Payroll Manual

UAN

UNIFORM ACCOUNTING NETWORK

Mary Taylor, CPA
Auditor of State

Table of Contents

Table of Contents

Table of Contents

Introduction

Parts of the Manual

Introduction
Using This Manual
Parts of the Manual

Overview

Welcome to the Uniform Accounting Network program. This manual is a reference guide for the UAN Payroll Software, a component of the Uniform Accounting Network. The manual contains procedures of the operation of the UAN Payroll application; it does not address general governmental accounting and payroll procedures.

It is not necessary to have previous computer experience to use the system. The goal in developing the applications and this manual is to produce a uniform accounting system for Ohio local governments that is easy to use regardless of computer experience.

The structure of the manual has been designed to guide you through each application of the system. The manual has been divided into four main parts: **Transactions**, **Reports**, **Maintenance** and the **Appendices**. The order of the parts and the chapters within each part follow the layout of the menu options in the software.

Part 1 - Transactions

Part 1 of the UAN Payroll Manual contains a chapter for each application listed on the Transaction menu of the UAN Payroll Software. These applications include Wages, Withholdings and Payroll Utilities.

Part 2 - Reports

Part 2 of the UAN Payroll Manual contains a chapter for each report grouping listed on the Report menu of the UAN Payroll Software. These include the General Payroll Reports, Information & Status Reports, Tax Reports, Monthly Reports, Quarterly Reports, Yearly Reports and Selected Group Reports.

Part 3 - Maintenance

Part 3 of the UAN Payroll Manual contains a chapter for each application located on the Maintenance menu of the UAN Payroll Software. These applications include Employee History, Entity File and End of Year.

Part 4 - Appendices

Part 4 of the UAN Payroll Manual contains all the appendices which include the payroll and software definitions, and some of the most commonly asked questions.

Uniform Accounting Network - Payroll Manual

Part 1

Transactions

The chapters in this part of the manual are:

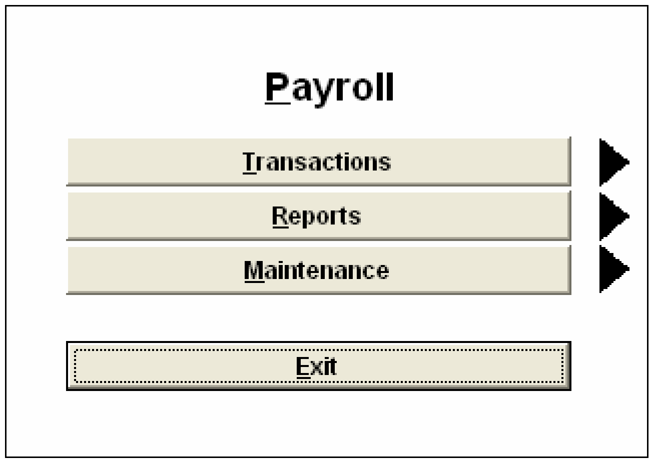
- **Chapter 1: Wages**
- **Chapter 2: Withholdings**
- **Chapter 3: Payroll Utilities**

This part of the manual contains all the topics located on the Transaction menu of the UAN Payroll Software. In Transactions, you will find the applications you will access most frequently to record, process and post payroll wages and withholdings.

Introduction
Part 1
Transactions

Overview

The Transactions functions are accessible through the menu items across the top of the screen or by selecting the specific maintenance option from the center screen menu as shown below.



Screen Function Buttons

In the Transactions menu options there are five main function buttons to select from:

Record is the function to enter data into the system. For example, the wages to be paid to employees are first entered under the Record function. This information is then held in the batch mode where the information can be edited, deleted, displayed or posted. The Record function is further explained at the beginning of each chapter in the instructions for this function.

Edit is the function used to modify or correct any batch transactions. There are certain limitations that may apply to selected Transactions areas.

Delete is the function that is used to delete entries no longer used or recorded erroneously. Selections for deletion are made by clicking on the ☐ in the Select column beside the item to be deleted. Multiple selections can be made to delete more than one item in an area.

Display is the function that is used to view all the batch transactions that were entered in the Record option.

Post is the function that records selected batch transactions as permanent records to the appropriate reports and prints the document for the transaction type (e.g. the payroll or withholding warrant).

Introduction
Part 1
Transactions

Under the Post option, the transaction type is selected, and the batch transactions of that type will appear in a grid. The transactions to be posted and printed can be selected from the grid.

In addition, certain fields are required to be filled to process the information. These fields are denoted with a *blue*, instead of white, background.

Batch Transactions

The following payroll transaction types can be entered and processed in a **batch** mode:

Wages
Withholdings

Once entered, the transactions are saved as a batch until the **Post** option is used to select which transactions are to be posted. Prior to posting, the transactions in the batch can be edited, deleted or displayed. Reports of the batch wage and withholding information can also be printed prior to posting under General Payroll Reports, Batch. Batch transactions immediately reserve the designated transaction allocation(s) in the unencumbered appropriation; however, they will not appear on the reports until posting occurs. Wages and withholdings can be dated up to 30 days in advance. These payroll transactions affect cash. Therefore like accounting batch transactions, they will not post to the cash reports and update cash balances until the system processing date is advanced to or beyond the date of the wages and/or withholdings.

When wages are recorded, the system creates **wage record numbers**. When withholdings are recorded, the system creates **batch numbers**. The wage record and batch numbers assigned are temporary numbers and will not become the permanently assigned number when the transaction is posted (printed).

Note: *All other payroll transactions are single or multiple type transactions. These transaction types will update the appropriation, budget and cash balances when the* ***Process*** *button is selected.*

Earmarked

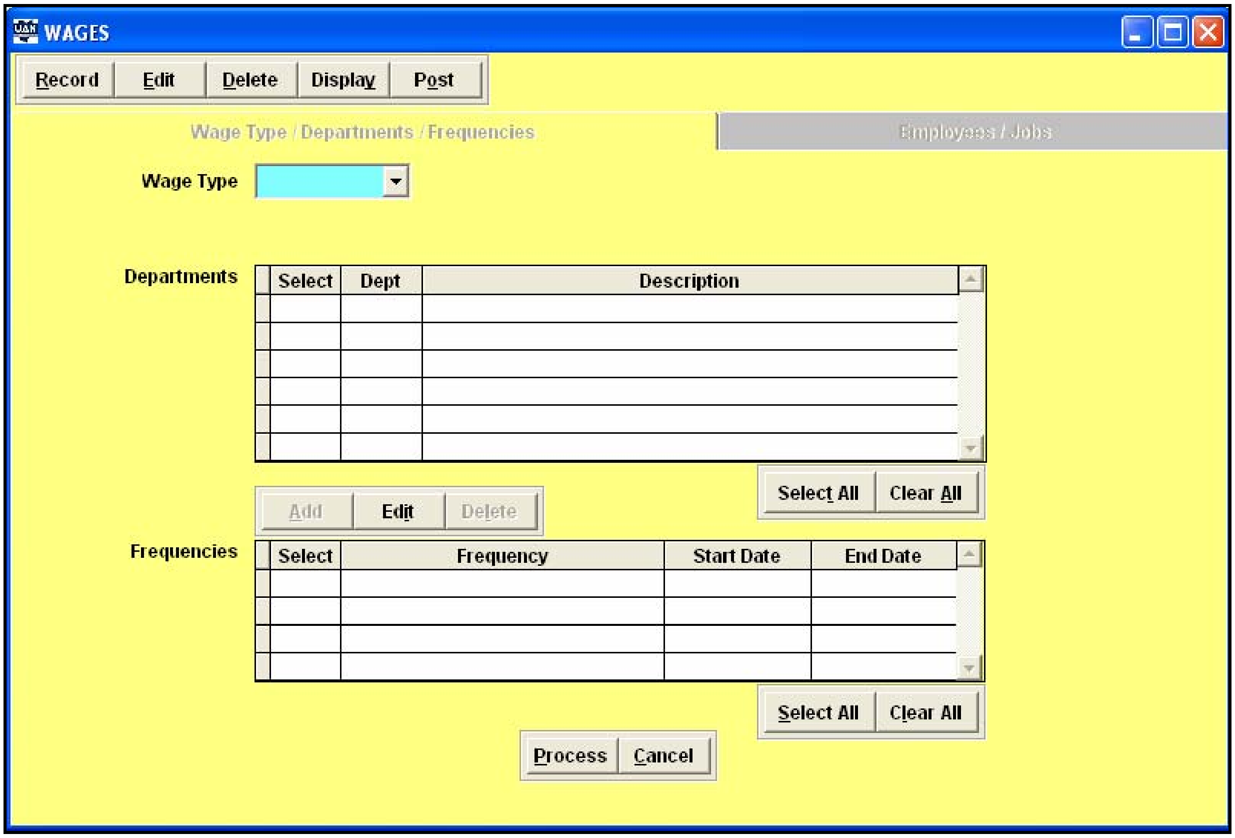
Wages and withholdings can be dated up to 30 days ahead of the current processing date. Earmarked items are wages and/or withholdings that have not posted to the cash reports. These items will not post to cash until the processing date equals the date of the wage and/or withholding.

Earmarked appropriation account codes have the appropriations encumbered, but the appropriation amount spent will not be updated until the earmarked item(s) is posted to cash.

Chapter 1

Wages

Payroll Transactions
Wages
Record



Overview

The Record Wages application enters wage information for specified employee jobs. The wage information recorded is based on the earnings and withholdings assigned to the employee job (under Employee History). Compensatory time, vacation, sick, holiday and personal leave (if applicable) are updated according to the default compensated leave accrual information assigned to the specified employee job.

Steps to Access

Select **Payroll**.
Select **Transactions**.
Select **Wages**.
Select the **Record** button.

Payroll Transactions
Wages
Record

Data Entry

Wage Type/Departments/Frequencies Page

Required Fields

1. Wage Type

   Regular – Use to record regular (normal) wages.

   Manual – Use to record detailed wage information for payroll checks that were prepared manually. This method of recording wages will reflect all payroll transactions on reports, and will encumber the appropriate appropriation account codes.

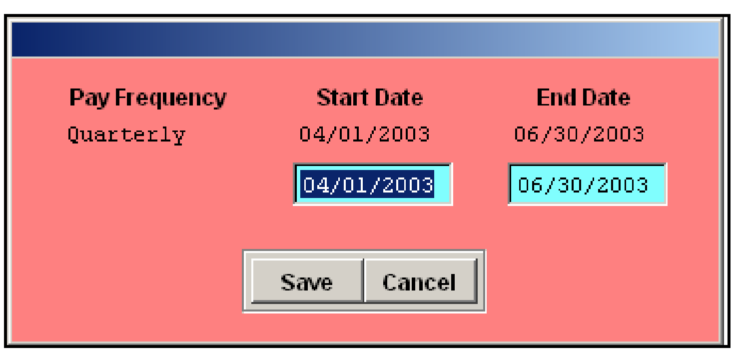
   Conversion – Use to update wage information into the system for payroll reporting purposes. The system will <u>not</u> encumber or post payroll transactions to the corresponding appropriation account codes or generate outstanding withholdings. This method of recording wages should be used to enter wage information into the payroll system that was initially recorded and posted on the accounting side of the system.

2. Departments (automatically defaults to all departments being selected, can be modified)

3. Frequencies (automatically defaults to all frequencies being selected, can be modified)

   If the pay period start and/or end dates for a frequency are incorrect, they can be modified by selecting the Frequency and clicking on the Edit function button of the Frequency grid.

   A data entry box will appear as shown below. Enter the correct start and end dates for the period. Then click on Save to keep the new pay period dates.



Payroll Transactions
Wages
Record

Note: An employee can have multiple wages recorded and posted for the same pay period. The wages must be posted (printed) before additional wages can be recorded for the employee using the same pay period. However, if it is an employee with multiple jobs, batch wages could exist for the employee's Job 1 while additional wages are recorded for Job 2 for the same pay period.

Employees/Jobs Page

Required Fields

1. Jobs

   Employee jobs can individually select the employee jobs for wages to be recorded by placing a checkmark in the "☐" beside the employee name or use the "Select All" function button to select all of the employees listed in the grid.

   Note: If the employee has more than one job, all of the jobs will be listed in the grid. The first line will list the employee name with the Job Id, Department and Position columns blank. All of the employee jobs will then be listed separately on the lines below the line containing the employee name as shown below.

☐	Danielle L. Roth			
☐		ROTH 01	POLC	Dispatcher
☐		ROTH 02	PARK	Park Maint.

   The employee jobs can be individually selected and unselected. If the first line with the employee name is selected, the system will automatically select all of the jobs associated with that employee.

Data Validation

A wage type must be selected.

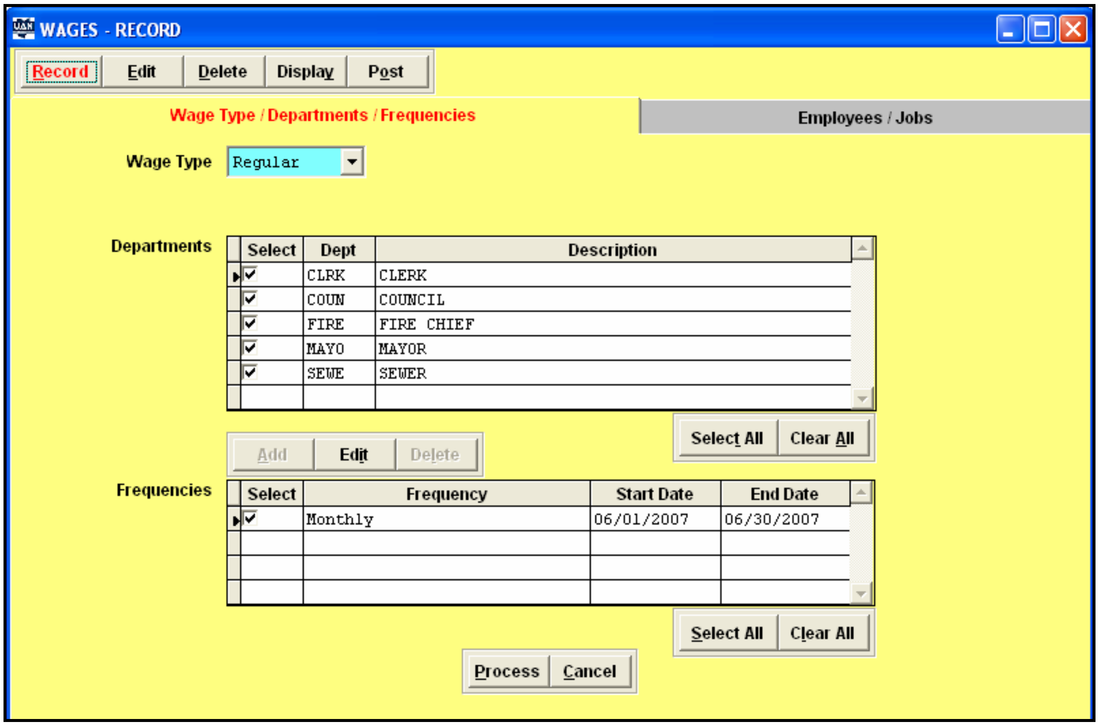
There must be a least one employee job selected to record wages.

Wages recorded for jobs with state retirement employee and/or employer rates which do not match the 'current' state retirement rates for the pay period end dates selected cannot be processed without a special password obtained by UAN. If the employer's rate needs to updated, please refer to Chapter 12. If the employee's rate needs to be updated please refer to Chapter 13.

Payroll Transactions
Wages
Record

Example 1-A

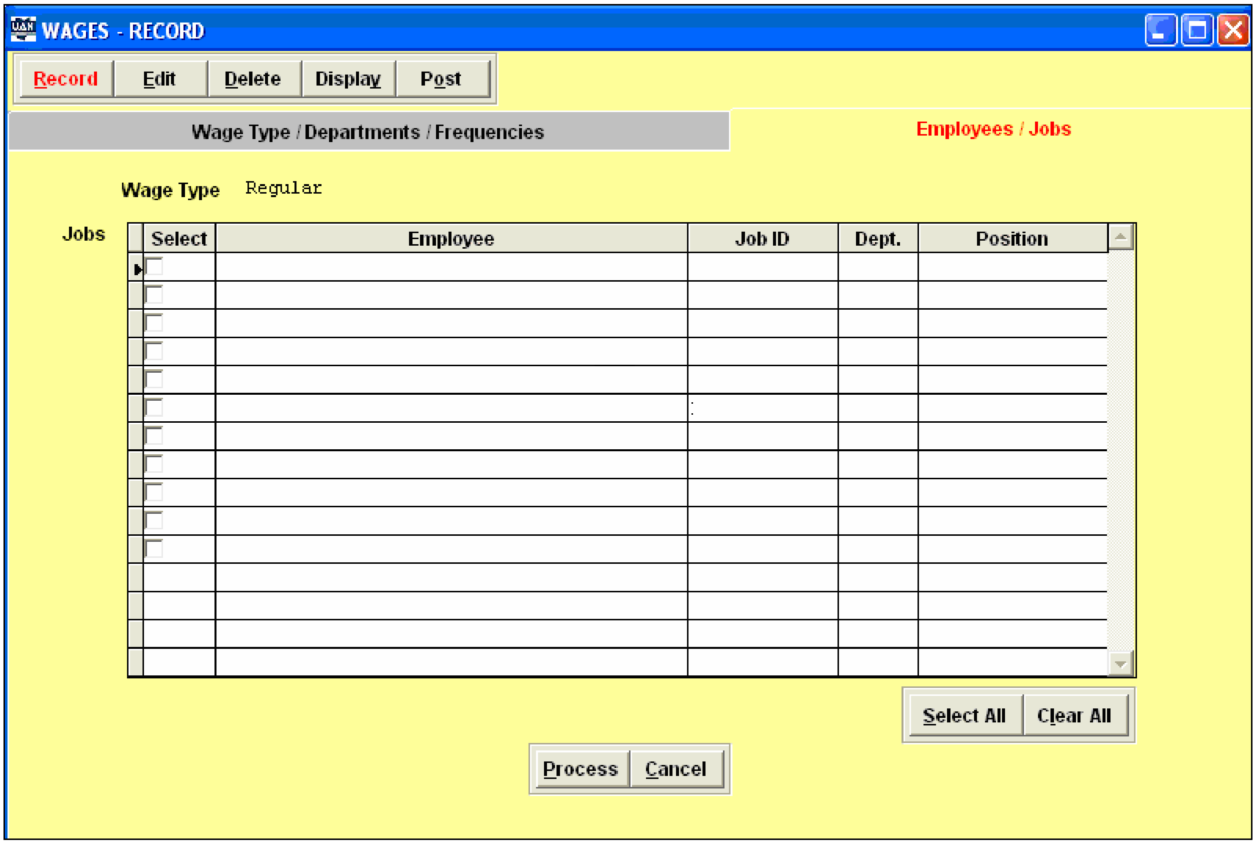
The following is an example of entering the wage type, department and frequency information when recording wages:



Payroll Transactions
Wages
Record

Example 1-B

The following is an example of entering the employee and job information when recording wages:

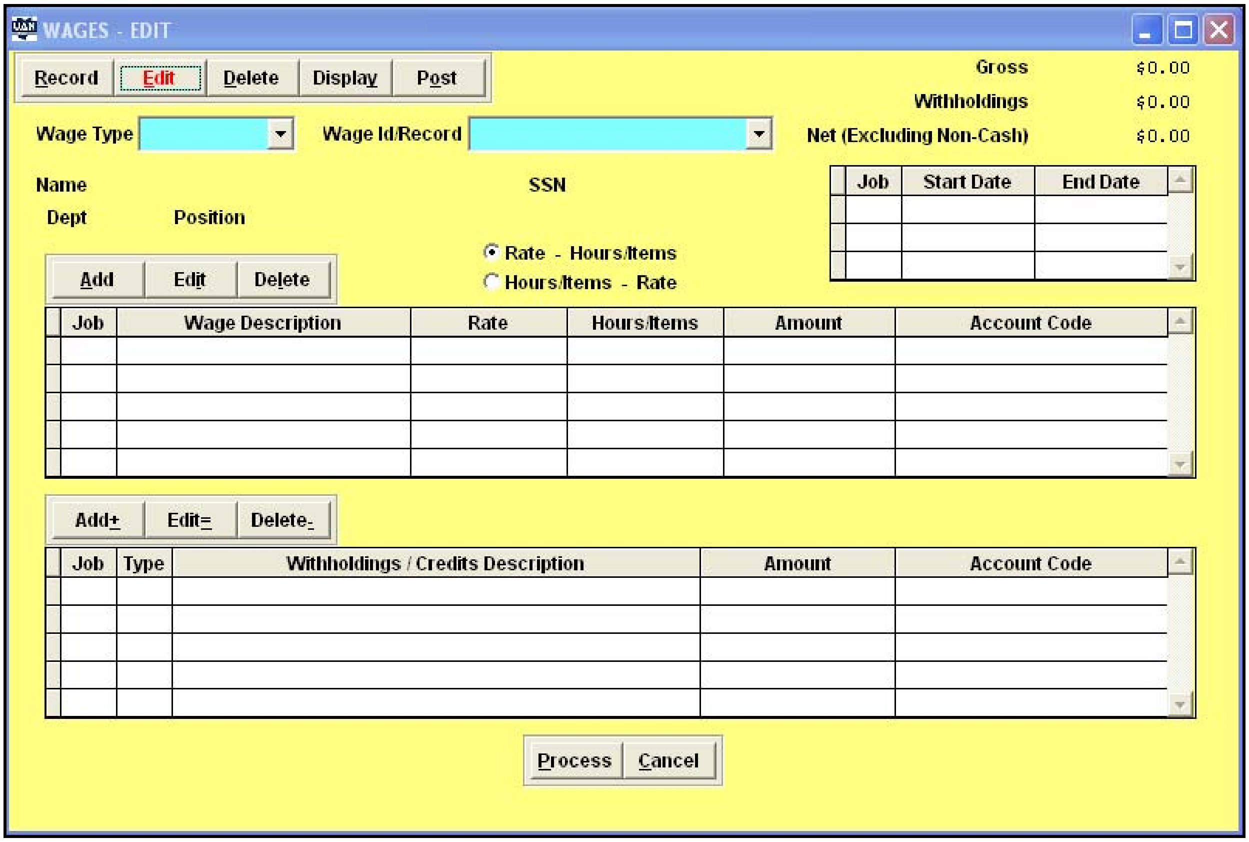


Additional Information

Any changes made to an employee's information, job, earning and withholding records under Employee History will <u>not</u> be reflected in wages that are already recorded and in the batch. The batch wages for the employee would have to be deleted and recorded again, or the batch wages would have to be edited.

Under General Payroll reports, **Batch** reports are available to screen or print before the batch wages are posted (printed).

Payroll Transactions
Wages
Edit



Edit Function

The Edit Wages function is used to edit wage information such as hours worked, leave time hours accrued and/or used, and the appropriation account codes to be charged. When wages are recorded, the wage information for each specified employee is automatically generated based on the all of the information established under Employee History.

Data Entry (Edit Function)

Required Fields

1. Wage Type (Regular/Manual/Conversion)
2. Wage Id/Record (must select batch wage record for the Employee/Job Id to be edited)

Payroll Transactions
Wages
Edit

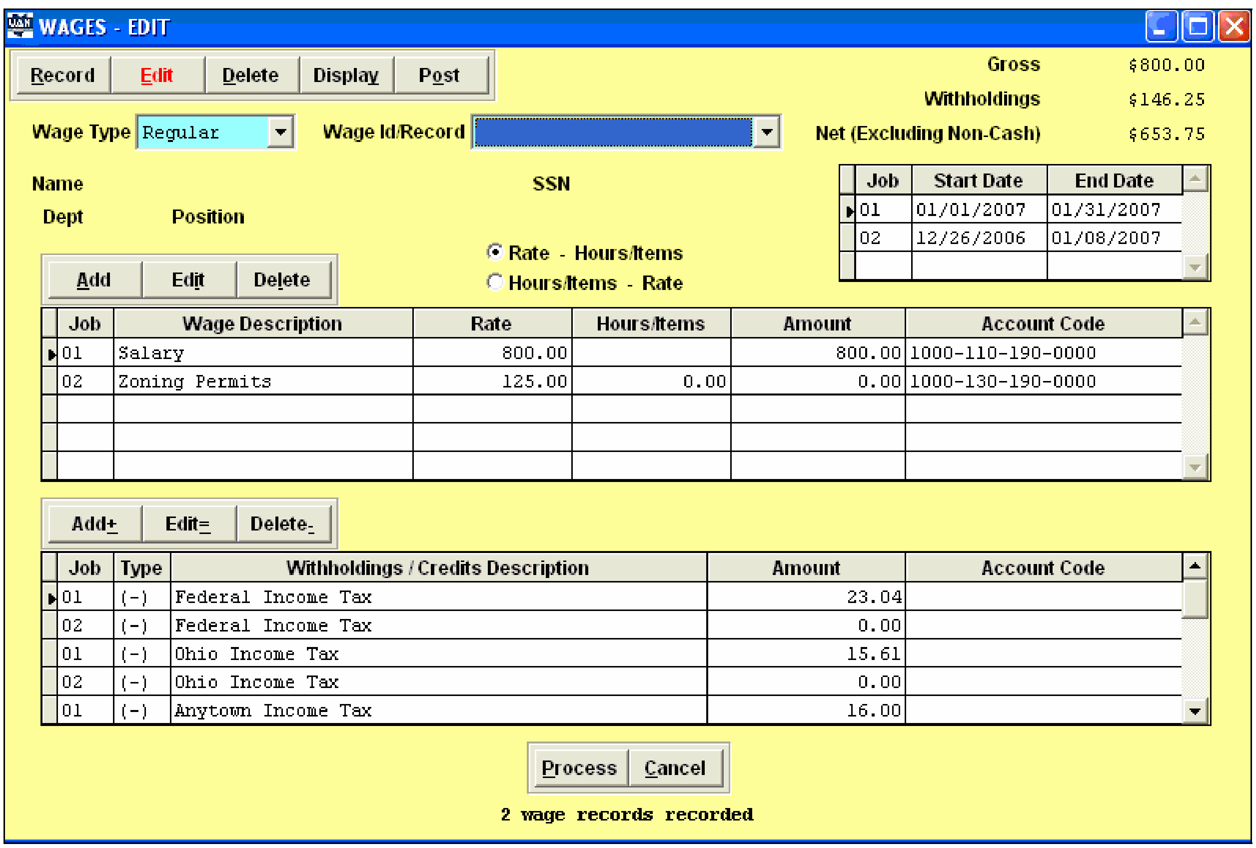
Optional Fields

1. Selection for wage information grid display: Rate – Hours/Items **or** Hours/Items – Rate (Select what order these two columns will be displayed in the wage information grid. They are automatically defaulted to Rate – Hours/Items.)

Once the Wage Id/Record is selected, the system will automatically display all of the information that was recorded including the employee's name, social security number, department, position, pay period start and end dates, gross and net payroll figures and the detailed wage and withholding information as depicted below. *(If the wage record being edited includes more than one employee job, the department and position fields will be blank.)*

Example 1-C

The following is an example of selecting a wage record to edit:

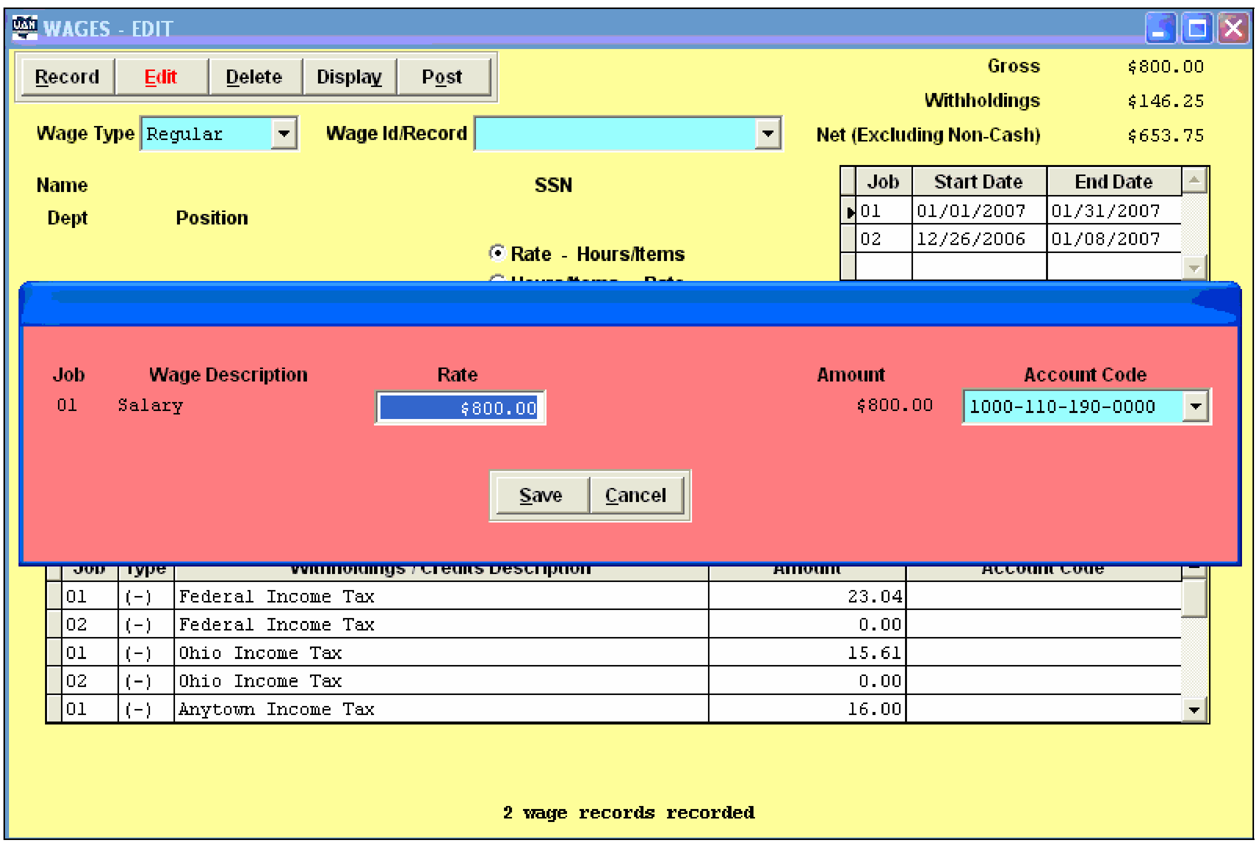


Payroll Transactions
Wages
Edit

Wages and withholdings can be added, edited and/or deleted by using the **Add**, **Edit** and/or **Delete** function buttons above the grids containing the detailed wage and withholding information. First, the line item in the grid that is to be added, edited or deleted must be selected. Then the Add, Edit or Delete function button should be used to bring up a data entry box where the needed modifications can be made. When completed, the **Save** button should be clicked on to keep the changes.

Example 1-D

The following is an example of editing employee wages to pay the employee for 8 hours of overtime:



Payroll Transactions
Wages
Edit

Additional Information (Edit Function)

Wages recorded for an employee being paid for multiple jobs are combined into one batch wage record regardless of whether the wages are to be combined into one warrant or separated into individual warrants for each job when the wages are posted. In addition, wages for multiple jobs could be recorded individually to create separate wage records. If those wage records are to be combined into one warrant, the wage records would have to be posted at the same time.

Editing wages does not permanently change the employee earning and/or withholding information. Permanent changes must be made in the maintenance area under Employee History.

When all of the editing for the selected wage record is complete, the **Process** button must be clicked on to save all of the changes made in the Edit function.

For hourly employees, only paid and earned leave and comp time records can be changed. Used leave and comp time records are not available for editing. When leave, comp time, vacation or holiday hours are entered during editing, the hours are deducted from the main earning type hours. For salary employees, only used and earned leave and comp time records are available to edit.

When editing comp time, enter the number of hours eligible for comp time. The system will multiply this number by the comp time factor to calculate the actual hours credited to the employee record.

Hours entered in paid sick, vacation, holiday, and comp time are automatically deducted from the hours entered in the main earning type. If you are entering hours for part-time employees you have two choices.

(1) Enter total hours paid this time period (including sick, vacation, holiday, comp time plus hours worked), then enter used sick, vacation, holiday and comp time. The system will adjust the main earning type hours when you enter hours used for sick, vacation, holiday and/or comp time.

(2) Enter hours used for sick, vacation, holiday, and/or comp time then enter the hourly wages last. This will bypass the automatic calculation of hours worked.
If the employee's hours/items worked or salary amounts are changed, the system will automatically update the associated withholding amounts. If this change is to be permanent, the employee's earning and withholding information must be updated in Employee History.

Payroll Transactions
Wages
Edit

Total employee withholdings for all wages cannot exceed the gross wages.

The appropriation account code for employee's share of withholding contributions cannot be changed. The employee's portion must use the main earning type appropriation account code. If the withholding appropriation account code needs to be changed, the main earning type appropriation account code must be changed.

The employer's share of contributions will be charged to the employer's share appropriation account code designated for the employee in the withholding area of Employee History. The distribution of the employer share (OPERS, OP&FPF, Medicare and/or Social Security) of contributions can be allocated to other account codes by adding or editing the employer's share withholding line in the withholding information grid.

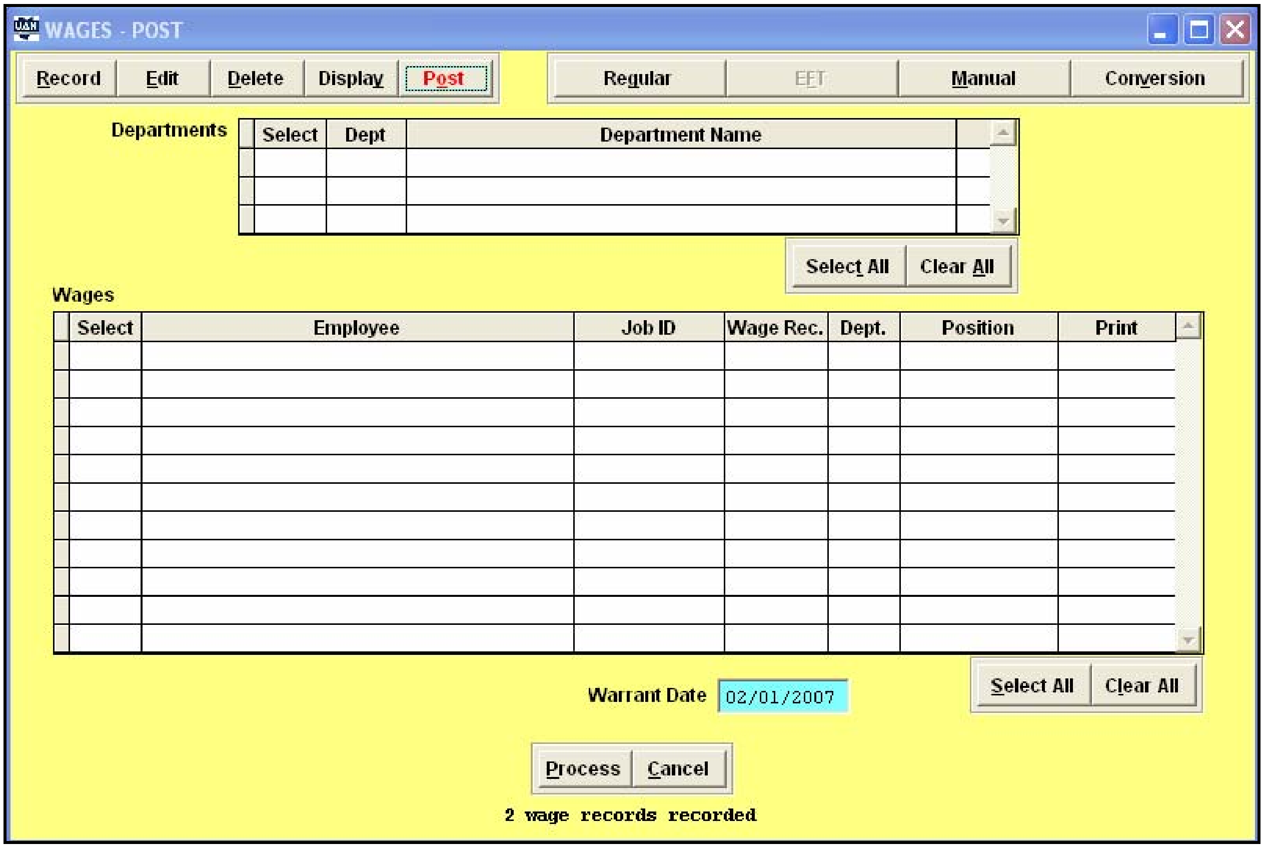
When OPERS or OP&FPF retirement pick ups (fringe benefit or salary reduction), FICA or Medicare fringe benefits, deferred compensation, and cafeteria plan amounts are edited on an employee's wages, certain other tax amounts will be recalculated depending on that employee's other withholdings. If an amount is changed, the system will pop-up a message listing the other withholdings in the wage record that will be recalculated due to the change.

When OPERS or OP&FPF retirement pick up (fringe benefit or salary reduction) amounts are edited to an amount other than zero, the system will not change the employer's share amount. **Verification must be made on whether a change is necessary to the associated employer's share code.**

When FICA or Medicare fringe benefit amounts are edited to an amount other than zero, the system will recalculate the employer's share amount but will not change it to equal the amount of the fringe benefit. **Verification must be made on whether a change is necessary to the associated employer's share code.**

If the Medicare fringe benefit or Social Security fringe benefit amount is changed on an employee's wage record that has **both the Medicare and Social Security fringe benefits set up**, the system will pop-up a caution message stating that a change will cause the other fringe benefit to be recalculated. A "yes" or "no" must be selected to answer whether the system should proceed with the recalculation.

Payroll Transactions
Wages
Post



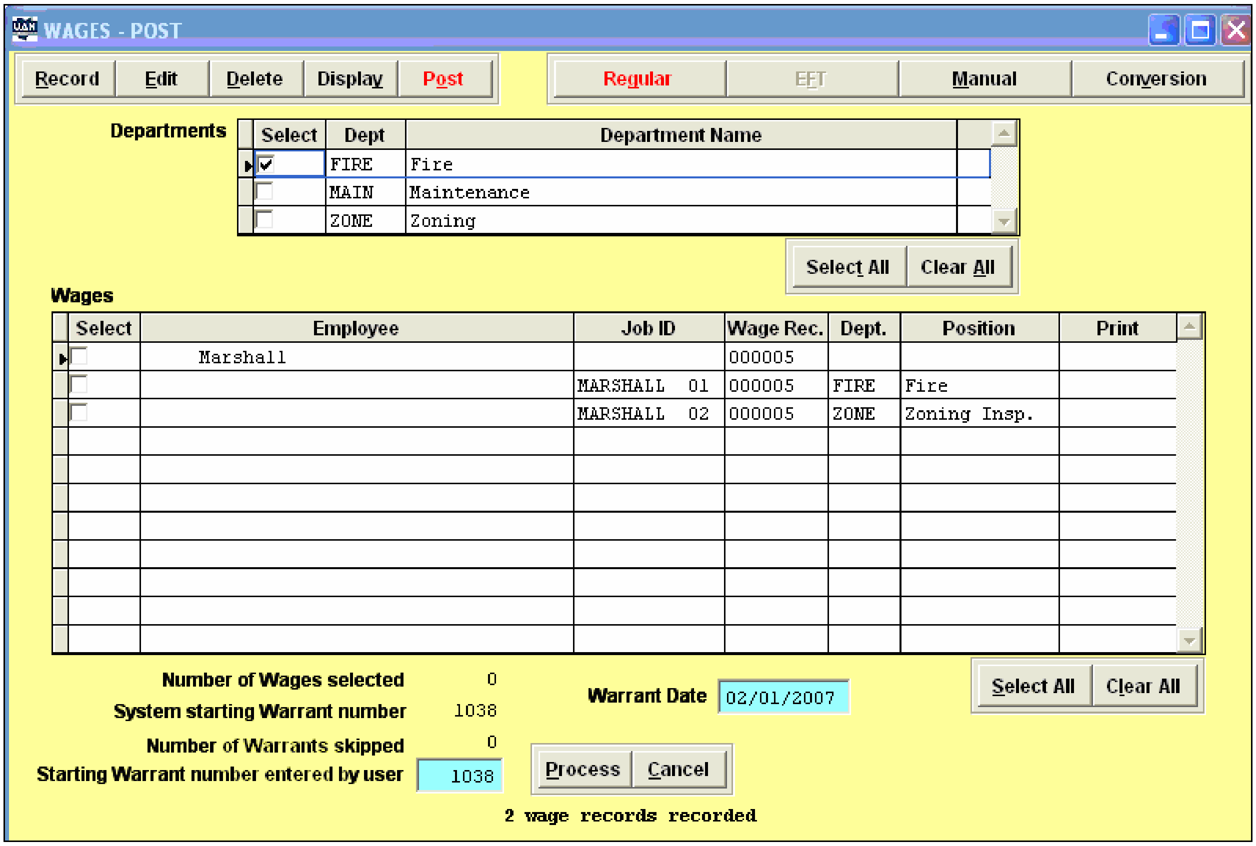
Post Function

The Post Wages function is used to post regular, manual and conversion wages. For regular wages, the system will print payroll warrants or EFT (Electronic Funds Transfer) direct deposit advices. For manual and conversion wages, the system will not print anything.

Payroll Transactions
Wages
Post

Example 1-E

The following is an example of selecting wages to post:



Note: If an employee has wages recorded for multiple jobs under one wage record, the employee's jobs cannot be separated when selecting the wages to be posted.

When wages are posted, the system encumbers the entire gross wage amount for each employee. This includes the net wage amount and the employee's share of withholding contributions. An expenditure is also then posted for the net wage amount. The employee's share of withholding contributions will remain encumbered until the corresponding withholding warrants are recorded and posted or the employee's share of the withholdings are cleared and unencumbered.

Once the wages are posted and the system has printed the appropriate document (warrant or direct deposit advice), the wages will be 'earmarked'. The earmarked wages post to cash when the warrant date is the same as the system's processing date. If the current processing date is the same as the warrant date, the wages will be posted to the appropriate account codes and cash

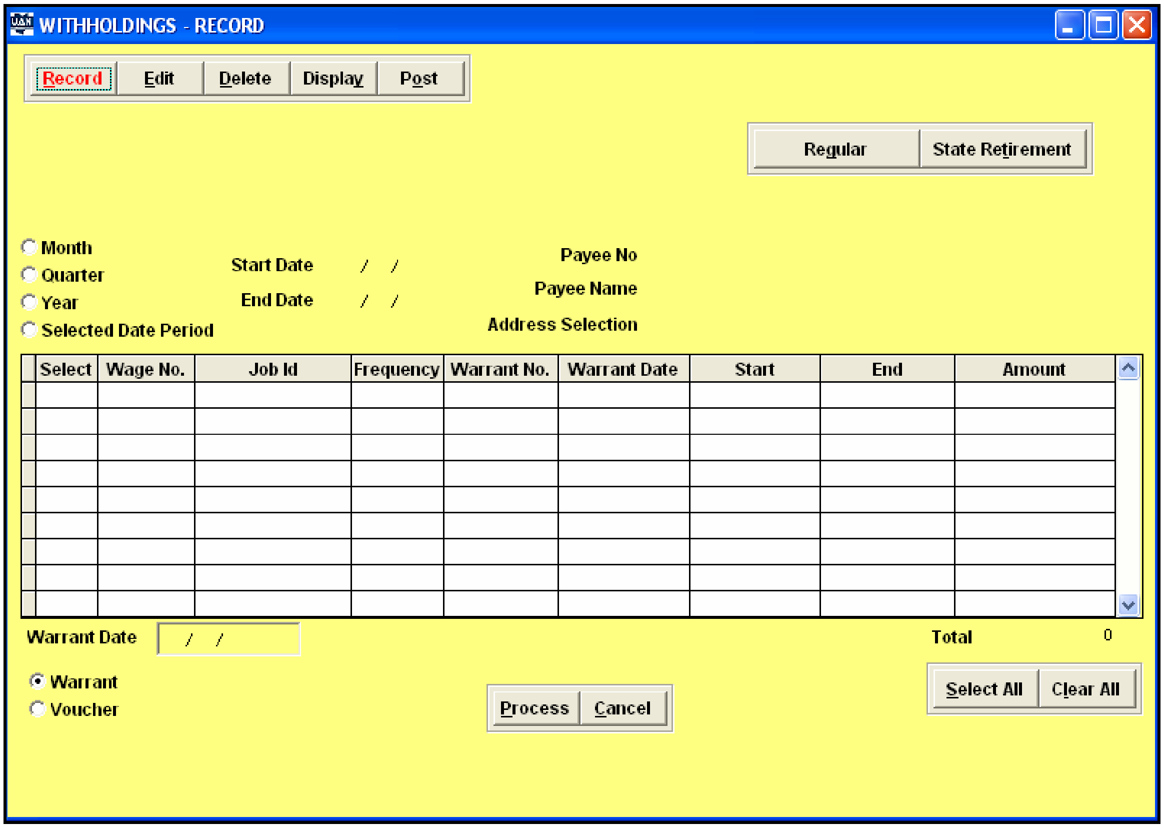
Payroll Transactions
Wages
Post

upon exiting out of the UAN software. **If the current processing date is not the same as the warrant date, those wages will remain earmarked until the processing date is changed to that respective date.**

Chapter 2

Withholdings

Payroll Transactions
Withholdings
Record



Overview

The Record Withholdings application prepares a warrant/voucher for a specified withholding payee. The amount of the warrant/voucher generated will include the amount withheld from employees over the specified period and the employer's share of contributions (if applicable). Withholdings can be only written for payees previously established in the payee area under Entity File.

Withholdings can also be recorded as vouchers. This option would be useful for those entities that use direct deposit to pay certain withholdings. If a withholding payment has been taken directly out of your checking account, record the withholding payment as a voucher. This option eliminates having to still print out a warrant. Processing the withholding as a voucher has the same effect on appropriations and cash as processing it as a warrant. The only difference is that instead of printing out a warrant, the system will print out a non-negotiable withholding voucher on blank paper.

Payroll Transactions
Withholdings
Record

When the withholding is recorded it is assigned a batch number. If it is a withholding with an employer's share of contributions, the employer's share account code appropriations are encumbered. While in the batch, the withholding warrant/voucher information can be edited, deleted or displayed. When the withholding warrant/voucher is ready to be printed, it must be selected and processed under the post function. Please see the Post Function section of this chapter for more detail on the posting of withholding warrants. If you wish to only record withholdings in the current session (without posting/printing them), the withholdings will be held in the batch and employer's share encumbrances (if applicable) reserved until they are deleted or posted.

Steps to Access

Select **Payroll**.
Select **Transactions**.
Select **Withholdings**.
Select the **Record** button.
Select the **Regular** or **State Retirement** button.

Note: The **State Retirement** function button is used to generate the withholding warrants/vouchers for OPERS and OP&FPF. If "Billed" flag for the OPERS and OP&FPF withholdings are set to "N," the withholding warrant/voucher will include the employee contribution amounts and the employer contribution amounts. If "Billed" flag for the OPERS and OP&FPF withholdings are set to "Y," the withholding warrant/voucher will only include the employee contribution amounts.

Note: The **Regular** function button is used to generate the withholding warrants/vouchers for all other withholdings including the combined employee and employer share contributions for Social Security and Medicare.

Data Entry

Required Fields

1. Time Period (Month, Quarter, Year or Selected Date Period)
2. Payee No (select from search box)
3. Payee Name (automatically displays name associated with selected payee number)
4. Address Selection (automatically displays the payee address 1, can be changed to address 2, if available)
5. Wage Records (select wage records to include from grid – see next page)

Payroll Transactions
Withholdings
Record

A checkmark must be placed in the "☐" beside the wage record(s) that are to be included in the withholding warrant.

Select	Wage No.	Job Id	Frequency	With. Id	Warrant No.	Warrant Date	Start	End	Amount
☐	57	BLAKE 01	7	12	3862	04/29/2002	04/15/2002	04/28/2002	180.00
☐	58	DINKLEY 01	7	12	3863	04/29/2002	04/15/2002	04/28/2002	180.00
☐	59	JONES 01	7	12	3864	04/29/2002	04/15/2002	04/28/2002	225.00
								Total	0.00

6. Warrant Date (must be equal to or no more than 30 days from the system processing date)
7. Warrant/Voucher - select warrant to generate a withholding warrant to send for payment; select voucher to generate a withholding voucher for withholding payments taken directly out of the checking account.

Data Validation

The time period selected must be valid and have existing withholding records.

At least one wage record must be selected to process the withholding.

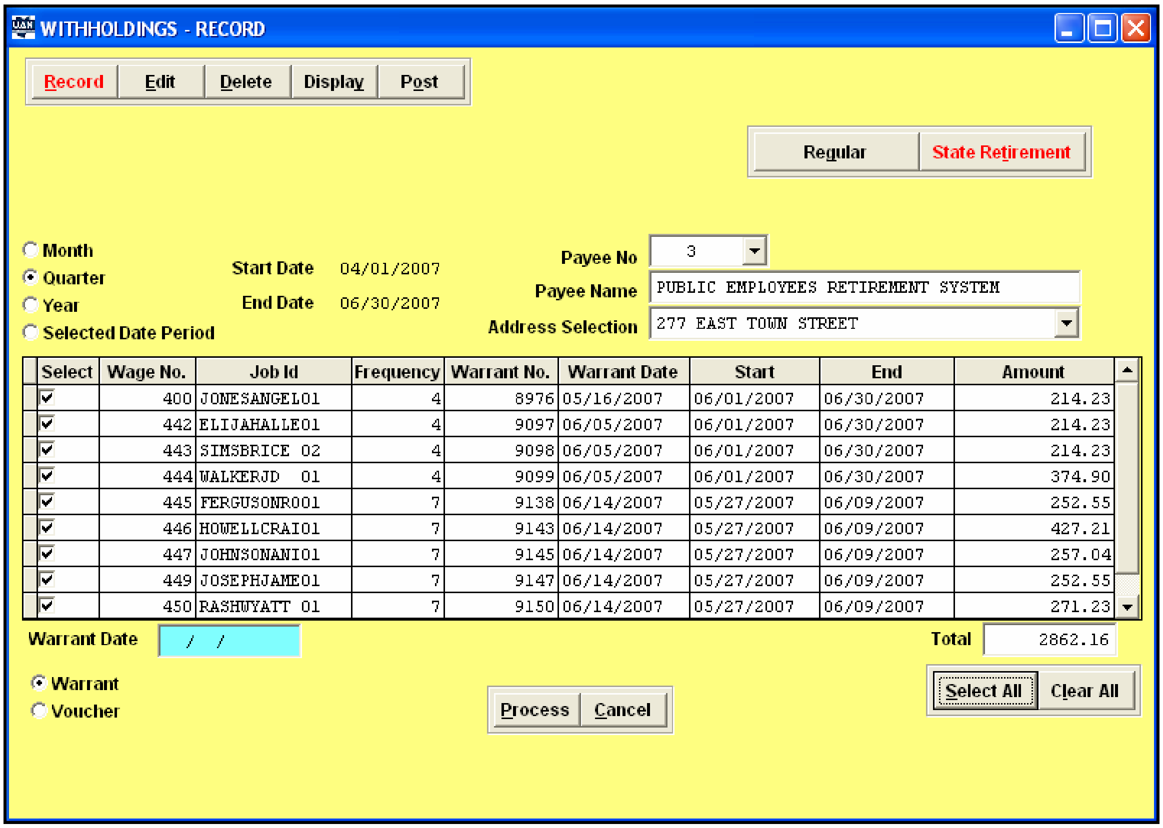
The warrant date cannot be less than the system processing date.

The warrant date cannot be greater than 30 days from the system processing date.

Payroll Transactions
Withholdings
Record

Example 2-A

The following is an example of recording a withholding warrant for OPERS (employees' share only, the entity is billed quarterly for the employer's share):


WITHHOLDINGS - RECORD

Record | Edit | Delete | Display | Post

Regular | State Retirement

Month
Quarter
Year
Selected Date Period

Start Date 04/01/2007
End Date 06/30/2007

Payee No 3
Payee Name PUBLIC EMPLOYEES RETIREMENT SYSTEM
Address Selection 277 EAST TOWN STREET

Select	Wage No.	Job Id	Frequency	Warrant No.	Warrant Date	Start	End	Amount
☑	400	JONESANGEL01	4	8976	05/16/2007	06/01/2007	06/30/2007	214.23
☑	442	ELIJAHALLE01	4	9097	06/05/2007	06/01/2007	06/30/2007	214.23
☑	443	SIMSBRICE 02	4	9098	06/05/2007	06/01/2007	06/30/2007	214.23
☑	444	WALKERJD 01	4	9099	06/05/2007	06/01/2007	06/30/2007	374.90
☑	445	FERGUSONR001	7	9138	06/14/2007	05/27/2007	06/09/2007	252.55
☑	446	HOWELLCRAI01	7	9143	06/14/2007	05/27/2007	06/09/2007	427.21
☑	447	JOHNSONANI01	7	9145	06/14/2007	05/27/2007	06/09/2007	257.04
☑	449	JOSEPHJAME01	7	9147	06/14/2007	05/27/2007	06/09/2007	252.55
☑	450	RASHWYATT 01	7	9150	06/14/2007	05/27/2007	06/09/2007	271.23

Warrant Date / /
Total 2862.16

Warrant
Voucher

Process | Cancel

Select All | Clear All

Edit Function

The following are the only items that can be modified on a withholding under the Edit function:

- The address selection can be changed (if a second address is set up for the payee under Entity File).
- Wage records can be added (if available) or removed. This is done by selecting or unselecting the "☐" beside the individual wage record.
- The warrant date can be modified.

Payroll Transactions
Withholdings
Record

Post Function

Once the withholdings are posted, the system will print the withholding warrant/voucher, and the withholdings will then be "earmarked". Earmarked withholdings have both the employees' share appropriations (encumbered when the wages were recorded) and employer's share appropriations (if applicable) encumbered, but the expenditures have not yet posted to the necessary account codes or cash. The earmarked withholdings post to cash when the withholding date is the same as the system's processing date. If the current processing date is the same as the withholding warrant date, the withholdings will be posted to the appropriate account codes and cash upon exiting out of the UAN software. **If the current processing date is not the same as the withholding warrant date, those withholding warrants/vouchers will remain earmarked until the processing date is changed to that respective date.**

Note: If a State Retirement (OPERS or OP&FPF) withholding warrant/voucher is in batch (recorded but not yet posted), the "Billed" flag cannot be changed from "Y" to "N" or vice versa. The withholding will need to be deleted out of the batch. The "Billed" flag can then be changed in the Entity File. The withholding will then need to be re-recorded to incorporate the change made to the "Billed" flag.

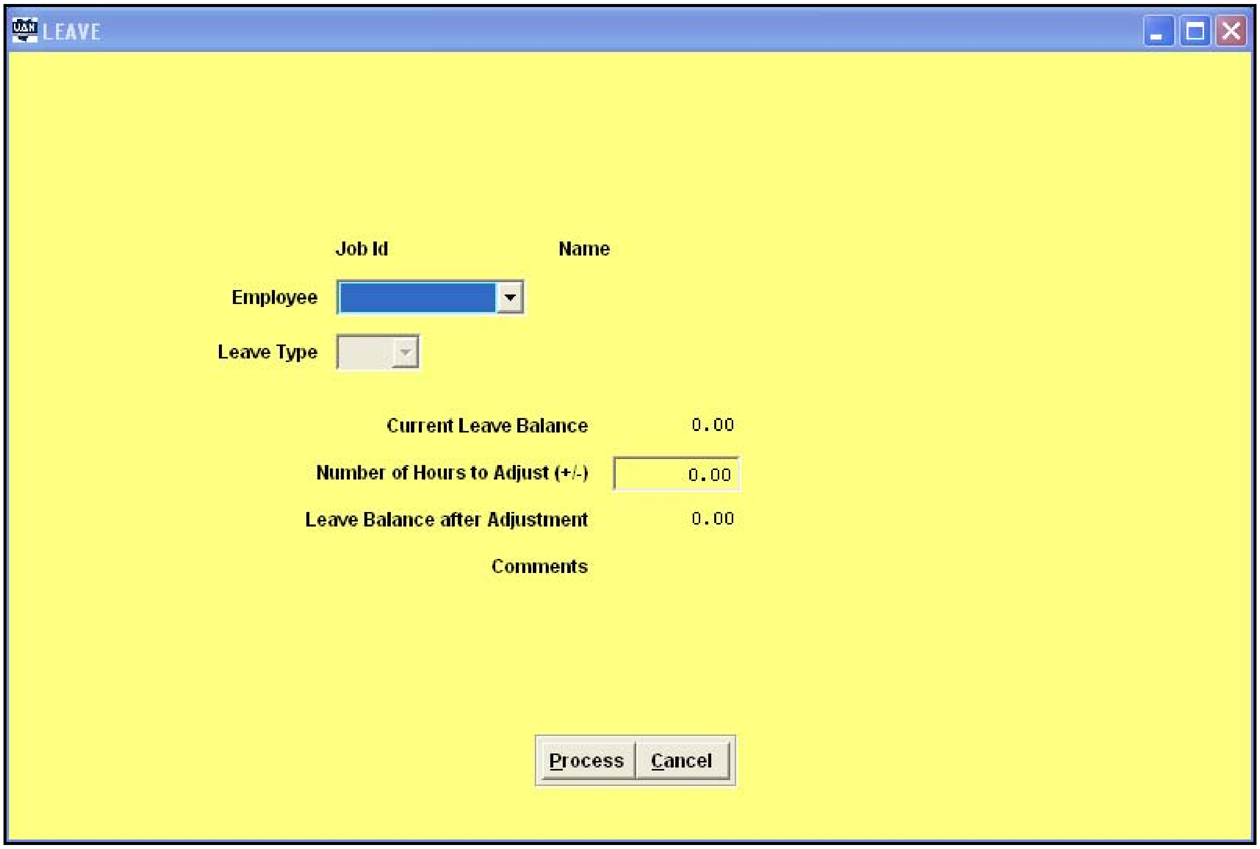
Note: If the processing date is advanced and there is not enough cash in the fund or funds to cover the withholding warrants/vouchers that have been printed prior to that date, the system will not allow the recording and posting of any payments and/or charges in the accounting software until the situation has been resolved.

Chapter 3

Payroll Utilities

Payroll Transactions
Payroll Utilities

Adjust Leave



Overview

The Adjust Leave option is used to adjust employee leave balances after wages have been recorded for an employee. Adjustments may be needed to correct prior entries, to correct accrual errors or to increase the balances at the beginning of a new year. The Leave screen displays the current leave balance that will be adjusted and what the leave balance will be after the adjustment is processed.

Steps to Access

Select **Payroll**.
Select **Transactions**.
Select **Payroll Utilities**.
Select **Adjust**.
Select **Leave**.

Payroll Transactions
Payroll Utilities

Adjust Leave

The system will automatically display the following message each time the Adjust Leave option is selected:

> *"Documentation substantiating any Adjustment made should be retained for subsequent audits."*

Data Entry

Required Fields
1. Employee Job Id
2. Leave Type
3. Number of Hours to Adjust (+/-)

Optional Fields
1. Comments

Data Validation

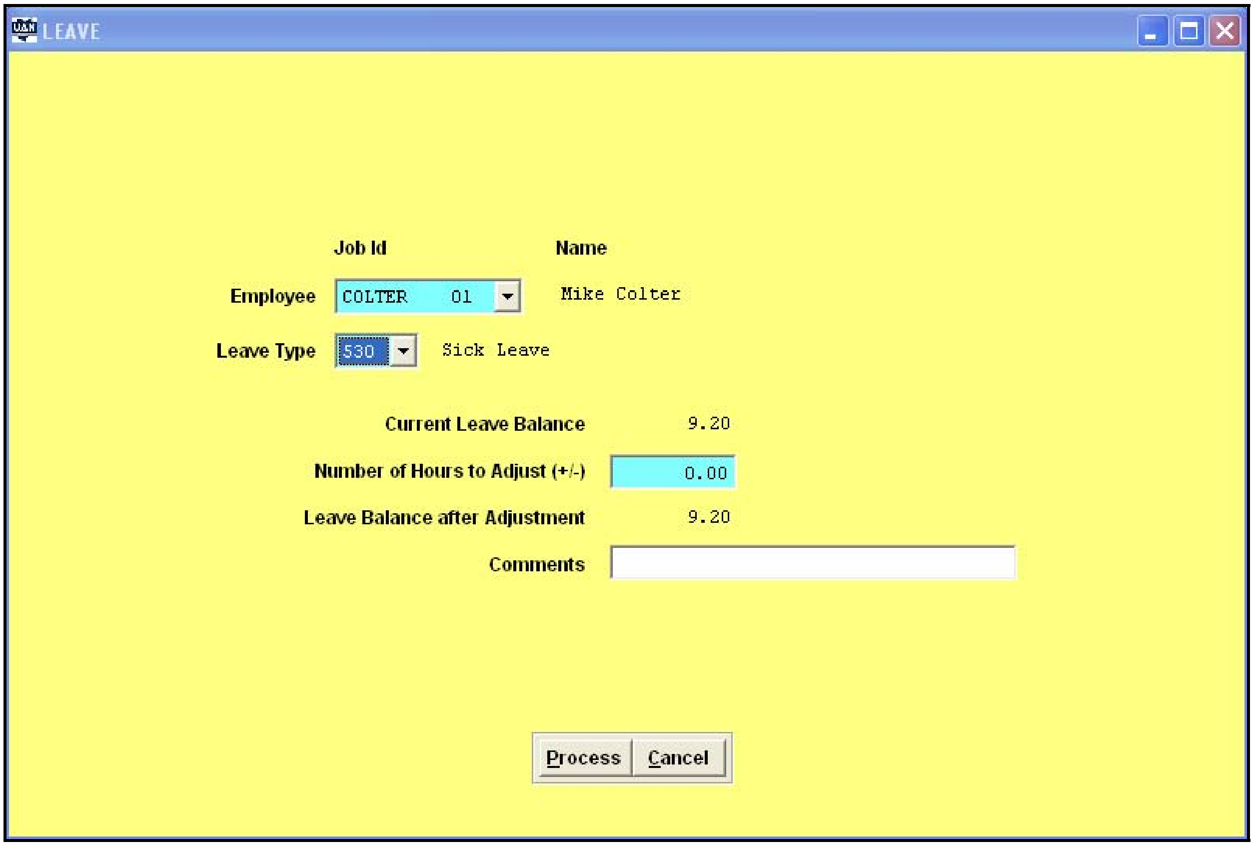
> *The leave earning type must already be added to the employee's job before adjusting the leave.*
>
> *If an employee's leave balances need established before any wages are recorded for the employee, they should be established in the employee's leave earning type under Employee History.*

Payroll Transactions
Payroll Utilities

Adjust Leave

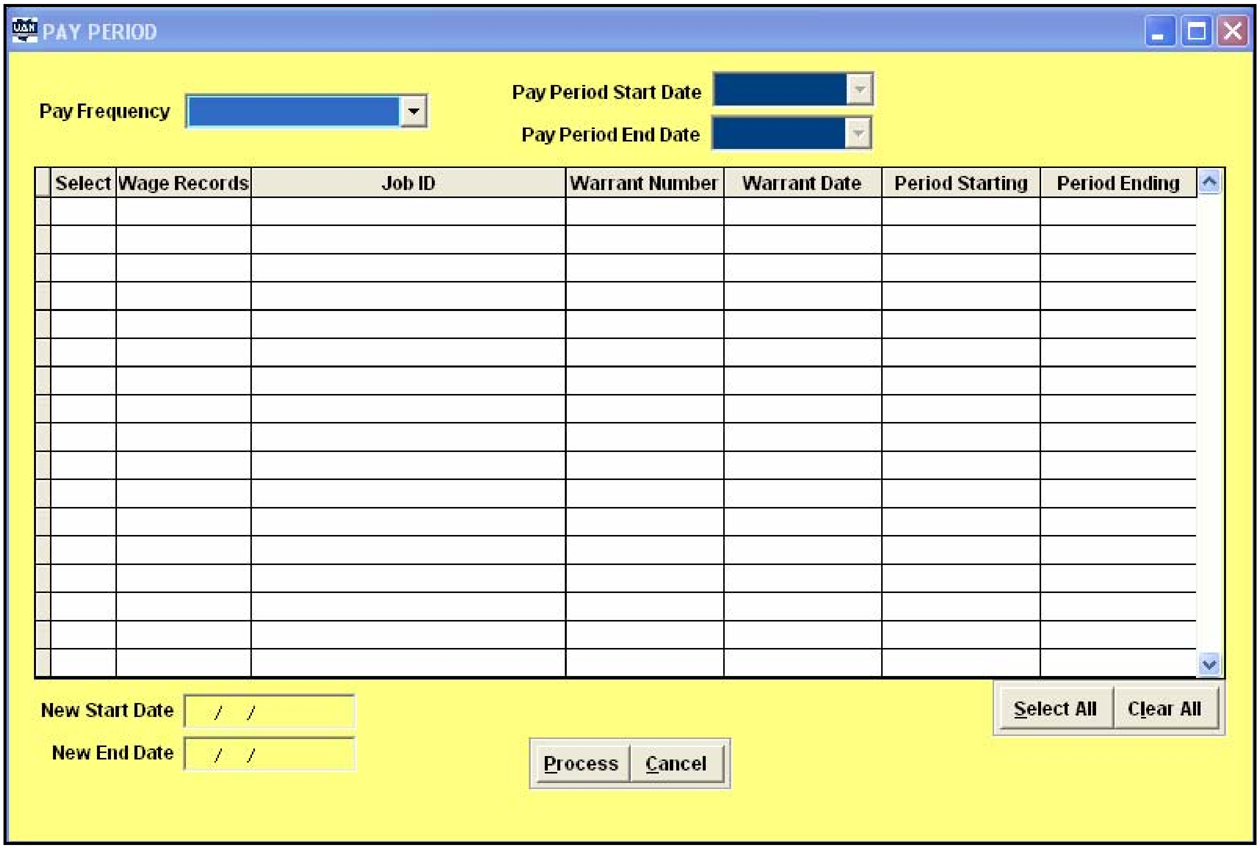
Example 3-A

The following is an example of adjusting a leave balance:



Payroll Transactions
Payroll Utilities

Adjust Pay Period



Overview

The Adjust Pay Period option is used to adjust pay period dates of wages that have been posted or wages that are still in batch. Corresponding payroll reports will be updated with the new information.

Steps to Access

Select **Payroll**.
Select **Transactions**.
Select **Payroll Utilities**.
Select **Adjust**.
Select **Pay Period**.

Payroll Transactions
Payroll Utilities
Adjust Pay Period

Data Entry

Required Fields

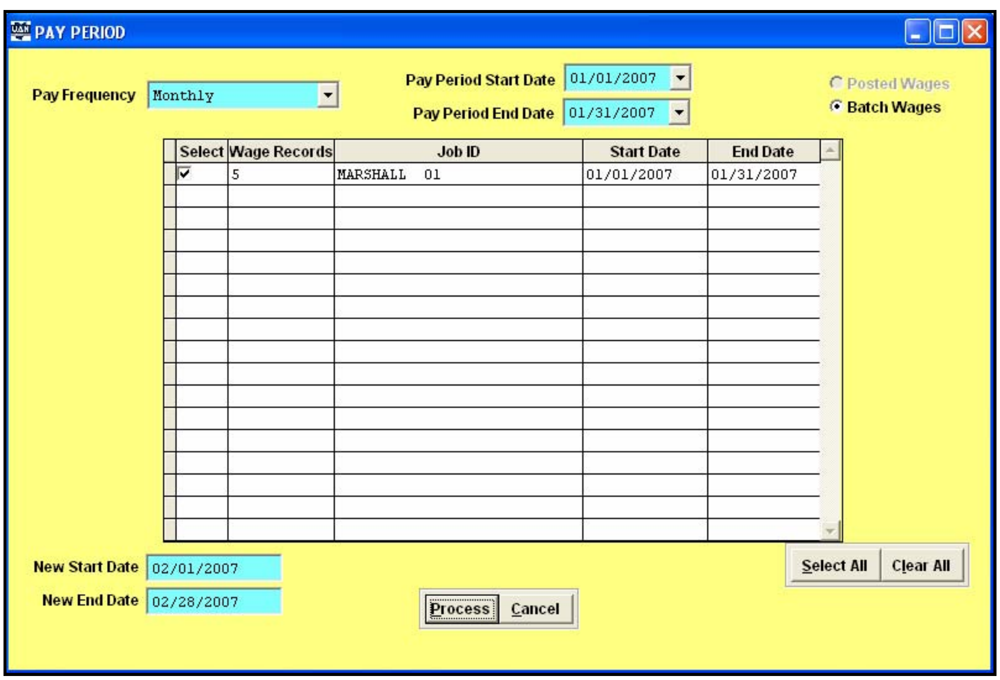
1. Pay Frequency (Monthly, 14-Day,...etc.)
2. Pay Period Start Date (Select the original pay period start date from list)
3. Pay Period End Date (Select appropriate corresponding end date from list)
4. Employee(s) to be adjusted (Select the employee(s) with warrants that have the incorrect pay period. Select dates by clicking on the box on the left side of the grid which will place a check mark in that box)
5. New Start Date (New pay period start date)
6. New End Date (New pay period end date)

Data Validation

Only pay period dates for wages posted or in batch in the current year can be adjusted.

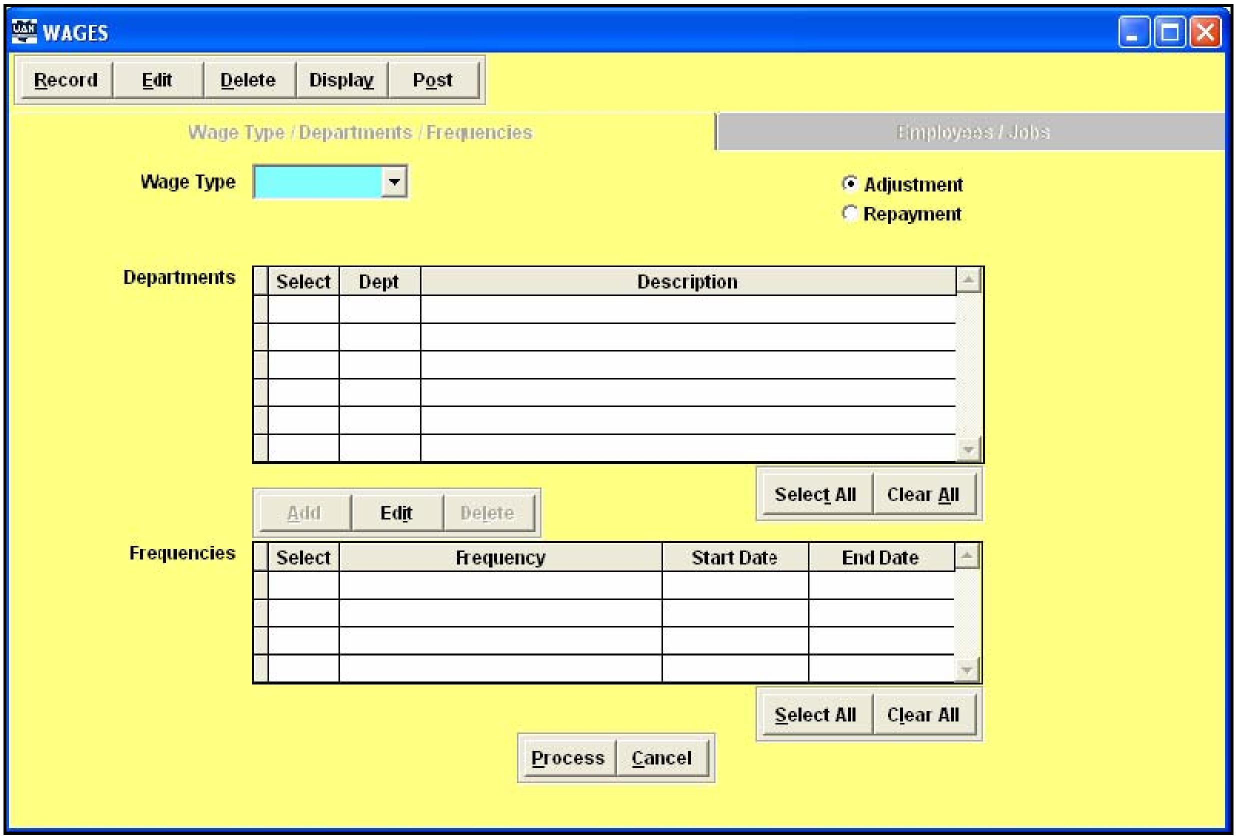
Example 3-B

The following is an example of adjusting a pay period:



Payroll Transactions
Payroll Utilities

Adjust Wages



Overview

The Adjust Wages option is used to issue a Special Warrant or a Special Voucher to an employee (e.g. retroactive salary increase (special warrant) or a special voucher to update an employee's records.)

Steps to Access

Select **Payroll**.
Select **Transactions**.
Select **Payroll Utilities**.
Select **Adjust**.
Select **Wages**.

Payroll Transactions
Payroll Utilities

Adjust Wages

Data Entry

Required Fields:

1. Wage Type
   a. Adjustment
   b. Adjustment or Repayment
   Note: Adjustment: The Adjust option can be used to issue the employee a special warrant for Retroactive salary increases. It can also be used to reallocate a withholding to another withholding; the net amount of the check may then be zero.
   Repayment: The Repayment option is used to issue the employee a Reimbursement warrant for Over Payment of withholdings. Only the withholdings can be edited with this option. (The appropriation account code 1000-990-990-0000 must be activated to process this type of adjustment because this will create an overpayment for the withholdings that are negatively adjusted.)
2. Departments
3. Frequencies (Choose frequencies to include. **Note:** Pay Periods should be adjusted prior to selecting any employees)
4. Employees/Jobs

Edit Function

Once the adjustment wage record is created, it can be edited to the desired amount of payment.

Editing an Adjustment Wage Record:

The adjustment wage record is used to pay an employee for wages that were not included in the original time card. It can also be used to make adjustments between withholdings. **Note:** The net amount of the withholdings may not be less than zero when using this option to adjust withholdings).

1. To adjust earnings, select the earning type to adjust and then click 'Edit' button located above the earning grid box.
2. To edit withholdings, select the withholding type and then click the 'Edit' button located above the withholding grid box.

Payroll Transactions
Payroll Utilities
Adjust Wages

Editing a Repayment Wage Record:

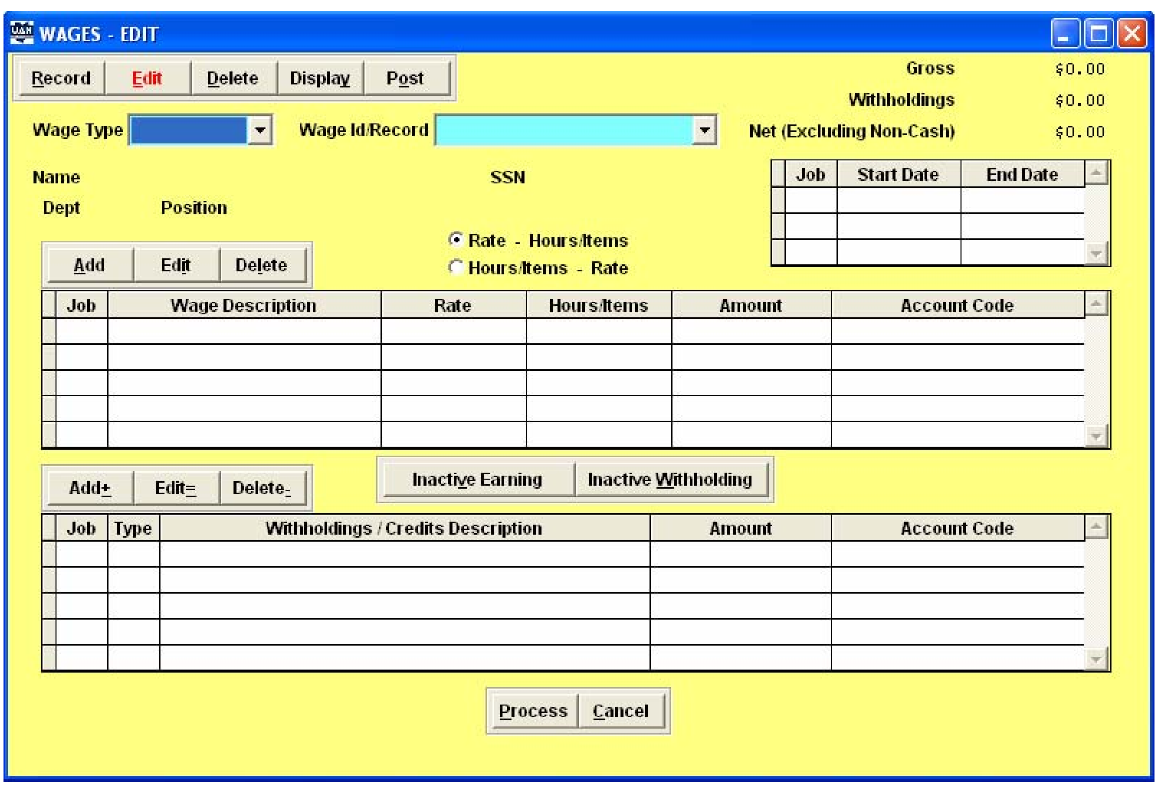
The repayment wage record will allow the withholdings to be paid back to the employee in the scenario where withholdings were taken out by mistake. **Note:** Earnings will be zero for this option and may not be edited to reflect payment via an earning.

1. Click on the withholding to adjust.
2. Click ‘Edit’ above the withholding grid box.
3. Enter the withholding amount as a negative number.

Note: Creating this type of Repayment will create an over payment of withholdings in the system. Appropriation account code 1000-990-990-0000 must be created and have sufficient appropriations applied to post this type of adjustment time card.

Example 3-C

This is an example of editing an adjustment wage record.



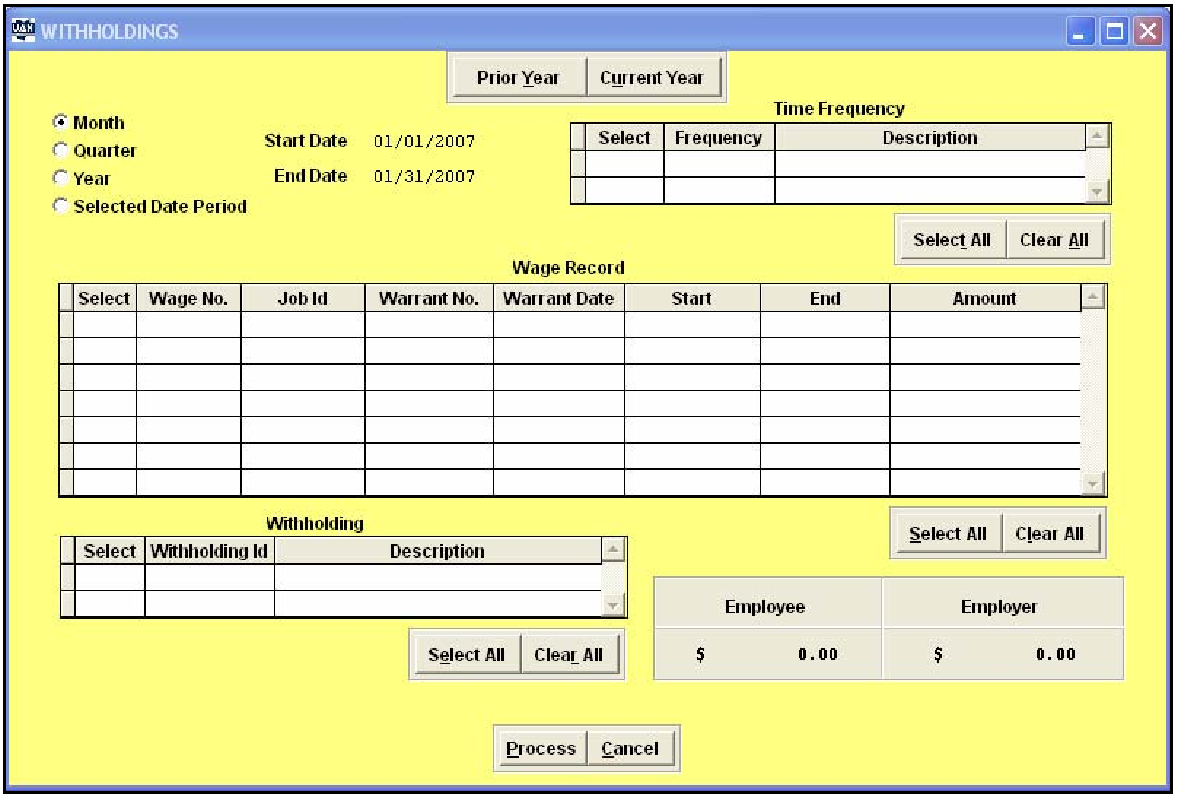
Payroll Transactions
Payroll Utilities

Adjust Wages

Inactive Earning: The Inactive Earning function button is used when the adjustment is to an inactive earning type. This option will display all earnings associated with the selected employee that have the active status removed in the employee history area.

Inactive Withholding: The Inactive Withholding function button is used when the adjustment is to an inactive withholding. This option will display all withholdings associated with the selected employee that have the active status removed in the employee history area.

Payroll Transactions
Payroll Utilities
Adjust Withholdings



Overview

The Adjust Withholdings option is used to clear and unencumber unpaid withholdings for the prior or current year that have been deducted from employees' gross pay and have not been paid to the corresponding withholding payee (the withholding check has not yet been printed). When withholdings are adjusted, they are removed from the Unpaid Withholdings report. This option also unencumbers the appropriations in the appropriation account codes that were encumbered when the associated wages were posted.

Steps to Access

Select **Payroll**.
Select **Transactions**.
Select **Payroll Utilities**.
Select **Adjust**.
Select **Withholdings**.

Payroll Transactions
Payroll Utilities

Adjust Withholdings

The system will automatically display the following message each time the Adjust Withholding option is selected:

> *"Documentation substantiating any Adjustment made should be retained for subsequent audits."*

Select **Prior Year** or **Current Year**.

The system will automatically display the following message when the **Prior Year** selection is made:

> *"Clearing prior year withholding may impact 20XX W-2 information. Make appropriate W-2 adjustments if withholdings have changed for employees."*

The system will automatically display the following message when the **Current Year** selection is made:

> *"We suggest the Unpaid Withholding Detail Report is printed prior to using this option if withholdings are going to be paid through the Accounting software. Do you want to print the report?"*

It is recommended to print the report to assist in verification of the withholding adjustments.

Data Entry

Required Fields

1. Time Period (Month, Quarter, Year or Selected Date Period)
2. Time Frequency (Monthly, 14-Day, …etc.)
3. Wage No (Select the employee warrants that have withholdings that should be cleared and unencumbered)
4. Withholding Id (Select the withholding(s) that need cleared and unencumbered)

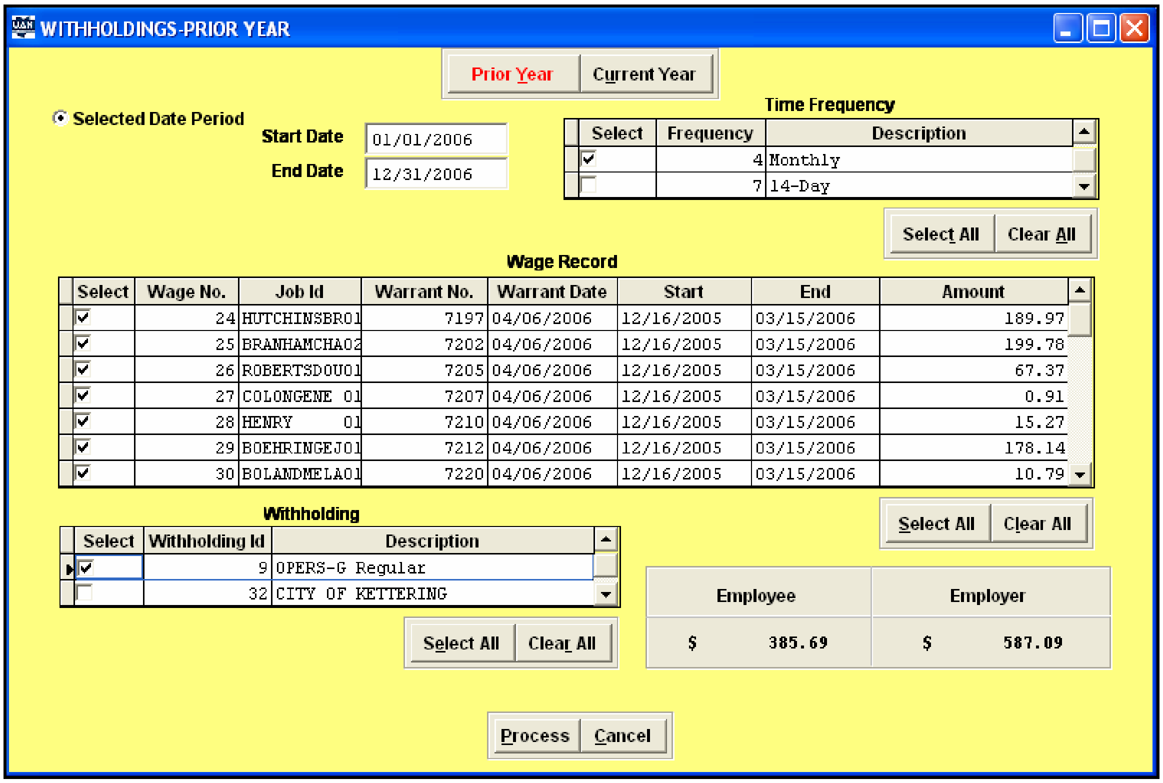
Data Validation

None

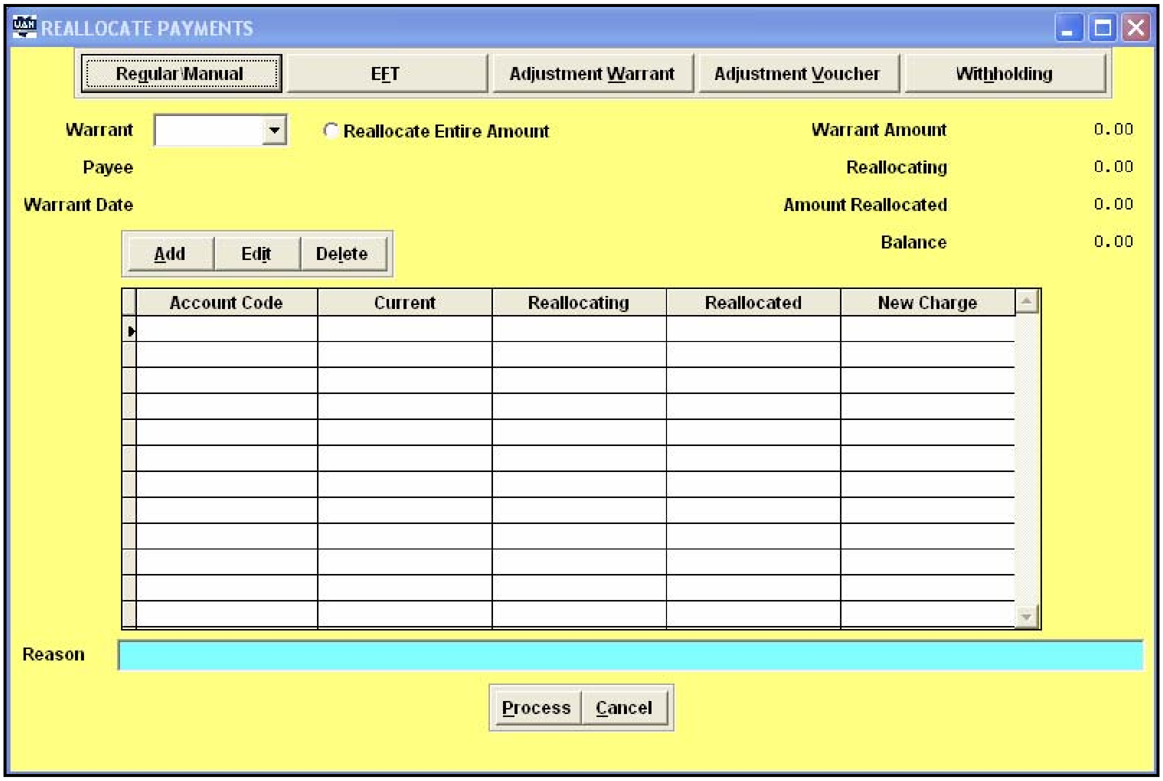
Payroll Transactions
Payroll Utilities
Adjust Withholdings

Example 3-D

The following is an example of adjusting a withholding (clearing and unencumbering Ohio Income Tax):



Payroll Transactions
Payroll Utilities
Reallocate Payments



Overview

The Reallocate Payments option will change the charge distribution for any payment made on the payroll side of the software. **Note:** Only payments that have cleared the bank may be reallocated with the exception of withholding vouchers.

Steps to Access

Select **Payroll**.
Select **Transactions**.
Select **Payroll Utilities**.
Select **Reallocate Payments.**

Payroll Transactions
Payroll Utilities
Reallocate Payments

Data Entry

Required Fields

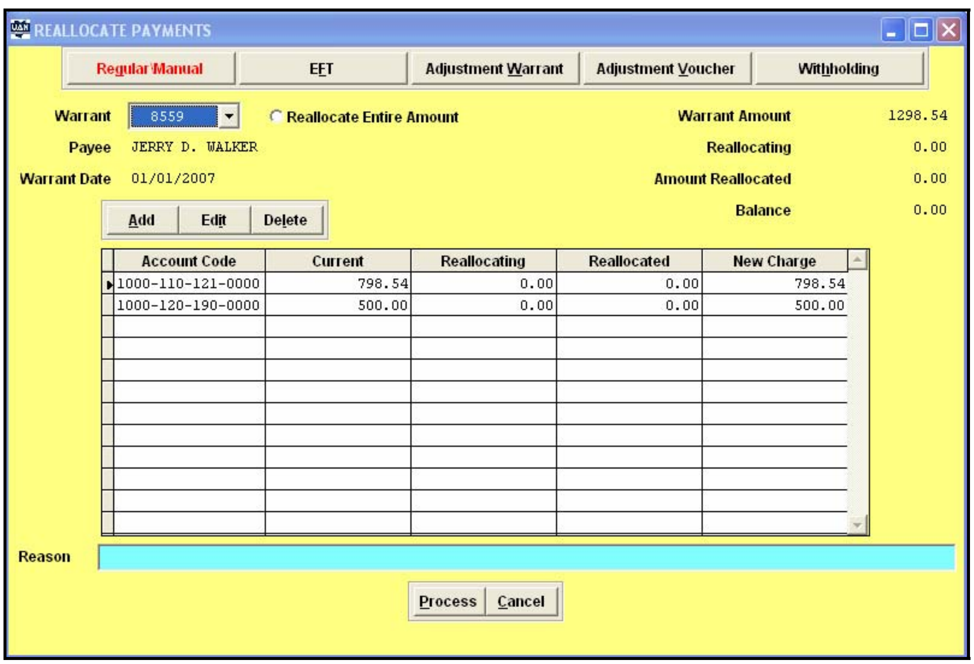
1. Payment type (Choose the payment type that will be reallocated. **Note:** Only current year payments that have been cleared on the bank reconciliation can be reallocated.)
2. Warrant (Choose the warrant number to be reallocated.)
3. Reason (Type the reason for the reallocation.)
4. Account Code(s) (If the option 'Reduce Entire Amount' was not chosen then the existing account code(s) will need to be reduced first. This is done by clicking on the account code to be reduced and then selecting the 'Edit' button above the grid box. The amount to decrease the current allocation should be entered as a negative number. Then the account code(s) to be added may be done. To add the account code(s), use the 'Add' button above the grid box and enter the account code and amount to allocate to the code.)

Optional Fields

1. Reallocate Entire Amount. (Choosing this option will change all appropriation account distributions to zero.)

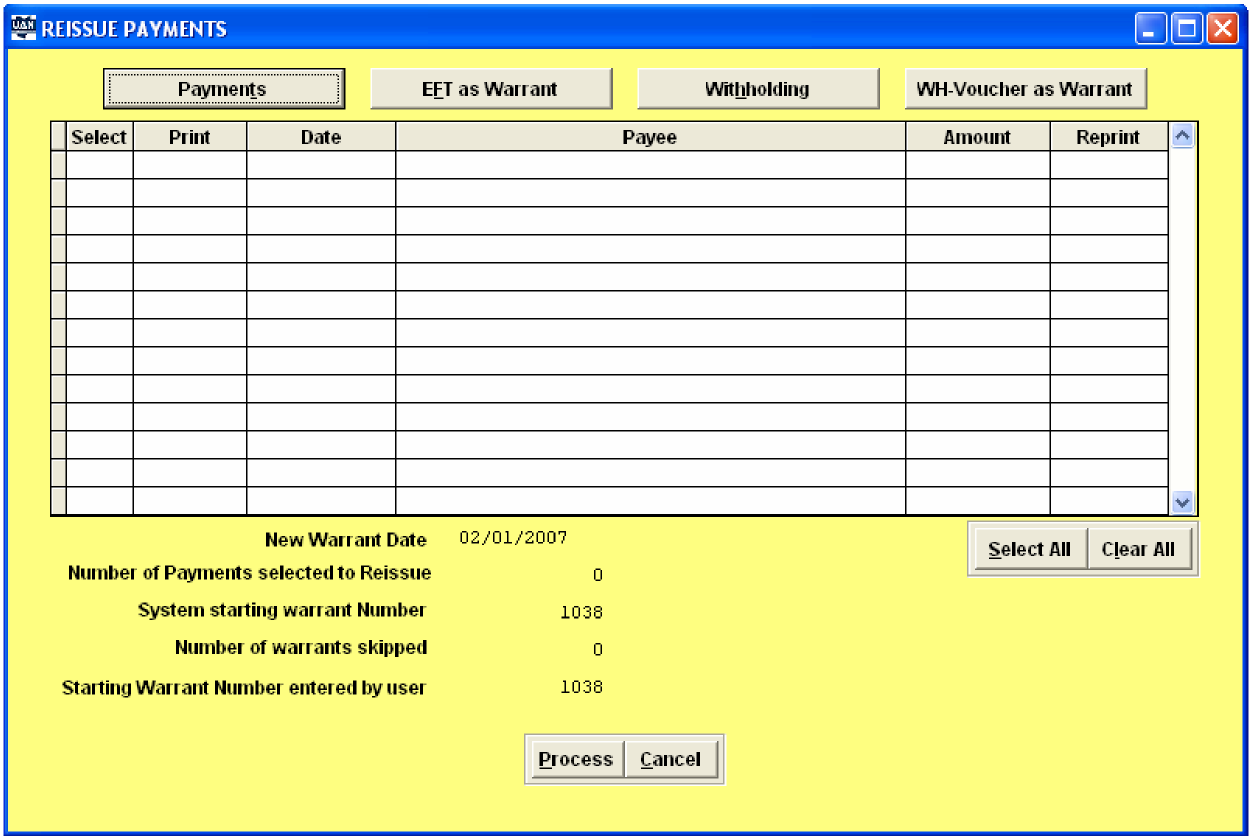
Example 3-E

The following is an example of reallocating an employee payment.



Payroll Transactions
Payroll Utilities

Reissue Payments



Overview

The Reissue Payments option can be used to reissue a payment (regular or manual), EFT as a warrant, withholding warrant or a withholding voucher as a warrant. The system will allow more than one item (within each type) to be reissued at one time. The existing warrant number is reassigned to a new warrant number.

Steps to Access

Select **Payroll**.
Select **Transactions**.
Select **Payroll Utilities**.
Select **Reissue Payments**.
Select **Payments**, **EFT as Warrant**, **Withholding or WH-Voucher as Warrant**.

Payroll Transactions
Payroll Utilities
Reissue Payments

Data Entry

Required Fields

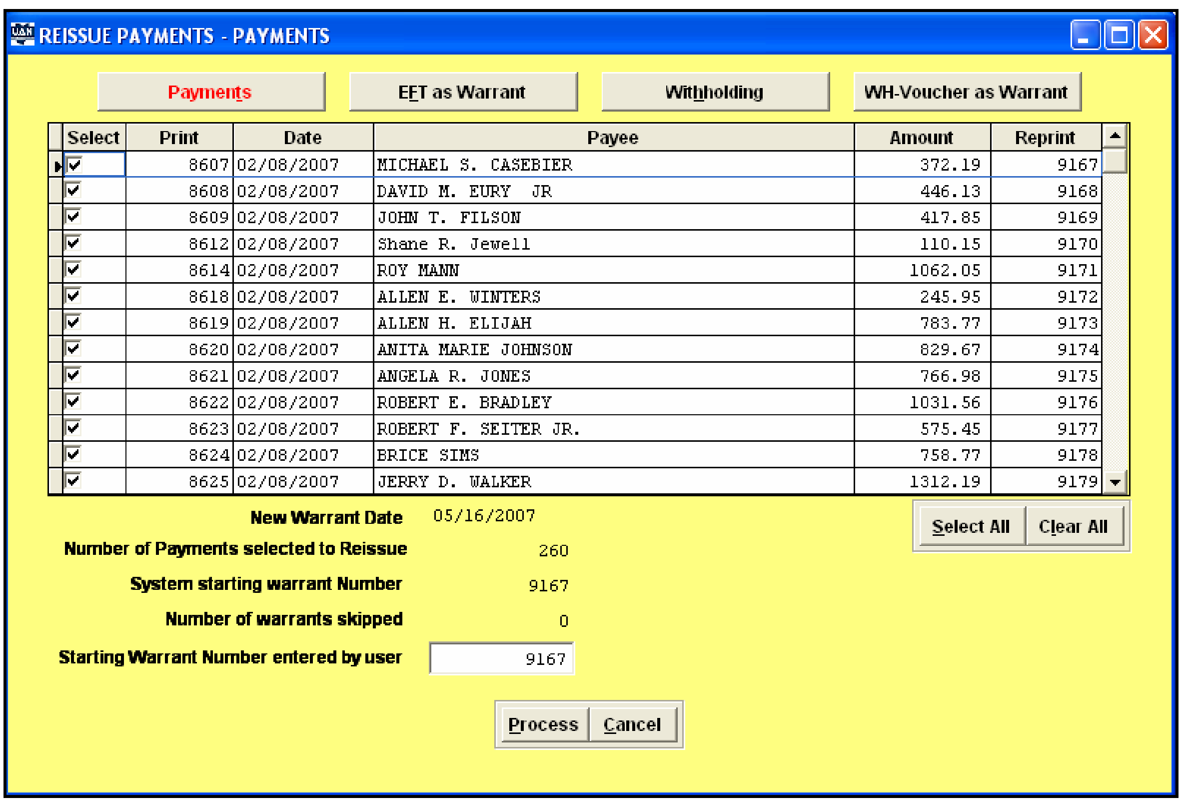
1. Select the item(s) to be reissued by clicking on the select box on the left side of the grid to place a checkmark in the box.
2. Starting Warrant Number

Data Validation

The starting warrant number cannot be less than the next available warrant number in the system.

Example 3-F

The following is an example of reissuing payments:


REISSUE PAYMENTS - PAYMENTS

Payments | EFT as Warrant | Withholding | WH-Voucher as Warrant

Select	Print	Date	Payee	Amount	Reprint
☑	8607	02/08/2007	MICHAEL S. CASEBIER	372.19	9167
☑	8608	02/08/2007	DAVID M. EURY JR	446.13	9168
☑	8609	02/08/2007	JOHN T. FILSON	417.85	9169
☑	8612	02/08/2007	Shane R. Jewell	110.15	9170
☑	8614	02/08/2007	ROY MANN	1062.05	9171
☑	8618	02/08/2007	ALLEN E. WINTERS	245.95	9172
☑	8619	02/08/2007	ALLEN H. ELIJAH	783.77	9173
☑	8620	02/08/2007	ANITA MARIE JOHNSON	829.67	9174
☑	8621	02/08/2007	ANGELA R. JONES	766.98	9175
☑	8622	02/08/2007	ROBERT E. BRADLEY	1031.56	9176
☑	8623	02/08/2007	ROBERT F. SEITER JR.	575.45	9177
☑	8624	02/08/2007	BRICE SIMS	758.77	9178
☑	8625	02/08/2007	JERRY D. WALKER	1312.19	9179

Select All | Clear All

New Warrant Date 05/16/2007

Number of Payments selected to Reissue 260

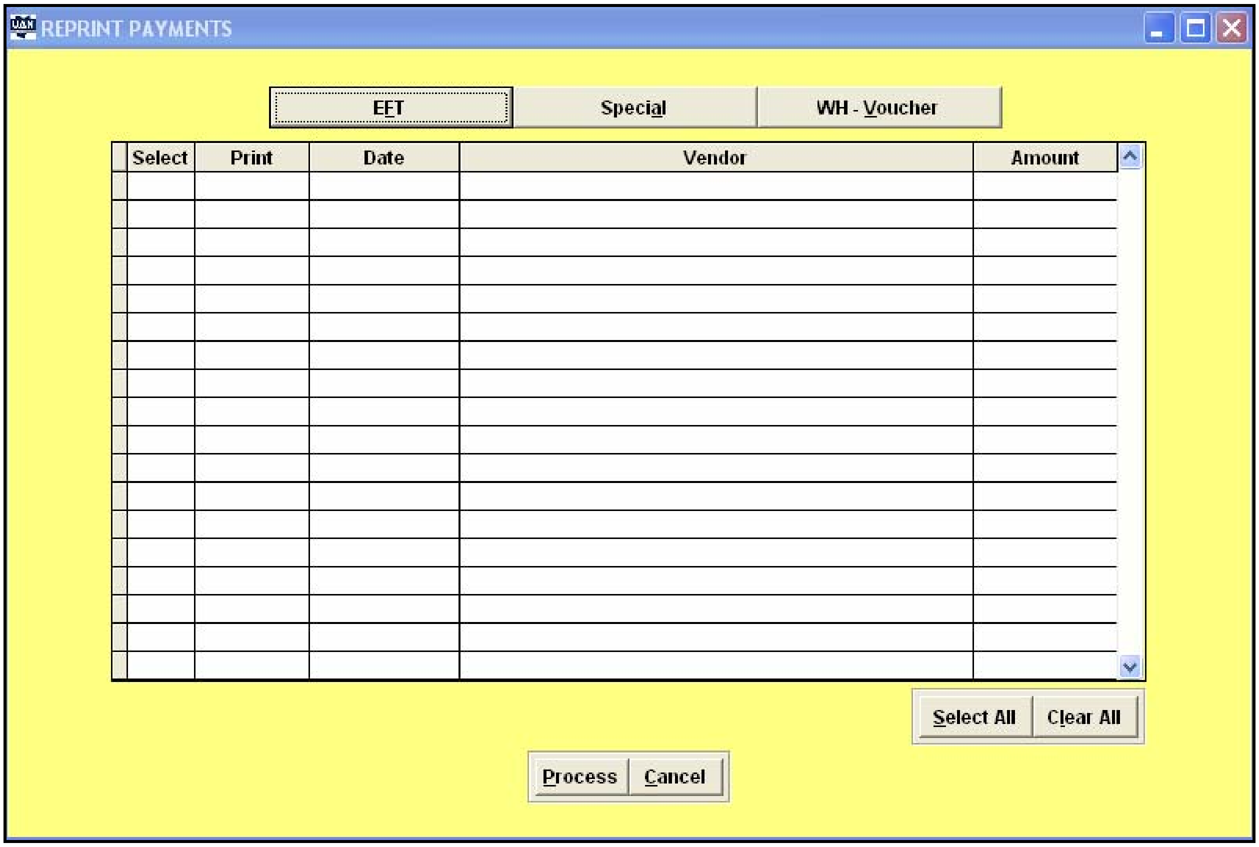
System starting warrant Number 9167

Number of warrants skipped 0

Starting Warrant Number entered by user 9167

Process | Cancel

Payroll Transactions
Payroll Utilities
Reprint Payments



Overview

The Reprint Payments option can be used to reprint an EFT, a special voucher or a withholding voucher.

Steps to Access

Select **Payroll**.
Select **Transactions**.
Select **Payroll Utilities**.
Select **Reprint Payments**.
Select **EFT**, **Special or WH-Voucher**.

Payroll Transactions
Payroll Utilities
Reprint Payments

Data Entry

Required Fields

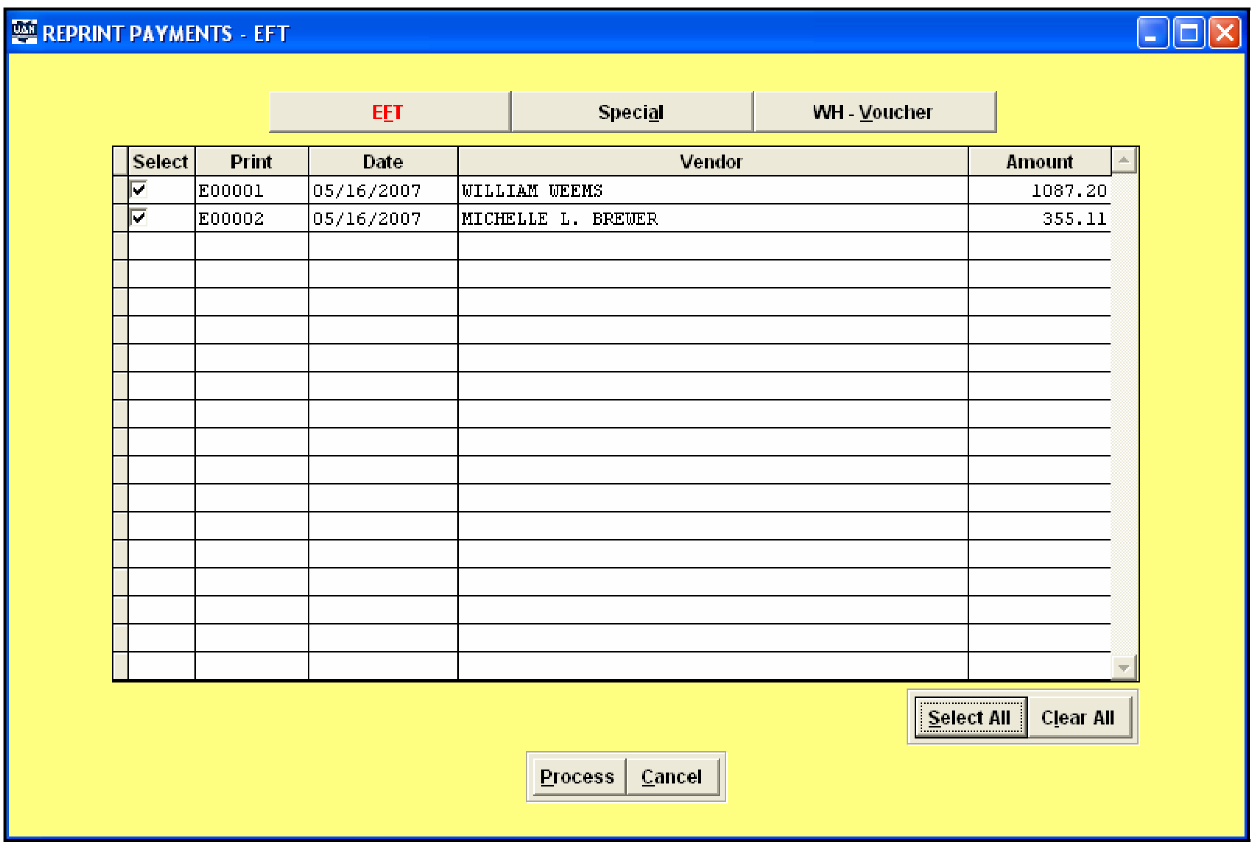
1. Select the item(s) to be reprinted.

Data Validation

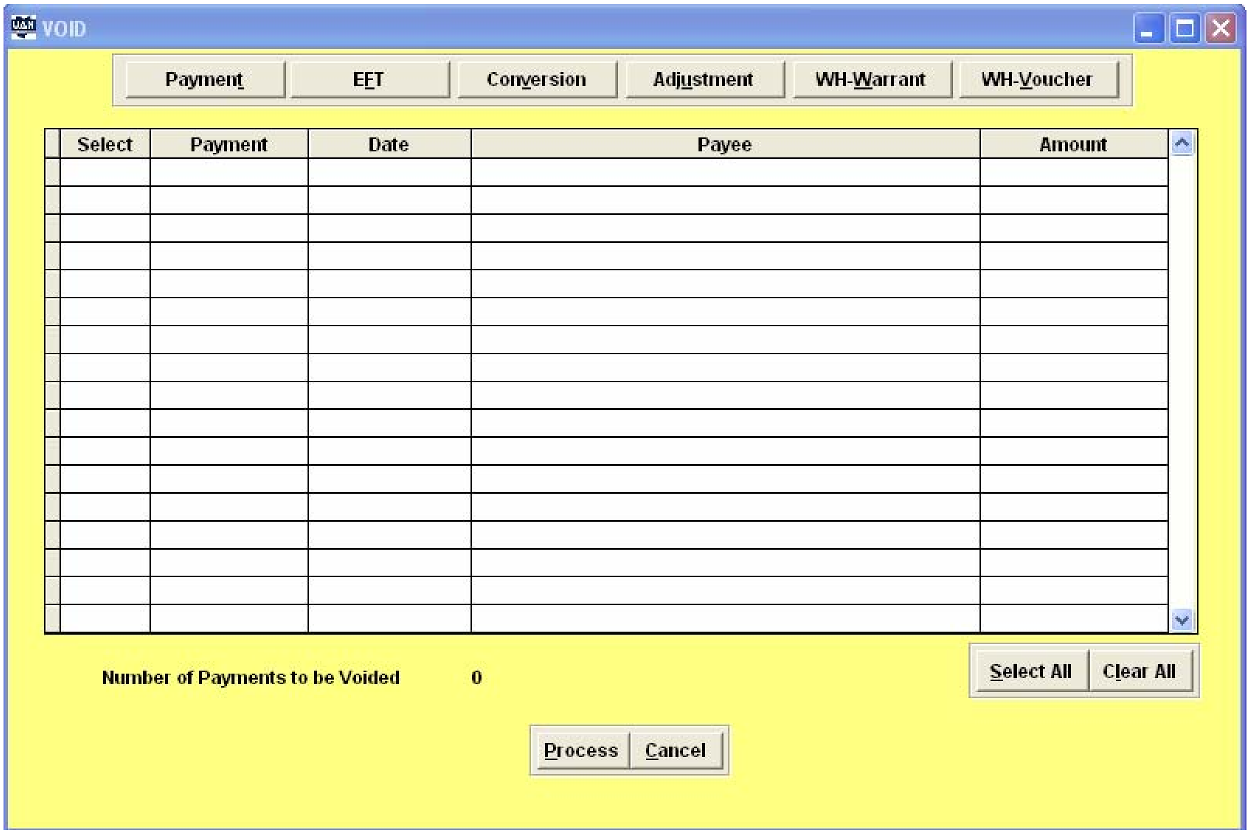
None

Example 3-G

The following is an example of reprinting an electronic funds transfer:



Payroll Transactions
Payroll Utilities
Void



Overview

The Void option can be used to void a payment, EFT, conversion, adjustment or withholding. The void transaction reverses all charges made on the warrant or EFT and updates the appropriate reports. This option should only be used when the warrant or EFT was issued for the wrong amount or should not have been issued. The system will allow more than one item (within each type) to be voided at one time.

Steps to Access

Select **Payroll**.
Select **Transactions**.
Select **Payroll Utilities**.
Select **Void**.
Select **Payment**, **EFT**, **Conversion**, **Adjustment, WH-Warrant or WH-Voucher**.

Payroll Transactions
Payroll Utilities

Void

Data Entry

Required Fields

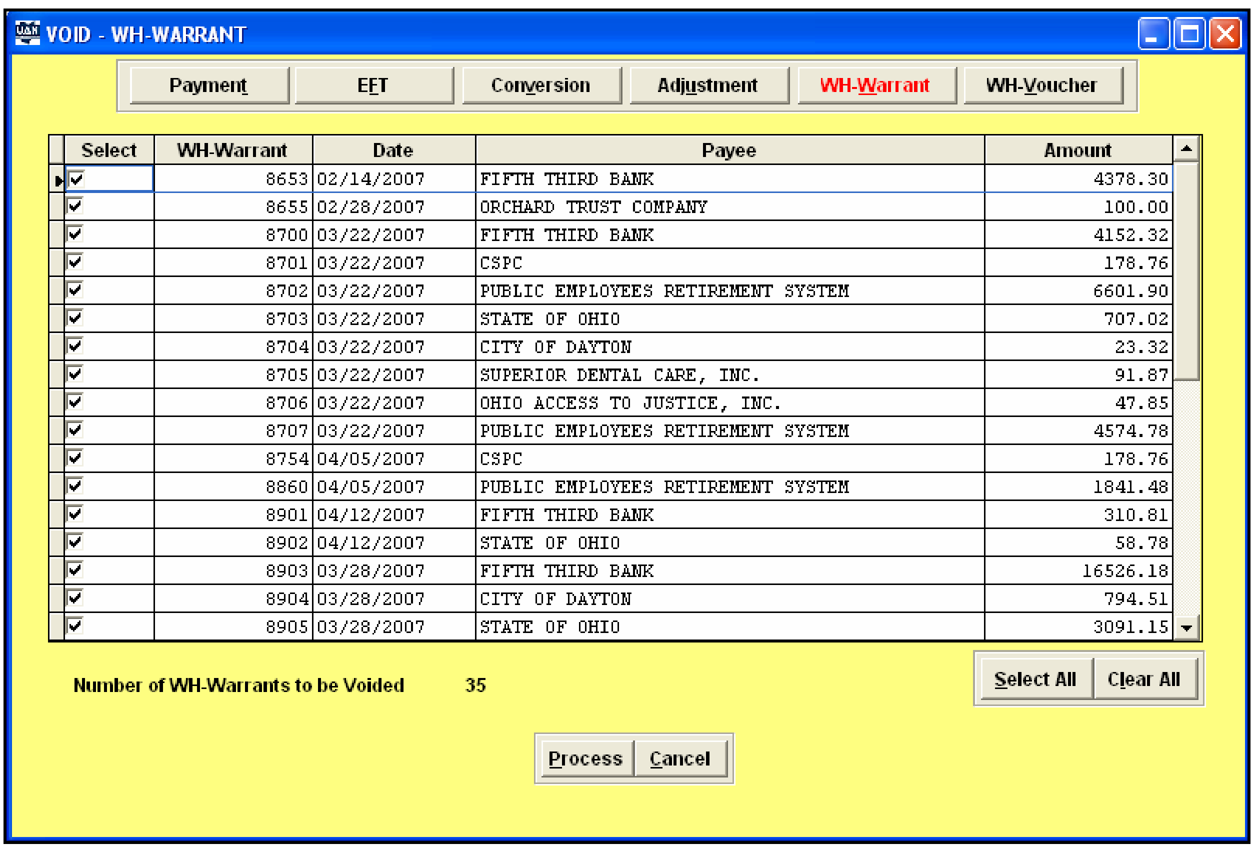
1. Select the item(s) to be voided by clicking on the select box on the left side of the grid to place a check mark in the box.

Data Validation

Outstanding payment records must exist for the type of payment to be voided.

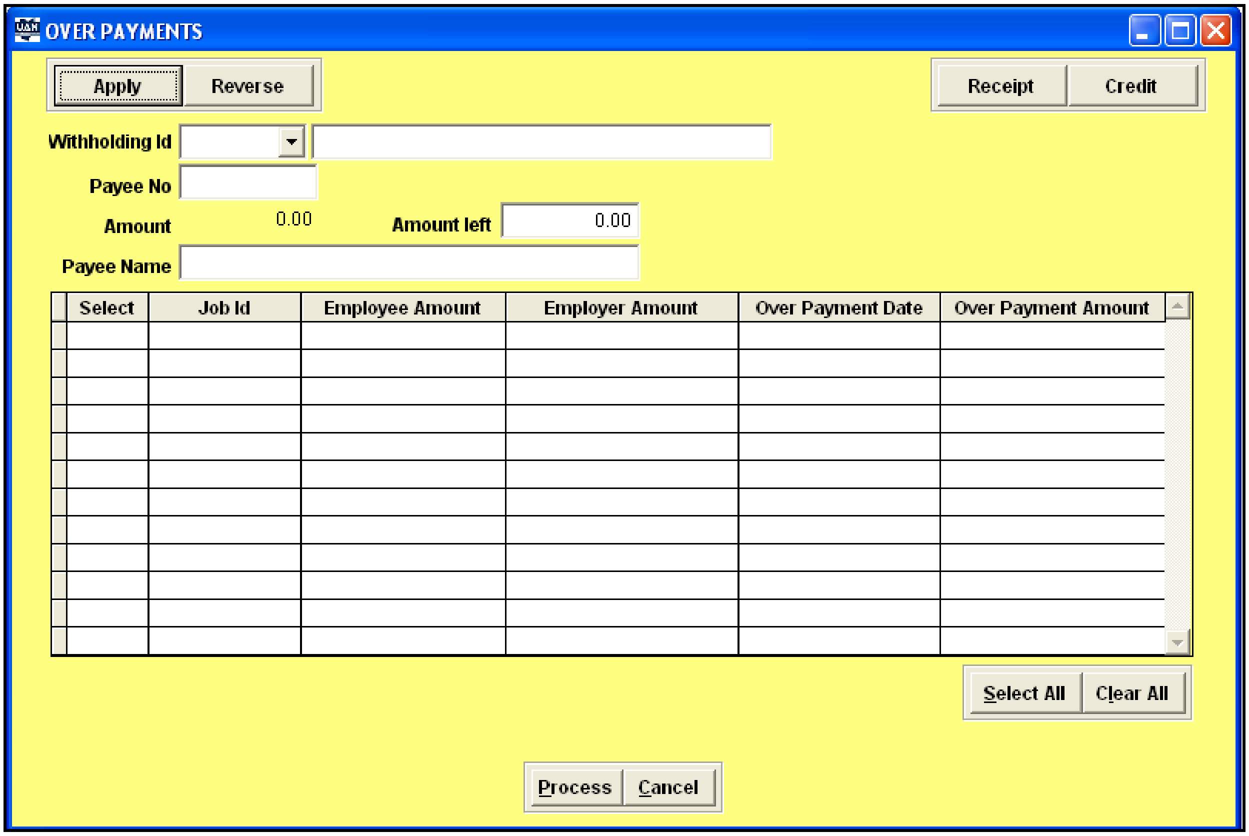
Example 3-H

The following is an example of voiding a withholding warrant:



Select	WH-Warrant	Date	Payee	Amount
✓	8653	02/14/2007	FIFTH THIRD BANK	4378.30
✓	8655	02/28/2007	ORCHARD TRUST COMPANY	100.00
✓	8700	03/22/2007	FIFTH THIRD BANK	4152.32
✓	8701	03/22/2007	CSPC	178.76
✓	8702	03/22/2007	PUBLIC EMPLOYEES RETIREMENT SYSTEM	6601.90
✓	8703	03/22/2007	STATE OF OHIO	707.02
✓	8704	03/22/2007	CITY OF DAYTON	23.32
✓	8705	03/22/2007	SUPERIOR DENTAL CARE, INC.	91.87
✓	8706	03/22/2007	OHIO ACCESS TO JUSTICE, INC.	47.85
✓	8707	03/22/2007	PUBLIC EMPLOYEES RETIREMENT SYSTEM	4574.78
✓	8754	04/05/2007	CSPC	178.76
✓	8860	04/05/2007	PUBLIC EMPLOYEES RETIREMENT SYSTEM	1841.48
✓	8901	04/12/2007	FIFTH THIRD BANK	310.81
✓	8902	04/12/2007	STATE OF OHIO	58.78
✓	8903	03/28/2007	FIFTH THIRD BANK	16526.18
✓	8904	03/28/2007	CITY OF DAYTON	794.51
✓	8905	03/28/2007	STATE OF OHIO	3091.15

Payroll Transactions
Payroll Utilities
Over Payments



Overview

The Over Payment option is used to apply a refund or a credit issued by the withholding agency that was entered as a transaction in the accounting software. This utility will tie the receipts and reduction of expenditures (which are done as payment adjustments) posted on the accounting software to the payroll software. It is also used to tie credits made to the employer share of withholdings that are paid through the accounting software so that when the amount of the over payment is subtracted out of the warrant posted on the accounting software it will tie to the payroll software.

If a refund is received for the amount overpaid, then the receipt of the refund that was posted in the accounting software will need to be applied using the **Apply** and **Receipt** function buttons. This will remove the over payment from payroll and tie the receipt posted in the accounting software to the payroll software.

Payroll Transactions
Payroll Utilities

Over Payments

If the withholding payee issues a credit to the employer's share of the withholding which is paid through the accounting software (like the employer's share of OPERS) instead of a refund, then the credit will need to be applied using the **Apply** and **Credit** function buttons. This will remove the over payment from payroll and tie the credit that is subtracted from the withholding payment generated in the accounting software to the payroll software.

A reverse function is also available to reverse and refunds or credits posted in error.

Note: If a credit is received and the withholding is paid through payroll, the system will automatically deduct the over payment amount and submit the amount owed to the withholding payee. Nothing needs posted using the Over Payments Utility.

Steps to Access

Select **Payroll**.
Select **Transactions**.
Select **Payroll Utilities**.
Select **Over Payments**.
Select the **Apply** or function button.
Select the **Receipt** or **Credit** function button.

Data Entry

Required Fields

1. Withholding Id
2. Amount of the Receipt or Credit to be applied
3. The Receipt No (if a refund) or the Credit Type (if a credit)
4. Select the Over Payment record by clicking on the select box located on the left side of the grid to place a checkmark in the box.

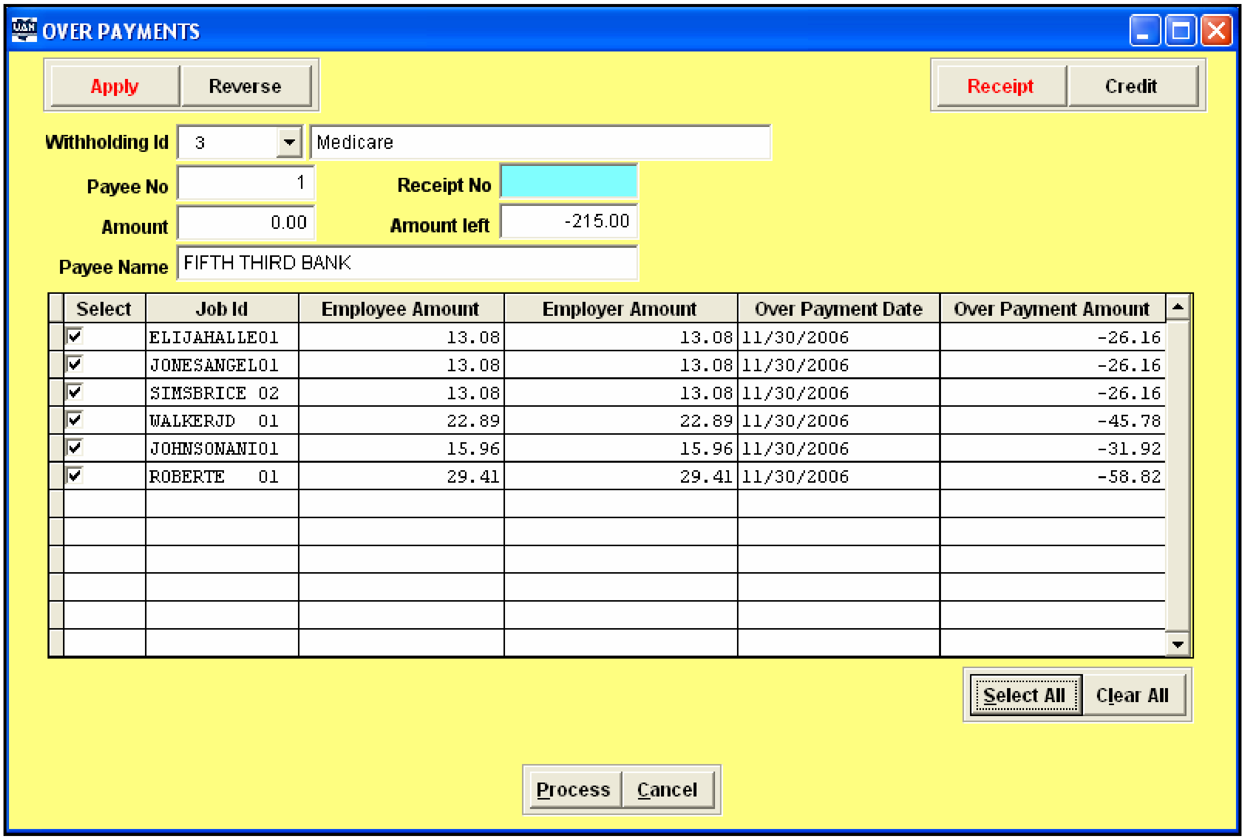
Data Validation

The amount of the receipt or credit must equal the amount of the over payment.

Payroll Transactions
Payroll Utilities
Over Payments

Example 3-J

The following is an example of applying a receipt for a refund on an over payment:

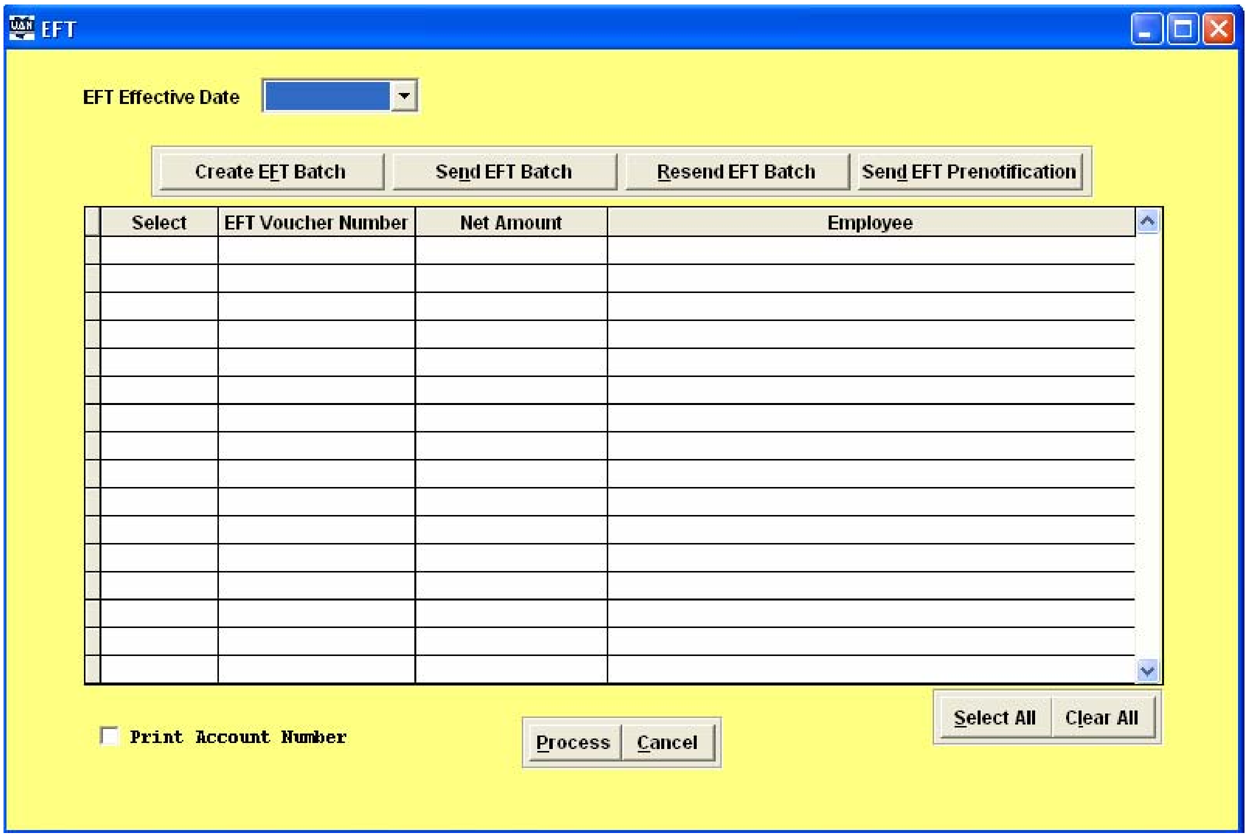


Additional Information

Under payments can be created by EIC's (Earned Income Credits). When an employee is part of EIC, and the withholding warrant is printed and sent, the EIC becomes an under payment if the employee's payroll check is voided because the employee received the money.

Payroll Transactions
Payroll Utilities

Electronic Funds Transfer



Overview

The EFT utility is designed to create and transmit direct deposit information. Employee direct deposit information can be transmitted via modem, directly to the ACH institution or the direct deposit information can be created on diskette.

Direct Deposit - Electronic Funds Transfer (EFT) will automatically instruct financial institutions to credit employees' accounts for the amount of wages to be paid. The payroll information can be transmitted via modem or diskette into the Automated Clearing House (ACH) network which will transmit the payroll information to the employees' financial institutions. The employees' financial institutions will then deposit this money into employees' accounts on pay day and charge the local government's payroll account. Money will be available for employees the morning of pay day and is usually deposited before financial institutions open for business.

Payroll Transactions
Payroll Utilities

Electronic Funds Transfer

Contact the UAN Support Line at 1-800-833-8261 to request EFT. The EFT protocol will need discussed with a UAN staff member and the ACH institution contacted to determine if the UAN EFT software is compatible with the bank's system. Once it is determined that the UAN EFT software is compatible with the ACH institution, UAN will send a diskette to activate EFT.

EFT (Electronic Funds Transfer) records must be established to allow EFT processing. The following steps will have to be completed to establish EFT records prior to using the EFT utility to transmit the EFT data:

1. Verify the Federal and State Tax ID numbers are correct under Accounting, Maintenance, Address Maintenance and Edit. Select the Entity Code (Township, Village, Library or Special).

2. Enter EFT Setup Information in the EFT Setup screen located under Payroll, Transactions, Payroll Utilities, Electronic Funds Transfer. Telephone and modem information for use when transferring data via a modem should be entered (and when necessary edited) under the Transmission Information tab. Originating DFI, Immediate Destination and Immediate Origin information should be entered under File Structure tab. This information will be provided by the ACH banking institution. Two routing number fields are provided, the Originating DFI (Depository Financial Institution) field and the Immediate Destination field, because some ACH banking institutions require two routing numbers. The UAN EFT transfer routine uses both fields when transferring information. If only one routing number has been assigned, enter this number in both fields.

3. Enter the EFT information for each employee under Payroll, Maintenance, Employee History, Edit and Information. Select the Employee Id to establish EFT.

    a. EFT Authorized (Place a "☑" to select as "Yes.")
    b. Routing Number (for the employee's EFT institution)
    c. Account Number
    d. Account Type (Checking or Savings)
    e. Prenote Sent

    Note: This field will remain unchecked until an EFT prenotification file is sent to the EFT Automated Clearing House (ACH) banking institution.

Payroll Transactions
Payroll Utilities

Electronic Funds Transfer

All employers are required to send the EFT Automated Clearing House (ACH) banking institution a **prenotificaton** file (new employee information) for pre-approval. All EFT information has to be verified and pre-approved before an EFT payment can take place. This information is required to be sent prior to using EFT for the first time and each time an employee is added to the EFT process or when changing existing employees' EFT information. The option to send the EFT prenotification file, **Send EFT Prenotification,** is located within the EFT utility application and is explained further along with the other EFT functions in the information on the pages that follow. Once the prenote is sent, place a "☑" to select the **Prenote Sent** as "Yes" under the employee's information in Employee History. Be sure to select Process to save this change to each employee's information.

Note: EFT wage records will be recorded and edited the same as all other employees wage records. The difference will occur when the wage records are posted. EFT's are chosen using the EFT function button instead of the Regular function button.

Steps to Access

Select **Payroll**.
Select **Transactions**.
Select **Payroll Utilities**.
Select **Electronic Funds Transfer**.
Select **EFT**.

The EFT functions are as follows:

Create EFT Batch - Assigns an EFT number to direct deposit information. Select the appropriate "Effective Date." The Effective Date is the actual date the funds will be transferred to the employee accounts. The file is required to be submitted to the ACH banking institution two business days before the funds are transferred. Check with the bank for the appropriate EFT time frame.

Send EFT Batch -

Send file via modem:

Click on process to transmit EFT file. The following status messages will be displayed during the transfer process:

a. Initializing modem
b. Dialing ####### (the modem phone number)
c. Waiting for remote response

Payroll Transactions
Payroll Utilities

Electronic Funds Transfer

Note: If the modem phone number or control record needs to be changed, this must be done in the EFT Setup screen located under Payroll, Transactions, Payroll Utilities, Electronic Funds Transfer.

Note: If the modem connection is not successful:

A "No response from the remote modem. Select "ok" to exit…" message will be displayed. Check the EFT ACH modem phone number and the modem line connection. If you cannot get the file to transfer, call the UAN Support Line for assistance.

If the modem connection is successful:

a. File Transfer Progress information will be displayed
b. Disconnecting… (once transfer is complete)
c. A report of employees in the EFT file is printed.

Resend EFT Batch - Will allow an EFT Batch file that was previously sent to be sent again.

Send EFT Prenotification - Transmits or creates new or updated direct deposit information for EFT ACH banking institution approval.

Reports

Report options available under the Electronic Funds Transfer utility:

EFT Batch Report - Will print a single EFT Batch or all EFT Batches for the selected effective date.

EFT Pre-Batch Report - Direct deposit information before an EFT number is assigned.

Payroll Transactions
Payroll Utilities

W-2

Reporting W-2 Information

You can submit W-2 information electronically to the Social Security Administration through their Business Services Online (BSO) applications. To file electronically you must first be registered with them to obtain a User Id and password. To register, go to www.socialsecurity.gov/employer. Select 'Electronically File Your W-2's' then 'Registration' from the Business Services Online page. Once registered, follow steps 1-5 to file the W-2 information electronically. To send in printed copies of W-2's, only follow steps 1-4.

Note: The **Transfer Data to Diskette** option to fill W-2 information magnetically with the Social Security Administration **has been removed** from the UAN software. Tax year 2005 was the last year for filing W-2 forms on diskette.

1. Collect W-2 Data

Note: The W-2 collection process allows the W-2 information that was created when payroll was processed, to be edited. If the W-2 data is re-collected after information is edited, the information will be replaced with the original W-2 information.

Steps to Access

Select **Payroll**.
Select **Transactions**.
Select **Payroll Utilities**.
Select **W-2**.
Select **W-2 Data**.

2. Print W-2 Report

Steps to Access

Select **Payroll**.
Select **Reports**.
Select **Yearly Reports**.
Select **W-2 Report**.

3. Edit W-2 Data (If needed)

Click on 'Edit W-2 Data' and select an employee by clicking on the down arrow on the right side of the Employee social security number or Last name to activate the drop down selection box. Box 12, Box 14-Other, and Box 18, 19 and 20 - Local will be activated for editing, and the Third Party Sick Pay box can be checked if needed.

Payroll Transactions
Payroll Utilities
W-2

Steps to Access

Select **Payroll**.
Select **Transactions**.
Select **Payroll Utilities**.
Select **W-2**.
Select **W-2 Data**.

4. Print W-2's and W-3

Employers are now required to indicate if their entity is a 941 or 944 'Kind of Payer' on the W-3 form. Select **Medicare Qualified Government Employees (MQGE)** to print forms for Medicare Only Employees or **Select All Other Employees (941/944)** then select **941 or 944 under W-3 Form Type** to print forms for All Other Employees.

Note: A separate W-3 Form is required to be submitted to the Social Security Administration for each type of employee.

The W-2's and W-3's can be printed separately or together for selected employees. Select to print W-2's (only), W-2's and W-3, or W-3 (only).

W-2's can be printed using **2 part vertical forms, 4 part vertical forms, or blank paper**. Two different 4 part vertical form options are available (1 employee per page or 4 employees per page). Copy A for the Social Security Administration may be filed on the 2 part vertical forms, Copy A blank paper or electronically. A 4 part vertical form is not accepted by the Social Security Administration. (*Sample* tax forms have been included with the Version 11.0 documentation.)

Note: The UAN software has been approved to print W-2's and W-3's on **blank paper**. Reference IRS Publication 1141 General Rules and Specifications for Substitute Forms W-2 and W-3.

Note: If you choose to print your W-2's on blank paper, please be sure to print the **Notice to Employee page for each employee** (or print it once and make a copy for each employee). Copy C of form W-2 states to see the back of Copy B for the Notice to Employee; however, it is a separate page that you need to print when using the blank paper option in the system. For those using the pre-printed forms, the Notice to the Employee is located on the back of Copy B as indicated.

Note: For entities **with a large number of W-2's (i.e. more than 75 employees) and that are going to print W-2's on blank paper**, please perform the following steps before you go into the Accounting and Payroll software to print W-2's on blank paper:

- Click on the 'Start' button.

Payroll Transactions
Payroll Utilities
W-2

- Click on the ‘Printers and Faxes’ menu option.
- In the ‘Printers and Faxes’ window, right click on the ‘Dell Laser Printer 1710n’ and left click on ‘Properties’.
- Click on the ‘Advanced’ tab in the ‘Dell Laser Printer 1710n Properties’ window.
- Select the ‘Print Directly to Printer’ option.
- Click the ‘Ok’ button.
- Close all of the open windows and go into the Accounting and Payroll software to print your W-2’s.
- Once you are finished with the W-2’s, exit the Accounting and Payroll software.
- Click on the ‘Start’ button.
- Click on the ‘Printers and Faxes’ menu option.
- In the ‘Printers and Faxes’ window, right click on the ‘Dell Laser Printer 1710n’ and left click on ‘Properties’.
- Click on the ‘Advanced’ tab in the ‘Dell Laser Printer 1710n Properties’ window.
- Select the ‘Spool print documents so program finishes faster’ option.
- Select the ‘Start printing immediately’ option.
- Click on the ‘Ok’ button.
- Close all of the open windows.

Steps to Access

Select **Payroll**.
Select **Reports**.
Select **Yearly Reports**.
Select **Print W-2 and W-3 Forms**.

5. Create Electronic File and W-3.

Steps to Access

Select **Payroll**.
Select **Transactions**.
Select **Payroll Utilities**.
Select **W-2**.
Select **Generate File for Data Transfer**.

If you are filing electronically and have properly registered with the Social Security Administration’s Business Services Online (BSO) as mentioned on page 24 of these procedures, please follow their instructions to log in and upload your wage file that you generated. The file is located in the folder C:_UAN_Efiles and will be named ‘W2report.txt’.

Uniform Accounting Network - Payroll Manual

Part 2

Reports

The chapters in this part of the manual are:

This part of the manual contains all the topics located on the Reports menu of the UAN Payroll Software. Included are descriptions of the various payroll reports that can be generated by the software.

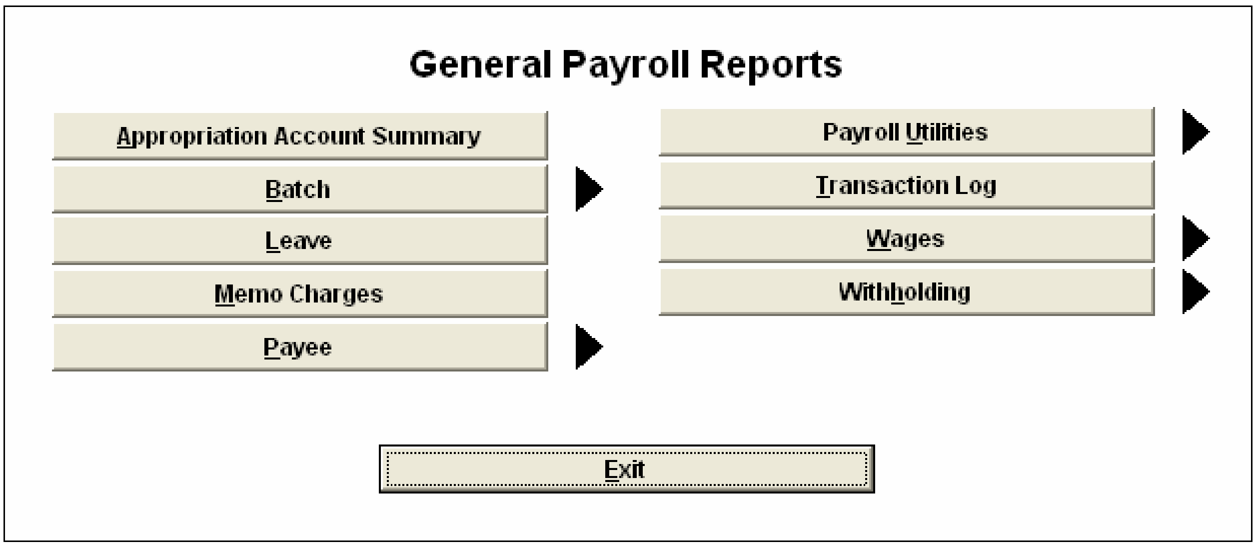
Chapter 4

General Payroll Reports

Payroll Reports
General Payroll Reports

Overview

The General Payroll Reports area contains all of the payroll reports which provide detailed payroll transaction information. These include the Appropriation Account Summary, Batch, Leave, Memo Charges, Payee, Payroll Utilities, Transaction Log, Wages and Withholding reports.



Appropriation Account Summary

The Appropriation Account Summary report lists the appropriation account codes and the wage and withholding encumbrance amounts. The job Id's for each appropriation account code are also listed.

Batch

Earnings + Credits

The Earnings + Credits report lists the earning activity for each payroll pay period. It identifies hours worked for each earning type and the appropriation account code charged for the period. The report also indicates if the earning amounts have been edited. This report is only available while wages are in the batch.

Payroll Reports
General Payroll Reports

Withholdings

The Withholdings report lists the withholdings deducted from each employee's wages that are in the batch. It also identifies if the withholding amounts have been edited in the batch.

Leave

The Leave report displays employee leave activity for each type of leave by employee job Id. This report is prepared only for employee wages waiting in a batch to be processed.

Employer's Share

The Employer's Share report reflects the employer's contribution amounts associated with each employee's wages in the batch. It also displays the employer's share appropriation account code to be charged.

Appropriation Account Balances

The Appropriation Account Balances report reflects the wage and withholding appropriation account codes, names and unencumbered balances for batch wages and withholdings.

Detail Wages

The Detail Wages report lists the wage and withholding activity for each wage record in the batch. It identifies hours worked, wages and amounts earned by the employee and the appropriation account codes that will be charged with the expenditure. It also lists all withholdings and amounts deducted from these wages. The report can be printed for one, a range or all employees. The user can chose whether or not to include the employee's Social Security number on the report.

Summary Wages

The Summary Wages report lists each wage record number in the batch and displays the employee Id, employee name, job Id numbers, gross wages, net wages, withholdings and pay period.

Payroll Reports
General Payroll Reports

Withholding Payments

The Withholding Payments report displays the detail for each withholding warrant in the batch. It includes the wage record number, the employee job Id, frequency, warrant date, pay period dates, withholding Id, employee's and employer's withholding contribution amounts.

Leave

The Leave report displays employee leave activity for each type of leave by employee job Id. This report is prepared only in a year-to-date presentation.

Memo Charges

The Memo Charge report lists the payroll information which has transferred to the accounting system. The report is useful in determining the source of payroll memo charges posted in the accounting system.

Payee

Payee Detail

The Payee Detail report lists all payments to specified payees. The payees to be reported can be selected, and the report can summarize the information by payee name, payee number or payee Id and then by payment (warrant) number or appropriation account code.

Payee Information

The Payee Information report displays the payee number, payee Id, payee name, address, phone number and the employer number/tax identification number(s) associated with the payee.

Payroll Reports
General Payroll Reports

Payroll Utilities

Adjust - Current Year Withholdings

The Adjust - Current Year Withholding report lists current years' withholdings that have been adjusted. The report includes the warrant number, date adjusted, employee Id, withholding name, appropriation account code, pay period, warrant date and amount adjusted.

Adjust - Prior Year Withholdings

The Adjust - Prior Year Withholding report lists prior years' withholdings that have been adjusted. The report includes the warrant number, date adjusted, employee Id, withholding name, appropriation account code, pay period, warrant date and amount adjusted.

Reallocate Payments

The Reallocate Payments report lists the reallocations made on wages and/or withholding warrants during the year.

Transaction Log

The Transaction Log lists all transactions that have been recorded in the payroll software and provides an audit trail. The report can be printed for all transactions or select a range of transaction numbers. Transactions can also be selected by a time period—month to date, year to date, or a selected date period. The detailed information shown in the report will vary according to the transactions selected.

Wages

Employee Detail/Adjustment

The Employee Detail/Adjustment report lists the wage and withholding activity for each posted payroll warrant. It identifies hours worked, wages and amounts earned by the employee and the appropriation account code(s) charged with the expense. It also lists all the withholdings and amounts deducted from these wages and indicates if these amounts have been edited. The report can be printed for a range of employees or all employees. The time period can also be specified

Payroll Reports
General Payroll Reports

for the report to print month to date, quarter to date, year to date or a selected date period. The user can chose whether or not to include the employee's Social Security number on the report.

Payroll Register (Detail or Summary)

The Payroll Register can be printed in detail or summary format. Both formats of the report list the wages and withholding activity for selected employees and periods of time. The report also displays the primary withholdings (State, Federal, FICA, Medicare, Local, OPERS, OP&FPF, School, Other). Both reports have the option to print employee's social security numbers. The Detail report lists each payroll separately, and can be sorted by warrant number or employee name. The Summary report combines the payrolls for each employee for the time period selected and can be sorted by job Id, employee name or department.

Payroll Register/Adjustment

The Payroll Register/Adjustment report summarizes the system calculated payroll data by employee job Id for a selected period. The report can be printed for selected employees or all employees.

Summary by Income

The Summary by Income report lists gross pay, earned income credits (if any), total withholdings and net pay. The report can be printed for selected departments or all departments, selected frequencies or all frequencies, and for a specified time period.

Wages and Overtime (Detailed or Summary)

The Wages and Overtime report can be printed in a detailed or summary format. The Detailed report provides a listing of all specified employees detailed payroll data information. This listing includes such detailed data as warrant number and date, pay period, gross wages, leave used, regular hours/wages, overtime hours/wages, non-hourly wages, fringe benefits, non-cash wages, and EIC credits. The Summary report provides a listing of all specified employees and their gross wages, overtime hours/wages, and regular hours/wages, non-cash wages, EIC credits and pay periods for the selected report period. This report format is intended to quickly provide a summary of each employee's wages. The user can chose whether or not to include the employee's Social Security number on the report.

Payroll Reports
General Payroll Reports

Withholdings

Withholding Fund Allocation

The Withholding Fund Allocation report lists all employee withholdings withheld by withholding Id and shows the funds charged with the withholdings. The report also lists the employer's share of the withholdings. The report can be printed for a range of withholdings or all withholdings and for a month to date, quarter to date, year to date, or selected date period.

Withholding History

The Withholding History report displays a year to date report that lists monthly withholdings withheld from each employee's job Id for each withholding Id. The report can be printed for a range of withholdings or all withholdings.

Withholding Information Listing

The Withholding Information Listing report provides year to date information for selected withholdings. The data shown for each withholding Id includes the unpaid balance, paid balance, month of last distribution to the payee, the clear keep records balance and the total withheld year to date.

Withholding Summary by Department

The Withholding Summary by Department report lists amounts withheld for each department by withholding Id for a specified period of time. The report can be printed for selected departments, withholdings and frequencies.

Withholding Summary by Employee

The Withholding Summary by Employee report lists amounts withheld for each employee by withholding Id for a specified period of time. The report can be printed for all employees and selected withholdings. The user can chose whether or not to include the employee's Social Security number on the report.

Payroll Reports
General Payroll Reports

Unpaid (Withholding Monthly or Detailed)

The Unpaid Withholding Monthly report lists all withholdings deducted from employees but not yet paid to payees as of the report date. The unpaid amounts are listed by the month of withholding. The Unpaid Withholding Detail report lists the selected withholdings that have been deducted from employees but not yet paid to the payees. This detailed report format lists each appropriation account code that will be charged for each selected withholding Id (both the employee's share and the employer's share).

Paid (Withholding Monthly or Detailed)

The Paid Withholding Monthly report lists all withholdings deducted from employees and paid to payees as of the report date. The paid amounts are listed by the month of withholding. The Paid Withholding Detail report lists the selected withholdings that have been deducted from employees and paid to the payees. This detailed report format lists each appropriation account code that was charged for each selected withholding Id (both the employee's share and the employer's share).

Over Payments

The Over Payments report lists any over payments made during the year.

Refunds

The Refunds report lists any refunds made during the year.

Under Payments

The Under Payments report lists any under payments made during the year.

Child Support/Garnishments/Misc.

The Child Support/Garnishments/Miscellaneous report compiles a list of withholdings deducted from employees who have miscellaneous deductions (child support, garnishments, union fees,… etc.). The report can be selected by the payee, and it lists the employee name, social security number, amount withheld, case number and order number. The user can chose whether or not to include the employee's Social Security number on the report.

Payroll Reports
General Payroll Reports

Withholding Payments by Withholding Id

The Withholding Payments by Withholding Id report provides a listing of each withholding payment remitted to the payees. The report includes the warrant number, date, amount and payee name. It displays the withholding Id and name, the appropriation account code, and the withholding expenditure amount for each appropriation code.

Withholding Payments by Employee

The Withholding Payments by Employee report provides a detailed listing of each withholding payment remitted to the payees. The report includes the warrant number, date, amount and payee name. It lists the information of each employee whose contributions were included in the withholding payment. The user can chose whether or not to include the employee's Social Security number on the report.

Withholding Payments Detail

The Withholding Payments Detail report provides withholding payments made to a payee by warrant number for the date period specified. The report breaks down each payment into employee and employer contributions for each individual employee. It also specifies the warrant number, warrant date, pay period start and end date and gross wage amount from the paycheck from which the withholdings were deducted.

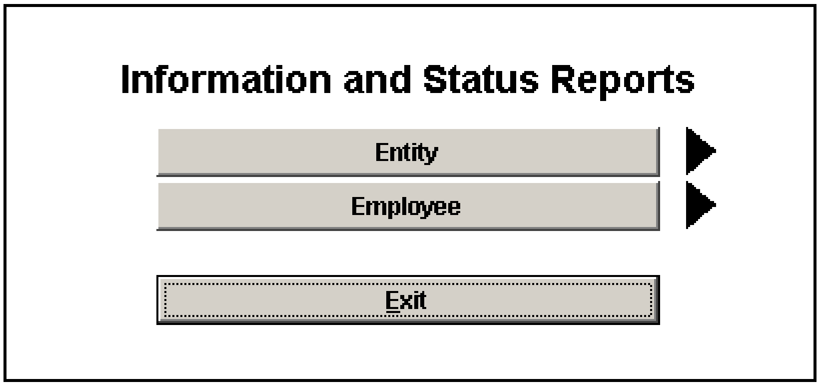
Chapter 5

Information & Status Reports

Payroll Reports
Information & Status Reports

Overview

The Information & Status Reports area contains various reports that provide entity and employee information like the (Entity) Department Listing and (Employee) General Information reports.



Entity

Department Listing

The Department Information Listing report lists payroll department Id codes and department names for the payroll departments that are active in the system.

Earning Information Listing

The Earning Information Listing report lists pay type, description, processing type, and OP&FPF earning type (if applicable) for the earning types that are active in the system.

Employee

Employee Additional Information

The Employee Additional Information report lists the employee Id, the employee name, the custom label, the custom definition, and the custom information that has been entered for the employee. The information for each employee selected will be displayed on a separate report page.

Payroll Reports
Information & Status Reports

Entity Additional Information

The Entity Additional Information report lists the information labels and definitions that have been created to maintain special employee information.

General Information

The Employee General Information report provides a listing of the data recorded in the system for each employee/job Id. The report includes the employee's personal information, the employee's earning types (including pay rate and appropriation account codes) and the employee's withholdings. The report can be printed for selected employees or all employees, and it can be sorted by employee last name order, department, or job Id. The information for each employee selected will be displayed on a separate report page.

Information Sheets

The Employee Information Sheets list the personal information for each employee. The report can be sorted by employee last name, job Id or employee department. In addition, a blank employee information sheet can be printed for an employee to list his/her personal data.

Listing

The Employee Listing report provides a list of employees, their departments, their employee status and whether they are set up for EFT. This report can be printed in last name order, department order, or employee ID order.

Mailing Labels

The Employee Mailing Labels report will print mailing labels with employee names and addresses on Avery 5160 laser labels.

Probation

The Probation report lists all employees on probation as well as their probation expiration date.

Revision Due Date

Payroll Reports
Information & Status Reports

The Payroll Revision Due Date report lists pay raise information, including date of the last raise given and next scheduled pay revision date. The report can be sorted by employee last name, job Id or employee department for the selected employees.

Skip Deduction

The Skip Deduction report lists employees set up with skip deductions. The report includes employee name, job ID, department and position along with the description of the withholding and the dates selected for the withholding to be withheld. The report can be sorted by employee name, department or job ID.

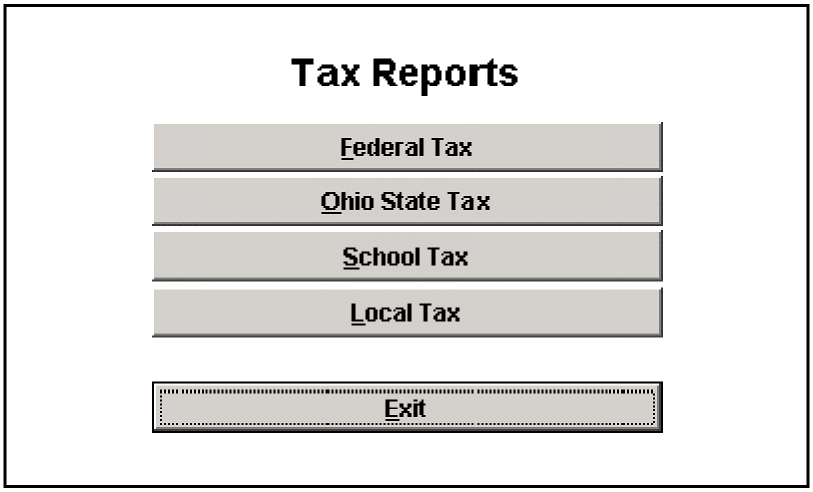
Chapter 6

Tax Reports

Payroll Reports
Tax Reports

Overview

The Tax Reports area contains the Federal, Ohio State, School and Local Tax reports. These reports provide information on gross wages, wages subject to the tax and the amount withheld from employees in the specified time period.



Federal Tax

The Federal Tax report lists the gross wages paid during the period of the report for each specified employee job Id. The report breaks the gross wages down further to show the amounts that are (a) not subject to and (b) are subject to: 1) federal/state/school tax, 2)Social Security-FICA tax, 3) Medicare-FICA tax, 4) combined FICA-Medicare & Medicare tax.

941 Schedule B

The 941 Schedule B report provides the information needed to manually complete Schedule B of the 941 (Employer's Record of Federal Tax Liability) if a local government is required to submit this schedule to the IRS.

Ohio State Tax

The Ohio State Tax report lists by month the gross payroll, tax-exempt payroll, payroll subject to tax, and the tax withheld for the Ohio State tax withholding. The report can be printed month to date, quarter to date, year to date, or for any selected date period.

Payroll Reports
Tax Reports

School Tax

The School Tax report lists the gross wages, tax-exempt wages, wages subject to tax, and the tax withheld for the selected school tax withholdings. The report can be printed month to date, quarter to date, year to date, or for any selected date period.

Local Tax

The Local Tax report lists the gross wages, tax-exempt wages, wages subject to tax, and the tax withheld for the selected local tax withholdings. The report can be printed month to date, quarter to date, year to date, or for any selected date period.

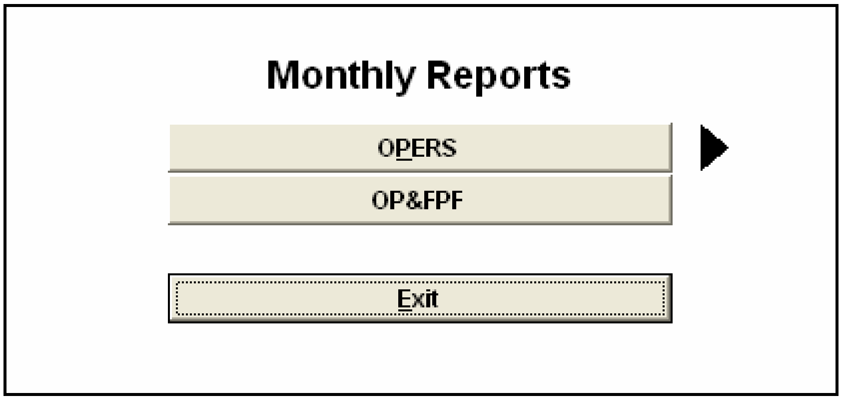
Chapter 7

Monthly Reports

Payroll Reports
Monthly Reports

Overview

The Monthly Reports area includes the monthly OPERS and OP&FPF reports that are required to be filed by local governments.



OPERS

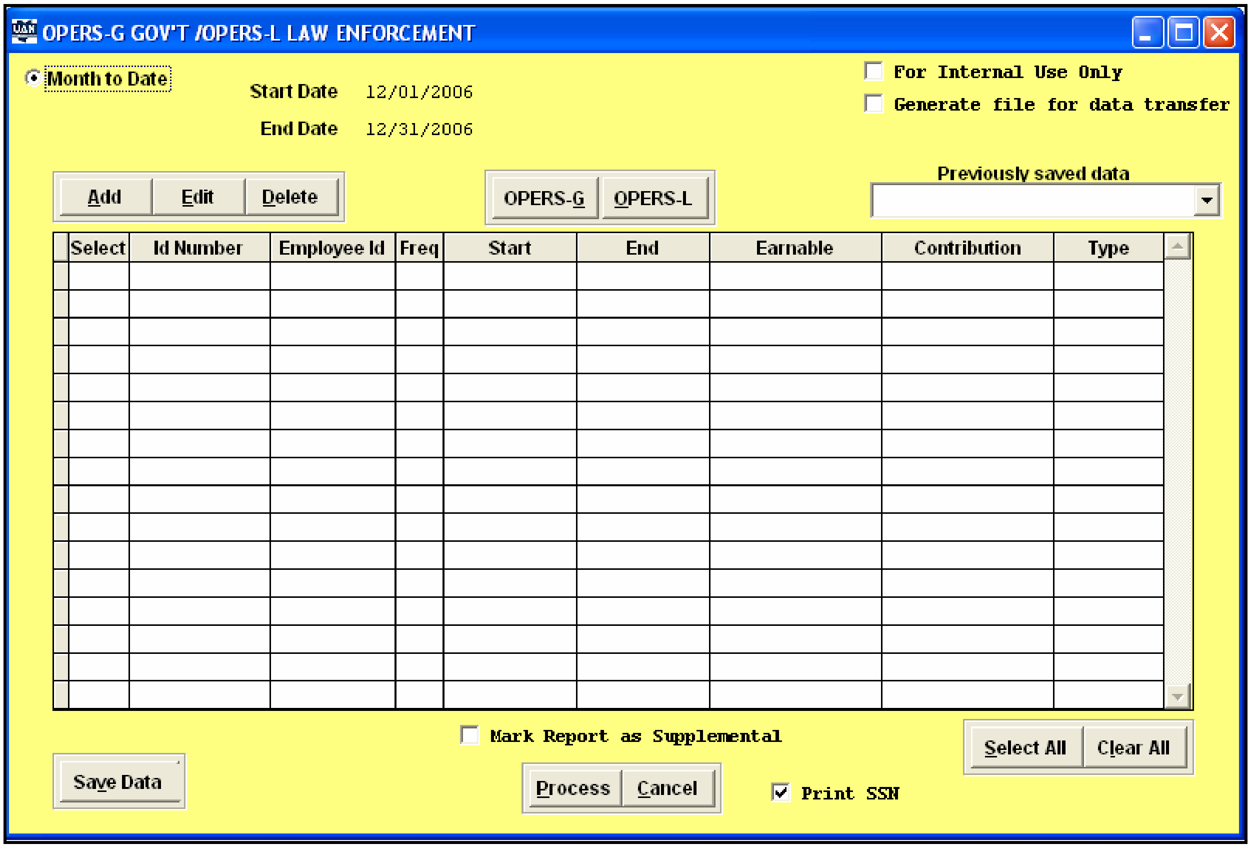
OPERS-G Gov't / OPERS-L Law Enforcement

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

The OPERS report area allows modifications to be made to the report information if necessary prior to generating the report to send to OPERS. Employee information already shown on the report can be added to, edited or deleted. Also, new employee information that does not currently exist on the report or in the UAN system can be added. Changes that can be made include the employee ID, social security number, employee name, OPERS type, pay period start and end dates, gross earnings, retirement contributions and employer's share. The report can also be marked as a supplemental report. Different scenarios can be saved using the 'Save Data' button. These saved scenarios can then be accessed later using the 'Previously saved data' option.

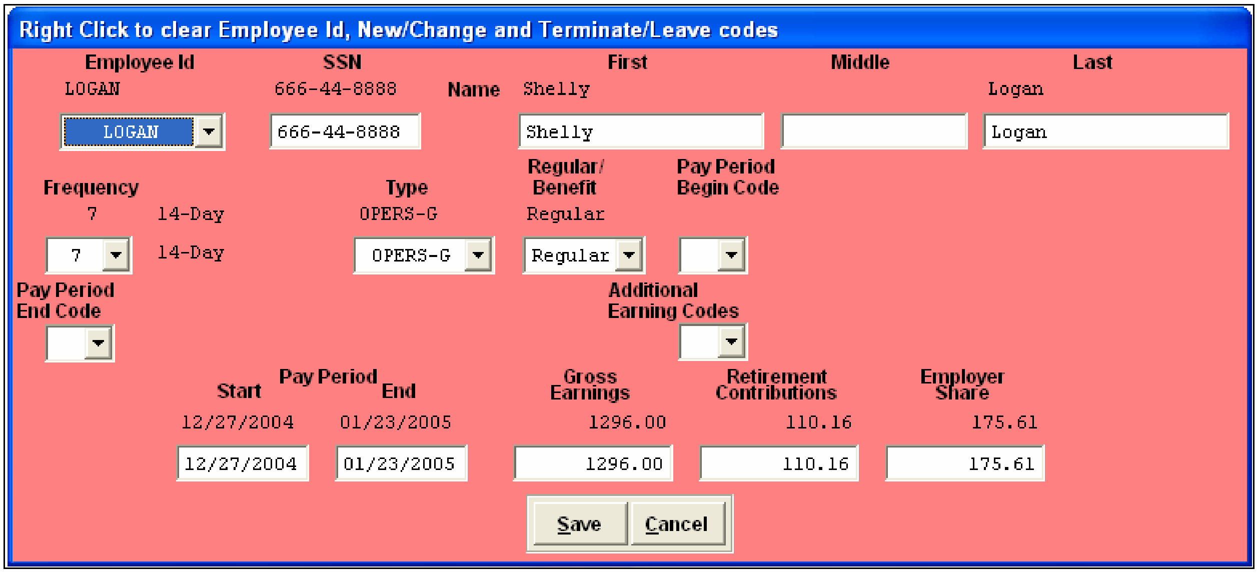
Payroll Reports
Monthly Reports

To make changes to the information on the OPERS report, click on the cell that contains the Employee Id of the employee for which changes must be made. The cell will then be outlined in blue.



Payroll Reports
Monthly Reports

Once the employee has been selected, click on the Edit button to bring up the following screen where all changes will be made:



Make any necessary changes and click on the Save button to save changes.

Pay Period Begin and End Codes are used to indicate a payroll period for an employee that differs from the normal, full payroll period. Pay Period Begin Codes have taken the place of 'change codes'. Valid entries for this field are E=Re-Employed Retiree, H=Pay Schedule and/or Frequency Change, N=New, R=Returned From Non-Military Leave, S=Seasonal or Intermittent, T=Returned From Military Leave and X=Student Exemption–(University Use Only). Pay Period End Codes have taken the place of 'termination codes'. Valid entries for this field are D=Deceased, F=Laid Off or Unapproved, Unpaid Leave, H=Pay Schedule and/or Frequency Change, L=Approved, Unpaid Leave of Absence, M=Military Leave, P=Retired, Q=Quit, S=Seasonal or Intermittent, W=Workers Compensation Time and X=Student Exemption-(University Use Only).

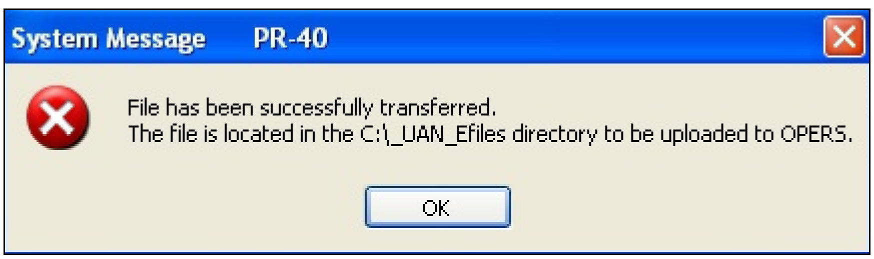
Additional Earning Codes have been added. These are used to explain larger-than-normal salaries. For example, if an employee will be receiving a large check for an approved vacation time pay out, and additional earning code should be used to explain this. Valid entries for this field are B=Bonus-% of Wages, C=Annual Conversion of Sick/Vacation, L=Longevity Payment, O=Overtime/Comp Time/Part-time to Full-time and S=Stipend-Subject to Federal Taxation.

The OPERS report screen also contains an option to generate a Supplemental OPERS report to submit retroactive pay increases, disability pay, settlement agreements or payment to terminated or deceased employee. This option is located at the bottom of the OPERS report screen and is labeled 'Mark the Report as Supplemental'.

A 'For Internal Use Only' option is also available on the report to generate a report that will contain the employer's contribution as well as the employees' contributions for the selected month. This option is useful in ensuring that the OPERS withholding payment that is generated ties to the report for the specified month.

The 'Generate file for data transfer' option is used to create a file and transfer the OPERS report data to the web or CD. A contract with OPERS is required before the report data can be submitted using either transfer method. When processing the report, be sure to select the box for 'Generate file for data transfer' by placing a checkmark in the box. The report will then need to be printed to screen or on paper to complete the process of generating and transferring the file that has been created for the specified month.

Next the following message will be displayed saying the OPERS file has been successfully transferred. Click on 'OK'.



Exit the UAN Software and go to the UAN Software menu. Follow the additional steps below to send the file to OPERS through the web.

Send file via modem:

a. Connect to the Internet and click on the 'OPERS ECS' icon. Enter the OPERS 'User ID and Password' that is provided by OPERS. Click on 'Log-In to ECS', 'Create Reports' and 'Transfer a file'.
b. Enter File Location: C:_UAN_Efiles\persdata.txt and click on 'Submit Report for Verification'.
c. Verify that the OPERS screen report matches the report you generated in step 1 by clicking on the 'View' link. Then click on the 'Submit to OPERS' button.
d. Click on 'Create Printer Friendly Version' to print report(s).
e. Remit payment to OPERS.

Send file via CD:

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

b. Browse to the C:_UAN_EFiles folder.
c. Right-click on the persdata file. Highlight ‘Send To’ then select DVD/CD-RW Drive (E:) from the drop down menu.
d. In the lower right hand corner of the computer a message will appear that ‘You have files waiting to be written to the CD’. Click on the message and the DVD/CD-RW Drive (E:) window will be displayed.
e. Select ‘Write these files to CD’. Select ‘Next’ then select ‘Finish’.

OPERS Non-Contributing

The OPERS Non-Contributing report lists all employees that do not contribute to OPERS.

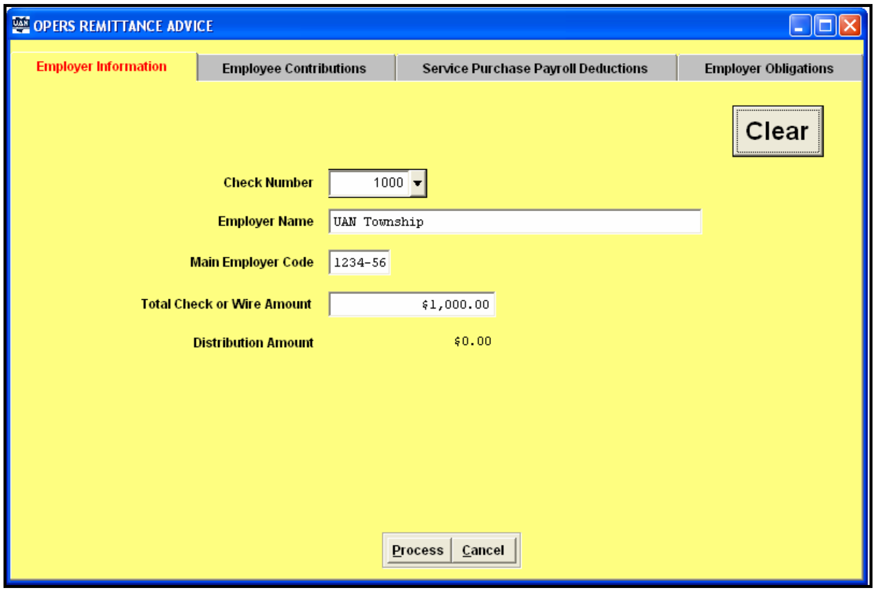
OPERS Remittance Advice

The OPERS Remittance Advice screen has been added to allow you to generate the Employer Payment Remittance Advice. This screen will also allow you to make modifications or add information to indicate how you wish to distribute your warrant or wire transfer amount. The Employer Information, Employee Contributions, Employer Obligations and if applicable, Employer Obligations tabs will populate with information when a Check Number is selected from the Employer Information tab. Please note that only withholding warrants generated from the Payroll software will appear in the Check Number drop down field.

Below the OPERS Remittance Advice screens:

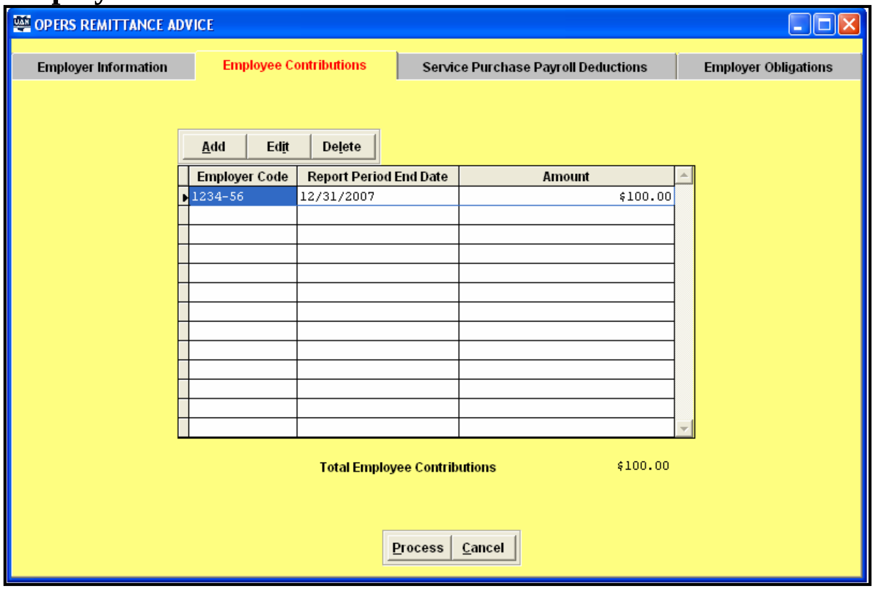
Employer Information Tab

Payroll Reports
Monthly Reports



To make modifications to the Employer Information tab, click in the field you want to change or add information. The field will then be outlined in blue.

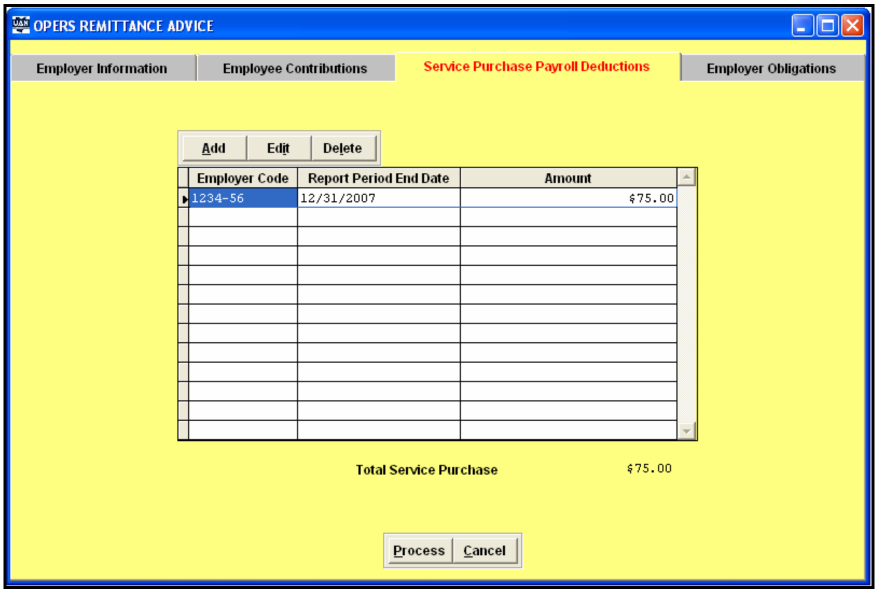
Employee Contribution Tab



To make modifications to the Employer Contribution tab, select Add, Edit or Delete then click in the field you want to change or add information. The field will then be outlined in blue.

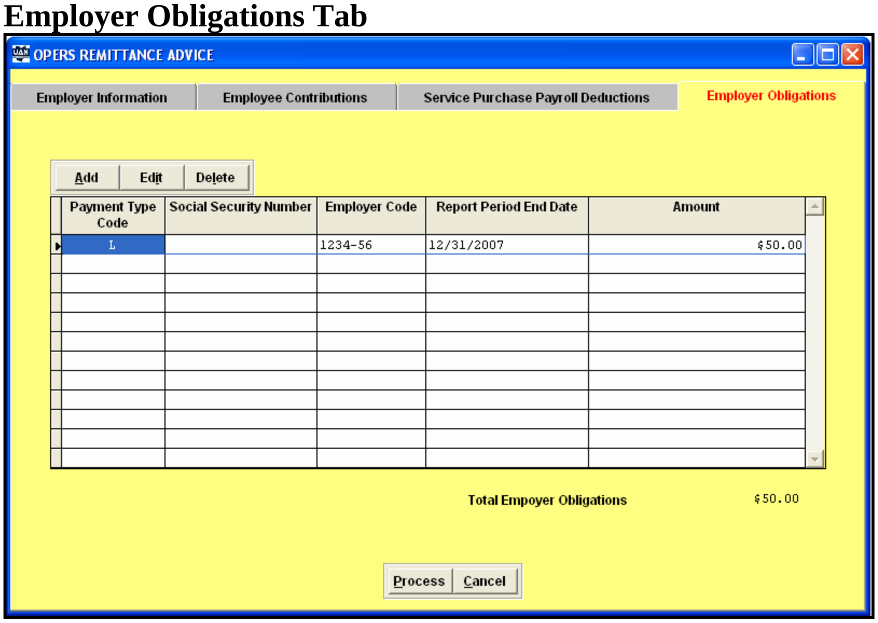
Service Purchase Payroll Deductions Tab

Payroll Reports
Monthly Reports



To make modifications to the Service Purchase Payroll Deductions tab, select Add, Edit or Delete then click in the field you want to change or add information. The field will then be outlined in blue.

Employer Obligations Tab



To make modifications to the Employer Obligations tab, select Add, Edit or Delete then click in the field you want to change or add information. The field will then be outlined in blue.

Payroll Reports
Monthly Reports

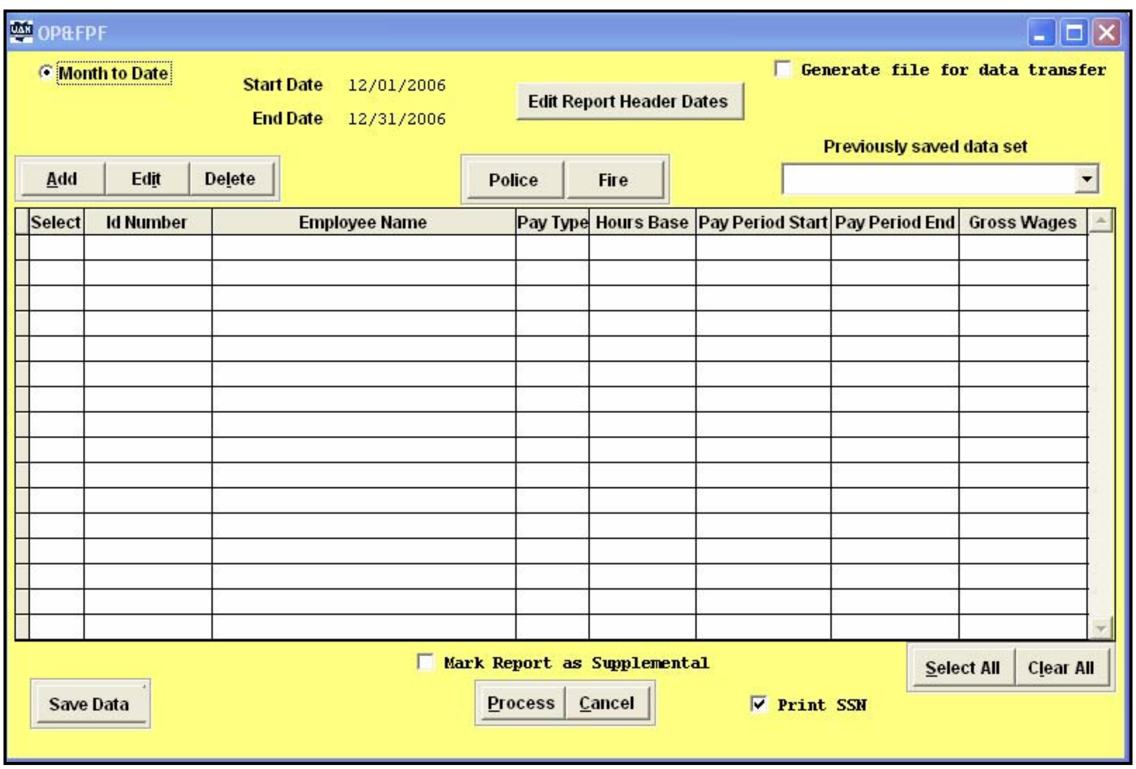
OP&FPF

OP&FPF After December 31, 2005

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

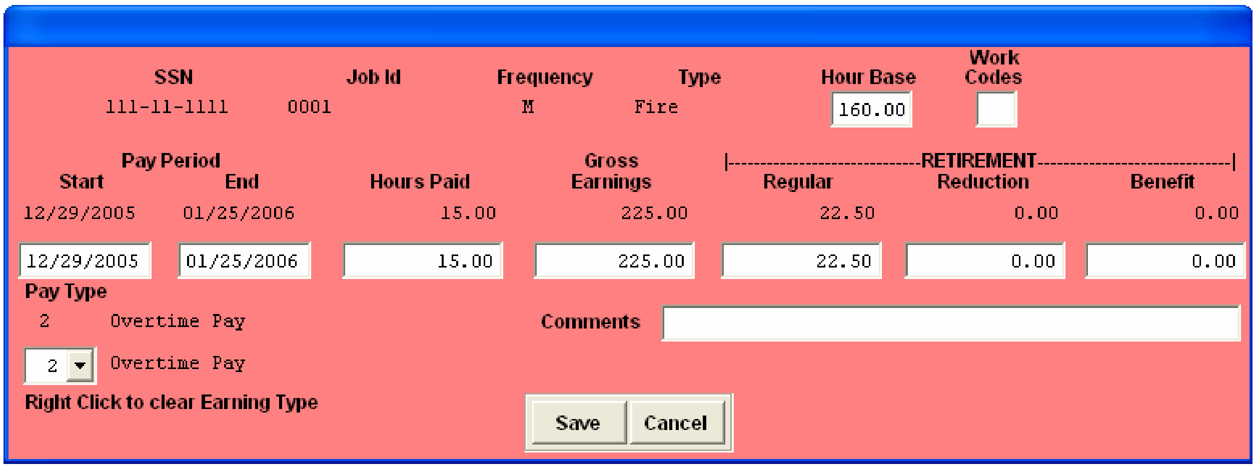
The OP&FPF report area allows modifications to be made to the report information if necessary prior to generating the report to send to OP&FPF. Employee information already shown on the report can be added to, edited and deleted. Changes that can be made include the hours base, work codes, pay period start and end dates, hours paid, gross earnings, retirement contributions and earning (pay) type. Different scenarios can be saved using the 'Save Data' button. These saved scenarios can then be accessed later using the 'Previously saved data' option.

To make changes to the information on the OP&FPF report, click on the cell that contains the Employee Name for which changes must be made. The cell will then be outlined in blue.



Payroll Reports
Monthly Reports

Once the employee has been selected, click on the Edit button to bring up the following screen where all changes will be made:



Make any necessary changes and click on the Save button to save changes.

Each employee's Hours Base will automatically pull into the report selection screen if it is entered in the Hours Base field on the Information screen of Employee History. The Hours Base can be edited for each employee on the report selection screen prior to printing the report if necessary.

The 'New Change Code' and 'Term Code' fields have been combined into one field and renamed 'Work Codes'. These fields must be completed on the first payroll submitted for a new member of OP&FPF and on the last payroll for a deceased, terminated or retired member of OP&FPF. Valid entries for this field are N=New Member, D=Deceased, Q=Terminated, R=Retired and L=Leave.

The Pay Type will automatically pull into the report selection screen for each earning type if it has been entered in the OP&FPF Earning Type field on the Earning screen of Entity File. The Pay Type can be edited for each earning type for each employee on the report selection screen prior to printing the report if necessary. As of 2006, the earning types for OP&FPF are:

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

Payroll Reports
Monthly Reports

7 - Current Additional Allowable Salary

The OP&FPF report screen also contains an option to 'Generate file for data transfer'. This option is used to create and transfer the file of OP&FPF data to the web or CD. This option is only available for reports processed for pay periods ending in 2006. A contract with OP&FPF is required before the report data can be submitted using any of the transfer methods. Contact OP&FPF to get signed up for the file upload option. When processing the report, be sure to select the box for 'Generate file for data transfer' (by placing a checkmark in the box). Once this option is selected, you will also have to select whether the file will be transferred to 'File' or 'CD'. The report will then need to be printed to screen or on paper to complete the process of generating and transferring the file that has been created for the specified month.

Next the following message will be displayed saying the OP&FPF file has been successfully transferred. Click on 'OK'.

Exit the UAN Software and go to the UAN Software menu. Follow the additional steps below to send the file to OP&FPF through the web or CD.

Send file via modem:

a. Connect to the Internet and click on the 'OP&FPF Upload' icon. Go to the bottom of the screen and enter the OP&FPF 'User Name' and 'Password' that was provided to you by OP&FPF. Click on 'Log In' and then click on 'Step 1: Upload a payroll file'.
b. There may be multiple files to upload depending on whether your entity has both police and fire. To find the correct 'Payroll File', click on 'Browse' and select the Local Disk (C:) drive. Next, double click on the _UAN_Efiles folder. The file(s) will be named opfpf__.txt. The two empty spaces will contain either a 'p' or an 'f' and then a number, for example 'opfpff2.txt' or 'opfpfp1.txt'. Double click on the file name that is to be sent. Then click on 'Submit File'. Repeat this for any additional files to be uploaded.
c. Click on 'Step 2: Submit Summary of Payment Remittance Information (Recap Form)' and follow the instructions to submit the form.
d. Remit payment to OP&FPF.

Payroll Reports
Monthly Reports

Send file via CD:

a. Insert a blank CD into the CD Drive. A Windows message box may appear stating that 'Windows can perform the same action each time you insert a disk or connect a device with this kind of file'. Select 'Cancel' to close the message box.
b. Browse to the C:_UAN_EFiles folder.
c. Right-click on the OP&FPF file. Highlight 'Send To' then select DVD/CD-RW Drive (E:) from the drop down menu.
d. In the lower right hand corner of the computer a message will appear that 'You have files waiting to be written to the CD'. Double click on the message and the DVD/CD-RW Drive (E:) window will be displayed.
e. Select 'Write these files to CD'. Select 'Next' then select 'Finish'.

The OP&FPF report screen also contains an option to generate a Supplemental OP&FPF report to submit retroactive pay increases or to report gross earnings and retirement contributions that were not submitted on a prior OP&FPF report. This option is located at the bottom of the OP&FPF report screen and is labeled 'Mark the Report as Supplemental'.

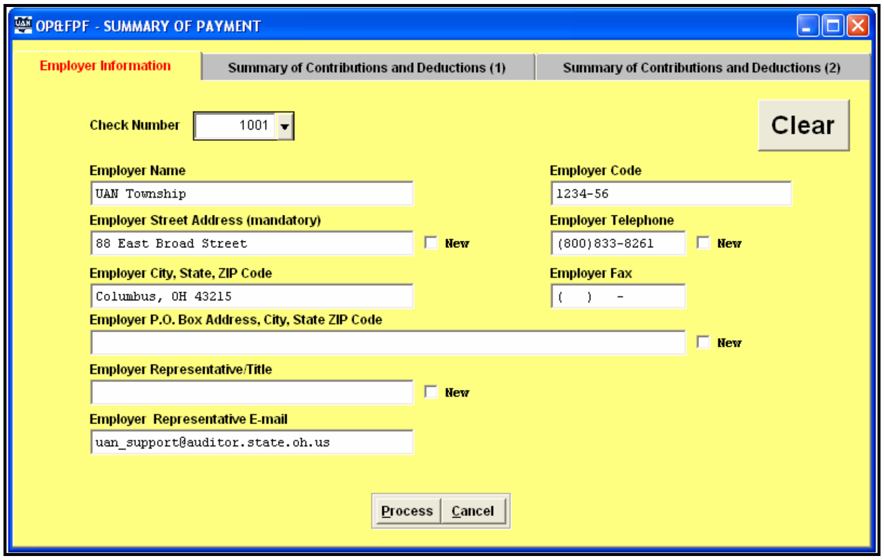
OP&FPF - Summary of Payment

The OP&FPF - Summary of Payments screen has been added to allow you to generate the Summary of Payment Remittance Information to indicate how you wish to distribute your warrant, Automatic Clearing House (ACH), or wire transfer amount. The Employer Information, Summary of Contributions and Deductions (1) and Summary of Contributions and Deductions (2) tabs will populate with information when a Check Number is selected from the Employer Information tab. Please note that only withholding warrants generated from the Payroll software will appear in the Check Number drop down field.

Below are the OP&FPF Remittance Advice screens:

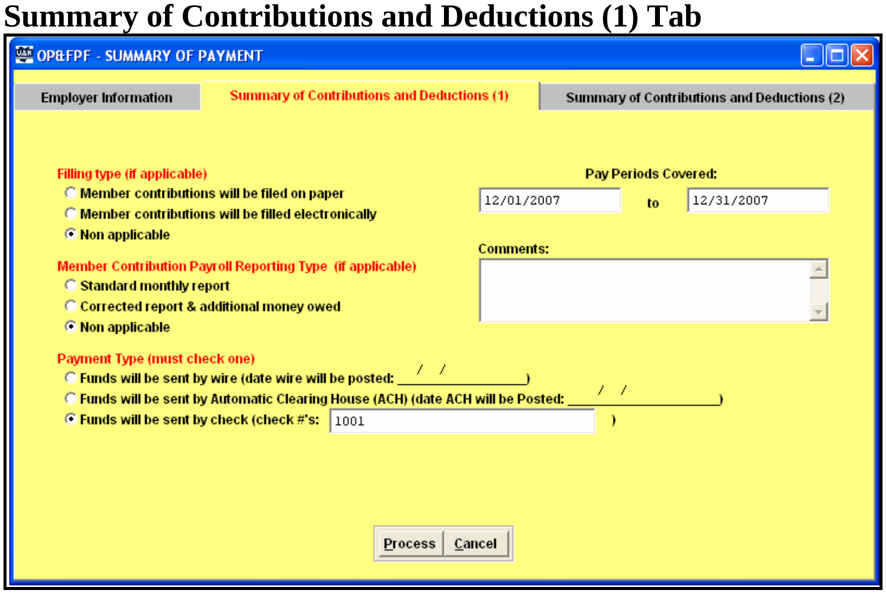
Employer Information Tab

Payroll Reports
Monthly Reports



To make modifications to the Employer Information tab, click in the field you want to change or add information. The field will then be outlined in blue.

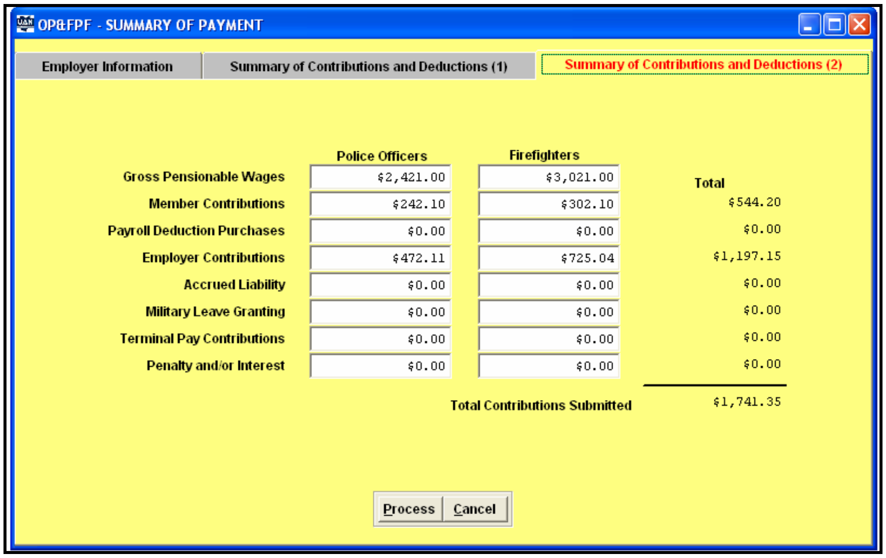
Summary of Contributions and Deductions (1) Tab



To make modifications to the Summary of Contributions and Deductions (1) tab, select an option button and/or click in the field you want to change or add information. The field will then be outlined in blue.

Summary of Contributions and Deductions (2) Tab

Payroll Reports
Monthly Reports



To make modifications to the Summary of Contributions and Deductions (2) tab, click in the field you want to change or add information. The field will then be outlined in blue.

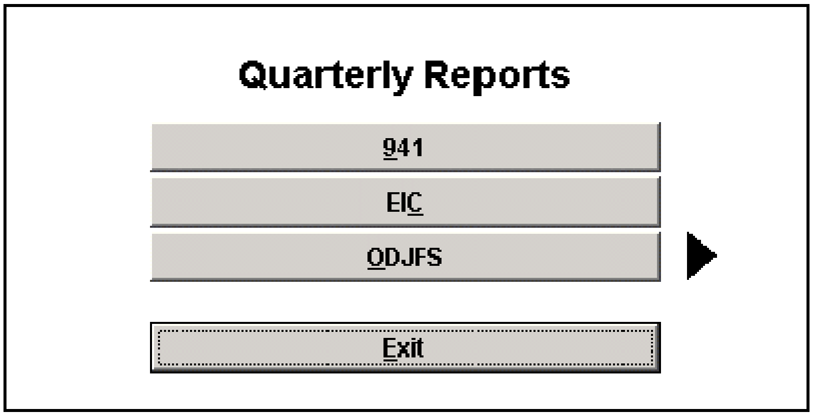
Chapter 8

Quarterly Reports

Payroll Reports
Quarterly Reports

Overview

The Quarterly Reports area includes the quarterly 941, EIC (Earned Income Credit) and ODJFS (Ohio Department of Job and Family Services) reports.



941

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

EIC

The EIC report provides information about each employee receiving the Earned Income Credit. Specifically, the report lists the employee's gross wages before and after the credit and net wages after withholding and after receiving the credit. The report can be printed for a range of employees or all employees for a specified time period.

ODJFS

ODJFS Forms

The ODJFS Forms report prints the ODJFS data for the quarter either on plain paper (to review the data) or on the ODJFS preprinted form. The employee information for the report can be modified on the report selection screen prior to printing the report by selecting the employee and clicking on the Edit function button. The system automatically pulls in each employee's gross wages and taxable wages for the quarter selected. The system also defaults each month in the 'Earned wages in the following months' selection to 'Yes'; however, the number of 'Weeks' worked in the quarter must be entered prior to printing the report. There are also Add and Delete function buttons on the report selection screen that allow employees to be added or deleted from the report selection screen. Any modifications are retained on the report selection screen until another quarter selection is made or returning the ODJFS report menu.

The ODJFS report screen also contains an option to 'Generate file for data transfer'. This option is used to create an electronic version of the Ohio Department of Job and Family Services report. The report for ODJFS must be either screen printed or printed to paper to establish the information date periods. When this option is selected and the report is screened or printed, the system will prompt a screen to complete the process as indicated in the steps below:

1. Entity Name (System will default in. It should match exactly how it appears in ODJFS Form)
2. Select the 'Process' function button.
3. The file will be saved in the C:_UAN_EFiles folder. To transfer the ODJFS file to CD, complete the following steps:
   a. Insert a blank CD into the CD Drive. A Windows message box may appear stating that 'Windows can perform the same action each time you insert a disk or connect a device with this kind of file'. Select 'Cancel' to close the message box.
   b. Browse to the C:_UAN_EFiles folder.
   c. Right-click on the 'UIWAGE.TXT' file. Highlight 'Send To' then select DVD/CD-RW Drive (E:) from the drop down menu.
   d. In the lower right hand corner of the computer a message will appear that 'You have files waiting to be written to the CD'. Double click on the message and the DVD/CD-RW Drive (E:) window will be displayed.
   e. Select 'Write these files to CD'. Select 'Next' then Select 'Finish'. Label the CD using a marker as indicated in the next step.
4. The system will print the Transmitter Report of Magnetic Media and a page with instructions on how to label and send the media.
5. The system will prompt for the ODJFS form to be loaded to print a summary.

ODJFS New Hire

The ODJFS New Hire report is a required for employers to report newly hired and re-hired employees to ODJFS. 'Employee Status' must be selected in order for employee information to appear in the grid of the report selection screen. The employee information for the report can be modified on the report selection screen prior to printing the report by selecting the employee and then clicking the Edit function button. The 'Hire Date' and the 'Independent Contractor' fields must be entered for the employee to be included on the report. There is also an option to pint a blank report on the report selection screen.

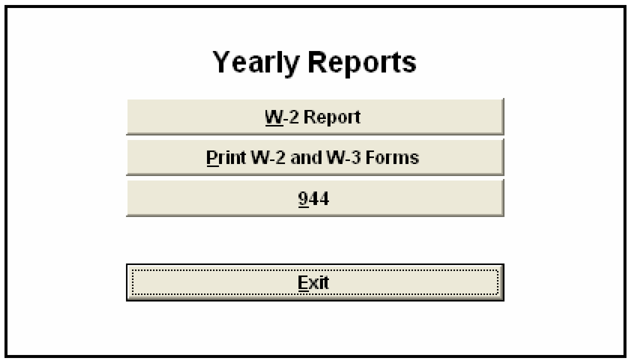
Chapter 9

Yearly Reports

Payroll Reports
Yearly Reports

Overview

The Yearly Reports area is where to access the W-2 Report, print the W-2 & W-3 Forms and generate the annual 944 report.



W-2 Report

The W-2 Report is used to review employees' W-2 data prior to printing W-2 forms at year end. The report can be printed for a range of departments or all departments, and a range of employees or all employees. The report can be sorted by employee Id, employee last name or social security number.

Print W-2 and W-3 Forms

The Print W-2 Forms option provides the required information for each employee's W-2. The system will print the information directly on the official W-2 form. A range of employees or all employees can be selected when printing the forms. They can be printed on two-part vertical forms, four-part vertical forms with one employee per page, four-part vertical forms with four employees per page or blank paper. If you receive a message that 'Data has not been collected', need to edit a W-2 form or have additional questions about printing the W-2 and/or W-3 forms, please refer to Chapter 3 for more detailed instructions.

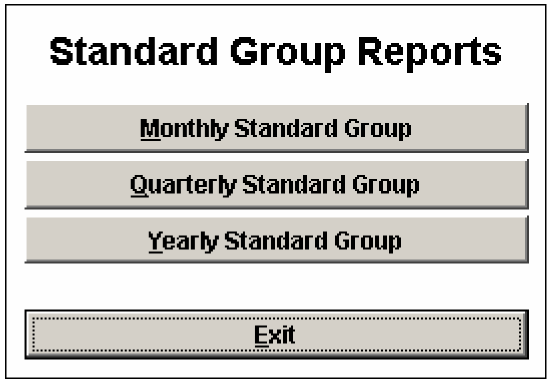
944

Beginning with returns for calendar year 2006, some entities with small payrolls will be required to file Form 944 (Employer's Annual Federal Tax Return) instead of filing Form 941 each quarter. Generally, if you have annual liability of $1,000 or less for withheld Federal income tax, Social Security and Medicare tax, you are affected by this change in filing requirements and should have already been notified by the IRS earlier this year. The first 944 report is due January 2007 for reporting period January 2006 through December 2006.

Chapter 10

Standard Group Reports

Payroll Reports
Standard Group Reports



Overview

There is a Standard Group option for each reporting area (Monthly Reports, Quarterly Reports and Yearly Reports) which contains a preselected group of reports to print. The reports listed in each Standard Group are already selected and cannot be unselected. The only selection that can be made is the time period to print the report. The process button must then be selected.

Uniform Accounting Network - Payroll Manual

Part 3

Maintenance

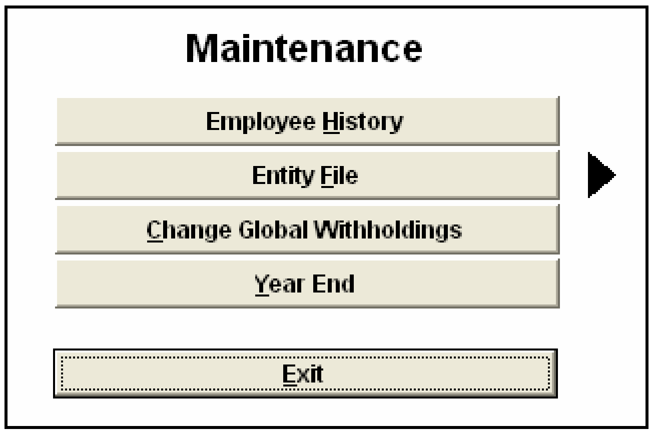
The chapters in this part of the manual are:

This part of the manual contains all the topics located on the Maintenance menu of the UAN Payroll Software. In Maintenance, you will find the applications needed to establish the foundation during the set up of the payroll system and to perform all of the ongoing maintenance tasks.

Introduction
Part 3
Maintenance

Overview

The Maintenance functions are accessible through the menu items across the top of the screen or by selecting the specific maintenance option from the center screen menu as shown below.



Screen Function Buttons

In selecting Employee History or Entity File there will be four function buttons to select from: **Record, Edit, Delete, or Display**.

Record is the function to enter a new item, such as new employee information, into the system. The Record function is further explained at the beginning of each chapter and includes the instructions for this function.

Edit is the function used to modify or correct any recorded information. There are certain limitations that may apply to selected maintenance areas.

Delete is the function that is used to delete entries no longer used or recorded erroneously. Selections for deletion are made by clicking on the ☐ in the Select column beside the item to be deleted. Multiple selections can be made to delete more than one item in an area.

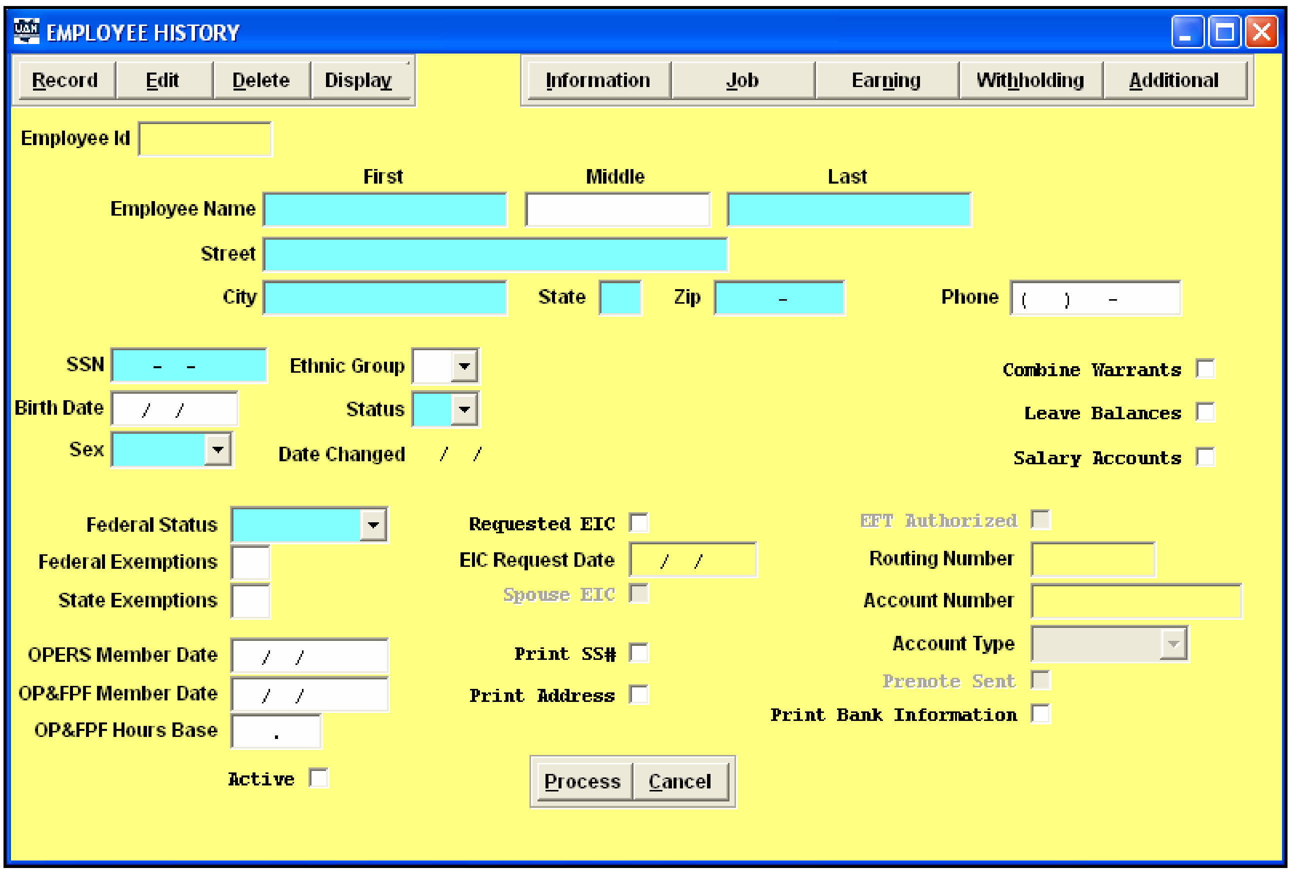
Display is the function that is used to view all the entries that were set up in the Record option.

Introduction
Part 3
Maintenance

Required Fields

In addition, certain fields are required to be filled to process the information. These fields are denoted with a *blue*, instead of white, background.

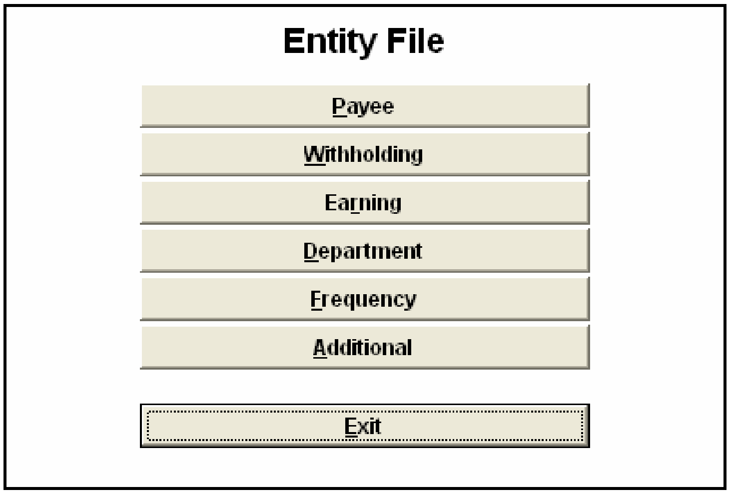
Employee History



The **Employee History** application (shown on previous page) contains all of the maintenance functions for setting up an employee. These maintenance functions include the employee's information, jobs, earnings, withholdings and additional employee information. The information can be added, edited, deleted or displayed in this application. Each of the five areas in Employee History - **Information**, **Job**, **Earning**, **Withholding** and **Additional** - functions separately. This means the **Process** button must be selected to save the information being recorded, edited or deleted in each of those respective areas. Each of the areas in Employee History is explained further in Chapter 11.

Introduction
Part 3
Maintenance

Entity File



The **Entity File** application contains all of the maintenance functions for setting up entity information. These functions include the areas to establish and edit payee, withholdings, earning, department, frequency and additional information for the entity. Each of the functions in Entity File is explained further in Chapter 12.

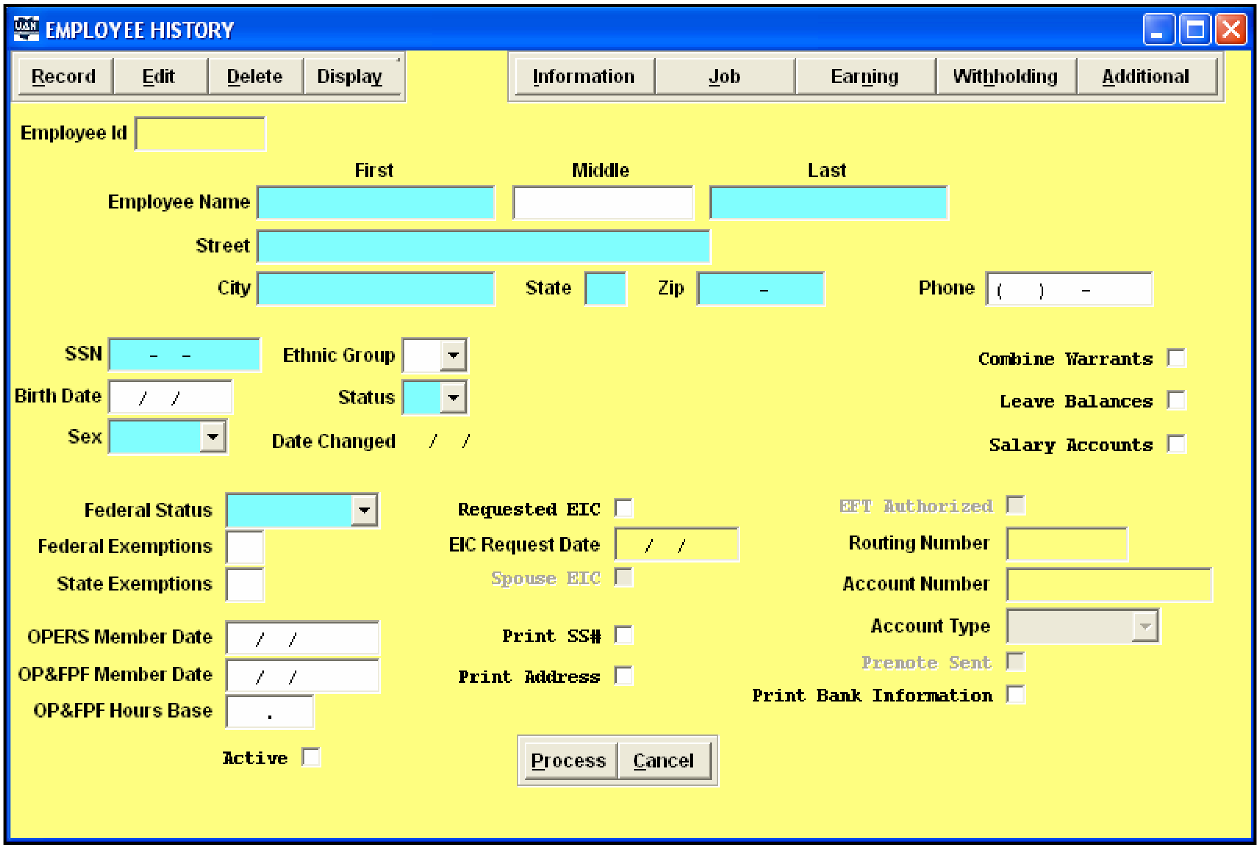
IRS Questions

Please contact your Federal, State and Local Government Specialist if you have questions about **Health Reimbursement Arrangements (HRA), Health Savings Accounts (HSA), where to mail your 941, or Non Cash Benefits such as cell phones, cars, uniforms…etc.**

Chapter 11

Employee History

Payroll Maintenance
Employee History
Information



Overview

The Record Employee Information function establishes basic information for employees which is required to process payroll. Before recording employee data, be sure to have the following information: Employee Id, social security number, address information, Federal and State withholding status, and OPERS member date. (This is a required date for employees who contribute to OPERS. It is the date the employee became an OPERS member.)

Steps to Access

Select **Payroll.**
Select **Maintenance.**
Select **Employee History.**
Select the **Record** and **Information** buttons.

Payroll Maintenance
Employee History

Information

Data Entry

Required Fields

1. Employee Id - A combination of letters and numbers may be used, up to a maximum of 10 characters.

Note: It is recommended to use the employee's last name for the Employee Id as opposed to using the employee's social security number. If more than one employee has the same last name, it is recommended to use the employee's last names and first initials as their Employee Id's. In any case, the Employee Id should be easily recognized as representing the corresponding employee.

2. Employee Name – First, Last (maximum of 20 characters each)
3. Address Information – Street (maximum of 40 characters)
4. City, State & Zip
5. SSN (Social Security Number)
6. Status (**00** Regular Employee/**01** New Employee)
7. Sex (Female/Male)
8. Federal Status (Married/Single)
9. Active (Place a "☑" to select as "Yes.")

Note: Wage records can only create if the employee is active"☑".

Optional Fields

1. Middle Name (maximum of 15 characters)
2. Phone
3. Ethnic Group (Select from search box.)
4. Birth Date
5. Federal Exemptions (defaults to 0)
6. State Exemptions (defaults to 0)
7. OPERS Member Date

Note: This date has to be entered for all OPERS employees before wages can be entered.

8. OP&FPF Member Date
9. OP&FPF Hours Base
10. Requested EIC (Place a "☑" to select as "Yes.")

Note: The system will generate advance EIC payments. If an employee is eligible to receive EIC payments, consult the *IRS Circular E* for instructions. The EIC request date is the date EIC payments are to commence.

Payroll Maintenance
Employee History
Information

10. Combine Warrants (Place a "☑" to select as "Yes.")

Note: If an employee has more than one job, all jobs for the employee will be combined on one payroll warrant or EFT, if selected. If not selected, separate payroll warrants will be generated for each of the employee's jobs.

11. Leave Balances (Place a "☑" to select as "Yes.")

Note: If checked "Yes," the employee's leave time accruals, usage and balances will be printed on the stub of the employee's payroll check. If not checked, the employee's leave information will not be displayed on the employee's payroll check stub.

12. Salary Accounts (Place a "☑" to select as "Yes.")

Note: If checked "Yes," the employee's salary accounts (appropriation account codes) will be printed on the stub of the employee's payroll check. If not checked, the employee's salary accounts will not be displayed on the employee's payroll check stub.

13. Print SS# (Place a "☑" to select as "Yes.")

Note: If checked "Yes," the employee's social security number will be printed on the stub of the employee's payroll check. If not checked, the employee's social security number will not be displayed on the employee's payroll check stub.

14. Print Address (Place a "☑" to select as "Yes.")

Note: If checked "Yes," the employee's address will be printed the employee's payroll check. If not checked, the employee's address will not be displayed on the employee's payroll check.

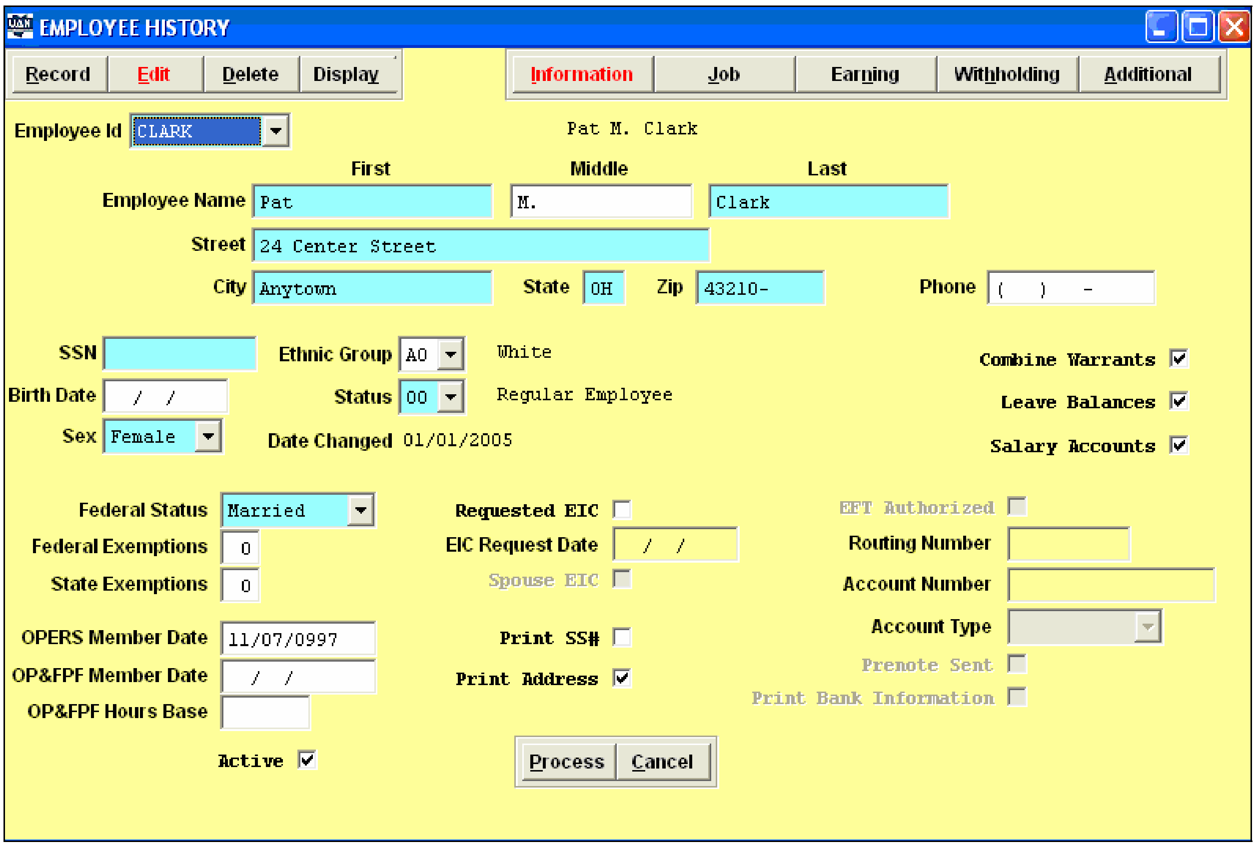
Data Validation

None

Payroll Maintenance
Employee History
Information

Example 11-A

The following is an example of recording employee information:



Edit Function

The Employee Id must exist and cannot be changed.

Delete Function

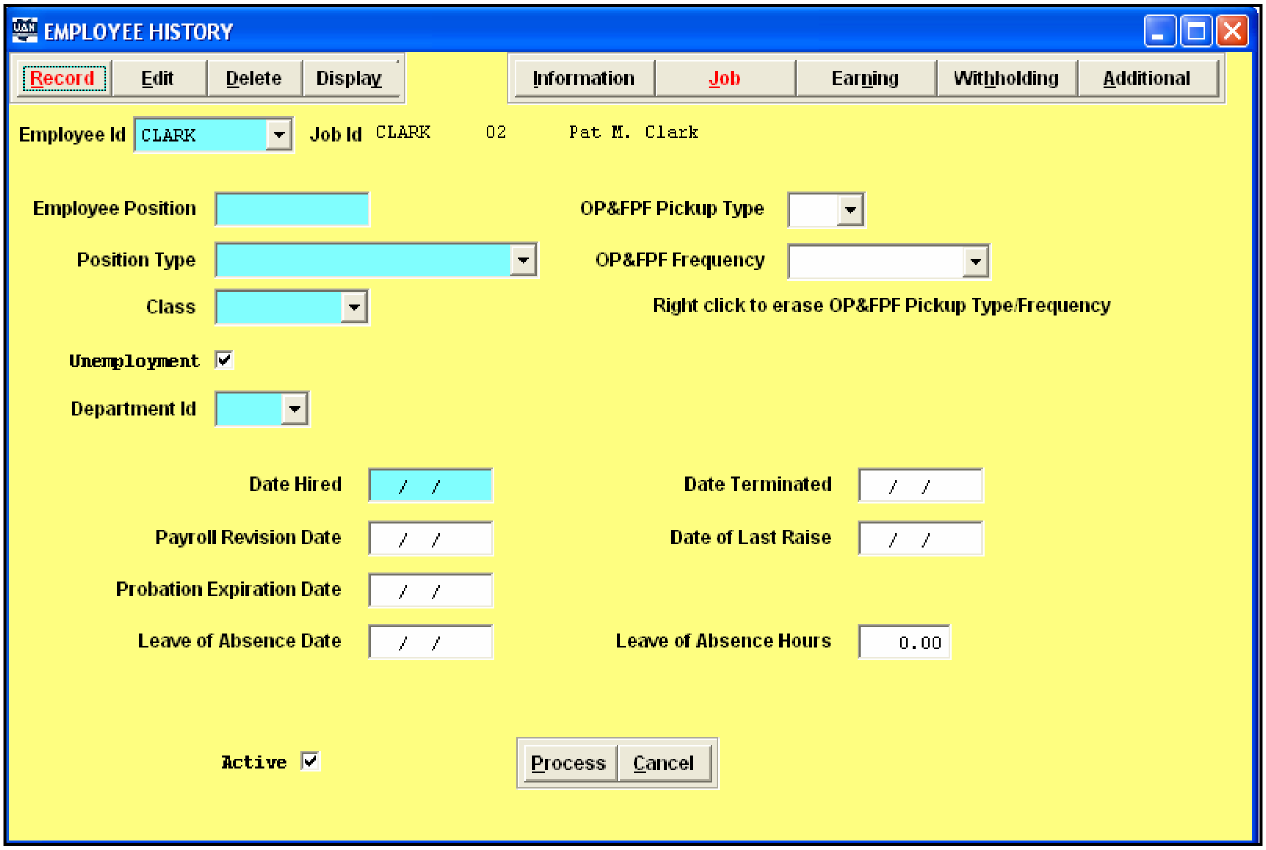
An employee that has wages posted in the system for the current year cannot be deleted. The employee information can be modified by unselecting the active flag (by removing the checkmark "☐") to stop producing new wages for the employee.

Payroll Maintenance
Employee History

Information

Non-active employee records deleted using this function cannot be recovered. Follow State and Federal guidelines for length of time employee records must be retained.

Payroll Maintenance
Employee History
Job



Overview

The Record Employee Job function establishes job information for employees which is required to process payroll. This function must be performed for each employee before the employee's earning information can be established.

Steps to Access

Select **Payroll.**
Select **Maintenance.**
Select **Employee History.**
Select the **Record** and **Job** buttons.

Payroll Maintenance
Employee History
Job

Data Entry

Required Fields
1. Employee Id
2. Employee Position (maximum of 12 characters)
3. Position Type - select from the following:
   (01) Trustee
   (01) Council
   (02) Clerk
   (02) Clerk-Treasurer
   (02) Township Fiscal Officer
   (03) Mayor
   (03) Librarian
   (03) Administrator
   (04) Legal Counsel
   (05) Other

4. Class (Appointed/Elected/Hired)

Note: If the Position Type is "Other," the class will automatically default to "Hired."

5. Department Id

Note: The system will display all of the Department Ids that have been established. If an employee needs to be classified under a department not appearing on the list, the additional Department Id will have to be recorded in the Department area under Entity File.

6. Date Hired

Note: If the employee's Date Hired is after March 31,1986, a reminder message will be displayed stating, "This employee was hired after March 31, 1986 and should be contributing to Medicare unless the employee is contributing to FICA (which is combined Medicare and Social Security)."

Optional Fields
1. OP&FPF Pickup Type
2. OP&FPF Frequency (select the from search box – e.g. Quarterly, Monthly,…etc.)

Note: The OP&FPF Frequency has to be entered for OP&FPF employees so the correct information can be reported on the OP&FPF report.

Payroll Maintenance
Employee History
Job

Note: If a frequency has been selected in error, right click (with the mouse) on the frequency to erase the selection.

Note: For Villages with OP&FPF employees, an additional field beside the OP&FPF Frequency field must be filled in. After the frequency is selected, the job must also be flagged as FIRE or POLICE. The entry will determine the correct OP&FPF withholding rate (FIRE – 10% employee share/24% employer share or POLICE – 10% employee share/19.5% employer share).

3. Unemployment (Place a "☑" to select as "Yes.")

Note: The unemployment field is used to indicate if an employee could be eligible to receive unemployment benefits if their employment is terminated. Typically, all employees, with the exception of elected and appointed officials, are eligible to receive unemployment benefits. It is important to indicate if an employee is eligible for unemployment benefits so that ODJFS reports reflect accurate information.

4. Date Terminated
5. Payroll Revision Date
6. Date of Last Raise
7. Probation Expiration Date
8. Leave of Absence Date
9. Leave of Absence Hours
10. Active (Place a "☑" to select as "Yes")

Note: Wage records can only created for jobs if the active flag is checked.

Data Validation

The system will validate the data entered on the screen based on the following data validation rules:

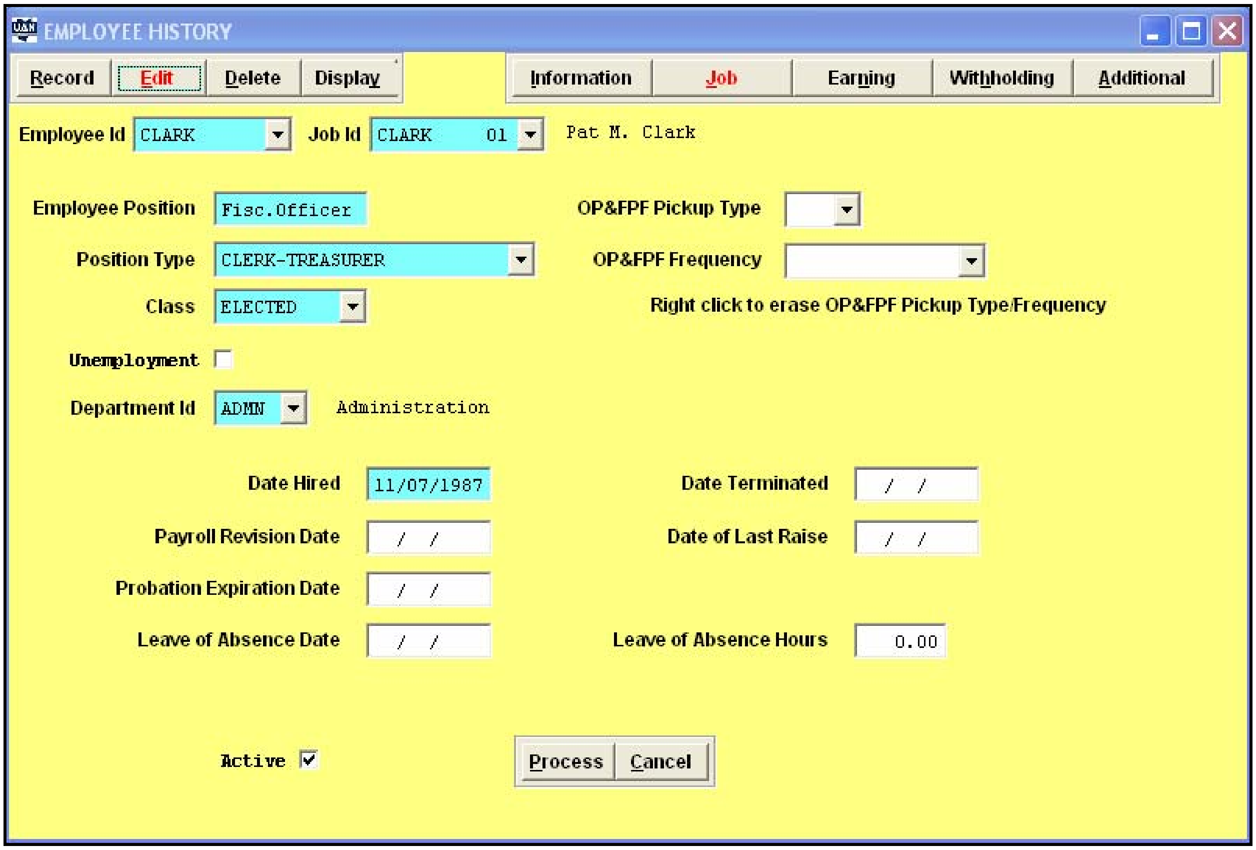
The Employee Id must exist.

The Department Id must exist.

Payroll Maintenance
Employee History
Job

Example 11-B

The following is an example of recording an employee job:

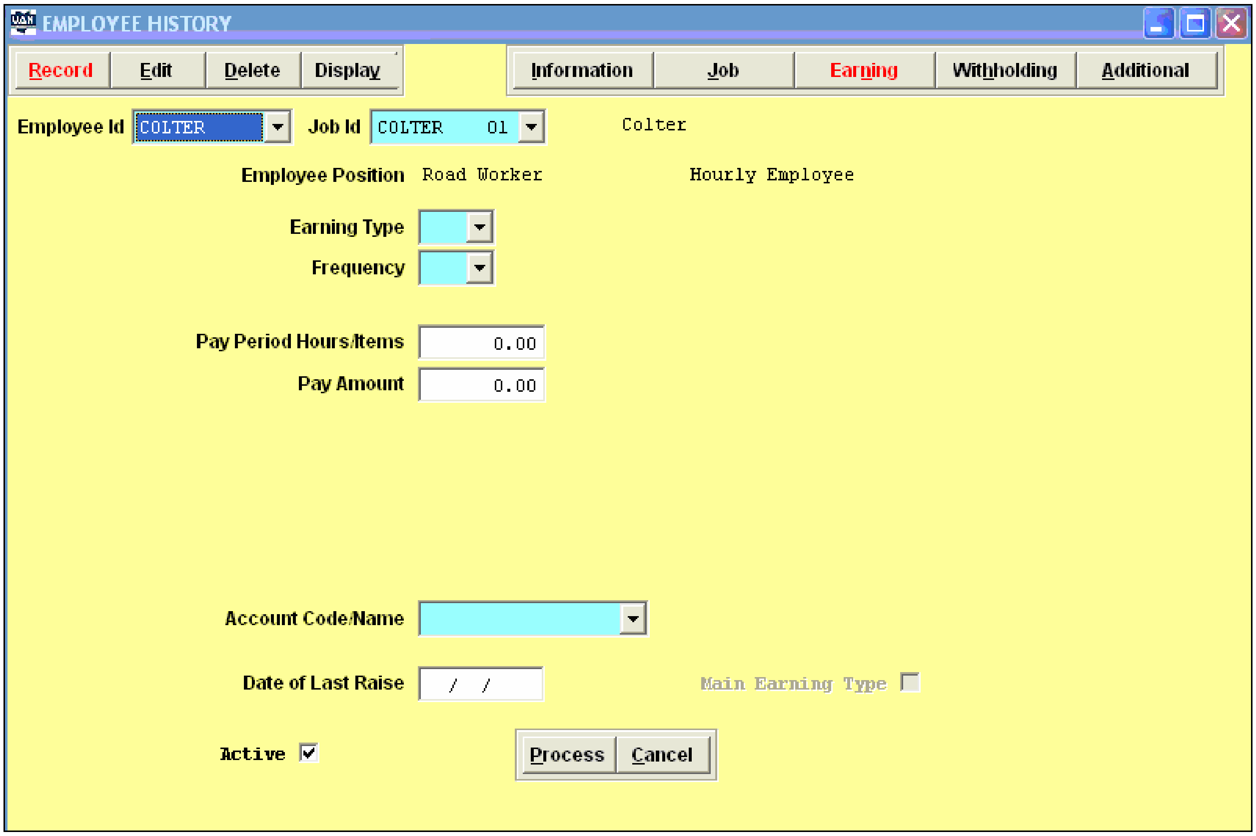


Delete Function

If any batch or posted wages exist which utilize a specific job, the job cannot be deleted. The job information can be edited by changing the active flag to not active by removing the checkmark"☐" to stop producing new wage records for the job.

Once an employee job has been deleted, it cannot be undeleted. The information will have to be re-entered.

Payroll Maintenance
Employee History
Earning



Overview

The Record Employee Earning function establishes earning types (e.g. salary, hourly, overtime,…etc.) associated to each job that has been set up. This function must be performed for each employee job before the employee's withholding information can be established.

An employee can have more than one hourly, salary, overtime, per item, allowance (tax item), non-taxable, non-retirement, and other leave earning types.

If an earning type other than or in addition to the preset earning types needs to be added to a job (i.e. an additional hourly wages), the earning type must first be established in the Earning area under Entity File.

Payroll Maintenance
Employee History

Earning

Steps to Access

Select **Payroll.**
Select **Maintenance.**
Select **Employee History.**
Select the **Record** and **Earning** buttons.

Data Entry

Required Fields
1. Employee Id
2. Job Id
3. Earning Type

Note: The first Earning Type recorded for a job, with the exception of overtime wages, comp time, compensated leaves, and non-cash benefits, will be designated as the Main Earning Type. The appropriation account code assigned to the Main Earning Type will automatically be used for all leave earning types specified for the job and all associated payroll withholdings.

4. Frequency (select from search box - e.g. 14-day, Monthly, Quarterly…etc.)

5. Normal Hours per Pay Period (This field will appear and is required for salaried employees using the prorated leave functionality. The normal hours worked in a pay period should be input in this field.)

6. Account Code/Name (Must contain an appropriation account code that has a 100 series object code.)

Optional Fields
1. Prorate Leave

Note: This checkbox selection is available for leave types 520, 530, 540 and all 600's. This will allow the selected leave types to earn leave based on hours worked rather than pay period. Additional fields will be displayed on the screen when the Prorate Leave option is selected. Hours Earned, Per Hours Worked and Annual Maximum Leave fields will need to be entered when prorate leave is selected. Example 11-C demonstrates an earning with prorated leave selected. The employee earns 4.6 vacation hours for each 80 hours they work. If the employee worked only 40 hours for the pay period, they would accumulate 2.3 hours of vacation time. If

Payroll Maintenance
Employee History
Earning

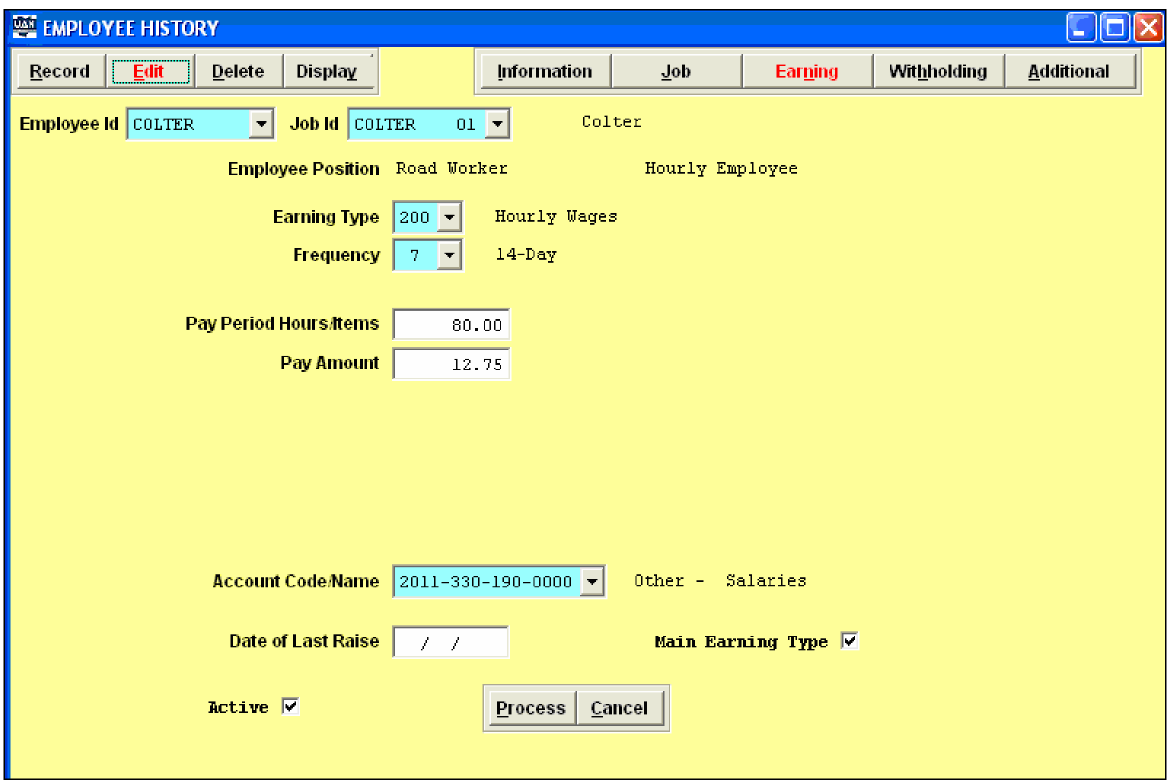
the employee had worked 120 hours during the pay period, they would accumulate 6.9 hours of vacation time.

2. Pay Period Hours/Items (This field becomes Hours Earned Per Period for the Earning Types of personal leave, sick leave, vacation leave and other leave.)

Note: The Pay Period Hours/Items value is automatically displayed based upon Earning Type and Frequency selected. If hourly earnings are selected, the value automatically displayed can be manually overridden by typing a new value in the field.

Note: If personal leave, sick leave, vacation leave or other leave earning types are chosen, this field will be used for the employee's leave time accrual (Hours Earned Per Period) for the specified job. This field is not required to be entered for these compensated leaves. If it is entered here, the information will be carried forward to the Record Wages area. If no information is entered here, the leave accrual can be entered in the Edit Wages area.

Example 11-C



Payroll Maintenance
Employee History
Earning

3. Pay Amount

Note: Enter the pay amount including a decimal point if the number is not a whole number. If the number is a whole number, press <Enter> after the number has been typed.

4. Establish Leave Hours (This field only appears when recording leave and comp time earning types for new employees.)

5. Maximum Leave Balance

Note: This field is used to indicate the maximum amount of holiday, personal, sick, vacation, and other leave an employee is entitled to, or can accumulate for each job. Once the maximum is reached, the employee will not be able to accumulate additional leave. The employee will have to use leave time in order to bring the balance(s) down in order for leave accumulation to resume. The system will not permit an employee to carry leave balances in excess of the maximum leave balance indicated for a particular leave type for the specified job.

6. Include Leave in Normal Hours

Note: This checkbox selection can be utilized for all 500 and 600 leave types. This field is used to determine whether this type of leave is included or excluded from the hours worked calculation for prorated leave. For example, if you have unpaid leave and it does not count toward hours worked for the calculation of earned vacation leave, you should uncheck the 'Include Leave in Normal Hours' selection on the unpaid leave type. When 8 hours of unpaid leave is used, the hours worked for the calculation of earned sick leave will then be reduced by the 8 hours of unpaid leave used.

7. Date of Last Raise

8. Active (Place a "☑" to select as "Yes.")

Note: If the Earning selected is active (☑), it will be displayed for the respective employee in the record wages area for payroll processing. If the Earning is indicated as inactive (☐), it will not be displayed for the employee in the record wages area for payroll processing.

Data Validation

The system will validate the data entered on the screen based on the following data validation rules:

Payroll Maintenance
Employee History
Earning

The Employee Id must exist.

The Job Id must exist.

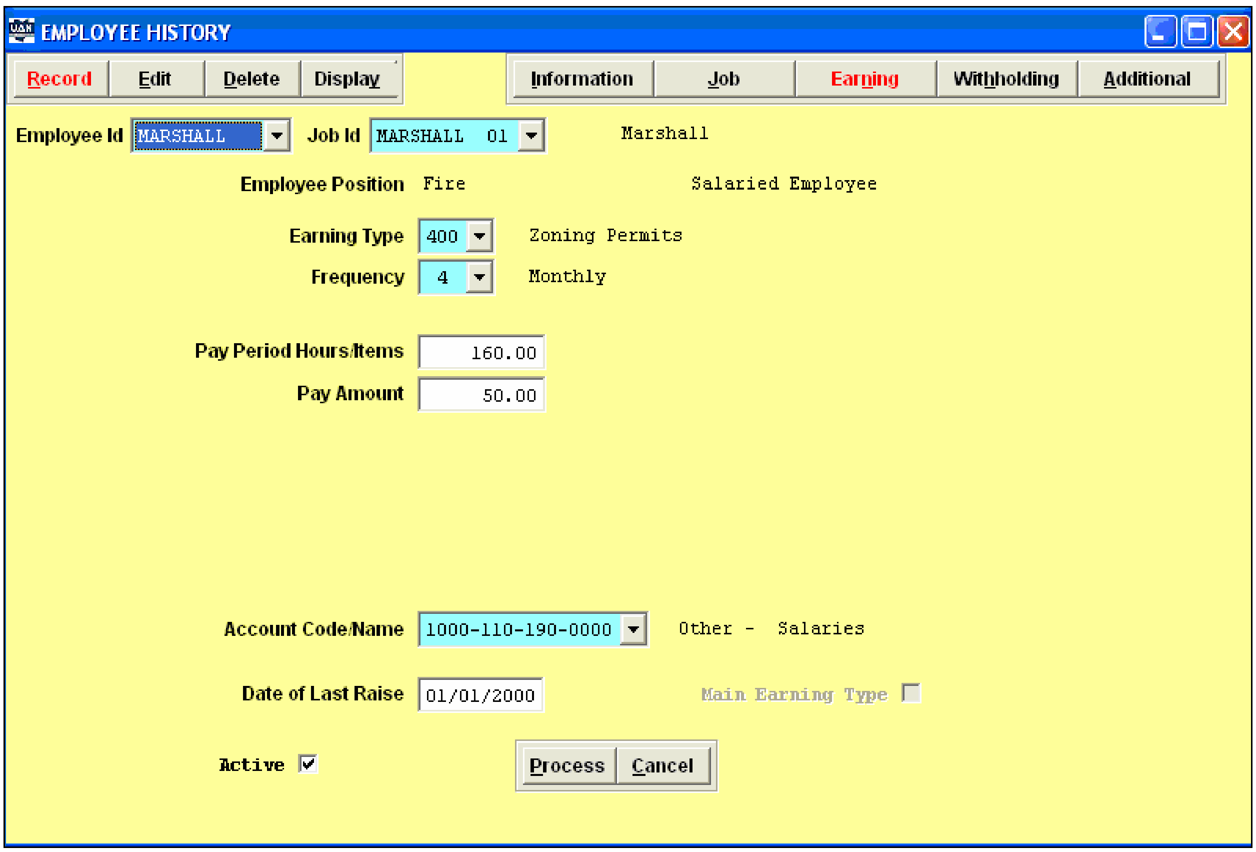
The Earning type must exist, and cannot already have been activated for the specified job.

The Frequency must exist.

The appropriation account code must be activated (through the Accounting side of the system) and must have an object code that falls in the 100 series.

Example 11-D

The following is an example of recording an employee earning:



Payroll Maintenance
Employee History
Earning

Edit Function

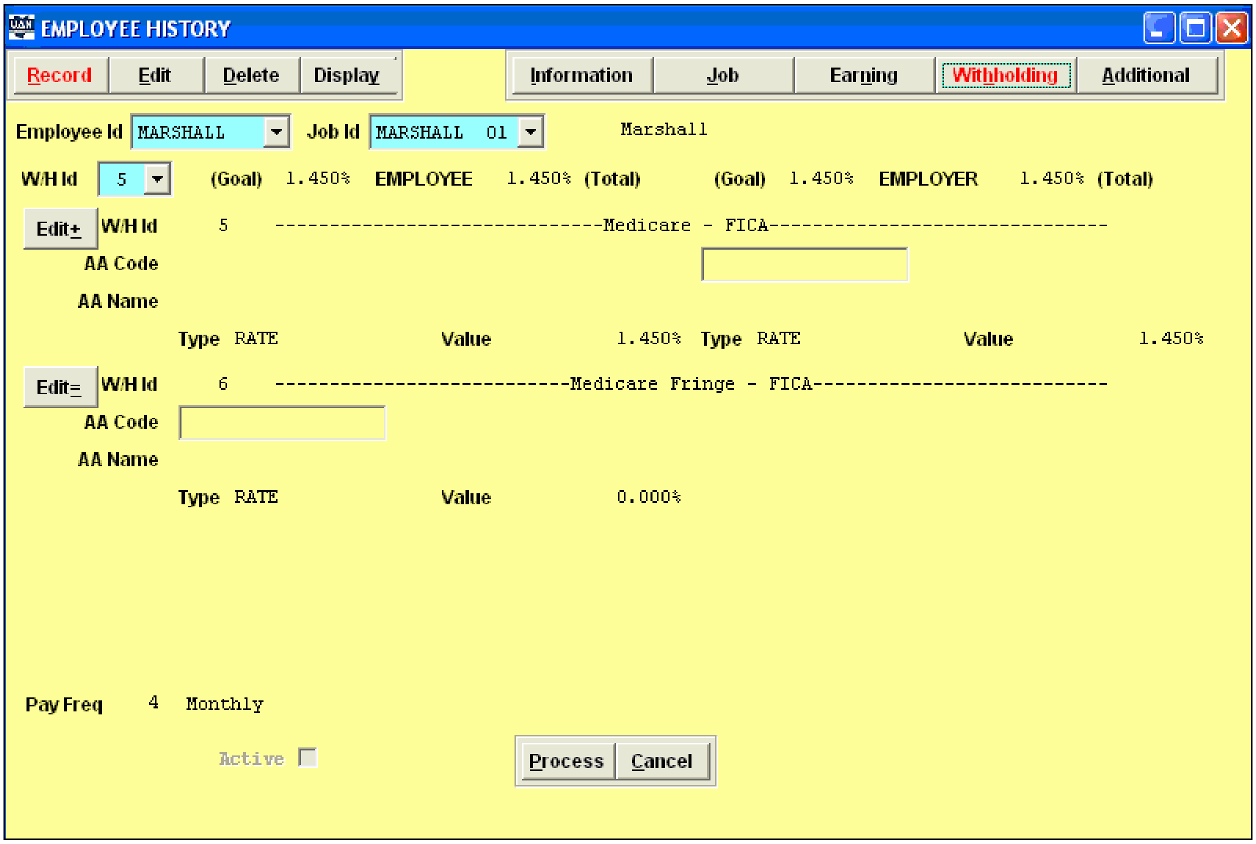
An asterisk will be displayed in the box beside any earning types that have been edited. The asterisk will remain in the search box until new wages are recorded for the employee.

If the Main Earning Type check-mark indicator is removed for a specified job, another earning type will have to be indicated as the Main Earning Type for the job in order to establish payroll withholdings for the job. Also, if an Earning is indicated as the new Main Earning Type, it is possible to specify that all earning and withholding records for the job be updated. When a new Main Earning Type is selected, the withholdings associated with the job are automatically updated to the appropriation account code of the new Main Earning Type.

Delete Function

Once an earning has been deleted, it cannot be retrieved. Use the Record Earning function to re-enter an employee Earning that may have been inadvertently deleted.

Payroll Maintenance
Employee History
Withholding



Overview

The Record Employee Withholding function associates payroll withholdings and employer share payments to the various earnings that have been established for each employee.

Federal and State withholdings are automatically added to an employee job when the first withholding is recorded for that specific job. Federal and State withholdings are also automatically generated by the system based on the Federal and State withholding status and exemption information specified in the employee's information record.

If a withholding, other than or in addition to the preset withholdings, needs to be associated with an employee job (i.e. a miscellaneous withholding, local tax, school district income tax, …etc.), the withholding must first be established in the Withholding area under Entity File.

Payroll Maintenance
Employee History
Withholding

Steps to Access

Select **Payroll.**
Select **Maintenance.**
Select **Employee History.**
Select the **Record** and **Withholdings** buttons.

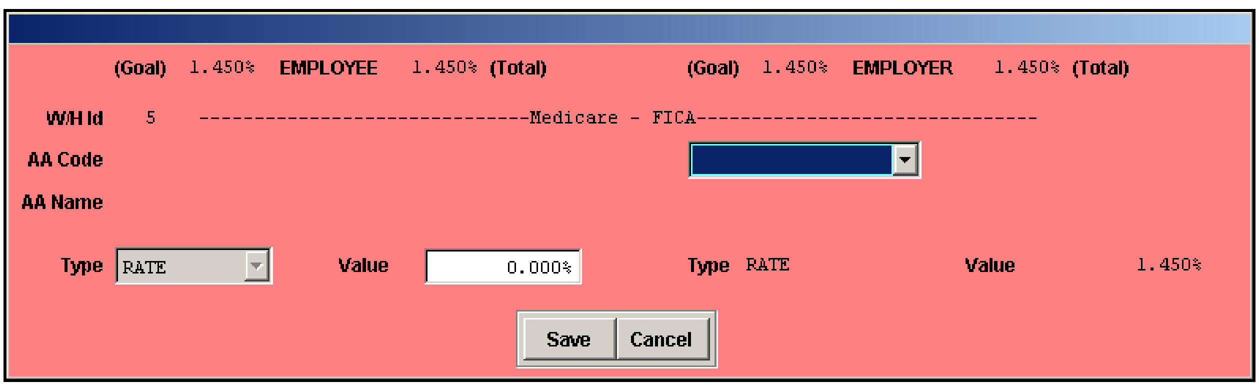
Data Entry

Required Fields
1. Employee Id
2. Job Id
3. W/H Id

Note: The first number of the available Withholding Id will automatically be displayed in the W/H Id field. Click on the down arrow by the field for a complete list of W/H Id's available to be added.

Note: State (1), Federal (2), Supplemental State (18) and Supplemental Federal (19) withholdings are automatically added to a job when the first W/H Id is recorded.

4. Once the W/H Id is selected, click the Edit function button below the W/H Id to add withholding detail and a data entry box similar to the one shown below will appear.



Note: Different data entry boxes with different required information fields appear based on the type of withholding being recorded. Please see Examples 11-C and 11-D for more detailed explanations of the data entry required.

Payroll Maintenance
Employee History
Withholding

Note: The left side of the data entry box pertains to the employee's portion of the withholding. The right side of the data entry box pertains to the employer's share of the withholding (if the withholding is one that includes an employer's contribution like Medicare, Social Security, OPERS and OP&FPF.

5. AA Code – Appropriation Account Code (employee's share on the left side/employer's share on the right side)

Note: This field is only used for the withholdings that have an employer's share portion to be paid or it is an employee benefit type withholding in which the employer is paying all or a portion of the employee's contribution. This type of withholding/contribution would include OPERS, OP&FPF, Medicare, and Social Security.

Note: If the withholding chosen is an employee benefit, an appropriation account code that contains a 200 series object code must be selected. Therefore, the employee's share (or a portion thereof) of the withholding is being paid by the employer. If a portion remains to be paid by the employee, that value/rate can be entered in the Value field of the section on the screen following the benefit section. The system will automatically charge the appropriation account code associated with the Primary Earning Type assigned to the specified job for the employee's portion is the account.

6. AA Name – Appropriation Account Name (automatically displayed by the system)

7. Type (Rate/Amount/None)

Note: If the withholding chosen is a withholding other than Medicare, OPERS, OP&FPF, or Social Security, this field will be displayed. Choose "Rate," if the deduction is a percentage of gross pay, or "Amount," if the withholding is a dollar amount to be withheld from gross pay. The option, "None," should not be selected in this screen. If "None" is selected, no withholding will be made from gross pay.

Note: The "Rate" value type is **not** available for Federal supplemental, State supplemental, and cafeteria plan type withholdings.

Note: If withholdings have been established in the Entity File area in addition to the withholdings preset in the system, the types for the added withholdings will automatically be displayed. These withholding types can be overridden in this area.

8. Value (automatically displays the preset value/rate, can be manually overridden)

Payroll Maintenance
Employee History
Withholding

Note: This field indicates the percentage or amount to be withheld from the employee's gross pay. If the value of the employee's share for a combined (employee and employer share) contribution is changed by lowering it, the system will assume that the employer is picking up a portion of the withholding (fringe benefit), and the value/rate being paid on the employee's behalf will have to be indicated. An expenditure account with a 200 series object code will also have to be selected. The system will not allow the portion of the contribution the employee is paying, and the remaining employee portion paid by the employer (fringe benefit) to exceed or fall short of the Goal value/rate displayed at the top of the screen. The employee's share and the employee's share picked up by the employer (fringe benefit) must equal the goal amount/rate. This is also true for selecting the salary reduction option for OPERS or OP&FPF as the employee's share or a portion of the employee's share.

Note: If withholdings have been established in the Entity File area in addition to the withholdings preset in the system, the values set for the added withholdings will automatically be displayed. These values can be overridden in this area. Must click on save to save the information data entry box, then must process to record (add the withholding).

Optional Fields

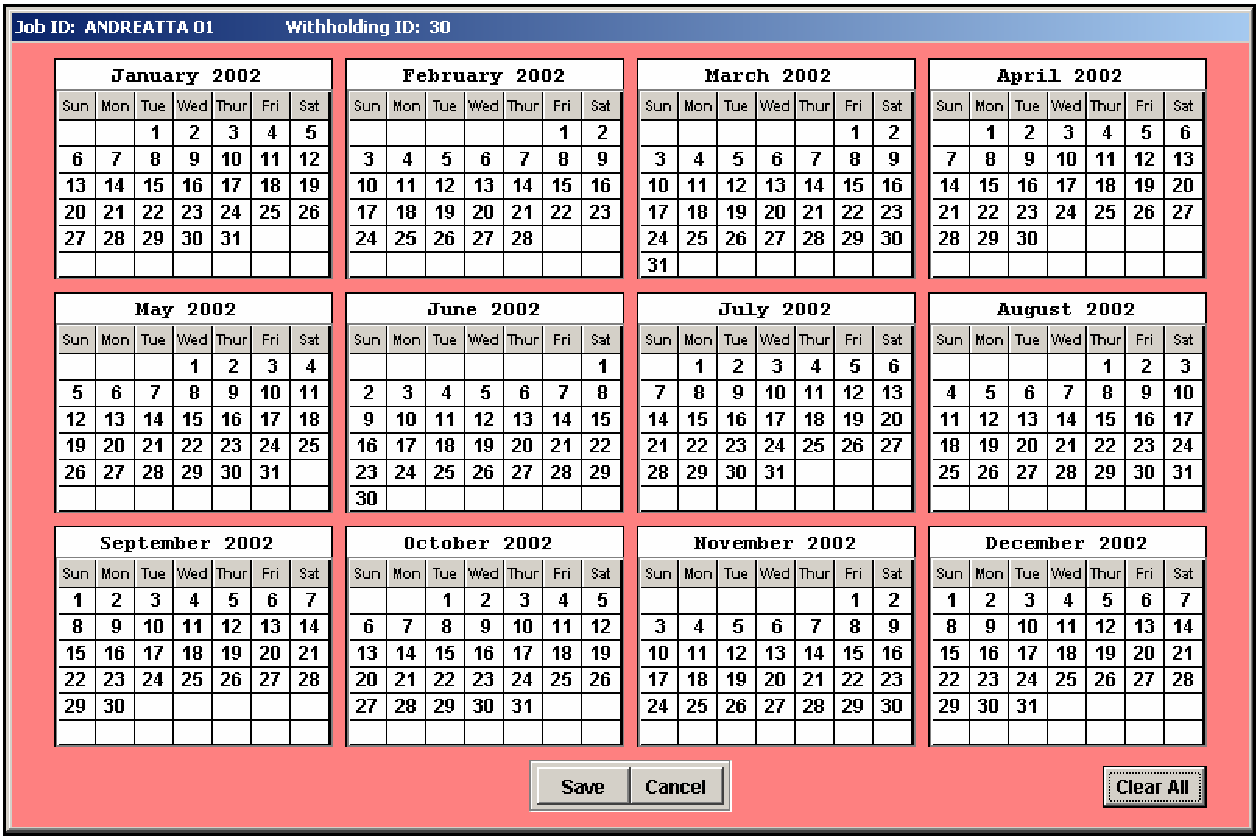
1. Case number (only available for Miscellaneous withholdings)
2. Order number (only available for Miscellaneous withholdings)
3. Active (automatically defaults with a "☑" to select as "Yes")

Note: This field indicates if the withholding selected is active (☑), it will be withheld from the employee's gross pay. If the withholding is indicated as being inactive (☐), it will not be withheld from the employee's gross pay.

4. Skip Deductions (only available for Miscellaneous withholdings and is automatically defaulted to "No")

Note: When withholdings are established that will not be taken out of each paycheck for an employee, <u>the pay periods that the withholding is to be deducted must be established</u>. To specify what pay periods that the withholding is to be deducted, select "Yes" for Skip Deductions, and click on the Select Dates function button. The system will then display a screen containing all the calendar months for the year as shown on the next page.

Payroll Maintenance
Employee History
Withholding



Click on the pay period end date for each of the pay periods that the withholding is to be deducted from the employee's wages. (The selected dates will go from black to red when selected.)

Data Validation

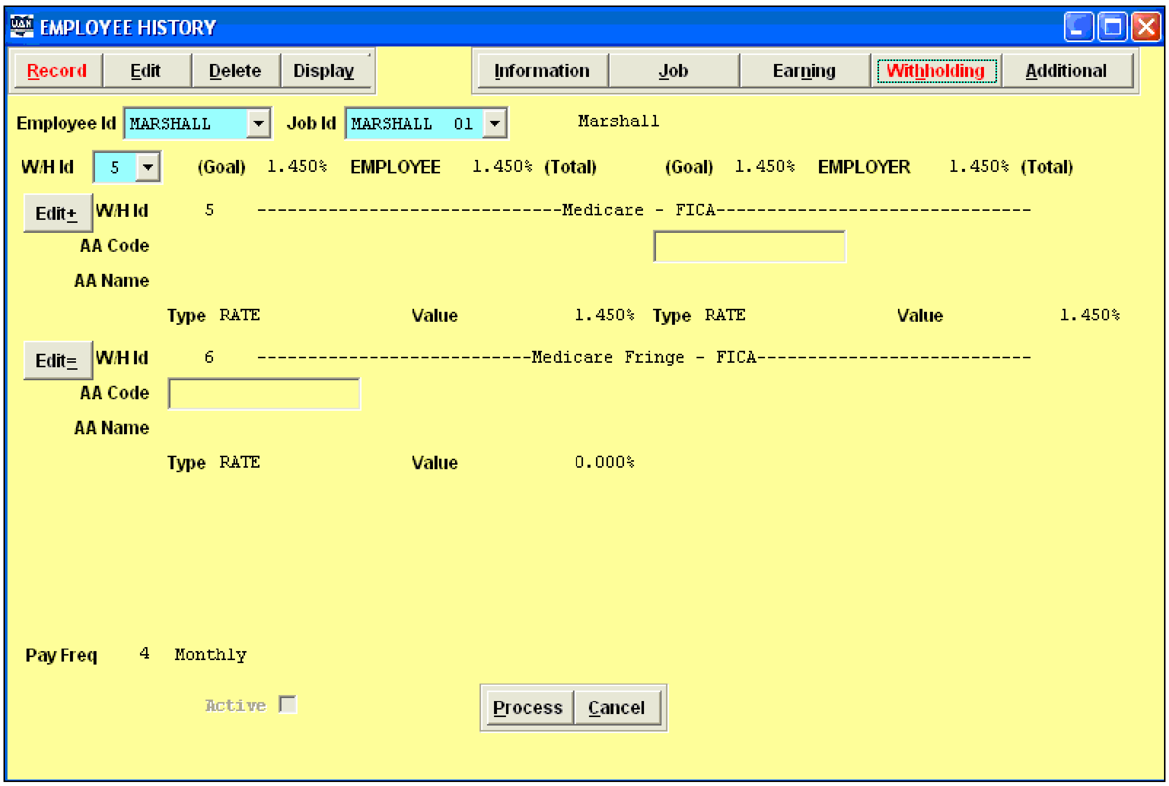
The system will validate the data entered on the screen based on the following data validation rules:

The Withholding Id must exist.

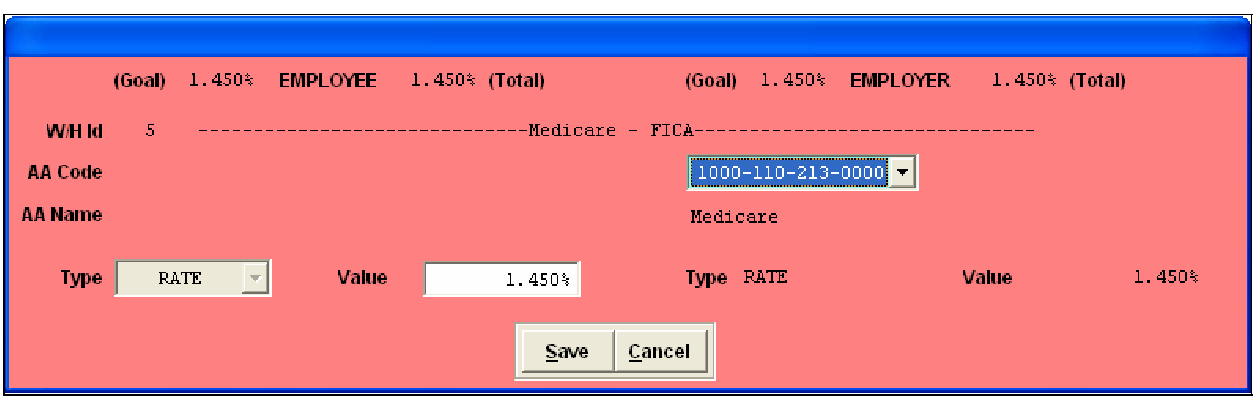
Payroll Maintenance
Employee History
Withholding

Example 11-E

The following is an example of recording Medicare-FICA (5) withholding for an employee:



1. To record Medicare-FICA (5), click on the Edit function button to the left of Medicare-FICA. The data entry box on the following page will appear.



Payroll Maintenance
Employee History
Withholding

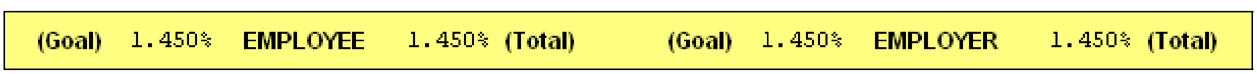
2. Select the AA (Appropriation Account) Code for the Employer's Share (must contain an appropriation account code that has a 200 series object code).

3. The system will automatically display the AA (Appropriation Account) Name for the Employer's Share account code selected.

4. The Type field will automatically default to RATE.

5. The Value field will automatically display the preset rate value. This amount can be changed to a lesser rate; however the total allocated rate for the withholding must equal the employee contribution rate preset for the withholding in the Withholding section under Entity File.

Note: The Employee and Employer share are listed at the top of each data entry box for withholdings (as shown below). The **(Goal)** amount indicates the preset value amounts in the Withholding part of the Entity File section. The **(Total)** amount indicates the values this employee currently has for either Employee or Employer shares. This amount is changed when the value field is edited above or below its preset value in the Edit screen shown above. The Goal and Total amounts must always be equal for their respective share (Employee or Employer).



7. Select the **Save** button to save the information in the data entry box.

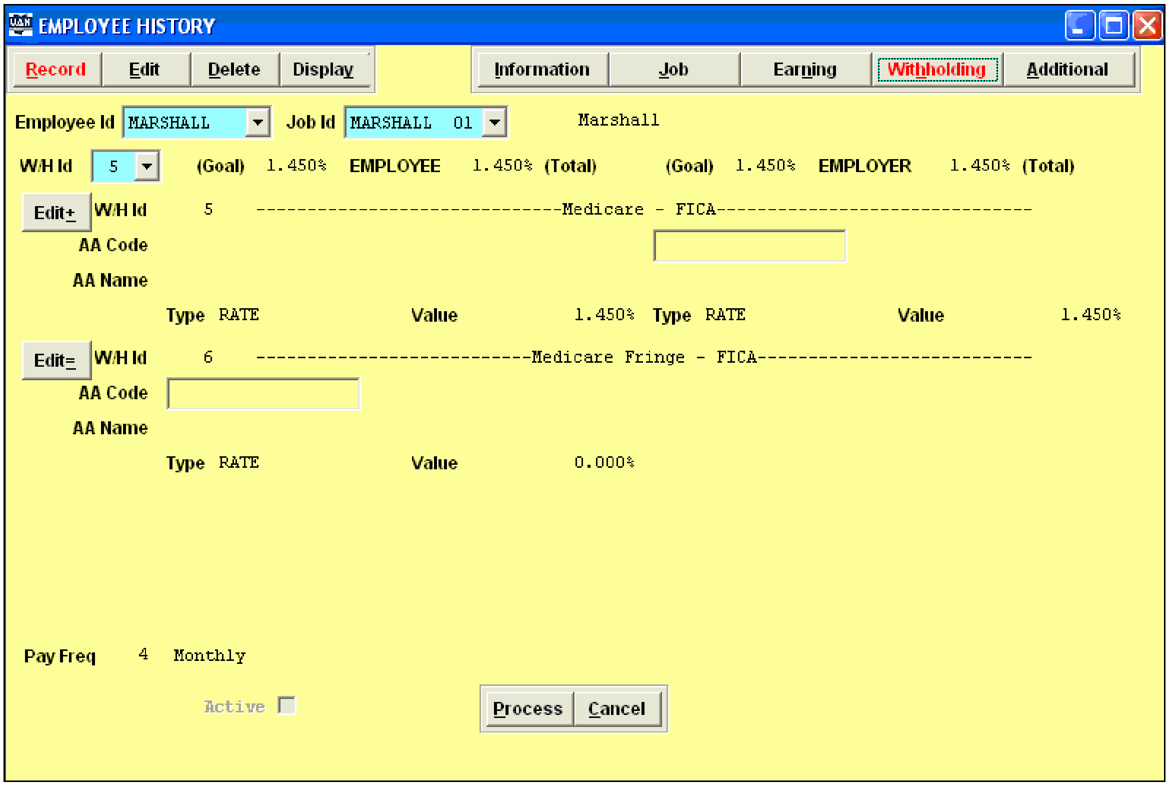
8. Active (automatically defaults with a "☑" to select as "Yes")

9. Select **Process** to save the withholding for the employee.

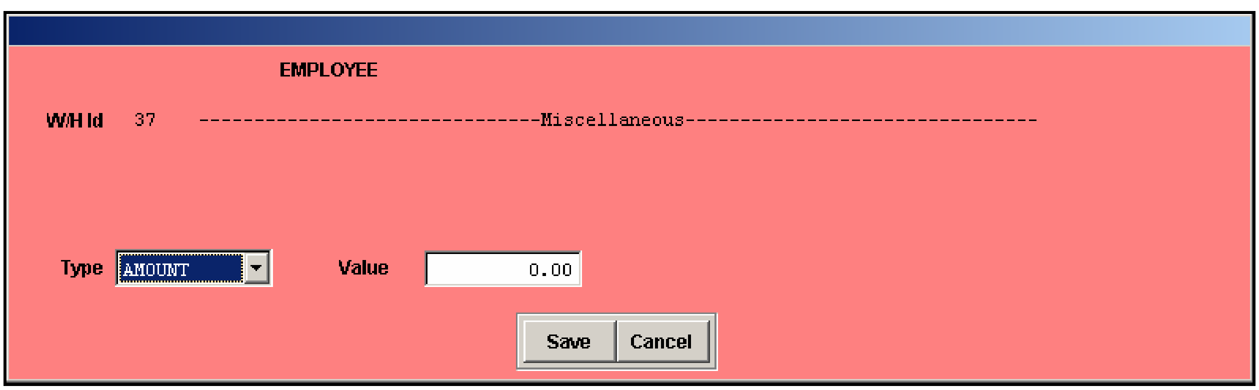
Payroll Maintenance
Employee History
Withholding

Example 11-F

The following is an example of recording a Miscellaneous withholding for an employee:



1. To record Miscellaneous, click on the Edit function button to the left of Miscellaneous. The data entry box on the following page will appear.



Payroll Maintenance
Employee History
Withholding

2. The Type field will automatically default to the type specified when the withholding was recorded in Entity File.

3. The Value field will automatically display 0.00. This amount can be changed to a higher amount/rate. The Value will not exceed the Wage Record Limit Amount specified in the Withholding section under Entity File.

4. Select the **Save** button to save the information in the data entry box.

5. The Case and Order fields may be utilized if the withholding requires a case and order number, such as child support.

6. Active (automatically defaults with a "☑" to select as "Yes")

7. The Skip Deductions will automatically default to "No." When withholdings are established that will not be taken out of each paycheck for an employee, the pay periods that the withholding is to be deducted must be established. To specify what pay periods that the withholding is to be deducted, select "Yes" for Skip Deductions, and click on the Select Dates function button. The system will then display a screen containing all the calendar months for the year.

8. Select **Process** to save the withholding for the employee.

Additional Information

1. The **Pay Freq** indicates the Frequency in which this withholding is applied to this particular employee.

   Pay Freq 7 14-Day

2. Regular OPERS and OP&FPF retirement options are the "standard" retirement options. Under the "regular" option, the full employee share contribution is withheld from the employee's gross pay unless a portion of the employee's share is paid by the employer (fringe benefit). Circumstances may exist where the employee is paying a portion of the regular retirement contribution, and the employer is "picking up" the remaining employee's share.

3. A fringe benefit exists when the employer pays all or a portion of the employee's required OPERS, OP&FPF, Medicare, or Social Security contribution.

Payroll Maintenance
Employee History
Withholding

4. Under the salary reduction plan for OPERS and OP&FPF, the amount entered is the amount of the employee's gross income deferred for Federal, State and school tax deductions.

5. When Medicare (3) or Medicare Fringe Benefit (4) are added, a reminder message will be displayed stating, "You must also have a State Retirement to process wages, and they both need to be active."

6. Medicare and Social Security each have to be set up for an employee paying into Social Security who was hired on or after April 1, 1986. Selecting Social Security - FICA does not include the Medicare portion of the withholding. Medicare has to be established separately for the employee. When Medicare – FICA (5), Medicare Fringe – FICA (6), Social Security – FICA (7) or Social Security Benefit (8) are added, a reminder message will be displayed stating, "When using Medicare – FICA (or Social Security), you must also have Social Security (Medicare – FICA) to process wages, and they both need to be active."

7. Only one OPERS, OP&FPF, Social Security, or Medicare withholding can be chosen from the search box, as the screen for each of these withholdings will also include fringe benefit and salary reduction(if applicable) options.

Edit Function

This function is used to make changes to the payroll withholdings and employer share contributions that have been associated to the various jobs that have already been established for each employee. Please note, the change must be made to the employee's withholding information before entering a time card for the employee. An asterisk will be displayed in the pop-up box beside any withholdings that have been edited. The asterisk will remain in the pop-up box until wages are entered for the employee.

Steps to change an employee's withholding from one type of withholding to another type of withholding (e.g. - change from Regular OPERS to Salary Reduction OPERS):

1. Select the Edit and Withholdings function buttons.
2. Select the Employee and Job Ids of the employee whose withholding that is to be changed.
3. Select OPERS-G Regular from the list of withholdings.
4. Select the Edit function button on the left of the OPERS-G Regular W/H to bring up the data entry box.

Payroll Maintenance
Employee History
Withholding

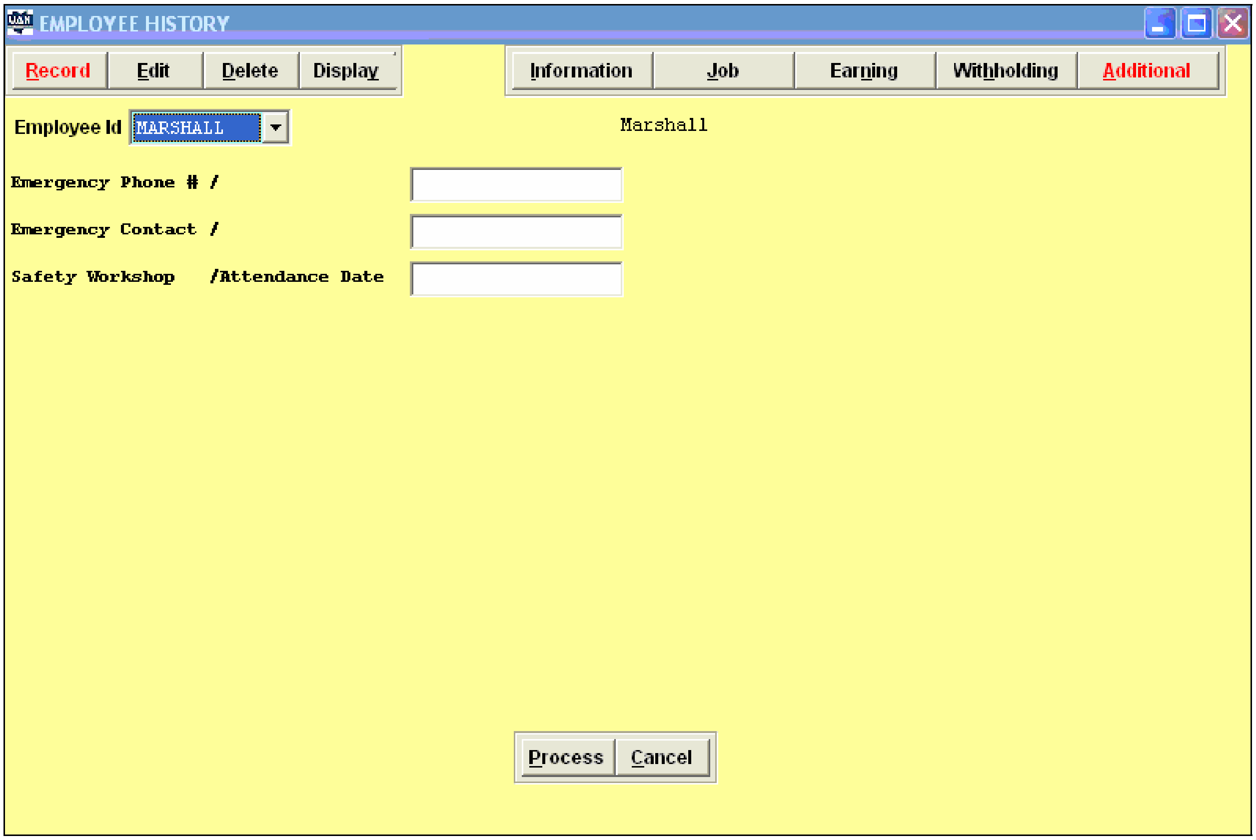
5. Reduce OPERS - Regular percentage in the Value field (to 0.0% if employer covering entire portion of employee's share).
6. Select the Save function button.
7. Select the Edit function button to the left of the OPERS-G Salary Reduction W/H Id to bring up the data entry box.
8. Enter the percentage of the salary reduction in the Value field (the total percentage if employer is covering entire portion of employee's share).
9. Select Process to save the change.

Delete Function

Federal, State, and supplemental withholdings cannot be deleted.

Once a withholding has been deleted, it cannot be undeleted. The withholding will need to be re-entered to be established as a withholding for that employee if desired.

Payroll Maintenance
Employee History
Additional



Overview

The Record Additional function under Employee History can be used to record up to 24 fields of special employee information that may be established for each employee. Examples include the following: spouse/next of kin, emergency phone number, driver's and/or CDL license number, beneficiary for life insurance or special training.

Steps to Access

Select **Payroll.**
Select **Maintenance.**
Select **Employee History.**
Select the **Record** button**.**
Select the **Additional** button**.**

Payroll Maintenance
Employee History
Additional

Data Entry

Required Fields
1. Employee Id

Optional Fields
1. Any of the Additional Fields created in Entity File

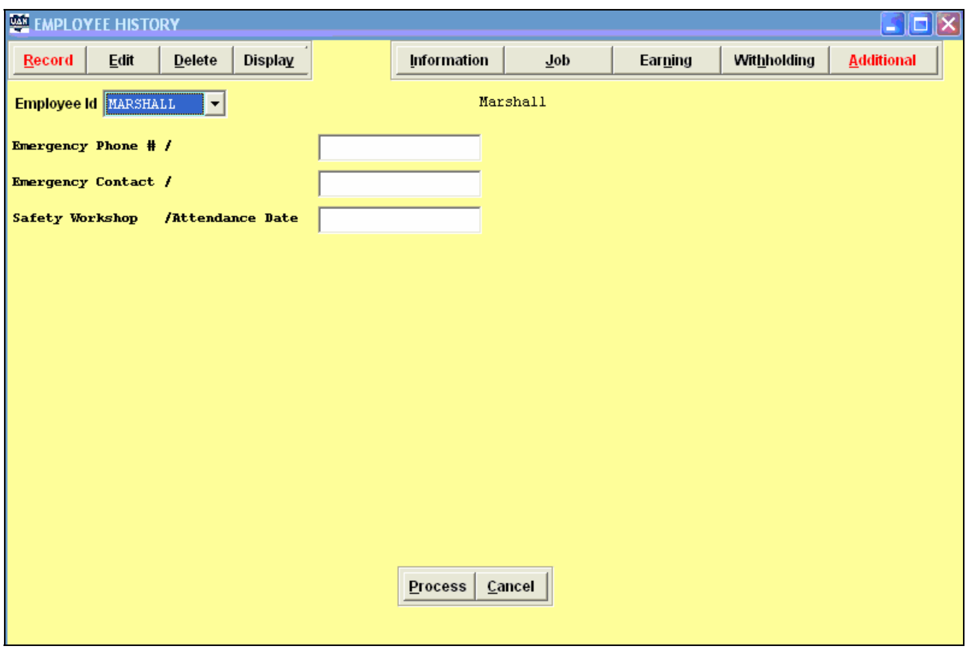
Data Validation

The system will validate the data entered on the screen based on the following data validation rules:

The additional information options must exist in Entity File.

Example 11-G

The following is an example of recording "additional" employee information:



Edit Function

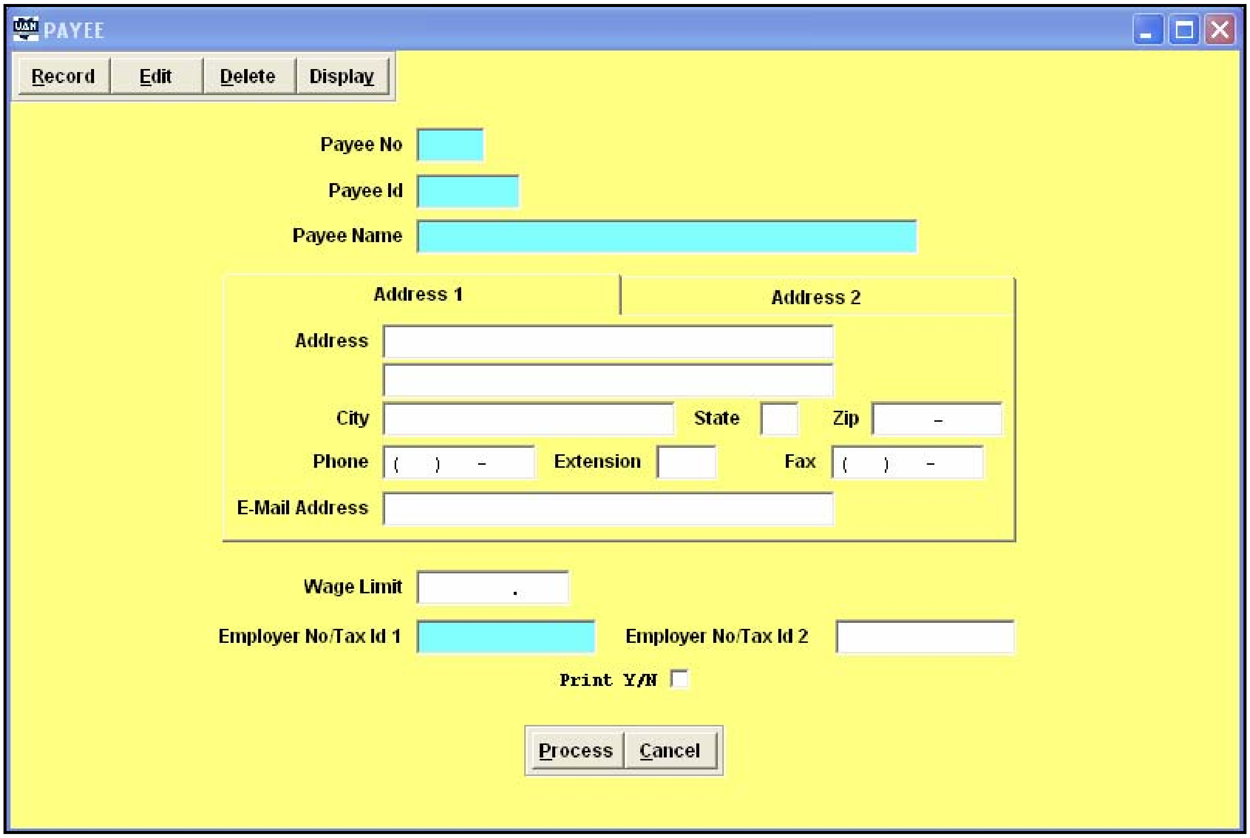
The Information Identification Code cannot be changed.

Chapter 12

Entity File

Payroll Maintenance
Entity File

Payee



Overview

The Record Payee application is used to establish information about a payroll withholding agency. Payees are used to set up payroll withholdings, track payroll withholdings paid and prepare payroll withholding warrants. Once established, Payee information will be accessed by the Payee No. It is important to establish all payees prior to setting up payroll withholdings and posting payroll withholding warrants.

Note: There are five preset Payee numbers in the system (Federal, State, OPERS, OP&FPF and ODJFS). The payee information for each of these Payee numbers must still be added. This can be done by selecting to edit the Payee No.

Payroll Maintenance
Entity File
Payee

Steps to Access

Select **Payroll**.
Select **Maintenance**.
Select **Entity File**.
Select **Payee**.
Select the **Record** button.

Data Entry

Required Fields
1. Payee No
2. Payee Id
3. Payee Name
4. Employer No/Tax Id 1
   Note: This field should contain the number that identifies the entity with the withholding agency.

Optional Fields
1. Address 1 and/or Address 2
   City, State, Zip
   Phone, Extension, Fax
   E-Mail Address
2. Wage Limit (e.g. the ODJFS wage limit)
3. Employer No/Tax Id 2 (e.g. used for OPERS-L)
4. Print Y/N (Place a "☑" to select as "Yes.")
   Note: For the Employer No/Tax Id 1 and 2 to print on the withholding warrant stub.

Data Validation

The Payee number must be numeric.

The system will display the next unused payee number for suggested use.

The suggested payee number may be replaced with any other unused number desired.

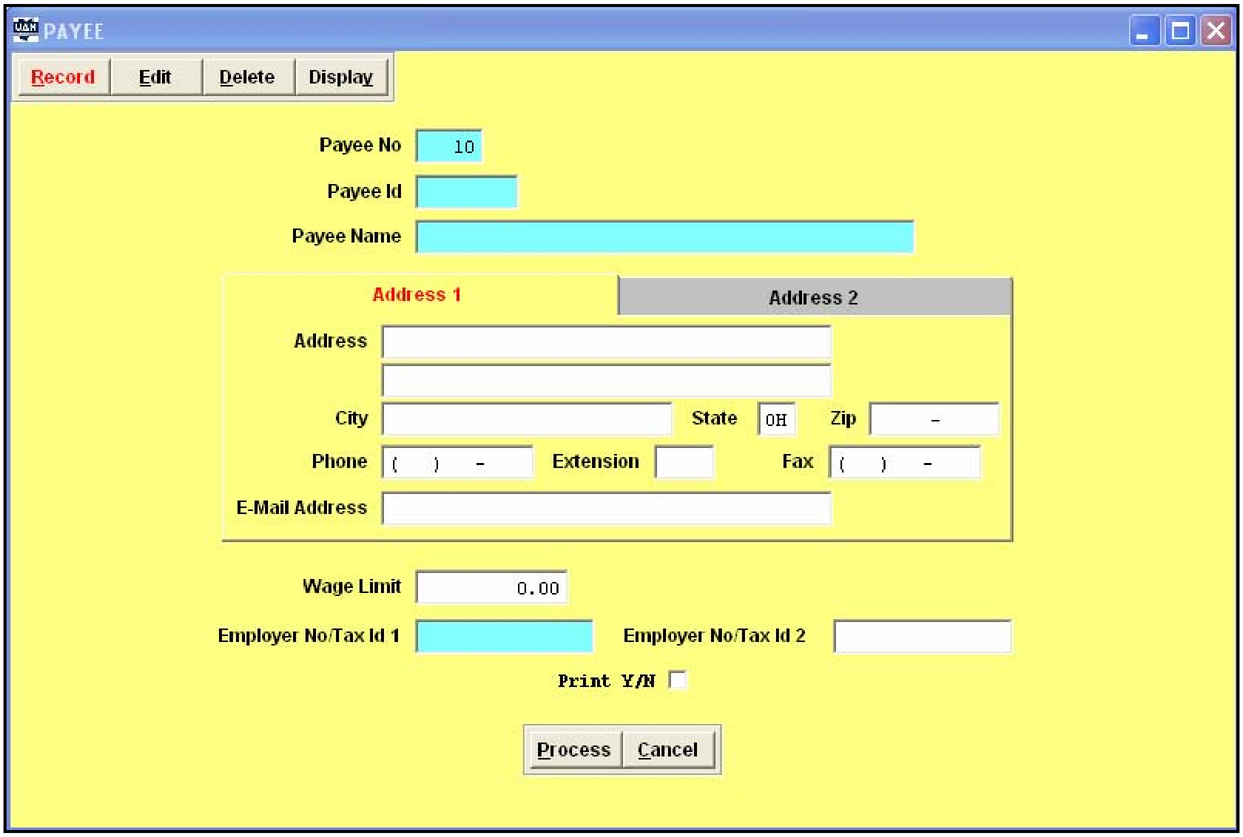
If a payee number already exists, an error message will be displayed.

Payroll Maintenance
Entity File

Payee

Example 12-A

The following is an example of recording a payee:



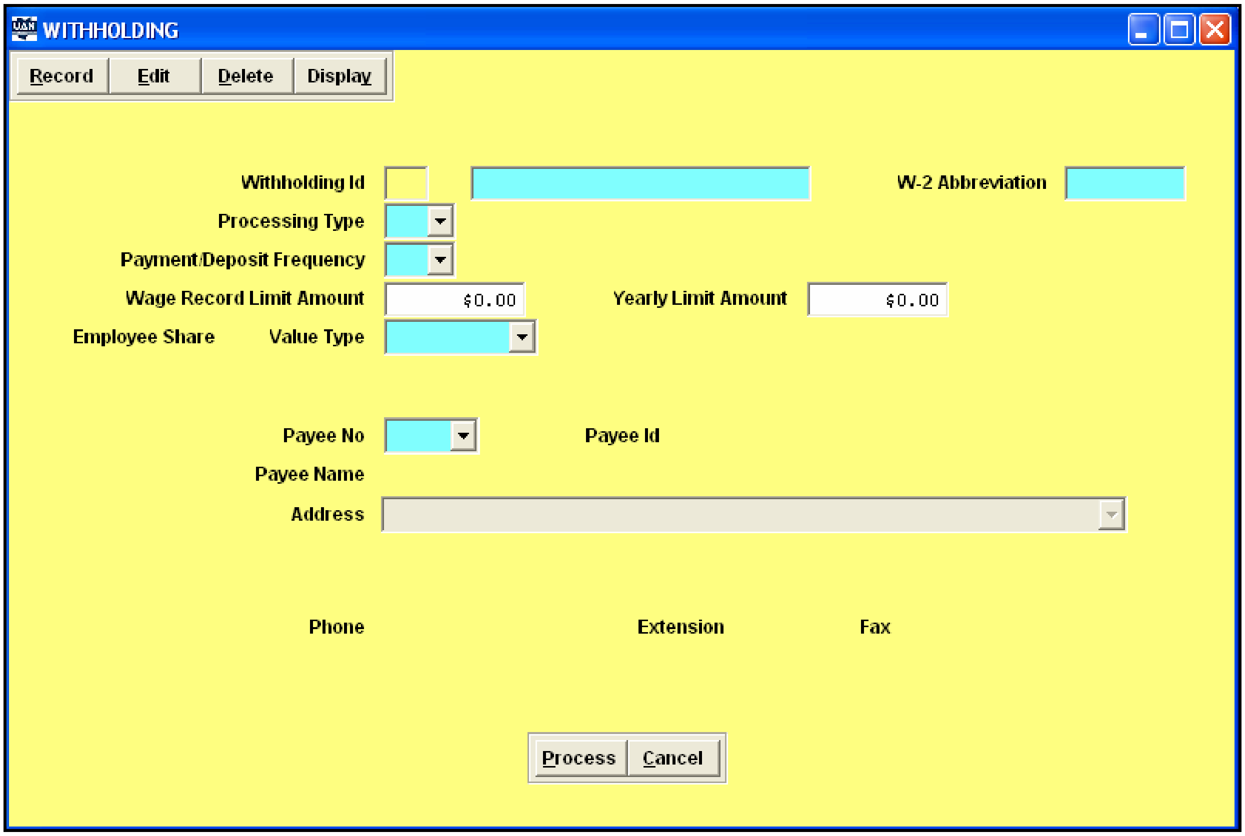
Edit Function

The Payee number cannot be changed.

Delete Function

A Payee cannot be deleted if the withholding warrants have been issued to the payee during the current year.

Payroll Maintenance
Entity File
Withholding



Overview

The Record Withholding application establishes withholdings in the payroll software. The type of withholding, frequency of remittance to the corresponding withholding agency, the withholding amount or rate, and maximum per pay and yearly amounts subject to the withholding can be established. The system uses the data entered for processing the withholdings.

Important: There are 19 preset withholdings, and 20-29 are reserved numbers to be assigned by UAN. The preset withholdings are as follows:

1	Ohio Income Tax
2	Federal Income Tax
3	Medicare
4	Medicare Fringe Benefit
5	Medicare-FICA

Payroll Maintenance
Entity File
Withholding

6	Medicare Fringe-FICA
7	Social Security-FICA
8	Social Security Benefit
9	OPERS-G Regular
10	OPERS-G Fringe Benefit
11	OPERS-G Salary Reduction
12	OPERS-L Regular
13	OPERS-L Fringe Benefit
14	OPERS-L Salary Reduction
15	OP&FPF Regular
16	OP&FPF Fringe Benefit
17	OP&FPF Salary Reduction
18	Supplemental State Withholding
19	Supplemental Federal Withholding
20-29	Reserved for UAN

If the appropriate preset withholdings listed above are not used and created through miscellaneous withholdings instead, the system will not be able to track information on the withholding reports properly. The Record Withholding function should only be used to add withholdings that are not preset in the system and need to be withheld from an employee's check (e.g. a local tax, school tax, or deferred compensation).

Steps to Access

Select **Payroll**.
Select **Maintenance**.
Select **Entity File**.
Select **Withholding**.
Select the **Record** button.

Payroll Maintenance
Entity File
Withholding

Data Entry

Required Fields
1. Withholding Id (automatically assigned and displayed by the system)
2. Withholding Description
3. W-2 Abbreviation (only if the Processing Type selected is Local Tax)
4. Processing Type:
    - AØ Cafeteria Plans
    - BØ Deferred Withholdings
    - FØ Local Tax
    - GØ School Tax
    - KØ Miscellaneous/Union Withholding
5. Payment/Deposit Frequency
6. Value Type
7. Payee No
8. Address No

Optional Fields
1. School District four digit number (only if the Processing Type selected is School Tax)
2. Wage Record Limit Amount
3. Yearly Limit Amount
4. Earned Income Only - Check box for school district withholding(s). The check box should be marked for any school districts that use the alternative earned income method for calculating school district withholdings

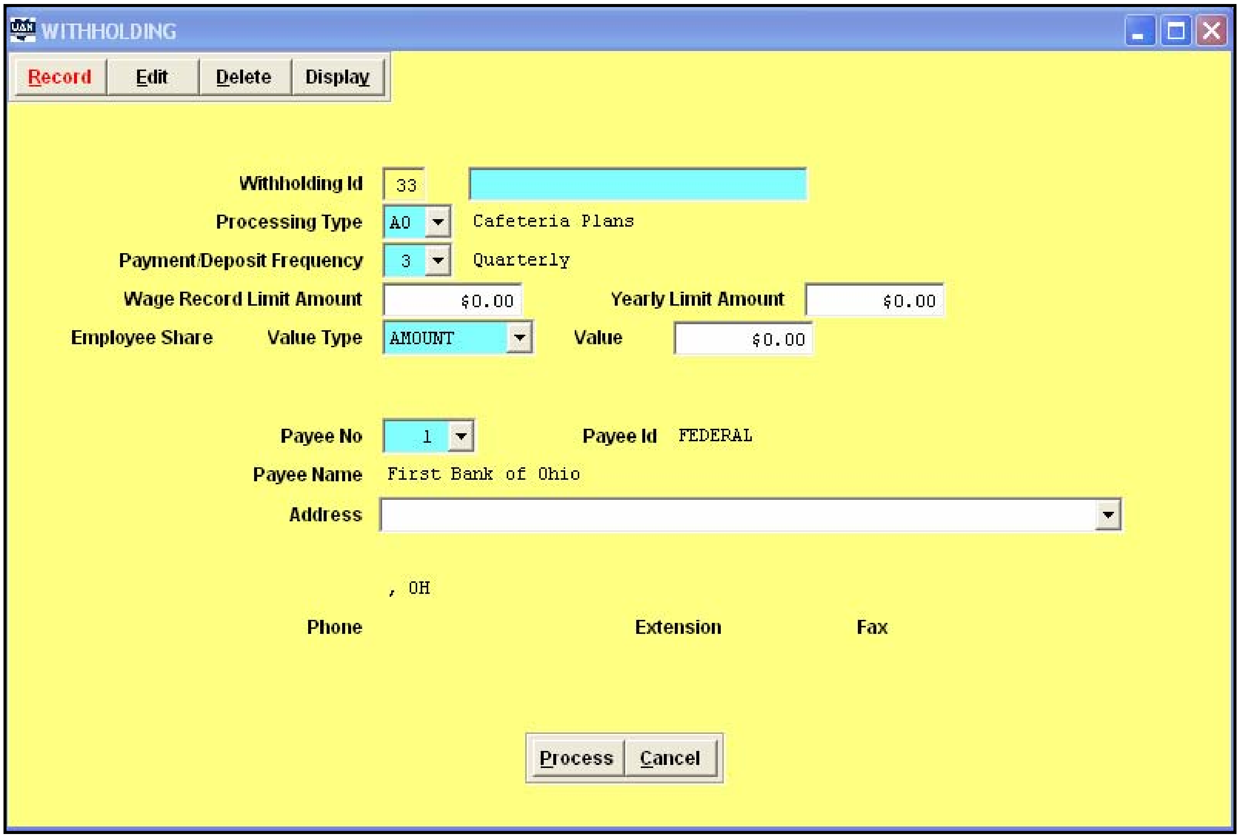
Data Validation

None

Payroll Maintenance
Entity File
Withholding

Example 12-B

The following is an example of recording a withholding:



Edit Function

The Withholding Id cannot be changed.

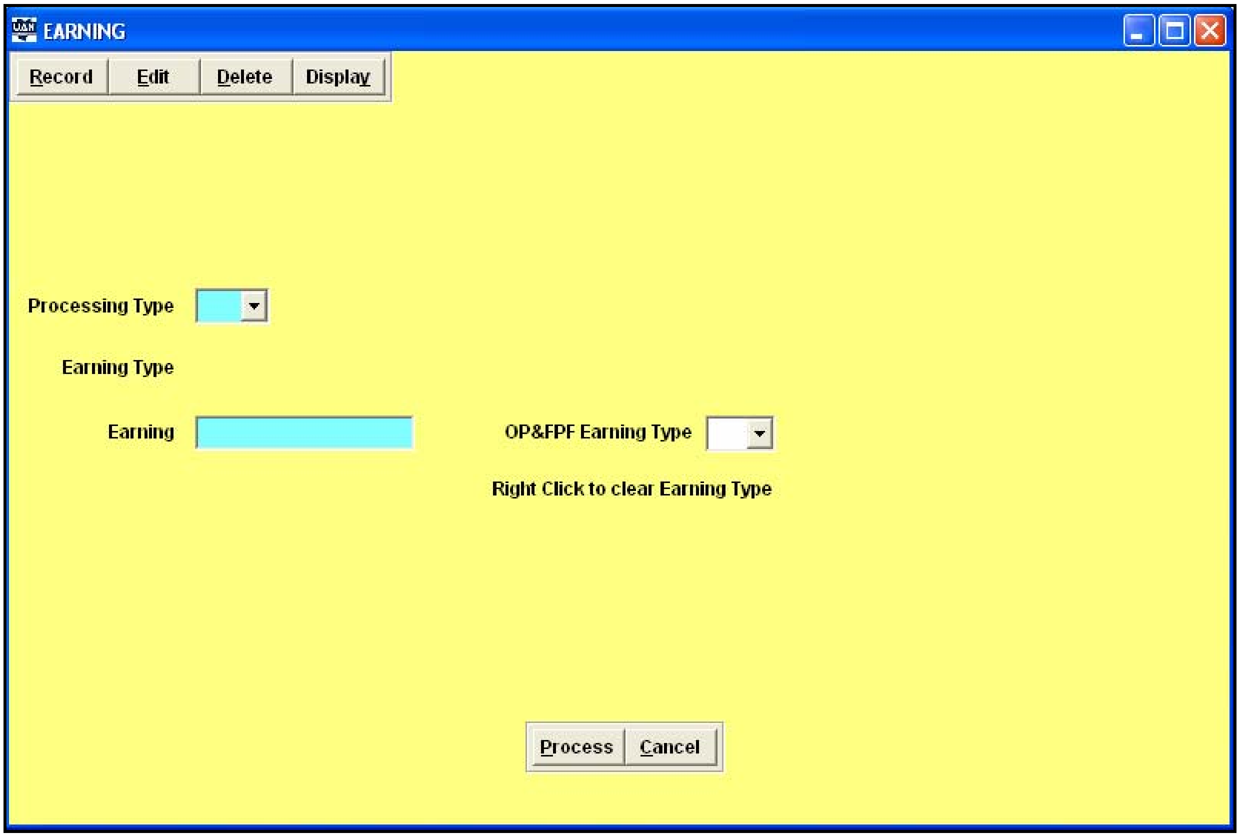
If employer's share for OPERS and/or OP&FPF is billed, set the Billed (Y/N) field to "Y," and pay the employer's share on the Accounting side of the system rather than through the Payroll side. If "N" is selected, the system will calculate the employer's share, and will include it along with the employees' contribution for OPERS and/or OP&FPF in the withholding arrant(s).

Payroll Maintenance
Entity File
Withholding

Delete Function

Withholdings that have been used during the current year cannot be deleted.

Payroll Maintenance
Entity File
Earning



Overview

Earnings are classifications for the different types of wages that employees can receive (e.g. Salary, Hourly Wages,…etc.). The Record Earning application is used to create additional earnings for employees. These earning types are in addition to the earning types preset in the system.

Steps to Access

Select **Payroll**.
Select **Maintenance**.
Select **Entity File**.
Select **Earning**.
Select the **Record** button.

Payroll Maintenance
Entity File
Earning

Data Entry

Required Fields

1. Processing Type
   A. Taxable Earnings (10). Choose one of the earning types listed under Earning Type.
   B. Non-Taxable (20). Only one default earning type is available.
   C. Non-State Retirement Earnings/3rd Party Sick Pay (30). Only one default earning type is available.
   D. Leave/Comp Time Earned (61). Only one default earning type is available.

2. Earning Types

100 – 199	Salary
200 – 299	Hourly
300 – 399	Overtime
400 – 499	Per Item
500 – 599	Leave (UAN will assign)
600 – 699	Other Leave
700 – 799	Taxable
800 – 899	Non-Taxable
900 – 979	Non Retirement
980 – 989	Non Cash Benefit
990 – 999	Reserved for UAN

3. Earning (Name)

Optional Fields

1. OP&FPF Earning Type
   Note: For OP&FPF employees, this determines how the earnings will be classified on the OP&FPF report.

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

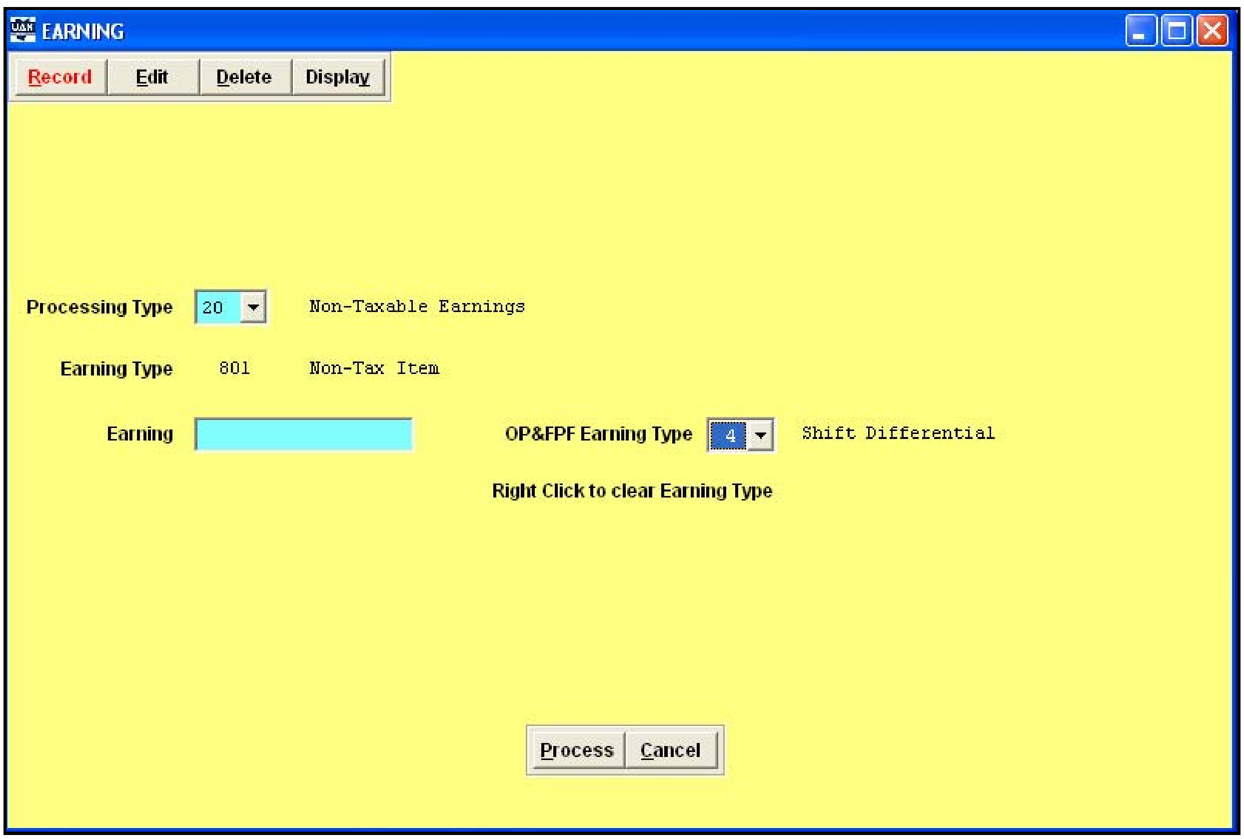
Payroll Maintenance
Entity File
Earning

Data Validation

The Earning Type is automatically selected as the next available number and cannot be advanced or modified ahead

Example 12-C

The following is an example of recording an earning:



Edit Function

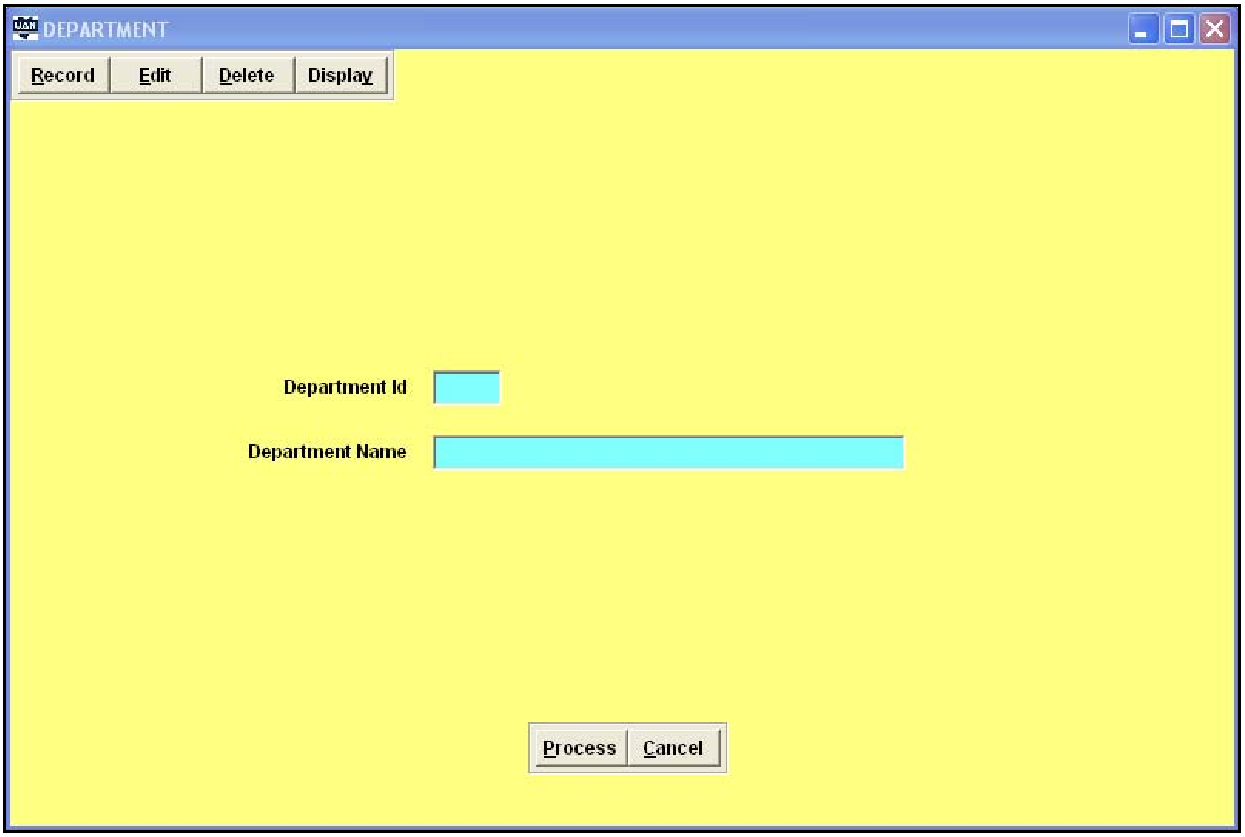
The Processing Type and Earning Type number cannot be modified.

Payroll Maintenance
Entity File
Earning

Delete Function

Earnings that have been used during the current year may not be deleted.

Payroll Maintenance
Entity File
Department



Overview

The Record Department application allows departments to be created to organize the jobs of employees. A Department Id code must be established prior to setting up an employee's job information.

Steps to Access

Select **Payroll**.
Select **Maintenance**.
Select **Entity File**.
Select **Department**.
Select the **Record** button.

Payroll Maintenance
Entity File
Department

Data Entry

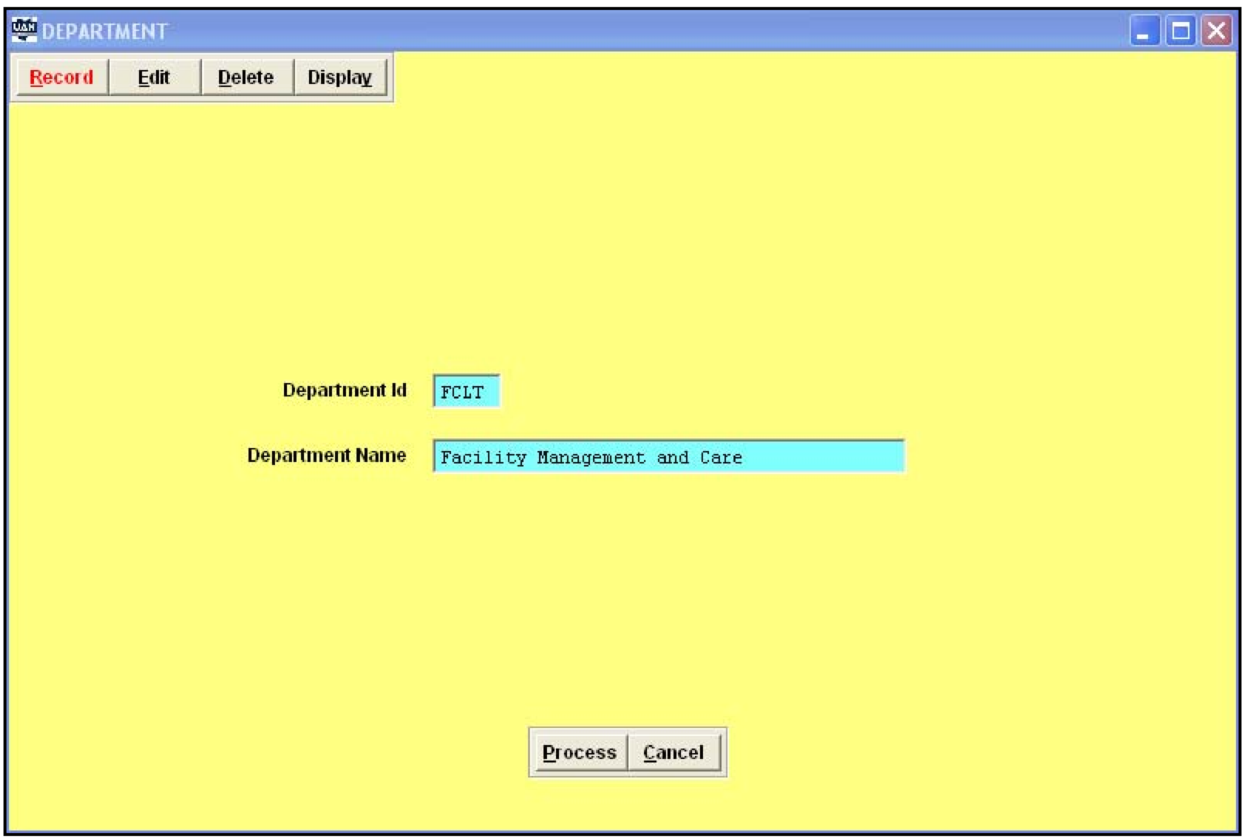
Required Fields
1. Department Id
   Note: The characters can be alpha or numeric, or a combination of both alpha and numeric.
2. Department Name

Data Validation

The Department Id must be 4 characters in length.

Example 12-D

The following is an example of recording a department:



Payroll Maintenance
Entity File

Department

Edit Function

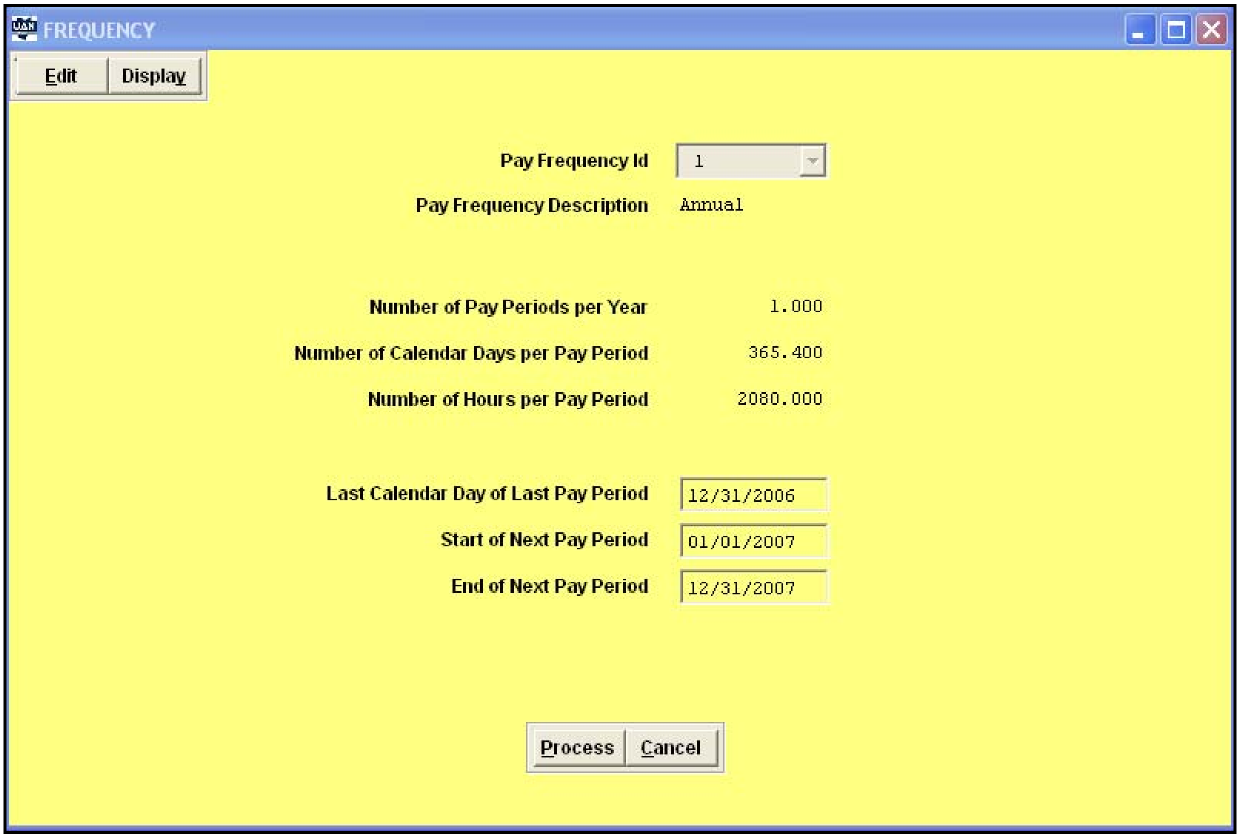
The Department Id cannot be modified.

Delete Function

If a Department Id has been assigned to an employee job, it cannot be deleted.

Payroll Maintenance
Entity File

Frequency



Overview

Frequencies represent lengths of time that are used to specify employee pay periods. When a Frequency is selected for an employee's earnings, the Frequency determines how often the employee will be paid for that particular Earning. In addition, the Frequency is used to specify how often a remittance will be made to a payee when adding a payroll withholding. Frequency records can only be added by UAN. The system has the following Frequencies established:

1	Annual
2	Semi-Annual
3	Quarterly
4	Monthly
5	28-Day
6	Semi-Monthly
7	14-Day
8	7-Day

Payroll Maintenance
Entity File
Frequency

Steps to Access

Select **Payroll**.
Select **Maintenance**.
Select **Entity File**.
Select **Frequency**.
Select the **Edit** button.

Data Entry

Required Fields
1. Pay Frequency Id (Select from drop down list)
2. Last Calendar Day of Last Pay Period
3. Start of Next Pay Period
4. End of Next Pay Period

Optional Fields
1. OP&FPF Police Agreement Number
2. OP&FPF Fire Agreement Number

Note: The Start and End of Next Pay Period will automatically display the appropriate dates according to the Last Calendar Day of Last Pay Period date entered.

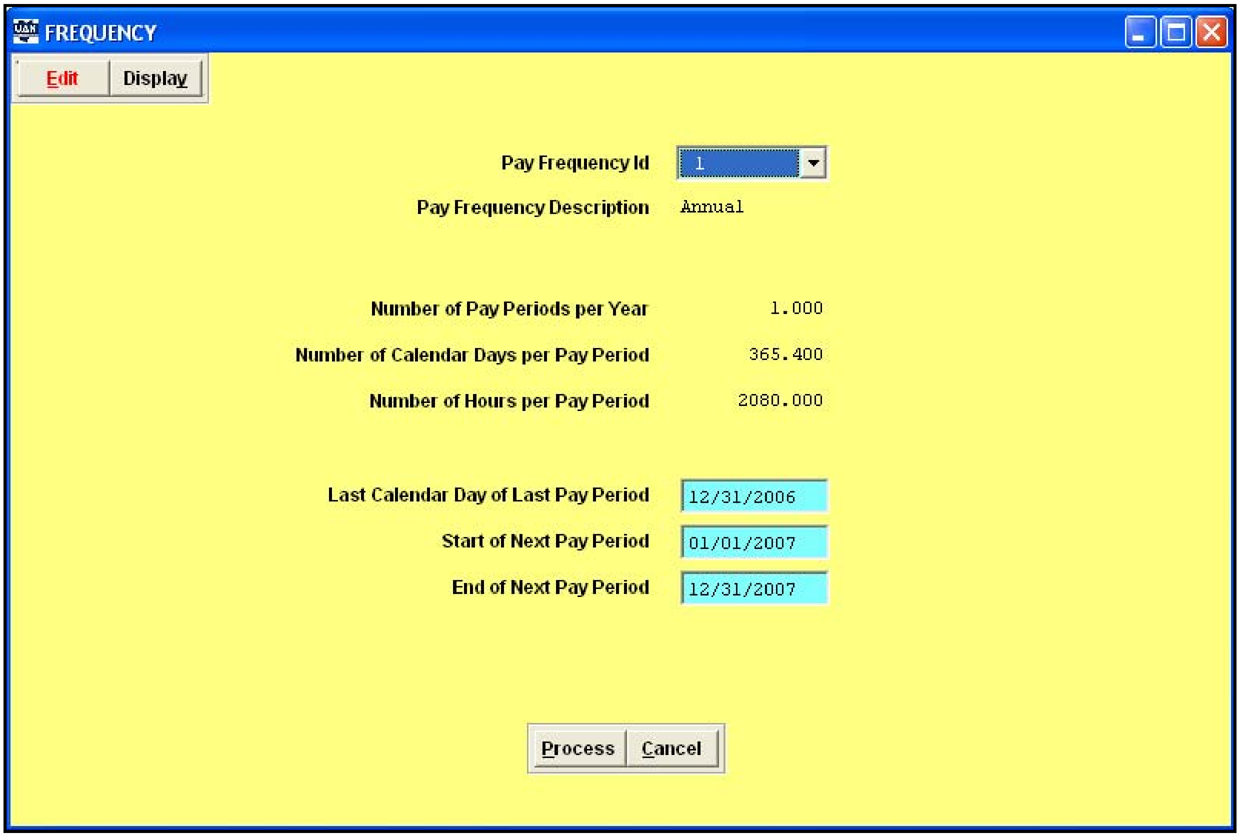
Data Validation

None

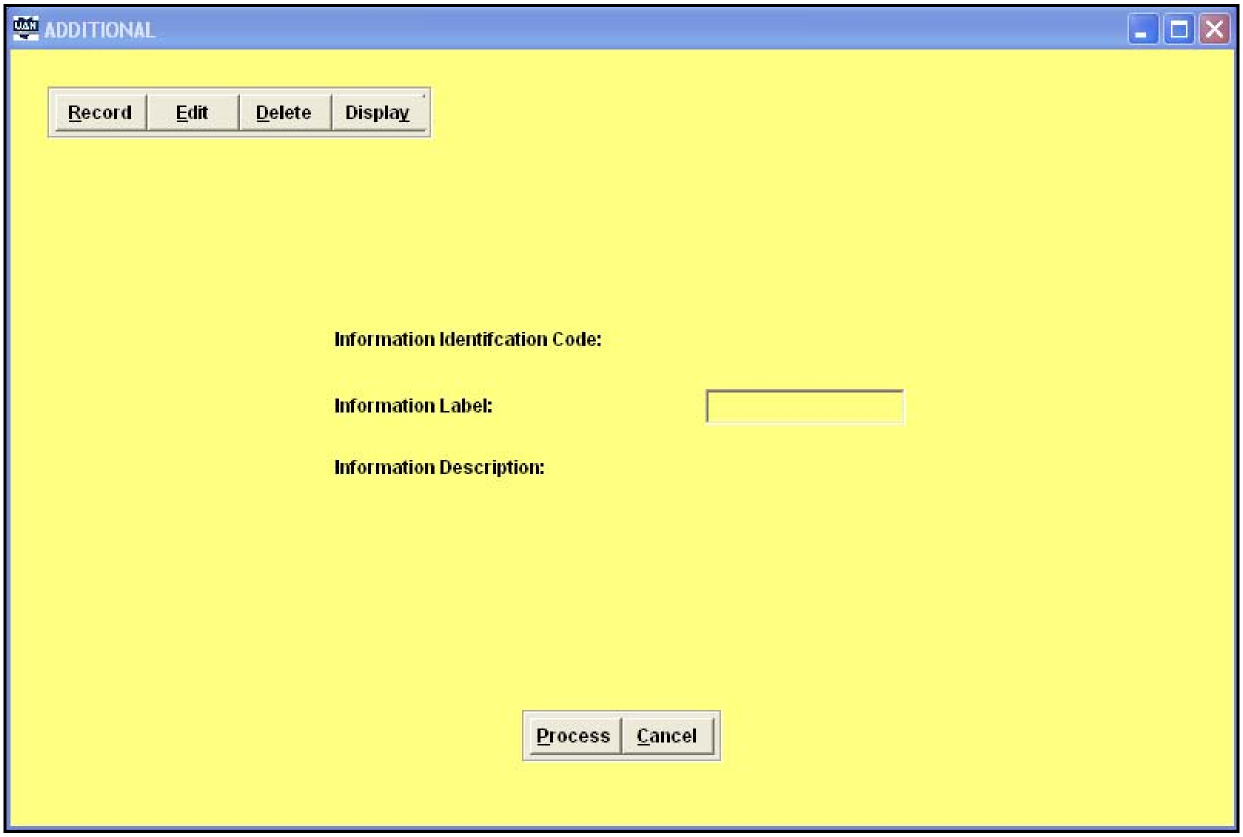
Payroll Maintenance
Entity File
Frequency

Example 12-E

The following is an example of editing a frequency:



Payroll Maintenance
Entity File
Additional



Overview

The Record Additional function provides a place for extra employee information to be established. Information such as emergency contact, an additional address, and certifications are some of the items which can be set up.

An Information Identification Code is automatically assigned by the system, an entry for each Information Label and Information Description is entered with the record function. The label and the description fields each have a maximum of 17 characters per entry. Once the information Id code, Label and Description are created under the Entity File area, this "additional" information can be added to employees under Employee History. These may be edited as necessary. Under Employee History, the information field allows for 18 characters.

Payroll Maintenance
Entity File
Additional

Steps to Access

Select **Payroll**.
Select **Maintenance**.
Select **Entity File**.
Select **Additional**.
Select the **Record** button.

Data Entry

Required Fields
1. Information Label

Optional Fields
1. Information Description

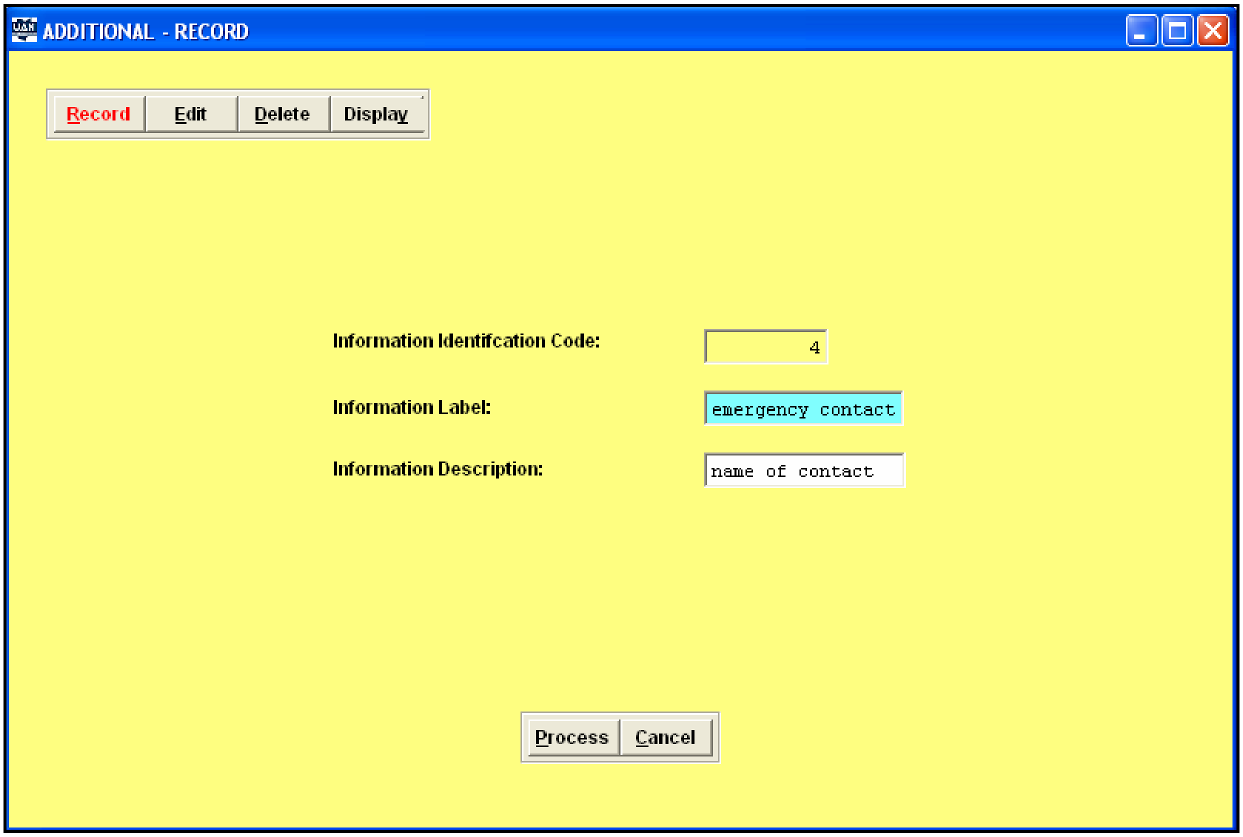
Data Validation

None

Payroll Maintenance
Entity File
Additional

Example 12-F

The following is an example of recording additional information:



Edit Function

The label and description fields can be edited as necessary. However, this will also change the description for employees using that additional information field. The Information Identification Code cannot be changed.

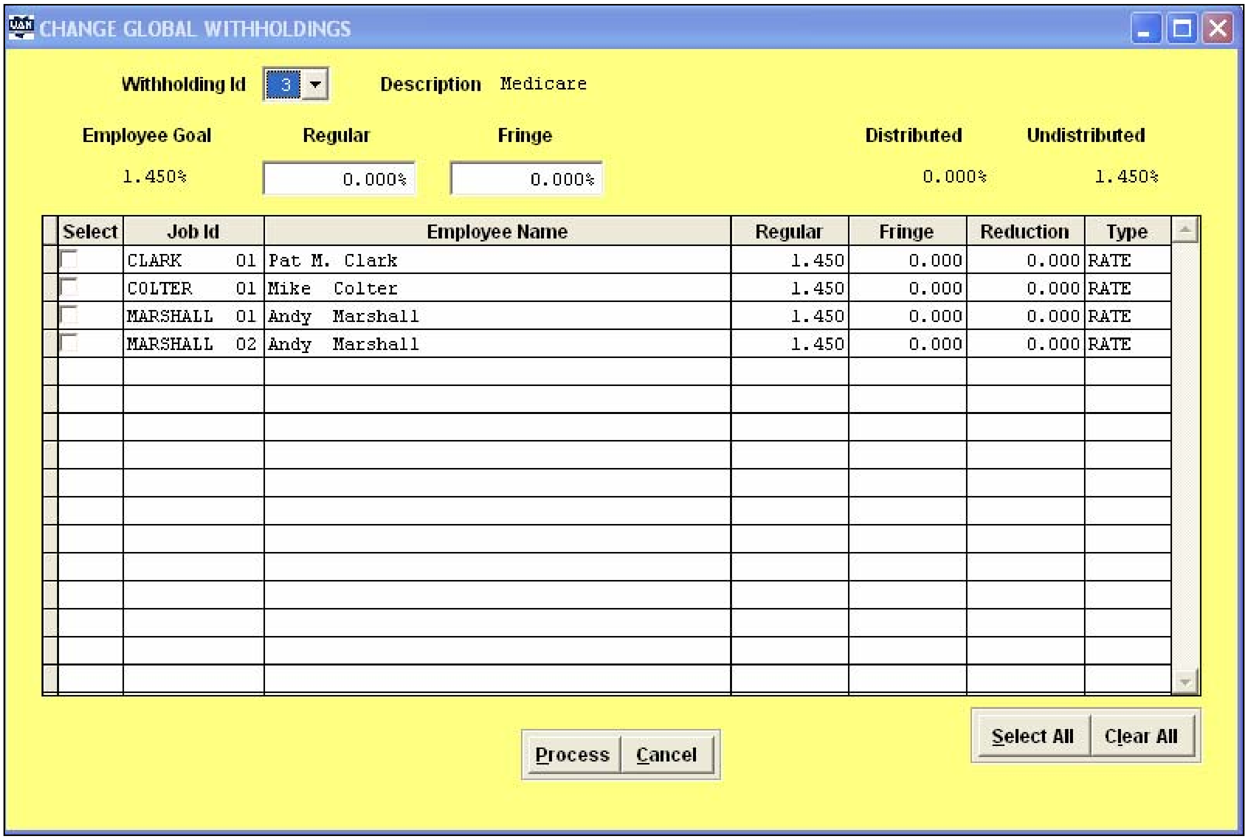
Delete Function

Additional Information Identification Codes cannot be deleted if utilized by an employee.

Chapter 13

Change Global Withholdings

Payroll Maintenance
Change Global Withholdings



Overview

The Change Global Withholdings area enables the employee's share of withholdings to be updated for multiple employees at one time.

Steps to Access

Select **Payroll**.
Select **Maintenance**.
Select **Change Global Withholdings**.

Data Entry

Required Fields

1. Withholding Id must be selected from the drop down menu.
2. Employee Goal must be allocated among the withholding field(s).

Payroll Maintenance
Change Global Withholdings

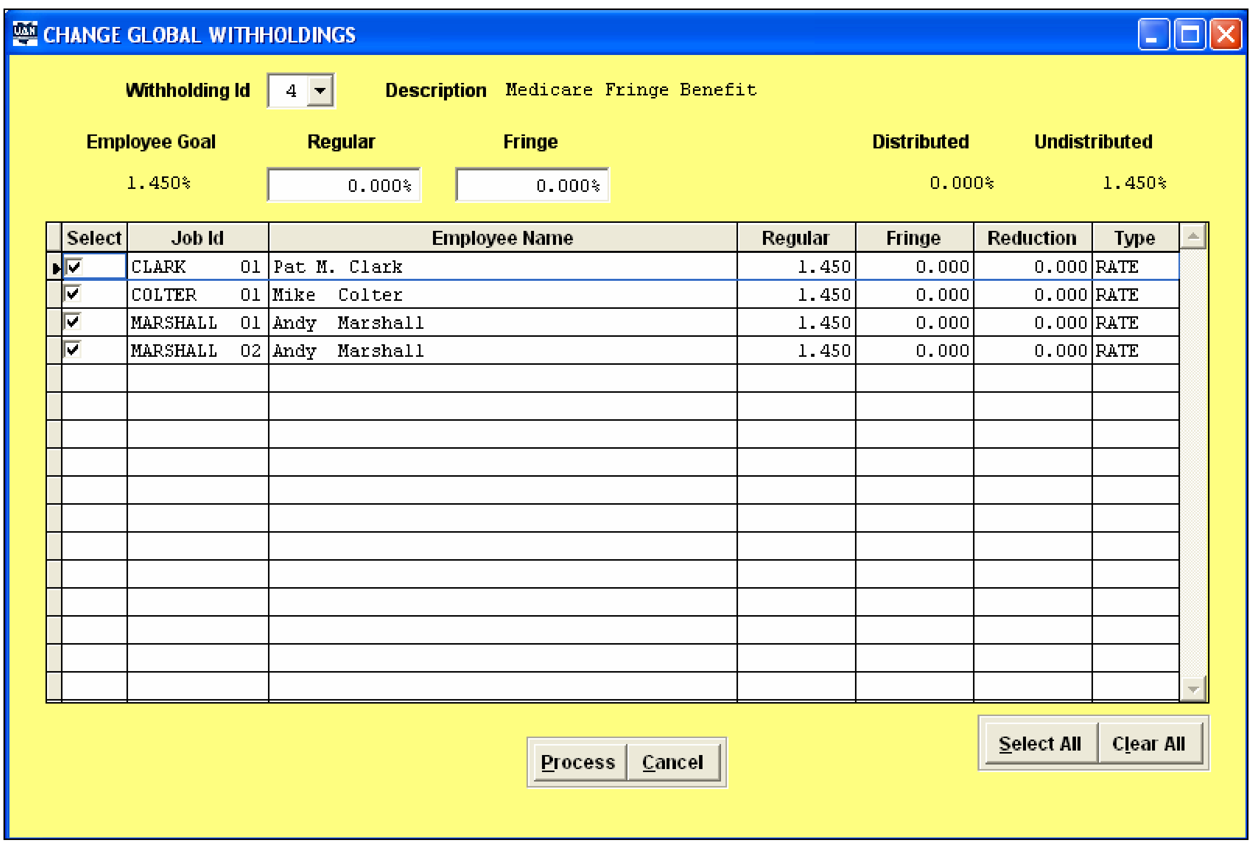
Data Validation

As the Employee Goal is allocated, the Distributed value will increase and the Undistributed value will decrease.

Distributed value must equal Employee Goal value before the Change Global Withholdings can be processed.

Example 13-A

The following is an example of recording a Change Global Withholdings transaction:



Chapter 14

Year End

Payroll Maintenance
Year End

Overview

Year End Processing instructions have not been included in this manual. In December of each year, UAN will issue a separate set of instructions for end of year processing. These instructions are revised annually due to changes in filing requirements from one year to the next.

Steps to Access

Select **Payroll**.
Select **Maintenance**.
Select **Year End**.

Uniform Accounting Network - Payroll Manual

Part 4

Appendices

- Appendix A: Glossary
- Appendix B: Standard Earnings, Withholdings and Payees
- Appendix C: Frequently Asked Questions (FAQ's)

This part of the manual contains all the appendices which consists of a glossary; the standard earnings, withholdings and payees; and some of the most commonly asked questions.

Appendix A

Glossary

Appendix A
Glossary

AA CODE - Appropriation **A**ccount Code (displayed by the system in Employee History, Withholding, employee's share on the left side/employer's share on the right side)

AA NAME - Appropriation **A**ccount Name (automatically displayed by the system for Employee History, Withholding)

ADDITIONAL (EMPLOYEE ADDITIONAL) - This option can be used to establish up to 24 fields of special employee information for each employee. This 'Additional' information page must be set up under Payroll Maintenance, Entity File before it is available for use under Payroll Maintenance, Employee History.

ADJUSTMENTS - Correcting entries recorded as they apply to prior or current year entries. The adjustments will have qualifying criteria in the particular area to be corrected.

APPROPRIATION - An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. Note: An appropriation is usually limited in amount and as to the time when it may be expended.

APPROPRIATION ACCOUNT - A budgetary account set up to record specific authorizations to spend. The account is credited with original and any supplemental appropriations and is charged with expenditures and encumbrances.

ASTERISK - An asterisk (*) will be displayed in the box beside any earning types that have been edited. The asterisk will remain in the search box until new wages are recorded for the employee.

BATCH (NUMBERS) - Batch numbers are created for Wage and Withholding transactions before they are posted. These numbers become the number for that transaction after posting (printing). The batch number assigned may or may not become the permanently assigned number when the transaction is posted (printed). It will depend on the order that the items are printed.

BATCH WAGES (See WAGES)

CAFETERIA PLAN - Under a cafeteria plan, the withholding amounts are not subject to Federal, State, Medicare and Social Security and school taxes. This is a special type of plan which has to be adopted by the entity. For more information on cafeteria plans, please consult the *IRS Circular E* publication.

COMBINE WARRANTS - If an employee has more than one job, all jobs for the employee will be combined on one payroll warrant or EFT, if the Combine Warrants option is selected on the Employee Information page. If not selected, separate payroll warrants or EFT's will be generated for each of the employee's jobs.

CONVERSION WAGES (See WAGES)

DATES: START DATE; END DATE - These dates are determined by the Frequency and can be edited as necessary. The start date is the first day of the pay period and the end date is the last day. The start and end of the next pay period will automatically display the appropriate dates according to the Last Calendar Day of Last Pay date entered.

DEFAULT - The value or entry that the system will assume based on previously entered data. If the assumed data the system enters is not correct, type the correct information over default data. In some areas, the data will change only under special circumstances.

DEFERRED INCOME - The withholding of this type of income is not subject to Federal, State or school taxes.

DEPARTMENT - This is used to organize the jobs of employees. A Department Id must be established in the Department area under Entity File in Payroll Maintenance prior to setting up an employee's job information.

EARMARKED - Wages and withholdings can be dated up to 30 days ahead of the current processing date. Earmarked items are wages and withholdings posted (printed) but not yet posted to the cash reports. These wages will not post to cash until the processing date equals the date of the wages and withholdings paid. Earmarked appropriations are encumbered, but the appropriation amount spent will not be updated until the earmarked item(s) are posted to cash.

EARNING (See EMPLOYEE EARNING)

EFT - Electronic **F**unds **T**ransfer. Direct deposit will automatically instruct financial institutions to credit employees' accounts for the amount of wages to be paid. Your entity will transmit payroll information via modem or diskette into the Automated Clearing House (ACH) network which will transmit the payroll information to the employees' financial institutions.

EIC - **E**arned **I**ncome **C**redit. The system will generate advance EIC payments. If an employee is eligible to receive EIC payments, please consult the *IRS Circular E* for instructions. The EIC request date is the date EIC payments are to commence.

EIN - Employer **I**dentification **N**umber.

Appendix A
Glossary

EMPLOYEE EARNING - The type of wages established in the Employee History that employees can receive. Hourly wages, salary, overtime, per item wages or additional types (ones that have been established in the Entity File under Payroll Maintenance) can be selected for an employee's earning types. This function must be performed for each employee job before the employee's withholding information can be established.

MAIN EARNING TYPE - The first earning type recorded for a job for an employee in Employee History, with the exception of overtime wages, comp time, compensated leaves, and non-cash benefits, will be designated as the Main Earning Type.

Note: The appropriation account code assigned to the Main Earning Type will automatically be used for all leave earning types specified for the job and all associated payroll withholdings. When a new Main Earning Type is selected, the withholdings associated with the job are automatically updated to the appropriation account code of the new Main Earning Type.

EMPLOYEE HISTORY - This application contains all of the maintenance functions for setting up an employee. These maintenance functions include the employee's information, jobs, earnings, withholdings and additional employee information. The information can be added, edited, deleted or displayed in this application.

EMPLOYEE Id - A combination of letters and numbers may be used, up to a maximum of 10 characters, for each employee.

EMPLOYEE INFORMATION - This function in Employee History establishes basic information for employees which is required to process payroll. Before recording employee data, be sure to have the following information: Employee Id, Social Security number, address information, Federal and State withholding status, and OPERS member date (if employee contributes to OPERS).

EMPLOYEE JOB - This function in Employee History establishes job information for employees which is required to process payroll. This function must be performed for each employee before the employee's Earning information can be established. The Job Id includes information on the Employee Position, Position Type, Class, OP&FPF Frequency for OP&FPF employees, Unemployment classification, Department Id, Date Hired and whether the job is active or not. (Wage records can only be created for jobs if the active flag is checked.) Miscellaneous dates are available for optional information.

EMPLOYEE WITHHOLDING - This function in Employee History associates payroll withholdings and employer share payments to the various earnings that have been established for each employee. Federal and State withholdings are automatically added to an employee job when the first withholding is recorded for that specific job. If a withholding, other than or in addition to the preset withholdings, needs to be associated with an employee job (i.e. a miscellaneous withholding, local tax, school district income tax,…etc.), the withholding must first be established in the Withholding area under Entity File.

ENTITY FILE - The Entity File contains all of the maintenance areas for setting up entity information. These options include all payees, withholdings, earnings, departments, frequencies and additional information.

FICA - Federal **I**nsurance **C**ontributions **A**ct. This includes combined Medicare and Social Security contributions.

FIELD - A field is a category of information, such as receipt type, batch number and reason or account code. A down arrow appears with some fields that allow the user to select information (search) that will show all possible options. In other instances, a field has a defaulted item or may be blank.

REQUIRED FIELD - Certain fields within each application must have data entered in order for the function to process. Required fields are denoted by the field with a blue, instead of white, background. A message will be displayed if required fields have not been completed.

FREQUENCY - Frequencies represent lengths of time that are used to specify employee pay periods. When a Frequency is selected for an employee's earnings, the Frequency determines how often the employee will be paid for that particular Earning. In addition, the Frequency is used to specify how often a remittance will be made to a payee when adding a payroll withholding.

FRINGE BENEFIT - An employee benefit with the employee's share (or a portion thereof) of the withholding being paid by the employer. This type of withholding/contribution would include Medicare, Social Security, OPERS and/or OP&FPF.

JOB (See EMPLOYEE JOB)

LEAVE - Compensated leave is an employee benefit for which payment is made to an employee when they are absent from their job. The following types of compensated leave are preset in the system: comp time, holiday leave, personal leave, sick leave and vacation leave. Other leave types can be set up by the user in Payroll Maintenance. If checked "Yes" in the Information page of Employee History, the employee's leave time accruals, usage and balances will be printed on the stub of the employee's payroll check. If not checked, the employee's leave information will not be displayed on the employee's payroll check stub.

MAIN EARNING TYPE (See EMPLOYEE EARNING)

Appendix A
Glossary

MANUAL WAGES (See WAGES)

NON-RETIREMENT EARNINGS/3rd PARTY SICK PAY - The Non-Retirement Wages/3rd Party Sick Pay is used to record wages that are not subject to retirement system withholding, but are subject to Federal, State, local and school income taxes, Medicare and Social Security withholding.

NON-TAXABLE EARNINGS - This group includes all employee compensation that is not subject to Federal, State or school taxes. Non-taxable wages are subject to the retirement system withholding, Social Security and Medicare withholding for employees hired after March 31, 1986. The Non-Tax Item earning is used to record IRS determined non-taxable wages such as a non-taxable clothing allowance. For more information regarding non-taxable wages and allowances, please consult the *IRS Circular E* publication.

ODJFS - Ohio **D**epartment of **J**ob & **F**amily **S**ervices

OPERS - Ohio **P**ublic **E**mployees **R**etirement **S**ystem

OPERS MEMBER DATE - This is the date the Employee became an OPERS Member. The OPERS member date has to be entered for all OPERS employees on the Information page of Employee History before any wages can be entered.

OP&FPF - Ohio **P**olice and **F**ire Pension Fund

OP&FPF FREQUENCY - The OP&FPF Frequency has to be entered for OP&FPF employees so the correct information can be reported on the OP&FPF report. This is selected from the search box – e.g. Quarterly, Monthly,…etc.

PAY FREQUENCY (PAY FREQ) (See FREQUENCY)

PAYEE - The withholding agencies that payments are made to such as OPERS. The Payee application in Payroll Maintenance, Entity File, establishes information about a payroll withholding agency. Payees are used to set up payroll withholdings, track payroll withholdings paid and prepare payroll withholding warrants.

PAYROLL UTILITIES - This area of transactions includes adjustments, reallocation, reissue, reprint and void of payments; over payments; Electronic Funds Transfer; OPERS data transfer; and W-2 data transfer.

Appendix A
Glossary

POST - The function that records the transaction to all of the appropriate reports and prints the document for the transaction type. An exception to this exists in the posting wages. These transaction types are earmarked when they are posted and printed. This means that they do not post to any of the cash reports until the system processing date is advanced to the date of the wages.

PRENOTE - A pre-notification file that all employers are required to send to the EFT automated Clearing House (ACH) banking institution for pre-approval of new employee information. All EFT information has to be verified and pre-approved before an EFT can take place.

PRINTING - When printer is selected, the user will have options for number of copies, Draft or Graphic, and Form (if available). A message is displayed for the size of paper or if checks are to be loaded into the printer.

PRINTING: FILE - When File is selected, the user will have the options for File Name, Text, Spreadsheet Format or PDF.

PRINTING: SCREEN - When Screen is selected, the user will have the option for Screen or Lock Panels.

PROCESS - Once the data has been entered or edited within a screen, the process button will accept the data. In the Maintenance menus, the data is saved and immediately available for use. In the Transactions menus, the data is saved in a batch environment. The batch items are not available for use until they are printed by selecting the Post function button.

RECORD - The function to enter data into the system; for example, all the necessary information to generate a warrant. This information is then held in the batch mode until it is selected to be posted. The Record function is further explained at the beginning of each chapter of the UAN Payroll Manual.

REGULAR WITHHOLDING (See WITHHOLDING)

REPORTS - Reports compile information from the payroll system automatically by user selections. These can be printed to the screen, printer or files.

REQUIRED FIELD (See FIELD)

RETROACTIVE WAGES (See WAGES)

ROUTING NUMBER - Issued by the banking institution and required by ACH (Automated Clearing House) for EFT transfer routine.

Appendix A
Glossary

SALARY ACCOUNTS - These are the appropriation account codes for the employee's pay. If checked "Yes," the employee's salary accounts (appropriation account codes) will be printed on the stub of the employee's payroll check. If not checked, the employee's salary accounts will not be displayed on the employee's payroll check stub.

SALARY REDUCTION - The option chosen if the employee is contributing to OPERS or OP&FPF is paying all or part of their share of the OPERS or OP&FPF payment, and the employer participates in the OPERS Salary Reduction Plan. This deduction withholds the current rate entered from the gross pay for an employee job. The taxes then are calculated on the gross wages reduced by the contribution amount.

SEARCH BOX - The search box allows the user to select the information for a field through a box that will show all the possible options. To activate the search box, the user may start typing and the box will advance to the first item in the box that meets that criteria. Search boxes may contain a Sort By option to allow the user different ways to view the information contained in the box.

SELECTED GROUP REPORTS - Several reports selected by the user can be printed as a group. Those groups include General Payroll Reports, Information and Status Reports, Tax Reports, Monthly Reports, Quarterly Reports and Yearly Reports.

STATE RETIREMENT WITHHOLDING (See WITHHOLDING)

SUPPLEMENTAL STATE/FEDERAL WITHHOLDING - If an employee has specified that they wish to have an additional amount withheld from their gross pay for Federal or State withholding above and beyond the Federal or State taxes automatically withheld, for the employee, then this deduction option should be selected. The supplemental withholding can be entered as an amount to be withheld each pay period.

SUPPLEMENTAL WAGES (See WAGES)

TAXABLE EARNINGS - These earnings include all employee compensation that is subject to Federal and State taxes, local taxes and school taxes as well as the appropriate retirement system withholding or Social Security, and Medicare if the employee was hired after March 31, 1986.

TRANSACTION - A single action recorded in the system.

UNEMPLOYMENT - The unemployment field is used to indicate if an employee could be eligible to receive unemployment benefits if their employment is terminated. Typically, all employees, with the exception of elected and appointed officials, are eligible to receive unemployment benefits. It is important to indicate if an employee is eligible for unemployment benefits sot that ODJFS reports reflect accurate information.

W-2 - Form submitted to the Internal Revenue Service reporting the total wages for an employee.

WAGES - The amounts to be recorded per employee job for each wage type set up for the employee. Types include Regular, Manual and Conversion.

BATCH WAGES - Once wages have been entered, the option of printing or reviewing several batch reports to check the accuracy of the wage information presented. Information can be edited or deleted while in the batch wages.

CONVERSION WAGES - Wages recorded using these wage types are used to update payroll information into the system for payroll reporting purposes. The system will not encumber or post payroll transactions to the corresponding appropriation account codes or generate outstanding withholdings. This method should be used to enter payroll information into the payroll system that was initially recorded and posted on the accounting side of the system.

MANUAL WAGES - These wages are used to enter detailed payroll information for payroll checks that were prepared manually. This method will reflect all payroll transactions on reports, and will encumber the appropriate appropriation account codes.

RETROACTIVE WAGES - Wages that were not paid in any prior month and will be paid after the fact. These wages will appear on a supplemental report for OPERS members and a retroactive report for OP&FPF members for the months that were not reported.

SUPPLEMENTAL WAGES - Wages that were paid for a prior period but were not reported on the OPERS or OP&FPF report that was submitted (i.e. the wages were paid manually, never submitted on a report to OPERS or OP&FPF and just now being recorded in the system). A supplemental report will be generated for these additional wages.

WAGE TYPE - Earning types to be set up by the user for various reporting purposes per employee such as salary, hourly, overtime, per item and compensated leave, such as comp time, holiday, personal, sick and vacation. Also available are non-taxable wages, non-retirement wages and non-cash benefit.

WITHHOLDINGS (W/H) (See EMPLOYEE WTHHOLDING) - The amounts withheld from the employees and employers contributions sent to the various appropriate payees (agencies) as necessary. The two types are as follows:

Appendix A
Glossary

REGULAR – These are the standard withholdings which include Federal and Ohio Income Tax, Medicare, Social Security and any other miscellaneous withholdings that are set up by an entity.

STATE RETIREMENT – These withholdings include Public Employees Retirement System (OPERS) for regular and law enforcement, and Ohio Police and Fire Pension fund (OP&FPF) for fulltime firefighters and/or police.

Appendix B

Standard Earnings, Withholdings and Payees

Appendix B
Standard Earnings, Withholdings and Payees

Standard Earnings

An earning is simply a method of recording an employee's wages or compensated leave taken and/or earned. Earnings include hourly wages, salary, overtime wages, vacation leave, sick leave, comp time, and holiday pay, as well as other types of payment methods. The system has several preset earnings divided into four processing types:

10	Taxable Earnings
20	Non-Taxable Earnings
30	Non-Retirement Wages/3rd Party Sick Pay
61	Leave/Comp Time Earned

A processing type contains earnings that are associated with that processing type. An explanation of the processing groups follows:

Taxable Wages
The Taxable Wages processing type includes all employee compensation that is subject to federal and state taxes, local taxes, and school district taxes as well as the appropriate retirement system withholding or social security, and Medicare if the employee was hired after March 31, 1986. The following Taxable Wages earnings are built into the system:

100 Salary
A Salary is a fixed payment at regular intervals. The system has one preset salary earning type. Ninety-nine additional salary earnings can be added to the system (101-199).

200 Hourly Wages
The Hourly Wages earning type is used to record the regular hourly rate of pay for an employee, and the average number of hours worked by the employee, per pay period. The system has one preset hourly wages earning type. Ninety-nine additional hourly wages earnings can be added to the system (201-299).

300 Overtime Wages
The Overtime Wages earning type is used to record compensation for the amount of hours worked beyond the established regular hours limit. The default overtime hours per pay period (usually zero, as most employees do not automatically work overtime each pay period), the employee's pay rate, and the rate by which the employee's rate of pay will be calculated to determine the overtime rate (i.e. 1.5, 2.0... etc.). The system has one preset overtime earning type. Ninety-nine additional overtime earnings

can be added to the system (301-399).

400 Per Item Wages

The Per Item Wages earning type is used to record compensation that is paid per occurrence such as a volunteer firefighter being paid per run. Set the default number of items to be paid per pay period, and the amount to be paid for each occurrence can be specified. Because the amount of occurrences is probably not known in advance, such as the number of runs a volunteer fire-fighter will be called on, the Pay Period Hours/Items can be set to zero, and entered during wage editing. The system has one preset per item wages earning type. Ninety-nine additional per item earnings can be added to the system (401-499).

700 Tax Item

The Tax Item earning is used to record IRS determined taxable allowances such as a taxable clothing allowance. The system has one preset tax item earning type. Ninety-nine additional tax item earnings can be added to the system (701-799). For more information regarding taxable wages and allowances, consult the *IRS Circular E* publication.

Compensated Leave

Compensated Leave is an employee benefit for which payment is made to an employee when employees are absent from a job. The following types of compensated leave are preset in the system, and no additional compensated leave earnings are available to be established in this series.

500 Comp Time

The Comp Time earning type is used to record payment for overtime worked and compensated by granting the employee time off in lieu of paid overtime.

The pay rate for comp time and a maximum comp time leave balance can be indicated. Comp time earned is recorded when the employee’s wages are edited by choosing Earned Comp Time. To record comp time used and compensated, chose Used Comp Time, when editing the wage record.

510 Holiday Leave

The Holiday Leave earning type is used to record payment of employee’s wages for a legal holiday. The amount paid for leave is usually the employee’s regular hourly rate. If the local government has a maximum leave balance policy, the maximum leave balance can be entered. In the case of holiday leave, the maximum is usually equal to the amount of holiday hours granted for a year. The maximum amount of hours of holiday leave that an employee is entitled to receive can be entered as a lump sum in the Adjust Leave option under the Payroll Utilities menu. When holiday leave is taken by an employee, the system will adjust the holiday leave balance accordingly.

520 Personal Leave

The Personal Leave earning type is used to record payment for an employee's time away from work for unspecified reasons. If an employee accrues personal leave time per pay period, the amount of time earned per pay period can be entered in the employee's earning information. If an employee does not accrue personal leave per pay period, but instead, gets one lump sum of personal leave during the year, leave the hours earned per period at zero, and the lump sum can be added to the employee's personal leave balance in the Adjust Leave option under the Payroll Utilities menu. The amount paid for leave is usually the employee's regular hourly rate. If the government has a maximum leave balance policy, the maximum leave balance can be entered. Once the employee's personal leave balance hits the maximum, the system will not allow the employee to accrue any more personal leave until some personal leave is taken to bring the balance down below the maximum.

530 Sick Leave

The Sick Leave earning type is used to record payment for an employee's time away from work due to an illness, doctor's appointment,...etc. If an employee accrues sick leave time per pay period, the amount of time earned per pay period can be entered in the employee's earning information. If the employee does not accrue sick leave per pay period, but instead, gets one lump sum of sick leave during the year, leave the hours earned per pay period at zero, and the lump sum can be added to the employee's sick leave balance in the Adjust Leave option in the Payroll Utilities menu. The amount paid for leave is usually the employee's regular hourly rate. If the local government has a maximum leave balance policy, the maximum leave balance can be entered. Once the employee's sick leave balance reaches the maximum, the system will not allow the employee to accrue additional sick leave until some sick leave is taken to bring the balance down below the maximum.

540 Vacation Leave

The Vacation Leave earning type is used to record payment for an employee's time away from work while on vacation leave. If an employee accrues vacation leave time per pay period, the amount of time earned per pay period can be entered in the employee's earning information. If an employee does not accrue vacation leave per pay period, but instead, receives one lump sum of sick leave during the year, leave the hours earned per pay period at zero, and the lump sum can be added to the employee's vacation leave balance in the Adjust Leave option in the Payroll Utilities menu. The amount paid for leave is usually the employee's regular hourly rate. If the government has a maximum leave balance policy, the maximum leave balance can be entered. Once the employee's vacation leave balance hits the maximum, the system will not allow the employee to accrue additional vacation leave until some vacation leave is taken to bring the balance down below the maximum.

Leave/Comp Time Earned
Compensated Leave is an employee benefit for which payment is made to an employee when absent from a job. The system has several compensated leave earnings already built into it, and they are listed on the previous pages. If the compensated leave earning is not preset in the system, such as bereavement leave and jury duty leave, the compensated leave category can be added.

600 Leave/Comp Time Earned
The system has one preset leave/comp time earned earning type. Ninety-nine additional leave/comp time earnings can be added to the system (601-699).

Non-Taxable Wages
The Non-Taxable Wages processing group includes all employee compensation that is not subject to federal, state or school taxes. Non-taxable wages are subject to the retirement system withholding, social security and Medicare withholding for employees hired after March 31, 1986. The system has the following non-taxable wage earnings built into it:

800 Non-Tax Item
The Non-Tax Item earning type is used to record IRS determined non-taxable allowances such as a non-taxable clothing allowance. The system has one preset non-tax item earning type. Ninety-nine additional non-tax item earnings can be added to the system by the user (801-899). For more information regarding non-taxable wages and allowances, consult the *IRS Circular E* publication.

Non-Retirement Wages/3rd Party Sick Pay

The Non-Retirement Wages/3rd Party Sick Pay processing group includes compensation that is not subject to retirement system withholding, but is subject to federal, state, local and school income taxes, Medicare and social security withholding. The following non-retirement wages/3rd party sick leave earning is built into the system:

900 Non-Retirement

The Non-Retirement earning type is used to record wages that are not subject to retirement system withholding. The system has one preset non-retirement earning type. Seventy-nine additional non-retirement earnings can be added to the system (901-979).

Non-Cash Benefit

The Non-Cash Benefit earning type is used to record non-cash benefits on an employee's W-2. A non-cash benefit should not be entered for an employee until all wages have been entered for the employee for the current year. The non-cash benefit will be the last payroll item processed for the employee in the current year. This procedure will include the non-cash benefit on the employee's W-2 form. For more information regarding non-cash benefits, consult the *IRS Circular E* publication.

980 Non-Cash Benefit

The system has one preset Non-Cash Benefit earning type. (Additional non-cash benefit earning types will be made available in the future.)

990 Reserved for UAN

Note: The value of the non-cash benefit (used for W-2) can be entered using the Edit function under Earning in the Entity File application. Select Processing Type 80 to enter this value.

Why record additional earning types?

As described above and on the previous pages, the system has several earnings already built into it. If an employee's compensation falls into any of the earnings already preset in the system, it is not necessary to record additional earning types in the Entity File area of the system. If an earning type is not preset in the system, such as bereavement leave, and it is needed, it should be added. Another reason to record an additional earning would include an employee who is eligible to earn two different rates of pay for the same job, such as an employee who is eligible to earn two different overtime rates. The system has one preset overtime rate, and an additional one should be added. One could be used for overtime paid at time and a half, the other, for double time. Another example of a reason to record an additional earning type would be for an employee who is paid out of two different funds for the same job. One hourly rate could be used with one fund, another hourly rate for another fund. Note that only one of the earnings will be designated as the Main Earning Type, thus the withholdings and compensated leave will come out of the expenditure account specified for the Main Earning Type.

Standard Payroll Withholdings

The system has nineteen preset standard withholdings and ten reserved withholding numbers to be assigned by UAN. Another withholding should not be added in the Entity File area of the system for a withholding that already exists in the system. For example, a withholding for Medicare is already established in the system, another withholding for Medicare should not be created. The Medicare withholding in the system should be utilized instead. A withholding should be established for any withholding that is not included in the nineteen preset withholdings. For example, a local tax, school tax, child support, Deferred Comp and the United Way withholdings are not included in the system. If an employee needed any of these withholdings withheld, it would first have to be set up in the Entity File area of the system. The nineteen preset withholdings are described as follows:

1 Ohio Income Tax

Ohio Income Tax is automatically withheld from an employee's gross pay per job based upon the number of exemptions entered in the employee's information screen. When setting up withholdings for an employee job for the first time, the following message appears at the bottom of the screen, "Automatically added Federal, State and Supplementals." At that time state taxes are automatically added to the employee job.

2 Federal Income Tax

Federal Income Tax is automatically deducted from an employee's gross pay per job based upon the marital status and number of exemptions entered in the employee's information screen. When adding a withholding for an employee job for the first time, the following message appears at the bottom of the screen, "Automatically added Federal, State and Supplementals." At that time federal taxes are automatically added to the employee job.

3 Medicare

This withholding should be chosen if the employee was hired after March 31, 1986, is paying all or part of their share of the Medicare payment, and the employee is paying into OPERS or OP&FPF. This Medicare withholding deducts the current Medicare rate entered in the Entity File area (currently 1.45%), from the gross pay for an employee job. This withholding also includes the matching employer's share (1.45%), and the account from which the employer share of Medicare will be paid for the employee job can be selected.

4 **Medicare Fringe Benefit**
This Medicare option should be chosen if the employee was hired after March 31, 1986, is contributing to OPERS or OP&FPF, and the employer is paying all or part of the employee's share of Medicare for the specified job, currently 1.45% of gross wages. This withholding also includes the matching employer's share (1.45%), and the account from which the employer share of Medicare will be paid for the employee job can be selected.

5 **Medicare – FICA**
This Medicare option should be chosen if the employee is contributing to Social Security (regardless of date hired), and the employee is paying all or part of their share of Medicare for the specified job, currently 1.45% of gross wages. This withholding also includes the matching employer's share (1.45%), and the account from which the employer share of Medicare will be paid for the employee job can be selected.

Note: If the employee is paying FICA (combined Social Security and Medicare), a Medicare-FICA option and a Social Security option must both be selected in the system for the employee job in order for the FICA withholding to be complete.

6 **Medicare Fringe – FICA**
This Medicare option should be chosen if the employee is contributing to Social Security (regardless of date hired), and the employer is paying all or part of the employee's share of Medicare for the specified job, currently 1.45% of gross wages. This withholding also includes the matching employer's share (1.45%), and the account from which the employer share of Medicare will be paid for the employee job can be selected.

Note: If the employee is paying FICA (combined Social Security and Medicare), a Medicare-FICA option and a Social Security option must both be selected in the system for the employee job in order for the FICA withholding to be complete.

7 **Social Security – FICA**
This Social Security option should be chosen if the employee is contributing Social Security, and the employee is paying all or part of their share of Social Security for the specified job, currently 6.20% of gross wages. This withholding

also includes the matching employer's share (6.20%), and the account from which the employer share of Social Security will be paid for the employee job can be selected.

Note: If the employee is paying FICA (combined Social Security and Medicare), a Medicare-FICA option and a Social Security option must both be selected in the system for the employee job in order for the FICA withholding to be complete.

8 Social Security – Benefit

This Social Security option should be chosen if the employee is contributing Social Security, and the employer is paying all or part of the employee's share of Social Security for the specified job, currently 6.20% of gross wages. This withholding also includes the matching employer's share (6.20%), and the account from which the employer share of Social Security will be paid for the employee job can be selected.

Note: If the employee is paying FICA (combined Social Security and Medicare), a Medicare-FICA option and a Social Security option must both be selected in the system for the employee job in order for the FICA withholding to be complete.

9 OPERS-G Regular (Note: G=Government)

This OPERS option should be chosen if the employee is contributing to OPERS and is paying all or part of their share of the OPERS payment. This OPERS withholding deducts the current OPERS rate entered in the Entity File area (currently 10.00%) from the gross pay for an employee job. This withholding also includes the employer's share of OPERS (currently 14.00%), and the account from which the employer share of OPERS will be paid for the employee job can be selected.

10 OPERS-G Fringe Benefit (Note: G=Government)

This OPERS option should be chosen if the employee is contributing to OPERS and the employer is paying all or part of the employee's share of the OPERS payment. This OPERS withholding deducts the current OPERS rate entered in the Entity File area (currently 10.00%) from the gross pay for an employee job. This withholding also includes the employer's share of OPERS (currently 14.00%), and the account from which the employer share of OPERS will be paid for the employee job can be selected.

11 OPERS-G Salary Reduction (Note: G=Government)

This OPERS option should be chosen if the employee is contributing to OPERS, is paying all or part of their share of the OPERS payment, and the employer participates in the salary reduction plan. This OPERS withholding deducts the current OPERS rate entered in the Entity File area (currently 10.00%) from the gross pay for an employee job. The taxes then are calculated on the gross wages reduced by the OPERS contribution amount. This withholding also includes the employer's share of OPERS (currently 14.00%), and the account from which the employer's share of OPERS will be paid for the employee job can be selected.

12 OPERS-L Regular (Note: L=Law Enforcement)

This OPERS option should be chosen if the employee is contributing to OPERS and is paying all or part of their share of the OPERS payment. This OPERS withholding deducts the current OPERS rate entered in the Entity File area (currently 11.10% rate increases to 11.60% effective beginning with pay periods that end January 2011) from the gross pay for an employee job. This withholding also includes the employer's share of OPERS (currently 17.87%, rate increases to 18.10% effective beginning with pay periods that end in January 2011), and the account from which the employer share of OPERS will be paid for the employee job can be selected.

13 OPERS-L Fringe Benefit (Note: L=Law Enforcement)

This OPERS option should be chosen if the employee is contributing to OPERS, and the employer is paying all or part of the employee's share of the OPERS payment. This OPERS withholding deducts the current OPERS rate entered in the Entity File area (currently 11.10% rate increases to 11.60% effective beginning with pay periods that end January 2011) from the gross pay for an employee job. This withholding also includes the employer's share of OPERS (currently 17.87%, rate increases to 18.10% effective beginning with pay periods that end in January 2011), and the account from which the employer share of OPERS will be paid for the employee job can be selected.

14 OPERS-L Salary Reduction (Note: L=Law Enforcement)

This OPERS option should be chosen if the employee is contributing to OPERS, is paying all or part of their share of the OPERS payment, and the employer participates in the OPERS Salary Reduction Plan. This OPERS withholding deducts the current OPERS rate entered in the Entity File area (currently 11.10% rate increases to 11.60% effective beginning with pay periods that end January 2011) from the gross pay for an employee job. The taxes then are calculated on the gross wages reduced by the OPERS contribution amount. This withholding also includes the employer's share of OPERS (currently 17.87%, rate increases to 18.10% effective beginning with pay periods that end in January 2011), and the account from which the employer share of OPERS will be paid for the employee job can be selected.

Note: For Villages with OP&FPF employees, an additional field beside the OP&FPF Frequency field must be filled in. After the frequency is selected, the job must also be flagged as FIRE or POLICE. The entry will determine the correct OP&FPF withholding rate (FIRE – 10% employee share/24% employer share or POLICE – 10% employee share/19.5% employer share).

15 OP&FPF Regular (Note: Fire)

This OP&FPF option should be chosen if the employee is contributing to OP&FPF and is paying all or part of their share of the OP&FPF payment. This OP&FPF withholding deducts the current OP&FPF rate entered in the Entity File area (currently 10.00%) from the gross pay for an employee job. This withholding also includes the employer's share of OP&FPF (24.00%), and the account from which the employer share of OP&FPF will be paid for the employee job can be selected.

15 OP&FPF Regular (Note: Police)

This OP&FPF option should be chosen if the employee is contributing to OP&FPF and is paying all or part of their share of the OP&FPF payment. This OP&FPF withholding deducts the current OP&FPF rate entered in the Entity File area (currently 10.00%) from the gross pay for an employee job. This withholding also includes the employer's share of OP&FPF (19.50%), and the account from which the employer share of OP&FPF will be paid for the employee job can be selected.

16 OP&FPF Fringe Benefit (Note: Fire)

This OP&FPF option should be chosen if the employee is contributing to OP&FPF and the employer is paying all or part of the employee's share of the OP&FPF payment. This OP&FPF withholding deducts the current OP&FPF rate entered in the Entity File area (currently 10.00%) from the gross pay for an employee job. This withholding also includes the employer's share of OP&FPF (24.00%), and the account from which the employer share of OP&FPF will be paid for the employee job can be selected.

16 OP&FPF Fringe Benefit (Note: Police)

This OP&FPF option should be chosen if the employee is contributing to OP&FPF and the employer is paying all or part of the employee's share of the OP&FPF payment. This OP&FPF withholding deducts the current OP&FPF rate entered in the Entity File area (currently 10.00%) from the gross pay for an employee job. This withholding also includes the employer's share of OP&FPF

(19.50%), and the account from which the employer share of OP&FPF will be paid for the employee job can be selected.

17 OP&FPF Salary Reduction (Note: Fire)

This OP&FPF option should be chosen if the employee is contributing to OP&FPF and is paying all or part of their share of the OP&FPF payment, and the employer participates in the OP&FPF Salary Reduction Plan. This OP&FPF withholding deducts the current OP&FPF rate entered in the Entity File area (currently 10.00%) from the gross pay for an employee job. The taxes then are calculated on the gross wages reduced by the OP&FPF contribution amount. This withholding also includes the employer's share of OP&FPF (24.00%), and the account from which the employer share of OP&FPF will be paid for the employee job can be selected.

17 OP&FPF Salary Reduction (Note: Police)

This OP&FPF option should be chosen if the employee is contributing to OP&FPF and is paying all or part of the employee's share of the OP&FPF payment, and the employer participates in the OP&FPF Salary Reduction Plan. This OP&FPF withholding deducts the current OP&FPF rate entered in the Entity File area (currently 10.00%) from the gross pay for an employee job. The taxes then are calculated on the gross wages reduced by the OP&FPF contribution amount. This withholding also includes the employer's share of OP&FPF (19.50%), and the account from which that the employer share of OP&FPF will be paid for the employee job can be selected.

18 Supplemental State Withholding

If an employee has specified that they wish to have an additional amount withheld from their gross pay for state withholding above and beyond the state taxes automatically withheld for the employee, then this withholding option should be selected. The supplemental withholding can be entered as an amount to be withheld each pay period. **Note:** This option is only available in the Edit Employee Withholding area, not in Record Employee Withholding.

19 Supplemental Federal Withholding

If an employee has specified that they wish to have an additional amount deducted from their gross pay for federal withholding above and beyond the federal taxes automatically deducted for the employee, then this withholding option should be selected. The supplemental withholding can be entered as an amount to be withheld each pay period. **Note:** This option is only available in the Edit Employee Withholding area, not in Record Employee Withholding.

Appendix B
Standard Earnings, Withholdings and Payees

Payees

The system has five preset payees, one each for Federal Tax, State Tax, OPERS, OP&FPF, and ODJFS. These payees should not be added again, as the system automatically associates the preset payees with their corresponding withholdings. The payee information for these preset payees must be edited to reflect actual payee information. Additional payees should be added to correspond to any additional withholdings that are created for remittance of local taxes, school district income taxes, union withholdings, and miscellaneous withholding agencies such as United Way and Deferred Comp. The payee must be established prior to creating a withholding that is in addition to the withholdings that are preset in the system.

Appendix C

Frequently Asked Questions

Appendix C
Frequently Asked Questions

Job Information

1. When should an additional job be set up instead of an additional earning?

An example of when an additional job should be set up is an individual pays into two different retirement systems or there is a requirement to track each earning type separately.

Earning Information

1. What is the main earning type?

The appropriation account code assigned to the Main Earning Type will automatically be used for all leave earning types specified for the job and all associated payroll withholdings. Further information is located in Chapter 11 under Earning.

2. An employee was paid from the wrong appropriation account code. How is this resolved?

Go to the Payroll Menu, Transactions, Payroll Utilities, and then choose Reallocate Payments. *Please note: Payroll warrants must be <u>cleared</u> before they can be reallocated.*

3. How can an employee be paid from several different funds?

Temporary change: Edit the time card. Further details are located in Chapter 1 under Edit Function.

Permanent change: Need to activate an additional Earning. Further details are located in Chapter 11 under Earning.

Wages

1. Why do my employees not appear on the screen to Record Wages?

You must already have wages recorded for the employees in question that are still in a batch area. Go to the Payroll Menu, Transactions, Wages and choose Edit. If the employees appear, then their wages have already been recorded and are in the batch. If you wish to remove the employees from the batch, select the Delete function button and proceed with deleting the batch wages. Once the employees have been deleted from the batch, their wages can be recorded again. If the wages that are currently are in the batch are Ok, then proceed to edit them if needed and post to print their payroll warrants.

If the employees' wage records do not appear in the batch of the *regular* Wages area as suggested above, then the wages are most likely in the batch under the Adjust Wages area. To delete the wage records under the Adjust Wages area, go to the Payroll Menu, Transactions, Payroll Utilities, Adjust, Wages and choose Delete. After the wage records have been deleted from the Adjust Wages batch area, the wages can be recorded under the Payroll Menu, Transactions, Wages as normal.

2. **The employee's check was paid on the accounting side. How are the employee's records accounted for on the payroll side?**

   Go to the Payroll Menu, Transactions and Wages, choose to Record and select the wage type Conversion.

3. **An employee has quit/retired/passed away, how is that employee no longer recognized as an active employee?**

   Go to Payroll Menu, Maintenance and Employee History and choose Edit and Job. Remove the checkmark from the Active box and be sure to select Process to save the change. Also go to Payroll Menu, Maintenance and Employee History and choose Edit and Information. Change the employee's status to quit, retired …etc.

4. **How can payroll pay period dates be changed?**

   A. When recording wages:

   Pay period dates are changed when recording wages by selecting Edit above the Frequencies grid on the Departments and Frequencies page of the Wages screen in Payroll Transactions. Change the start and end date. Click Save to save changes.

   B. After wages have been recorded, but before they are posted:

   Pay period dates can be changed while the wage records are still in batch without having to delete the wage records and record them again. This is done under the Payroll Transactions, Payroll Utilities, Adjust, and Pay Period area. Select the Frequency of the pay dates that need to be changed. Select the Pay Period Start Date and Pay Period End date of the pay dates that need to be changed. Select Batch

Wages. Select the Wage Records from the grid that need to be changed. Enter the New Start Date and New End Date and select Process to save the change.

C. After wages have been posted:

Pay period dates can be easily changed in the system after wages have been posted without having to void the payroll checks and record and post them again. This is done under the Payroll Transactions, Payroll Utilities, Adjust, and Pay Period area. Select the Frequency of the pay dates that need to be changed. Select the Pay Period Start Date and Pay Period End date of the pay dates that need to be changed. Select Posted Wages. Select the Wage Records from the grid that need to be changed. Enter the New Start Date and New End Date and select Process to save the change.

5. How is an employee's check voided?

Scenario 1: Withholdings have **not** been paid on the employee check.
Go to Payroll Transactions, Payroll Utilities, and Void. Click the Payments option and choose any payment(s) that need voided.

Scenario 2: Withholdings have been paid on the employee's check.
If the withholding payments have not been sent out, void them first. Then follow the steps from above. If the withholding payments have been sent out, follow the steps below:
a. Set up the account code 1000-990-990-0000 and enter an appropriation amount equal to the total of all withholdings paid on the employee's check before voiding.
b. When the employee's check is voided, an overpayment will be created in the withholding(s) that have already been paid.
c. The next time any of the associated withholding payments are generated, the overpayment will reduce the amount of the withholding payment(s) by the amount of the overpayment(s).

Note: If you need to void an employee's check and are unsure of which scenario you have, please contact the UAN Support Line for assistance.

6. How can an employee's payroll check be reissued?

Do not void the initial employee's check. Go to Payroll Transactions, Payroll Utilities, and Reissue. Reissuing the check will void the old check number and print a new check.

Appendix C
Frequently Asked Questions

Withholdings

1. **A withholding warrant was generated and paid through the accounting software. How are the withholdings removed from unpaid withholdings in the Payroll software?**

   Go to Payroll Menu, Transactions, Payroll Utilities and Adjust and then choose Withholdings.

2. **A withholding check is not correct (e.g. not enough). What may be the reason?**

   Make sure the correct pay period has been selected.

3. **A withholding check total is not the same as the withholding report for the same time period?**

   Make sure the pay periods selected are correct.

OPERS

1. **OPERS withholdings are not available for the selected month even though the employees' payroll checks have been printed and the OPERS withholding payment for the month has not been generated. What could be the issue?**

   Check the pay periods for those payroll checks because the pay period end date determines the month of the OPERS withholding. If necessary, correct the pay period dates by going to Payroll Utilities, Adjust, and Pay Periods.

2. **How do I handle the rounding issue that I have with my OPERS withholding payments?**

   Due to the different methods in calculating the employer's share of OPERS, a rounding issue may sometimes occur. UAN calculates the OPERS employer's share of withholdings at the wage record level (i.e. each time a wage record is recorded both the employee's and employer's contributions are calculated). OPERS does not calculate the employer's share at the wage record level.

   If OPERS calculates that you owe more money than the UAN Payroll software has calculated, you should still post and print the OPERS withholding warrant or voucher (if online payment) from the UAN system. You may then generate a *second* OPERS payment for the small difference from the UAN Accounting software by posting and printing a payment or charge (if online payment).

If OPERS calculates that you owe less money than the UAN Payroll software has calculated, you should still post and print the OPERS withholding warrant or voucher (if online payment) from the UAN system. You will then have a ‘credit’ on your employer account with OPERS. This ‘credit’ may be offset the next time you pay OPERS or it may accumulate during the year. If you have a credit balance with OPERS that accumulates significantly during the year and you would like to adjust one of your next OPERS payments, then follow the steps below to adjust:

A. Print the Unpaid Withholding Detail Report (Payroll → Reports →General Payroll Reports → Withholding → Unpaid →Withholdings Detail). Select the OPERS withholding and then print the report to paper. This report will show the specific account codes for both the employees’ and employer’s share. Set this aside to use when creating the OPERS payment on the accounting side.

B. Clear the withholdings from the Payroll software (Payroll → Transactions → Payroll Utilities → Adjust → Withholding). Select Current Year from the top of the form and then select the month option from the top left (select the particular month to clear). Select all Time Frequencies, and all Wage Records. Next, select the OPERS withholding from the bottom left. You will notice the total amount of employees’ and employer’s shares match the Unpaid Withholding report you printed earlier. Click on Process if the totals match your report. If the totals do not match, check the report selection or the adjust selection to make sure all total are correct.

C. Generate the OPERS payment from the Accounting software (Accounting → Transactions → Payment/Charges). Make a regular payment or charge (if online payment). Use the Unpaid Withholding Detail report to enter the specific amounts per account code. Since you have a ‘credit’ and need to decrease your OPERS payment, you will need to reduce the amount for the employer’s share and then make that distribution. If the Unpaid Withholding report indicated $1,000.00 for the employer’s share and you have a $0.02 credit then the amount of $999.98 should be distributed to that account code instead of the entire $1,000.00.

3. How do I handle posting my OPERS payment in the system if I do the payment online with OPERS?

An option is available for employers to submit their OPERS withholding payments online. Employers must first be registered with OPERS to submit payments online. The OPERS ECS reporting option does not have to be used to be able to submit payments online. Below are the steps you would follow in the UAN software if OPERS payments are submitted online.

Follow the steps below to Record and Post to print the OPERS withholding voucher:

Steps to Access

Select **Payroll**.
Select **Transactions**.
Select **Withholdings**.
Select **Record**.
Select **State Retirement**.
Select **Month**.
Select **Ohio Public Employees Retirement System** ***(should be Payee No. 3)***.
Select the Employee Wage Records to be included in the withholding payment (usually **Select All**).
Enter the **Warrant Date**.
Select the option for **Voucher**.
Select **Process**.

After the withholding voucher has been recorded, it will need to be posted and printed.
Select **Post**.
Select **Voucher**.
Select **Ohio Employees Retirement System** ***(should be Payee No. 3)***.
Select **Process**.

OP&FPF

1. **When is a police officer or a firefighter classified under OP&FPF?**

   Please contact OP&FPF.

941

1. **The report indicates that there is a balance due (total taxes on line 13 are greater than total payments on line 14) or there is an overpayment (total payments on line 14 are greater than total taxes on line 13) what could be causing the discrepancy?**

   The system pulls in total deposits for quarter by adding the Federal withholding checks posted for each month of quarter. This amount should tie out to the net taxes on line 13. **The following are some reasons there may be a difference:**

A. The Federal withholding warrant was not processed in the same month of the payroll. For example, payroll was done for March, but the Federal payment was processed in April. The system will not pull that payment amount into line 14 for the First Quarter. It will pull into the Second Quarter report. Line 14 would then need to be edited. *It is highly recommended, if possible, that the withholding payment be processed at the end of the month and quarter.*

B. The Federal withholding check is not being processed for the correct amount. If the wrong months of withholding taxes are selected when generating the payment, it will cause the check to be off. For example, the payroll is for date earned in March, but date paid April. The Federal withholdings are reportable in April. When the March payment is processed, payroll dates paid in April should not be selected. If they are, the Federal check will be over.

C. The Federal withholding check was processed through the accounting side of the software.

Adjust Leave

1. How do I handle and document an over payment of leave hours?

If an employee was paid for leave but quit before the leave was actually earned, then the amount of leave overpaid should be deducted from their last pay or the employee should pay the entity back for the amount of leave overpaid.

For example:
An employee receives 32 hours of personal leave per year and used all 32 hours of leave prior to quitting half-way through the year.

The employee truly only earned and was eligible to use 16 hours of personal leave. The additional 16 hours of personal leave that the employee used and was paid should be deducted from their last pay or paid directly back to the entity by the employee. The employee's leave balance should also be adjusted under the Adjust Leave option located under Payroll Transactions, Payroll Utilities and Adjust. The Comments field on the Adjust Leave screen will enable the reason for the adjustment to be documented.

Appendix C
Frequently Asked Questions

Employee A (prior to quitting):
+ 32 hours Personal Leave added 01/01/XX
- 32 hours Personal Leave used 04/30/XX
0 hours Personal Leave 04/30/XX

Employee A (after quitting):
+ 16 hours Personal Leave (used in excess of earned) repaid 06/30/XX
- 16 hours Personal Leave reduced due to employee quitting 6/30/XX
0 hours Personal Leave 06/30/XX

IRS Questions

1. **How do I handle an HRA and where should I mail my 941 report?**

   Please contact your Federal, State and Local Government Specialist if you have questions about **Health Reimbursement Arrangements (HRA), Health Savings Accounts (HSA), where to mail your 941, or Non Cash Benefits such as cell phones, cars, uniforms…etc.**