UAN Introduction Training
New Fiscal Officer
Payroll Module

UNIFORM
ACCOUNTING
NETWORK

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Chapter 1 – First Day on the Job

*****Run the training class data file # 1. *****

FAMILIARIZE YOURSELF WITH YOUR PAY SCHEDULE

What pay frequencies do you use?
What is the next pay date for each frequency?
How do your pay period dates correspond with the pay date?

CLASS EXAMPLE

Frequencies
Elected Officials – monthly
Employees – bi-weekly

Next Pay Date
Elected Officials are paid the first Thursday of the month which is meeting day (04/07/2016).
Employees are paid every other Friday (04/08/2016).

Pay Period Dates
Elected Officials are paid for the previous month (March 1st through March 31st).
Employees are paid for the pay period ending the previous pay date. The pay period starts on a Saturday and ends on a Friday (March 12th through March 25th)

Pay Schedule

2016

January

S	M	T	W	Th	F	S
					1	2
3	4	5	6	$\boxed{7}$	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

S	M	T	W	Th	F	S
	1	2	3	$\boxed{4}$	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March

S	M	T	W	Th	F	S
		1	2	$\boxed{3}$	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April

S	M	T	W	Th	F	S
					1	2
3	4	5	6	$\boxed{7}$	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May

S	M	T	W	Th	F	S
1	2	3	4	$\boxed{5}$	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

S	M	T	W	Th	F	S
			1	$\boxed{2}$	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July

S	M	T	W	Th	F	S
					1	2
3	4	5	6	$\boxed{7}$	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

S	M	T	W	Th	F	S
	1	2	3	$\boxed{4}$	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

S	M	T	W	Th	F	S
				$\boxed{1}$	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

S	M	T	W	Th	F	S
						1
2	3	4	5	$\boxed{6}$	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November

S	M	T	W	Th	F	S
		1	2	$\boxed{3}$	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

S	M	T	W	Th	F	S
				$\boxed{1}$	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Meeting Dates – Solid Box Pay Dates – Dash Box

FAMILIARIZE YOURSELF WITH YOUR PAYROLL PROCESS

When are the time cards turned into you?

Who approves the time cards before submitting them to you for payment?

If an employee uses leave is there an approval form that must accompany the time card?

If you are direct depositing payroll how many days in advance must you have payroll submitted to the bank?

FAMILIARIZE YOURSELF WITH YOUR LEAVE POLICY

What types of leaves are offered?

Who is entitled to leave?

How do they request time off for each type of leave?

How is each leave type earned (accrued by pay period, accrued by hours worked, manual entry on an anniversary or annually)?

How does the usage of one type of leave affect the accrual of another type of leave?

How does the usage of leave affect the payment of overtime?

Do we permit payouts of unused leave? If so, is it pensionable for state retirement?

VERIFY EMPLOYEE SETUP

PRINT EMPLOYEE GENERAL INFORMATION

STEPS TO ACCESS

Payroll → Reports & Statements → Employee Reports

- Report Drop Down Menu: Employee General Information
- Year: Select Year
- Date: Year

REVIEW THE EMPLOYEE INFORMATION REPORT

- Compare pay rates to legislation
  - You may find that elected officials are at different pay rates due to the no in-term pay raise rule.
- Compare leave accrual rates to legislation

WHAT WITHHOLDINGS ARE UNPAID IN UAN?

PRINT WITHHOLDING SUMMARY

STEPS TO ACCESS

Payroll → Reports & Statements → Withholding Reports

- Report Drop Down Menu: Withholding Summary
- Year: Select Year
- Date: Year
- Select all items in the grid except OPERS and OP&FPF
- Click on the Print button

- Report Drop Down Menu: Withholding Summary
- Year: Select Year
- Date: Year
- Select OPERS and OP&FPF
- Click on the Print button

Chapter 2 – First Month Survival Guide

HOW DO I PAY TAXES AND MISCELLANEOUS WITHHOLDINGS?

HOW TO PAY WITHHOLDINGS

STEPS TO ACCESS

Payroll → Transactions → Withholding Payments

HOW TO ADD A WITHHOLDING PAYMENT

Step 1: Click the **Add** button.

Step 2: Select the withholding payment **Type** to be added (Regular – Warrant, Regular – Manual, Regular – Electronic, State Retirement – Warrant, State Retirement – Manual, or State Retirement – Electronic).

Step 3: If the withholding payment type is Regular – Manual or State Retirement – Manual, the system will display a message stating the next available warrant number. If the payment number entered on Step 4 is greater, then any skipped warrant numbers will be voided when the withholding payment is posted. Click on the **OK** button to proceed.

Step 4: If the withholding payment type is Regular – Manual or State Retirement – Manual, enter the payment **Number**.

Step 5: Select the **Post Date**.

Step 6: Select the **Payee**.

Step 7: If the withholding payment type is Regular – Warrant, Regular – Manual, or Regular – Electronic, select the **Wage Post Date Range.**

Step 8: If the withholding payment type is State Retirement – Warrant, State Retirement – Manual, or State Retirement – Electronic, select the **Pay Period End Date Range**.

Step 9: On the **Wages** tab, select the **wages** from the list by clicking on the checkbox beside the payment # for each wage that is to be included in the withholding payment that is being added. *(If all wage payments need to be selected, click the top checkbox of the wages grid.)*

Step 10: Click on the **Employee Accounts** tab to view the employee account code(s) and amount(s) that will be charged when the withholding payment is posted.

Step 11: If the withholding payment type is State Retirement – Warrant, State Retirement – Manual, or State Retirement – Electronic, click on the **Employer Accounts** tab to view the employer account code(s) and amount(s) that will be charged when the withholding payment is posted.

Step 12: If the withholding payment type is State Retirement – Warrant, State Retirement – Manual, or State Retirement – Electronic and there is a rounding variance, on the **Employer Accounts** tab click in the **Adjustment** field for the employer account code and enter the adjustment amount. *(Adjustments should only be entered to correct rounding variances.)*

Step 13: Click on the **Additional** tab.

Step 14: Enter a **Purpose** and select the **'Print Purpose on stub'** checkbox if you want the purpose to print on the stub (optional).

Step 15: Review the **Summary** to verify the Employee and Employer portions of the withholding payment, total withholding payment, and any adjustment amount.

Step 16: If adding multiple withholding payments of the same type to the batch and you would like the post date to be retained as you add them, click on the '**Remember Dates until form closes'** checkbox.

Step 17: If the withholding payment type is Regular – Manual or State Retirement – Manual, follow the sub-steps below:

- **Step 17a:** Click on the **Post** button. Manual withholding payments are posted automatically with this step, and no warrant or voucher is printed. *(Selecting **Close** on this step will prompt the system to display a message 'Post Transaction?'. Selecting **Yes** will post the transaction. Selecting **No** will exit without saving. Selecting **Cancel** will return to the Add Withholding Payment form.)*
- **Step 17b:** If the payment number entered on Step 4 is greater than the next available warrant number, a message will be displayed stating the number of warrants being skipped will be voided. Click on the **OK** button to proceed. *(Selecting **Cancel** will return to the Add Withholding Payment form.)*

Step 18: If the withholding payment type is Regular – Warrant, Regular – Electronic, State Retirement – Warrant, or State Retirement – Electronic, click the **Save** button. *(Selecting **Close** on this step will prompt the system to display a message 'Save Changes?'. Selecting **Yes** will still save the modifications. Selecting **No** will exit without saving. Selecting **Cancel** will return to the Add Withholding Payment form.)*

Step 19: If more withholding payments of the **same type** need to be added to the batch, continue by repeating Steps 3-18 until complete.

Step 20: If more withholding payments of a **different type** need to be added to the batch or all withholding payment entries are complete, click the **Close** button.

Reminder: *As wage records are selected, the Total field in the top right corner of the screen and the Withholdings field in the bottom right corner of the screen display the amount of the withholding payment.*

Reminder: *The Employer Accounts tab will be blank for OPERS or OP&FPF withholdings if the OPERS/OP&FPF Billing option under Payroll → Maintenance → Withholdings → Edit is set to 'Employer share will be paid in Accounting'.*

Reminder: *Adjustments should only be entered on the Employer Accounts tab to correct rounding variances.*

Reminder: *Manual withholding payments are posted immediately, while warrant and electronic withholding payments are saved into a batch.*

Post/Print A Withholding Payment (Warrant Or Electronic)

Step 1: Place a checkmark beside the **withholding payment(s)** to be posted and printed by clicking on the checkbox on the left side of the withholding payment batch number. *(Click the top checkbox to select all withholding payments to post/print.)*

Step 2: Click the **Post/Print** button.

Step 3: The system displays a message asking whether to post the selected number of items. Click on the **OK** button to proceed in posting and printing the selected withholding payment(s). *(Selecting **Cancel** will return to the Withholding Payments screen without posting and printing any items.)*

Step 4: A Next Warrant Number form will be displayed. The system automatically defaults the **User Selected #** to the next available warrant number in the system; however, it can be changed. Once the correct **User Selected #** is entered, click on the **OK** button to proceed. *(Selecting **Cancel** will return to the Withholding Payments screen.)*

Step 5: If the User Selected # is different than the next available number, a message will be displayed stating the number of warrants being skipped will be voided. Click on the **OK** button to proceed in printing the warrant. *(Selecting **Cancel** will return to the Next Warrant Number form.)*

Step 6: Next, the system displays a Print box. Click on the **Print** button to print the selected withholding payments. *(The system displays a separate Print box if both warrant and electronic withholding payments were selected to be posted and printed. Be sure to click on the Print button for each Print box.)*

Step 7: The system displays a message asking if all items printed successfully. Click on **Yes** to finish posting the withholding payment(s). *(If there were withholding payments that did not print successfully, select **No** to reprint or reissue the withholding payment(s) from the Payroll Payment Utility screen. Refer to the **Payroll Payment Utility** section of this manual for the steps.)*

CLASS EXERCISE

MONTHLY WITHHOLDINGS PAID ONLINE

In Buckeye township we pay the following withholdings online monthly. We are going to pay the March withholdings with a date of 04/04/2016.

Click: Add and select Regular – Electronic.

Federal Withholdings
Paid to: US Treasury
Includes: Federal, Federal Supplemental, Medicare (Employee and Employer) and Social Security (Employee and Employer)

State Withholdings
Paid to: Ohio Department of Taxation
Includes: State and State Supplemental

School Withholdings
Paid to: Ohio School District Income Tax
Includes: All School Districts in Ohio

Select: All withholdings in batch.
Click: Post/Print and answer OK to the number of items to Post.
Load Printer: The Print form shows the type and number of items you are posting and if checks need to be loaded in the printer the form shows the first and last check numbers that are needed.
Click: Print when printer is loaded properly.

Go online and pay the withholdings.

MONTHLY WITHHOLDINGS PAID BY WARRANT

In Buckeye township we pay the following withholdings by check monthly. We are going to pay the March withholdings with a date of 04/04/2016.

Click: Add and select Regular – Warrant.

Buckeye Village Local Tax
Paid to: Buckeye Village Income Tax Division
Includes: Buckeye Village Local Tax

QUARTERLY WITHHOLDINGS PAID BY WARRANT

In Buckeye Township we pay the following withholdings by check quarterly. We are going to pay the 1st quarter withholdings with a date of 04/04/2016.

Little Village Local Tax
Paid to: Regional Income Tax Authority
Includes: Little Village Local Tax
Click: Save and Close

Select: All the withholdings in batch.
Click: Post/Print and answer OK to the number of items to Post.
Load Printer: The Print form shows the type and number of items you are posting and, if checks need to be loaded in the printer, then it shows the first and last check numbers needed.
Click: Print when printer is loaded properly.

ARE YOU READY TO PAY STATE RETIREMENT?

REVIEW WAGES OVERTIME SUMMARY REPORT

STEPS TO ACCESS

Payroll → Reports & Statements → Wage Reports

- Report Drop Down Menu: Wages and Overtime Summary
- Year: Select Year
- Date: Year
- Select one employee from each frequency and pay period
- Review the pay period dates that have been paid

HOW DO I PAY BENEFITS WHEN SOME COMES FROM PAYROLL WITHHOLDINGS AND SOME FROM AN ACCOUNTING PO?

There are several different methods used when accounting and payroll withholdings need to be combined.

1. Post and send two checks. One from accounting for the employer share and one from payroll for the employee withholdings.
2. Combine the employee withholdings and employer share onto one check using Unpaid Withholding Clear.
3. Pay full amount from accounting and clear the withholdings in payroll.

UNPAID WITHHOLDING CLEAR

STEPS TO ACCESS

Payroll → Utilities → Unpaid Withholding Clear

HOW TO CLEAR UNPAID WITHHOLDINGS

Step 1: The system will display the following message, 'Unpaid withholdings should ONLY be cleared if they will be paid, or have been paid in: Accounting > Transactions > Payments. Clearing unpaid withholdings will NOT correct withholdings mistakes, and will NOT refund withheld amounts to employees or to the entity. For adjustments and refunds: Payroll > Utilities > Wage Adjustments. Cleared employee share withholding encumbrances will be reversed. You will be prompted with the option to automatically create batch Accounting payments for the cleared withholdings, which can then be edited and posted in: Accounting > Transactions > Payments.' Click the **OK** button to proceed. *(If the **Cancel** button is selected, the system will return to the main UAN screen.)*

Step 2: The system will then display another message, 'It is recommended that you print a report of the unpaid withholdings before clearing them, to verify the amounts to be paid in Accounting. Display the report?' Click **Yes** to display the report. *(Click on the **No** button to skip viewing the report.)*

Step 3: If you selected to display the report, the system will automatically bring up the Withholding Reports screen with the Withholding Detail report preselected. Click on the **Display** button to view the **Withholding Detail – Unpaid** report.

Step 4: If displaying the report, a Report Viewer screen will be opened and display the **Withholding Detail – Unpaid** report. Click on the **Print** button to print the report, or click the **Close** button to close the Report Viewer.

Step 5: On the Unpaid Withholdings Clear screen, select the **Year** in which the wages were posted**.**

Step 6: Select the **Month, Quarter, Year,** or **Selected Period** for the posted wages. *(The Selected Period option may cross years.)*

Step 7: Enter or select the **Clear Date** from the calendar drop down.

Step 8: Select the **Frequencies** of the employee wages that have withholdings to be cleared from the Frequencies list grid.

Step 9: Select the **Withholdings** to be cleared from the Withholdings list grid.

Step 10: Select the employee **Wages** that have the withholdings to be cleared from the Wages list grid.

Step 11: Review the **Employee, Employer,** and **Total** amount under the **To Be Cleared** section.

Step 12: Click the **Post** button. *(Selecting **Close** on this step will prompt the system to display a message 'Post Transaction?'. Selecting **Yes** will still allow the adjustment to be posted. Selecting **No** will exit without posting the adjustment. Selecting **Cancel** will return to the Unpaid Withholding Clear form.)*

Step 13: The system will display the following message, 'Create a batch payment in Accounting for the cleared withholdings? UAN can automatically create a batch Accounting payment with the amounts and the appropriation accounts of the cleared withholdings, which can then be edited as necessary and posted in: Accounting > Transactions > Payments. Note that one batch payment per payee will be created, if applicable. To create a batch withholding payment in Accounting, click [Yes]. If you will not be paying the cleared withholdings in Accounting, click [No].' Click on the **Yes** button to proceed in creating a batch withholding payment in Accounting, or click on the **No** button to finish posting the unpaid withholding clear.

Step 14: If you clicked Yes to create a batch withholding payment in Accounting, follow the sub-steps below:

- **Step 14a:** The system will display the following message, 'Which type of accounting payment should UAN create? Edit or Post In: Accounting > Transactions > Payments'.
- **Step 14b:** Select the **Warrant, Electronic** or **Cancel** buttons. The system automatically adds the batch withholding payment under Accounting → Transactions → Payments if the Warrant or Electronic buttons are selected. The system also finishes posting the unpaid withholding clear. *(If **Cancel** is selected, the system will return to the Unpaid Withholding Clear form for you to complete the unpaid withholding clear.)*

Step 15: Select the **Close** button to exit the Unpaid Withholding Clear form. *(The system displays a message in the bottom left corner of the Unpaid Withholding Clear form to confirm the amount of unpaid withholdings that have been cleared.)*

Step 16: If you created a batch withholding payment in Accounting, refer to the **How To Post/Print a Payment** section of the Accounting & General manual for the steps to finish posting the Accounting batch withholding payment.

CLASS EXERCISE

We are going to pay the health insurance. We are going to combine the employee withholdings and employer share onto one check.

- Year: Select year
- Month: Select month
- Frequencies box: Select all items in the box
- Withholdings box: Select health insurance
- Wages box: Select all items in the box
- Date: Enter date
- Display and print report, then close
- Click on Post
- Create a batch payment: Yes
- Select accounting payment type

Go to the Accounting – Transactions – Payments screen to add the employer share of the withholding to the batch payment:

Vendor section:

- Vendor: Great Insurance Company
- Location: WH Payment Address
- Date: Post date of withholding payment
- Select Import Purchase Order: The import button is best used for PO's it will allow you to import multiple account codes and detail information

Import Purchase Order:

- Number: Select PO
- Detail: no selection needed
- Distribution: Click the ☑ header checkbox to select all distribution line items
- Select the Import button

Detail section:

- Quantity: 1
- Description: Employer Share Withholdings
- Unit Price: $11,005.79

- Click Insert Row Arrow

Distribution section:
- Enter the necessary accounts with the distribution amounts
- Click Save and Close

We are going to pay the dental insurance. We are going to combine the employee withholdings and employer share onto one check.

- Year: Select year
- Month: Select month
- Frequencies box: Select all items in the box
- Withholdings box: Select dental insurance
- Wages box: Select all items in the box
- Date: Enter date
- Display and print report, then close
- Click on Post
- Create a batch payment: Yes
- Select accounting payment type

Go to the Accounting – Transactions – Payments screen to add the employer share of the withholding to the batch payment:

Vendor section:
- Vendor: Good Teeth Dental Insurance
- Location: WH Payment Address
- Date: Post date of withholding payment
- Select Import Purchase Order: The import button is best used for PO's it will allow you to import multiple account codes and detail information

Import Purchase Order:
- Number: Select PO
- Detail: no selection needed
- Distribution: Click the ☑ header checkbox to select all distribution line items
- Select the Import button

Detail section:
- Quantity: 1
- Description: Employer Share Withholdings
- Unit Price: $305.00
- Click Insert Row Arrow

Distribution section:

- Enter the necessary accounts with the distribution amounts
- Click Save and Close

Select: All the payments in batch.
Click: Post/Print and answer OK to the number of items to Post.
Load Printer: The Print form shows the type and number of items you are posting and, if checks need to be loaded in the printer, then it shows the first and last check numbers needed.
Click: Print when printer is loaded properly.

HOW DO I REPORT TAXES AND MISCELLANEOUS WITHHOLDINGS?

FEDERAL, MEDICARE, SOCIAL SECURITY AND SUPPLEMENTAL

941 FEDERAL QUARTERLY

STEPS TO ACCESS

Payroll → Reports & Statements → External Forms

Click the Add button

The 941 Employer's Quarterly Federal Tax Return report includes all of the required information (including a signature line) that must be submitted to the IRS. The 941 Quarterly Return screen will display the current system data. This data can be modified before printing the report.

Below is an explanation of each line item of the 941 Federal Quarterly form:

Taxes Tab

Line 1: The system automatically pulls in the number of employees who had payrolls processed in the pay period that included the 12th day of the last month in the quarter specified.

Line 2: The system automatically pulls in total gross wages processed during the quarter specified. This can be verified by looking at the Federal Tax report's Wages Subject to Federal/State/School Tax column total.

Line 3: The system automatically pulls in the total amount the system calculated and withheld in Federal withholdings plus any Supplemental Federal amounts withheld. This can be verified by looking at the 941 Schedule B's Federal and Supplemental Withholdings.

Line 4: Check this box if there are no wages, tips, or other compensation that is subject to Social Security or Medicare tax. If this question does not apply to you, leave the box blank.

Line 5a: The system automatically pulls in total taxable Social Security gross wages during the quarter specified. This can be verified by looking at the Federal Tax report's Wages Subject to Social Security Tax. The system takes the total amount of wages subject to

Social Security tax and multiplies it by the set percentage of 12.4% (employees' share 6.2% and employer's share 6.2%). The amount of Social Security tax that the system actually withheld can be verified by checking the 941 Schedule B's Employee and Employer Social Security.

Line 5b: This line will be zero unless a figure was keyed in on the manual entry screen. The system takes the total amount of taxable Social Security tips and multiplies it by the set percentage of 12.4% (employees' share 6.2% and employer's share 6.2%).

Line 5c: The system automatically pulls in total taxable Medicare wages and tips during the quarter specified. This can be verified by looking at the Federal Tax report's Wages Subject To Medicare Tax. The system takes the total amount of wages subject to Medicare tax and multiplies it by 2.9% (employees' share 1.45% and employer's share 1.45%). The amount of Medicare tax that the system actually withheld can be verified by checking the 941 Schedule B's Employee and Employer Medicare.

Line 5d: Wages subject to Additional Medicare Tax withholding.

Line 5e: The system adds Column 2 of line 5a, 5b, 5c, and 5d to calculate the total Social Security and Medicare tax that should have been withheld. The total amount that the system actually withheld can be verified by looking at the 941 Schedule B's Employee and Employer Social Security and Medicare.

Line 5f: This line is to enter tax due from a Section 3121(q) Notice and Demand. The IRS issues a Section 3121 (q) Notice and Demand to advise an employer of the amount of tips received by employees who failed to report or under reported tips.

Line 6: The total taxes before any adjustments (sum of lines 3, 5e, and 5f).

Line 7: This line contains any difference between the total calculated amounts of Social Security and Medicare (Line 5e) compared to what the system actually withheld. This usually will only contain fraction of cents due to the multiplication and rounding of the tax when computed separately for each wage record in the system.

If there is more than a fraction of cents in Line 7, there are the following possibilities:

1. Withholding amounts for Federal, Medicare, and/or Social Security were edited to deduct a different amount than the system's calculated amount.
2. A percentage was edited from the set rate. For example, the percentage of Social Security and/or Medicare tax to be withheld was modified causing the system to withhold a larger or smaller amount of each.

Line 8: Adjustment for sick pay for employee share of Social Security and Medicare taxes that were withheld by your third-party sick pay payer.

Line 9: Adjustment for tips and group-term life insurance and any uncollected employee share of Social Security and Medicare taxes on tips and/or on group-term life insurance premiums paid for former employees.

Line 10: The system totals lines 6 through 9 to calculate total taxes after adjustments.

Balance Tab

Line 11: The system pulls in total deposits for the quarter by adding the Federal withholding payments posted for each month of the quarter.

Line 12: Balance due. The system subtracts Line 11 from Line 10 to calculate the balance due.

Line 13: Overpayment – There will be an amount on this line if total payments on Line 11 are greater than total taxes on Line 10.

HOW TO AVOID COMMON MISTAKES

- Never edit the amount calculated for Medicare or Social Security on a wage.
    - If it should not be withheld on a portion or all of the earnings stop and edit employee setup.
- Never manual edit the report to include different pay checks. The reports pulls in the amounts based on the employee check date and that is how it is supposed to be.

REQUIRES MANUAL REPORT EDITS

- Third party sick pay
- Group term life insurance that exceeds IRS limit
- Overpayments from previous quarter when applied to next quarters return

CLASS EXERCISE

Add, Post and Print the 941 report.

941 SCHEDULE B

Required when the entity pays Federal Taxes on a semi-monthly basis.

STEPS TO ACCESS

Payroll → Reports & Statements → Tax Reports – Federal

Print the report and copy the information onto the IRS form.

Note: The dates reported on the 941 Schedule B are the dates the employees were paid, not the dates taxes were deposited.

STATE AND SUPPLEMENTAL

OHIO TAX REPORT

The **Ohio Tax Report** lists by month the gross wages, non-cash wages, total, wages, wages subject to tax, wages not subject to tax, and the tax withheld for the Ohio tax withholding.

STEPS TO ACCESS

Payroll → Reports & Statements → Tax Reports – Other

Print the report prior to filing your report and making your payment online.

CLASS EXERCISE

Display the report.

SCHOOL DISTRICT

SCHOOL TAX REPORT

The **School Tax Report** lists by month the gross wages, non-cash wages, total gross wages, wages not subject to tax, wages subject to tax, and the tax withheld for the selected school tax withholding.

STEPS TO ACCESS

Payroll → Reports & Statements → Tax Reports – Other

Print the report prior to filing your report and making your payment online.

CLASS EXERCISE

Display the report.

LOCAL

LOCAL TAX REPORT

The **Local Tax Report** lists by month the gross wages, non-cash wages, total gross wages, wages not subject to tax, wages subject to tax, and the tax withheld for the selected local tax withholding.

STEPS TO ACCESS

Payroll → Reports & Statements → Tax Reports – Other

Print the report prior to filing your report and making your payment online.

CLASS EXERCISE

Display the report.

MISC/GARNISHMENT REPORTS

CHILD SUPPORT, GARNISHMENT AND MISC.

The **Child Support, Garnishment and Misc.** report compiles a list of withholdings deducted from employees who have miscellaneous deductions (child support, garnishments, union fees,…etc.). The report lists the employee name, social security number (if the 'Print SSN' option is selected), case number, order number and amount withheld.

STEPS TO ACCESS

Payroll → Reports & Statements → Withholding Payment Reports

If the printed report accompanying a check requires the employee's social security number make sure you click on the Options tab and check the box - ☑ Print SSN.

HOW TO REPORT UNEMPLOYMENT ELIGIBILITY

ODJFS WAGE DETAIL

The **ODJFS Wage Detail** report prints the ODJFS data for the quarter either on plain paper (to review the data), or on the ODJFS preprinted form. All of the information for the report can be modified in the Add ODJFS Wage Detail Report screen, and also in the Edit screen. When a new form is added, the system will automatically pull in each employee's gross wages and taxable wages for the quarter selected. Employees which are set up as 'Full Time' will be defaulted as having worked 13 weeks and all 3 months. Employees who are set up as 'Part Time' will be defaulted as having worked 0 weeks and none of the 3 months.

Reminder: *An employee's pay status ('Full Time' or 'Part Time') can be modified under Payroll → Maintenance → Employees.*

STEPS TO ACCESS

Payroll → Reports & Statements → External Forms → ODJFS Wage Detail

Click the Add button.

Follow the steps below to generate the ODJFS Wage Detail report:

Step 1: Select the **Year** for which the report will be generated. *(The system automatically defaults the year to the current year.)*

Step 2: Click the **Add** button and select the quarter for which the report will be generated.

Step 3: The **Name** for the report is automatically defaulted in but it can be modified.

Step 4: Select the **Employer Type** for the report (Reimbursing or Contributing**)**.

Step 5: If no employees or wages are being reported this quarter, select the checkbox '**No employees & no wages this quarter**'.

Step 6: If your Employer Type is Contributing, select the checkbox '**Wages paid & reported in another state'** if it applies.

Step 7: If your Employer Type is Contributing, enter the contribution **Rate** under the **Taxes** section.

Step 8: If the Employer Type is Contributing, enter the **Forfeiture**, **Interest**, or **Credits** amounts (if any) under the **Other** section.

Step 9: Review the data in the grid for accuracy and make any changes if necessary.

Step 10: If changes need to be made to the ODJFS Wage Detail information, click on the field that contains the information that needs to be changed. The information in the selected field will then be highlighted, indicating that it can be modified. Make the necessary changes. When finished editing a field, press the Enter or Tab key or click out of the field with the mouse.

Step 11: Once all information is correct, click on the **Save** button.

The ODJFS Wage Detail screen also contains an option to generate a **File**. This option is used to create a file of ODJFS Wage Detail report data which can be uploaded to the ODJFS website.

Follow the steps below to generate the ODJFS Wage Detail file:

Step 1: Click on the checkbox beside the **Report Name**.

Step 2: Click on the **File** button. The system will display a message that "UIWAGE.TXT" file has been saved successfully and located under C:_UAN_EFiles.

Step 3: Click on the **OK** button.

REQUIRES MANUAL REPORT EDITS

- Part Time Employees weeks and months worked (use spreadsheet to track weeks worked for part time employees)

SETUP ITEMS

- Unemployment Eligible – Employee – Earnings Tab
  - Checkmark for hired and appointed employees.
  - Do not checkmark for elected officials - including someone appointed to fulfill elected position.
- Part Time vs Full Time – Employee – Information Tab
  - Always mark full time employees so the report will populate the weeks and months worked fields.

CLASS EXERCISE

Create the ODJFS report for 1st Quarter.

- Art Part worked 4 weeks in February and March.
- Sherry Trusty should not be on this report; she is an elected official. Uncheck her on the report.
  - To permanently fix - Uncheck the Unemployment Eligible field on the Employees – Earning tab.

Select Reimbursing.
Click Save.

*****Run the training class data file # 2. *****

EMPLOYEES

HOW TO REACTIVATE SEASONAL EMPLOYEES

REACTIVATE EMPLOYEE

STEPS TO ACCESS

Payroll → Maintenance → Employees

CLASS EXERCISE

Select: Inactive from the Pay Status drop down.
Select: Jerry Jones from the grid.
Click: Activate.
Select: Active from the Pay Status drop down.

REVIEW EMPLOYEE SETUP

STEPS TO ACCESS

Payroll → Maintenance → Employees

HOW TO EDIT AN EMPLOYEE

Step 1: From the main Employees screen, select an **employee** to edit by clicking on the checkbox beside the employee ID.

Step 2: Click on the **Edit** button and select the **Advanced** option and the Edit Employee form with open.

Step 3: Choose an **Action** by selecting the radio button beside **'Edit an existing item'** or **'Attach a new item'**.

Step 4: Choose an **Item Type** by clicking on the corresponding tabbed page listed below the employee's name on the Edit Employee form. Tabbed pages include: **Information, Earning, Overtime, Non-Cash Benefit, Leave, Withholding** or **Additional Information**.

Step 5: Click on the **OK** button.

Step 6: To 'Edit an existing item, click the applicable tabbed page and the **Edit Employee** screen will be display a grid containing all of the existing items of the chosen type for the employee. Select the item to edit from the list, and then click the **Edit** button below the grid. Make the necessary modifications to the item, and then click on the **Save** button. *(Please refer to the* ***Frequently Asked Questions*** *section that follows for common editing questions and detailed answers.)*

Step 7: To Add a new item, click the Add button available directly above the corresponding on the tabbed page. Note: this is not applicable for the Information and Additional Information pages. The **Add** screen for the chosen type will be displayed. Enter the information for the new item, and then click on the **Save** button. After saving the new item, the form will reset to attach additional items of that type. *(Please refer to* *the **Frequently Asked Questions** section that follows for some common editing questions and detailed answers.)*

CLASS EXERCISE

We have a new cemetery inside the village limits. When Jerry Jones mows the cemetery inside the village limits we will need to withhold Buckeye Village Income Tax and when he is mowing the one outside the village limit we will not withhold village income tax.

Select: Active from the Pay Status drop down.
Select: Jerry Jones from the grid.
Click: Edit and then select Advanced.

Add the new withholding:

Click: Withholdings Tab.
Click: Add

Withholding: Buckeye Village Income Tax

Normally you would select an earning on the Earnings tab, but in this case do not since the earning listed is not the one needed. That will be handled in an upcoming exercise.

Click: Save. A system message will display that warns the withholding is not attached to an active earning. Click OK because it will be addressed in an upcoming exercise.

Edit the existing earning name:

Click: Earnings Tab.
Select: 2000 Hourly Wages from the grid.
Click: Edit

Description: Change Hourly Wages to TWP Cemetery

Click: Save and click OK to the system message warning about attachments since it will be addressed in an upcoming exercise. Click Close.

Add the new earning:

Click: Add

Name: Cemetery Worker
Type: Other
Department: Maintenance
Classification: Hired
Unemployment Eligible: Checkmark

Earning: Hourly Wages
Description: Buckeye Cemetery Wages
Frequency: Bi-Weekly
Pay Rate: $8.25
Typical Hours: 0
Select all Withholdings on the Withholding tab including the Buckeye Village Income Tax
Account Code: 2041-410-190-0000

HOW TO REMOVE TRUSTEE FROM ODJFS REPORT

CLASS EXERCISE

Remove Sherry Trustee from the ODJFS report.

Select: Sherry Trustee from the grid.
Click: Edit and then select Advanced.
Click: Earnings Tab.
Select: Salary from the grid
Click: Edit

Classification: Elected
Unemployment Eligible: Unchecked
Click Save and Close then Close the Edit Employee form

HOW TO ADD AN EMPLOYEE

STEPS TO ACCESS

Payroll → Maintenance → Employees

HOW TO ADD AN EMPLOYEE

Step 1: Click on the **Add Employee** button.

Step 2: The system will display the **Add Employee Wizard** screen. The Add Employee Wizard will take you through each step to successfully add an employee to the payroll software. Be sure to read each of the Add Employee Wizard instruction screens carefully. Click the **Next** button.

Step 3: On **Step – 1 Add Employee Information**, enter all of the new employee's information. Follow the instructions on the screen and use the sub-steps below to guide you through the **Add Employee Information** screen:

- **Step 3a:** Enter the employee's **Name** and **ID**.
- **Step 3b:** Verify the **Active** radio button is selected for the **Pay Status**. *(The system automatically defaults the radio button to **'Active'**).*
- **Step 3c:** Enter the employee's **Address** information.

Note: the 'Send Test' button is only applicable when 'Stub email is authorized' is selected in the Electronic Funds Transfer (EFT) area of the screen. See Step 3i below for more information.

Step 3d: Enter the employee's available **Phone** numbers.

Step 3e: Under the **Other** section, enter the employee's **SSN** (Social Security Number), date **Hired**, date of **Birth**, **Sex**, employment **Status**, and **Track Hrs By** information. *(Please note: Setting the 'Track Hrs By' option to 'Day' will require the employee's daily hours to be entered when posting wages.)*

Step 3f: If the employee will contribute to Ohio Public Employees Retirement System (OPERS), enter the **OPERS Member Date**.

Step 3g: If the employee will contribute to Ohio Police & Fire Pension Fund (OP&FPF), enter the **OP&FPF Member Date** and **OP&FPF Hours Base**.

Step 3h: Enter the employee's **Ohio IT-4** and **Federal W-4** tax exemptions as well as the **W-4 Rate**.

Step 3i: If Electronic Funds Transfer (EFT) has been activated in the system, the EFT Setup area under Payroll > Maintenance has been completed (with assistance from UAN), and the employee has been authorized to have their wages directly deposited into their checking or savings account, select the **EFT is authorized** checkbox, enter the employee's bank **Routing #** and **Account #**, and select the **Account** type. When applicable, select the checkbox **Stub email is authorized**. This feature is optional; it enables clients to email EFT pay stubs to participating employees. Before selecting, read 'Appendix 1: Steps For Emailing EFT Pay Stubs' for detailed information.

Step 4: Click the **Next** button.

Step 5: If your entity does not track Additional Information for employees, a system message will be displayed stating that the new employee has been saved. Click **OK** to continue.

Step 6: If either an OPERS Member Date or an OP&FPF Member Date was **not** entered, a system message will be displayed asking, 'Will this employee be contributing to OPERS or OP&FPF? If so, you will be unable to post wages for the employee until a Member Date is entered in the State Retirement information.'. Click **Yes** to enter the Member Date, or click **No** if the employee is not in a state retirement plan.

Step 7: A system message will be displayed stating, 'Please note: State and local government employees hired (or rehired) after March 31, 1986 are subject to mandatory Medicare coverage. Be sure to add a Medicare withholding to this employee during Step 2. Refer to Section 210 (p) of the Social Security Act.'. Click **OK** to continue.

Step 8: If your entity tracks Additional Information for employees *(previously added Additional Information fields under Payroll > Maintenance > Additional Information)*, the **Additional Info** tab will be displayed. Enter the additional information for the new employee under the **Value** column. Then click on the **Next** button.

Step 9: The system will return to the main Add Employee Wizard screen. **Step – 2 Add Employee Withholdings** will be highlighted. Click the **Next** button to continue.

Step 10: On **Step 2 – Add Employee Withholdings**, select the new employee's withholdings to add. Follow the instructions on the screen and use the sub-steps below to guide you through the **Add Employee Withholdings** screen:

- **Step 10a:** The system automatically adds the Ohio Income Tax and Federal Income Tax withholdings. Select the radio button '**Continue adding withholdings**' and then click on the **Next** button.
- **Step 10b:** Verify the **Active** radio button is selected for the **Withholding** status. *(The system automatically defaults the radio button to* ***'Active'****).*
- **Step 10c:** Select the **Withholding** by clicking on the down arrow on the right hand side of the withholding field.
- **Step 10d:** Verify or modify the withholding **Description**.
- **Step 10e:** If the withholding selected was of type P00 – OPERS, P01 – OP&FPF, P02 – Medicare, or P03 – Social Security, then on the **Details** tab enter the **Employee Share Distribution** – **Regular**, **Fringe Benefit** or **Salary Reduction** *(only P00 – OPERS and P01 – OP&FPF will have the Salary Reduction option)*. Once the **Total** percentage amount is equal to the **Goal** percentage amount, click on the **Next** button.
- **Step 10f:** If the withholding selected was of type A00 – Cafeteria Plan, B00 – Deferred Withholding, F00 – Local Tax, G00 – School Tax, K00 – Miscellaneous/Union Withholding, H10 – Federal Supplemental Withholding, H20 – Ohio Supplemental Withholding, then on the **Details** tab enter the **Employee Share** – **None**, **Amount** or **Rate** *(only Deferred Withholding, Local Tax, School Tax, and Miscellaneous/Union Withholding will have the Rate option)*. Once this is complete, then click on the **Next** button.
- **Step 10g:** If the withholding selected was of type P00 – OPERS, P01 – OP&FPF, P02 – Medicare, or P03 – Social Security, the system will display the **Appropriation Accounts (Employer Share)** tab. On this tab, select the **Account Split Method** and the **Appropriation Account(s)** that the employer share of the withholding will be paid from. Once this is complete, then click on the **Next** button.
- **Step 10h:** If the withholding selected was of type P00 – OPERS, P01 – OP&FPF, P02 – Medicare, or P03 – Social Security, the system will display the **Appropriation Accounts (Fringe Benefit)** tab. On this tab, select the **Account Split Method** and the **Appropriation Account(s)** that the fringe benefit of the withholding (if any) will be paid from. Once this is complete, then click on the **Next** button.
- **Step 10i:** If the withholding selected was of type A00 – Cafeteria Plan, B00 – Deferred Withholding, H10 – Federal Supplemental Withholding, H20 – Ohio Supplemental Withholding, or K00 – Miscellaneous/Union Withholding, the system will display the **Skip Deductions** tab. On this tab, select the **'Deduct from every pay period'** radio button if the withholding should be deducted from every pay period, or select the **'Skip the pay periods marked below'** radio button if the withholding should not be deducted from specific pay periods. If the 'Skip the pay periods marked below' option is chosen, select a date within each pay period that

the withholding should skip *(preferably the pay period end date)*. Also, a **Frequency** should be selected to determine whether the marked skip dates fall within any particular wage's pay period. Once this has been completed, click on the **Next** button.

Step 10j: If more withholdings need to be added to the employee, continue by repeating Steps 10a-10i until complete.

Step 10k: Once all withholdings have been added to the employee, select the radio button **'I am done adding withholdings'** and then click on the **Next** button.

Step 10l: If the Medicare withholding was not added to the employee, a system will displayed stating, '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 employee until you do so. To continue to the next step without an active Medicare, click **Yes**. To attach an active Medicare before continuing, click **No**.'

Step 11: The system will return to the main Add Employee Wizard screen. **Step – 3 Add Employee Earnings** will be highlighted. Click the **Next** button to continue.

Step 12: On **Step 3 – Add Employee Earnings**, select the new employee's earnings to add. Follow the instructions on the screen and use the sub-steps below to guide you through the **Add Employee Earnings** screen:

Step 12a: Select the radio button '**Continue adding earnings**' and then click on the **Next** button.

Step 12b: Verify the **Active** radio button is selected for the **Earning Status**. *(The system automatically defaults the radio button to* ***'Active'****).*

Step 12c: Select the position **Name** by clicking on the down arrow on the right side of the position field.

Step 12d: Select the position **Type** by clicking on the down arrow on the right side of the type field.

Step 12e: Select the **Department** by clicking on the down arrow on the right side of the type field.

Step 12f: Select the position **Classification** – **Hired**, **Elected** or **Appointed**. *(If the employee position type is 'Other' then the classification is automatically set to 'Hired' and cannot be modified.)*

Step 12g: Select the **Unemployment Eligible** checkbox if the position is reportable to Ohio Job and Family Services (ODJFS). *(If the position classification is 'Elected', then this option is automatically unchecked and cannot be modified.)*

Step 12h: Select the **Earning** by clicking on the down arrow on the right hand side of the earning field.

Step 12i: Verify or modify the earning **Description**.

Step 12j: Select the pay **Frequency** by clicking on the down arrow on the right hand side of the frequency field.

Step 12k: Enter the **Pay Rate** for the earning.

Step 12l: If the earning being added is 1000-1999 Salary, 2000-2999 Hourly Wages, or 4000-4999 Per Item Wages, enter the **Typical Hours/Items**. *(If the* *number of hours or items that the employee is being paid varies from pay period to pay period, it may be best to leave this field set at 0.00.)*

Step 12m: On the **Details** tab under the **Pay Changes** section, there are fields to record the employee's **Last Raise**, **Resolution** and **Next Revision** dates (if applicable).

Step 12n: If the employee will contribute to Ohio Police & Fire Pension Fund (OP&FPF), enter the **Pick-up** and **Frequency** codes under the **OP&FPF** section on the **Details** tab. *(If you are not sure of the correct codes to select for the employee, please contact OP&FPF for assistance.)*

Step 12o: On the **Details** tab under the **Dates** section, there are fields to record employee **Probation End** and **Terminated** dates (if applicable).

Step 12p: On the **Details** tab under the **Leave of Absence** section, there are fields to record the employee's leave of absence **Date** and **Hours** information (if applicable).

Step 12q: Click on the **Next** button.

Step 12r: On the **Accounts** tab, select the **Account Split Method** – **No Split**, **Manual**, **Percentage** or **Hours**. *(The 'Hours' option is only available when the earning type is 2000-2999 Hourly Wages.)*

Step 12s: On the **Accounts** tab, select the **Appropriation Account(s)** that the employee earning will be paid from by clicking on the down arrow on the right side of the appropriation account field.

Step 12t: Click on the **Next** button.

Step 12u: On the **Withholdings** tab, select the withholdings that should be deducted from the employee earning that is being added by clicking on the checkbox beside the withholding type.

Step 12v: Click on the **Next** button.

Step 12w: If more earnings need to be added to the employee, continue by repeating Steps 12a-12v until complete.

Step 12x: Once all earnings have been added to the employee, select the radio button **'I am done adding earnings'** and then click on the **Next** button.

Step 13: The system will return to the main Add Employee Wizard screen. **Step – 4 Add Employee Overtimes** will be highlighted. Click the **Next** button to continue.

Step 14: On **Step 4 – Add Employee Overtimes**, select the new employee's overtimes to add. Follow the instructions on the screen and use the sub-steps below to guide you through the **Add Employee Overtimes** screen:

Step 14a: Select the radio button '**Continue adding overtimes**' and then click on the **Next** button.

Step 14b: Verify the **Active** radio button is selected for the **Overtime Status**. *(The system automatically defaults the radio button to **'Active'**).*

Step 14c: Select the **Overtime** to add by clicking on the down arrow on the right side of the overtime field.

Step 14d: Verify or modify the overtime **Description**.

Step 14e: Enter the **Base Rate** of pay that will be used to calculate the overtime.

Step 14f: If available, enter the Typical Hours per pay period. *(If the overtime hours vary each pay, enter 0.00 for the typical hours.)*

Step 14g: On the **Details** tab, enter the **Overtime Rate**.

Step 14h: Click on the **Next** button.

Step 14i: On the **Earnings** tab, select **one hourly** or **salary earning** that when paid should include the employee overtime that is being added. Select the earning by clicking on the checkbox beside the earning type.

Step 14j: Click on the **Next** button.

Step 14k: On the **Accounts** tab, select the **Account Split Method** – **No Split**, **Manual**, **Percentage** or **Hours**.

Step 14l: On the **Accounts** tab, select the **Appropriation Account(s)** that the employee overtime will be paid from by clicking on the down arrow on the right side of the appropriation account field.

Step 14m: Click on the **Next** button.

Step 14n: If more overtimes need to be added to the employee, continue by repeating Steps 14a-14m until complete.

Step 14o: Once all overtimes have been added to the employee, select the radio button **'I am done adding overtimes'** and then click on the **Next** button.

Step 15: The system will return to the main Add Employee Wizard screen. **Step – 5 Add Employee Non-Cash Benefits** will be highlighted. Click the **Next** button to continue.

Step 16: On **Step 5 – Add Employee Non-Cash Benefits**, select the new employee's non-cash benefits to add. Follow the instructions on the screen and use the sub-steps below to guide you through the **Add Employee Non-Cash Benefits** screen:

Step 16a: Select the radio button '**Continue adding non-cash**' and then click on the **Next** button.

Step 16b: Verify the **Active** radio button is selected for the **Non-Cash Status**. *(The system automatically defaults the radio button to **'Active'**).*

Step 16c: Select the **Non-Cash** to add by clicking on the down arrow on the right side of the non-cash field.

Step 16d: Verify or modify the overtime **Description**.

Step 16e: Enter the **Pay Rate** for the non-cash benefit. *(If the non-cash benefit amount varies each pay, enter 0.00 for the pay rate.)*

Step 16f: On the **Earnings** tab, select **one earning** that when paid should include the employee non-cash benefit that is being added. Select the earning by clicking on the checkbox beside the earning type.

Step 16g: Click on the **Next** button.

Step 16h: If more non-cash benefits need to be added to the employee, continue by repeating Steps 16a-16g until complete.

Step 16i: Once all non-cash benefits have been added to the employee, select the radio button **'I am done adding non-cash'** and then click on the **Next** button.

Step 17: The system will return to the main Add Employee Wizard screen. **Step – 6 Add Employee Leaves** will be highlighted. Click the **Next** button to continue.

Step 18: On **Step 6 – Add Employee Leaves**, select the new employee's leaves to add. Follow the instructions on the screen and use the sub-steps below to guide you through the **Add Employee Leaves** screen:

Step 18a: Select the radio button '**Continue adding leaves**' and then click on the **Next** button.

Step 18b: Verify the **Active** radio button is selected for the **Leave Status**. *(The system automatically defaults the radio button to **'Active'**).*

Step 18c: Select the **Leave** to add by clicking on the down arrow on the right side of the leave field.

Step 18d: Verify or modify the leave **Description**.

Step 18e: Verify or modify the **Leave is:** selection.

Step 18f: Enter the **Pay Rate** for the leave.

Step 18g: On the **Details** tab, verify or modify the **Leave & Proration Method**.

Step 18h: On the **Details** tab, verify or modify the **Include in Regular Hours** selection.

Step 18i: On the **Details** tab, verify or modify the **Maximum Leave Balance** selection.

Step 18j: On the **Details** tab, verify or modify the **Maximum Annual Accrual** selection.

Step 18k: On the **Details** tab under the **Current Year** section, enter the **Beginning** leave balance (if applicable).

Step 18l: Click on the **Next** button.

Step 18m: On the **Earnings** tab, select the **hourly** or **salary earnings** that when paid may accrue or use this leave by clicking on the checkbox beside the earning type. *(More than one earning can be selected.)*

Step 18n: On the **Earnings** tab, select the earning that will be the **WH earning** by clicking on the radio button in the WH column of that earning. Any withholdings applied to the WH earning will also be applied to the leave that is being added.

Step 18o: Click on the **Next** button.

Step 18p: On the **Accounts** tab, select the **Account Split Method – No Split**, **Manual** or **Percentage**.

Step 18q: On the **Accounts** tab, select the **Appropriation Account(s)** that the employee leave will be paid from by clicking on the down arrow on the right side of the appropriation account field.

Step 18r: Click on the **Next** button.

Step 18s: If more leaves need to be added to the employee, continue by repeating Steps 18a-18r until complete.

Step 18t: Once all leaves have been added to the employee, select the radio button **'I am done adding leaves'** and then click on the **Next** button.

Step 19: The system will return to the main Add Employee Wizard screen. Click the **Finish** button to finalize adding the new employee.

Step 20: The system will display a message asking if you want to display the **General Information Report** for the new employee. Click on **Yes** to display the report or click on **No t**o add the new employee without reviewing the report.

Reminder: *After completing or skipping any step, you can never revisit that step within the Add Employee Wizard. If at any time you need to quit, the items you added up to that point will be saved. If you skip a step or close the Add Employee Wizard, the new employee can be edited in Payroll → Maintenance → Employees.*

CLASS DEMO

ADD A NEW PART TIME SEASONAL EMPLOYEE

Part time employees in Buckeye Township do not receive any overtime, leave or medical benefits. The new employee is going to mow the cemeteries.

VERIFY ALL WITHHOLDINGS ARE SETUP IN SYSTEM

Payroll → Maintenance → Withholdings

VERIFY ALL EARNINGS AND LEAVES ARE SETUP IN THE SYSTEM

Payroll → Maintenance → Earnings and Leave

ADD NEW EMPLOYEE

Payroll → Maintenance → Employees

Click: Add to open the Add Employee Wizard. Instructor will demonstrate adding **Rob Ryobi** using the attached Checklist and view the Employee General Information Report.

Once you enter the earning, on the next screen you must attach the withholdings that will be applied when this earning is paid. ***This step is commonly skipped***. Just because you see the list of withholdings doesn't mean they are attached. Click in the boxes to attach the withholding to an earning.

Our sample employee, has one earning so all of his withholdings will be attached to the earning. He doesn't have any overtime, non-cash benefits or leave so you skip through most of the Wizard by selecting ⦿ 'I am done adding' and click Next, then click Finish.

Always print and review the offered report. You can put it in the personnel file for your records.

CLASS EXERCISE

ADD A NEW TRUSTEE

We had to appoint a new trustee to finish out the term of an elected official that moved outside the district. Trustees salary in Buckeye Township is set by law. It is paid out of multiple accounts on a percentage basis and they are offered medical and dental benefits.

VERIFY ALL WITHHOLDINGS ARE SETUP IN SYSTEM

Payroll → Maintenance → Withholdings

VERIFY ALL EARNINGS AND LEAVES ARE SETUP IN THE SYSTEM

Payroll → Maintenance → Earnings and Leave

ADD NEW EMPLOYEE

Payroll → Maintenance → Employees

Click: Add to open the Add Employee Wizard.
Enter: Betty Trusty using the attached Checklist. View the Employee General Information Report when finished.

Once you enter the earning, on the next screen you must attach the withholdings that will be applied when this earning is paid. ***This step is commonly skipped***. Just because you see the list of withholdings doesn't mean they are attached. Click in the boxes to attach the withholding to an earning.

Our sample employee has one earning so all of his withholdings will be attached to the earning. She doesn't have any overtime, non-cash benefits or leave so you skip through most of the Wizard by selecting ⦿ 'I am done adding' and click Next then click Finish to complete.

Always print and review the offered report. You can put it in the personnel file for your records.

CLASS DEMO

ADD FULL TIME EMPLOYEE

Full time employees in Buckeye Township receive overtime and / or comp time at 1½ times their normal pay rate, sick, vacation, and holiday. Full time employees are offered health and dental insurance. The insurance is withheld 24 times a year skipping the 3rd pay of 3 pay months. The employee pays 25% and the employer pays 75% of the premium. The new employee has five years of service with a neighboring entity and – since it is in our policy – we are transferring his sick leave balances and he will start earning leave at the same rate of an employee that has been with us for five years. He is going to work as a maintenance person with his pay and employer share of withholdings split by the hours worked in each department. He needs local tax withheld based on where he lives.

VERIFY ALL WITHHOLDINGS ARE SETUP IN SYSTEM

Payroll → Maintenance → Withholdings

You will need to setup the new payee if it does not already exist in your system.
General → Maintenance → Vendors/Payees

Add new payee:

- Name: Anytown Income Tax
- Available In: Payroll Withholdings
- Account #: 22-333333
- Select Add on the Locations Tab and answer Yes to the question
- Description: Withholding payments
- Line 1: Address
- City: Anytown
- State: Ohio
- Zip: Enter zip code

- Click on save

Add new local withholding:

- Name: Anytown Income Tax
- Process Group: Local Tax
- Payee: Anytown Income Tax
- Location: Default
- W-2 Abbreviation: Anytown
- Rate: Enter rate
- Click on Save

Reminder: If someone is paying tax where they work and live apply any reciprocal agreements properly.

VERIFY ALL EARNINGS AND LEAVES ARE SETUP IN THE SYSTEM

Payroll → Maintenance → Earnings and Leave

ADD NEW EMPLOYEE

Payroll → Maintenance → Employees

ADD NEW EMPLOYEE

Payroll → Maintenance → Employees

Click: Add to open the Add Employee Wizard.
Enter: Ray Joy using the attached Checklist. View the Employee General Information Report when finished.

Click Finish to complete the process. Always print and review the offered report. You can put it in the personnel file for your records.

NOTES ON ATTACHING LEAVE (S)TO EARNING ☑:

You must attach the leave to the applicable earnings by checking in the **box** next to the earning. If your employee has only one earning then mark the box to create the necessary attachment. If you have multiple earnings then read the next paragraphs carefully to make the correct attachments.

Leave can be attached to more than one earning, however, ***it may or may not be correct to attach leave to multiple earnings***. When you have multiple earnings you need to understand the attachment principles to be sure there should be multiple attachments.

Example 1: Earnings with Different Frequencies

Sally is a full time employee that earns an hourly wage paid Bi-Weekly. Sally accrues
3.1 hours sick leave each Bi-Weekly pay period to accrue 80.6 hours of leave per year. Sally fills another position so she has a Salary earning of $150.00 set to the Monthly frequency. She receives separate paychecks for these two positions. In this situation it is absolutely necessary to attach the leave only to the hourly earning with the Bi-Weekly frequency so with every hourly paycheck she will receive 3.1 hours of accrual. You wouldn't attach the leave to the Salary or to both earnings. Attaching it to both earnings would result in an additional 3.1 hour accrued when the monthly paycheck is issued for a total of 117.80 per year and attaching it only to the salary earning would accrue 3.1 hours of leave a month for 37.2 hours per year.

Example 2: Earnings and Leave with Different Pay Rates

Carl typically works 3 days a week in Road and 2 days in Park. He gets paid $15 for
Road and $12 for Park and he accrues vacation leave by pay period. It is the township policy to pay him at the rate based on the position the vacation days are used to replace. 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 and this wouldn't work if he had vacation for both rates in the same pay. This situation would require two vacation leaves at different accrual rates totaling what he should accrue for the period and each leave will be attached only to the earning with the same pay rate. We certainly would not recommend this complicated set up but some entities have adopted this type of policy.

Example 3: Multiple Earnings with different withholding attachments

A good reason to assign one leave to multiple earnings is if those earnings have the same pay rate and position **but** the withholding attachments to each earning are different.

Victor works at two different Fire Stations for our township. One station is located in the
Village of Buckeye that has an earnings tax and one out in the Township where he doesn't have to pay the earnings tax. He has two earnings, one with the Buckeye Income Tax attached and the other without the tax attachment. Some pay periods he works entirely at one station and does not have any earnings for the other. He earns the same rate of pay at both stations and accrues 6.1 vacation hours each pay period. Attaching the vacation leave to both earnings is necessary to ensure that Victor will accrue the proper amount of leave even when only one of the earnings is paid in a pay period.

If the employee has multiple earnings you need to determine if all or some of them will be attached. This attachment will control when the leave will appear on the wage and if an accrual will generate. If you have unnecessarily set up multiple earnings for the same rate of pay and withholding list instead of using one earning with multiple accounts your leave attachments will be more complicated than necessary. Attach the leave to each earning that would qualify to generate an accrual.

SELECT ONE EARNING AS THE WH ⦿EARNING:

You **must** select one earning as the WH earning. The WH attachment will create the list of withholdings that will be applied when the leave is paid. Instead of using a Withholding tab to select the withholdings that will be attached to the leave you select the Earning that has the withholding attachments that will be applied when the leave is paid. If you only have one earning then that earning is selected as the WH earning. If you have multiple earnings due to different taxing locations (such as library branches or township fire houses) be sure to select the
earning that has the withholdings you want applied when leave is paid. If you fail to select a WH
earning the leave will not appear on the wage.

The last step in adding a leave for an hourly employee is selecting the appropriation accounts and split method to be used when the leave is paid. You will receive a system message asking if the leave will be paid using the same accounts and split method as the WH earning. Answer yes
only if this is correct. If the answer is no, mark the split method and add the accounts into the box using the data entry line. Click Next.

When you have completed adding a leave the software brings you back to the main screen. You will see the withholdings listed in the upper box and the earnings, overtimes, non-cash benefits and leaves listed in the lower box. You will choose ⦿ Continue adding leaves and Next until all leaves are added to the employee. When you have completed leaves, or if you don't have leaves you select ⦿I am done adding leaves and click Next.

The software returns you to the welcome screen where you see you have completed all six steps of the Add Employee Wizard. Click Finish in the lower right corner. The system message asks if you want to print an Employee General Information report. Printing the report is highly

recommended so you can view the entire employee setup. Verify all earnings are added with the correct account codes and that you have attached all overtime, non-cash benefits, leave and withholdings properly. Verify that you set up the employer share of Medicare and retirement to the proper appropriation accounts.

ADD SKIP WITHHOLDINGS CALENDAR TO NEW EMPLOYEE

STEPS TO ACCESS

Payroll → Maintenance → Skip Calendars Editor

HOW TO APPLY A SKIP CALENDAR

Step 1: Place a checkmark beside the **skip calendar** to be attached to existing employee withholdings.
Step 2: Click the **Apply** button.
Step 3: Select the **Frequency** of the employee withholdings.
Step 4: Select the **Withholding**.
Step 5: Place a checkmark beside the **Employees** where you want to attach the selected skip calendar dates to the selected employee withholding.
Step 6: Verify the skip dates selected on the **Skip Calendar** tab.
Step 7: Once all of the information is correct, click on the **Save** button

CLASS EXERCISE

Add skip deduction calendar to Ray Joy's Health and Dental Insurance.

Select: Skip 3rd pay period in 1 month
Click: Apply

Frequency: Select
Withholding: Select Health Insurance
Employees: Select Ray Joy
Click Save

Repeat for Dental Insurance

*****Run the training class data file # 3. *****

POST WAGES

The **wages** screen creates wage information for specified employees. The wage information recorded is based on the earnings and withholdings assigned to each employee under the Employees area. Compensatory time, holiday, personal, sick, vacation and other leave are updated according to the leave accrual and proration information established for the specified employee earning. Overtime earnings and non-cash benefits are also added to wages based on the information attached to the earnings under the Employees area. The following wage types are available:

- **Warrant/EFT** – Used to print wage warrants or create EFT files for ACH transfer.
- **Manual** – Used to enter the information from handwritten wage warrants.
- **Conversion** – Used to post pre-UAN wage information into the software and is strictly for reporting purposes. *(The system will not encumber or charge appropriation account codes, or generate outstanding withholdings when posting conversion wages.)*

HOW TO ADD WAGES

STEPS TO ACCESS

Payroll → Transactions → Wages

HOW TO ADD A WAGE

Step 1: Click the **Add** button.
Step 2: Select the **Wage Type** to be added (Warrant/EFT, Manual or Conversion).
Step 3: The system will display the following message: 'Please remember to verify the pay period dates for the wages to be added. These dates are critical for the accuracy of the withholding rates and reports. If desired, this Pay Period Reminder may be disabled at: General > Maintenance > User Preferences (Wages tab)'. Click the **OK** button to continue.
Step 4: Select the **Departments** from the list by clicking on the checkbox beside the each department name. *(Click the top checkbox to select all departments.)*
Step 5: Select the **Frequencies** from the list by clicking on the checkbox beside the each frequency name. *(Click the top checkbox to select all frequencies.)*
Step 6: Verify or modify the pay period **Start Date** and **End Date** of the frequencies for which wages are being added. *(The pay period dates default according to the frequency's pay period advance method set in Payroll > Maintenance > Frequencies.)*
If the **Start Date** and **End Date** need to be modified (manually advanced), follow the sub-steps below:
- **Step 6a:** Click the Start Date and/or End Date fields and manually enter the dates.
- **Step 6b:** Click the down arrow beside the Start Date and/or End Date fields to display the calendar and select the start and/or end dates.
- **Step 6c:** Click the [–] button to decrease the Start Date and End Date fields by one period, or click the [+] button to increase the Start Date and End Date fields by one period.

Step 7: Select the **Employee Earnings** from the list by clicking on the checkbox beside the employee ID for each employee earning that is to be paid. *(If an employee has multiple earnings and all of them need to be selected, click the checkbox beside the first line for that employee to select all of that employee's earnings. If all employees and earnings need to be selected, click the top checkbox of the Employee Earnings grid.)*
Step 8: Click the **Save** button.
Step 9: Click the **Close** button.
Step 10: The following system message will be displayed, 'Open the Edit form to edit the new wages?' Select **Yes** to open the edit form for all newly added wages. Select **$0 Gross** to open the edit form for $0 gross and negative net wages. Select **No** to not edit wages now.
Reminder: *Once a wage has been added for an employee, another wage cannot be added for that employee with the same department and pay period dates until the original wage has been edited and posted.*

HOW TO EDIT A WAGE

Reminder: *If you selected* ***Yes*** *or* ***$0 Gross*** *to the system message 'Open the Edit form to edit the new wages?' after adding wages, skip to* ***Step 3****.*

Step 1: Select the **Employee Wages** from the list by clicking on the checkbox beside each wage number. *(Click the top checkbox to select all wages to edit.)*

Step 2: Click the **Edit** button.

Step 3: If Manual is the wage type of the wage record being edited, the system will display a message stating the next available warrant number. If the Manual payment number entered when posting the wage is greater, then any skipped warrant numbers will be voided when the manual payment is posted. Click on the **OK** button to proceed.

Step 4: If the hours/items for any earning, overtime, non-cash benefit or paid leave need modified and the earning is not split between multiple accounts or the earning is split between multiple accounts with the account split method 'Percentage', click in the **Hours/Items** field for the earning under the Earnings/Overtimes/Non-Cash Benefits/Paid Leaves area of the **Earnings** tab and enter the number of hours/items. *(The system will automatically distribute the hours/items entered between the account codes for earnings that are split between multiple accounts with the account split method of 'Percentage'.)*

Step 5: If the hours/items for any earning, overtime, non-cash benefit or paid leave needs modified, the earning is split between multiple accounts, and the account split method is 'Manual' or 'Hours', first click the '+' button located on the left side of the earning description under the Earnings/Overtimes/Non-Cash Benefits/Paid Leaves area of the **Earnings** tab. Then click in the **Hours/Items** field for the earning to enter the number of hours/items for each appropriation account.

Step 6: If the rate for any earning, overtime, non-cash benefit or paid leave needs modified, click in the **Rate** field for the earning under the Earnings/Overtimes/Non-Cash Benefits/Paid Leaves area of the **Earnings** tab and enter the rate.

Step 7: If the amount of any earned leave needs modified, click in the **Override** field for the leave under the Earned/Used/Denied Leaves area of the **Earnings** tab to manually edit the amount of earned leave.

Step 8: If the amount of any used leave needs modified for a salaried employee, click in the **Used** field for the leave under Earned/Used/Denied Leaves area of the **Earnings** tab to manually edit the amount of the used leave.

Step 9: Click on the **Withholdings** tab.

Step 10: If the amount of any employer withholding or fringe benefit credit needs modified, first click on the '+' button located on the left side of the withholding description under the Employer Withholdings/Fringe Benefit Credits area. Then click the **Override** field for the withholding to enter the amount. *(If you choose to override an employer withholding or fringe benefit credit amount, the system will display the following message, 'It is STRONGLY recommended that you contact UAN before overriding the calculated OPERS, OP&FPF, Social Security, or Medicare amounts. Although you may override these withholdings, doing so may cause unanticipated discrepancies between calculated withholdings and actual withholdings on affected agency reports, including the 941Quarterly Federal Tax Return and the OPERS and*

OP&FPF Contributions reports. Identifying and resolving these discrepancies when you are ready to prepare these reports may require significant time and effort. Contact UAN for assistance with modifying these withholdings.')

Step 11: If the amount of any employee withholding needs modified, first click the '+' button located on the left side of the withholding description under the Employee Withholdings area. Then click the **Override** field for the withholding to enter the amount. (*If you choose to override an employee withholding amount, the system will display the following message, 'Important: One or more overridden withholdings were recalculated. Please verify that all withholding override amounts are still appropriate.'.)*

Step 12: If Manual or Conversion is the wage type of the wage record being edited, the **Manual Net** amount must be entered under the Wage area.

Step 13: If Warrant or EFT is the wage type of the wage record being edited, **review the wage information** under the Wage area located at the bottom left of the Edit Wage form to verify the Hours paid, Employer WH, Gross wages, Withholdings, Non-Cash, and Net wages.

Step 14: If the employee has leave balances, click on the **Leave Balances** tab to review the Employee Leaves area.

Step 15: **Review the wage information** on each tab of the Edit Wage form again.

Step 16: Click the **Save** button. *(Selecting **Close** on this step will prompt the system to display a message 'Save Changes?'. Selecting **Yes** will still save the modifications. Selecting **No** will exit without saving. Selecting **Cancel** will return to the Edit Wage form.)*

Step 17: If more than one wage was selected to edit, repeat Steps 3-16 to edit the next wage.

Reminder: *Any changes that are made to an employee under Payroll → Maintenance → Employees will not be reflected in wages that are in the batch for the employee prior to those changes. The batch wages for the employee would have to be deleted and added again, or the batch wages would have to be edited.*

Reminder: *If an employee earning rate is modified when editing wages and the rate should be permanent, the rate should also be updated under Payroll → Maintenance → Employees (Employee Earnings).*

Reminder: *Net wages cannot be less than $0.00.*

Reminder: *Manual and conversion wages must be posted from the Edit Wage form.*

Reminder: *The net wages amount must equal the manual net amount in order to save and post manual or conversion wages.*

Reminder: *The system does not automatically decrease regular hours by the amount of paid leave hour that are entered. Regular hours must be manually adjusted down.*

Reminder: *If the employee is incorrectly set to 'Track Hours By Day', then this option will need be corrected in the Payroll → Maintenance → Employees section of the software before proceeding. The future enhancements associated with 'Track Hours By Day' are currently disabled in UAN. Please see the overview of the Employees section of this manual for more information.*

HOW TO POST/PRINT A WAGE (WARRANT/EFT)

Step 1: Place a checkmark beside the **wage(s)** to be posted and printed by clicking on the checkbox on the left side of the wage batch number. *(Click the top checkbox to select all wages to post/print.)*

Step 2: Verify or modify the **Wage Combine** selection located at the bottom left corner of the Wages screen. If the **'Print one warrant/EFT per employee'** option is selected', any of the selected warrant/EFT wages for the same employee will be combined onto a single payment when posting and printing wages. If the **'Print one warrant/EFT per wage'** option is selected, all of the selected wages will each print on a separate payment when posting and printing wages.

Step 3: Click on the **Post/Print** button.

Step 4: The system displays a message asking whether to post the selected number of items. Click on the **OK** button to proceed in posting and printing the selected wage(s). *(Selecting **Cancel** will return to the Wages screen without posting and printing any items.)*

Step 5: If the EFT is the wage type to be posted, the system will display a reminder message stating, 'Please note: Set the post date on the following form to the desired EFT deposit date. All EFTs posted for a particular deposit date will be grouped into a single batch. The batch must then be transmitted to your bank at least 2 days prior to that deposit date.' Click on the **OK** button to proceed. *(Refer to the **How To Send An EFT Batch** section of this manual for the steps on how to send the EFT batch file.)*

Step 6: A Next Warrant Number form will be displayed. Select the **Post Date**.

Step 7: Enter a **Stub Note** (optional).

Step 8: Make selections for the printing of the **Warrant** and **Pay stub** or the **EFT** under the Wage Printing area.

Step 9: The system automatically defaults the **User Selected #** to the next available warrant number in the system; however, it can be changed. Once the correct **User Selected #** is entered, click on the **OK** button to proceed. *(Selecting **Cancel** will return to the Wages screen.)*

Step 10: If the User Selected # is different than the next available number, a message will be displayed stating the number of warrants being skipped will be voided. Click on the **OK** button to proceed in printing the warrant. *(Selecting **Cancel** will return to the Next Warrant Number form.)*

Step 11: Next, the system displays a Print box. Click on the **Print** button to print the selected wages. *(The system displays a separate Print box if both warrant and EFT wages were in the selected batch of wages to be posted and printed. Be sure to click on the Print button for each Print box.)*

Step 12: The system displays a message asking if all items printed successfully. Click on **Yes** to finish posting the wage(s). *(If there were wages that did not print successfully, select **No** to reprint or reissue the wage(s) from the Payroll Payment Utility screen. Refer to the **Payroll Payment Utility** section of this manual for the steps.)*

Reminder: *If an employee is set to combine wages onto a single warrant/EFT, be sure to select all the wage records for the employee to post/print at the same time.*

Reminder: *All skipped warrants/EFTs and manual wages will be automatically voided in the system.*

Reminder:	*Remember to match the next warrant number with the physical check in the printer.*
Reminder:	*Warrants cannot be backdated.*
Reminder:	*EFT wages can be backdated to the first of the year or later (but after the date of the latest posted bank reconciliation).*
Reminder:	*All EFTs posted for a particular deposit date will be grouped into a single batch. The batch must then be transmitted to your bank at least 2 days prior to that deposit date. (Refer to the **How To Send An EFT Batch** section of this manual for the steps on how to send the EFT batch file.)*

CLASS EXERCISE

ADD MONTHLY WAGES

Click: Add and select Warrant/EFT to create new wages. Click OK to the system message regarding pay period dates.

On the Add Wages form:
Select: The Administration Department.
Select: The Monthly Frequency box. Enter the 03/01/2016 through 03/31/2016.
Select: Brutus Buckeye and the three trustees.
Click: Save, wait for the process to complete, then Close.
Choose: Click Yes to edit the wage records and the Edit Wages form will open.

If you choose not to edit at this time the wages will remain available in the batch list until action is taken to edit, post or delete.

EDIT MONTHLY WAGES

If you did not choose to edit at the time you created the wages they will remain listed in the batch. You can select any single wage or group of wages to edit once they are in the batch by checking in the box and clicking Edit. If you find that there is something incorrect in the set up you must select the item and click delete. Once the employee is edited and the error corrected you can create a new wage to edit.

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

In our sample township, the trustees turn in their time for the past month and the fiscal officer calculates the percentage of their salary to be paid from different funds. The fiscal officer is paid from one account, so his wage doesn't require editing.

The instructor will walk you through editing the trustees wages based on the attached table below. Editing the trustees' account amounts shouldn't result in a change in the gross wages. Click + at the left of the earning description to expand to the accounts detail.

BATCH REPORTS – MONTHLY WAGES

It is highly recommended that you print the batch wage reports prior to posting wages. The recommended process to follow is to add wages, edit wages, print the batch report and verify all items. Edit again if corrections are necessary, generate another batch report for verification, and when all items are verified to be correct, post the wages.

Steps to access: Payroll → Reports & Statements - Batch Report – Wages

Select: Batch Wage Detail from the drop down list. This report is recommended because it shows all detail for each wage.
Mark: The batch wages in the list to include on the report.
Click: Print, Display or Save PDF.

POST MONTHLY WAGES

Steps to access: Payroll → Transactions → Wages

For a detailed Overview, Instructions, and Frequently Asked Questions (FAQs):

Follow the steps to access above, then click [Need Help?] in the upper right corner of the screen to open help at the overview, or in the FAQ section at the bottom left of your screen click a specific option.

The batch list appears when the Wages form opens. Post/Print is the action to take to both post the wages to the cash journal and print the paychecks or EFT vouchers.

Select: All the wages in the batch.
Click: Post/Print and answer OK to the number of items to Post.
Enter: The Post Date of 04/07/2016.
Click: OK once the instructor reviews the next check number and pay stub options with the class.
Load Printer: The Print form shows the type and number of items you are posting and – when checks need to be loaded in the printer – the form shows the first and last check numbers needed.
Click: Print when printer is loaded properly.

ADD BI-WEEKLY WAGES

We had created separate departments for the Maintenance and Fire & EMS workers because we wanted to emphasize the use of departments to create separate groups for wage processing. For class purposes we are going to select the two groups to process at one time to emphasize two points. You will have the option to process one group at a time but you can still group them together if you want. The key point to remember is to create separate departments only if you want one group of employees separate from another group of employees for wage processing.

On the Add Wages form:
Select: The Fire & EMS and Maintenance Departments
Click: Click the Bi-Weekly Frequency box
Enter: 03/12/2016 through 03/25/2016 as the pay period begin and end dates.
Select: A list of employees will appear in the Employee Earnings area. Select everyone except Steve Friendly, Harry Hero SR and Harry Hero JR.
Click: Save and Close
Choose: Yes and the Edit Wages form will open.

If you answer "no" the wage records can be selected to edit from the batch at a later time.

EDIT BI-WEEKLY WAGES

In our sample township we have several sample employee timecards. Wages were added in the last step and now the hours and leave will be edited. The instructor will walk you through editing the employee wages based on the timecards. Each timecard attached includes the Gross and Net wage that should be generated if you have edited the wages correctly.

Start with a simple part-time employee with one earning and one account.

The next sample employee is paid a salary and has earned comp. time and used vacation leave. Review the Leave Balance tab to see if Sonny has 8 hours of vacation leave available.

The next two wages illustrate how paid leave affects the wage when default hours are set. Default hours will always have to be edited to match the time card when leave is paid to an hourly employee. Always verify the accuracy of the hours paid box before posting wages.

This sample employee has multiple earnings and accounts. Click the + to the left of the earning description to expand to the account code level. You can also press Enter on the earning line to expand to the account code level.

The sample employee below illustrates how to earn Holiday Leave at the wage level. First you enter the earned Holiday Leave hours and then you enter the paid Holiday leave hours.

When you have court ordered withholdings that use a formula based on the employee's earnings you must edit the withholding on the Edit Wage form to complete the process. Your instructor will walk you through how to edit a withholding using the sample employee timecard and the garnishment formula below.

BATCH REPORTS BI-WEEKLY WAGES

Review the Batch Wage Detail report prior to posting.

Steps to access: Payroll → Reports & Statements - Batch Reports - Wages

Select: The Batch Wage Detail report from the drop down list.
Mark: The batch wages in the list to include in the report.
Click: Display for class purposes.

DELETE BI-WEEKLY BATCH WAGE

In our sample data we discover that we created wages for one employee that didn't have hours this pay period. The wages must be deleted from the batch list. The instructor will show you how to delete wages from the batch list prior to posting the wages for the rest of the employees.

Steps to access: Payroll → Transactions → Wages

On the Wages form you will see the batch wages listed.
Select: Jerry Jones from the batch list.
Click: Delete. The wage for Jerry Jones is deleted from the batch list.

POST BI-WEEKLY WAGES

The remaining batch list contains some warrant and EFT type wages. There are several options for selecting batch wages to post: You can select the entire list to Post/Print at once. You can set the Type filter at the top of the Wages form to display a list to filter and post one type at a time. Or you can just select individual wages to post by clicking in the individual boxes. If you want to add a stub note for a specific employee or group of employees you can select and post them separately.

Although multiple types can be posted at one time, it is recommended that you select one type at a time to avoid printing the vouchers on checks or checks on paper. The Type filter set at the top of the batch list determines what will appear in the list. "All" is the default type.

Click: The Type drop down arrow at the top of the form.
Select: Warrant as the type. The batch list will show only warrants.
Select: All the batch warrants by clicking the header checkbox.
Click: Post/Print.

A System Message will ask if you wish to post the selected items.
Click: OK

The Next Warrant Number form appears. On this form you could enter a stub note or change your selections for the items to be printed on the pay stub. The software is showing you the next available warrant number to post. Verify the accuracy of the next warrant number.
Click: OK (only if this number is correct. If the number is not correct, then type the correct number in the user selected # box).

The Print form appears confirming the number and type of items that are printing. The software will show you the beginning and ending check number to load into the printer.
Click: Print when you have loaded the checks and are ready to print.

A System Message appears asking if all the items printed successfully. Do not answer until they have completed printing. Once you have reviewed the items and determined that they have printed successfully, click OK.

The batch list is now empty because the Type filter is still on Warrant and there are no more warrants in the batch. Change the type filter following the steps below.

Click: The Type drop down arrow at the top of the form.
Select: EFT as the type. The batch list will show only electronic payments.
Select: All the batch wages by clicking the header checkbox
Click: Post/Print. A System Message will ask if you wish to post the selected items
Click: OK.
The Print form appears confirming the number and type of items that are printing. The print form will instruct you to load plain paper (or EFT forms depending on your selection) into the printer.
Click: Print when you are ready.

A System Message appears asking if all the items printed successfully. Do not answer until they have completed printing. Once you have reviewed the items and determined that they have printed successfully click OK. Close the Wages form.

HOW TO CREATE EFT FILE (DIRECT DEPOSIT)

The **EFT** area is used to create the EFT batch file to send to the entity's bank. The post date that was entered when posting EFT wages is the deposit date of the EFT pay stub. This is the date the money will be debited from the entity's account and credited to the employees' accounts. After the EFT pay stubs have been posted, they are put into a batch file, and the batch file is then sent to the entity's bank.

STEPS TO ACCESS

Payroll → Transactions → EFT

HOW TO SEND AN EFT BATCH

Step 1: Select the **Deposit Date**.

Step 2: Select the **'Include employee bank account information'** checkbox if you want the employee(s) bank account information (routing number, account number and type) to be included on the EFT file report.

Step 3: Verify that the correct **Wages** are checked in the list grid.

Step 4: Click the **File** button.

Step 5: If the Deposit Date does not meet the 2-day requirement, the system will display the message 'The deposit date of the selected wages is xx/xx/xxxx. Banks typically require 2 days to process EFT deposits, and the deposit date does not fit the typical 2-day requirement. To create an EFT file for this deposit anyway (if you will not actually send the EFT file to your bank, or your bank will accept a file for this date), click [OK]. Otherwise, click [Cancel] and then reissue these wages in: Payroll → Utilities → Payroll Payment Utility. Note: Reissuing wages will generate replacement warrants. You may also void these wages in the Payroll Payment Utility and then create new EFT wages with a new deposit date in Payroll → Transactions → Wages.' Click on the **OK** button to proceed or **Cancel** to return to the EFT screen.

Step 6: If the deposit date meets the two day requirement, the system will display the message, 'File "E000000A.txt" saved successfully. Location: C:_UAN_EFiles\'. Click on the **OK** button to proceed.

Note: if optional setup steps have been completed to send EFT pay stubs by email to participating employees, then additional messages will display prompting you through email message options. For detailed information, please read 'Appendix 1: Steps For Emailing EFT Pay Stubs'.

Step 7: The system will display the following message, 'Display a report of the saved EFT file?'. Click on the **Yes** button to display the report. *(Click on the **No** button to skip viewing the report.)*

Step 8: If displaying the report, a Report Viewer screen will be opened and display the **EFT Batch File Report**. Click on the **Print** button to print the report, or click the **Close** button to close the Report Viewer.

Step 9: Click on the **Close** button to exit the EFT screen.

Step 10: Retrieve the **EFT batch file** under C:_UAN_EFiles to upload it at the bank's website, into software supplied by your bank, or some other method of transmission to your bank.

Reminder: *Refer to the **EFT Utility** section of this manual for steps on **How To Re-File An EFT** or **How To Display An EFT**.*

Recommendation: The EFT files which reside in the _UAN_Efiles folder **are not encrypted**. UAN recommends that you regularly delete any sensitive files from _UAN_Efiles folder and Recycle Bin. Another option would be to move all sensitive files from the _UAN_Efiles folder to another folder or device that is protected by a safety measure e.g. password protected.

CLASS EXERCISE

Create the EFT File.

Display the Report.

DEACTIVATE PREVIOUS FISCAL OFFICER

STEPS TO ACCESS

Payroll → Maintenance → Employees

CLASS EXERCISE

Select: Brutus Buckeye from the grid.
Click: Deactivate.

*****Run the training class data file # 4. *****

AFTER EVERY PAYROLL

Wait until you have passed out payroll to make sure employees do not have any changes prior to completing the following review:

Do you have withholdings that are paid after each pay day? If so then pay the withholding and complete any reports.

Did you just pay the last payroll with a pay check date in this month? If so, then any monthly withholding taxes or reports (not OPERS or OP&FPF) can be processed at this time.

Did you just pay the last pay period end date of the month? If so then OPERS and OP&FPF can be reported and paid at this time.

Did you just pay the last payroll with a pay check date in this quarter? If so then any quarterly withholding taxes or reports can be processed at this time.

CLASS EXERCISE

Pay withholdings that are paid after every payroll.

STEPS TO ACCESS

Payroll → Transactions → Withholding Payments

Print a warrant for Ohio Deferred Comp

HOW DO I PAY AND REPORT STATE RETIREMENT WITHHOLDINGS?

State retirement withholdings are paid and reported based on the pay period end dates and so you must wait until you have paid all the employee wages that should be included on the report before paying withholdings or producing the report.

CLASS EXAMPLE

Create a pay schedule on the OPERS website inputting our bi-weekly pay period information for Buckeye Township.

OPERS CONTRIBUTIONS

STEPS TO ACCESS

Payroll → Reports & Statements → External Forms

The **OPERS Contributions** report lists the required information to be submitted to the Ohio Public Employees Retirement System (OPERS). The data includes the pay period being reported, the earnable salary and the retirement contribution amount for each eligible employee. The OPERS-G Government report includes the employees contributing to OPERS-G and likewise, the OPERS-L Law Enforcement report includes the employees contributing to OPERS-L. Employees that have the regular OPERS contribution deducted will appear on the OPERS-G Regular or OPERS-L Regular reports. Employees that are part of a salary reduction or fringe benefit program will appear on the OPERS-G Benefit or OPERS-L Benefit report. The reports include a signature and date line.

Follow the steps below to generate the OPERS Contributions report:

Step 1: Select the **Year** for which the report will be generated.

Step 2: Click the **Add** button.

Step 3: Select the **OPERS Type** that you want to generate the report for (G – Government or L – Law Enforcement).

Step 4: Select the **Month** under the **From Pay Periods Ending In** section.

Step 5: Verify that the correct **Report Type** has been selected (Standard or Supplemental).

Reminder: *A Supplemental OPERS Contributions report is used to submit disability payments, payments to terminated or deceased employees, retroactive salary increases, or settlement agreements.*

Step 6: Review the data in the grid for accuracy and make any changes if necessary.

Step 7: If changes need to be made to the OPERS Contribution information, click on the field that contains the information that needs to be changed. The information in the selected field will then be highlighted, indicating that it can be modified. Make the necessary changes. When finished editing a field, press the Enter or Tab key or click out of the field with the mouse.

Step 8: Verify the **Report Name.** *(The system automatically defaults in a name, but it can be modified.)*

Step 9: Once all of the information is correct, click on the **Save** button.

Additional OPERS Contributions report information:
In columns 6 & 7 of the OPERS Contributions Report screen, Pay Period Begin Codes (PPB) and Pay Period End Codes (PPE) are used to indicate a payroll period for an employee that differs from the normal, full payroll period. Valid entries for the PPB field are E=Re-Employed Retiree, H=Pay Schedule and/or Frequency Change, N=New Employee, R= Non-Military Leave

Return, S=Seasonal Employment Return or New, T=Military Leave Return, and X=Student Exemption Return (Universities). Valid entries for the PPE field are D=Deceased, F=Laid Off, H=Pay Schedule/Frequency Change, L=Leave of Absence, M=Military Leave Departure, P=Retired, Q=Quit, S=Seasonal Employment Departure, W=Workers Compensation Departure, and X=Student Exemption Departure (Universities).

In column 8 of the OPERS Contributions Report screen, Additional Earning Codes (A) are available. These codes are used to explain larger-than-normal salaries. For example, if an employee will be receiving a large check for an approved vacation time pay out, an additional earning code should be used to explain this. Valid entries for this field are B=Bonus-% of Wages, C=Annual Conversion of Sick/Vacation Time, L=Longevity Payment, O=Additional Hrs./Overtime/Part to Full Time, and S=Stipend-Subject to Federal Taxation.

An 'Internal Use Only' option is also available to generate a report that will contain the employer's contribution as well as the employees' contributions for the selected month. This option is useful in ensuring that the OPERS withholding payment that is generated ties to the report for the specified month. This option can be chosen by selecting a saved report from the OPERS Contributions report selection screen and clicking on either the 'Print' button or the 'Display' button. Upon clicking one of those buttons, a dialog box will open wherein the **Mark "Internal Use Only"** checkbox can be selected.

The OPERS Contributions report screen also contains an option to generate a **File**. This option is used to create a file of OPERS data which can be uploaded to the OPERS website, or copied to a CD which can be mailed to OPERS.

Follow the steps below to generate the OPERS Contributions file:

Step 1: Click on the checkbox beside the **Report Name**.

Step 2: Click on the **File** button. The system will display a message that "OPERS Upload YYYY MM.txt" file has been saved successfully and located under C:_UAN_EFiles.

Step 3: Click on the **OK** button.

Follow the steps below to send the OPERS Contributions file via modem:

Step 1: Connect to the Internet. From the desktop, click on 'UAN Tools', and then click on the 'OPERS ECS' icon. Enter the OPERS 'User ID and Password' that is provided by OPERS. Click on 'Log-In to ECS', 'Create Reports' and 'Transfer a file'.

Step 2: Enter File Location: C:_UAN_Efiles\desired filename.txt and click on 'Submit Report for Verification'.

Step 3: Verify that the OPERS screen report matches the report you generated in Step 1 by clicking on the 'View' link. Then click on the 'Submit to OPERS' button.

Step 4: Click on 'Create Printer Friendly Version' to print report(s).

Step 5: Remit payment to OPERS.

Follow the steps below to copy the OPERS Contributions file to CD:

Step 1: Insert a blank CD into the CD Drive. A Windows message box may appear stating that 'Windows can perform the same action each time you insert a disk or connect a device with this kind of file'. Select 'Cancel' to close the message box.

Step 2: Browse to the C:_UAN_EFiles folder.

Step 3: Right-click on the desired file. Highlight 'Send To' then select DVD/CD-RW Drive (E:) from the drop down menu.

Step 4: In the lower right hand corner of the computer a message will appear that 'You have files waiting to be written to the CD'. Click on the message and the DVD/CD-RW Drive (E:) window will be displayed.

Step 5: Select 'Write these files to CD'. Select 'Next' then select 'Finish'.

HOW TO AVOID COMMON MISTAKES

- Never edit the amount calculated for OPERS on a wage.
  - If it should not be withheld on a portion or all of the earnings stop and edit employee setup.
- Never manually edit the report to include different pay checks. The reports pulls in the amounts based on the employee check date and that is how it is supposed to be.

REQUIRES MANUAL REPORT EDITS

- To add pay period begin and end codes
- To edit pay period begin or end dates to properly report first or last day worked for new or leaving employees.

SETUP ITEMS

- If your report is being rejected by OPERS because you are filing the wrong report type (00 vs. 08) then you have a major setup issue and should stop and call UAN immediately.

CLASS EXERCISE

Add the OPERS Contributions report.

Verify all your employees are on the report for the correct amounts and pay period dates.
If they are not, then you need to figure out why not before filing the report.
Common Reasons:
Have you paid all the wages to be included on the report?
Were any of the wages voided?
Were the correct pay period start and end dates inputted for each wage?

PAY PERIOD ADJUSTMENT

HOW TO ADJUST A PAY PERIOD

Step 1: Select the **Wage Status** (Batch or Posted).
Step 2: Under the **Narrow Selection** section, select to filter the pay periods by **Post Date** and **Frequency**.
Step 3: Under the **Select Recorded Pay Period** section, choose the **By Start** or **By End** radio button. *(The system defaults the selection to By End, but it can be changed.)*
Step 4: If the By Start option is selected, click on the By Start drop down box to select the **start date** of the pay period that needs to be adjusted. Then click on the By End drop down box to select the corresponding **end date** of the pay period that needs to be adjusted.
Step 5: If the By End option is selected, click on the By End drop down box to select the **end date** of the pay period that needs to be adjusted. Then click on the By Start drop down box to select the corresponding **start date** of the pay period that needs to be adjusted.
Step 6: Under the **Change Pay Period To** section, enter the correct **Start** and **End** dates for the pay period.
Step 7: Select the **Wage(s)** to be adjusted from the Wages list grid.
Step 8: Click the **Post** button. *(Selecting **Close** on this step will prompt the system to display a message 'Post Transaction?'. Selecting **Yes** will still allow the adjustment to be posted. Selecting **No** will exit without posting the adjustment. Selecting **Cancel** will return to the Post Pay Period Adjustment form.)*
Step 9: Click on the **Close** button to exit.

CREATE OPERS REPORT

Add the OPERS Contributions Report.

Enter the PPE Date Codes:
Brutus Buckeye = P retired
Steve Friendly = Q quit

Enter the PPB Date Codes:
Rob Ryobi = N new
Betty Trusty = N new
Ray Joy = N new

Enter the End Date:
Steve Friendly = Actual last day worked 03/04/2016

Enter the Begin Date:
Rob Ryobi = Actual first day worked 03/15/2016

If you are paying your OPERS online, upload the report prior to creating the withholding payment so that you can include the rounding difference on the payment.

PAY WITHHOLDING

CLASS EXERCISE

Pay withholding as an electronic payment. Edit for rounding difference on the Employer accounts tab.

Post the electronic payment.

If report is filed online an OPERS Remittance will not need to be created.

OPERS REMITTANCE

STEPS TO ACCESS

Payroll → Reports & Statements → External Forms

The **OPERS Remittance** screen is used to generate the Employer Payment Remittance Advice. This screen will also allow you to make modifications or add information to indicate how you wish to distribute your warrant or wire transfer amount. The Payment, Employee and Employer Retirement Contributions, Other Employer Liabilities, Employer Credit, Employer Information, Service Purchase Payroll Deductions, and Report Total areas will populate with information when a warrant number is selected from the Payment Number field. Please note that only withholding payments generated from the payroll software will appear in the Payment Number drop down list. Also note that any of the information on the Add OPERS Remittance screen can be edited if necessary. However, it should be rare for changes to be needed. Changes should be made with caution and only when absolutely necessary.

OP&FPF CONTRIBUTION

STEPS TO ACCESS

Payroll → Reports & Statements → External Forms

The **OP&FPF Contributions** report lists the required information to be submitted to OP&FPF. The data includes the earning period beginning and ending dates, the gross wages, taxed contributions, and the amount of the tax deferred retirement contributions for each eligible employee. There are two OP&FPF reports: OP&FPF-P for police (only available for villages) and OP&FPF-F for fire.

The add OP&FPF Contributions report area allows modifications to be made to the report information if necessary prior to generating the report to send to OP&FPF. Employee information already shown on the report can be added to, edited and deleted. Changes that can be made include the hours base, work codes, pay period start and end dates, hours paid, gross earnings, retirement contributions and earning (pay) type, among others. In fact virtually all employee information, pay information, and reduction (contribution) amounts can be edited. Multiple reports depicting different scenarios can be saved by changing the report name and clicking the ‘Save’ button. These saved reports can then be accessed later by selecting them from the main OP&FPF Contributions screen and then clicking the 'Display' button to view, or the 'Edit' button to make further edits.

Follow the steps below to generate the OP&FPF Contributions report:

Step 1: Select the **Year** for which the report will be generated.

Step 2: Click on the **Add** button.

Step 3: Select the **OP&FPF Type** that you want to generate the report for (P – Police or F – Fire).

Step 4: Select the **Month** under the **From Pay Periods Ending In** section.

Step 5: Verify that the correct **Report Type** has been selected (Standard or Supplemental).

Reminder: *A Supplemental OP&FPF Contributions report is used to submit retroactive salary increases or to report gross earnings and retirement contributions that were not submitted on a prior OP&FPF Contributions report.*

Step 6: Review the data in the grid for accuracy and make any changes if necessary.

Step 7: If changes need to be made to the OP&FPF Contribution information, click on the field that contains the information that needs to be changed. The information in the selected field will then be highlighted, indicating that it can be modified. Make the necessary changes. When finished editing a field, press the Enter or Tab key or click out of the field with the mouse.

Step 8: Verify the **Report Name.** *(The system automatically defaults in a name, but it can be modified.)*

Step 9: Once all of the information is correct, click on the **Save** button.

Additional OP&FPF Contributions report information:
Column 6 of the OP&FPF Contributions Report screen contains the OP&FPF Earning Type (Earn). The earning type will automatically pull into the report selection screen if it has been entered in the OP&FPF Type field of the earning under Payroll → Maintenance → Earnings and Leave. The earning type can be edited for each earning of an employee on the report selection screen prior to printing the report if necessary. The earning types for OP&FPF are:

0 - Regular Pay
1 - Holiday Pay
2 - Overtime Pay
3 - Longevity
4 - Shift Differential
5 - Acting Pay
6 - Retro Pay
7 - Current Additional Allowable Salary
8 - Lump Sum Additional Allowable Salary
9 - Military Pay
A - Educational Allowance
B - Performance Bonus
C - Sick Leave Incentive
D - Stress/Hazard Pay
E - Special Duty

Column 8 of the OP&FPF Contributions Report screen contains each employee's OP&FPF Hours Base (Hrs Base). The hours base will automatically pull into the report selection screen if it is entered in the OP&FPF Hours Base field under Payroll → Maintenance → Employees →

Information tab. The hours base can be edited for each employee on the report selection screen prior to printing the report if necessary.
Column 19 of the OP&FPF Contributions Report screen contains the OP&FPF Work Code. This field must be completed on the first payroll submitted for a new member of OP&FPF and on the last payroll for a deceased, terminated or retired member of OP&FPF. Valid entries for this field are N=New Member, R=Retired Member, L=Member on Leave of Absence, M=Member on Military Leave, D=Deceased, S=Suspended, T=Terminated, and A=Pay Adjustment from Prior Reporting Period.
An 'Internal Use Only' option is also available to generate a report that will contain the employer's contribution as well as the employees' contributions for the selected month. This option is useful in ensuring that the OP&FPF withholding payment that is generated ties to the report for the specified month. This option can be chosen by selecting a saved report from the OP&FPF Contributions report selection screen and clicking on either the 'Print' button or the 'Display' button. Upon clicking one of those buttons, a dialog box will open wherein the **Mark "Internal Use Only"** checkbox can be selected.
The OP&FPF Contributions report screen also contains an option to generate a **File**. This option is used to create a file of OP&FPF data which can be uploaded to the OP&FPF website, or copied to a CD which can be mailed to OP&FPF.

Follow the steps below to generate the OP&FPF Contributions file:

Step 1: Click on the checkbox beside the **Report Name**.

Step 2: Click on the **File** button. The system will display a message that "OP&FPF Upload YYYY MM.txt" file has been saved successfully and located under C:_UAN_EFiles.

Step 3: Click on the **OK** button.

Follow the steps below to send the OP&FPF Contributions file via modem:

Step 1: Connect to the Internet. From the desktop, click on 'UAN Tools', and then click on the 'OP&FPF Upload' icon. Enter the OP&FPF 'User Name' and 'Password' that was provided to you by OP&FPF. Click on 'Log In' and then click on 'Step 1: Upload a payroll file'.

Step 2: There may be multiple files to upload depending on whether your entity has both police and fire. To find the correct 'Payroll File', click on 'Browse' and select the Local Disk (C:) drive. Next, double click on the _UAN_Efiles folder. The file(s) will be named opfpf__.txt. The two empty spaces will contain either a 'p' or an 'f' and then a number, for example 'opfpff2.txt' or 'opfpfp1.txt'. Double click on the file name that is to be sent. Then click on 'Submit File'. Repeat this for any additional files to be uploaded.

Step 3: Click on 'Step 2: Submit Summary of Payment Remittance Information (Recap Form)' and follow the instructions to submit the form.

Step 4: Remit payment to OP&FPF.

~~Follow the steps below to copy the OP&FPF Contributions file to CD:~~

~~**Step 1:** Insert a blank CD into the CD Drive. A Windows message box may appear stating that 'Windows can perform the same action each time you~~

~~insert a disk or connect a device with this kind of file'. Select 'Cancel' to close the message box.~~

~~**Step 2:** Browse to the C:_UAN_EFiles folder.~~

~~**Step 3:** Right-click on the OP&FPF file. Highlight 'Send To' then select DVD/CD-RW Drive (E:) from the drop down menu.~~

~~**Step 4:** In the lower right hand corner of the computer a message will appear that 'You have files waiting to be written to the CD'. Double click on the message and the DVD/CD-RW Drive (E:) window will be displayed.~~

~~**Step 5:** Select 'Write these files to CD'. Select 'Next' then select 'Finish'.~~

HOW TO AVOID COMMON MISTAKES

- Never edit the amount calculated for OP&FPF on a wage.
    - If it should not be withheld on a portion or all of the earnings, stop and edit employee setup.
- Never edit the Regular, Reduction or Fringe columns of the report. If you are told by OP&FPF that you need to change that field, then you need to call UAN support immediately because you are taxing the withholding incorrectly.

REQUIRES MANUAL REPORT EDITS

- Work Codes
- Comments
- Base Hours (only on 3 pay month)

SETUP ITEMS

- OP&FPF Type – Earning & Leave
- Account #1 (unique 4 digit number) – vendor/payee
- OP&FPF Agreement Numbers – Frequency
- OP&FPF Hours Base and Member Date – Employees – Information tab
- Pick up and frequency – Employee – Earnings tab

CLASS EXERCISE

Add the OP&FPF Contributions report.

Verify all your employees are on the report for the correct amounts and pay period dates. If they are not, then you need to figure out why not before filing the report.

Common Reasons:
Have you paid all the wages to be included on the report?
Were any of the wages voided?

Were the correct pay period start and end dates inputted for each wage?

PAY THE WITHHOLDING

CLASS EXERCISE

Pay the withholding.

OP&FPF REMITTANCE

The **OP&FPF Remittance** report has been added to allow you to generate the Summary of Payment Remittance Information to indicate how you wish to distribute your warrant, Automatic Clearing House (ACH), or wire transfer amount.

Follow the steps below to generate the OP&FPF Remittance report:

Step 1: Select the **Year** for which the report will be generated.

Step 2: Click on the **Add** button.

Step 3: If desired, select the **Number** of the withholding payment from the drop down list of the Payment (Optional) section.
Reminder: *Selecting a payment number from the drop down list will automatically pull in all of the available information for the chosen payment.*

Step 4: Select the **Payment Type** (Wire, ACH, or Check)

Step 5: Select **Beginning** and **Ending** dates under the Pay Periods section.

Step 6: Select the **Member Filing Type** (N/A, Paper, or Electronic).

Step 7: Select the **Member Reporting Type** (N/A, Standard monthly report, or Corrected report & additional money owed).

Step 8: Under the **Employer Information** tab, verify that all of the employer and fiscal officer information is correct. Make corrections if necessary.

Step 9: Click on the **Contributions** tab and verify that all of the contributions information is correct. Make corrections if necessary.

Step 10: Verify the **Report Name.** *(The system automatically defaults in a name, but it can be modified.)*

Step 11: Once all of the information is correct, click on the **Save** button.

Additional OP&FPF Remittance report information:
The Employer Information and Contributions tabs will populate with information when a withholding payment number is selected from the Payment Number field. Please note that only withholding warrants generated from the Payroll software will appear in the Payment Number drop down list. Also note that any of the information on the Add OP&FPF Remittance screen can be edited if necessary. However, it should be rare for changes to be needed. Changes should be made with caution and only when absolutely necessary

CLASS EXERCISE

Add the OP&FPF remittance report.

Chapter 3 – Less Common Transactions

*****Run the training class data file # 5. *****

HOW TO DEAL WITH A DAMAGED OR LOST PAY CHECK OR AN EFT THAT DID NOT GO THROUGH?

STEPS TO ACCESS

Payroll → Utilities → Payroll Payments Utility

HOW TO REISSUE A PAYROLL PAYMENT

Step 1: Place a checkmark in the checkbox beside the **payroll payment(s)** to be reissued by clicking on the checkbox on the left side of the payment number.

Step 2: Click on the **Reissue** button.

Step 3: The system prompts a message asking whether to void and reissue the selected items. Select **OK** to proceed with voiding and reissuing the selected payment(s). *(Select **Cancel** to exit.)*

Step 4: If the payment being reissued is a withholding payment, follow the sub-steps below:

- **Step 4a:** A Reissue box will be displayed. The system automatically defaults the **User Selected #** to the next available warrant number in the system; however, it can be changed. Verify or modify the **User Selected #**.
- **Step 4b:** Enter or select the **Reissue Date** from the calendar drop down.
- **Step 4c:** Click on the **OK** button to proceed. *(Selecting **Cancel** will return to the Payroll Payment Utility screen.)*

Step 5: If the payment being reissued is not a withholding payment, follow the sub-steps below:

- **Step 5a:** A Next Warrant Number form will be displayed. Enter or select the **Reissue Date** from the calendar drop down.
- **Step 5b:** Enter a **Stub Note** (optional).
- **Step 5c:** Make selections for the printing of the **Warrant** and **Pay stub** or the **EFT** under the Wage Printing area.
- **Step 5d:** The system automatically defaults the **User Selected #** to the next available warrant number in the system; however, it can be changed. Verify or modify the **User Selected #**.
- **Step 5e:** Click on the **OK** button to proceed. *(Selecting **Cancel** will return to the Payroll Payment Utility screen.)*

Step 6: If the User Selected # is different than the next available number, a message will be displayed stating the number of warrants being skipped will be voided. Click on the **OK** button to proceed in printing the warrant. *(Selecting **Cancel** will return to the Next Warrant Number form.)*

Step 7: Next, the system displays a Print box. Click on the **Print** button to print the selected payroll payments.

CLASS EXERCISE

Ray Joy came into the office and said that he accidently washed his paycheck and needs a new one printed.

- Payroll Payment Utility
- Select Payment Number
- Click Reissue
- Void and Reissue Selected Item? Ok
- Enter Reissue Date
- Click OK

The bank notified you that the EFT for Carl Crank did not go through because the account has been closed.

- Payroll Payment Utility
- Select EFT Payment Number
- Click Reissue
- Void and Reissue Selected Item? Ok
- All selected items will be reissued and printed as warrants: Ok
- Enter Reissue Date
- Click OK

Then you need to turn off EFT on the employee until they provide you a new bank account number and you have time to send a prenote to the bank.

Payroll → Maintenance → Employees

Edit Carl Crank and uncheck the 'prenote was sent' box on the Employee Information tab.

WITHHOLDING EDITOR

HOW TO USE THE WITHHOLDINGS EDITOR

Step 1: Select the **Withholding** from the Withholding drop down box.
Step 2: In the Employees area, select to display either **All** employees or only **Active** employees.
Step 3: Certain withholdings will have an **Edit By** area which allows a **Group** of employees to be edited or **Individual** employees to be edited. Select **Group** to apply changes to a selected group of employees. Select **Individual** to apply changes to individual employees.

Reminder: *If the **Group** option is selected, there is an **Employee Share** area at the bottom left or the Withholdings Editor window. Changes made to the amounts or rates of withholdings for groups of employees will be entered in this area.*
Reminder: *If the **Individual** option is selected, then the fields to which changes need to be made will be displayed in the grid where the employees are listed. Changes get entered directly into these fields when editing **Individual** employees.*

Step 4: If editing a group of employees, select the checkboxes beside all of the employees to be edited.

Step 5: Enter the changes into the **Change To** fields.
Reminder: *If the **Individual** option was selected in the **Edit By** area, the changes will be entered directly into the grid for the employees which are being edited.*

Step 6: Click on the **Save** button.

CLASS EXERCISE

The Dental rates have increased on our new policy since the employees now pay 25% of the total premium we need to change the employee withholding amounts.

Edit By: Group

Edit By: Individual

LEAVE PAYOUTS

The Payout of unused leave – whether it is done at retirement, termination of employment or during the course of the year when your policies state unused leave can be paid out – <u>may or may not</u> qualify as pensionable. You must verify the pensionable or non-pensionable status of the payout with OPERS and OP&FPF prior to payment.

If the item is not pensionable, then the correct method of payment is to set up a Non-Retirement Earning so that the employee and employer share of the retirement won't be deducted from the earning or included on the monthly retirement report.

ENTITY EARNINGS

Once non-retirement leave payout earnings are added in the software, then they will be available for you to add to individual employees when necessary. But if they are not already in the software, you must add them first by following the steps below.

HOW TO ADD EARNINGS AND LEAVE

Step 1: Click on the **Add** button.

Step 2: Verify the **Active** radio button is selected. *(The system automatically defaults the radio button to '**Active**').*

Step 3: Enter a unique **Name** for the new earning.

Step 4: Select an earning **Type** by clicking on the down arrow on the right hand side of the earning type field.
IMPORTANT: if the new earning is for a qualified non-pensionable leave payout, select a Non-Retirement Items type number ranging from 9000-9299.

Step 5: Select the **OP&FPF Type** by clicking on the down arrow on the right hand side of the OP&FPF type field**.** *(It is only necessary to complete this field if the earning is to be used for OP&FPF employees. It determines how the earning will be classified on the OP&FPF report.)*

Step 6: If Overtime Wages is the earning type, enter the **Overtime Rate**.

Step 7: If Leave and Comp Time is the earning type, follow the sub-steps below:

- **Step 7a**: Select the **Leave Type** radio button. *(The system automatically defaults the selection to 'Other', but it can be changed.)*
- **Step 7b:** Select the method of **Leave Accrual & Proration.** *(If the leave type is Comp Time or Holiday, the only available option is 'This leave is credited manually', and it is automatically selected. For all other leave types, the system defaults the selection to 'This leave is earned per pay period', but it can be changed.)*
- **Step 7c:** Under **Include in Regular Hours**, verify whether the hours used for this leave should be included with regular hours when accruing all other prorated leaves. *(The system automatically defaults a checkmark in the checkbox for the leave hours used to be included with regular hours. Click on the checkbox to remove the checkmark if the leave hours should not be included with regular hours when accruing all other prorated leaves).*
- **Step 7d:** Select the option for **Maximum Leave Balance**. *(The system automatically defaults the selection to 'Do not limit leave balance', but it can be changed to set a maximum leave balance).*
- **Step 7e:** Select the option for **Maximum Annual Accrual**. *(The system automatically defaults the selection to 'Do not limit annual accrual', but it can be changed to set a maximum annual accrual).*
- **Step 7f:** If Holiday, Personal, Sick, Vacation or Other is the leave type, and the leave balance is to be hidden on the pay stub when the leave has no activity for the pay period and a zero balance, click on the Pay Stub Printing checkbox to place checkmark in the box. *(The system automatically defaults the box unchecked).*
- **Step 7g:** If Comp Time is the leave type, enter the **Comp Time Accrual Rate**.

Step 8: Click on the **Save** button to add the new earning. *(Selecting **Close** on this step will prompt the system to display a message 'Save Changes?'. Selecting **Yes** will still save the new earning. Selecting **No** will exit without saving. Selecting **Cancel** will return to the Add Earning or Leave form.)*

Step 9: Click on the **Close** button to exit the Add Earning or Leave form after the new earning has been saved. *(The system displays a message in the bottom left corner of the Add Earning or Leave form to confirm the new earning has been saved.)*

Reminder: *The earning type, process group and leave type cannot be edited once they have been added in the system.*

Reminder: *A non-system earning can only be removed if it is not attached to an employee, has not been utilized in posting wages in the current year, and is not tied to prior year withholdings carried over to the current year.*

ADD NON-RETIREMENT EARNINGS TO EMPLOYEE

CLASS EXERCISE

Add a non-retirement leave payout earning to Steve Friendly.

Select: Steve Friendly from the grid.
Click: Edit and then select Advanced.
Click: Earnings Tab.
Click: Add.

Name: Maintenance
Type: Other
Department: Maintenance
Classification: Hired
Unemployment Eligible: Checkmark
Earning: Vacation Payout Non-Pens
Frequency: Bi-weekly
Pay Rate: $15.00
Select Withholdings on the Withholdings Tab
Select Account on the Accounts Tab

Click: Save and Close. Then click Close to close the Edit Employee form.

LEAVE BALANCE ADJUSTMENT

When a leave balance is paid as a non-pensionable earning, the balance must be reduced using the Leave balance Adjustment Utility. After final leave accruals and leave used payments are posted (usually the final regular wage), reduce the leave balance to zero before the non-pensionable earning is paid out.

HOW TO ADJUST A LEAVE BALANCE

Step 1: The system displays the message, 'Supporting documentation should be retained for all leave balance adjustments.' Click on the **OK** button to proceed. *(If the **Cancel** button is selected, the system will return to the main UAN screen.)*

Step 2: Under the Adjust Leave Balance section, select to filter the employee leave balances **By Employee** or **By Leave**

Step 3: If the By Leave option was selected, then select the **Department** to further filter the employee leaves list.

Step 4: If the By Employee option was selected, click in the **Adjustment** field for the leave type that is being adjusted and enter the adjustment amount.

Step 5: If the By Leave option was selected, click in the **Adjustment** field for the employee whose leave is being adjusted and enter the adjustment amount.

Step 6: Select or enter the **Date** of the adjustment to be posted.

Step 7: Click on the **Post** button. *(Selecting **Close** on this step will prompt the system to display a message 'Post Transaction?'. Selecting **Yes** will still allow the adjustment to be posted. Selecting **No** will exit without posting the adjustment. Selecting **Cancel** will return to the Post Leave Balance Adjustment form.)*

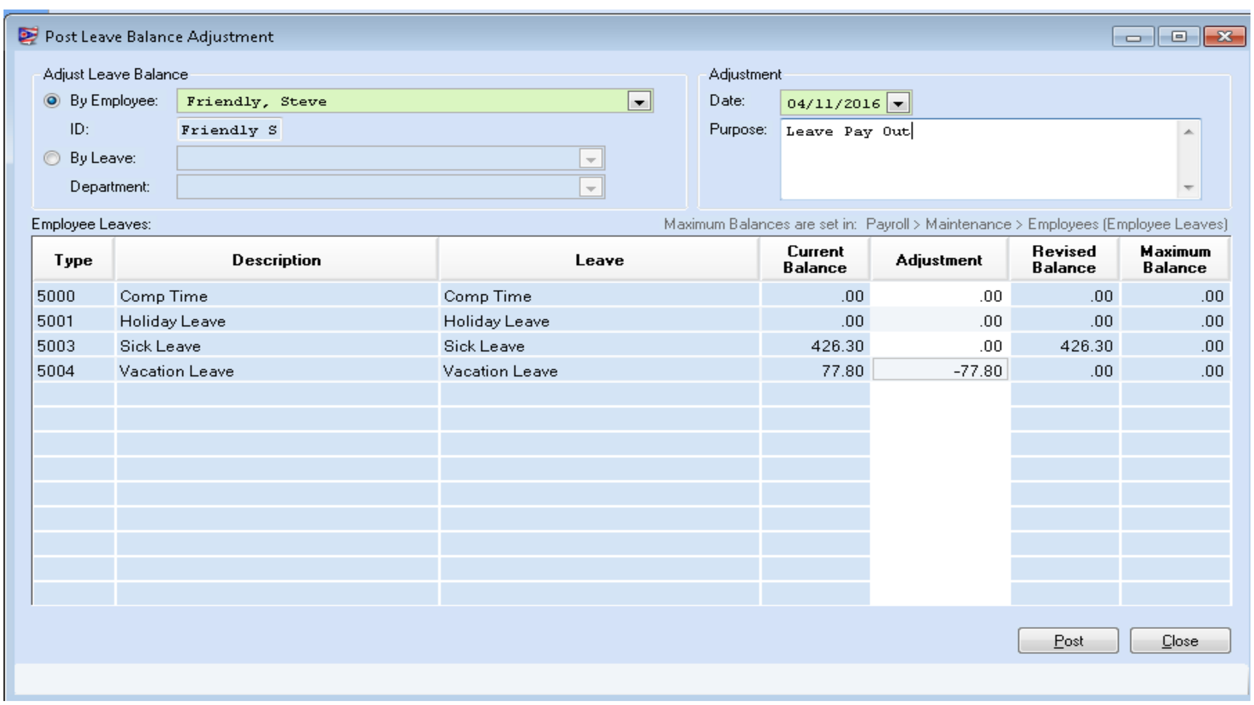
Step 8: Click on the **Close** button to exit.

Reminder: *When a new employee is added to the system or when a new leave type is added to an existing employee, the beginning balance can be entered at that time under Payroll → Maintenance → Employees → Leaves.*

CLASS EXERCISE

Our policy says we pay out 100% of vacation leave and we pay out 50% of sick leave.

Post the following Leave Balance Adjustment:



Post Leave Balance Adjustment

Adjust Leave Balance
By Employee: Friendly, Steve
ID: Friendly S
By Leave:
Department:

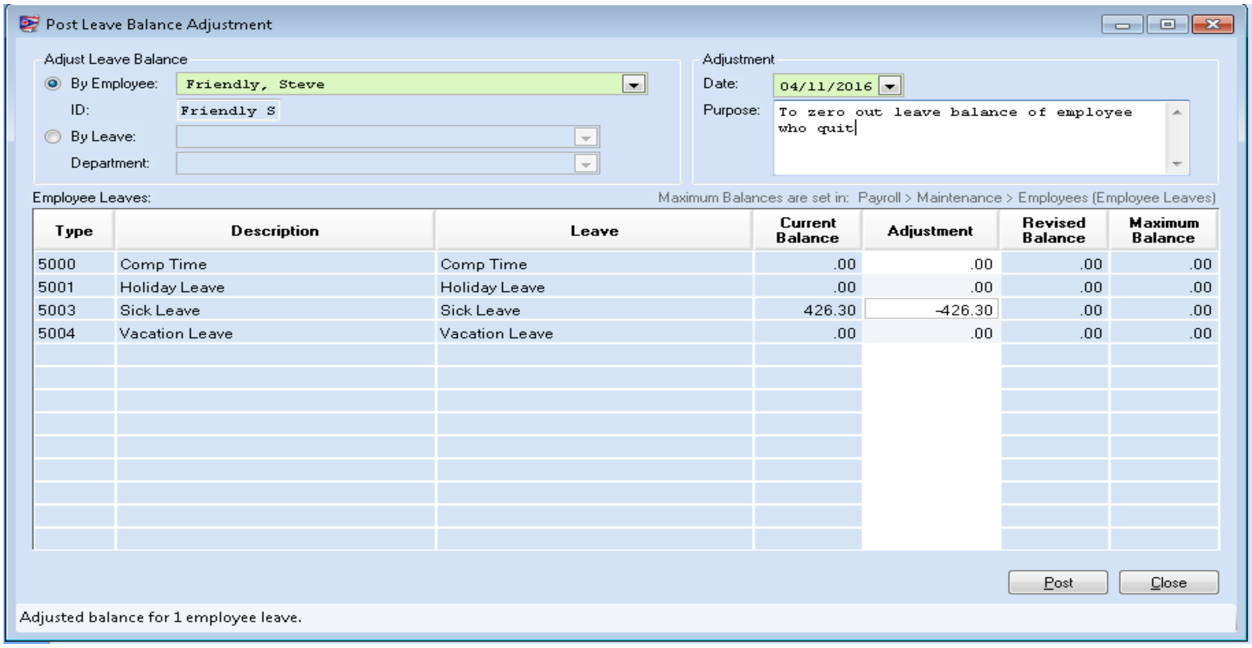
Adjustment
Date: 04/11/2016
Purpose: Leave Pay Out

Employee Leaves:
Maximum Balances are set in: Payroll > Maintenance > Employees (Employee Leaves)

Type	Description	Leave	Current Balance	Adjustment	Revised Balance	Maximum Balance
5000	Comp Time	Comp Time	.00	.00	.00	.00
5001	Holiday Leave	Holiday Leave	.00	.00	.00	.00
5003	Sick Leave	Sick Leave	426.30	.00	426.30	.00
5004	Vacation Leave	Vacation Leave	77.80	-77.80	.00	.00

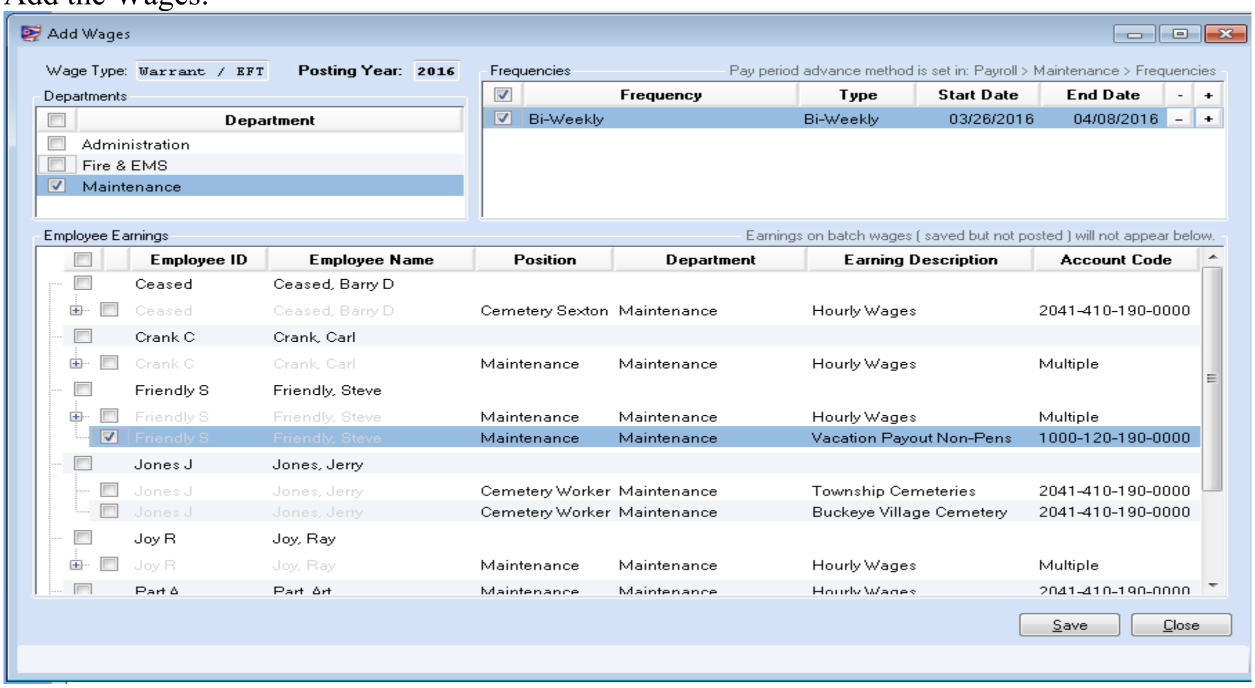
Post Close

Zero out the rest of the leave balances so the employee can be deleted at year end.

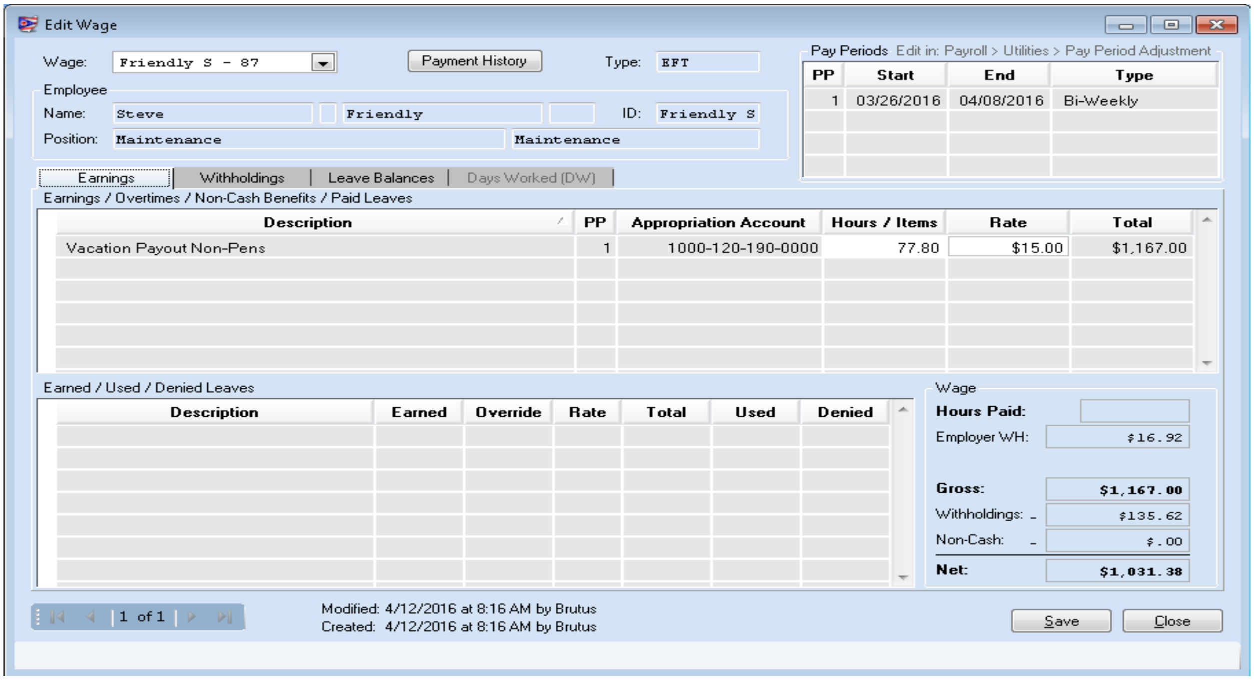


POST A LEAVE PAY OUT

Add the Wages:



Edit Wages:



Verify the Withholdings by clicking on the Withholdings tab.

Post the Wages.