

# Kemper 1<sup>st</sup> Choice Payroll Client Training Guide

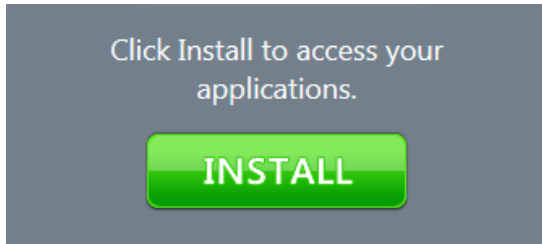
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# Login Instructions

## To Login

1. Using a web browser such as Microsoft Internet Explorer or Google Chrome, browse to <https://cloud.platinumpay.com>
2. When asked to click the Install button to Install the XenApp Client



Once the install is complete proceed to log in with the login credential below. You will be prompted to change the password the first time you login.

## Login Credentials

User Name:	985-{Company ID Number}-XXXXX
Password:	xxxxxxx

### Password Rules:

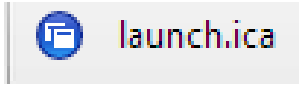
- Username and passwords are case sensitive
- The system will require password changes every 120 days
- Passwords must be at least 8 characters in length
- Passwords must contain 3 of the following 4 types:
- Passwords cannot resemble your user name or previous passwords
- Uppercase letters, Lowercase letters, Numbers, Symbols (special characters)

3. Next, click on the Platinum Pay Icon to launch the app.

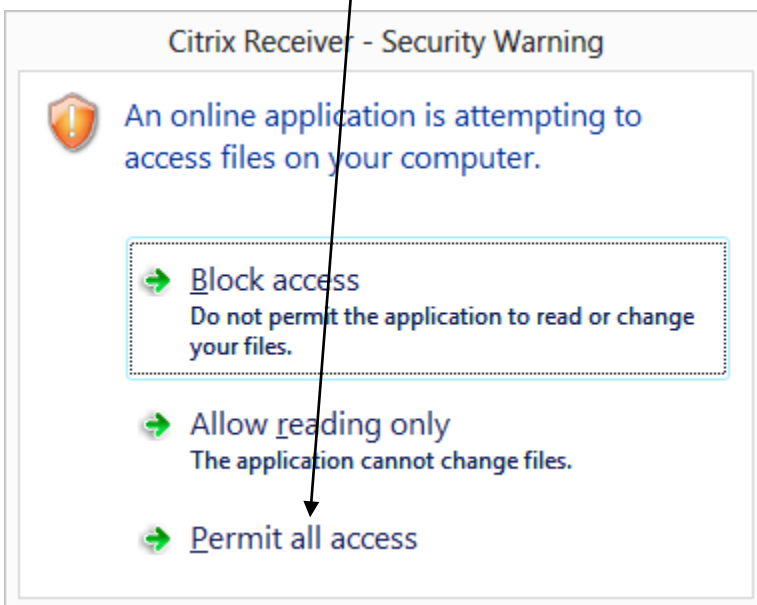
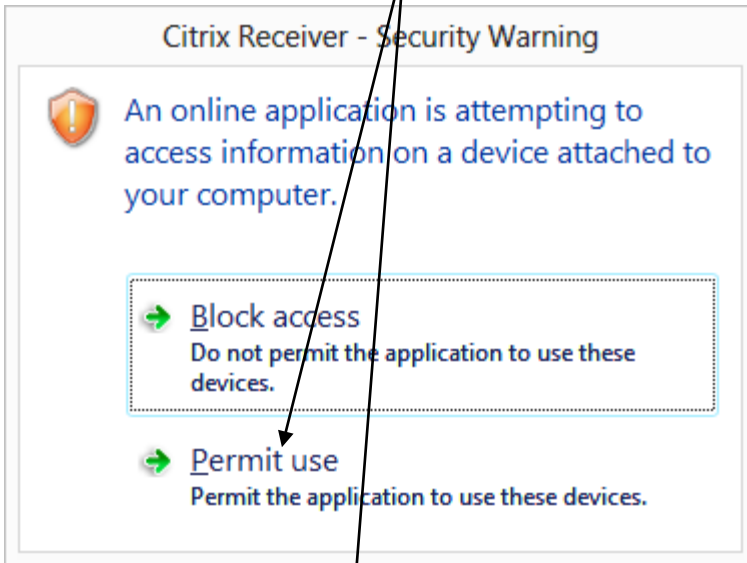


Platinum\_HR

When you click the icon this box will appear in the bottom left hand corner of your screen. Click it to run and choose Yes to allow if prompted.



4. When the app launches you will be asked **twice** to permit access to your computer. To ensure that the application runs correctly click permit access to all when prompted.



- Once the app launches you will see the log in box appear. Use the credentials below to log into the application.

## PlatinumPay Credentials

LID:	985
User Name:	880000-Admin1
Password:	ma91e

PlatinumPay 2012 Login

**PlatinumPay**  
HR & Payroll

LID

User Name

Password

Database

System Date: 10-03-2013 02:36:41 PM  Remember User ID

App Version: 2013.3.4976  Remember Password

- Once the app launches your done!

## General Payroll Process

- Employee Data: Make any employee additions or changes before starting payroll.
- Payroll Entry: Enter all hours for appropriate payroll
- Payroll Review and Submit: Review the payroll totals and employee hours for accuracy and submit payroll for processing.
- Reports: Review received reports after processing is completed.

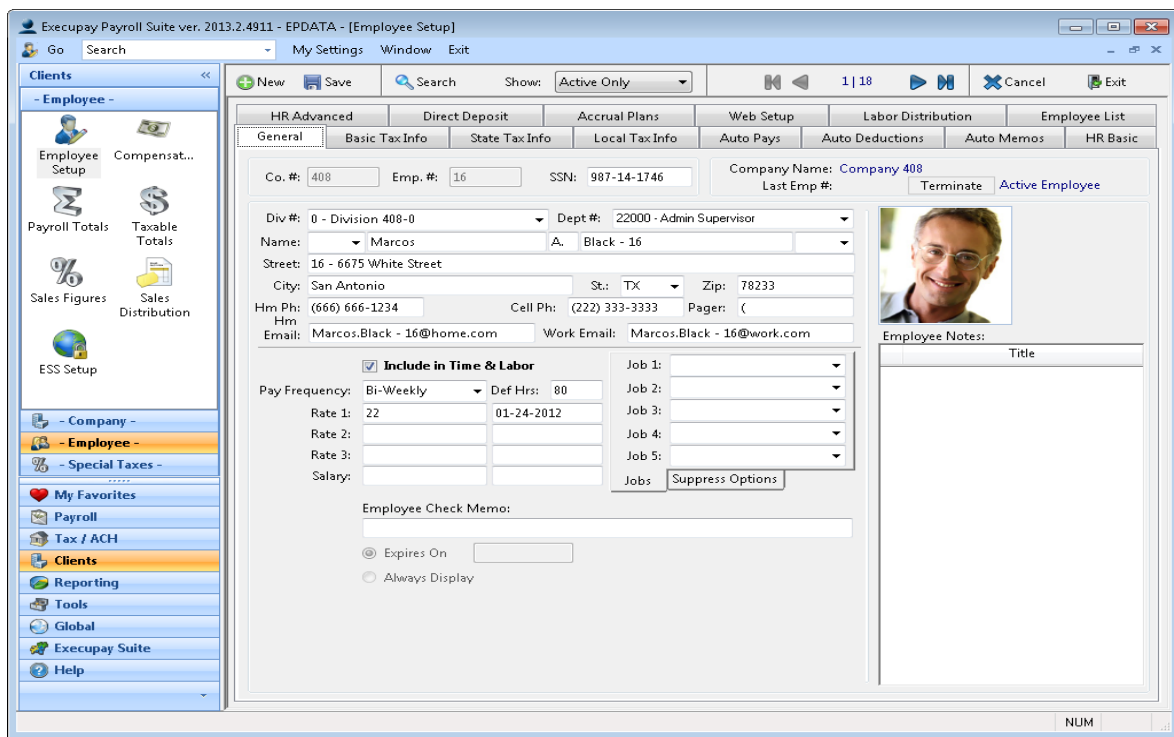
## Employee Setup:

In this section, we will be covering the employee setup process as related to the setup of the company itself.

Accessing Employee Setup requires that there is a company created that employees can be added into. In order to create your first employee, select the, "Employee Setup" icon from the Employee drawer.

Begin with the creation of a new employee by entering the Co# and selecting "enter". A message box will appear saying "This Company has No Employees. Do you wish to start Adding Employees for this Company?" Select "yes" box. First employee number assigned will be 1. You can override to match client EE #'s if needed. Next EE# will increment from the last EE# saved in system.

See screen under the Employee drawer as illustrated below:



### General Tab

Enter the SSN# in the box. All employees require a Div# and Dept #. If company setup only has Div 0, this will self-load on the employee setup screen. Choose a Department from drop down list as needed.

Complete all fields for Name, Street, City, etc. Now Click

If using ESS, always enter the email that will be used to send the registration letter in the "Work Email" field, regardless if a work email address or not.

Pay Frequency/Def Hrs will load based on the 1<sup>st</sup> frequency in company setup.

Rate 1/2/3 are for hourly rates of pay. Salary field is for the per payroll Salary amount.

When changing rates or salaries, a last raise date box will appear. This field defaults to the current date, if you do not enter a real raise date.

Job 1/2/3/4/5 is to set default Job numbers to a specific employee

**Suppress Options Sub Tab:** click in the box to activate each item.

TIP: If the State employee is in, requires hours to be reported, always click the “Add Auto Default Hrs” box.

Employee Check Memo: Enter a private note to be posted on employee check stub or DD voucher. You can choose an “Expires On” date for the memo so it will auto-stop from printing, or “Always Display”.

Employee Notes: Right click in box and click box that says “Add new note”. Enter a Title for the note. Double click in box to add a note. The Text Editor box will open. Type in notes and select “OK”. Select “Save” at top of screen, and “Exit”. This will take you back to where you started on the general tab.

Any saved employee notes will appear to the user during check entry. This is displayed every time a check is entered for the employee.

## Basic Tax Info Tab

### Federal Filing Status and Exemptions:

Enter info as provided for the employee from the W-4. To mark exempt from Fed W/H check mark the box.

Fed status: from drop down list select (Single or Married).

Fed. Dependents: enter number of dependents

Extra Fed. W/H: enter whole dollar amount, or if percentage enter as a decimal (0.10 = 10%)

Fixed Fed. W/H: whole dollar amount, or if percentage enter as a decimal (0.10 = 10%)

The screenshot shows the 'Basic Tax Info' tab for employee Marcos A. Black - 16 at Company 408. The 'Federal Filing Status and Exemptions' section includes a 'Federal W/H Exempt' checkbox, a 'Fed Status (W-4 Form)' dropdown set to 'Single', and an 'AEIC Code' dropdown set to 'None'. There is a 'Fed. Dependents' field with the value '1'. Below are fields for 'Extra Fed. W/H:' and 'Fixed Fed. W/H:'. On the right, the 'Entry Type' section has radio buttons for 'Regular Employee' (selected), 'Independent Contractor', 'Agricultural Employee', and 'Household Employee'. A 'TIN: 123-000-000' field is also present.

NOTE: You can choose Extra or Fixed Fed. W/H – not both

### Entry Type:

All employees are defaulted to “Regular Employee” = taxable W2 employee.

You can also choose Independent Contractor, Agricultural Employee or Household Employee.

## State Tax Info Tab

If company setup only has one State, then all employees will automatically be defaulted to that State.

If company is a multi-state, then all States the company has will appear in the “Available” list.

To add an employee into a State, click on State under the “Available” list and click on the blue arrow. This will move the state to the “Selected” list. Once a State is Selected, then you can click the boxes as it applies for Default Work WH State, Default Resident WH State, and UCI State. Next to the State UCI setup is the SUTA Exempt box if needed.

The screenshot shows the 'State Tax Info' tab for the same employee. It features a list of states: Available (Alabama, Arizona, California, Delaware, New Jersey, New York, Oregon) and Selected (Indiana, Pennsylvania, Texas). The 'State Withholding Filing Status Setup' section includes checkboxes for 'Default Work WH State' and 'Default Resident WH State', a 'State W/H Exempt' checkbox, and a 'State Status' dropdown set to 'No Status'. There are fields for 'Personal Exemptions (Box 4): 0' and 'Dependents (Box 5): 0'. Below are fields for 'Extra St. W/H:' and 'Fixed St. W/H:'. A 'State UCI Setup' section has a 'UCI State:' dropdown set to 'PA' and a 'SUTA Exempt' checkbox. At the bottom, 'Default Work WH St:' and 'Default Res. WH St:' are both set to 'Pennsylvania'. A note on the right states: 'Note: Indiana computes state withholding tax using the information provided on the Indiana Form WH-4. Indiana has reciprocity agreements with Kentucky, Michigan, Ohio, Pennsylvania and Wisconsin. To claim exempt due to reciprocity, an employee must file a Indiana Form WH-47. If filed, Indiana employers need not withhold Indiana income tax from employees who work in Indiana but live in the above states. Indiana has terminated its reciprocal agreement with Illinois as of 1998.'

## Local Tax Info Tab

If company has Locals setup, then they will all appear in the “Available” list. To add a local to an employee, click on the local under the “Available” list and click on the blue arrow. This will move the local to the “Selected” list. Now choose the default position for the local in question.

NOTE: If no locals appear in list, go to Company Setup, and add locals to the client.

## Auto Pays Tab

This tab is to schedule automatic pays to an employee, outside of the regular salary. Click on the “Add” button. Choose the Div/ Dept (these always will default to the employee’s default Div/Dept). Select the Other Pay Code # from drop down list. The Amount field is for a fixed dollar amount, and Default Rate field is for an Hourly Rate of Pay. OP Limit is to record a limit for the code, OP start date and OP Balance is used if a balance is required.

## Pay Scheduling

A pay code can be scheduled to happen on:

First check Only – if client uses multiple checks per employee

All Unscheduled Payrolls – Payrolls run outside of the regular payroll frequency built in Company CRM.

All Scheduled Payrolls – Payrolls run based on the CRM frequency calendar.

Periods: Period 1 – 5 (this is how many possible pay periods in the month)



**Auto Deductions** This tab is to schedule automatic deductions that will be taken out of an employee's check.

### Deduction Basic Info Subtab

To add a new deduction to an employee, click the "Add" button. Fields will open to enter the data. Choose the Div/ Dept (these always will default to the employee's default Div/Dept). Select the Deduction Code # from drop down list. Select the Ded. Calc from the drop down list, Flat Amount is always the default.

Start date defaults to 01-01-1900, this can be overridden as needs, when true day that the deduction is to start. The scheduled amount is the per payroll deduction amount. When Limit tracking is turned on, you can enter a limit for the deduction and start date. The Loan Balance will self populate

NOTE: If you have created your own calc's, and clicked to display in list, they will appear in the DedCalc drop down list.

The default is always all scheduled payrolls. The Period code is used as a default value when setting up auto deductions. A deduction code can be scheduled to happen on:

First check Only – if client uses multiple checks per employee

All Unscheduled Payrolls – Payrolls run outside of the regular payroll frequency built in Company CRM.

All Scheduled Payrolls – Payrolls run based on the CRM frequency calendar.

Periods: Period 1 – 5 (this is how many possible pay periods in the month)

### Deduction Amount Scheduling Subtab

In this area you can schedule the Start Date, End Date and Amount for the specific deduction.

## Auto Memos Tab

Memos are amounts that need to be displayed or tracked, but will not impact the Employees pay. It is only informational. Memos display after the deductions (designated with an M in front of the code) on pay stubs and reports.

To add a new memo to an employee, click the "Add" button. Fields will open to enter the data. Choose the Div/ Dept (these always will default to the employee's default Div/Dept). Select the Memo Code # from drop down list. Select the Memo Calc from the drop down list, Flat Amount is always the default. (Most likely memos have a custom calculation that is built based on clients specific needs)

NOTE: If you have created your own calc's, and clicked to display in list, they will appear in the Memo Calc drop down list.

Div #	Dept #	Memo #	Amount
0	22000	1-401k Match	0.25
0	22000	2-Sales	25

Memo Amount is the per payroll amount, Memo limit is the limit for this code, Start date is the first date to start and the Memo Balance is calculated every payroll by limit less per payroll amount.

The default is always all scheduled payrolls. The Period code is used as a default value when setting up auto memos. A memo code can be scheduled to happen on:

- First check Only – if client uses multiple checks per employee
- All Unscheduled Payrolls – Payrolls run outside of the regular payroll frequency built in Company CRM.
- All Scheduled Payrolls – Payrolls run based on the CRM frequency calendar.
- Periods: Period 1 – 5 (this is how many possible pay periods in the month)

## HR Basic Tab

Currently most data on this screen is informational for reporting only, except for Deceased, Accrual Leave Status, which affects tax calculations, W2's and accrual balances.

The Start Date is also used for Anniversary accruals. Birth Date is also used for catch up limits when the rules depend on age (EX: 401K catch up if over 50 yrs old)

The Managed By field works in conjunction with MSS (Manager Self Service) on the online portal for posting of manager info.

## HR Advanced Tab

Information on these screens are mostly for reporting purposes. Some of these sub-tabs are also located on your "Today" screen in PlatinumPay\Platinum HR, or have icons of their own. In this case, information can be entered in either place and will populate automatically in both.

The following sub-tabs appear on the Today screen: Reminders, Reviews, & Renewals, as well as Birthday and Anniversary dates.

The screenshot shows the HR Advanced Tab interface with the following sub-tabs: Attendance, Reviews, Reminders, Time & Labor, and Custom Fields. The main content area is divided into several sections:

- Miscellaneous:** Includes checkboxes for Military/Veteran, Vietnam Veteran, Veteran (Other), Disabled Veteran, Active Reserves, and National Guard.
- Driver's License Info:** Fields for Lic # (12345), St. (dropdown), and Expires On.
- Paperless Email Info:** Field for Pwd (bob).
- Citizenship Info:** Fields for Country (dropdown), Visa (visa info), I-9: I9 info, and Passport (passport info), each with an Expires On field.

## Miscellaneous Subtab

Contains fields for Vet-100, Citizenship, and Drivers License

This close-up view shows the following fields:

- Vet-100:** Checkboxes for Military/Veteran, Vietnam Veteran, Veteran (Other), Disabled Veteran, Active Reserves, and National Guard.
- Driver's License Info:** Lic # (12345), St. (dropdown), Expires On.
- Paperless Email Info:** Pwd (bob).
- Citizenship Info:** Country (dropdown), Visa (visa info), I-9: I9 info, Passport (passport info), each with an Expires On field.

## UDFs Subtab

User Defined Fields can be setup for specific client data, often used when a field doesn't already exist in the software for data in question.

The screenshot displays a grid of 24 User Defined Fields (UDFs) arranged in 4 rows and 6 columns:

UDF 1: 123	UDF 9:	UDF 17:
UDF 2: abcdefg	UDF 10:	UDF 18:
UDF 3:	UDF 11:	UDF 19:
UDF 4:	UDF 12:	UDF 20:
UDF 5:	UDF 13:	UDF 21:
UDF 6:	UDF 14:	UDF 22:
UDF 7:	UDF 15:	UDF 23:
UDF 8:	UDF 16:	UDF 24:

## Emergency Contacts Subtab

Employee Emergency contact information can be entered by Bureau, client, or the employee that has ESS access online. Any data entered from ESS will automatically populate.

The screenshot shows a list of emergency contacts and a detailed view for Davey Crockett:

Priority	Name
1	Davey Crockett
2	Tim Duncan
3	Jerry Jones

**Emergency Contact Details for Davey Crockett:**

- Relationship: Friend, Priority: 1
- Name: Davey Crockett
- Street: 300 Alamo Plaza
- City: San Antonio, St: TX, Zip: 78205
- Home Ph: (210) 555-4566, Cell Ph: , Pager: , Ext: , Email: , Notes:

## Family Members Subtab

Family members can be entered by Bureau, client, or the employee that has ESS access online. Any data entered from ESS will automatically populate.

The screenshot shows a form for adding a family member. On the left is a table with columns 'Relationship' and 'Name'. It contains three rows: 'Child - Not Living at Home' with 'Jack', 'Sibling' with 'Shamu', and 'Spouse' with 'Martha'. To the right of the table are various input fields: 'Relationship' (dropdown), 'Name' (text), 'Race' (dropdown), 'Street' (text), 'Street2' (text), 'City' (text), 'St.' (dropdown), 'Zip' (text), 'SSN' (text), 'Gender' (dropdown), 'Bday' (text), and checkboxes for 'Dependent', 'Smoker', and 'Student'. A 'Notes' field is at the bottom.

## Previous Employers Subtab

Previous Employers can be entered by Bureau or client.

The screenshot shows a form for adding a previous employer. On the left is a table with columns 'Company' and 'Position'. To the right are input fields: 'Co. Name' (text), 'Title' (text), 'Position' (text), 'From' (text), 'To' (text), '# of Yrs' (text), 'Pay Amt' (text), and a 'Notes' field.

## Education Subtab

Education can be entered by Bureau or client.

The screenshot shows a form for adding education. On the left is a table with columns 'School' and 'Degree'. To the right are input fields: 'School' (text), 'Type' (dropdown), 'Major' (text), 'Degree' (text), 'Required' (checkbox), 'Status' (dropdown), 'Graduated' (checkbox), 'Grad Yr' (text), '# of Yrs' (text), 'Grade' (text), 'Paid For' (checkbox), 'Total Cost' (text), 'Total Paid' (text), and 'Account' (text). A 'Notes' field is at the bottom.

## Training Subtab

Training information can be added by Bureau or client. This field populates to the "Today" screen 30 days before date listed in the "Valid Thru" field as a reminder.

The screenshot shows a form for adding training. On the left is a table with columns 'Training' and 'Valid Thru'. To the right are input fields: 'Training' (text), 'Location' (text), 'From' (text), 'To' (text), 'Status' (dropdown), 'Grade' (text), 'Required' (checkbox), 'Completed' (checkbox), 'Valid Thru' (text), 'Renewal Frequency' (dropdown), 'Paid For' (checkbox), 'Total Cost' (text), 'Total Paid' (text), and 'Account' (text). A 'Notes' field is at the bottom.

## Skills Subtab

Skills can be added by Bureau or client.

The screenshot shows a form for adding skills. On the left is a table with columns 'Skill' and 'Start Date'. To the right are input fields: 'Skill' (text), 'Start Date' (text), and a 'Required' checkbox. A 'Notes' field is at the bottom.

## Attendance Subtab

Attendance information can be added by Bureau or client.

The screenshot shows a form for adding attendance. On the left is a table with columns 'Start Date' and 'Reason'. To the right are input fields: 'Start Date' (text), 'Start Time' (text), 'End Date' (text), 'End Time' (text), 'Hours' (text), 'Reason' (dropdown), and a 'Notes' field.

## Reviews Subtab

Review information can be added by Bureau or client. This field populates to the "Today" screen 30 days before date listed in the "Next Review Date" field as a reminder.

The screenshot shows the 'Reviews' subtab interface. It features a table with columns for 'Review Date' and 'Reviewer'. To the right of the table are several input fields: 'Date', 'Reviewer', 'Reason', 'Performance', 'Rating', 'Next Review', 'Next Goals', and 'Notes'. There are also checkboxes for 'Goals Met' and 'Completed'.

## Reminders Subtab

Reminder information can be added by Bureau or client. This field populates to the "Today" screen 30 days before date listed in the "Follow up On" field as a reminder.

The screenshot shows the 'Reminders' subtab interface. It includes a table with columns for 'Created On' and 'Title'. To the right, there are fields for 'Description', 'Created by', 'Followup On', and 'Notes'. There are also checkboxes for 'Completed' and 'Include in Time & Labor', and date fields for 'Create On' and 'Last Updated'.

## Time & Labor Subtab

Check box to "Include in Time & Labor" is on this screen. This works specifically with TLM Integration for Swipe Clock and AoD (Attendance on Demand) timekeeping systems.

The screenshot shows the 'Time & Labor' subtab interface. It has a dropdown menu for 'Time & Labor Details' with options like 'AoD' and 'Swipeclock'. There is a checkbox labeled 'Include in Time & Labor' and an 'Effective Date' field.

## Custom Fields Subtab

Custom Fields can be added to the Employee level, which will override Company custom fields. (Ex: Company has Wk Comp set up by Dept, but a specific employee needs to be in a different Wk Comp code. The custom field is added to the EE to override the company Wk Comp dept setup)

The screenshot shows the 'Custom Fields' subtab interface. It features a table with columns for 'Desc', 'Number', and 'String'. To the right, there are fields for 'Custom Desc', 'Number', and 'String'. Below the table, there are 'Descr' and 'Notes' sections with a list of custom fields and their descriptions.

## Direct Deposit Tab

Employees have the option to send Direct Deposit (DD) funds to four different bank accounts. After all amounts are deposited, any remaining funds not being sent by DD will process as a live paper leftover check. All new accounts should be set to Pre-Note for account verification.

The system will take the Net pay and process it through DD account #1 first, and if any left over, it will filter through the remaining DD accounts and if needed, will create a left over check.

Direct Deposit		First Account	Second Account	Third Account	Fourth Account
Account Type:	Checking	None	None	None	None
Bank Routing #:	211374062	0			
Employee Acct. #:	222222222				
Split Method:	Percent Split				
Amount:	100.00 %	0.00 %			
DD Status:	Pre-Note				

If you only have one DD account only, you would select Percent Split, and amount is 100%.

### Adding DD accounts:

Select account type: Checking or Savings

Enter the 9 digit bank routing number (must begin with a 0, 1, 2, or 3)

Enter the account number (no spaces/symbols or special characters)

Select the Split method: Flat Split or Percent Split (flat is for a fixed dollar amount)

Enter the Amount: Either a fixed dollar amount or a fixed percentage

Select the DD Status: Pre-Note or Active (Pre-Note will issue a live paper check, but includes the banking info in your DD file to test the account with the bank for verification. Once file is created system will automatically switch to Active status)

### Removing/Deleting DD accounts:

If you need to take an employee off of DD, change ALL the account types to "None". This will disable DD, but account information will be retained. Net Pay will now be a live paper check.

### Turn DD off one time only:

If you need to turn DD off for one payroll only, do not change the Employee DD setup. Instead, there is an option on Payroll Details level that allows you to override DD so that a live check will be created instead on DD for that specific employee only, or all employees in that specific payroll, without altering the employee DD setup.

## Accrual Plans Tab

This screen is to view current accrual available balances for Sick/ Vacation / PTO and make manual adjustments to the earned balances. To adjust amounts earned, click on "New" at bottom. Enter the Earned Date, which varies on the accrual type, and enter earned hours, save and verify available amount is correct. Depending on the accrual type and earned date, the hour that are input may appear as Earned or Carry Over. They will be added to the available amounts in either case.

Accrual Plans				Web Setup	Labor Distribution	Employee List										
Co. #: 408	Emp. #: 16	Company Name: Company 408				Employee Name: Marcos A. Black - 16										
<b>Sick Totals</b> Carry Over: 0.00    Earned: 0.00    Used: 0.00    Available: 0.00				<table border="1"> <thead> <tr> <th>PR #</th> <th>Date</th> <th>Sick</th> <th>Vacation</th> <th>Personal</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			PR #	Date	Sick	Vacation	Personal					
PR #	Date	Sick	Vacation	Personal												
<b>Vacation Totals</b> Carry Over: 0.00    Earned: 0.00    Used: 0.00    Available: 0.00																
<b>Personal Totals</b> Carry Over: 0.00    Earned: 0.00    Used: 0.00    Available: 0.00																
Earned Date: <input type="text"/> Sick Earned: <input type="text"/> Vacation Earned: <input type="text"/> Personal Earned: <input type="text"/>																

The automatic accrual amounts that are accrued with payroll are adjusted on the policy itself, located on the "Accrual Benefits" icon. To adjust the Used hours amounts, this must be done on a payroll.

## Web Setup Tab

You can view by Employee if they have completed their setup for ESS. It will show the User Name/Handle that the employee saved online so you can provide it if needed. There is also a check box for PPX activation on this screen.

Id	Expiration	Completed	Created	Failed Attempts	Type	IP Address
451f30cb-2f80-4bf5-b017-b0e678cc0a7f	10-02-2012		10-02-2012	0	password	
d29f5e6d-822a-4a17-af55-4151b7e16bf6	07-05-2012	07-05-2012	07-05-2012	0	password	172.16.240.47
1771d49e-ea33-4497-af5b-ee8ba2d0873	09-10-2010		06-06-2008	0	New	

## Labor Distribution Tab

This tab allows for the employee's salary or hours to be broken down by Div/Dept and all 5 job levels. If the distribution totals do not equal 100% whatever is left over, will automatically be coded to the employees home (default) Div/Dept from the Employee setup, general tab.

%	Division	Department	Job 1	Job 2	Job 3	Job 4	Job 5

## Employee List Tab

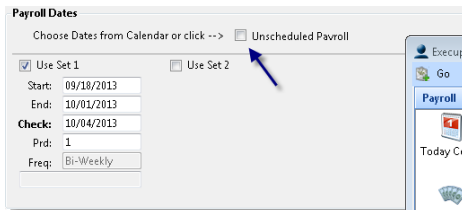
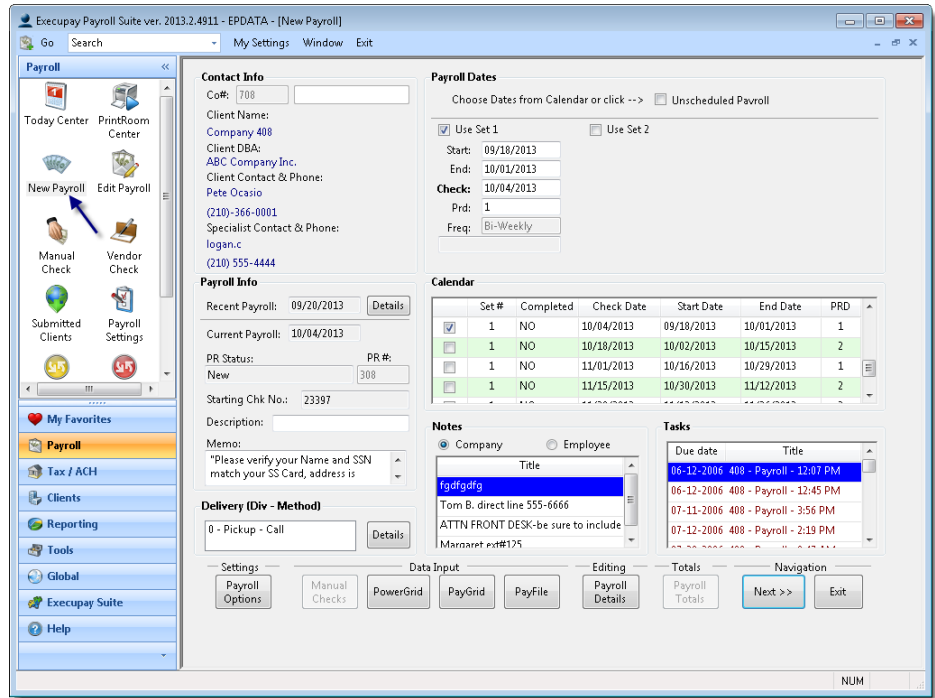
This is a view of the active Employee list for the Company that is loaded on the screen.

Emp. #	First Name	M.I.	Last Name	SSN	Division #	Dept. #	Start Date	Term Date	DD Type 1	DC
16	Marcos	A.	Black - 16	987-14-1746	0	22000	03-29-1994		Checking	Nor
6	Gerard		Black - 6	987-14-1736	0	20200	12-07-1998		Checking	Nor
4	Lisa	E.	Brown - 4	987-14-1734	0	20221	01-08-1998		Savings	Che
19	Linda	S.	Clinton - 19	987-14-1749	0	20600	05-07-1990		None	Nor
9	Thomas	R.	Clinton - 9	987-14-1739	0	10000	05-01-1984		None	Nor
2110	Eric		Davis	312-41-6226	1	1	04-03-2013		None	Nor
5	Sylvia - 5	L.	Green - 5	987-14-1735	0	34000	03-18-1991		None	Nor
55	Brooke		Green - 55	987-14-1785	0	20200	09-07-2009		None	Nor

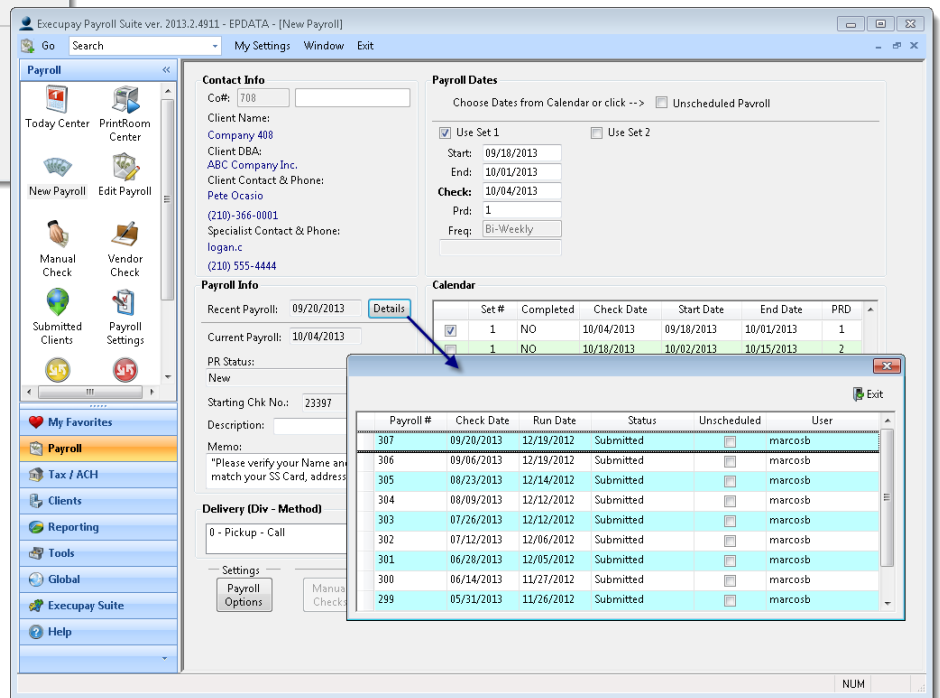
# Payroll Processing

Select the 'New Payroll' icon. If the company has a password, you will need to enter the password before the payroll information will load.

The default information will automatically fill in for you. If this is not a normal payroll run (bonus run, etc.) make sure to mark the payroll as unscheduled so your calendar link will remain.



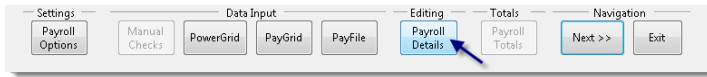
Clicking on the details in the payroll info section will bring up previous payroll history.



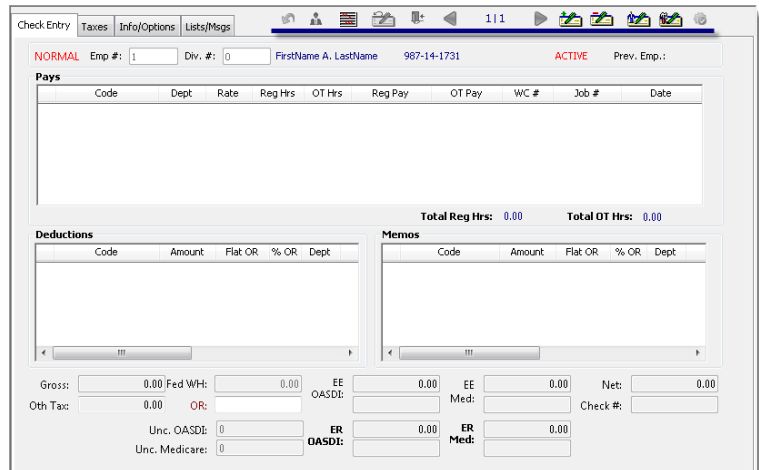
If you have more than one frequency with the same check date, you will receive a prompt to select your frequency. Since I chose to run payroll using the semi-monthly frequency (example above), that frequency is defaulted when selecting the period set.

To manually enter payroll, click on the payroll details. To enter payroll through a Powergrid, go to the PowerGrid Section on page 22.





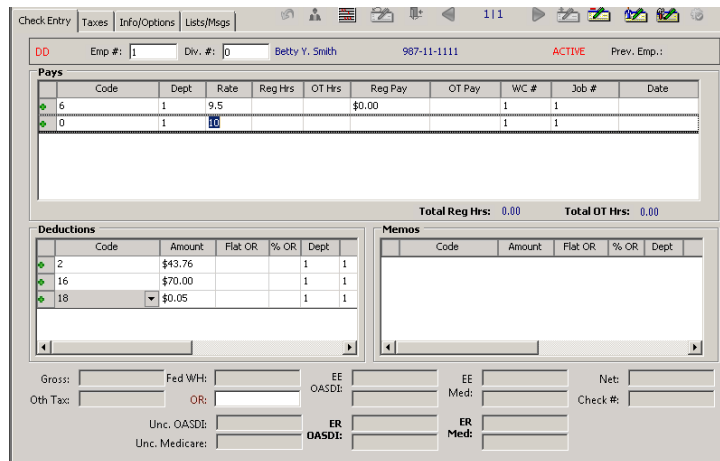
- The curved blue arrow will take you back to the payroll start screen.
- The blue person icon will take you to either the employee master or the EE QAC (quick add change).
- The grid icon will take you to the check listing. From there you can select any check that has been entered and view the check details or EEQTD/YTD totals.
- The check with that back arrow will allow you to void any EE or special checks.
- The green icon next to that will exit the payroll completely.
- If the EE has more than one check you can scroll through the checks using the left/right arrows.
- The check with the plus sign will add another check for the same EE.
- The check with the minus sign will delete out the currently viewed check.
- The check with the person is to create a normal check. When in check entry, the default is normal check. The check with the hammer allows you to enter a manual entry.
- The wheel icon will calculate check totals and number the checks/direct deposits.



In order to load an employee, the following options are available:

- Enter the EE number and hit the Enter Key
- Double-click within the Emp# box to bring up the list of EEs

If the company has more than 1 division set up the system will go to the division # field. The division will default to the ee's default division. You can manually change if needed. Once you enter through that field the ee's info will show. All auto deductions/pays/memos will populate. The only rate that will show is the ee's rate 1 or the salary amount (if ee is salary). If an ee has a rate 2 or 3 set up on ee setup, you can use your up or down arrow keys to scroll through the rates. Once you enter your hours/pays/extra deductions, you can use your '\*' key to calculate the check. You can also change the worker's comp # or job # if applicable. In the example below, these fields are set as a default for the dept/ee. Using your enter key will save the check and allow you to enter a new ee check.



Once you have calculated your check you will see the taxes that have calculated.

Check Entry **Taxes** Info/Options Lists/Msgs

DD Emp #: 1 Div. #: 0 Betty Y. Smith 987-11-1111 ACTIVE Prev. Emp.:

	Code	Dept	Loc 1 Cd	Loc 1 Tax	Loc 2 Cd	Loc 2 Tax	Loc 3 Cd	Loc 3 Tax	Loc 4 Cd	Loc 4 Tax
	6	1	112	\$0.21	0	\$0.00	0	\$0.00	0	\$0.00
✓	0	1	112	\$1.79	0	\$0.00	0	\$0.00	0	\$0.00

**Federal and State Taxes**

Fed WH:	40.95		AL	WH:	9.70	
AEIC:	0.00			WH:		
EE OASDI:	27.75			Disability:	0.00	
ER OASDI:	27.75			L&I / WC:	0.00	
EE Medicare:	6.49			Emp UCI:	0.31	
ER Medicare:	6.49			H.C.:	0.00	
				WorkForce:	0.00	
				NJ FLI:		

**Totals**

Gross:	447.50
Local WH:	2.00
Net:	224.16
Check #:	
Sales Amnt:	
OT Prem Rate:	

The info/options tab will allow you to create a live check instead of the ee having direct deposit. You can also change the pay frequency, unemployment state, and withholding state. You can also add a check memo for the ee here. If you add a check memo in the check, the memo will appear on all checks until the memo is deleted. If you want to add a check memo that has an expiration date, enter that on the ee setup.

Check Entry Taxes **Info/Options** Lists/Msgs

DD Emp #: 1 Div. #: 0 Betty Y. Smith 987-11-1111 ACTIVE Prev. Emp.:

**Payroll**

PR Number: 84  
 Prd. Start: 06-16-2013  
 Prd. End: 06-30-2013  
 Check Date: 07-03-2013

**Employee Options**

Employee Check Memo:

**Check Options**

Direct Deposit Import ID: 1  
 Charge for Check  Accrue Vacation  
 Accrue Sick  HIRE Act Eligible  
 Accrue Personal  Tax Leveling  
 Exclude From Special Checks

Pay Freq: Weekly  
 Unemployment St.: PA  
 Res WH St.: AL  
 Work WH St.: AL

**Gross Up Utility**

Net:   
 + Taxes:   
 Gross:   
 Fed. Rate: 0.2800  
 St. Rate: 0.0000

**Entry Short Cut Keys**

F7 (Add Pay Line)	F3 (View Checks)	F11 (Normal Mode)	F10 (New Check Same EE)	CTRL+F (FICA Override)
F8 (Add Ded Line)	F4 (Void Checks)	F12 (Manual Mode)	F9 (Delete Check)	CTRL+L (Tax Leveling)
F2 (Add Memo Line)	F5 (Employee QAC)	F6 (Payroll Totals)		CTRL+O (Overtime Override)
				CTRL+T (Jump to Taxes)

\* (Calculate Check)

The lists/mgs tab will show co & ee messages. Pays, deductions, etc.

Once you have calculated your payroll totals, you will be able to see overall company totals. You will also see there are 3 red links on the bottom right corner. The new hires link will list any new hire that has never received a check. The active ees link will list all of the active ees that did not receive a check in the current payroll. The missing new hire link will tell you what ees are missing certain information that is needed before the ee can be reported as a new hire.

This screen will show company totals for any active pay/deduction

Payroll Totals **Pay / Ded / Memo Totals** Division / Dept. Totals Job Totals State Tax Totals Delivery Info / Msgs

Co. #: 1 Co. Name: Sample Company A PR Contact: Jane Smith  
Co. Phone: (210)-366-0001

**Pay / Deduction Totals**

Pays:		OP Hours:	Deductions & Memos:		Amount:
0	0-Regular Pay		1	1-CAF Plan Test Change	
1	1-Bonus	70.00	2	2-Miscellaneous Advances	\$87.52
2	2-Sick Pay		3	3- <REIMBURSEMENT >	
3	3-Vacation		4	4-Child Care	
4	4-Cash Tips	Amount: \$2,200.00	5	5-Super Flex Spending	
5	5-DoubleTime		6	6-Dec Loan	
6	6-Miscellaneous	OP OT Hours: 0.00	7	7-401(k)	
7	7-Rate Factor 1.5		8	8-Misc % of Net	
8	8-Absent Pay	OT Amount: \$0.00	9	9-Caf 2	
9	9-Fringe/Auto		10	10-401(k) Ins	
10	10-Fringe benefit category		11	11-Dep care	
11	11-Rate Differential		12	12-sep simple	
12	12-1099 Pay		13	13-Miles	
14	14-3rd party sick taxable		14	14-Union Due (IN)	
15	Non-taxable tuition reim		15	15-Union Due (OUT)	
16	16-Personal				

Invoice Payroll Start Payroll Details Save & Exit Submit

This screen will show division/department hour breakdown

Payroll Totals Pay / Ded / Memo Totals **Division / Dept. Totals** Job Totals State Tax Totals Delivery Info / Msgs

Co. #: 1 Co. Name: Sample Company A PR Contact: Jane Smith  
Co. Phone: (210)-366-0001

**Division / Department Totals**

Division:		No. of Checks:	Department:		Regular Hours:
0	Division 1-0	3	1	Labor 2	70.00
1	Division 1-1	Regular Hours: 70.00	2	Office	OverTime Hours: 0.00
2	Division 1-2	OverTime Hours: 0.00	3	3rd Party Sick	Other Hours: 5.00
		Other Hours: 5.00	4	Test 2	

Invoice Payroll Start Payroll Details Save & Exit Submit

Company totals broken out by job

Payroll Totals	Pay / Ded / Memo Totals	Division / Dept. Totals	<b>Job Totals</b>	State Tax Totals	Delivery Info / Msgs
----------------	-------------------------	-------------------------	-------------------	------------------	----------------------

Co. #: 1      Co. Name: Sample Company A      PR Contact: Jane Smith  
 Co. Phone: (210)-366-0001

**Job Totals**

Jobs	Regular Hours:
1 1-Greenwood	70.00
2 2-Main St	
3 3-Van Buren	
	OverTime Hours:
	0.00
	Other Hours:
	5.00

Invoice   
 Payroll Start   
 Payroll Details   
 Save & Exit   
 Submit

State & local taxes by locality

Payroll Totals	Pay / Ded / Memo Totals	Division / Dept. Totals	Job Totals	<b>State Tax Totals</b>	Delivery Info / Msgs
----------------	-------------------------	-------------------------	------------	-------------------------	----------------------

Co. #: 1      Co. Name: Sample Company A      PR Contact: Jane Smith  
 Co. Phone: (210)-366-0001

**State and Local Taxes**

States:	State WH:	Locals:	Local WH:
AK Alaska	\$24.81	100 Los Angeles Payroll Expense Tax	
<b>AL Alabama</b>	Employee UCI:	<b>112 Greenwood Village</b>	\$2.00
AR Arkansas	\$0.00	1200 NYC (R)	
AZ Arizona	Employee DI:	1201 Yonkers (R)	
CA California	\$0.00	1203 NYC (N)	
CO Colorado	WC Tax:	1204 Yonkers (N)	
CT Connecticut	\$0.00	1205 New York MCTM Payroll Tax	
DC District of Columb	NJ WorkForce Tax:	1401 Tri-County Met. Transportation District	
DE Delaware	\$0.00	1500 HarborCreek	
FL Florida	NJ HealthCare Tax:	1501 HarborCreek Occupational Tax	
GA Georgia	\$0.00	152 Allen County ( Resident )	
HI Hawaii		153 Allen County ( Non Resident )	
IA Iowa		1554 Philadelphia (Resident)	
ID Idaho		1555 Philadelphia (Non-Resident)	
IL Illinois		1562 South Fayette Township	

Invoice   
 Payroll Start   
 Payroll Details   
 Save & Exit   
 Submit

## PowerGrid

The utilization of a PowerGrid allows the client to simplify entering payroll. PowerGrids can be built specifically for the standard payroll, bonus runs or specialty payrolls. This section assumes the PowerGrids have been constructed by the Service Bureau for the client's specific use. The PowerGrid Button is on the bottom portion of the screen after selecting "New Payroll" or "Edit Payroll."

**Contact Info**

Co#: 1

Client Name:  
Sample Company A

Client DBA:  
Company DBA 1

Client Contact & Phone:  
Jane Smith  
(210)-366-0001

Specialist Contact & Phone:  
4test.2012  
(210) 555-4444

**Payroll Dates**

Choose Dates from Calendar or click -->  Unscheduled Pavroll

Use Set 1  Use Set 2

Start: 06/23/2013

End: 06/29/2013

Check: 07/03/2013

Prd: 1

Freq: Weekly

**Payroll Info**

Recent Payroll: 09/11/2013 Details

Current Payroll: 07/03/2013

PR Status:  PR #:

Starting Chk No.: 5695

Description:

Memo:  
\*\*HAVE A SUPER DAY\*\*

**Calendar**

	Set #	Completed	Check Date	Start Date	End Date	PRD
<input type="checkbox"/>	1	NO	06/19/2013	06/09/2013	06/15/2013	3
<input type="checkbox"/>	1	YES	06/26/2013	06/16/2013	06/22/2013	4
<input type="checkbox"/>	1	YES	07/03/2013	06/23/2013	06/29/2013	1
<input checked="" type="checkbox"/>	1	NO	07/03/2013	06/23/2013	06/29/2013	1

**Delivery (Div - Method)**

0 - Mail - Category 4  
2 - No Delivery

Details

**Notes**

Company  Employee

Title

test 2

**Tasks**

Due date	Title
	test

Settings

Data Input

Editing

Totals

Navigation

If the client is utilizing an integrated Time Labor Management system, the PowerGrid information will be generated from the TLM System. You will find a selection "PowerGrid from TLM" on the top Portion of the screen. The client with a TLM System would make that selection and continue with the following steps:

Using this screen we can:

- Create new PowerGrid
- Edit previously created grids.
- Import payroll files directly to the grid.
- Import payroll data directly from TLM providers.
- Export PowerGrid to Execupay 2 file
- Export PowerGrid to PowerSheet Excel file
- Copy and Paste date directly from external sources (like comma separated file).
- Distribute hours according to Labor Distribution Setting (Employee Setup).
- Processing PowerGrids.
- Check all processing messages.

PowerGrid can have one of these possible statuses

- In Progress – PowerGrid is created but editing is not finish.
- Completed – PowerGrid is created and all editing are finish – ready to process
- Processed – PowerGrid is already processed.

To Process a PowerGrid within TLM follow these steps:

1. Select PowerGrid
2. Identify the PowerGrid to use (PowerGrid from TLM or a specially created one)
3. Be sure to select the appropriate categories to include for instance, be sure to add time to existing checks so you can perform edits, select Auto Hours if you have ee's who receive automatic hours (like salaried staff) and select Salary if you want salaried staff to be paid.

4. Select Finish Button.
5. Highlight the PowerGrid and select Edit Powergrid to check for accuracy. You may also double click on it to view the information.
6. Select Process Powergrid
7. Dialogue box will appear identifying the status of processing the PowerGrid and calculating checks. When both lines display "Done", Select OK.
8. Select Payroll Totals so the system will calculate totals from the PowerGrid.
9. Save and Exit
10. Go to the Reporting Drawer.
11. Select Report Browser
12. Select a report determined to show balances. We recommend the Payroll Register and the Register Total Reports.
13. If any changes are necessary, go to the Edit Payroll icon. If everything is correct you are ready to submit your payroll. Follow the submit instructions with Step 19.
14. Select Payroll Details.
15. Select the Employee who needs revisions.
16. After making the revisions on the employee's details, hit the \* key to calculate the new payroll and select the enter button to clear the screen.
17. After all of your employee changes have been made, select the green check mark on the far right of the tool bar. This will complete the Payroll Totals with your changes.
18. Save and Exit if you wish to verify your changes by running another Payroll Register (Repeat Step 11 & 12.)
19. If you do not want to verify your changes, from the Edit Payroll Screen, select Submit.