

Payroll Training



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Uniform Accounting Network – Payroll Exercise Handbook

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CHAPTER 1 INTRODUCTION PAYROLL SETUP

As a new UAN Payroll user, you will need to establish a foundation for your payroll program. Understanding what goes into payroll set up will prepare you for creating the proper foundation.

Be careful to set up the payroll software properly so the earnings, withholdings, tax reports and W-2's will be correct. The foundation of the payroll program is the Withholdings, Earnings, Overtime, Non-Cash Benefits, and Leaves that the employees and elected officials will use in the payment of their wages. See the Appendix for checklists to assist you in compiling your data before you begin. Once the foundation is created the employees will be added to the software using the Add Employee Wizard.

REVIEW OF UAN EMPLOYEE TABS

The instructor will show the class an Edit Employee form showing the information you will need to gather for your employees. Navigation of the Edit Employee form is made easier with the icons you will see in the upper right corner of the forms. The **Edit Employee** form includes an icon to identify it from its sub-forms:

 OR  = Edit Employee form

The Edit Employee form includes these tabbed pages:

INFORMATION

The employee information tab contains personal information, social security number, hire date, OPERS/OP&FPF member date, OP&FPF base hours, federal & state tax deductions, Full time/Part time status, EFT bank information,

ADDITIONAL INFO

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

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EARNINGS



An Earning is the primary type of cash compensation for an employee. One or more earnings can be assigned to an employee. Other types of compensation such as overtime, leave, non-cash benefits are located and edited on other tabs.

Consider the elected officials and employees and how they are currently paid. Review your legislation and policies to determine how to set up the earnings and overtime rates in the software. Below are some questions you have to answer before you begin the setup process.

- Are they paid by the hour or by a salary?
- Will they be paid from one appropriation account or from multiple accounts?
- Do they have one full-time job at one rate of pay or do they fill different positions at different rates of pay?
- Do your elected officials receive the same pay each month or do they get paid per meeting attended?

You may need to make calls to Ohio Public Employees Retirement System (OPERS), Ohio Police & Fire Pension Fund (OP&FPF). Earnings attached to employees that are members of OP&FPF need to have an OP&FPF type assigned. The OP&FPF type assigned to the Earning will determine where the earning will be on the monthly report. UAN cannot answer these setup questions; your payroll structure and legislation will determine how OPERS, and/or OP&FPF classify your earnings. Some of the items you pay may be considered Non-Pensionable by OPERS or OP&FPF. These items **must** be set up as Non-retirement earnings.

The pay frequencies used for employees that are members of a state retirement (OPERS/OP&FPF) must be structured to meet the requirements of a state retirement frequency. For state retirement purposes a frequency is an exact range of dates.

For a better understanding of how OPERS and OP&FPF view pay frequencies please consult OPERS or OP&FPF Employer manuals or speak with a representative.

OVERTIME



Overtime compensation is listed on this form. To edit the attachment to an earning you must edit the overtime. Each overtime can be assigned to only one earning, but an employee earning can have multiple overtimes. For example, a single Hourly earning might have a 1.5 overtime and 2.0 overtime assigned to it.

Does your entity have multiple overtime rates? Add the different overtime earnings with specific names for the rates. This will avoid confusion when adding overtime to the employee setup.

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NON-CASH



Non-cash benefits are contained on this tab. Each non-cash benefit must be assigned to only one earning, but an earning can have more than one non-cash benefit assigned to it.

If your employee receives the benefit of an item your entity pays for, the IRS may consider that item a taxable fringe benefit. In the payroll software, they will have a non-cash item added to their wage structure. The value of the benefit they receive will be taxed with the wages and reported on the W-2. If you need to know if an employee should be taxed for a non-cash benefit, review the IRS Publication 15-B Employer's Tax Guide to Fringe Benefits and/or call the IRS.

LEAVES



Leaves are managed from this tab. Leave attachments for earnings should be edited from the Leaves form. The WH earning can only be edited from the leaves form.

The Leaves will be setup based on your entity's leave policies. You cannot consult other entities to determine how to structure your leaves in the payroll software – they must be setup to match the policies and procedures adopted by your entity. Examples of different leave policies:

- Leave is accrued at a specific rate per paycheck. You may have a graduating scale based on an employee's length of service. The Leave should be setup at the rate for a new employee. The employees with longer service have their individual leaves edited to the higher rate they have earned.
- Leave is accrued but prorated by hours worked in a pay period
- Leave is manually granted on an anniversary date or at the beginning of year

Some of your leave may be manually entered on an annual basis and others accrued. The key is you will use your policy to set each UAN Leave with the proper structure.

Caution: Do not enter maximum leave balances unless your policy specifically states that there is a maximum. For example:

- No Maximum setting: Personal Leave policy example: Policy says the employee is granted 3 days (24 hours) Personal leave each year, and if it is not used by 12/31 it is lost. This is not set as a maximum. The 24 hours is adjusted in the employee leave balance on an annual basis per the policy. They are not going to earn any more in the current year. Any unused balance after the paycheck that includes 12/31 will be adjusted off their personal leave balance as lost. You would not set a maximum on the Personal leave or it will improperly interfere with adjusting new personal leave in the new year, then adjust off the unused balance after 12/31 wages are paid.

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- Maximum setting used: Comp Time Policy example: 1) eligible employees may have a maximum of 10 hours Comp Time Balance. This is a Maximum Leave Balance setting. 2) An employee can accrue no more than the Maximum of 25 hours of comp time per year. This is a Maximum Annual Accrual. These two settings are different. An employee can earn up to the first maximum 10 hours – then they will have to take comp leave before they can earn more during the year. However, they can never earn more than 25 hours in a year.

Maximum leave settings are often used to control the improper of comp time but your policies may set balance and annual accrual maximums on other leaves as well. The key is to use the maximum settings when your policy specifically states there are maximums and do not set them if the policy does not mention a maximum.

WITHHOLDINGS

Withholdings listed on the Withholding tab do not indicate attachments to earnings. Viewing this list shows only the withholdings that are available to be attached to the earnings. You must edit the withholding to change the rate or amount of the withholding and to edit the employer share accounts for Medicare and/or retirement withholdings. A withholding can be assigned to multiple earnings. Withholding attachments to earnings can be viewed and edited in the Edit Withholding form on the Earning tab or in the Edit Earning form on the Withholding tab.

State and Federal taxes are automatically attached and withheld from an employee's wage based on their earning amount, pay frequency and personal exemptions. If an employee wants additional State or Federal tax withheld, he or she should complete a W-4 (federal) or IT-4 (state) form that states the exact amount of extra tax they want to be withheld from each paycheck. You cannot withhold an extra percentage or a fluctuating amount. The default "Supp State Withholding" and "Supp Federal Withholding" are used for these extra tax withholdings because they are connected to the associated tax reports. Never add a different Supplemental Federal or State withholding as it will not populate the proper tax reports.

All other withholdings such as taxes (local and school), the employee share of insurance, child support, garnishments, etc., are added by the entity based on the needs and requirements of their employees.

Additional withholdings should be added for use by all employees (that qualify for the withholding); some withholdings may need to be edited in the employee withholding setup.

On the Add/Edit Employee Withholding form for the withholdings that contain an employee and employer share, you must enter the employee withholding amount in the correct box.

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- Regular: Your entity has not adopted tax beneficial legislation or agreements governing the Employee share of the withholding.
- Salary Reduction: Employee share of state retirement (OPERS/OP&FPF) withholding is pre-tax. Employee's retirement distributions (once they retire) will be taxable income. Your entity must have the proper legislation adopted and salary reduction agreements filed with OPERS or OP&FPF. Enter the employee amount in the Salary Reduction box.
- Fringe Benefit: All or a specific percentage of the Employee share of Medicare, Social Security, or state retirement (OPERS/OP&FPF) is paid by the Employer – this saves the employee but the amount increases the employee taxable income.

Locate and review the legislation. Make certain you understand the specific group of employees that are entitled to these special settings. Never assume that everyone is eligible for the same setting. If you are in any doubt about the type of agreement you have with OPERS and/or OP&FPF contact them to discuss before setting up your system.

You also need to understand which employees are required to be OPERS-Govt, OPERS-Law, OP&FPF-Fire, OP&FPF-Police or Social Security. Employees rarely have a choice in these matters. You must understand the qualification for each type of state retirement and what events would change a person from one type to another. Contact OPERS and OP&FPF and make sure you know how to set up correctly. This is especially complicated with Part-time Police, Fire and EMT personnel. The employees that do not qualify for state retirement must have Social Security withheld.

If your employees live and/or work in a community that has an earnings or income tax you will need to set up the vendor/payee and the Withholding. An employee's home address determines if they are subject to local and school district taxes where they live, however, many resident taxes grant a local tax credit for employees that also have workplace taxes. Work with your employees or call the local taxing agency to determine if the withholding is necessary. You can verify municipal and school district income taxes using the "Finder" tools on the Ohio Department of Taxation's website. http://www.tax.ohio.gov/online_services/thefinder.aspx.

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REVIEW OF PAYROLL MAINTENANCE

The structure of your payroll is maintained under Payroll – Maintenance. Proper setup of the items in Maintenance is vital to the accuracy of your tax and retirement reports and payments.

STEPS TO ACCESS

Payroll → Maintenance

ADDITIONAL INFORMATION

An **additional information** item is a customized data field used to store supplemental information for individual employees beyond what is contained in the default data fields of the Employees area. For example, additional information items can be added to track additional contact details, driver's license numbers, or certification numbers for employees. The use of an additional information item is optional.

EARNINGS & LEAVE

The UAN software contains one of each type Earning and Leave and each entity adds to the default list with their additional items. Selecting the proper earning type (process group) is important to accurate tax and retirement calculations.

Entities with Ohio Police & Fire Pension fund (OP&FPF) members must also edit each earning used by these employees and select the OP&FPF Type for this earning. If you are unable to generate a UAN OP&FPF report you may need to add the OP&FPF type on your earnings.

Improper earning classification can lead to difficulties such as improper leave balance, incorrect overtime rates, and state retirement being withheld from non-retirement earnings such as leave payouts.

EFT PRENOTES

Only used by entities that provide direct deposit of wages to employees. Once the employee bank information is setup on the employee a prenote electronic file can be uploaded to the bank to verify the account.

EFT SETUP

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Used by UAN staff to properly format your EFT electronic files. This should not be edited by the fiscal officer.

EMAIL EDITOR

Used by the fiscal officer to setup emailing the EFT employee pay stubs.

EMPLOYEES

All employees (the term includes elected officials for payroll purposes) are added and maintained for payroll processing in Employees. An employee setup includes the Employee Information, Additional Information, Earnings, Overtimes, Non-Cash, Leaves, and Withholdings we reviewed earlier. Once an employee has been setup wages can be added.

FREQUENCIES

The Frequencies area contains a default list of all frequencies used by the payroll software. Most entities don't need to add or edit any items in the list. **Entities that have OP&FPF members must edit the frequencies that are used for the members and enter the OP&FPF Agreement number.** You can deactivate the frequencies you do not use so they do not appear on the drop-down list when adding a new earning.

SKIP CALENDAR EDITOR

Certain withholdings may require skipping some paychecks each year so they are not over-withheld. The Skip Calendar Editor allows you to set up a specific skip calendar to apply to certain withholdings and employees. The skip calendar must be set up each new calendar year.

WITHHOLDINGS

The Withholdings area contains eleven default withholdings as seen below:



The screenshot shows a web interface for managing withholdings. At the top, there is a title bar 'Withholdings' with a close button. Below it, there is an 'Add' button and a 'Status' dropdown menu set to 'Active'. The main content is a table with four columns: Name, Process Group, and Payee. There are checkboxes in the first column for each row.

<input type="checkbox"/>	Name	Process Group	Payee
<input type="checkbox"/>	Ohio Income Tax	E00 - Ohio Income Tax	Ohio Department of Taxation
<input type="checkbox"/>	Federal Income Tax	D00 - Federal Income Tax	US Treasury
<input type="checkbox"/>	Medicare	P02 - Medicare	US Treasury
<input type="checkbox"/>	Social Security	P03 - Social Security	US Treasury
<input type="checkbox"/>	OPERS-Govt	P00 - OPERS	Ohio Public Employees Retirement System
<input type="checkbox"/>	OPERS-Law	P00 - OPERS	Ohio Public Employees Retirement System
<input type="checkbox"/>	OP&FPF-Fire	P01 - OP&FPF	Ohio Police & Fire Pension Fund
<input type="checkbox"/>	OP&FPF-Police	P01 - OP&FPF	Ohio Police & Fire Pension Fund
<input type="checkbox"/>	Supp. State Withholding	H20 - Ohio Supplemental Withholding	Ohio Department of Taxation
<input type="checkbox"/>	Supp. Federal Withholding	H10 - Federal Supplemental Withholding	US Treasury
<input type="checkbox"/>	ODJFS	S00 - ODJFS	Ohio Department of Job & Family Services

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The Name, Process Group and Payee of these default withholdings cannot be changed because they are used to populate tax and retirement reports. They are pre-set in UAN to reduce errors to these core withholdings.

State and Federal taxes are automatically added to each employee and withheld from a wage based on their earning amount, pay frequency, and personal exemptions. If an employee wants additional State or Federal tax withheld they should complete a W-4 (federal) or IT-4 (state) form that shows the exact amount of extra tax they want to be withheld from each paycheck. You cannot withhold an extra percentage or a fluctuating amount. The default Supp State Withholding and Supp Federal Withholding are used for these extra tax withholdings because they are connected to the associated tax reports. Never add a different Supplemental Federal or State withholding as it will not appear on the tax reports.

All other withholdings such as local and school taxes, the employee share of insurance, child support, garnishments, etc., are added by the entity based on the needs and requirements of their employees.

Additional withholdings should be added for use by all employees that qualify for the withholding, although some items may be personalized in the employee withholding setup.

WITHHOLDING PROCESS GROUP

Each withholding has a Process Group that classifies the withholdings for tax and W-2 purposes. Below is the list of Process Groups.

Type	Name
A00	Cafeteria Plans
B00	Deferred Withholdings
F00	Local Tax
G00	School Tax
K00	Miscellaneous/Union Withholding

When setting up a withholding it is very important to choose the accurate Process Group so the employee withholding taxes, tax reports, and W-2s are accurate. The proper selection is very easy to determine but is **often incorrectly chosen** thus improperly taxing the employee and reporting the earnings and withholdings.

CAFETERIA PLANS

The Cafeteria Plans Process Group may **only** be used by entities that have a written IRS Section 125 Cafeteria Plan that has been adopted by the governing board. Further, the insurance benefits your entity offers must qualify for a Cafeteria Plan. In short, a Cafeteria Plan allows employees

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to choose different types of insurance coverage according to the plan and allowing the employer to offer a tax benefit to the employee share of insurance benefits withheld from their paycheck.

UAN Support often sees this setting misused by entities that **do not** have an adopted IRS Section 125 Cafeteria Plan. If your entity has withholdings setup with the Cafeteria Plans Process group, you should locate a copy of the adopted IRS Section 125 Cafeteria Plan and carefully review what insurance withholdings qualify.

If you find that no IRS Section 125 Cafeteria Plan was adopted by your board, you cannot use the Cafeteria Plans Process Group. **Beware:** Insurance agents will often advise an entity that the policy they are offering qualifies as a Cafeteria Plan. The agent is not advising you that you have a Cafeteria Plan – they are only advising you the policy they are offering qualifies. If your entity has never adopted a cafeteria plan you cannot use the Cafeteria Plan withholding Process Group.

Keep a copy of your IRS Section 125 Cafeteria Plan available for audit and review when you are considering changes in your insurance benefits. Also, keep in mind that changes in the laws that govern health insurance such as the Affordable Care Act may require your governing board to have a professional tax advisor to review your current IRS Section 125 Cafeteria Plan to see if it conflicts with new laws.

DEFERRED WITHHOLDINGS

The Deferred Process Group is mostly used for Ohio Deferred Compensation. For example, an employee enrolls in the Ohio Deferred Compensation program and begins saving for his or her retirement through payroll withholdings. The amount of the employee's taxable earnings is reduced by the amount he or she is contributing to their retirement. Upon retirement, the employee's distributions from their Deferred Compensation account will be taxed.

The Ohio Deferred Compensation withholding is setup with the Process Group Deferred. The UAN payroll software reduces the appropriate earnings tax base before calculating taxes and will place the deferred withholding information on the W-2.

There are very few withholdings that qualify for the Deferred Process Group and they are only for the purpose of saving for retirement in qualified deferred tax plans. You cannot setup personal contributions to other retirement savings and classify the withholding as deferred!

Note: The employee share of insurance benefits **is never deferred!**

LOCAL TAX

A local income tax withholding must always be assigned the Process Group Local Tax. Local tax withholdings must be named for the taxing entity, e.g. Buckeye Village Income Tax. You cannot use one withholding for two different local taxes. If your employees live or work in different local tax districts you must add a new withholding for each local tax.

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SCHOOL TAX

School income taxes should **always** be assigned the School tax Process Group. School tax withholdings should be named for the school district. You may have employees that live in different school districts with income taxes. You must set up separate withholdings with the specific school name, the district number, the proper tax base, and rate. Multiple school income tax withholdings can be assigned to the same Payee – Ohio School District Income Tax. The UAN software will produce one payment for all school districts to the Ohio School District Income Tax payee and separate School District tax reports showing the taxable wages and withholdings for each. The Employee's W-2 must reflect the proper school district, taxable wages and withholdings – the only way to accomplish this is to setup the withholdings accurately. Below is a sample Add Withholdings form for a school district income tax:

Add Withholdings

Withholding

Name: North School Income Tax Active Inactive

Process Group: G00 School Tax

Payee: Ohio School District Income Tax

Location:

Details **Payee**

School Tax

District #: 4634

State income tax base

Earned Income Only tax base

Overtime

Applied to overtime wages (if any)

The setting defaults below will not affect employees to whom this withholding is already assigned.

Employee Share

None

Amount: \$.00


Rate: .500 %

- School tax name is specific
- Process Group is School Tax
- Payee is the Ohio School District Income tax
- School district number is entered
- School tax rate is entered

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All employees' earnings attached to this school tax withholding will be taxed and reported as required for this specific school district.

Note that there **are two different types of school taxes**, State income tax base (wage base reduced by personal exemptions) and Earned Income Only tax base (wage base is not reduced by personal exemptions). If your entity has other tax beneficial withholdings both type wage bases are adjusted by these additional tax benefits. The only entities that will see an exact percentage of school tax withheld are those with no other tax beneficial withholdings and the school taxes are Earned Income Only type.

You must select the tax base type that belongs to the school district income tax. If you are not certain which type should be assigned to your school withholdings and you are connected to the internet click the  indicated by the brackets. You will be directed to the State of Ohio Department of Taxation website where you can review the full list of school district income taxes, district numbers, tax types and the tax rates.

When setting up the UAN software fiscal officers should check the School District listing and verify the school tax type and rate.

MISCELLANEOUS/UNION WITHHOLDING

All withholdings that are not taxes and do not fall under the special tax beneficial categories such as Deferred or Cafeteria Plan are assigned the Miscellaneous/Union Withholding Process Group. Withholdings that fall in the Miscellaneous/Union Process Group are many and varied.

If your entity does not have a cafeteria plan, then the employee insurance withholdings belong to this group. Child Support, Garnishments, and Union Withholdings are just a few examples. Even when you have a Cafeteria Plan – some of your employee insurance withholdings may not qualify for Cafeteria Plan. Review your Cafeteria Plan and work with your agent to determine these special circumstances.

You may have several employees that must pay child support. If the Court Orders all state the child support is paid to the Ohio Child Support Payment Center then you only need one withholding for child support. When the withholding is added to the employee you enter the amount to be withheld and include the order and case number on the employee withholding. The UAN payroll software will produce one payment to the Ohio Child Support Payment Center and can generate a report of the employee, case number, order number and amount that makes up the total payment. Unlike School District and Local taxes, you do not need separate child support withholdings.

When you receive Court Orders for garnishments you must set up a new withholding and name the withholding in such a way so the employee will not be embarrassed if he or she must show his or her pay stub. You could only use the garnishment withholding on more than one employee if you receive a garnishment that is paid to the same payee. It will be most likely you will have different payees and will, therefore, require individual garnishment withholdings.

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ADDITIONAL NOTE ON INSURANCE WITHHOLDINGS

Do not name your employee share of insurance withholdings by the Payee name. Name your insurance withholdings for the type of benefits. Health Insurance, Dental Insurance, Vision Insurance or if all the amounts are lumped together in one withholding name it Insurance. The Payee assigned to the withholding will be the name of the insurance company that receives the payment. When naming in this manner if you switch insurance companies all you have to do is add the new Vendor/Payee then edit the withholding and change the Payee. You can use the Withholdings Editor to update employee withholding amounts for the new policy without editing the individual employees.

Caution: If you name the insurance withholdings by the company name, when your entity changes insurance companies you must deactivate the old withholding, add a new withholding then edit all associated employees one at a time and deactivate the old and add the new withholding.

WITHHOLDINGS EDITOR

The withholdings Editor is a time-saving tool used to change the withholding amounts for all the employees attached to the withholdings at one time. When a withholding amount changes you first edit the withholding to change the rate so it will be accurate to add to all new employees. Then you use the Withholding editor to update all the employees to the new rate at once. It is much quicker than editing every employee.

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If necessary, run training data file: Payroll #1

CHAPTER 2 DEPARTMENTS

Departments are created by the UAN users and are used in the payroll module to organize employees into groups for payroll processing. When determining your department set up consider how you will process wages. If an employee has one pay rate and works in several different “departments” such as road, cemetery, and park you may want to choose a department name that will include all areas of their work, such as Maintenance, or Labor. Setting up individual departments such as Cemetery, Road, and Park for payroll purposes unnecessarily complicates the payroll process. You may only need one department called wages.

Departments will be used by other modules of the UAN software such as Inventory but the Inventory and Payroll departments don’t need to be shared. In the Inventory module, you need departments that reflect who has control of the equipment. Inventory requires separate departments for Cemetery, Road, and Park because equipment may be managed by these departments. Just because one module of the software requires a deeper level of department usage does not mean you must use the same departments in payroll. Keep in mind the use of departments in payroll is to sort your employees into groups for payroll processing.

GUIDED EXERCISE 2-1 ADD DEPARTMENTS

STEPS TO ACCESS:

General → Maintenance → Departments

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.

Select: Add

Type: Administration. Click Save

Type: Maintenance. Click Save

Type: Fire & EMS. Click Save

Click: Close

If you are using Departments for other modules of the software such as Inventory, you may want to add a description at the end of the names such as – Pay.

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DEPARTMENT REPORTS

STEPS TO ACCESS:

General → Reports & Statements → Department Reports

Select: A report from the drop down list. Visit the Paper and Filters tabs for additional selections for each report.

Mark: Items in the list to include in the report.

Click: Print, Display, Save PDF or Export (when available).

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CHAPTER 3 VENDOR/PAYEE

The UAN software has six preset vendor/payees:

- Federal Tax Payee (includes Federal Tax, Supplemental Federal Tax, Social Security and Medicare)
- Ohio Bureau of Workers Compensation
- Ohio Department of Job & Family Services
- Ohio Public Employees Retirement System
- Ohio Police & Fire Pension Fund
- State Tax Payee (includes State Tax and Supplemental State Tax)

These vendors /payees should not be added again, as the system automatically associates the preset payees with their corresponding withholdings and tax reports.

All preset payroll withholding vendors/payees should be edited to add the employer account entered in Account #1 (Use the Account # 2 box for OPERS-L). Enter employer account numbers without any dashes; the UAN software will automatically provide dashes when printing the reports.

Only the preset vendor/payees' names can be edited; e.g. Federal tax payee, State tax payee. Federal tax payee is most often changed to U. S. Treasury and State tax payee is most often changed to Ohio Department of Taxation. Other new vendor/payee names **cannot** be edited after they have been used.

If you have not been using one of the present vendor/payees for your federal, state, OPERS and OP&FPF withholding payments, you should deactivate those duplicates and begin using the preset vendor/payees. You can make the preset vendor/payees available in “Accounting Purchases and Payments” and “Receipts” as required.

You must edit the vendor/payees that you have been using for other withholdings and mark them available in Payroll Withholdings. There is no need to add the same vendor/payee again for use in another module of the software.

The Add button on the vendor/payee form is used to add new vendor/payees that will correspond to any additional withholdings created by the user for remittance of local taxes, school taxes, and union dues and for miscellaneous withholding payments such as child support, garnishment, health insurance and deferred compensation. The vendor/payee must be established prior to adding a new withholding.

Multiple withholdings can use the same vendor/payee. For example, you may have multiple school district income tax withholdings because your employees live in different school districts.

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You will have separate school district income tax withholdings, one for each school district, but they will use the same Ohio School District Income tax as their payee.

GUIDED EXERCISE 3-1 – EDIT PRESET VENDOR/PAYEES

STEPS TO ACCESS:

General → Maintenance → Vendors/Payees

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.

In this exercise, you will edit the pre-set vendor/payees to add a tax identification number and a location for the payment address. **On your system, you must edit all the preset vendors to insert your tax identification or account numbers and enter a location for warrant type payments. You may also need to mark them available in other areas of the UAN software.**

On the vendors/payees form:

Change the default Type shown in the list by clicking on the ▼ down arrow and select Payroll Withholdings. The list will change from all vendor/payees to just the vendor/payees available in Payroll Withholdings. Your system may have other payees marked available in payroll withholdings than those you see listed in the training session. The pre-set vendor/payees have an all-caps description; this may help you determine the preset items.

Select: The following vendor/payees by clicking in the box.

Federal Tax Payee (FEDERAL)

Ohio Department of Job & Family Services (ODJFS)

Ohio Police & Fire Pension Fund (OP&FPF) (OP&FPF entities only need to edit)

Ohio Public Employees Retirement (OPERS)

State Tax Payee (OHIO)

Click: Edit to open the Edit Vendor/Payee form.

Use the information in the grids below to complete the vendor/payee setup with the required information. The addresses are for training purposes only and should not be used as a guide for correct vendor addresses.

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Existing name:	Federal Tax Payee
Change name to:	US Treasury
Existing Description:	FEDERAL
Account #1:	31-3456789
Available In:	Payroll WH

Click Save

Existing name:	Ohio Department of Job & Family Services
Existing Description:	ODJFS
Account #1:	0876543-00-1
Available In:	Payroll WH

Click Save

Existing name:	Ohio Police & Fire Pension Fund
Existing Description:	OP&FPF
Account #1:	0981
Available In:	Payroll WH

Click Save

Existing name:	Ohio Public Employees Retirement System
Existing Description:	OPERS
Account #1:	123400
Available In:	Payroll WH

Click Save

Existing name:	State Tax Payee
Change name to:	Ohio Department of Taxation
Existing Description:	OHIO
Account #1:	51-123456
Available In:	Payroll WH

Click Save and Close the edit vendor/payee form.

GUIDED EXERCISE 3-2 EDIT ACCOUNTING VENDOR/PAYEES

STEPS TO ACCESS:

General → Maintenance → Vendors/Payees

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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.

On the vendors/payees form:

Change the default Type shown in the list by clicking on the ▼ down arrow and select Accounting Purchases & Payments. The list will change from all vendor/payees to just the vendor/payees available in Accounting Purchases and Payments.

Select: Buckeye Village Income Tax,
Good Teeth Dental Insurance
Great Insurance Company
Ohio Public Employees Deferred Comp
Ohio School District Income Tax
Petty Court Collections
Regional Income Tax Agency

Click: Edit

Name:	Buckeye Village Income Tax Dept.
Description:	BUCKEYE
Mark Available In:	Payroll Withholdings
Account #1:	31-3456789

Click Save

Name:	Good Teeth Dental Insurance
Description:	DENTAL INSURANCE
Mark Available In:	Payroll Withholdings
Account #1:	1736172

Click Save

Name:	Great Insurance Company
Description:	HEALTH/LIFE INSURANCE
Mark Available In:	Payroll Withholdings

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Account #1:	454064090430
--------------------	--------------

Click Save

Name:	Ohio Public Employees Deferred Comp
Description:	DEFERRED COMPENSATION
Mark Available In:	Payroll Withholdings
Account #1:	74903049

Click Save

Name:	Ohio School District Income Tax
Description:	SCHOOL TAXES
Mark Available In:	Payroll Withholdings
Account #1:	51-123456

Click Save

Name:	Petty Court Collections
Description:	GARNISHMENT
Mark Available In:	Payroll Withholdings
Account #1:	0672512

Click Save

Name:	Regional Income Tax Agency
Description:	LITTLE VILLAGE TAX
Mark Available In:	Payroll Withholdings
Account #1:	31-3456789

Click Save

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Click: Close on the Edit Vendor/Payee form.

You will need to make sure all of your Vendor/Payees required are made available in Payroll withholdings. Do not make your Accounting only Federal, State, ODJFS, OPERS or OP&FPF vendor/payees available in Payroll Withholdings; the Payroll software can only use the default vendor/payees for these items.

VENDOR/PAYEE REPORTS

STEPS TO ACCESS:

General → Reports & Statements → Vendor/Payee Reports

Choose: A report from the drop down list. Visit the Paper, Filters, Sorting and Options tabs for additional selections for each report.

Mark: Items in the list to include in the report.

Click: Print, Display, Save PDF or Export (when available).

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If necessary run training data file: Payroll #2

CHAPTER 4 WITHHOLDINGS

The following withholdings are already available in your software:

Federal Income Tax	Ohio Income Tax
Supplemental Federal Withholding	Supplemental State Withholding
Medicare	Social Security
Ohio Public Employees Retirement System (OPERS)	
Ohio Police & Fire Pension Fund (OP&FPF)	

You must use these preset withholdings for their intended purpose so they will pull the payroll data into the proper tax and retirement reports. **Edit Medicare, Social Security, OPERS and OP&FPF, enter the current employee and employer rates.** Add all other withholdings.

GUIDED EXERCISE 4-1 ADD WITHHOLDINGS

STEPS TO ACCESS:

Payroll → Maintenance → Withholdings

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.

You must add all the withholdings that are not included in the UAN Payroll default list. On the Withholdings form:

Click: Add

Enter: The withholdings listed below.

Withholding Name:	Buckeye Village Income Tax
Process Group:	F00 Local Tax
Payee:	Buckeye Village Income Tax Department
W-2 Abbreviation:	BUCKEYE
Employee Share	Type: Rate
	Rate: 1.0%

Click Save

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Withholding Name:	Little Village Income Tax	
Process Group:	F00 Local Tax	
Payee:	Regional Income Tax Agency	
W-2 Abbreviation:	LITTLE	
Employee Share	Type:	Rate
	Rate:	1.5%

Click Save

Withholding Name:	East School Income Tax	
Process Group:	G00 School Tax	
Payee:	Ohio School District Income Tax	
W-2 Abbreviation:	1234	
School Tax Type:	State income tax base	
Employee Share	Type:	Rate
	Rate:	0.75%

Click Save

Withholding Name:	West School Income Tax	
Process Group:	G00 School Tax	
Payee:	Ohio School District Income Tax	
W-2 Abbreviation:	4321	
School Tax Type:	State income tax base	
Employee Share	Type:	Rate
	Rate:	0.50%

Click Save

Withholding Name:	Deferred Compensation	
Process Group:	B00 Deferred Withholdings	
Payee:	Ohio Public Employees Deferred Compensation	
Employee Share	Type:	None
	Rate:	Leave blank

Click Save

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Withholding Name:	Dental Insurance
Process Group:	KØØ Miscellaneous/Union Withholding
Payee:	Good Teeth Dental Insurance
Employee Share	Type: None
	Rate: Leave blank

Click Save

Withholding Name:	Employee Withholdings
Process Group:	KØØ Miscellaneous/Union Withholding
Payee:	Petty Court Collections
Employee Share	Type: None
	Rate: Leave blank

Click Save

Withholding Name:	Health Insurance
Process Group:	KØØ Miscellaneous/Union Withholding
Payee:	Great Insurance company
Employee Share	Type: None
	Rate: Leave blank

Click Save and click Close to close the add withholding form.

ENTITY REPORTS - WITHHOLDING REPORTS

STEPS TO ACCESS:

Payroll → Reports & Statements → Entity Reports → Withholding Reports

This report shows the withholdings set up in the software.

Select: **Withholding Information Listing** from the drop down list. Visit the Paper, Filters, Sorting, Options, and Departments tabs for additional selections for each report.

Mark: Items in the list to include in the report.

Click: Print, Display, Save PDF or Export (when available).

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CHAPTER 5 FREQUENCIES

There is eight default pay frequencies set up in UAN. Additional frequencies can be added as needed, although the need for additional frequencies of the same type would be rare. The edit action button is used to edit the name and enter the OP&FPF Police and/or Fire Agreement numbers. The correct agreement number can be located in the last number of the OP&FPF Agreement code. If you are not sure what to use contact OP&FPF for advice.

GUIDED EXERCISE 5-1 EDIT FREQUENCIES

STEPS TO ACCESS:

Payroll → Maintenance → Frequencies

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.

Only entities with OP&FPF members have to edit the frequencies that are used by OP&FPF employees.

On the Frequencies form:

Select: The Bi-Weekly frequency by clicking in the box

Click: The Edit action button to open the Edit Frequency form. From the drop down list Select 1 as the OP&FPF Fire Agreement number. Click Save and Close. This is just a sample, not intended for your use. Contact OP&FPF if you are uncertain of the correct agreement number.

FREQUENCY REPORTS

STEPS TO ACCESS:

Payroll → Reports & Statements → Entity Reports → Frequency Reports

Frequency Listing appears on the drop down list. Visit the Paper, Filters and Sorting tabs for additional selections.

Mark: Items in the list to include in the report.

Click: Print, Display, Save PDF or Export (when available).

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CHAPTER 6 EARNINGS AND LEAVE

There are fifteen preset earning and leave items in the payroll software. You can edit the existing items or add new items of the same type to complete your earning and leave structure. You are creating the default earnings and leaves that will be attached to the employees.

GUIDED EXERCISE 6-1 ADD AN EARNING

STEPS TO ACCESS:

Payroll → Maintenance → Earnings and Leave

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.

On the Earnings and Leave form:

Click: Add to open the Add Earning or Leave form.

Enter: The items listed below:

Name:	Emergency Call OT
Type:	3001 Overtime Wages
Process Group:	100 Taxable Earnings
OP&FPF Type:	2
Overtime Rate:	2.0

Click Save

Name:	Vacation Leave Payout N/P
Type:	9002 Non-Retirement Items
Process Group:	300 Non-State Retirement Earnings

Click Save and Close

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GUIDED EXERCISE 6-2 EDIT EARNINGS

STEPS TO ACCESS:

Payroll → Maintenance → Earnings and Leave

If you have OP&FPF employees, you must edit **all** the Earnings and Leave to insert the OP&FPF Type. If you do not have OP&FPF employees, you do not need to enter the OP&FPF type.

On the Earnings and Leave form:

Select: Each of the items listed below.

Click: Edit. The instructor will walk you through the edits. After editing each item click Save.

Earning or Leave Name:	Salary
OP&FPF Type:	0
Earning or Leave Name:	Hourly Wages
OP&FPF Type:	0 Limit accrual to 40 hours
Earning or Leave Name:	Comp Time
OP&FPF Type:	0
Leave Accrual & Proration:	This leave is credited manually
Comp time accrual rate:	1.50 times comp time hours worked
Maximum Leave Balance:	Limit balance to 25 hours
Maximum Annual Accrual	Limit accrual to 40 hours
Earning or Leave Name:	Holiday Leave
OP&FPF Type:	1
Leave Accrual & Proration:	This leave is credited manually
Earning or Leave Name:	Vacation Leave
OP&FPF Type:	0
Leave Accrual & Proration:	This leave is earned per pay period: 3.10 hrs/pp
Earning or Leave Name:	Other Leave Change name to Bereavement Leave
OP&FPF Type:	0
Leave Accrual & Proration:	This leave is credited manually
Pay Stub Printing:	Hide on stub if no activity and 0 balance

Click: Close to close the edit form.

Set your leave accrual defaults to the accrual settings for a new employee. If your policy states that after a period of time accrual rates increase you will edit that in the employee set up not in Earnings and Leaves.

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EARNING REPORT

STEPS TO ACCESS:

Payroll → Reports & Statements → Entity Reports → Earning Report

The Earning Listing report defaults to the form. Visit the Paper, Filters and Sorting tabs for additional selections. **Mark:** Items in the list to include in the report. **Click** Print, Display, Save PDF or Export (when available).

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CHAPTER 7 ADDITIONAL INFORMATION

Additional Information is an optional item that can be added to your payroll structure. Most entities do not make use of this option. Additional Information fields you add will appear in the Add Employee Wizard and will be part of the employee's record.

GUIDED EXERCISE 7-1 ADD ADDITIONAL INFORMATION

STEPS TO ACCESS:

Payroll → Maintenance → Additional Information

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.

On the Additional Information form:

Click: Add to open the add form.

Enter: The item listed below.

Click: Save and Close.

Name:	Safety Workshop
Description:	Attendance Date Safety Workshop
Sensitivity	<input checked="" type="radio"/> this information is not sensitive

ADDITIONAL INFORMATION REPORTS

STEPS TO ACCESS:

Payroll → Reports & Statements → Entity Reports – Additional Information Report

The Additional Information Listing report defaults to the form. Visit the Paper, Filters and Sorting tabs for additional selections.

Mark: Items in the list to include in the report.

Click: Print, Display, Save PDF or Export (when available).

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CHAPTER 8 SKIP DEDUCTION CALENDAR

The UAN Payroll software offers the ability to setup a Skip Calendar to be applied to all employees with the same frequency and miscellaneous withholdings that are not required to be withheld from every paycheck. A common example is the employee share of insurance benefits withheld from only 24 paychecks of a bi-weekly employee. Skip Calendars can also be set for other frequencies.

A Skip Calendar must be created for each frequency that requires skip dates then applied to qualifying withholdings and the employees attached to the withholdings.

The Skip Calendar is created for the current calendar year. Every new year the Skip Calendar must be edited, new skip dates selected for the upcoming payroll calendar year and the new calendar and the withholdings and employees applied.

Before you can setup Skip Calendars you must review your payroll calendar year for each frequency to determine the paycheck dates that need the withholding skipped **and identify the pay period**. Below is an example of a 2017 Bi-Weekly Payroll Calendar.

On the sample Bi-Weekly Payroll Schedule there are three months with three paychecks; June and December. In our Bi-Weekly example, we choose to illustrate skipping the third paycheck in these months.

In training our conversion month is April so we only need to mark the skip dates that will be used as the payroll is posted live in the UAN software. In your conversion year, you only mark the skip dates from the point of your conversion to year end.

The Skip Calendar must have one date marked in the pay period that will have the skip withholding. You are not marking paycheck dates, but a date in the pay period for the paycheck.

***Note:** There is a difference between a three pay period month and a three paycheck month. Identify the three paycheck months for the most common bi-weekly skip deductions then identify the pay period associated with the paycheck.*

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2017 Bi-Weekly Payroll Schedule			
Starting	Ending	Pay Date	
December 17, 2016	December 30, 2016	January 13, 2017	
December 31, 2016	January 13, 2017	January 27, 2017	
January 14, 2017	January 27, 2017	February 10, 2017	
January 28, 2017	February 10, 2017	February 24, 2017	
February 11, 2017	February 24, 2017	March 10, 2017	
February 25, 2017	March 10, 2017	March 24, 2017	
March 11, 2017	March 24, 2017	April 7, 2017	
March 25, 2017	April 7, 2017	April 21, 2017	
April 8, 2017	April 21, 2017	May 5, 2017	
April 22, 2017	May 5, 2017	May 19, 2017	
May 6, 2017	May 19, 2017	June 2, 2017	1
May 20, 2017	June 2, 2017	June 16, 2017	2
June 3, 2017	June 16, 2017	June 30, 2017	SKIP
June 17, 2017	June 30, 2017	July 14, 2017	
July 1, 2017	July 14, 2017	July 28, 2017	
July 15, 2017	July 28, 2017	August 11, 2017	
July 29, 2017	August 11, 2017	August 25, 2017	
August 12, 2017	August 25, 2017	September 8, 2017	
August 26, 2017	September 8, 2017	September 22, 2017	
September 9, 2017	September 22, 2017	October 6, 2017	
September 23, 2017	October 6, 2017	October 20, 2017	
October 7, 2017	October 20, 2017	November 3, 2017	
October 21, 2017	November 3, 2017	November 17, 2017	
November 4, 2017	November 17, 2017	December 1, 2017	1
November 18, 2017	December 1, 2017	December 15, 2017	2
December 2, 2017	December 15, 2017	December 29, 2017	SKIP

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GUIDED EXERCISE 8-1 ADD AND APPLY SKIP CALENDAR

STEPS TO ACCESS:

Payroll → Maintenance → Skip Calendars Editor

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.

On the Skip Calendars Editor form:

Click: Add to open the add form.

Enter: The item listed below.

Click: Save and Close.

Name:	Bi-Weekly Skip 3 rd Paycheck
Mark Dates:	June 16, December 15

The withholdings and employees must be applied to the Skip Calendar. In a later exercise when employees are added to the software.

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*** If necessary, run training data file: Payroll #3***

CHAPTER 9 ADD EMPLOYEE WIZARD

OVERVIEW

STEPS TO ACCESS:

Payroll → Maintenance → Employees

Click: Add Employee to begin the Add Employee Wizard

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.

To enter the employees and elected officials into the UAN payroll software you will use the Add Employee Wizard. You must collect the data before beginning the Wizard. What follows is a get ready guide to review before you start the Wizard.



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There are six steps in the Add Employee Wizard. When you complete a step you will return to the welcome screen above and see a green check beside the completed steps and a blue arrow beside the next step. To advance you click the Next button at the bottom right of the screen. The large blue arrows are tempting to click but they are a visual tool to indicate where you are in the process. They do not have click function.

INTRODUCTION TO STEP 1 – ADD EMPLOYEE INFORMATION

Decide how you are going to identify your employees with an Employee ID. You could use the first or last name or a combination of both. If there are multiple employees with the same name you can add initials. For example Martin TB and Martin RA. If using first names you could use: Steve G and Steve B. The software will allow you to enter a space between characters. We don't recommend that small to medium entities use numbers for the employee ID. You probably already know your employees by name so a name based ID system would work best for you. Large entities may choose to use an employee numbering system to identify employees in the new software because there just is not a way to create different name IDs for fifteen people with the same first and/or last name. Some of the entities using the software have over 150 employees to enter.

You need the data listed below to complete the different areas in Step 1 of the Add Employee Wizard. Review the explanations to understand the fields that will have to be completed. For your convenience see the Appendix for the sample New Employee Checklist.

- Name:
 - First
 - Middle
 - Last
 - Suffix
 - Employee ID

- Address:
 - Must complete Line 1
 - City, State, and Zip
 - Email

- Phone: (Optional Information)
 - Home Phone
 - Cell Phone
 - Emergency telephone number
 - Contact
 - Email

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- Other:
 - **Social Security Number.** You must enter the SSN; be careful to enter correctly because this number will be used on the OPERS/OP&FPF and W-2 forms.
 - **Date of Hire:** Generally the date you will use as their anniversary date.
 - **Birth:** Entering the birth date is optional; it will appear on some reports.
 - **Sex:** Software defaults to Male. If an employee is Female make the change.
 - **Status:** The software defaults to Full time. If your employee isn't full time click to change the selection to Part Time. This choice will impact your quarterly ODJFS report. When Full Time is marked the software will populate the ODJFS report with 13 weeks of credit and all three months checked. (New full-time employees may need to be edited on the ODJFS report.) If Part-Time is selected you must manually enter the weeks worked and check the months worked on the quarterly ODJFS report. Elected officials should not appear on the ODJFS report so your selection for them won't impact any external reports.
 - **Track Hours By:** The software sets the default choice to Pay Period. By Day is a future enhancement where daily hours can be entered at the wage record level for part-time employees so the quarterly ODJFS report will automatically complete the weeks and months worked fields. *At the time the manual was written the enhancement wasn't completed. Your instructor will advise you if this will be available for your use. Do not select Day if the enhancement isn't ready.*

- State Retirement:
 - **OPERS Member Date:** This date is required for all OPERS members. Contact OPERS if you are not sure what to use as the Member date. If you skip this box during setup then you will be stopped when trying to generate a paycheck until the date is entered.
 - **OP&FPF Member Date:** This date is required for all OP&FPF members. Contact OP&FPF if you are not sure what to use as the Member date. If you skip this box during setup then you will be stopped when trying to generate a paycheck until the date is entered.
 - **OP&FPF Hours Base:** This number is required for OP&FPF members. The Hours Base defaults into the OP&FPF Monthly report. Contact OP&FPF if you are unsure what to enter.

- Tax Exemptions:
 - **Ohio IT-4:** You need the State form completed by the employee to set the deductions for the withholding rate. New employees should be given a blank form to complete and return before the first paycheck can be issued. If your employee includes a supplemental amount to withhold for State tax, make a note to add that as a Withholding.
 - **Federal W-4:** You need the Federal form completed by the employee to set the deductions for the withholding rate. New employees should be given a blank form to complete and return before the first paycheck can be issued. If your

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includes a supplemental amount to withhold for Federal tax, make a note to add that as a Withholding.

- Electronic Funds Transfer (EFT) Only used by entities with EFT activated.
 - **EFT is authorized:** Mark when an employee’s wage will be paid via direct deposit.
 - **Prenote was sent:** Mark once a prenote is sent to the bank to verify the account. This enables EFT wage processing. If left unmarked wage will process as a warrant.
 - **Routing #:** Enter the employee bank account routing number.
 - **Account #:** Enter the employee bank account number.
 - **Account:** Select one: Checking or Savings.

OPTIONAL PART OF STEP 1 – ADDITIONAL INFORMATION

An additional information item is a customized data field used to store supplemental information for individual employees beyond what is contained in the default data fields. Additional information items can be added to document driver’s license numbers, certification numbers, training and other items you want to be connected to employees.

If you set up additional information items they will be available as part of Step 1 in the Add Employee Wizard once you have advanced past the Employee Information screen.

INTRODUCTION TO STEP 2 – ADD EMPLOYEE WITHHOLDINGS

Review the withholdings the employee will need and verify they are setup in the software. Below is a list of withholding examples and what information you should have available prior to beginning the Wizard.

- The appropriation accounts that will pay the employer share of Medicare, OPERS, OP&FPF and Social Security. Determine if the employer share will be paid from one appropriation account, divided by a percentage or allocated by the object code to match the earnings. Make sure the appropriation accounts are active and have an unencumbered balance.
- If your entity pays fringe benefits, you must know the percentage of fringe benefits for the employee share of Medicare, Social Security, OPERS, or OP&FPF. Review your agreements and legislation.
- If your entity has salary reduction agreements for the employee share of OPERS or OP&FPF you need to review your agreements and legislation before you begin.
- Your entity determines the amount each employee will pay for the insurance benefits that are available to them. A withholding will be added to the employee for the amount to be withheld from his or her paycheck. If you are going to use skip deductions, you must know what pay periods will be skipped.

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- If the employee has indicated on the W-4 and/or IT-4 forms the extra dollar amount to be withheld per paycheck (not a percentage or fluctuating amount) the software will allow you to add Supplemental State tax and/or Supplemental Federal tax as a withholding. Using the pre-set withholdings is essential for the supplemental amounts to pull into the correct reports and withholding payments.

Beginning in Step 2 of the Wizard and moving forward, the upper part of the main screen shows you the withholdings that have been added to the employee. State and Federal income taxes are already added to the employee when you enter the Wizard. You will add all other withholdings.

On the main screen your choice at the radio buttons at the lower right corner of the screen will determine if you need to continue or if you are done with a step:

- Continue adding withholdings
- I am done adding withholdings

Click on the circle to make your choice then click Next to move forward.

In the Add Withholding window, you will choose a withholding from the drop down list. Complete the details of the withholding making sure the defaults that pulled into the form are correct before proceeding. If you have fringe benefits or salary reduction this is the screen where you will indicate those settings. Choose Next to advance. Some withholdings will have multiple screens to complete.

If the withholding has an employer share such as Medicare, OPERS, OP&FPF and Social Security you must select the accounts that will pay the employer share and determine a split method. Your split method choices are:

- No Split: One account will pay the employer share.
- Percentage: If an employee has multiple accounts for their earnings you may want the employer share to be paid at a fixed percentage among accounts. Choose Percentage and as you enter the accounts you place the % each account will pay. The total must equal 100%.
- Object: If an employee has multiple accounts for their earnings you can choose the Object option to cause the employer share to be applied proportionally to the same Fund, Program and Cost Center as the earnings. To understand this setting you need to understand the numbers in an appropriation account. All expenditures codes contain four parts, Fund, Program, Object, and Cost Center. (Cost Center is the optional coding of the last four digits. Four zeros indicate no Cost Center). For example, 1000-110-213-0000 means Township-Administration-Medicare-No Cost Center. 213 is the Object code that indicates the employer share of Medicare. If you choose the Object split method, you must select the Object Code that applies to the employer share of this withholding from

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the small drop down box. The white box will populate with all the appropriation codes that match the earning fund, program and cost center. Make sure you have these object codes set up and appropriated in accounting or you won't be able to post the wages.

All withholdings with an employer share will have a tab entitled Appropriation Accounts (Employer Share) and Appropriation Accounts (Fringe Benefit). The software requires the Fringe Benefits tab to be completed. The Fringe Benefits box will populate with the same setting as the Employer Share tab. If you don't have fringe benefits you can accept the default setting. The software will **not** pay fringe benefits unless you set them up in the software.

Skip Deductions: Some of the withholdings you add will show you the Skip Deductions screen. This is most often used for Bi-weekly employees that usually receive two paychecks a month but there are two months a year they will receive three paychecks. Some entities divide the employee health insurance withholding between the usual two paychecks a month and for this extra paycheck, they manually edit the withholding to zero so no more is taken out that month. The UAN software has a skip deduction tool you can use so you don't have to remember to skip the deduction. If you do not want to use the skip deduction you accept the default Deduct from every pay period and click Next to continue.

If you want to make use of the Skip Deduction tool select Skip the pay periods marked below and next to Frequency you must select the employee's frequency. In the calendar, you will mark one day in each of the pay periods you want to skip withholding this deduction. Click Next to continue.

When you have completed the final window for each withholding the software brings you back to the main screen. You will see all of the withholdings that are available to the employee in the upper box. Choose Continue Adding Withholdings and Next until all withholdings are added to the employee. You will then choose I am done adding withholdings and Next to take you back to the welcome screen. You will see the steps you have completed and the next step. Click Next in the lower right corner to advance.

INTRODUCTION TO STEP 3 – ADD EMPLOYEE EARNING

The Earnings area has information in it that requires you to make some decisions. Review the list below to think through your pay structure.

Position Name: Consider your employees before you set up your Position Names. If an Employee's position is officially named by legislation or policy, then you should set up this employee with the designated position name. If no official title is given in legislation or policy, then you can determine how to label the position for payroll purposes. For example, if the Cemetery Sextant, Zoning Inspector, and Road Worker are one person and he makes the same

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rate of pay per hour for all of these positions, there is not a need in the Payroll program to enter them as three different positions on three different earnings. You could name this employee's position something that describes all his work such as Cemetery, Zoning & Road or use something generic such as Maintenance. With one position you can have one earning for the rate of pay divided between the funds and account codes that pay the wages. If all of your laborers work in all of the departments such as Cemetery, Park, and Roads then you can name all of their positions Hourly Workers or Maintenance. The same decision could be made for someone that works in both the water and sewer departments of a village. Don't over think the position creating a new label for each type of work performed unless it is required by your local legislation or policies.

Department: Just like Position Names, each entity has to determine what departments they will use for payroll. The use of departments in payroll is to create a group of wages to process together. If employees work for several "departments" such as Cemetery and Road you would not want to set up a Cemetery Department and a Road Department because the employee would then have to have two earnings. You have created the departments to sort the employees into wage groups so select the department that best describes the group. The list of Departments you will see on the drop down list are all the departments set up in the software. Other parts of the software may need detailed department selections but the payroll departments are used to separate payroll into groups for processing.

Type: Choose from the drop down list the type of position. If the position type is not listed, choose Other.

Classification/and Unemployment Eligible: A person who fills an elected position such as Trustee, Township Fiscal Officer or Clerk-Treasurer should be marked Elected so the Unemployment eligible box is not marked. This section indicates whether pay is going to report on the quarterly ODJFS report. Although some elected officials are appointed to fill an unexpired term they should still be marked as Elected for this classification. The choice Appointed is meant for positions such as Administrator or Village Fiscal Officer. These people are appointed and sworn into office but their pay is unemployment eligible, unlike an elected official. If you are in doubt always contact the Ohio Department of Job and Family services to determine if earnings are unemployment eligible before you set them up in the software.

Earnings: Earnings must be set up in Payroll – Maintenance - Earnings and Leave to be available to choose from the drop down list. The software will allow you to add multiple earnings of the same type but the descriptions must be edited so they are unique. If you try to save a second Hourly Wages without giving it a unique description, the software will stop you and give you the message "Description is already in use for this employee". Edit the description and the software will allow you to save.

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Frequency: Annual, Semi-Annual, Monthly, Semi-Monthly, Bi-Weekly, Weekly. You need to know how often the earning will be paid. It is important to set this up correctly so the taxes are withheld at the correct rate and state retirement frequency regulations are followed.

Pay Rate: The amount a person will receive per hour, per pay or per item. There should be legislative action setting the rates of pay of the employees. The rate of pay of elected officials will either be governed by legislative action or in the case of Townships by state law. Use these documents to determine what rates to enter on the earning.

Typical Hours: It will be necessary to fill in this space if the earning is Hourly and you have leave that will be prorated if the employee doesn't work the required hours. If you do not prorate leave for hourly employees, then you can leave this box blank. If you use the hours split method for earnings this box will automatically populate.

Details: This area contains information for the Last Raise, Resolution and next Revision; Probation End and Termination Dates; or Leave of Absence Date and Hours. Completion of these areas is optional with the exception of OP&FPF employees.

OP&FPF Pick Up Code and Frequency: If your employees are OP&FPF Fire or Police you **must** enter the correct pickup code and frequency in the Details area. If you are not sure what belongs in this area call OP&FPF for guidance.

When you have completed the information on this page click Next to continue.

Accounts: You select the appropriation accounts that will be used to pay the wages. If you simplified the Position and Department and the employee makes the same hourly wage for all the work they do, then it will be easiest to add all of the paying appropriation accounts to one earning. How a wage is to be paid is generally part of the legislative action setting the pay. All the accounts that will be used throughout the year should be added at this point. Accounts cannot be added to the wage when processing a payroll. The split methods are as follows:

- **No Split:** One appropriation account will pay the wage; enter one appropriation account using the data entry box.
- **Manual:** When the employee is paid from multiple accounts and each time card will have different hours for the accounts, the number of hours will be manually entered into the wage each pay. This is perfect for a maintenance worker who does Cemetery and Road work. His work hours for each will depend on weather, funerals, and mowing. He turns in a time card that shows he worked XX hours for Road and XX hours for Cemetery. Manual is the perfect choice for this worker because the hours will be entered each pay period according to the hours on the time card. Enter all the appropriation accounts you want to be available in the wage throughout the year.
- **Percent:** Used when an employee's wage will be split by percentage between accounts. An example of this would be for a Billing Clerk who does the Water and Sewer bills. All

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of her work is for both departments so her wage could be split 50% to a water account and 50% to a sewer account. All accounts that may need to be used would be added to this list. You can enter accounts with zero percent. As long as the account is available on the wage the amounts to each account can be manually edited.

- **Hours:** This choice requires you to enter the number of hours per account to default to the wage. If an employee is always scheduled 2 days a week in the Cemetery and 3 days on the Road, then hours may be a good choice. In this example, you would enter 32 hours in the Cemetery account and 48 hours in the Road account to default to each 80-hour wage. You can also enter additional accounts that may be used throughout the year with zero hours entered. Default hours can be edited on the wage. This method is not recommended if you have paid leave. If you forget to adjust the default hours when leave is paid you will overpay an employee.

The next step in adding the earning to the employee is to select the withholdings that will be applied to the earning. You see the list of the Withholdings you added in Step 2. Select the withholdings that should be withheld from this earning by clicking in the boxes. Selected withholdings will appear checked. Unchecked items will not be withheld from this earning. **You must not skip this step!** In Step 1 you added the withholdings that will be available to choose at this point. When you add an earning you **must** select the withholdings that will be applied to the earning. Just because you see a list does not mean they have been selected. For small entities this is not complicated, you would attach all the withholdings to the earnings. Larger, more complicated entities that have multiple taxing districts for work locations will select different items for each earning.

You would only exclude a withholding under particular circumstances. For example, if an employee has a Per Item payment they receive separate from their regular paycheck or if they receive the payout of unused vacation separate from their regular paycheck, then some withholdings do not need to be attached to these separately paid earnings. If the health insurance is already withheld from the regular paycheck it would not make sense to withhold health insurance from the unused vacation payout made by separate check.

If a library employee works at two library branches in two different local taxing districts, the earnings would be set up by location and you would only choose the local tax that applies to this earning's location. Townships will use this if part of their property such as a Cemetery or Fire House is inside the corporation limit of a city or village that has an earnings tax and part of the property is outside the corporation limits of the township where there is no earnings tax. When the employee works inside the corporation limits they are paid for the hours worked with an Earning that has the earnings tax attached. If they also work at a location outside the corporation limit those hours would be entered on an earning that didn't have the earnings tax attached. The exclusion of withholdings is particular to these odd occurrences. Read your Court Orders for child support and garnishment carefully to set them up to each employee's court order. You may not have the option to exclude court ordered withholdings from extra pay.

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When you have completed all the steps to add an earning the software brings you back to the main screen. You will see the available withholdings in the upper box (the list doesn't indicate attachments to earnings) and earnings in the lower box. You will choose Continue adding earning and Next until all earnings are added. You will then choose I am done adding earnings and Next to take you to the welcome screen. You will see the steps you have completed and the next step. Click Next in the lower right corner to advance.

INTRODUCTION TO STEP 4 – ADD EMPLOYEE OVERTIMES

Overtime structure is less complicated than earnings. You will want an Overtime rate to be set up for time and a half and any other rate that is legislated such as double time or double time and a half. Your policies will dictate what Overtimes must be set up in Earnings and Leave to be available for an employee.

An Overtime can have multiple appropriation accounts. Each Overtime must be attached to one earning. If you have multiple overtime rates each one can be set up with multiple accounts and can be attached to the same earning. There are several screens to the overtime set up. You will enter on the screen where you choose the overtime from the drop-down list, set the base pay and overtime rate.

- **Description:** The default description will be Overtime Wages. If you have more than one Earning due to different rates of pay and the earnings need an Overtime attached to each, then you will add more than one overtime. You must edit the description to make it unique. Make the description identifiable from the other overtimes on the wage.
- **Base Rate:** The base rate of pay is the employee's hourly rate that will be multiplied by the overtime rate.
- **Typical Hours:** Unless the employee always earns the same overtime per pay period you should leave this zero. An amount would only be entered if you wanted to set a default number of hours of overtime to appear on each wage record.
- **Overtime Rate box:** The number in this box indicate the multiplier for the overtime earnings such as 1.5, 2.0 or 2.5 **pursuant to your local legislation or policies.**

When you have completed this screen click Next and the software advances you to the screen where you attach the overtime to one Earning. The attachment creates the association of withholdings and Medicare and retirement employer share accounts that will be used when the overtime is paid. Click in the to indicate the attachment to the earning. If you try to skip the step the software gives you a warning message. The overtime must be attached to an earning in order for it to appear on the wage record.

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When you have completed this screen click Next and the software advances you to the screen to select the split method and appropriation accounts. You can select the same split method and accounts as the earnings or choose a separate split method and accounts for the overtime.

When you have completed adding the overtime the software brings you back to the main screen. You will see the withholdings listed in the upper box and the earnings and overtimes listed in the lower box. You will choose Continue adding overtime and click Next until all overtimes are added. You will then choose I am done adding overtimes and click Next to go to the welcome screen. You will see the steps you have completed and the next step. Click Next in the lower right corner to advance.

INTRODUCTION TO STEP 5 – ADD EMPLOYEE NON-CASH BENEFITS

If the employee does not have non-cash benefits you advance past the step by choosing I am done adding non-cash and click Next to take you to the welcome screen. If your employee receives a non-cash benefit you will add it to the employee in this step. You will choose Continue adding non-cash and click Next until all non-cash items are added.

A non-cash benefit is an item the entity pays for, the employee receives the use of it and the IRS deems a taxable fringe benefit. The employee does not receive any pay for the item but they are taxed for the financial benefit. From the drop down list, you select the non-cash benefit. Make sure the description is specific so it is identifiable on the wage and pay stub. The rate of a non-cash benefit can fluctuate from pay period to pay period or it remains exactly the same. If the item you are adding fluctuates in price then the default amount should be 0.00. This will ensure that you don't accidentally tax the employee based on an incorrect amount. On the wage, you will be able to enter the taxable amount. If the value of the non-cash benefit is a set amount you can enter the amount and it will default to the wage.

When you have completed this screen click Next and the software advances you to the screen where you attach the non-cash benefit to one Earning to create the attachment to the taxes that will be applied. Click in the to indicate the attachment to the earning. If you try to skip the step the software gives you a warning message. The non-cash benefit must be attached to an earning in order for it to appear on the wage.

When you have completed adding the non-cash benefit the software brings you back to the main screen. You will see the withholdings listed in the upper box and the earnings, overtimes and non-cash benefits listed in the lower box. You will choose Continue adding non-cash and click Next until all non-cash items are added. You will then choose I am done adding non-cash benefits and click Next to go to the welcome screen. You will see the steps you have completed and the next step. Click Next in the lower right corner to advance.

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INTRODUCTION TO STEP 6 – ADD EMPLOYEE LEAVES

You need to add each leave type according to your legislation or policies.

Hourly employees' leave should be marked Paid When Used. This means the hourly employee receives paid leave that takes the place of the hours he would have worked.

Salaried employees that have leave must be marked Not Paid When Used. This setting means when a salaried employee is off work sick or on vacation, they use their leave but the salary remains the same. The software keeps track of the employee's leave balance. If you mark this incorrectly a salaried person will be overpaid when you enter leave hours on the Wage Record.

You must enter the leave pay rate for hourly employees. The leave accrual type and rates will be completed pursuant to your local legislation and policies. There are areas for setting maximum leave balances and maximum annual accrual; complete these areas pursuant to your local legislation and policies.

The next step requires you to create two different attachments to earnings. Once established, leave attachments should always be viewed from the Edit Leave form. Read the sections below to understand what these attachments mean.

ATTACH LEAVE TO EARNING(S) :

You must attach the leave to the applicable earnings by checking 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.

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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 setup 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

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earning that has the withholdings you want to be 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.

EMPLOYEE GENERAL INFORMATION REPORT

If you answer Yes to print the General Information Report the software will take you to the report. If you answer No you can access the report later. It is highly recommended you print this report and verify the accuracy of the employee set up prior to posting the first wage.

STEPS TO ACCESS:

Payroll → Reports & Statements → Employee Reports – Employee General Information

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.

Select: The employee from the available list and click Print.

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If you find errors in the set up, you will have to edit the employee to make corrections. Edit Employee instructions are included in other areas of the Payroll Training Manual.

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GUIDED EXERCISE 9-1 ADD EMPLOYEE

STEPS TO ACCESS:

Payroll → Maintenance → Employee

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.

On the Employee form:

Click: Add to open the Add Employee Wizard.

Enter: Brutus Buckeye using the completed Checklist. View the Employee General Information Report when finished.

EMPLOYEE DATA:	
Employee Name	Brutus Buckeye
Employee ID	BUCKEYE B
Address Line 1	101 College Lane
Address Line 2	
City, State, Zip	Buckeye, OH 43215
Email	
Home Phone	
Cell Phone	
Emergency Contact Telephone # & Name	
Social Security #	999-99-9999
Date of Hire:	08/17/2012
Birth Date (Optional)	
Sex	<input checked="" type="radio"/> Male or <input type="radio"/> Female
Status	<input checked="" type="radio"/> Full Time or <input type="radio"/> Part Time
Track Hours by	<input checked="" type="radio"/> Pay Period or <input type="radio"/> Day
OPERS Member Date	08/17/2012
OP&FPF Member Date	/ / Base Hours: (Call OP&FPF if Unsure)
State IT-4	<u> 3 </u> # of Deductions
Federal W-4	<u> 3 </u> # of Deductions
W-4 Rate	<input checked="" type="radio"/> Married Rate or <input type="radio"/> Single Rate

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WITHHOLDING DATA:	
Medicare Type:	<input checked="" type="radio"/> Medicare Regular Employer Share Account: 1000-110-213-0000 <input type="radio"/> Medicare Fringe _____ % Fringe Account: _____
OPERS Type:	<input checked="" type="radio"/> OPERS Regular Employer Share Account: 1000-110-211-0000 <input type="radio"/> OPERS Fringe _____ % Fringe Account: _____ <input type="radio"/> OPERS Salary Reduct. Employer Share Acct: _____
<input checked="" type="radio"/> Govt or <input type="radio"/> Law	
OPERS Type:	<input type="radio"/> OPERS Regular Employer Share Account: _____ <input type="radio"/> OPERS Fringe _____ % Fringe Account: _____ <input type="radio"/> OPERS Salary Reduct. Employer Share Acct: _____
<input type="radio"/> Govt or <input type="radio"/> Law	
OP&FPF Type	<input type="radio"/> OP&FPF Regular Employer Share Account: _____ <input type="radio"/> OP&FPF Fringe _____ % Fringe Account: _____ <input type="radio"/> OP&FPF Salary Reduct. Employer Share Acct: _____
<input type="radio"/> Police or <input type="radio"/> Fire	
OP&FPF Type	<input type="radio"/> OP&FPF Regular Employer Share Account: _____ <input type="radio"/> OP&FPF Fringe _____ % Fringe Account: _____ <input type="radio"/> OP&FPF Salary Reduct. Employer Share Acct: _____
<input type="radio"/> Police or <input type="radio"/> Fire	
Social Security Type:	<input type="radio"/> SS Regular Employer Share Account: _____ <input type="radio"/> SS Fringe _____ % Fringe Account: _____
Supplemental Federal	<input type="radio"/> Extra dollar amount to withhold per paycheck \$ _____
Supplemental State	<input type="radio"/> Extra dollar amount to withhold per paycheck \$ _____
Local Taxes:	Name: Buckeye Village Income Tax % 1.0
<input checked="" type="radio"/> Workplace Earnings	Name: _____ %
or Income tax (List	Name: _____ %
Each & %)	Name: _____ %
Local Taxes:	
<input type="radio"/> Resident	
Earning/Income Tax	Name: _____ %
School District	Name: _____ Tax Rate % _____
Income Tax:	District # _____

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EARNINGS:			
Position	Fiscal Officer		
Type	<input type="radio"/> Trustee <input type="radio"/> Council <input type="radio"/> Clerk <input type="radio"/> Clerk-Treasurer <input checked="" type="radio"/> Township <input type="radio"/> Fiscal Officer <input type="radio"/> Mayor <input type="radio"/> Librarian <input type="radio"/> Administrator <input type="radio"/> Board of Affairs <input type="radio"/> Legal Counsel <input type="radio"/> Other		
Department	Administration		
Classification	<input type="radio"/> Hired <input checked="" type="radio"/> Elected <input type="radio"/> Appointed <input type="checkbox"/> Unemployment Eligible <u>(Elected officials are not unemployment eligible)</u>		
<input type="radio"/> Hourly <input checked="" type="radio"/> Salary <input type="radio"/> Overtime <input type="radio"/> Per Item <input type="radio"/> Taxable Item <input type="radio"/> Non-Taxable Item <input type="radio"/> Non-Retirement Item <input type="radio"/> Non-Tax/Non-Retirement Item <input type="radio"/> Non Cash Benefit	Earning Description:		
	DETAILS	AMOUNTS	LIST ALL ACCOUNT CODES FOR EARNING
	Frequency	Monthly	1000-110-121-0000
	Salary \$/Pay Period	1,733.00	
	Hourly Rate		
	Per Item \$		
	Overtime Rate		
	OP&FPF Pick-Up Code & Frequency:		

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, Brutus has one earning so all of his withholdings will be attached to the earning. Brutus 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.

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GUIDED EXERCISE 9-2 ADD EMPLOYEE

STEPS TO ACCESS:

Payroll → Maintenance → Employee

On the Employee form:

Click: Add to open the Add Employee Wizard.

Enter: Steve Friendly using the completed Checklist. View the Employee General Information Report when finished.

EMPLOYEE DATA:	
Employee Name	Steve Friendly
Employee ID	FRIENDLY S
Address Line 1	1 Happy St
Address Line 2	
City, State, Zip	Buckeye, OH 43215
Email	
Home Phone	
Cell Phone	
Emergency Contact Telephone # & Name	
Social Security #	222-45-6789
Date of Hire:	09/14/2010
Birth Date (Optional)	
Sex	<input checked="" type="radio"/> Male or <input type="radio"/> Female
Status	<input checked="" type="radio"/> Full Time or <input type="radio"/> Part Time
Track Hours by	<input checked="" type="radio"/> Pay Period or <input type="radio"/> Day
OPERS Member Date	09/14/2010
OP&FPF Member Date	/ / Base Hours: (Call OP&FPF if Unsure)
State IT-4	<u> 2 </u> # of Deductions
Federal W-4	<u> 2 </u> # of Deductions
W-4 Rate	<input checked="" type="radio"/> Married Rate or <input type="radio"/> Single Rate

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WITHHOLDING DATA:	
Medicare Type:	<input checked="" type="radio"/> Medicare Regular Employer Share Account: OBJECT SPLIT <input type="radio"/> Medicare Fringe _____ % Fringe Account: _____
OPERS Type: <input checked="" type="radio"/> Govt or <input type="radio"/> Law	<input checked="" type="radio"/> OPERS Regular Employer Share Account: OBJECT SPLIT <input type="radio"/> OPERS Fringe _____ % Fringe Account: _____ <input type="radio"/> OPERS Salary Reduct. Employer Share Acct: _____
OPERS Type: <input type="radio"/> Govt or <input type="radio"/> Law	<input type="radio"/> OPERS Regular Employer Share Account: _____ <input type="radio"/> OPERS Fringe _____ % Fringe Account: _____ <input type="radio"/> OPERS Salary Reduct. Employer Share Acct: _____
OP&FPF Type <input type="radio"/> Police or <input type="radio"/> Fire	<input type="radio"/> OP&FPF Regular Employer Share Account: _____ <input type="radio"/> OP&FPF Fringe _____ % Fringe Account: _____ <input type="radio"/> OP&FPF Salary Reduct. Employer Share Acct: _____
OP&FPF Type <input type="radio"/> Police or <input type="radio"/> Fire	<input type="radio"/> OP&FPF Regular Employer Share Account: _____ <input type="radio"/> OP&FPF Fringe _____ % Fringe Account: _____ <input type="radio"/> OP&FPF Salary Reduct. Employer Share Acct: _____
Social Security Type:	<input type="radio"/> SS Regular Employer Share Account: _____ <input type="radio"/> SS Fringe _____ % Fringe Account: _____
Supplemental Federal	<input type="radio"/> Extra dollar amount to withhold per paycheck \$ _____
Supplemental State	<input type="radio"/> Extra dollar amount to withhold per paycheck \$ _____
Local Taxes:	Name: Buckeye Village Income Tax % 1.0
<input checked="" type="radio"/> Workplace Earnings or Income tax (List Each & %)	Name: _____ % _____
	Name: _____ % _____
	Name: _____ % _____
Local Taxes: <input type="radio"/> Resident Earning/Income Tax	Name: _____ % _____
School District Income Tax:	Name: _____ Tax Rate % _____ District # _____
EMPLOYEE SHARE OF INSURANCE BENEFITS	
<input checked="" type="radio"/> Health	\$ 37.50 Amount withheld from Employee's Wages <input type="radio"/> Monthly <input type="radio"/> Each Pay Period <input checked="" type="radio"/> Skip Deductions
<input type="radio"/> Life	\$ _____ Amount withheld from Employee's Wages <input type="radio"/> Monthly <input type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions
<input checked="" type="radio"/> Dental	\$ 2.81 Amount withheld from Employee's Wages <input type="radio"/> Monthly <input type="radio"/> Each Pay Period <input checked="" type="radio"/> Skip Deductions

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WITHHOLDING DATA CONT.:	
<input type="radio"/> Vision	\$ _____ Amount withheld from Employee’s Wages <input type="radio"/> Monthly <input type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions
<input type="radio"/> Other Insurance	\$ _____ Amount withheld from Employee’s Wages <input type="radio"/> Monthly <input type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions
<input type="radio"/> Other Insurance	\$ _____ Amount withheld from Employee’s Wages <input type="radio"/> Monthly <input type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions
<input type="radio"/> Other Insurance	\$ _____ Amount withheld from Employee’s Wages <input type="radio"/> Monthly <input type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions
OTHER DEDUCTIONS	
<input type="radio"/> Child Support	\$ _____ Amount to be withheld per Pay Period <input type="radio"/> Requires manual calculation on each wage record
<input type="radio"/> Garnishment	<input type="radio"/> \$ _____ Amount to be withheld per Pay Period <input type="radio"/> _____ % Rate to be withheld per Pay Period <input type="radio"/> Set default then calculate by formula on each wage record
	Withholding Vendor/Payee:
	Withholding Name :
<input type="radio"/> Garnishment	<input type="radio"/> \$ _____ Amount to be withheld per Pay Period <input type="radio"/> Amount to be calculated based on Gross Wage Each pay period <input type="radio"/> Set default then calculate by formula on each wage record
	Withholding Vendor/Payee:
	Withholding Name
<input checked="" type="radio"/> Deferred Comp.	\$50.00 Amount to be withheld per Pay Period <input type="radio"/> Skip Deductions
<input type="radio"/> Other Withholding	<input type="radio"/> \$ _____ Amount to be withheld per Pay Period <input type="radio"/> _____ % Rate to be withheld per Pay Period <input type="radio"/> Skip Deductions
	Withholding Vendor/Payee:
	Withholding Name
<input type="radio"/> Other Withholding	<input type="radio"/> \$ _____ Amount to be withheld per Pay Period <input type="radio"/> _____ % Rate to be withheld per Pay Period <input type="radio"/> Skip Deductions
	Withholding Vendor/Payee:
	Withholding Name

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EARNINGS:			
Position	MAINTENANCE		
Type	<input type="radio"/> Trustee <input type="radio"/> Council <input type="radio"/> Clerk <input type="radio"/> Clerk-Treasurer <input type="radio"/> Township Fiscal Officer <input type="radio"/> Mayor <input type="radio"/> Librarian <input type="radio"/> Administrator <input type="radio"/> Board of Affairs <input type="radio"/> Legal Counsel <input checked="" type="radio"/> Other		
Department	MAINTENANCE		
Classification	<input checked="" type="radio"/> Hired <input type="radio"/> Elected <input type="radio"/> Appointed <input checked="" type="checkbox"/> <u>Unemployment Eligible</u> (Elected officials are <u>not</u> unemployment eligible)		
<input checked="" type="radio"/> Hourly <input type="radio"/> Salary <input type="radio"/> Overtime <input type="radio"/> Per Item <input type="radio"/> Taxable Item <input type="radio"/> Non-Taxable Item <input type="radio"/> Non-Retirement Item <input type="radio"/> Non-Tax/Non-Retirement Item <input type="radio"/> Non-Cash Benefit	Earning Description: HOURLY WAGES		
	DETAILS	AMOUNTS	LIST ALL ACCOUNT CODES FOR EARNING
	Frequency	<i>bi-weekly</i>	<i>1000-120-190 -0000</i>
	Salary \$/Pay Period		<i>2021-330-190 -0000</i>
	Hourly Rate	<i>15.00</i>	<i>2041-410-190 -0000</i>
	Per Item \$		<i>2171-610-190 -0000</i>
	Overtime Rate		
	OP&FPF Pick-Up Code & Frequency:		
STOP HERE!			
Overtime is the next step in <u>the Wizard</u>. Wait for the instructor to lead you to the next step.			
Position	N/A		
Type	<input type="radio"/> Trustee <input type="radio"/> Council <input type="radio"/> Clerk <input type="radio"/> Clerk-Treasurer <input type="radio"/> Township Fiscal Officer <input type="radio"/> Mayor <input type="radio"/> Librarian <input type="radio"/> Administrator <input type="radio"/> Board of Affairs <input type="radio"/> Legal Counsel <input type="radio"/> Other		
Department			
Classification	<input type="radio"/> Hired <input type="radio"/> Elected <input type="radio"/> Appointed <input type="checkbox"/> <u>Unemployment Eligible</u> (Elected officials are <u>not</u> unemployment eligible)		
<input type="radio"/> Hourly <input type="radio"/> Salary <input checked="" type="radio"/> Overtime <input type="radio"/> Per Item <input type="radio"/> Taxable Item <input type="radio"/> Non-Taxable Item <input type="radio"/> Non-Retirement Item <input type="radio"/> Non-Tax/Non-Retirement Item <input type="radio"/> <u>Non Cash Benefit</u>	Earning Description:		
	DETAILS	AMOUNTS	LIST ALL ACCOUNT CODES FOR EARNING
	Frequency		<i>1000-120-190 -0000</i>
	Salary \$/Pay Period		<i>2021-330-190 -0000</i>
	Hourly Rate	<i>15.00</i>	<i>2041-410-190 -0000</i>
	Per Item \$		<i>2171-610-190 -0000</i>
	Overtime Rate	<i>1.50</i>	
	OP&FPF Pick-Up Code & Frequency:		

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LEAVE: - For class example we will use Percent split 25% each account*	
<input checked="" type="radio"/> Sick <input type="radio"/> Vacation <input type="radio"/> Holiday <input type="radio"/> Personal <input type="radio"/> Comp Time <input type="radio"/> Bereavement <input type="radio"/> Other Leave	Leave is: <input checked="" type="radio"/> Paid when used <input type="radio"/> Not paid when used (salaried) Pay Rate <u>\$15.00</u> Per Hour <input type="radio"/> Leave Credited Manually <input checked="" type="radio"/> Leave Earned <u>3.10</u> Per Pay Period <input type="radio"/> Leave is Earned per regular hours worked: hours per _____ worked <input checked="" type="checkbox"/> Using this leave accrues all prorated leaves Max. Leave Balance <input type="radio"/> No <input type="radio"/> Limit to _____ Hours Max. Annual Accrual: <input type="radio"/> No <input type="radio"/> Limit Accrual to _____ Hours Beginning Balance: <u>210.80</u>
<input type="radio"/> Sick <input checked="" type="radio"/> Vacation <input type="radio"/> Holiday <input type="radio"/> Personal <input type="radio"/> Comp Time <input type="radio"/> Bereavement <input type="radio"/> Other Leave	Leave is: <input checked="" type="radio"/> Paid when used <input type="radio"/> Not paid when used (salaried) Pay Rate <u>\$15.00</u> Per Hour <input type="radio"/> Leave Credited Manually <input checked="" type="radio"/> Leave Earned <u>3.10</u> Per Pay Period <input type="radio"/> Leave is Earned per regular hours worked: hours per _____ worked <input checked="" type="checkbox"/> Using this leave accrues all prorated leaves Max. Leave Balance <input type="radio"/> No <input type="radio"/> Limit to _____ Hours Max. Annual Accrual: <input type="radio"/> No <input type="radio"/> Limit Accrual to _____ Hours Beginning Balance: <u>90.80</u>
<input type="radio"/> Sick <input type="radio"/> Vacation <input checked="" type="radio"/> Holiday <input type="radio"/> Personal <input type="radio"/> Comp Time <input type="radio"/> Bereavement <input type="radio"/> Other Leave	Leave is: <input checked="" type="radio"/> Paid when used <input type="radio"/> Not paid when used (salaried) Pay Rate <u>\$15.00</u> Per Hour <input checked="" type="radio"/> Leave Credited Manually <input type="radio"/> Leave Earned _____ Per Pay Period <input type="radio"/> Leave is Earned per regular hours worked: hours per _____ worked <input checked="" type="checkbox"/> Using this leave accrues all prorated leaves Max. Leave Balance <input type="radio"/> No <input type="radio"/> Limit to _____ Hours Max. Annual Accrual: <input type="radio"/> No <input type="radio"/> Limit Accrual to _____ Hours Beginning Balance: <u>0</u>
<input type="radio"/> Sick <input type="radio"/> Vacation <input type="radio"/> Holiday <input type="radio"/> Personal <input checked="" type="radio"/> Comp Time <input type="radio"/> Bereavement <input type="radio"/> Other Leave	Leave is: <input checked="" type="radio"/> Paid when used <input type="radio"/> Not paid when used (salaried) Pay Rate <u>\$15.00</u> Per Hour <input checked="" type="radio"/> Leave Credited Manually <input type="radio"/> Leave Earned _____ Per Pay Period <input type="radio"/> Leave is Earned per regular hours worked: hours per _____ worked <input checked="" type="checkbox"/> Using this leave accrues all prorated leaves Max. Leave Balance <input type="radio"/> No <input type="radio"/> Limit to _____ Hours Max. Annual Accrual: <input type="radio"/> No <input type="radio"/> Limit Accrual to _____ Hours Beginning Balance: <u>10.00</u>

Attach the Leaves to the earning and select the WH earning. *If you use percent split you must be careful determining the distribution of percentage to restricted funds.

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GUIDED EXERCISE 9-3 ADD EMPLOYEE

STEPS TO ACCESS:

Payroll → Maintenance → Employee

On the Employee form:

Click: Add to open the Add Employee Wizard.

Enter: Sonny Day using the completed Checklist. View the Employee General Information Report when finished.

EMPLOYEE DATA:	
Employee Name	SONNY DAY
Employee ID	DAY S
Address Line 1	12921 Fire Station Road
Address Line 2	
City, State, Zip	Buckeye, OH 43215
Email	
Home Phone	
Cell Phone	
Emergency Contact Telephone # & Name	
Social Security #	222-44-5555
Date of Hire:	06/14/2012
Birth Date (Optional)	
Sex	<input checked="" type="radio"/> Male or <input type="radio"/> Female
Status	<input checked="" type="radio"/> Full Time or <input type="radio"/> Part Time
Track Hours by	<input checked="" type="radio"/> Pay Period or <input type="radio"/> Day
OPERS Member Date	/ /
OP&FPF Member Date	06/14/2012 Base Hours: 160 (Call OP&FPF if Unsure)
State IT-4	<u> 0 </u> # of Deductions
Federal W-4	<u> 0 </u> # of Deductions
W-4 Rate	<input type="radio"/> Married Rate or <input checked="" type="radio"/> Single Rate

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WITHHOLDING DATA:	
Medicare Type:	<input checked="" type="radio"/> Medicare Regular Employer Share Account: OBJECT SPLIT <input type="radio"/> Medicare Fringe _____ % Fringe Account: _____
OPERS Type: <input type="radio"/> Govt or <input type="radio"/> Law	<input type="radio"/> OPERS Regular Employer Share Account: _____ <input type="radio"/> OPERS Fringe _____ % Fringe Account: _____ <input type="radio"/> OPERS Salary Reduct. Employer Share Acct: _____
OPERS Type: <input type="radio"/> Govt or <input type="radio"/> Law	<input type="radio"/> OPERS Regular Employer Share Account: _____ <input type="radio"/> OPERS Fringe _____ % Fringe Account: _____ <input type="radio"/> OPERS Salary Reduct. Employer Share Acct: _____
OP&FPF Type <input type="radio"/> Police or <input checked="" type="radio"/> Fire	<input checked="" type="radio"/> OP&FPF Regular Employer Share Account: OBJECT SPLIT <input type="radio"/> OP&FPF Fringe _____ % Fringe Account: _____ <input type="radio"/> OP&FPF Salary Reduct. Employer Share Acct: _____
OP&FPF Type <input type="radio"/> Police or <input type="radio"/> Fire	<input type="radio"/> OP&FPF Regular Employer Share Account: _____ <input type="radio"/> OP&FPF Fringe _____ % Fringe Account: _____ <input type="radio"/> OP&FPF Salary Reduct. Employer Share Acct: _____
Social Security Type:	<input type="radio"/> SS Regular Employer Share Account: _____ <input type="radio"/> SS Fringe _____ % Fringe Account: _____
Supplemental Federal	<input checked="" type="radio"/> Extra dollar amount to withhold per paycheck \$10.00
Supplemental State	<input checked="" type="radio"/> Extra dollar amount to withhold per paycheck \$5.00
Local Taxes: <input checked="" type="radio"/> Workplace Earnings or Income tax (List Each & %)	Name: Buckeye Village Income Tax % 1.0 Name: _____ % _____ Name: _____ % _____
Local Taxes: <input type="radio"/> Resident Earning/Income Tax	Name: _____ % _____
School District Income Tax:	Name: _____ Tax Rate % _____ District # _____
EMPLOYEE SHARE OF INSURANCE BENEFITS	
<input checked="" type="radio"/> Health	\$ 37.50 Amount withheld from Employee's Wages <input type="radio"/> Monthly <input type="radio"/> Each Pay Period <input checked="" type="radio"/> Skip Deductions
<input type="radio"/> Life	\$ _____ Amount withheld from Employee's Wages <input type="radio"/> Monthly <input type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions
<input checked="" type="radio"/> Dental	\$ 2.81 Amount withheld from Employee's Wages <input type="radio"/> Monthly <input type="radio"/> Each Pay Period <input checked="" type="radio"/> Skip Deductions

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EARNINGS:			
Position	FIRE CHIEF		
Type	<input type="radio"/> Trustee <input type="radio"/> Council <input type="radio"/> Clerk <input type="radio"/> Clerk-Treasurer <input type="radio"/> Township Fiscal Officer <input type="radio"/> Mayor <input type="radio"/> Librarian <input type="radio"/> Administrator <input type="radio"/> Board of Affairs <input type="radio"/> Legal Counsel <input checked="" type="radio"/> Other		
Department	FIRE & EMS		
Classification	<input checked="" type="radio"/> Hired <input type="radio"/> Elected <input type="radio"/> Appointed <input checked="" type="checkbox"/> Unemployment Eligible (Elected officials are <u>not</u> unemployment eligible)		
<input type="radio"/> Hourly <input checked="" type="radio"/> Salary <input type="radio"/> Overtime <input type="radio"/> Per Item <input type="radio"/> Taxable Item <input type="radio"/> Non-Taxable Item <input type="radio"/> Non-Retirement Item <input type="radio"/> Non-Tax/Non-Retirement Item <input type="radio"/> Non-Cash Benefit	Earning Description: Salary		
	DETAILS	AMOUNTS	
	Frequency	bi-weekly	LIST ALL ACCOUNT CODES FOR EARNING
	Salary \$/Pay Period	1480.00	2191-220-190-0000
	Hourly Rate		
	Per Item \$		
	Overtime Rate		
	OP&FPF Pick-Up Code & Frequency:	A	
	Bi-Weekly		

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.

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LEAVE:		
<input checked="" type="radio"/> Sick <input type="radio"/> Vacation <input type="radio"/> Holiday <input type="radio"/> Personal <input type="radio"/> Comp Time <input type="radio"/> Bereavement <input type="radio"/> Other Leave	Leave is: <input type="radio"/> Paid when used <input checked="" type="radio"/> Not paid when used (salaried) Pay Rate _____ Per Hour	
	<input type="radio"/> Leave Credited Manually	
	<input checked="" type="radio"/> Leave Earned <u>3.10</u> Per Pay Period	
	<input type="radio"/> Leave is Earned per regular hours worked: _____ hours per _____ worked	
	<input checked="" type="checkbox"/> Using this leave accrues all prorated leaves	
	Max. Leave Balance <input checked="" type="radio"/> No <input type="radio"/> Limit to _____ Hours	
	Max. Annual Accrual: <input checked="" type="radio"/> No <input type="radio"/> Limit Accrual to _____ Hours	
	Beginning Balance: 80.6	
	<input type="radio"/> Sick <input checked="" type="radio"/> Vacation <input type="radio"/> Holiday <input type="radio"/> Personal <input type="radio"/> Comp Time <input type="radio"/> Bereavement <input type="radio"/> Other Leave	Leave is: <input type="radio"/> Paid when used <input checked="" type="radio"/> Not paid when used (salaried) Pay Rate _____ Per Hour
		<input type="radio"/> Leave Credited Manually
<input checked="" type="radio"/> Leave Earned <u>3.10</u> Per Pay Period		
<input type="radio"/> Leave is Earned per regular hours worked: _____ hours per _____ worked		
<input checked="" type="checkbox"/> Using this leave accrues all prorated leaves		
Max. Leave Balance <input checked="" type="radio"/> No <input type="radio"/> Limit to _____ Hours		
Max. Annual Accrual: <input checked="" type="radio"/> No <input type="radio"/> Limit Accrual to _____ Hours		
Beginning Balance: 80.6		
<input type="radio"/> Sick <input type="radio"/> Vacation <input checked="" type="radio"/> Holiday <input type="radio"/> Personal <input type="radio"/> Comp Time <input type="radio"/> Bereavement <input type="radio"/> Other Leave		Leave is: <input type="radio"/> Paid when used <input checked="" type="radio"/> Not paid when used (salaried) Pay Rate _____ Per Hour
		<input checked="" type="radio"/> Leave Credited Manually
	<input type="radio"/> Leave Earned _____ Per Pay Period	
	<input type="radio"/> Leave is Earned per regular hours worked: _____ hours per _____ worked	
	<input checked="" type="checkbox"/> Using this leave accrues all prorated leaves	
	Max. Leave Balance <input checked="" type="radio"/> No <input type="radio"/> Limit to _____ Hours	
	Max. Annual Accrual: <input checked="" type="radio"/> No <input type="radio"/> Limit Accrual to _____ Hours	
	Beginning Balance: <u>0</u>	
	<input type="radio"/> Sick <input type="radio"/> Vacation <input type="radio"/> Holiday <input type="radio"/> Personal <input checked="" type="radio"/> Comp Time <input type="radio"/> Bereavement <input type="radio"/> Other Leave	Leave is: <input type="radio"/> Paid when used <input checked="" type="radio"/> Not paid when used (salaried) Pay Rate _____ Per Hour
		<input checked="" type="radio"/> Leave Credited Manually (Comp time accrual rate: <u>1.50</u>)
<input type="radio"/> Leave Earned _____ Per Pay Period/		
<input type="radio"/> Leave is Earned per regular hours worked: _____ hours per _____ worked Accrual Rate		
<input checked="" type="checkbox"/> Using this leave accrues all prorated leaves		
Max. Leave Balance <input type="radio"/> No <input checked="" type="radio"/> Limit to 25 Hours		
Max. Annual Accrual: <input type="radio"/> No <input checked="" type="radio"/> Limit Accrual to 40 Hours		
Beginning Balance: <u>0</u>		

Attach the Leaves to the earning and select the WH earning.

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New employees that have a frequency and withholdings that require skipped deductions must either have the dates manually entered on the skip calendar in the Add Withholding form of the Employee Wizard or the fiscal officer can use the Skip Calendar Editor to apply the skip calendar to each withholding and employee after the setup is finished.

Employees that work in different tax districts will require separate earnings for each work location. The instructor will explain this concept showing an employee already setup in the software in a later training data set.

GUIDED EXERCISE 9-4 APPLY SKIP CALENDAR TO NEW EMPLOYEES

STEPS TO ACCESS:

Payroll → Maintenance → Skip Calendars Editor

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.

Mark: Bi-weekly skip 3rd paycheck

Click: Apply to open the Apply Skip Calendar form.

Select Frequency: Bi-Weekly

Select Withholding: Health Insurance

Select: Steve Friendly and Sonny Day

Click: Save

Select Withholding: Dental Insurance

Select: Steve Friendly and Sonny Day

Click: Save and Close.

EMPLOYEE SKIP WITHHOLDING REPORTS

STEPS TO ACCESS:

Payroll → Reports & Statements → Employee Reports – Employee Skip Withholding

Visit the Paper, Filters and Sorting tabs for additional selections.

Mark: Employees in the list to include in the report.

Click: Print, Display, Save PDF or Export (when available).

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*** Run training data file: Payroll #4***

CHAPTER 10 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.

GUIDED EXERCISE 10-1 ADD WAGES, GROUP #1

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 Start Date then tab over to the end date so the end date automatically populates the space.

Select: Three trustees and the fiscal officer appear in the Employee Earnings area. To create wages for everyone listed click the header checkbox.

Click: Save, wait for the process to complete then Close.

Choose: 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.

GUIDED EXERCISE 10-2 EDIT WAGES, GROUP #1

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 the box and clicking Edit. If you find that there is something incorrect in the setup 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

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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 does not require editing.

The instructor will walk you thru editing the trustees' wages based on the 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.

Name	1000-110-111-0000	2021-330-111-0000	2041-410-111-0000	Total
Brutus Buckeye	1,733.00			
Carey Trusty	235.79	707.38	0.00	943.17
Larry Trusty	643.72	247.58	99.03	990.33
Sherry Trusty	943.17	0.00	0.00	943.17

BATCH REPORTS - WAGES, GROUP #1

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.

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GUIDED EXERCISE 10-3 POST WAGES, GROUP #1

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 you take to post the wages in batch 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 given by the Instructor.

Click: OK once the instructor reviews the next check number and pay stub options with the class. On this form, you must select the post date. The post date of a paycheck should represent payday – the day the employee receives the check. You can enter a stub note or change your selections for the items to be printed on the pay stub.

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 the printer is loaded properly.

GUIDED EXERCISE 10-4 ADD WAGES, GROUP #2

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: The Pay Period Begin and End dates given by the instructor.

Select: A list of employees will appear in the Employee Earnings area. Select only the following employees from the list: Smith, Ceased, Day, Friendly, and Part.

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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

GUIDED EXERCISE 10-5 EDIT WAGES, GROUP #2

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 thru editing the employee wages based on the timecards. Each time card listed below 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.

John Smith

Hourly Wages: \$15.00

Hours Paid: 15

Gross: \$135.00

Withholdings: \$(16.07)

Net: \$118.93

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

Sonny Day

Gross: \$1480.00

Withholdings: \$(500.26)

Net: \$979.74

Earned Leave: 3.0

Used Leave: 8.0

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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.

Barry D. Ceased

Hourly Wages: 72 Hours

Vacation Leave Paid: 8 Hours

Hours Paid: 80

Gross: \$1000.00

Withholdings: \$(311.69)

Net: \$688.31

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

Review the Withholdings tab to see how the skipped deductions option has skipped the health and dental withholdings for our sample third pay period of March.

Steve Friendly

Hourly Wages:

1000-120-190-0000 - 4 Hours

2021-330-190-0000 – 22 Hours

2041-410-190-0000 – 8 Hours

2171-610-190-0000 – 20 Hours

Overtime Wages:

2021-330-190-0000 – 1.5 Hours

2171-610-190-0000 – 3 Hours

Holiday Leave Paid : 8 Hours

Vacation Leave Paid: 8 Hours

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Hours Paid: 84.5 Hours

Gross: \$1301.25

Withholdings: \$(370.19)

Net: \$931.06

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.

Art Part

Hourly Wages: 15 Hours

Hours Paid: 15 Hours

Gross: \$127.50

Withholdings: \$(15.94)

Net: \$111.56

Court Ordered Garnishment	
If net paycheck is less than \$150.00	\$0.00
If net paycheck is \$150.00 or more	10% of gross

BATCH REPORTS - WAGES, GROUP #2

Review the Batch Wage Detail report prior to posting.

STEPS TO ACCESS:

Payroll → Reports & Statements - Batch Reports - Wages

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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.

GUIDED EXERCISE 10-6 POST WAGES, GROUP #2

The remaining batch list contains some warrant and EFT type wages. You could select the entire list to Post/Print at once. You can set the Type at the top of the Wages form to show a list of one type for posting one type at a time. You can 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 would 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 and checks on paper. The Type set at the top of the batch 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 must select the post date. The post date of a paycheck should represent payday – the day the employee receives the check. You can 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 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 first through last 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 setting is still on Warrant and there are no more warrants in the batch. Change the type following the steps below.

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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.

GUIDED EXERCISE 10-7 CREATE EFT FILE (DIRECT DEPOSIT)

Once wages are posted as EFT you are required to process the EFT for each posting date. Your bank may require an electronic file for upload and this process will create the file and a report for your records.

STEPS TO ACCESS:

Payroll → Transactions → EFT

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.

From the drop down list select the posting date. The posting date items will default with the employees listed and selected. If a listed item should not be included in the upload to the bank, uncheck the box. You can click Display to view and/or print the EFT batch prior to creating the electronic file.

Click: File to create the electronic file to upload to your bank.

You will receive a system message that shows you the name of the document to upload and the location on your computer. The file will be located in the c:_UAN_EFiles folder. You receive a second system message asking if you wish to display a report of the saved EFT file. It is recommended you display the report and print a copy for your files. It is also recommended you delete the file from your hard drive once it has been uploaded to your bank so you don't accidentally upload the wrong file in the future.

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*** Run training data file: Payroll #5***

CHAPTER 11 REPORTS

STEPS TO ACCESS:

Payroll → Reports & Statements

REPORTS OVERVIEW

Select the report group from the function list to open a report form. On the report form, choose the report from the drop-down list. Most reports allow you to choose the date parameters, Original Post Date or Pay Period End Date. Review the Paper, Filters, Sorting, Options and Department tabs for more reporting choices. Items fitting the report parameters will appear in the list. Select the items and choose the action you wish to take; Print, Display, Save PDF, Export (when available), or File (when available). External reports that are uploaded to the reporting website you must choose File, never Save PDF.

There are two functions in the list that expand. Entity Reports expands to a list of the items that make up the payroll structure. External Forms expands to a list of reports that are filed on a regular basis. This list does not indicate your complete filing requirements. You may have local taxes, school taxes, child support or garnishment that must also be completed.

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Report Groups

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

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RECOMMENDED PAYROLL REPORTS

Use the payroll reports to verify setup, prepare tax and state retirement reports and verify the status of unpaid withholdings. Below are some recommended reports that you should use on a regular basis.

EMPLOYEE REPORTS

When you add a new employee or when you add, edit or deactivate an item in the employee setup it is highly recommended you print the **Employee General Information Report**.

STEPS TO ACCESS

Payroll → Reports & Statements → Employee Reports

The Employee General Information Report is the first on the drop-down list.

Print the report when you add a new employee or when making a change. Verification should take place at the time the change is made and always prior to adding the next wage. Verify appropriation accounts, OPERS member date, employer share accounts on Medicare and retirement withholdings, attachments between items, and leave accrual rates. Place the report in the employee personnel file so it is available for your next audit.

LEAVE REPORTS

After you have entered a new employee but before you have posted the first wages it is recommended you print a Leave report.

STEPS TO ACCESS

Payroll → Reports & Statements → Leave Reports

The Leave Detail is the first report on the drop down list; you can also select Leave Summary.

Verify the leaves entered for each employee have been correctly transferred from your previous payroll ledger or program. If your employees receive their leave adjusted in a lump sum once a year it is recommended you print the **Leave Adjustment report** after each adjustment. A copy can be placed in the employee's personnel file as verification their leave was adjusted pursuant to your policy.

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BATCH REPORTS – WAGES

After you have added and edited wages it is highly recommended you print or display the **Batch Wage Detail** or other Batch wage reports prior to posting. Many of the support calls we receive could have been avoided if the client had reviewed the Batch Wage Detail report prior to posting. When you find an error on the batch report the wage can be edited and corrected prior to posting. If the setup is incorrect the wage can be deleted, the setup corrected and a new wage can be added

STEPS TO ACCESS

Payroll → Reports & Statements → Batch Reports – Wages

From the drop down list select Batch Wage Detail, select the employees and click Print or Display. The Batch Wage Detail is a nice report to retain for payroll audit records. The Batch Wage Detail can be expanded to show the full account code details for all withholdings by clicking the Options tab and checking the box to Show withholding details.

BATCH REPORTS – WITHHOLDINGS

After you have added withholding payments to the batch you can print or display the **Batch Withholding Payment Detail** prior to posting.

STEPS TO ACCESS

Payroll → Reports & Statements → Batch Reports – Withholdings

The only batch withholding payment report defaults to the screen, Batch Withholding Payments Detail, select the withholding payments in the list and click Print or Display. If you find something on the report should not be included in the payment – go back to the batch and edit the item.

WITHHOLDING REPORTS:

Most entities pay their State, Federal, OPERS/OP&FPF and local taxes on a monthly basis. Some entities pay the Federal and OPERS/OP&FPF withholdings monthly and are permitted to pay State, School, and local taxes quarterly. Some entities must pay their tax withholdings on a bi-weekly schedule. You must learn your withholding payment schedule for each tax district and state retirement and you should be in the habit of printing the **Withholding Summary** to verify you have paid all the required taxes. Never review State Retirement (OPERS/OP&FPF) with the same setting as other withholdings

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STEPS TO ACCESS

Payroll → Reports & Statements → Withholding Reports

Action or Field Name:	Data Entry:
Report Drop Down Menu:	Withholding Summary
Year Drop Down Menu & Date definition:	2017 – Original Post Date*

*The Original Post Date setting will present the list by paycheck date and should be used for all withholdings except state retirement (OPERS/OP&FPF). Never review state retirement with the Original Post Date setting.

Select all items in the grid **except OPERS and OP&FPF**.

Click on the Display button.

Action or Field Name:	Data Entry:
Report Drop Down Menu:	Withholding Summary
Year Drop Down Menu & Date definition:	2017 – Pay Period End Date**
Date:	Year

**The Pay Period End Date setting will present the list by pay period end date on the post wages and should only be used to review state retirement (OPERS/OP&FPF) withholdings. Never review other withholdings with the Pay Period End Date setting.

Select only OPERS and OP&FPF.

Click on the Display button.

This report defaults on the Filter tab to Unpaid. By printing or displaying this report at the end of each cycle you will be sure you didn't leave withholdings unpaid by accident. Withholdings that aren't paid on a timely basis usually cost the entity late penalties.

WITHHOLDING PAYMENT REPORTS

The **Child Support, Garnishment and Misc.** report is available from this menu. This report is useful if you have withholding payments for child support or garnishments that must be sent with a listing of Employees and their case numbers.

STEPS TO ACCESS

Payroll → Reports & Statements → Withholding Payment Reports

Select the Child Support, Garnishment, and Misc. report from the drop down list.

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When you attach the withholding to the employee you have the opportunity to complete the case number and order number fields. These fields will appear on the report that accompanies the payment. If you are required to include the social security number on the report when you send the payment click on the Options tab and mark Print SSN.

Other useful Withholding Payment reports on the drop down list:

Withholding Payment by Withholding ID: Shows the Withholdings by appropriation accounts included on a posted payment.

Withholding Payment Detail: This report shows all employee withholdings that are included on the withholding payment. It is useful to determine if you included the wrong employee withholdings on a posted payment. It would make a nice report to use for internal payroll records.

GUIDED EXERCISE 11-1 OPERS MONTHLY REPORT

In this exercise, we will prepare the monthly OPERS report. It is always recommended that you wait one business day after the last payday with the monthly ending pay period before producing the monthly report.

You must wait until all wages with the pay period end date in the month are posted before you can prepare the monthly OPERS report. **The monthly report should be generated prior to creating the withholding payment.** If you file online, you will always follow the order below:

1. Add OPERS Contribution report
2. Edit & Save
3. Print internal copy for your files
4. Create electronic file
5. Upload to the OPERS website and submit. Compare the employer amount on the internal report to the OPERS website calculated employer share. If there is a rounding difference you must enter the rounding difference on the OPERS withholding payment.
6. Make the online payment and print the payment confirmation
7. Add the OPERS withholding payment. It must match the online payment exactly; enter an employer rounding difference if required.
8. Save and Post OPERS Withholding Electronic Payment.

STEPS TO ACCESS

Payroll → Reports & Statements External Forms - OPERS Contributions

The OPERS Contributions form opens.

Click: Add to create a new monthly report. The Add OPERS Contributions form opens. The

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software doesn't automatically generate a report; you must click Add to create the monthly report. The batch list will contain all of the previously created OPERS reports.

Required selections:

- G-Government Year: (defaults to current year)
 L-Law Enforcement Month: **Select:** March from the drop down list

Conversion note: If you have posted detailed data into UAN, your first monthly report will generate correctly. If you posted lump sum conversion wages in Payroll that included a pay period end date that is in your first monthly report, you must edit the report that is generated by UAN; it will include the lump sum wages. You can type over existing data in the form. Do not use the data entry line except to introduce an employee that isn't listed. You may also choose to manually generate the first monthly report rather than using the software.

Editing the monthly report: The OPERS report will populate with wages and withholding by the pay period end date. You may need to add a pay period begin (PPB) or pay period end (PPE) code to an employee's existing data line if they are new or left during the month. The pay period begin and end dates can also be edited for those instances. You can easily type over existing data in the form. The data entry line at the bottom should only be used if an employee has been paid but was set up improperly and you did not withhold OPERS for the month. In this case, you would use the data entry line to introduce the employee to the form. It would be rare to need the data entry line if you have correctly set up your payroll and used proper pay periods when posting wages.

If OPERS employees do not appear on the monthly report you have probably issued wages with incorrect pay periods. See the Utilities section for instructions to use the Pay Period Adjustment utility. The proper correction would be to close the report without saving and review Wage Reports to find the pay period error. Once the error is found you can use the Pay Period Adjustment Utility to correct the pay periods then return to the OPERS Contributions form and add the monthly report. Once the pay periods have been corrected all the wages will appear on the report. If you edit the report to make the corrections the withholding payment will still be incorrect. By correcting the pay period through the use of the utility you bring the report and withholding payments into balance with the proper pay periods.

Click: Save and Close

PRINT OPERS REPORT FOR FILING AND INTERNAL USE

Once a report has been created it is available to have action taken from the list. When ready to print or create the electronic file you select the report from the list and click an action button. Common action will be Print and File.

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When printing you will have the options to exclude the social security numbers and print the report as Internal Use Only. Both of these options are for internal copies of the report. If your report is printed and mailed to OPERS you must include social security numbers and cannot select Internal Use Only for the official report. The internal report shows the total employee withholding and employer share and it is useful for determining the employer share rounding difference.

CREATE ELECTRONIC FILE FOR UPLOAD TO OPERS ECS

The correct method to create the file for upload to OPERS ECS is to select the report in the list and click File. You will receive a system message that confirms the file has been created successfully, the name of the file and the location in the c:_UAN_Efiles folder.

Although you can save a PDF version of the report you **cannot** upload the PDF version on the OPERS ECS website.

OPERS REMITTANCE

The OPERS Remittance form cannot be created until the payment has been posted. Post your payment then return to Reports & Statements to generate the OPERS Remittance form. This report is only required if you send a check to OPERS; create the OPERS Remittance form to accompany the payment.

STEPS TO ACCESS:

Payroll → Reports & Statements External Forms - OPERS Remittance

The OPERS Remittance form opens. The instructor will demonstrate the preparation of the OPERS Remittance form.

Click: Add to create a new report. The Add OPERS Remittance form opens. The software doesn't automatically generate a report; you must click Add to create the report. The batch list will contain all of the previously created OPERS Remittance forms.

Click: On the drop-down list and choose the check number that represents the payment you are sending. The form populates with the payment details. If you have service purchase payments to include you must complete the fields with the information. If no rounding adjustments were made to the form, click Save and Close. Select the item from the list and click Print.

If the payment included an adjustment to the employer share for a rounding difference a system message will inform you that the adjustment must be distributed, then removed from the report. You will see the adjustment amount listed on a detail line. The rounding adjustments are **always** for the employer share. On the existing line of payment detail, click on the employer share

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amount and type over the existing employer amount with the correct amount as increased or decreased by the adjustment. Click on the **X** at the right of the adjustment line to remove it from the form. The total on the detail line must match the amount in the Check Total box at the top. Once the adjustment is incorporated into the employer amount click Save and Close. Select the item from the list and click Print.

GUIDED EXERCISE 11-2 OP&FPF MONTHLY REPORT

In this exercise, we will add the monthly OP&FPF report.

You must wait until all wages with the pay period end date in the month are posted before you can prepare the monthly OP&FPF report. **The monthly report should be generated prior to creating the withholding payment.** If you file online, you will always follow the order below:

1. Add OP&FPF Contribution report
2. Edit & Save
3. Print internal copy for your files
4. Create electronic file
5. Upload to the OP&FPF website and submit. Compare the employer amount on the internal report to the OP&FPF website calculated employer share. If there is a rounding difference you must enter the rounding difference on the OPERS withholding payment.
6. Make the online payment and print the payment confirmation
7. Add the OP&FPF withholding payment. It must match the online payment exactly; enter an employer rounding difference if required.
8. Save and Post OP&FPF Withholding Electronic Payment.

STEPS TO ACCESS:

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

The OP&FPF Contributions form opens.

Click: Add to create a new monthly report. The Add OP&FPF Contributions form opens. The software doesn't automatically generate a report; you must click Add to create the monthly report. The batch list will contain all of the previously created OP&FPF reports.

Required selections: P-Police Year: (defaults to current year)
 F-Fire Month: **Select:** March from the drop down list

Conversion note: If you have posted detailed conversion data, your first monthly report should generate with all the wages and withholdings of the month. It may require editing due to OP&FPF reporting requirements. If you posted lump sum conversion wages in Payroll that included a pay period end date that is in your first monthly report, you must edit the report that is generated by UAN; it will include the lump sum wages. You can type over existing data in the

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form. Do not use the data entry line except to introduce an employee that isn't listed. You may also choose to manually generate the first monthly report rather than using the software.

Editing the monthly report: The need for editing of the OP&FPF monthly report is common due to OP&FPF base hour requirements and earning classifications. The data entry line at the bottom will be useful if hours from one earning type need to be split because part will be included in another earning type. The Add OP&FPF Contribution report may show more than one line with the same earning code but the printed or uploaded report will consolidate all earnings of the same type.

If employees don't appear on the monthly report when wages were paid you have probably issued wages with incorrect pay periods. See the Utilities section for instructions to use the Pay Period Adjustment utility. The proper correction would be to close the report without saving and review Wage Reports to find the pay period error. Once the error is found you can use the Pay Period Adjustment Utility to correct the pay periods then return to the OP&FPF Contributions form and add the monthly report. Once the pay periods have been corrected all the wages will appear on the report. If you edit the report to make the corrections the withholding payment will still be incorrect. By correcting the pay period through the use of the utility you bring the report and withholding payments into balance with the proper pay periods.

Click: Save and Close

PRINT OP&FPF REPORT FOR FILING AND INTERNAL USE

Once a report has been created it is available to have action taken from the list. When ready to print or create the electronic file you select the report from the list and click an action button. Common action will be Edit, Print, and File.

When printing you will have the options to exclude the social security numbers and print the report as Internal Use Only. Both options are for internal copies of the report. If the report is printed and mailed to OP&FPF you must include social security numbers and you cannot select for Internal Use Only. The internal report shows the total employee withholding and employer share amounts generated for the report and is useful for determining the employer share rounding difference.

CREATE ELECTRONIC FILE FOR UPLOAD TO OP&FPF WEBSITE

The correct method to create the file for upload to the OP&FPF website is to select the report in the list and click File. You will receive a system message that confirms the file has been created successfully, the name of the file and the location in the c:_UAN_Efiles folder.

Although you can create a PDF version of the report you **cannot** upload the PDF version to the OP&FPF website.

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OP&FPF REMITTANCE

If you send a check to OP&FPF the OP&FPF Remittance form should be prepared and printed to accompany the payment. The OP&FPF Remittance form cannot be created until the payment has been posted. Post your payment then return to Reports & Statements to generate the OP&FPF Remittance form.

STEPS TO ACCESS:

Payroll → Reports & Statements → External Forms → OP&FPF Remittance

The OP&FPF Remittance form opens. The instructor will demonstrate the preparation of the OP&FPF Remittance form.

Click: Add to create a new report. The Add OP&FPF Remittance form opens. The software doesn't automatically generate a report; you must click Add to create the report. The batch list will contain all of the previously created OP&FPF Remittance forms.

Click: On the drop-down list and choose the check number that represents the payment you are sending. The form populates with the payment details. If no adjustments were made to the form click Save and Close. Select the item from the list and click Print.

If the payment included an adjustment to the employer share for a rounding difference a system message will inform you that the adjustment must be distributed. On the Contributions tab, you will see the adjustment amount. The rounding adjustments are **always** for the employer share. On the existing line of Employer Contributions, click on the amount, and then type over the existing employer amount with the adjusted employer amount. Click on the adjustment amount and type 0.00. The Contributions tab total appears in the box below and it must match the Warrant total in the box to the left. Once adjustments are incorporated correctly click Save and Close. Select the item from the list and click Print.

If a payment was generated from Accounting using the default payroll vendor/payee, (in order to incorporate a large employer credit or late penalties and interest) the payment will appear in the drop-down list; however, no default items will appear on the form. You need to complete the areas for the pay period and the detail on the Contributions tab using the monthly report printed using Internal Use Only. The details of your adjustment for penalties and interest or applying a credit will also be added to the form. Once the fields balance with the Check Total box click Save and Close. Select the item from the list and click Print.

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GUIDED EXERCISE 11-3 941 FEDERAL QUARTERLY REPORT

If all payments for the quarter are to be paid online and you do not intend to send a payment with the report you should post the payments that need to be included in total deposits prior to adding the report. If you intend to send a payment with the 941 you do not need to generate the payment before the report is created. In this exercise, we will prepare the 941 Federal Quarterly report.

STEPS TO ACCESS:

Payroll → Reports & Statements → External Forms → 941 Federal Quarterly

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 941 Federal Quarterly form opens.

Click: Add to create a new quarterly report and select the quarter from the drop down list. The Add 941 Federal Quarterly Return form opens. The software doesn't automatically generate a report; you must click Add to create the quarterly report. The batch list will contain all of the previously created reports.

Conversion note: If you have posted detailed conversion data your 941 Federal Quarterly will generate correctly. Follow edit instructions below to verify the usual information. If you posted lump sum conversion wages in payroll, with a post date included in the quarter, you will need to edit the report. You may choose to manually generate the first quarterly report rather than using the software.

Editing the 941 Quarterly report: Each tab of the 941 Quarterly report should be viewed and selections made to indicate correct payments, balance due and liability reporting choices. The 941 will not generate ready to print, you must review the tabs and make selections before printing the report.

Taxes tab: Federal tax liability is based on the paycheck date. Wages pulled into the quarterly report were paid during the quarter. If the Medicare and Social Security tax rates have been set up properly you shouldn't have any edits to make on the Taxes tab. If you have set up wages with the incorrect Medicare or Social Security rate, there will be a large "fractions of cents" amount and you will receive a system message warning you there is a problem. If your entity has items that need to be added in lines 8 and 9 you would enter those in the Override box.

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If you find that the supplemental federal tax withholdings you set up for employees is not included in the 941 then you have **not** used the default supplemental tax withholding. You will have to manually edit the tax withheld on line 3 to include the supplemental withholdings. You should edit the employees immediately and deactivate the incorrect withholding and add the default Supplemental Federal Tax withholding.

Payments tab: The IRS won't see the information on this tab; it is for your internal processing use. All payments for the quarter made from the Payroll software will be listed and the default will have them marked to include in the deposits for the quarter. If a payment has been made in accounting using the default payroll vendor/payee it will appear in the list but the default is not to be selected. You can click in the box to select the item to be included. Payments made in Accounting for items such as old unpaid withholdings, late penalties and interest using the same vendor/payee will appear in the list but should not be selected to include as a deposit for the quarter. You must be sure the correct boxes are checked. This is especially important if you are sending a payment with the report. Payments to be sent with the report may appear on this list but they should not be checked. If you need to change the total deposits for the quarter you must type the total amount of deposits in the Deposits Override box. This amount will replace any selections in the deposits calculated box. If you had prior overpayments to be applied to your first 941 generated in UAN you will enter them in the Prior Overpayments box.

Balance tab: The entries you made on the Payments tab will be reflected on line 11 for total deposits including prior quarter overpayments. If you need to enter amounts for line 12a and 12b for Cobra assistance you would type those in the override box. Line 13 will automatically calculate the total from lines 11 and 12a. If your deposits are less than the taxes due you will see a balance due in Line 11. This balance due should be the payment you are going to send with the report. If you have included in the deposits, payments that were too high by error or payments that should not be applied to the report you will see an Overpayment in line 15 and the software will automatically select Apply to next return. If you apply the overpayment to the next return, your next Quarterly 941 will show the prior overpayments defaulted into the payments tab. If you should not have selected an item (such as an item paid in accounting that was not for this quarter's liability) revisit the payments tab and unselect that payment. If your overpayment should not be applied to the next quarter's payments but was made in error and you don't need to adjust future payments by this amount, you can change the selection to Send a Refund.

Liability tab: You must be sure the correct box is checked for the deposit schedule. The default is monthly scheduled depositor because most of the UAN clients fall in this category. If you are a monthly depositor the calculated tax liability for each month is generated by the software based on payment dates and as long as you didn't have an error in your Medicare and Social Security rates and you used the default Supplemental Federal Tax withholding these amounts should be correct. If they are incorrect you can type over the amounts in the override column. Your total liability must match line 10 on the Taxes tab.

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If you are a Semi-Weekly schedule depositor you will also need to complete the IRS form 941B to accompany the 941 report. The UAN software generates a report that will show you the data you need to complete the official IRS 941B form, but the UAN report cannot be used in place of the official IRS form.

Once all tabs have been visited and the information verified you can Save and Close the Add 941 Federal Quarterly Return.

PRINT 941 FEDERAL QUARTERLY REPORT FOR FILING

Once a report has been created and saved it is available to have action taken from the list. When you are ready to print you select the report from the list and click Print. You must sign and date the report and make a copy to keep for your records before mailing.

GUIDED EXERCISE 11-4 ODJFS WAGE DETAIL (QUARTERLY REPORT)

In this exercise, we will prepare the Ohio Department of Job & Family Services (ODJFS) Quarterly report.

STEPS TO ACCESS:

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

The ODJFS Wage Detail form opens.

Click: Add to create a new quarterly report and select the quarter from the drop down list. The Add ODJFS Wage Detail Report form opens. The software doesn't automatically generate a report; you must click Add to create the quarterly report. The batch list will contain all of the previously created reports.

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.

Conversion note: If you have posted detailed data your ODJFS Wage Detail report will generate correctly. Follow edit instructions below to verify the usual information. If you posted conversion wages, you may need to edit the report. You may choose to manually generate the quarterly report that includes conversion wages rather than using the UAN software.

Editing the ODJFS Wage Detail report: All employee wages paid during the quarter will appear in the report. These amounts should not be edited as they are based on actual wages paid.

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Elected officials should not appear on the report as they are not entitled to unemployment benefits.

If you see elected officials listed you should close the report without saving and go to Payroll – Maintenance – Employees, select the elected officials from the list and edit. On the Edit Employee form click on the Earnings tab. Select the earnings and click Edit. On each earning be sure the unemployment eligible box is **not** marked. If you have a check in the box, click in the box to remove the check then save the change. This will ensure the elected officials' wages will not appear on newly added ODJFS reports.

Required selections:

Employer Type: At the bottom left of the form you need to indicate the type of report. (If you don't know you need to contact ODJFS)

- Reimbursing
- Contributing
- No employees & no wages this quarter

Columns for Weeks and Months 1, 2, & 3: Employees that have been marked as Full Time on the Employee Information tab when you set them up in the Wizard will appear on the report with a default of 13 weeks of credit and months 1, 2, and 3 of the quarter will be check marked.

Employees that were set up as part-time won't have any default information. You **must** review the work records (i.e. time cards) to determine how many weeks and what months they worked in the quarter. If you don't understand what credit should be given call ODJFS so you understand the reporting requirements before completing the form. You will type in the number of weeks in place of the default zero and click each month which should be credited to each employee for unemployment purposes. The software will use these marked boxes to calculate the total covered workers you indicate for each month.

If an employee should not receive the credit that has defaulted into the report you can type over the default number of weeks with the correct number and uncheck any month that should not be credited to the employee. These edits are very important and must be considered and entered carefully. If you don't understand what should be entered contact ODJFS to discuss. The UAN software is automatically generating the correct wage amount based on ODJFS rules. You must understand how to determine the number of weeks and months of credit to enter.

Once the report has been fully edited you click Save and Close.

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PRINT OR CREATE AN ELECTRONIC FILE

Once a report has been created and saved it is available to have action taken from the list. The UAN software does not generate a printed form that is accepted by ODJFS. There are two methods for filing an ODJFS report:

1. You can generate an internal report that can be used to manually enter data on the ODJFS or Ohio Business Gateway website. Select the report from the list and click Print, on the Report Options form Mark “Internal Use Only” and click OK.
2. You can generate an electronic file for upload to the ODJFS website. Select the report from the list and click File. You will receive a system message that confirms the file has been created successfully, the name of the file and the location in the c:_UAN_Efiles folder.

DEMONSTRATION STATE, SCHOOL, LOCAL TAX REPORTS

Tax Reports Other: Your state, school and local tax reports will need to be filed monthly or quarterly based on the filing schedule determined by the taxing authority. To complete the coupons for taxable wages and withholdings print the **Ohio Tax Report, School Tax Report and Local Tax Report**. These reports will show the total wages subject to tax and the tax withheld. If you have set up your school districts correctly you will have one payment to the Ohio School District Income tax and the School Tax Report will generate a report for each school district so you can complete the wages and withholdings for each district. If you don't see your multiple school districts listed you haven't set them up properly and the W-2 will not generate properly.

STEPS TO ACCESS:

Payroll → Reports & Statements → Tax Reports – Other

Select: Ohio Tax Report, School Tax Report or Local Tax Report from the drop down list

Select: The correct date period for your report

Select: The Taxes that appear in the list.

Click: Print

Use these reports to complete your coupon or online reporting.

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*** Run training data file: Payroll #6***

CHAPTER 12 WITHHOLDING PAYMENTS

It is always recommended that you wait one business day after payday before preparing withholding tax payments.

STEPS TO ACCESS:

Payroll → Transactions → Withholding Payments

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.

Once wages have been posted, the withholdings will be available for payment. Your withholding payment schedules are determined by the taxing authority (federal, state, school and local) or court order (child support and garnishments).

Withholding payments are separated into two groups:

- 1) Regular: All withholdings that are not state retirement. Tax liability is based on the payment date.
- 2) State Retirement: OPERS and OP&FPF. Liability is based on date earned using pay period end dates.

There are three types of payments that can be generated:

- 1) Warrant: Prints the payment on a check
- 2) Manual: The process of entering payment data from a handwritten check
- 3) Electronic: Used to document an online payment, prints payment information on a paper voucher for your records.

The software will automatically default to the year and month of the oldest unpaid withholding. If you pay by the quarter you must change the default from Month to Quarter by clicking the radio button.

GUIDED EXERCISE 12-1 WITHHOLDING PAYMENTS, REGULAR WARRANTS

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Click: Add

Select: Regular Warrant (The first group will be checks)

Select: The Post Date provided by the instructor using the drop down calendar.

Mark: Remember Dates until form closes when making multiple payments of the same type.

The first group of withholdings being paid is for the month of **March**. The software always defaults to the oldest unpaid withholding for the payee chosen. The Instructor will walk you through the steps to create warrant payments for the withholdings listed below.

Select: The Payee from the drop down list.

Select: The wages that will be included in the payment on the Wages tab.

Click Save after each entry and click Close when you are finished adding the payments.

Payee	Date	Amount
Buckeye Village Income Tax Department	March	163.15
Ohio Public Employees Deferred Comp.	March	100.00

GUIDED EXERCISE 12-2 WITHHOLDING PAYMENTS, REGULAR ELECTRONIC

The second group of withholding payments will be a different type.

Click: Add

Select: Regular – Electronic

Select: The Post Date provided by the instructor using the drop down calendar.

Mark: Remember Dates until form closes when making multiple payments of the same type.

The second group of withholdings will have a sample of withholdings being paid for the first Quarter and the month of March. Take these steps for the payees listed below:

Select: The Payee from the drop down list

Mark: The radio button for Quarter or Month as directed by the instructor.

Select: The wages that will be included in the payment on the Wages tab.

Click Save after each entry and click Close when you are finished adding the payments.

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Payee	Date	Amount
Ohio Department of Taxation	Month – March	562.85
Ohio School District Income Tax	Month – March	110.11
US Treasury	Month – March	2,393.94
Regional Income Tax Agency	Quarter – First	57.82

Select and post the withholding payments.

***** Run training data file: Payroll #6b*****

GUIDED EXERCISE 12-3 WITHHOLDING PAYMENTS, STATE RETIREMENT, ELECTRONIC

State retirement payments are based on pay period end date, not paycheck post dates. The wages that included the last pay period in March were posted on April 7, 2017. We waited at least one business day after payday before preparing the monthly report and payment.

STEPS TO ACCESS:

Payroll → Transactions → Withholding Payments

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.

Click: Add

Select: State Retirement - Electronic

Select: The Post Date provided by the instructor using the drop down calendar.

Mark: Remember Dates until form closes when making multiple payments of the same type.

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Select: A The Payee from the drop down list.

Select: The month of March

Select: The wages that will be included in the payment on the Wages tab.

Click: The Employer Share Tab. Enter the rounding adjustment as instructed. Verify payment matches the online payment listed below. Click Save after each entry and click Close when you are finished adding the payments.

Payee	Online Payment Amount
Ohio Public Employees Retirement System	2,454.73
Ohio Police & Fire Pension Fund	3,668.50

BATCH WITHHOLDING REPORTS

It is highly recommended that you print the batch withholding report prior to posting withholding payments. The recommended process to follow is to add payments, print the batch report and verify all items. When all items are verified to be correct, post the withholding payments.

STEPS TO ACCESS:

Payroll → Reports & Statements → Batch Reports - Withholdings

The Batch Withholdings Payment Detail appears as the default report. Visit the Paper, and Filters, Sorting tabs for additional selections.

Mark: The batch withholdings in the list to include in the report.

Click: Print or Display; the best way for you to verify payments have been prepared correctly.

GUIDED EXERCISE 12-4 POST WITHHOLDING PAYMENTS

STEPS TO ACCESS:

Payroll → Transactions → Withholding Payments

FOR A DETAILED OVERVIEW, INSTRUCTIONS, AND FREQUENTLY ASKED QUESTIONS (FAQS):

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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.

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 and checks on paper.

The Type at the top of the batch 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 withholding 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.

The software is showing you the next available warrant number to post.

Click: OK (only if this number is correct. If the number is not correct 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 first and last 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 setting is still on Warrant and there are no more warrants in the batch. Change the type.

Click: The drop-down arrow at the top of the form for Type.

Select: Electronic from the drop down list. The batch list will show only electronic payments.

Select: All the batch withholding electronic payments 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 into the printer.

Click: Print when you are ready.

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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.

***** Run training data file: Payroll #7 *****

CHAPTER 13 CONVERSION WAGES FOR LUMP SUM CONVERSIONS TO UAN

A Conversion wage is the method of posting, in one lump sum, the year to date data for each person from your current payroll system (paper ledgers, software or outsourced vendor) into the UAN software for the purpose of issuing a W-2 from one system and having correct year to date data on the employee pay stub. Conversion wages posted in Payroll have no effect on the fund cash balance and will not generate any unpaid withholdings.

To make use of the UAN generated monthly and quarterly tax and retirement reports, the best time to begin posting real wages in the payroll software is the first pay, in the first month, of a quarter. This would ensure that your quarterly and/or monthly federal, state and local tax reports will generate properly.

Keep in mind that OPERS and OP&FPF reports are generated for a month by the pay period end date. If your first pay in the month you begin posting wages in UAN has a pay period end date in the prior month you will be generating your prior month OPERS report using data from your old payroll system combined with the first pay in the UAN software.

If you do not want to wait for the beginning of the quarter you can begin at any point as long as you understand that the tax and retirement reports generated from UAN for the time period that includes posting of conversion wages will need to be edited or generated manually using data from your old system and UAN for the reporting period. For example, if you post a lump sum conversion wage for an employee for pay periods from January through July, and began posting paychecks in UAN beginning August 1st, the 3rd quarter 941 generated by UAN will contain the entire year wages (conversion and actual wages) rather than just July, August, and September. You would need to combine the wage and withholding information from your old payroll system for July with the August and September totals from UAN to complete the 3rd quarter reports.

You must decide what point in time you will begin posting wages in UAN to determine how you will post your conversion wages. The decision will be based on the number of employees and how late in the year you are beginning. The recommended method for conversion to UAN payroll is to post one lump sum conversion wage for the year to date total from your old payroll system. This method is efficient for auditing as the conversion wage will match exactly the total wage paid from your old payroll system.

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You must compile the detailed data for the conversion wage posting. All paychecks dated in the current year will be included for conversion wage purposes because they need to be included on the W-2. When adding a conversion wage, you will select the frequency and edit the pay period start date to the start date of the first pay period paid this year and edit the pay period end date to the last pay period of the wage posted in the old system. See the sample pay periods below to assist you in selecting the correct dates for checks and pay periods.

Sample Bi-Weekly Pay Period Schedule	Sample Monthly Pay Period Schedule
Employees paid every two weeks for prior pay period	Elected officials paid at meeting 1 st Monday of next month

Pay period begin	Pay period End	Check Date	Tax Liability Month	OPERS/OP&FPF Month
17-Dec	30-Dec	13-Jan	JAN	DEC
31-Dec	13-Jan	27-Jan	JAN	JAN
14-Jan	27-Jan	10-Feb	FEB	JAN
28-Jan	10-Feb	24-Feb	FEB	FEB
11-Feb	24-Feb	10-Mar	MAR	FEB
25-Feb	10-Mar	24-Mar	MAR	MAR

Pay period begin	Pay period End	Check Date	Tax Liability Month	OPERS/OP&FPF Month
1-Dec	31-Dec	12-Jan	JAN	DEC
1-Jan	31-Jan	9-Feb	FEB	JAN
1-Feb	28-Feb	9-Mar	MAR	FEB

Conversion wages are assigned a voucher number when they are posted. On payment reports they will appear as CV, meaning Conversion Voucher. None of the appropriation account detail posted on the conversion wage will appear on the appropriation reports. The only reports that will show conversion wage appropriation accounts detail is the Payroll Wage Detail and the Payment Detail in Accounting.

Many new clients have employees that are paid from more than one appropriation account depending on hours worked each pay period. On the conversion wage, it is recommended that you separate the year to date hours by the appropriation account that paid the original wages and leave. The conversion wage will not post to your accounting appropriations. The accounting postings, whether lump sum or detailed, already contain accurate appropriation account expenditures that include payroll. On the conversion wage, you must enter total hours and amounts for each earning type such as hourly wage, overtime and non-cash benefits and the correct totals for each withholding so that the net conversion wage matches the year to date total in your old payroll system. If you do not separate the conversion wage by the appropriation account detail from the original wages, you should prepare a statement detailing the difference between the conversion wage and the original payments for your next audit or a public records request purposes. Understand that if you do not post the conversion wage with detailed account breakdowns then the reports printed from the software will not be accurate at the account level but they will be accurate for total wages paid.

Uniform Accounting Network – Payroll Exercise Handbook

GUIDED EXERCISE 13-1 ADD & EDIT CONVERSION WAGES

STEPS TO ACCESS:

Payroll → Transactions → Wages

On the Add Wages form:

Click: Add and Conversion

Select: Administration and Maintenance departments.

Select: The Monthly Frequency box and click the down arrow in the Start Date box and select December 1, 2016, then click on the end date and select February 28, 2017. The conversion wage for all wages paid from January 1st through March 31st.

Select: The Bi-Weekly Frequency box and click the down arrow in the Start Date box and select December 17, 2016, then click on the end date and select March 10, 2017. The conversion wage for all bi-weekly wages paid in the current year. This is just a sample pay period range; you will select the pay period begin date from the first paycheck paid in the current year and the last pay period end date paid from your old payroll system.

Select: From the list of available wage records Buckeye B, and Friendly S

Click: Save, wait for the process to complete then Close.

Choose: Yes to edit the wage records and the Edit Wages form will open.

Follow along with the instructor entering the data from the Conversion Wage worksheets for paid earnings and leave, accruals for leave and withholdings.

Brutus Buckeye		
Salary		7,044.00
Employer Withholdings		
Medicare Employer	102.15	
OPERS Employer	986.16	
Total Employer Withholdings		1,088.31
Ohio Income Tax	155.28	
Federal Income Tax	186.48	
Medicare	102.15	
OPERS – Regular	704.40	
Buckeye Income Tax	70.44	
Dental Ins.	12.45	
Health Ins	462.81	

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Total Employee Withholdings	1,694.01
Consolidated Net Paychecks	5,349.99

Steve Friendly	Leave Type	Earned	
Leave Accruals	Holiday Leave	32.00	
	Sick Leave	18.60	
	Vacation Leave	18.60	
Earnings	Accounts	Sub-Total	Total
Hourly Wages	1000-120-190-0000	46.00	
	2021-330-190-0000	252.00	
	2041-410-190-0000	100.00	
	2171-610-190-0000	50.00	448.00
Overtime Wages	1000-120-190-0000		
	2021-330-190-0000	12.00	
	2041-410-190-0000		
	2171-610-190-0000		12.00
Comp Time Paid	2021-330-190-0000		
	2041-410-190-0000		
	2171-610-190-0000		
Holiday Leave Paid	2021-330-190-0000	11.00	
	2041-410-190-0000	11.00	
	2171-610-190-0000	10.00	32.00
Sick Leave Paid	2021-330-190-0000		
	2041-410-190-0000		
	2171-610-190-0000		
Vacation Leave Paid	2021-330-190-0000		
	2041-410-190-0000		
	2171-610-190-0000		
	Total Hours Paid		492.00
	Total Gross Wages		7,470.00

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Steve Friendly Withholdings		Sub-Total	Total
Medicare Employer Share			
	1000-120-213-0000	10.01	
	2021-330-213-0000	61.09	
	2041-410-213-0000	24.05	
	2171-610-213-0000	13.17	108.32
OPERS Employer Share			
	1000-120-211-0000	96.60	
	2021-330-211-0000	589.85	
	2041-410-211-0000	232.18	
	2171-610-211-0000	127.18	1,045.81
Total Employer Share Withholdings			1,154.13
Employee Withholdings			
	Ohio Income Tax	152.22	
	Federal Income Tax	332.90	
	Medicare	108.32	
	OPERS – Regular	747.00	
	Supp. State	60.00	
	Supp. Federal	120.00	
	Buckeye Income Tax	74.70	
	Deferred Comp.	300.00	
	Dental Ins.	16.86	
	Health Ins.	225.00	
Total Employee Withholdings			-2,137.00
Consolidated Total of Net Paychecks			5,333.00

BATCH WAGE REPORTS, CONVERSION WAGES

It is highly recommended you print the Batch Wage Detail report and compare all the earning and withholding totals for accuracy prior to posting. Posting the conversion wage for the wrong amounts will result in an incorrect W-2.

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STEPS TO ACCESS:

Payroll → Reports & Statements → Batch Reports - Wages

Select: The Batch Wage Detail from the drop down list.

Mark: The batch wages in the list to include in the report.

Click: It is recommended you print and carefully review entries. We will use Display for class purposes. Review items and compare them to your previous payroll system year to date totals for accuracy.

GUIDED EXERCISE 13-2 POST CONVERSION 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.

On the Wages form you will see the batch conversion wages listed. Conversion wages cannot be posted using the Post/Print action button. Conversion wages cannot be posted from the batch list. You must edit the conversion wage and select Post within the Edit Wages form.

Select: The conversion wage as instructed.

Click: Edit and the Edit Wages form opens.

Click: Post and the Next Warrant Number form appears.

Enter: The Post Date given by the Instructor to indicate the post date of the conversion wage.

Click: OK.

Load Printer: The Print form shows the type and number of items you are posting

Click: Print when the printer is ready.

Click: Yes to indicate the item printed properly.

Repeat this process for each employee.

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CHAPTER 14 EDIT EMPLOYEE – COMMON EMPLOYEE CHANGES

The only time you need to revisit the employee set up is when a change takes place. You can edit existing items and add new items. **The most important factor is how a new item will be attached.** You must add the item then click on the associated tabs to make the connections between earnings, overtime, non-cash, leave and withholding, then you click Save.

When you select Edit you must choose between two edit types: Guided and Advanced.

- 1) Guided requires you to select Edit an Existing Item or Attach a new item and then you must select the item you want to edit or add. Only use Guided when you need to take one action. Guided takes you to the one tab you have indicated but won't allow you to see any other part of the employee record.
- 2) Advanced allows you complete access to the employee record.

GUIDED EXERCISE 14-1 PAY RATE CHANGE

Our full-time employee with leave has received a \$0.50 raise in pay.

STEPS TO ACCESS:

Payroll → Maintenance → Employees

Select: Friendly, S

Click: Edit and Advanced

Click: The Earnings Tab

Select: 2000 Hourly Wages

Click: Edit and the Edit Employee Earning form opens

Type: \$15.50 over the existing \$15.00 in the Pay rate box. Steve has received a 50 cent per hour raise in pay for all of his earnings, leave and overtime base pay.

Click: Save.

You receive a system message asking: "Should UAN automatically change all other items with the prior rate to the new rate for this employee?".

Click: Yes.

You receive a system message confirming that Pay rates of \$15.00 for this employee have been updated to \$15.50.

Click: OK to close message

Click: Close to return to the Edit Employee form and Close to return to the Employees form.

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GUIDED EXERCISE 14-2 ADD AN ACCOUNT TO AN EXISTING EARNING

Add an appropriation account to an existing earning that already had multiple accounts and object split method for Employer Share of Medicare and OPERS.

STEPS TO ACCESS:


Payroll → Maintenance → Employees

Select: Crank, C

Click: Edit and Advanced


Select: The Earnings Tab

Select: 2000 Hourly Wages

Click: Edit and the Edit Employee Earning form opens 

Click: On the Accounts tab.

Click: On the data entry drop down arrow and select 2041-410-190-0000

Click: On the  to insert the new account in the appropriation accounts box

Review: The Account Split Method for accuracy

Click: On the Withholdings tab to review the accounts in the Employer/Fringe column for Medicare and Retirement. If settings are correct,

Click: Save and Close to return to the Edit Employee form, remain on this form for the next exercise.

In this situation, you may want to add the same account to overtime and leave. Go to each tab, select the item and click Edit, on the edit form click on the accounts tab and add the new account. Save and Close then go to the next item and/or tab.

DEMONSTRATION, ADD EARNING ACCOUNT, CHANGE THE SPLIT METHOD AND UPDATE THE EMPLOYER SHARE WITHHOLDINGS BY EDITING THE WITHHOLDINGS

The instructor will demonstrate adding an account to an earning for an employee that only had one account. The withholdings for Medicare and retirement must also be edited to select an employer share split method to accommodate the new account added to the earning.

- 1) **Edit existing earning: Steps to access: Payroll → Maintenance → Employees.** Mark the employee and click Edit – Advanced to open the Edit Employee form. Click on the Earnings tab. In our sample, the original earning had one account and was set to no-split. The earning is edited and on the accounts tab, a new account is added to the list and a split method is selected. Save and Close to return to the Edit Employee Form and remain in the Edit Employee form for step 2. In this situation, you may want to add the same account to overtime and leave. Go to each tab, select the item and click Edit, on the edit form click on

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the accounts tab and add the new account and select the split method. Save and Close then go to the next item and/or tab. You may want to edit the Overtime and Leaves to add the new account and split method.

- 2) **Edit withholdings that have an employer share:** In our example, the employer share of Medicare and OPERS was originally set to no-split with one account because the employee only had one earning. Now that they are paid from two different accounts we want the employer share of Medicare and OPERS to be paid proportionately as the earnings are paid. Click on the Withholdings tab. Select Medicare and OPERS and click Edit. Change the split method on the Appropriation Accounts (Employer Share) tab and the Appropriation Accounts (Fringe Benefit) tab to Object split and select the object number from the drop down list. For your employee, the retirement may be OP&FPF or Social Security instead of OPERS. Verify all withholdings with employer share appropriation account settings are updated.

DEMONSTRATION: ADD NON-PENSIONABLE LEAVE PAYOUT EARNINGS

IMPORTANT: The Payout of unused leave at retirement, termination of employment or during the course of the year when your policies state unused leave can be paid out may or may not be 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 non-pensionable the correct method of payment is to set up a Non-Pensionable Earning so the employer and employee share of the retirement won't be generated on the earning or included on the monthly retirement report.

IMPORTANT: Federal and State taxes must be manually calculated based on the requirements for "supplemental wages". IRS Circular E contains instructions for choosing the method to calculate the federal taxes and Ohio Administrative Code requires state tax be calculated at a special fixed rate. The Ohio Department of Taxation's website, contains frequently asked questions (FAQ) that provides the answer to the special tax rate to use for supplemental, non-recurring wages.

The instructor will demonstrate the payout of unused vacation and a portion of sick leave at retirement of Barry D. Ceased. Keep in mind we are using fabricated policies to illustrate a point. You must use your locally adopted legislation and policies to determine the amount of payout your employees' may be entitled to at retirement or termination. Our fake policy grants the payout of 100% of the vacation leave balance but a maximum of 80 hours of unused sick leave upon retirement.

- 1) **Adjust leave balances:** The first step is to adjust out the leave balance that will be paid out. When a leave balance is paid as a non-pensionable earning the balance must be reduced

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using the Leave Balance Adjustment Utility. **Steps to access:** Payroll → Utilities → Leave Balance Adjustment. Select the employee from the drop-down list and enter a negative adjustment for hours to be paid. Type a purpose in the box documenting the reason for the adjustment. Also, if upon retirement or termination there are leave balances that will be unpaid according to your policies, the remaining leave balances should be adjusted to zero as a separate adjustment.

- 2) **Edit existing earning:** **Steps to access:** Payroll → Maintenance → Earnings & Leave. If you have not set up a non-retirement item in the software, you see the original default for Non-Retirement Item (Type #9000) that can be edited and used for the first earning. Select Non-Retirement from the list and click Edit, change the default name to the specific name you need such as Vacation Leave Payout. Click Save & Close. If you are paying out more than one type of leave it is recommended you have specific earnings set up for each type, continue with step 3.
- 3) **Add a new earning:** If the original Non-Retirement item (Type #9000) has already been re-named and is in use click Add and the Add Earning or Leave form opens. Type the name, such as Sick Leave Payout and for the type select Non-Retirement Item. The software assigns the next available number. Click Save & Close.
- 4) **Add Earning(s) to Employee:** **Steps to access:** Payroll → Maintenance → Employees Mark the employee and click Edit – Advanced to open the Edit Employee form.
 - a. On the Earnings tab: Click Add and add the new leave payout earnings. You must click on the Withholdings tab in the Add Employee Earning form to attach the withholdings to the earning. Do not attach items such as insurance or OPERS/OP&FPF. You must also click on the accounts tab to indicate which appropriation account will pay the earning. Save.
 - b. Close or repeat the process for multiple payout earnings.

DEMONSTRATION ADD NON-CASH BENEFIT TO AN EMPLOYEE

- 1) **Edit Existing Non-Cash Earning to be the new Non-Cash Benefit “Taxable Commute”:** (If you’ve already used the default non-cash benefit click the Add button and set up a new earning under the Type: Non-Cash Benefit) **Steps to access:** Payroll → Maintenance → Earnings and Leave
- 2) **Add the Non-Cash Benefits to Employee:** **Steps to access:** Payroll → Maintenance → Employees. Mark the employee and click Edit – Advanced to open the Edit Employee form.
 - c. On the Non-Cash tab: Click Add and add the new non-cash item. You must click on the Earnings tab to attach the Non-Cash item to the earning. Save and Close.

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GUIDED EXERCISE 14-3 ADD EXISTING WITHHOLDING TO AN EMPLOYEE

Our employee Carl Crank has submitted a new W-4 form that requests an additional \$40 be withheld for Federal Tax from each paycheck. We add Supplemental Federal Withholding to the employee and attach the new withholding to the earning.


STEPS TO ACCESS:

Payroll → Maintenance → Employees

Select: Crank, C

Click: Edit and Advanced

Click: The Withholdings Tab

Click: Add and the Add Employee Withholding form opens 

Click: The drop arrow for withholding and select Supp. Federal Withholding from the list.

Click: On the radio button next to Amount and enter \$40.00 in the box.

Click: On the Earnings tab and click in the box 2000 Hourly Wages (attach to earning)

Click: Save and Close to return to the Edit Employee form.

Click: Close to return to the Employees form.

DEMONSTRATION: EMPLOYEE ADDRESS CHANGE REQUIRES NEW SCHOOL TAX WITHHOLDING

When an employee informs you of an address change you need to update their address in the software.

STEPS TO ACCESS:

Payroll → Maintenance → Employees.

Mark the employee and click Edit – Advanced to open the Edit Employee form. On the Information tab, update the employee address and click Save. Changes in withholdings may be required when an employee moves. The new address may require you to deactivate local and/or school taxes associated with their old address and add new local and school taxes required for their new address. It is important to identify any changes and update the Employees' setup before the next payroll.

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IF A NEW WITHHOLDING WITH A NEW VENDOR/PAYEE IS REQUIRED,
THEN FIRST ADD THE VENDOR/PAYEE:

STEPS TO ACCESS:

General → Maintenance → Vendors/Payees

Click: Add to open the Add Vendor/Payee form. Type the name of the new vendor/payee and the tax identification number in account 1, mark it to be available for Payroll Withholdings and click Save. To add a location address click Add, give the location a description and type in the address for the payment. Save and Close then Save and Close the Add vendor/payee form.

In our example, the Ohio School District Income Tax vendor/payee already exists but the new North School District Tax withholding must be created.

ADD A NEW WITHHOLDING:

STEPS TO ACCESS:

Payroll → Maintenance → Withholdings

Click [Add] to open the Add Withholdings form. Type a name for the withholding (once the withholding is used you will not be able to edit the name), select the correct process group from the drop down list. Select the Payee from the drop-down list and complete the details for the withholding.

ATTACH THE NEW WITHHOLDING TO AN EMPLOYEE:

STEPS TO ACCESS:

Payroll → Maintenance → Employees

Mark the employee and click Edit – Advanced. Click on the Withholdings Tab and Click Add. Select the new withholding from the drop down list, our example is the North School Tax, and

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verify the withholding rate or amount. Click on the Earnings tab and notice that with school taxes all earnings are automatically selected. Other withholdings require you to select the earnings to create the attachments before saving the new withholding. Save and Close – stay on the Edit Employee form on the Withholdings tab.

DEACTIVATE THE SCHOOL TAX ASSOCIATED WITH THE EMPLOYEE'S OLD ADDRESS:

STEPS TO ACCESS:

Payroll → Maintenance → Employees

Mark the employee and click Edit – Advanced. Click on the Withholdings Tab. Select the school tax associated with the employee's old address and click Deactivate. This will be one of the few examples of the correct use of the Deactivate button in the payroll software. When you are deactivating items it is always best to edit the item, remove the attachments to the earnings and other items then mark it as inactive and save.

DEMONSTRATION: WITHHOLDING RATE CHANGE FOR ALL EMPLOYEES

The Withholdings Editor enables the employee withholdings to be updated for multiple employees using one form. First, you must update the withholding to the new rate.

STEPS TO ACCESS:

Payroll → Maintenance → Withholdings

Select the Withholding and edit the withholding amount or rate. Save and Close

Next update all employees that have this withholding by using the Withholdings Editor

WITHHOLDINGS EDITOR

STEPS TO ACCESS:

Payroll → Maintenance → Withholdings Editor

Choose the withholding from the drop down list. Select the employees affected by the new rate or amount. Enter the new rate or amount in the boxes at the bottom. Clicking save will update all selected employees to the new rate or amount.

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DEMONSTRATION: DEACTIVATE EXISTING WITHHOLDING

In the payroll software items have attachments that connect various parts of the employee setup. These connections make it better to inactivate and remove the attachments through the Edit process rather than using the Deactivate button.

In our example, employee Henry Hero, Sr. no longer wants Dental Insurance so we are going to edit the withholding, mark it inactive on the Edit Employee Withholding screen the review the Earnings tab to remove the attachments. Once all attachments are removed you can Save and Close the form. The withholding no longer appears in the list of active withholdings.

The same process should be used when an earning, non-cash, overtime or leave needs to be inactive. First, edit the item and visit the tabs removing the attachments. You don't have to remove the accounts listed on the accounts tab; at least one account will be required to save the change so you should leave the accounts tab settings. Accounts are not "attachments" and do not need to be detached like the other items.

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*** Run training data file: Payroll #8***

CHAPTER 15 UTILITIES

UTILITIES

STEPS TO ACCESS:

Payroll → Utilities

EFT Utility: For Direct Deposit of wages, not electronic withholding payments. This utility is used when the electronic file needs to be recreated and/or changed for upload to the bank. Select the post date from the list of EFT dates you have processed. If you need to recreate the exact same electronic file, click Re-File, when the Re-File EFT form opens, click OK and the electronic file is created. If you need to remove any items from the initially created batch, uncheck the box of any item you want to be removed from the new electronic file and click OK. You can't add new items to the list. You should always print the report of the saved EFT file for your records. You will receive a confirmation the electronic file was created, the name and location.

Leave Balance Adjustment: Used to adjust in leave balances that are accrued lump sum or adjust out leave lost due to local policies. Be sure to type a purpose in the box so the reason for the adjustment is clear. You always receive a warning when entering the leave balance adjustment module that the adjustments are closely scrutinized at audit. The adjustments should be reconciled with your leave policies.

Pay Period Adjustment: Used to correct wages posted to the wrong pay period dates. These errors are usually found when adding the monthly OPERS or OP&FPF retirement report. If your employee wages are too high or too low on the monthly retirement report this usually indicates an incorrect pay period posting. First print the Wage Report - Wages & Overtime Summary, select wide date parameters so you can see the paychecks that have been issued with the pay periods as they were posted. This report will reveal the pay periods that have been posted incorrectly. Use the Pay Period Adjustment Utility to select the incorrectly posted pay period; select the wages that do not belong on the incorrectly posted pay period and enter the correct pay period for those wages.

Payroll Payment Utility:

Used to:

- A. Reprint a paper voucher for EFT wages or Electronic withholding payments.
- B. Reissue a paycheck or withholding warrant. The process voids the original check and sends the payment to the printer to be printed on a new check preserving the tax and

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retirement withholdings and payments from the original paycheck. Reissue is also used when you need to issue a posted EFT wage or electronic withholding payment onto a check.

- C. Void can be used for all items, wage or withholding, electronic or warrant. Care should be exercised when voiding a wage to ensure that withholding payments associated with the wage that have not already been sent electronically or by mail have been voided **before** the wage is voided. Voiding wages when withholding payments have been sent creates a withholding overpayment that must be addressed. If you don't understand the procedure contact the UAN support line for assistance before voiding a wage associated with paid withholdings.

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CHAPTER 16 TROUBLESHOOTING


I can't create a wage for an employee: If you have added a new employee or added a new earning to an existing employee you may be getting the message an active Medicare and/or a Retirement withholding isn't attached to the earning. You have skipped the step attaching withholdings to the earning.

STEPS TO ACCESS:

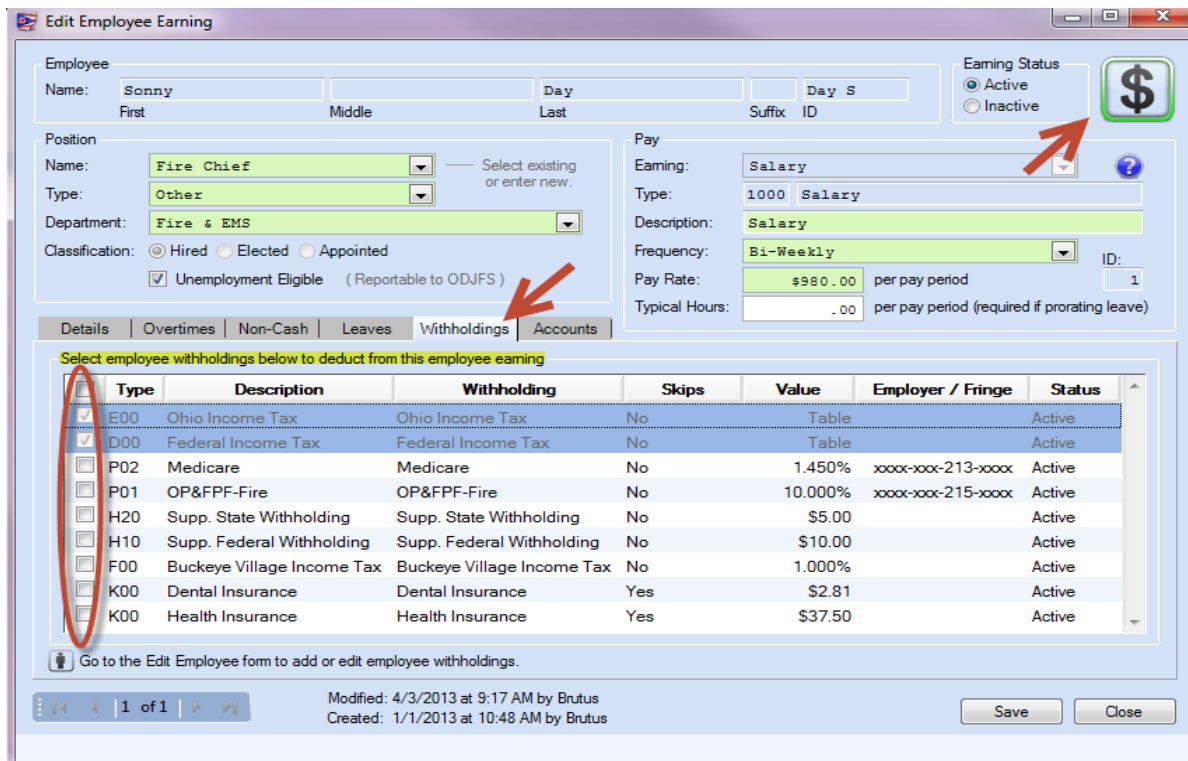
Payroll → Maintenance → Employees

Select: The Employee from the list.

Click: Edit and Advanced.

Click: On the Earnings Tab and select the earning(s) and click Edit. In the Edit Employee Earning  form click on the Withholdings Tab.

See below how the withholdings are listed but they have not been selected. The software won't allow you to create a wage without Medicare and a retirement attachment to the earning.



Employee
Name: Sonny
Position: Fire Chief
Department: Fire & EMS
Classification: Hired Elected Appointed
 Unemployment Eligible (Reportable to ODJFS)

Pay
Earning: Salary
Type: 1000 Salary
Description: Salary
Frequency: Bi-Weekly
Pay Rate: \$980.00 per pay period
Typical Hours: .00 per pay period (required if prorating leave)

Withholdings

Type	Description	Withholding	Skips	Value	Employer / Fringe	Status
<input checked="" type="checkbox"/>	E00 Ohio Income Tax	Ohio Income Tax	No	Table		Active
<input checked="" type="checkbox"/>	D00 Federal Income Tax	Federal Income Tax	No	Table		Active
<input type="checkbox"/>	P02 Medicare	Medicare	No	1.450%	xxxx-xxx-213-xxxx	Active
<input type="checkbox"/>	P01 OP&FPF-Fire	OP&FPF-Fire	No	10.000%	xxxx-xxx-215-xxxx	Active
<input type="checkbox"/>	H20 Supp. State Withholding	Supp. State Withholding	No	\$5.00		Active
<input type="checkbox"/>	H10 Supp. Federal Withholding	Supp. Federal Withholding	No	\$10.00		Active
<input type="checkbox"/>	F00 Buckeye Village Income Tax	Buckeye Village Income Tax	No	1.000%		Active
<input type="checkbox"/>	K00 Dental Insurance	Dental Insurance	Yes	\$2.81		Active
<input type="checkbox"/>	K00 Health Insurance	Health Insurance	Yes	\$37.50		Active

Go to the Edit Employee form to add or edit employee withholdings.

Modified: 4/3/2013 at 9:17 AM by Brutus
Created: 1/1/2013 at 10:48 AM by Brutus

Save Close

Click in the boxes to attach the withholdings to the earnings. Click Save & Close. Repeat this edit for all earnings listed. See next page for a picture of what it will look like when you have made the attachments.

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See below how the screen will look when withholding attachments have been made

Employee
Name: Sonny (First), Day 8 (Day), Day 8 (Day)
Position: Fire Chief
Type: Other
Department: Fire & EMS
Classification: Hired (selected), Elected, Appointed
 Unemployment Eligible (Reportable to ODJFS)

Pay
Earning: Salary
Type: 1000 Salary
Description: Salary
Frequency: Bi-Weekly
Pay Rate: \$990.00 per pay period
Typical Hours: .00 per pay period (required if prorating leave)

Withholdings

Type	Description	Withholding	Skips	Value	Employer / Fringe	Status
<input checked="" type="checkbox"/>	E00 Ohio Income Tax	Ohio Income Tax	No	Table		Active
<input checked="" type="checkbox"/>	D00 Federal Income Tax	Federal Income Tax	No	Table		Active
<input checked="" type="checkbox"/>	P02 Medicare	Medicare	No	1.450%	xxxx-xxx-213-xxxx	Active
<input checked="" type="checkbox"/>	P01 OP&FPF-Fire	OP&FPF-Fire	No	10.000%	xxxx-xxx-215-xxxx	Active
<input checked="" type="checkbox"/>	H20 Supp. State Withholding	Supp. State Withholding	No	\$5.00		Active
<input checked="" type="checkbox"/>	H10 Supp. Federal Withholding	Supp. Federal Withholding	No	\$10.00		Active
<input checked="" type="checkbox"/>	F00 Buckeye Village Income Tax	Buckeye Village Income Tax	No	1.000%		Active
<input checked="" type="checkbox"/>	K00 Dental Insurance	Dental Insurance	Yes	\$2.81		Active
<input checked="" type="checkbox"/>	K00 Health Insurance	Health Insurance	Yes	\$37.50		Active

Go to the Edit Employee form to add or edit employee withholdings.

Modified: 4/3/2013 at 9:17 AM by Brutus
Created: 1/1/2013 at 10:48 AM by Brutus

Save Close


I added Leave to an employee but it isn't appearing on his wages: You probably haven't attached the leave to any active earnings and/or assigned a WH earning.

STEPS TO ACCESS:

Payroll → Maintenance → Employees

Select: The Employee from the list.

Click: Edit and Advanced.

Click: On the Leaves Tab select the leaves and click Edit. In the Edit Employee Leave  form, click on the Earnings Tab.

See the next page for a picture of leave incorrectly set up without the attachment to earnings or a WH earning.

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Notice on the Edit Employee Leave form, on the Earnings tab, no attachments have been made to the earning. This leave will not appear on the wage for payment until the attachments and WH selection are made. Both attachments are required. Both attachments are required.

The screenshot shows the 'Edit Employee Leave' form with the following details:

- Employee Name:** Sonny (First), Middle, Last, Suffix, ID
- Leave Status:** Active (selected), Inactive
- Leave Type:** Vacation Leave
- Type:** 5004 Leave and Comp Time
- Description:** Vacation Leave
- Pay:** Leave is: Not paid when used (salaried) (selected), Paid when used; Pay Rate: \$.00 per hour

The Earnings tab is active, showing a table with the following data:

WH	Type	Description	Frequency	Position	Pay Rate	Account	Status
<input type="checkbox"/>	<input checked="" type="radio"/>	1000 Salary	Bi-Weekly	Fire Chief	\$980.00	2191-220-190-0000	Active

At the bottom of the form, there are navigation buttons (1 of 1), a status bar (Modified: 1/1/2013 at 10:49 AM by Brutus, Created: 1/1/2013 at 10:49 AM by Brutus), and Save/Close buttons.

Click in the boxes to attach the leave to the earning(s). A leave may be attached to one or more earnings depending upon your payroll set-up and policies. You **must** also select only one earning as the WH earning by clicking in the radio button next to the earning. Once you make your selections click Save then Close. Repeat this edit for all leaves.

See the next page for a picture of correctly attached leaves.

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See below how the screen will look once your attachments are made.

Edit Employee Leave

Employee Name: Sonny (First), Middle, Last, Day, Day S, Suffix, ID

Leave Status: Active, Inactive

Leave: Vacation Leave (dropdown), ?

Type: 5004 Leave and Comp Time (dropdown), ID: 3

Description: Vacation Leave

Pay: Leave is: Paid when used, Not paid when used (salaried); Pay Rate: \$.00 per hour

Details | **Earnings** | Withholdings | Appropriation Accounts

Select hourly or salary employee earnings below that, when paid, may accrue or use/pay this employee leave (withholdings will inherit from selected "WH" earning)

<input checked="" type="checkbox"/>	WH	Type	Description	Frequency	Position	Pay Rate	Account	Status
<input checked="" type="checkbox"/>			1000 Salary	Bi-Weekly	Fire Chief	\$1,480.00	2191-220-190-0000	Active

Go to the Edit Employee form to add or edit employee earnings.

Modified: 1/1/2013 at 10:49 AM by Brutus
Created: 1/1/2013 at 10:49 AM by Brutus

Save Close

I want Leave balances to print on the pay stubs: When you select wages to Post/Print, on the Next Warrant Number Form you have selections you can make to add information such as leave balances, appropriation accounts and the employee address on the warrant/voucher. Click to place a check in the box for the item as you see below.

Next Warrant Number

Wages

Post Date: 04/12/2013 (EFT Deposit / Warrant Issue Date)

Stub Note: (optional)

Wage Printing

Warrant: Employee address

Pay stub: Employee leave balances

Pay stub: Salary account distribution

EFT: Plain Paper, EFT Forms

Warrants

Next Warrant #: 2841

User Selected #: 2841

Warrants Skipped: 0

OK Cancel

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When I enter hours in a Salaried employee's vacation leave the software is adding to his paycheck. You have added the leave with an incorrect setting.

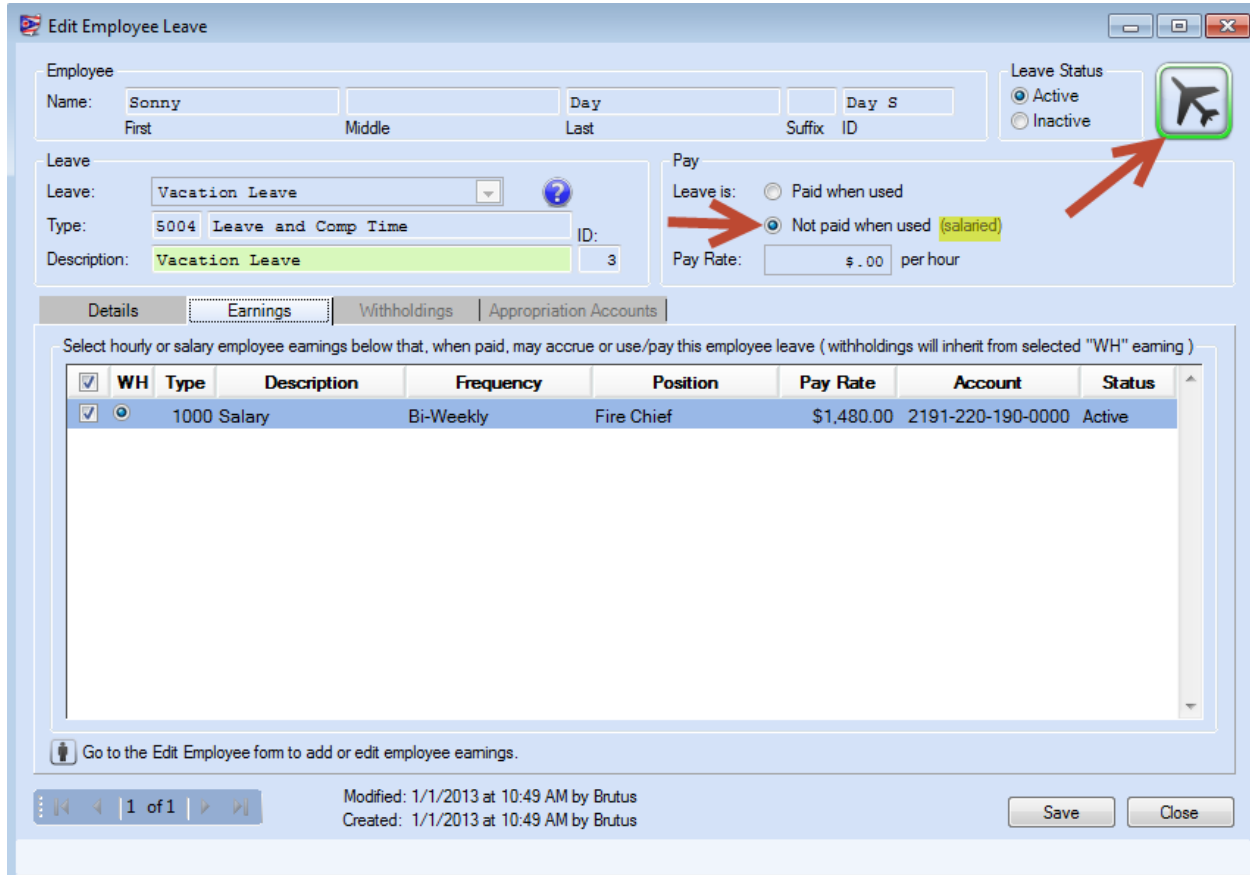
STEPS TO ACCESS:

Payroll → Maintenance → Employees

Select: The Employee from the list.

Click: Edit and Advanced.

Click: On the Leaves Tab and select the leaves to edit. On the Edit Employee Leaves  form, in the Pay section, there are settings for Paid when used (for hourly employees) and Not paid when used (for salaried employees). Select the correct setting, Save & Close.



The screenshot shows the 'Edit Employee Leave' form. The 'Employee' section includes fields for Name (Sonny), Day, and Day S. The 'Leave' section includes fields for Leave (Vacation Leave), Type (5004 Leave and Comp Time), and Description (Vacation Leave). The 'Pay' section includes radio buttons for 'Paid when used' and 'Not paid when used' (selected), and a 'Pay Rate' field set to \$.00 per hour. The 'Leave Status' section includes radio buttons for 'Active' (selected) and 'Inactive'. A table below shows earnings for '1000 Salary'.

WH	Type	Description	Frequency	Position	Pay Rate	Account	Status
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	1000 Salary	Bi-Weekly	Fire Chief	\$1,480.00	2191-220-190-0000	Active

You would have to delete the wage in the batch and add a new wage for the change to appear on the wage. The hours of used leave for a salaried employee will be entered in the lower box for Earned/Used/Denied leaves.

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I can't pay a new employee; appropriation accounts don't exist: This message typically appears when an employee earning is paid from multiple accounts and you want the employer share of Medicare, Social Security, and OPERS/OP&FPF to be paid from the same funds in proportion to the earning accounts; the object split method is chosen for the employer share. Your appropriation accounts and budgets must include the same fund, program and cost center numbers for the employer share of Medicare and retirement withholdings for object split to work.

My Earnings are
paid from:
1000-110-190-0000
2021-330-190-0000

I must have budgeted
Medicare accounts at:
1000-110-213-0000
2021-330-213-0000

If this detail doesn't already exist in your appropriation budget, it is recommended that you add the new appropriation accounts and reallocate the appropriation budgets so they do exist.

We're seeing this error when cost centers are unnecessarily used in the software to separate wages for different types of employees. We don't recommend the use of cost centers except in extraordinary circumstances when different library branches or township fire stations or contracts require a separation in revenue or expenditures for the existing Auditor of State accounts. If you are making the separation in the wages by the use of cost centers then you should make the same separation in the employer share withholding accounts such as Medicare/Social Security/OPERS/OP&FPF, then the object split method will work.

The alternative is to select a different split method for the employer share of the withholdings.

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APPENDIX

The following sample forms can be provided upon request by emailing
UAN_Support@ohioauditor.gov:

1. UAN Payroll New Employee Checklist
2. Payroll New Users Withholding Setup List

UAN PAYROLL NEW USERS – WITHHOLDINGS LIST