation Report

Beginning Date F8

Ending Date F8

Experience Modifier

Exclude Voids

Output to File (Comma delimited .CSV format)

Export File Name:

Preview

Pay History Reports

[Accounting](#)>[File](#)>[Human Resources](#)>[Reports](#)>[Pay History Reports](#)

This screen allows printing pay history reports using the following parameters.

Pay History Reports

Detailed Listing Report

Print State Gross and Withholding Detail

Output to File (Comma delimited .CSV format)

Export File Name:

G/L Distribution Report

G/L Report Order

Store/Account Code Account Code/Store

Output to File (Comma delimited .CSV format)

Export File Name:

Hourly Report

Sort By

Pay Date Name

Report Type

Summary Detail

Eject after each Pay Date

Output to File (Comma delimited .CSV format)

Export File Name:

Perpetual Report Active Only
(not affected by Start / Stop Dates)

Output to File (Comma delimited .CSV format)

Export File Name:

Report Type

Detail Summary Both

Grand Total Page

General Parameters

Worker Name:

Start Date: F8

Stop Date: F8

Tax Type

W-2 & 1099 Workers W-2 Workers Only 1099 Workers Only

Union Type

Union Workers Non-Union Workers All Workers

Hourly Type

Hourly Workers Non-Hourly Workers All Workers

Department:

Ignore Voids

Preview

Print Exit

Figure: Pay History Report Parameters

First check the Report Type.

Detailed Listing Report

Click here to print a line-by-line listing of earnings and deductions.

Print State Gross and Withholding Detail

G/L Distribution Report

Click here to print a general ledger report of postings made. Select a sort order by clicking in either the Store/Account Code or Account Code/Store.

Hourly Report

Click here to print an hourly report, sorted by either Pay Date or Employee Name.

Report Type

Choose either summary or detail for the Hourly report. Summary will show total hours worked for all employees and detail show total hours for each employee.

Eject after each Pay Date

Click here to print each pay date that falls between the date parameters on separate report for the Hourly report. This option is not available summary was selected as the report type.

Output to File

Click in this box to print the report to a Comma Delimited (.CSV) text file. Enter a name of the CSV text file in the next field. A CSV file can be opened by many other programs, such as Excel, etc.)

Perpetual Deductions Report

This report allows printing a physical listing of all Perpetual Deductions made in the RFMS system.

Check the box to include Active Workers Only

Report Type

Choose detail, summary or both for the Hourly report. The summary report includes a summary listing of the deductions taken for each worker. The Detail report includes an itemized listing of the deductions taken.

Grand Total Page

The summary report includes a summary listing of the deductions taken for all workers by account code. As the name implies this report does not take into account the start and stop dates

After choosing the particular history report, then choose the Parameters to choose the data to include on the report.

Report Layout

Following is an example of how the report prints. The Amount is totaled at the bottom of each different Perpetual Deduction.

Detail

Page No. 1 11/06/08 3:40PM	RFMS, INC. PERPETUAL DEDUCTIONS JUNGLE, GEORGE Dept: GENERAL DEPARTMENT				
Description	Account	Sub	Date	Amount	Description
401-K	240	61	08/21/08	310.83	POSTED FROM PAY HISTORY
401-K	240	61	09/04/08	310.83	POSTED FROM PAY HISTORY
401-K	240	61	09/18/08	310.83	POSTED FROM PAY HISTORY
401-K	240	61	10/02/08	310.83	POSTED FROM PAY HISTORY
401-K	240	61	10/16/08	310.83	POSTED FROM PAY HISTORY
401-K	240	61	11/04/08	310.83	PAYROLL DEDUCTION
401-K	240	61	11/05/08	310.83	PAYROLL DEDUCTION
				\$2,175.81	

Summary

Page No. 3 11/06/08 3:40PM	RFMS, INC. PERPETUAL DEDUCTIONS JUNGLE, GEORGE Dept: GENERAL DEPARTMENT				
Description	Account	Sub	Date	Amount	Description
Worker Total Detail					
Description	Account	Sub		Deducted	Max
401-K	240	61		\$2,175.81	\$152,999.95
BCBS	242	61		\$461.52	\$100,000.00

Grand Total

Page No. 4 11/06/08 3:40PM	RFMS, INC. PERPETUAL DEDUCTIONS GRAND TOTALS				
Description	Account	Sub	Date	Amount	Description
Grand Total Detail					
Account Name	Account			Deducted	
401K EMPLOYEE WITHHOLDING	240			\$2,175.81	
CAFETERIA-BCBS	242			\$461.52	

General Parameters

Worker Name

Select either All Workers or a specific worker by clicking on the down arrow.

Start and Stop Dates

Enter the range of dates to print. All pay period ending dates between these ranges will print.

Tax Type, Union Type, Hourly Type

Select the appropriate worker types to customize this report.

Department

Click the arrow to choose all departments or a specific department for reporting. As of version 11.1.1, if workers change departments, the pay history report now reports on the department the worker was in at the time of the payroll, not their current department. This will be available with payrolls from this update forward. Because of this departments cannot be deleted unless it is not in use anywhere.

Ignore Voids

In version 10.5.4, Voids of Payroll checks are shown so that the original check is now visible as a Void and the reversing Void posting is visible. This was done for accuracy in reporting. However, some have expressed the desire that reports ignore voids as has been done in the past. To accommodate these clients an "Ignore Void" check has been added to the parameters of this report.

Preview

Click in this box to view the reports on the screen before printing.

Tax Responsibility Report

[Accounting](#)>[File](#)>[Human Resources](#)>[Reports](#)>[Tax Responsibility](#)

This selection prints the pay history reports for the date ranges chosen.

Begin and Ending date: Dates of the payrolls to be included on this report, not the check date

Year to Date Adjustments are included on this report.

Compensation Report

[Accounting](#)>[File](#)>[Human Resources](#)>[Reports](#)>[Compensation Report](#)

This screen prints a worker's comp report, using the compensation codes as set in the Worker Information screen. When printing this report between specified dates, enter the "experience modifier." This is a figure determined by the state based on previous records and number of insurance claims submitted. This may not be applicable to all users.

Exclude Voids

In version 10.5.4, Voids of Payroll checks are shown so that the original check is now visible as a Void and the reversing Void posting is visible. This was done for accuracy in reporting. However, some have expressed the desire that reports ignore voids as has been done in the past. To accommodate these clients an "Ignore Void" check has been added to the parameters of this report.

Quarterly Report

Accounting>File>Human Resource >Reports>Quarterly Reports>941 Quarterly Report Printed

Start Date: 01/01/10 F8
Stop Date: 03/31/10 F8
Valid Quarter Period
 Compute Quarterly Extensions

Sort Order:
 Name
 SS Number

Social Security Exempt
Number First Paid: [] 941, Line 6a
Number All Paid: [] 941, Line 6b
Total Exempt Wages: [] 941, Line 6c
See instructions for definitions of qualified employee and exempt wages/tips.

COBRA Premium Assistance Payments
Total Payments: [] 941, Line 12a
Number Individuals: [] 941, Line 12b
Only for 2nd Quarter of 2010

Social Security Exempt - March 19-31
Number Paid: [] 941, Line 12c
Total Exempt Wages: [] 941, Line 12d
Only for March 19-31, 2010

Tax Rate Year: 2010
 Exclude Voids
 Output to File (Comma delimited .CSV format)

Export File Name: QTRPAY.CSV
 Preview
 Print Green Bar

Reports require Legal-sized paper

Buttons: Reset Parameters, Edit Parameters, Print, Cancel

Figure: Quarterly Report Options

This selection prints an earnings report that is suitable for helping calculate quarterly payroll tax liability. The tax rates for either the employer or the employee may be edited for this report. Doing so will affect this report only. This report requires legal sized paper for printing.

Start / Stop Date

Enter the date ranges for the quarter. If date ranges are entered that are not a complete quarter, or that do not agree with the standard quarterly calendar, a message in red appears. The report will still print, but complete pay information may not be included.

Compute Quarterly Extensions

If a valid quarter is not specified, click in this box to print the 941 form. Otherwise, only the detail reports will print. If a valid quarter range is entered, this option is not available.

Sort Order

Select either Name or SS Number.

Cobra Premium Assistance Payments

The COBRA payments are for those who have involuntarily been terminated. The employer is now required to pay 65% of the cobra premium for nine months; the terminated employee is to pay the remaining 35%. The employer will be reimbursed by the government each quarter.

These payments made by the employer have to be tracked for verification purposes. Therefore, this cannot be tracked through payroll. Trying to track these payments through A/P would be a prohibitively elaborate scheme for small benefit. It is suggested that the employer create a separate GL expense account code for Cobra payments and they may elect to use sub account codes for tracking purposes. The total of these payments should be tracked using a spreadsheet, and the appropriate numbers plugged into the 941 report parameter screen.

Tax Rate Year

This is a display field only. If the year needs to be changed, click the **Edit Parameters** button. When a change is made, a blue message appears next to this field.

Exclude Voids

In version 10.5.4, Voids of Payroll checks are shown so that the original check is now visible as a Void and the reversing Void posting is visible. This was done for accuracy in reporting. However, some have expressed the desire that reports ignore voids as has been done in the past. To accommodate these clients an "Ignore Void" check has been added to the parameters of this report.

Output to File

Click in this box to print the report to a Comma Delimited (.CSV) text file. Enter a name of the CSV text file in the next field. A CSV file can be opened by many other programs, such as Excel, etc.)

Print Preview

Click in this box to view the reports on the screen before sending to the printer.

Print Green Bar

Checking this option will print the report with alternate lines shaded
This report requires legal sized paper for printing

Edit Parameters

Click on the Edit Parameters button to change entries in the Percentage Tax Rate table. Any changes made here are temporary and will only affect this report.

Completing the 941 for the last quarter of the year

Since a payroll run for the next year has probably been run, the system will be set with the current year as the tax year. When the 941 report is printed change the year and rates back to the past year. This only affects the report; it does not change the payroll tax year.

Go to [Accounting>File>Human Resource >Reports>Quarterly Reports>941 Quarterly Report Printed](#), edit the parameters and change the year back to the previous year and edit the limits to the previous year's limits.

Massachusetts Quarterly Payroll Report

(Added in June 2013 Revision)

RFMS now produces a file for employers to report quarterly payroll to Massachusetts electronically as required by the state for more than 100 employees.

[Accounting>File>Human Resources>Reports>Quarterly Reports>Massachusetts-Electronic](#)

Massachusetts Employment and Wage Detail Electronic Filing - EFW2 Specification

Employer ID: 63-9876543210

Employer UI Act No.: 12345678

Employer's State UI Account: 227 - SUI

Default Unit Location No.:

Year: 2013

Quarter: First (January, February, March)

Process Cancel

Massachusetts Employment and Wage Detail Electronic Filing - EFW2 Specification

Employment and Wages Paid for the Quarter: **January, February, March (Q1)**
 Year: **2013**
 Submission Type: **Original**
 Number of Employees Reported: **38**

Sort Order: SS Number

SS Number	Last Name	First Name	MI	Unit Number	UI Gross	MA WH	MA Income	Employment			Hours Worked	Owner/Officer	Adjust
					Wages	Wages	Tax	Month #1	Month #2	Month #3			
					\$14,293.26	\$14,293.26	\$509.10	Yes	Yes	Yes	480		
					\$16,065.60	\$16,065.60	\$589.37	Yes	Yes	Yes	480		
					\$1,042.50	\$1,042.50	\$205.32	Yes	Yes	Yes	480		
					\$14,870.16	\$14,870.16	\$511.52	Yes	Yes	Yes	480		
					\$24,913.50	\$24,913.50	\$804.12	Yes	Yes	Yes	480		
					\$11,050.00	\$11,050.00	\$304.01						

The above are the results of processing payroll for the specified period. This allows information to be fine-tuned. **Note: Information changed here does not post back to Payroll History. If the employee's wage or tax information is not accurate, it is probably better to make needed YTD Adjustments and then produce this report.**

 *Insert or*  *Edit information – Add new employee information, or edit existing information*

Adding Report Information

SS Number: 000-00-0000

First Name: _____ Middle Initial: _____ Last Name: _____

Unit Number: _____

UI Gross Wages: \$0.00 MA Gross Wages: \$0.00 MA Income Tax: \$0.00


Employment: Month #1: Yes Month #2: Yes Month #3: Yes


Hours Worked: 0

Owner/Officer: No

Adjustment Reason: _____

OK Cancel

 *Delete information – Remove highlighted employee's information*

 *Print Report – Print a report of information to be submitted*

 *Save Save information to file to be submitted*


If "Yes" then the reporting file will be created. The filename is in the format specified by Massachusetts and so should not be changed.

Massachusetts Employment and Wage Detail Electronic Filing - EFW2 Specification

Reporting File Location

C:\dll110_2\63-9876543210_05092013.txt

Explorer Exit

- Reporting File Location – The filename shown includes the complete path. Therefore, the user can copy the filename and use it to specify the location of the file when transmitting.
- Pressing the Explorer button  opens Windows Explorer with the file highlighted.

End of Year

[See details below](#)

Washington State Comp Report

[Accounting](#)>[File](#)>[Human Resources](#)>[Reports](#)>Washington State Comp Report

This selection allows printing a compensation report for users in the state of Washington.

Year: Enter the year to print. The default is the current year.

Quarter: Select the quarter for this report period. Defaults to the closest quarter to today's date.

Account: Enter the G/L account code entered on the Worker Information, Personal Percentage Deduction screen.

- a [personal percentage deduction](#) must be set up on the Worker Information screen for each employee.
- The report will total and subtotal might be expected with the following exception: For non-hourly employees ("Salaried" or "Salaried + Commissions") the maximum hours tops out at 480 according to WA state law.

Exclude Voids

Voids of Payroll checks are shown so that the original check is now visible as a Void and the reversing Void posting is visible. This was done for accuracy in reporting. However, some have expressed the desire that reports ignore voids as has been done in the past. , so an "Ignore Void" check has been added to the parameters of this report.

Worker Information

[Accounting](#)>[File](#)>[Human Resources](#)>[Reports](#)>Worker Information

This selection allows printing an employee listing. Enter information in the parameters below to create a user defined report.

General Parameters

Worker Type: Select whether to print a report on all Employees, Subcontractors or both.

Active Type: Select whether to print a report on all Active workers, Inactive workers or both.

Sex: Select whether to print a report on all Male, Female, All, both or Unspecified.

Pay Date: Choose to run this report for a single pay date or for unlimited dates.

Print Notes: To print notes associated with the workers on the report, select this option.

Print Time off: select this to print scheduled time off associated with workers on the report.

Print License Information: select this box to print the license information for workers.

Preview: To review this report before printing, select this option.

Departments

Click on the **departments** tab. From this screen select the department types for the report. Select one, many or all departments by tagging.

Ethnicity

Click on the **ethnicity** tab. From this screen select the **ethnicity** types to print a report. Select one, many or all **ethnicity** types by tagging.

Job Category


Click on the **job category** tab. From this screen select the **job category** to print a report. Select one, many or all **job categories** by tagging.

ACA Health Coverage (Form 1095-C)

While RFMS does not track the information necessary to complete the details of these reports, the header information can be printed on these documents.

File>Human Resources>Reports>End of Year>ACA Health Coverage (Form 1095-C)

The first time the screen opens, the employer information will be blank. Fill in ALL the appropriate information.

Next, click Process . Choose the correct Tax Year and All 12 Months.

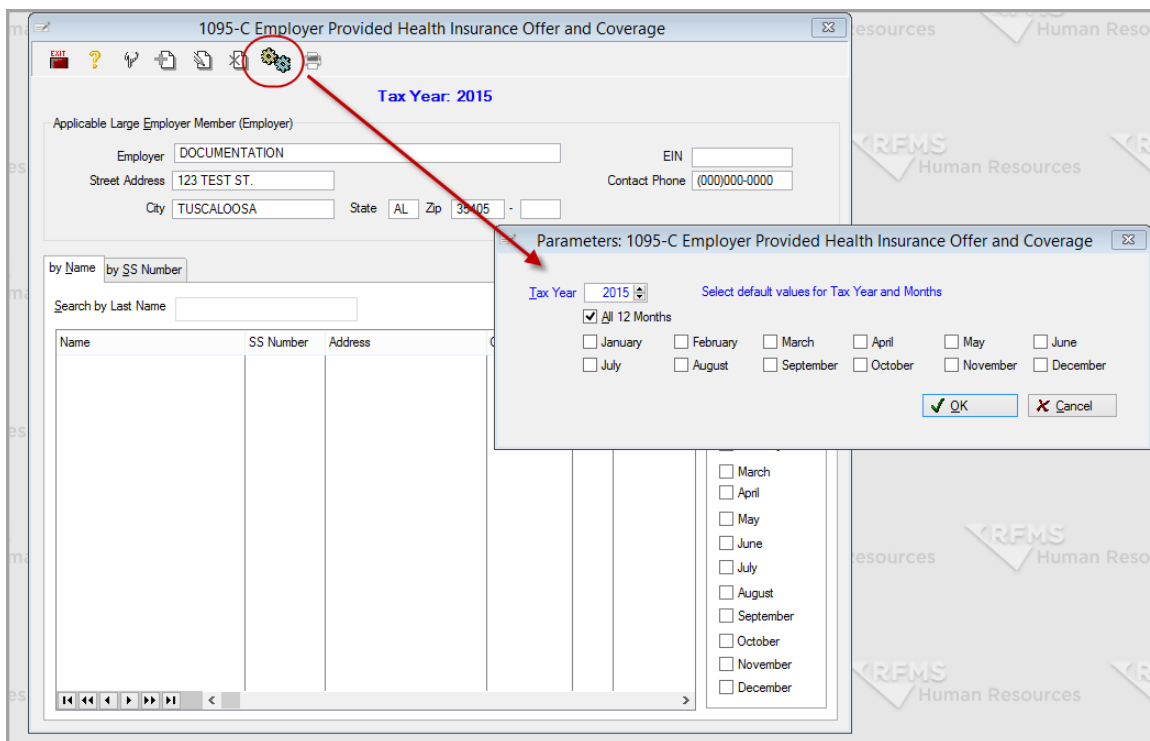


Figure Process screen

Click Ok once the appropriate information has been checked. The following question will appear. If you are ready to update the report, click Yes.

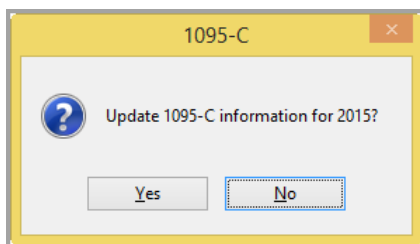


Figure Update Screen

The Employees' information will be generated. These employees are those who had earnings in the indicated year.

Each employee can be edited.

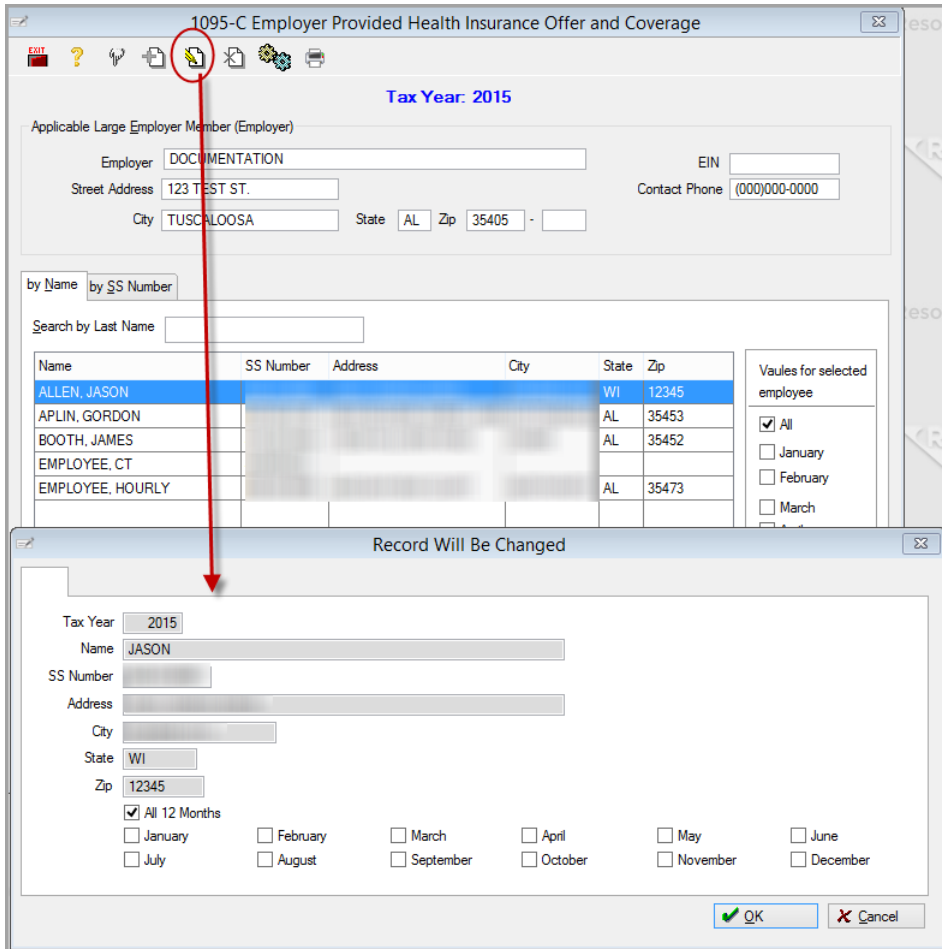



Figure Edit Screen

Click the Print  when all of the editing is done. You can preview, print only, or cancel.

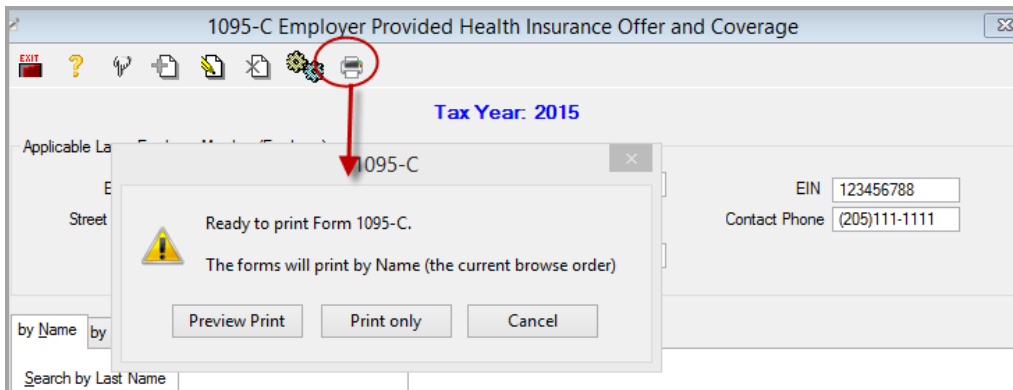


Figure Print Screen



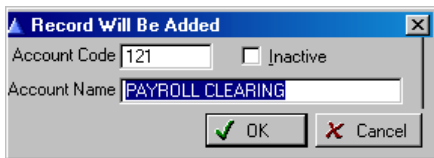
The forms will not print if all the employer information is not filled in at the top.

Outside Payroll Vendor- Accounting

CHECKING ACCOUNT

1.) Create an account code in the General Ledger called PAYROLL CLEARING. This can be either an asset account or a capital account. It will be used strictly as a clearing account.

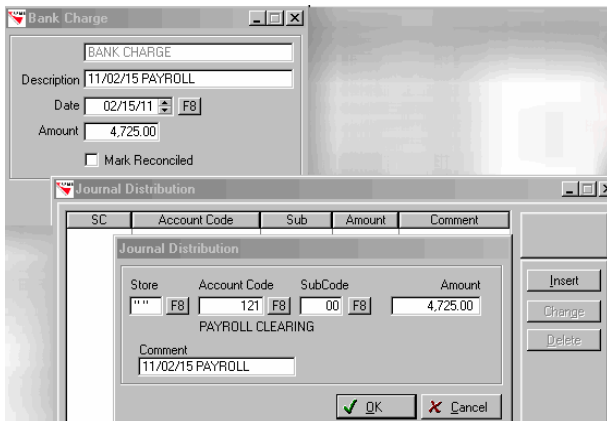
Accounting>File>General Ledger>Chart of Accounts>Insert



A dialog box titled "Record Will Be Added" with a close button (X). It contains two input fields: "Account Code" with the value "121" and an "Inactive" checkbox, and "Account Name" with the value "PAYROLL CLEARING". At the bottom are "OK" and "Cancel" buttons.

2.) Post a bank charge for the amount of the net payroll and post it to the PAYROLL CLEARING account code.

Accounting>File>Banking>Add/Edit Checks>Post Bank Charge Button



Two overlapping windows. The top window is "Bank Charge" with fields for Description ("BANK CHARGE"), Description ("11/02/15 PAYROLL"), Date ("02/15/11"), Amount ("4,725.00"), and a "Mark Reconciled" checkbox. The bottom window is "Journal Distribution" showing a table with columns SC, Account Code, Sub, Amount, and Comment. The table contains one entry: Store "", Account Code "121", Sub "00", Amount "4,725.00", and Comment "11/02/15 PAYROLL". Buttons for "Insert", "Change", "Delete", "OK", and "Cancel" are visible.

3.) In the journal there is now have a CREDIT in the checking account and a DEBIT to the PAYROLL CLEARING account.

JOURNAL ENTRIES

4.) DEBIT the salaries expense account code with the GROSS amount of the payroll. CREDIT your tax liability accounts with the taxes withheld from your employees paychecks and any other withholdings would be a CREDIT to their respective accounts, i.e. Employee Advances, Insurance, etc. Also CREDIT the PAYROLL CLEARING account with the NET amount of the payroll.

5.) In doing the above your checking account has the correct balance, there is now a ZERO balance in your PAYROLL CLEARING account, and all of the taxes and salaries accounts have been properly posted.

CHECKING

6.) To record electronic payment of taxes or payment made through the payroll service post a bank charge for the payment amount and code it to the respective tax liability account. This will CREDIT the checking account and DEBIT the respective tax liability account.