

UAN Payroll Introduction New Fiscal Officer Training

UAN

U N I F O R M
ACCOUNTING
N E T W O R K

OHIO AUDITOR OF STATE
KEITH FABER



UAN Payroll Introduction New Fiscal Officer Training

TABLE OF CONTENTS

TABLE OF CONTENTS	I
FIRST DAY ON THE JOB	1
Gather Information About Your Entity	1
Pay Schedules	1
Entity Payroll Process	2
Leave Policy	3
Payroll Main Lists	3
Verify Employee Setup	3
Withholding Agency Details	4
Identify Unpaid Withholdings	11
State Retirement: Determine When Payments are Due	12
FIRST MONTH SURVIVAL GUIDE	13
Paying Taxes And Other Regular Withholdings	13
Withholdings Payments	13
The Entity’s Payroll Structure – Get Familiar With It	17
Overview.....	17
Departments.....	30
Vendors / Payees.....	31
Withholdings	35
Frequencies.....	37
Earnings and Leave	38
Additional Information.....	41
Skip Deduction Calendar	42
Employees	45
Overview: Get Familiar With Your Employee’s Setup.....	45
Example Employee: Simple Setup.....	59
Example Employee: More Complex Setup	63
Demonstration: Other Employee Examples	69
Exercise: Apply Skip Calendar To New Employees	70
Wages	71
State Retirement Reports & Payments	81
OPERS Monthly Report Example	82
OP&FPF Monthly Report Example	84
State Retirement Withholding Payments Example.....	86
Reports	90
Recommended Payroll Reports	91
Payroll Report Options In Accounting & General Reports.....	94
Exercise: 941 Federal Quarterly Report.....	95
Exercise: ODJFS Wage Detail (Quarterly Report)	97
COMMON EMPLOYEE CHANGES	99

UAN Payroll Introduction New Fiscal Officer Training

UTILITIES	108
TROUBLESHOOTING SETUP ERRORS.....	109
APPENDIX – UAN EMPLOYEE SETUP WORKSHEET	115

FIRST DAY ON THE JOB

GATHER INFORMATION ABOUT YOUR ENTITY

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

PAY SCHEDULES

What pay frequencies do you use?

What is the next pay date for each frequency?

How do your pay period dates correspond with the pay date?

CLASS EXAMPLE

Frequencies

Elected Officials – monthly

Employees – bi-weekly

Next Pay Date

Elected Officials are paid the first Thursday of the month which is meeting day (04/02/2020).

Employees are paid every other Friday (04/03/2020).

Pay Period Dates

Elected Officials are paid for the previous month (March 1st through March 31st).

Employees are paid for the pay period starting after the previous pay date. The pay period starts on a Saturday and ends on a Friday (March 7 through March 20).

Pay Schedule

2020

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	1	2	3	4	5	6	7				1	2	3	4	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25
26	27	28	29	30	31	23	24	25	26	27	28	29	29	30	31	26	27	28	29	30							

May							June							July							August								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2	1	2	3	4	5	6				1	2	3	4							1			
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29	23	24	25	26	27	28	29
						31													30	31									

September							October							November							December							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5				1	2	3	1	2	3	4	5	6	7				1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
27	28	29	30	25	26	27	28	29	30	31	29	30	27	28	29	30	31											

Meeting Dates – Yellow Pay Dates – Blue

ENTITY PAYROLL PROCESS

When are the time cards turned in to you?

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

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

If you are direct depositing payroll, how many days in advance must you submit it to the bank?

LEAVE POLICY

What types of leave benefits are offered?

Who is entitled to leave?

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

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

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

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

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

PAYROLL MAIN LISTS

REVIEW EARNINGS AND LEAVES

UAN Menu: Payroll → Maintenance → **Earnings and Leave**

REVIEW WITHHOLDINGS

UAN Menu: Payroll → Maintenance → **Withholdings**

VERIFY EMPLOYEE SETUP

PRINT EMPLOYEE GENERAL INFORMATION

UAN Menu: Payroll → Reports & Statements → Employee Reports, Select **Employee General Information**. Confirm the Year is set to 2020. Select all and Print.

REVIEW THE EMPLOYEE INFORMATION REPORT

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

WITHHOLDING AGENCY DETAILS

Gather withholding agency details applicable to your entity. The tables below provide a general guide of key information to identify. **Make a copy of the pages when necessary.** For example, if your entity offers both health and dental insurance with employee paid premiums withheld, copy the Insurance Benefits table to complete separately for each.

Federal, Medicare & Social Security	
Payment Schedule	<input type="radio"/> Monthly <input type="radio"/> Semiweekly <p style="text-align: right;">OR <input type="radio"/> Quarterly (less common)</p>
Reporting Schedule	941 Employer’s QUARTERLY Federal Tax Return Due the last day of the month following the end of each quarter.
Reporting & Payment Liability is based on	Employee’s wage payment date (warrant or direct deposit)
Website	EFTPS
Type of Withholding	<u>Preset in UAN except for:</u> Medicare Includes employee share distribution plans including <input type="checkbox"/> Regular <input type="checkbox"/> Fringe Benefit Social Security (if applicable) Includes employee share distribution plans including <input type="checkbox"/> Regular <input type="checkbox"/> Fringe Benefit
Last Payment Received by agency	Date: _____ Amount: \$ _____ For Liability Period: _____

Ohio	
Payment Schedule	<input type="radio"/> Monthly <input type="radio"/> Quarterly or <input type="radio"/> Other _____
Reporting Schedule	<input type="radio"/> Monthly <input type="radio"/> Quarterly or <input type="radio"/> Other _____
Reporting & Payment Liability is based on	Employee’s wage payment date (warrant or direct deposit)
Website	Ohio Business Gateway
Type of Withholding	Preset in UAN

Last Payment Received by agency	Date: _____ For Liability Period:	Amount: \$ _____
--	--------------------------------------	------------------

School Tax:		
Payment Schedule	<input type="radio"/> Monthly <input type="radio"/> Quarterly or <input type="radio"/> Other _____	
Reporting Schedule	<input type="radio"/> Monthly <input type="radio"/> Quarterly or <input type="radio"/> Other _____	
Reporting & Payment Liability is based on	Employee's wage payment date (warrant or direct deposit)	
Website	Ohio Business Gateway	
Type of Withholding	(G00) School Tax <input type="radio"/> State Income Tax Base (<i>Traditional</i>) OR <input type="radio"/> Earned Income Only Tax Base (<i>Earned Income</i>)	
Last Payment Received by agency	Date: _____ For Liability Period:	Amount: \$ _____

Local Tax:		
Payment Schedule	<input type="radio"/> Monthly <input type="radio"/> Quarterly or <input type="radio"/> Other _____	
Reporting Schedule	<input type="radio"/> Monthly <input type="radio"/> Quarterly or <input type="radio"/> Other _____	
Reporting & Payment Liability is based on	Employee's wage payment date (warrant or direct deposit)	
Website		
Type of Withholding	(F00) Local Tax	
Last Payment Received by agency	Date: _____ For Liability Period:	Amount: \$ _____

Ohio Public Employees Retirement System (OPERS)	
Payment Schedule	Monthly , due the last day of the month following the reporting month.
Reporting Schedule	<p>OPERS Contributions Report filed Monthly, due the last day of the month following the reporting month.</p> <p>OPERS Remittance – use only if the contributions report is filed by mail (i.e. not filed online).</p>
Reporting & Payment Liability is based on:	Employee’s wage pay period end date.
Website	OPERS website:
Type of Withholding	<p><u>Preset in UAN except for:</u></p> <p><u>As dictated by an OPERS agreement:</u></p> <p>OPERS-Govt Employee share distribution plans include one or combination: <input type="checkbox"/> Regular <input type="checkbox"/> Fringe Benefit <input type="checkbox"/> Salary Reduction</p> <p>OPERS-Law (if applicable) Employee share distribution plans include one or combination: <input type="checkbox"/> Regular <input type="checkbox"/> Fringe Benefit <input type="checkbox"/> Salary Reduction</p>
Last Payment Received by agency	<p>Date: _____ Amount: \$ _____</p> <p>For Liability Period:</p>

Ohio Police and Fire Pension Fund (OP&FPF)	
Payment Schedule	Monthly , due the last day of the month following the reporting month.
Reporting Schedule	<p>OP&FPF Contributions Report filed Monthly, due the last day of the month following the reporting month.</p> <p>OP&FPF Remittance – use only if the contributions report is filed by mail (i.e. not filed online).</p>
Reporting & Payment Liability is based on:	Employee’s wage pay period end date.
Website	OP&FPF website:
Type of Withholding	<p><u>Preset in UAN except for:</u></p> <p><u>As dictated by an OP&FPF agreement:</u></p> <p>OP&FPF - Fire Employee share distribution plans include one or combination: <input type="checkbox"/> Regular <input type="checkbox"/> Fringe Benefit <input type="checkbox"/> Salary Reduction</p> <p>OP&FPF - Police Employee share distribution plans include one or combination: <input type="checkbox"/> Regular <input type="checkbox"/> Fringe Benefit <input type="checkbox"/> Salary Reduction</p>
Last Payment Received by agency	<p>Date: _____ Amount: \$ _____</p> <p>For Liability Period:</p>

Ohio Department of Job and Family Services (ODJFS)	
Payment Schedule	N/A.
Reporting Schedule	ODJFS Wage Detail report is filed quarterly; due the last day of the month following the end of the quarter.
Reporting based on:	Employee’s wage payment date (warrant or direct deposit)
Website	
Type of Withholding	N/A

Deferred Compensation (Non-Roth)	
Payment Schedule	<input type="radio"/> Monthly <input type="radio"/> Quarterly or <input type="radio"/> Other _____
Reporting Schedule	<input type="radio"/> Monthly <input type="radio"/> Quarterly or <input type="radio"/> Other _____
Reporting & Payment Liability is based on	
Website	
Type of Withholding	(B00) Deferred Compensation (Non-Roth)
Last Payment Received by agency	Date: _____ Amount: \$ _____ For Liability Period:

Child Support Orders	
Payment Schedule	<input type="radio"/> Monthly <input type="radio"/> Quarterly or <input type="radio"/> Other _____
Reporting Schedule	<input type="radio"/> Monthly <input type="radio"/> Quarterly or <input type="radio"/> Other _____
Reporting & Payment Liability is based on	
Website	
Type of Withholding	(K00) Miscellaneous Withholding i.e. no tax benefit
Last Payment Received by agency	Date: _____ Amount: \$ _____ For Liability Period:

Garnishment	
Payment Schedule	<input type="radio"/> Monthly <input type="radio"/> Quarterly or <input type="radio"/> Other _____
Reporting Schedule	<input type="radio"/> Monthly <input type="radio"/> Quarterly or <input type="radio"/> Other _____
Reporting & Payment Liability is based on	
Website	
Type of Withholding	(K00) Miscellaneous Withholding i.e. no tax benefit
Last Payment Received by agency	Date: _____ Amount: \$ _____ For Liability Period:

Insurance Benefits Premium Deduction <input type="radio"/> Health <input type="radio"/> Dental <input type="radio"/> Vision <input type="radio"/> Life <input type="radio"/> Disability <input type="radio"/> Other _____	
Payment Schedule	<input type="radio"/> Monthly <input type="radio"/> Quarterly or <input type="radio"/> Other _____
Reporting Schedule	<input type="radio"/> Monthly <input type="radio"/> Quarterly or <input type="radio"/> Other _____
Reporting & Payment Liability is based on	
Website	
Type of Withholding	<input type="radio"/> (K00) Miscellaneous Withholding i.e. no tax benefit OR <input type="radio"/> (A00) Cafeteria Plan i.e. significant tax benefit
Last Payment Received by agency	Date: _____ Amount: \$ _____ For Liability Period:

Miscellaneous: _____	
Payment Schedule	<input type="radio"/> Monthly <input type="radio"/> Quarterly or <input type="radio"/> Other _____
Reporting Schedule	<input type="radio"/> Monthly <input type="radio"/> Quarterly or <input type="radio"/> Other _____
Reporting & Payment Liability is based on	
Website	
Type of Withholding	
Last Payment Received by agency	Date: _____ Amount: \$ For Liability Period:

Miscellaneous: _____	
Payment Schedule	<input type="radio"/> Monthly <input type="radio"/> Quarterly or <input type="radio"/> Other _____
Reporting Schedule	<input type="radio"/> Monthly <input type="radio"/> Quarterly or <input type="radio"/> Other _____
Reporting & Payment Liability is based on	
Website	
Type of Withholding	
Last Payment Received by agency	Date: _____ Amount: \$ For Liability Period:

IDENTIFY UNPAID WITHHOLDINGS

After you determine the withholding payment schedules, review the payments posted so far this year and any unpaid withholdings that may be pending, due, or overdue using the following reports:

WITHHOLDING PAYMENT DETAIL

First, review the 2020 withholding payments posted in Payroll.

UAN Menu: Payroll → Reports & Statements → Withholding Payment Reports → **Withholding Payment Detail**, confirm the Year 2020 is selected and mark Year. Select all and click Print or Display.

WITHHOLDING SUMMARY (UNPAID)

This report lists only unpaid withholdings for the year by default. Always print state retirement (OPERS and OP&FPF) on a separate page by itself because state retirement agencies' requirements for reporting and payment liability is different from all other withholdings.

Print the first page of all unpaid withholdings excluding state retirement:

UAN Menu: Payroll → Reports & Statements → Withholding Reports → **Withholding Summary**, confirm the Year menu is set to 2020 and **Original Post Date**. Select all items **except** OPERS and OP&FPF and click Print.

Next print a second page only including unpaid state retirement:

UAN Menu: Payroll → Reports & Statements → Withholding Reports → **Withholding Summary**, confirm the Year menu is set to 2020 and to **Pay Period End Date**. Select **only** OPERS and OP&FPF and click Print.

Withholdings that are not paid on a timely basis usually result in late penalties. You must identify your payment schedules for each withholding (initially, you can use the tables in the previous section of this booklet to organize your findings). Most entities pay Ohio, Federal, state retirement and local taxes on a monthly basis, but schedules can vary. Some entities are permitted to pay Ohio, School, and local taxes quarterly. While others are required to pay tax withholdings on a bi-weekly schedule. You must learn your withholding payment schedule for each and be in the habit of printing the **Withholding Summary** to verify. By viewing this report at the end of each cycle you can confirm whether you are paying according to schedule.

STATE RETIREMENT: DETERMINE WHEN PAYMENTS ARE DUE

REVIEW WAGES OVERTIME SUMMARY REPORT

STEPS TO ACCESS

Payroll → Reports & Statements → **Wage Reports**

Field Name:	Data Entry:
Report Menu:	Wages and Overtime Summary
Year Menu:	2020
Date:	Year

Select 1 employee from each frequency and pay period.
Click on Print.

Review the pay period dates that have been paid.

FIRST MONTH SURVIVAL GUIDE

PAYING TAXES AND OTHER REGULAR WITHHOLDINGS

WITHHOLDINGS PAYMENTS

UAN Menu: Payroll → Transactions → **Withholding Payments**

MONTHLY WITHHOLDINGS PAID ONLINE

In Buckeye township, we pay the following withholdings online monthly. We are going to pay the March withholdings with a date of 04/02/2020.

UAN Menu: Payroll → Transactions → Withholding Payments, click Add,

then **Regular – Electronic** and the **Add Withholding Payment** form will open.

The screenshot shows the 'Add Withholding Payment' form with the following fields and callouts:

- 1**: Payment Type dropdown set to 'Regular - Electronic'.
- 2**: Payee dropdown set to 'US Treasury'.
- 3**: Wage Post Date Range Year dropdown set to '2020'.
- 4**: Month dropdown set to 'March'.
- 5**: Tabbed interface with 'Wages' selected.
- 6**: 'Remember Dates until form closes' checkbox.
- 7**: 'Save' button.

Payment #	Employee Name	Post Date	Start Date	End Date	Withholding
<input checked="" type="checkbox"/>	3551 Buckeye, Brutus	03/03/2020	02/01/2020	02/29/2020	\$123.21
<input checked="" type="checkbox"/>	3552 Build, Robert	03/03/2020	02/01/2020	02/29/2020	\$5.36
<input checked="" type="checkbox"/>	3553 Hamer, Harry	03/03/2020	02/01/2020	02/29/2020	\$5.36
<input checked="" type="checkbox"/>	3554 Lands, Harold	03/03/2020	02/01/2020	02/29/2020	\$1.02
<input checked="" type="checkbox"/>	3555 Trusty, Carey	03/03/2020	02/01/2020	02/29/2020	\$77.20
<input checked="" type="checkbox"/>	3556 Trusty, Larry	03/03/2020	02/01/2020	02/29/2020	\$364.74
<input checked="" type="checkbox"/>	3557 Trusty, Sherry	03/03/2020	02/01/2020	02/29/2020	\$185.01
<input checked="" type="checkbox"/>	71-2020 Ceased, Barry D	03/11/2020	02/13/2020	02/26/2020	\$148.15
<input checked="" type="checkbox"/>	72-2020 Crank, Carl	03/11/2020	02/13/2020	02/26/2020	\$23.20
<input checked="" type="checkbox"/>	73-2020 Day, Sonny	03/11/2020	02/13/2020	02/26/2020	\$244.07

Withholdings: \$2,868.21

Complete steps 1-7 as seen in the image above for the withholding payments that follow:

Select / Enter or Confirm settings	Additional Information
1) Post date: 4/2/2020	Includes: <ul style="list-style-type: none"> • Federal (per tax table calculation) • Federal Supplemental • Medicare (employee and employer share) • Social Security (employee and employer share)
2) Payee: US Treasury	
3) Year: 2020	
4) Month: March	
5) Wage tab: <input checked="" type="checkbox"/> Select all wages on the list	
6) Checkmark: <input checked="" type="checkbox"/> Remember Dates until form closes	
7) Click: Save	

Select / Enter or Confirm settings	Additional Information
1) Post date: 4/2/2020	Includes: <ul style="list-style-type: none"> • State (per tax table calculation) • State Supplemental
2) Payee: Ohio Department of Taxation	
3) Year: 2020	
4) Month: March	
5) Wage tab: <input checked="" type="checkbox"/> Select all wages on the list	
6) Checkmark: <input checked="" type="checkbox"/> Remember Dates until form closes	
7) Click: Save	

Select / Enter or Confirm settings	Additional Information
1) Post date: 4/2/2020	Includes: <ul style="list-style-type: none"> • All school districts in Ohio that are set up for withholdings at your entity.
2) Payee: Ohio School District Income Tax	
3) Year: 2020	
4) Month: March	

5) Wage tab: <input checked="" type="checkbox"/> Select all wages on the list	
6) Checkmark: <input checked="" type="checkbox"/> Remember Dates until form closes	
7) Click: Save	

- Click **Close** to close the form.
- Select all items on the list.
- Click **Post/Print** and a confirmation message will open.
- Click **OK** to post and a Print form opens 'Printing 3 Withholding Vouchers'. Confirm the printer tray contains plain paper.
- Click **Print**

Follow the payees' instructions to complete the online payments that correspond to the withholding payment vouchers.

MONTHLY WITHHOLDINGS PAID BY WARRANT

The following is an example of withholding paid monthly using a warrant:

UAN Menu: Payroll → Transactions → Withholding Payments, click Add,
then **Regular – Warrant** and the **Add Withholding Payment** form will open.

Select / Enter or Confirm settings	Additional Information
1) Post date: 4/2/2020	Includes: • Buckeye Village Local Tax
2) Payee: Buckeye Village Income Tax Division	
3) Year: 2020	
4) Month: March	
5) Wage tab: <input checked="" type="checkbox"/> Select all wages on the list	
6) Checkmark: <input checked="" type="checkbox"/> Remember Dates until form closes	
7) Click: Save	

Keep the form open and continue to the next exercise.

QUARTERLY WITHHOLDINGS PAID BY WARRANT

The following is an example of withholding paid quarterly using a warrant:

Select / Enter or Confirm settings	Additional Information
1) Post date: 4/2/2020	Includes: <ul style="list-style-type: none"> • Little Village Local Tax
2) Payee: Regional Income Tax Authority	
3) Year: 2020	
4) Quarter: First Quarter	
5) Wage tab: <input checked="" type="checkbox"/> Select all wages on the list	
6) Checkmark: <input checked="" type="checkbox"/> Remember Dates until form closes	
7) Click: Save	

- Click **Close** to close the form.
- Select all items on the list.
- Click **Post/Print** and a confirmation message will open.
- Click **OK** to post and a ‘Next Warrant Number’ form will open. *In a normal workday, you should confirm the number that displays correspond to the real warrant it will print to first. Either correct it in the ‘User Selected #’ field or click OK to confirm (or cancel until ready).*
- Click **OK** and a print form opens ‘Printing 2 Withholding Payments’. *In a normal workday, confirm the printer tray contains all warrant numbers that list on the Print form.*
- Click **Print**.
- Click **Yes** to the message ‘Did all items print successfully?’ *Note: clicking ‘No’ will open the Payroll Payment Utility which includes an option to Reissue warrants.*
- Click **Close** to close the payment list area.

Follow the payees’ instructions for the delivery of the warrant payments.

THE ENTITY'S PAYROLL STRUCTURE – GET FAMILIAR WITH IT

OVERVIEW

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

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

REVIEW OF UAN EMPLOYEE TABS

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

 OR  = Edit Employee form

The Edit Employee form includes these tabbed pages:

INFORMATION

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

ADDITIONAL INFO

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



EARNINGS

Earnings are the primary type of cash compensation for an employee, so each employee must have at least one earning. Other types of compensation such as overtime, leave, and non-cash benefits are located in other tabs.

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

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

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

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

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

OVERTIME



When applicable, add overtime compensation as an item on this form. You may assign an overtime item to only one earning. While an earning may have multiple overtime items assigned to it. For example, a single Hourly earning might have both a 1.5 overtime rate and 2.0 overtime rate assigned to it.

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

NON-CASH



Non-cash benefits (if any) are contained on this tab. You must assign each non-cash benefit to one earning only. While an earning can have multiple non-cash benefit items assigned to it.

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

LEAVES



Manage Leaves on this tab. Edit Leave attachments for earnings from the Leaves form. You can only edit the ‘WH’ setting to link to an earning on the leaves form.

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

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

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

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

- No Maximum setting: Personal Leave policy example: Policy says the employee is granted 3 days (24 hours) Personal leave each year, and if it is not used by 12/31 it is lost. This is not set as a maximum. The 24 hours are adjusted in the employee leave balance on an annual basis per the policy. They are not going to earn any more in the current year. Any unused balance after the paycheck that includes 12/31 will be adjusted off their personal leave balance as lost. You would not set a maximum on the Personal leave or it will improperly interfere with adjusting new personal leave in the new year, then adjust off the unused balance after 12/31 wages are paid.
- Maximum setting used: Comp Time Policy example: 1) eligible employees may have a maximum of 25 hours Comp Time Balance. This is a Maximum Leave Balance setting. 2) An employee can accrue no more than a maximum of 40 hours of comp time per year. This is a Maximum Annual Accrual. These two settings are different. An employee can earn up to the first maximum of 25 hours – then they will have to take comp leave before they can earn more during the year. However, they can never earn more than 40 hours in a year.

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

WITHHOLDINGS

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

UAN automatically adds Federal and State (Ohio) taxes to each employee and calculates withheld amounts using the tax agency tables applied to wages based on their wages, pay frequency, and Ohio IT-4 and Federal W-4 information (When applicable, tax deferring withholdings are also factored in – a topic covered later in this handbook). If an employee wants additional amounts withheld, they should complete a W-4 or IT-4 form which permits them to designate a set amount to withhold from every paycheck in addition to the taxes normally deducted. The tax agencies currently do not permit withholding an extra percentage or a fluctuating amount. Additional amounts entered in the Information tab, W-4, and IT-4 sections will populate the value (amount to withhold) field in the preset ‘Supp. State Withholding’ and ‘Supp. Federal Withholding’ that list in the Withholding tab. Do not error by adding a Miscellaneous (or any other type) of withholding

for this purpose. Such errors will result in misstating the employee's W-4 information and the withholding will not properly factor into tax reports such as the Federal 941 Quarterly.

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

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

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

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

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

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

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

REVIEW OF PAYROLL MAINTENANCE

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

UAN Menu: Payroll → **Maintenance**

ADDITIONAL INFORMATION

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

EARNINGS & LEAVE

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

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

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

EFT PRENOTES

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

EFT SETUP

For technical information relevant EFT wage files. When applicable, a UAN staff person completes this. The fiscal officer should not modify data in this form without first consulting with UAN.

EMAIL EDITOR

Used by the fiscal officer to set up the emailing the EFT pay stubs.

EMPLOYEES

Add and maintain all employees (the term includes elected officials for payroll purposes) for payroll processing in the Employees area. An employee form includes tabbed pages for Employee Information, Additional Information, Earnings, Overtimes, Non-Cash, Leaves, and Withholdings as reviewed earlier. Only after an employee has been set up can you add wages for the employee.

FREQUENCIES

The Frequencies area contains a list of all frequencies that can be of use in the payroll software. Most entities do not need to add or edit any items on the list except those with OP&FPF members. **If your entity has OP&FPF members, you must edit the frequencies applicable to those members and enter the OP&FPF Agreement number.** You can deactivate any frequencies that you do not need so they do not appear as an option when adding a new earning.

SKIP CALENDAR EDITOR

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

WITHHOLDINGS

The Withholdings area contains eleven preset withholdings as seen below:

The screenshot shows a software interface for managing withholdings. At the top, there is a title bar 'Withholdings' with a close button. Below it, there is an 'Add' button and a 'Status' dropdown menu currently set to 'Active'. The main part of the interface is a table with four columns: Name, Process Group, and Payee. Each row in the table has a checkbox in the first column.

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

You cannot change the Name, Process Group and Payee of preset withholdings because the software uses them to populate tax and retirement reports, and it reduces errors with these core withholdings.

UAN automatically adds Federal and State (Ohio) taxes to each employee and calculates withheld amounts using the tax agency tables applied to wages based on their wages, pay frequency, and Ohio IT-4 and Federal W-4 information (When applicable, tax deferring withholdings are also factored in). The preset ‘Supp. State Withholding’ and ‘Supp. Federal Withholding’ are set for individual employees when designated on the Federal W-4 and Ohio IT-4 that you enter in UAN in the Employee maintenance form, Information tab.

Add additional withholdings such as local taxes, school taxes, the employee share of insurance, child support, garnishments, etc., based on the needs and requirements of your employees. Add the first to the main Withholding list and then to all employees that qualify for the deduction. When appropriate, you can personalize some withholdings at the employee setup level.

WITHHOLDING PROCESS GROUP

Each withholding has a Process Group that classifies the withholdings for tax and W-2 purposes. The Process Groups are as follows:

Type	Name
A00	Cafeteria Plan
B00	Deferred Compensation (Non-Roth)
F00	Local Tax
G00	School Tax
K00	Miscellaneous Withholding

When setting up a withholding it is very important to choose an accurate Process Group so employee taxes, tax reports, and W-2s are accurate. Unfortunately, choosing the wrong process group is a common error among newer fiscal officers, resulting in taxes withheld improperly from employees the erroneous reports. It is easy to avoid these errors by gaining a basic understanding of the five process groups. Please review them all in the pages that follow:

CAFETERIA PLAN

Only use the Cafeteria Plan process group when your entity has a written IRS Section 125 Cafeteria Plan adopted by the entity’s governing board. Further, the insurance benefits your entity offers must qualify for a Cafeteria Plan. In short, a Cafeteria Plan allows employees to choose different types of insurance coverage according to the plan and allowing the employer to offer a tax benefit to the employee share of insurance benefits withheld from their paycheck.

Sadly, UAN staff have too often come across entities where this setting is misused and the board has not adopted a qualified IRS Section 125 Cafeteria Plan. Before setting up a withholding with

the Cafeteria Plan process group, you should locate a copy of the adopted IRS Section 125 Cafeteria Plan and carefully verify whether the insurance withholding qualifies.

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

Retain a copy of the IRS Section 125 Cafeteria Plan to make available for audit and your review when the time comes to consider insurance benefit changes. Keep in mind that changes in the laws that govern health insurance may require your governing board to have a professional tax advisor review the current plan to see if it conflicts with new laws.

DEFERRED COMPENSATION (NON-ROTH)

The Deferred Compensation (Non-Roth) process group most often applies to Ohio Deferred Compensation plans. For example, an employee enrolls in the Ohio Deferred Compensation program and begins saving for his or her retirement through payroll withholdings. The amount the employee contributes to their retirement through this withholding reduces the employee's taxable wages on each paycheck it is withheld. Upon retirement, the distribution payments from the Deferred Compensation Plan will be subject to taxes.

When set properly, UAN payroll will reduce the appropriate wage 'tax base' before calculating taxes on the employee's wage and will place the deferred withholding information on the W-2.

Among UAN clients, it would be very unusual for this process group to apply to anything other than Ohio Deferred Compensation. In those rare cases, the withholding would be for the sole purpose of retirement savings through some similar qualified deferred tax plan, but you should never set that up without consulting a qualified tax advisor and communicating the specific tax benefits this process group will provide if implemented.

Note: never use this process group for the employee share of insurance benefits.

LOCAL TAX

Always assign local income taxes to the process group Local Tax. You must name the local tax withholding the name of the taxing entity e.g. Buckeye Village Income Tax. Do not use one withholding for two different local taxes. If your employees live or work in different local tax districts then add a new withholding for each local tax.

SCHOOL TAX

Always assign school income taxes to the process group School Tax. Name the school tax withholding the name of the school district. Some employees might live in different school districts with income taxes. Set up separate withholdings with the specific school name, district number, proper tax base, and rate. You can assign multiple school income tax withholdings to the same Payee – Ohio School District Income Tax. UAN will produce one payment for all school districts to the Ohio School District Income Tax payee and separate School District tax reports showing the taxable wages and withholdings for each. The Employee’s W-2 must reflect the proper school district, taxable wages and withholdings – the only way to accomplish this is to set up the withholdings accurately. Below is a sample Add Withholdings form for a school district income tax:

The screenshot shows the 'Add Withholdings' form with the following details:

- Withholding Name:** North School Income Tax
- Process Group:** G00 School Tax
- Payee:** Ohio School District Income Tax
- Location:** (Empty)
- School Tax Details:**
 - District #:** 4634
 - Tax Base:** State income tax base (selected)
 - Overtime:** Applied to overtime wages (if any) (checked)
- Employee Share:**
 - Rate:** .500 % (selected)

- School tax name is specific
- Process Group is School Tax
- Payee is the Ohio School District Income tax
- School district number is entered
- Type of school tax: ‘State income tax base’ or ‘Earned Income tax base’

- School tax rate is entered


When setting this up the UAN Payroll, you should review the Ohio Department of Taxation’s website (as explained below) and find the school district income tax listing to confirm the school tax type, tax rate, and district number. If set up correctly, all earnings attached to a school tax withholding will have the proper tax withheld and accurate reports for the specific school district.

The software’s default School tax type is ‘State income tax base,’ but you must be careful to confirm that you select the correct type applicable to the school district or the withholding will calculate incorrectly.

Note the differences between the two types of school taxes:

- State income tax base (wage base reduced by personal exemptions) and
- Earned Income Only tax base (wage base is not reduced by personal exemptions).

If an employee is set up with unrelated withholdings that also provide tax benefits, then UAN will adjust both the School tax wage base and the wage base(s) of the additional tax beneficial withholding(s). The only entities that will see an exact percentage of school tax withheld from employee wages are those with Earned Income Only type school taxes and no other tax beneficial withholdings.

If you are not certain which type to assign to the school withholding and you have an active internet connection, click the  icon within the Details tab area of the school tax withholding. It will open your web browser to the Ohio Department of Taxation website where you can find and review the complete list of school district income taxes, district numbers, tax types, and the tax rates.

MISCELLANEOUS WITHHOLDING

Withholdings that fall in the Miscellaneous Process Group are many and varied. Assign withholdings to the Miscellaneous process group when the withholding is not a tax and when it does not qualify to provide any special current tax benefit (such as those provided with process groups Deferred Compensation (Non-Roth) and Cafeteria Plan).

Child Support, Garnishments, and Union Withholdings are just a few examples. If your entity does not have a Cafeteria Plan, then the insurance withholdings also belong to this group. Even when there is a Cafeteria Plan in place, some of your insurance withholdings may not qualify for it. Review your Cafeteria Plan and work with your agent to understand any special circumstances.

Do you have several employees that must pay child support? If all of those employee’s Court Orders state that the child support payments are to go to the Ohio Child Support Payment Center then you will only need one withholding for child support. When the withholding is added to the employee, you enter the amount to be withheld and include the order and case number on the employee withholding. UAN Payroll will produce one payment to the Ohio Child Support Payment Center and can generate a report of the employee, case number, order number and amount

that makes up the total payment. Unlike School District and Local taxes, you do not need separate child support withholdings.

If you receive Court Orders for garnishments, you must set up a new withholding and name the withholding in such a way so the employee will not be embarrassed if for any reason he or she must show their pay stub. Do you have more than one employee with garnishments? In most situations, you will need to add a separate garnishment withholding for each employee. An exception is if the separate employee garnishments happen to be due to the same payee – which is unusual.

ADDITIONAL NOTE ON INSURANCE WITHHOLDINGS

Do not name an insurance withholding by the insurance company name. Instead, the insurance withholding name should describe the type of benefit: Health Insurance, Dental Insurance, Vision Insurance, etc. If you combine all your insurance plans into a single withholding amount, then simply call it Insurance. You assign withholdings to Payees, so when you post the withholding payment the software will not print the check (or voucher) to a withholding name, but a Payee name – and the Payee name should be the actual name of the insurance company.

Following this advice will make things easier if you ever change insurance companies because you will not need to add new withholdings. Simply add the new Vendor/Payee, and then edit the withholding to change the Payee linked to the new insurance company. When new insurance policies require changes to the premiums withheld, use the Withholding Editor to update withholding amounts easily for all applicable employees in just a few steps.

Caution: If you choose to name a withholding by the insurance company name, when the time comes to change companies the transition will be more time-consuming. You would need to deactivate the old withholding and add a new one in the main withholding list. Then edit the employees, deactivating the old withholding and adding the new for each employee one at a time.

WITHHOLDINGS EDITOR

The withholdings Editor is a timesaving tool used to change withholding rates (or amounts) for all employees that currently have the withholding setup for a deduction. When a withholding rate/amount changes, first edit the withholding rate/amount located in the main Withholding list so that the new figure will apply when adding the withholding to any new employees. Then use the Withholding Editor to update all the employees that currently use that withholding to the new rate/amount in just a few easy steps. It is much faster than editing each employee one at a time.

USING THIS HANDBOOK IN CONJUNCTION WITH FAQs SECTIONS

Each section of this handbook includes ‘UAN Menu’ directing you to a form or list area accessible from the UAN main menu. Once the list area or form opens, you will be able to access short video tutorials or written instructions relevant to the form or list area currently in view.

Once you follow the UAN menu, you can then click [Need Help?] in the upper right corner of the screen to open the Payroll Manual to an overview of that menu. Alternatively, in the FAQ section at the bottom left corner, click a specific option such as a video tutorial, links to the manual’s ‘How To’ steps, or FAQs link to open the Payroll Manual to a list of frequently ask questions about the select menu item.

DEPARTMENTS

For UAN Payroll, the main purpose of departments is to organize and sort employees into groups. There are no preset departments; A previous fiscal officer created at least one department for use with Payroll. In some cases, the entity may only need one department for all employees and title it ‘Wages’ or ‘Payroll’.

When evaluating your department set up, consider how you will process wages. If, for example, a maintenance worker completes work duties in several different ‘departments’ such as road, cemetery, and park, it is often not necessary to set up a different UAN department for each. In this example, setting up individual departments such as Cemetery, Road, and Park for payroll purposes could unnecessarily complicate the payroll process. You might consider choosing a department name that will include all areas of their work, such as Maintenance or Labor. Remember, the only purpose of the department in Payroll is to sort employees into smaller groups when paying wages.

A note about Inventory: If you use the optional Inventory software in the UAN application, then you know that Inventory also makes use of the department list. Inventory uses the department lists for purposes not relevant to Payroll processing. It is not necessary and often counterproductive to use the same department items that list on this screen with both Inventory and Payroll for the same reasons as already described.

EXERCISE 1: REVIEW DEPARTMENTS

UAN Menu: General → Maintenance → **Departments**

Mark Administration.

Click Edit.

No changes are necessary. After the instructor completes the discussion, click close.

DEPARTMENT REPORTS

UAN Menu: **General** → Reports & Statements → **Department Reports**

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

Mark Items in the list to include in the report.

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

VENDORS / PAYEES

Withholding Payees must be in place and set up properly before adding the corresponding withholdings. UAN includes certain preset payees that it automatically attaches to preset withholdings. In addition to the presets, it is likely you have a custom list of payees that attached to a custom list of withholdings for your entity's use.

Note: UAN instructions use the terms 'vendor' and 'payee' interchangeably; UAN typically identifies recipients of withholding payments as 'payees'.

Preset Vendors/Payees

UAN has six preset payees that link automatically (when applicable) to corresponding preset withholdings and/or relevant reports.

Preset payees include:

- Federal Tax Payee (links to Federal Tax, Supplemental Federal Tax, Social Security and Medicare preset withholdings)
- Ohio Bureau of Workers Compensation
- Ohio Department of Job & Family Services
- Ohio Public Employees Retirement System (links to OPERS-Govt and OPERS-Law)
- Ohio Police & Fire Pension Fund (links to OP&FPF-Fire and OP&FPF-Police)
- State Tax Payee (includes links to State Tax and Supplemental State Tax preset withholdings)

If before activating Payroll, the previous fiscal officer used a different vendor that they added into the application for payments to federal, state, OPERS and/or OP&FPF using the Accounting software, then you will need to deactivate those duplicates vendors to ensure that you use the UAN presets instead. If for unrelated reasons you will need the preset payees available in both Accounting and Payroll, in the Edit Vendor/Payee form you can checkmark Available In: 'Accounting Purchases and Payments' and 'Receipts' as well as 'Payroll Withholdings'.

The previous fiscal officer may have left the preset generic names unchanged. If so, you can change the ‘Federal Tax Payee’ name to something specific such as U. S. Treasury and the ‘State Tax Payee’ to Ohio Department of Taxation. Only the names of preset payees’ are editable; you **cannot** be edit other payee names after using them in a transaction.

The Account #1 field is required for all Payroll withholding payees. The purpose of Account #1 is to hold the identification number that the payee has assigned to your entity. For example, enter the entity’s Federal Tax ID number in the Account #1 field. In some instances, UAN will copy this number into relevant reports. The employer account numbers entered should not include any dashes; UAN will automatically insert the dashes when printing the relevant reports. **Note:** the Account # 2 field is available for entities with OPERS members paying into OPERS-L. When applicable, enter the OPERS-L account number in Account #2 in the OPERS preset payee.

Other Withholding Payees (i.e. not preset)

Non-preset payees correspond to any additional employee withholdings relevant for your entity’s payroll i.e. these complete the custom list of withholding payees applicable to your entity. Examples include Ohio school district income taxes, local tax agencies (e.g. city, township, or village taxes), retirement (Ohio Public Employees Deferred Compensation Program), or applicable miscellaneous withholdings payees for insurance (health, dental, life, etc.), unions for union dues, courts/collections payees for child support and other garnishments.

Just like with some of the preset payees, your custom list may include payees that you attach to multiple withholdings. For example, you may have several school district income tax withholdings because your employees live in different school districts. The withholdings are separate because of different school district income taxes, but most likely, all will share the same payee such as Ohio School District Income tax.

If you find the previous fiscal officer was using UAN Accounting to post withholding payments, instead of using Payroll, then you should not add in duplicates of those vendors for Payroll software purposes. Instead, **edit** those vendors, marking ‘Payroll Withholdings’ in the ‘Available In’ section of the Vendor/Payee form so that you can now pay the same vendors through Payroll. Enter in the agency provided identification number for the entity under ‘Account #1’.

EXERCISE 1: REVIEW PAYEES ‘AVAILABLE IN’ PAYROLL WITHHOLDINGS

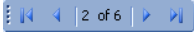
In this exercise, we will review pre-set and other payroll withholding payees using the Edit button and navigation arrows.

UAN Menu: General → Maintenance → **Vendor / Payees**

On the vendors/payees list:

Change the default **Type** shown above the list by clicking on the ▼ down arrow and select **Payroll Withholdings**. The list will change from all vendors to just the vendors available in Payroll Withholdings.

Checkmark the column heading to select all payees and click **Edit** to open the ‘Edit Vendor / Payee’ form.

The instructor will guide you through using the navigation arrows  to view each and discuss the fields most relevant to withholding payees.

After the discussion, click **Close**.

Note: The list in the training session is just a sample custom list. On your UAN computer, you may find other payees marked available in payroll withholdings. Also, our payees include an all-caps description; this practice can help identify the payroll items on an unfiltered list. The addresses in our examples are for training purposes only; you should not use them as a guide for correct vendor addresses.

EXERCISE 2: ADD A NEW PAYEE

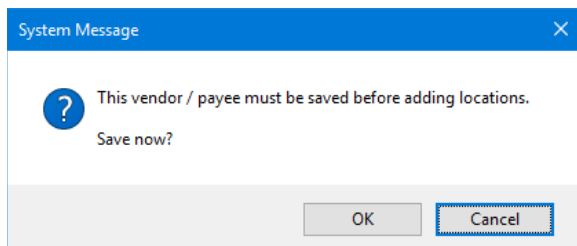
In this exercise, to prepare for a new child support withholding that will be required for one of our employees, we will add a new payee.

UAN Menu: **General** → Maintenance → **Vendor / Payees**

Click **Add**

Field	Data
Name	Child Support Payment Center
Description	CHILD SUPPORT
Mark Available In	Payroll Withholdings
Account #1	112432

Above the Location list, click Add and a message will open.



Click OK and fill out the form:

Field	Data
Name	Payment Center
Address	88 E Broad St Columbus, OH 43215

Click **Save** and **Close** the location form and then **Save** and **Close** the Vendor/Payee form.

VENDOR/PAYEE REPORTS

UAN Menu: **General** → Reports & Statements → **Vendor/Payees**

Select a report from the drop-down list. View report alternatives by clicking these tabs (when available) Paper, Filters, Sorting and Options.

Mark items in the list to include.

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

WITHHOLDINGS

UAN includes certain preset withholdings that it automatically attaches to preset payees. You will need to review the preset withholdings to confirm their settings are at the most current rates. In addition to the presets, it is likely you will have a custom list of withholdings. All withholdings are assigned to a corresponding payee. Attaching a Payee is only possible when the payee is set as ‘Available In: Payroll Withholdings’. See the vendor/payee section for details.

Review Preset Withholdings

UAN has 11 preset withholdings that link automatically (when applicable) to a corresponding preset payee and/or relevant reports:

Ohio Income Tax	OP&FPF-Fire
Federal Income Tax	OP&FPF-Police
Medicare	Supplemental State Withholding
Social Security	Supplemental Federal Withholding
OPERS-Govt	ODJFS (for report purposes)
OPERS-Law	

Do not add a custom withholding to use in place of a preset withholding (i.e. do not add a custom Medicare, OPERS, etc.). When you post wages using preset withholdings, UAN will use that data when calculating applicable tax reports and retirement reports.

On the UAN computer, use **Display** to review applicable Medicare, Social Security, OPERS and OP&FPF withholdings to confirm the current employee and employer rates. Use **Edit** to update if necessary. Use **Add** to put in any new custom withholdings that may apply to one or more of your employees. Examples of adding custom withholdings are in the following exercise.

DEMONSTRATION: CONFIRM EMPLOYEE & EMPLOYER RATES

Please watch the instructor’s monitor for this demonstration.

UAN Menu: Payroll → Maintenance → **Withholdings**

The instructor will checkmark the column heading to select all and click **Edit**. The instructor will use the navigation arrows to view the withholdings as the instructor briefly explains the screen.

EXERCISE 1: ADDING A NEW WITHHOLDING

In this exercise we will add a new withholding for child support, attaching it to the new payee.

UAN Menu: Payroll → Maintenance → **Withholdings**

Click **Add** and enter the following.

Field	Data
Name	Employee Withholding-CS
Process Group	K0 – Miscellaneous Withholding
Payee	Child Support Payment Center
Employee Share	None (set at employee level)

ENTITY REPORTS - WITHHOLDING REPORTS

UAN Menu: Payroll → Reports & Statements → Entity Reports → **Withholding Reports**

Select the **Withholding Information Listing** report from the drop-down list. This will list preset withholdings and any added into UAN. View report alternatives by clicking these tabs (when available) Paper, Filters, Sorting and Options.

Mark items in the list to include.

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

FREQUENCIES

There are eight pay frequency defaults in UAN. Add additional frequencies as needed, although the need for additional frequencies of the same type is rare. Use Edit to revise the name when necessary and – when you have OP&FPF members – enter OP&FPF Police and/or Fire Agreement number for each frequency you will use. It should be the last number of the OP&FPF Agreement code. Contact OP&FPF If you are not positive which number to enter.

EXERCISE 1: CONFIRM THE OP&FPF AGREEMENT

UAN Menu: Payroll → Maintenance → **Frequencies**

Only entities with OP&FPF members have to edit the frequencies that their OP&FPF employees use.

Mark the **Bi-Weekly**

Click **Edit** to open the Edit Frequency form. From the drop-down, select number 1 as the OP&FPF Fire Agreement number. Click Save and Close. This is just a sample. Contact OP&FPF if you are uncertain of the correct agreement number.

FREQUENCY REPORTS

UAN Menu: Payroll → Reports & Statements → Entity Reports → **Frequency Reports**

Select the **Frequency Listing** report. View report alternatives by clicking these tabs (when available) Paper, Filters, Sorting and Options.

Mark items in the list to include.

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

EARNINGS AND LEAVE

UAN Menu: Payroll → Maintenance → **Earnings and Leave**

There are fifteen preset earning and leave items in the payroll software. You can edit the existing items or add new items of the same type to complete your earning and leave structure. Here you are setting up the earning and leave default options that you can attach to employee IDs later.

EXERCISE 1: ADD A NEW EARNING

In this exercise, we will add new overtime at a different rate than regular overtime because of a change in our overtime policy.

UAN Menu: Payroll → Maintenance → **Earnings and Leave**

Click **Add** and enter the following.

Field	Data
Name	Emergency Call OT
Type	3002 Overtime Wages
Process Group	100 Taxable Earning
OP&FPF Type	2
Overtime Rate	2.0

Click **Save** and **Close**.

DEMONSTRATION: REVIEW EARNINGS AND LEAVE

Please watch the instructor’s monitor for this demonstration.

UAN Menu: Payroll → Maintenance → **Earnings and Leave**

The instructor will select the items that follow and click **Edit** to navigate through the items.

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

Note:

- If you have OP&FPF members, confirm **all** the Earnings and Leave items have an OP&FPF Type selected. Leave the OP&FPF Type blank if you have no OP&FPF members.
- The leave accrual settings on this screen should be set to accruals applicable for employees new to the leave benefit. If your policy states that after a set period the initial accrual rate should increase, you should not enter that change here, but enter it in the Employees area for only the employees in which the increase applies.

EARNING REPORT

UAN Menu: Payroll → Reports & Statements → Entity Reports → **Earning Reports**

Select the **Earning Listing** report. View report alternatives by clicking these tabs (when available)
Paper, Filters, Sorting and Options.

Mark items in the list to include.

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

ADDITIONAL INFORMATION

UAN Menu: Payroll → Maintenance → **Additional Information**

Additional Information is optional, customizable fields you can include in your payroll structure. Most fiscal officers do not use this option extensively or do not use it at all now that UAN provides Microsoft Word and Excel on the UAN computer. If you add any additional Information fields, they will appear in the Add Employee Wizard and will be accessible in the employee's record.

DEMONSTRATION: REVIEW EARNINGS AND LEAVE

Please watch the instructor's monitor for this demonstration.

ADDITIONAL INFORMATION REPORTS

UAN Menu: Payroll → Reports & Statements → Entity Reports → **Additional Information Reports**

Select the **Additional Information Listing** report. View report alternatives by clicking these tabs (when available) Paper, Filters, Sorting and Options.

Mark items in the list to include.

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

SKIP DEDUCTION CALENDAR

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

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

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

Before you can set up Skip Calendars you must review your payroll calendar year for each frequency to determine the paycheck dates that need the withholding skipped **and identify the pay period**. Below is an example of a 2020 Bi-Weekly Payroll Calendar.

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

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

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

2020 Bi-Weekly Pay Schedule			
PAY PERIOD			3 Pay Period Months
Starting	Ending	Pay Date	3 Paycheck Months
December 14, 2019	December 27, 2019	January 10, 2020	
December 28, 2019	January 10, 2020	January 24, 2020	
January 11, 2020	January 24, 2020	February 7, 2020	
January 25, 2020	February 7, 2020	February 21, 2020	
February 8, 2020	February 21, 2020	March 6, 2020	
February 22, 2020	March 6, 2020	March 20, 2020	
March 7, 2020	March 20, 2020	April 3, 2020	
March 21, 2020	April 3, 2020	April 17, 2020	
April 4, 2020	April 17, 2020	May 1, 2020	1
April 18, 2020	May 1, 2020	May 15, 2020	2
May 2, 2020	May 15, 2020	May 29, 2020	SKIP
May 16, 2020	May 29, 2020	June 12, 2020	
May 30, 2020	June 12, 2020	June 26, 2020	
June 13, 2020	June 26, 2020	July 10, 2020	
June 27, 2020	July 10, 2020	July 24, 2020	
July 11, 2020	July 24, 2020	August 7, 2020	
July 25, 2020	August 7, 2020	August 21, 2020	
August 8, 2020	August 21, 2020	September 4, 2020	
August 22, 2020	September 4, 2020	September 18, 2020	
September 5, 2020	September 18, 2020	October 2, 2020	1
September 19, 2020	October 2, 2020	October 16, 2020	2
October 3, 2020	October 16, 2020	October 30, 2020	SKIP
October 17, 2020	October 30, 2020	November 13, 2020	
October 31, 2020	November 13, 2020	November 27, 2020	
November 14, 2020	November 27, 2020	December 11, 2020	
November 28, 2020	December 11, 2020	December 25, 2020	Board will choose alternate pay date
December 12, 2020	December 25, 2020	January 8, 2021	Last December Pay period end date

EXERCISE 1: CONFIRM SKIP CALENDAR DATES

UAN Menu: Payroll → Maintenance → **Skip Calendars Editor**

Checkmark 'Bi-Weekly Skip 3rd Paycheck' and click **Edit**. Click **Add**

Confirm the dates are set to **May 15, October 16**

Click **Close**.

You must apply the Skip Calendar to new employee withholdings in a later exercise after you add employee IDs into the software.

EMPLOYEES

*****Run training data file: Payroll #2*****

UAN Menu: Payroll → Maintenance → **Employees**

Click **Add Employee** to begin the Add Employee Wizard.

OVERVIEW: GET FAMILIAR WITH YOUR EMPLOYEE'S SETUP

To enter the employees and elected officials into UAN Payroll you will use the Add Employee Wizard. You must collect the data before beginning the Wizard. Review the following pages before adding your first employee.



There are six overall steps in the Add Employee Wizard. When you complete a step, you will return to the welcome screen above and see a green check beside the completed steps and a blue arrow beside the next step. The large blue arrows are only progress icons. To advance to the next step, click Next at the bottom right of the screen.

INTRODUCTION TO STEP 1 – ADD EMPLOYEE INFORMATION

Decide on the system you will use for Employee IDs. Some UAN customers have 150 people or more on payroll. When payroll is that large, you might prefer your numbering system for employee IDs. However, most UAN clients have much smaller payrolls in which a name-based system is preferable. For a small to medium size payroll, we recommend using employee names because you probably know most by name and that is the easiest way to pick them from a list. Use their first name followed by the initial of their last name or vice versa. If there are multiple employees with the same first-last name, you can add middle-name initials. For example Martin TB and Martin RA or Steve G and Steve B (note: UAN permits blank character spaces in-between).


Gather data in the lists that follow before Step 1. Review the explanations to understand the fields that will have to be completed. For your convenience, the handbook Appendix includes a sample Employee Setup Checklist.


- Name:
 - First, Middle, Last, Suffix, and (Employee) ID

- Address:
 - Line 1 (Line 2 is optional), City, State, and Zip
 - Email (Optional)
 - ‘Send Test’ button is only applicable for entities already set up for Payroll EFT Wages (see the Payroll EFT Handbook for instructions)

- Phone: (Optional Information)
 - Home and Cell phone numbers
 - Emergency (phone number) and Contact name

- Other:
 - **SSN:** Enter their Social Security Number. UAN will use the number you enter here to fill in the SSN fields on OPERS (or OP&FPF) reports and their W-2 form.
 - **Hired:** Enter the date typically corresponding to their employment anniversary date.
 - **Birth:** Entering the birth date is optional; it will appear on some reports.
 - **Sex:** Select applicable gender (default setting is male).
 - **Status:** Select Full Time or Part Time (defaults to Full Time). This setting will affect the quarterly ODJFS Wage Detail Listing report. When Full Time is marked, UAN will auto-fill the ‘Weeks Worked’ column with 13 weeks and will auto-checkmark all three months under the ‘Earned Wages In Month’ column of the ODJFS report (Note: newly hired full-time employees may need edits to these ODJFS report fields in situations where they start employment mid-quarter). UAN does not auto-fill these fields for Part-Time employees on the ODJFS report because there is no data inputted

- into UAN for wages that would provide that information – so you must complete that portion of the report yourself. This selection does not matter for elected officials since they are not eligible to be included on the ODJFS Wage Detail Listing.
- **Track Hours By IMPORTANT**: Please do not change the setting from the default: Pay Period. ‘By Day’ is reserved for future software enhancements, but is currently not functional. At this time, marking ‘By Day’ will prevent you from posting a wage for the employee. UAN will notify all clients when the ‘By Day’ option is available.
 - **State Retirement:**
 - **OPERS Member Date**: Required for all OPERS members. When applicable, UAN will not permit wages to post for the employee without a member date entered. Contact OPERS if you are not sure what to use as the member date.
 - **OP&FPF Member Date**: Required for all OP&FPF members. When applicable, UAN will not permit wages to post for the employee without a member date entered. Contact OP&FPF if you are not sure what to use as the member date.
 - **OP&FPF Hours Base**: Required for OP&FPF members. UAN will use the Hours Base you enter here to fill in the OP&FPF Monthly Contributions report. Contact OP&FPF if you are unsure what number to enter.
 - **Ohio IT Form:**
 - Provide new employees with the IT-4 to complete in time for you to enter it in UAN before posting their first wage. If the employee designates, on the IT-4 form, an additional amount to the Ohio tax calculation, entering it in UAN on the Information tab will automatically set the amount in the UAN preset ‘Supp. State Withholding’ to deduct from all regular wages. Important: Only mark the Exempt checkbox for employees that qualify. Click the  icon in that area for more information.
 - **Federal W-4 Form:**
 - You must select a W-4 Version: ‘○ 2019 or Prior’ or ‘○ 2020 or Later’
The IRS states a current employee is not required to submit a new form merely because of the 2020 redesign. However, any new or existing employee who submits a W-4 after 12/31/2019, for any reason, cannot use the old form– they must use the new 2020 version. The IRS website includes a list of 2020 Form W-4 Frequently Asked Questions (FAQs). These include questions you will likely receive from employees – UAN recommends reviewing these closely to prepare for their questions. *As of the print date of this document*, you can access the W-4 FAQs by clicking or typing in the address: <https://www.irs.gov/newsroom/faqs-on-the-draft-2020-form-w-4>
If it is no longer available at that specific link in the future, then we suggest using the search options on the IRS home page to find it at <https://www.irs.gov/>
 - Provide new employees with the W-4 to complete in time for you to enter it in UAN before posting their first wage. If the employee designates, on the W-4 form, an additional amount to the federal tax calculation, entering it in UAN on the Information tab will automatically set the amount in the UAN preset ‘Supp. Federal Withholding’

to deduct from all regular wages. **Important:** Only mark the Exempt checkbox for employees that qualify. Click the  icon in that area for more information.

- Electronic Funds Transfer (EFT) is only applicable for entities already set up for Payroll EFT Wages. When applicable, please review the **Payroll EFT Handbook** for instructions here: **UAN Menu:** Payroll → Maintenance → Employees, then in the lower-left corner in the FAQs menu, click Payroll EFT Handbook to open.

OPTIONAL PART OF STEP 1 – ADDITIONAL INFORMATION

Additional Information is optional, customizable fields you can include in your payroll structure. For example, you could document the driver's license numbers, certification numbers, training attendance, etc. and those items will be associated with the rest of the employee information. If you set these up previously (Chapter 7), then they will be available in the setup wizard. If none were set up, the wizard will skip to step 2.

INTRODUCTION TO STEP 2 – ADD EMPLOYEE WITHHOLDINGS

Review the withholdings the employee will need and verify that you included them in the main withholding list under Payroll → Maintenance → Withholdings. Review the list of withholding information and examples that follow before beginning this step.

- The appropriation accounts that UAN will charge for the employer share of Medicare, OPERS, OP&FPF, and Social Security. Make sure the appropriation accounts are active and have an unencumbered balance. Determine if you should charge one appropriation account, multiple accounts split by percentage or allocated by Object code to distribute to charge the same fund and programs you will use in the earning distribution.
- If your entity pays fringe benefits for the employee share of Medicare, Social Security, OPERS, or OP&FPF, you must know the percentage of the employee share covered by the fringe benefit. Review your agreements and legislation.
- If your entity has Salary Reduction agreements for the employee share of OPERS or OP&FPF then review the agreements and legislation before you begin.
- Your entity determines the portion each employee is responsible to pay for the insurance benefits available to them. You will add a withholding to the employee's settings with the amount to deduct from their wage. If you will not be deducting it from every wage and plan to use the 'skip deduction' option, you need to determine the wage pay periods that correspond to the wage payments that the withholding should be skipped.

When you click ‘**Next**’ in the Wizard, you will advance to a Step 2 status screen. Starting in this step, the top section of the status screen will display a list of withholdings assigned to the employee and the lower section will list any Earnings & Leave. State and Federal income taxes are automatically in the withholding list because they are calculated based on tax tables in UAN. You will add all other withholdings.

In the lower right corner of the form, you must select an option to move forward in the wizard:

- Continue adding withholdings
- I am done adding withholdings

Click the applicable radio button and then click **Next** to move forward.

The Wizard will advance to a form where you can pick a withholding from a drop-down menu. Select one withholding and complete the Details tab located below it.

Details tab:

Complete the form, making sure the defaults that auto-populate the form are correct before proceeding. If you are adding Medicare, OPERS, OP&FPF, or Social Security, then it is very important to make sure you fill out the Employee Share Distribution section of the form accurately i.e. enter the employee share percentage that applies (Regular, Fringe Benefit, Salary Reduction).

Click **Next** to advance (Note: some withholdings will have multiple screens to complete).

Appropriation Accounts (Employer Share) tab

Withholdings for Medicare, OPERS, OP&FPF, and Social Security also require you to keep track of an employer share. For those, the next screen includes a tab section ‘Appropriation Accounts (Employer Share)’ requiring you to select accounts to charge for the employer share of the payee payment and to select one account split method, described below:

- **No Split:** To charge one appropriation account for the employer share.
- **Percentage:** Choose this to charge multiple accounts split by a fixed percentage that you enter here. Customers sometimes choose this option when also paying the employee earnings out of multiple accounts. However, often the Object Split method is preferable in those situations unless specific policies dictate fixed percentage amounts.
- **Object:** Choose this to charge multiple accounts to account codes with the selected object code applying proportionally to the same fund, program and cost center as the accounts in the earnings that the withholding is attached. To appreciate the benefit of this setting, you must have a clear understanding of appropriation account segments:

- Appropriation codes are comprised of 4 parts: Fund, Program, Object, and Cost Center (optional). For example, 1000-110-213-0000 means Township-Administration-Medicare-No Cost Center. 213 is the Object code that indicates the employer's share of Medicare.

When selecting Object, pick the object code that applies to the employer share of the withholding. Note: in a later step, when the withholding is attached to an earning(s), the employer share appropriation account list to the right of the Object menu will populate with codes that correspond to the earning(s)' appropriation code's funds, programs, (plus object code you selected) and cost centers. You should confirm that you have these appropriation accounts in your budget so that you can post the wages.

Appropriation Accounts (Fringe Benefit) tab

In addition, withholdings for Medicare, OPERS, OP&FPF, and Social Security also require an account code setting for employee share Fringe Benefits – even for employees that do not qualify for those fringes benefits. For those, the next screen includes a tab section 'Appropriation Accounts (Fringe Benefit)' and UAN will copy the same code(s) and split method as set in the Employer Share tab. For those (the majority of UAN clients) that do not have fringe benefit plans, you should leave the default selections to serve as 'placeholder' in the software. In situations where the employee does qualify for this fringe benefit, edit the settings when necessary.

Rest assured, UAN will **not** pay fringe benefits unless you previously entered an employee share Fringe Benefit percentage in the Employee Share Distribution section of the Details tab (previous screen in the wizard).

Skip Deductions tab

Withholdings that are not taxes or retirement deductions will typically provide this tab as an option. Its purpose is to make it more convenient when a withholding should be deducted from most wages throughout the year, except for a few paychecks. Here you can set the withholding to '☉Deduct from every pay period' that attached earnings are paid or '☉Skip the pay periods' marked on the calendar.

Example:

Its most common use is for insurance withheld twice a month from employees who are paid Biweekly (26 times a year) since there are two months each year that those employees receive three paychecks. Without this option, the fiscal officer would need to manually edit the third extra paycheck (in the three paycheck months) to reduce the insurance withholding to zero. By setting the skip deduction calendar annually, you can set UAN to deduct it from every payroll except the two wages you choose to skip.

To use the Skip Deduction, select '☉Skip the pay periods marked below' and then click the Frequency drop-down menu to select the pay frequency of the earning(s) in which it should be

applied. On the calendar, mark any date within a pay period that the withholding should be skipped. Click Next to continue.

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

INTRODUCTION TO STEP 3 – ADD EMPLOYEE EARNING

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

Position Name: Consider your employees before you set up your Position Names. If an Employee’s position is officially named by legislation or policy, then you should set up this employee with the designated position name. If no official title is given in legislation or policy, then you can determine how to label the position for payroll purposes. For example, if the Cemetery Sextant, Zoning Inspector, and Road Worker are one person and he makes the same rate of pay per hour for all of these positions, there is not a need in the Payroll program to enter them as three different positions on three different earnings. You could name this employee’s position something that describes all his work such as Cemetery, Zoning & Road or use something generic such as Maintenance. With one position you can have one earning for the rate of pay divided between the funds and account codes that pay the wages. If all of your laborers work in all of the departments such as Cemetery, Park, and Roads then you can name all of their positions Hourly Workers or Maintenance. The same decision could be made for someone that works in both the water and sewer departments of a village. Don’t overthink the position, creating a new label for each type of work performed unless it is required by your local legislation or policies.

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

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

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

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

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

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

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

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

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

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

Accounts: You select the appropriation accounts that will be used to pay the wages. If you simplified the Position and Department and the employee makes the same hourly wage for all the work they do, then it will be easiest to add all of the paying appropriation accounts to one earning.

How a wage is to be paid is generally part of the legislative action setting the pay. All the accounts that will be used throughout the year should be added at this point. Accounts cannot be added to the wage when processing payroll. The split methods are as follows:

- **No Split:** One appropriation account will pay the wage; enter one appropriation account using the data entry box.
- **Manual:** When the employee is paid from multiple accounts and each time card will have different hours for the accounts, the number of hours will be manually entered into the wage each pay. This is perfect for a maintenance worker who does Cemetery and Road work. His work hours for each will depend on weather, funerals, and mowing. He turns in a time card that shows he worked XX hours for Road and XX hours for Cemetery. Manual is the perfect choice for this worker because the hours will be entered each pay period according to the hours on the time card. Enter all the appropriation accounts you want to be available in the wage throughout the year.
- **Percent:** Used when an employee's wage will be split by percentage between accounts. An example of this would be for a Billing Clerk who does the Water and Sewer bills. All of her work is for both departments so her wage could be split 50% to a water account and 50% to a sewer account. All accounts that may need to be used would be added to this list. You can enter accounts with zero percent. As long as the account is available on the wage the amounts to each account can be manually edited.
- **Hours:** This choice requires you to enter the number of hours per account to default to the wage. If an employee is always scheduled 2 days a week in the Cemetery and 3 days on the Road, then hours may be a good choice. In this example, you would enter 32 hours in the Cemetery account and 48 hours in the Road account to default to each 80-hour wage. You can also enter additional accounts that may be used throughout the year with zero hours entered. Default hours can be edited on the wage. This method is not recommended if you have paid leave. If you forget to adjust the default hours when leave is paid you will overpay an employee.

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

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

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

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

INTRODUCTION TO STEP 4 – ADD EMPLOYEE OVERTIMES

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

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

- **Description:** The default description will be Overtime Wages. If you have more than one earning due to different rates of pay and the earnings need an Overtime attached to each,

then you will add more than one overtime. You must edit the description to make it unique. Make the description identifiable from the other overtimes on the wage.

- **Base Rate:** The base rate of pay is the employee’s hourly rate that will be multiplied by the overtime rate.
- **Typical Hours:** Unless the employee always earns the same overtime per pay period you should leave this zero. An amount would only be entered if you wanted to set a default number of hours of overtime to appear on each wage record.
- **Overtime Rate box:** The number in this box indicates the multiplier for the overtime earnings such as 1.5, 2.0 or 2.5 pursuant to your local legislation or policies.

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

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

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

INTRODUCTION TO STEP 5 – ADD EMPLOYEE NON-CASH BENEFITS

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

A non-cash benefit is an item the entity pays for, the employee receives the use of it and the IRS deems a taxable fringe benefit. The employee does not receive any pay for the item but they are taxed for the financial benefit. From the drop-down list, you select the non-cash benefit. Make

sure the description is specific so it is identifiable on the wage and pay stub. The rate of a non-cash benefit can fluctuate from pay period to pay period or it remains the same. If the item you are adding fluctuates in price then the default amount should be 0.00. This will ensure that you don't accidentally tax the employee based on an incorrect amount. On the wage, you will be able to enter the taxable amount. If the value of the non-cash benefit is a set amount you can enter the amount and it will default to the wage.

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

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

INTRODUCTION TO STEP 6 – ADD EMPLOYEE LEAVES

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

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

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

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

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

ATTACH LEAVE TO EARNING(S) :

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

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

Example 1: Earnings with Different Frequencies

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

Example 2: Earnings and Leave with Different Pay Rates

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

Example 3: Multiple Earnings with different withholding attachments

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

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

SELECT ONE EARNING AS THE WH EARNING:

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

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

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

The software returns you to the welcome screen where you see you have completed all six steps of the Add Employee Wizard. Click Finish in the lower right corner. The message asks if you want to print an Employee General Information report. Printing the report is highly recommended so you can view the entire employee setup. Verify all earnings are added with the correct account codes and that you have attached all overtime, non-cash benefits, leave and withholdings properly. Verify that you set up the employer share of Medicare and retirement to the proper appropriation accounts.

EMPLOYEE GENERAL INFORMATION REPORT

If you decide to review the report later, you can access following the steps below.

UAN Menu: Payroll → Reports & Statements → Employee Reports → **Employee General Information Reports**

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

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

EXAMPLE EMPLOYEE: SIMPLE SETUP

UAN Menu: Payroll → Maintenance → **Employees**

Click: **Add** to open the Add Employee Wizard using the completed Checklist. View the Employee General Information Report when finished. *Sections of the checklist that do not apply to this employee are omitted.*

EMPLOYEE INFORMATION TAB

ADDRESS	
Employee Name	Bernice Buckeye
Employee ID	Buckeye Be
Address	101 College Lane Buckeye, OH 43215
Email	bernicelovesuan@gmail.com

OTHER	
SSN	270-54-4497
Hired	04/01/2020
Birth date (optional)	
Sex	<input type="radio"/> Male <input checked="" type="radio"/> Female
Status	<input checked="" type="radio"/> Full Time <input type="radio"/> Part Time
Track Hours By:	<input checked="" type="radio"/> Pay Period <input type="radio"/> Day (do not set to Day)

Uniform Accounting Network – Payroll Exercise Handbook

PHONE	
Home	
Cell	
Emergency	
Contact	

STATE RETIREMENT	
OPERS Member Date	04/01/2020
OP&FPF Member Date	
OP&FPF Hours Base	(Call OP&FPF if unsure)

OHIO IT-4 FORM	
Exemptions	Number: 3 OR <input type="checkbox"/> Exempt Additional per Wage \$0.00

FEDERAL W-4 FORM						
<input type="radio"/> W-4 Version 2019 or Prior	W-4 Rate: <input type="radio"/> Married Rate or <input type="radio"/> Single Rate					
	Allowances: _____ OR <input type="checkbox"/> Exempt					
	Additional \$ 0.00 per wage					
OR						
<input checked="" type="radio"/> W-4 Version 2020 or Later	W-4 Rate:					
	<input type="radio"/> Single or Filing Separate <input checked="" type="radio"/> Married Filing Jointly <input type="radio"/> Head of Household					
	<input type="checkbox"/> Exempt (if selected, items that follow are not applicable) <input type="checkbox"/> Multiple Jobs					
	<table border="1" style="width: 100%;"> <tr> <td>Adjustments:</td> </tr> <tr> <td>Dependents \$: 2000.00</td> </tr> <tr> <td>Other Income:</td> </tr> <tr> <td>Deductions:</td> </tr> <tr> <td>Additional per wage: 50.00</td> </tr> </table>	Adjustments:	Dependents \$: 2000.00	Other Income:	Deductions:	Additional per wage: 50.00
Adjustments:						
Dependents \$: 2000.00						
Other Income:						
Deductions:						
Additional per wage: 50.00						

EFT / ADDITIONAL INFO TAB

For class purposes, we will skip the EFT section. When applicable, please review the Payroll EFT Handbook for instructions.

WITHHOLDINGS TAB

	Employee Share Distribution	Employer Share Accounts If necessary, include different for Fringe Benefit plans
Medicare	<input checked="" type="radio"/> Regular <u>1.450</u> % <input type="radio"/> Fringe _____%	1000-110-213-0000
OPERS Govt	<input checked="" type="radio"/> Regular <u>10.000</u> % <input type="radio"/> Fringe Benefit _____% <input type="radio"/> Salary Reduction _____%	1000-110-211-0000
OPERS Law	<input type="radio"/> Regular _____% <input type="radio"/> Fringe Benefit _____% <input type="radio"/> Salary Reduction _____%	
OP&FPF Police	<input type="radio"/> Regular _____% <input type="radio"/> Fringe Benefit _____% <input type="radio"/> Salary Reduction _____%	
OP&FPF Fire	<input type="radio"/> Regular _____% <input type="radio"/> Fringe Benefit _____% <input type="radio"/> Salary Reduction _____%	
Social Security	<input type="radio"/> Regular _____% <input type="radio"/> Fringe Benefit _____%	

<input checked="" type="radio"/> Workplace Earnings or Income Tax	Rate %
Local Tax Name (list each):	
Buckeye Village Income Tax	1.000
<input type="radio"/> Resident Earnings or Income Tax	Rate %
Local Tax Name:	
<input type="radio"/> School District Income tax	Rate %
Name & District Number:	

EARNINGS TAB

Position Name:	Fiscal Officer
Position Type:	Township Fiscal Officer
Classification:	<input type="radio"/> Hired <input checked="" type="radio"/> Elected <input type="radio"/> Appointed <input type="checkbox"/> Unemployment Eligible Note: Elected Officials are not unemployment eligible
Earning Type	Salary
Earning Description	Salary
Frequency	Monthly
Pay Rate	\$ _____ Per hour OR \$ 1,733.00 Salary per pay period OR \$ _____ Per Item OR \$ _____ Overtime rate
OP&FPF (if applicable)	OP&FPF Pick-Up Code: Choose an item. OP&FPF Frequency: Choose an item.
Split Method:	No Split
Distribute % or Hours (if applicable)	All appropriation codes that might be charged on earning:
100% or hours	1000-110-121-0000
% or hours	
% or hours	
% or hours	
% or hours	

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

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

EXAMPLE EMPLOYEE: MORE COMPLEX SETUP

UAN Menu: Payroll → Maintenance → **Employees**

Click: **Add** to open the Add Employee Wizard using the completed Checklist. View the Employee General Information Report when finished. *Sections of the checklist that do not apply to this employee are omitted.*

EMPLOYEE INFORMATION TAB

ADDRESS	
Employee Name	Melissa Messy
Employee ID	Messey M
Address	2 Happy St Buckeye, OH 43215
Email	

OTHER	
SSN	270-54-4419
Hired	04/01/2020
Birth date (optional)	
Sex	<input type="radio"/> Male <input checked="" type="radio"/> Female
Status	<input checked="" type="radio"/> Full Time <input type="radio"/> Part Time
Track Hours By:	<input checked="" type="radio"/> Pay Period <input type="radio"/> Day (do not set to Day)

PHONE	
Home	
Cell	
Emergency	
Contact	

STATE RETIREMENT	
OPERS Member Date	06/22/2011
OP&FPF Member Date	
OP&FPF Hours Base	(Call OP&FPF if unsure)

OHIO IT-4 FORM	
Exemptions	Number: 1 OR <input type="checkbox"/> Exempt Additional per Wage \$0.00

FEDERAL W-4 FORM						
<input type="radio"/> W-4 Version 2019 or Prior	W-4 Rate: <input type="radio"/> Married Rate or <input type="radio"/> Single Rate					
	Allowances: OR <input type="checkbox"/> Exempt					
	Additional \$0.00 per wage					
OR						
<input checked="" type="radio"/> W-4 Version 2020 or Later	W-4 Rate:					
	<input checked="" type="radio"/> Single or Filing Separate <input type="radio"/> Married Filing Jointly <input type="radio"/> Head of Household					
	<input type="checkbox"/> Exempt (if selected, items that follow are not applicable) <input type="checkbox"/> Multiple Jobs					
	<table border="1"> <tr> <td>Adjustments:</td> </tr> <tr> <td>Dependents \$:</td> </tr> <tr> <td>Other Income:</td> </tr> <tr> <td>Deductions:</td> </tr> <tr> <td>Additional per wage:</td> </tr> </table>	Adjustments:	Dependents \$:	Other Income:	Deductions:	Additional per wage:
Adjustments:						
Dependents \$:						
Other Income:						
Deductions:						
Additional per wage:						

EFT / ADDITIONAL INFO TAB

For class purposes, we will skip the EFT section. When applicable, please review the Payroll EFT Handbook for instructions.

WITHHOLDINGS TAB

	Employee Share Distribution	Employer Share Accounts If necessary, include different for Fringe Benefit plans
Medicare	<input checked="" type="radio"/> Regular <u>1.450</u> % <input type="radio"/> Fringe _____%	OBJECT SPLIT
OPERS Govt	<input checked="" type="radio"/> Regular <u>10.00</u> % <input type="radio"/> Fringe Benefit _____% <input type="radio"/> Salary Reduction _____%	OBJECT SPLIT

<input checked="" type="radio"/> Workplace Earnings or Income Tax	Rate %
Local Tax Name (list each):	
Buckeye Village Income Tax	1.000

Insurance Benefits – Employee Share

Insurance Type	Amount and Frequency Withheld
<input checked="" type="radio"/> Health	\$37.50 <input type="radio"/> Bi-Weekly <input type="radio"/> Each Pay Period <input checked="" type="radio"/> Skip Deductions
<input type="radio"/> Life	\$ <input type="radio"/> Bi-Weekly <input type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions
<input checked="" type="radio"/> Dental	\$ 2.81 <input type="radio"/> Bi-Weekly <input type="radio"/> Each Pay Period <input checked="" type="radio"/> Skip Deductions
<input type="radio"/> Vision	\$ <input type="radio"/> Bi-Weekly <input type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions
<input type="radio"/> Other _____	\$ <input type="radio"/> Bi-Weekly <input type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions
<input type="radio"/> Other _____	\$ <input type="radio"/> Bi-Weekly <input type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions

Deferred Compensation (Non-Roth)

Amount withheld per pay period: \$ <u>50.00</u>
<input type="radio"/> Monthly <input checked="" type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions

EARNINGS TAB

Position Name: Maintenance	
Position Type:	Other
Classification:	<input checked="" type="radio"/> Hired <input type="radio"/> Elected <input type="radio"/> Appointed <input checked="" type="checkbox"/> Unemployment Eligible Note: Elected Officials are not unemployment eligible
Earning Type	Hourly Wages
Earning Description	Hourly Wages
Frequency	Bi-Weekly
Pay Rate	\$ 15.00 Per hour OR \$ _____ Salary per pay period OR \$ _____ Per Item OR \$ _____ Overtime rate
OP&FPF (if applicable)	OP&FPF Pick-Up Code: Choose an item. OP&FPF Frequency: Choose an item.
Split Method:	Manual Split
Distribute % or Hours (if applicable)	All appropriation codes that might be charged on earning:
% or hours	1000-120-190-0000
% or hours	2021-330-190-0000
% or hours	2041-410-190-0000
% or hours	2171-610-190-0000
% or hours	

OVERTIME TAB:

Overtime Name: Overtime Wages	
Attach to Earnings:	Hourly Wages
Base Rate	\$ 15.00 Per hour
Overtime Rate	1.50
Split Method:	Manual Split
Distribute % or Hours (if applicable)	All appropriation codes that might be charged for overtime:
% or hours	1000-120-190-0000
% or hours	2021-330-190-0000
% or hours	2041-410-190-0000
% or hours	2171-610-190-0000
% or hours	

NON-CASH TAB:

Non-Cash Benefit Name: Not Applicable	
Description:	
Pay Rate	\$_____ per pay period
Attach to Earning:	

LEAVE BENEFITS:

LEAVE NAME: SICK	
Leave Type & Rate:	Sick Leave is: <input checked="" type="radio"/> paid when used <input type="radio"/> Note paid when used (salaried) Rate: \$ 15.00 per hour
Accrual & Proration Method:	<input type="radio"/> Credited Manually <input checked="" type="radio"/> Earned per pay period: 3.10 hours per pay period <input type="radio"/> Earned per regular hours worked: _____ hours per _____ worked Include In Regular Hours? <input checked="" type="checkbox"/> Using this leave accrues all prorated leaves
Maximum Leave Balance:	<input type="radio"/> Do not limit leave balance <input type="radio"/> Limit balance to: _____ hours
Maximum Annual Accrual:	<input type="radio"/> Do not limit annual accrual <input type="radio"/> Limit annual accrual to: _____ times comp time hours worked
Beginning Balance:	0.00 hours
Applicable only for Comp Time: Comp Time Accrual Rate: _____ hours	
Attach at least one Earning & one WH selection:	Hourly Wages
Split Method:	Percentage Split
Distribute % or Hours (if applicable)	All appropriation codes that might be charged on earning:
25 % or hours	1000-120-190-0000
25 % or hours	2021-330-190-0000
25 % or hours	2041-410-190-0000
25 % or hours	2171-610-190-0000

LEAVE NAME: VACATION	
Leave Type & Rate:	Vacation Leave is: <input checked="" type="radio"/> paid when used <input type="radio"/> Note paid when used (salaried) Rate: \$ 15.00 per hour
Accrual & Proration Method:	<input type="radio"/> Credited Manually <input checked="" type="radio"/> Earned per pay period: 3.10 hours per pay period <input type="radio"/> Earned per regular hours worked: _____ hours per _____ worked Include In Regular Hours? <input checked="" type="checkbox"/> Using this leave accrues all prorated leaves

Maximum Leave Balance:	<input type="radio"/> Do not limit leave balance <input type="radio"/> Limit balance to: <input type="text"/> hours	
Maximum Annual Accrual:	<input type="radio"/> Do not limit annual accrual <input type="radio"/> Limit annual accrual to: <input type="text"/> times comp time hours worked	
Beginning Balance:	0.00	
Applicable only for Comp Time: Comp Time Accrual Rate: <input type="text"/> hours		
Split Method:	Percentage Split	
Distribute % or Hours (if applicable)	All appropriation codes that might be charged on earning:	
Attach at least one Earning with only one WH selection:	Hourly Wages	
<input type="checkbox"/> 25 % or hours	1000-120-190-0000	
<input type="checkbox"/> 25 % or hours	2021-330-190-0000	
<input type="checkbox"/> 25 % or hours	2041-410-190-0000	
<input type="checkbox"/> 25 % or hours	2171-610-190-0000	

LEAVE NAME: HOLIDAY		
Leave Type & Rate:	Holiday Leave is: <input checked="" type="radio"/> paid when used <input type="radio"/> Note paid when used (salaried) Rate: \$ 15.00 per hour	
Accrual & Proration Method:	<input checked="" type="radio"/> Credited Manually <input type="radio"/> Earned per pay period: <input type="text"/> hours per pay period <input type="radio"/> Earned per regular hours worked: <input type="text"/> hours per <input type="text"/> worked Include In Regular Hours? <input checked="" type="checkbox"/> Using this leave accrues all prorated leaves	
Maximum Leave Balance:	<input type="radio"/> Do not limit leave balance <input type="radio"/> Limit balance to: <input type="text"/> hours	
Maximum Annual Accrual:	<input type="radio"/> Do not limit annual accrual <input type="radio"/> Limit annual accrual to: <input type="text"/> times comp time hours worked	
Beginning Balance:	0.00 hours	
Applicable only for Comp Time: Comp Time Accrual Rate: <input type="text"/> hours		
Attach at least Earning & one WH selection:	Hourly Wages	
Split Method:	Percentage Split	
Distribute % or Hours (if applicable)	All appropriation codes that might be charged on earning:	
<input type="checkbox"/> 25 % or hours	1000-120-190-0000	
<input type="checkbox"/> 25 % or hours	2021-330-190-0000	
<input type="checkbox"/> 25 % or hours	2041-410-190-0000	
<input type="checkbox"/> 25 % or hours	2171-610-190-0000	

LEAVE NAME: COMP TIME		
Leave Type	Comp Time	

& Rate:	Leave is: <input checked="" type="radio"/> paid when used <input type="radio"/> Note paid when used (salaried) Rate: \$ 15.00 per hour
Accrual & Proration Method:	<input checked="" type="radio"/> Credited Manually <input type="radio"/> Earned per pay period: [] hours per pay period <input type="radio"/> Earned per regular hours worked: [] hours per [] worked Include In Regular Hours? <input checked="" type="checkbox"/> Using this leave accrues all prorated leaves
Maximum Leave Balance:	<input checked="" type="radio"/> Do not limit leave balance <input checked="" type="radio"/> Limit balance to: 25 hours
Maximum Annual Accrual:	<input type="radio"/> Do not limit annual accrual <input checked="" type="radio"/> Limit annual accrual to: 40 hours
Beginning Balance:	0.00 hours
Applicable only for Comp Time: Comp Time Accrual Rate: 1.5 hours	
Attach at least Earning & one WH selection:	Hourly Wages
Split Method:	Percentage Split
Distribute % or Hours (if applicable)	All appropriation codes that might be charged on earning:
25 % or hours	1000-120-190-0000
25 % or hours	2021-330-190-0000
25 % or hours	2041-410-190-0000
25 % or hours	2171-610-190-0000

When using percent split you must be careful, determining the distribution of percentage to restricted funds.

DEMONSTRATION: OTHER EMPLOYEE EXAMPLES

UAN Menu: Payroll → Maintenance → **Employees**

The instructor will use the **Edit (then Advanced)** button to illustrate several employee examples that have different combinations of earning types and benefits. First, we will review the two employees just added to our list to illustrate how the same data appears in the Edit forms. Next review a common example, the Fire Chief, Sonny Day. He is paid a salary charged on one account code (No Split), an OP&FPF member, and has several leave benefits. Finally, we will examine Henry Hero, a fireman that has a complex setup due to the nature of his benefits and local taxes.

Please watch the instructor’s monitor for this demonstration.

EXERCISE: APPLY SKIP CALENDAR TO NEW EMPLOYEES

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

Employees that work in different tax districts will require separate earnings for each work location.

UAN Menu: Payroll → Maintenance → **Skip Calendars Editor**

Mark **Bi-weekly skip 3rd paycheck**

Click **Apply** to open the Apply Skip Calendar form.

Select Frequency: **Bi-Weekly**

Select Withholding: **Health Insurance**

Select the new employee and all other employees that list.

Click **Save**

Select Withholding: **Dental Insurance**

The new employee and all other employees that list.

Click **Save** and **Close**.

EMPLOYEE SKIP WITHHOLDING REPORTS

UAN Menu: Payroll → Reports & Statements → Employee Reports → **Employee Skip Withholding**

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

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

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

WAGES

*** Run training data file: Payroll #3***

UAN Menu: Payroll → Transactions → **Wages**

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

- **Warrant/EFT** ► Used to print wage warrants or create EFT pay stubs.
- **Manual** ► Used to enter the information from handwritten wage warrants.

Selecting Warrant/EFT or Manual will list the following five sub-types:

1. Regular
2. Leave Payout
3. Bonus
4. Final Pay
5. Retro Pay

Select Warrant/EFT ► **Regular** to use for standard, ongoing payroll processing. All five subtypes are described in the ‘How to add a wage’ section of the UAN Payroll Manual which is accessible under the FAQs menu when the wages area is open.

- **Conversion** –Used strictly for reporting purposes to enter pre-UAN Payroll wage information without posting a transaction i.e. *UAN will not encumber or charge appropriation account codes, or generate outstanding withholdings when posting conversion wages.* This is not relevant for customers who have used UAN Payroll for at least one fiscal year.

EXERCISE 1: ADD WAGES, GROUP #1

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

On the Add Wages form:

Select The **Administration Department**.

Select the **Monthly** Frequency box. **Enter** the Start Date then tab over to the end date so the end date automatically populates the space or click the + sign to advance one full pay period.

Select the three trustees and the **former** fiscal officer that appear in the Employee Earnings area.

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

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

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

EXERCISE 2: EDIT WAGES, GROUP #1

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

UAN Menu: Payroll → Transactions → **Wages**

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

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

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

BATCH REPORTS - WAGES, GROUP #1

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

UAN Menu: Payroll → Reports & Statements → **Batch Reports –Wages**

Select **Batch Wage Detail** from the drop-down list. This report is recommended because it shows all the detail for each wage.

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

Click Print, Display or Save PDF.

EXERCISE 3: POST WAGES, GROUP #1

UAN Menu: Payroll → Transactions → **Wages**

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

Select All the wages in the batch.

Click **Post/Print** and answer **OK** to the number of items to Post.

Enter the **Post Date 4/2/2020**.

Click **OK** once the instructor reviews the next check number and pay stub options with the class.

In this form, you must select the post date. The post date of a paycheck should represent payday – the day the employee receives the check. You can enter a stub note or change your selections for the items to be printed on the pay stub.

Load Printer: The Print form shows the type and number of items you are posting and if checks need to be loaded in the printer the form shows the first and last check numbers that are needed.

Click **Print** when the printer is loaded properly.

EXERCISE 4: ADD WAGES, GROUP #2

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

On the Add Wages form:

Select the **Fire & EMS** and **Maintenance** Departments

Click the **Bi-Weekly** Frequency box

Click the + **plus sign** to advance the pay period dates

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

Click **Save** and **Close**

Choose **Yes** and the Edit Wages form will open.

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

EXERCISE 5: EDIT WAGES, GROUP #2

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

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

John Smith	
Hourly Wages	15.00
Hours Paid	15.00
Gross	135.00
Withholdings	-16.03
Net	118.97

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

Sonny Day	
Gross	1,480.00
Withholdings	-479.25
Net	1000.75

Earned/Used/Denied Leaves	Earned	Used
Comp Time	3.00	
Vacation Leave		8.00

Uniform Accounting Network – Payroll Exercise Handbook

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

Barry D. Ceased	
Hourly Wages	72.00
Vacation Leave Paid	8.00
Hours Paid	80.00
Gross	1000.00
Withholdings	-288.73
Net	711.27

Uniform Accounting Network – Payroll Exercise Handbook

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

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

Steve Friendly		
Hourly Wages	1000-120-190	4.00
	2021-330-190	22.00
	2041-410-190	8.00
	2171-610-190	20.00
Overtime Wages	2021-330-190	1.50
	2171-610-190	3.00
Holiday Leave Paid	Percent Split	8.00
Vacation Leave Paid	Percent Split	18.00
	Hours Paid	84.50
	Gross	1301.25
	Withholdings	-353.88
	Net	947.37

Holiday Leave Earned	
Override:	8.00

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

Art Part	
Hours worked	15.00
Hours Paid	15.00
Gross	127.50
Withholdings	-16.16
Net	111.34

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

BATCH REPORTS - WAGES, GROUP #2

Review the Batch Wage Detail report before posting.

UAN Menu: Payroll → Reports & Statements → Batch Reports – **Wages**

Select the **Batch Wage Detail** report from the drop-down list.

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

Click Display for class purposes.

EXERCISE 6: POST WAGES, GROUP #2

The remaining batch list contains some warrant and EFT type wages. You could select the entire list to Post/Print at once. You can set the Type at the top of the Wages form to show a list of one type for posting one type at a time. You can select individual wages to post by clicking in the individual boxes. If you want to add a stub note for a specific employee or group of employees, you would select and post them separately.

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

Click the **Type** drop-down arrow at the top of the form.

Select **Warrant** as the type. The batch list will show only warrants.

Select all the batch warrants by clicking the header checkbox

Click **Post/Print**

A message will ask if you wish to post the selected items

Click **OK**

The Next Warrant Number form appears. In this form, you must select the post date. The post date of a paycheck should represent payday – the day the employee receives the check.

Enter the **Post date 4/3/2020**. You can enter a stub note or change your selections for the items to be printed on the pay stub. The software is showing you the next available warrant number to post. Verify the accuracy of the next warrant number.

Click: **OK** (only if this number is correct. If the number is not correct type the correct number in the user-selected # box)

The Print form appears confirming the number and type of items that are printing. The software will show you the first through last check number to load into the printer.

Click **Print** when you have loaded the checks and are ready to print.

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

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

Click the **Type** drop-down arrow at the top of the form.

Select **EFT** as the type. The batch list will show only electronic payments.

Select all the batch wages by clicking the header checkbox

Click **Post/Print**. A message will ask if you wish to post the selected items

Click **OK**. The Print form appears confirming the number and type of items that are printing.

The print form will instruct you to load plain paper (or EFT forms depending on your selection) into the printer.

Click **Print** when you are ready.

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

DEMONSTRATION: CREATE EFT FILE (DIRECT DEPOSIT)

UAN Menu: Payroll → Transactions → **EFT**

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

For class purposes, we may skip this step. When applicable, please review the Payroll EFT Handbook for instructions here:

UAN Menu: Payroll → Maintenance → **Employees**, then in the lower-left corner in the FAQs menu, click **Payroll EFT Handbook** to open.

STATE RETIREMENT REPORTS & PAYMENTS

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

It is always recommended that you wait one business day after payday before preparing state retirement withholding reports and payments.

UAN Menu: Payroll → Transactions → **Withholding Payments**

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

Withholding payments are separated into two groups:

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

Three types of payments can be generated:

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

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

OPERS MONTHLY REPORT EXAMPLE

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

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

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

UAN Menu: Payroll → Reports & Statements → External Forms – **OPERS Contributions**

The OPERS Contributions form opens.

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

Required selections:

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

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

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

Click: **Save** and **Close**

PRINT OPERS REPORT FOR FILING AND INTERNAL USE

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

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

CREATE ELECTRONIC FILE FOR UPLOAD TO OPERS ECS

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

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

OP&FPF MONTHLY REPORT EXAMPLE

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

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

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

UAN Menu: Payroll → Reports & Statements → External Forms – **OP&FPF Contributions**

The OP&FPF Contributions form opens.

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

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

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

If employees don't appear on the monthly report when wages were paid you have probably issued wages with incorrect pay periods. See the Utilities section for instructions to use the Pay Period Adjustment utility. The proper correction would be to close the report without saving and review Wage Reports to find the pay period error. Once the error is found you can use the Pay Period

Adjustment Utility to correct the pay periods then return to the OP&FPF Contributions form and add the monthly report. Once the pay periods have been corrected all the wages will appear on the report. If you edit the report to make the corrections the withholding payment will still be incorrect. By correcting the pay period through the use of the utility you bring the report and withholding payments into balance with the proper pay periods.

Click: **Save** and **Close**

PRINT OP&FPF REPORT FOR FILING AND INTERNAL USE

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

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

CREATE ELECTRONIC FILE FOR UPLOAD TO OP&FPF WEBSITE

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

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

STATE RETIREMENT WITHHOLDING PAYMENTS EXAMPLE

State retirement payments are based on pay period end date, not paycheck post dates. In our example, the wages that included the last pay period in March were posted as late as April 3. Remember, before reporting and paying state retirement, it is important to make sure there are no additional wages pending that will include a March pay period ending date. Also, we waited for at least one business day after payday before preparing the monthly report and payment to allow time for potential payroll corrections.

In our example, OPERS and OP&FPF both reported the total amount owed by our township based on the contributions report file that we uploaded to each agency. **We then followed the OPERS and OP&FPF instructions to complete the online payments for the amount due.**

Payee	Online Payment Amount
Ohio Public Employees Retirement System	2,877.16
Ohio Police & Fire Pension Fund	3,668.50

Now we are ready to represent these online payments as electronic payments in UAN:

UAN Menu: Payroll → Transactions → **Withholding Payments**

Click **Add**

Select **State Retirement - Electronic**

Select the Post Date of **4/6/2020**.

Mark **Remember Dates until form closes**

Select the **Payee**

Select **March**

Checkmark all wages to include in the payment on the Wages tab.

Note the small rounding difference between the UAN calculation and the OPERS online calculation as explained by your instructor.

Click The **Employer Accounts Tab**. Enter the rounding adjustment as instructed. Verify payment matches the online payment. Click **Save** and repeat the steps for OP&FPF. Click **Save** and **Close** when you are finished.

BATCH WITHHOLDING REPORTS

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

UAN Menu: Payroll → Reports & Statements → **Batch Reports - Withholdings**

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

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

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

POST WITHHOLDING PAYMENTS

UAN Menu: Payroll → Transactions → **Withholding Payments**

Although multiple types can be posted at one time, it is recommended that you select one type at a time to avoid printing the vouchers on checks and checks on paper.

The Type at the top of the batch determines what will appear in the list. “All” is the default type.

Click the **Type** drop-down arrow at the top of the form.

Select **Warrant** as the type. The batch list will show only warrants.

Select all the batch withholding warrants by clicking the header checkbox

Click **Post/Print**

A message will ask if you wish to post the selected items

Click **OK**

The Next Warrant Number form appears.

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

Click **OK** (only if this number is correct. If the number is not correct type the correct number in the user selected # box)

The Print form appears confirming the number and type of items that are printing. The software will show you the first and last check number to load into the printer.

Click **Print** when you have loaded the checks and are ready to print.

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

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

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

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

Select all the batch withholding electronic payments by clicking the header checkbox

Click **Post/Print**.

A message will ask if you wish to post the selected items

Click **OK**.

The Print form appears confirming the number and type of items that are printing. The print form will instruct you to load plain paper into the printer.

Click **Print** when you are ready.

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

OPERS REMITTANCE

The OPERS Remittance form cannot be created until the payment has been posted. Post your payment then return to Reports & Statements to generate the OPERS Remittance form. Create the OPERS Remittance form to accompany the payment.

This report is ONLY required if you send a check to OPERS.

UAN Menu: Payroll → Reports & Statements → External Forms – **OPERS Remittance**

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

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

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

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

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

OP&FPF REMITTANCE

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

UAN Menu: Payroll → Reports & Statements → External Forms – **OP&FPF Remittance**

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

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

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

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

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

REPORTS

UAN Menu: Payroll → Reports & Statements

REPORTS OVERVIEW

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

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

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

RECOMMENDED PAYROLL REPORTS

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

EMPLOYEE REPORTS

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

UAN Menu: Payroll → Reports & Statements → **Employee Reports**

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

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

LEAVE REPORTS

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

UAN Menu: Payroll → Reports & Statements → **Leave Reports**

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

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

BATCH REPORTS – WAGES

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

UAN Menu: Payroll → Reports & Statements → **Batch Reports – Wages**

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

BATCH REPORTS – WITHHOLDINGS

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

UAN Menu: Payroll → Reports & Statements → **Batch Reports – Withholdings**

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

WITHHOLDING REPORTS:

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

UAN Menu: Payroll → Reports & Statements → **Withholding Reports**

Action or Field Name:	Data Entry:
Report Drop Down Menu:	Withholding Summary
Year Drop Down Menu & Date definition:	2020 – Original Post Date*

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

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

Click on the Display button.

Action or Field Name:	Data Entry:
Report Drop Down Menu:	Withholding Summary
Year Drop Down Menu & Date definition:	2020 – Pay Period End Date**
Date:	Year

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

Select only **OPERS and OP&FPF**.

Click on the Display button.

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

WITHHOLDING PAYMENT REPORTS

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

UAN Menu: Payroll → Reports & Statements → **Withholding Payment Reports**

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

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

Other useful Withholding Payment reports on the drop-down list:

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

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

PAYROLL REPORT OPTIONS IN ACCOUNTING & GENERAL REPORTS

PAYROLL ‘FILTERS’

Most payment reports in the Accounting and General menus include the ability to narrow the reports output to only Accounting or only Payroll payments when desired. When available, this feature will be accessible in each report area under the Filters tab by changing the ‘Type’ drop-down menu to either Accounting or Payroll.

Examples:

- *UAN Menu:* Accounting → Reports & Statements → Payment Reports, the **Payment Listing**, **Payment Register Detail** and most other reports on this list.
- *UAN Menu:* Accounting → Reports & Statements → Appropriation Reports, **Appropriation Payment Register**.
- *UAN Menu:* General → Reports & Statements → Vendor / Payee Reports, **Vendor / Payee Payment Register**. You can filter this report to print only **Payroll Withholding** payments.

PAYROLL POSTING DETAIL

This report lists the payroll information that has transferred to the accounting ledgers. The report is useful in determining the source of employee payroll as it has posted in the accounting e.g. provides detail to the payroll posting on the Cash Journal and payment reports.

Many fiscal officers print a monthly Payment Listing report (from the Accounting menu) for their board to review. After transitioning to UAN Payroll, the ‘Payment Advice’ column on this report may cause some confusion because it will appear as if some electronic payment numbers are missing. When you post wages, Payroll uses an electronic payment sequence number for internal programming purposes to apply the payroll payment to the accounting ledgers. As a result, these electronic payment numbers (and their associated dollar amounts) cannot appear on most payment reports – otherwise, it would artificially inflate the report totals. To account for the ‘missing’ numbers, print the Payment Posting Detail in the instructions that follow:

UAN Menu: Accounting → Reports & Statements → Payment Reports

Select **Payroll Posting Detail** from the drop-down menu and select the same month or date range that you normally use for your monthly Payment Listing report and then select all the vouchers in the list. These represent the batch wages (i.e. temporarily created during the process of posting the payment to the accounting ledgers) and use the post date of the wages.

Most fiscal officers provide their governing board with both the Payment Listing and the Payroll Posting Detail reports so the board can verify that no electronic payment numbers are missing.

EXERCISE: 941 FEDERAL QUARTERLY REPORT

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

UAN Menu: Payroll → Reports & Statements → External Forms – **941 Federal Quarterly**

The 941 Federal Quarterly form opens.

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

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

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

If you find the report is missing any additional amount per wage (Federal Supplemental) that one or more employees designated on the W-4 form and that was withheld from their wages by some method other than prescribed by UAN, there was likely an error in the Employee setup screen. Upon confirming such errors, you can manually edit the tax withheld on line 3 to include any supplemental withholdings that were truly withheld. Moving forward, you should correct the error in Payroll → Maintenance → Employees (contact UAN if you need assistance).

Payments tab: The IRS won't see the information on this tab; it is for your internal processing use. All payments for the quarter made from the Payroll software will be listed and the default will have them marked to include in the deposits for the quarter. If a payment has been made in accounting using the default payroll vendor/payee it will appear in the list but the default is not to be selected. You can click in the box to select the item to be included. Payments made in Accounting for items such as old unpaid withholdings, late penalties and interest using the same vendor/payee will appear in the list but should not be selected to include as a deposit for the quarter. You must be sure the correct boxes are checked. This is especially important if you are sending a

payment with the report. Payments to be sent with the report may appear on this list but they should not be checked. If you need to change the total deposits for the quarter you must type the total amount of deposits in the Deposits Override box. This amount will replace any selections in the deposits calculated box. If you had prior overpayments to be applied to your first 941 generated in UAN you will enter them in the Prior Overpayments box.

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

Liability tab: You must be sure to mark the correct deposit schedule box. The default is monthly scheduled depositor because most of the UAN clients fall in this category. If you are a monthly depositor the calculated tax liability for each month is generated based on payment dates and should be correct. Incorrect calculations can result from setup errors with Medicare and Social Security rates or Supplemental Federal Tax setup errors. If deposits are incorrect you can type over the amounts in the override column. Your total liability must match line 10 on the Taxes tab.

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

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

PRINT 941 FEDERAL QUARTERLY REPORT FOR FILING

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

EXERCISE: ODJFS WAGE DETAIL (QUARTERLY REPORT)

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

UAN Menu: Payroll → Reports & Statements → External Forms – **ODJFS Wage Detail**

The ODJFS Wage Detail form opens.

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

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

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

Required selections:

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

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

Columns for Weeks and Months 1, 2, & 3: Employees that have been marked as Full Time on the Employee Information tab when you set them up in the Wizard will appear on the report with a default of 13 weeks of credit and months 1, 2, and 3 of the quarter will be check marked. Employees that were set up as part-time won't have any default information. You **must** review the work records (i.e. time cards) to determine how many weeks and what months they worked in the quarter. If you don't understand what credit should be given call ODJFS so you understand the reporting requirements before completing the form. You will type in the number of weeks in place of the default zero and click each month which should be credited to each employee for unemployment purposes. The software will use these marked boxes to calculate the total covered workers you indicate for each month.

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

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

PRINT OR CREATE AN ELECTRONIC FILE

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

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

DEMONSTRATION STATE, SCHOOL, LOCAL TAX REPORTS

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

UAN Menu: Payroll → Reports & Statements → **Tax Reports - Other**

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

Select the correct date period for your report

Select if you file the IT 941 form click on the **Options tab** and select "Include payment detail"

Select the Taxes that appear on the list.

Click **Print**

Use these reports to complete your coupon or online reporting.

COMMON EMPLOYEE CHANGES

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

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

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

EXERCISE 1: PAY RATE CHANGE

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

UAN Menu: Payroll → Maintenance → **Employees**

Select **Friendly, S**

Click **Edit** and **Advanced**

Click the **Earnings Tab**

Select **2000 Hourly Wages**

Click **Edit** and the Edit Employee Earning form opens 

Type **\$16.00** over the existing \$15.00 in the Pay rate box. Steve has received a \$1.00 per hour raise in pay for all of his earnings, leave and overtime base pay.

Click **Save**.

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

Click **Yes**.

You receive a message confirming that Pay rates of \$15.00 for this employee have been updated to \$16.00.

Click **OK** to close the message

Click **Close** to return to the Edit Employee form and **Close** to return to the Employees list.

EXERCISE 2: ADD AN ACCOUNT TO AN EXISTING EARNING

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

UAN Menu: Payroll → Maintenance → **Employees**

Select: **Crank, C**

Click: **Edit** and **Advanced**

Select: The **Earnings Tab**

Select: **2000 Hourly Wages**

Click: **Edit** and the Edit Employee Earning form opens 

Click: On the **Accounts** tab.

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

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

Review: The Account Split Method for accuracy

Click: On the **Withholdings tab** to **review** the accounts in the **Employer/Fringe** column for Medicare and Retirement. If settings are correct, click: **Save** and **Close** to return to the Edit Employee form, remain on this form for the next exercise.

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

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

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

- 1) **Edit existing earning:** **UAN Menu: Payroll → Maintenance → Employees.** Mark the employee and click Edit – Advanced to open the Edit Employee form. Click on the Earnings tab. In our sample, the original earning had one account and was set to no-split. The earning is edited and on the accounts tab, a new account is added to the list and a split method is selected. Save and Close to return to the Edit Employee Form and remain in the Edit Employee form for step 2. In this situation, you may want to add the same account to overtime and leave. Go to each tab, select the item and click Edit, on the edit form click on the accounts tab and add the new account and select the split method. Save and Close then go to the next item and/or tab. You may want to edit the Overtime and Leaves to add the new account and split method.
- 2) **Edit withholdings that have an employer share:** In our example, the employer share of Medicare and OPERS was originally set to no-split with one account because the employee only had one earning. Now that they are paid from two different accounts we want the employer share of Medicare and OPERS to be paid proportionately as the earnings are paid. Click on the Withholdings tab. Select Medicare and OPERS and click Edit. Change the split method on the Appropriation Accounts (Employer Share) tab and the Appropriation Accounts (Fringe Benefit) tab to Object split and select the object number from the drop-down list. For your employee, the retirement may be OP&FPF or Social Security instead of OPERS. Verify all withholdings with employer share appropriation account settings are updated.

DEMONSTRATION: ADD NON-PENSIONABLE LEAVE PAYOUT EARNINGS

IMPORTANT: The Payout of unused leave at retirement, termination of employment or during the year when your policies state unused leave can be paid out may or may not be pensionable. You must verify the pensionable or non-pensionable status of the payout with OPERS and OP&FPF before payment.

If the item is non-pensionable the correct method of payment is to set up a Non-Pensionable Earning so the employer and employee share of the retirement won't be generated on the earning or included on the monthly retirement report.

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

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

- 1) **Adjust leave balances:** The first step is to adjust out the leave balance that will be paid out. When a leave balance is paid as a non-pensionable earning the balance must be reduced using the Leave Balance Adjustment Utility. **UAN Menu: Payroll → Utilities → Leave Balance Adjustment.** Select the employee from the drop-down list and enter a negative adjustment for hours to be paid. Type a purpose in the box documenting the reason for the adjustment. Also, if upon retirement or termination there are leave balances that will be unpaid according to your policies, the remaining leave balances should be adjusted to zero as a separate adjustment.
- 2) **Edit existing earning:** **UAN Menu: Payroll → Maintenance → Earnings & Leave.** If you have not set up a non-retirement item in the software, you see the original default for Non-Retirement Item (Type #9000) that can be edited and used for the first earning. Select Non-Retirement from the list and click Edit, change the default name to the specific name you need such as Vacation Leave Payout. Click Save & Close. If you are paying out more than one type of leave it is recommended you have specific earnings set up for each type, continue with step 3.

- 3) **Add a new earning**: If the original Non-Retirement item (Type #9000) has already been re-named and is in use click Add and the Add Earning or Leave form opens. Type the name, such as Sick Leave Payout and for the type select Non-Retirement Item. The software assigns the next available number. Click Save & Close.

- 4) **Add Earning(s) to Employee**: **UAN Menu: Payroll → Maintenance → Employees** Mark the employee and click Edit – Advanced to open the Edit Employee form.
 - a. On the Earnings tab: Click Add and add the new leave payout earnings. You must click on the Withholdings tab in the Add Employee Earning form to attach the withholdings to the earning. Do not attach items such as insurance or OPERS/OP&FPF. You must also click on the accounts tab to indicate which appropriation account will pay the earning. Save.
 - b. Close or repeat the process for multiple payout earnings.

DEMONSTRATION ADD NON-CASH BENEFIT TO AN EMPLOYEE

1) **Edit Existing Non-Cash Earning to be the new Non-Cash Benefit “Taxable Commute”**:

If you’ve already used the default non-cash benefit click the Add button and set up a new earning under the Type: Non-Cash Benefit

UAN Menu: Payroll → Maintenance → Earnings and Leave

2) **Add the Non-Cash Benefits to Employee**:

UAN Menu: Payroll → Maintenance → Employees. Mark the employee and click Edit – Advanced to open the Edit Employee form.

On the Non-Cash tab: Click Add and add the new non-cash item. You must click on the Earnings tab to attach the Non-Cash item to the earning. Save and Close.

EXERCISE 3: EMPLOYEE REQUESTS ADDITIONAL FEDERAL TAXES WITHHELD (W-4 FORM UPDATE)

Employee Carl Crank would like an additional \$40.00 of Federal Taxes deducted from every other wage. The fiscal officer explains that he must follow the IRS guidelines and provides Carl with a new W-4 to complete. Upon receiving the W-4 complete and signed by Carl, we update UAN.

UAN Menu: Payroll → Maintenance → **Employees**

Mark **Crank, C** and click **Edit**, then **Advanced** and then the Edit Employee form will open.

1. In the **Information** tab, under Federal W-4 Form, mark ‘ 2020 or Later’.
2. Complete the section as seen below (corresponding to Carl’s signed Federal W-4 form):

Description	Amount
Dependents \$	\$0.00
Other Income	\$0.00
Deductions	0.00
Additional per wage	\$18.50

3. Click **Save**. *Note: To see the effect on wages, select the Withholding tab to view the ‘Supp. Federal Withholding that is now set to \$18.50.*

DEMONSTRATION: EMPLOYEE ADDRESS CHANGE REQUIRES NEW SCHOOL TAX WITHHOLDING

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

UAN Menu: Payroll → Maintenance → **Employees**

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

If a new withholding with a new vendor/payee is required, then first add the vendor/payee:

UAN Menu: General → Maintenance → **Vendors/Payees**

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

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

Add a new withholding:

UAN Menu: Payroll → Maintenance → **Withholdings**

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

ATTACH THE NEW WITHHOLDING TO AN EMPLOYEE:

UAN Menu: Payroll → Maintenance → **Employees**

Mark the employee and click Edit – Advanced. Click on the Withholdings Tab and Click Add. Select the new withholding from the drop-down list, our example is the **North School Tax**, and verify the withholding rate or amount. Click on the Earnings tab and notice that with school taxes all earnings are automatically selected. Other withholdings require you to select the earnings to

create the attachments before saving the new withholding. Save and Close – stay on the Edit Employee form on the Withholdings tab.

Deactivate the school tax associated with the employee’s old address:

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

DEMONSTRATION: WITHHOLDING RATE CHANGE FOR ALL EMPLOYEES

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

UAN Menu: Payroll → Maintenance → **Withholdings**

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

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

UAN Menu: Payroll → Maintenance → **Withholdings Editor**

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

DEMONSTRATION: DEACTIVATE EXISTING WITHHOLDING

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

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

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

UTILITIES

UAN Menu: Payroll → Utilities

EFT Utility: For Direct Deposit of wages, not electronic withholding payments. This utility is used when the electronic file needs to be recreated and/or changed for upload to the bank. See the Payroll EFT Handbook for more information.

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

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

Payroll Payment Utility: Used to:

- A. Reprint a paper voucher for EFT wages or Electronic withholding payments.
- B. Reissue a paycheck or withholding warrant. The process voids the original check and sends the payment to the printer to be printed on a new check preserving the tax and retirement withholdings and payments from the original paycheck. Reissue is also used when you need to issue a posted EFT wage or electronic withholding payment onto a check.
- C. Void can be used for all items, wages or withholdings, electronic or warrant. Care should be exercised when voiding a wage to ensure that withholding payments associated with the wage that has not already been sent electronically or by mail have been voided **before** the wage is voided. Voiding wages when withholding payments have been sent creates a withholding overpayment that must be addressed. If you don't understand the procedure contact the UAN support line for assistance before voiding a wage associated with paid withholdings.

TROUBLESHOOTING SETUP ERRORS


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

UAN Menu: Payroll → Maintenance → **Employees**

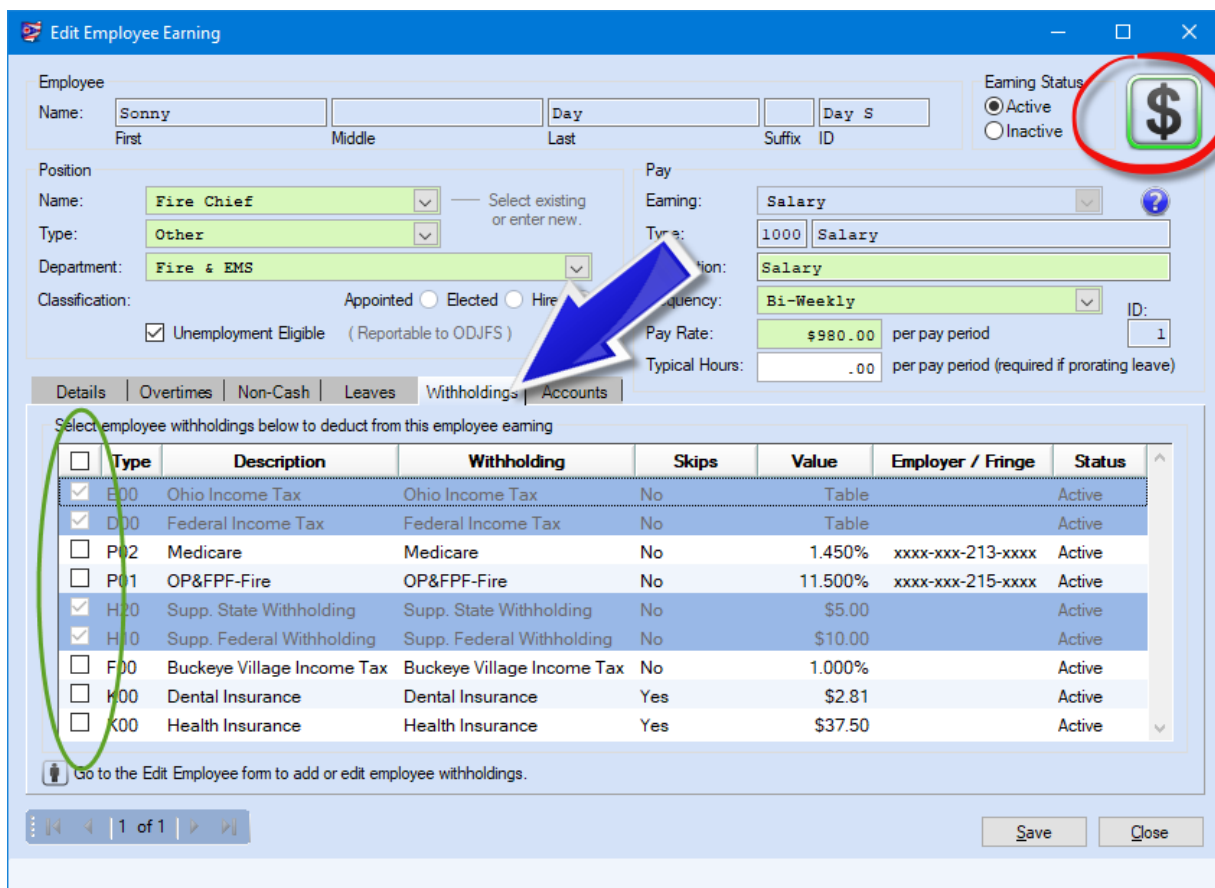
Select The Employee from the list.

Click Edit and Advanced.

Click On the Earnings Tab and select the earning(s) and click Edit. In the Edit Employee

Earning  form click on the Withholdings Tab.

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



The screenshot shows the 'Edit Employee Earning' window. The 'Employee' section shows 'Sonny' with fields for First, Middle, Last, and Day S. The 'Position' section shows 'Fire Chief' and 'Other' type. The 'Pay' section shows 'Salary' earning with a rate of \$980.00. The 'Withholdings' tab is active, showing a table of withholdings. A green circle highlights the checkboxes in the 'Type' column of the table. A red circle highlights a dollar sign icon in the top right corner. A blue arrow points to the 'Withholdings' tab.

Type	Description	Withholding	Skips	Value	Employer / Fringe	Status
<input checked="" type="checkbox"/>	E00 Ohio Income Tax	Ohio Income Tax	No	Table		Active
<input checked="" type="checkbox"/>	D00 Federal Income Tax	Federal Income Tax	No	Table		Active
<input type="checkbox"/>	P02 Medicare	Medicare	No	1.450%	xxxx-xxx-213-xxxx	Active
<input type="checkbox"/>	P01 OP&FPF-Fire	OP&FPF-Fire	No	11.500%	xxxx-xxx-215-xxxx	Active
<input checked="" type="checkbox"/>	H20 Supp. State Withholding	Supp. State Withholding	No	\$5.00		Active
<input checked="" type="checkbox"/>	H10 Supp. Federal Withholding	Supp. Federal Withholding	No	\$10.00		Active
<input type="checkbox"/>	F00 Buckeye Village Income Tax	Buckeye Village Income Tax	No	1.000%		Active
<input type="checkbox"/>	K00 Dental Insurance	Dental Insurance	Yes	\$2.81		Active
<input type="checkbox"/>	K00 Health Insurance	Health Insurance	Yes	\$37.50		Active

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

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

Employee
 Name: Sonny Day Day S
 First Middle Last Suffix ID

Position
 Name: Fire Chief
 Type: Other
 Department: Fire & EMS
 Classification: Appointed Elected H
 Unemployment Eligible (Reportable to ODJFS)

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

Withholdings

Type	Description	Withholding	Skips	Value	Employer / Fringe	Status
<input checked="" type="checkbox"/>	E00 Ohio Income Tax	Ohio Income Tax	No	Table		Active
<input checked="" type="checkbox"/>	D00 Federal Income Tax	Federal Income Tax	No	Table		Active
<input checked="" type="checkbox"/>	F02 Medicare	Medicare	No	1.450%	xxxx-xxx-213-xxxx	Active
<input checked="" type="checkbox"/>	F01 OP&FPF-Fire	OP&FPF-Fire	No	11.500%	xxxx-xxx-215-xxxx	Active
<input checked="" type="checkbox"/>	H20 Supp. State Withholding	Supp. State Withholding	No	\$5.00		Active
<input checked="" type="checkbox"/>	H10 Supp. Federal Withholding	Supp. Federal Withholding	No	\$10.00		Active
<input checked="" type="checkbox"/>	F00 Buckeye Village Income Tax	Buckeye Village Income Tax	No	1.000%		Active
<input checked="" type="checkbox"/>	K00 Dental Insurance	Dental Insurance	Yes	\$2.81		Active
<input checked="" type="checkbox"/>	K00 Health Insurance	Health Insurance	Yes	\$37.50		Active

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

UAN Menu: Payroll → Maintenance → **Employees**

Select The Employee from the list.

Click Edit and Advanced.

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

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

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

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

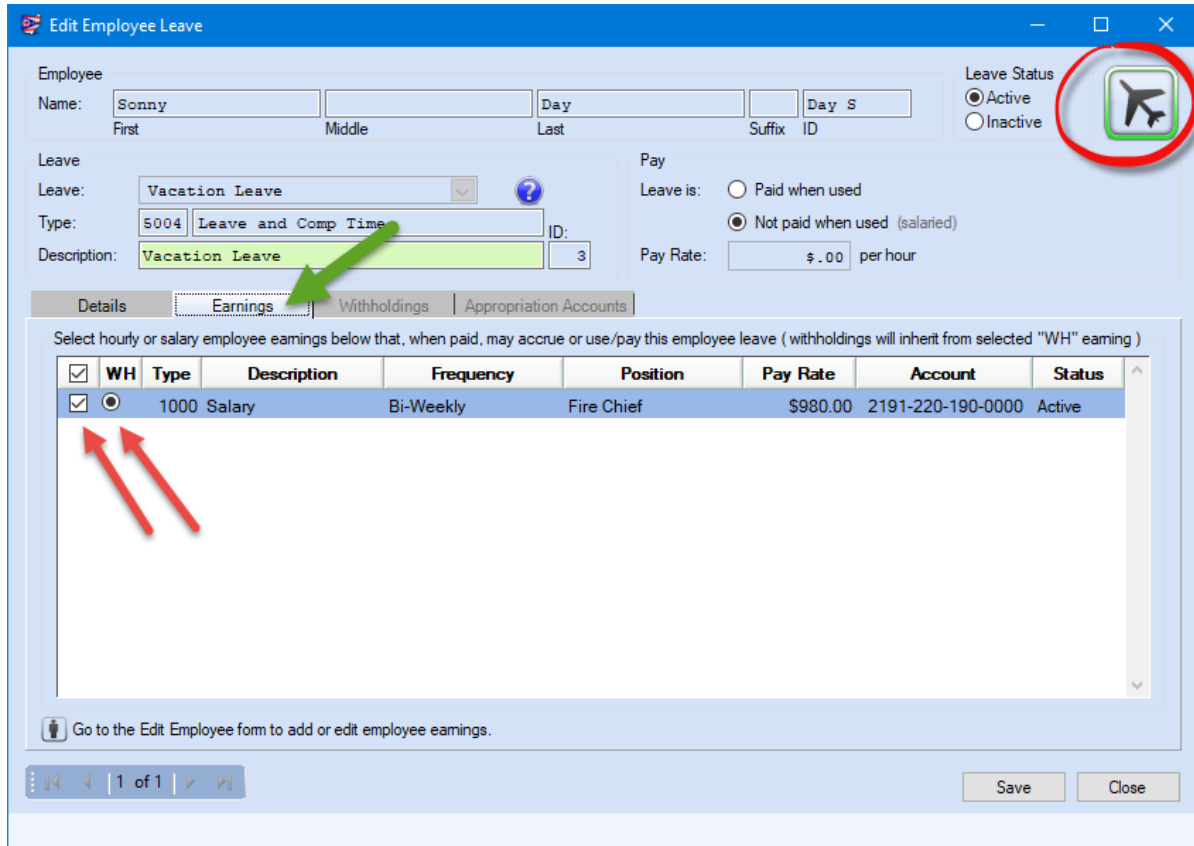
- Employee Name:** Sonny (First), Middle, Last, Suffix, ID
- Leave Status:** Active (radio button selected), Inactive
- Leave Type:** Vacation Leave (ID: 5004)
- Description:** Vacation Leave (ID: 3)
- Pay:** Not paid when used (salaried), Pay Rate: \$.00 per hour
- Earnings Table:**

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

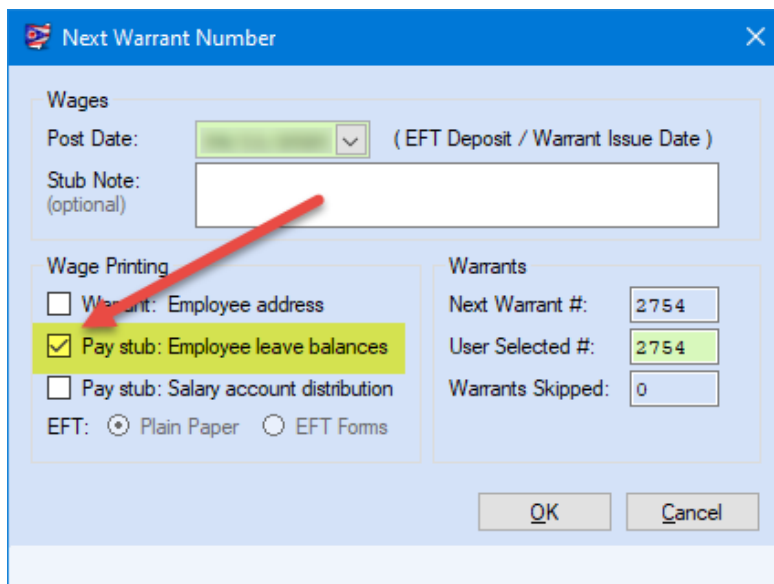
Click in the boxes to attach the leave to the earning(s). Leave may be attached to one or more earnings depending upon your payroll set-up and policies. You **must** also select only one earning as the WH earning by clicking in the radio button next to the earning. Once you make your selections click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

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

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



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




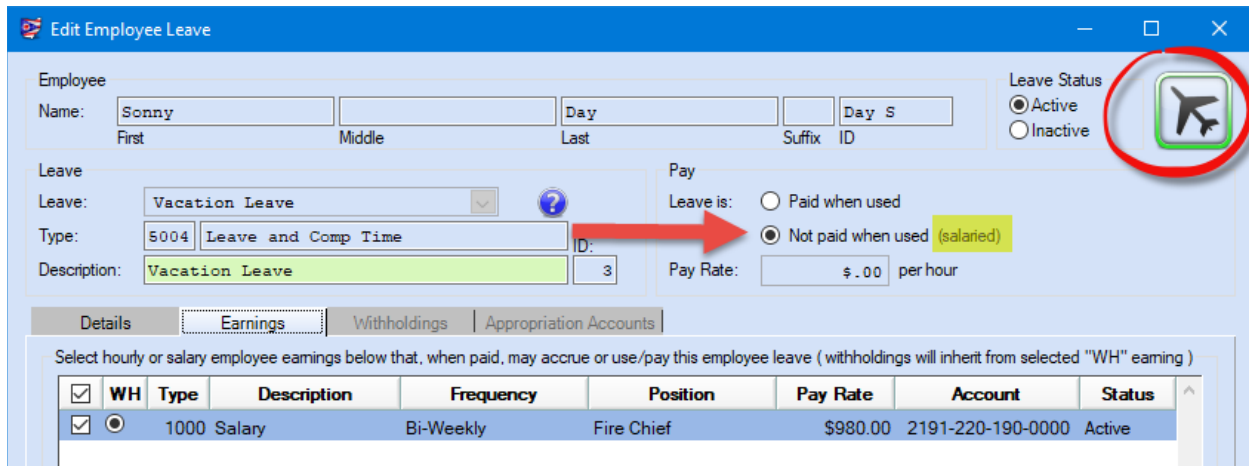
When I enter hours in a Salaried employee’s vacation leave the software is adding to his paycheck. You have added the leave with an incorrect setting.

UAN Menu: Payroll → Maintenance → **Employees**

Select The Employee from the list.

Click Edit and Advanced.

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



The screenshot shows the 'Edit Employee Leave' window. The 'Employee' section includes Name (Sonny), Day (S), and Leave Status (Active). The 'Leave' section shows 'Vacation Leave' with a type of '5004 Leave and Comp Time' and a description of 'Vacation Leave'. The 'Pay' section has 'Leave is:' with two radio buttons: 'Paid when used' (unselected) and 'Not paid when used (salaried)' (selected). A red arrow points to the selected option. A red circle highlights the 'edit' icon in the top right corner of the window.

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

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

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

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

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

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

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

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

APPENDIX – UAN EMPLOYEE SETUP WORKSHEET

Before setting up a new employee in UAN, many fiscal officers find it helpful to write out key information on paper first so that it is all readily available for data entry using the Add Employee Wizard. UAN provides the following worksheets for your convenience:

- 1. UAN Employee Setup Worksheet**

This includes the primary considerations for filling out most of the forms and sub-forms in the Add Employee Wizard or when editing an existing employee. **Copy it to use at your convenience or use it as a guide to creating your own worksheets streamlined for the specific needs of the employees in your organization.**

- 2. UAN Withholding Setup Worksheet**

Copy and use it to gather key information on paper about all withholdings relevant to your entity.

UAN EMPLOYEE SETUP WORKSHEET

EMPLOYEE INFORMATION TAB

ADDRESS	
Employee Name	
Employee ID	
Address	
Email	

OTHER	
SSN	
Hired	
Birth date (optional)	
Sex	<input type="radio"/> Male <input type="radio"/> Female
Status	<input type="radio"/> Full Time <input type="radio"/> Part Time
Track Hours By:	<input checked="" type="radio"/> Pay Period <input type="radio"/> Day (do not set to Day)

PHONE	
Home	
Cell	
Emergency	
Contact	

STATE RETIREMENT	
OPERS Member Date	
OP&FPF Member Date	
OP&FPF Hours Base	(Call OP&FPF if unsure)

OHIO IT-4 FORM	
Exemptions	Number: _____ OR <input type="checkbox"/> Exempt Additional per Wage \$ _____

FEDERAL W-4 FORM	
<input type="radio"/> W-4 Version 2019 or Prior	W-4 Rate: <input type="radio"/> Married Rate or <input type="radio"/> Single Rate

UAN EMPLOYEE SETUP WORKSHEET

	Allowances: OR <input type="checkbox"/> Exempt					
	Additional \$ _____ per wage					
OR						
<input type="radio"/> W-4 Version 2020 or Later	W-4 Rate:					
	<input type="radio"/> Single or Filing Separate <input type="radio"/> Married Filing Jointly <input type="radio"/> Head of Household					
	<input type="checkbox"/> Exempt (if selected, items that follow are not applicable) <input type="checkbox"/> Multiple Jobs					
	<table border="1" style="width: 100%;"> <tr><td>Adjustments:</td></tr> <tr><td>Dependents \$:</td></tr> <tr><td>Other Income:</td></tr> <tr><td>Deductions:</td></tr> <tr><td>Additional per wage:</td></tr> </table>	Adjustments:	Dependents \$:	Other Income:	Deductions:	Additional per wage:
Adjustments:						
Dependents \$:						
Other Income:						
Deductions:						
Additional per wage:						

EFT / ADDITIONAL INFO TAB

Electronic Funds Transfer (EFT)			
<input type="checkbox"/> EFT is authorized <input type="checkbox"/> Stub email is authorized	<table border="1" style="width: 100%;"> <tr><td>Routing #:</td></tr> <tr><td>Account #:</td></tr> </table>	Routing #:	Account #:
	Routing #:		
Account #:			
<input type="checkbox"/> Prenote verified (uncheck to print warrants)	Account: <input type="radio"/> Checking <input type="radio"/> Savings		

Additional Information	Name, Description, Value

UAN EMPLOYEE SETUP WORKSHEET

WITHHOLDINGS TAB

Reminder: Every withholding must be attached to at least one earning.

	Employee Share Distribution	Employer Share Accounts If necessary, include different for Fringe Benefit plans
Medicare	<input type="radio"/> Regular ____% <input type="radio"/> Fringe ____%	
OPERS Govt	<input type="radio"/> Regular ____% <input type="radio"/> Fringe Benefit ____% <input type="radio"/> Salary Reduction ____%	
OPERS Law	<input type="radio"/> Regular ____% <input type="radio"/> Fringe Benefit ____% <input type="radio"/> Salary Reduction ____%	
OP&FPF Police	<input type="radio"/> Regular ____% <input type="radio"/> Fringe Benefit ____% <input type="radio"/> Salary Reduction ____%	
OP&FPF Fire	<input type="radio"/> Regular ____% <input type="radio"/> Fringe Benefit ____% <input type="radio"/> Salary Reduction ____%	
Social Security	<input type="radio"/> Regular ____% <input type="radio"/> Fringe Benefit ____%	

<input type="radio"/> Workplace Earnings or Income Tax	Rate %
Local Tax Name (list each):	
<input type="radio"/> Resident Earnings or Income Tax	Rate %
Local Tax Name:	
<input type="radio"/> School District Income tax	Rate %
Name & District Number:	

UAN EMPLOYEE SETUP WORKSHEET

Insurance Benefits – Employee Share

Insurance Type	Amount and Frequency Withheld		
<input type="radio"/> Health	\$	<input type="radio"/> Monthly	<input type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions
<input type="radio"/> Life	\$	<input type="radio"/> Monthly	<input type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions
<input type="radio"/> Dental	\$	<input type="radio"/> Monthly	<input type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions
<input type="radio"/> Vision	\$	<input type="radio"/> Monthly	<input type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions
<input type="radio"/> Other _____	\$	<input type="radio"/> Monthly	<input type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions
<input type="radio"/> Other _____	\$	<input type="radio"/> Monthly	<input type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions

Deferred Compensation (Non-Roth)

Amount withheld per pay period: \$
<input type="radio"/> Monthly <input type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions

Child Support

Amount withheld per pay period: \$
<input type="radio"/> Requires manual calculation <input type="radio"/> Skip Deductions
Case #
Order #

Garnishments

Garnishment Name
<input type="radio"/> Amount withheld per pay period: \$
<input type="radio"/> Rate to withheld per pay period _____%
<input type="radio"/> Requires manual calculation <input type="radio"/> Skip Deductions
<input type="radio"/> Set default and then calculate by formula on each wage
Vendor / Payee:
Garnishment Name
<input type="radio"/> Amount withheld per pay period: \$
<input type="radio"/> Rate to withheld per pay period _____%
<input type="radio"/> Requires manual calculation <input type="radio"/> Skip Deductions
<input type="radio"/> Set default and then calculate by formula on each wage
Vendor / Payee:

UAN EMPLOYEE SETUP WORKSHEET

Other Withholdings

Withholding Name
<input type="radio"/> Amount withheld per pay period: \$
<input type="radio"/> Rate to withheld per pay period <input type="text" value=""/> %
<input type="radio"/> Requires manual calculation <input type="radio"/> Skip Deductions
Vendor / Payee:
Withholding Name
<input type="radio"/> Amount withheld per pay period: \$
<input type="radio"/> Rate to withheld per pay period <input type="text" value=""/> %
<input type="radio"/> Requires manual calculation <input type="radio"/> Skip Deductions
Vendor / Payee:
Withholding Name
<input type="radio"/> Amount withheld per pay period: \$
<input type="radio"/> Rate to withheld per pay period <input type="text" value=""/> %
<input type="radio"/> Requires manual calculation <input type="radio"/> Skip Deductions
Vendor / Payee:

UAN EMPLOYEE SETUP WORKSHEET

EARNINGS TAB

Position Name:	
Position Type:	<u>Circle:</u> Trustee, Council, Clerk, Treasurer, Township Fiscal Officer, Mayor, Librarian, Administrator, Board of Affairs, Legal Counsel, Other
Classification:	<input type="radio"/> Hired <input type="radio"/> Elected <input type="radio"/> Appointed <input type="checkbox"/> Unemployment Eligible Note: Elected Officials are not unemployment eligible
Earning Type	<u>Circle:</u> Salary, Hourly, Per Item, Non-Retirement, or _____
Earning Description	
Frequency	<u>Circle:</u> Monthly, Biweekly (26 per year), Semi-monthly (24 per year), Weekly, Quarterly, Semi-Annual, Annual, 28=Day
Pay Rate	\$ _____ Per hour OR \$ _____ Salary per pay period OR \$ _____ Per Item OR \$ _____ Overtime rate
OP&FPF (if applicable)	OP&FPF Pick-Up Code: (Circle one) A B C D OP&FPF Frequency: (Circle one) Monthly, Semi-Monthly, Biweekly, Weekly
Split Method:	<u>Circle:</u> No Split, Manual, Percentage, Hours
Distribute % or Hours (if applicable)	All appropriation codes that might be charged on earning:
	% or hours
	% or hours
	% or hours
	% or hours
	% or hours

OVERTIME TAB:

Overtime Name:	
Attach to Earnings:	
Base Rate	\$ ___ Per hour
Overtime Rate	
Split Method:	<u>Circle:</u> No Split, Manual, Percentage, Hours
Distribute % or Hours (if applicable)	All appropriation codes that might be charged for overtime:
	% or hours
	% or hours
	% or hours

UAN EMPLOYEE SETUP WORKSHEET

% or hours	
% or hours	

NON-CASH TAB:

Non-Cash Benefit Name:	
Description:	
Pay Rate:	\$ _____ per pay period
Attach to Earning:	

LEAVE TAB:

LEAVE NAME:	
Leave Type	<u>Circle one:</u> Sick, Vacation, Holiday, Personal, Comp Time, Other _____
Leave Rate:	Leave is: <input type="radio"/> paid when used <input type="radio"/> Not paid when used (salaried) Rate: \$ _____ per hour
Accrual & Proration Method:	<input type="radio"/> Credited Manually <input type="radio"/> Earned per pay period: _____ hours per pay period <input type="radio"/> Earned per regular hours worked: _____ hours per _____ worked Include In Regular Hours? <input type="checkbox"/> Using this leave accrues all prorated leaves
Maximum Leave Balance:	<input type="radio"/> Do not limit leave balance <input type="radio"/> Limit balance to: _____ hours
Maximum Annual Accrual:	<input type="radio"/> Do not limit annual accrual <input type="radio"/> Limit annual accrual to: _____ times comp time hours worked
Beginning Balance:	\$ _____ hours
Applicable only for Comp Time: Comp Time Accrual Rate: _____ hours	
Attach at least one Earning with only one WH selection:	
Split Method:	<u>Circle:</u> No Split, Manual, Percentage, Hours
Distribute % or Hours (if applicable)	All appropriation codes that might be charged on earning:
% or hours	
% or hours	
% or hours	
% or hours	

UAN WITHHOLDING SETUP WORKSHEET

Withholdings			
Withholding Name:	Withholding Rate	Payee Name	Payee Address
	Fixed Amount \$ _____ Percent _____% Max per Year \$ _____ Max per Wage \$ _____ <input type="checkbox"/> Same for all <input type="checkbox"/> Different for some		
	Fixed Amount \$ _____ Percent _____% Max per Year \$ _____ Max per Wage \$ _____ <input type="checkbox"/> Same for all <input type="checkbox"/> Different for some		
	Fixed Amount \$ _____ Percent _____% Max per Year \$ _____ Max per Wage \$ _____ <input type="checkbox"/> Same for all <input type="checkbox"/> Different for some		
	Fixed Amount \$ _____ Percent _____% Max per Year \$ _____ Max per Wage \$ _____ <input type="checkbox"/> Same for all <input type="checkbox"/> Different for some		

*If any are school tax, add a note whether it is Standard (Traditional) or Earned Income Only tax base and the district 4-digit number.