

# Payroll Exercise Handbook

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Dave Yost • Auditor of State

# Uniform Accounting Network – Payroll Exercise Handbook

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### CHAPTER 1 – INTRODUCTION

#### 1) AGENDA

Time	Topics
9:00 a.m. - 9:20 a.m.	Introduction (Chapters 1-3)
9:20 a.m. - 10:15 a.m.	Employee Example: Sam Simple (Chapter 4)
10:15 a.m. - 10:30 a.m.	Break
10:30 a.m. - 12:10 p.m.	Employee Example: Carl Complicated (Chapter 5)
12:10 a.m. - 12:30 p.m.	Special Considerations For Leave (Chapter 6)
12:30 p.m. - 1:30 p.m.	Lunch
1:30 p.m. - 2:15 p.m.	Wage Payments (Chapter 9)
2:15 p.m. - 2:30 p.m.	Withholding Payments (Chapter 10)
2:30 p.m. - 2:45 p.m.	Reports (Chapter 11)
2:45 p.m. - 3:00 p.m.	Pre-Close Cleanup (Appendix 1)
3:00 p.m. - 3:15 p.m.	Break
3:15 p.m. - 3:45 p.m.	Maintenance - Entity Settings (Chapter 7)
3:45 p.m. - 4:00 p.m.	Common Employee Changes (Chapter 8)
4:00 p.m. - 4:30 p.m.	Payroll Utilities (Appendix 2)
4:30 p.m. - 4:35 p.m.	Electronic Funds Transfer (Appendix 3)
4:35 p.m. - 5:00 p.m.	Add Employee Wizard (Chapter 12)

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### 2) OVERVIEW

This course is for UAN users that are converting from the older version of the UAN Accounting & Payroll software as of January 1, 2013. The goal of this class is to get users acquainted with the new ‘look and feel’ of the Payroll software, highlight key improvements, and provide guidance for organizing the entity’s information in a way that will take full advantage of the software improvements.

The instructor will begin with a brief overview of the Payroll menu options and will demonstrate a simple example of posting wages and one withholding payment.

#### DEMONSTRATION

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Please view the demonstration; you do not need to perform an exercise.

### 3) USING THIS HANDBOOK

This handbook is not an exhaustive list of all the software features. You should use the Payroll Manual as an ongoing reference guide instead. See the Other Resources section below for more information on accessing the Payroll Manual.

This handbook designed to be used primarily as an in-class aid to instructor lecture, discussion, and guided exercises. Even so, there are some unique features in this handbook that will serve as a useful reference after class. Chapter 3 includes an Employee Checklist that can be used for re-organizing employee information after conversion to take full advantage of the new software enhancements. In addition, most chapters include an overview and / or a “what’s new” section that can be used as a reference for understanding how your entity’s data is presented differently in the new software compared to the old.

## 4) OTHER RESOURCES

### SOFTWARE MANUALS

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The Payroll Manual contains detail information on the each function, including an overview, “How To” step-by-step instructions, and frequently asked questions (FAQ). There are several ways to access the manual:

- 1) **Need Help?** Clicking on [Need Help?] from the main menu will open screen-specific helpful information in the Payroll Manual, including step-by-step instructions for adding transactions in the ‘How To’ section of each subject.



- 2) **FAQs menu**

The FAQs menu is available in the lower left hand corner of the UAN screen. It will list quick links to sections in the Payroll Manual relevant to the last area in view. If you know what subject you are looking for, then the FAQs menu is an even faster method of view instructions than the [New Help?] button.

- 3) **Payroll Manual – Adobe PDF file**

The entire manual can be viewed & printed, and / or copied to a CD to be viewed on another computer.



**STEPS TO ACCESS:** Double-click on the UAN Tools icon  on the computer’s Desktop. Double-click the Version Documentation icon and then double-click the Manual folder.

- 4) **Payroll Manual – On the Web**

The manual can be viewed, printed, or saved to file from any computer with internet access.

**STEPS TO ACCESS:** On a computer with internet access, go to the uanlink webpage:

<http://uanlink.auditor.state.oh.us/>

Click the link UAN Software, then the Payroll.

### TRAINING SOFTWARE

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After you log in the new UAN software for the first time, you can use the UAN Training application (Training Mode).

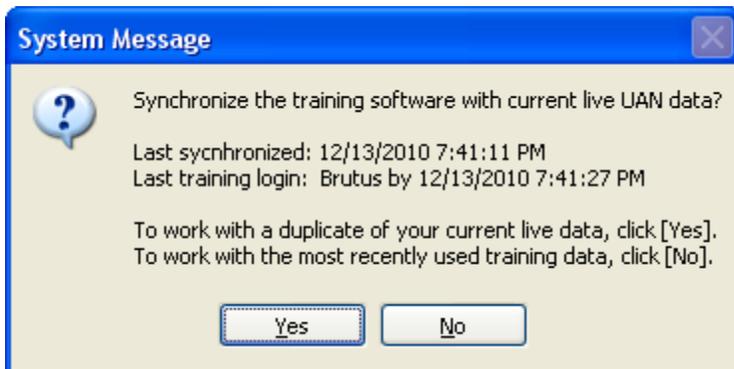
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Training Mode allows you to practice UAN in a software environment using a copy of your most recent entity data without affecting any of the data in the UAN application.

### To access the UAN Training application:

1.		Click [Quit] to exit the UAN Application.
2.		Double-click on the UAN Tools icon on the computer's Desktop.
3.	 UAN Training Shortcut 2 KB	Double-click on the UAN Training icon.

The following message will display:



Message:

Synchronize the training software with the current live UAN data? Click [Yes] or [No].

- To work with a duplicate of your current live data, click [Yes].
- To work with the most recently used training data, click [No].
  - The most recently used training data *may or may not* be the most current live data depending on your last activity in UAN and in Training mode.

Note: You will not see this message on your first entry into UAN Training, but will every time thereafter.

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### UAN LINK WEBSITE

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Software manuals, training course booklets, communications, and much more can be viewed on the UAN Link website <http://uanlink.auditor.state.oh.us/>

A shortcut to this website is built into the UAN software. Just click on the Seal of the Auditor of



State located in the top left corner of the screen and the website will open.

### UAN ONLINE TRAINING RECORDINGS

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Recordings of UAN online training courses are available on our website and can be viewed at your convenience. The courses are broken down into small, defined sections so you have the ability to quickly find and watch only the areas you need.

To view the recordings, go to the UAN Link web page at <http://uanlink.auditor.state.oh.us/> and click on the Training menu, then Online Training Recordings. These recordings are best viewed with a high-speed internet connection.

### CHAPTER 2 – EMPLOYEES OVERVIEW

The Employees area includes some of the most significant changes in the Payroll software.

#### 1) KEY IMPROVEMENTS

##### **Job data has become part of Earnings**

In the old software, all earnings types and withholdings were attached to an employee Job ID. In the new software, there are no longer Job IDs. Earnings now include most the information previously on the Job ID page and Earnings take on the other elements that used to be attached to Jobs – Overtime, Non-Cash benefits, Leaves, and Withholdings.

##### **Earning & Withholding amounts can be directly split between account codes**

In the old software, earning amounts could not be split between two or more account codes without recording separate earning IDs. Also, the employer share required for some withholding deductions or withholding fringe benefits (if any) could not be split between accounts without recording separate Job IDs – and then an additional earning. In the new software the amounts paid for earnings, leave, overtime, employee share of withholdings, and withholding fringe benefits can be split between multiple accounts.

##### **A single withholding can be assigned to two or more earnings**

In the old software it was sometimes necessary to setup several Job IDs which often meant that the user would have to setup several instances of common deductions such as Medicare, OPERS, etc. This duplication is no longer necessary in the new software.

##### **It is easier to use the Active / Inactive feature:**

**Inactive items** will be ‘hidden’ by default on certain menus and reports.

The *Deactivate button* located on most maintenance screens can be used to change items to an inactive status. Deactivating an item will not affect transactions prior to deactivating, only going forward. One advantage of deactivating an item is that it can prevent transaction errors. For example, an employee that works two positions – one year round and one that is seasonal – could have the seasonal earning deactivated after the last paycheck of that season. This would hide the earning on the Transactions → Wages screen and thus prevent accidental payments on that earning.

**Active items** will be displayed by default in certain menus and reports. The *Activate button* located on most maintenance screens can be used to make items active if they have been changed to inactive sometime after conversion. Note: In the old software, Employee History items that are marked “Active” before closing the year will carry over to the new software during conversion.

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Maintenance of each employee's information is more efficient and precise due to the above changes. The many advantages of these changes will be illustrated throughout the booklet.

### 2) SCREEN NAVIGATION GUIDE

#### EMPLOYEES AREA

The employee area contains all of the employee information previously stored in the Employee History pages of the old software. This area will list all employees filtered by their Pay Status (defaulting to Active).

##### Steps To Access:

Payroll → Maintenance → Employees

#### AREAS, FORMS, AND SUB-FORMS

The old software used one 'window' that enabled you to work on one 'page' at a time. Now you can have several windows open at the same time. For the UAN software to run, the Main Menu must remain open, but it does not need to be in the forefront. From the main menu you can open areas that will enable you to interact with data in lists. Multiple areas opened at the same time will display as tabbed pages in the main menu. Using buttons in an area will open forms and sometimes from within those forms you can even open sub-forms.

##### **Screen buttons**

These Microsoft Windows buttons are located on the top-right corner of every UAN screen, including the main menu.

##### **Minimize**

Click to minimize the screen. When it is minimized it remains open, but placed in the background. You can access it from the Window's Start Menu by clicking the shortcut with the description of the UAN form.

##### **Maximize**

Most forms and sub-forms can expand to full screen by clicking this button. The UAN main menu is full screen by default. This feature is especially helpful to reduce scrolling when a form includes long lists of information.

##### **Restore**

When a form is maximized this button will appear in place of the  Maximize button. Click to restore the form to the default size.

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### [X] Close

Click to close a form. Clicking this on the main menu will close all forms, sub-forms and exit the program.

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## BUTTONS

### [Add Employee]

Click to add new employees to the software. A new employee is added using a software wizard.

### [Display]

Click to view the selected employee information or item within a form for review-only.

### [Edit]

Click to modify the selected employee information or item within a form.

### [Add]

Click to add new items from within the various Edit forms. It replaces the Record button.

### [Remove]

Click to permanently remove the selected employee or item within a form. It replaces the Delete button.

### [Close] or [X]

Click to close the Employee area or open form. These replace the Cancel button.

### [Save]

Click to save changes on the selected open form or sub-form. This is available on the various Edit forms and replaces the Process button.

Note: unlike the old software, in the Edit forms you can switch between tabbed pages without losing your information – as long as you save it before closing the form.

### [Activate], [Deactivate], [Active], [Inactive]

The buttons listed above have replaced the “ Active” or “ Active” status checkbox in the old software’s Employee History forms. This is elaborated in the 1) Key Improvements section starting on page 6.

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## EDIT EMPLOYEE GUIDED AND ADVANCED

When you mark an employee or employees and click the Edit button a drop-down menu will appear with two options: Guided or Advanced.

### ***Edit – Guided***

This is useful for when you are first getting accustomed to the software or when you need to make a very specific change. It will open a wizard that will guide you to a specific form and

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page within the form to get you started. Note: This option is on editing one employee at a time, it will not open when two or more employees are selected.

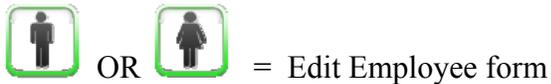
### *Edit – Advanced*

This is useful when you want to review all of the employee’s items and possibly make changes to several item types. You may find this especially useful when implementing the After – Conversion Organization outlined in the following chapter.

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### EDIT EMPLOYEE FORM

The **Edit Employee** form includes an icon to identify it from its sub-forms:



The Edit Employee form includes these tabbed pages:

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### INFORMATION

The employee’s basic information, such as name and address, are included on this page. An optional Phone / Email section has been added as well as two additional changes that will be illustrated later in this chapter.

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### ADDITIONAL INFO

On this page you can attach customized information. Items marked “sensitive” in Payroll → Maintenance → Additional Information will appear with encrypted data and access will be restricted to users that have security clearance. For more information on user security clearance click General → Maintenance → Users and click [Need Help?].

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### EARNINGS

An Earning is the primary type of cash compensation for an employee. One or more earnings can be assigned to an employee. Other type of compensation (overtime, leave, non-cash benefits) and withholdings can be assigned to an earning.

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### OVERTIME

Overtime compensation can be assigned to an earning. A particular overtime can be assigned to only one earning, but an employee earning can have multiple overtimes. For example, a single Hourly earning might have both a 1½ overtime and double-time assigned to it.

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### NON-CASH

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A Non-cash benefit can be assigned to an earning. Each non-cash benefit can be assigned to only one earning, but an earning can have more than one non-cash benefit assigned to it.

### LEAVES

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Leave compensation can be assigned to earning(s). Under certain circumstances, one leave can be assigned to two or more earnings.

### WITHHOLDINGS

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Withholding deductions and the employer share (if any) are assigned to earning(s). Under certain circumstances, one withholding can be assigned to two or more earnings.

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### EDIT EMPLOYEE SUB-FORMS

With the exception of the Information and Additional Info pages, the tabbed pages include item lists with Add, Edit, and Display buttons that can open sub-forms. The sub-forms have their own tabbed pages. Each sub-form has a special icon to make it easier to navigate through the forms:

Icon	Edit Employee Sub – Form	Sub-form tabbed pages
	Edit Employee <b>Earnings</b>	Details, Overtimes, Non-Cash, Leaves, Withholdings, Accounts
	Edit Employee <b>Overtimes</b>	Details, Earnings, Withholdings, Appropriation Accounts
	Edit Employee <b>Non-Cash</b> Benefits	Earnings, Withholdings
	Edit Employee <b>Leaves</b>	Details, Earnings, Withholdings, Appropriatin Accounts
	Edit Employee <b>Withholdings</b>	Details, Earnings, Appropriatin Accounts (Employer Share), Appropriation Accounts (Fringe Benefit)

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During class, the instructor will refer to the tabbed pages on the  Edit Employee form as the “**main [...] tab**” to make it stand out from tabs of the same name on a sub-form. For example, the instructor may refer to the main Earnings tab on the  Edit Employee form and later refer to the Earnings tab on the  Edit Employee Leaves sub-form. Also note that “tab” and “page” may be used interchangeable to refer to the tabbed pages.

## CHAPTER 3 – ORGANIZE EMPLOYEE SETUP AFTER CONVERSION

To get the most efficient use out of the new Payroll module UAN Support recommends a thorough review of every Employee setup before completing the first wages of the year. Aside from one exception\*, this review is not essential, but is highly recommended to get the most out of the software and to avoid ongoing maintenance of items that could potentially be consolidated.

A select list of software changes will be highlighted in the demonstrations and exercises in this chapter – it is not exhaustive. A detailed explanation can be found in the Payroll Manual by clicking Payroll → Maintenance → Employees, then click the [Need Help?] button.

\*The exception is for items that convert that are not “attached” to an earning. You will be able to identify these by printing the key reports listed in the following section.

### 1) PREPARATION

#### A) Print Key Employee Reports

##### **Employee Unattached Items Report**

UAN highly recommends that you print this report immediately after you have completed the year end conversion process and before making any changes in the new Payroll software. The report is located under Payroll → Reports & Statements → Employee Reports. This report shows items assigned to the employee in the old software that are not attached to any of the employee’s earnings. Items that show up on this report before any changes in the new Payroll Maintenance will require action on your part before wages for such items can be post properly. Most entity’s will have no items listed or a short list after conversion.

##### **Employee General Information Report (Before & After Conversion)**

The year end procedures will include instructions to print the employee General Information report before closing the 2012. The General Information report is the most comprehensive report in the old software for viewing each employee’s setup in the Employee History screen. This is an ideal report for comparing employee data from the old software to the converted data in the new software. Note that it prints a separate page for each employee’s Job ID.

##### **Old Software:**

If you need to re-print the report after 2012 has been closed, it can be accessed in the Prior Year Reports software from the Windows Desktop open UAN Tools, Prior Year Reports, 2012. The menu path after logging into 2012 is Payroll → Reports → Information and Status Reports → Employee → **General Information**, then Select All from the list and [Process] to print.

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### New Software:

After conversion, print the new *Employee General Information Report*. This is located under Payroll → Reports & Statements → Employee Reports, then select the Employee General Information Report from the drop-down menu. Mark the header checkbox to select all and click [Print].

### B) Examine Reports & Converted Data Before Editing

Before making any edits it is helpful to browse through all of the Employee screens for at least a few of your employees to get comfortable with the new setup. Using the [Display] button to browse will ensure that you do not save a change by mistake. Compare the data as seen on the various Employee forms and tabbed pages to the old software's General Information Report and new software's Employee General Information Report.

Some employee's data may have converted in a straight forward manner while others may be more complicated. For example, an employee with four Job IDs in the old software will require more attention than an employee with just one. Using the reports as a guide, first review those with the simplest setup situation in the old software and then progress to the more complicated ones.

### C) Focus On One Employee At Time

Usually the best approach is to review one employee at a time and make edits (if any) to each section (Earnings, Overtime, etc.) for the employee before moving on to another employee.

After you get some practice navigating through the various forms and sub-forms, we recommend the approach outlined in the following **Employee Checklist**.

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### 2) EMPLOYEE CHECKLIST

Use this checklist to review employee data after conversion.

<input type="checkbox"/>	<p><b>Step 1) Review Reports</b></p> <hr/> <ul style="list-style-type: none"><li><input type="checkbox"/> Print the Employee Unattached Items report. It is important to address these items (if any) right after the software conversion and resolve before the first payroll of the year.</li><li><input type="checkbox"/> Compare the General Information report (old software) to the Employee General Information report (new software).<ul style="list-style-type: none"><li>○ Circle fields and hand write changes and re-arrangements that should be done in the new software based the key concept changes you have learned in class.</li><li>○ Use &amp; revise these notes as you work through the rest of the checklist.</li></ul></li></ul> <p>Both reports are located at: Payroll → Reports &amp; Statements → Employee Reports</p>
⇒	<p><b>Review One Employee At A Time.</b></p> <hr/> <p>UAN recommends reviewing every form section, tabbed page, and Edit sub-form of the  Edit Employee form and make revisions when needed before moving to the next employee.</p>
<input type="checkbox"/>	<p><b>Step 2) Review the Information and Additional Info pages</b></p> <hr/> <p>Steps to Access: Payroll → Maintenance → Employees → mark the employee and click [Edit] – Advanced to open the  Edit Employee form → it will open on the Information tab.</p> <p><u>Other section:</u></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Change the Status to “<input checked="" type="radio"/> Full Time” when applicable or leave at <input checked="" type="radio"/> Part Time.</li><li><input type="checkbox"/> Confirm whether the system should Track Hours By: <input checked="" type="radio"/> Pay Period or <input checked="" type="radio"/> Day.</li><li>...</li><li><input type="checkbox"/> Review all other fields on the Information tab and revise as needed.</li><li><input type="checkbox"/> Click the Additional Info tab and revise as needed.</li></ul> <p>Click [Save]</p>

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⇒	<p><b>Reminders:</b></p> <hr/> <p>Keep in mind key concept changes in the new software as you review and plan:</p> <ul style="list-style-type: none"><li>• Job data has become part of earnings</li><li>• Earning amounts can be split and paid from two or more appropriation accounts.</li><li>• Withholding, overtime, and leave amounts also can be split and paid from two or more appropriation accounts.</li><li>• A withholding can be assigned to two or more earnings.</li><li>• A leave earning can be assigned to two or more earnings with the same pay and accrual rates – although it is often best to assign it to just one earning.</li><li>• An overtime earning can be assigned to only one earning.</li><li>• An earning can have two or more overtimes assigned to it.</li><li>• A non-cash benefit must be assigned to an earning and it can only be assigned to one.</li><li>• An earning can have multiple non-cash earnings assigned to it.</li></ul>
□	<p><b>Step 3) Determine if some earnings can be merged.</b></p> <p>(For employees that converted with <u>only one</u> earning, <i>skip to</i> Step 4)</p> <hr/> <p>Some employees may convert with <u>two or more earnings of the same type</u>. Examine each earning to decide if it can be merged with another earning. <b>Merging involves deactivating one or more of the earnings and applying an Account Split Method to the remaining earning.</b> Use the following guide:</p> <ol style="list-style-type: none"><li>1. <b>Reasons to merge earnings</b> When the <u>only distinction</u> between two or more earnings is the pay description and the appropriation accounts that the earnings are paid from, then you can merge them (deactivate the duplicate earning(s) and split the pay amount between account codes on the remaining earning).</li><li>2. <b>Reasons NOT to merge earnings</b> <u>When the earnings have:</u><ol style="list-style-type: none"><li>a. Different Pay types (i.e. salary, hourly, per item)</li><li>b. Different Pay rates</li><li>c. Different Pay frequencies</li><li>d. Different Withholding deductions attached</li><li>e. Different Leave accrual for the same type of leave</li><li>f. Different Position information that you would like to retain.</li></ol></li></ol> <p>If you do not merge earnings of the same type, then rename each earning description with a distinctive name.</p>

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	<p><b>IMPORTANT:</b> do not deactivate any item until you have read through the information below and then deactivate items <u>in the order listed</u> in the checklist <b>step 5) Deactivate Unnecessary Items</b>.</p> <p><b>Steps to Access:</b> from the  Edit Employee form → click the Earnings tab → mark the earning item(s) &amp; click [Edit] to open the  Edit Employee Earning sub-form.</p> <p><input type="checkbox"/> Review the all sections and tabs on each  Edit Employee Earning sub-form and update your notes as needed.</p>
<input type="checkbox"/>	<p><b>Step 4) Evaluate the Employee’s Earnings &amp; Assigned Items</b></p> <hr/> <p>Review each of the Edit Employee form tabs and sub-forms:</p> <ol style="list-style-type: none"><li>1. Decide which other items (if any) to deactivate (withholdings, overtimes, leaves, non-cash).</li><li>2. Decide what to name item descriptions when two or more items of the same type will remain active (e.g. two hourly earnings, two sick leaves, etc.).</li><li>3. Decide which Split Method (if any) to use for the remaining earning(s).</li><li>4. Decide which Split Method (if any) to use for withholdings, overtimes, and leaves.</li><li>5. Decide if the remaining withholdings, overtimes, leaves, and non-cash items need to be re-assigned or un-assigned from particular earnings.</li></ol>
<input type="checkbox"/>	<p><b>Step 5) Deactivate items that you will merge (if any)</b></p> <hr/> <p><b>Steps to Access:</b> Payroll → Maintenance → Employees → mark the employee and click [Edit] – Advanced to open the  Edit Employee form.</p> <p>Select the tabbed pages and deactivate items you will merge with others <u>in this order</u>: **</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Deactivate Withholdings</li><li><input type="checkbox"/> Deactivate Leaves</li><li><input type="checkbox"/> Deactivate Non-Cash</li><li><input type="checkbox"/> Deactivate Overtimes</li></ul> <p>**Following this order can avoid unintentionally hiding relevant items by the “Active” filters on some forms.</p>

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	<p><b>IMPORTANT:</b> Earnings should not be deactivated in the  Edit Employee form. Follow the instructions in Step 6 to deactivate earnings (if needed).</p> <p>Click [Save]</p>
<input type="checkbox"/>	<p><b>Step 6) Edit Earnings that will be Deactivated (if any)</b></p> <hr/> <p>Steps to Access: from the  Edit Employee form → click the Earnings tab → mark the earning and click [Edit] to open the  Edit Employee Earning sub-form.</p> <p><b>First open the  sub-form of earnings that you will deactivate:</b></p> <p>Click the <input checked="" type="radio"/> Inactive button.</p> <p>Remove all the items attached to the Inactive earning:</p> <p><u>Withholdings tab:</u> <input type="checkbox"/> Clear the checkbox on all withholdings listed.</p> <p><u>Leaves tab:</u> <input type="checkbox"/> Clear the checkbox on all leaves listed.</p> <p><u>Overtimes tab:</u> <input type="checkbox"/> Clear the checkbox on all overtimes listed.</p> <p><u>Non-Cash tab:</u> <input type="checkbox"/> Clear the checkbox on all leaves listed.</p> <p>Click [Save]</p> <p><b><i>Don't be alarmed, you will receive up to 3 warning messages when you Save.</i></b> Since your intent is to deactivate the earning and remove all of the attached items it is okay not to address these warnings. Respond to the messages as listed below:</p> <p>If this employee was hired after March 31, 1986, then you will receive a system message warning: “This employee has a hire date subsequent to March 31, 1986 but you did not attach an active Medicare to this earning ...” Click [Yes] to continue without attaching.</p> <p>You will receive the system message: “You did not attach an active retirement withholding to this earning ...” Click [Yes] to continue without attaching an active retirement.</p>

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	<p>You will receive the system message: “Please note: This earning was not attached to some the employee’s active withholdings that are typically applied to this type of earning ...” Click [OK]</p> <p>Click [Close] to return to the  Edit Employee form. Repeat the above to steps for each earning that will be deactivated.</p>
<input type="checkbox"/>	<p><b>Step 7) Review Earnings that will remain Active</b></p> <hr/> <p>Steps to Access: from the  Edit Employee form → click the Earnings tab → mark the earning and click [Edit] to open the  Edit Employee Earning sub-form.</p> <p><b>IMPORTANT:</b> Depending on the employee’s setup and items you deactivated in Step 5, it is possible under some circumstances that an active earning could have an inactive item assigned to it instead of the correct one. Confirm that the correct items are assigned to the earning and that those items are active:</p> <p><u>Withholdings tab:</u></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Confirm that the correct withholdings are assigned to this earning AND that they are Active. If needed, unassign inactive withholdings and assign the correct active withholdings.</li></ul> <p><u>Leaves tab:</u></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Confirm that the correct leaves are assigned to this earning AND that they are Active. If needed, unassign inactive leaves and assign the correct active leaves</li></ul> <p><u>Overtimes tab:</u></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Confirm that the correct overtimes are assigned to this earning AND that they are Active. If needed, unassign inactive overtimes and assign the correct active leaves</li></ul> <p><u>Non-Cash tab:</u></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Confirm that the correct Non-Cash Benefits are assigned to this earning AND that they are Active. If needed, unassign inactive Non-Cash Benefits and assign correct active Non-Cash Benefits</li></ul> <p><u>Position section:</u></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Revise the earning Position Name when more detail is needed (up to 25 characters).</li><li><input type="checkbox"/> Review all other fields in the Position section and revise as needed.</li></ul> <p><u>Pay Section:</u></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Confirm the pay rate and frequency and revise if needed.</li></ul>

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	<ul style="list-style-type: none"><li><input type="checkbox"/> Rename the earning Description field when the employee has two or more earnings of the same type.</li><li><input type="checkbox"/> Review all other fields in the Pay section and revise as needed.</li></ul> <p><u>Accounts tab:</u></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Confirm that the earning will be paid from the correct appropriation account on the Accounts tabbed page.<ul style="list-style-type: none"><li>o Enter an Account Split Method when the earning will be paid from two or more accounts</li></ul></li></ul> <p><u>Details tab:</u></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Review all fields on this page and revise as needed.</li></ul> <p>Click [Save] and [Close] to return to the  Edit Employee form.</p>
<input type="checkbox"/>	<p><b>Step 8) Review Withholdings</b></p> <hr/> <p>Steps to Access: from the  Edit Employee form → click the Withholdings tab → mark the withholding and click [Edit] to open the  Edit Employee Withholding sub-form.</p> <p><u>Withholding section:</u></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Rename the withholding Description field if needed.</li></ul> <p><u>Details tab:</u></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Review all fields on this page and revise as needed.</li></ul> <p><u>Earnings tab:</u></p> <ul style="list-style-type: none"><li><input type="checkbox"/> An earning should be marked <input checked="" type="checkbox"/> on this list <u>only if this withholding will be applied when paying the earning</u>. Review, then mark or clear the checkboxes when necessary.</li></ul> <p><u>Appropriation Accounts (Employer Share) tab:</u></p> <p>The employer share of this withholding (if any) will be paid from the accounts listed.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Verify the account listed is correct. If needed, click the drop-down menu next the appropriation account to select a different account.</li><li><input type="checkbox"/> When two or more accounts will be used:<ul style="list-style-type: none"><li>o Click the data entry line drop-down menu to add accounts to the list.</li><li>o Choose the Account Split Method – Percentage or Object – and fill in the required fields.</li></ul></li></ul>

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	<p><u>Appropriation Accounts (Fringe Benefit) tab:</u> The fringe benefit of this withholding (if any) will be paid from the accounts listed. Note: As was the case in the old software:</p> <ul style="list-style-type: none"><li>• Even if the employee <i>currently</i> does not receive a fringe benefit for this withholding, an account(s) must be specified.</li><li>• This tab is only applicable to preset withholdings such as Medicare, OPERS-G, etc.</li></ul> <p><input type="checkbox"/> Verify the account listed is correct. If needed, click the drop-down menu next the appropriation account to select a different account.</p> <p><input type="checkbox"/> When two or more accounts will be used:</p> <ul style="list-style-type: none"><li>○ Click the data entry line drop-down menu to add accounts to the list.</li><li>○ Choose the Account Split Method – Percentage or Object – and fill in the required fields.</li></ul> <p>Click [Save] and [Close] to return to the  Edit Employee form.</p>
<input type="checkbox"/>	<p><b>Step 9) Review Overtimes</b></p> <hr/> <p>Steps to Access: from the  Edit Employee form → click the Overtimes tab → mark the overtime and click [Edit] to open the  Edit Employee Overtimes sub-form.</p> <p><u>Overtime section:</u></p> <p><input type="checkbox"/> Rename the overtime Description when the employee has two or more overtimes.</p> <p><u>Pay section:</u></p> <p><input type="checkbox"/> Review all fields on the Pay section and revise as needed.</p> <p><u>Details tab:</u></p> <p><input type="checkbox"/> Review the overtime rate for accuracy.</p> <p><u>Earnings tab:</u></p> <p><input type="checkbox"/> The overtime may be paid when paying the earning marked on this page. Confirm that the correct earning is selected <input checked="" type="radio"/> or revise if needed.</p> <p><u>Withholdings tab:</u> Note that the employee withholdings listed will be applied when paying this employee overtime. This list is generated based on the selection made on the earnings page.</p> <p><u>Appropriation Accounts tab:</u> The overtime will be paid from the appropriation accounts listed.</p>

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	<ul style="list-style-type: none"><li><input type="checkbox"/> Verify the account listed is correct. If needed, click the drop-down menu next the appropriation account to select a different account.</li><li><input type="checkbox"/> When two or more accounts will be used:<ul style="list-style-type: none"><li>○ Click the data entry line drop-down menu to add accounts to the list.</li><li>○ Choose the Account Split Method – Manual, Percentage, or Object – and fill in the required fields.</li></ul></li></ul> <p>Click [Save] and [Close] to return to the  Edit Employee form.</p>
<input type="checkbox"/>	<p><b>Step 10) Review Non-Cash Benefits</b></p> <hr/> <p>Steps to Access: from the  Edit Employee form → click the Non-Cash tab → mark the non-cash item and click [Edit] to open the  Edit Employee Non-Cash Benefit sub-form.</p> <p><u>Non-cash section:</u></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Rename the non-cash Description when the employee has two or more.</li></ul> <p><u>Pay section:</u></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Confirm the Pay Rate amount is correct.</li></ul> <p><u>Earnings tab:</u></p> <ul style="list-style-type: none"><li><input type="checkbox"/> The non-cash benefit may be paid when paying the earning marked on this page. Confirm that the correct earning is marked <input checked="" type="radio"/> or revise if needed.</li></ul> <p><u>Withholdings tab:</u></p> <p>Note that the employee withholdings listed will be applied when paying this employee non-cash benefit. This list is generated based on the selection made on the earnings page.</p> <p>Click [Save] and [Close] to return to the  Edit Employee form.</p>
<input type="checkbox"/>	<p><b>Step 11) Review Leaves</b></p> <hr/> <p>Steps to Access: from the  Edit Employee form → click the Leave tab → mark the leave item and click [Edit] to open the  Edit Employee Leave sub-form.</p> <p><u>Leave section:</u></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Rename the leave Description when the employee has two or more leaves.</li></ul> <p><u>Pay section:</u></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Review all fields on the Pay section and revise as needed.<ul style="list-style-type: none"><li>○ If the leave is assigned to a Salary earning, mark it as “<input checked="" type="radio"/> Not paid when used”.</li><li>○ If the leave is assigned to Hourly, mark it as “<input checked="" type="radio"/> Paid when used” and confirm it</li></ul></li></ul>

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is set to the correct pay rate per hour.

### Details tab:

- Review all fields on this page and revise as needed.

### Earnings tab:

- The leave may be accrued or used/paid when paying the earning(s) marked on this page. Confirm that the correct earning(s) are marked  or revise as needed.
- If there are two or more earnings:
  - o Mark the earning or earnings that the leave should be accrued or used/paid when paying the earning(s).
  - o The earning selected in the “ WH” column designates the set of withholdings assigned to the earning that will be applied when the leave is paid.

### Withholdings tab:

Note that the employee withholdings listed will be applied when paying this employee leave. This list is generated based on the “ WH” selection made on the earnings page and it only applies when “Leave is:  Paid when used” is selected in the Pay section.

### Appropriation Accounts tab:

The leave will be paid from the appropriation accounts listed.

- Verify the account listed is correct. If needed, click the drop-down menu next the appropriation account to select a different account.
- When two or more accounts will be used:
  - o Click the data entry line drop-down menu to add accounts to the list.
  - o Choose the Account Split Method – Manual or Percentage – and fill in the required fields.

Click [Save] and [Close] to return to the  Edit Employee form.



### **Step 12) Review reports after changes**

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- Re-print and review the Employee General Information report (new software) and confirm all information is setup correctly.
- Re-print and review the Employee Unattached Items report
  - o Confirm that the only items listed are those that you intentionally unattached from earnings and deactivated.  
E.g.: Duplicate Medicare 02, OPERS-Govt 02, etc.

*Reminder:* both reports are located at:

Payroll → Reports & Statements → Employee Reports

**(Optional) Review employee forms**

Although the reports include all the information needed, some users may prefer a final review of the setup in the software. UAN recommends using the  Edit Employee Earnings sub-form as a springboard for checking all items.

1) First review the Information and Additional Info tabs on the  Edit Employee form.

2) Next click the Earnings tab and confirm all earnings that should be listed.

3) Review each earning and the items associated with that earning:

- Mark the earning and click [Edit] to open the  Edit Employee Earning sub-form.
  - Confirm all fields in the Position and Pay sections are correct or revise as needed.
  - Confirm all fields on the Details tab are correct or revise as needed.
  - Confirm that the earning will be paid from the correct appropriation account(s) and that the desired split method (if any) is chosen on the Accounts tab.
  - Confirm all items that should be attached to this earning are  marked on the Overtime, Non-cash, Leaves, and Withholdings tabs.
  - Click [Save] and [Close] to return to the  Edit Employee form.

- Review all applicable sub-forms of the items attached to the particular earning.
  - The sub-forms to review, may include:
    -  Edit Employee Overtimes sub-form.
    -  Edit Employee Non-Cash sub-form.
    -  Edit Employee Leaves sub-form.
    -  Edit Employee Withholdings sub-form.
  - For each item attached to the earning, click the applicable tabbed page on the  Edit Employee form, then mark the item and click [Edit] to review and make corrections in the sub-form. Then click [Save] and [Close] to return to the  Edit Employee form. Repeat for each item attached to the earning.

- Repeat for each earning listed in the Earning tab of the  Edit Employee form.

Repeat for each employee.

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### CHAPTER 4 – EMPLOYEE EXAMPLE: SAM SIMPLE

#### 1) EXAMINE EMPLOYEE REPORTS

This corresponds to Steps 1-4 on the Employee Checklist (Chapter 3). For class purposes we will assume this is thoroughly complete before making edits. The instructor will explain reasoning for the changes to the Sam's data as we work through the exercises.

#### 2) INFORMATION

##### A) Information – Full Time Or Part Time Status

A new control is located in the “Other” section of the Employee Information page to specify whether an employee's status is full time or part time. This setting is used for an enhancement to the ODJFS Quarterly form.

In the old software, it was necessary to manually enter the Number of Weeks worked field on the ODJFS form regardless of whether an employee was full time or part time. In the new software, when an employee's Status is set to Full Time, the number of weeks worked will be updated automatically on the ODJFS form. For the employees with a Status set to Part Time, the user should continue to manually enter the number of weeks before printing the form (unless you have chosen to track hours by day – see section 2B below).

**Since the employee's status must be determined by the Fiscal Officer,  
EVERY employee is set to PART TIME during conversion.**

To take advantage of the enhancements to the ODJFS Quarterly forms, review each employee's information and change the status to Full Time for those that are in full time employment.

#### GUIDED EXERCISE:

In this exercise we will change the Status for one employee from Part Time to Full Time.

Area or Form	Action
Employees area	Payroll → Maintenance → Employees → mark [SIMPLESAM] ID and click [Edit] – Advanced to open the  Edit Employee form → it will open on the Information tab.
 Edit Employee,	Mark <input checked="" type="radio"/> <b>Full time</b> next to Status in the ‘Other’ section.

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Information	
 Edit Employee, Information	Click [Save] and leave the form open.

### B) Information – Track Hours By Pay Period Or Day

Track Hours by Day is a new option in the “Other” section of the Employee Information page for employee’s paid an hourly wage. Do not select this option for employee’s paid by salary. It is intended for hourly employee earnings only.

Using the “Day” setting for Part-Time Hourly employees will enable the UAN system to update the Number of Weeks worked field automatically on the ODJFS form.

In the old software, hours were kept track of by pay period and that continues to be the default setting in the new software. Tracking hours by Pay Period means that you enter wages for the total hours worked during a particular pay period. For example, 80 hours for a two week period. Track Hours by Day allows you to break down hours worked in a given period by each day’s work. For example, 7.5 hours on Monday, 6 hours on Tuesday, and so forth.

Consider the entity’s situation and your work preferences before changing this setting. Keep in mind that tracking hours by day will require a sizable amount of additional data input each pay period. The extra time for payroll processing needs to be weighed against the time saved preparing the ODJFS report each quarter.

### 3) ADDITIONAL INFO

The Additional Info page is an optional feature that enables you to attach custom data to employee records that is not required for the payroll module.

#### Steps to Access:

Click the Additional Info tab from within the  Edit Employee form that is already open.

#### **Recommendation:**

In the old software, some entities maintained records on the Additional page which could now be added to the new fields in the Phone or Address sections of the Information page. Consider deleting it here and updating the Information tab.

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### 4) EXAMINE EARNINGS & ASSIGNED ITEMS

This corresponds to step 3-4 in the Employee Checklist. For class purposes we will assume this is thoroughly complete before moving to the next step. The instructor will explain reasoning for the changes to the example employee’s data as we work through the exercises.

Sam Simple converted with 3 earnings, 2 leaves, 1 overtime, no non-cash earnings, and a small number of withholdings. A review of Sam’s data will reveal that 2 out of 3 of his earnings can be deactivated while all of the assigned items can remain active.

Old Software		New Software Converted Data
Job: SimpleSam 01 Earning Type: 200 Hourly Wages Earning name: Hourly Wages  A.A. code: 2021-330-190-0000	→	Earning Type: 2000 Hourly Wages Earning name: Hourly Wages Description: Hourly Wages-1 A.A. code: 2021-330-190-0000
Job: SimpleSam 01 Earning Type: 201 Hourly Wages Earning name: Hourly Wages  A.A. code: 2191-610-190-0000	→	Earning Type: 2001 Hourly Wages Earning name: Hourly Wages Description: Hourly Wages-2 A.A. code: 2191-610-190-0000
Job: SimpleSam 01 Earning Type: 202 Hourly Wages Earning name: Cemetery  A.A. code: 2041-410-190-0000	→	Earning Type: 2002 Hourly Wages Earning name: Cemetery Description: Cemetery A.A. code: 2041-410-190-0000

When the only distinction between two or more earnings for an employee is the pay description and the appropriation accounts the earnings are paid from, then UAN recommends merging the earnings by deactivating the extra earnings and splitting the pay between account codes on the remaining earning.

A thorough review would reveal that we can do this with Sam’s data. In the old software, Sam had one job ID with three earnings, each earning assigned to a different account code. We will merge them into one hourly earning in the next few steps below.

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### 5) DEACTIVATE ITEMS THAT WILL BE MERGED WITH ANOTHER

#### GUIDED EXERCISE:

Area or Form	Action
 Edit Employee, Earnings tab	Click the Earning tab on the  Edit Employee form (which is already open).
 Edit Employee, Earnings tab	Mark <input checked="" type="checkbox"/> All earnings and click [Edit] to open the  Edit Employee Earning sub-form.
 Edit Employee Earning – Withholdings	<p><b>Hourly Wages-1</b> is the first earning that appears. We have determined that it remain <input type="radio"/> <b>Active</b>. Now click through the tabs and confirm that all of the attached items are also Active – they should be.</p> <p>Click [Save] and the form will automatically advance to <b>Hourly Wages-2</b>. Mark the Earning Status <input type="radio"/> <b>Inactive</b></p> <p>Click [Save] and the form will automatically advance to <b>Cemetery</b>. Mark the Earning Status <input type="radio"/> <b>Inactive</b>.</p> <p>Click [Save] and [Close].</p>
 Edit Employee, Earnings tab	Stay on this form for the next exercise.

### 6) EARNINGS – SPLIT PAY BETWEEN ACCOUNTS

The next step to merge earnings is to split the remaining earning between appropriation accounts.

The following Account Split Methods are available:

- **No Split** – one account only
- **Manual\*** – Amounts for each account are entered when paying wages
- **Percentage\*** – Total account allocation % must equal 100
- **Hours\*** – number of hours can be entered or set to 0 and entered when paying wages

\*Used with two or more accounts

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### GUIDED EXERCISE:

Area or Form	Action
 Edit Employee	On the earning list, mark <input checked="" type="checkbox"/> <b>Hourly Wages-1</b> and click [Edit]. The  Edit Employee Earning sub-form will appear.
 Edit Employee Earning	Click the Accounts tab in the  Edit Employee Earning sub-form.
 Edit Employee Earning	Using the data-entry line, add two accounts to the list:  A.A. code: 2041-410-190-0000 A.A. code: 2191-610-190-0000
 Edit Employee Earning – Accounts	Mark <input checked="" type="radio"/> <b>Manual</b> as the Account Split Method. – Watch the instructor’s demonstration of the Percentage & Hours split methods, but do not change your settings
 Edit Employee Earning – Accounts	When the instructor is finished, click [Save] and [Close] to return to the  Edit Employee form.
 Edit Employee Earning - Accounts	Keep the form open for the next exercise.

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### 7) WITHHOLDINGS – SPLIT EMPLOYER SHARE ACCOUNTS

The following Account Split Methods will be demonstrated in the guided exercise.

- **No Split** – The employer share (or benefit) will be paid from a single appropriation account.
- **Percentage** – The employer share (or benefit) will be paid from multiple appropriation accounts distributed according to the percentages entered.
- **Object** – The employer share (or benefit) will be paid proportionally from the same fund, program and cost center as the assigned employee earnings, overtimes, and leave, using the selected object code.

For example, if object code **211** is selected using the Object method:

<b>When \$400 in wages are paid and the charges are distributed among the earnings like this:</b>	<b>Then the Employer Share of a withholding set to Object will be charged proportionally to:</b>
\$200 from 2021-330-190-0000	1/2 from 2021-330- <b>211</b> -0000
\$100 from 2041-410-190-0000	1/4 from 2041-410- <b>211</b> -0000
\$100 from 2191-610-190-0000	1/4 from 2191-610- <b>211</b> -0000

The generated appropriation accounts will be added to the appropriation accounts list automatically according to the assigned earnings and leave. If the generated accounts do not already exist, they must be added in Accounting → Maintenance → Appropriation Accounts before wages can be added using this withholding split method.

#### **Reminder:**

In the old software and in the new, the following preset withholdings require the entity to provide a matching benefit – the “Employer Share”:

- OPERS-G Regular (or Salary Reduction)
- OPERS-L Regular (or Salary Reduction)
- OP&FPF Regular (or Salary Reduction)
- Medicare (or Medicare FICA)
- Social Security

In addition, some entities may provide a Fringe Benefit that pays for all or part of the amount that would normally be deducted from the employee’s wages.

For example, currently an employee that pays into an OPERS-G Regular retirement plan should normally have a 10% deduction from their earning and they are entitled to an additional 14%

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paid by the entity – the “Employer Share”. Some entities may choose to pay a portion of that 10% that would normally be deducted.

In the old software, when a user added one of the above withholdings to an employee, the software would automatically assign the same account code to an employer fringe benefit for that withholding. The default rate of the fringe benefit would be set zero and thus it would not automatically apply to the employee. If the employee qualified for the fringe benefit, the fiscal officer could increase the rate and if necessary, change the account code.

**After software conversion**, the rates and accounts will carry over into the new software exactly as they were setup in the old software.

### GUIDED EXERCISE:

Area or Form	Action
 Edit Employee	Click the Withholdings tab in the  Edit Employee form (which is already open from the last exercise), mark <input checked="" type="checkbox"/> OPERS-Govt on the list and click [Edit]. The  Edit Employee Withholdings sub-form will appear.
 Edit Employee Withholdings	Click the Appropriation Accounts (Employer Share) tab under the  Edit Employee Withholdings sub-form.
 Edit Employee Withholdings – Appropriation Accounts (Employer Share)	Mark <input type="radio"/> Object as the Account Split Method and select 211 Ohio Public Employee Retirement System from the drop-down menu.  The instructor will explain the 3 Account Split Methods.  Click the Appropriation Accounts (Fringe Benefit) tab.
 Edit Employee Withholdings – Appropriation Accounts (Fringe Benefit)	Click <input type="radio"/> Object under the Account Split Method section and pick from the drop-down menu: <b>211 Ohio Public Employees Retirement System</b>
	Click the Details tab. Note the following: The Employee Share Distribution: 10.000% Regular .000% Fringe Benefit .000% Salary Reduction  These settings carried over from the old software. Sam pays the full 10% under the Regular OPERS plan and Buckeye Township does not <i>currently</i> provide a fringe benefit for any

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	portion. Even though Sam is not entitled to a Fringe Benefit, entering the same Fringe Benefit split method as Employee Share split method is sensible in case of future policy changes.
 Edit Employee Withholdings	When the instructor is finished, click [Save] and [Close] to return to the  Edit Employee form.
Repeat steps for Medicare	Repeat the above steps for the employer share of Medicare and Fringe Benefit using object code <b>213</b> . Follow along with the instructor to complete.
 Edit Employee Withholdings	When finished, click [Save] and [Close].
 Edit Employee	Keep the form open for the next exercise.

### 8) OVERTIMES – SPLIT PAY BETWEEN ACCOUNTS

Overtime may be paid from multiple accounts using one of the Account Split Methods, but the split method of the overtime is maintained separate from the earning in which it is attached. i.e.: it will not automatically update when the split method of the earning is changed.

Sam's example is typical of this and illustrated in the table below:

Old Software		New Software
Job: SimpleSam 01 Earning Type: 200 Hourly Wages Earning name: Hourly Wages A.A. Code: 2021-330-190-0000	→	Earning Type: 2000 Hourly Wages Earning name: Hourly Wages Description: Hourly Wages <b>Split Accounts by hours:*</b> 2021-330-190-0000 2041-410-190-0000 2191-610-190-0000
Job: SimpleSam 01 Earning Type: 201 Hourly Wages Earning name: Hourly Wages A.A. Code: 2191-610-190-0000		<del>2001 Hourly Wages</del> <del>Description: Hourly Wage 2-01 (Deactivated)*</del>
Job: SimpleSam 01 Earning Type: 202 Hourly Wages Earning name: Cemetery A.A. Code: 2041-410-190-0000		<del>2002 Hourly Wages</del> <del>Description: Cemetery 01 (Deactivated)*</del>

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300 Overtime Wages A.A. Code: 2021-330-190-0000		<b>3000 Overtime Wages</b> 2021-330-190-0000 (Gasoline Tax fund)

\*These changes have already been completed in prior exercises.

In this example, the Fiscal Officer had chosen to charge all overtime wages to the Gasoline Tax fund in the old software out of convenience even though ideally it could have been charged to all three funds. *In the new software it is now easy to split Overtime between accounts, but unless it is revised after the conversion, overtime will continue to be charged to one account.*

### GUIDED EXERCISE:

Area or Form	Action
 Edit Employee	Click the Overtimes tab in the  Edit Employee form (which is already open from the last exercise), mark <input checked="" type="checkbox"/> <b>Overtime Wages</b> on the list and click [Edit]. The  Edit Employee Overtimes sub-form will appear.
 Edit Employee Overtimes	Click the Appropriation Accounts tab.
 Edit Employee Overtime – Appropriation Accounts (A.A.)	Click the Appropriation Accounts tab. Click <b>Manual</b> split method and enter these account codes: 2041-410-190-0000 2191-610-190-0000  Click [Save] and [Close].
 Edit Employee	Keep the  Edit Employee form open for the next exercise.

## 9) LEAVES – SPLIT PAY BETWEEN ACCOUNTS

In the new software, leave earnings (e.g. sick leave, vacation leave, etc.) are assigned directly to either Hourly or Salary earnings.

Like overtime, leave may be paid from multiple accounts using one of the Account Split Methods, but the split method of the leave is maintained separate from the earning(s) in which it is attached. i.e.: it will not automatically update when the split method of the earning is changed.

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### GUIDED EXERCISE:

Area or Form	Action
 Edit Employee	Click the Leaves tab in the  Edit Employee form (which is already open from the last exercise), mark <input checked="" type="checkbox"/> the checkbox next to <b>Sick Leave</b> and click [Edit]. The  Edit Employee Leaves sub-form will open.
 Edit Employee Leaves – Appropriation Accounts (A.A.)	Click the Appropriation Accounts tab. Click <b>Manual</b> split method and enter these account codes: 2041-410-190-0000 2191-610-190-0000  Click [Save] to advance to <b>Vacation Leave</b> .
 Edit Employee	Click [Close] to return to the Employees area.

Normally, you would repeat the above steps for Vacation Leave, but *we will skip for class* purposes. The steps are listed below for your reference.

 Edit Employee	Mark <input checked="" type="checkbox"/> the checkbox next to <b>Vacation Leave</b> and click [Edit]. The  Edit Employee Leaves sub-form will open.
Repeat steps for Vacation leave	Click the Appropriation Accounts tab. Click <b>Manual</b> split method and enter these account codes: 2041-410-190-0000 2191-610-190-0000
 Edit Employee Leave	When finished, click [Save] and [Close].
 Edit Employee	Click [Close] to return to the Employees area.

### 10) EMPLOYEE CHECKLIST DEMONSTRATION

Please view the demonstration; you do not need to perform an exercise.

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### CHAPTER 5 – EMPLOYEE EXAMPLE: CARL COMPLICATED

#### 1) EXAMINE EMPLOYEE REPORTS

This corresponds to Steps 1-4 on the Employee Checklist (Chapter 3B). For class purposes we will assume this is thoroughly complete before making edits. The instructor will explain reasoning for the changes to the Carl's data as we work through the exercises.

#### 2) INFORMATION

##### A) Information – Full Time Or Part Time Status

**Reminder:**

Since each employee's status must be determined by the fiscal officer, every employee is set to part time during conversion. To take advantage of the enhancements to the ODJFS Quarterly forms, review each employee's information and change the status to Full Time for those that are in full time employment.

##### GUIDED EXERCISE:

In this exercise we will change the Status for Carl from Part Time to Full Time.

Area or Form	Action
Employees area	Payroll → Maintenance → Employees → mark [CompCarl] ID and click [Edit] – Advanced to open the  Edit Employee form → it will open on the Information tab.
 Edit Employee, Information tab	Mark <input checked="" type="radio"/> Full time next to Status in the 'Other' section.
 Edit Employee, Information tab	Click [Save] and leave the form open.

##### B) Information – Track Hours By Pay Period Or Day

There are no changes in this example. See the Chapter 4 for more details about this option.

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### 3) ADDITIONAL INFO

There are no changes in this example. See the Chapter 4 for more details about this tab.

### 4) EXAMINE EARNINGS & ASSIGNED ITEMS

This corresponds to steps 3-4 of the Employee Checklist. For class purposes we will assume this is thoroughly complete before moving to the next step. The instructor will explain reasoning for the changes to the Carl's data as we work through the exercises.

Carl Complicated converted with 4 earnings (3 hourly and 1 per item wage), 2 leaves, 2 overtimes, 1 non-cash earning, and several withholdings. A review of Carl's data reveals that several duplicate withholdings can be deactivated, but only 1 out of his 4 earnings can be deactivated and merged with another. The leave, overtime, and non-cash benefits should remain active.

#### Carl's Earnings:

Old Software Jobs/Earnings		New Software Converted Earnings
Job 1: CompCarl 01 Position: <b>Zoning &amp; Park</b> Earning Type: 200 Hourly Wages Earning name: Hourly Wages  A.A. code: 1000-130-190-0000 \$10 per hour	→	Earning Type: 2000 Hourly Wages Earning name: Hourly Wages Description: Hourly Wages-1 01 A.A. code: 1000-130-190-0000 \$10 per hour
Job 1: CompCarl 01 Position: <b>Zoning &amp; Park</b> Earning Type: 201 Hourly Wages** Earning name: Hourly Wages  A.A. code: 2191-610-190-0000 \$10 per hour	→	Earning Type: 2000 Hourly Wages Earning name: Hourly Wages Description: Hourly Wages-2 01 A.A. code: 2191-610-190-0000 \$10 per hour
Job 1: CompCarl 01 Position: <b>Zoning &amp; Park</b> Earning Type: 400 Per Item Wages Earning name: Per Item Wages	→	Earning Type: 4000 Per Item Wages Earning name: Per Item Wages Description: Per Item Wages 01

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A.A. code: 1000-130-190-0000 \$15 per item		A.A. code: 1000-130-190-0000 \$15 per item
Job 2: CompCarl 02 Position: Road Earning Type: 200 Hourly Wages Earning name: Hourly  A.A. code: 2021-330-190-0000 \$15 per hour	→	Earning Type: 2000 Hourly Wages Earning name: Hourly Wages Description: Hourly Wages-1 02 A.A. code: 2021-330-190-0000 \$15 per hour

\*\*Note: the hourly earning used for Parks was the “Main Earning Type” for Job 01 in the old software. We will discuss the relevance of that in later exercises.

### Carl’s Withholdings:

In the old software Withholdings are linked to Job IDs. Withholdings converted this way:

Old Software Withholdings		New Software Converted Withholdings
<b>Job 1:</b> CompCarl 01  Withholdings <i>assigned to 3 earnings</i> under Job 1: Medicare OPERS-G Little Village Tax Health Insurance Deferred Comp	→	Withholdings <i>assigned to the 3 earnings</i> previously under Job 1: Medicare 01 OPERS-Govt 01 Little Village Tax 01 Health Insurance 01 Deferred Comp 01
<b>Job 2:</b> CompCarl 02  Withholdings <i>assigned to 1 earning</i> under Job 2: Medicare OPERS-G Little Village Tax	→	Withholdings <i>assigned to the 1 earning</i> previously under Job 2: Medicare 02 OPERS-Govt 02 Little Village Tax 02

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### 5) DEACTIVATE ITEMS THAT WILL BE MERGED WITH ANOTHER

**Reminder** – deactivate in this order:

1) Withholdings 2) Leaves 3) Non-cash Benefits 4) Overtimes 5) Earnings.

#### A) Withholdings – Deactivate Withholdings That Will Be Merged

In the old software, the employer share of withholdings were split between accounts by recording the same withholding under different Job IDs.

In the new software, *one withholding can be assigned to several earnings*. To take advantage of this enhancement, merge duplicate withholdings by deactivating all but one of the same type and then choose an Account Split Method for the one remaining of that type.

#### GUIDED EXERCISE:

Area or Form	Action
 Edit Employee, Withholdings tab	Click the Withholdings tab and mark <input checked="" type="checkbox"/> the following: Medicare 02 OPERS-G 02 Little Village Tax 02 Click [ <b>Deactivate</b> ]
 Edit Employee, Withholdings tab	Click [Save] and keep the form open.

#### B) Earnings – Deactivate Earnings That Will Be Merged

For Sam, we deactivated 2 out the 3 Hourly Wage earnings and split the remaining earning. Why not do the same thing with Carl? There can be several reasons not to merge earnings; evaluate using the guide below:

##### 1. Reasons to merge earnings

When the only distinction between two or more earnings is the pay description and the appropriation accounts that the earnings are paid from, then you can merge them (deactivate the duplicate earning(s) and split the pay amount between account codes on the remaining earning).

(Continued on the next page)

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### 2. Reasons NOT to merge earnings

When the earnings have:

- a. Different Pay types (i.e. salary, hourly, per item)
- b. Different Pay rates
- c. Different Pay frequencies
- d. Different Withholding deductions attached
- e. Different Leave accrual for the same type of leave
- f. Different Position information that you would like to retain.

*Reminder:* Position name, department, type, and classification used to be part of the Job ID in the old software, but are now included with earnings.

#### Assessing Carl's earnings:

Zoning (Hourly Wages-1 01) and Parks (Hourly Wages-2 01) meet the criteria to merge and so one of the two can be deactivated. On the other hand, Road (Hourly-1 02) should remain active because it has a different pay rate than the other hourly earnings.

#### GUIDED EXERCISE:

In this exercise we will deactivate the Parks hourly earning.

**NOTE:** We are purposefully deviating from the Employee Checklist instructions to illustrate the problems it could cause later on. It seems easier to complete the step this way, but we will see in later exercises how it is better to follow the checklist.

Area or Form	Action
 Edit Employee, Earnings tab	Click the Earnings tab. Mark <input checked="" type="checkbox"/> <b>Hourly Wages-2 01</b> on the earning list and click on <b>[Deactivate]</b>
 Edit Employee, Earnings tab	Click [Save] and keep the Edit Employee form open.

## 6) EARNINGS

### A) Earnings – Split Pay Between Accounts

In the last exercise we deactivated the hourly earning used for Parks wages. Now we will complete the merge by adding the account it was charging to the hourly earning used for Zoning and choosing an Account Split Method.

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### GUIDED EXERCISE:

Area or Form	Action
 Edit Employee, Earnings tab	Mark <input checked="" type="checkbox"/> <b>Hourly Wages-1 01</b> on the earning list and click [Edit]. The  Edit Employee Earning sub-form will appear
 Edit Employee Earning	Click the Accounts tab in the  Edit Employee Earning sub-form.
 Edit Employee Earning – Accounts	Using the data-entry line, add to the list: 2191-610-190-0000  Change the Account Split Method to <input type="radio"/> Manual.
 Edit Employee Earning - Accounts	Click [Save] and remain on this form for the next exercise.

### B) Earnings – Rename Pay Descriptions

Pay Descriptions are new. Renaming the descriptions can help to easily identify one earning from another when paying wages.

***Question: Why are some pay descriptions labeled with so many numbers?***

Due to the way earning names were managed in the old software, it was possible that for a particular employee with several earnings of the same type, that the earning type number (e.g.: 100 Hourly, 101 Hourly, etc.) was the only distinction between the earnings. Also, an employee could have had two or more earnings of the same number under different Job IDs (e.g.: 200 Hourly in Job1 and 200 Hourly in Job2). In situations like this, a unique number will be automatically added to each earning description during the conversion to distinguish it from other earnings with the same name. This can be seen with Carl:

Old Software Hourly Earnings		New Software Hourly Earnings Converted
<b>Job 1:</b> CompCarl 01 (Zoning & Parks) Earning Type: 200 Hourly Wages Earning Type: 201 Hourly Wages	→	Description: Hourly Wages-1 01 <del>Description: Hourly Wages-2 01**</del> **Deactivated in a prior exercise.
<b>Job 2:</b> CompCarl 02 (Road) Earning Type: 200 Hourly Wages		Description: Hourly Wages-1 02

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### GUIDED EXERCISE:

Area or Form	Action
 Edit Employee Earning	In the Pay section, change the description from [ <b>Hourly Wages-1 01</b> ] to [ <b>Zoning &amp; Park Hours</b> ].  Click [Save] and remain on this form for the next exercise.

### C) Earnings – Rename Position Descriptions

In the old software the Employee Position description of a Job ID was limited to 12 characters. After conversion, the Position Name – now on the Employee Earning screen – will allow for 25 characters. For example, you could rename the position “Library Asst.” to “Library Assistant” .

You can edit the name by typing directly into the field. After you have saved a new position name for one employee, it will be available to pick from the drop-down list in the employee screen. Conversely, when the old names are no longer assigned to any employees they will disappear from the drop-down list.

### GUIDED EXERCISE:

Area or Form	Action
 Edit Employee Earning	In the Position section, change the description from <b>Zone &amp; Park</b> to <b>Zoning Inspector &amp; Park</b>
 Edit Employee	Click [Save] and [Close] to return to the  Edit Employee form.

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### D) Earnings – Repeat B & C for Carl’s Road Earning

#### DEMONSTRATION

**Please do not perform this exercise. Watch as the instructor edits Hourly Wages-1 02.**

When clicking [Save] the instructor will encounter a series of warning messages:

“This employee has a hire date subsequent to March 31, 1986 but you did not attach an active Medicare to this earning. State and local government employees hired (or rehired) after March 31, 1986 are subject to mandatory Medicare coverage. Are you sure you do not want to attach an active Medicare now? ***You will be unable to post wages for this earning*** until you do so...”

The instructor will click [Yes] so that we can view the second message:

“You did not attach an active retirement withholding to this earning. (Social Security, OPERS-G, OPERS-L, OP&FPF-P, or OP&FPF-F) Are you sure you do not want to attach an active retirement now? ***You will be unable to post wages for this earning*** until you do so...”

The instructor will click [Yes] so that we can view the third message:

“Please note: This earning was not attached to some the employee’s active withholdings that are typically applied to this type of earning ... Any unattached withholdings ***will not be deducted from this earning.***”

The instructor will click [OK].

#### **Why did we get all of these error messages? What can be done to avoid this?**

The problem would have been resolved if we had followed the Employee Checklist steps 6-7 properly instead of doing it the fast way. (*Reminder:* We did so purposefully in class to illustrate problems that you might encounter when ***not*** following the checklist).

#### **Explanation:**

In a previous exercise, we deactivated duplicate withholdings that were no longer needed now that Job IDs are merged with earnings. By deactivating those withholdings, we left one earning (Road Hours) with ***no active*** withholdings assigned to it. As the messages state, we will need to resolve this before wages can post. This is done in our next exercise, but first review:

Old Software		New Software Converted
<b>Job 1:</b> CompCarl 01 Earning Type: 200 Hourly Wages Earning Type: 201 Hourly Wages Earning Type: 400 Per Item Wages  Withholdings assigned to Job 1 earnings: Medicare OPERS-G	→	Description: Zoning & Park Hours* <del>Description: Hourly Wages-2-01 (Inactive)*</del> Description: Per Item Wages 01  Withholdings assigned to all the earnings previously under Job 1: Medicare 01 OPERS-Govt 01

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Little Village Tax Health Insurance Deferred Comp		Little Village Tax 01 Health Insurance 01 Deferred Comp 01
<b>Job 2:</b> CompCarl 02 Earning Type: 200 Hourly Wages  Withholdings assigned Job 2 earning: Medicare OPERS-G Little Village Tax	→	Description: <b>Road Hours*</b>  Withholdings assigned to all the earnings previously under Job 2: <del>Medicare 02-(Inactive)*</del> <del>OPERS-Govt 02-(Inactive)*</del> <del>Little Village Tax 02-(Inactive)*</del>

E) Earnings – Correct Withholding Assignments

Question:

When an employee gets paid from a particular earning, which withholdings should be deducted? Where is this specified in UAN?

Answer – Old Software:

Withholdings setup under a particular Job ID were applied to all earnings under that Job. When an employee had multiple jobs, it often required duplicate withholdings (Medicare under job 1 and Medicare under job 2).

Answer – New software:

 Edit Employee Earning–Withholding tab

The withholdings marked on this tab will be deducted from the earning when paying wages.

**GUIDED EXERCISE:**

In this exercise we will apply a single withholding to multiple earnings.

Area or Form	Action
 Edit Employee Earning	Click the Withholding tab.
 Edit Employee Earning – Withholdings	Click the Status column header to sort list by Active and Inactive Withholdings. <b>Note:</b> the withholdings that are currently marked are <u>Inactive</u> : Medicare 02 OPERS-Govt 02 Little Village Income Tax 02

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 Edit Employee Earning – Withholdings	<p><b>Clear</b> the <input type="checkbox"/> checkboxes next to the Inactive withholdings listed:          Medicare 02          OPERS-Govt 02          Little Village Tax 02</p> <p><b>Mark</b> the <input checked="" type="checkbox"/> checkboxes next them to the Active withholdings listed:          Medicare 01          OPERS-Govt 01          Little Village Tax 01          Health Insurance 01          Deferred Comp 01</p> <p>Click [Save] and [Close] to return to the  Edit Employee form.</p> <p>(You should not get any system messages).</p>
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### 7) WITHHOLDINGS

#### A) Withholdings – Split Employer Share Between Accounts

Here we will choose an Account Split Method for the employer share and fringe benefits on the remaining preset withholdings (steps only applicable to preset withholdings like OPERS-Govt).

*Reminder:* When the Object Account Split Method is used, the employer share will be paid proportionally from the same fund, program and cost center as the assigned employee earnings, overtimes, and leave, using the selected object code.

For example, if object code **211** selected,

When \$300 in wages are paid and the charges are distributed among the earnings like this:	Then the Employer Share of a withholding set to Object will be charged proportionally to:
\$100 from 1000-130-100-0000	1/3 from 1000-130- <b>211</b> -0000
\$200 from 2021-330-190-0001	2/3 from 2011-330- <b>211</b> -0001

#### GUIDED EXERCISE:

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Area or Form	Action
 Edit Employee, Withholdings tab	Click the Withholdings tab on the  Edit Employee form. Mark <input checked="" type="checkbox"/> <b>OPERS-Govt 01</b> on the list and click [Edit]. The  Edit Employee Withholdings sub-form will appear.
 Edit Employee Withholdings	In the Withholding section, <b>remove</b> “01” from the Description.
 Edit Employee Withholdings	Click the Appropriation Accounts ( <b>Employer Share</b> ) tab under the  Edit Employee Withholdings sub-form.
 Edit Employee Withholdings – Appropriation Accounts (Employer Share)	Click <input type="radio"/> Object under the Account Split Method section and pick from the drop-down menu: <b>211 Ohio Public Employees Retirement System</b>  Click [Save] and [Close]. <b>Pause wait for the instructor’s explanation</b> , then:  Mark <input checked="" type="checkbox"/> <b>OPERS-Govt 01</b> on the list and click [Edit]. The  Edit Employee Withholdings sub-form will appear.  Click the Appropriation Accounts ( <b>Fringe Benefit</b> ) tab.
 Edit Employee Withholdings – Appropriation Accounts (Fringe Benefit)	Click <input type="radio"/> Object under the Account Split Method section and pick from the drop-down menu: <b>211 Ohio Public Employees Retirement System</b>
 Edit Employee Withholdings – Appropriation Accounts (Fringe Benefit)	Click the Details tab and note that Carl does not currently receive a Fringe Benefit.  <i>Reminder:</i> Just like Sam, Carl is not currently entitled to a Fringe Benefit, but entering the same split method as Employee Share is prudent.
 Edit Employee, Withholdings tab	Click [Save] and [Close] to return to the  Edit Employee form.

Normally, you would repeat the above steps for the other withholdings when applicable. ***We will skip that for class purposes.*** The steps are listed below for your reference.

Repeat the above steps with the instructor’s assistance to:

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	<ul style="list-style-type: none"> <li>• Remove the “01” from Medicare.</li> <li>• Split the Medicare employer share and fringe benefit using object code 213.</li> <li>• Remove the “01” from Little Village Income Tax, Health Insurance, and Deferred Comp.</li> </ul>
 Edit Employee	When finished return to the  Edit Employee form.

### B) Withholdings – When Advantageous, Certain Withholding Attachments Can Be Removed From Infrequently Paid Earnings

An entity may have certain special earnings that are paid infrequently, such as bonus checks or stipends in addition to the regular earnings. You may not want some custom withholdings to be deducted from the extra paycheck. In the old software, you would have had to edit the withholding to zero on each special paycheck. Now you can just setup the special earning to exclude the withholding.

*Steps to Access:*

Payroll → Maintenance → Employees → mark the employee and [Edit] – Advanced to open the Edit Employee Earning form → click the Withholdings tab

*To unassign a withholding:*

All Withholdings assigned to the special earning will be marked . To un-assign an unneeded withholding, clear the checkbox  and click [Save].

### DEMONSTRATION

Please view the demonstration; you do not need to perform an exercise.

## 8) OVERTIMES

### A) Overtimes – Split Pay Between Accounts & Rename Descriptions

Review the conversion table below (updated with overtime information and our exercise changes\*).

Old Software Jobs/Earnings/Overtimes	Converted to New Software
<b>Job 1:</b> CompCarl 01 Earning name: Hourly Wages 1000-130-190-0000 Rate: \$10	Description: Zoning & Park Hours 1000-130-190-0000 2191-610-190-0000 Rate: \$10

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<p>Earning name: Hourly Wages** 2191-610-190-0000 Rate: \$10 <i>Note: This was the “<input checked="" type="checkbox"/> Main Earning Type” for this Job ID.</i></p> <p>300 Overtime Wages 2191-610-190-0000 Rate: \$10 x 1.5</p>	→	<p>Description: Hourly Wages-2 01 <del>2191-610-190-0000</del> Rate: \$10</p> <p>Description: <b>Overtime Wages 01</b> 2191-610-190-0000 Rate: \$10 x 1.5</p>
<p><b>Job 2:</b> CompCarl 02 Earning name: Hourly 2021-330-190-0000 Rate: \$15</p> <p>300 Overtime Wages 2021-330-190-0000 Rate: \$15 x 1.5</p>	→	<p>Description: Road Hours 2021-330-190-0000 Rate: \$15</p> <p>Description: <b>Overtime Wages 02</b> 2021-330-190-0000 Rate: \$15 x 1.5</p>

We will not merge Carl’s overtimes. The reason is that he was setup with two jobs in the old software because he had two different rates of pay for the positions he held. We will just rename the descriptions. Renaming the overtime descriptions will make it easier to identify them when paying wages. Otherwise, when a wage transaction is added, both overtimes will be listed as “Overtime Wages”.

Even though we are not merging the overtimes, we will split the accounts on one of them. One of the overtimes was for Carl’s work as a Zoning Inspector and a Park Maintenance worker, but he was only paid for that overtime from the Park fund. The Fiscal Officer set it up this way even though ideally it could have been paid from both Parks and Zoning. As we have seen, the new Account Split Methods make it very convenient to pay out of several accounts.

**Reminder:** choosing an Account Split Method for an earning will not automatically update an overtime attached to the earning. Unless action is taken, after conversion the Zoning & Parks overtime will continue to be paid from a single account.

### DEMONSTRATION

**Please do not perform this exercise. Watch as the instructor.**

The instructor will rename Overtime Wages 01 and use a shortcut to input the multiple accounts using the Manual account split method. In the process, the instructor will identify a problem when viewing the Earnings tab in the  Edit Employee Overtime sub-form. The overtime is attached to an **Inactive** earning (Hourly Wages-2 01). The software will allow us to save the form, but we will not be permitted to post wages for this Overtime until the problem is resolved.

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### *How did this happen?*

The problem would have been resolved if we had followed the Employee Checklist steps 6-7 properly instead of doing it the fast way. (*Reminder*: we did so purposefully in class to illustrate problems that you might encounter when **not** following the checklist).

### *Explanation:*

During conversion each Overtime will be attached to the “Main Earning type” of the Job ID it was under in the old software. Hourly Wages-2 01 was the main earning type for Job 02.

If we had followed Step 6 in the checklist, when we deactivated Hourly Wages-2 01, we would have also removed all the attached items. Then in Step 7 we would have reviewed the attached items for each earning that was to remain active and found that this item needed to be attached.

**Note:** The instructor will correct this problem for Overtime Wages 01. Class attendees can skip edits to Overtime Wages 01 in the interest of class time.

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### GUIDED EXERCISE:

In this exercise we will rename an overtime description and review the accounts setup.

 Edit Employee	Click the Overtimes tab in the  Edit Employee form and mark <input checked="" type="checkbox"/> the checkbox next to <b>Overtime Wages 02</b> and click [Edit]. The  Edit Employee Overtimes sub-form will open.
 Edit Employee Overtimes	In the Description box rename “ <b>Overtime Wages 02</b> ” to “ <b>Road Overtime</b> ”
 Edit Employee Overtimes – A.A.	Click the Appropriation Accounts tab. Note the No Split method is chosen and 2021-330-190-0000 appears in the list
 Edit Employee Overtime – Earning/Withholding tabs	Click the Earnings tab. <u>No changes are necessary</u> . Note: The Road Hours earning are already be marked <input checked="" type="radio"/> by default.  Click the Withholdings tab and note the withholdings that will be deducted from the employee overtime.
 Edit Employee Overtime – A.A.	Click [Save] and [Close].
 Edit Employee	Remain on the form for the next exercise.

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### 9) LEAVES

#### A) Confirm the Withholdings That Will Be Applied When Leave Is Paid

Unlike overtime, one leave can be assigned to several (hourly or salary) earnings . Depending on the employee setup in the old software, this may happen during the conversion process.

The “WH” column is located on Earnings tab of the  Edit Employee Leaves sub-form. The radio button  identifies the set of withholdings that will be applied when the employee leave is paid. This is particularly important when one leave is assigned to two or more earnings.

Leave will convert from the old software with the  WH selected on the earning that was the “Main Earning Type” of the Job in which it was part. Even if you deactivate that earning in the new software, the  WH selection will remain on the inactive earning until it is edited.

**IMPORTANT:**

Mark the  WH selection on the correct earning so that an accurate set of withholdings will be applied when employee leave is paid.

#### GUIDED EXERCISE:

Carl’s hourly earning for parks was the “main earning type” in the old software. In previous exercises we deactivated that earning and added the account to Zoning & Parks Hours. This will cause another problem because we did not follow the Employee Checklist when reviewing earnings.

Area or Form	Action
 Edit Employee	Click the Leaves tab and mark <input checked="" type="checkbox"/> Vacation Leave 01 on the list and click [Edit]. The  Edit Employee Leaves sub-form will appear.
	Slowly step through the exercise as the instructor explains the concepts.
 Edit Employee Leaves – Withholdings	Click the Withholdings tab. The instructor will elaborate.
 Edit Employee Leaves – Earnings/Withholdings	Click the Earnings tab. There is something wrong! The “ <input type="radio"/> WH” is selected on the original parks earning we deactivated “Hourly Wage-2 01”. <i>If we had followed the <b>Employee Checklist</b> we would have caught this earlier.</i>

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	<p>Click to clear the <input type="checkbox"/> checkbox on Hourly Wage-2 01 and note that WH clears.</p> <p>Click the Withholding tab.</p> <p style="padding-left: 40px;">Now the withholding list is empty!</p> <p>Click the Earnings tab.</p> <p>Mark “<input checked="" type="radio"/> WH” on Zoning/Park Hours.</p> <p>Click the Withholdings tab and note the list is now update with a complete list.</p>
 Edit Employee Leave	Click [Save] and remain here for the next exercise.

**Question:**

If we had not made the “WH” correction would it really have made a difference? After all, the withholding sets are identical.

**Answer:**

Probably not – *in the short term* - because the withholdings that would be paid for to Hourly Wage-2 01 or Zoning/Park Vacation Leave are *currently* identical.

But – *in the long term* – it may cause problems that would not be easily detected. For example, what if in 2014 the fiscal officer attached a new 1% school tax withholding to Zoning/Park Hours earning, but did not think of changing this setting? If the leave remained unchanged (the WH setting marked on the inactive leave), then the new tax would not be applied when Zoning/Park Vacation Leave is paid to the employee.

**B) Rename Leaves and Split Pay Between Accounts**

We will rename the leave descriptions. Renaming the leave descriptions will make it easier to identify them when paying wages.

Before conversion Carl had one vacation leave assigned to Job 01 and another vacation leave assigned to Job 02. In the new software, the leaves are automatically renamed Vacation 01 and Vacation 02.

**GUIDED EXERCISE:**

We will rename both vacation leaves and split accounts charged for one.

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Area or Form	Action
 Edit Employee Leaves	In the Leave section of the sub-form, change the Description from Vacation Leave 01 to <b>Zoning/Park Vacation Leave</b> .
 Edit Employee Leaves	Click the Appropriation Accounts tab
<b>TIP:</b>	Use the following shortcut to automatically fill in the same accounts used with the earning that this leave is attached to.
 Edit Employee Leaves – Appropriation Accounts (A.A.)	<b>Step 1</b> <b>Click the X to the right of the one account listed to remove it.</b>
 Edit Employee Leaves – Earnings	<b>Step 2</b> <b>Click the Earnings tab</b> Ask yourself: Is the WH selection correct? Answer: Yes, it should be set to Zoning & Park Hours
 Edit Employee Leaves – A.A.	<b>Step 3</b> <b>Click the Appropriation Accounts tab.</b> Read the system message: “Will this leave be paid from the same appropriation account(s) as the WH earning selected on the Earnings tab?”  Click [Yes] The same 2 appropriation accounts and the same split method (Manual) as the earning are automatically filled in.  <b>Important note:</b> This shortcut will not permanently link the accounts and split method in the earning to those in the leave. If the accounts setup in the earning are later revised, then the accounts in the leave will need to be revised separately if desired.
 Edit Employee Leaves – A.A.	Click [Save] and [Close].

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Normally, you would rename Vacation Leave 02. <i>We will skip that for class purposes.</i> The steps are listed below for your reference.	
 Edit Employee	Click the Leaves tab and mark <input checked="" type="checkbox"/> Vacation Leave 02 on the list and click [Edit]. The  Edit Employee Leaves sub-form will appear.
 Edit Employee Leaves	Change the leave description from Vacation Leave 02 to <b>Road Vacation Leave</b> .
 Edit Employee Leave	When finished, click [Save] and [Close].
 Edit Employee	Remain on this form for the next exercise.

Note: For the purpose saving class time we will skip these edits for Carl’s sick leave.

### C) Confirm the Leave Pay Rate

Review the “Pay” section of the Edit Employee Leave form:

“Leave is:  Not paid when used”

This should be marked when the leave is assigned to salary earnings. The Pay Rate and the Appropriation Accounts tab will be grayed out when this is selected.

“Leave is:  Paid when used”

This should be marked when leave is assigned to hourly earning(s) unless it is unpaid leave.

- Confirm that the Pay Rate per hour is correct.  
Note: If the rate varies, it can be set to \$0.00 and manually entered on the each wage payment.

### GUIDED EXERCISE:

In this exercise we will review Carl’s pay rate for vacation pay. In the process we realize that Carl is due for a raise at the beginning of the year for his Zoning/Parks position.

Area or Form	Action
 Edit Employee	On the Leaves tab and mark <input checked="" type="checkbox"/> <b>Zoning/Park Vacation Leave</b> and click [Edit]. The  Edit Employee Leaves sub-form will appear.

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 Edit Employee Leaves	<p>Click the Earnings tab. Note the Zoning &amp; Park Earning pay rate on the list is \$10.</p>
 Edit Employee Leaves	<p>In the Pay section, note that the leave pay converted correctly at \$10. Change it to his <b>new rate of \$12</b> per hour and click [Save]. Read the system message:              “You have changed the pay rate for this employee leave.                  &gt; Prior \$10 &gt;&gt;New \$12</p> <p>Should UAN automatically change all other items with the prior rate (earnings, overtimes, paid leaves) to the new rate for this employee?              Note: This will not affect any items with other pay rates, non-cash benefits, or the pay rates of other employees”</p> <p>Click [Yes].</p>
 Edit Employee Leaves – Earnings	<p>Click the Earnings tab. Note that the Zoning/Parks Hours pay rate has updated to \$12.</p>
	<p><b>STOP.</b> Watch the instructor’s demonstration of one additional feature, but do not enter it on your computer.</p>

When the instructor is finished:

 Edit Employee Leave	<p>Click [Save] and [Close] to return to the  Edit Employee form.</p>
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### 10) NON-CASH BENEFITS

#### A) Review & Assign Non-Cash Benefits

##### *Steps to Access:*

From the  Edit Employee form → click the Non-Cash tab → mark the Non-cash item and click [Edit] to open the  Edit Employee Non-Cash Benefit sub-form.

A non-cash benefit must be assigned to an employee earning. It can no longer be recorded as a separate earning with its own frequency. This change re-enforces the fact that non-cash benefits cannot be posted independent of cash wages.

In the old software, non-cash benefits were setup under the Employee History screen, on the Earning page, grouped under a specific Job ID, and associated with the earning that was marked as the “Main Earning Type”. If a non-cash benefit has the same pay frequency of the main earning type, then after conversion it will be attached to that earning. Otherwise, it will be unattached until a user attaches it to an earning. It can only be attached to one earning. On the other hand, an earning could have several non-cash benefits attached to it.

Some entities might include a non-cash benefit in their final year end payroll and not throughout the year. To prevent the non-cash benefit from being included with wages each pay period, either set the pay rate to zero or deactivate it until it is needed.

#### DEMONSTRATION

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Please view the demonstration; you do not need to perform an exercise.

### 11) EMPLOYEE CHECKLIST DEMONSTRATION

Please view the demonstration; you do not need to perform an exercise.

## CHAPTER 6 – SPECIAL CONSIDERATIONS FOR LEAVE ASSIGNED TO MULTIPLE EARNINGS

### DEMONSTRATION

This chapter will include demonstrations only. You do not need to perform any exercises.

#### 1) EXAMINE THE EARNINGS IN WHICH THE LEAVE IS ASSIGNED

The new software includes the ability to assign one leave to several earnings and in some cases leave will convert this way. However, *it is often best to assign leave to just one earning*. In many instances, employees will not need more than one Hourly or Salary earning now that pay amounts can be split. Even when several are needed, it is still often better to attach one leave to only one earning.

**An important principle** to remember is that the leave settings on the Edit Employee Leave sub-form will direct how each leave is processed when paying wages, and NOT the earning(s) settings on the Edit Employee Earnings sub-form.

#### **Example 1: Earnings with Different Frequencies**

Sally is a employee that earns an hourly wage paid every two weeks and accrues 3.1 hours sick leave each Bi-Weekly period. Seasonally, she also gets paid for a different salaried position once a week and is paid for this with a separate warrant. In this situation it is prudent to attach the leave only to the earning that she is paid all year (the Bi-Weekly earning). Attaching it to the other earning could result in an additional 3.1 hour accrued unintentionally.

#### **Example 2: Earnings with Different Pay Rates**

Carl Complicated typically works 3 days a week in Road and 2 days in Zoning & Park. He gets paid \$15 for Road and \$12 for Zoning & Park and he accrues vacation leave by pay period. It is also the township policy to pay him at the rate based on the position the vacation days are used to replace. Note that only one leave pay rate can be entered for each leave earning. So if only one vacation leave were assigned to both of Carl's earnings, then each time he received vacation pay the vacation rate would have to be adjusted to \$15 or \$12 depending on which position the hours are replacing. If he needs to be paid vacation at both rates in the same period then he would either need to be paid with two warrants or the pay rate would have to be averaged. This is too complicated even for Carl! It is much better in this situation to setup two vacation leaves at different rates and assign them to the earnings separately.

#### **Example 3: Two Identical Earnings except with Different Positions**

A good reason to assign one leave to two (or more) earnings is if those earnings are identical except for the position information and accounts charged. In other words, even though the positions are different, the earnings are the same type, have the same pay rate, and the leave settings that would apply to earnings are exactly the same.

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Victor Vacation works two different positions – one in the Parks department and the other in Road. Some pay periods he works entirely in one position and does not have any earnings for the other. He earns \$14 per hour at both jobs, accrues 6.1 vacation hours each pay period which is also paid out when used at \$14 per hour. Township policies dictate that the leave accumulation and payout rules are the same regardless of which position he works. Assigning the vacation leave to both earnings is more efficient and insures that Victor will accrue the proper amount of leave even when only one of the earnings is paid in a given period.

### 2) CONFIRM THAT LEAVE IS ASSIGNED TO THE CORRECT EARNINGS

For each employee that has leave, you should check the  Edit Employee Leaves – Earnings tab to confirm or correct the earnings to which the leave should be assigned.

During the conversion from old to new software, leaves will be assigned *to all hourly or salary with which they were previously grouped by Job*. Review Carl’s leave once more:

- Zoning & Park Vacation is attached to Zoning & Park Hours
- Road Vacation is attached to Road Hours
- Zoning Stipend is not even an option in the Earnings tab of the  Leaves sub-form.

Also, remember that we deactivated one of his hourly earnings to which his Vacation 01 was originally attached. Based on our assessment above (Example 2), Carl’s leave assignments after conversion were the most sensible for his situation.

### 3) CONFIRM THE PROPER WITHHOLDINGS WILL BE APPLIED WHEN THE LEAVES ARE PAID.

One leave can be assigned to several (hourly or salary) earnings . Depending on the employee setup in the old software, this may happen automatically during the conversion process.

The “WH” column is located on Earnings tab of the  Edit Employee Leaves sub-form. The radio button  identifies the set of withholdings that will be applied when the employee leave is paid. This is particularly important when one leave is assigned to two or more earnings.

Leave will convert from the old software with the  WH selected on the earning that was the “Main Earning Type” of the Job in which it was part. Even if you deactivate that earning in the new software, the  WH selection will remain on the inactive earning until it is edited.

#### **IMPORTANT:**

Mark the  WH selection on the correct earning so that an accurate set of withholdings will be applied when employee leave is paid.

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This was demonstrated with Carl in a previous exercises. Carl’s hourly earning for parks was the “main earning type” in the old software. We deactivated that earning and added the account to Zoning & Parks Hours. Because of that, in a later exercise correcting the  WH selection was necessary.

## CHAPTER 7 – MAINTENANCE (ENTITY SETTINGS)

### 1) DEPARTMENTS

Here you can add, edit, activate, deactivate, display, or delete departments. Each employee earning in Payroll → Maintenance → Employees must specify a department.

#### STEPS TO ACCESS

General → Maintenance → Departments

#### WHAT'S NEW

- Departments are setup in the new General module instead of the Payroll module.
- In the old software, each employee Job had to be assigned to a department. In the new software departments are assigned to earnings. During conversion, departments under a particular employee Job will automatically be assigned to the earnings that were associated with that Job. No changes are needed after conversion unless the employee changes positions at the beginning of the year.
- Deactivate & Activate:  
As with the old software, departments that are not tied to active items and that have not been used in transactions in the current year can be deleted. In addition, departments now can be deactivated if they don't meet the criteria for deletion. Deactivating will hide the department in the earning drop-down menus to prevent errors when adding or editing employees.

#### DEMONSTRATION

Please view the demonstration; you do not need to perform an exercise.

### 2) VENDORS / PAYEES

In the old software each withholding had to be linked to a Payee. That is still true in the new software, but Payees are no longer maintained in the Payroll module. Payees are now added and maintained in the General module under Vendors / Payees. This area is discussed in detail in the Accounting Training class and accompanying handbook.

#### STEPS TO ACCESS

General → Maintenance → Vendors / Payees; Click the “Type” drop-down filter and select “Payroll Withholdings” to view a list of Payees that can be added to Withholdings.

#### DEMONSTRATION

Please view the demonstration; you do not need to perform an exercise.

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### 3) WITHHOLDINGS

#### STEPS TO ACCESS

Payroll → Maintenance → Withholdings

#### OVERVIEW

This area contains the *entity settings* for withholdings *that can be assigned* to employees in the Payroll → Maintenance → Employees area. A Withholding is a portion of money held back from an employee’s earnings to cover taxes or other financial obligations and commitments.

#### WHAT’S NEW

**New Checkbox: Overtime  Apply this withholding to overtime wages (if any)**

**IMPORTANT:** This checkbox should be  marked except under rare circumstances. It will be marked automatically during conversion and should not be cleared except for very rare instances when a withholding should not applied to overtime earnings.

**Withholdings are linked to Payees that are now maintained in the General Module**

See the Vendors / Payees section in this handbook.

**Preset processing groups have been slightly re-organized:**

There is no longer a separate Medicare processing group for employees that pay into Social Security (FICA) vs. those paying into other retirement plans:

Old Software		New Software
ID #3 Medicare ID #5 Medicare – FICA	>	Medicare
ID #4 Medicare Fringe Benefit ID #6 Medicare Fringe – FICA	>	Medicare Fringe Benefit

In the old software the Police withholding rates and the Fire withholding rates were set in the same processing group. In the new software Police and Fire are in separate groups:

Old Software		New Software
OP&FPF Regular	<	OP&FPF-Fire Regular OP&FPF-Police Regular

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OP&FPF Fringe Benefit	<	OP&FPF- Fire Fringe Benefit OP&FPF- Police Fringe Benefit
OP&FPF Salary Reduction	<	OP&FPF- Fire Salary Reduction OP&FPF- Police Salary Reduction

**“Earnings Applied To” section is viewable in the Add / Edit / Display forms**

Only earning process groups displayed on this list will have the selected withholding applied to them when creating wages. Note that these constraints are not new – displaying them here is new. For example, a comparison of Federal Income Tax and OPERS-G is provided below to illustrate differences with the Earnings Applied To section:

Federal Income Tax Earnings Applied To:	OPERS-G Earnings Applied To:
100 Taxable Earnings	100 Taxable Earnings
	200 Non-Taxable Earnings
300 Non-State Retirement Earnings	
620 Leave/Comp Time Taken	620 Leave/Comp Time Taken
800 Value of Non-Cash Benefit	

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**DEMONSTRATION: ADD A WITHHOLDING**

Trustees voted to reverse Carl’s raise after other employees became angry because he is already overpaid for his work output. After Carl was informed of his pay cut, he spent an evening rabble-rousing with his buddies and accidentally crashed his uninsured pickup truck into the Majestic Fountain in the pond of Little Village Park. The county court has issued a court order to garnish Carl’s wages by 25% to recover the repair costs. In the last exercise we added the Little County Municipal Court in Vendors/Payees. We will need to add a new withholding before assigning it to Carl in the Employee’s area.

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### EXERCISE: DEACTIVATE A WITHHOLDING

Currently none of our employees are required to pay BigTime Township Income Tax, but that is a possibility in the future. In this exercise we will deactivate the withholding – for the time being – to prevent it from accidentally being assigned to an employee.

Action or Field name
Mark the checkbox next to BigTime Township Income Tax
Click [Deactivate] and note that this withholding disappears from the list.
Click the “Status” drop-down menu and select “Inactive” and note that the withholding is listed.

### 4) EARNINGS AND LEAVE

#### STEPS TO ACCESS

Payroll → Maintenance → Earnings and Leave

#### OVERVIEW

This area contains the *entity settings* for earnings and leave *that can be added* to employees in the Payroll → Maintenance → Employees area. An earning is a type of employee compensation earned during the current pay period (e.g. salary, overtime) while leave is compensation earned in a previous pay period (e.g. vacation, sick leave taken).

#### WHAT'S NEW

##### Entity settings for Leave

Now you can adjust some of the entity settings for Leave earnings to apply when first adding them to employees. Changes to the leave settings here will not affect employees to whom the leave is already assigned. The changes *will only apply* when you first *add the leave to an employee* in the Employees area.

##### New leave options (in the Earnings & Leave and Employee level):

- Maximum annual accrual.  
The amount is based on the paycheck post dates – not the pay period ending dates.
- Pay Stub Printing
- Mark this if you would like to hide the leave balance on the pay stub for a particular leave type. For example, you could hide Bereavement Leave balances from showing up on every pay stub.
- Comp time accrual rate
- Enter an amount if a standard rate applies when adding the Comp Time to an employee's setup.

##### “Withholdings Applied” section is viewable in the Add / Edit / Display forms

Only the withholding processing groups listed on the right-hand side of the form will be applied to the earning when creating wages. Note that these constraints are not new – only the display of them is new. This list is determined by the earning type (such as salary) and process group (such as taxable earnings). For example, the non-taxable earning process group does not include federal, state, or school tax withholdings.

**Non-Taxable Non-State Retirement** process group and earning type is a new option for those rare instances when an earning is not subject to federal, state, school taxes, and retirement deductions.

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The **Remove** button has replaced the **Delete** button, but functions in the same manner. Only earnings and leave that are not currently assigned to any employees and have not been used to post wages in the current year can be removed.

**Deactivate & Activate:** To prevent errors when assigning earnings or leave to employees (in the Employees area), mark those you are currently not using and click the Deactivate button. Inactive earnings or leave can be later changed back to active with the Activate button.

### DEMONSTRATION & GUIDED EXERCISE

#### DEMONSTRATION: EARNING AND LEAVE SCREEN OVERVIEW

Please view the demonstration; you do not need to perform an exercise.

#### EXERCISE: SET LEAVE LIMITS

Buckeye Township policy is to limit vacation leave accrual to 3 weeks per year and a total of 9 weeks maximum vacation leave. In this exercise we will set that as the default whenever vacation leave is added to an employee in the Payroll → Maintenance → Employees area.

Action or Field name
Mark the checkbox next to the Vacation Leave and click [Edit]. The Edit Earning or Leave form will appear.
Under the Maximum Leave Balance section, mark the button and type in: <input checked="" type="radio"/> Limit balance to: <b>360</b> hours
Under the Maximum Annual Accrual section, mark the button and type in: <input checked="" type="radio"/> Limit accrual to: <b>120</b> hours
Click [Save] and then [Close]

## 5) FREQUENCIES

### STEPS TO ACCESS

Payroll → Maintenance → Frequencies

### OVERVIEW

This area contains the *default settings* for frequencies *that can be assigned* to employees in the Payroll → Maintenance → Employees area. A frequency is the schedule of a particular pay period, such as monthly or weekly pay periods. Here you may add, edit, activate/deactivate, remove, or display frequencies.

### WHAT'S NEW

**Two frequency types have been renamed:** The 7-Day type has been renamed to Weekly and 14-Day type to Bi-Weekly (every two weeks, 26 pays per year). Note: Bi-Weekly should not be confused with Semi-Monthly (twice each month, 24 pays per year).

**Multiple frequencies may be added for a frequency type.** For example, an entity with one Bi-Weekly pay period ending on Wednesdays and another ending on Saturdays may add two Bi-Weekly frequencies (one for each schedule).

**Frequency names can be customized** to distinguish two or more frequencies of the same type. For example, one Bi-Weekly frequency could be named “Road”, while another Bi-Weekly frequency could be named “Parks”.

#### Pay period advance methods

In the old software there was only one method to advance the pay period, by manually changing the dates every time a wage was recorded. In the new software you can set a pay period advance method to determine the default pay period dates. The following advance methods are available:

- **Manually advance** – The pay period will default to the latest paid period in the current or prior processing year for which at least one employee earning has been paid. After converting from the old software, all frequencies will automatically default to this setting since this was the only option in the old software.
- **Automatically advance after all wages are posted for a period** – The pay period will default to the period *after* the latest paid period in the current or prior processing year for which *all* employee earnings have been paid. This option is useful if all active employee earnings are routinely paid for every pay period.
- **Automatically advance after any wages are posted for a period** – The pay period will default to the period *after* the latest paid period in the current or prior processing year for

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which *at least one* employee earning has been paid. This option is useful if a pay period is frequently skipped for one or more active employee earnings.

**The Delete button** is new in the Frequencies area. Only frequencies that are not currently or previously assigned to any employees (in the Employees area) and have never been used for posting wages may be deleted.

**Deactivate & Activate:** To prevent errors when assigning frequencies to employees (in the Employees area), mark those that you are currently not using and click the Deactivate button. Inactive frequencies can be later changed back to active with the Activate button.

### GUIDED EXERCISES

#### EXERCISE 1: DEACTIVATE FREQUENCIES

In this exercise we will deactivate frequencies that are not used by the entity.

<b>Action or Field name</b>
Mark the header <input checked="" type="checkbox"/> checkbox to select all frequencies.
Clear the <input type="checkbox"/> checkboxes next to Bi-Weekly and Monthly.
Click [Deactivate]

#### EXERCISE 2: EDIT THE BI-WEEKLY FREQUENCY

In this exercise we will change the pay period advance method of the Bi-weekly frequency

<b>Action or Field name</b>
Mark the checkbox next to Bi-Weekly from the Frequencies list
Click [Edit]
Change the pay period advance method: <input checked="" type="radio"/> Automatically advance after <i>all earnings</i> are posted for a period
Click [Save] and click [Close].
Click [Close] to close the Frequencies area.

### 6) ADDITIONAL

#### STEPS TO ACCESS

Payroll → Maintenance → Additional

#### OVERVIEW

This area allows you to add your own custom fields to be used for tracking employee information. It is optional, but may be useful for some entities that want to keep track of information not included in UAN fields. For example, an entity that wants to track additional employee contact details, license numbers, certification numbers, etc, can add those categories for each of those pieces of data.

#### WHAT'S NEW

**Display order:** A display order number must be entered for each additional information item. This number determines the order that the item will appear in lists of additional information. For example, if a new item (e.g. certification number) is added that relates to an existing item (e.g. certification type), the new item can be positioned directly under the existing item rather than alphabetically or at the end of the list.

**Sensitive information:** Items can be marked sensitive or not sensitive using the radio buttons:

- This information is not sensitive
- This information is (or could be) sensitive

Items marked sensitive will be encrypted in the UAN database, and will be restricted to users that have security clearance (see the Users section of the Accounting & General Manual for more information on security clearance). Data for items marked as Not Sensitive will not be encrypted in the UAN database, and will be accessible to any user assigned to a role with access to the Employees area.

**Note:** Existing additional items in the old software will automatically convert to “not sensitive” in the new software.

**Deactivate & Activate:** To prevent errors when assigning information fields to employees (in the Employees area), mark those that you are currently not using and click the Deactivate button. Inactive information fields can be later changed back to active with the Activate button.

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The **Delete button** functions the same way as in the old software. Only additional information fields that are not currently assigned to any employees can be removed.

### GUIDED EXERCISES

#### EXERCISE 1: EDIT AN ADDITIONAL ITEM AS SENSITIVE

In this exercise, item will be marked as sensitive.

Action or Field name
Mark the checkbox next to Cell Phone number and click [Edit].
Enter (or use the arrows) to change the Display Order field to number 3.
Click the button to mark this as a sensitive item
Click [Save]

## CHAPTER 8 – COMMON EMPLOYEE CHANGES

### 1) PAY RATE CHANGES

In local governments compensation changes often take effect at the beginning of the fiscal year. It is good practice to review entity documents and update the rate on all applicable earning, overtime, and leave pay rates.

#### *Steps to Access:*

Payroll → Maintenance → Employees → mark the employee and Edit – Advanced to open the  Edit Employee form → click the [Earnings, Overtime, or Leaves] tab → mark the item & Edit to open the item sub-form → review / revise the rate in the Pay section.

#### DEMONSTRATION

Please view the demonstration; you do not need to perform an exercise.

In our case, we need to cut Carl's wages for Zoning & Park from \$12 to \$10 and we won't give him that \$2 increase to his Zoning Stipend after all.

### 2) NEW WITHHOLDINGS

A common change at the start of the year is the addition of new withholdings. Common examples might include new local government taxes, school district taxes, tax rate changes, or changes to health insurance plans. It is important to identify any changes and update the Employees' setup before the first payroll that it will affect.

**Hint:** Employees may not notify you that they have to pay into new school or local taxes in the new year. Check the Ohio Department of Taxation website to identify changes that may impact your employees.

#### *Steps to Access:*

1) If it is a new withholding requiring a new vendor, then first add the Vendor/Payee:

General → Maintenance → Vendors/Payees, click [Add] to open the Add Vendor/Payee form.

2) Create a *new* withholding:

Payroll → Maintenance → Withholdings, and click [Add] to open the Add Withholdings form.

3) To assign the new withholding to an employee:

Payroll → Maintenance → Employees → mark the employee and [Edit] – Guided → Choose  Attach a new item and  Withholding, click [OK] to open the Add Employee Withholding form.

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### DEMONSTRATION

We need to attach Carl's Fountain Garnishment. We've already added the payee and withholding, so now we will attach it in the Employee form.

Please view the demonstration; you do not need to perform an exercise.

### 3) WITHHOLDING RATE OR AMOUNT CHANGES

Rate or amount changes for common withholdings often are implemented in January. For the employee deduction, this requires changes in the Details tab of the  Edit Employee Withholdings sub-form. For UAN preset withholdings, an additional step is required at the entity level as described in the steps to access below. UAN preset withholdings include: Medicare, Social Security, OPERS-Govt, OPERS-Law, OP&FPF-Fire, and OP&FPF-Police.

#### *Steps to Access:*

1. Change at the entity level:

This step is only required for UAN's preset withholdings. First change the rate here:  
Payroll → Maintenance → Withholdings, mark the withholding and click [Edit].

2. Change at the Employee level

Payroll → Maintenance → Employees → mark the employee and Edit – Advanced to open the  Edit Employee form → click the Withholdings tab → mark the item & Edit to open the item sub-form → in the Details tab, edit the rate or amount.

### 4) LEAVE BALANCE ADJUSTMENTS

Entering leave balance adjustments before the first payroll of the year is an important step for employees that are allotted lump sum leave hours annually and /or those that are not allowed to carry over unused leave hours from one year to the next. It can also be used to reduce leave after vacation/sick leave buyout payments have been posted or to correct errors.

This adjustment is not necessary when the leave accrues each paycheck and the employee is permitted to carry over the unused balance.

#### *Steps to Access:*

Payroll → Utilities → Adjust Leave Balance → Read the system message and click [OK].

### WHAT'S NEW

- You can post leave adjustments for *several leave types assigned to one employee* all in one step by selecting “Adjust Leave Balances  By Employee”.

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- You can post adjustments *of one leave type for multiple employees* in one step by selecting “Adjust Leave Balances  By Leave”.
- Adjustments can be back-dated up to 30 days prior to the computer date, but must be in the current year.

### DEMONSTRATION

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Please view the demonstration; you do not need to perform an exercise.

## 5) CHANGES TO NON-CASH BENEFITS

Did the entity add any new non-cash benefits that will start at the beginning of the year?  
Are there any entity policy changes – such as a rate increase – for existing non-cash benefits?  
Are there any IRS rules taking affect in the new year that would impact non-cash benefits?

Review entity minutes, IRS notifications, and any other relevant documentation. When necessary:

- Add new entity non-cash benefits: Payroll → Maintenance → Earnings and Leave, click [Add] to open the Add Earning or Leave form. Select Non-Cash Benefit from the Type drop-down menu and complete the rest of the form.
- Edit individual employees: Payroll → Maintenance → Employees → mark the employee and Edit – Advanced to open the  Edit Employee form → click the Non-Cash tab → mark the Non-cash item & [Edit] to open the  Edit Employee Non-Cash Benefit sub-form

## 6) SKIP DEDUCTIONS

An employee withholding can be set to skip (not be deducted on) certain pay periods. Skipped deductions are specified by pay period, not by pay date.

### Steps to Access:

Payroll → Maintenance → Employees → mark the employee and Edit – Advanced to open the  Edit Employee form → click the Withholdings tab → mark the Withholding item & [Edit] to open the  Edit Employee Withholdings sub-form.

### WHAT'S NEW

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Skip Deductions is more intuitive in the new software than in the old. To skip a deduction for a particularly withholding, on the skip deduction form you simply select the pay period ending dates that you do not want the withholding deducted on. In fact, the software will skip the deduction as long as any date within that pay period date range for the wage is selected.

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For example, to skip a deduction on a February 7<sup>th</sup> paycheck for an employee's January 18<sup>th</sup> through January 31<sup>st</sup> pay period, select January 31<sup>st</sup> as the skip date. Note, technically you could select any date between January 18<sup>th</sup> and January 31<sup>st</sup> and the deduction would be skipped on the February 7<sup>th</sup> paycheck.

### **IMPORTANT:**

It is important for fiscal officers who have used this feature in the past to understand that it operates in the exact opposite way that it did in the old software. To further clarify:

#### **To use skip deductions in the old software:**

The pay period ending dates on the form that were *unmarked would skip* the deduction on the wage payment. The pay period ending dates that *were marked would not skip* the deduction.

#### **To use skip deductions in the new software:**

You should *only mark* the pay period ending dates that the deduction should be skipped on the wage payment.

### DEMONSTRATION

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Please view the demonstration; you do not need to perform an exercise.

**CHAPTER 9 – WAGE PAYMENTS**

**1) OVERVIEW – WHAT’S NEW**

In the new software editing the pay period has been enhanced. You will still need to verify the correct pay periods appear in the window.

When adding a wage record in the old software you had one tab area for the departments and pay periods and another tab area to choose the employees. In the new software all the data appears on the Add Wages form. As you choose Departments and Pay Periods the list of employees to choose appears.

In the new software if a wage record has been created it appears on the list in the Wage form. Each time you open the Wage form you will know if an employee’s Wage Record has been created.

In the old software you used the Add Edit and Delete buttons to edit each line item in a wage record. In the new software wage data can be edited on the screen.

In the old software the system used to adjust the default hours worked from the default hours when leave hours were paid. Due to the enhancements to Earnings and Leave in the new software, payment of leave hours will no longer automatically adjust the default hours of the earnings. Default hours paid will always need to be updated manually to match the employee’s time card hours worked when paid leave is entered.

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### 2) CREATE WAGE PAYMENTS - SALARIED

We're going to start the wages with a Trustee and Fiscal Officer whose wages are salaried to give the class the opportunity to become familiar with the Edit Wage form.

#### GUIDED EXERCISE:

In this exercise, we will create a Wage Records for the Administration Department paid monthly.

Steps to Access:

**Payroll → Transactions → Wages**

Area or Form	Action
Add Wages	Click Add and choose Warrant/EFT.
Add Wages	You will receive a system message reminding you to verify the pay period dates for wages. Click [OK].
Add Wages – Departments	In the Department section, mark <input checked="" type="checkbox"/> Administration.
Add Wages – Frequencies	In the Frequency section mark <input checked="" type="checkbox"/> Monthly.
Add Wages – Employee Earnings	Change the Monthly Pay Period dates to 1/1/13 to 1/31/13.
Add Wages – Employee Earnings	Mark <input checked="" type="checkbox"/> for the entire list to be chosen.
Add Wages	Click [Save] and [Close]
Add Wages	You will receive a System Message “Open the Edit form to edit the new wages?” Click [Yes] The Edit Wage sub-form will appear. Follow along with the Instructor’s tutorial.
Add Wages	Click [Close]

#### GUIDED EXERCISE:

In this exercise, we will issue paychecks for our Administration Department.

Steps to Access: **Payroll → Transactions → Wages**

Area or Form	Action
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Wages – Post/Print	Mark <input checked="" type="checkbox"/> to choose BAAD FO and SCRLETGRAY. Click [Post/Print]
Wages – Post/Print	You receive a System Message “Post 2 selected items?” Click [OK]
Wages – Select Post Date	Click ▼ to open the calendar menu. Choose January 31st.
Wages – Stub Note	Type “Happy Groundhog Day” in the Stub Note box.
Wages – Next Warrant Number	Accept the default check number. Click [OK]
Wages – Print	The Print form opens. Read the messages at the top. Click [Print]
Wages – Print	Click [Yes] to indicate the items printed successfully. Leave the Wages form open for the next exercise.

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### 3) CREATE WAGE PAYMENTS - HOURLY

In this second group of wages we have hourly employees with various types of wages and leave appearing on their time cards. We're going to start with the simplest and progress to the most difficult as you gain knowledge and confidence. It will be important for the class to stay together so each new technique is fully understood. There are a couple of built in problems that might occur at home so you become familiar navigating in and out of areas.

#### GUIDED EXERCISE:

In the next exercise we will prepare wage records for the hourly employees.

#### Steps to Access:

**Payroll → Transactions → Wages**

Area or Form	Action		
<b>Add Wages</b> (Window already open from last exercise)	Click the Add button and [Warrant/EFT]. You will receive a system message reminding you to verify the pay period dates for wages, click [OK] to open the Add Wages form.		
Add Wages - Departments	Mark <input checked="" type="checkbox"/> all Departments.		
Add Wages – Frequencies	Mark <input checked="" type="checkbox"/> Monthly and <input checked="" type="checkbox"/> Bi-Weekly.		
Add Wages – Frequencies	Enter the Monthly Pay Period as 01/01/2013 thru 01/31/2013. Enter the Bi-Weekly Pay Period as 01/13/2013 thru 01/26/2013.		
Add Wages – Employee Earnings	Mark <input checked="" type="checkbox"/> everyone in the list <b>except</b> BAAD FO and SCRLETGRAY.		
Add Wages	Click [Save]		
Add Wages	A box appears with the heading: “The following items were not saved” <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 50%;">Newbie, Nellie – Fiscal Officer &amp; Fire Dept.</td> <td style="width: 50%;">OPERS Member Date missing from employee’s information</td> </tr> </table>	Newbie, Nellie – Fiscal Officer & Fire Dept.	OPERS Member Date missing from employee’s information
Newbie, Nellie – Fiscal Officer & Fire Dept.	OPERS Member Date missing from employee’s information		
Add Wages	Click [OK]		
Add Wages	A System Message appears: “Continue adding wages for the valid earnings?” Click [Cancel] and [Close]		

#### GUIDED EXERCISE:

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We have a new employee, Nellie Newbie, who has been hired as an assistant to the Fiscal Officer and Fire Department. She has been set up in payroll but a common piece of information is missing that will not allow us to create her wage record. This will familiarize you with working in separate Menu areas of the Payroll Module.

[Steps to Access:](#)

**Payroll → Maintenance → Employees**

Area or Form	Action
Payroll	Click [Maintenance] from the Payroll Menu Options.
Payroll Maintenance	Click on [Employees]
Employees	Mark <input checked="" type="checkbox"/> Newbie N. Click [Edit] and Advanced.
Edit Employee	In the State Retirement area enter 01/16/13 as the OPERS Member Date. Click [Save] and [Close]
Edit Employee	Click [Close] to return to the Add Wages area.
Payroll	Click on Transactions so the Transaction Functions appear on the left.

### GUIDED EXERCISE:

In the next exercise we will prepare wage records for the hourly employees.

[Steps to Access:](#)

**Payroll → Transactions → Wages**

Area or Form	Action
Add Wages	Click Add and Warrant/EFT. You will receive a system message reminding you to verify the pay period dates for wages. Click [OK] to open the Add Wages form.
Add Wages - Departments	Mark <input checked="" type="checkbox"/> all Departments.
Add Wages – Frequencies	Mark <input checked="" type="checkbox"/> Monthly and <input checked="" type="checkbox"/> Bi-Weekly.
Add Wages – Frequencies	Enter the Monthly Pay Period as 01/01/2013 thru 01/31/2013. Enter the Bi-Weekly Pay Period as 01/13/2013 thru 01/26/2013.
Add Wages – Employee Earnings	Mark <input checked="" type="checkbox"/> everyone in the list except BAAD FO and SCRLETGRAY.
Add Wages	Click [Save] and [Close]
Add Wages	You will receive a System Message “Open the Edit form to edit the new wages?” Click [Yes] and the Edit Wage sub-form will appear .
Add Wages	Leave form open for next exercise.

## Uniform Accounting Network – Payroll Exercise Handbook

### GUIDED EXERCISE:

In this exercise we will edit the Wage records for the hourly employees, adding hours, overtime, and leave.

### EMPLOYEE #1 NELLIE NEWBIE

Nellie Newbie is a newly hired full time employee that divides her time as an Administrative Assistant to the Fiscal Office and the Fire Department. Nellie is paid bi-weekly and her wages, overtime and vacation leave can be paid from two account codes 1000-110-122-0000 and 2192-220-190-0000. Nellie’s Hourly Wage account split was set to Hours because she is supposed to divide her time equally between the Fiscal Office and the Fire Department. If her time card reflected hours different from the established default it can be easily edited in the Wage Record.

Area or Form	Action
Edit Wage - Earnings	From the drop down menu choose Nellie Newbie.
Edit Wages –Earnings	Compare the items from Nellie’s time card to the defaults in the Wage Record. Nellie had 1 hour of overtime in the Fiscal Office. Click + next to Overtime Wages and enter 1.00 hour of overtime for 1000-110-122-0000.
Edit Wages –Earnings	When your Wages area matches the Wage below Click [Save]. The screen advances to the next wage record. Stop here and wait for the instructor.

### Nellie Newbie’s Time Card

EARNING DESCRIPTION	HOURS	ACCOUNT CODE
Hourly Wages	40.00	1000-110-122-0000
	40.00	2192-220-190-0000
Overtime Wages	1.00	1000-110-122-0000
	0.00	2192-220-190-0000
<b>Wage:</b>		
<b>Hours Paid</b>	<b>81.00</b>	
<b>Employer WH:</b>	<b>\$125.92</b>	
<b>Gross</b>	<b>\$815.00</b>	
<b>Withholdings -</b>	<b>\$211.05</b>	
<b>Non-Cash -</b>	<b>\$ .00</b>	
<b>Net</b>	<b>\$603.95</b>	

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### EMPLOYEE #2 SAM SIMPLE

Sam Simple is paid bi-weekly and his wages, overtime and vacation leave are paid from three account codes 2021-330-190-0000 Gasoline Tax Fund, 2041-410-190-0000 Cemetery Fund, and 2191-610-190-0000 Park Fund. The hours for each must be entered manually because his hours are different each pay period.

Area or Form	Action
Edit Wage - Earnings	From the drop down menu choose Sam Simple.
Edit Wages –Earnings	Click + at the left of the Hourly Wages-1 and Overtime descriptions to expand to the account code level. Enter the items from Sam’s time card into the Wage Record.
Edit Wages –Earnings	When your Wages area matches the Wage below Click [Save]. The screen advances to the next wage record. Stop here and wait for the instructor.

#### Sam Simple’s Time Card

EARNING DESCRIPTION	HOURS	ACCOUNT CODE
Hourly Wages-1	6.00	2021-330-190-0000
	35.00	2041-410-190-0000
	39.00	2191-610-190-0000
Overtime Wages	0.00	2021-330-190-0000
	0.00	2041-410-190-0000
	1.50	2191-610-190-0000
<b>Wage:</b>		
<b>Hours Paid</b>	<b>81.50</b>	
<b>Employer WH:</b>	<b>\$152.49</b>	
<b>Gross</b>	<b>\$987.00</b>	
<b>Withholdings -</b>	<b>\$264.84</b>	
<b>Non-Cash -</b>	<b>.00</b>	
<b>Net</b>	<b>\$722.16</b>	

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### EMPLOYEE #3 ART PART

Art Part is our Part-Time employee, paid from one account code and he was set up to have his hours tracked by day. You will notice on his Wage Record the Days Worked [DW] Tab is dark like the other tabs indicating it is available to enter data. In this exercise we enter his total hours worked from the time card and the daily hours data for the pay period in the Days Worked area. Follow along with the instructor.

Area or Form	Action
Edit Wage - Earnings	From the drop down menu choose Part Art.
Edit Wages –Earnings	On the Hourly Wages line under the heading Hours/Items enter 24.00.
Edit Wages –Days Worked	Click [Save] A red icon appears indicating a problem. Hover the mouse cursor over the red icon to see problem description. Click on the Days Worked (DW) Tab.
Edit Wages –Days Worked	Click + next to Bi-Weekly in the Frequencies Area to expand the field.
Edit Wages –Days Worked	Enter 8 hours in any <b>three</b> days of the pay period. When your total Hours (DW) equals 24 click on the Earnings Tab.
Edit Wages	When your Wages area matches the Wage below Click [Save]. The screen advances to the next wage record. Stop here and wait for the instructor.

#### Art Part’s Time Card

EARNING DESCRIPTION	HOURS	ACCOUNT CODE
Hourly Wages	24.00	2041-410-190-0000
<b>Wage:</b>		
<b>Hours Paid</b>	<b>24.00</b>	
<b>Employer WH:</b>	<b>\$33.37</b>	
<b>Gross</b>	<b>\$216.00</b>	
<b>Withholdings -</b>	<b>\$28.11</b>	
<b>Non-Cash -</b>	<b>.00</b>	
<b>Net</b>	<b>\$187.89</b>	

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### EMPLOYEE #4 ADAM DAY

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Adam Day is a full time employee paid from one account code that is defaulted to the regular 80 hours in a pay-period. In our sample township we haven't entered holiday leave in the leave balances at the beginning of the year. In our sample township when paid holiday leave is on the time card we have to show an earning of 8 hours Holiday Leave before we can pay Holiday Leave.

Area or Form	Action
Edit Wage - Earnings	From the drop down menu choose Officer Day.
Edit Wage - Earnings	Click on the 0.00 defaulted hours of Holiday Leave Paid in the Hours/Items column and enter 8.00. Read the Negative Leave Balance Notice. Click [Close]
Edit Wage – Leave Balances Tab	Click the Leave Balances Tab and review available leave.
Earned/Used/Denied Leaves	Click on the Earnings Tab. In the Earned/Used/Denied Leaves Area, on the Holiday Leave line under the Override Column enter 8.00.
Edit Wages	Review the Wage Area and compare it to the time card. Raise your hand when you find the difference.
Edit Wages	Make the correction by typing the in the correct hourly wages from the time card.
Edit Wages	When your Wages area matches the Wage below Click [Save]. The screen advances to the next wage record. Stop here and wait for the instructor.

#### Adam Day's Time Card

EARNING DESCRIPTION	HOURS	ACCOUNT CODE
Hourly Wages	72.00	2192-220-190-0000
Overtime Wages	0.00	2192-220-190-0000
Worked Holiday Overtime Wages	0.00	2192-220-190-0000
Holiday Leave Paid	8.00	2192-220-190-0000
<b>Wage:</b>		
<b>Hours Paid</b>	<b>80.00</b>	
<b>Employer WH:</b>	<b>\$391.93</b>	
<b>Gross</b>	<b>\$1,540.00</b>	
<b>Withholdings -</b>	<b>\$390.93</b>	
<b>Non-Cash -</b>	<b>\$ .00</b>	
<b>Net</b>	<b>\$1,149.07</b>	

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### EMPLOYEE #5 STEVE FRIENDLY

Employee Steve Friendly has been on vacation the entire pay period. His wage record defaults to 80 hours divided between the Gasoline fund and the Park Fund.

Area or Form	Action
Edit Wage - Earnings	From the drop down menu choose Steve Friendly.
Edit Wage – Leave Balances	Click the Leave Balances Tab and verify Steve has enough vacation leave. Click on the Earnings Tab.
Edit Wage - Earnings	Scroll down to Vacation Leave Paid and enter 80.00 hours in the Hours/Items column.
Edit Wage - Earnings	Click + for Hourly Wages and change the 40.00 defaulted hours of Hourly Wages in the Hours/Items column to 0.00 for both account codes.
Edit Wage - Earnings	When your Wages area matches the Wage below Click [Save] The screen advances to the next wage record. Stop here and wait for the instructor.

#### Steve Friendly’s Time Card

EARNING DESCRIPTION	HOURS	ACCOUNT CODE
Hourly Wages	0.00	2021-330-190-0000
	0.00	2191-610-190-0000
Overtime Wages	0.00	Manual Split
Worked Holiday Overtime	0.00	Manual Split
Holiday Leave Paid	0.00	Percent Split
Personal Leave Paid	0.00	Percent Split
Sick Leave Paid	0.00	Percent Split
Vacation Leave Paid	<b>80.00</b>	Percent Split
<b>Wage:</b>		
<b>Hours Paid</b>	<b>80.00</b>	
<b>Employer WH:</b>	<b>\$225.57</b>	
<b>Gross</b>	<b>\$1,460.00</b>	
<b>Withholdings -</b>	<b>\$464.64</b>	
<b>Non-Cash -</b>	<b>\$ .00</b>	
<b>Net</b>	<b>\$995.36</b>	

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### EMPLOYEE #6 CARL COMPLICATED

Our last employee, Carl, is Complicated. His time card will have samples of many of the skills you have learned on employees 1-5.

Area or Form	Action
Edit Wage - Earnings	From the drop down menu choose Carl Complicated.
Earned/Used/Denied Leaves	On the Holiday Leave line under the Override Column enter 8.00.
Edit Wage - Earnings	At Earning Road Hours enter 42.00.
Edit Wage – Earnings	Click + next to Zoning & Park Hours and enter hours as follows: 2.00 1000-130-190-0000 and 20.00 2191-610-190-0000.
Edit Wage – Earnings	On the Road Overtime line enter 3.00.
Edit Wage – Earnings	Click + next to Zoning & Park Overtime and enter the following: 0.50 2191-610-190-0000.
Edit Wage – Earnings	Enter 4.00 in the Items column for Zoning Stipend and change the Rate to \$17.00.
Edit Wage - Earnings	Click + at Holiday Leave Paid and enter the following: 4.00 1000-130-190-0000 and 4.00 2191-610-190-0000.
Edit Wage – Earnings	Enter 4.00 for Road Vacation Leave Paid.
Edit Wage – Earnings	Click + at Zoning/Park Vacation Leave Paid and enter the following: 2.00 1000-130-190-0000 and 2.00 2191-610-190-0000.
Edit Wage - Earnings	At Uniforms enter \$27.95 as the Rate.
Edit Wage - Earnings	When your Wages area matches the Wage below Click [Save] The screen advances to the next wage record. Stop here and wait for the instructor. Click [Close]

### Carl Complicated's Time Card

EARNING DESCRIPTION	HOURS	ITEMS	RATE	ACCOUNT CODE
Road Hours	42.00			2021-330-190-0000
Zoning & Park Hours	2.00 20.00			1000-130-190-0000 2191-610-190-0000
Road Overtime	3.00			2021-330-190-0000
Zoning & Park O.T.	0.00 0.50			1000-130-190-0000 2191-610-190-0000
Zoning Stipend		4.00	<b>17.00</b>	1000-130-190-0000
Holiday Leave Paid	4.0 4.0			1000-130-190-0000 2191-610-190-0000

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Personal Leave paid	0.00			
Road Sick Leave Paid	0.00			
Road Vacation Paid	4.00			2021-330-190-0000
Zoning & Park Sick Leave Paid	0.00			
Zoning & Park Vacation Paid	2.00 2.00			1000-130-190-0000 2191-610-190-0000
Uniform			\$27.95	
<b>Wage:</b>				
<b>Hours Paid</b>	<b>83.50</b>			
<b>Employer WH:</b>	<b>\$192.37</b>			
<b>Gross</b>	<b>\$1,270.45</b>			
<b>Withholdings -</b>	<b>\$347.06</b>			
<b>Non-Cash -</b>	<b>\$27.95</b>			
<b>Net</b>	<b>\$895.44</b>			

### GUIDED EXERCISE:

In this exercise, we will Post the Wage records to Post EFT wages and produce pay stubs.

Area or Form	Action
Wages – Filter by Type	Click the ▼ next to Type and choose EFT.
Wages	Mark <input checked="" type="checkbox"/> all employees in the batch list and Click [Post/Print]
Wages – System Message	Click [OK] to the System Message to post 2 selected items.
Wages – System Message	Read the second System Message: “Please Note: Set the post date on the following form to the desired EFT deposit Date” Click [OK]
Wages – Select Post Date	Click ▼ to open the calendar menu. Choose 01/31/13.
Wages – Stub Note	Type “Happy Groundhog Day” in the stub note area.
Wages – Wage Printing	Accept the EFT default <input checked="" type="radio"/> Plain Paper. Click [OK]
Violation 	Insufficient unencumbered balance for account 1000-110-122-0000.
Violation	Click [Cancel All]

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### GUIDED EXERCISE:

In order to process Nellie’s wages the supplemental appropriation the Trustees adopted must be entered in the Accounting module. This will familiarize you with switching between Modules.

#### Steps to Access:

#### **Accounting → Maintenance → Appropriation Budgets**

Area or Form	Action
Accounting	Click on the Accounting Module.
Accounting	Click Maintenance on the Menu Options.
Accounting Maintenance	Click on Appropriation Budgets in the Functions.
Appropriation Budgets	Mark <input checked="" type="checkbox"/> General fund and click [Supplemental]
Add Supplemental Appropriation Budget	Enter the following supplemental appropriations: 1000-110-122-0000 \$11,000.00 1000-110-211-0000 1,700.00 1000-110-212-0000 SKIP 1000-110-213-0000 165.00
Add Supplemental Appropriation Budget	Choose 01/15/13 as the effective date.
Add Supplemental Appropriation Budget	Click [Save] and [Close]
Accounting → Maintenance	Note that we return to the Wages form. But the Module, Menu and functions remain in Accounting→ Maintenance.
Payroll→ Transactions	Click Payroll and Transactions.

### GUIDED EXERCISE:

Now we can continue to Post/Print the Wages

#### Steps to Access:

#### **Payroll → Transactions → Wages**

Area or Form	Action
Wages – Filter by Type	Click the ▼ next to Type and choose EFT.
Wages	Mark <input checked="" type="checkbox"/> all employees in the batch list and Click [Post/Print]
Wages – System Message	Click [OK] to the System Message to post 2 selected items.
Wages – System Message	Read the second System Message: “Please Note: Set the post date on the following form to the desired EFT deposit Date”

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	Click [OK]
Wages – Select Post Date	Click ▼ to open the calendar menu. Choose 01/31/13.
Wages – Stub Note	Type “Happy Groundhog Day” in the stub note area.
Wages – Wage Printing	Accept the EFT default <input type="radio"/> Plain Paper. Click [OK]
Wages – Print	The Print form opens. Review Posting Messages Click [Print].
Wages – Print	Click [Yes] the items printed successfully and you are returned to the Wages area.
Wages – Filter by Type	Click ▼ next to Type and choose Warrant. The warrant payments in the batch will appear in the list.
Wages	In the Wages area mark <input checked="" type="checkbox"/> all employees in the batch list. Click [Post/Print]
Wages	Click [OK] to the System Message to post selected items.
Wages – Select Post Date	Click ▼ to open the calendar menu. Choose 01/31/13.
Wages – Stub Note	In the stub note area type “Happy Groundhog Day”.
Wages – Wage Printing	Accept the default next warrant number. Click [OK]
Wages – Print	The Print form opens. Review Posting Messages Click [Print]
Wages – Print	Click [Yes] the items printed successfully.
Wages	Click [Close]

## CHAPTER 10 – WITHHOLDING PAYMENTS

### 1) OVERVIEW – WHAT’S NEW

Aside from the enhancements listed below, very little has changed in the withholding payment process.

#### WHAT’S NEW

The selection of the withholding type (regular or state retirement) and the method of payment (warrant, manual, or electronic) are clearly differentiated at the beginning of the payment process with the [Add] button.

#### Improvements to Add/Edit Withholding Payment form include:

- Quickly identify unpaid withholdings from prior years with the “Year” drop-down menu.
- Display the account code breakdown of the payment in the Employee Accounts and Employer Accounts tabbed pages.
- OPERS/OP&FPF rounding issues can be fixed directly on the withholding payment. Small rounding variance adjustments can now be applied directly to the withholding payment (for OPERS and OP&FPF withholdings only) in the Employer Accounts page.
- Add notes on the payment stub and for reports.  
Purpose notes can be entered under the Additional tab and printed on the payment stub.

**Reminder:** Post Warrant and Electronic payments separately so that you don’t accidentally print electronic vouchers on warrant paper.

### 2) RECORD ELECTRONIC WITHHOLDING PAYMENTS

#### GUIDED EXERCISE:

In this exercise we will record an electronic withholding payment for the IRS with an electronic payment to EFTPS.

Steps to Access:

Payroll → Transactions → Withholding Payments

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Area or Form	Action
Withholding Payments	Click [Add] and then from the drop-down menu select “Regular – Electronic”. Read the system message and click [OK] The Add Withholding Payment form will appear.
Add Withholding Payment - Payment area	Enter 01/31/13 as the Post Date.
Add Withholding Payment - Payee area	Click the Payee drop-down menu and select EFTPS.
Add Withholding Payment - Wages Tab	Mark <input checked="" type="checkbox"/> to select all wages.
Add Withholding Payment - Additional	Click the Employee Accounts Tab, view data. Click the Employer Accounts Tab, view data. Click the Additional Tab, Review Summary area.
Add Withholding Payment	Click [Save] and [Close]

---

### GUIDED EXERCISE:

In this exercise we will record an electronic withholding payment to OPERS with a rounding adjustment to the Employer share.

#### Steps to Access:

Payroll → Transactions → Withholding Payments

Area or Form	Action
Withholding Payments	Click [Add] From the drop-down menu select “State Retirement – Electronic”. The Add Withholding Payment form will appear.
Add Withholding Payment - Payment area	Enter 01/31/13 as the Post Date.
Add Withholding Payment - Payee area	Click the Payee drop-down menu and select Ohio Public Employees Retirement System.
Add Withholding Payment - Wages Tab	Mark <input checked="" type="checkbox"/> to select all wages.
Add Withholding Payment – Employee Accounts Tab	Click on the Employee Accounts Tab, review data.
Add Withholding Payment	Click the Employer Accounts tab. Enter -.01 in the Adjustment column in the row for account code

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- Employer Accounts	1000-110-211-0000.
Add Withholding Payment - Additional	Click on the Additional Tab. Review Summary area.
Add Withholding Payment	Click [Save] and [Close]

### 3) RECORD WARRANT WITHHOLDING PAYMENTS

#### GUIDED EXERCISE:

In this exercise we will record a warrant withholding payment to OP&FPF.

Steps to Access:

Payroll → Transactions → Withholding Payments

Area or Form	Action
Withholding Payments	Click [Add] From the drop-down menu select “State Retirement – Warrant”.
Withholding Payments	Read the system message and click [OK] The Add Withholding Payment form will appear.
Add Withholding Payment - Payment area	Click ▼ to open the calendar menu. Click on 01/31/13.
Add Withholding Payment - Payee area	Click the Payee drop-down menu and select Ohio Police & Fire Pension Fund.
Add Withholding Payment - Wages Tab	Mark <input checked="" type="checkbox"/> to select all wages.
Add Withholding Payment – Additional	Click on the Additional Tab. Review Summary area.
Add Withholding Payment	Click [Save] and [Close]

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### 4) POST/PRINT ELECTRONIC & WARRANT WITHHOLDING PAYMENTS

#### GUIDED EXERCISE:

In this exercise we will Post/Print electronic withholding payments to OPERS and EFTPS.

#### Steps to Access:

Payroll → Transactions → Withholding Payments

Area or Form	Action
Withholding Payments – Filter by Type	Click ▼ next to Type and choose Electronic.
Withholding Payments	Mark <input checked="" type="checkbox"/> the header box to select all items in the batch list. Click [Post/Print] Click [OK] to post 2 selected items.
Withholding Payments – Print	Click [Print]
Withholding Payments – System Message	The System Message asks: “Did all items print successfully?” Click [Yes]

#### GUIDED EXERCISE:

In this exercise we will Post/Print warrant withholding payments to OP&FPF.

#### Steps to Access:

Payroll → Transactions → Withholding Payments

Area or Form	Action
Withholding Payments – Filter by Type	Click the ▼ next to Type and choose Warrant. The 1 warrant payment in the batch will appear in the list.
Withholding Payments	Mark <input checked="" type="checkbox"/> the warrant in the batch list. Click [Post/Print] Click [OK] to post 1 selected item.
Withholding Payments – Next Warrant Number	Click [OK] to accept the next warrant number.
Withholding Payments –	

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Print	Click [Print] Click [Yes] all items printed successfully.
Withholding Payments	Click [Close]

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### CHAPTER 11 – REPORTS

The Payroll Reports structure in the new software is much more user friendly. You no longer need to consider whether a report is in General Information or Information & Status Reports. Each Report Group opens a Report Area. Each Report Area will have a drop down list of all reports included in the Group.

<b>Report Groups</b>	
Batch Reports – Wages	
Batch Reports – Withholdings	
Employee Reports	
>>Entity Reports:	Additional Information Report Earning Report Frequency Report Withholding Report
>>>External Forms:	941 Federal Quarterly 944 Federal Annual ODJFS New Hire ODJFS Wage Detail OP&FPF Contributions OP&FPF Remittance OPERS Contributions OPERS Non-contributing OPERS Remittance W-2 & W-3 Forms
Leave Reports	
Tax Reports – Federal	
Tax Reports – Other	
Wage Reports	
Withholding Payment Reports	
Withholding Reports	

#### 1) OPERS

##### GUIDED EXERCISE:

In this exercise we will prepare the monthly OPERS report.

Steps to Access:

Payroll → Reports & Statements → External Forms → OPERS Contributions

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Area or Form	Action
OPERS Contributions	Click ▼ and choose 2013.
OPERS Contributions	Click [Add]
Add OPERS Contributions Report	Mark <input checked="" type="radio"/> G – Government.
Add OPERS Contributions Report - Month	Click ▼ and choose January.
Add OPERS Contributions Report	On Nellie Newbie’s line move your mouse to the area under the PPB (Pay Period Begin) heading. Click on the down arrow that appears in that column and choose N-New Employee.
Add OPERS Contributions Report – Report Name	Editing defaulted data will require a new Report Name. At the end of the default name “OPERS-G January” Type “with PPB”.
OPERS Contributions	Click [Save] and [Close]
OPERS Contributions	Mark <input checked="" type="checkbox"/> OPERS-G January with PPB. Click [Display]
OPERS Contributions - Report Options	Unmark <input type="checkbox"/> Include SSN. Mark <input checked="" type="checkbox"/> Mark “Internal Use Only”. Click [OK]
OPERS Contributions	View totals at the bottom of the report.
OPERS Contributions	Click [Close]

### DEMONSTRATION

Instructor will demonstrate how to create a file for upload to the OPERS website.

## 2) OP&FPF

### GUIDED EXERCISE:

In this exercise we will prepare the monthly OP&FPF report. We will edit the Earning Code for Holiday Pay for one employee because his Holiday Pay was part of his base hours.

Steps to Access:

**Payroll → Reports & Statements → External Forms → OP&FPF Contributions**

Area or Form	Action
OP&FPF Contributions	Click ▼ and choose 2013

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OP&FPF Contributions	Click [Add]
Add OP&FPF Contributions Report	Mark <input checked="" type="radio"/> F – Fire.
Add OP&FPF Contributions Report - Month	Click ▼ and choose January.
Add OP&FPF Contributions Report	On Adam Day’s 1 Earning (Holiday Pay) Click the ▼ and change the Earning code to “0” to Regular Pay.
Add OP&FPF Contributions Report – Report Name	At the end of the default name “OP&FPF-Fire January” type “edited”
OP&FPF Contributions	Click [Save] and [Close]
OP&FPF Contributions	Mark <input checked="" type="checkbox"/> OP&FPF-Fire January edited. Click [Display]
OP&FPF Contributions	Unmark <input type="checkbox"/> Include SSN. Mark <input checked="" type="checkbox"/> Mark “Internal Use Only”.
OP&FPF Contributions	Read System Message. Click [OK]
OP&FPF Contributions	Click [Close]

### DEMONSTRATION

Instructor will demonstrate how to create a file for upload to the OP&FPF website.

### 3) GENERAL INFORMATION REPORT & UNATTACHED ITEMS REPORT

Print the General Information Report prior to beginning your conversion process. Review reports and make notes on how the employee will be converted in the new software. Sort your employees by groups starting with the easiest conversion. Review the Unattached Items report to make sure the Non-Cash items that converted are identified. These items were earnings in the old software but convert to separate items that must be attached to an earning in the new software. If you have Non-Cash items the Unattached Items Report will be necessary to plan your conversion to the new software.

Once you have converted your employees to the new software verify the accuracy of the conversion by printing the General Information Report and reviewing the Unattached Items Report again to make sure you haven’t left out an important item.

#### Steps to Access:

Payroll → Reports & Statements → Employee Reports

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From the drop down list of reports choose Employee General Information Reports or the Unattached Items Report.

### 4) EMPLOYEE LEAVE REPORT

Steps to Access:

Payroll → Reports & Statements → Leave Reports

Choose the Leave Report that you need from the drop down list of reports.

### 5) BATCH REPORTS

If you printed a Payroll Batch Report either Detailed or Summary for your payroll records in the old software you will want to find the new reports.

Steps to Access:

Payroll → Reports & Statements → Batch Reports - Wages

Choose the Batch report you need from the drop down menu.

**6) OTHER COMMON REPORTS**

**DEMONSTRATION**

The Instructor will demonstrate how to access common reports and the various choices available. Please view the demonstration; you do not need to perform an exercise.

Reports have various options that can be chosen using the Tabs for Paper, Filters, Sorting, Departments and Options. Reviewing these Tabs for the report chosen from the drop down list will reveal what options are available.

Most reports have the choices to Print, Display and Save PDF. Some reports also have the option to Export the data to an Excel spreadsheet.

See Appendix 4 for a Report Crosswalk from old software locations and names to new software.

**CHAPTER 12 – ADD EMPLOYEE WIZARD**

Many entities begin the year with new employees who will received their first entity paycheck with the first payroll of the year. The new Add Employee Wizard will guide you through a six step setup process with helpful reminders along the way.

Steps To Access

Payroll → Maintenance → Employees, click [Add Employee]

**1) OVERVIEW**

The Employee Wizard provides instructions every step of the way on the top portion of the form. Read the instructions carefully on each screen as you advance. Note that there are 6 steps, but each step may include several screens before you complete that step.

**Progress screens:**

The Progress screen will appear before and after each step is complete. Please note that the progress icons are NOT clickable and do not carry out a function.

**Wizard Navigation buttons:**

<b>Button:</b>	<b>Purpose:</b>
[Next >]	To advance to the next screen after completing a step or skip any of the optional steps.  Note: If you click ‘[Next]’ without completing required fields in any form, the Wizard will not advance and the incomplete field will be highlighted with a red notification icon. Hover your mouse pointer over the icon to read a message explaining what is missing.
[< Back]	To return to the previous screen. This will allow you to go back a screen <u>within a step</u> . If you indicated you want to continue adding earnings and clicked next only to discover you don’t have any more earnings, you can go back a screen and choose <input checked="" type="radio"/> I am done adding earnings. However, you cannot go back to a <b>previous step</b> that has been marked complete.
[Quit]	Click to exit the setup wizard.

**IMPORTANT:**

- If you skip a step or close the wizard, the new employee can be edited in Payroll → Maintenance → Employees. If at any time you need to quit, the items you have added so far will be saved.

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- If you add an item in error – such as an Overtime – and click [Next] to progress to the next item, you cannot remove that item in the wizard. After you have completed the wizard you can remove the item or the entire employee setup in Payroll > Maintenance > Employees.

### 2) ADD EMPLOYEE WIZARD EXERCISE

Since the Add Employee Wizard includes in-depth written instructions on every screen as you progress, we have not included that text in this booklet. Instead, enter yourself as a fictional character by following along with the instructor.

#### WELCOME TO THE ADD EMPLOYEE WIZARD

##### Steps To Access

Payroll → Maintenance → Employees

#### STEP 1 – ADD YOUR EMPLOYEE INFORMATION & ADDITIONAL INFORMATION

Field or Area	Data
Employees	Click [Add Employee]
Add New Employee	Read the progress screen carefully and then click [Next ] to begin.
Employee Name	Enter a Name and an Employee ID.
Pay Status:	<input checked="" type="radio"/> Active
Address:	1 Main Street Little Village, OH 55555
Phone / Email & Emergency Contact	Leave fields blank
Other	
SSN:	999-99-9999
Hired:	01/28/13
Birth	Skip field
Sex:	(Mark your choice)
Status:	Full Time
Track Hours By:	Pay Period
State Retirement:	Enter 01/28/13 as the OPERS Member Date tab.
Tax Exemptions:	
OH IT-4:	1
Fed W-4:	1
Federal W-4 Rate:	Select your choice <input checked="" type="radio"/> Married or <input checked="" type="radio"/> Single.
Electronic Funds Transfer (EFT):	Leave fields blank.

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Add Employee Information	Click [Next]
System Message	Reminder that State and Local Government employees hired/rehired after 3/31/86 are subject to mandatory Medicare coverage. Click [OK]
Additional Information	To skip Additional Information click [Next]
System Message	“Saved new employee ___, ___” Click [OK]

---

### STEP 2 – ADD EMPLOYEE WITHHOLDINGS (OPTIONAL)

Add Medicare as a withholding

Field or Area	Data
Add Employee Withholdings	Read the progress screen carefully and then click [Next]
Add Employee Withholdings	<input checked="" type="radio"/> Continue adding withholdings. Then click [Next]
Withholding:	Choose Medicare. Click [Next]
Employer Share: Account Split Method:	Select <input checked="" type="radio"/> Object 213 Medicare. Click [Next]
Employer Share (Fringe Benefits)	<input checked="" type="radio"/> Object 213 Medicare defaults. Click [Next]

Add OPERS as a Withholding

Field or Area	Data
Add Employee - Withholdings	Read the progress screen carefully. Click <input checked="" type="radio"/> Continue adding withholdings.
Withholding	Choose OPERS-Govt. Click [Next]
Employer Share: Account Split Method:	Select <input checked="" type="radio"/> Object 211 Ohio Public Employees Retirement System. Click [Next]
Employer Share: (Fringe Benefits) Account Split Method:	<input checked="" type="radio"/> Object 211 Ohio Public Employees Retirement System defaults. Click [Next]
Add Employee - Withholdings	Click <input checked="" type="radio"/> I am done adding withholdings. Click [Next]

---

### STEP 3 – ADD EMPLOYEE EARNINGS (OPTIONAL)

Add an Earning. Note that Township Fiscal Officer’s wages are set by their budget. Our fictional Township is just a sample

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Field or Area	Data
Add Employee Earnings	Read the progress screen carefully. Click [Next]
Add Employee Earnings	Click <input checked="" type="radio"/> Continue adding earnings. Click [Next]
Position: Name: Type: Department: Classification: Unemployment:	2 <sup>nd</sup> Assistant to F.O. Other. Administration. <input checked="" type="radio"/> Hired <input type="radio"/> Elected <input type="radio"/> Appointed. Make sure this box is marked <input checked="" type="checkbox"/>
Pay: Earning: Frequency: Pay Rate: Typical Hours:	Hourly Wages-1 Bi-Weekly \$29 80
Details:	(Leave fields blank) Click [Next]
Accounts List:	Add account code: 1000-110-122-0000 and accept the No Split default. Click [Next]
Withholdings:	Mark the header checkbox to select all withholdings listed. Click [Next]
Add Employee Earnings	Read the progress screen carefully and then click <input checked="" type="radio"/> I am done adding earnings. Click [Next ]

### STEP 4 – ADD EMPLOYEE OVERTIMES (OPTIONAL)

Add overtime at a rate of 1.5

Field or Area	Data
Add Employee Earnings	Read the progress screen carefully. Click [Next]
Add Employee Earnings	Click <input checked="" type="radio"/> Continue adding overtimes. Click [Next]
Overtime: Earning: Base Rate:	Overtime Wages. \$29. Click [Next]
Earnings:	<input checked="" type="radio"/> 2000 Hourly Wages-1. Click [Next]
Appropriation Accounts:	Accept default <input checked="" type="radio"/> No Split and account code: 1000-110-122-0000. Click [Next]
Add Employee Overtimes	Read the progress screen carefully and then click <input checked="" type="radio"/> I am done adding overtimes. Click [Next ]

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### STEP 5 – ADD EMPLOYEE NON-CASH BENEFITS (OPTIONAL)

Our Sample Assistant doesn't have any Non-Cash Benefits. Read the progress screen carefully.

Field or Area	Data
Add Employee Non-Cash Benefits	Read the progress screen carefully. Click [Next]
Add Employee Non-Cash Benefits	Read the progress screen carefully and then click <input type="radio"/> I am done adding Non-Cash. Click [Next]

### STEP 6 – ADD EMPLOYEE LEAVES (OPTIONAL)

Field or Area	Data
Add Employee Leaves	Read the progress screen carefully. Click [Next]
Add Employee Leaves	Click <input checked="" type="radio"/> Continue adding leaves. Click [Next]
Add Employee Leaves: Leave: Leave is: Pay Rate: Leave Accrual & Proration Method	Vacation Leave. <input checked="" type="radio"/> Paid when used. \$29. <input checked="" type="radio"/> This leave is earned per pay period. 9.23 hours per pay period. Click [Next]
Earnings:	Mark <input checked="" type="checkbox"/> <input checked="" type="radio"/> 2000 Hourly Wages-1. Click [Next]
Appropriation Accounts:	Accept default <input checked="" type="radio"/> No Split and account code: 1000-110-122-0000. Click [Next]
Add Employee Leaves	Read the progress screen carefully and then click <input checked="" type="radio"/> I am done adding leaves. Then click [Next]
Add Employee Wizard	Click [Finish]
System Message	“Display the General information Report for the new employee?” Click [Yes]

**Reminder:** If necessary, the employee can be edited at any time in: Payroll → Maintenance → Employees, mark the employee on the list and click [Edit].

## APPENDICES

### APPENDIX 1: PRE-CLOSE CLEANUP

Most of the steps listed in this course must be completed after the 2012 closing procedures which will occur in January 2013. However, depending on your situation, there may be some things that you can do in the old software to ease the transition in January.

#### **1) PRINT THE GENERAL INFORMATION REPORT BEFORE ANY CHANGES:**

If you chose to follow the steps below before the close of the year, then we recommend printing the General Information report prior to doing so. That way you will have a paper copy of the original data just in case you need to reference it when re-organizing in the new software. It is located in the old software under: Payroll → Reports → Information and Status Reports → Employee → General Information.

This report is the most comprehensive report in the old software for viewing each employee's setup in the Employee History screen. The exception to this is the withholding employer share and fringe benefit account codes – these are not included on the report. If you will be deactivating some withholdings before closing the year, but will need to refer to the account codes to split accounts in 2013, then keep a record of those accounts for later use.

#### **2) DEACTIVATE UNNECESSARY ITEMS IN EMPLOYEE HISTORY**

##### Steps to Access:

Payroll → Maintenance → Employee History, click [Edit] at the top left of the screen. Then choose the applicable button on the top right of the screen: [Information], [Job], [Earning], or [Withholding].

##### **A) Deactivate employees that have left the entity permanently.**

Under Employee History [Edit] and [Information] use the Employee Id drop-down menu to look up the employee. Click to clear the  Active checkbox, click [OK] on the system message and then click [Process].

##### Notes:

- You do not need to deactivate the jobs, earnings, or withholdings to remove the employee from the system after close – just clear the  Active checkbox on the Information screen.
- Even if the employee is made inactive, the employee will not be removed from the system during the year end process when:
  1. There are unpaid withholdings associated with the employee's wages.
  2. The employee has outstanding leave balances.

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To avoid this situation:

When possible, post payments for all withholdings associated with the employee before year end.

Depending on the entity's leave policies and what is due to the employee, all outstanding leave for employees no longer with the entity should either be posted in a buyout payment or adjusted down to a zero balance using Payroll → Transactions → Payroll Utilities → Adjust → Leave.

### **B) Deactivate unnecessary Jobs, Earnings, or Withholdings assigned to current employees that are not being used and that are not expected to be used in the future.**

Under Employee History [Edit] and the applicable button (Job, Earning, or Withholding). Use the drop-down menus to look up the Employee ID and Job ID. If you are deactivating an earning or withholding, use the corresponding drop-down menu to pick the item. Click to clear the  Active checkbox, click [OK] on the system message and then click [Process]. Repeat for each item to be deactivated.

### **C) Deactivate items that will become unnecessary duplicates in the new software.**

Some employees may have several jobs, earnings, and withholdings that were setup for valid reasons based on the old software's restrictions, but will become unnecessary duplicates in the new software. When this is the case it is important to maintain the current setup in Employee History until the employee's last 2012 paycheck is posted.

Whether you deactivate unnecessary duplicates before or after the conversion is a matter of preference. As noted before, this is not essential, but is highly recommended to get the most out of the software and to avoid ongoing maintenance of items that could be consolidated.

Follow the steps in #2 above to deactivate these items after the last payroll is posted in 2012.

**Reminder:** Review the key improvements and the Employee Checklist to help determine earnings and assigned items that will become unnecessary in the new software.

## **3) DETERMINE IF THERE ARE UNPAID WITHHOLDINGS THAT SHOULD BE ADJUSTED**

---

Payroll withholdings paid through the Accounting software should be cleared out of the payroll system. This only applies to entities that – under unusual circumstances – paid payroll checks in the payroll software (which result in withholding deductions from those checks), but paid the withholding agencies using the accounting software instead of the payroll software. Under this type of circumstance, an adjustment needs to be posted in the payroll software to remove duplicate payroll encumbrances so that an unnecessary encumbrance is not carried over to the new year and accurate financial information is reported at year end.

### **Explanation of the background process behind payroll withholding encumbrances**

When wages are posted and printed, the gross amount of the payroll warrant is encumbered. However, when the accounting files are updated to encompass payroll payment information, only

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the net amount of the check will be subtracted from your cash balance. When the withholding payments are written, only the employer's share is encumbered since any employee shares were previously encumbered. When the accounting files are updated to encompass withholding payment information, the employees' and employer's withholding amounts are subtracted from your cash balance.

### **Example – Typical Operations:**

The following is an example of the system process under normal circumstances:

Joe Smith is paid \$1,000 gross salary each pay period. Of that \$1,000, \$250 is deducted in various withholdings, so Joe cashes his net check amount at \$750. Later, the \$250 plus any applicable employER share contributions are paid to the various payees through separate withholding payments.

### This is what happens in the background:

When Joe's paycheck is posted, the entire \$1,000 is encumbered, but the entity's cash balance will only be reduced by \$750 at that time. Later, when the separate withholding payees are paid in the payroll software, the previously encumbered employEE amount (\$250 total) will reduce the entity's cash balance at that time. In addition, the employER share (if any) will now be encumbered and also reduce the entity's cash balance. For example, assume \$100 of Joe's total \$250 deductions were for OPERS-G Regular. His employee share of \$100 was encumbered at the time his paycheck was posted, but it did not reduce cash by \$100. Since OPERS-G Regular currently requires an employer matching share of 14%, the payroll system keeps track of an additional \$140, but that amount is not encumbered or spent until later. When the OPERS withholding is posted in the payroll software, the additional \$140 will be encumbered at that time and the entire \$240 (\$100 + \$140) will reduce the entity's cash balance.

### **Example – An Atypical Situation:**

Assume every detail as in the previous example except that, for unusual reasons, the fiscal officer posted one or more of the withholding payments corresponding to Joe's paycheck deductions *using the Accounting software*. This means that the employEE share would be encumbered twice – first when the payroll paycheck was posted and then later when the withholding payment(s) were paid out of Accounting.

This additional encumbrance would need to be removed from the payroll software because it was already paid out of accounting and because if it is not removed, the encumbrance will carry over to the new year. Remember that carry-over encumbrances reduce the available resources that can be appropriated in the new year – even if they are cleared through an adjustment in that year. So it is best to clear them, if possible, before advancing to a new year.

**IMPORTANT NOTE:** If you cannot demonstrate through entity records that withholding deductions have been paid through either through the Accounting or Payroll software, then you should not clear the withholdings. In such a case, you should first investigate to determine if perhaps the withholding are still owed to the agency and should be paid or if there is some other explanation.

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### **Start investigating using the Unpaid Withholding Report:**

**Steps To Access:** Payroll → Reports → General Payroll Reports → Withholding → Unpaid → Withholding Monthly

Some withholding amounts on this report may simply be unpaid because they are not yet due to the payee. You are looking for amounts that you would expect to be paid, but show up on this report as unpaid. If there are suspicious amounts in the “Previous Year” column, you will also need to print this report to investigate prior years. To access, quit the software and open the UAN icon, System Utilities, Prior Year Reports and select the year to login.

### **Adjust Unpaid Withholdings When Necessary**

If you find that the entity has paid some withholdings through the accounting software, please follow the Adjust Withholdings procedure.

**Steps To Access:** Payroll → Transactions → Payroll Utilities → Adjust → Withholdings → Prior and/or Current Year

Refer to the old software’s UAN Payroll Manual for detailed procedures on how to clear and unencumber any withholdings shown on the Unpaid Withholdings report that were paid in Accounting. It is located in the Payroll Manual, Chapter 3, page 10, titled “Payroll Utilities, Adjust Withholding - Current Year and/or Prior Year”.

After making the adjustment, reprint the Unpaid Withholding Report to verify that the withholdings are cleared.

**Steps To Access:** Payroll → Reports → General Payroll Reports → Withholding → Unpaid → Withholding Monthly

## **4) CLEAN-UP EARNING NAMES IN THE ENTITY FILE**

---

It will be easier to clean up names of Earnings & Leave items attached to Employees that are outdated or misspelled in the old software before the data is converted to the new system.

### **Explanation:**

The reason has to do with the way the software populates the new Description field for attached items during conversion. The new Description field is unique for each employee item, while the item name is pulled from the default name in the Earnings & Leave area. The old names for Earnings, Overtimes, Non-cash, and Leaves will carry-over from Employee History to the new software’s Employees. In addition, the same item names will also be copied to the new Description field since it must have some description entered. For example, a leave named “Jury Duty” will convert with both the name and description as “Jury Duty”.

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But what if the leave happens to be mis-spelled – such as “Jury Dutty” – in the old software? In the new software the leave name can be easily fixed by editing the default in the Earnings & Leave area and the change will automatically update for all employees. However, since the leave Description is unique for each employee, it will need to be corrected for all employees using the Edit Employee Earning form. If you have 20 employees with this earning attached, you will have to correct the typo in 21 places, first the name in the Earnings & Leave area and then the description for each employee in the Employees area. For this reason it is better to review and make corrections in the old software sometime before closing the year because in the old software you will only have to correct the error in one place.

### **Print the Earning Information Listing report:**

#### **Steps To Access:**

Payroll → Reports → Information and Status Reports → Entity > Earning Information Listing, click [Select All], click [Process], click Printer and [OK] to print.

Review the report for Earning names with typing errors or names you may want to revise for other reasons.

### **Edit Earning names that need correction:**

**Steps To Access:** Payroll → Maintenance → Entity File → Earning, click [Edit], select the Processing Type, select the Earning Type. Revise the earning name and click [Process].

## APPENDIX 2: PAYROLL UTILITIES

### 1) LEAVE BALANCE ADJUSTMENT

Adjusting leave balances is a common beginning of the year procedure for some entities with lump sum leave benefits and it also used for balance corrections. Please see page 68 for a full explanation.

### 2) PAY PERIOD ADJUSTMENT

This utility can be used to correct the pay period start and end dates of earnings on batch wages or wages posted in the current or prior processing year. Corresponding payroll reports will be updated with the new information.

#### Steps To Access

Payroll → Utilities → Adjust Pay Period

#### WHAT'S NEW

##### **Enhanced Wage Status:**

The wage status is now clearly displayed up front and the default is  Posted. The selection can be changed to  Batch to adjust wages that have been added to batch, but not posted.

##### **New: “Narrow Selection By” section:**

This is a new and optional section where you can narrow the earnings to display by the payment Post Date and / or the Frequency type.

##### **Enhanced “Select Recorded Pay Period” section:**

In the old software you had to select the start date first. Now you can select either the pay period start or end date.

#### DEMONSTRATION

Please view the demonstration; you do not need to perform an exercise.

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### 3) UNPAID WITHHOLDING CLEAR

The Unpaid Withholding Clear form allows any unpaid withholdings from wages posted in the current processing year or prior years to be cleared (marked as paid) and the encumbrances for employee shares reversed.

This utility *should only* be used to clear and unencumber unpaid withholdings that *will be, or have already been paid using the Accounting* module under Accounting → Transactions → Payments.

#### Steps To Access

Payroll → Utilities → Unpaid Withholdings Clear

#### WHAT'S NEW

##### **Prior year unpaid withholdings are easy to identify:**

The new Wage Post Date section includes a Year drop-down menu that defaults to the earliest year of unpaid withholdings. Clicking the drop-down menu allows the user to pick the current year or any prior years in which there are unpaid withholdings.

##### **It is easier to select specific withholdings:**

The improved order of selection allows you to quickly narrow down the unpaid deductions by specific withholdings.

Old software selection order: Wage Post Date > Frequencies > Wages > Withholdings.

New software selection order: Wage Post Date > Frequencies > Withholdings > Wages.

### 4) EFT UTILITY

For information, please see page 109, Appendix 3: Electronic Funds Transfer (EFT).

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### 5) PAYROLL PAYMENT UTILITY:

#### Steps To Access

Payroll → Utilities → Payroll Payment Utility

#### WHAT'S NEW

- Void, Reissue, and Reprint payments utilities are now available in one area under the Payroll Payment Utility.
- Voided payments will appear on the payment list (for display purposes only).

#### – Void

Voiding should only be used when the payment was issued for the wrong amount or should not have been issued. Voiding a payment reverses the payment – increasing the checking balance and the fund cash balances affected by the payment. Only outstanding payments posted in the current processing year that have never been adjusted may be voided.

#### – Reissue

When there are no changes to the original payment amount or account code allocation, then reissuing a payment is usually preferable over voiding and adding a new payment. Reissuing voids the associated payment, then posts and prints a new warrant with the original appropriation account allocation on the payment. EFT and electronic payments will be reissued as printed warrants.

#### What's New

In the old software if you reissued a payment in a different quarter than the original payment, then it was necessary to make adjustments on the 941 report. In the new software, this is no longer necessary. The warrant date will be current, but the 941 report will retain the original post date for reporting purposes.

#### – Reprint

Reprinting produces a copy of the document as it appeared when originally posted. Only EFTs, electronic payments, conversion payments, and special vouchers posted in the current processing year can be reprinted.

## Uniform Accounting Network – Payroll Exercise Handbook

### 6) WAGE UTILITY

When certain criteria are met, this utility can enable users to:

- Increase or decrease wages, withholdings, or withholding fringe benefits
- Reallocate accounts charged on wages, withholdings, or withholding fringe benefits
- Refund employees when their withholdings were over withheld in error.
- Exchange one withholding for another withholding.

Please see the Payroll Manual for details on the requirements for each of these activities and using this utility.

### 7) WITHHOLDING OVERPAYMENT UTILITY

#### Steps To Access

Payroll → Utilities → Withholding Overpayment Utility

The Withholding Overpayment Utility allows any outstanding withholding overpayments from wages voided in the current processing year or before to be cleared. This utility should only be used to clear withholding overpayments for which the withholding agency has issued a:

- 1) **Refund** (posted in UAN as an *Accounting* receipt or a reduction of an *Accounting* payment)
- 2) **Credit** (only if it will be applied against a subsequent *Accounting* payment)

This utility **should NOT** be used to clear a withholding overpayment when the withholding agency has issued a credit that can be applied against a subsequent withholding payment posted **in Payroll**. Instead, the overpayments can be included with the next withholding payment – reducing the payment amount by the total of the overpayments. Posting the payment this way will automatically clear the overpayments.

All withholding overpayments cleared in the current processing year may be reversed.

#### WHAT'S NEW

- You can now specify whether to clear the employee share, employer share, or both portions of the withholding overpayment when applicable.
- The refund of an overpayment now can be specifically applied to a reduced accounting payment (not just an accounting receipt or a credit as in the old software).

### APPENDIX 3: ELECTRONIC FUNDS TRANSFER (EFT)

Entities that are setup in the old software with Electronic Funds Transfer for some or all of their employee wages will convert with it setup in the new software. There are very few changes to the EFT process.

#### WHAT'S NEW

##### **EFT functions have moved:**

In the old software, all EFT screens were located under Payroll → Transactions → Payroll Utilities → Electronic Fund Transfer. The functions have moved:

*EFT Setup* screen has moved to Payroll → Maintenance → **EFT Setup**. This is typically only used when your entity first starts EFT setup.

*EFT* screen has been separated into 3 stand-alone forms based on their function.

The four buttons under the EFT screen:

- [**Create EFT Batch**] has been removed. There is no longer a second step to create an EFT batch. In the old software you would post EFT wages and then under Utilities you would pick the effective date and [Create EFT batch]. In the new software the EFT batch is created when posting EFT wages under Payroll → Transactions → Wages.
- [**Send EFT Batch**] has been renamed to [**File**] moved to stand-alone form: Payroll → Transactions → **EFT**
- [**Send EFT Prenotification**] moved to a stand-alone form under Payroll → Maintenance → **EFT Prenotes**.
- [**Resend EFT Batch**] is renamed to [**Re-File**] and moved to a new EFT Utilities area: Payroll → Utilities → **EFT Utility**.

Additional information about EFT functions and FAQs will be included in the Payroll Manual which can be accessed by clicking the [Need Help?] button on the UAN main menu.