

# Payroll Manual

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# UAN

UNIFORM  
**ACCOUNTING**  
NETWORK



Dave Yost • Auditor of State

# Uniform Accounting Network – Payroll Manual

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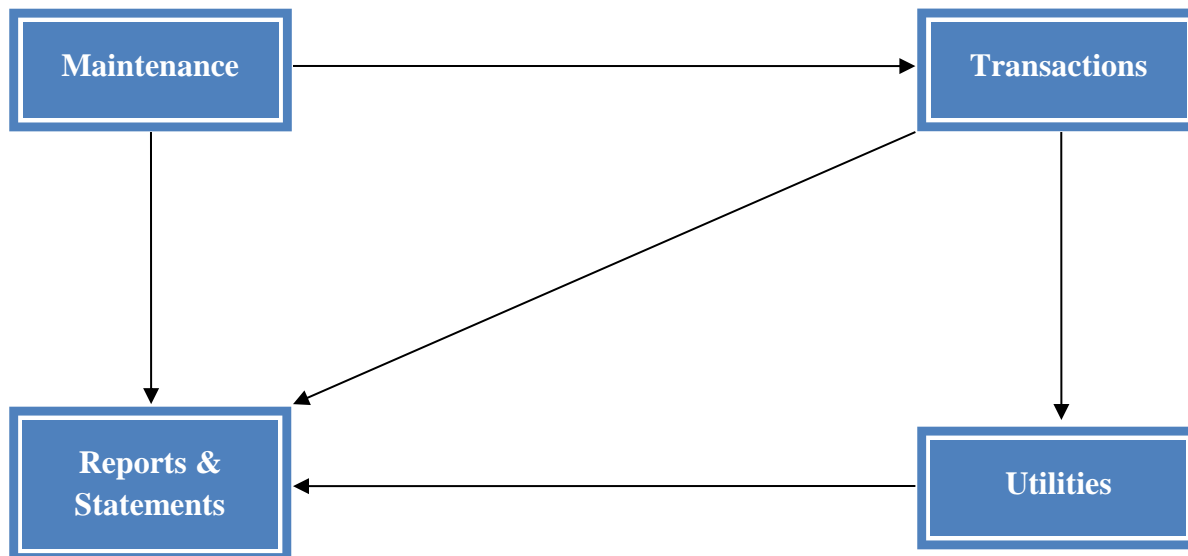
## Uniform Accounting Network – Payroll Manual

### PAYROLL INTRODUCTION

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

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

The structure of the manual has been designed to guide you through each application of the UAN Payroll Software. The manual has been divided into four main parts: **Transactions**, **Utilities**, **Reports & Statements** and **Maintenance**. The order of the parts and the sections within each part follow the layout of the menu options in the software.



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### **TRANSACTIONS**

The Transactions part of the UAN Payroll Manual contains a section for each application listed on the Transaction menu of the UAN Payroll Software. These applications include EFT, Wages and Withholding Payments. In Transactions, you will find the applications you will access most frequently to complete your payroll duties in your role as fiscal officer.

### **UTILITIES**

The Utilities part of the UAN Payroll Manual contains a section for each application listed on the Utilities menu of the UAN Payroll Software. These include a utility area for each of the following: EFT Utility, Leave Balance Adjustment, Pay Period Adjustment, Payroll Payment Utility, Unpaid Withholding Clear, Wage Adjustments, Wage Reallocations and Withholding Overpayment Utility. In Utilities, you will find the functions necessary to post adjustments, reallocate amounts, reissue wage and withholding payments and void transactions.

### **REPORTS & STATEMENTS**

The Reports and Statements part of the UAN Payroll Manual contains a section for each report grouping listed on the Reports and Statements menu of the UAN Payroll Software. These include reports for Batch Wages and Withholdings, Employees, Entity, Leave, Federal and Other Tax, Wage, Withholding Payment, and Withholding. Included are descriptions of the various payroll reports and statements that can be generated by the software.

### **MAINTENANCE**

The Maintenance part of the UAN Payroll Manual contains a section for each application located on the Maintenance menu of the UAN Payroll Software. These applications include Additional Information, Earnings and Leave, EFT Prenotes, EFT Setup, Employees, Frequencies and Withholdings, and Withholdings Editor. In Maintenance, you will find all of the applications needed to establish the foundation during the initial setup of the UAN Payroll Software and perform ongoing housekeeping tasks.

### **APPENDICES**

The Appendices part of the UAN Payroll Manual is designed to include any additional supplements or procedures that may be applicable to multiple areas throughout the software. Currently this includes the steps for emailing EFT pay stubs.

### PAYROLL TRANSACTIONS

On some of the transactions screens, the items already added to the batch can be pulled up and displayed on the selection screen based on the **type** criteria. For example, in the wages area the batched wages can be brought up based on the types of all, warrant, EFT, manual or conversion. The system defaults the type selection field to all, but it can be changed. In the wages area, the batched wages can also be brought up based on the **net** criteria of all, \$0.00 earnings/net negative, or non-negative net. A **search** feature is available on most of the transactions screens which enables batched transactions to be pulled up based on the information in a particular field of the batched transaction. For example, in the wages area batched wages can be brought up based on the information or data in the search fields of wage record, last name, first name, ID, department or position.

At the top and/or bottom of each transaction screen there are also button selections to choose the action to be taken with the chosen batch transaction(s). The buttons are defined below:

**Add** – This button is used to add transactions to the batch. This information is then held in the batch mode until it is selected to be posted.

**Edit** – When this button is chosen, the selected batch transactions can be modified.

**Delete** – When this button is chosen, the selected batch transactions will be removed.

**Display** – When this button is chosen, the selected batch transactions will be displayed on the screen for review. The system will not permit changes to be made to any information being displayed.

**Post/Print** – When this button is selected, the system records the transaction to all of the correct accounts and prints the document for the transaction type (e.g. the wage record or withholding payment).

**Close** – When this button is selected on a transaction screen, the system closes the screen. The screen can also be closed by clicking on the ‘x’ located on the tab (top left of transaction screen) beside the name of the transaction area.

The sections in this part of the manual are:

- **EFT**
- **Wages**
- **Withholding Payments**

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### EFT

#### OVERVIEW

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

EFT Deposit Dates may be changed only when absolutely necessary. Example reasons include accidentally dating EFT wages for a weekend or bank holiday, not providing enough bank processing time, or selecting a premature deposit date prior to the intended payday. Banks typically require 2 days to process EFT files. Also, changing this date will create a notice for audit to scrutinize.

**Important – Read Carefully:** Federal, Ohio, local, and school tax liabilities (and reporting) are based on payroll post dates - or in the case of EFT wages, the EFT deposit date. Changing the deposit date for an EFT file will NOT change the post date of the wages in UAN. Therefore, if the date moves to a different month or quarter, you may need to manually correct the tax reports and quarterly 941 you file to reflect the true deposit dates. The wages might also clear your bank in a different month than when they appear on the UAN bank reconciliation. Note: OPERS and OP&FPF are not affected by EFT deposit dates.

#### TEMPORARY MODE

During temporary mode, wages are only available for creating EFT files in the processing year for which they were posted.

#### STEPS TO ACCESS

Payroll → Transactions → **EFT**

#### DATA REQUIREMENTS

Field	Type	Required	Additional Information
Deposit Date	Drop Down (Dates)	Yes	<ul style="list-style-type: none"><li>The drop down will show deposit dates (payment dates) of unbatched wages within the current processing year.</li><li>The system automatically defaults to the date to the earliest date.</li></ul>

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Check to change date	Checkbox	No	<ul style="list-style-type: none"> <li>• Fill in the checkmark only when absolutely necessary. Please review the Overview for a detailed explanation and important note about this option.</li> <li>• When check marked, upon clicking the File button the system will open a form to enter the New Deposit Date</li> </ul>
Include employee bank account information	Checkbox	No	<ul style="list-style-type: none"> <li>• When this option is selected, the employee bank account information (routing number, account number and type) will be included on the EFT batch file report.</li> </ul>
Wages	Grid	No	<ul style="list-style-type: none"> <li>• Unbatched EFTs with the selected post date will be displayed in the grid.</li> <li>• The system automatically defaults all wages selected in the grid.</li> </ul>

### HOW TO SEND AN EFT BATCH

- Step 1:** Select the **Deposit Date**.
- Step 2:** Select the ‘**Check to change date**’ checkbox only when absolutely necessary. Please review the Overview in this section for a detailed explanation and important note about this option.
- Step 3:** Select the ‘**Include employee bank account information**’ checkbox if you want the employee(s) bank account information (routing number, account number and type) to be included on the EFT file report.
- Step 4:** Verify that the correct **Wages** are checked in the list grid.
- Step 5:** Click the **File** button.
- Step 6:** If the Deposit Date does not meet the 2-day requirement, the system will display the message ‘The deposit date of the selected wages is xx/xx/xxxx. Banks typically require 2 days to process EFT deposits, and the deposit date does not fit the typical 2-day requirement. To create an EFT file for this deposit anyway (if you will not actually send the EFT file to your bank, or your bank will accept a file for this date), click [OK]. Otherwise, click [Cancel] and then reissue these wages in: Payroll → Utilities → Payroll Payment Utility. Note: Reissuing wages will generate replacement warrants. You may also void these wages in the Payroll Payment Utility and then create new EFT wages with a new deposit date in Payroll → Transactions → Wages.’ Click on the **OK** button to proceed or **Cancel** to return to the EFT screen.

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**Step 7:** If the deposit date meets the two-day requirement, the system will display the message, ‘File “E000000A.txt” saved successfully. Location: C:\\_UAN\_EFiles\’. Click on the **OK** button to proceed.

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


**Step 8:** The system will display the following message, ‘Display a report of the saved EFT file?’. Click on the **Yes** button to display the report. (*Click on the **No** button to skip viewing the report.*)

**Step 9:** If displaying the report, a Report Viewer screen will be opened and display the **EFT Batch File Report**. Click on the **Print** button to print the report, or click the **Close** button to close the Report Viewer.

**Step 10:** Click on the **Close** button to exit the EFT screen.

**Step 11:** Retrieve the **EFT batch file** under C:\\_UAN\_EFiles to upload it at the bank’s website, into software supplied by your bank, or some other method of transmission to your bank.

**Step 12:** After confirming that the file was successfully transmitted to your bank (step 11) delete the **EFT batch file** under C:\\_UAN\_EFiles and then remember to empty it from your computer’s Recycle Bin as well.

**Important:** the EFT batch file contains sensitive employee data for uploading to the bank. The **information inside this file cannot be encrypted**, and is therefore not secured in cases of unauthorized computer access, virus or malware infection. UAN can be set to automatically delete specific sensitive files after the number of days. For more information on this important topic, in the UAN software go to General → Maintenance → Entity Setup and click the System tab. Then click the  icon in the top right corner of that screen in the ‘Sensitive Unsecured UAN Efiles’ section.

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

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### EFT FREQUENTLY ASKED QUESTIONS

#### 1. How do I delete an EFT voucher from an EFT batch?

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An EFT pay stub can be deleted from the EFT batch by either voiding it or reissuing it as a warrant. If the EFT batch has not been sent to the bank, voiding the EFT pay stub or reissuing it as a warrant will remove it from the batch. However, if the EFT batch has been sent to the bank, voiding the EFT pay stub or reissuing it as a warrant will make the changes in the accounting and payroll files, but *will not* change the fact that the wage record has already been sent to the bank in the EFT batch. You will need to work with your bank to retrieve the funds. (*Refer to the **Payroll Payment Utility** section of this manual for the steps to void an EFT and reissue an EFT as a warrant.*)



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### WAGES

#### OVERVIEW

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

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

#### TEMPORARY MODE

The post date is always limited to dates within the current processing year, and account codes are always limited to codes for the selected processing year. When wages are posted in the prior year during temporary mode, records will be added in the new year for unpaid withholdings.

#### STEPS TO ACCESS

Payroll → Transactions → **Wages**

#### DATA REQUIREMENTS

Field	Type	Required	Additional Information
Wage Type	Drop Down	Yes	<ul style="list-style-type: none"><li>• There are three wage types and the selection must be made right after clicking the Add button. The selection is then pulled into the Add Wages form:<ul style="list-style-type: none"><li>• Warrant/EFT</li><li>• Manual</li><li>• Conversion</li></ul></li><li>• The wage type cannot be changed after the form opens.</li></ul>
Departments	Checkbox	Yes	<ul style="list-style-type: none"><li>• Only departments assigned to active employee earnings (for active employees) that are not already in batch will be available to select.</li></ul>

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			<ul style="list-style-type: none"> <li>At least one department must be selected.</li> </ul>
<b>Frequencies</b>	Checkbox	Yes	<ul style="list-style-type: none"> <li>Only frequencies assigned to active employee earnings (for active employees) that are not already in batch and to which any one of the selected departments is also assigned will be available to select.</li> <li>At least one frequency must be selected.</li> <li>The pay period dates default according to the frequency's pay period advance method set in Payroll &gt; Maintenance &gt; Frequencies.</li> </ul>
Start Date	Date	Yes	<ul style="list-style-type: none"> <li>The start date is defaulted according to the frequency's pay period advance method set in Payroll &gt; Maintenance &gt; Frequencies. However, the date can still be modified when adding wages.</li> <li>If the start date is changed and not blank, the system will calculate and automatically fill the end date.</li> </ul>
End Date	Date	Yes	<ul style="list-style-type: none"> <li>The end date is defaulted according to the frequency's pay period advance method set in Payroll &gt; Maintenance &gt; Frequencies. However, the date can still be modified when adding wages.</li> <li>The end date is automatically filled in based on start date and frequency.</li> <li>If the end date is changed, the start date will not change.</li> </ul>
Change	Buttons	No	<ul style="list-style-type: none"> <li>The [-] button changes the start and end dates to the period ending the day before the selected start date.</li> <li>The [+] button changes the start and end dates to the period starting the day after the selected end date.</li> </ul>
<b>Employee Earnings</b>	Checkbox	Yes	<ul style="list-style-type: none"> <li>Only active employee earnings (for active employees) not already used on an existing batch wage and to which any one of the selected departments and frequencies are assigned will be available to select.</li> <li>At least one active earning must be chosen.</li> </ul>

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### HOW TO ADD A WAGE

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

**Step 2:** Select the **Wage Type** to be added (Warrant/EFT, Manual or Conversion).

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- Step 3:** The system will display the following message: ‘Please remember to verify the pay period dates for the wages to be added. These dates are critical for the accuracy of the withholding rates and reports. If desired, this Pay Period Reminder may be disabled at: General > Maintenance > User Preferences (Wages tab)’. Click the **OK** button to continue.
- Step 4:** Select the **Departments** from the list by clicking on the checkbox beside each department name. *(Click the top checkbox to select all departments.)*
- Step 5:** Select the **Frequencies** from the list by clicking on the checkbox beside each frequency name. *(Click the top checkbox to select all frequencies.)*
- Step 6:** Verify or modify the pay period **Start Date** and **End Date** of the frequencies for which wages are being added. *(The pay period dates default according to the frequency’s pay period advance method set in Payroll > Maintenance > Frequencies.)*
- If the **Start Date** and **End Date** need to be modified (manually advanced), follow the sub-steps below:
- Step 6a:** Click the Start Date and/or End Date fields and manually enter the dates.
- Step 6b:** Click the down arrow beside the Start Date and/or End Date fields to display the calendar and select the start and/or end dates.
- Step 6c:** Click the [-] button to decrease the Start Date and End Date fields by one period, or click the [+] button to increase the Start Date and End Date fields by one period.
- Step 7:** Select the **Employee Earnings** from the list by clicking on the checkbox beside the employee ID for each employee earning that is to be paid. *(If an employee has multiple earnings and all of them need to be selected, click the checkbox beside the first line for that employee to select all of that employee’s earnings. If all employees and earnings need to be selected, click the top checkbox of the Employee Earnings grid.)*
- Step 8:** Click the **Save** button.
- Step 9:** Click the **Close** button.
- Step 10:** The following system message will be displayed, ‘Open the Edit form to edit the new wages?’ Select **Yes** to open the edit form for all newly added wages. Select **\$0 Gross** to open the edit form for \$0 gross and negative net wages. Select **No** to not edit wages now.

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**Reminder:** *Once a wage has been added for an employee, another wage cannot be added for that employee with the same department and pay period dates until the original wage has been edited and posted.*

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### HOW TO EDIT A WAGE

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

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

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

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

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

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

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

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

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- Step 8:** If the amount of any used leave needs modified for a salaried employee, click in the **Used** field for the leave under Earned/Used/Denied Leaves area of the **Earnings** tab to manually edit the amount of the used leave.
- Step 9:** Click on the **Withholdings** tab.
- Step 10:** If the amount of any employer withholding or fringe benefit credit needs modified, first click on the '+' button located on the left side of the withholding description under the Employer Withholdings/Fringe Benefit Credits area. Then click the **Override** field for the withholding to enter the amount. *(If you choose to override an employer withholding or fringe benefit credit amount, the system will display the following message, 'It is STRONGLY recommended that you contact UAN before overriding the calculated OPERS, OP&FPF, Social Security, or Medicare amounts. Although you may override these withholdings, doing so may cause unanticipated discrepancies between calculated withholdings and actual withholdings on affected agency reports, including the 941 Quarterly Federal Tax Return and the OPERS and OP&FPF Contributions reports. Identifying and resolving these discrepancies when you are ready to prepare these reports may require significant time and effort. Contact UAN for assistance with modifying these withholdings.')*
- Step 11:** If the amount of any employee withholding needs modified, first click the '+' button located on the left side of the withholding description under the Employee Withholdings area. Then click the **Override** field for the withholding to enter the amount. *(If you choose to override an employee withholding amount, the system will display the following message, 'Important: One or more overridden withholdings were recalculated. Please verify that all withholding override amounts are still appropriate.')*
- Step 12:** If Manual or Conversion is the wage type of the wage record being edited, the **Manual Net** amount must be entered under the Wage area.
- Step 13:** If Warrant or EFT is the wage type of the wage record being edited, **review the wage information** under the Wage area located at the bottom left of the Edit Wage form to verify the Hours paid, Employer WH, Gross wages, Withholdings, Non-Cash, and Net wages.
- Step 14:** If the employee has leave balances, click on the **Leave Balances** tab to review the Employee Leaves area.
- Step 15:** **Review the wage information** on each tab of the Edit Wage form again.

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

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

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

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

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

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

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

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

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

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### HOW TO POST/PRINT A WAGE (MANUAL OR CONVERSION)

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

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

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

**Step 4:** **Review the wage information** on each tab of the Edit Wage form.

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- Step 5:** Click on the **Post** button.
- Step 6:** A Next Warrant Number form will be displayed. Select the **Post Date**.
- Step 7:** Enter a **Stub Note** (optional).
- Step 8:** Make selections for the printing of the **Warrant** and **Pay stub** under the Wage Printing area.
- Step 9:** If Manual is the wage type of the wage record being posted, follow the sub-steps below:
- Step 9a:** The system automatically defaults the **User Selected #** to the next available warrant number in the system; however, it can be changed. Once the correct **User Selected #** is entered, click on the **OK** button to proceed. (*Selecting **Cancel** will return to the Wages screen.*)
- Step 9b:** If the User Selected # is different than the next available number, a message will be displayed stating the number of warrants being skipped will be voided. Click on the **OK** button to proceed in printing the warrant. (*Selecting **Cancel** will return to the Next Warrant Number form.*)
- Step 10:** If Conversion is the wage type of the wage record being posted, select the OK button to proceed. (*Selecting **Cancel** will return to the Wages screen.*)
- Step 11:** Next, the system displays a Print box. Click on the **Print** button to print the selected wages.
- Step 12:** The system displays a message asking if all items printed successfully. Click on **Yes** to finish posting the wage(s). (*If there were wages that did not print successfully, select **No** to reprint or reissue the wage(s) from the Payroll Payment Utility screen. Refer to the **Payroll Payment Utility** section of this manual for the steps.*)
- Step 13:** If more than one manual or conversion wage was selected to post, repeat Steps 3-13 to post the next wage.
- Reminder:** *Wage records cannot be combined into a single posting for a manual or conversion wages.*
- Reminder:** *Conversion wages can be backdated to the first of the year or later (not affected by the date of the last bank reconciliation).*
- Reminder:** *Manual wages can be backdated to the first of the year or later (but after the date of the latest posted bank reconciliation).*

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

- Step 1:** Place a checkmark beside the **wage(s)** to be posted and printed by clicking on the checkbox on the left side of the wage batch number. *(Click the top checkbox to select all wages to post/print.)*
- Step 2:** Verify or modify the **Wage Combine** selection located at the bottom left corner of the Wages screen. If the **‘Print one warrant/EFT per employee’** option is selected, any of the selected warrant/EFT wages for the same employee will be combined onto a single payment when posting and printing wages. If the **‘Print one warrant/EFT per wage’** option is selected, all of the selected wages will each print on a separate payment when posting and printing wages.
- Step 3:** Click on the **Post/Print** button.
- Step 4:** The system displays a message asking whether to post the selected number of items. Click on the **OK** button to proceed in posting and printing the selected wage(s). *(Selecting **Cancel** will return to the Wages screen without posting and printing any items.)*
- Step 5:** If the EFT is the wage type to be posted, the system will display a reminder message stating, ‘Please note: Set the post date on the following form to the desired EFT deposit date. All EFTs posted for a particular deposit date will be grouped into a single batch. The batch must then be transmitted to your bank at least 2 days prior to that deposit date.’ Click on the **OK** button to proceed. *(Refer to the **How To Send An EFT Batch** section of this manual for the steps on how to send the EFT batch file.)*
- Step 6:** A Next Warrant Number form will be displayed. Select the **Post Date**.
- Step 7:** Enter a **Stub Note** (optional).
- Step 8:** Make selections for the printing of the **Warrant** and **Pay stub** or the **EFT** under the Wage Printing area.
- Step 9:** The system automatically defaults the **User Selected #** to the next available warrant number in the system; however, it can be changed. Once the correct **User Selected #** is entered, click on the **OK** button to proceed. *(Selecting **Cancel** will return to the Wages screen.)*
- Step 10:** If the User Selected # is different than the next available number, a message will be displayed stating the number of warrants being skipped will be voided. Click on the **OK** button to proceed in printing the warrant. *(Selecting **Cancel** will return to the Next Warrant Number form.)*



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

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

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

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

**Reminder:** *Remember to match the next warrant number with the physical check in the printer.*

**Reminder:** *Warrants cannot be backdated.*

**Reminder:** *EFT wages can be backdated to the first of the year or later (but after the date of the latest posted bank reconciliation).*

**Reminder:** *All EFTs posted for a particular deposit date will be grouped into a single batch. The batch must then be transmitted to your bank at least 2 days prior to that deposit date. (Refer to the **How To Send An EFT Batch** section of this manual for the steps on how to send the EFT batch file.)*

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### WAGES FREQUENTLY ASKED QUESTIONS

#### 1. Can I change an appropriation account that is incorrect for an earning or withholding when editing a wage record?

If you find that an incorrect appropriation account is being charged to an earning or withholding when editing wages, close the Edit Wage form and delete the wage record from the batch. Modify the appropriation account under Payroll → Maintenance → Employees → Edit. *(Refer to the **How To Edit An Employee** or the **Employees Frequently Asked Questions** sections of this manual for the steps.)* After the appropriation account has been corrected, add the wages for the employee again under Payroll → Transactions → Wages.

#### 2. Why is a leave balance not showing on an employee's pay stub?

If a leave balance is not showing on an employee's pay stub, it could be due to one of the following scenarios:

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- A. If a leave balance is not printing on an employee's pay stub and all other leave balances are being printed on the stub, then the 'Hide on stub if no activity and 0 balance' checkbox must be selected for that specific leave earning under the Earnings and Leave area. Select to edit this leave under Payroll → Maintenance → Earnings and Leave and uncheck this box if you want the leave to show on employees' pay stubs even if it has no activity and a zero balance.
  
- B. If no leave balances are appearing on an employee's pay stub, then the 'Pay Stub: Employee leave balances' box must not have been selected when posting and printing wages. If the warrant has not been distributed to the employee, then the employee's warrant can be reissued. When selecting the warrant to reissue, be sure the 'Pay Stub: Employee leave balances' checkbox is selected before reissuing the warrant.

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### WITHHOLDING PAYMENTS

#### OVERVIEW

The **withholding payments** screen prepares a warrant/voucher for a specified withholding payee. The amount of the warrant/voucher generated will include the amount withheld from employees over the specified period and the employer's share of contributions (if applicable). Withholdings can be only written for payees previously established in the payee area under General → Maintenance → Vendors/Payees.

The following withholding payment types are available:

- **Warrant Withholding Payment** – Used to print withholding warrants.
- **Manual Withholding Payment** – Used to enter the information from hand-written withholding warrants. (*When manual withholding payments are added, they are automatically posted in the system. No warrant or voucher is printed.*)
- **Electronic Withholding Payment** – Used to print vouchers for withholding payments not entailing a warrant, such as online payments. (*The UAN software does not originate electronic withholding payments, but this payment type can be used to enter the information from such payments already made using electronic or online payment services.*)

The **State Retirement** function is used to generate the withholding payments for OPERS and OP&FPF. The **Regular** function is used to generate the withholding payments for all other withholdings.

When a withholding payment (warrant or electronic) is added, it is assigned a batch number. If it is a withholding with an employer's share of contributions, the employer's share appropriations are encumbered. While in the batch, the withholding payment information can be edited, deleted or displayed. When the withholding payment is ready to be printed, it must be selected and processed under the post/print function. If you wish to only add withholdings in the current session (without posting/printing them), the withholdings will be held in the batch and employer's share encumbrances (if applicable) reserved until they are deleted or posted.

#### TEMPORARY MODE

During temporary mode, batch (saved but not posted) withholding payments are only available to select in the processing year for which they were saved. All batch withholding payments saved in the prior year must be deleted or posted before closing temporary mode. Unpaid withholdings created from wages posted in the new year are not available to be selected in the prior year.

#### STEPS TO ACCESS

Payroll → Transactions → **Withholding Payments**

#### DATA REQUIREMENTS

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Field	Type	Required	Additional Information
Payment Type	Drop Down	Yes	<ul style="list-style-type: none"> <li>• There are three wage types and the selection must be made right after clicking the Add button. The selection is then pulled into the Add Wages form:               <ul style="list-style-type: none"> <li>• Regular – Warrant</li> <li>• Regular – Manual</li> <li>• Regular – Electronic</li> <li>• State Retirement – Warrant</li> <li>• State Retirement – Manual</li> <li>• State Retirement – Electronic</li> </ul> </li> <li>• The payment type cannot be changed after the form opens.</li> </ul>
<b>Payment</b>			
Post Date	Date	Yes	<ul style="list-style-type: none"> <li>• Cannot be before the computer date for Regular – Warrant or State Retirement – Warrant.</li> <li>• Cannot be before the post date of the selected wage records.</li> <li>• Permanent appropriation must be set for the fund(s) if post date is on or after 04/01/XX.</li> </ul>
Number	Text (6)	No	<ul style="list-style-type: none"> <li>• This option is <u>only available and required</u> for manual payments.</li> <li>• A system message will provide next available warrant number.</li> <li>• If the manual payment number entered is greater than the next available warrant, any skipped warrant numbers will be voided when the manual payment is posted.</li> </ul>
<b>Payee</b>			
Payee	Drop Down	Yes	<ul style="list-style-type: none"> <li>• Regular – Limited to payees attached to any non-OPERS/OP&amp;FPF withholdings, who have unpaid or overpaid non-OPERS/OP&amp;FPF withholdings from wages with post dates within the current processing year or before.</li> <li>• State Retirement – Limited to payees attached to OPERS/OP&amp;FPF, who have unpaid or overpaid OPERS/OP&amp;FPF withholdings from wages with post dates within the current processing year or before.</li> </ul>
Payment History	Button	No	<ul style="list-style-type: none"> <li>• This option provides a list of all payments made to the chosen vendor. It includes</li> </ul>

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			payments already in the batch as well as payments that have been posted.
<b>Wage Post Date Range (Regular)</b> or <b>Pay Period End Date Range (State Retirement)</b>			
Year	Drop Down (4)	No	<ul style="list-style-type: none"> <li>• Regular – The list will include all years with unpaid or overpaid withholdings for the selected payee, from wages with post dates within the current processing year or before. Defaults to earliest year in list.</li> <li>• State Retirement – The list will include all years of unpaid or overpaid withholdings for the selected payee, using the pay period end dates from earnings on wages with post dates within the current processing year or before. Defaults to earliest year in list.</li> </ul>
Date Period	Radio Button	Yes	<ul style="list-style-type: none"> <li>• The following four options are available: <ul style="list-style-type: none"> <li>• Month (Default)</li> <li>• Quarter</li> <li>• Year</li> <li>• Selected Period</li> </ul> </li> <li>• Regular – Month (and quarter) includes all months (and quarters) with unpaid or overpaid withholdings for the selected payee, from wages with post dates within the selected year. Defaults selection to month and earliest month in the list. Date period resets to default if selected year is changed.</li> <li>• State Retirement – Month (and quarter) includes all months (and quarters) with unpaid or overpaid withholdings for the selected payee, from earnings on wages with pay period end dates within the selected year and post dates within the current processing year or before. Defaults selection to month and earliest month in the list.</li> <li>• Selected period is limited to any dates in or before the current processing year.</li> </ul>
<b>Wages</b>	<b>Tab</b>		

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Wages	Grid		<ul style="list-style-type: none"> <li>• Regular – The grid lists wages with unpaid or overpaid withholdings for the selected payee, with post dates within the selected date period.</li> <li>• State Retirement – The grid lists wages with unpaid or overpaid withholdings for the selected payee, attached to earnings with pay period end dates within the selected date period, posted in the current processing year or before.</li> </ul>
<b>Employee Accounts</b>	<b>Tab</b>		
Employee Accounts	Grid		<ul style="list-style-type: none"> <li>• This grid lists employee appropriation accounts and the amounts to be charged, according to the selected wages.</li> <li>• For State Retirement, only withholding accounts attached to earnings with a pay period end date in the selected period are shown in the grid.</li> </ul>
<b>Employer Accounts</b>	<b>Tab</b>		
Employer Accounts	Grid		<ul style="list-style-type: none"> <li>• This grid lists employer appropriation accounts and the amounts to be charged, according to the selected wages.</li> <li>• For State Retirement, only withholding accounts attached to earnings with a pay period end date in the selected period are shown in the grid.</li> </ul>
<b>Additional</b>	<b>Tab</b>		
<b>Additional</b>			
Purpose	Rich Text Box (512)	No	<ul style="list-style-type: none"> <li>• Enter a purpose (optional).</li> </ul>
Print Purpose on stub	Checkbox	No	<ul style="list-style-type: none"> <li>• This selection is only available for Regular – Warrant and State Retirement – Warrant.</li> <li>• The selection is defaulted as unchecked.</li> </ul>
<b>Summary</b>			
Remember Dates until form closes	Checkbox	No	<ul style="list-style-type: none"> <li>• Available in the Add form only.</li> <li>• Default is blank (unchecked).</li> <li>• When selected, the option allows for dates to be retained while multiple transactions are being added to the batch.</li> <li>• After the Add form is closed, the date field will default back to being blank the next time it is opened.</li> </ul>

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### HOW TO ADD A WITHHOLDING PAYMENT

- Step 1:** Click the **Add** button.
- Step 2:** Select the withholding payment **Type** to be added (Regular – Warrant, Regular – Manual, Regular – Electronic, State Retirement – Warrant, State Retirement – Manual, or State Retirement – Electronic).
- Step 3:** If the withholding payment type is Regular – Manual or State Retirement – Manual, the system will display a message stating the next available warrant number. If the payment number entered on Step 4 is greater, then any skipped warrant numbers will be voided when the withholding payment is posted. Click on the **OK** button to proceed.
- Step 4:** If the withholding payment type is Regular – Manual or State Retirement – Manual, enter the payment **Number**.
- Step 5:** Select the **Post Date**.
- Step 6:** Select the **Payee**.
- Step 7:** If the withholding payment type is Regular – Warrant, Regular – Manual, or Regular – Electronic, select the **Wage Post Date Range**.
- Step 8:** If the withholding payment type is State Retirement – Warrant, State Retirement – Manual, or State Retirement – Electronic, select the **Pay Period End Date Range**.
- Step 9:** On the **Wages** tab, select the **wages** from the list by clicking on the checkbox beside the payment # for each wage that is to be included in the withholding payment that is being added. *(If all wage payments need to be selected, click the top checkbox of the wages grid.)*
- Step 10:** Click on the **Employee Accounts** tab to view the employee account code(s) and amount(s) that will be charged when the withholding payment is posted.
- Step 11:** If the withholding payment type is State Retirement – Warrant, State Retirement – Manual, or State Retirement – Electronic, click on the **Employer Accounts** tab to view the employer account code(s) and amount(s) that will be charged when the withholding payment is posted.
- Step 12:** If the withholding payment type is State Retirement – Warrant, State Retirement – Manual, or State Retirement – Electronic and there is a rounding variance, on the **Employer Accounts** tab click in the **Adjustment** field for the employer account code and enter the adjustment amount. *(Adjustments should only be entered to correct rounding variances.)*

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- Step 13:** Click on the **Additional** tab.
- Step 14:** Enter a **Purpose** and select the **‘Print Purpose on stub’** checkbox if you want the purpose to print on the stub (optional).
- Step 15:** Review the **Summary** to verify the Employee and Employer portions of the withholding payment, total withholding payment, and any adjustment amount.
- Step 16:** If adding multiple withholding payments of the same type to the batch and you would like the post date to be retained as you add them, click on the **‘Remember Dates until form closes’** checkbox.
- Step 17:** If the withholding payment type is Regular – Manual or State Retirement – Manual, follow the sub-steps below:
- Step 17a:** Click on the **Post** button. Manual withholding payments are posted automatically with this step, and no warrant or voucher is printed. *(Selecting **Close** on this step will prompt the system to display a message ‘Post Transaction?’. Selecting **Yes** will post the transaction. Selecting **No** will exit without saving. Selecting **Cancel** will return to the Add Withholding Payment form.)*
- Step 17b:** If the payment number entered on Step 4 is greater than the next available warrant number, a message will be displayed stating the number of warrants being skipped will be voided. Click on the **OK** button to proceed. *(Selecting **Cancel** will return to the Add Withholding Payment form.)*
- Step 18:** If the withholding payment type is Regular – Warrant, Regular – Electronic, State Retirement – Warrant, or State Retirement – Electronic, click the **Save** button. *(Selecting **Close** on this step will prompt the system to display a message ‘Save Changes?’. Selecting **Yes** will still save the modifications. Selecting **No** will exit without saving. Selecting **Cancel** will return to the Add Withholding Payment form.)*
- Step 19:** If more withholding payments of the same type need to be added to the batch, continue by repeating Steps 3-18 until complete.
- Step 20:** If more withholding payments of a different type need to be added to the batch or all withholding payment entries are complete, click the **Close** button.
- Reminder:** *As wage records are selected, the Total field in the top right corner of the screen and the Withholdings field in the bottom right corner of the screen display the amount of the withholding payment.*



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

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

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

---

### POST/PRINT A WITHHOLDING PAYMENT (WARRANT OR ELECTRONIC)

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

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

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

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

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

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

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

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WITHHOLDING PAYMENTS FREQUENTLY ASKED QUESTIONS

- 1. A withholding payment total is not the same as the withholding report for the same time period?**

Make sure the Wage Post Date Range (for Regular withholdings) or the Pay Period End Date Range (for State Retirement withholdings) selected is correct.

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

Make sure the Wage Post Date Range (for Regular withholdings) or the Pay Period End Date Range (for State Retirement withholdings) selected is correct.

- 3. How do I handle the rounding issue that I have with my OPERS/OP&FPF withholding payments?**

Due to the different methods in calculating the employer's share of OPERS, a rounding issue may sometimes occur. UAN calculates the OPERS employer's share of withholdings at the wage record level (i.e. each time a wage record is added both the employee's and employer's contributions are calculated). OPERS does not calculate the employer's share at the wage record level. Adjustments can be made to OPERS/OP&FPF withholding payments if there is a rounding issue. Refer to the **How To Add A Withholding Payment** section of this manual for the steps.

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

An option is available for employers to submit their OPERS withholding payments online. Employers must first be registered with OPERS to submit payments online. The OPERS ECS reporting option does not have to be used to be able to submit payments online. Follow the **How to Add a Withholding Payment** and the **How to Post/Print a Withholding Payment (Warrant or Electronic)** steps on how to add and post/print the **State Retirement – Electronic Withholding Payment** in the system.

## PAYROLL UTILITIES

On some of the utilities screens, the items already added can be pulled up and displayed on the selection screen based on the **type** and/or **status** criteria. For example, in the withholding overpayment utility area the data can be brought up based on the types of all, credit and refund. The system defaults the type selection field to all, but it can be changed. There is also a **search** feature available on most of the utilities screens which enables items to be pulled up based on the information in a particular field. For example, in the payroll payment utility area items can be brought up based on the information or data in the search fields of all, payee and amount.

At the top and/or bottom of each utilities screen there are also button selections to choose the action to be taken with the selected item(s). The buttons are defined below:

**Add** – This button is used on the Withholding Overpayment Utility screen to post a withholding refund or credit.

**Reprint** – When this button is used on the Payroll Payment Utility screen, a copy of the document (payment) is produced as it appeared when it was originally posted and printed.

**Reissue** – This button can be used to reissue a warrant on the Payroll Payment Utility screen. The associated warrant number is voided and a new warrant number is posted and printed with the current charge allocation from the original payment.

**Void** – This button can be used to void out a specific payment on the Payroll Payment Utility screen.

**Reverse** – This button is used in the Withholding Overpayment Utility screen to reverse a withholding refund or credit that has been posted.

**Display** – When this button is chosen on the Payroll Payment Utility and Withholding Overpayment Utility screens, the selected item will be displayed on the screen for review. The system will not permit changes to be made to any information being displayed.

**Post** – This button is used on the Leave Balance Adjustment, Pay Period Adjustment and Unpaid Withholding Clear screens to post the

**Close** – When this button is selected on a utilities screen, the system closes the screen. The utilities screen can also be closed by clicking on the ‘x’ located on the tab (top left of transaction screen) beside the name of the utilities area.

The sections in this part of the manual are:

- **EFT Utility**
- **Leave Balance Adjustment**

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- **Pay Period Adjustment**
- **Payroll Payment Utility**
- **Unpaid Withholding Clear**
- **Wage Adjustments**
- **Wage Reallocations**
- **Withholding Overpayment Utility**

### EFT UTILITY

#### OVERVIEW

The **EFT utility** area displays all EFT batches created in the current processing year. All EFT batches can be re-filed or displayed.

Additionally, the area includes an Email button that can be used to resend emails of EFT pay stubs to employees. **Note:** employee email setup and activation steps must be completed before this function can be used. For detailed information, please read ‘Appendix 1: Steps For Emailing EFT Pay Stubs’.

EFT Deposit Dates may be changed only when absolutely necessary. Example reasons include accidentally dating EFT wages for a weekend or bank holiday, not providing enough bank processing time, or selecting a premature deposit date prior to the intended payday. Banks typically require 2 days to process EFT files. Also, changing this date will create a notice for audit to scrutinize.

**Important – Read Carefully:** Federal, Ohio, local, and school tax liabilities (and reporting) are based on payroll post dates - or in the case of EFT wages, the EFT deposit date. Changing the deposit date for an EFT file will NOT change the post date of the wages in UAN. Therefore, if the date moves to a different month or quarter, you may need to manually correct the tax reports and quarterly 941 you file to reflect the true deposit dates. The wages might also clear your bank in a different month than when they appear on the UAN bank reconciliation. Note: OPERS and OP&FPF are not affected by EFT deposit dates.

#### RE-FILE

The re-file option recreates an EFT batch file to resend to the entity’s bank. The file is saved in the C:\\_UAN\_EFiles folder for uploading to the entity’s bank.

#### STEPS TO ACCESS

Payroll → Utilities → **EFT Utility**

#### DATA REQUIREMENTS

There are no data requirements that apply to this application overall.


#### HOW TO RESEND EMAILS OF EFT PAY STUBS TO EMPLOYEES

Please read ‘Appendix 1: Steps For Emailing EFT Pay Stubs’ for detailed information.

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### HOW TO RE-FILE AN EFT

- Step 1:** Place a checkmark beside the **EFT** to be re-filed by clicking on the checkbox on the left side of the deposit date.
- Step 2:** Click on the **Re-File** button.
- Step 3:** The EFT that was selected will be displayed in the **Re-File EFT** form.
- Step 4:** Select the '**Check to change date**' checkbox only when absolutely necessary. Please review the Overview in this section for a detailed explanation and important note about this option.
- Step 5:** Select the '**Include employee bank account information**' checkbox if you want the employee(s) bank account information (routing number, account number and type) to be included on the EFT file report.
- Step 6:** The system will display the message, 'File "E000000A.txt" saved successfully. Location: C:\\_UAN\_EFiles\'. Click on the **OK** button to proceed.
- Step 7:** The system will display the message, 'Display a report of the saved EFT file?'. Click on the **Yes** button to display the report. (*Click on the **No** button to skip viewing the report.*)
- Step 8:** If displaying the report, a Report Viewer screen will be opened and display the **EFT File Report**. Click on the **Print** button to print the report, or click the **Close** button to close the Report Viewer.
- Step 9:** Click on the **Close** button to exit the Re-File EFT screen.
- Step 10:** Retrieve the **EFT batch file** under C:\\_UAN\_EFiles to upload it at the bank's website, into software supplied by your bank, or some other method of transmission to your bank.
- Step 11:** After confirming that the file was successfully transmitted to your bank (step 10) delete the **EFT batch file** under C:\\_UAN\_EFiles and then remember to empty it from your computer's Recycle Bin as well.

**Important:** the EFT batch file contains sensitive employee data for uploading to the bank. The **information inside this file cannot be encrypted**, and is therefore not secured in cases of unauthorized computer access, virus or malware infection. UAN can be set to automatically delete specific sensitive files after the number of days. For more information on this important topic, in the UAN software go to General → Maintenance → Entity Setup and click the System tab. Then click the  icon in the top right corner of that screen in the 'Sensitive Unsecured UAN Efiles' section.

---

### HOW TO DISPLAY AN EFT

- Step 1:** Place a checkmark beside the **EFT** to be displayed by clicking on the checkbox on the left side of the deposit date.
- Step 2:** Click on the **Display** button.
- Step 3:** The EFT that was selected will be displayed in the **Display EFT** form.
- Step 4:** Click on the **OK** button to display the **EFT File Report**, or click on the **Close** button to return to the EFT Utility screen.
- Step 5:** If displaying the report, a Report Viewer screen will be opened and display the **EFT File Report**. Click on the **Print** button to print the report, or click the **Close** button to close the Report Viewer.

---

### EFT UTILITY FREQUENTLY ASKED QUESTIONS

#### 1. When would I need to re-file an EFT batch?

You would only need to re-file an EFT batch if you thought the file was sent successfully and deleted it, but the bank did not receive the file.

*Reminder:* The need to re-file an EFT batch should be very rare and may never be needed.

## Uniform Accounting Network – Payroll Manual

### LEAVE BALANCE ADJUSTMENT

#### OVERVIEW

The **leave balance adjustment** area is used to adjust employee leave balances for an employee. Adjustments may be needed to correct prior entries, to correct accrual errors, or to increase the balances at the beginning of a new year. The leave balance adjustment screen displays the current leave balance that will be adjusted and what the leave balance will be after the adjustment is posted.

#### STEPS TO ACCESS

Payroll → Utilities → **Leave Balance Adjustment**

#### DATA REQUIREMENTS

There are no data requirements that apply to this application overall.

#### HOW TO ADJUST A LEAVE BALANCE

- Step 1:** The system displays the message, ‘Supporting documentation should be retained for all leave balance adjustments.’ Click on the **OK** button to proceed. *(If the **Cancel** button is selected, the system will return to the main UAN screen.)*
- Step 2:** Under the Adjust Leave Balance section, select to filter the employee leave balances **By Employee** or **By Leave**
- Step 3:** If the By Leave option was selected, then select the **Department** to further filter the employee leaves list.
- Step 4:** If the By Employee option was selected, click in the **Adjustment** field for the leave type that is being adjusted and enter the adjustment amount.
- Step 5:** If the By Leave option was selected, click in the **Adjustment** field for the employee whose leave is being adjusted and enter the adjustment amount.
- Step 6:** Select or enter the **Date** of the adjustment to be posted.
- Step 7:** Click on the **Post** button. *(Selecting **Close** on this step will prompt the system to display a message ‘Post Transaction?’. Selecting **Yes** will still allow the adjustment to be posted. Selecting **No** will exit without posting the adjustment. Selecting **Cancel** will return to the Post Leave Balance Adjustment form.)*
- Step 8:** Click on the **Close** button to exit.



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

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### LEAVE BALANCE ADJUSTMENT FREQUENTLY ASKED QUESTIONS

There is no FAQ information available at this time.

## Uniform Accounting Network – Payroll Manual

### PAY PERIOD ADJUSTMENT

#### OVERVIEW

The **pay period adjustment** area allows the pay period start and end dates of earnings on batch wages and wages posted in the current or prior processing year to be changed to any dates between the 1<sup>st</sup> day of the year prior to the current processing year and the 60<sup>th</sup> day of the year after the current processing year.

#### STEPS TO ACCESS

Payroll → Utilities → **Pay Period Adjustment**

#### DATA REQUIREMENTS

There are no data requirements that apply to this application overall.

#### HOW TO ADJUST A PAY PERIOD

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

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

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### PAY PERIOD ADJUSTMENT FREQUENTLY ASKED QUESTIONS

There is no FAQ information available at this time.

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### PAYROLL PAYMENT UTILITY

#### OVERVIEW

The Payroll Payment Utility displays all payroll payments posted in the current processing year and all payroll payments carried over as outstanding from a prior year (excludes outstanding payroll payments carried over from version 17.0), including any items cleared or voided in the current processing year. Outstanding payments posted in the current processing year that have never been adjusted may be voided. Outstanding warrant, manual, EFT, and electronic payments posted in the current processing year that have never been adjusted may be reissued (EFT and electronic payments are reissued as printed warrants). EFT, conversion payments, special vouchers, and electronic payments posted in the current processing year may be reprinted (reprinted voided items will include a VOID watermark). All payments may be displayed.

Status\Actions	Display	Reprint (EFT, Conversion Payment, Special Voucher, Electronic Payment)	Reissue (Warrant, Manual, EFT, Special Warrant, Electronic Payment)	Void
<b>Outstanding</b> (never adjusted)	✓	✓	✓	✓
<b>Outstanding</b> (adjusted)	✓	✓		
<b>Cleared</b>	✓	✓		
<b>Voided</b>	✓	✓		
<b>Outstanding/ Cleared/Voided</b> (posted in the prior year)	✓			

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### REPRINT

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

### REISSUE

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Reissuing a payroll payment voids the associated warrant (if applicable) and posts and prints a new warrant with the current charge allocation on the payment. A warrant number greater than or equal to the next available warrant number must be specified. Any warrant numbers between the next available number and the user selected number will be voided. No compliance rules are applied and no balances are changed when a payment is reissued (primary checking balance, fund pooled cash balances, and unencumbered balances). Only outstanding warrant, manual, EFT, and electronic payments posted in the current processing year that have never been adjusted may be reissued. EFT and electronic payments will be reissued as printed warrants.

### VOID

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Voiding a payroll payment increases the primary checking account balance by the total (or net) of the payment at the time of voiding. For each fund charged on the payment, voiding the payment also increases the pooled cash balance of the fund by the amount of the charge to that fund on the payment at the time of voiding. Only outstanding payments posted in the current processing year that have never been adjusted may be voided.

For each earning appropriation account on an employee payroll payment, voiding the payment increases the unencumbered balance of the account by the gross amount on the payment at the time of voiding. For each fringe benefit credit appropriation account on an employee payroll payment, voiding the payment increases the unencumbered balance of the account by the amount on the payment at the time of voiding. All unpaid withholdings attached to the payment will be cleared. Encumbrances and expenditures of appropriation accounts on paid withholdings attached to the payment will be reallocated to 1000-990-990-0000 and withholding overpayment credits will be created. Wages with withholdings attached to batch withholding payments cannot be voided.

For each employer share appropriation account on a withholding payment, voiding the payment increases the unencumbered balance of the account by the amount on the payment at the time of voiding. All paid withholdings from non-voided wages attached to the payment will become unpaid. Paid withholdings from voided wages attached to the payment, not applied to another withholding payment, will be cleared. Withholding payments with attached withholdings from voided wages cannot be voided if the associated overpayment credits are applied to another non-voided withholding payment.

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Action\Effect	Primary Checking Account Balance	Fund Pooled Cash Balance	Appropriation Account Unencumbered Balance
Void Direct Charge	+	+	+

### TEMPORARY MODE

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While working in the prior year:

- Only payroll payments posted in the prior year or before are available on the list form.
- Employee payroll posted in the prior year cannot be voided if any withholdings were paid in the new year.

While working in the new year:

- Only payroll payments posted in the new year, outstanding payments posted in the prior year or before, and payments cleared or voided in the new year are available on the list form.
- Only payments posted in the new year may be reprinted, reissued or voided.

### STEPS TO ACCESS

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Payroll → Utilities → **Payroll Payments Utility**

### DATA REQUIREMENTS

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There are no data requirements that apply to this application overall.

### HOW TO REPRINT A PAYROLL PAYMENT

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- Step 1:** Place a checkmark in the checkbox beside the **payroll payment(s)** to be reprinted by clicking on the checkbox on the left side of the payment number.
- Step 2:** Click on the **Reprint** button.
- Step 3:** The system displays a message asking whether to reprint the number of selected items. Click the **OK** button to proceed. (*Select **Cancel** to exit.*)
- Step 4:** The Next Warrant Number form will be displayed. Enter a **Stub Note** (optional).
- Step 5:** Make selections for the printing of the **Warrant** and **Pay stub** or the **EFT** under the Wage Printing area.
- Step 6:** Click on the **OK** button to proceed in reprinting the payment. (*Selecting **Cancel** will return to the Payroll Payment Utility screen.*)

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**Step 7:** A Print box will be displayed. Click on the **Print** button to print the selected payments. *(A separate Print box will be displayed if more than one payroll payment type is in the selected payments to be reprinted. Be sure to click on the Print button for each Print box.)*

---

### HOW TO REISSUE A PAYROLL PAYMENT

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

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

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

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

**Step 4a:** A Reissue box will be displayed. The system automatically defaults the **User Selected #** to the next available warrant number in the system; however, it can be changed. Verify or modify the **User Selected #**.

**Step 4b:** Enter or select the **Reissue Date** from the calendar drop down.

**Step 4c:** Click on the **OK** button to proceed. *(Selecting **Cancel** will return to the Payroll Payment Utility screen.)*

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

**Step 5a:** A Next Warrant Number form will be displayed. Enter or select the **Reissue Date** from the calendar drop down.

**Step 5b:** Enter a **Stub Note** (optional).

**Step 5c:** Make selections for the printing of the **Warrant** and **Pay stub** or the **EFT** under the Wage Printing area.

**Step 5d:** The system automatically defaults the **User Selected #** to the next available warrant number in the system; however, it can be changed. Verify or modify the **User Selected #**.

**Step 5e:** Click on the **OK** button to proceed. *(Selecting **Cancel** will return to the Payroll Payment Utility screen.)*

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- Step 6:** If the User Selected # is different than the next available number, a message will be displayed stating the number of warrants being skipped will be voided. Click on the **OK** button to proceed in printing the warrant. (*Selecting **Cancel** will return to the Next Warrant Number form.*)
- Step 7:** Next, the system displays a Print box. Click on the **Print** button to print the selected payroll payments.

---

### HOW TO VOID A PAYROLL PAYMENT

- Step 1:** Place a checkmark in the checkbox beside the **payroll payment(s)** to be voided by clicking on the checkbox on the left side of the payment number.
- Step 2:** Click on the **Void** button.
- Step 3:** The system prompts a message asking whether to void the selected items. Select **OK** to proceed with voiding the selected payment(s). (*Select **Cancel** to exit.*)
- Step 4:** The system displays a box to enter the **Void Date**. Enter or select the Void Date from the calendar drop down.
- Step 5:** Click on the **OK** button to proceed in voiding the payroll payment(s). (*Select **Cancel** to exit.*)
- Step 6:** If the payroll payment being voided is an employee payroll payment and all of the withholdings are unpaid, the system will display the following reminder message:

‘IMPORTANT: If you have already filed the 941 Federal Tax Return or the ODJFS Contribution and Wage Report for the quarter in which the selected wages were originally paid, you may need to re-file those reports after voiding these wages. If you have already filed the OPERS or OP&FPF report for the pay period month for which the selected wages were originally paid, you may also need to re-file those reports after voiding these wages. Monthly UAN reports based on dates paid (Ohio, local, and school taxes) will also be updated to reflect the voided wages.’

Click on the **OK** button.

- Step 7:** If the payroll payment being voided is an employee payroll payment and there are withholdings that have been paid, follow the sub-steps below:

**Step 7a:** The system will display the following reminder message:

‘At least one of the selected wages includes a paid withholding. Voiding a wage for which a withholding has already been paid creates a withholding overpayment which will be automatically reallocated to the Other Financing



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Uses appropriation account 1000-990-990-0000. Refer to the UAN manual for more information about overpayments. Display a report of the affected withholding payments?'

Click **Yes** to display the report, or click **No** to continue.

**Step 7b:** If displaying the report, a Report Viewer screen will be opened and display the **Void Causing Overpayment**. Click on the **Print** button to print the report, or click the **Close** button to close the Report Viewer.

**Step 7c:** The system will display the following reminder message:

'If the affected withholding payments have not been submitted to the withholding agencies yet, it is recommended that you void those payments before voiding the wages, to avoid creating overpayments. Void the selected wages anyway? To void the wages and create withholding overpayments, click [OK]. To cancel voiding instead, click [Cancel].'

Click on **OK** to proceed in voiding the wages and creating the overpayment. (*Selecting **Cancel** will return to the Payroll Payment Utility screen.*)

**Step 7d:** The system will display the following message:

'\$ XX.XX will be reallocated to 1000-990-990-0000. If credit for this overpayment will be applied to an Accounting payment, or will be refunded to you and posted as an Accounting receipt, clear it in: Payroll > Utilities > Withholding Overpayment Utility. Otherwise, apply it to the next payment of the withholding in Payroll. Refer to the UAN manual for more information about overpayments.'

Click on the **OK** button.

**Step 7e:** The system then displays the following reminder message:

'IMPORTANT: If you have already filed the 941 Federal Tax Return or the ODJFS Contribution and Wage Report for the quarter in which the selected wages were originally paid, you may need to re-file those reports after voiding these wages. If you have already filed the OPERS or OP&FPF report for the pay period month for which the selected wages were originally paid, you may also need to re-file those reports after voiding these wages. Monthly UAN reports based on dates paid (Ohio, local, and school taxes) will also be updated to reflect the voided wages.'

Click on the **OK** button.

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**Reminder:** *If an overpayment is going to be created, be sure that appropriation account code 1000-990-990-0000 has an unencumbered balance available for the amount of the overpayment that will be reallocated to that account code.*

**Reminder:** *Refer to the **Withholding Overpayment Utility** section of this manual for more information on withholding overpayments.*

---

### HOW TO DISPLAY A PAYROLL PAYMENT

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

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

**Step 3:** Each payment that was selected will be displayed individually in the **Display Payroll Payment** form. If more than one payment was selected, use the **Move next** arrow button in the bottom left corner of the form to go to the next payment to be displayed.

**Step 4:** Click on the **Close** button to exit.

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### PAYROLL PAYMENT UTILITY FREQUENTLY ASKED QUESTIONS

There is no FAQ information available at this time.

### UNPAID WITHHOLDING CLEAR

#### OVERVIEW

The **unpaid withholding clear** area allows any unpaid withholdings from wages posted in the current processing year or before to be cleared (marked as paid) and the encumbrances for employee shares reversed. This utility should only be used to clear and unencumber unpaid withholdings that will be, or have already been, paid in Accounting → Transactions → Payments.

#### STEPS TO ACCESS

Payroll → Utilities → **Unpaid Withholding Clear**

#### DATA REQUIREMENTS

There are no data requirements that apply to this application overall.

#### HOW TO CLEAR UNPAID WITHHOLDINGS

- Step 1:** The system will display the following message, ‘Unpaid withholdings should ONLY be cleared if they will be paid, or have been paid in: Accounting > Transactions > Payments. Clearing unpaid withholdings will NOT correct withholdings mistakes, and will NOT refund withheld amounts to employees or to the entity. For adjustments and refunds: Payroll > Utilities > Wage Adjustments. Cleared employee share withholding encumbrances will be reversed. You will be prompted with the option to automatically create batch Accounting payments for the cleared withholdings, which can then be edited and posted in: Accounting > Transactions > Payments.’. Click the **OK** button to proceed. *(If the **Cancel** button is selected, the system will return to the main UAN screen.)*
- Step 2:** The system will then display another message, ‘It is recommended that you print a report of the unpaid withholdings before clearing them, to verify the amounts to be paid in Accounting. Display the report?’. Click **Yes** to display the report. *(Click on the **No** button to skip viewing the report.)*
- Step 3:** If you selected to display the report, the system will automatically bring up the Withholding Reports screen with the Withholding Detail report preselected. Click on the **Display** button to view the **Withholding Detail – Unpaid** report.
- Step 4:** If displaying the report, a Report Viewer screen will be opened and display the **Withholding Detail – Unpaid** report. Click on the **Print** button to print the report, or click the **Close** button to close the Report Viewer.

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- Step 5:** On the Unpaid Withholdings Clear screen, select the **Year** in which the wages were posted.
- Step 6:** Select the **Month, Quarter, Year, or Selected Period** for the posted wages. (*The Selected Period option may cross years.*)
- Step 7:** Enter or select the **Clear Date** from the calendar drop down.
- Step 8:** Select the **Frequencies** of the employee wages that have withholdings to be cleared from the Frequencies list grid.
- Step 9:** Select the **Withholdings** to be cleared from the Withholdings list grid.
- Step 10:** Select the employee **Wages** that have the withholdings to be cleared from the Wages list grid.
- Step 11:** Review the **Employee, Employer, and Total** amount under the **To Be Cleared** section.
- Step 12:** Click the **Post** button. (*Selecting **Close** on this step will prompt the system to display a message ‘Post Transaction?’. Selecting **Yes** will still allow the adjustment to be posted. Selecting **No** will exit without posting the adjustment. Selecting **Cancel** will return to the Unpaid Withholding Clear form.*)
- Step 13:** The system will display the following message, ‘Create a batch payment in Accounting for the cleared withholdings? UAN can automatically create a batch Accounting payment with the amounts and the appropriation accounts of the cleared withholdings, which can then be edited as necessary and posted in: Accounting > Transactions > Payments. Note that one batch payment per payee will be created, if applicable. To create a batch withholding payment in Accounting, click [Yes]. If you will not be paying the cleared withholdings in Accounting, click [No].’ Click on the **Yes** button to proceed in creating a batch withholding payment in Accounting, or click on the **No** button to finish posting the unpaid withholding clear.
- Step 14:** If you clicked Yes to create a batch withholding payment in Accounting, follow the sub-steps below:
- Step 14a:** The system will display the following message, ‘Which type of Accounting payment should UAN create? Edit or Post In: Accounting > Transactions > Payments’.
- Step 14b:** Select the **Warrant, Electronic** or **Cancel** buttons. The system automatically adds the batch withholding payment under Accounting → Transactions → Payments if the Warrant or Electronic buttons are selected. The system also finishes posting the unpaid withholding clear. (*If **Cancel***

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*is selected, the system will return to the Unpaid Withholding Clear form for you to complete the unpaid withholding clear.)*

- Step 15:** Select the **Close** button to exit the Unpaid Withholding Clear form. *(The system displays a message in the bottom left corner of the Unpaid Withholding Clear form to confirm the amount of unpaid withholdings that have been cleared.)*
- Step 16:** If you created a batch withholding payment in Accounting, refer to the **How To Post/Print a Payment** section of the Accounting & General manual for the steps to finish posting the Accounting batch withholding payment.

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### UNPAID WITHHOLDING CLEAR FREQUENTLY ASKED QUESTIONS

There is no FAQ information available at this time.

### WAGE ADJUSTMENTS

#### OVERVIEW

The Wage Adjustments area displays all wage adjustments posted in the current processing year. All wage utility functions post immediately; there are no batch adjustments. Withholdings are attached to earnings on the wage adjustment for reporting and W-2 filing purposes.

#### ADJUSTMENTS

Wage Adjustments allows changes to be made to earnings and withholdings. Wage adjustments should only be used when you are trying to fix issues that have occurred in the current year because they will update external reports and the W-2's. If you need to fix issues that have occurred in prior years you will need to do this manually by fixing the reports with the external reporting agencies and posting any money owed to employees as accounting warrants. Wage adjustments can print as a warrant or an Electronic Voucher which is not an EFT.

Each adjustment type will have the following tabs:

**Earnings/Overtimes/Non-Cash/Paid Leaves** – This tab lists all active earnings, overtimes, non-cash, and paid leave types attached to the employee. Inactive items will be included if the “Show All Items” radio button is selected. Overtime, non-cash and paid leaves that are not attached to an earning will not be included in the grid.

**Employee Withholdings** – This tab lists all active withholdings for the employee that are attached to earnings, overtimes, non-cash or paid leave on the adjustment wage. Inactive withholdings will be included if the “Show All Items” radio button is selected.

**Fringe Benefit Credits** – This tab lists all appropriation accounts on the fringe benefit withholdings for the employee that are attached to earnings, overtimes, non-cash or paid leave on the adjustment wage. Inactive fringe benefit withholdings will be included if the “Show All Items” radio button is selected. Fringe Benefit Credits cannot be negatively adjusted.

**Employer Withholdings** - This tab lists all appropriation accounts on the employer withholdings for the employee that are attached to earnings, overtimes, non-cash or paid leave on the adjustment wage. Inactive employer withholdings will be included if the “Show All Items” radio button is selected.

There are four types of adjustments. Complex fixes may require multiple adjustment steps to be performed:

**Withholding (-) Refund** - This function allows decreasing withholdings. This would be used to refund withholdings deducted by mistake, from either the employee or the employer. Refunding

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certain withholdings increases the taxable wage base of other withholdings, and therefore some withholdings may be positively adjusted in a refund. For example, refunding a café plan withholding increases multiple income tax liabilities. See the graph below:

Withholdings can be positively adjusted on a refund ONLY in the following circumstances:

If reducing a withholding of this type	Then these types may be positively adjusted
<ul style="list-style-type: none"> <li>• Cafeteria Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Federal</li> <li>• Ohio</li> <li>• School</li> <li>• Local</li> <li>• Medicare – Regular (Ee+Er)</li> <li>• Medicare – Fringe Benefit</li> <li>• SS – Regular (Ee+Er)</li> <li>• SS – Fringe Benefit</li> </ul>
<ul style="list-style-type: none"> <li>• Deferred Compensation</li> <li>• OPERS – Salary Reduction</li> <li>• OP&amp;FPF – Salary Reduction</li> </ul>	<ul style="list-style-type: none"> <li>• Federal</li> <li>• Ohio</li> <li>• School</li> </ul>

**Note:** The total of positive withholding adjustments cannot exceed the total of negative withholding adjustments on a refund.

The following withholding types can *never* be positively adjusted on a refund:

- Federal Supplemental
- Ohio Supplemental
- OPERS
- OP&FPF
- Cafeteria Plan
- Deferred Withholding
- Miscellaneous

If the “Net (+/-)” field on the form is positive, that amount will be refund to the employee using the selected payment method. A withholding refund creates new unpaid withholdings for any positively adjusted withholdings and new unused (negative) withholdings for any negatively adjusted withholdings.

**Withholding (+/-) Swap** - This function allows increasing and decreasing withholdings at the same time. One common use for this type of adjustment is swapping one withholding for

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another non-fringe withholding that was deducted by mistake (for example, swapping City A for City B, OPERS Fringe for OPERS Regular, OPERS for Social Security). If the “from” withholding amount is greater than the intended “to” withholding amount, that difference will be refunded using the selected payment method. However, the “from” withholding amount cannot be less than the intended “to” withholding amount – in that case, the difference can be withheld on a future wage. A withholding swap creates new unpaid withholdings for any positively adjusted withholdings and new unpaid (negative) withholdings for any negatively adjusted withholdings.

**Earning (+) Increase** - This function is not available at this time and will display a message that this can be handled through posting a regular wage under Payroll → Transactions → Wages.

**Earning (-) Decrease or (+/-) Swap** - This function allows increasing and decreasing earnings at the same time. One common use for this type of adjustment is swapping one earning for another earning that was paid by mistake. Withholdings are displayed and must be selected for tax reporting purposes only, but cannot be edited.

### TEMPORARY MODE

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Wage adjustment is available in Temporary Mode for the prior fiscal year, but it is not available for the new fiscal year. After Temporary Mode is closed (*by closing the prior fiscal year*) wage adjustment is available for the new fiscal year.

### STEPS TO ACCESS

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Payroll → Utilities → **Wage Adjustments**

### HOW TO POST A WAGE ADJUSTMENT WITHHOLDING (-) REFUND

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**Step 1:** Click on the **Add** button and a button menu will be displayed.

Select **Withholdings (-) Refund** from the menu.

**Step 2:** The system will display the following message:

‘<<<< ! IMPORTANT – READ CAREFULLY! >>>>

Appropriation accounts not already attached to an employee CANNOT be added to it within this utility.

If you need to use an appropriation account that is not already attached to an employee earning or withholding, that account must be attached BEFORE using this utility:

Payroll > Maintenance > Employees’



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Click on **OK** to proceed. (*Selecting **Cancel** will return to the Wage Adjustment Utility area.*)

**Step 3:** The system will display the following message:

‘Please note: Adjustments apply to current year appropriations.

Adjustments only apply to the current year W-2 and W-2 Report. If this adjustment should be reflected on a prior year W-2 instead, the W-2 for THAT year must be manually edited to include it, and the W-2 for THIS year must be manually edited to exclude it.

For all other reports, adjustments also affect only the current year.’

Click on the **OK** button to open the Post Wage Adjustment form.

**Step 4:** On the Post Wage Adjustment form, select the employee from the **Employee** drop-down menu.

**Step 5:** Under the Payments section, select the **Warrant or Electronic** radio button to indicate the method of payment of the employee refund.

***Note:** This setting only applies when refunding employee share withholdings. It has no effect when refunding only employer withholdings or fringe benefit credits.*

**Step 6:** On the Pay Periods tab, place a checkmark next to the pay period frequency of the wages being adjusted. Enter the adjustment **Start Date** and **End Date** (*or select them from the calendar drop-down menus*).

**Step 7:** Click the Adjustment tab (located near the top right-hand corner of the form).

**Step 7a:** Enter the adjustment **Date** or select it from the calendar drop-down.

**Step 7b:** Enter the reason for the adjustment in the **Purpose** field.

**Step 8:** If needed, click the Show All Items radio button to display both Active AND Inactive items (*The Show Active Items radio button is the default setting and is located on the left hand side of the form below the Adjustment Type section*).

**Step 9:** Place a checkmark next to the applicable item(s) listed under the **Earnings / Overtimes / Non-Cash / Paid Leaves** tab.

**Note:** You cannot enter adjustments in this tab. After selecting the applicable item(s), click the withholding tabs to the right to enter adjustments (see the following steps).

**Step 10:** Select the **Employee Withholdings** tab when employee withholdings will be adjusted.

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**Step 10a:** Place a checkmark next to each employee withholding that will be adjusted. The list will expand to display all appropriation accounts assigned to the item.

**Step 10b:** Under the Amount (+/-) column, select the field in the row of the account code that will be adjusted. In Amount field, enter a minus sign (-) followed by the portion of the refund that applies to the account code in that row. Enter a positive amount ONLY under certain circumstances – see the reminder below:

*Reminder: Refunding certain withholdings increases the taxable wage base of other withholdings, and therefore some withholdings may be positively adjusted in a refund. Please see the graph on this subject in the Overview of the Wage Adjustments utility for more information.*

**Step 10c:** Repeat steps 10a-b for each employee withholding that will be adjusted.

**Step 11:** Select the **Fringe Benefit Credits** tab when positive adjustments to fringe benefits are necessary.

*Reminder: Refunding certain withholdings increases the taxable wage base of other withholdings, and therefore some withholdings (and fringe benefit when applicable) may be positively adjusted in a refund. Please see the graph on this subject in the Overview of the Wage Adjustments utility for more information.*

**Step 11a:** Place a checkmark next to each fringe benefit item that will be adjusted. The list will expand to display all appropriation accounts assigned to the item.

**Step 11b:** Under the Amount (+) column, select the field in the row of the account code that will be adjusted. In Amount field, enter the positive amount that applies to the account code in that row.

**Step 11c:** Repeat steps 11a-b for each fringe benefit credit that will be adjusted.

**Step 12:** Select the **Employer Withholdings** tab when employer share withholdings will be adjusted.

**Step 12a:** Place a checkmark next to each **Employer Withholding** item that will be adjusted. The list will expand to display all appropriation accounts assigned to the item.

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**Step 12b:** Under the Amount (+/-) column, select the field in the row of the account code that will be adjusted. In Amount field, enter a minus sign (-) followed by the portion of the employer refund that applies to the account code in that row. Enter a positive amount ONLY under certain circumstances – see the reminder below:

***Reminder:** Refunding certain withholdings increases the taxable wage base of other withholdings, and therefore some withholdings (and employer share when applicable) may be positively adjusted in a refund. Please see the graph on this subject in the Overview of the Wage Adjustments utility for more information.*

**Step 12c:** Repeat steps 12a-b for each employer withholding that will be adjusted.

**Step 13:** Click on the **Display – Appropriations tab** to display a read-only view of the impact the adjustment will have on appropriation accounts (the encumbered adjustment, the spent adjustment, and the unpaid adjustment amounts for each account code).

**Step 14:** Click on the **Post/Print** button to post the adjustment.

**Step 15:** A **Next Warrant Number** form will be displayed ONLY IF the Warrant radio button was selected in the Payment section of the form AND when refunding employee share withholdings.

**Step 15a:** The system automatically defaults the **User Selected #** to the next available warrant number in the system; however, it can be changed. Once the correct **User Selected #** is entered, click on the **OK** button to proceed. (*Selecting **Cancel** will return to the Wage Adjustments form.*)

**Step 15b:** If the User Selected # is different than the next available number, a message will be displayed stating the number of warrants being skipped will be voided. Click on the **OK** button to proceed in printing the warrant. (*Selecting **Cancel** will return to the Next Warrant Number form.*)

**Step 16:** The system will display the following message:

‘Please note: Adjustments apply to current year appropriations.

Adjustments only apply to the current year W-2 and W-2 Report. If this adjustment should be reflected on a prior year W-2 instead, the W-2 for THAT year must be manually edited to include it, and the W-2 for THIS year must be manually edited to exclude it.

For all other reports, adjustments also affect only the current year.’

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Click on the **OK** button to continue.

**Step 17:** The system will display the following message:

‘IMPORTANT: If you have already filed the 941 Federal Tax Return or ODJFS Contribution and Wage Report for the quarter in which the selected wages were originally paid, you may need to re-file those reports after adjusting these wages.

If you have already filed the OPERS or OP&FPF report for the pay period month for which the selected wages were originally paid, you may also need to re-file those reports after adjusting these wages.

Monthly UAN tax reports based on dates paid (Ohio, local, and school) will also be updated to reflect the adjusted wages.’

Click on the **OK** button to continue.

**Step 18:** The system will display the following message:

‘Please note: One or more new withholding liabilities were created as a result of the posted adjustments.

If any affected withholding has been paid previously, you may need to send another payment, or include the new amount on the next scheduled payment.’

Click on the **OK** button to continue.

**Step 19:** Next, the system displays a Print box with a message indicating that either it is ‘Printing 1 Special Warrant’ or ‘Printing 1 Special Voucher’. A Special Warrant will print **ONLY IF** the Warrant radio button was selected in the Payment section of the form **AND** when refunding employee share withholdings. The message will include a reminder to load the printer tray with the next warrant number or plain paper when printing a voucher. Click on the **Print** button to print the selected refund warrant or voucher.

**Step 20:** The system displays a message asking if all items printed successfully. Click on **Yes** if the items printed successfully. *(If the warrant or voucher did not print successfully, select **No** to reprint or reissue the item(s) from the Payroll Payment Utility screen. Refer to the **Payroll Payment Utility** section of this manual for the steps.)*

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### HOW TO POST A WAGE ADJUSTMENT WITHHOLDING (+/-) SWAP

**Step 1:** Click on the **Add** button and a button menu will be displayed.

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Select **Withholdings (+/-) Swap** from the menu.

**Step 2:** The system will display the following message:

‘<<<< ! IMPORTANT – READ CAREFULLY! >>>>’

Appropriation accounts not already attached to an employee CANNOT be added to it within this utility.

If you need to use an appropriation account that is not already attached to an employee earning or withholding, that account must be attached BEFORE using this utility:

Payroll > Maintenance > Employees’

Click on **OK** to proceed. (*Selecting **Cancel** will return to the Wage Adjustment Utility area.*)

**Step 3:** The system will display the following message:

‘Please note: Adjustments apply to current year appropriations.’

Adjustments only apply to the current year W-2 and W-2 Report. If this adjustment should be reflected on a prior year W-2 instead, the W-2 for THAT year must be manually edited to include it, and the W-2 for THIS year must be manually edited to exclude it.

For all other reports, adjustments also affect only the current year.’

Click on the **OK** button to open the Post Wage Adjustment form.

**Step 4:** On the Post Wage Adjustment form, select the employee from the **Employee** drop-down menu.

**Step 5:** Under the Payments section, select the **Warrant or Electronic** radio button to indicate the method of payment of an employee refund (when applicable).

***Note:** This setting only applies when refunding employee share withholdings. It has no effect when refunding only employer withholdings or fringe benefit credits.*

**Step 6:** On the Pay Periods tab, place a checkmark next to the pay period frequency of the wages being adjusted. Enter the adjustment **Start Date** and **End Date** (*or select them from the calendar drop-down menus*).

**Step 7:** Click the Adjustment tab (located near the top right-hand corner of the form).

**Step 7a:** Enter the adjustment **Date** or select it from the calendar drop-down.

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**Step 7b:** Enter the reason for the adjustment in the **Purpose** field.

**Step 8:** If needed, click the Show All Items radio button to display both Active AND Inactive items (*The Show Active Items radio button is the default setting and is located on the left hand side of the form below the Adjustment Type section*).

**Step 9:** Place a checkmark next to the applicable item(s) listed under the **Earnings / Overtimes / Non-Cash / Paid Leaves** tab.

**Note:** You cannot enter adjustments in this tab. After selecting the applicable item(s), click the withholding tabs to the right to enter adjustments (see the following steps).

**Step 10:** Select the **Employee Withholdings** tab when employee withholdings will be adjusted.

**Step 10a:** Place a checkmark next to each employee withholding that will be adjusted. The list will expand to display all appropriation accounts assigned to the item.

**Step 10b:** Under the Amount (+/-) column, select the field in the row of the account code that will be adjusted. In Amount field, enter the portion of the adjustment that applies to the account code in that row (*negatively adjusted withholdings need to include the minus sign (-) preceding the amount*).

**Step 10c:** Repeat steps 10a-b for each employee withholding that will be adjusted.

**Step 11:** Select the **Fringe Benefit Credits** tab when positive adjustments to fringe benefits are necessary.

**Reminder:** Refunding certain withholdings increases the taxable wage base of other withholdings, and therefore some withholdings (and fringe benefit when applicable) may be positively adjusted in a refund. Please see the graph on this subject in the Overview of the Wage Adjustments utility for more information.

**Step 11a:** Place a checkmark next to each fringe benefit item that will be adjusted. The list will expand to display all appropriation accounts assigned to the item.

**Step 11b:** Under the Amount (+) column, select the field in the row of the account code that will be adjusted. In Amount field, enter the positive amount that applies to the account code in that row.

**Step 11c:** Repeat steps 10a-b for each fringe benefit credit that will be adjusted.

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**Step 12:** Select the **Employer Withholdings** tab when employer share withholdings will be adjusted.

**Step 12a:** Place a checkmark next to each Employer Withholding item that will be adjusted. The list will expand to display all appropriation accounts assigned to the item.

**Step 12b:** Under the Amount (+/-) column, select the field in the row of the account code that will be adjusted. In Amount field, enter the portion of the adjustment that applies to the account code in that row (*negatively adjusted withholdings need to include the minus sign (-) preceding the amount*).

**Step 12c:** Repeat steps 12a-b for each employer withholding that will be adjusted.

**Step 13:** Click on the **Display – Appropriations tab** to display a read-only view of the impact the adjustment will have on appropriation accounts (the encumbered adjustment, the spent adjustment, and the unpaid adjustment amounts for each account code).

**Step 14:** Click on the **Post/Print** button to post the adjustment.

**Reminder:** *If the “from” withholding amount is greater than the intended “to” withholding amount, that difference will be refunded using the selected payment method. However, the “from” withholding amount cannot be less than the intended “to” withholding amount – in that case, the difference can be withheld on a future wage.*

**Step 15:** A **Next Warrant Number** form will be displayed ONLY IF the Warrant radio button was selected in the Payment section of the form AND when refunding employee share withholdings.

**Step 15a:** The system automatically defaults the **User Selected #** to the next available warrant number in the system; however, it can be changed. Once the correct **User Selected #** is entered, click on the **OK** button to proceed. (*Selecting **Cancel** will return to the Wage Adjustments form.*)

**Step 15b:** If the User Selected # is different than the next available number, a message will be displayed stating the number of warrants being skipped will be voided. Click on the **OK** button to proceed in printing the warrant. (*Selecting **Cancel** will return to the Next Warrant Number form.*)

**Step 16:** The system will display the following message:

‘Please note: Adjustments apply to current year appropriations.

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Adjustments only apply to the current year W-2 and W-2 Report. If this adjustment should be reflected on a prior year W-2 instead, the W-2 for THAT year must be manually edited to include it, and the W-2 for THIS year must be manually edited to exclude it.

For all other reports, adjustments also affect only the current year.’

Click on the **OK** button to continue.

**Step 17:** The system will display the following message:

‘IMPORTANT: If you have already filed the 941 Federal Tax Return or ODJFS Contribution and Wage Report for the quarter in which the selected wages were originally paid, you may need to re-file those reports after adjusting these wages.

If you have already filed the OPERS or OP&FPF report for the pay period month for which the selected wages were originally paid, you may also need to re-file those reports after adjusting these wages.

Monthly UAN tax reports based on dates paid (Ohio, local, and school) will also be updated to reflect the adjusted wages.’

Click on the **OK** button to continue.

**Step 18:** The system will display the following message:

‘Please note: One or more new withholding liabilities were created as a result of the posted adjustments.

If any affected withholding has been paid previously, you may need to send another payment, or include the new amount on the next scheduled payment.’

Click on the **OK** button to continue.

**Step 19:** Next, the system displays a Print box with a message indicating that either it is ‘Printing 1 Special Warrant’ or ‘Printing 1 Special Voucher’. A Special Warrant will print **ONLY IF** the Warrant radio button was selected in the Payment section of the form **AND** when refunding employee share withholdings. The message will include a reminder to load the printer tray with the next warrant number or plain paper when printing a voucher. Click on the **Print** button to print the selected refund warrant or voucher.

**Step 20:** The system displays a message asking if all items printed successfully. Click on **Yes** if the items printed successfully. *(If the warrant or voucher did not print successfully,*



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*select **No** to reprint or reissue the item(s) from the Payroll Payment Utility screen. Refer to the **Payroll Payment Utility** section of this manual for the steps.)*

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### HOW TO POST A WAGE ADJUSTMENT EARNING (+) INCREASE

This function is not available at this time and will display a message that this can be handled through posting a regular wage under Payroll → Transactions → Wages.

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### HOW TO POST A WAGE ADJUSTMENT EARNING DECREASE OR (+/-) SWAP

**Step 1:** Click on the **Add** button and a button menu will be displayed.

Select **Earning Decrease or (+/-) Swap** from the menu.

**Step 2:** The system will display the following message:

‘<<<< ! IMPORTANT – READ CAREFULLY! >>>>’

Appropriation accounts not already attached to an employee CANNOT be added to it within this utility.

If you need to use an appropriation account that is not already attached to an employee earning or withholding, that account must be attached BEFORE using this utility:

Payroll > Maintenance > Employees’

Click on **OK** to proceed. (*Selecting **Cancel** will return to the Wage Adjustment Utility area.*)

**Step 3:** The system will display the following message:

‘Please note: Adjustments apply to current year appropriations.’

Adjustments only apply to the current year W-2 and W-2 Report. If this adjustment should be reflected on a prior year W-2 instead, the W-2 for THAT year must be manually edited to include it, and the W-2 for THIS year must be manually edited to exclude it.

For all other reports, adjustments also affect only the current year.’

Click on the **OK** button to open the Post Wage Adjustment form.

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- Step 4:** On the Post Wage Adjustment form, select the employee from the **Employee** drop-down menu.
- Step 5:** On the Pay Periods tab, place a checkmark next to the pay period frequency of the wages being adjusted. Enter the adjustment **Start Date** and **End Date** (*or select them from the calendar drop-down menus*).
- Step 6:** Click the Adjustment tab (located near the top right-hand corner of the form).
- Step 6a:** Enter the adjustment **Date** or select it from the calendar drop-down.
- Step 6b:** Enter the reason for the adjustment in the **Purpose** field.
- Step 7:** If needed, click the Show All Items radio button to display both Active AND Inactive items (*The Show Active Items radio button is the default setting and is located on the left hand side of the form below the Adjustment Type section*).
- Step 8:** Place a checkmark next to the applicable item(s) listed under the **Earnings / Overtimes / Non-Cash / Paid Leaves** tab.
- Step 8a:** Under the Hours / Items (+/-) column, select the field in the row of the account code that will be adjusted. In Amount field, enter the portion of the adjustment that applies to the account code in that row (*negatively adjusted withholdings need to include the minus sign (-) preceding the amount*).
- Step 8b:** Under the Rate (+) column, enter the rate on the row that is being adjusted. The rate should be entered as a positive number.
- Step 8c:** Repeat steps 8a-b for each item that will be adjusted.
- Step 9:** Select the **Employee Withholdings** tab. Place a checkmark next to each applicable employee withholding.
- Reminder: Withholdings are displayed and must be selected for tax reporting purposes only, but cannot be edited.*
- Step 10:** Select the **Fringe Benefit Credits** tab. Place a checkmark next to each applicable (*if any*) fringe benefit item.
- Reminder: Withholdings are displayed and must be selected for tax reporting purposes only, but cannot be edited.*
- Step 11:** Click on the **Display – Appropriations** tab to display a read-only view of the impact the adjustment will have on appropriation accounts (the encumbered adjustment, the spent adjustment, and the unpaid adjustment amounts for each account code).

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**Step 12:** Click on the **Post/Print** button to post the adjustment.

**Step 13:** The system will display the following message:

‘Please note: Adjustments apply to current year appropriations.

Adjustments only apply to the current year W-2 and W-2 Report. If this adjustment should be reflected on a prior year W-2 instead, the W-2 for THAT year must be manually edited to include it, and the W-2 for THIS year must be manually edited to exclude it.

For all other reports, adjustments also affect only the current year.’

Click on the **OK** button to continue.

**Step 14:** If the adjustment amounts entered result in an earning decrease – i.e. the “Net (+/-)” field on the form is negative – then the system will display the following message:

‘The adjustments you have entered will reduce the net wage. When you receive the repayment from this employee, deposit it at the bank but do not enter a receipt into UAN.’

Click on the **OK** button to continue.

**Step 15:** Next, the system displays a Print box with a message indicating that it is ‘Printing 1 Special Voucher’. The message will include a reminder to load the printer tray with plain paper. Click on the **Print** button to print voucher.

**Step 16:** The system displays a message asking if all items printed successfully. Click on **Yes** if the items printed successfully. *(If the voucher did not print successfully, select **No** to reprint the item from the Payroll Payment Utility screen. Refer to the **Payroll Payment Utility** section of this manual for the steps.)*

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### WAGE ADJUSTMENTS FREQUENTLY ASKED QUESTIONS

There is no FAQ information available at this time.

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### WAGE REALLOCATIONS

#### OVERVIEW

The Wage Reallocations utility displays all wages posted in the current processing year including wages voided in the current year and any prior year wages with fringe benefit credits or employer share withholdings that are unpaid or were paid in the current year (excludes fringe benefit credits and employer share withholdings from a wage that was cleared on version 17.0). Voided wages from the current year, earnings and employee share withholdings from wages paid in a prior year, and fringe benefits and employer withholdings paid in a prior year, cannot be reallocated. All reallocations post immediately, there are no batch reallocation adjustments.

Item On Wage To Reallocate \ Actions (mode)	Reallocate (Earning)	Reallocate (Employer)	Reallocate (Fringe)
Earning on Prior Year Wage			
Earning on Current Year Wage	✓		
Withholding Employee Share Paid Prior Year			
Withholding Employee Share Unpaid (Prior Year Wage)			
Withholding Employee Share Paid Current Year (Prior Year Wage)			
Withholding Employee Share Unpaid (Current Year Wage)	✓		

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Withholding Employee Share Paid Current Year  (Current Year Wage)	✓		
Withholding Employer Share Paid Prior Year			
Withholding Employer Share Unpaid		✓	
Withholding Employer Share Paid Current Year		✓	
Fringe Benefit Credit Paid Prior Year			
Fringe Benefit Credit Unpaid			✓
Fringe Benefit Credit Paid Current Year			✓
Any Item on Voided Wage			

**REALLOCATE**

Reallocating a payroll payment changes the charge allocation of the payment but cannot change the overall net payment amount. Each earning, employer share withholding or fringe benefit withholding must be reallocated individually. All reallocations are entered at the Appropriation Account level. Account Codes that you want to reallocate to must exist for the selected earning, employer withholding or fringe benefit withholding on the Wage or in Employee setup. No appropriation accounts can be added in the Wage Reallocations utility. If you need to use an appropriation account that was not on the original wage, that account must be attached to the employee earning or withholding before using this utility: Payroll > Maintenance > Employees. No appropriation accounts can be adjusted below 0 for any item on the wage and the net amount

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of the selected earning, employer withholding or fringe benefit withholding cannot be changed. Non-Cash earnings cannot be reallocated.

There are three types of reallocations and one must be selected to open the form:

- **Earning/Withholdings** – This option enables the charge allocation of employee earnings and the associated employee withholdings to be charged to a different appropriation account. The employee withholdings are reallocated automatically in conjunction with the associated earnings. If the employee withholding has already been paid at the time of the reallocation the payment will be updated to reflect the new account distribution and the encumbrance and expense will be moved from the old account to the new account. If the employee withholding is unpaid at the time of the reallocation, the withholdings will be updated and the encumbrance will be moved from the old account to the new account. When the withholding is paid it will expense from the new account. This option is unavailable for wages posted in a prior year. To reallocate a charge on a prior year withholding payment or wage between funds, post Prior Year Warrant Adjustments in: Accounting > Utilities > Fund Balance Adjustment Utility. To reallocate a prior year wage's unpaid employee share withholding, first clear the withholding in Payroll > Utilities > Unpaid Withholding Clear. Then post a payment using the desired accounts in Accounting > Transactions > Payments.
- **Fringe Benefit Credit** – This option enables the charge allocation of fringe benefits to be charged to a different appropriation account. If the fringe benefit withholding has already been paid at the time of the reallocation, the payment will be updated to reflect the new account distribution and the encumbrance and expense will be moved from the old account to the new account. If the fringe benefit withholding is unpaid at the time of the reallocation, the fringe benefit will be updated and the encumbrance will be moved from the old account to the new account. When it is paid it will expense from the new account. This option is only available for wages with a fringe benefit credit that is unpaid or has been paid in the current year. To reallocate a charge on a prior year withholding payment between funds, post Prior Year Warrant Adjustments in: Accounting > Utilities > Fund Balance Adjustment Utility.
- **Employer Withholding** - This option enables the charge allocation of employer withholdings to be charged to a different appropriation account. If the employer withholding has already been paid at the time of the reallocation, the payment will be updated to reflect the new account distribution and the encumbrance and expense will be moved from the old account to the new account. If the employer withholding is unpaid at the time of the reallocation, the withholding will be updated and when it is paid it will encumber and expense from the new account. This option is only available for wages with an employer share that is unpaid or has been paid in the current year. To reallocate a charge on a prior year withholding payment between funds, post Prior Year Warrant Adjustments in: Accounting > Utilities > Fund Balance Adjustment Utility.

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### TEMPORARY MODE

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Wage reallocation is available in Temporary Mode for the prior fiscal year, but it is not available for the new fiscal year. After Temporary Mode is closed (*by closing the prior fiscal year*) wage reallocation is available for the new fiscal year.

### STEPS TO ACCESS

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Payroll → Utilities → **Wage Reallocations**

### DATA REQUIREMENTS

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There are no data requirements that apply to this application overall.

Field	Type	Required	Comment
Reallocation Button	Pick List	Yes	Options <ul style="list-style-type: none"> <li>• Earning / Withholdings (Value = 262)</li> <li>• Fringe Benefit Credit (Value = 263)</li> <li>• Employer Withholding (Value = 264)</li> </ul> <p>The option cannot be changed after the form opens.</p>

Field	Type	Required	Comment
<b>Employee</b>			
Name – First	Text (20)	N/A	This field is read only.
Name – Middle	Text (1)	N/A	This field is read only. First letter only of Middle name
Name – Last	Text (20)	N/A	This field is read only.
Name – Suffix	Text (4)	N/A	This field is read only.
ID	Text (10)	N/A	This field is read only.
<b>Payment</b>			
Type	Text (15)	N/A	This field is read only. <ul style="list-style-type: none"> <li>• EFT</li> <li>• Warrant</li> <li>• Manual</li> </ul>

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Number	Text (11)	N/A	This field is read only.
Post Date	Date	N/A	This field is read only.
Original Net	Money (11,2)	N/A	This field is read only.
Adjusted	Money (11,2)	N/A	This field is read only. 0.00
Current Net	Money (11,2)	N/A	This field is read only. Calculation = Original Net + Adjusted
<b>Reallocation Type</b>			
Reallocation Type	Radio Button (3)	N/A	This field is read only. <ul style="list-style-type: none"> <li>• Earning / Withholdings</li> <li>• Fringe Benefit Credit</li> <li>• Employer Withholding</li> </ul>
<b>Item To Reallocate</b>			
Item	Pick List (40)	Yes	All non-zero items of the selected type on the wage (Earnings, Fringe Benefits, or Employer Withholdings).
<b>Earning</b>	Panel		Visible only when Reallocation Type is “Earning / Withholdings”
ID	Text (3)	N/A	Read Only Employee Earning ID for selected earning from pick list
Pay Rate	Money (8,2)	N/A	This field is read only. Pay rate for selected earning from pick list
Pay Period Start	Date	N/A	This field is read only. Pay Period Start Date for selected earning from pick list
Pay Period End	Date	N/A	This field is read only. Pay Period End Date for selected earning from pick list
<b>Reallocation</b>			
	Tab		



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Purpose	Text (512)	Yes	A purpose statement is required.
Date	Date	Yes	<ul style="list-style-type: none"> <li>• Adjustment date must be equal to or greater than the payment date</li> <li>• Adjustment date must be equal to or greater than all previous adjustments/reallocations/refunds</li> <li>• Adjustment date must be equal to or greater than all withholding payment post and void dates for: 1) withholdings attached to the selected earning or 2) for the fringe benefit credit or employer share W/H</li> </ul>
Item Total	Money (11,2)	N/A	Read Only
Adjustments	Money (11,2)	N/A	This field is read only. Calculated = The sum of all adjustments in the distribution grid
Revised Total	Money (11,2)	N/A	This field is read only. Revised Total must equal Item Total Calculated = Item Total + Adjustments
<b>Earning / Withholdings</b>	Grid		<p>When Reallocation Type is “Earning / Withholding”:</p> <p>Lists all appropriation accounts attached to the selected earning on the wage (including any previous reallocations of the earning), and also all appropriation accounts currently attached (in Employee setup) to the earning.</p> <p>Note: The pay rate cannot be changed on a reallocation, only the quantity (The overall quantity for the earning cannot change)</p> <p>Salary earnings: Edit the Revised Total.</p>
Appropriation Account	Account	No	This field is read only.
Current Quantity	Numeric (8,2)	N/A	This field is read only. It is blank for Salary earnings.

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Current Total	Money (8,2)	N/A	This field is read only.
Revised Quantity	Numeric (8,2)	Yes*	This field is read only and Blank for Salary earnings It is editable for all other earnings. * At least one cannot be negative
Revised Total	Money (8,2)	Yes*	Editable for Salary earnings only. Read Only for all other earnings * At least one cannot be negative
Adjustment (Calculated)	Money (8,2)	N/A	This field is read only. Revised Total – Current Total
<b>Fringe Benefit Credit <i>or</i> Employer Withholding</b>	Grid		Distribution grid when Reallocation Type is “Fringe Benefit Credit” or “Employer Withholding”  List all earnings and appropriation accounts attached to the selected withholding on the wage (including any previous reallocations of the withholding), and also all appropriation accounts currently attached (in Employee setup) to the withholding for each earning.
Earning	Integer (3)	N/A	This field is read only. This is the ID of the assigned employee earning, overtime, or leave.
Description	Text (40)	N/A	This field is read only.
Appropriation Account	Account (4-3-3-4)	No	This field is read only.
Current Amount	Money (8,2)	N/A	This field is read only.
Revised Amount	Money (8,2)	Yes*	Earning rows: read only Calculate as sum of Revised Amount from account rows. It must equal Current Amount of earning row  Account rows: Editable only for unpaid withholdings and withholdings paid in the current processing year. It cannot be negative

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Adjustment (Calculated)	Money (8,2)	N/A	This field is read only. Calculate: Revised Amount – Current Amount
<b>Display – Appropriations</b>	Tab		
<b>Display – Appropriations</b>	Grid		
Appropriation Account	Account	N/A	This field is read only.  If selected item is an earning: Lists all appropriation accounts attached to the selected earning on the wage (including any previous reallocations of the earning), and also all appropriation accounts currently attached (in Employee setup) to the earning.  If selected item is a withholding: Lists all appropriation accounts attached to the selected withholding on the wage (including any previous reallocations of the withholding), and also all appropriation accounts currently attached (in Employee setup) to the withholding.
Status	Text (7)	N/A	“Unpaid” if all earnings/withholdings listed for the account are unpaid. “Paid” if all earnings/withholdings listed for the account are paid. “Multiple” if some are paid and some are unpaid.
Current Total ( <i>Earning / Withholding</i> )  Current Amount ( <i>otherwise</i> )			This field is read only.  For Earning / Withholding: The sum for each account of Current Total from the distribution grid.  For Fringe Benefit Credit: The sum for each account of Current Amount from distribution grid for selected fringe benefit.  For Employer Withholding:

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			The sum for each account of Current Amount from distribution grid for selected employer withholding.
Current Encumbrance	Money (8,2)	N/A	<p>This field is read only.</p> <p>For Earning / Withholding: The sum for each account of Current Total from the Distribution grid less the current total of attached employee withholdings that are cleared.</p> <p>For Fringe Benefit Credit: The sum for each account of Current Amount from the Distribution grid where the account is unpaid or paid this year.</p> <p>For Employer Withholding: The sum for each account of Current Amount from the Distribution grid where the account is paid this year. Note: Employer withholdings are not encumbered until they are spent. Does not include Billed Employer withholdings.</p>
Revised Total ( <i>Earning / Withholding</i> )  Revised Amount ( <i>otherwise</i> )			<p>This field is read only.</p> <p>For Earning / Withholding: The sum for each account of Revised Total from the Distribution grid.</p> <p>For Fringe Benefit Credit: The sum for each account of Revised Amount from Distribution grid for selected fringe benefit.</p> <p>For Employer Withholding: The sum for each account of Revised Amount from Distribution grid for selected employer withholding.</p>
Revised Encumbrance	Money (8,2)	N/A	<p>This field is read only.</p> <p>For Earning / Withholding: The sum for each account of Revised Total from the Distribution grid less the revised total of attached employee withholdings that are cleared.</p>

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			<p>For Fringe Benefit Credit: The sum for each account of Revised Amount from the Distribution grid where the account is unpaid or paid this year.</p> <p>For Employer Withholding: The sum for each account of Revised Amount from the Distribution grid where the account is paid this year. Note: Employer withholdings are not encumbered until they are spent. Does not include Billed Employer withholdings.</p>
<b>Item</b>	Subgrid		Display the subgrid only when Reallocation Type is “Earning / Withholdings”
Earning / Withholding	Text (40)	N/A	<p>This field is read only.</p> <p>First row = Earning Name of selected earning</p> <p>Every other row = Withholding Name of employee withholdings for the earning</p>
Status	Text (7)	N/A	<p>First row (Earning): Paid</p> <p>Every other row (Employee Withholdings): Status of withholding will be either:</p> <ul style="list-style-type: none"> <li>• Paid</li> <li>• Cleared</li> <li>• Unpaid</li> </ul>
Current Total	Money (8,2)	N/A	<p>This field is read only.</p> <p>First row (Earning): Current Total for each account from the Distribution grid less the current total of attached employee withholdings.</p> <p>Every other row (Employee Withholdings): For each account from the Distribution grid the current amount of attached employee withholdings.</p>
Current Encumbrance	Money (8,2)	N/A	<p>This field is read only.</p> <p>First row (Earning):</p>

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			<p>Current Total for each account from the Distribution grid less the current total of attached employee withholdings.</p> <p>Every other row (Employee Withholdings): For each account from the Distribution grid the current amount of attached employee withholdings that have not been cleared.</p>
Revised Total	Money (8,2)	N/A	<p>This field is read only.</p> <p>First row (Earning): Revised Total for each account from the Distribution grid less the revised total of attached employee withholdings.</p> <p>Every other row (Employee Withholdings): For each account from the Distribution grid the revised amount (by withholding and processing group) of attached employee withholdings.</p>
Revised Encumbrance	Money (8,2)	N/A	<p>This field is read only.</p> <p>First row: Revised Total for each account from the Distribution grid less the revised total of attached employee withholdings.</p> <p>Every other row: For each account from the Distribution grid the revised amount of attached employee withholdings that have not been cleared.</p>

### HOW TO REALLOCATE EARNINGS

- Step 1:** Place a checkmark in the checkbox beside the **payment** to be reallocated by clicking on the checkbox on the left side of the warrant / payment number.
- Step 2:** Click on the **Reallocate** button and a button menu will be displayed.  
Select **Earning / Withholdings** from the menu.
- Step 3:** The system will display the following message:  
'<<<< ! IMPORTANT – READ CAREFULLY! >>>>'

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Appropriation accounts not originally used on this wage CANNOT be added to the wage within this utility.

If you need to use an appropriation account that was not on the original wage, that account must be attached to the employee earning or withholding BEFORE using this utility:

Payroll > Maintenance > Employees'

Click on **OK** to proceed. (*Selecting **Cancel** will return to the Wage Reallocation Utility area.*)

**Step 4:** The system will display the following message:

'Please note: When reallocating an earning, UAN will also automatically reallocate its employee share withholdings.

The "Display – Appropriations" tab will display the automatic reallocations of the earning's employee share withholdings. Click [+] beside the accounts on that tab to see the details.'

Click on the **OK** button to open the Post Wage Reallocation screen.

**Step 5:** On the Post Wage Reallocation form, select the earning from the **Item to Reallocate** drop down menu.

**Step 6:** On the Reallocation tab, type an explanation in the **Purpose** field.

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

**Step 8:** Edit the amounts for each appropriation account charge being reallocated (*For Salary type earnings, edit the amounts under the Revised Total column heading. For non-Salary type earnings, edit the amounts under the Revised Quantity column*).

**Reminder:** *If you need to use an appropriation account that was not on the original wage, that account must be attached to the employee earning or withholding BEFORE using this utility: Payroll > Maintenance > Employees*

**Reminder:** *To display the automatic reallocations of the earning's employee share withholdings, click the "Display – Appropriations" tab and click [+] beside the accounts on that tab to see the details.*

**Step 9:** Click the **Post** button to complete the reallocation. (*Selecting **Close** on this step will prompt the system to display a message 'Post Transaction?'. Selecting **Yes** will still post the wage reallocation. Selecting **No** will exit without posting. Selecting **Cancel** will return to the Post Wage Reallocation form.*)

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- Step 10:** The system message will display ‘Print reallocation report?’ Click on **Yes** to print the report (Selecting **No** will return to the Wage Reallocation Utility area). The system will open a printer selection screen. Click the **Print** button to print the report and return to the Wage Reallocation area.
- Step 11:** Repeat the above steps for each item to reallocate.

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### HOW TO REALLOCATE EMPLOYER SHARE WITHHOLDINGS

- Step 1:** Place a checkmark in the checkbox beside the **payment** associated with the employer share to be reallocated by clicking on the checkbox on the left side of the warrant / payment number.
- Step 2:** Click on the **Reallocate** button and the button menu will be displayed.  
Select **Employer Withholding** from the menu.
- Step 3:** The system will display the following message:  
‘<<<< ! IMPORTANT – READ CAREFULLY! >>>>  
Appropriation accounts not originally used on this wage CANNOT be added to the wage within this utility.  
If you need to use an appropriation account that was not on the original wage, that account must be attached to the employee earning or withholding BEFORE using this utility:  
Payroll > Maintenance > Employees’  
Click on **OK** to proceed. (*Selecting **Cancel** will return to the Wage Reallocation Utility area.*)
- Step 4:** On the Post Wage Reallocation form, select the employer share item from the **Item to Reallocate** drop down menu.
- Step 5:** On the Reallocation tab, type an explanation in the **Purpose** field.
- Step 6:** Enter or select the reallocation **Date** from the calendar drop down.
- Step 7:** To see the account details, click the [+] beside each earning in which the withholding employer share will be reallocated. Under the Revised Amount column, edit the amounts for each appropriation account charge being reallocated.



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- Reminder:** *If you need to use an appropriation account that was not on the original wage, that account must be attached to the employee earning or withholding BEFORE using this utility: Payroll > Maintenance > Employees*
- Reminder:** *To display the reallocations of the employer share withholdings, click the “Display – Appropriations” tab to see the cumulative changes to the appropriation account codes.*
- Step 8:** Click the **Post** button to complete the reallocation. *(Selecting **Close** on this step will prompt the system to display a message ‘Post Transaction?’. Selecting **Yes** will still post the wage reallocation. Selecting **No** will exit without posting. Selecting **Cancel** will return to the Post Wage Reallocation form.)*
- Step 9:** The system message will display ‘Print reallocation report?’ Click on **Yes** to print the report (Selecting **No** will return to the Wage Reallocation Utility area). The system will open a printer selection screen. Click the **Print** button to print the report and return to the Wage Reallocation area.
- Step 10:** Repeat the above steps for each item to reallocate.

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### HOW TO REALLOCATE FRINGE BENEFIT CREDITS

- Step 1:** Place a checkmark in the checkbox beside the **payment** associated with the fringe benefit credit to be reallocated by clicking on the checkbox on the left side of the warrant / payment number.
- Step 2:** Click on the **Reallocate** button and the button menu will be displayed.  
Select **Fringe Benefit Credit** from the menu.
- Step 3:** The system will display the following message:  
‘<<<< ! IMPORTANT – READ CAREFULLY! >>>>’  
  
Appropriation accounts not originally used on this wage CANNOT be added to the wage within this utility.  
  
If you need to use an appropriation account that was not on the original wage, that account must be attached to the employee earning or withholding BEFORE using this utility:  
  
Payroll > Maintenance > Employees’

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Click on **OK** to proceed. (*Selecting **Cancel** will return to the Wage Reallocation Utility area.*)

**Step 4:** On the Post Wage Reallocation form, select the fringe benefit item from the **Item to Reallocate** drop down menu.

**Step 5:** On the Reallocation tab, type an explanation in the **Purpose** field.

**Step 6:** Enter or select the reallocation **Date** from the calendar drop down.

**Step 7:** To see the account details, click the [+] beside each earning in which the fringe benefit credit will be reallocated. Under the Revised Amount column, edit the amounts for each appropriation account charge being reallocated.

**Reminder:** *If you need to use an appropriation account that was not on the original wage, that account must be attached to the employee earning or withholding BEFORE using this utility: Payroll > Maintenance > Employees*

**Reminder:** *To display the reallocations of the fringe benefit credit, click the “Display – Appropriations” tab to see the cumulative changes to the appropriation account codes.*

**Step 8:** Click the **Post** button to complete the reallocation. (*Selecting **Close** on this step will prompt the system to display a message ‘Post Transaction?’. Selecting **Yes** will still post the wage reallocation. Selecting **No** will exit without posting. Selecting **Cancel** will return to the Post Wage Reallocation form.*)

**Step 9:** The system message will display ‘Print reallocation report?’ Click on **Yes** to print the report (Selecting **No** will return to the Wage Reallocation Utility area). The system will open a printer selection screen. Click the **Print** button to print the report and return to the Wage Reallocation area.

**Step 10:** Repeat the above steps for each item to reallocate.

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### WAGE REALLOCATIONS FREQUENTLY ASKED QUESTIONS

There is no FAQ information available at this time.

### WITHHOLDING OVERPAYMENT UTILITY

#### OVERVIEW

The **withholding overpayment utility** allows withholding overpayments to be cleared by adding a refund or credit, and displays all withholding overpayments cleared in the current processing year. All cleared withholding overpayments may be reversed or displayed.

#### ADD

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

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

The withholding overpayment utility should not be used to clear a withholding overpayment when the withholding agency has issued a credit that can be applied against a subsequent withholding payment posted in Payroll. For that case, the overpayments can be selected along with the unpaid withholdings while creating the next withholding payment, which will reduce the payment amount by the total of the overpayments. Posting the withholding payment will automatically clear the selected overpayments.

#### REVERSE

All withholding overpayments cleared in the current processing year may be reversed. The reversed overpayments will be available to be cleared (if a refund or credit has been issued) or selected along with the unpaid withholdings while creating the next withholding payment, which will reduce the payment amount by the total of the overpayments.

#### STEPS TO ACCESS

Payroll → Utilities → **Withholding Overpayment Utility**

#### DATA REQUIREMENTS

There are no data requirements that apply to this application overall.

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### HOW TO ADD A REFUND OR CREDIT TO CLEAR AN OVERPAYMENT

- Step 1:** Click the **Add** button.
- Step 2:** Select the option to be added (**Refund** or **Credit**).
- Step 3:** Select the **Withholding** from the drop down box.
- Step 4:** Select the **overpayment** to be cleared by clicking on the checkbox located beside the payment # in the Overpayments list grid.
- Step 5:** Review the total amount **To Be Cleared**.
- Step 6:** Enter or select the **Clear Date** from the calendar drop down box.
- Step 7:** Enter the **Amount** to apply toward the overpayment.
- Step 8:** If the overpayment is being cleared by adding a refund, follow the sub-steps below:
- Step 8a:** Select whether the refund was posted as a **Refund Receipt** or a **Reduced Payment**.
  - Step 8b:** If the refund was a refund receipt, select the **Receipt Number** from the drop down box.
  - Step 8c:** If the refund was a reduced payment, select the **Payment Number** from the drop down box.
- Step 9:** If the overpayment is being cleared by adding a credit, enter a **Purpose**.
- Step 10:** Click the **Post** button.

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### HOW TO REVERSE A CLEARED OVERPAYMENT

- Step 1:** Place a checkmark beside the **overpayment** to be reversed by clicking on the checkbox on the left side of the type (refund or credit).
- Step 2:** Click on the **Reverse** button.
- Step 3:** Enter or select the **Reverse Date** from the calendar drop down box. *(The reverse date cannot be before the clear date.)*
- Step 4:** Click on the **OK** button to post the reversal. *(If the **Cancel** button is selected, the system will return to the **Withholding Overpayment Utility** form.)*

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### HOW TO DISPLAY A CLEARED AND/OR REVERSED OVERPAYMENT

- Step 1:** Place a checkmark beside the **overpayment** to be displayed by clicking on the checkbox on the left side of the type (refund or credit).
- Step 2:** Click on the **Display** button.
- Step 3:** The overpayment that was selected will be displayed in the **Display Withholding Overpayment Utility** form.
- Step 4:** Click on the **Close** button to exit.

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### WITHHOLDING OVERPAYMENT UTILITY FREQUENTLY ASKED QUESTIONS

There is no FAQ information available at this time.

### PAYROLL REPORTS & STATEMENTS

On each of the report screens, there are several different selections available to modify how a report will be displayed or printed. The system has each of selections defaulted to a standard option, but some of the selections can be changed depending on the report. There is a **date** selection area which enables a report to be printed month to date, quarter to date, year to date or for a selected date period. The **paper** size (letter or legal) and orientation (portrait or landscape) can also be modified. Some reports may have the selection to **filter** what data is pulled into the report based on a status or type. For example, wage reports have a filter selection for the wage status (all, posted or batch), and the withholding reports have a filter selection for the withholding status (all, paid, cleared or unpaid). There is also a **sorting** selection which enables data on the report to be sorted by certain criteria. For example, withholding payment report data can be sorted by payment date or payee name. Some reports have additional sorting selections for how to group the report data. For example, leave report data can be grouped and subtotaled by department. Several reports have a **department** selection available which enables the report data to be pulled in based on the departments chosen. Other **options** are available dependent on the report type. For example, employee reports have the option available to print SSN and bank information. While payment reports have the additional options to show details and/or print purpose information.

At the bottom of each report screen there are also button selections to choose whether the report is to be printed, displayed, saved to a PDF file, exported to a Microsoft Excel file or closed. The buttons are defined below:

**Print** – When this button is selected, the options to select the number of copies, orientation (portrait or landscape), paper size and paper type will all be available by clicking on the Properties button of the Print box.

**Display** – When this button is chosen, the selected information will be displayed on the screen for review. The system will not permit changes to be made to any information being displayed.

**Save PDF** – When this button is selected for a report, the system will display the Save As box to save the report as a PDF file under the \_UAN\_EFiles folder. The system automatically defaults a file name for the report to be saved as, but the file name can be changed.

**Export** – When this button is chosen for a report that can be exported, the system will display the Save As box to save the report as a Microsoft Excel file under the \_UAN\_EFiles folder. The system automatically defaults a file name for the report to be saved as, but the file name can be changed.

**Close** – When this button is selected for a report, the system closes the report screen. The report screen can also be closed by clicking on the ‘x’ located on the tab (top left of report screen) beside the name of the report.

The sections in this part of the manual are:

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- **Batch Reports – Wages**
- **Batch Reports – Withholdings**
- **Employee Reports**
- **Entity Reports**
- **External Forms**
- **Leave Reports**
- **Tax Reports – Federal**
- **Tax Reports – Other**
- **Wage Reports**
- **Withholding Payment Reports**
- **Withholding Reports**

### BATCH REPORTS – WAGES

#### STEPS TO ACCESS

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Payroll → Reports & Statements → **Batch Reports – Wages**

#### BATCH WAGE EARNINGS AND CREDITS

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The **Batch Wage Earnings and Credits** report lists the earning and credits for each payroll pay period. It identifies hours worked for each earning and the appropriation account code charged for the period. This report is only available while wages are in the batch.

#### BATCH WAGE WITHHOLDINGS SUMMARY

---

The **Batch Wage Withholdings Summary** report summarizes the withholdings deducted from each employee's wages that are in the batch. The report includes the wage number, employee name, withholding name, calculated amount, employee amount and employer amount. The withholdings are summarized by the withholding process group for each employee. The report also shows if the withholding amounts have been edited in the batch (the calculated amount will differ from the employee or employer amount).

#### BATCH WAGE WITHHOLDINGS DETAIL

---

The **Batch Wage Withholdings Detail** report lists the withholdings deducted from each employee's wages that are in the batch. The report includes the wage number, employee name, withholding name, calculated amount, employee amount, employer amount as well as the appropriation account code that will be charged. The report displays the withholdings for each employee position and paid leave separately. The report also shows if the withholding amounts have been edited in the batch (the calculated amount will differ from the employee or employer amount).

#### BATCH EMPLOYEE LEAVE

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

#### BATCH WAGE DETAIL

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The **Batch Wage Detail** report contains the detailed earnings and credits information as well as the detailed withholdings information for each selected wage record. It identifies the payment status, the number of hours or items worked, the amounts earned, and withholdings deducted. When 'Show withholding details' is check marked under the Options tab, the report will include the appropriation account codes used for each item.



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### BATCH WAGE SUMMARY

The **Batch Wage Summary** report lists each selected wage in the batch and displays the employee name, gross wages, credits, non-cash wages, total withholdings, net wages, and total estimated employer share of withholdings.

## Uniform Accounting Network – Payroll Manual

### BATCH REPORTS – WITHHOLDINGS

#### STEPS TO ACCESS

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Payroll → Reports & Statements → **Batch Reports – Withholdings**

#### BATCH WITHHOLDING PAYMENT DETAIL

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The **Batch Withholding Payment Detail** report displays the details for each withholding payment in the batch. It includes the wage number, employee name, pay frequency, payment number that the withholding was deducted from, payment date, pay period dates, withholding name, gross wages, employee withholding amount, and employer withholding amount.

## Uniform Accounting Network – Payroll Manual

### EMPLOYEE REPORTS

#### STEPS TO ACCESS

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Payroll → Reports & Statements → **Employee Reports**

#### EMPLOYEE GENERAL INFORMATION

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The **Employee General Information** report provides a listing of the data recorded in the system for each employee. The report includes all of the employee's personal information as well as detailed information about the employee's earnings (including pay rate and appropriation account codes), leaves, and withholdings. The information for each employee selected will be displayed on a separate report page.

#### EMPLOYEE INFORMATION SHEETS

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The **Employee Information Sheets** lists the primary personal data for each employee. Also, a blank employee information sheet can be printed for an employee to list his/her personal information.

#### EMPLOYEE LISTING

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The **Employee Listing** provides a list of the employees, their departments, their position, whether they are set up for EFT, and if an EFT prenote has been sent for them.

#### EMPLOYEE PROBATION

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The **Employee Probation** report lists all employees on probation as well as the date their probation ends.

#### EMPLOYEE REVISION DUE DATE

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The **Employee Revision Due Date** report lists all employees that have a scheduled pay revision date. The report includes the employee name, employee earning name, department name, date of the last raise and date of next scheduled pay revision.

#### EMPLOYEE SKIP WITHHOLDING

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The **Employee Skip Withholding** report lists employees that have one or more withholdings that are set up with skip deductions. The report includes the employee ID, employee name, employee withholding name, and the dates that have been selected for the withholding to be skipped.

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### EMPLOYEE ADDITIONAL INFORMATION

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

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### EMPLOYEE UNATTACHED ITEMS

The **Employee Unattached Items** report lists each employee and the employee's items that are not attached to any of the employee's earnings. The report will also include an employee's withholdings that do not have a skip deductions frequency selected. This report should be used to correct employee setup information before creating wages for employees.

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### EMPLOYEE INFORMATION EXPORT

The **Employee Information Export** option enables employee information to be saved as a Microsoft Excel workbook containing 10 worksheets. The workbook is similar to the Employee General Information report in that it contains most of the information that is found in the software under Payroll → Maintenance → Employees for the selected employees (some sensitive data is intentionally excluded such as Social Security numbers and EFT bank accounts).

The data for selected employees is separated by category under the 10 worksheet tabbed pages in the Excel workbook. Unlike the Employee General Information report, an employee's data applicable to a specific category (such as 'Withholding Details') will be on the same worksheet list as data from other (selected) employees. These groupings allow the user to take advantage of the many searching, sorting and filtering options of Excel worksheets. The worksheet categories include: Employee Information, Earning Details, Leave Details, Withholding Details, Earning Accounts, Withholding Accounts, Earnings Withholdings, Earnings OT, Earnings Non-cash and Earnings Leaves.

To export, select the employee IDs to be included in the file and click on the Export button. The system will display the Save As box to save the report as a Microsoft Excel file under the \_UAN\_EFiles folder. The system automatically defaults a file name for the report to be saved as, but the file name can be changed.

### ENTITY REPORTS

Payroll → Reports & Statements → **Entity Reports**

### ADDITIONAL INFORMATION LISTING

The **Additional Information Listing** reports the information names and descriptions that have been created to maintain special employee information. The listing also shows whether the information is considered sensitive information or not.

### EARNING LISTING

The **Earning Listing** includes all of the information for earnings that are available in the system. It includes the earning number, name, type, processing group, status and the OP&FPF earning type (if applicable).

### FREQUENCY LISTING

The **Frequency Listing** includes all of the information for frequencies that are available in the system. It includes the frequency name, type, status, current period start and end dates, advance method, periods per year, days per period, hours per period as well as OP&FPF agreement numbers (if applicable).

### WITHHOLDING LISTING

The **Withholding Listing** includes all of the information for withholdings that are available in the system. It includes the withholding name, processing group type, processing group description, status, calculation type, employee and employer amounts and rates.

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### EXTERNAL FORMS

Payroll → Reports & Statements → **External Forms**

#### 941 FEDERAL QUARTERLY

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

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

#### *Taxes Tab*

- Line 1:** The system automatically pulls in the number of employees who had payrolls processed in the pay period that included the 12<sup>th</sup> day of the last month in the quarter specified.
- Line 2:** The system automatically pulls in total gross wages processed during the quarter specified. This can be verified by looking at the Federal Tax report's Wages Subject to Federal/State/School Tax column total.
- Line 3:** The system automatically pulls in the total amount the system calculated and withheld in Federal withholdings plus any Supplemental Federal amounts withheld. This can be verified by looking at the 941 Schedule B's Federal and Supplemental Withholdings.
- Line 4:** Check this box if there are no wages, tips, or other compensation that is subject to Social Security or Medicare tax. If this question does not apply to you, leave the box blank.
- Line 5a:** The system automatically pulls in total taxable Social Security gross wages during the quarter specified. This can be verified by looking at the Federal Tax report's Wages Subject to Social Security Tax. The system takes the total amount of wages subject to Social Security tax and multiplies it by the set percentage of 12.4% (employees' share 6.2% and employer's share 6.2%). The amount of Social Security tax that the system actually withheld can be verified by checking the 941 Schedule B's Employee and Employer Social Security.
- Line 5b:** This line will be zero unless a figure was keyed in on the manual entry screen. The system takes the total amount of taxable Social Security tips and multiplies it by the set percentage of 12.4% (employees' share 6.2% and employer's share 6.2%).
- Line 5c:** The system automatically pulls in total taxable Medicare wages and tips during the quarter specified. This can be verified by looking at the Federal Tax report's Wages Subject To Medicare Tax. The system takes the total amount of wages subject to

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Medicare tax and multiplies it by 2.9% (employees' share 1.45% and employer's share 1.45%). The amount of Medicare tax that the system actually withheld can be verified by checking the 941 Schedule B's Employee and Employer Medicare.

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

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

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

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

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

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

1. Improper manual withholding adjustments on wages i.e. withholding amounts for Medicare and/or Social Security were edited – on the wages while they were in batch – to deduct a different amount than the system's calculated amount.
2. Missing or incorrect withholdings in the employee setup that affect Medicare and/or Social Security.
3. Differing withholding rates between wages and the 941 calculations i.e. a rate was modified from the set rate under Maintenance → Withholdings and Maintenance → Employees. For example, the percentage of the Medicare tax to be withheld was modified causing the system to withhold a larger or smaller amount.

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

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

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

**Line 11:** Qualified small business payroll tax credit for increasing research activities (*uncommon for UAN clients*).

**Line 12:** The system subtracts line 11 from line 10 to calculate total taxes after adjustments and credits.

### *Balance Tab*

**Line 13:** The system pulls in total deposits for the quarter by adding the Federal withholding payments posted for each month of the quarter.

**Line 14:** Balance due. The system subtracts Line 13 from Line 12 to calculate the balance due.

**Line 15:** Overpayment – There will be an amount on this line if total payments on Line 13 are greater than total taxes on Line 12.

### *Liability Tab*

**Line 16:** Deposit schedule and tax liability – check the box that applies to the entity.



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### ODJFS NEW HIRE

The **ODJFS New Hire** is a report required by ODJFS for employers to report newly hired and re-hired employees. Although this report is required by ODJFS, you are not required to complete it within UAN, but we encourage you to take advantage of the convenience.

Add an ODJFS New Hire report:

- Step 1:** Select the Report Year (defaults to the current year)
- Step 2:** Click Add and the Add ODJFS New Hire form will open.
- Step 3:** Confirm or Edit the default report name, employer address and other contact information. Make sure the address listed is where the incoming Withholding Orders should be sent. Note: permanent changes to employer information can be edited in General → Maintenance → Entity Setup.
- Step 4:** Confirm or change the Hire Date and Pay Status selections on the left side of the Employees tab to filter the employees list if needed. The Hire Date defaults to the Last 20 days, but can be changed to the Current Year or All. The Pay Status defaults to Active, but can be changed to Inactive or All.
- Step 5:** Checkmark the employee(s) that should be included in the report.
- Step 6:** Click the Contractors tab when contractor information needs to be entered per ODJFS guidelines.
  - Step 6a:** Type the contractor information into the data entry line below the list area. Make sure to complete all of the highlighted required fields and then click the insert row arrow on the right (or press Enter on the keyboard) to add the contractor to the form list.
- Step 7:** Once all information is correct, click Save and then Close to exit the form. Saved reports will appear in the report list area.

**Edit, Delete, Print, Display, Save PDF and File** are located below the list. To print a blank report to fill out manually, click **Print Blank** located above the report list. When Print Blank is selected, click either Print Blank Form (to print a blank form) or Include Employer Information (a blank form that includes employer information).

### Submitting the report to ODJFS

The report can be printed and mailed to ODJFS, but UAN recommends using File to create an electronic file for uploading the report data to the ODJFS website as described in the steps that follow. *Note: if you prefer not to use UAN for online submission, contact ODJFS to inquire about any other filing options they might provide or accept.*

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Create a file to upload the ODJFS New Hire data:

**Step 1:** After a New Hire report has been added and saved, click the checkbox beside the Report Name in the report list area.

**Step 2:** Click File. A message will display listing the file name which meets the ODJFS requirements for file names: The entity ID, entity name, month and day the file was created. For example, a file created by Buckeye Township (entity ID ‘9999’) on March 31 will display a system message as follows:

*‘File “9999buckeye031.txt” has been saved successfully.*

*Location: c:\\_UAN\_EFiles’*

**Step 3:** Click OK and a message will display asking if you would like to display and print a report of the selected employees and contractors (if applicable) for internal records.

**Step 4:** Click Yes to print an internal report. A message will display that includes a checkbox for including Social Security Numbers / FEIN on the internal report (*not included by default*). After making your choice, click *OK* to display the report. Use the *Printer icon* if you desire to print paper copy of the report and click **Close** to exit the report viewer.

**Step 5:** Click OK and system message will appear “Display a report of the selected employees and/or contractors? The report can be printed for internal records if desired.” Click [Yes] to view the report or [No] to return to the report list.


**Step 5a:** If ‘Yes’ is selected, then a message will display containing a checkbox for including Social Security Numbers / FEIN on the internal report (*not included by default*). After making your choice, click OK and a report viewer will open. Click the printer icon at the top left corner of the report viewer if you desire to print a copy of the report and then click OK on the Window’s print message. Click Close to close the report viewer.

**Step 6:** Click Close to return to the report list and Close to exit the list area.

**Step 7:** Follow the ODJFS guidelines for uploading the file and confirm it was successfully transmitted.

**Step 8:** **Important:** *Delete* the file under c:\\_UAN\_EFiles and then *empty it* from the computer’s *Recycle Bin*. The ODJFS New Hire file contains sensitive employee data. The **information inside this file cannot be encrypted**, and is therefore not secured in cases of unauthorized computer access, virus or malware infection. Note: UAN can also be set to automatically delete specific sensitive files after a number of days as an

## Uniform Accounting Network – Payroll Manual

additional precaution. For more information, go to General → Maintenance → Entity Setup and click the System tab. Then click the  icon in the top right corner in the ‘Sensitive Unsecured UAN Efiles’ section.

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### ODJFS WAGE DETAIL

The **ODJFS Wage Detail** report area can be used to print the quarterly report for internal review on plain paper and to create a file that you can upload to ODJFS. As of January 2018, ODJFS requires online submission of this report and will no longer accept mailed print copies. When adding the report, UAN automatically fills in most of the report with a few exceptions discussed in the paragraphs that follow.

ODJFS requires that you indicate the months and the number of weeks worked in the quarter for each employee. Since this information is not part of wage processing in UAN, the payroll software cannot automatically complete this portion of the report for you with assurance of accuracy. Instead, it is necessary to edit the ‘weeks’ and ‘month’ (1-3) fields for all part time employees and any full time employee that does not work at the entity consistently every week / month in the quarter. *Note:* the status of Full Time or Part Time is setup for each employee on the Information tab under Payroll → Maintenance → Employees, Edit-Advanced.

When an employee’s status is set as Part Time, then the software will automatically set all three months as unchecked and fill in zero for the number of weeks worked. You must edit this information with accurate data from employee timesheet records. If the status of an employee is set to Full Time, then for your convenience, UAN will automatically checkmark all three months and fill in 13 weeks since this is typical of permanent full time employees. You only need to edit these fields for full time employees that do not work at the entity consistently - every week and month in the quarter.

Add an ODJFS Wage Detail report:

- Step 1:** Confirm or click to change the Year located above the list area.
- Step 2:** Click Add and select the quarter. An Add ODJFS Wage Detail Report form will open.
- Step 3:** The Name is automatically filled in, but it can be modified.
- Step 4:** Select the Employer Type for the report (Reimbursing or Contributing).
- Step 5:** If no employees or wages are being reported this quarter, select the checkbox ‘No employees & no wages this quarter’.
- Step 6:** If your Employer Type is Contributing, select the checkbox ‘Wages paid & reported in another state’ if it applies.

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- Step 7:** If your Employer Type is Contributing, enter the contribution Rate under the Taxes section.
- Step 8:** If the Employer Type is Contributing, enter the Forfeiture, Interest, or Credits amounts (if any) under the Other section.
- Step 9:** Review the data in the list for accuracy. You may need to use the scroll arrows or make the form full screen to view all employees listed.
- Step 10:** If changes need to be made to the ODJFS Wage Detail information, click the field that that needs to be changed to type over the default information.
- Step 11:** Click Save and then Close to return to the list area. Saved reports will appear in the report list area.

**Edit, Delete, Print, Display** and **File** are located below the list. Edit if you saved a report without entering all the edits necessary for that quarter. Delete if you need start over for any reason e.g. if the report needs to be updated with recent transactions posted after the report was initially added. Print or Display the report for internal use only. *Reminder: ODJFS no longer accepts mailed paper versions of this report.* When you click Print or Display, a ‘Report Option’ window will open that includes a checkmark for ‘Sort by employee SSN’. By default, the report will sort employees by Social Security number. To sort it by the employees’ names instead, clear the checkmark.


### Submitting the report to ODJFS

UAN recommends using File to create an electronic file for uploading the report data to the ODJFS website as described in the steps that follow. *Note: if you prefer not to use UAN for online submission, contact ODJFS to inquire about any other filing options they may provide or accept.*

#### Create a file to upload the ODJFS Wage Detail data:

- Step 1:** Click on the checkbox beside the Report Name.
- Step 2:** Click File. The system will display a message that “UIWAGE.TXT” file has been saved successfully and located under C:\\_UAN\_EFiles.
- Step 3:** Click OK.
- Step 4:** Follow the ODJFS guidelines for uploading the file and confirm it was successfully transmitted.
- Step 5:** **Important:** *Delete* the file under c:\\_UAN\_EFiles and then *empty it* from the computer’s *Recycle Bin*. The ODJFS Wage Detail file contains sensitive employee data. The **information inside this file cannot be encrypted**, and is therefore not secured in cases of unauthorized computer access, virus or malware infection. Note: UAN can also be set to automatically delete specific sensitive files after a number of days as an additional precaution. For more information, go to General → Maintenance

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→ Entity Setup and click the System tab. Then click the  icon in the top right corner in the ‘Sensitive Unsecured UAN Efiles’ section.

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### OP&FPF CONTRIBUTIONS

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

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

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

- Step 1:** Select the **Year** for which the report will be generated.
- Step 2:** Click on the **Add** button.
- Step 3:** Select the **OP&FPF Type** that you want to generate the report for (P – Police or F – Fire).
- Step 4:** Select the **Month** under the **From Pay Periods Ending In** section.
- Step 5:** Verify that the correct **Report Type** has been selected (Standard or Supplemental).

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

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

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- Step 7:** If changes need to be made to the OP&FPF Contribution information, click on the field that contains the information that needs to be changed. The information in the selected field will then be highlighted, indicating that it can be modified. Make the necessary changes. When finished editing a field, press the Enter or Tab key or click out of the field with the mouse.
- Step 8:** Verify the **Report Name**. *(The system automatically defaults in a name, but it can be modified.)*
- Step 9:** Once all of the information is correct, click on the **Save** button.

### Additional OP&FPF Contributions report information:

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

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

Column 8 of the OP&FPF Contributions Report screen contains each employee's OP&FPF Hours Base (Hrs Base). The hours base will automatically pull into the report selection screen if it is entered in the OP&FPF Hours Base field under Payroll → Maintenance → Employees → Information tab. The hours base can be edited for each employee on the report selection screen prior to printing the report if necessary.

Column 19 of the OP&FPF Contributions Report screen contains the OP&FPF Work Code. This field must be completed on the first payroll submitted for a new member of OP&FPF and on the last payroll for a deceased, terminated or retired member of OP&FPF. Valid entries for this field are N=New Member, R=Retired Member, L=Member on Leave of Absence, M=Member on

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Military Leave, D=Deceased, S=Suspended, T=Terminated, and A=Pay Adjustment from Prior Reporting Period.

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

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

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

- Step 1:** Click on the checkbox beside the **Report Name**.
- Step 2:** Click on the **File** button. The system will display a message that “OP&FPF Upload YYYY MM.txt” file has been saved successfully and located under C:\\_UAN\_EFiles.
- Step 3:** Click on the **OK** button.

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

- Step 1:** Connect to the Internet. From the desktop, click on ‘UAN Tools’, and then click on the ‘OP&FPF Upload’ icon. Enter the OP&FPF ‘User Name’ and ‘Password’ that was provided to you by OP&FPF. Click on ‘Log In’ and then click on ‘Step 1: Upload a payroll file’.
- Step 2:** There may be multiple files to upload depending on whether your entity has both police and fire. To find the correct ‘Payroll File’, click on ‘Browse’ and select the Local Disk (C:) drive. Next, double click on the \_UAN\_Efiles folder. The file(s) will be named opfpf\_\_.txt. The two empty spaces will contain either a ‘p’ or an ‘f’ and then a number, for example ‘opfpff2.txt’ or ‘opfpfp1.txt’. Double click on the file name that is to be sent. Then click on ‘Submit File’. Repeat this for any additional files to be uploaded.
- Step 3:** Click on ‘Step 2: Submit Summary of Payment Remittance Information (Recap Form)’ and follow the instructions to submit the form.
- Step 4:** Remit payment to OP&FPF.


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

- Step 1:** Insert a blank CD into the CD Drive. A Windows message box may appear stating that ‘Windows can perform the same action each time you insert a disk or connect a device with this kind of file’. Select ‘Cancel’ to close the message box.
- Step 2:** Browse to the C:\\_UAN\_EFiles folder.
- Step 3:** Right-click on the OP&FPF file. Highlight ‘Send To’ then select DVD/CD-RW Drive (E:) from the drop down menu.
- Step 4:** In the lower right hand corner of the computer a message will appear that ‘You have files waiting to be written to the CD’. Double click on the message and the DVD/CD-RW Drive (E:) window will be displayed.
- Step 5:** Select ‘Write these files to CD’. Select ‘Next’ then select ‘Finish’.

Delete the OP&FPF Contributions file from the computer’s hard drive:

After confirming that the file was successfully transmitted, delete the OP&FPF file under C:\\_UAN\_EFiles and then remember to empty it from your computer’s Recycle Bin as well.

**Important:** the OP&FPF file contains sensitive employee data. The **information inside this file cannot be encrypted**, and is therefore not secured in cases of unauthorized computer access, virus or malware infection. UAN can be set to automatically delete specific sensitive files after the number of days. For more information on this important topic, in the UAN software go to General → Maintenance → Entity Setup and click the System tab. Then click the  icon in the top right corner of that screen in the ‘Sensitive Unsecured UAN Efiles’ section.

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### OP&FPF REMITTANCE

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

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

- Step 1:** Select the **Year** for which the report will be generated.
- Step 2:** Click on the **Add** button.
- Step 3:** If desired, select the **Number** of the withholding payment from the drop down list of the Payment (Optional) section.



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**Reminder:** *Selecting a payment number from the drop down list will automatically pull in all of the available information for the chosen payment.*

- Step 4:** Select the **Payment Type** (Wire, ACH, or Check)
- Step 5:** Select **Beginning** and **Ending** dates under the Pay Periods section.
- Step 6:** Select the **Member Filing Type** (N/A, Paper, or Electronic).
- Step 7:** Select the **Member Reporting Type** (N/A, Standard monthly report, or Corrected report & additional money owed).
- Step 8:** Under the **Employer Information** tab, verify that all of the employer and fiscal officer information is correct. Make corrections if necessary.
- Step 9:** Click on the **Contributions** tab and verify that all of the contributions information is correct. Make corrections if necessary.
- Step 10:** Verify the **Report Name**. *(The system automatically defaults in a name, but it can be modified.)*
- Step 11:** Once all of the information is correct, click on the **Save** button.

### Additional OP&FPF Remittance report information:

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

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### OPERS CONTRIBUTIONS

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

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The OPERS Contributions report area allows modifications to be made to the report information, if necessary, prior to generating the report to send to OPERS. Employee information already shown on the report can be added to, edited or deleted. Also, new employee information that does not currently exist on the report or in the UAN system can be added. Virtually all data that appears on the report can be changed. The report can also be marked as a supplemental report. Reports depicting different scenarios can be saved by clicking on the ‘Save’ button. These saved reports can then be accessed later by selecting them from the main OPERS Contributions screen and clicking on the ‘Display’ or ‘Edit’ buttons.

Follow the steps below to generate the OPERS Contributions report:

- Step 1:** Select the **Year** for which the report will be generated.
- Step 2:** Click the **Add** button.
- Step 3:** Select the **OPERS Type** that you want to generate the report for (G – Government or L – Law Enforcement).
- Step 4:** Select the **Month** under the **From Pay Periods Ending In** section.
- Step 5:** Verify that the correct **Report Type** has been selected (Standard or Supplemental).  
  
***Reminder:** A Supplemental OPERS Contributions report is used to submit disability payments, payments to terminated or deceased employees, retroactive salary increases, or settlement agreements.*
- Step 6:** Review the data in the grid for accuracy and make any changes if necessary.
- Step 7:** If changes need to be made to the OPERS Contribution information, click on the field that contains the information that needs to be changed. The information in the selected field will then be highlighted, indicating that it can be modified. Make the necessary changes. When finished editing a field, press the Enter or Tab key or click out of the field with the mouse.
- Step 8:** Verify the **Report Name**. *(The system automatically defaults in a name, but it can be modified.)*
- Step 9:** Once all of the information is correct, click on the **Save** button.

Additional OPERS Contributions report information:

In columns 6 & 7 of the OPERS Contributions Report screen, Pay Period Begin Codes (PPB) and Pay Period End Codes (PPE) are used to indicate a payroll period for an employee that differs from the normal, full payroll period. Valid entries for the PPB field are E=Re-Employed Retiree, H=Pay

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

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

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

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

Follow the steps below to generate the OPERS Contributions file:

- Step 1:** Click on the checkbox beside the **Report Name**.
- Step 2:** Click on the **File** button. The system will display a message that "OPERS Upload YYYY MM.txt" file has been saved successfully and located under C:\\_UAN\_EFiles.
- Step 3:** Click on the **OK** button.

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

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

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- Step 2:** Enter File Location: C:\\_UAN\_Efiles\desired filename.txt and click on ‘Submit Report for Verification’.
- Step 3:** Verify that the OPERS screen report matches the report you generated in Step 1 by clicking on the ‘View’ link. Then click on the ‘Submit to OPERS’ button.
- Step 4:** Click on ‘Create Printer Friendly Version’ to print report(s).
- Step 5:** Remit payment to OPERS.

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

- Step 1:** Insert a blank CD into the CD Drive. A Windows message box may appear stating that ‘Windows can perform the same action each time you insert a disk or connect a device with this kind of file’. Select ‘Cancel’ to close the message box.
- Step 2:** Browse to the C:\\_UAN\_EFiles folder.
- Step 3:** Right-click on the desired file. Highlight ‘Send To’ then select DVD/CD-RW Drive (E:) from the drop down menu.
- Step 4:** In the lower right hand corner of the computer a message will appear that ‘You have files waiting to be written to the CD’. Click on the message and the DVD/CD-RW Drive (E:) window will be displayed.
- Step 5:** Select ‘Write these files to CD’. Select ‘Next’ then select ‘Finish’.

Delete the OPERS Contributions file from the computer’s hard drive:

After confirming that the file was successfully transmitted, delete the OPERS file under C:\\_UAN\_EFiles and then remember to empty it from your computer’s Recycle Bin as well.

**Important:** the OPERS file contains sensitive employee data. The **information inside this file cannot be encrypted**, and is therefore not secured in cases of unauthorized computer access, virus or malware infection. UAN can be set to automatically delete specific sensitive files after the number of days. For more information on this important topic, in the UAN software go to General → Maintenance → Entity Setup and click the System tab. Then click the  icon in the top right corner of that screen in the ‘Sensitive Unsecured UAN Efiles’ section.

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### OPERS NON-CONTRIBUTING

The **OPERS Non-Contributing** report lists all employees that do not contribute to OPERS. The report lists Social Security Number / ID, Name, Status, Begin date, End date, Title, and Salary. Only Employees without OPERS / OP&FPF withheld (including elected officials) and vendors marked “Include On Report” in the “OPERS Non-Contributing Report” area of Vendors / Payees will appear on the report. Other individuals may be added as needed using the Add row.

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### OPERS REMITTANCE

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

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### W-2 & W-3 FORMS

Instructions for producing W-2 & W-3 Forms in UAN are included in the Year End Procedures booklet with the exception of the W-2 Editor instructions that follow. The Year End Procedures booklet can be accessed from within the software at Payroll → Reports & Statements → External Forms → **W-2 & W-3 Forms**. Once this area is open a Year End Procedures link will appear in the FAQ section (lower left corner of the screen).

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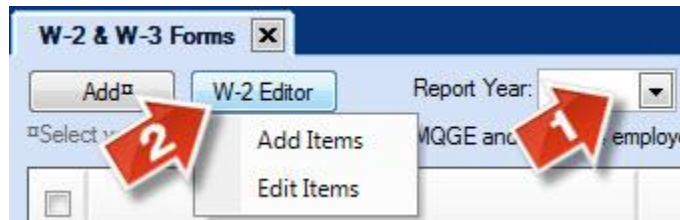
### W-2 EDITOR

The W-2 Editor is an optional tool for quickly adding or editing data in W-2 boxes 12, 13, and 14 for multiple employees at a time. Modifying a W-2 with the W-2 Editor will set the selected Box on the W-2 to “Print: Override”. This means that no changes made in Payroll after using the editor will update the values on the W-2 for any box that is modified in this editor.

For example, adding an item to Box 14 of a W-2 in which UAN has already calculated an OPERS contribution amount will set Box 14 to “Print Box 14: Override”, copy the existing OPERS amount into the override section of the W-2, and no longer update the OPERS value automatically for any reason later - for new posted wages, wage adjustments, withholding refunds, etc.

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**Steps To Access:** Payroll → Reports & Statements → External Forms → W-2 and W-3 Forms. Read the system message and click OK. Select the W-2 reporting year from the Report Year menu. If needed, first add W-2 employee data (see the Appendix in the Year End Procedures for instructions on adding). Then click the W-2 Editor button and a drop-down menu will list ‘Add Items’ or ‘Edit Items’.



Items can be added or edited ‘By Group’ or ‘By Individual’. By group should be used when you would like to add or edit an identical item/value/amount to several employees at once. By individual should be used when the item/value/amount to add or edit is different for the selected employees.

The pages that follow include steps to add or edit, *by group* **or** *by individual*:

### Edit Current Items (Box 12, 13, & 14) in the W-2 Editor

#### Option 1: Edit by Group

Follow these steps to edit an identical item/value/amount to several employees at once.

- Step 1:** Click the W-2 Editor button and select ‘Edit Items’ from the menu. A system message will open.
- Step 2:** Read the system message carefully and click OK.
- Step 3:** Select the ‘Group’ radio button in the ‘Edit By’ section in the top right corner.
- Step 4:** Select the Box number to edit (12, 13, or 14) in the top left corner. Depending on the box number selected, complete the following fields:

#### Box 12

- i. Select the code
- ii. Enter the year (when applicable)
- iii. Enter the amount

#### Box 13

- i. Select the code
- ii. Select the value

#### Box 14

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- i. Select the item
- ii. Select the amount

**Step 5:** Checkmark only the employees on the W-2 Forms list in which the edits should apply.

*Optional:* reduce the W-2 forms list by the department assigned to the employees' earnings. Click the Departments tab and checkmark the applicable departments. Then click the W-2 Forms tab to view the list filtered by the departments selected and checkmark the employees that will be edited.

**Step 6:** Click Save. A confirmation message will appear in the lower left corner of the form and the edited fields will update on the form. Note: the fields in the Override column(s) will remain blank – they are not relevant when 'Edit By Group' is selected.

**Step 7:** Repeat steps 4-6 for each box requiring edits and then click Close.

### **Option 2: Edit By Individual**

Follow these steps when the item/value/amount to edit is different for the selected employees.

**Step 1:** Click the W-2 Editor button and select 'Edit Items' from the menu. A system message will open.

**Step 2:** Read the system message carefully and click OK.

**Step 3:** Select the 'Individual' radio button in the 'Edit By' section in the top right corner. A system message will open.

**Step 4:** Read the system message carefully. Note: you will be given the opportunity to select employees from the list grid within the form after you have completed the other form sections. Click OK.

**Step 5:** Select the Box number to edit (12, 13, or 14) in the top left corner. When box 12 or 13 is selected a Code menu is available. When box 14 is selected, an Item menu is available.

**Step 6:** Select the Code (for box 12 or 13) or Item (for box 14) from the drop down menu

**Step 7:** Checkmark only the employees on the W-2 Forms list in which the edits should apply.

*Optional:* reduce the W-2 forms list by the department assigned to the employees' earnings. Click the Departments tab and checkmark the applicable departments. Then click the W-2 Forms tab to view the list filtered by the departments selected and checkmark the employees that will be edited.



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**Step 8:** Depending on the box number selected, complete the following fields in the list grid for each selected employee:

**Box 12:** enter an Override Year (when applicable) and Override Amount in the designated columns.

**Box 13:** select a value under the Override column drop down menu.

**Box 14:** enter an amount under the Override Amount column.

**Step 9:** Box 12 & 14 only: the box's data can be deleted from an individual's W-2 form by clicking the strikeout icon  on the far right corner of each employee listed. Note: to reverse this process, click the refresh icon  that will be located in the right corner of deleted rows. The employee row in the list will reset to unchecked and return to the original settings.

**Step 10:** Click Save. A confirmation message will appear in the lower left corner of the form and the edited fields will update on the form. Note: if box 12 or 14 were deleted for any employee, the employee ID will be removed from the list. It can be added back by choosing W-2 Editor, then Add Item from the menu.

**Step 11:** Repeat steps 5-10 for each box requiring edits and then click Close.

### Add Current Items in the W-2 Editor (Box 12 & 14)

#### Option 1: Add *by Group*

Follow these steps to add an identical item/value/amount to several employees at once.

**Step 1:** Click the W-2 Editor button and select 'Add Items' from the menu. A system message will open.

**Step 2:** Read the system message carefully and click OK.

**Step 3:** Select the 'Group' radio button in the 'Add By' section in the top right corner.

**Step 4:** Select the Box number to add (12 or 14) in the top left corner. Depending on the box number selected, complete the following fields:

#### Box 12

- i. Select the code
- ii. Enter the year (when applicable)
- iii. Enter the amount



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### Box 14

- i. Select the item
- ii. Enter the amount

**Step 5:** Checkmark the employees on the W-2 Forms list in which the items should apply.

*Optional:* reduce the W-2 forms list by the department assigned to the employees' earnings. Click the Departments tab and checkmark the applicable departments. Then click the W-2 Forms tab to view the list filtered by the departments selected and checkmark the employees that will have the items added.

**Step 6:** Click Save. A confirmation message will appear in the lower left corner of the form.

**Step 7:** Repeat steps 4-6 for each box to be added the group of employees and then click Close.

### Option 2: Add By Individual

Follow these steps to add an item/value/amount that may be different for each employee.

**Step 1:** Click the W-2 Editor button and select 'Add Items' from the menu. A system message will open.

**Step 2:** Read the system message carefully and click OK.

**Step 3:** Select the 'Individual' radio button in the 'Add By' section in the top right corner. A system message will open.

**Step 4:** Read the system message carefully. Note: you will be given the opportunity to select employees from the list grid within the form after you have completed the other form sections. Click OK.

**Step 5:** Select the Box number to Add (12 or 14) in the top left corner. When box 12 is selected a Code menu is available. Select a code for box 12.

**Step 6:** Checkmark only the employees on the W-2 Forms list in which the edits should apply.

*Optional:* reduce the W-2 forms list by the department assigned to the employees' earnings. Click the Departments tab and checkmark the applicable departments. Then click the W-2 Forms tab to view the list filtered by the departments selected and checkmark the applicable employees.

**Step 7:** Depending on the box number selected, complete the following fields in the list for each selected employee:

**Box 12:** enter a Year (when applicable) and Amount.

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**Box 14:** enter an Item and Amount.

**Step 8:** Click Save. A confirmation message will appear in the lower left corner of the form.

**Step 9:** Repeat steps 5-8 for each box requiring edits and then click Close.

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### 1095 & 1094 FORMS

The majority of UAN clients may not be required by the IRS to complete the 1095 or 1094 forms, but it is very important that you determine any requirement for your particular entity and comply if necessary. UAN Support can **ONLY** provide *technical software assistance* for using the 1095 & 1094 area i.e. UAN Support **CANNOT** provide instructions or advice on whether the form is *applicable to your entity* or provide guidance for *the content* to be entered on the form.

Per the IRS, only Applicable Large Employers (ALEs) and Self-Insured Coverage (SIC) providers must file 1095 and 1094 forms. ALEs are entities with 50 or more full-time employees – including *full-time-equivalent* (as determined by IRS guidelines) employees. A SIC provider healthcare plan is where the entity is responsible for paying the claims of the healthcare provided to the individuals enrolled in the plan. This **does not** include plans where the entity pays an insurance company the premiums for the healthcare coverage (i.e. the entity is not responsible for paying for the claims of the individuals enrolled in the plan).

Again, UAN Support **CANNOT** determine if your entity fits these requirements. For guidance, call the Internal Revenue Service or visit [www.irs.gov](http://www.irs.gov).

As you review the IRS publications, consider the following questions:

- Is your entity an Applicable Large Employer (ALE)? If you are not sure, do you have 50 or more employees? If you do not have 50 or more employees your entity is not ALE. If you have 50 or more employees, you will need to use the calculation provided on the IRS website to determine whether or not your entity is an ALE. Is the insurance your entity offers considered a self-insured plan?

Skip the 1095 & 1094 forms **ONLY IF** you are confident that – based on the IRS guidance – the entity is not an ALE **and** does not offer insurance that the IRS considers a self-insured plan.

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### USING THE 1095 & 1094 FORMS AREA

The sections below outline steps for filling out the 1095 & 1094 Forms area when required for your entity. The three sections are as follows:

- ALE Employer That Is Not Self-Insured

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- Self-Insured Employer That Is Not ALE
- ALE Employer That Is Also Self-Insured

The steps that you will follow will depend on the requirements applicable to your entity's situation.

### ALE EMPLOYER THAT IS NOT SELF-INSURED

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Per IRS guidelines, if your entity is considered an Applicable Large Employer you are required to provide employees Form 1095-C and the IRS Form 1094-C and copies of employee Forms 1095 C. Follow the instructions below to complete this process.

Follow the steps below to **Add Form 1095-C**:

- Step 1:** Select the **Year** for which the forms will be generated. (*The system automatically defaults the year to the current year.*)
- Step 2:** Click the **Add** button. Read the system message and click **OK**.
- Step 3:** Employee Type will default to **Paid this Year** but can be changed to include **All Employees**.
- Step 4:** Input an **Employer Phone Number for Employee Questions**.
- Step 5:** Employer Self-Insured Coverage will default to **No**.
- Step 6:** Select **Yes** for Plan Start Month and enter the **Month** if all the employees that will be selected have the same health plan start month.
- Step 7:** Select all employees that were full time (30 hours per week during a month or 130 hours during a month) for at least one month even if they were not offered coverage or did not accept it.
- Step 8:** Select **Save**.
- Step 9:** **Close** the Add screen and select **No** to the offer to open the 1095-C Editor.

Follow the steps below to **Edit Form 1095-C**:

There are two ways to edit Form 1095-C. Edit multiple employees using the 1095-C Editor button (used when editing multiple employees when the form answers will be the same for all selected employees) located above the grid or edit each employee individually (used when editing employees when the form answers will be different for individual employees) using the edit button below the grid. These methods can be used independently or you may choose to use the editor for

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most of your employees and then the edit button for the remaining employees that will be reported differently.

Follow these steps to Edit Form 1095-C for employees *individually*:

- Step 1:** Select the employees in the grid that you need to edit individually and click the **Edit** button located below the grid.
- Step 2:** Select **C** for the Form Type then Click **OK**. Read the system message and click **OK** and the Edit 1095-C Form will display.
- Step 3:** Click on the **Optimize Width** button to be able to see the whole grid without having to scroll.
- Step 4:** Print Name Override can be used when needed to override the name.
- Step 5:** Marking this form as ‘Corrected’ will fill in the corresponding box on the 1095 form. Read the IRS instructions carefully to make sure you are marking this box only when required to do so.
- Step 6:** Verify the Employee Details
- Step 7:** Verify the Employer information.
- Step 8:** Enter or Verify the Plan Start Month
- Step 9:** On Line 14 enter an **Offer of Coverage Code**. If the same information applies for the entire year, the select All 12 Months in the Enter For drop down menu and then select the code in the All 12 Months drop down menu. If different information applies throughout the year, Select Each Month in the Enter For drop down menu then select the code that applies under each month.
- Step 10:** On Line 15 enter an **Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage** if required. If the same information applies for the entire year, select All 12 Months in the Enter For drop down menu then enter the data in the All 12 Months field. If different information applies throughout the year, Select Each Month in the Enter For drop down menu then enter the data for each month.
- Step 11:** On Line 16 enter **Applicable Section 4980H Safe Harbor** if applicable. If the same information applies for the entire year, select All 12 Months in the Enter For drop down menu then select the code in the All 12 Months field. If different information applies throughout the year, select Each Month in the Enter For drop down menu then select the code that applies under each month.

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**Step 12:** Select **Save** to advance to next employee. Select **Close** when done.

Follow these steps Edit Form 1095-C *as a group*:

**Step 1:** Select the **1095-C Editor** button located above the grid.

**Step 2:** Click on the **Optimize Width** button to be able to see the whole grid without having to scroll.

**Step 3:** Select the **Line** drop-down menu under the **Edit** section.

**Step 4:** The **Edit By** area allows a **Group** of employees to be edited or an **Individual** employee to be edited. Select **Group** to apply changes to a selected group of employees. Select **Individual** to apply changes to individual employees.

***Reminder:** If the **Group** option is selected, there is a **Group Values** area at the bottom of the screen. Entries made in this area will be applied to all selected employees.*

***Reminder:** If the **Individual** option is selected, then the fields to which changes need to be made will be displayed in the grid where the employees are listed. Changes get entered directly into these fields when editing **Individual** employees.*

**Step 5:** Select the checkboxes beside all of the employees to be edited.

**Step 6:** Enter the necessary information for the selected Line. Then select **Save**.

**Line 14, 15 or 16:** If the same information applies for the entire year, select **All 12 Months** in the **Enter For** drop down menu then enter the data in the **All 12 Months** field. If different information applies throughout the year, select **Each Month** in the **Enter For** drop down menu then enter the data for each month.

**Step 7:** Select another **Line** to **Edit** and enter the necessary information. Then select **Save**.

**Step 8:** Continue repeating **Step 7** until all editing is complete. Click **Close** when done.

Follow the steps below to **Print Form 1095-C**:

**Step 1:** Select any employees you want to print and click the **Print 1095**.

**Step 2:** Select **C Forms** as the Form Type.

**Step 3:** Select **Employees** as the Form Recipient.

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- Step 4:** Click **OK** and then click **Print** on the Print window.
- Step 5:** Select **Print 1095** again.
- Step 6:** Select **C Forms** as the Form Type.
- Step 7:** Select **IRS** as the Form Recipient.
- Step 8:** Click **OK** and then click **Print** on the Print window.

### Follow the steps below to **Print Form 1094-C**:

- Step 1:** Select all employees you want to include on the 1094 and click the **Print 1094** button.
- Step 2:** Select **C Forms** as the Form Type.
- Step 3:** **IRS** will default as the Form Recipient.
- Step 4:** Click **OK**. Read the system message and click **OK**.
- Step 5:** Verify or Enter the Employer Information.
- Step 6:** Verify the number of Forms 1095 submitted with this 1094.
- Step 7:** **This is the authoritative 1094 for this employer** checkbox will be checked by default.
- Step 8:** Verify the **Total of all 1095 submitted for this employer**.
- Step 9:** Check marking this form as ‘Corrected’ will fill in the corresponding box on the 1094 form. Read the IRS instructions carefully to make sure you are marking this box only when required to do so.
- Step 10:** If the entity is a member of an ALE Group, checkmark the **Employer is a member of an Aggregated ALE Group** box.
- Step 11:** Verify or Enter the Signature Information.
- Step 12:** Click on the **Optimize Width** button to be able to see the whole grid without having to scroll.
- Step 13:** Select any **Certification of Eligibility** that applies.
- Step 14:** Enter a **Minimum Essential Coverage Offer Indicator** on Line a. If the same information applies for the entire year, select All 12 Months in the Enter For drop down menu then enter the data in the All 12 Months field. If different

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information applies throughout the year, select Each Month in the Enter For drop down menu then enter the data for each month.

- Step 15:** Enter a **Full-Time Employee Count for ALE Member** on Line b. If the same information applies for the entire year, select All 12 Months in the Enter For drop down menu and then enter the data in the All 12 Months field. If different information applies throughout the year, select Each Month in the Enter For drop down menu then enter the data for each month.
- Step 16:** Enter the **Total Employee Count for ALE Member** on Line c. If the same information applies for the entire year, select All 12 Months in the Enter For drop down menu and then enter the data in the All 12 Months field. If different information applies throughout the year, select Each Month in the Enter For drop down menu then enter the data for each month.
- Step 17:** Enter an **Aggregated Group Indicator** on Line d (required if ALE Group Member was selected above). If the same information applies for the entire year, select All 12 Months in the Enter For drop down box then enter the data in the All 12 Months field. If different information applies throughout the year, select Each Month in the Enter For drop down box then enter the data for each month.
- Step 18:** Enter a **Section 4980H Transition Relief Indicator** on Line e (required if Section 4980H Transition Relief was selected above). If the same information applies for the entire year, select All 12 Months in the Enter For drop down menu then enter the data in the All 12 Months field. If different information applies throughout the year, select Each Month in the Enter For drop down box then enter the data for each month.
- Step 19:** Enter **ALE Group Member** information on the ALE Group Members tab (required if ALE Group Member was selected above). Enter Total Group Members, Name and EIN for each member. Do not include your entity in the total count or list.
- Step 20:** Click on **Save** and then click **Print** on the Print window. Read the system message and click **OK**. Click **Close** to close the form.

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### SELF-INSURED EMPLOYER THAT IS NOT ALE

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Per the IRS guidelines, if your entity is considered a Self-Insured Employer that is not an ALE then the entity is required to provide employees Form 1095-B and the IRS Form 1094-B and copies of employee Forms 1095-B. Follow the instructions below to complete this process.

Follow the steps below to **Add Form 1095-B**:

- Step 1:** Select the **Year** for which the forms will be generated. (*The system automatically defaults the year to the current year.*)
- Step 2:** Click the **Add** button.
- Step 3:** Employee Type will default to **Paid this Year** but can be changed to include **All Employees**.
- Step 4:** Input an **Employer Phone Number for Employee Questions**.
- Step 5:** Input **Yes** for Employer Self-Insured Coverage.
- Step 6:** Plan Start Month will default to **No**.
- Step 7:** Select all employees that had coverage at some point during the year.
- Step 8:** Select **Save**.
- Step 9:** **Close** the Add screen and select **No** to the offer to open the 1095-C Editor.

Follow the steps below to **Edit Form 1095-B**:

- Step 1:** Select all employees in the grid and click the **Edit** button located under the grid.
- Step 2:** Select **B** for the Form Type then Click **OK** and the Edit 1095 – B Form will display. If several employees were selected, the first one will be displayed on the edit form.
- Step 3:** Click on the **Optimize Width** button to be able to see the whole grid without having to scroll.
- Step 4:** Print Name Override can be used when needed to override the name.
- Step 5:** Marking this form as ‘Corrected’ will fill in the corresponding box on the 1095 form. Read the IRS instructions carefully to make sure you are marking this box only when required to do so.
- Step 6:** Verify the Employee Details.



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- Step 7:** Verify the Employer information.
- Step 8:** The Employee will default into the grid. If the employee was covered for the entire year, **mark the All Year checkbox**. If the employee was covered for part of the year, **mark the checkbox under the months** in which the employee was covered for at least one day.
- Step 9:** Use the data entry line at the bottom of the list grid to enter dependent information. Enter **Dependent Name, Social Security Number or Date of Birth and Coverage Information**. If the dependent was covered for the entire year, **mark the All Year checkbox**. If the dependent was covered for part of the year, **mark the checkbox under the months** in which the employee was covered for at least one day. Select the Up Arrow at the end of the row to add the dependent to the grid.
- Step 10:** **Repeat Step 9** until all dependents have been added to the list for employee.
- Step 11:** Select **Save** to advance to next employee.
- Step 12:** **Repeat Step 4-11** as needed, then click **Close**.

### Follow the steps below to **Print Form 1095-B**:

- Step 1:** Select the employees that you would like to print and click the **Print 1095** button and a Form Type window will display.
- Step 2:** Select **B Forms** as the Form Type.
- Step 3:** Select **Employees** as the Form Recipient.
- Step 4:** Click **OK** and then click **Print** on the Print window.
- Step 5:** Click the **Print 1095** button again and a Form Type window will display.
- Step 6:** Select **B Forms** as the Form Type.
- Step 7:** Select **IRS** as the Form Recipient.
- Step 8:** Click **OK** and then click **Print**

### Follow the steps below to **Print Form 1094-B**:

- Step 1:** Select all employees you would like to include on the 1094 form and click the **Print 1094** button and a Form Type window will display.
- Step 2:** Select **B Forms** as the Form Type.

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- Step 3:** **IRS** will default as the Form Recipient.
- Step 4:** Click **OK** and an Edit 1094 – B Form will display.
- Step 5:** Verify or Enter the Employer Information
- Step 6:** Verify the number of Forms 1095 submitted with this 1094.
- Step 7:** Verify or Enter the Signature Information.
- Step 8:** Click **Save** and then click **Print**. Read the system message about verifying before submitting the form and click **OK**. Click **Close** to close the form.

### ALE EMPLOYER THAT IS ALSO SELF-INSURED

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Per IRS guidelines, if your entity is considered an Applicable Large Employer you are required to provide employees Form 1095-C and the IRS Form 1094-C and copies of employee Forms 1095-C. Follow the instructions below to complete this process.

Follow the steps below to **Add Form 1095-C**:

- Step 1:** Select the **Year** for which the forms will be generated. *(The system automatically defaults the year to the current year.)*
- Step 2:** Click the **Add** button. Read the system message and click **OK**. The **Add 1095 Form** will display.
- Step 3:** Employee Type will default to **Paid this Year** but can be changed to include **All Employees**.
- Step 4:** Input an **Employer Phone Number for Employee Questions**.
- Step 5:** Input **Yes** for Employer Self-Insured Coverage.
- Step 6:** Input **Yes** for Plan Start Month and enter the **Month** if all the employees have the same health plan start month.
- Step 7:** Select all employees that were full time (30 hours per week during a month or 130 hours during a month) for at least one month even if they were not offered coverage or did not accept it.
- Step 8:** Also select all employees that had coverage at some point during the year.
- Step 9:** Select **Save**.
- Step 10:** **Close** the Add screen and select **No** to the offer to open the 1095-C Editor.

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Follow the steps below to Edit *ALE Information*:

There are two ways to edit the ALE Information. Edit multiple employees using the 1095-C Editor button (used when editing multiple employees when the form answers will be the same for all selected employees) located above the grid or edit each employee individually (used when editing employees when the form answers will be different for individual employees) using the edit button below the grid. These methods can be used independently or you may choose to use the editor for most of your employees and the edit button for the ones that are going to be reported differently.

Follow these steps to Edit the form for employee's *individually*:

- Step 1:** Select the employees in the grid that you need to edit individually and click the **Edit** button located below the grid.
- Step 2:** Select **C** for the Form Type then Click **OK**. Read the system message and click **OK**.
- Step 3:** Click on the **Optimize Width** button to be able to see the whole grid without having to scroll.
- Step 4:** Print Name Override can be used when needed to override the name.
- Step 5:** Marking this form as 'Corrected' will fill in the corresponding box on the 1095 form. Read the IRS instructions carefully to make sure you are marking this box only when required to do so.
- Step 6:** Verify the Employee Details.
- Step 7:** Verify the Employer information.
- Step 8:** Enter or Verify the Plan Start Month.
- Step 9:** On Line 14 enter an **Offer of Coverage Code**. If the same information applies for the entire year, the select All 12 Months in the Enter For drop down menu and then select the code in the All 12 Months drop down menu. If different information applies throughout the year, select Each Month in the Enter For drop down menu then select the code that applies under each month.
- Step 10:** On Line 15 enter an **Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage** if required. If the same information applies for the entire year, select All 12 Months in the Enter For drop down menu then enter the data in the All 12 Months field. If different information applies throughout the year, select Each Month in the Enter For drop down menu then enter the data for each month.

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- Step 11:** On Line 16 enter **Applicable Section 4980H Safe Harbor** if applicable. If the same information applies for the entire year, select All 12 Months in the Enter For drop down menu then select the code in the All 12 Months field. If different information applies throughout the year, select Each Month in the Enter For drop down menu then select the code that applies under each month.
- Step 12:** Click the **Covered Individuals** tab to edit Self-Insured Information.
- Step 13:** The Employee's information will default into the grid list. If the employee was covered for the entire year, **mark the All Year checkbox**. If the employee was covered for part of the year, **mark the checkbox under the months** in which the employee was covered for at least one day.
- Step 14:** Enter **Dependent Name, Social Security Number or Date of Birth and Coverage Information**. If the dependent was covered for the entire year, **mark the All Year checkbox**. If the dependent was covered for part of the year, **mark the checkbox under the months** in which the employee was covered for at least one day. Select the Up Arrow at the end of the row to add the dependent to the grid.
- Step 15:** **Repeat Step 14** until all the employee's dependents have been added to the list.
- Step 16:** Select **Save** to advance to next employee. When you done, click **Close**.

Follow these steps to Edit the form for employees *as a group*:

- Step 1:** Select the **1095-C Editor** button located above the grid.
- Step 2:** Click on the **Optimize Width** button to be able to see the whole grid without having to scroll.
- Step 3:** Select the **Line to Edit**.
- Step 4:** The **Edit By** area allows a **Group** of employees to be edited or an **Individual** employee to be edited. Select Group to apply changes to a selected group of employees. Select Individual to apply changes to individual employees.

*Reminder: If the **Group** option is selected, there is a **Group Values** area at the bottom of the screen. Entries made in this area will be applied to all selected employees.*

*Reminder: If the **Individual** option is selected, then the fields to which changes need to be made will be displayed in the grid where the employees are listed. Changes get entered directly into these fields when editing **Individual** employees.*

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- Step 5:** Select the checkboxes beside all of the employees to be edited.
- Step 6:** Enter the necessary information for the selected Line. Then select **Save**.
- Line 14, 15 or 16:** If the same information applies for the entire year, select All 12 Months in the Enter For drop down menu and then enter the data in the All 12 Months field. If different information applies throughout the year, select Each Month in the Enter For drop down menu and then enter the data for each month.
- Step 7:** Select another **Line** to **Edit** and enter the necessary information. Then select Save.
- Step 8:** Continue repeating **Step 7** until all editing is complete.

### Follow the steps below to Edit *Self-Insured Information*:

- Step 1:** Select all employees in the grid and click the **Edit** button located under the grid.
- Step 2:** Select **B** for the Form Type then Click **OK**. Read the system message and click **OK**.
- Step 3:** Click on the **Optimize Width** button to be able to see the whole grid without having to scroll.
- Step 4:** Print Name Override can be used when needed to override the name.
- Step 5:** Marking this form as ‘Corrected’ will fill in the corresponding box on the 1095 form. Read the IRS instructions carefully to make sure you are marking this box only when required to do so.
- Step 6:** Verify the Employee Details.
- Step 7:** Verify the Employer information.
- Step 8:** The Employee information will default into the grid. If the employee was covered for the entire year, **mark the All Year checkbox**. If the employee was covered for part of the year, **mark the checkbox under the months** in which the employee was covered for at least one day.
- Step 9:** Enter **Dependent Name, Social Security Number or Date of Birth and Coverage Information**. If the dependent was covered for the entire year, **mark the All Year checkbox**. If the dependent was covered for part of the year, **mark the checkbox under the months** in which the employee was covered for at least one day. Select the Up Arrow at the end of the row to add the dependent to the grid.

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**Step 10:** Repeat **Step 9** until all dependents have been added for employee.

**Step 11:** Select **Save** to advance to next employee.

Follow the steps below to **Print Form 1095-C**:

**Step 1:** Select the employees to be printed and click the **Print 1095**.

**Step 2:** Select **C Forms** as the Form Type.

**Step 3:** Select **Employees** as the Form Recipient.

**Step 4:** Click **OK** and click **Print** on the Print window.

**Step 5:** Select **Print 1095** again.

**Step 6:** Select **C Forms** as the Form Type.

**Step 7:** Select **IRS** as the Form Recipient.

**Step 8:** Click **OK** and click **Print** on the Print window.

Follow the steps below to **Print Form 1094-C**:

**Step 1:** Select all employees that should be included on the 1094 and click the **Print 1094** button.

**Step 2:** Select **C Forms** as the Form Type.

**Step 3:** **IRS** will default as the Form Recipient.

**Step 4:** Click **OK**.

**Step 5:** Verify or Enter the Employer Information.

**Step 6:** Verify the number of Forms 1095 submitted with this 1094.

**Step 7:** **This is the authoritative 1094 for this employer** will be check marked by default.

**Step 8:** Verify the **Total of all 1095 submitted for this employer**.

**Step 9:** Check marking this form as ‘Corrected’ will fill in the corresponding box on the 1094 form. Read IRS instructions carefully to make sure you are marking this box only when required to do so.

**Step 10:** If the entity is a member of an ALE Group, checkmark the **Employer is a member of an Aggregated ALE Group** box.

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- Step 11:** Verify or Enter the Signature Information.
- Step 12:** Click on the **Optimize Width** button to be able to see the whole grid without having to scroll.
- Step 13:** Select any **Certification of Eligibility** that applies.
- Step 14:** Enter a **Minimum Essential Coverage Offer Indicator** on Line a. If the same information applies for the entire year, select All 12 Months in the Enter For drop down box then enter the data in the All 12 Months field. If different information applies throughout the year, select Each Month in the Enter For drop down box then enter the data for each month.
- Step 15:** Enter a **Full-Time Employee Count for ALE Member** on Line b. If the same information applies for the entire year, select All 12 Months in the Enter For drop down box then enter the data in the All 12 Months field. If different information applies throughout the year, select Each Month in the Enter For drop down box then enter the data for each month.
- Step 16:** Enter the **Total Employee Count for ALE Member** on Line c. If the same information applies for the entire year, select All 12 Months in the Enter For drop down box then enter the data in the All 12 Months field. If different information applies throughout the year, select Each Month in the Enter For drop down box then enter the data for each month.
- Step 17:** Enter an **Aggregated Group Indicator** on Line d (required if ALE Group Member was selected above). If the same information applies for the entire year, select All 12 Months in the Enter For drop down box then enter the data in the All 12 Months field. If different information applies throughout the year, select Each Month in the Enter For drop down box then enter the data for each month.
- Step 18:** Enter a **Section 4980H Transition Relief Indicator** on Line e (required if Section 4980H Transition Relief was selected above). If the same information applies for the entire year, select All 12 Months in the Enter For drop down box then enter the data in the All 12 Months field. If different information applies throughout the year, select Each Month in the Enter For drop down box then enter the data for each month.
- Step 19:** Enter **ALE Group Member** information on the ALE Group Members tab (required if ALE Group Member was selected above). Enter Total Group Members, Name and EIN for each member. Do not include your entity in the total count or list.

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**Step 20:** Click on **Save** and then click **Print** on the Print window. Read the system message and click **OK**. Click **Close** to close the form.



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### LEAVE REPORTS

Payroll → Reports & Statements → **Leave Reports**

#### LEAVE DETAIL

The **Leave Detail** report displays the detailed activity for each of an employee's leave types. It includes the leave balance carried forward from the prior year, transaction details for earned, used, denied and adjusted leave amounts, the ending leave balance, and any purpose information.

#### LEAVE SUMMARY

The **Leave Summary** report summarizes the activity for each of an employee's leave types. It includes the beginning leave balance, the total amounts earned, used, denied and adjusted for the leave type, and the ending leave balance.

#### LEAVE ADJUSTMENT

The **Leave Adjustment** report displays the adjustments for each of an employee's leave types. It includes the adjustment date, amount adjusted as well as the adjustment purpose.

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### TAX REPORTS – FEDERAL

Payroll → Reports & Statements → **Tax Reports – Federal**

#### FEDERAL TAX REPORT

The **Federal Tax Report** lists the gross wages paid during the period of the report for each specified employee job Id. The report breaks the gross wages down further to show the amounts that are (a) not subject to and (b) are subject to: 1) Federal/State/School tax, 2) Social Security tax, and 3) Medicare tax.

#### 941 SCHEDULE B

The **941 Schedule B** report provides the information needed to manually complete Schedule B of the 941 (Employer's Record of Federal Tax Liability) if a local government is required to submit this schedule to the IRS. It is used to report tax liability for semiweekly schedule depositors. The report will always include a watermark when printed or displayed with the message '*Do Not File, For Internal Use Only*' as a reminder not to submit this report in place of the actual 941 Schedule B form. For further information about this form, please refer to the IRS website ([www.irs.gov](http://www.irs.gov)).

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### TAX REPORTS – OTHER

Payroll → Reports & Statements → **Tax Reports – Other**

#### OHIO TAX REPORT

The **Ohio Tax Report** lists by month the gross wages, non-cash wages, total, wages, wages subject to tax, wages not subject to tax, and the tax withheld for the Ohio tax withholding. When ‘Include payment detail’ located under the Options tab is check marked the report will list the above items by payment date.

#### SCHOOL TAX REPORT

The **School Tax Report** lists by month the gross wages, non-cash wages, total, wages, wages subject to tax, wages not subject to tax, and the tax withheld for the selected school tax withholding. When ‘Include payment detail’ located under the Options tab is check marked the report will list the above items by payment date.

#### LOCAL TAX REPORT

The **Local Tax Report** lists by month the gross wages, non-cash wages, total, wages, wages subject to tax, wages not subject to tax, and the tax withheld for the selected local tax withholding. When ‘Include payment detail’ located under the Options tab is check marked the report will list the above items by payment date.

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### WAGE REPORTS

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

#### WAGE DETAIL

The **Wage Detail** report contains the detailed earnings and credits information as well as the detailed withholdings information for each selected wage record. It identifies the payment status, the number of hours or items worked, the amounts earned, and withholdings deducted. When ‘Show withholding details’ is check marked under the Options tab, the report will include the appropriation account codes used for each item.

#### WAGE WITHHOLDINGS DETAIL

The **Wage Withholdings Detail** report lists the wage and withholding information for each selected employee. The report displays each employee payment separately by employee name for the time period chosen. The report displays the withholding amounts for Ohio + Supplemental, Federal + Supplemental, Social Security, Medicare, Local, OPERS, OP&FPF, Local, School and Other.

#### WAGE WITHHOLDINGS SUMMARY

The **Wage Withholdings Summary** report the wage and withholding information for each selected employee. The report combines the employee payments for each employee for the time period chosen. The report displays the withholding amounts for Ohio + Supplemental, Federal + Supplemental, Social Security, Medicare, Local, OPERS, OP&FPF, Local, School and Other.

#### WAGE BASE DETAIL

The **Wage Base Earnings** report lists the wage and withholding information for each selected employee. The report displays each employee payment separately by employee name for the time period chosen. The report displays the amount of wages subject to each of the following withholdings: Ohio + Supplemental, Federal + Supplemental, Social Security, Medicare, Local, OPERS, OP&FPF, Local, School and Other.

#### WAGE BASE SUMMARY

The **Wage Base Earnings** report the wage and withholding information for each selected employee. The report combines the employee payments for each employee for the time period chosen. The report displays the amount of wages subject to each of the following withholdings: Ohio + Supplemental, Federal + Supplemental, Social Security, Medicare, Local, OPERS, OP&FPF, Local, School and Other.

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### WAGES AND OVERTIME DETAIL

The **Wage and Overtime Detail** report provides a listing of all selected employees detailed payroll information. The report includes the payment number and date, pay period start and end dates, gross wages, regular hours, leave used, total regular wages, overtime hours and wages, total hours and wages, other wages, and non-cash wages.

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### WAGES AND OVERTIME SUMMARY

The **Wage and Overtime Summary** report provides a listing of all selected employees summarized payroll information. The report includes the payment number and date, pay period start and end dates, gross wages, regular hours and wages, overtime hours and wages, other wages, and non-cash wages.

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### WAGE EARNINGS

The **Wage Earnings** report calculates gross earnings by Earning, Appropriation Account or Employee and Department. It can be used to separate the earnings by appropriation account and further separate earning types that may carry a different rate. The report will be ideal for monitoring budgets of salary accounts and to review employees' overall total gross wages by earning. This is a versatile report that can be used for many internal monitoring purposes. The report displays employee names, employee earning descriptions, departments, appropriation account codes, total hours / items, and gross pay. It can be sorted by any of the items listed above, narrowed down by department, and selected by either entity earning name, entity earning type, or employee earning description.

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### WAGE EARNINGS EXPORT

The **Wage Earnings Export** option enables earning information to be saved as a Microsoft Excel file. The exported information will be the same as the Wage Earnings report with a few differences: it includes additional columns for the Entity Earning Number, Entity Earning Name, and Account Name. Also, the earnings are not automatically grouped by account codes; instead they are sorted by employee name.

After the employee IDs to be included are selected, click on the Export button. The system will display the Save As box to save the report as a Microsoft Excel file under the \_UAN\_EFiles folder. The system automatically defaults a file name for the report to be saved as, but the file name can be changed.

WITHHOLDING PAYMENT REPORTS

Payroll → Reports & Statements → **Withholding Payment Reports**

CHILD SUPPORT, GARNISHMENT AND MISC.

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

WITHHOLDING PAYMENT BY WITHHOLDING ID

The **Withholding Payment by Withholding Id** report provides the details of each withholding payment that has been posted. The report includes the payee, payment number, and payment date as well as payment status. It also displays the appropriation accounts and employee and employer withholding amounts for each withholding Id that comprises the withholding payment. The total employee and employer amounts and the total withholding payment amount are also included.

WITHHOLDING PAYMENT DETAIL

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

WITHHOLDING REPORTS

Payroll → Reports & Statements → **Withholding Reports**

WITHHOLDING SUMMARY

The **Withholding Summary** report lists amounts, by month, withheld for each withholding for the year selected. The report can be printed for all withholdings or for only selected withholdings. The report can also be filtered in the following ways:

- All – Lists all withholding amounts, including withholdings which have been paid, remain unpaid, and those which have been cleared.
- Paid – Lists all of the paid withholding amounts.
- Cleared – Lists all of the current year withholding amounts that have been cleared in the Unpaid Withholdings Clear utility.
- Unpaid – Lists all of the unpaid withholding amounts.

WITHHOLDING DETAIL

The **Withholding Detail** report lists the employee share and the employer share (if any) for each selected withholding and is broken down by the appropriation account code. The report can be generated for any month, quarter, year, or selected date period. It can also be filtered in the following ways:

- All – Lists all withholding amounts, including withholdings which have been paid, remain unpaid, and those which have been cleared.
- Paid – Lists all of the paid withholding amounts.
- Cleared – Lists all of the current year withholding amounts that have been cleared in the Unpaid Withholdings Clear utility.
- Unpaid – Lists all of the unpaid withholding amounts.

WITHHOLDING HISTORY

The **Withholding History** report is a year to date report that lists monthly withholdings deducted from each employee for each withholding.

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### WITHHOLDING INFORMATION LISTING

The **Withholding Information Listing** report provides year to date information for selected withholdings. The data shown for each withholding includes the unpaid balance, paid balance, month of last distribution to the payee, the cleared withholding balance and the year to date total withholding amount.

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### WITHHOLDING FUND ALLOCATION

The **Withholding Fund Allocation** report displays the appropriation accounts and employee and employer withholding amounts for each withholding Id by grouped by fund number.

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### WITHHOLDING OVERPAYMENTS

The **Withholding Overpayments** report lists any overpayments made during the year. The report provides the following information:

- Payment Number – The payment number of the wage that the withholding was originally withheld from.
- Employee and Employer Share amounts
- Overpayment Date – The date that the overpayment was created.
- Clear Type – If the overpayment has been cleared, this will display if it was cleared by applying a credit or refund.
- Receipt/Payment Number – If the overpayment was cleared by a refund, this will display the receipt or payment number that the refund was posted from.
- Clear Date – If the overpayment has been cleared, this will display the date that it was cleared on.
- Reverse Date – If the overpayment has been cleared and then that clearing has been reversed, that date will be displayed here.
- Purpose – If the overpayment was cleared by applying a credit, the purpose that was input at the time that the overpayment was cleared will be displayed here. If the overpayment was cleared by applying a receipt, then ‘Refund Receipt’ will be displayed here.



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### WITHHOLDING CLEARED DETAIL

The **Withholding Cleared Detail** report lists all of the withholding information for prior or current year withholding amounts that have been cleared in the current year through the Unpaid Withholdings Clear utility. The report can be sorted in the following ways:

- By Withholding, then Clear Date
- By Clear Date, then Withholding
- By Payment Date, then Withholding

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### WITHHOLDING ADJUSTMENTS UNPAID

The **Withholding Adjustments Unpaid** report lists all of the current unpaid withholding adjustment amounts (positive or negative) that result from posting Withholding Refunds and/or Withholding Swaps using the Wage Adjustment Utility. The report can be sorted in the following ways:

- By Withholding, then Payment Date
- By Payment Date, then Withholding

**PAYROLL MAINTENANCE**

On most of the maintenance screens, the items already added can be pulled up and displayed on the selection screen based on the **status** criteria. For example, in the earnings and leaves area the accounts can be brought up based on the types of all, active, inactive or removable. In the earnings and leave area and the frequencies area, the items can also be brought up based on the **type** criteria. There is also a **search** feature available on most of the maintenance screens which enables items to be pulled up based on the information in a particular field. For example, in the employees area employees can be brought up based on the information or data in the search fields of all, name or address.

At the top and/or bottom of each maintenance screen, there are also button selections to choose the action to be taken with the selected item(s). The buttons are defined below:

**Add** – This button is used to add additional information, earnings and leave, employees, frequencies, and withholdings to the system.

**Edit** – When this button is chosen, the selected item can be modified.

**Activate** – This button can be used to activate additional information, earnings and leave, employees, frequencies, and withholdings that were added to the system but currently have an inactive status.

**Deactivate** – This button can be used to make active additional information, earnings and leave, employees, frequencies, and withholdings inactive in the system.

**Delete** – When this button is chosen, the selected item will be deleted.

**Remove** – When this button is chosen, the selected item will be removed.

**Display** – When this button is chosen, the selected item will be displayed on the screen for review. The system will not permit changes to be made to any information being displayed.

**Close** – When this button is selected on a maintenance screen, the system closes the screen. The screen can also be closed by clicking on the ‘x’ located on the tab (top left of maintenance screen) beside the name of the maintenance area.

The sections in this part of the manual are:

- **Additional Information**
- **Earnings and Leave**
- **EFT Prenotes**

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- **EFT Setup**
- **Employees**
- **Frequencies**
- **Withholdings**
- **Withholdings Editor**

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### ADDITIONAL INFORMATION

#### OVERVIEW

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

A display order must be specified for each additional information item. This number determines the order that the item will appear in grids of additional information. Users can manipulate the display order to group together related additional information items rather than grouping items together alphabetically, or defaulting to the end of the list.

Employee data for additional information items marked as 'sensitive' will be encrypted in the UAN database, and will be restricted to users that have Security Clearance. Data for items marked as 'not sensitive' will not be encrypted in the UAN database, and will be accessible to any user assigned to a role with access to the Employees area.

Additional items can be activated or deactivated. Active additional items and inactive items that have data entered will be displayed in the Employees area. If an inactive additional information item is hidden in the Employees area, then no data has been entered for that item.

#### DELETE

Only additional information items that are not currently in use for employees can be deleted.

#### STEPS TO ACCESS

Payroll → Maintenance → **Additional Information**

#### DATA REQUIREMENTS

Field	Type	Required	Additional Information
<b>Additional Information</b>			
Name	Text (20)	Yes	<ul style="list-style-type: none"><li>Enter name for the additional information item.</li></ul>
Status	Radio Button (2)	No	<ul style="list-style-type: none"><li>Active (Default)</li><li>Inactive</li></ul>

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Description	Text (40)	No	<ul style="list-style-type: none"> <li>Enter a brief description for the additional information item.</li> </ul>
Display Order	Spin (3)	Yes	<ul style="list-style-type: none"> <li>Default to number of existing items + 1 (If there are 3 existing items than the next display order will be 4).</li> <li>Allows choice of any number between 1 and the number of existing items + 1.</li> <li>When an item is added, the display order of any and all existing items with an order greater than or equal to the selected order number will be incremented (+1).</li> <li>When an item is edited, <b>if the display order has been decreased (moved up)</b>, the display order of any and all existing items with an order between the selected number and the old number (including the existing item with the selected number) will be incremented (+1). <b>If the display order has been increased (moved down)</b>, the display order of any and all existing items with an order between the old number and the selected number (including the existing item with the selected number) will be decremented (-1).</li> <li>When an item is deleted, the display order of any and all existing items with an order greater than the number of the deleted item will be decremented (-1).</li> </ul>
Security	Radio Button (2)	No	<ul style="list-style-type: none"> <li>This information is not sensitive (Default)</li> <li>This information is (or could be) sensitive</li> </ul>

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### HOW TO ADD ADDITIONAL INFORMATION

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

**Step 2:** Enter the **Name** for the additional information item.

**Step 3:** Verify the **Active** radio button is selected. (*The system automatically defaults the radio button to 'Active'*).

**Step 4:** Enter the **Description** for the additional information item (optional).

**Step 5:** The system automatically defaults the **Display Order** number to the number of existing items plus 1.

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- Step 6:** Verify or select the **Security** radio button to designate if the item to be added is ‘not sensitive’ or ‘sensitive’.
- Step 7:** Click on the **Save** button to add the new additional information item. *(Selecting **Close** on this step will prompt the system to display a message ‘Save Changes?’. Selecting **Yes** will still save the new item. Selecting **No** will exit without saving. Selecting **Cancel** will return to the Add Additional Information form.)*
- Step 8:** Click on the **Close** button to exit the Additional information form after the new item has been saved. *(The system displays a message in the bottom left corner of the Add Additional Information form to confirm the new item has been saved.)*
- Reminder:** *Editing the display order number will reorder the other display order numbers as described in the Data Requirements section.*
- Reminder:** *An Additional Information item cannot be deleted if it is in use for one or more employees in the Employee Additional Information area. Once it has been deleted from each of the employees’ Employee Additional Information area, then it can be deleted from the Additional Information area.*

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### ADDITIONAL INFORMATION FREQUENTLY ASKED QUESTIONS

#### 1. What additional information items should be marked ‘sensitive’?

You should use your own discretion with the sensitivity of the information you enter into the additional information section. Consult your legal counsel if you are not sure about the sensitivity of an additional information item.

## Uniform Accounting Network – Payroll Manual

### EARNINGS AND LEAVE

#### OVERVIEW

An **earning** is a type of employee compensation. Each earning will have a process group attached that will determine which withholdings will be applied to the earning. The following earning types and attached process groups are available:

	<u>Earning Type</u>		<u>Process Group</u>
<b>1000-1999</b>	Salary	<b>100</b>	Taxable Earnings
<b>2000-2999</b>	Hourly Wages	<b>100</b>	Taxable Earnings
<b>3000-3999</b>	Overtime Wages	<b>100</b>	Taxable Earnings
<b>4000-4999</b>	Per Item Wages	<b>100</b>	Taxable Earnings
<b>5000-5999</b>	Leave and Comp Time	<b>610</b>	Leave/Comp Time Earned
<b>7000-7999</b>	Other Taxable Items	<b>100</b>	Taxable Earnings
<b>8000-8999</b>	Non-Taxable Items	<b>200</b>	Non-Taxable Earnings
<b>9000-9399</b>	Non-Retirement Items	<b>300</b>	Non-State Retirement Earnings
<b>9400-9799</b>	Non-Taxable Non-Retirement	<b>310</b>	Non-Taxable Non-State Retirement Earnings
<b>9800-9899</b>	Non-Cash Benefit	<b>800</b>	Value of Non-Cash Benefit

Multiple earnings may be added for any particular type. For example, an entity with one overtime rate for weekends and another overtime rate for holidays may add two overtime earnings (*one for each rate*), each with its own unique description.

Leave and Comp Time earnings (5000-5999) must specify a leave type. The following leave types are available: Comp Time, Holiday, Personal, Sick, Vacation and Other.

An earning type, leave type, and process group cannot be edited once they have been saved. However, the name of the earning may be edited. Also, earnings may be activated or deactivated to determine which earnings are available to be added to an employee on the Employees screen.

#### SETTING DEFAULTS

Some settings may be chosen as defaults for each earning. These defaults will apply only when assigning that earning to an employee. Changing default settings for a particular earning does not affect employees to whom that earning is already assigned.

#### REMOVE

Non-system earnings can be removed if they are not attached to any employees and if they have not been utilized in posting wages in the current year. Also, the earnings cannot be tied to any prior year withholdings that were carried over to the current year to be paid.

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### TEMPORARY MODE

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During payroll temporary mode, any earnings added are added in both the prior and new years, and any modifications to existing earnings (edit, activate, deactivate) will apply to both years. Earnings may not be removed during payroll temporary mode.

### STEPS TO ACCESS

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Payroll → Maintenance → **Earnings and Leave**

### DATA REQUIREMENTS

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Field	Type	Required	Additional Information
<b>Earning or Leave</b>			
Name	Text (30)	Yes	<ul style="list-style-type: none"> <li>A unique name must be designated to identify the earning.</li> </ul>
Status	Radio Button (2)	No	<ul style="list-style-type: none"> <li>Active (Default)</li> <li>Inactive</li> </ul>
Type	Drop Down (4)	Yes	<ul style="list-style-type: none"> <li>This field contains a list of the available earning types.</li> <li>This field becomes read only in Edit mode.</li> </ul>
Process Group	Drop Down (3)	Yes	<ul style="list-style-type: none"> <li>The system defaults the appropriate process group into the field based on the earning type selected.</li> </ul>
OP&FPF Type	Drop Down (1)	No	<ul style="list-style-type: none"> <li>This field contains a list of OP&amp;FPF (Ohio Police &amp; Fire Pension) types which determine how an earning will be classified on the OP&amp;FPF reports.</li> <li><u>Only required</u> for earnings that are added for OP&amp;FPF employees.</li> </ul>
Leave Type	Radio Button (6)	No	<ul style="list-style-type: none"> <li>This option is <u>only visible</u> for earning type 5000-5999 Leave and Comp Time.</li> <li>There are six leave types available:                             <ul style="list-style-type: none"> <li>Comp Time</li> <li>Holiday</li> <li>Personal</li> </ul> </li> </ul>



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			<ul style="list-style-type: none"> <li>• Sick</li> <li>• Vacation</li> <li>• Other (Default)</li> <li>• This field is read only in Edit mode.</li> </ul>
<b>Leave Defaults Panel</b>			<ul style="list-style-type: none"> <li>• This panel of options is <u>only visible</u> for earning type 5000-5999 Leave and Comp Time.</li> </ul>
<b>Leave Accrual &amp; Proration</b>	Radio Button (3)	No	<ul style="list-style-type: none"> <li>• There are three options to accrue and prorate leave: <ul style="list-style-type: none"> <li>• This leave is credited manually (Default for Comp Time and Holiday leave types).</li> <li>• This leave is earned per pay period (Default for Personal, Sick, Vacation and Other leave types and <u>not available</u> for Comp Time and Holiday leave types).</li> <li>• This leave is earned per regular hours worked (<u>not available</u> for Comp Time and Holiday leave types).</li> </ul> </li> </ul>
This leave is credited manually	N/A	No	<ul style="list-style-type: none"> <li>• When this option is selected, the number of leave hours to be credited to this leave's balance will have to be done manually through the Adjust Leave Balance Utility.</li> </ul>
This leave is earned per pay period	Hours Per Pay Period Numeric (6,2)	No	<ul style="list-style-type: none"> <li>• When this option is selected, the number of leave hours to be earned per pay is <u>required</u>.</li> <li>• The number entered must be greater than or equal to zero.</li> </ul>
This leave is earned per regular hours worked	Hours Earned Numeric (6,2) Per Hours Worked Numeric (6,2)	No	<ul style="list-style-type: none"> <li>• When this option is selected, both the number of leave hours to be earned and the number of hours worked are <u>required</u>.</li> <li>• Both fields must be greater than or equal to zero.</li> </ul>
<b>Include in Regular Hours</b>			

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Using this leave accrues all prorated leaves	Checkbox	No	<ul style="list-style-type: none"> <li>When this option is selected, the number of leave hours used for this leave will be included with regular hours when accruing all other prorated leaves.</li> <li>The option is defaulted as selected with a checkmark.</li> </ul>
<b>Maximum Leave Balance</b>	Radio Button (2)	No	<ul style="list-style-type: none"> <li>There are two options available to set a maximum leave balance: <ul style="list-style-type: none"> <li>Do not limit leave balance (Default)</li> <li>Limit balance to: xx.x hours</li> </ul> </li> </ul>
Do not limit leave balance	N/A	No	<ul style="list-style-type: none"> <li>This option is set as the default and is automatically selected.</li> </ul>
Limit balance to:	Numeric (6,2)	No	<ul style="list-style-type: none"> <li>When this option is selected, the number of hours to limit the balance to is <u>required</u> and must be greater than zero.</li> </ul>
<b>Maximum Annual Accrual</b>	Radio Button (2)	No	<ul style="list-style-type: none"> <li>There are two options available to set a maximum annual accrual: <ul style="list-style-type: none"> <li>Do not limit annual accrual (Default)</li> <li>Limit annual accrual to x.xx hours.</li> </ul> </li> </ul>
Do not limit annual accrual	N/A	No	<ul style="list-style-type: none"> <li>This option is the default and is automatically selected.</li> </ul>
Limit annual accrual to:	Numeric (6,2)	No	<ul style="list-style-type: none"> <li>When this option is selected, the number of hours to limit the annual accrual is <u>required</u> and must be greater than zero.</li> </ul>
<b>Pay Stub Printing</b>			
Hide On Stub	Checkbox	No	<ul style="list-style-type: none"> <li>This option is <u>only visible</u> for earning type 5000-5999 Leave and Comp Time, and when Comp Time is NOT selected as the type of leave.</li> <li>This option is defaulted unchecked. If checked the leave information will not print on the pay stub if there is no leave activity for the pay period <u>and</u> a zero leave balance.</li> </ul>

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<b>Comp Time Accrual Rate</b>	Numeric (3,2)	Yes	<ul style="list-style-type: none"> <li>This field is <u>only available and required</u> when the leave type Comp Time is selected.</li> <li>The rate must be at least 1.00.</li> </ul>
<b>Overtime Defaults Panel</b>			<ul style="list-style-type: none"> <li>This panel is <u>only visible</u> only for earning type 3000-3999 Overtime Wages.</li> </ul>
<b>Overtime Rate</b>	Numeric (3,2)	Yes	<ul style="list-style-type: none"> <li>This field is <u>only available and required</u> when earning type 3000-3999 Overtime Wages is selected.</li> <li>The Overtime Rate must be at least 1.00.</li> </ul>
<b>Withholdings Applied</b>	Grid	No	<ul style="list-style-type: none"> <li>This grid displays the withholding process groups to be applied to the selected earning type. The withholding process group is determined by the process group for the earning type. The withholding process groups that are check marked in the grid will be applied to the earnings when creating wages.</li> <li>This grid is read only and cannot be modified.</li> </ul>

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### HOW TO ADD EARNINGS AND LEAVE

- Step 1:** Click on the **Add** button.
- Step 2:** Verify the **Active** radio button is selected. *(The system automatically defaults the radio button to 'Active').*
- Step 3:** Enter a unique **Name** for the new earning.
- Step 4:** Select an earning **Type** by clicking on the down arrow on the right hand side of the earning type field.
- Step 5:** Select the **OP&FPF Type** by clicking on the down arrow on the right hand side of the OP&FPF type field. *(It is only necessary to complete this field if the earning is to be used for OP&FPF employees. It determines how the earning will be classified on the OP&FPF report.)*

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- Step 6:** If Overtime Wages is the earning type, enter the **Overtime Rate**.
- Step 7:** If Leave and Comp Time is the earning type, follow the sub-steps below:
- Step 7a:** Select the **Leave Type** radio button. *(The system automatically defaults the selection to 'Other', but it can be changed.)*
- Step 7b:** Select the method of **Leave Accrual & Proration**. *(If the leave type is Comp Time or Holiday, the only available option is 'This leave is credited manually', and it is automatically selected. For all other leave types, the system defaults the selection to 'This leave is earned per pay period', but it can be changed.)*
- Step 7c:** Under **Include in Regular Hours**, verify whether the hours used for this leave should be included with regular hours when accruing all other prorated leaves. *(The system automatically defaults a checkmark in the checkbox for the leave hours used to be included with regular hours. Click on the checkbox to remove the checkmark if the leave hours should not be included with regular hours when accruing all other prorated leaves).*
- Step 7d:** Select the option for **Maximum Leave Balance**. *(The system automatically defaults the selection to 'Do not limit leave balance', but it can be changed to set a maximum leave balance).*
- Step 7e:** Select the option for **Maximum Annual Accrual**. *(The system automatically defaults the selection to 'Do not limit annual accrual', but it can be changed to set a maximum annual accrual).*
- Step 7f:** If Holiday, Personal, Sick, Vacation or Other is the leave type, and the leave balance is to be hidden on the pay stub when the leave has no activity for the pay period and a zero balance, click on the Pay Stub Printing checkbox to place checkmark in the box. *(The system automatically defaults the box unchecked).*
- Step 7g:** If Comp Time is the leave type, enter the **Comp Time Accrual Rate**.
- Step 8:** Click on the **Save** button to add the new earning. *(Selecting **Close** on this step will prompt the system to display a message 'Save Changes?'. Selecting **Yes** will still save the new earning. Selecting **No** will exit without saving. Selecting **Cancel** will return to the Add Earning or Leave form.)*
- Step 9:** Click on the **Close** button to exit the Add Earning or Leave form after the new earning has been saved. *(The system displays a message in the bottom left corner of the Add Earning or Leave form to confirm the new earning has been saved.)*

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

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

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### EARNINGS AND LEAVE FREQUENTLY ASKED QUESTIONS

#### 1. When would I need to add an earning?

The software has several preset earnings already built into it. If an employee's compensation falls into any of the earnings already preset in the system, it is not necessary to record additional earnings. If a particular earning is not preset in the system, such as bereavement leave, then it would need to be added. Another reason to record an additional earning would be for an employee who is eligible to earn two different rates of pay, such as an employee who is eligible to earn two different overtime rates. The system has one preset overtime earning, and an additional one would need to be added.

#### 2. How do I change an Overtime or Comp Time rate?

If an Overtime or Comp Time rate needs changed before it is added to an employee, it can be done under the Earnings and Leave area by selecting the specific Overtime or Comp Time earning and clicking on the Edit button. The system will then display the Overtime or Comp Time earning's current rate. Enter the new rate and click on the Save button.

If an Overtime or Comp Time rate needs changed after it has been added to an employee, then it must be changed for each employee that utilizes the Overtime or Comp Time earning, which needs to have the rate modified. Please refer to the How to Edit an Employee steps under the Employees section for how to edit the existing Overtime or Comp Time earning for an employee.

#### 3. What OP&FPF type do I use for an earning?

It is only necessary to select an OP&FPF type if the earning will be used for an employee that contributes to OP&FPF. If the earning will be used for an OP&FPF employee and you do not know which OP&FPF type to select, please contact OP&FPF for assistance.

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### 4. What are the steps to payout an unused leave balance in which OPERS (or OP&FPF) has confirmed is NON-pensionable?

**Note: the answer to Earnings and Leave FAQ #4 involves the multiple steps that follow, beginning with the Overview below.**

#### FAQ #4A: Overview

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Payouts of unused leave at retirement, termination of employment, or during the course of the year (*whenever your entity's policies state that leave should be paid out*) may or may not be pensionable.

**You must verify the pensionable or non-pensionable status of each leave payout with OPERS and/or OP&FPF prior to payment.** If you are informed by OPERS or OP&FPF that the leave payout is non-pensionable, follow the steps below to setup a non-retirement earning for paying the leave – this ensures that no employer or employee retirement withholdings will be generated, nor included on the monthly retirement reports.

#### FAQ #4B: Set Up A Non-Retirement Earning For Leave Payouts

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**STEPS TO ACCESS:** Payroll → Maintenance → **Earnings and Leave**

- Step 1:** Review the list grid to see if you already have a non-retirement item established for leave payouts. If one already exists, skip to the section titled “Add the non-retirement earning to an employee.” If a non-retirement earning does not already exist, follow the steps below to add one.
- Step 2:** Click on the **Add** button.
- Step 3:** Enter a unique **Name** for the new earning.
- Step 4:** Select Non-Retirement Items as the **Type** by clicking on the down arrow on the right side of the earning type field.
- Step 5:** Leave the OP&FPF Type blank.
- Step 6:** Click on the **Save** button to add the new earning.
- Step 7:** Click on the **Close** button to exit the Add Earning or Leave form after the new earning has been saved.

#### FAQ #4C: Add The Non-Retirement Earning To An Employee

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**STEPS TO ACCESS:** Payroll → Maintenance → **Employees**

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- Step 1:** From the main Employees screen, select an **employee** to edit by clicking on the checkbox beside the employee ID.
- Step 2:** Click on the Edit button and select the Advanced option.
- Step 3:** Click on the Earnings tab.
- Step 4:** Change the Status filter (located above the earning list) to **All** by clicking on the down arrow on the right side of the field. Review the list grid to see if an earning type that is between 9000-9299 is already set up for leave payouts. If one already exists, make sure the status is active (*if one is inactive, activate it and skip to “Adjust the leave balance to reflect any remaining hours.”*) If one does not exist, follow the steps below to add a non-retirement earning to the employee.
- Step 5:** Click on the Add button.
- Step 6:** Verify the **Active** radio button is selected for the **Earning Status**. (*The system automatically defaults the radio button to ‘Active’*).
- Step 7:** Select the position **Name** by clicking on the down arrow on the right side of the Position field.
- Step 8:** Select the position **Type** by clicking on the down arrow on the right side of the Type field.
- Step 9:** Select the **Department** by clicking on the down arrow on the right side of the Type field.
- Step 10:** Select the position **Classification** – Hired or Appointed. (*If the employee position type is ‘Other’, the classification is automatically set to ‘Hired’ and cannot be modified*)
- Step 11:** Select the Unemployment Eligible checkbox (*it may be automatically selected depending on the position classification*).
- Step 12:** Select the Non-Retirement Earning set up for leave payouts by clicking on the down arrow on the right side of the earning field.
- Step 13:** Verify or modify the earning **Description**.
- Step 14:** Select the pay **Frequency** (*typically this would be annual for a leave payout*) by clicking the down arrow on the right side of the frequency field.
- Step 15:** Enter the **Pay Rate** for the earning.
- Step 16:** On the Withholdings tab, select the withholdings that should be deducted from the employee earning that is being added by clicking on the checkbox beside the

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withholding type. For this type of earning you should only include taxes such as Federal, State, Medicare, Local, and Schools. Do NOT include any supplemental taxes or non-tax withholdings such as health insurance or union dues – these should only be withheld from regular earnings.

*Important: If the employee has a garnishment or other court ordered withholding, you will need to review the court order to determine how much, if any, should be withheld from the leave payout.*

- Step 17:** On the Accounts tab, select an **Account Split Method:** No Split, Manual, Percentage, or Hours. Select the Appropriation Account(s) that the employee earning will be paid from by clicking on the down arrow on the right side of the appropriation account field.
- Step 18:** Click the Save button.
- Step 19:** Click on the Close button to exit the Edit Employee Earning screen.
- Step 20:** Click on the Close button again to exit the Edit Employee screen.
- Step 21:** Repeat steps 1 – 20 to add the non-retirement earning for leave payouts to any additional employees as necessary.

### FAQ #4D: Adjust The Leave Balance To Reflect Any Remaining Hours

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#### *STEPS TO ACCESS:* Payroll → Utilities → **Leave Balance Adjustment**

- Step 1:** The system displays the message, ‘Supporting documentation should be retained for all leave balance adjustments.’ Click on the **OK** button to proceed.
- Step 2:** Under the Adjust Leave Balance section, select to filter the employee leave balances **By Employee**.
- Step 3:** Select the applicable employee. Click in the **Adjustment** field for the leave type that is being adjusted and enter the adjustment amount (the hours that the employee will be paid for, *as a negative number*).
- Step 4:** Select or enter the **Date** of the adjustment to be posted. This should be the payout date.
- Step 5:** Type in a descriptive explanation in the **Purpose** field (*this will display on Leave reports*).
- Step 6:** Click on the **Post** button.
- Step 7:** Repeat steps 2-6 for each leave or employee that will receive leave payouts.
- Step 8:** Click on the **Close** button to exit.



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### FAQ #4E: Pay The Leave Payout

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*STEPS TO ACCESS:* Payroll → Transactions → **Wages**

UAN recommends always posting leave payouts on a separate payment from regular earnings.

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

**Step 2:** Select Warrant/EFT.

**Step 3:** The system will display the following message: ‘Please remember to verify the pay period dates for the wages to be added. These dates are critical for the accuracy of the withholding rates and reports. If desired, this Pay Period Reminder may be disabled at: General > Maintenance > User Preferences (Wages tab)’. Click the **OK** button to continue.

**Step 4:** Select the Departments from the list by clicking on the checkbox beside the department name.

**Step 5:** Select the Frequencies (Annual if set up like suggested above) from the list by clicking on the checkbox beside the frequency name.

**Step 6:** Verify or modify the pay period Start Date and End Date of the frequencies for which wages are being added. If the Start Date and End Date need to be modified, click the Start Date and/or End Date fields and manually enter the dates.

**Step 7:** Select ONLY the Non-Retirement Leave Payout Earning from the list by clicking on the appropriate checkbox beside the employee ID for each employee as necessary.

**Step 8:** Click the Save button.

**Step 9:** Click the Close button.

**Step 10:** The following system message will be displayed, ‘Open the Edit form to edit the new wages?’ Select Yes to open the edit form for all newly added wages.

**Step 11:** Input the hours to pay out to the employee in the non-retirement leave payout earning.

**Step 12:** Zero out any leave accruals in the Earned/Used/Denied Leaves grid at the bottom of the screen.

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

**Step 13a:** No OPERS or OP&FPF should be withheld from this payment. If either of these withholdings are listed in the grid, **STOP** and call UAN Support

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before proceeding. **Do NOT zero out the withholding and continue to post this wage.**

**Step 13b:** Only taxes should be withheld. Any supplemental or non-tax withholdings like health insurance or union dues should be zeroed out in the Override column.

**Important**The IRS and the Ohio Department of Taxation both **require** withholding special “supplemental rates” from non-wage payments such as leave payouts. The UAN software does not automatically withhold at these rates! You will need to manually calculate the Federal and Ohio tax amounts and enter them into the Employee Withholdings Override column (*Medicare, local, and school taxes do not need to be edited*). **For withholding rate questions, review the IRS Publication 15 (Circular E) and/or consult with the taxing agencies or a tax advisor. UAN cannot determine the tax rates for any type of leave payout.** *Note: Payouts are part of regular wages on the W-2, so a significant portion of these high withholdings may be refunded with your employee’s tax returns.*

**Step 13c:** If the employee has a garnishment or child support withholding, review the court order to determine how much, if any, should be withheld from the payout.

**Step 14:** Review the information in the Wage area at the bottom right of the Edit Wage form to verify the Hours paid, Employer WH, Gross wages, Withholdings, Non-Cash, and Net wages.

**Step 15:** Click the **Save** button.

**Step 16:** If more than one wage was selected to edit, repeat Steps 11-15 to edit each wage and then close the Edit Wage form.

**Step 17:** Review the Batch reports for accuracy.  
Payroll → Reports & Statements → Batch Reports – **Wages**

**Step 18:** Post/Print the leave payout wages.

### FAQ #4F: Deactivate The Non-Retirement From The Employee’s Earnings

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**STEPS TO ACCESS:** Payroll → Maintenance → **Employees**

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

**Step 2:** Click on the Edit button and select the Advanced option.

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- Step 3:** Click on the Earnings tab.
- Step 4:** Click on the leave payout non-retirement earning.
- Step 5:** Click on the Deactivate button and close the form.

### \*\*\*END OF EARNINGS AND LEAVE FAQ #4 MULTI-STEP SOLUTION\*\*\*

#### 5. What are the steps to payout a Bonus in which OPERS (or OP&FPF) has confirmed is NON-pensionable?

**Note: the answer to Earnings and Leave FAQ #5 involves the multiple steps that follow, beginning with the Overview below.**

##### FAQ #5A: Overview

---

Bonuses may or may not be pensionable. **You must verify the pensionable or non-pensionable status of each bonus with OPERS and/or OP&FPF prior to payment.** If you are informed by OPERS and/or OP&FPF that the bonus is non-pensionable, follow the steps below to setup a non-retirement earning for paying the bonus – this ensures that no employer or employee retirement withholdings will be generated, nor included on the monthly retirement reports.

##### FAQ #5B: Set Up A Non-Retirement Earning For Bonuses

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**STEPS TO ACCESS:** Payroll → Maintenance → **Earnings and Leave**

- Step 1:** Review the list grid to see if you already have a non-retirement item established for bonuses. If one already exists, skip to the section titled “Add the non-retirement earning to an employee.” If a non-retirement earning does not already exist, follow the steps below to add one.
- Step 2:** Click on the **Add** button.
- Step 3:** Enter a unique **Name** for the new earning.
- Step 4:** Select Non-Retirement Items as the **Type** by clicking on the down arrow on the right side of the earning type field.
- Step 5:** Leave the OP&FPF Type blank.
- Step 6:** Click on the **Save** button to add the new earning.

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**Step 7:** Click on the **Close** button to exit the Add Earning or Leave form after the new earning has been saved.

### FAQ #5C: Add The Non-Retirement Earning To An Employee

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#### *STEPS TO ACCESS:* Payroll → Maintenance → **Employees**

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

**Step 2:** Click on the Edit button and select the Advanced option.

**Step 3:** Click on the Earnings tab.

**Step 4:** Change the Status filter (located above the earning list) to **All** by clicking on the down arrow on the right side of the field. Review the list grid to see if an earning type that is between 9000-9299 is already set up for bonuses. If one already exists, make sure the status is active (*if one is inactive, activate it and skip to “Pay the Bonus.”*) If one does not exist, follow the steps below to add a non-retirement earning to the employee.

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

**Step 6:** Verify the **Active** radio button is selected for the **Earning Status**. (*The system automatically defaults the radio button to ‘Active’*).

**Step 7:** Select the position **Name** by clicking on the down arrow on the right side of the Position field.

**Step 8:** Select the position **Type** by clicking on the down arrow on the right side of the Type field.

**Step 9:** Select the **Department** by clicking on the down arrow on the right side of the Type field.

**Step 10:** Select the position **Classification** – Hired or Appointed. (*If the employee position type is ‘Other’, the classification is automatically set to ‘Hired’ and cannot be modified*)

**Step 11:** Select the Unemployment Eligible checkbox (*it may be automatically selected depending on the position classification*).

**Step 12:** Select the Non-Retirement Earning set up for bonuses by clicking on the down arrow on the right side of the earning field.

**Step 13:** Verify or modify the earning **Description**.

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- Step 14:** Select the pay **Frequency** (*typically this would be annual for a bonus*) by clicking the down arrow on the right side of the frequency field.
- Step 15:** Enter the **Pay Rate** for the earning.
- Step 16:** On the Withholdings tab, select the withholdings that should be deducted from the employee earning that is being added by clicking on the checkbox beside the withholding type. For this type of earning you should only include taxes such as Federal, State, Medicare, Local, and Schools. Do NOT include any supplemental taxes or non-tax withholdings such as health insurance or union dues – these should only be withheld from regular earnings.
- Important: If the employee has a garnishment or other court ordered withholding, you will need to review the court order to determine how much, if any, should be withheld from the bonus.*
- Step 17:** On the Accounts tab, select an **Account Split Method:** No Split, Manual, Percentage, or Hours. Select the Appropriation Account(s) that the employee earning will be paid from by clicking on the down arrow on the right side of the appropriation account field.
- Step 18:** Click the Save button.
- Step 19:** Click on the Close button to exit the Edit Employee Earning screen.
- Step 20:** Click on the Close button again to exit the Edit Employee screen.
- Step 21:** Repeat steps 1 – 20 to add the non-retirement earning for bonuses to any additional employees as necessary.

### FAQ #5D: Pay The Bonus

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**STEPS TO ACCESS:** Payroll → Transactions → **Wages**

UAN recommends always posting bonuses on a separate payment from regular earnings.

- Step 1:** Click the Add button.
- Step 2:** Select Warrant/EFT.
- Step 3:** The system will display the following message: ‘Please remember to verify the pay period dates for the wages to be added. These dates are critical for the accuracy of the withholding rates and reports. If desired, this Pay Period Reminder may be disabled at: General > Maintenance > User Preferences (Wages tab)’. Click the **OK** button to continue.

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- Step 4:** Select the Departments from the list by clicking on the checkbox beside the department name.
- Step 5:** Select the Frequencies (Annual if set up like suggested above) from the list by clicking on the checkbox beside the frequency name.
- Step 6:** Verify or modify the pay period Start Date and End Date of the frequencies for which wages are being added. If the Start Date and End Date need to be modified, click the Start Date and/or End Date fields and manually enter the dates.
- Step 7:** Select ONLY the Non-Retirement Bonus Earning from the list by clicking on the appropriate checkbox beside the employee ID for each employee as necessary.
- Step 8:** Click the Save button.
- Step 9:** Click the Close button.
- Step 10:** The following system message will be displayed, ‘Open the Edit form to edit the new wages?’ Select Yes to open the edit form for all newly added wages.
- Step 11:** Input the hours to pay out to the employee in the non-retirement bonus earning.
- Step 12:** Zero out any leave accruals in the Earned/Used/Denied Leaves grid at the bottom of the screen.
- Step 13:** Click on the Withholdings tab.
- Step 13a:** No OPERS or OP&FPF should be withheld from this payment. If either of these withholdings are listed in the grid, **STOP** and call UAN Support before proceeding. **Do NOT zero out the withholding and continue to post this wage.**
- Step 13b:** Only taxes should be withheld. Any supplemental or non-tax withholdings like health insurance or union dues should be zeroed out in the Override column.
- Important**The IRS and the Ohio Department of Taxation both **require** withholding special “supplemental rates” from non-wage payments such as bonuses. The UAN software does not automatically withhold at these rates! You will need to manually calculate the Federal and Ohio tax amounts and enter them into the Employee Withholdings Override column (*Medicare, local, and school taxes do not need to be edited*). **For withholding rate questions, review the IRS Publication 15 (Circular E) and/or consult with the taxing agencies or a tax advisor. UAN cannot determine the tax rates for any type of leave payout.** *Note: Payouts are part of regular wages on*

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*the W-2, so a significant portion of these high withholdings may be refunded with your employee's tax returns.*

- Step 13c:** If the employee has a garnishment or child support withholding, review the court order to determine how much, if any, should be withheld from the payout.
- Step 14:** Review the information in the Wage area at the bottom right of the Edit Wage form to verify the Hours paid, Employer WH, Gross wages, Withholdings, Non-Cash, and Net wages.
- Step 15:** Click the **Save** button.
- Step 16:** If more than one wage was selected to edit, repeat Steps 11-15 to edit each wage and then close the Edit Wage form.
- Step 17:** Review the Batch reports for accuracy.  
Payroll → Reports & Statements → Batch Reports – **Wages**
- Step 18:** Post/Print the bonus wages.

### FAQ #5E: Deactivate The Non-Retirement From The Employee's Earnings

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**STEPS TO ACCESS:** Payroll → Maintenance → **Employees**

- Step 1:** From the main Employees screen, select an **employee** to edit by clicking on the checkbox beside the employee ID.
- Step 2:** Click on the Edit button and select the Advanced option.
- Step 3:** Click on the Earnings tab.
- Step 4:** Click on the Bonus non-retirement earning.
- Step 5:** Click on the Deactivate button and click Close to close the form.

**\*\*\*END OF EARNINGS AND LEAVE FAQ #5 MULTI-STEP SOLUTION\*\*\***

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### EFT PRENOTES

#### OVERVIEW

The **EFT prenotes** area is used to create a pre-notification file that should be sent to the Automated Clearing House (ACH) banking institution for pre-approval. All EFT information should be verified and pre-approved before an EFT payment can take place. This information should be sent prior to using EFT for the first time and each time an employee is added to the EFT process or when changing existing EFT information for an employee. Once the prenote is sent and the EFT information has been verified, you can mark that the prenote was sent for the employees by selecting the employees in the EFT prenote screen and clicking 'Mark Sent'. You can also edit the Employee's information in the Employees area and check the box for 'Prenote was sent'. Be sure to save this change to each employee's information.

#### STEPS TO ACCESS

Payroll → Maintenance → **EFT Prenotes**

#### DATA REQUIREMENTS

Field	Type	Required	Additional Information
Effective Date	Date	Yes	<ul style="list-style-type: none"><li>Set the prenote effective date to be at least 2 days after the date you will transmit the prenote file to your bank.</li><li>The minimum date is the computer (today's) date.</li></ul>
Include employee bank account information	Checkbox	No	<ul style="list-style-type: none"><li>When this option is selected, the employee bank account information (routing number, account number and type) will be included on the EFT pre-notification file report.</li></ul>
Employees	Grid	No	<ul style="list-style-type: none"><li>The employees with the 'EFT is authorized' and <i>not</i> the 'Prenote was sent' checkbox selected will be displayed in the grid.</li><li>The system automatically defaults all employees to be selected in the grid.</li></ul>

#### HOW TO SEND EFT PRENOTES

**Step 1:** The system will display the message, 'Set the prenote Effective Date to be at least 2 days after the date you will transmit the prenote file to your bank.' Click the **OK** button to proceed.

**Step 2:** Select an **Effective Date** for the prenote file. (*Set the effective date to be at least 2 days after the date you will transmit the prenote file to your bank.*)



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- Step 3:** Select the **‘Include employee bank account information’** checkbox if you want the employee(s) bank account information (routing number, account number and type) to be included on the EFT pre-notification file report.
- Step 4:** Verify that the correct **Employees** are checked in the list grid.
- Step 5:** Click the **File** button.
- Step 6:** The system will display the following message, ‘File “PN000000A.txt” saved successfully. Location: C:\\_UAN\_EFiles\’. Click on the **OK** button to proceed.
- Step 7:** The system will display the following message, ‘After this prenote file is verified by your bank, return to this area and use the [Mark Sent] button to activate EFTs for the verified employees. – Payroll > Maintenance > EFT Prenotes – This additional step must be completed in order to post EFT wages.’. Click on the **OK** button to proceed.
- Step 8:** The system will display the following message, ‘Display a report of the saved EFT file?’. Click **Yes** to display the **Prenotification File Report**. *(Click on the **No** button to skip viewing the report.)*
- Step 9:** If displaying the report, a Report Viewer screen will be opened and display the **Prenotification File Report**. Click on the **Print** button to print the report, or click the **Close** button to close the Report Viewer.
- Step 10:** Click on the **Close** button to exit the EFT Prenotes screen.
- Step 11:** Retrieve the **prenote file** under C:\\_UAN\_EFiles to upload it at the bank’s website, into software supplied by your bank, or some other method of transmission to your bank.
- Step 12:** If you are not notified by your bank of any errors within three banking days after the prenote effective date, make sure the employees on the EFT Prenotes screen are selected and click on the **Mark Sent** button. This will automatically check the ‘Prenote was sent’ box for the selected employees under Payroll → Maintenance → Employees.
- Step 13:** You are now ready to begin paying the employee(s) with **EFT vouchers**. *(Refer to the **How To Add A Wage, How To Edit A Wage, and How To Post/Print A Wage (Warrant/EFT)** sections of this manual for the steps on how to add EFT wages for each employee.)*

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EFT PRENOTES FREQUENTLY ASKED QUESTIONS

**1. When do I send the prenote?**

When you first enter or change the EFT information for an employee, you should always send a prenotification file (prenote) before you pay that employee through EFT. The prenote is a file like a regular EFT file, but with a \$0.00 amount for each employee in the file. This allows you to test that the information entered for employees (TRN, account number and account type) is correct before sending an EFT payment through the system.

*Reminder: Prenotes are created without entering wage records.*

**2. When can I check the ‘Prenote was sent’ box for an employee under Payroll → Maintenance → Employees?**

You can check the ‘Prenote was sent’ box for each employee under Payroll → Maintenance → Employees or utilize the **Mark Sent** button under Payroll → Maintenance → EFT Prenotes to automatically check the ‘Prenote was sent’ box for the selected employees if you do not receive notification of an error within three banking days after the prenote effective date.

*Reminder: When the ‘EFT authorized’ box is checked and the routing number, account number and account type have been entered, but the ‘Prenote was sent’ box is not checked, the employee is available to be put on a prenote, and any wages posted will print warrants. Once the ‘Prenote was sent’ box is checked, the employee is not available to be put on a prenote, and any wages posted will print EFT vouchers.*

## Uniform Accounting Network – Payroll Manual

### EFT SETUP

#### EFT WAGES ON UAN: GETTING STARTED

UAN is pleased to provide Electronic Funds Transfer (EFT)\* for employee wage payments through the Payroll Module (also commonly referred to as payroll ‘direct deposit’). The EFT Setup area should not be completed without the assistance of a UAN representative. Its purpose is to retain customized technical specifications that may be used by the entity’s bank for accurate transmission of EFT wages from the entity bank to employee bank accounts. Depending on the method of transmission (explained below), a UAN representative may need to contact a technical specialist at your bank before this form can be completed accurately.

Please understand that from your bank’s perspective, UAN is a third party that does not directly arrange an EFT transmission with the bank – the fiscal officer must contact the bank to initiate the process. The following steps will get you started:

1. Contact a representative at the bank in which your entity keeps its primary checking account to inform them that you are interested in direct deposit for employee payroll. Find out what methods they have available and the fees (if any) associated with each option. Usually banks offer one or more methods described below:

**a. Internet File Upload**

This method requires that the entity generates a file – a file that is compliant with some very specific technical information that banking systems use. Note that after an initial setup and testing phase, the UAN software can generate this file for you with just a few extra steps after you post your Payroll (posting will also print EFT Pay Stubs instead of warrants). This is an ideal option for entities that have a lot of employees on direct deposit since it reduces the possibility of errors and is less time consuming than the manual data entry method described below.

**b. Internet Manual Data Entry**

Entities that have very few employees may find this option appealing. This method typically involves entering each employee’s net wages directly into a form on your bank’s website after you have posted wages in UAN. To generate EFT pay stubs instead of warrants when payroll is posted in UAN, an initial setup phase and a few ongoing processing steps are necessary.

**c. Other methods?**

If the bank representative describes something other than a. or b. above, please inform UAN Support.

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2. After getting clarification from the bank on the options available and any fees involved, your board/council should determine the best direction for your entity.
3. Complete any necessary paperwork required by the bank (some banks may require that you complete their setup paperwork before they will go over technical information with a UAN representative).
4. **If your governing board chooses the Internet File Upload method**, then call or send an email message to UAN Support with:
  - a. The bank name and branch.
  - b. The name of the bank EFT specialist and their direct phone number.

A UAN EFT representative will call the bank specialist to confirm/clarify some technical specifications for the file that will be uploaded. Please allow for 2-3 business days after providing this information. The UAN EFT representative will then contact you to arrange a time for the representative to activate EFT on the UAN computer and train you on the overall process. This type of setup and training typically takes about 45-60 minutes over the phone.

5. **If your governing board chooses the Internet Manual Data Entry method**, then UAN will not need to speak with a bank representative. Contact UAN as soon as possible to arrange a time for the UAN EFT representative to activate EFT on the UAN computer and train you on the overall process. This type of setup and training typically takes about 35-45 minutes over the phone.

\*It is important to note that the UAN software feature referred to as ‘EFT’ is completely unrelated to online withholding payments to payroll vendors such as those that might be set up for IRS or OPERS electronic payments. In the case of withholding payments that are made online, the UAN software includes an option to post an electronic withholding payment in lieu of a warrant, but posting it will not actually transmit a transaction file to the bank – that is something that you must arrange separately with each payroll vendor per the vendor’s instructions. You may contact UAN Support if you need further clarification about electronic withholding payments.

### STEPS TO ACCESS

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Payroll → Maintenance → **EFT Setup**

### DATA REQUIREMENTS

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Field	Type	Required	Additional Information
<b>Company (Entity)</b>			
Immediate Origin Name	Text (23)	Yes	<ul style="list-style-type: none"> <li>Usually the entity's name.</li> </ul>
Company Name	Text (16)	Yes	<ul style="list-style-type: none"> <li>Usually the entity's name.</li> </ul>
Company Description	Text (10)	Yes	<ul style="list-style-type: none"> <li>Usually set to 'PAYROLL'.</li> </ul>
PAYROLL	Button	No	<ul style="list-style-type: none"> <li>When this button is clicked on it will automatically set the Company Description to 'PAYROLL'.</li> </ul>
Company ID	Text (10)	Yes	<ul style="list-style-type: none"> <li>Usually is set to '1 + the entity's Federal Tax ID'.</li> </ul>
1 + Fed Tax ID	Button	No	<ul style="list-style-type: none"> <li>When this button is clicked on it will automatically set the Company ID to '1 + the entity's Federal Tax ID'</li> </ul>
<b>Immediate Origin</b>			
Immediate Origin	Radio Button (4)	No	<ul style="list-style-type: none"> <li>The following four options are available to select: <ul style="list-style-type: none"> <li>1 + Fed Tax ID (Entity)</li> <li>Immediate Destination</li> <li>DFI Transit Routing #</li> <li>Other</li> </ul> </li> </ul>
Other	Text (10)	No	<ul style="list-style-type: none"> <li>This field <u>only available and required</u> if 'Other' is selected for the Immediate Origin.</li> </ul>
<b>DFI – Depository Financial Institution (Bank )</b>			
Immediate Dest. Name	Text (23)	Yes	<ul style="list-style-type: none"> <li>Usually the name of the entity's bank.</li> </ul>
Immediate Destination	Integer (9)	Yes	<ul style="list-style-type: none"> <li>Usually the entity's bank transit routing number (TRN) which is the first nine digits on the bottom left hand corner of the entity's warrants.</li> </ul>
DFI Transit Routing #	Integer (9)	Yes	<ul style="list-style-type: none"> <li>Usually the entity's bank transit routing number (TRN) which is the first nine digits on the bottom left hand corner of the entity's warrants.</li> </ul>
<b>Trace Number</b>			
Trace Number	Radio Button (2)	No	<ul style="list-style-type: none"> <li>The following two options are available to select: <ul style="list-style-type: none"> <li>Immediate Destination (Default)</li> <li>DFI Transit Routing #</li> </ul> </li> <li>This selection determines which TRN is used for the Trace Number.</li> </ul>

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<b>Debit/Credit Balance</b>			
Offset prenotes	Checkbox	No	<ul style="list-style-type: none"> <li>If your prenote files need to be balanced files (debits = credits), check this box to include an offsetting entry detail record.</li> </ul>
Transaction Code	Radio Button (3)	No	<ul style="list-style-type: none"> <li>This selection is only available and required if the ‘Offset prenotes’ option is selected.                             <ul style="list-style-type: none"> <li>23 (Default)</li> <li>27</li> <li>28</li> </ul> </li> </ul>
Offset EFTs	Checkbox	No	<ul style="list-style-type: none"> <li>If your EFT files need to be balanced files (debits = credits), check this box to include an offsetting entry detail record.</li> </ul>
<b>Settlement Date (Julian )</b>			
Settlement Date (Julian)	Radio Button (2)	No	<ul style="list-style-type: none"> <li>The following two options are available:                             <ul style="list-style-type: none"> <li>Zero Fill (Default)</li> <li>Blank Fill</li> </ul> </li> </ul>
<b>File</b>			
Add bank control record	Checkbox	No	<ul style="list-style-type: none"> <li>If your bank requires the files they receive to begin with a file identifier, check the box and enter the control record text.</li> </ul>
Bank Control Record	Text (94)	No	<ul style="list-style-type: none"> <li>This field is <u>only available and required</u> if the ‘Add bank control record’ option is selected.</li> </ul>
Pad to length	Checkbox	No	<ul style="list-style-type: none"> <li>This field is <u>only available and required</u> if the ‘Add bank control record’ option is selected.</li> </ul>
Length	Spin (2)	No	<ul style="list-style-type: none"> <li>This field is <u>only available and required</u> if the ‘Add bank control record’ option and the ‘Pad to length’ options are both selected.</li> <li>It must be greater than or equal to the number of characters in Bank Control Record. (Defaults to 0 and has a maximum of 94.)</li> </ul>
File name must always be	Checkbox	No	<ul style="list-style-type: none"> <li>Some banks require the files they receive to have a specific name instead of the default file name that is based on the effective date. To set a ‘constant’ name, check the box and enter the name for the EFT files (For example: entityname).</li> </ul>

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File name	Text (30)	No	<ul style="list-style-type: none"> <li>This field is <u>only available and required</u> if the ‘File name must always be’ option is selected.</li> </ul>
Extension must always be	Checkbox	No	<ul style="list-style-type: none"> <li>If the file name must always have a specific file extension, select this checkbox. (For example: txt)</li> </ul>
Extension	Text (10)	No	<ul style="list-style-type: none"> <li>This field is <u>only available and required</u> if the ‘Extension must always be’ option is checked.</li> <li>Do not include a period in the extension name.</li> </ul>

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### HOW TO ADD EFT SETUP INFORMATION

- Step 1:** Verify the **Federal ID** number is correct under General → Maintenance → Entity Setup → Entity Information.
- Step 2:** Verify the **Primary Checking Account Number** is correct under Accounting → Maintenance → Checking Accounts. The checking account number will be listed under the Number column in Primary account row. Make sure that the number is accurate and does not include blank spaces or extra characters such as dashes (-) or periods. Edit if corrections are needed.
- Step 3:** The EFT Setup form under Payroll → Maintenance → **EFT Setup** must be completed with direct guidance over the phone from a UAN Support representative specializing in EFT. Please see the EFT Setup overview for details to initiate the process.
- Step 4:** Fill out required fields on the **EFT Setup** screen *as instructed by a UAN representative*.
- Step 5:** Click on the **Save** button. *(Selecting **Close** on this step will prompt the system to display a message ‘Save Changes?’. Selecting **Yes** will still save the modifications. Selecting **No** will exit without saving. Selecting **Cancel** will return to the EFT Setup form.)*
- Step 6:** Click on the **Close** button to exit the EFT Setup form after the EFT setup information has been saved. *(The system displays a message in the bottom left corner of the EFT Setup form to confirm the EFT Setup has been saved.)*
- Step 7:** The entity EFT setup is **complete**. EFT must now be setup for each individual employee under the Payroll → Maintenance → Employees. *(Refer to the **Frequently Asked Questions** under the **Employees** section of this manual for the steps on how to setup EFT information for each employee.)*

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EFT SETUP FREQUENTLY ASKED QUESTIONS

**1. Where can I find the bank transit routing number (TRN) for our entity?**

Your entity's bank TRN is the first nine digits on the bottom left hand corner of your entity's warrants.



## Uniform Accounting Network – Payroll Manual

### EMAIL EDITOR

This screen is used to setup *multiple employees* to receive an EFT pay stub by email. It is only applicable to clients that are currently using EFT (Electronic Funds Transfer) for employee wages. Before attempting to use this screen, please read ‘Appendix 1: Steps For Emailing EFT Pay Stubs’ for detailed information.

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### EMPLOYEES

#### OVERVIEW

An **employee** is a person employed to perform a job for wages or salary. New employees can be added, or existing employees can edit on the Employees screen. There is an **Add Employee Wizard** built into the software that provides step-by-step instructions on how to add an employee. Existing employees can be edited on the Employees screen using the **Guided** or **Advanced** menu options. The Guided method will take you directly to the specific Employees tab you choose to edit. The Advanced method will take you to the main Employees screen where you will have the option to edit any tabbed page on the Employees screen. Use the Guided option until you have good understanding of how the Employees screen functions.

There are seven tabbed pages within the Employees screen - **Information, Additional Info, Earnings, Overtimes, Non-Cash, Leaves, and Withholdings**. With the exception of the Information and Additional Info pages, the tabbed pages include item lists with Add, Edit and Display buttons that can open sub-forms. The sub-forms have their own tabbed pages. An overview of each of the tabbed pages of the Employees screen follows below and includes details about the sub-form's tabbed pages (if applicable).

**Note:** If a user's role is not marked as 'Belongs to the Fiscal Office', that user can only display employees. Users with a role that is marked as 'Belongs to the Fiscal Office' have access to all the options on the Employees screen.

#### INFORMATION

The **Information** tab contains the basic information to establish an employee in the system like the employee name, address and contact information. Before adding employee data, be sure to also have the following important information: Social security number, Federal and State withholding status, OPERS or OP&FPF member date, and Electronic Funds Transfer (EFT) information (if the employee's pay will be directly deposited). The pay status of an employee (Active/Inactive) and the status of the employee (Full Time/Part Time) are established on this tab as well.

The Information tab also includes an option to 'Track Hours By Pay Period' or 'By Day'. Tracking hours by pay period means the total hours worked during a pay period will be need to be entered when creating wages for an hourly paid employee. Please note that currently the 'By Day' option is disabled in UAN. This option will be an enhancement included in future software updates and UAN Support will notify all customers when this feature becomes available. Until then, **it is important to select 'Track Hours By Pay Period' for all employees** to avoid unnecessary complications when editing wages.

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### ADDITIONAL INFORMATION

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The **Additional Info** tab is an optional screen used to input additional employee information that is not contained on the Information tab. Additional Info may include a driver's license number, certification numbers, or training classes attended.

### EARNINGS

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The **Earnings** tab is where one or more earnings can be assigned to an employee. An employee earning is an earning assigned to and customized for a particular employee. New earnings can be added to an employee, or existing employee earnings can be edited on this screen. Earnings can also be activated or deactivated for an employee on this screen.

Earnings of the following types can be used for employee earnings:

- **1000-1999**     **Salary**
- **2000-2999**     **Hourly Wages**
- **4000-4999**     **Per Item Wages**
- **7000-7999**     **Other Taxable Items**
- **8000-8999**     **Non-Taxable Items**
- **9000-9399**     **Non-Retirement Items**
- **9400-9799**     **Non-Taxable Non-Retirement**

Employee earnings must specify a position name, position type, earning, earning description, pay frequency, and be assigned to a department. Employee earnings must also specify an appropriation account to be paid from. The position name can be selected from any of the positions saved for existing employees or, if none of the existing positions are appropriate, a new position name can be typed into the box. If an employee earns a particular type of earning for multiple positions or to be paid at different rates or frequencies, a *separate* employee earning of that particular type can be added for *each* position, rate, or frequency by giving each employee earning a unique description.

When adding an Hourly (2xxx) or Per Item (4xxx) earning, the value entered in the Typical Hours/Typical Items box will be the default hours or items in wages when paying the earning. The number can still be modified as needed when paying wages. When adding a Salary (1xxx) earning that will be used to accrue any type of prorated leave, the Typical Hours must be entered in order for the leave accrual to calculate properly. When adding a Salary (1xxx) earning that will *not* be used to accrue prorated leave, entering Typical Hours is optional. The typical hours typical items entered are designated as per pay period. The system will use this information to calculate the total hours or items when paying wages, according to the current pay period dates.

**DETAILS – EARNINGS SUB-FORM TABBED PAGE**

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The Details tab of an employee earning contains the fields to document pay change dates and information, OP&FPF pick-up and frequency codes (for the OP&FPF report), probation end and termination dates as well as leave of absence dates and information.

### **OVERTIMES – *EARNINGS SUB-FORM TABBED PAGE***

The employee overtimes selected on the Overtimes tab for an employee earning can be paid with that earning when paying wages. Each selected employee overtime will be paid with the employee earning according to the settings for that employee overtime. Each employee overtime can only be assigned to a single employee earning, but an employee earning can have more than one overtime assigned to it.

Employee earnings of the following types can select overtimes to pay:

- **1000-1999**     **Salary**
- **2000-2999**     **Hourly Wages**

### **NON-CASH – *EARNINGS SUB-FORM TABBED PAGE***

The employee non-cash benefits selected on the Non-Cash tab for an employee earning can be paid with that earning when paying wages. Each selected employee non-cash benefit will be paid with the employee earning according to the settings for that employee non-cash benefit. Multiple non-cash benefits can be assigned to an employee earning, but each non-cash benefit can only be attached to one employee earning.

Employee earnings of the following types can select non-cash benefits to pay:

- **1000-1999**     **Salary**
- **2000-2999**     **Hourly Wages**
- **4000-4999**     **Per Item Wages**
- **7000-7999**     **Other Taxable Items**
- **9000-9399**     **Non-Retirement Items**

### **LEAVES – *EARNINGS SUB-FORM TABBED PAGE***

The employee leaves selected on the Leave tab for an employee earning can be accrued or used by that earning when paying wages. The employee earning will accrue or use each selected employee leave according to the settings for that employee leave.

Employee earnings of the following types can select employee leave to accrue and use:

- **1000-1999**     **Salary**
- **2000-2999**     **Hourly Wages**

### **WITHHOLDINGS – *EARNINGS SUB-FORM TABBED PAGE***

The employee withholdings selected on the Withholdings tab for an employee earning will be applied to that earning, as well as any overtimes and paid leaves attached to that earning, when

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paying wages. Each selected employee withholding will be applied to the employee earning according to the settings for that employee withholding. The types of withholdings that can be selected to apply to an employee earning is determined according to how that withholding has been set up in Payroll > Maintenance > Withholdings.

### ACCOUNTS – *EARNINGS SUB-FORM TABBED PAGE*

An earning may be paid from multiple appropriation accounts by adding those accounts to the Appropriation Accounts grid and choosing an Account Split Method on the Accounts tab for an employee earning.

The following split methods are available:

- **No Split** – The earning will be paid from a single appropriation account.
- **Manual** – The earning will be paid from multiple appropriation accounts but the distribution among them will be entered when paying wages. When this setting is selected for Hourly (2xxx) and Per Item (4xxx) earning types, the Typical Hours/Typical Items box is disabled and set to 0.00.
- **Percentage** – The earning will be paid from multiple appropriation accounts distributed according to the percentages entered. The percentages entered for the selected appropriation accounts must total 100. The percentages can still be modified as needed when paying wages.
- **Hours** – The earning will be paid from multiple appropriation accounts distributed according to the hours entered. When this setting is selected, Typical Hours is disabled and set to the total of the hours entered for the selected appropriation accounts. The hours can still be modified as needed when paying wages. This option is only available for Hourly (2xxx) earning types.

Although the Manual, Percentage, and Hours split methods do not force the selection of multiple appropriation accounts, the No Split option provides the most flexibility of setup for paying from a single account. If the Account Split Method is set to Percentage or Hours and then changed to any other option, any percentages or hours entered for the selected appropriation accounts will be cleared.

### OVERTIMES

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The **Overtimes** tab is where one or more overtimes can be assigned to an employee. An employee overtime is an earning assigned to and customized for a particular employee. New overtimes can be added to an employee, or existing employee overtimes can be edited on this screen. Overtimes can also be activated or deactivated for an employee on this screen.

Earnings of the following types can be used for employee overtimes:

- **3000-3999 Overtime Wages**

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Employee overtimes must specify an overtime, overtime description, and overtime pay rate. They must also specify an appropriation account to be paid from. Each employee overtime can only be assigned to a single employee earning, but an employee earning can have more than one overtime assigned to it.

The optional Typical Hours box determines the number of hours to default into wages when paying the assigned earning. The number can still be modified as needed when paying wages. The typical hours are designated as per pay period. The system will use this information to calculate the total hours when paying wages, according to the current pay period dates.

### ***DETAILS – OVERTIMES SUB-FORM TABBED PAGE***

The following setting is available for employee overtimes. When adding overtimes to an employee, the overtime type chosen will determine the defaults for this setting according to how that overtime has been set up in Payroll > Maintenance > Earnings and Leave. The setting can then be changed as needed.

**Overtime Pay Rate** – When paying wages, this setting determines the multiplier to apply to the Base Pay Rate entered for this overtime.

### ***EARNINGS – OVERTIMES SUB-FORM TABBED PAGE***

The employee earning selected on the Earnings tab for an employee overtime can pay that overtime when paying wages. The employee overtime will be paid for the selected earning according to the settings for that employee overtime. Only one earning may be selected.

Employee earnings of the following types can be selected to pay overtime:

- **1000-1999**     **Salary**
- **2000-2999**     **Hourly Wages**

### ***WITHHOLDINGS – OVERTIMES SUB-FORM TABBED PAGE***

The employee withholdings listed on the Withholdings tab for an employee overtime will be applied to that overtime when paying wages. These withholdings are inherited from the assigned employee earning and cannot be changed. Each employee withholding will be applied to the employee overtime according to the settings for that employee withholding. Employee withholdings attached to the assigned employee earning but not marked to ‘Apply this withholding to overtime wages (if any)’ will not be listed.

### ***APPROPRIATION ACCOUNTS - OVERTIMES SUB-FORM TABBED PAGE***

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An overtime may be paid from multiple appropriation accounts by adding those accounts to the Appropriation Accounts grid and choosing an Account Split Method.

The following split methods are available:

- **No Split** – The overtime will be paid from a single appropriation account.
- **Manual** – The overtime will be paid from multiple appropriation accounts but the distribution among them will be entered when paying wages. When this setting is selected, the Typical Hours box is disabled and set to 0.00.
- **Percentage** – The overtime will be paid from multiple appropriation accounts distributed according to the percentages entered. The percentages entered for the selected appropriation accounts must total 100. The percentages can still be modified as needed when paying wages.
- **Hours** – The overtime will be paid from multiple appropriation accounts distributed according to the hours entered. When this setting is selected, Typical Hours is disabled and set to the total of the hours entered for the selected appropriation accounts. The hours can still be modified as needed when paying wages.

Although the Manual, Percentage, and Hours split methods do not force the selection of multiple appropriation accounts, the No Split option provides the most flexibility of setup for paying from a single account. If the Account Split Method is set to Percentage or Hours and then changed to any other option, any percentages or hours entered for the selected appropriation accounts will be cleared.

### NON-CASH

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The **Non-Cash** tab is where one or more non-cash benefits can be assigned to an employee. An employee non-cash benefit is a non-cash benefit assigned to and customized for a particular employee. Additional non-cash benefits can be added, or existing Non-cash benefits can be edited on this screen. Non-cash benefits can also be activated or deactivated on this screen.

Earnings of the following types can be used for employee non-cash benefits:

- **9800-9899 Non-Cash Benefit**

Employee non-cash benefits must specify a non-cash benefit, non-cash benefit description, and pay rate. Each employee non-cash benefit can only be assigned to a single employee earning, but an employee earning can have more than one non-cash benefit assigned to it.

### **EARNINGS – NON-CASH SUB-FORM TABBED PAGE**

The employee earning selected on the Earning tab for an employee non-cash benefit can pay that non-cash benefit when paying wages. The employee non-cash benefit will be paid for the selected

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earning according to the settings for that employee non-cash benefit. Only one earning may be selected.

Employee earnings of the following types can be selected to pay non-cash benefits:

- **1000-1999**     **Salary**
- **2000-2999**     **Hourly Wages**
- **4000-4999**     **Per Item Wages**
- **7000-7999**     **Other Taxable Items**
- **9000-9399**     **Non-Retirement Items**

### **WITHHOLDINGS – NON-CASH SUB-FORM TABBED PAGE**

The employee withholdings listed on the Withholdings tab for an employee non-cash benefit will be applied to that non-cash benefit when paying wages. These withholdings cannot be changed. Each employee withholding will be applied to the employee non-cash benefit according to the settings for that employee withholding.

### **LEAVES**

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The **Leaves** tab is where one or more leave earnings can be assigned to an employee. An employee leave is a leave assigned to and customized for a particular employee. Leave types include Comp Time, Holiday, Personal, Sick, Vacation and Other. Additional Leaves can be added, or existing Leaves can be edited on this screen. Leaves can also be activated or deactivated on this screen.

Earnings of the following types can be used for employee leave:

- **5000-5999**     **Leave and Comp Time**

Employee leaves must specify a leave and leave description. Leaves that are paid when used must also specify an appropriation account to be paid from. If an employee accrues a particular type of leave for two or more employee earnings to be accrued into a single balance at a single rate, paid at a single rate, and limited by the same rules, a *single* employee leave of that particular type can be added for (and assigned to) *all* of the applicable employee earnings. If an employee accrues a particular type of leave for two or more employee earnings to be accrued into different balances or at different rates, paid at different rates, or limited by different rules, a *separate* employee leave of that particular type can be added for (and assigned to) *each* employee earning by giving each employee leave a unique description.

### **DETAILS – LEAVE SUB-FORM TABBED PAGE**

The following settings are available for employee leave. When adding leave to an employee, the leave type chosen will determine the defaults for these settings, according to how that leave has been set up in Payroll > Maintenance > Earnings and Leave. The settings can then be changed as needed.



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**Maximum Leave Balance** – When “Limit balance to” is selected, the balance for this employee leave cannot exceed the number of hours entered, whether from accrual, carryover, or adjustments. This setting will apply even if a maximum annual accrual is set but has not been reached.

**Maximum Annual Accrual** – When “Limit annual accrual to” is selected, the number of hours accrued for this employee leave within a single year cannot exceed the number of hours entered. This setting will apply even if a maximum leave balance is set but has not been reached. Any hours added through adjustments or by the year-end leave balance carryover method are not considered accrued and do not count toward the maximum annual accrual limit.

**Leave Accrual & Proration Method** – When paying wages, this setting determines the default number of hours this employee leave will accrue. The hours can still be modified as needed when paying wages. The following methods are available:

- **This leave is credited manually** – No hours will accrue by default.
- **This leave is earned per pay period** – The number of hours entered will accrue for each pay period.
- **This leave is earned per regular hours worked** – The hours accrued will be calculated (prorated) by dividing the number of earned hours entered here by the number of worked hours entered, then multiplied by the number of regular hours paid on the wage.

**Include in Regular Hours** – When paying wages, this setting determines whether hours used of this employee leave count toward the number of regular hours when calculating the accrual of prorated leave. Regular hours include all hours of hourly and salary earnings entered on a wage, and any hours used of employee leave set to include in regular hours. For example, if an employee earns a prorated leave but it cannot be accrued from using hours of unpaid leave, then the “Using this leave accrues all prorated leave” checkbox should be cleared for the unpaid leave so that it is not included in regular hours. If none of an employee’s leaves are prorated, this setting has no effect.

**Comp Time Accrual Rate** – When paying wages, this setting determines how many hours of comp time leave will accrue for each hour of comp time worked. This setting is only available for comp time leave.

### **EARNINGS (*LEAVE SUB-FORM TABBED PAGE*)**

The employee earnings selected on the Earnings tab for an employee leave can accrue or use that leave when paying wages. The employee leave will be accrued or used for each selected earning according to the settings for that employee leave.

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Employee earnings of the following types can be selected to accrue and use employee leave:

- **1000-1999**     **Salary**
- **2000-2999**     **Hourly Wages**

### **WITHHOLDINGS – LEAVE SUB-FORM TABBED PAGE**

The employee withholdings listed on the Withholdings tab for an employee leave will be applied to used hours of that leave when paying wages. These withholdings are inherited from the selected “WH” employee earning and cannot be changed. Each employee withholding will be applied to the employee leave according to the settings for that employee withholding.

### **APPROPRIATION ACCOUNTS – LEAVE SUB-FORM TABBED PAGE**

A leave may be paid from multiple appropriation accounts by adding those accounts to the Appropriation Accounts grid and choosing an Account Split Method. The following split methods are available:

- **No Split** – The leave will be paid from a single appropriation account.
- **Manual** – The leave will be paid from multiple appropriation accounts but the distribution among them will be entered when paying wages.
- **Percentage** – The leave will be paid from multiple appropriation accounts distributed according to the percentages entered. The percentages entered for the selected appropriation accounts must total 100. The percentages can still be modified as needed when paying wages.

If the Account Split Method is set to Percentage and then changed to any other option, any percentages entered for the selected appropriation accounts will be cleared.

## WITHHOLDINGS

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The **Withholdings** tab is where withholdings can be assigned to an employee. An employee withholding is a withholding assigned to and customized for a particular employee. The preset system withholdings include Federal Income Tax, Federal Supplemental Withholding, Ohio Income Tax, Ohio Supplemental Withholding, Medicare, Social Security, OPERS and OP&FPF. Federal Income Tax and Ohio Income Tax are automatically attached when an employee is added to the system. The other preset withholdings as well as any non-system withholdings that have been added to the system (e.g. a cafeteria plan, deferred withholding, local tax, school tax or miscellaneous/union withholding) can be added to an employee, or existing employee withholdings can be edited on this screen. Employee withholdings can also be activated or deactivated on this screen.

Employee withholdings must specify a withholding and withholding description. Fringe benefits and withholdings with an employer share must also specify an appropriation account for the employer share to be paid from. An appropriation account does not need to be selected for the

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employee share of a withholding as the employee share can only be taken from the appropriation accounts attached to that employee's earnings.

If an employee pays a particular type of withholding for two or more employee earnings to be withheld at a single rate, a *single* employee withholding of that particular type can be added for (and assigned to) *all* of the applicable employee earnings.

If an employee pays a particular type of withholding for two or more employee earnings to be withheld at different rates, a *separate* employee withholding of that particular type can be added for (and assigned to) *each* employee earning by giving each employee withholding a unique description.

### **DETAILS – WITHHOLDINGS SUB-FORM TABBED PAGE**

The following settings are available for employee withholdings. When adding withholdings to an employee, the withholding type chosen will determine the defaults for these settings according to how that withholding has been set up in Payroll > Maintenance > Withholdings. The settings can then be changed as needed.

**Employee Share Distribution** (Medicare, Retirement) – When paying wages, the employee share will be split between Regular and Fringe Benefit (and Salary Reduction for OPERS and OP&FPF) according to the rates entered here. The total of the rates must equal the employee share (Goal) set in Payroll > Maintenance > Withholdings.

**Employee Share** (All Others Non-Fringe Benefit) – When paying wages, the amount or rate entered here determines the employee share withheld. If 'None' is selected, the amount and rate will be set to zero and the withholding will not be included when paying wages.

**Note:** Rate cannot be selected for employee withholdings Cafeteria Plans (A00), Federal Supplemental Withholding (H10), or Ohio Supplemental Withholding (H20).

### **EARNINGS – WITHHOLDINGS SUB-FORM TABBED PAGE**

The employee earnings selected on the Earnings tab for an employee withholding will have that employee withholding applied when paying wages. The employee withholding will be applied to each selected earning, and any overtimes and paid leaves assigned to that earning, according to the settings for that employee withholding.

The types of employee earnings that can be selected to apply a withholding is determined according to how that withholding has been set up in Payroll > Maintenance > Withholdings.

### **APPROPRIATION ACCOUNTS (EMPLOYEE SHARE)/ (FRINGE BENEFIT) – WITHHOLDINGS SUB-FORM TABBED PAGE**

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Employer share and fringe benefits of a withholding may be paid from multiple appropriation accounts by adding those accounts to the Appropriation Accounts grid and choosing an Account Split Method. The following split methods are available:

- **No Split** – The employer share will be paid from a single appropriation account.
- **Percentage** – The employer share will be paid from multiple appropriation accounts distributed according to the percentages entered. The percentages entered for the selected appropriation accounts must total 100. The percentages can still be modified as needed when paying wages.
- **Object** – The employer share will be paid proportionally from the same fund, program and cost center as the assigned employee earnings, overtimes, and leave, using the selected object code. The amounts can still be modified as needed when paying wages.

**For example:** With object code **212** selected, if when paying wages an employee earning is paid \$100 from 1000-110-100-0000 and \$200 from 2011-190-190-0001, the employer share of this withholding will be paid one third from 1000-110-**212**-0000 and two thirds from 2011-190-**212**-0001. The generated appropriation accounts will be added to the appropriation accounts grid automatically according to the assigned earnings and leave. If the generated accounts do not already exist, they must be added in Accounting > Maintenance > Appropriation Accounts before wages can be added using that withholding.

If the Account Split Method is set to Percentage and then changed to any other option, any percentages entered for the selected appropriation accounts will be cleared.

### **SKIP DEDUCTIONS – WITHHOLDINGS SUB-FORM TABBED PAGE**

An employee withholding can be set to skip (not be deducted on) certain pay periods. Any dates within the pay periods to skip can be selected. Employee earnings paid for a period including any one of the selected dates will skip deduction of the withholding.

A withholding will **ONLY** be skipped if it is:

1. A withholding type allowed to skip (listed below), AND
2. Set to skip deductions in employee withholdings, AND
3. Set to a skip frequency matching the frequency of any attached earning on a wage, AND
4. Set to skip at least one date within the pay period of attached earning(s) with a matching frequency on a wage when added

A withholding will **NOT** be skipped if it is:

1. A withholding type not allowed to skip, OR
2. Set to deduct from every pay period in employee withholdings, OR

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3. Set to a skip frequency not matching the frequency of any attached earnings on a wage, OR
4. Not attached to any of the earnings on a wage, OR
5. Not set to skip any dates within the pay period of attached earnings with a matching frequency on a wage when added

Employee withholdings of the following process groups can establish skip deduction schedules:

- **A00 Cafeteria Plan**
- **B00 Deferred Withholding**
- **H10 Federal Supplemental Withholding**
- **H20 Ohio Supplemental Withholding**
- **K00 Miscellaneous/Union Withholding**

*Note:* After the initial employee setup, a Skip Calendar can be applied to multiple employees at one time using the **Skip Calendars Editor** located under Payroll → Maintenance → Skip Calendars Editor. To be an available option in the Skip Calendar Editor, the withholding must be first added to the employee's list of active withholdings, set to skip deductions and set to a frequency. For more information, follow the menu path above and then click 'Need Help?'

### REMOVE

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Only **employees** that have not been used for posting wages in the current year, have no batch wages, and that have no leave balances or unpaid withholdings carried over from a prior year may be removed.

Only **employee earnings, overtimes and non-cash benefits** that have not been used for posting wages in the current year and are not tied to prior year withholdings carried over to the current year may be removed.

Only **employee leaves** with zero balances and no activity (post wages or adjust balance) in the current year and are not tied to prior year withholdings carried over to the current year may be removed.

Only **employee withholdings** that do not have an unpaid balance, have not been used for posting wages in the current year, and have not been cleared in the current year may be removed.

### TEMPORARY MODE

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During payroll temporary mode, any employees, earnings, overtimes, non-cash benefits, leaves and/or withholdings that have been added are added in both the prior and new payroll years. Any modifications to existing employees, earnings, overtimes, non-cash benefits, leaves and/or withholdings (edit, activate, deactivate) will apply only to the payroll year the modifications were

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made. Employees, earnings, overtimes, non-cash benefits, leaves and/or withholdings may not be removed during payroll temporary mode.

### STEPS TO ACCESS

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Payroll → Maintenance → **Employees**

### DATA REQUIREMENTS

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Field	Type	Required	Additional Information
<b>Employee</b>			
Name - First	Text (20)	Yes	<ul style="list-style-type: none"> <li>Enter employee's first name.</li> </ul>
Name - Middle	Text (20)	No	<ul style="list-style-type: none"> <li>Enter employee's middle name (if applicable).</li> </ul>
Name - Last	Text (20)	Yes	<ul style="list-style-type: none"> <li>Enter employee's last name.</li> </ul>
Name - Suffix	Text (4)	No	<ul style="list-style-type: none"> <li>Enter employee's suffix (if applicable).</li> </ul>
Employee ID	Text (10)	Yes	<ul style="list-style-type: none"> <li>Enter a unique ID to identify the employee.</li> </ul>
<b>Pay Status</b>	Radio Button (2)	No	<ul style="list-style-type: none"> <li>Active (Default)</li> <li>Inactive</li> </ul>
<b>Information</b>	<b>Tab</b>		
<b>Address</b>			<ul style="list-style-type: none"> <li>This section contains all the fields for the employee's address.</li> </ul>
Line 1	Text (40)	Yes	
Line 2	Text (40)	No	
City	Text (25)	Yes	
State	Text (2)	Yes	
Zip	Zip (5,4) or (3,3)	Yes	
Email	Text (40)	No	
<b>Phone</b>			<ul style="list-style-type: none"> <li>This section contains all the fields for the employee's contact information.</li> </ul>
Home	Phone (3,3,4)	No	
Cell	Phone (3,3,4)	No	
Emergency	Phone (3,3,4)	No	
Contact	Text (25)	No	
<b>Other</b>			
SSN	Numeric (3,2,4)	Yes	<ul style="list-style-type: none"> <li>Enter a valid Social Security Number for the employee.</li> </ul>
Hired	Date	Yes	<ul style="list-style-type: none"> <li>Enter the employee's date of hire.</li> </ul>
Birth	Date	No	<ul style="list-style-type: none"> <li>Enter the employee's date of birth.</li> </ul>

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Sex	Radio Button (2)	No	<ul style="list-style-type: none"> <li>• Male (Default)</li> <li>• Female</li> </ul>
Status	Radio Button (2)	No	<ul style="list-style-type: none"> <li>• Full Time (Default)</li> <li>• Part Time</li> </ul>
Track Hours By	Radio Button (2)	No	<ul style="list-style-type: none"> <li>• Pay Period (Default)</li> <li>• Day</li> </ul>
<b>State Retirement</b>			
OPERS Member Date	Date	No	<ul style="list-style-type: none"> <li>• <u>If the employee contributes to OPERS</u>, enter the OPERS member date.</li> </ul>
OP&FPF Member Date	Date	No	<ul style="list-style-type: none"> <li>• <u>If the employee contributes to OP&amp;FPF</u>, enter the OP&amp;FPF member date.</li> </ul>
OP&FPF Hours Base	Numeric (5,2)	No	<ul style="list-style-type: none"> <li>• If the employee contributes to OP&amp;FPF, enter the OP&amp;FPF hours base.</li> </ul>
<b>Tax Exemptions</b>			
Ohio IT-4	Spin (2)	No	<ul style="list-style-type: none"> <li>• Select the number of state exemptions for the employee. The system automatically defaults the field to zero.</li> </ul>
Federal W-4	Spin (2)	No	<ul style="list-style-type: none"> <li>• Select the number of federal exemptions for the employee. The system automatically defaults the field to zero.</li> </ul>
W-4 Status	Radio Button (2)	No	<ul style="list-style-type: none"> <li>• Single (Default)</li> <li>• Married</li> </ul>
<b>Electronic Funds Transfer (EFT)</b>			
EFT is authorized	Checkbox	No	<ul style="list-style-type: none"> <li>• Once EFT has been authorized for the employee, click on the checkbox to place a checkmark in the box.</li> </ul>

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Prenote was sent	Checkbox	No	<ul style="list-style-type: none"> <li>• The ‘EFT is authorized’ box must be selected before this option is available.</li> <li>• All employers are required to send the ACH institution a prenotification file for pre-approval. All EFT information has to be verified and preapproved before an EFT payment can take place. This information is required to be sent prior to using EFT for the first time; each time an employee is added to the EFT process; or when changing existing employees’ EFT information. The option to send the EFT prenotification file, EFT Prenotes, is located under Payroll &gt; Maintenance and is explained further under that section of this manual. Once the prenote is sent, click on the checkbox to place a checkmark in the ‘Prenote was sent’ box.</li> </ul>
Routing #	Integer (9)	No	<ul style="list-style-type: none"> <li>• This option is <u>only required</u> if EFT is activated in the system and the ‘EFT is authorized’ box is selected.</li> <li>• Enter the bank transit routing number for the employee’s bank. This number is the first nine digits found on the bottom left hand corner of a voided check supplied by the employee. It is recommended to get the routing number from a voided check rather than a voided deposit slip which may have a different routing number.</li> <li>• Please note that if this information gets modified, the system will automatically uncheck the ‘Prenote was sent’ checkbox.</li> </ul>
Account #	Integer (17)	No	<ul style="list-style-type: none"> <li>• This option is <u>only required</u> if EFT is activated in the system and the ‘EFT is authorized’ box is selected.</li> <li>• Enter the employee’s bank account number.</li> <li>• Please note that if this information gets modified, the system will</li> </ul>



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			automatically uncheck the 'Prenote was sent' checkbox.
Account	Radio Button (2)	No	<ul style="list-style-type: none"> <li>• Checking (Default)</li> <li>• Savings</li> </ul>
<b>Additional Info</b>	<b>Tab</b>		
<b>Additional Information</b>			<ul style="list-style-type: none"> <li>• This section of the Employees screen contains all of the additional information items for an employee.</li> </ul>
<b>Earnings</b>	<b>Tab</b>		
<b>Earning Status</b>			
Earning Status	Radio Button (2)	No	<ul style="list-style-type: none"> <li>• Active (Default)</li> <li>• Inactive</li> </ul>
<b>Position</b>			
Name	Drop Down/Text (25)	Yes	<ul style="list-style-type: none"> <li>• Select the position name for the employee from the drop down or enter a new position name.</li> </ul>
Type	Drop Down (25)	Yes	<ul style="list-style-type: none"> <li>• Select the position type from the drop down.</li> </ul>
Department	Drop Down (40)	Yes	<ul style="list-style-type: none"> <li>• Select the department name from the drop down.</li> </ul>
Classification	Radio Button (3)	No	<ul style="list-style-type: none"> <li>• There are three options available: <ul style="list-style-type: none"> <li>• Hired (Default)</li> <li>• Elected</li> <li>• Appointed</li> </ul> </li> <li>• If the employee position type is 'Other', then the classification is automatically set to 'Hired' and cannot be modified.</li> </ul>
Unemployment Eligible	Checkbox	No	<ul style="list-style-type: none"> <li>• This option is automatically selected but can be unchecked.</li> <li>• If 'Elected' is the employee's classification, then this option is automatically unchecked and cannot be modified.</li> </ul>
<b>Pay</b>			

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Earning	Drop Down (30)	Yes	<ul style="list-style-type: none"> <li>Select the earning for the employee (<i>how the employee will be paid</i>).</li> <li>Earnings of type 3000-3999 Overtime Wages, 5000-5999 Leave and Comp Time, and 9800-9899 Non-Cash Benefit are not available.</li> </ul>
Description	Text (40)	Yes	<ul style="list-style-type: none"> <li>The system automatically defaults the description to what was established for the earning under Payroll &gt; Maintenance &gt; Earnings and Leave. This description can be modified when it is attached to an employee.</li> <li>If an employee has more than one earning added, each earning description must be unique.</li> </ul>
Frequency	Drop Down (30)	Yes	<ul style="list-style-type: none"> <li>Select the pay frequency from the drop down.</li> </ul>
Pay Rate	Money (8,2)	Yes	<ul style="list-style-type: none"> <li>Enter the rate of pay for the employee's earning.</li> <li>The rate cannot be negative.</li> </ul>
Typical Hours/Items	Numeric (6,2)	No	<ul style="list-style-type: none"> <li>This field is <u>only visible</u> when the selected earning type is: <ul style="list-style-type: none"> <li>1000-1999 Salary</li> <li>2000-2999 Hourly Wages</li> <li>4000-4999 Per Item Wages</li> </ul> </li> <li>When the selected appropriation Account Split Method is 'Hours', the Typical Hours field will display the total from the appropriation accounts sub-tab and be read only.</li> <li>When the selected Account Split Method is 'Manual' and the selected earning type is 'Hourly' or 'Per Item', the Typical Hours field will display 0.00 and be read only.</li> </ul>
<b><i>Details</i></b>	<b><i>Sub-tab</i></b>		
<b>Pay Changes</b>			<ul style="list-style-type: none"> <li>This section contains fields to record employee pay change information.</li> </ul>
Last Raise	Date	No	
Resolution	Text (10)	No	
Next Revision	Date	No	
<b>OP&amp;FPF</b>			

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Pick-up	Drop Down (1)	No	<ul style="list-style-type: none"> <li>If the employee contributes to OP&amp;FPF, select the OP&amp;FPF pick-up code from the drop down.</li> </ul>
Frequency	Drop Down (15)	No	<ul style="list-style-type: none"> <li>If the employee contributes to OP&amp;FPF, select the OP&amp;FPF frequency from the drop down.</li> </ul>
<b>Dates</b>			<ul style="list-style-type: none"> <li>This section contains fields to record employee probation and termination dates.</li> </ul>
Probation End	Date	No	
Terminated	Date	No	
<b>Leave of Absence</b>			<ul style="list-style-type: none"> <li>This section contains fields to record employee leave of absence information.</li> </ul>
Date	Date	No	
Hours	Numeric (6,2)	No	
<b>Overtimes</b>	<i>Sub-tab</i>		<ul style="list-style-type: none"> <li>This sub-tab is <u>only visible</u> when the selected earning type is 1000-1999 Salary or 2000-2999 Hourly Wages.</li> </ul>
<b>Overtimes</b>	Grid		<ul style="list-style-type: none"> <li>This grid displays all active overtimes for an employee plus inactive overtimes for the employee that are attached to this earning.</li> <li>An employee overtime cannot be attached to more than one employee earning. If an employee overtime is attached to another employee earning, the row is not available and cannot be selected.</li> </ul>
<b>Non-Cash</b>	<i>Sub-tab</i>		<ul style="list-style-type: none"> <li>This sub-tab is <u>only visible</u> when the selected earning type is not 8000-8999 Non-Taxable Items or 9400-9799 Non-Taxable Non-Retirement.</li> </ul>
<b>Non-Cash</b>	Grid		<ul style="list-style-type: none"> <li>This grid displays all active non-cash benefits for an employee plus inactive non-cash benefits for the employee that are attached to this earning.</li> <li>An employee non-cash benefit cannot be attached to more than one employee earning. If an employee non-cash benefit is attached to another employee earning the row is not available and cannot be selected.</li> </ul>

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<i>Leaves</i>	<i>Sub-tab</i>		<ul style="list-style-type: none"> <li>This sub-tab is only visible when the selected earning type is 1000-1999 Salary or 2000-2999 Hourly Wages.</li> </ul>
<b>Leaves</b>	Grid		<ul style="list-style-type: none"> <li>This grid displays all active leaves for an employee plus inactive leaves for the employee that are attached to the earning.</li> </ul>
<i>Withholdings</i>	<i>Sub-tab</i>		
<b>Withholdings</b>	Grid		<ul style="list-style-type: none"> <li>This grid displays all active withholdings for an employee plus inactive withholdings for the employee that are attached to the earning.</li> <li>E00 - Ohio Income Tax, D00 - Federal Income Tax and G00 - School District withholdings are disabled and always selected when they are displayed in the withholdings grid.</li> </ul>
<i>Accounts</i>	<i>Sub-tab</i>		
<b>Account Split Method</b>			
Account Split Method	Radio Button (4)	No	<ul style="list-style-type: none"> <li>The following Account Split Methods are available: <ul style="list-style-type: none"> <li>No Split (Default)</li> <li>Manual</li> <li>Percentage</li> <li>Hours (<i>This option is <u>only available</u> when the employee earning type is 2000-2999 Hourly Wages.</i>)</li> </ul> </li> </ul>
<b>Appropriation Accounts</b>			
Appropriation Account	Account (4,3,3,4)	Yes	<ul style="list-style-type: none"> <li>At least one appropriation account must be selected.</li> </ul>
Percentage	Number (6,3)	No	<ul style="list-style-type: none"> <li>This field is only displayed and required when the Account Split Method is 'Percentage'.</li> <li>The percentage entered cannot be less than 0.000.</li> </ul>
Hours	Number (8,2)	No	<ul style="list-style-type: none"> <li>This field is only displayed and required when the Account Split Method is 'Hours'.</li> <li>The number of hours entered cannot be less than 0.00.</li> </ul>

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Total	Number (9,3)	No	<ul style="list-style-type: none"> <li>This field is <u>only visible</u> when Account Split Method is 'Percentage' or 'Hours'.</li> <li>If method is 'Percentage', the total will equal the sum of the Percent column and must be equal to 100.000.</li> <li>If method is 'Hours', the total will equal the sum of Hours column and must be less than 1,000,000.00.</li> </ul>
<b>Overtimes</b>	<b>Tab</b>		
<b>Overtime Status</b>	Radio Button (2)	No	<ul style="list-style-type: none"> <li>Active (Default)</li> <li>Inactive</li> </ul>
<b>Overtime</b>			
Overtime	Drop Down (30)	Yes	<ul style="list-style-type: none"> <li>Select an overtime earning from the drop down.</li> <li>Only earnings of type 3000-3999 Overtime Wages are available.</li> </ul>
Description	Text (40)	Yes	<ul style="list-style-type: none"> <li>The system automatically defaults the description to what was established for the overtime earning under Payroll &gt; Maintenance &gt; Earnings and Leave. This description can be modified when it is attached to an employee.</li> <li>If an employee has more than one overtime earning added, each overtime description must be unique.</li> </ul>
<b>Pay</b>			
Base Rate	Money (8,2)	Yes	<ul style="list-style-type: none"> <li>Enter the base rate of pay to be used to calculate the overtime pay.</li> <li>This amount cannot be negative.</li> </ul>
Typical Hours	Numeric (8,2)	No	<ul style="list-style-type: none"> <li>This field is <u>only available</u> when the selected Account Split Method is 'No Split' or 'Percentage'.</li> <li>When the selected appropriation Account Split Method is 'Hours', the Typical Hours field will display the total from the appropriation accounts sub-tab and be read only.</li> <li>When the selected Account Split Method is 'Manual', the Typical Hours field will display 0.00 and be read only.</li> </ul>
<b>Details</b>	<b>Sub-tab</b>		

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Overtime Rate	Numeric (3,2)	Yes	<ul style="list-style-type: none"> <li>The system will automatically default the overtime rate to what was established for the overtime earning under Payroll &gt; Maintenance &gt; Earnings and Leave. It can be modified when it is attached the employee and must be at least 1.00.</li> </ul>
<b>Earnings</b>	<b>Sub-tab</b>		
Earnings	Grid		<ul style="list-style-type: none"> <li>This grid displays all active earnings of type 1000-1999 Salary or 2000-2999 Hourly Wages for the employee as well as inactive earnings of type 1000-1999 Salary or 2000-2999 Hourly Wages for the employee if they are currently attached to the selected overtime earning.</li> <li>An earning listed in the grid can be attached to the overtime by clicking the radio button beside the earning type; however, only one earning can be selected.</li> </ul>
<b>Withholdings</b>	<b>Sub-tab</b>		
Withholdings	Grid		<ul style="list-style-type: none"> <li>This grid displays all withholdings that are attached to the selected earning.</li> <li>All withholdings are selected and cannot be unselected (read only).</li> <li>The grid will be empty if an earning has not been selected.</li> </ul>
<b>Appropriation Accounts</b>	<b>Sub-tab</b>		
<b>Account Split Method</b>	Radio Button (4)	No	<ul style="list-style-type: none"> <li>No Split (Default)</li> <li>Manual</li> <li>Percentage</li> <li>Hours</li> </ul>
<b>Appropriation Accounts</b>			
Appropriation Account	Account (4,3,3,4)	Yes	<ul style="list-style-type: none"> <li>At least one appropriation account must be selected.</li> </ul>
Percentage	Number (6,3)	No	<ul style="list-style-type: none"> <li>This field is <u>only displayed and required</u> when the Account Split Method is 'Percentage'.</li> <li>The percentage entered cannot be less than 0.000.</li> </ul>

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Hours	Number (8,2)	No	<ul style="list-style-type: none"> <li>This field is <u>only displayed and required</u> when the Account Split Method is ‘Hours’.</li> <li>The number of hours entered cannot be less than 0.00.</li> </ul>
Total	Number (8,3)	No	<ul style="list-style-type: none"> <li>This field is <u>only visible</u> when Account Split Method is ‘Percentage’ or ‘Hours’.</li> <li>If method is ‘Percentage’, the total will equal the sum of the Percent column and must be equal to 100.000.</li> <li>If method is ‘Hours’, the total will equal the sum of Hours column and must be less than 1,000,000.00.</li> </ul>
<b>Non-Cash</b>	<b>Tab</b>		
<b>Non-Cash Status</b>	Radio Button (2)	No	<ul style="list-style-type: none"> <li>Active (Default)</li> <li>Inactive</li> </ul>
<b>Non-Cash</b>			
Non-Cash	Drop Down (30)	Yes	<ul style="list-style-type: none"> <li>Select a non-cash benefit earning from the drop down.</li> <li>Only earnings of type 9800-9899 Non-Cash Benefit are available.</li> </ul>
Description	Text (40)	Yes	<ul style="list-style-type: none"> <li>The system automatically defaults the description to what was established for the non-cash benefit earning under Payroll &gt; Maintenance &gt; Earnings and Leave. This description can be modified when it is attached to an employee.</li> <li>If an employee has more than one non-cash benefit earning added, each non-cash description must be unique.</li> </ul>
<b>Pay</b>			
Pay Rate	Money (8,2)	Yes	<ul style="list-style-type: none"> <li>Enter the rate of pay for the employee’s non-cash benefit.</li> <li>The rate cannot be negative.</li> </ul>
<b>Earnings</b>	<b>Sub-tab</b>		
Earning	Grid		<ul style="list-style-type: none"> <li>This grid displays all active earnings for the employee of the following types: <ul style="list-style-type: none"> <li>1000-1999 Salary</li> <li>2000-2999 Hourly Wages</li> <li>4000-4999 Per Item Wages</li> </ul> </li> </ul>

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			<ul style="list-style-type: none"> <li>• 7000-7999 Other Taxable Items</li> <li>• 9000-9399 Non-Retirement Items</li> <li>• Inactive earnings for the employee are also displayed if they are currently attached to this non-cash benefit.</li> <li>• An earning listed in the grid can be attached to the non-cash benefit by clicking the radio button beside the earning type; however, only one earning can be selected.</li> </ul>
<b>Withholdings</b>	<b>Sub-tab</b>		
Withholdings	Grid		<ul style="list-style-type: none"> <li>• This grid displays all withholdings (with non-cash benefits in the wage base) that are attached to the selected earning.</li> <li>• All withholdings are selected and cannot be unselected (read only).</li> <li>• The grid will be empty if an earning has not been selected.</li> </ul>
<b>Leaves</b>	<b>Tab</b>		
<b>Leave Status</b>	Radio Button (2)	No	<ul style="list-style-type: none"> <li>• Active (Default)</li> <li>• Inactive</li> </ul>
<b>Leave</b>			
Leave	Drop Down (30)	Yes	<ul style="list-style-type: none"> <li>• Select a leave earning from the drop down.</li> <li>• Only earnings of 5000-5999 Leave and Comp Time are available.</li> </ul>
Description	Text (40)	Yes	<ul style="list-style-type: none"> <li>• The system automatically defaults the description to what was established for the leave earning under Payroll &gt; Maintenance &gt; Earnings and Leave. This description can be modified when it is attached to an employee. If an employee has more than one leave earning added, each leave description must be unique.</li> </ul>
<b>Pay</b>			
Leave Is	Radio Button (2)	No	<ul style="list-style-type: none"> <li>• Paid when used (Default)</li> <li>• Not paid when used</li> </ul>
Pay Rate	Money (8,2)	No	<ul style="list-style-type: none"> <li>• This field is <u>only required</u> when the 'Paid when used' option is selected.</li> </ul>



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			<ul style="list-style-type: none"> <li>The amount entered cannot be negative.</li> </ul>
<i>Details</i>	<i>Sub-tab</i>		<ul style="list-style-type: none"> <li>The system automatically defaults the selections within the ‘Details’ sub-tab to what was established for the leave earning under Payroll &gt; Maintenance &gt; Earnings and Leave. The selections can be modified when they are attached to an employee.</li> </ul>
<b>Leave Accrual &amp; Proration Method</b>	Radio Button (3)	No	<ul style="list-style-type: none"> <li>There are three options to accrue and prorate leave:                             <ul style="list-style-type: none"> <li>This leave is credited manually</li> <li>This leave is earned per pay period</li> <li>This leave is earned per regular hours worked</li> </ul> </li> </ul>
This leave is credited manually	N/A	No	<ul style="list-style-type: none"> <li>When this option is selected, the number of leave hours to be credited to this leave’s balance will have to be done manually through the Adjust Leave Balance Utility.</li> </ul>
This leave is earned per pay period	Hours Per Pay Period Numeric (6,2)	No	<ul style="list-style-type: none"> <li>When this option is selected, the number of leave hours to be earned per pay period is <u>required</u>.</li> <li>The number entered must be greater than zero.</li> </ul>
This leave is earned per regular hours worked	Hours Earned Per Hours Worked Numeric (6,2)	No	<ul style="list-style-type: none"> <li>When this option is selected, both the number of leave hours to be earned and the number of hours worked are <u>required</u>.</li> <li>Both fields must be greater than zero.</li> </ul>
<b>Include In Regular Hours</b>			
Using this leave accrues all prorated leaves	Checkbox	No	<ul style="list-style-type: none"> <li>When this option is selected, the number of leave hours used for this leave will be included with regular hours when accruing all other prorated leaves.</li> </ul>
<b>Maximum Leave Balance</b>	Radio Button (2)	No	<ul style="list-style-type: none"> <li>There are two options available to set a maximum annual accrual:                             <ul style="list-style-type: none"> <li>Do not limit annual accrual</li> <li>Limit annual accrual to x.xx hours.</li> </ul> </li> </ul>
Do not limit leave balance	N/A	No	<ul style="list-style-type: none"> <li>If this option is selected, the leave balance will not be limited.</li> </ul>

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Limit balance to:	Numeric (6,2)	No	<ul style="list-style-type: none"> <li>When this option is selected, the number of hours to limit the annual accrual is <u>required</u> and must be greater than zero.</li> </ul>
<b>Maximum Annual Accrual</b>	Radio Button (2)	No	<ul style="list-style-type: none"> <li>There are two options available to set a maximum annual accrual:                             <ul style="list-style-type: none"> <li>Do not limit annual accrual</li> <li>Limit annual accrual to x.xx hours.</li> </ul> </li> </ul>
Do not limit annual accrual	N/A	No	<ul style="list-style-type: none"> <li>If this option is selected, the annual accrual will not be limited.</li> </ul>
Limit annual accrual to:	Numeric (6,2)	No	<ul style="list-style-type: none"> <li>When this option is selected, the number of hours to limit the annual accrual is <u>required</u> and must be greater than zero.</li> </ul>
<b>Comp Time Accrual Rate</b>	Numeric (3,2)	Yes	<ul style="list-style-type: none"> <li>This field is <u>only available and required</u> when the leave type Comp Time is selected.</li> <li>The rate must be at least 1.00.</li> </ul>
<b>Current Year</b>			<ul style="list-style-type: none"> <li>This section displays the leave activity for the selected employee leave earning (beginning, accrued, used, adjusted and balance).</li> </ul>
Beginning	Numeric (6,2)	No	<ul style="list-style-type: none"> <li>When adding leave to an employee, the beginning balance can be entered.</li> <li>This field becomes read only in Edit mode.</li> </ul>
<b>Earnings</b>	<b>Sub-tab</b>		
Earnings	Grid		<ul style="list-style-type: none"> <li>This grid displays all active earnings of type 1000-1999 Salary or 2000-2999 Hourly Wages for the employee as well as inactive earnings of type 1000-1999 Salary or 2000-2999 Hourly Wages for the employee if they are currently attached to the selected leave earning.</li> <li>Select the checkbox for the hourly or salary employee earnings listed in the grid that, when paid, may accrue or use/pay the employee leave.</li> <li>Also, select the radio button under the 'WH' column for the employee earning whose withholdings will be</li> </ul>

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			used when the leave is paid. Only one earning can be designated as the 'WH' earning.
<b>Withholdings</b>	<b>Sub-tab</b>		
Withholdings	Grid		<ul style="list-style-type: none"> <li>• This grid displays all withholdings that are attached to the selected 'WH' earning.</li> <li>• All withholdings are selected and cannot be unselected (read only).</li> <li>• This grid will be empty if a 'WH' earning has not been selected.</li> </ul>
<b>Appropriation Accounts</b>	<b>Sub-tab</b>		<ul style="list-style-type: none"> <li>• This sub-tab is only available when leave is 'Paid when used'.</li> </ul>
<b>Account Split Method</b>	Radio Button (3)	No	<ul style="list-style-type: none"> <li>• No Split (Default)</li> <li>• Manual</li> <li>• Percentage</li> </ul>
<b>Appropriation Accounts</b>			
Appropriation Account	Account (4,3,3,4)	Yes	<ul style="list-style-type: none"> <li>• At least one appropriation account must be selected.</li> </ul>
Percentage	Number (6,3)	No	<ul style="list-style-type: none"> <li>• This field is <u>only displayed and required</u> when the Account Split Method is 'Percentage'.</li> <li>• The percentage entered cannot be less than 0.000.</li> </ul>
Total	Number (6,3)	No	<ul style="list-style-type: none"> <li>• This field is <u>only visible</u> when Account Split Method is 'Percentage'.</li> <li>• The total will equal the sum of the Percent column and must be equal to 100.000.</li> </ul>
<b>Withholdings</b>	<b>Tab</b>		
<b>Withholding (Status)</b>	Radio Button (2)	No	<ul style="list-style-type: none"> <li>• Active (Default)</li> <li>• Inactive</li> </ul>
<b>Withholding</b>			
Withholding	Drop Down (30)	Yes	<ul style="list-style-type: none"> <li>• Select a withholding from the drop down.</li> </ul>
Description	Text (40)	Yes	<ul style="list-style-type: none"> <li>• The system automatically defaults the description to what was established for the withholding under Payroll &gt; Maintenance &gt; Withholdings. This description can be modified when it is attached to an</li> </ul>

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			employee. The description must be unique for the employee.
<i>Details</i>	<i>Sub-tab</i>		
<b>Employee Share Distribution</b>			<ul style="list-style-type: none"> <li>• The fields under this section are only available for the following withholding process groups: <ul style="list-style-type: none"> <li>• P00 – OPERS</li> <li>• P01 – OP&amp;FPF</li> <li>• P02 – Medicare</li> <li>• P03 – Social Security</li> </ul> </li> </ul>
Regular	Numeric (5,3)	No	<ul style="list-style-type: none"> <li>• This field is for the percentage of the employee share distribution that will be for Regular OPERS, OP&amp;FPF, Medicare, or Social Security.</li> </ul>
Fringe Benefit	Numeric (5,3)	No	<ul style="list-style-type: none"> <li>• This field is for the percentage of the employee share distribution that will be for Fringe Benefit OPERS, OP&amp;FPF, Medicare, or Social Security.</li> </ul>
Salary Reduction	Numeric (5,3)	No	<ul style="list-style-type: none"> <li>• This field is only available for process groups: <ul style="list-style-type: none"> <li>• P00 – OPERS</li> <li>• P01 – OP&amp;FPF</li> </ul> </li> <li>• This field is for the percentage of the employee share distribution that will be for Salary Reduction OPERS or OP&amp;FPF.</li> </ul>
Total	Numeric (6,3)	No	<ul style="list-style-type: none"> <li>• This field is the total of Regular + Fringe + Salary Reduction.</li> <li>• The Total amount must equal the Goal amount.</li> </ul>
Goal	Numeric (5,3)	No	<ul style="list-style-type: none"> <li>• The Goal amount is established under Payroll &gt; Maintenance &gt; Withholdings.</li> </ul>
State Retirement Agreement Note	Label	No	<ul style="list-style-type: none"> <li>• This note is <u>only displayed</u> for the following withholding process groups: <ul style="list-style-type: none"> <li>• P00 – OPERS</li> <li>• P01 – OP&amp;FPF</li> </ul> </li> </ul>
<b>Employee Share</b>	Radio Button (3)	No	<ul style="list-style-type: none"> <li>• This section is <u>only visible</u> for the following withholding process groups: <ul style="list-style-type: none"> <li>• A00 – Cafeteria Plan</li> <li>• B00 – Deferred Withholding</li> <li>• F00 – Local Tax</li> </ul> </li> </ul>

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			<ul style="list-style-type: none"> <li>• G00 – School Tax</li> <li>• K00 – Miscellaneous/Union</li> <li>• Withholding</li> <li>• H10 – Federal Supplemental Withholding</li> <li>• H20 – Ohio Supplemental Withholding</li> <li>• The system automatically defaults the field to what was established for the withholding under Payroll &gt; Maintenance &gt; Withholdings.</li> <li>• The following options are available to select: <ul style="list-style-type: none"> <li>• None</li> <li>• Amount</li> <li>• Rate (<i>This option is <u>not available</u> for withholding processing group A00 – Cafeteria Plan, H10 – Federal Supplemental Withholding, and H20 – Ohio Supplemental Withholding.</i>)</li> </ul> </li> </ul>
None	N/A	No	<ul style="list-style-type: none"> <li>• If this option is selected when the withholding is added to the employee, then no amount will be withheld from the employee’s wages for this withholding.</li> </ul>
Amount	Numeric (8,2)	No	<ul style="list-style-type: none"> <li>• When this option is selected, the amount of the employee’s portion of the withholding is <u>required</u> to be entered.</li> <li>• The amount must be greater than 0.00.</li> </ul>
Rate	Numeric (5,3)	No	<ul style="list-style-type: none"> <li>• This option is <u>only visible</u> for withholding process groups B00 – Deferred Withholding, F00 – Local Tax, G00 – School Tax and K00 – Miscellaneous/Union Withholding.</li> <li>• When this option is selected, the percentage rate of the employee’s portion of the withholding is <u>required</u> to be entered and must be greater than 0.00.</li> </ul>
<b>Overtime</b>			
Overtime	Checkbox	No	<ul style="list-style-type: none"> <li>• This checkbox is read only and cannot be modified.</li> </ul>

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			<ul style="list-style-type: none"> <li>The system automatically defaults the selection to what was established for the withholding under Payroll &gt; Maintenance &gt; Withholdings.</li> <li>If a checkmark is in the box ‘Applied to overtime wages (if any)’, the withholding will be applied to overtime wages.</li> </ul>
<b>Miscellaneous</b>			<ul style="list-style-type: none"> <li>The fields under this section are only available for withholding processing group K00 – Miscellaneous/Union Withholding and can be used to enter additional information for child support withholdings.</li> </ul>
Case #	Text (25)	No	
Order #	Text (25)	No	
<b><i>Earnings</i></b>	<b><i>Sub-tab</i></b>		
Earnings	Grid		<ul style="list-style-type: none"> <li>This grid displays all active earnings for the employee of the following types: <ul style="list-style-type: none"> <li>1000-1999 Salary</li> <li>2000-2999 Hourly Wages</li> <li>4000-4999 Per Item Wages</li> <li>7000-7999 Other Taxable Items</li> <li>8000-8999 Non-Taxable Items</li> <li>9000-9399 Non-Retirement Items</li> <li>9400-9799 Non-Taxable Non-Retirement</li> </ul> </li> <li>Inactive earnings for the employee are also displayed if they are currently attached to this withholding.</li> <li>An earning listed in the grid can be attached to the withholding by clicking the radio button beside the earning type.</li> <li>For withholding processing group G00 School District Withholding, all earnings (except 8000-8999 Non-Taxable Items and 9400-9799 Non-Taxable Non-Retirement) are automatically selected and read only.</li> </ul>

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<b>Appropriation Accounts (Employer Share)</b>	<b>Sub-tab</b>		<ul style="list-style-type: none"> <li>This sub-tab is <u>only available</u> for the following withholding process groups: <ul style="list-style-type: none"> <li>P00 – OPERS</li> <li>P01 – OP&amp;FPF</li> <li>P02 – Medicare</li> <li>P03 – Social Security</li> </ul> </li> </ul>
<b>Account Split Method</b>			
Account Split Method	Radio Button (3)	No	<ul style="list-style-type: none"> <li>No Split (Default)</li> <li>Percentage</li> <li>Object</li> </ul>
Object	Integer (3)	No	<ul style="list-style-type: none"> <li>This field is <u>only required</u> when the Account Split Method is ‘Object’.</li> </ul>
<b>Appropriation Accounts</b>			
Appropriation Account	Account (4,3,3,4)	Yes	<ul style="list-style-type: none"> <li>If the Account Split Method is <u>not</u> ‘Object’, then at least one appropriation account must be selected.</li> </ul>
Percentage	Number (6,3)	No	<ul style="list-style-type: none"> <li>This field is <u>only displayed and required</u> when the Account Split Method is ‘Percentage’.</li> <li>The percentage entered cannot be less than 0.000.</li> </ul>
Total	Number (6,3)	No	<ul style="list-style-type: none"> <li>This field is <u>only visible</u> when Account Split Method is ‘Percentage’.</li> <li>The total will equal the sum of the Percent column and must be equal to 100.000.</li> </ul>
<b>Appropriation Accounts (Fringe Benefit)</b>	<b>Sub-tab</b>		<ul style="list-style-type: none"> <li>This sub-tab is <u>only available</u> for the following withholding process groups: <ul style="list-style-type: none"> <li>P00 – OPERS</li> <li>P01 – OP&amp;FPF</li> <li>P02 – Medicare</li> <li>P03 – Social Security</li> </ul> </li> </ul>
<b>Account Split Method</b>			
Account Split Method	Radio Button (3)	No	<ul style="list-style-type: none"> <li>No Split (Default)</li> <li>Percentage</li> <li>Object</li> </ul>
Object	Integer (3)	No	<ul style="list-style-type: none"> <li>This field is <u>only required</u> when the Account Split Method is ‘Object’.</li> </ul>

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<b>Appropriation Accounts</b>			
Appropriation Account	Account (4,3,3,4)	Yes	<ul style="list-style-type: none"> <li>If the Account Split Method is <u>not</u> ‘Object’, then at least one appropriation account must be selected.</li> </ul>
Percentage	Number (6,3)	No	<ul style="list-style-type: none"> <li>This field is <u>only displayed and required</u> when the Account Split Method is ‘Percentage’.</li> <li>The percentage entered cannot be less than 0.000.</li> </ul>
Total	Number (6,3)	No	<ul style="list-style-type: none"> <li>This field is <u>only visible</u> when Account Split Method is ‘Percentage’.</li> <li>The total will equal the sum of the Percent column and must be equal to 100.000.</li> </ul>
<i>Skip Deductions</i>	<i>Sub-tab</i>		<ul style="list-style-type: none"> <li>This sub-tab is <u>only available</u> for the following withholding process groups: <ul style="list-style-type: none"> <li>A00 – Cafeteria Plan</li> <li>B00 – Deferred Withholding</li> <li>H10 – Federal Supplemental Withholding</li> <li>H20 – Ohio Supplemental Withholding</li> <li>K00 – Miscellaneous/Union Withholding</li> </ul> </li> </ul>
Skip Deductions	Radio Button (2)	No	<ul style="list-style-type: none"> <li>Deduct from every pay period (Default)</li> <li>Skip the pay periods marked below</li> </ul>
Frequency	Drop Down (30)	No	<ul style="list-style-type: none"> <li>This field is only available if the ‘Skip Deductions’ selection is set to ‘Skip the pay periods marked below’.</li> <li>A frequency can be selected to determine whether the marked skip dates fall within any particular wage’s pay period.</li> </ul>
Calendar	Calendar	No	<ul style="list-style-type: none"> <li>The months from first month of payroll processing year to the last month of the payroll processing year are displayed.</li> <li>The calendars are only available for selections when the ‘Skip the pay</li> </ul>



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			periods marked below' option is selected.
Clear All	Button	No	<ul style="list-style-type: none"> <li>If this button is selected, all selections in calendar will be cleared.</li> </ul>

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### HOW TO ADD AN EMPLOYEE

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

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

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

**Step 3a:** Enter the employee's **Name** and **ID**.

**Step 3b:** Verify the **Active** radio button is selected for the **Pay Status**. *(The system automatically defaults the radio button to 'Active').*

**Step 3c:** Enter the employee's **Address** information.

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

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

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

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

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

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**Step 3h:** Enter the number of state tax exemptions from the employee's **Ohio IT-4** form.

**Important:** The Exempt checkbox should only be marked for employees that are exempt from Ohio income tax. Review the following:

### Ohio IT-4 Employee's Withholding Exemption Certificate

Must be completed by all employees that work in the state of Ohio except those employees that reside in: Indiana, Kentucky, Michigan, Pennsylvania or West Virginia.

### Form IT 4NR

Employee's Statement of Residency in a Reciprocity State

Residents of reciprocity states (listed above) may claim exemption from withholding of Ohio income tax by completing this form and filing it with their employer. For details, see the Form IT 4 or IT 4NR instructions or contact the Ohio Department of Taxation.

SOURCE: Ohio Department of Taxation - <http://tax.ohio.gov>

Contact the Ohio Department of Taxation and/or a tax professional when assistance is needed to determine if the employee is eligible to be exempted from state income taxes.

**Step 3i:** Enter the number of federal tax exemptions from the employee's **W-4** form. Select the **W-4 Rate** (Married or Single).

**Important:** The Exempt checkbox should only be marked for employees that are exempt from federal income tax. Please review the following:

### Form W-4

Employee's Withholding Allowance Certificate

To know how much federal tax to withhold from employees' wages, you should have a Form W-4 on file for each employee.

A Form W-4 claiming full exemption from withholding is effective when it is filed with the employer and ONLY for that calendar year. Generally, an employee may claim exemption from federal income tax withholding because he or she had no income tax liability last year and expects none this year. Note: This ONLY exempts federal

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income tax - it does not exempt Medicare or Social Security taxes. For more details, see the Form W-4 instructions or contact the IRS.

SOURCE: IRS Publication 15 (Circular E) - <http://www.irs.gov>

Contact the IRS and/or a tax professional when assistance is needed to determine if the employee is eligible to be exempted from federal income taxes.

- Step 3j:** If Electronic Funds Transfer (EFT) has been activated in the system, the EFT Setup area under Payroll > Maintenance has been completed (with assistance from UAN), and the employee has been authorized to have their wages directly deposited into their checking or savings account, select the **EFT is authorized** checkbox, enter the employee's bank **Routing #** and **Account #**, and select the **Account** type. When applicable, select the checkbox **Stub email is authorized**. This feature is optional; it enables clients to email EFT pay stubs to participating employees. Before selecting, read 'Appendix 1: Steps For Emailing EFT Pay Stubs' for detailed information.
- Step 4:** Click the **Next** button.
- Step 5:** If your entity does not track Additional Information for employees, a system message will be displayed stating that the new employee has been saved. Click **OK** to continue.
- Step 6:** If either an OPERS Member Date or an OP&FPF Member Date was **not** entered, a system message will be displayed asking, 'Will this employee be contributing to OPERS or OP&FPF? If so, you will be unable to post wages for the employee until a Member Date is entered in the State Retirement information.'. Click **Yes** to enter the Member Date, or click **No** if the employee is not in a state retirement plan.
- Step 7:** A system message will be displayed stating, 'Please note: State and local government employees hired (or rehired) after March 31, 1986 are subject to mandatory Medicare coverage. Be sure to add a Medicare withholding to this employee during Step 2. Refer to Section 210 (p) of the Social Security Act.'. Click **OK** to continue.
- Step 8:** If your entity tracks Additional Information for employees (previously added Additional Information fields under Payroll > Maintenance > Additional Information), the **Additional Info** tab will be displayed. Enter the additional information for the new employee under the **Value** column. Then click on the **Next** button.
- Step 9:** The system will return to the main Add Employee Wizard screen. **Step – 2 Add Employee Withholdings** will be highlighted. Click the **Next** button to continue.

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

**Step 10a:** The system automatically adds the Ohio Income Tax and Federal Income Tax withholdings. Select the radio button ‘**Continue adding withholdings**’ and then click on the **Next** button.

**Step 10b:** Verify the **Active** radio button is selected for the **Withholding** status. (*The system automatically defaults the radio button to ‘Active’*).

**Step 10c:** Select the **Withholding** by clicking on the down arrow on the right hand side of the withholding field.

**Step 10d:** Verify or modify the withholding **Description**.

**Step 10e:** If the withholding selected was of type P00 – OPERS, P01 – OP&FPF, P02 – Medicare, or P03 – Social Security, then on the **Details** tab enter the **Employee Share Distribution – Regular, Fringe Benefit or Salary Reduction** (*only P00 – OPERS and P01 – OP&FPF will have the Salary Reduction option*). Once the **Total** percentage amount is equal to the **Goal** percentage amount, click on the **Next** button.

**Step 10f:** If the withholding selected was of type A00 – Cafeteria Plan, B00 – Deferred Withholding, F00 – Local Tax, G00 – School Tax, K00 – Miscellaneous/Union Withholding, H10 – Federal Supplemental Withholding, H20 – Ohio Supplemental Withholding, then on the **Details** tab enter the **Employee Share – None, Amount or Rate** (*only Deferred Withholding, Local Tax, School Tax, and Miscellaneous/Union Withholding will have the Rate option*). Once this is complete, then click on the **Next** button.

**Step 10g:** If the withholding selected was of type P00 – OPERS, P01 – OP&FPF, P02 – Medicare, or P03 – Social Security, the system will display the **Appropriation Accounts (Employer Share)** tab. On this tab, select the **Account Split Method** and the **Appropriation Account(s)** that the employer share of the withholding will be paid from. Once this is complete, then click on the **Next** button.

**Step 10h:** If the withholding selected was of type P00 – OPERS, P01 – OP&FPF, P02 – Medicare, or P03 – Social Security, the system will display the **Appropriation Accounts (Fringe Benefit)** tab. On this tab, select the **Account Split Method** and the **Appropriation Account(s)** that the fringe

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benefit of the withholding (if any) will be paid from. Once this is complete, then click on the **Next** button.

- Step 10i:** If the withholding selected was of type A00 – Cafeteria Plan, B00 – Deferred Withholding, H10 – Federal Supplemental Withholding, H20 – Ohio Supplemental Withholding, or K00 – Miscellaneous/Union Withholding, the system will display the **Skip Deductions** tab. On this tab, select the **‘Deduct from every pay period’** radio button if the withholding should be deducted from every pay period, or select the **‘Skip the pay periods marked below’** radio button if the withholding should not be deducted from specific pay periods. If the ‘Skip the pay periods marked below’ option is chosen, select a date within each pay period that the withholding should skip (*preferably the pay period end date*). Also, a **Frequency** should be selected to determine whether the marked skip dates fall within any particular wage’s pay period. Once this has been completed, click on the **Next** button.
- Step 10j:** If more withholdings need to be added to the employee, continue by repeating Steps 10a-10i until complete.
- Step 10k:** Once all withholdings have been added to the employee, select the radio button **‘I am done adding withholdings’** and then click on the **Next** button.
- Step 10l:** If the Medicare withholding was not added to the employee, a system message will display stating, ‘State and local government employees hired (or rehired) after March 31, 1986 are subject to mandatory Medicare coverage. Are you sure you do not want to attach an active Medicare now? You will be unable to post wages for this employee until you do so. To continue to the next step without an active Medicare, click **Yes**. To attach an active Medicare before continuing, click **No**.’
- Step 11:** The system will return to the main Add Employee Wizard screen. **Step – 3 Add Employee Earnings** will be highlighted. Click the **Next** button to continue.
- Step 12:** On **Step 3 – Add Employee Earnings**, select the new employee’s earnings to add. Follow the instructions on the screen and use the sub-steps below to guide you through the **Add Employee Earnings** screen:
- Step 12a:** Select the radio button **‘Continue adding earnings’** and then click on the **Next** button.
- Step 12b:** Verify the **Active** radio button is selected for the **Earning Status**. (*The system automatically defaults the radio button to ‘Active’*).

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- Step 12c:** Select the position **Name** by clicking on the down arrow on the right side of the position field.
- Step 12d:** Select the position **Type** by clicking on the down arrow on the right side of the type field.
- Step 12e:** Select the **Department** by clicking on the down arrow on the right side of the type field.
- Step 12f:** Select the position **Classification** – **Hired, Elected** or **Appointed**. *(If the employee position type is 'Other' then the classification is automatically set to 'Hired' and cannot be modified.)*
- Step 12g:** Select the **Unemployment Eligible** checkbox if the position is reportable to Ohio Job and Family Services (ODJFS). *(If the position classification is 'Elected', then this option is automatically unchecked and cannot be modified.)*
- Step 12h:** Select the **Earning** by clicking on the down arrow on the right hand side of the earning field.
- Step 12i:** Verify or modify the earning **Description**.
- Step 12j:** Select the pay **Frequency** by clicking on the down arrow on the right hand side of the frequency field.
- Step 12k:** Enter the **Pay Rate** for the earning.
- Step 12l:** If the earning being added is 1000-1999 Salary, 2000-2999 Hourly Wages, or 4000-4999 Per Item Wages, enter the **Typical Hours/Items**. *(If the number of hours or items that the employee is being paid varies from pay period to pay period, it may be best to leave this field set at 0.00.)*
- Step 12m:** On the **Details** tab under the **Pay Changes** section, there are fields to record the employee's **Last Raise, Resolution** and **Next Revision** dates (if applicable).
- Step 12n:** If the employee will contribute to Ohio Police & Fire Pension Fund (OP&FPF), enter the **Pick-up** and **Frequency** codes under the **OP&FPF** section on the **Details** tab. *(If you are not sure of the correct codes to select for the employee, please contact OP&FPF for assistance.)*
- Step 12o:** On the **Details** tab under the **Dates** section, there are fields to record employee **Probation End** and **Terminated** dates (if applicable).

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- Step 12p:** On the **Details** tab under the **Leave of Absence** section, there are fields to record the employee's leave of absence **Date** and **Hours** information (if applicable).
- Step 12q:** Click on the **Next** button.
- Step 12r:** On the **Accounts** tab, select the **Account Split Method – No Split, Manual, Percentage** or **Hours**. *(The 'Hours' option is only available when the earning type is 2000-2999 Hourly Wages.)*
- Step 12s:** On the **Accounts** tab, select the **Appropriation Account(s)** that the employee earning will be paid from by clicking on the down arrow on the right side of the appropriation account field.
- Step 12t:** Click on the **Next** button.
- Step 12u:** On the **Withholdings** tab, select the withholdings that should be deducted from the employee earning that is being added by clicking on the checkbox beside the withholding type.
- Step 12v:** Click on the **Next** button.
- Step 12w:** If more earnings need to be added to the employee, continue by repeating Steps 12a-12v until complete.
- Step 12x:** Once all earnings have been added to the employee, select the radio button **'I am done adding earnings'** and then click on the **Next** button.
- Step 13:** The system will return to the main Add Employee Wizard screen. **Step – 4 Add Employee Overtimes** will be highlighted. Click the **Next** button to continue.
- Step 14:** On **Step 4 – Add Employee Overtimes**, select the new employee's overtimes to add. Follow the instructions on the screen and use the sub-steps below to guide you through the **Add Employee Overtimes** screen:
- Step 14a:** Select the radio button **'Continue adding overtimes'** and then click on the **Next** button.
- Step 14b:** Verify the **Active** radio button is selected for the **Overtime Status**. *(The system automatically defaults the radio button to 'Active').*
- Step 14c:** Select the **Overtime** to add by clicking on the down arrow on the right side of the overtime field.
- Step 14d:** Verify or modify the overtime **Description**.

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- Step 14e:** Enter the **Base Rate** of pay that will be used to calculate the overtime.
- Step 14f:** If available, enter the Typical Hours per pay period. *(If the overtime hours vary each pay, enter 0.00 for the typical hours.)*
- Step 14g:** On the **Details** tab, enter the **Overtime Rate**.
- Step 14h:** Click on the **Next** button.
- Step 14i:** On the **Earnings** tab, select **one hourly** or **salary earning** that when paid should include the employee overtime that is being added. Select the earning by clicking on the checkbox beside the earning type.
- Step 14j:** Click on the **Next** button.
- Step 14k:** On the **Accounts** tab, select the **Account Split Method – No Split, Manual, Percentage** or **Hours**.
- Step 14l:** On the **Accounts** tab, select the **Appropriation Account(s)** that the employee overtime will be paid from by clicking on the down arrow on the right side of the appropriation account field.
- Step 14m:** Click on the **Next** button.
- Step 14n:** If more overtimes need to be added to the employee, continue by repeating Steps 14a-14m until complete.
- Step 14o:** Once all overtimes have been added to the employee, select the radio button **‘I am done adding overtimes’** and then click on the **Next** button.
- Step 15:** The system will return to the main Add Employee Wizard screen. **Step – 5 Add Employee Non-Cash Benefits** will be highlighted. Click the **Next** button to continue.
- Step 16:** On **Step 5 – Add Employee Non-Cash Benefits**, select the new employee’s non-cash benefits to add. Follow the instructions on the screen and use the sub-steps below to guide you through the **Add Employee Non-Cash Benefits** screen:
- Step 16a:** Select the radio button **‘Continue adding non-cash’** and then click on the **Next** button.
- Step 16b:** Verify the **Active** radio button is selected for the **Non-Cash Status**. *(The system automatically defaults the radio button to ‘Active’).*
- Step 16c:** Select the **Non-Cash** to add by clicking on the down arrow on the right side of the non-cash field.



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- Step 16d:** Verify or modify the overtime **Description**.
- Step 16e:** Enter the **Pay Rate** for the non-cash benefit. *(If the non-cash benefit amount varies each pay, enter 0.00 for the pay rate.)*
- Step 16f:** On the **Earnings** tab, select **one earning** that when paid should include the employee non-cash benefit that is being added. Select the earning by clicking on the checkbox beside the earning type.
- Step 16g:** Click on the **Next** button.
- Step 16h:** If more non-cash benefits need to be added to the employee, continue by repeating Steps 16a-16g until complete.
- Step 16i:** Once all non-cash benefits have been added to the employee, select the radio button '**I am done adding non-cash**' and then click on the **Next** button.
- Step 17:** The system will return to the main Add Employee Wizard screen. **Step – 6 Add Employee Leaves** will be highlighted. Click the **Next** button to continue.
- Step 18:** On **Step 6 – Add Employee Leaves**, select the new employee's leaves to add. Follow the instructions on the screen and use the sub-steps below to guide you through the **Add Employee Leaves** screen:
- Step 18a:** Select the radio button '**Continue adding leaves**' and then click on the **Next** button.
- Step 18b:** Verify the **Active** radio button is selected for the **Leave Status**. *(The system automatically defaults the radio button to 'Active')*.
- Step 18c:** Select the **Leave** to add by clicking on the down arrow on the right side of the leave field.
- Step 18d:** Verify or modify the leave **Description**.
- Step 18e:** Verify or modify the **Leave is:** selection.
- Step 18f:** Enter the **Pay Rate** for the leave.
- Step 18g:** On the **Details** tab, verify or modify the **Leave & Proration Method**.
- Step 18h:** On the **Details** tab, verify or modify the **Include in Regular Hours** selection.
- Step 18i:** On the **Details** tab, verify or modify the **Maximum Leave Balance** selection.

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- Step 18j:** On the **Details** tab, verify or modify the **Maximum Annual Accrual** selection.
- Step 18k:** On the **Details** tab under the **Current Year** section, enter the **Beginning** leave balance (if applicable).
- Step 18l:** Click on the **Next** button.
- Step 18m:** On the **Earnings** tab, select the **hourly** or **salary earnings** that when paid may accrue or use this leave by clicking on the checkbox beside the earning type. (*More than one earning can be selected.*)
- Step 18n:** On the **Earnings** tab, select the earning that will be the **WH earning** by clicking on the radio button in the WH column of that earning. Any withholdings applied to the WH earning will also be applied to the leave that is being added.
- Step 18o:** Click on the **Next** button.
- Step 18p:** On the **Accounts** tab, select the **Account Split Method – No Split, Manual or Percentage**.
- Step 18q:** On the **Accounts** tab, select the **Appropriation Account(s)** that the employee leave will be paid from by clicking on the down arrow on the right side of the appropriation account field.
- Step 18r:** Click on the **Next** button.
- Step 18s:** If more leaves need to be added to the employee, continue by repeating Steps 18a-18r until complete.
- Step 18t:** Once all leaves have been added to the employee, select the radio button '**I am done adding leaves**' and then click on the **Next** button.
- Step 19:** The system will return to the main Add Employee Wizard screen. Click the **Finish** button to finalize adding the new employee.
- Step 20:** The system will display a message asking if you want to display the **General Information Report** for the new employee. Click on **Yes** to display the report or click on **No** to add the new employee without reviewing the report.
- Reminder:** *After completing or skipping any step, you can never revisit that step within the Add Employee Wizard. If at any time you need to quit, the items you added up to that point will be saved. If you skip a step or close the Add Employee Wizard, the new employee can be edited in Payroll → Maintenance → Employees.*

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### HOW TO EDIT AN EMPLOYEE

- Step 1:** From the main Employees screen, select an **employee** to edit by clicking on the checkbox beside the employee ID.
- Step 2:** Click on the **Edit** button and select the **Guided** option.
- Step 3:** Choose an **Action** by selecting the radio button beside ‘**Edit an existing item**’ or ‘**Attach a new item**’.
- Step 4:** Choose an **Item Type** by clicking on the radio button beside **Information, Earning, Overtime, Non-Cash Benefit, Leave, Withholding** or **Additional Information**.
- Step 5:** Click on the **OK** button.
- Step 6:** If ‘Edit an existing item was selected, the **Edit Employee** screen will be displayed with a grid containing all of the existing items of the chosen type for the employee. Select the item to edit from the list, and then click the **Edit** button below the grid. Make the necessary modifications to the item, and then click on the **Save** button. *(Please refer to the **Frequently Asked Questions** section that follows for common editing questions and detailed answers.)*
- Step 7:** If ‘Attach a new item’ was selected, the **Add Employee** screen for the chosen type will be displayed. Enter the information for the new item, and then click on the **Save** button. After saving the new item, the form will reset to attach additional items of that type. *(Please refer to the **Frequently Asked Questions** section that follows for some common editing questions and detailed answers.)*
- Reminder:** *The ‘Guided’ method is recommended when editing employees, until you have good understanding of how the Employees screens function.*
- Reminder:** *The ‘Guided’ method takes you to the Edit Employee screen and the specific tab for the action and item you choose to edit. However, you can still click on other tabs once the Edit Employee screen is displayed.*
- Reminder:** *You can also choose the ‘Advanced’ editing method, which will take you directly to the Edit Employee screen and allow you to edit any tab on that screen.*

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EMPLOYEES FREQUENTLY ASKED QUESTIONS

**1. How do I add an earning for an existing employee?**

**Steps to Access:** Payroll → Maintenance → Employees → Select the employee from the list → Edit → Guided → Attach a new item → Earning → Click on OK

- A. Verify the **Active** radio button is selected for the **Earning Status**. *(The system automatically defaults the radio button to 'Active').*
- B. Select the position **Name** by clicking on the down arrow on the right side of the position field.
- C. Select the position **Type** by clicking on the down arrow on the right side of the type field.
- D. Select the **Department** by clicking on the down arrow on the right side of the type field.
- E. Select the position **Classification** – **Hired, Elected** or **Appointed**. *(If the employee position type is 'Other' then the classification is automatically set to 'Hired' and cannot be modified.)*
- F. Select the **Unemployment Eligible** checkbox if the position is reportable to Ohio Job and Family Services (ODJFS). *(If the position classification is 'Elected', then this option is automatically unchecked and cannot be modified.)*
- G. Select the **Earning** by clicking on the down arrow on the right hand side of the earning field.
- H. Verify or modify the earning **Description**.
- I. Select the pay **Frequency** by clicking on the down arrow on the right hand side of the frequency field.
- J. Enter the **Pay Rate** for the earning.
- K. If the earning being added is 1000-1999 Salary, 2000-2999 Hourly Wages, or 4000-4999 Per Item Wages, enter the **Typical Hours/Items**. *(If the number of hours or items that the employee is being paid varies from pay period to pay period, it may be best to leave this field set at 0.00.)*
- L. On the **Details** tab under the **Pay Changes** section, there are fields to record the employee's **Last Raise, Resolution** and **Next Revision** dates (if applicable).
- M. If the employee will contribute to Ohio Police & Fire Pension Fund (OP&FPF), enter the **Pick-up** and **Frequency** codes under the **OP&FPF** section on the **Details** tab. *(If you are*

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*not sure of the correct codes to select for the employee, please contact OP&FPF for assistance.)*

- N. On the **Details** tab under the **Dates** section, there are fields to record employee **Probation End** and **Terminated** dates (if applicable).
- O. On the **Details** tab under the **Leave of Absence** section, there are fields to record the employee's leave of absence **Date** and **Hours** information (if applicable).
- P. On the **Overtimes** tab, select the overtimes that may be included when paying the earning that is being added (if applicable) by clicking on the checkbox beside the overtime type.
- Q. On the **Non-Cash** tab, select the non-cash benefits that may be included when paying the earning that is being added (if applicable) by clicking on the checkbox beside the non-cash type.
- R. On the **Leaves** tab, select the leaves that may be accrued or used/paid when paying the earning that is being added (if applicable) by clicking on the checkbox beside the leave type.
- S. On the **Withholdings** tab, select the withholdings that should be deducted from the employee earning that is being added by clicking on the checkbox beside the withholding type.
- T. On the **Accounts** tab, select the **Account Split Method – No Split, Manual, Percentage or Hours**. *(The 'Hours' option is only available when the earning type is 2000-2999 Hourly Wages.)*
- U. On the **Accounts** tab, select the **Appropriation Account(s)** that the employee earning will be paid from by clicking on the down arrow on the right side of the appropriation account field.
- V. Click the **Save** button.
- W. Click on the **Close** button to exit the Edit Employee Earning screen.

### 2. How do I change an employee's hourly rate or salary?

**Steps to Access:** Payroll → Maintenance → Employees → Select the employee from the list → Edit → Guided → Edit an existing item → Earning → Click on OK

- A. Select the **earning** to be modified by clicking on the checkbox beside the earning type.
- B. Click on the **Edit** button.
- C. Modify the **Pay Rate** field to the new rate of pay.

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- D. Click on the **Save** button.
- E. Click on the **Close** button to exit the Edit Employee Earning screen.
- F. Click on the **Close** button to exit the Edit Employee screen.

### 3. How do I add a withholding for an existing employee?

**Steps to Access:** Payroll → Maintenance → Employees → Select the employee from the list → Edit → Guided → Attach a new Item → Withholding → Click on OK

- A. Verify the **Active** radio button is selected for the **Withholding** Status. (*The system automatically defaults the radio button to 'Active'*).
- B. Select the **Withholding** by clicking on the down arrow on the right hand side of the withholding field.
- C. Verify or modify the withholding **Description**.
- D. If the withholding selected was of type P00 – OPERS, P01 – OP&FPF, P02 – Medicare, or P03 – Social Security, then on the **Details** tab enter the **Employee Share Distribution – Regular, Fringe Benefit** or **Salary Reduction** (*only P00 – OPERS and P01 – OP&FPF will have the Salary Reduction option*). The **Total** percentage amount must equal the **Goal** percentage amount.
- E. If the withholding selected was of type A00 – Cafeteria Plan, B00 – Deferred Withholding, F00 – Local Tax, G00 – School Tax, K00 – Miscellaneous/Union Withholding, H10 – Federal Supplemental Withholding, H20 – Ohio Supplemental Withholding, then on the **Details** tab enter the **Employee Share – None, Amount** or **Rate** (*only Deferred Withholding, Local Tax, School Tax, and Miscellaneous/Union Withholding will have the Rate option*).
- F. On the Earnings tab, select the employee earnings from which to deduct the withholding that is being added by clicking on the checkbox beside the earning type. (*This will include any overtimes, non-cash benefits and/or paid leaves attached to the earnings.*)
- G. If the withholding selected was of type P00 – OPERS, P01 – OP&FPF, P02 – Medicare, or P03 – Social Security, the system will display the **Appropriation Accounts (Employer Share)** tab. On this tab, select the **Account Split Method** and the **Appropriation Account(s)** that the employer share of the withholding will be paid from.
- H. If the withholding selected was of type P00 – OPERS, P01 – OP&FPF, P02 – Medicare, or P03 – Social Security, the system will display the **Appropriation Accounts (Fringe Benefit)** tab. On this tab, select the **Account Split Method** and the **Appropriation Account(s)** that the fringe benefit of the withholding (if any) will be paid from

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- I. If the withholding selected was of type A00 – Cafeteria Plan, B00 – Deferred Withholding, H10 – Federal Supplemental Withholding, H20 – Ohio Supplemental Withholding, or K00 – Miscellaneous/Union Withholding, the system will display the **Skip Deductions** tab. On this tab, select the **‘Deduct from every pay period’** radio button if the withholding should be deducted from every pay period, or select the **‘Skip the pay periods marked below’** radio button if the withholding should not be deducted from specific pay periods. If the ‘Skip the pay periods marked below’ option is chosen, select a date within each pay period that the withholding should skip (*preferably the pay period end date*). Also, a **Frequency** should be selected to determine whether the marked skip dates fall within any particular wage’s pay period.
- J. Click on the **Save** button.
- K. Click on the **Close** button to exit the Edit Employee Withholding screen.

#### 4. How do I change a withholding amount or percentage for an employee?

**Steps to Access:** Payroll → Maintenance → Employees → Select the employee from the list → Edit → Guided → Edit an existing item → Withholding → Click on OK

- A. Select the **withholding** to modify by clicking on the checkbox beside the withholding type.
- B. Click on the **Edit** button.
- C. On the **Details** tab, change the **Rate** or **Amount**.
- D. Click on the **Save** button.
- E. Click on the **Close** button to exit the Edit Employee Withholding screen.
- F. Click on the **Close** button to exit the Edit Employee screen.

#### 5. How do I setup Electronic Funds Transfer (EFT) for each employee now that EFT was activated in the system, EFT Setup has been completed, and EFT has been authorized for each employee?

**Steps to Access:** Payroll → Maintenance → Employees → Select the employee from the list → Edit → Guided → Edit an existing item → Information → Click on OK

- A. Under the Electronic Funds Transfer (EFT) area, select the **‘EFT is authorized’** checkbox.
- B. The **‘Prenote was sent’** checkbox should remain unchecked until an EFT prenotification file is sent to the Automated Clearing House (ACH) banking institution. (*Refer to the **EFT Prenotes** section of this manual for additional information and steps on creating and sending an EFT prenotification file as well as marking the ‘Prenote was sent’ checkbox.*)

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- C. Enter the **Routing #**.
- D. Enter the **Account #**.
- E. Select the **Account** type (Checking or Savings).
- F. Click on the **Save** button. *(Selecting **Close** on this step will prompt the system to display a message 'Save Changes?'. Selecting **Yes** will still save the modifications. Selecting **No** will exit without saving. Selecting **Cancel** will return to the Edit Employee form.)*
- G. Click on the **Close** button to exit the Edit Employee form after the EFT information has been saved for the employee. *(The system displays a message in the bottom left corner of the Edit Employee form to confirm the employee information has been saved.)*

**Reminder:** *The 'Prenote was sent' checkbox remains unchecked until an EFT prenotification file is sent to the Automated Clearing House (ACH) banking institution. (Refer to the **EFT Prenotes** section of this manual for additional information and steps on creating and sending an EFT prenotification file as well as marking the 'Prenote was sent' checkbox.)*



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### FREQUENCIES

#### OVERVIEW

A **frequency** is the schedule of a particular pay period. Each frequency will have a pay period begin date and a pay period end date. The following frequency types are available:

- **Annual** – 1 pay per year.
- **Semi-Annual** – 2 pays per year.
- **Quarterly** – 4 pays per year.
- **Monthly** – 12 pays per year.
- **28-Day** – 13 pays per year.
- **Semi-Monthly** – 24 pays per year.
- **Bi-Weekly** – 26 pays per year.
- **Weekly** – 52 pays per year.

Frequencies that are not going to be utilized can be deactivated. Marking frequencies inactive will reduce the number of frequency options available under the employee earning screen.

Multiple frequencies may be added for any particular type. For example, you could have three Bi-Weekly frequencies with different pay period beginning and end dates.

Example:

<u>Department</u>	<u>Pay Period Beg. Date</u>	<u>Pay Period End Date</u>
Police	Sunday March 25th	Saturday April 7th
Fire	Monday March 26th	Sunday April 8th
Administration	Tuesday March 27th	Monday April 9th

Each frequency must have a pay period advance method selected to determine how to calculate the default pay period when adding wages for that particular frequency. Only active employee earnings assigned to that frequency are used to determine the latest paid period for the calculation. The following advance methods are available:

- **Manually advance** – The beginning and ending pay period dates must be manually changed in the system each time wages are paid for a given frequency. The pay period will default to the latest paid period in the current or prior processing year for which at least one employee earning has been paid. In most cases, this will be the period used the last time wages were

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posted for this frequency. The pay period will be blank if there is no paid period in the current or prior year.

- **Automatically advance after all wages are posted for a period** – The pay period will default to the period *after* the latest paid period in the current or prior processing year for which *all* employee earnings have been paid. In most cases, this will be the period after the period used the last time wages were posted for this frequency if all employee earnings were paid, or the period used the last time wages were posted for this frequency if *not* all employee earnings were paid. This option is useful if all active employee earnings are routinely paid for every pay period (*Full-Time employees*). The pay period will be blank if there is no paid period in the current or prior year.
- **Automatically advance after any wages are posted for a period** – The pay period will default to the period *after* the latest paid period in the current or prior processing year for which *at least one* employee earning has been paid. In most cases, this will be the period after the period used the last time wages were posted for this frequency, regardless if all employee earnings were paid. This option is useful if a pay period is frequently skipped for one or more active employee earnings (*Part-Time employees*). The pay period will be blank if there is no paid period in the current or prior year.

The automatic advance methods eliminate the hassle of having to remember to manually change the beginning and ending pay period dates each time you pay wages for a given frequency (*Please see the Frequently Asked Questions (FAQ's) section for exceptions to this rule*).

### DELETE

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Only frequencies that are not currently or previously assigned to any employees and have never been used for posting wages may be deleted.

### STEPS TO ACCESS

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Payroll → Maintenance → **Frequencies**

### DATA REQUIREMENTS

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Field	Type	Required	Additional Information
<b>Frequency</b>			
Name	Text (30)	Yes	<ul style="list-style-type: none"><li>• A unique name must be designated to identify the frequency.</li></ul>
Status	Radio Button (2)	No	<ul style="list-style-type: none"><li>• Active (Default)</li><li>• Inactive</li></ul>

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Type	Drop Down (15)	Yes	<ul style="list-style-type: none"> <li>• A frequency type must be selected.</li> <li>• This field is read only in Edit mode.</li> </ul>
<b>Pay Period Advance Method</b>			
Pay Period Advance Method	Radio Button (3)	No	<ul style="list-style-type: none"> <li>• Manually advance (Default)</li> <li>• Automatically advance after all wages are posted for a period</li> <li>• Automatically advance after any wages are posted for a period</li> </ul>
<b>OP&amp;FPF Agreement Numbers</b>			
Fire	Drop Down (1)	No	<ul style="list-style-type: none"> <li>• The field is only visible for Townships and Villages.</li> <li>• Only available for Monthly, Semi-Monthly, Bi-Weekly and Weekly frequencies.</li> </ul>
Police	Drop Down (1)	No	<ul style="list-style-type: none"> <li>• This field is only visible for Villages.</li> <li>• Only available for Monthly, Semi-Monthly, Bi-Weekly and Weekly frequencies.</li> </ul>

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### HOW TO ADD A FREQUENCY

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

**Step 2:** Enter in a unique **Name** for the frequency that is to be added.

**Step 3:** Verify the **Active** radio button is selected. *(The system automatically defaults the radio button to 'Active').*

**Step 4:** Select the frequency **Type**.

**Step 5:** Select the **Pay Period Advance Method**.

**Step 6:** If you have OP&FPF employees and the frequency being added is Monthly, Semi-Monthly, Bi-Weekly or Weekly, select the **OP&FPF Agreement Number**.

**Step 7:** Click on the **Save** button to add the new frequency. *(Selecting **Close** on this step will prompt the system to display a message 'Save Changes?'. Selecting **Yes** will still save the new frequency. Selecting **No** will exit without saving. Selecting **Cancel** will return to the Add Frequency form.)*

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**Step 8:** Click on the **Close** button to exit the Add Frequency form after the new frequency has been saved. *(The system displays a message in the bottom left corner of the Add Frequency form to confirm the new frequency has been saved.)*

**Reminder:** *If you have questions on the OP&FPF agreement number, please contact OP&FPF for assistance.*

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### FREQUENCIES FREQUENTLY ASKED QUESTIONS

#### **1. Why didn't my pay period advance, even though I am utilizing an automatic advance method for frequency?**

If you are utilizing the advance method 'Automatically advance after all wages are posted for a period' and you add a new employee, mark currently inactive employees active, or mark currently inactive earnings active, the next payroll will **not** automatically advance. This occurs because the new employee, inactive to active employee, or inactive to active earning was not paid for the last pay period. This is a good example of why it is suggested to always double check the pay period dates before wages are posted.

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### SKIP CALENDARS EDITOR

#### OVERVIEW

The **Skip Calendars Editor** allows for adding customized ‘skip calendars’ and applying them to one or many employee withholdings. An employee withholding can be set to skip (*not be deducted on*) certain pay periods. Selecting one or more dates on the skip calendar that fall within a particular pay period indicates that the withholding(s) it is applied to should not be deducted when the employee earnings are paid for that period.

Any skip calendars that have been added by a user will be listed with the number of dates skipped in the current processing year. A calendar must have at least one date selected to skip in the current processing year before it can be applied to employee withholdings. A default system calendar named “Deduct From Every Pay Period” is listed and can be used to remove all skip date selections from employee withholdings. This calendar cannot be edited or deleted.

When a skip calendar is added or edited, changes made to the calendar will not automatically apply to employees. The Apply button (*discussed below*) must be used to apply the initial calendar (*or calendar changes*) to employee withholdings.

Note: Only employee withholdings that are set to skip deductions under Payroll → Maintenance → Employees will be available to apply a skip calendar. For more information, go to the above menu, then click the Need Help? button and scroll several pages to the section titled “Skip Deductions – Withholdings Sub-form Tabbed Page”.

#### STEPS TO ACCESS

Payroll → Maintenance → **Skip Calendars Editor**

#### DATA REQUIREMENTS

Field	Type	Required	Comment
<b>Add / Edit</b>			
Name	Text	Yes	<ul style="list-style-type: none"><li>• A unique name is required.</li></ul>
Calendar	Calendar	Yes*	<ul style="list-style-type: none"><li>• Will display all months for the year in which you are working.</li><li>• Select any date within the pay period you would like to skip deducting the withholding.</li></ul>

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Field	Type	Required	Comment
<b>Apply</b>			
Frequency	Drop Down	Yes	<ul style="list-style-type: none"> <li>The drop down will display a list of all frequencies in the system.</li> </ul>
Withholding	Drop Down	Yes	<ul style="list-style-type: none"> <li>The drop down will display a list of all entity withholdings used as an employee withholding where it is set to skip deductions with a skip frequency matching the one selected above.</li> </ul>
<b>Employees</b>	Grid	Yes	<ul style="list-style-type: none"> <li>The grid will list all employees that have the selected withholding where it is set to skip deductions with a skip frequency matching the one selected above.</li> </ul>
<b>Skip Calendar</b>	Tab	No	<ul style="list-style-type: none"> <li>The tab will display the selected skip dates of the selected skip calendar.</li> </ul>

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### HOW TO ADD A SKIP CALENDAR

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

**Step 2:** Type a **Name**.

**Step 3:** Select the **Date(s)** you want to skip deducting the withholding. Any dates within the pay periods to skip can be selected. Employee earnings paid for a period including any one of the selected dates will skip deduction of the withholding after the calendar is applied to existing employee withholdings.

**Step 4:** Once all of the information is correct, click on the **Save** button.

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### HOW TO APPLY A SKIP CALENDAR

**Step 1:** Place a checkmark beside the **skip calendar** to be attached to existing employee withholdings.

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

**Step 3:** Select the **Frequency** of the employee withholdings.

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- Step 4:** Select the **Withholding**.
- Step 5:** Place a checkmark beside the **Employees** where you want to attach the selected skip calendar dates to the selected employee withholding.
- Step 6:** Verify the skip dates selected on the **Skip Calendar** tab.
- Step 7:** Once all of the information is correct, click on the **Save** button.

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### SKIP CALENDARS EDITOR FREQUENTLY ASKED QUESTIONS

**1. How do I clear the skip calendar dates selected for an employee withholding?**

The skip calendar dates for an employee withholding can be cleared by selecting the ‘Deduct from Every Pay Period’ calendar and applying it to the employee withholding.

**2. I updated the dates on the skip calendar, but the employee withholding in which the calendar is attached does not have the updated dates. How do I correct this?**

The skip calendar dates for an employee withholding do not automatically update when you change the skip calendar; you must follow the ‘How to apply a skip calendar’ instructions listed above to update the skip calendar dates on the employee withholdings.

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### WITHHOLDINGS

#### OVERVIEW

A **withholding** is a portion of money held back from an employee’s earnings to cover taxes, retirement or other financial obligations and commitments.

There are nine preset withholdings in the system. The preset withholdings in the system should be used, and other withholdings should only be added when necessary. If other withholdings are added that have the same purpose as one of the preset withholdings, the system will *not* be able to track information on the withholding reports properly. The following withholding process groups and names are used for preset withholdings:

<u>Process Group</u>	<u>Name</u>
• D00	Federal Income Tax
• E00	Ohio Income Tax
• H10	Federal Supplemental Withholding
• H20	Ohio Supplemental Withholding
• P00	OPERS
• P01	OP&FPF
• P02	Medicare
• P02	Medicare HE*
• P03	Social Security
• S00	ODJFS

\*Medicare HE (high earning) is set to an Inactive status (i.e. hidden) by default because currently it *is rarely applicable for employees at most entities using UAN services*. Please review frequently asked question #4 that follows the Withholding section if this withholding may be required for any of your entity’s employees.

Additional withholdings can be created with the following (non-preset) process groups. The ‘Add’ withholding button should only be used to add withholdings that are not preset in the system, and would need to be withheld from an employee’s check (e.g. local tax, school tax, or deferred compensation). See the (non-preset) types of process groups and names below:

<u>Process Group</u>	<u>Name</u>
• A00	Cafeteria Plan
• B00	Deferred Withholding
• F00	Local Tax
• G00	School Tax
• K00	Miscellaneous/Union Withholding



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Multiple withholdings may be added using any of the process groups. For example, an entity with employees from two school districts may add two withholdings for School Tax (one for each district).

### SETTING DEFAULTS

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Some settings may be chosen as defaults for each withholding. These defaults will apply only when assigning that withholding to an employee. Changing default settings for a particular withholding does not affect employees to whom that withholding is already assigned.

### REMOVE

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Non-system withholdings that are not attached to any employees and that have not been used for posting wages in the current year may be removed. Also, the withholdings cannot be tied to any prior year withholding amounts that were carried over to the current year to be paid.

### TEMPORARY MODE

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During payroll temporary mode, any entity withholdings added are added in both the prior and new years, and activating or deactivating will apply to both years. Any modifications to existing entity withholdings will apply only to the year in which the withholdings are edited. Entity withholdings may not be removed during payroll temporary mode.

### STEPS TO ACCESS

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Payroll → Maintenance → **Withholdings**

### DATA REQUIREMENTS

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Field	Type	Required	Additional Information
<b>Withholding</b>			
Name	Text	Yes	<ul style="list-style-type: none"><li>• A unique name must be entered.</li><li>• This field becomes read only in Edit mode.</li></ul>
Status	Radio Button (2)	No	<ul style="list-style-type: none"><li>• Active (Default)</li><li>• Inactive</li></ul>
Process Group	Drop Down (5)	Yes	<ul style="list-style-type: none"><li>• The following withholding process groups are available to select in the process group field:<ul style="list-style-type: none"><li>• A00 – Cafeteria Plan</li><li>• B00 – Deferred Withholding</li><li>• F00 – Local Tax</li><li>• G00 – School Tax</li></ul></li></ul>

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			<ul style="list-style-type: none"> <li>• K00 – Miscellaneous/Union Withholding</li> </ul>
Payee	Drop Down	Yes	<ul style="list-style-type: none"> <li>• A list of the available payees is available in this field.</li> <li>• Payee names are automatically defaulted and read only for all preset system withholdings.</li> </ul>
Location	Drop Down	No	<ul style="list-style-type: none"> <li>• If only one location exists for the selected payee, the system defaults that location’s information into the location fields.</li> <li>• If a location does not exist for the selected payee, the field is left blank.</li> <li>• If more than one location exists for the selected payee, the field is left blank and the location can be chosen from the drop down menu.</li> </ul>
<b>Details Tab</b>			
<b>Maximum To Withhold <u>or</u> Maximum Taxable Wage Base</b>	Checkboxes (2)	No	<ul style="list-style-type: none"> <li>• For withholding process groups A00 – Cafeteria Plan, B00 – Deferred Withholding, K00 – Miscellaneous /Union Withholding, H10 – Federal Supplemental Withholding and H20 – Ohio Supplemental Withholding, there will be a box labeled Maximum to Withhold.</li> <li>• For withholding process groups P03 – Social Security and S00 – ODJFS, there will be a box labeled Maximum Taxable Wage Base.</li> </ul>
Per Wage	Money (8,2)	No	<ul style="list-style-type: none"> <li>• When this option is selected, the per wage amount is <u>required</u> to be entered and must be greater than 0.00.</li> <li>• This option is <u>not available</u> for the withholding process groups P03 – Social Security and S00 – ODJFS.</li> </ul>
Per Year	Money (8,2)	No	<ul style="list-style-type: none"> <li>• When this option is selected, the per year amount is <u>required</u> to be entered and must be greater than 0.00.</li> </ul>
<b>Local Tax</b>			<ul style="list-style-type: none"> <li>• This box is <u>visible and required</u> for withholding process group F00 – Local Tax</li> </ul>
W-2 Abbreviation	Text (9)	Yes	<ul style="list-style-type: none"> <li>• Enter an abbreviation for the local tax withholding. The abbreviation will be displayed on the W-2 forms.</li> </ul>

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<b>School Tax</b>			<ul style="list-style-type: none"> <li>This box is <u>only visible</u> for withholding process group G00 – School Tax.</li> </ul>
District #	Integer (4)	Yes	<ul style="list-style-type: none"> <li>Enter the school district number.</li> </ul>
Tax Base	Radio Button (2)	No	<ul style="list-style-type: none"> <li>The following two options are available:                             <ul style="list-style-type: none"> <li>State income tax base (Default)</li> <li>Earned Income Only tax base</li> </ul> </li> <li>If you do not know which tax base to select, click the question mark at the top right corner of the School Tax box. This is a link to the Ohio Department of Taxation website, which will provide the information needed to make the selection.</li> </ul>
<b>W-2</b>			<ul style="list-style-type: none"> <li>This box is visible, but not a software required field for withholding process group K00 Miscellaneous/Union Withholding</li> </ul>
Abbreviation	Text (9)	No	<ul style="list-style-type: none"> <li>Enter a W-2 abbreviation when applicable. The abbreviation will be displayed on the W-2 forms.</li> </ul>
<b>OPERS/OP&amp;FPF Billing</b>			<ul style="list-style-type: none"> <li>This box is only visible for withholding process groups P00 – OPERS and P01 – OP&amp;FPF.</li> </ul>
OPERS/OP&FPF Billing	Radio Button (2)	No	<ul style="list-style-type: none"> <li>The following two options are available:                             <ul style="list-style-type: none"> <li>Employer share will be paid in Accounting</li> <li>Include employer share when creating the employee withholding payment in Payroll (Default)</li> </ul> </li> </ul>
<b>Overtime</b>			<ul style="list-style-type: none"> <li>This option is enabled and can be selected or unselected for withholding process groups A00 – Cafeteria Plan, B00 – Deferred Withholdings, and K00 – Miscellaneous/Union Withholding.</li> </ul>
Overtime	Checkbox	No	<ul style="list-style-type: none"> <li>You can choose to apply withholdings to overtime wages in the following process groups: A00 – Cafeteria Plans, B00 – Deferred Withholdings, and K00 – Miscellaneous/Union Withholding.</li> <li>Place a checkmark in the box ‘Applied to overtime wages (if any)’ if withholding should be applied to overtime wages.</li> <li>The overtime checkbox is disabled and checked for all other withholding process groups not included above.</li> </ul>

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<b>Employee Share</b>	Radio Button (3)	No	<ul style="list-style-type: none"> <li>This box is <u>only visible</u> for the following withholding process groups: <ul style="list-style-type: none"> <li>A00 – Cafeteria Plan</li> <li>B00 – Deferred Withholding</li> <li>F00 – Local Tax</li> <li>G00 – School Tax</li> <li>K00 – Miscellaneous/Union Withholding</li> <li>H10 – Federal Supplemental Withholding</li> <li>H20 – Ohio Supplemental Withholding.</li> </ul> </li> <li>The following three options are available to select: <ul style="list-style-type: none"> <li>None (Default)</li> <li>Amount</li> <li>Rate (<i>This option is <u>not available</u> for A00 – Cafeteria Plan, H10 – Federal Supplemental Withholding, and H20 – Ohio Supplemental Withholding.</i>)</li> </ul> </li> </ul>
None	N/A	No	<ul style="list-style-type: none"> <li>This option is set as the default and is automatically selected.</li> <li>This may be the best option when the amount or rate (if applicable) of the withholding will vary among employees. The amount or rate can be specified when the withholding is added to each employee.</li> </ul>
Amount	Numeric (8,2)	No	<ul style="list-style-type: none"> <li>When this option is selected, the amount of the employee’s portion of the withholding is <u>required</u> to be entered.</li> </ul>
Rate	Numeric (5,3)	No	<ul style="list-style-type: none"> <li>This option is <u>only visible</u> for withholding process groups B00 – Deferred Withholding, F00 – Local Tax, G00 – School Tax, K00 – Miscellaneous/Union Withholding. It is <u>not available</u> for A00 – Cafeteria Plan, H10 – Federal Supplemental Withholding, and H20 – Ohio Supplemental Withholding.</li> <li>When this option is selected, the percentage rate of the employee’s portion of the withholding is <u>required</u> to be entered.</li> </ul>
<b>Rates</b>			<ul style="list-style-type: none"> <li>This box is <u>only visible</u> for withholding process groups P00 – OPERS, P01 –</li> </ul>

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			OP&FPF, P02 – Medicare, and P03 – Social Security.
Employee	Numeric (5,3)	Yes	<ul style="list-style-type: none"> <li>The employee portion should be entered as a percentage rate.</li> </ul>
Employer	Numeric (5,3)	Yes	<ul style="list-style-type: none"> <li>The employer portion should be entered as a percentage rate.</li> </ul>
<b>Earnings Applied To</b>	Grid	No	<ul style="list-style-type: none"> <li>This grid displays the earning process groups that are subject to the selected withholding. The earning process group is determined by the withholding process group. The earning process groups that are check marked in the grid will have the withholding applied to them when wages are created.</li> <li>This grid is read only and cannot be modified.</li> </ul>

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### HOW TO ADD A WITHHOLDING

- Step 1:** Click on the **Add** button.
- Step 2:** Verify the **Active** radio button is selected. *(The system automatically defaults the radio button to 'Active').*
- Step 3:** Enter a unique **Name** for the new withholding.
- Step 4:** Select a withholding **Process Group** by clicking on the down arrow on the right hand side of the process group field.
- Step 5:** Select a **Payee** by clicking on the down arrow on the right hand side of the payee field.
- Step 6:** If necessary, select the **Location** by clicking on the down arrow on the right hand side of the location field.
- Step 7:** Verify the location of the payee is correct by clicking on the **Payee** tab located below the location field.
- Step 8:** Click on the **Details** tab.
- Step 9:** If A00 (Cafeteria Plan), B00 (Deferred Withholding), or K00 (Miscellaneous/Union Withholding) is the process group and a Maximum To Withhold, Per Wage or Per Year needs established, click on the Per Wage and/or Per Year checkbox to place a checkmark in the box and enter the amount to establish as the maximum.
- Step 10:** If F00 (Local Tax) is the process group, entering the **W-2 Abbreviation** is required for the local tax withholding that will appear on the W-2 forms. If K00

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(Miscellaneous/Union Withholding) is the process group, a W-2 Abbreviation may be entered when applicable (but not required to save the form in the software).

**Step 11:** If G00 (School Tax) is the process group, follow the sub-steps below:

**Step 11a:** Enter the four-digit school **District #**.

**Step 11b:** Verify or select the **Tax Base** for the new school withholding.

**Step 12:** Verify the **Overtime** checkbox. The option is automatically selected so that the withholding is designated to be applied to overtime wages (if any). If the withholding should not be applied to overtime wages, click on the box to deselect the option.

**Step 13:** Verify or select the **Employee Share** default setting – **None**, **Amount**, or **Rate** (not available for A00 (Cafeteria Plan)). If Amount or Rate is selected, enter the amount or rate to set as the default for when the withholding is added to employees.

**Step 14:** Click on the **Save** button to add the new withholding. *(Selecting **Close** on this step will prompt the system to display a message ‘Save Changes?’. Selecting **Yes** will still save the new withholding. Selecting **No** will exit without saving. Selecting **Cancel** will return to the Add Withholding form.)*

**Step 15:** Click on the **Close** button to exit the Add Withholding form after the new withholding has been saved. *(The system displays a message in the bottom left corner of the Add Withholdings form to confirm the new withholding has been saved.)*

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### HOW TO EDIT A WITHHOLDING

**Step 1:** Place a checkmark beside the **withholding(s)** that need to be edited by clicking on the checkbox on the left side of the withholding name in the list grid.

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

**Step 3:** If the A00 (Cafeteria Plan), B00 (Deferred Withholding), F00 (Local Tax), G00 (School Tax) or K00 (Miscellaneous/Union Withholding) is the process group, edit the **Payee** (if necessary).

**Step 4:** Modify the **Location** for the payee (if necessary).

**Step 5:** If the A00 (Cafeteria Plan), B00 (Deferred Withholding), K00 (Miscellaneous / Union Withholding), H10 (Federal Supplemental Withholding) or H20 (Ohio Supplemental Withholding) is the process group, edit the **Maximum To Withhold Per Wage** and/or **Per Year** (if necessary).

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- Step 6:** If F00 (Local Tax) or K00 (Miscellaneous/Union Withholding) is the process group, modify the **W-2 Abbreviation** (if necessary).
- Step 7:** If G00 (School Tax) is the process group, modify the **District #** and/or **Tax Base** selection (if necessary).
- Step 8:** If P00 (OPERS) or P01 (OP&FPF) is the process group, edit the **OPERS/OP&FPF Billing** selection (if necessary).
- Step 9:** If P03 (Social Security) or S00 (ODJFS) is the process group, edit the **Maximum Taxable Wage Base Per Year** (if necessary).
- Step 10:** If the A00 (Cafeteria Plan), B00 (Deferred Withholding) or K00 (Miscellaneous / Union Withholding) is the process group, change the **Overtime** selection (if necessary).
- Step 11:** If the A00 (Cafeteria Plan), B00 (Deferred Withholding), F00 (Local Tax), G00 (School Tax), K00 (Miscellaneous/Union Withholding), H10 (Federal Supplemental Withholding) or H20 (Ohio Supplemental Withholding) is the process group, edit the **Employee Share** setting (if necessary).
- Step 12:** If P00 (OPERS), P01 (OP&FPF), P03 (Social Security) or S00 (ODJFS) is the process group, modify the **Rates** settings (if necessary).
- Step 13:** Click on the **Save** button to save the withholding changes. *(Selecting **Close** on this step will prompt the system to display a message ‘Save Changes?’. Selecting **Yes** will still save the withholding changes. Selecting **No** will exit without saving. Selecting **Cancel** will return to the Edit Withholdings form.)*
- Step 14:** Click on the **Close** button to exit the Edit Withholdings form after the withholding changes have been saved. *(The system displays a message in the bottom left corner of the Edit Withholdings form to confirm the withholding changes have been saved.)*

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### WITHHOLDINGS FREQUENTLY ASKED QUESTIONS

#### 1. Why can't an entity withholding be removed?

An entity withholding may not be removed for any one of the following reasons:

- The only entity withholdings that can be removed are non-preset withholdings that are not currently attached to any employees and that have not been used for posting wages in the current year.

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- The entity withholding cannot be tied to any prior year withholdings that were carried over to the current year to be paid.
- An entity withholding may not be removed during payroll temporary mode.

### 2. Can I add multiple withholdings?

Multiple withholdings may be added using any of the (non-preset) process groups:

- A00 Cafeteria Plan
- B00 Deferred Withholding
- F00 Local Tax
- G00 School Tax
- K00 Miscellaneous / Union Withholding

For example, an entity with employees from two school districts may add two withholdings for School Tax (one for each district).

### 3. Is process group type ‘K00 Miscellaneous / Union’ used only for union due withholdings?

The descriptions of the (non-preset) process groups that are listed when adding a new withholding are from the IRS description. Even though union is included in the description, the IRS’s K00 Miscellaneous / Union process group can be used for non-preset withholdings other than union dues. Common examples include child support, garnishments, and various insurance plan withholdings *that do not qualify to be withheld as a type ‘A00 Cafeteria Plan’ insurance withholding*. **Important:** selecting the correct processing group is critical for taxes to be calculated accurately. If you are unsure of which type to choose for a particular withholding, please review [www.irs.gov](http://www.irs.gov) and contact the IRS or a tax advisor to confirm that the accurate type is selected.

### 4. I noticed Medicare HE is listed when I change the list Status filter to ‘All’. Do I need to add Medicare HE to our employees?

Medicare HE is set to an Inactive status (i.e. hidden) by default because currently it *is rarely applicable for employees at most entities using UAN services*. The Medicare HE withholding should only be activated when at least one employee will earn more than the Medicare HE (high earner) taxable wage base floor established by the Affordable Care Act (ACA) of 2010. If you have questions about whether this is applicable to any of your employees, please contact the IRS or a tax professional.

In the event that Medicare HE is applicable to at least one employee, it must first be set to active in Payroll → Maintenance → Withholdings. Set the Status filter above the list grid to ‘Inactive’, checkmark Medicare HE, then click [Activate]. Change the filter back to ‘Active’



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and it will be listed. Then it must be attached to every Medicare-taxable earning in the Employee maintenance setup for employees for whom it is applicable. For instructions on attaching withholdings, go to Payroll → Maintenance → Employees, then under the FAQs section in the lower left corner of the screen, click ‘How to edit an employee’.

- 5. Local and/or School District withholdings have been incorrectly setup (with generic names). What steps are needed to properly setup these withholdings for future wages and accurate reports? What are the implications for past wages posted with the incorrectly setup withholdings?**

**Note: the answer to Withholdings FAQ #5 involves the multiple steps that follow, beginning with the Overview below.**

### FAQ #5A: Overview

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Under Payroll → Maintenance → Withholdings, each different local tax associated with employee(s) home address or work location requires a separate withholding on the main Withholdings list. Also, each different school district income tax associated with employees’ home addresses requires a separate withholding on the main Withholding list.

UAN Support has found that some UAN clients have generically-named one local tax withholding on the main Withholdings list, added that withholding to employees that live in different tax locations (under Payroll → Maintenance → Employees) in the employee withholding screen and then renamed the generic withholding *as several different localities* (for the purpose of withholding various percentages for particular localities). UAN Support has also found that this same approach has been carried out for School District taxes. This approach is problematic as it prevents you from generating accurate UAN reports by specific local or school tax districts, requires manual calculations to separate local and school taxes for withholding payments and requires manual edits to the W-2 form.

If you currently have some local or school district tax withholdings setup this way, complete the following instructions to deactivate the generically-named withholding and add separate precisely-named local or school district withholdings. Once you have established separate withholdings and edited the employee(s) withholdings UAN can generate accurate reports for *newly posted* wages. **IMPORTANT:** if the generic-named withholdings were already deducted on wages in the current year, the affected employee(s) W-2 form will still require corrections. Carrying out these changes will enable you to manually edit the W-2 form in the UAN software to correct the employee local and school district taxable earnings and withholdings.

### FAQ #5B: Review Withholdings In The Main Withholding List

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**STEPS TO ACCESS:** Payroll → Maintenance → **Withholdings**

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- Step 1:** Verify that a separate local tax is set up for each locality where your employees live or work.
- Step 2:** Verify that a separate school district tax is set up for each school district with an income tax where your employees live.
- Step 3:** Follow the steps below if you find any generic local or school tax withholdings (*i.e. any with generic names that are not specific to any particular locality or school district*).

### FAQ #5C: Deactivate Generic-Named Local Or School Withholdings

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*STEPS TO ACCESS:* Payroll → Maintenance → **Withholdings**

- Step 1:** Select the generically-named local or school district withholding.
- Step 2:** Click on the Deactivate button to disable the withholding.

### FAQ #5D: Add Unique-Named Local Or School Withholdings

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*STEPS TO ACCESS:* Payroll → Maintenance → **Withholdings**

- Step 1:** Click on the Add button.
- Step 2:** Enter a unique Name for the specific withholding. *Note: You must input a different name than the withholding that you deactivated above.*
- Step 3:** Select the correct withholding Process Group (*F00 (Local) or G00 (School)*) by clicking on the down arrow on the right side of the process group field.
- Step 4:** Select a Payee by clicking on the down arrow on the right side of the payee field. *Note: the same Payee may be selected for multiple withholdings, and one payment will be produced when you post the withholdings.*
- Step 5:** If applicable, select a Location by clicking on the down arrow on the right of the location field.
- Step 6:** Verify that the location of the payee is correct by clicking on the Payee tab located below the location field.
- Step 7:** Click on the Details tab.
- Step 8:** If F00 (Local Tax) is the process group, enter the **W-2 Abbreviation** for the local tax withholding that will appear on the W-2 forms.
- Step 9:** If G00 (School Tax) is the process group, follow the sub-steps below:
- Step 9a:** Enter the four digit school **District #**.

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**Step 9b:** Verify or select the **Tax Base** for the new school withholding.

*Note: School district numbers and tax bases are available on the Ohio Department of Taxation website. These must be correct for accurate withholding calculations and W-2 reporting.*

**Step 10:** Verify or select the Employee Share default setting – None, Amount, or Rate. If Amount or Rate is selected, enter the amount or rate to set as the default for when the withholding is added to employees.

**Step 11:** Click on the Save button to add the new withholding.

**Step 12:** Click on the Close button to exit the Add Withholding form.

### FAQ #5E: Identify Employees With Generic Withholdings

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**STEPS TO ACCESS:** Payroll → Reports & Statements → **Withholding Reports**

**Step 1:** Select Withholding History from the report drop down box.

**Step 2:** Select the Generic Withholding Name(s) from the grid (*the one(s) deactivated in the steps above*).

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

### FAQ #5F: Correcting Employees Setup With Generic Withholdings

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**STEPS TO ACCESS:** Payroll → Maintenance → **Employees**

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

**Step 2:** Click on the Edit button and select the Advanced option.

**Step 3:** Click on the Withholdings tab.

**Step 4:** Select any withholdings in the grid that need to be deactivated because they were set up incorrectly. Click on the Deactivate button.

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

**Step 6:** Select the properly set up withholding from the pick list.

**Step 7:** Select the Employee Share setting on the detail tab – None, Amount, or Rate. If Amount or Rate is selected, verify the defaulted amount or rate. Modify the number if necessary.

**Step 8:** Click on the Earnings tab. Select the earnings that the withholding should be applied to.

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- Step 9:** Click on the Save button to add the new withholding.
- Step 10:** Click on the Close button to exit the Add Withholding form.
- Step 11:** Click on the Close button again to exit the Edit Employee screen.
- Step 12:** Repeat steps 1-11 for each employee on the report.

\*\*\*END OF WITHHOLDING FAQ #5 MULTI-STEP SOLUTION\*\*\*

### 6. What are withholding process groups? Do they affect tax calculations? How can I confirm that our withholdings are setup with the correct process group?

**Note:** the answers to Withholdings FAQ #6 involve the multiple steps that follow, beginning with the Overview below.

#### FAQ #6A: Overview

---

A process group is the means by which the UAN software calculates taxes on employee wages and therefore each withholding must be assigned to a process group. The UAN software includes preset and customizable withholdings.

**Preset withholdings** automatically use the correct process group and do not need to be verified. Preset withholdings include Federal, Ohio, Supplemental (Federal and Ohio), Medicare, Social Security, OPERS and OP&FPF.

**Customizable withholdings** must be assigned to one of the process groups listed below. It is essential that all custom withholdings are assigned to the appropriate groups since each group affects other taxes in specific ways, as explained below.

#### **Processing Groups**

**Cafeteria Plans** – The IRS defines a cafeteria plan on their web site (*as of November 2016*) listed below:

<https://www.irs.gov/government-entities/federal-state-local-governments/faqs-for-government-entities-regarding-cafeteria-plans>.

Cafeteria plans are subtracted from employee wages before the following taxes are applied: Federal, Ohio, Medicare, Social Security, Locals, and Schools.

**Deferred Withholdings** – The IRS defines deferred compensation withholdings on their web site (*as of November 2016*) listed below:

<https://www.irs.gov/retirement-plans/irc-457b-deferred-compensation-plans>.

Deferred Compensation is subtracted from employee wages before the following taxes are applied: Federal, Ohio, and Schools.

**Local Taxes** – All Village and City income taxes should be classified as a Local Tax.

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Local taxes are applied to wages after subtracting Cafeteria Plans.

**School Taxes** – All School District income taxes should be classified as a School Tax.

School taxes are applied to wages after subtracting Cafeteria Plans and Deferred Withholdings.

School taxes for Ohio Tax Wage Base districts are also reduced by employees' Ohio personal tax exemptions.

**Miscellaneous/Union Withholding** – All user-created withholdings that do not fit into one of the processing groups listed above should be classified as Miscellaneous/Union Withholding.

### FAQ #6B: Review Withholdings In The Withholding List

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**STEPS TO ACCESS:** Payroll → Maintenance → **Withholdings**

Verify that the process group displayed in the second column of the grid is accurate for the withholding name displayed in the first column of the grid.

If you find that all your withholdings have the correct process group, you do not need to make any changes or read any more of this frequently asked question.

If you find that some withholdings do not have the correct process group you must follow the steps below to add a new withholding with the correct process group, deactivate the old withholding, and change the affected employee withholdings.

**IMPORTANT:** The setup corrections below *will only ensure that moving forward* the wages will be posted with the proper withholdings, **it will not** correct any current year tax reports or the W-2 forms. For example, improper use of Cafeteria Plan and Deferred Withholding process groups in the past would have resulted in incorrect reported taxable earnings and generated incorrect tax withholdings. So in addition to making setup changes for future wages, you must **also** manually correct the tax reports, pay any additional taxes and penalties that may be incurred and manually edit the W-2. Options for posting Wage Adjustments to make the corrections for the entire year may not be possible. **Please contact the UAN Support to discuss the tax implications of your setup errors.** Note that UAN Support staff can clarify how the process group sections affect tax withholdings, but provide tax advice – contact the IRS or a tax advisor.

Complete the steps that follow to correct withholdings that were setup with the wrong process group.

### FAQ #6C: Deactivate Withholdings Assigned To The Wrong Process Group

---

**STEPS TO ACCESS:** Payroll → Maintenance → **Withholdings**

**Step 1:** Select a withholding that is set to an incorrect process group.

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**Step 2:** Click on the Deactivate button to disable the withholding.

### FAQ #6D: Add Withholdings Assigned To The Correct Process Group

---

*STEPS TO ACCESS:* Payroll → Maintenance → **Withholdings**

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

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

**Step 3:** Enter a unique Name for the corrected withholding. *Note: You must input a different name than the withholding that you deactivated to replace with this one, even if by simply adding a number or word to the end of the old name.*

**Step 4:** Select the correct withholding Process Group by clicking on the down arrow on the right side of the process group field.

**Step 5:** Select a Payee by clicking on the down arrow on the right side of the payee field.

**Step 6:** If applicable, select a Location by clicking on the down arrow on the right of the location field.

**Step 7:** Verify that the location of the payee is correct by clicking on the Payee tab located below the location field.

**Step 8:** Click on the Details tab.

**Step 9:** If A00 (Cafeteria Plan), B00 (Deferred Withholding), or K00 (Miscellaneous/Union Withholding) is the process group, and a Maximum To Withhold, Per Wage or Per Year needs established, click on the Per Wage and/or Per Year checkbox to place a checkmark in the box and enter the amount to establish as the maximum. *Note: These maximums are strictly upper limits that will be applied to all employees using the withholding – do not enter anything in them if the withholding does not have a cap on the amount that can be withheld.*

**Step 10:** If F00 (Local Tax) is the process group, enter the **W-2 Abbreviation** for the local tax withholding that will appear on the W-2 forms.

**Step 11:** If G00 (School Tax) is the process group, follow the sub-steps below:

**Step 11a:** Enter the four-digit school **District #**.

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**Step 11b:** Verify or select the **Tax Base** for the new school withholding.

*Note: School district numbers and tax bases are available on the Ohio Department of Taxation website. These must be correct for accurate withholding calculations and W-2 reporting.*

**Step 12:** Verify the Overtime checkbox. The option is automatically selected so that the withholding is designated to be applied to overtime wages (if any). If the withholding should not be applied to overtime wages, click on the box to deselect the option (*very uncommon*).

**Step 13:** Verify or select the Employee Share default setting – None, Amount, or Rate. If Amount or Rate is selected, enter the amount or rate to set as the default for when the withholding is added to employees. Select None when a different amount or rate applies to different employees that will have this withholding deducted.

**Step 14:** Click on the Save button to add the new withholding.

**Step 15:** Click on the Close button to exit the Add Withholding form.

### FAQ #6E: Identify Employees With Withholdings Assigned To The Wrong Process Group

---

**STEPS TO ACCESS:** Payroll → Reports & Statements → **Withholding Reports**

**Step 1:** Select Withholding History from the report drop down box.

**Step 2:** Select the Withholding Name(s) from the grid with the wrong process group (*the one(s) deactivated in the steps above*).

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

### FAQ #6F: Correcting Employees Setup With Withholdings Assigned To The Wrong Process Group

---

**STEPS TO ACCESS:** Payroll → Maintenance → **Employees**

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

**Step 2:** Click on the Edit button and select the Advanced option.

**Step 3:** Click on the Withholdings tab.

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- Step 4:** Select any withholdings in the grid that should be deactivated because they were set up incorrectly. Click on the Deactivate button.
- Step 5:** Click on the Add button.
- Step 6:** Select a properly set up withholding from the pick list.
- Step 7:** Select the Employee Share setting on the detail tab – None, Amount, or Rate (*not available for A00 (Cafeteria Plan)*). If Amount or Rate is selected, enter the amount or rate to set as the default for when the withholding is added to employees.
- Step 8:** Verify the Overtime checkbox on the Details tab. If this option is selected the withholding is designated to be applied to overtime wages (if any). If the withholding should not be applied to overtime wages, click on the box to deselect the option (*very uncommon*).
- Step 9:** Input a Case # or Order # on the Details tab if applicable (*only available for K00 (Miscellaneous/Union Withholding)*) This is used for court ordered child support and garnishment withholdings.
- Step 10:** Click on the Earnings tab. Select the earnings that the withholding should be applied to.
- Step 11:** Click on the Skip Deductions tab (*not available for F00 (Local Tax) and G00 (School Tax)*). Select the ‘Deduct from every pay period’ radio button if the withholding should be deducted from every pay period, or select the ‘Skip the pay periods marked below’ radio button if the withholding should not be deducted from specific pay periods. If the ‘Skip the pay periods marked below’ option is chosen, select a date within each pay period that the withholding should skip (*preferably the pay period end date*). Also, a Frequency should be selected to determine whether the marked skip dates fall within any particular wage’s pay period.
- Step 12:** Click on the Save button to add the corrected withholding. (Selecting Close on this step will prompt the system to display a message ‘Save Changes?’ Selecting Yes will still save the new withholding. Selecting No will exit without saving. Selecting Cancel will return to the Add Withholding form.)
- Step 13:** Click on the Close button to exit the Add Withholding form after the new withholding has been saved. (The system displays a message in the bottom left corner of the Add Withholdings form to confirm the new withholding has been saved.)
- Step 14:** Click on the Close button to exit the Edit Employee screen.
- Step 15:** Repeat steps 1-14 for each employee on the report.

**\*\*\*END OF WITHHOLDING FAQ #6 MULTI-STEP SOLUTION\*\*\***



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### WITHHOLDINGS EDITOR

#### OVERVIEW

The **Withholdings Editor** can be used to change the employee share of multiple employee withholdings at one time. Selected employee withholdings must have the same employee share distribution (type, regular amount, fringe benefit amount, and salary reduction amount). A warning will be displayed if any of the distributions of a system withholding (regular, fringe, salary reduction) is changed *from* 0.000, or is changed *to* 0.000.

#### TEMPORARY MODE

During payroll temporary mode, any modifications will apply only to the payroll year in which the modification was made.

#### STEPS TO ACCESS

Payroll → Maintenance → **Withholdings Editor**

#### DATA REQUIREMENTS

Field	Type	Required	Additional Information
<b>Withholding</b>			
Withholding	Drop Down (30)	Yes	<ul style="list-style-type: none"> <li>• Federal and Ohio withholdings will not be listed (although Supplemental Federal and Ohio will be listed).</li> <li>• Includes inactive withholdings which have active employee withholdings attached.</li> <li>• Selection does not clear after saving.</li> </ul>
<b>Employees</b>			
Employees	Radio Button (2)	No	<ul style="list-style-type: none"> <li>• All (Default)</li> <li>• Active</li> </ul>
Edit By	Radio Button (2)	No	<ul style="list-style-type: none"> <li>• <u>Only visible</u> for withholding process groups Federal Supplemental, Ohio Supplemental, Cafeteria Plan, Deferred Withholdings, Local Tax, School Tax, and Miscellaneous/ Union Withholding.</li> <li>• Group (Default)</li> <li>• Individual</li> </ul>

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Employee Withholdings	Grid	Yes	<ul style="list-style-type: none"> <li>• Read Only</li> <li>• Lists all active employee withholdings of the selected entity Withholding type.</li> </ul>
	Checkbox	Yes	<ul style="list-style-type: none"> <li>• This column is always visible unless the Edit By selection is ‘Individual’.</li> <li>• At least one selection is required if the Edit By selection is not ‘Individual’.</li> </ul>
Employee ID	Text (10)	No	<ul style="list-style-type: none"> <li>• Read Only</li> </ul>
Last Name	Text (20)	No	<ul style="list-style-type: none"> <li>• Read Only</li> </ul>
First Name	Text (25)	No	<ul style="list-style-type: none"> <li>• Read Only</li> </ul>
Description	Text (40)	No	<ul style="list-style-type: none"> <li>• Read Only</li> </ul>
Type	Text (6)	No	<ul style="list-style-type: none"> <li>• Read Only</li> </ul>
Regular	Numeric (8,2)	No	<ul style="list-style-type: none"> <li>• <u>Only visible</u> for OPERS, OP&amp;FPF, Medicare and Social Security.</li> <li>• Read Only</li> </ul>
Fringe	Numeric (5,3)	No	<ul style="list-style-type: none"> <li>• <u>Only visible</u> for OPERS, OP&amp;FPF, Medicare and Social Security.</li> <li>• Read Only</li> </ul>
Reduction	Numeric (5,3)	No	<ul style="list-style-type: none"> <li>• <u>Only visible</u> when OPERS and OP&amp;FPF.</li> <li>• Read Only</li> </ul>
New Type	Drop Down (6)	No	<ul style="list-style-type: none"> <li>• <u>Only available</u> when Edit By is set to ‘Individual’.</li> <li>• Options are: <ul style="list-style-type: none"> <li>• None</li> <li>• Amount</li> <li>• Rate (not available for Cafeteria Plan, Federal Supplemental, or Ohio Supplemental).</li> </ul> </li> </ul>
New Value	Numeric (8,2)	No	<ul style="list-style-type: none"> <li>• <u>Only available</u> when Edit By is set to ‘Individual’.</li> <li>• Blank and read only if New Type is set to ‘None’.</li> <li>• Must be greater than 0.000 if New Type is ‘Amount’ or ‘Rate’.</li> </ul>
System Withholdings	Panel		<ul style="list-style-type: none"> <li>• <u>Only visible</u> for process groups OPERS, OP&amp;FPF, Medicare, and Social Security.</li> </ul>
Employee Share Distribution (Selected Employees)	Group Box		

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Current % Regular	Numeric (5,3)	No	<ul style="list-style-type: none"> <li>• Read Only</li> <li>• Regular amount for selected employee withholdings.</li> </ul>
Current % Fringe	Numeric (5,3)	No	<ul style="list-style-type: none"> <li>• Read Only</li> <li>• Fringe amount for selected employee withholdings.</li> </ul>
Current % Salary Reduction	Numeric (5,3)	No	<ul style="list-style-type: none"> <li>• <u>Only visible</u> for process groups OPERS and OP&amp;FPF.</li> <li>• Read Only</li> <li>• Reduction amount for selected employee withholdings.</li> </ul>
Current % Total	Numeric (6,3)	No	<ul style="list-style-type: none"> <li>• Read Only</li> <li>• Calculation = Current Regular + Current Fringe + Current Salary Reduction.</li> </ul>
Change To Regular	Numeric (5,3)	No	<ul style="list-style-type: none"> <li>• Cannot be negative</li> <li>• Defaults blank</li> </ul>
Change To Fringe	Numeric (5,3)	No	<ul style="list-style-type: none"> <li>• Defaults blank</li> </ul>
Change To Salary Reduction	Numeric (5,3)	No	<ul style="list-style-type: none"> <li>• <u>Only visible</u> for process groups OPERS and OP&amp;FPF.</li> <li>• Defaults blank</li> </ul>
Change To Total	Numeric (6,3)	No	<ul style="list-style-type: none"> <li>• Read Only</li> <li>• Must equal Current Goal</li> <li>• Calculation = Change To Regular + Change To Fringe + Change To Salary Reduction</li> </ul>
Goal	Numeric (5,3)	No	<ul style="list-style-type: none"> <li>• Read Only</li> </ul>
Employer Share	Numeric (5,3)	No	<ul style="list-style-type: none"> <li>• Read Only</li> </ul>
Other Withholdings	Panel		<ul style="list-style-type: none"> <li>• <u>Only visible</u> for process groups Federal Supplemental Withholding, Ohio Supplemental Withholding, Cafeteria Plans, Deferred Withholdings, Local Tax, School Tax, and Miscellaneous / Union Withholding.</li> </ul>
Employee Share (Selected Employees)	Group Box		<ul style="list-style-type: none"> <li>• <u>Only visible</u> when Edit By is set as 'Group'.</li> </ul>
Employee Share Type None	Checkbox	No	<ul style="list-style-type: none"> <li>• Read Only</li> <li>• Checked if any of the selected employee withholdings are set to 'None'.</li> </ul>

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Employee Share Type Amount	Checkbox	No	<ul style="list-style-type: none"> <li>• Read Only</li> <li>• Checked if any of the selected employee withholdings are set to ‘Amount’, unchecked otherwise.</li> </ul>
Employee Share Type Rate	Checkbox	No	<ul style="list-style-type: none"> <li>• Not available for process groups Cafeteria Plans, Federal Supplemental, and Ohio Supplemental, visible for all others.</li> <li>• Read Only</li> <li>• Checked if any of the selected employee withholdings are set to ‘Rate’, unchecked otherwise</li> </ul>
Employee Share Amount	Numeric (8,2)	No	<ul style="list-style-type: none"> <li>• Read Only</li> <li>• Amount for selected employee withholdings.</li> </ul>
Employee Share Rate	Numeric (5,3)	No	<ul style="list-style-type: none"> <li>• Not available for process group Cafeteria Plans, Federal Supplemental, and Ohio Supplemental, visible for all others.</li> <li>• Read Only</li> <li>• Rate amount for selected employee withholdings.</li> </ul>
Change To Employee Share	Group Box		<ul style="list-style-type: none"> <li>• Only visible when Edit By is set as ‘Group’.</li> </ul>
Employee Share Change To Type	Radio Button (3)	Yes	<ul style="list-style-type: none"> <li>• Options are: <ul style="list-style-type: none"> <li>• None</li> <li>• Amount</li> <li>• Rate</li> </ul> </li> <li>• Not available for process group Cafeteria Plans, Federal Supplemental, and Ohio Supplemental, visible for all others</li> </ul>
Employee Share Change To Amount	Numeric (8,2)	No	<ul style="list-style-type: none"> <li>• <u>Only required</u> (must be greater than 0.00) if Change To Employee Share Type is ‘Amount’.</li> </ul>
Employee Share Change To Rate	Numeric (5,3)	No	<ul style="list-style-type: none"> <li>• <u>Only required</u> (must be greater than 0.00) if Change To Employee Share Type is “Rate”</li> <li>• Not available for process group Cafeteria Plans, Federal Supplemental, and Ohio Supplemental, visible for all others</li> </ul>

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HOW TO USE THE WITHHOLDINGS EDITOR

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

***Reminder:** If the **Group** option is selected, there is an **Employee Share** area at the bottom left of the Withholdings Editor window. Changes made to the amounts or rates of withholdings for groups of employees will be entered in this area.*

***Reminder:** If the **Individual** option is selected, then the fields to which changes need to be made will be displayed in the grid where the employees are listed. Changes get entered directly into these fields when editing **Individual** employees.*

- Step 4:** If editing a group of employees, select the checkboxes beside all of the employees to be edited.
- Step 5:** Enter the changes into the **Change To** fields.

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

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

### APPENDICES

The Appendices part of the UAN Payroll Manual is designed to include any additional supplements or procedures that may be applicable to multiple areas throughout the software. Currently this includes the steps for emailing EFT pay stubs.

#### APPENDIX 1: STEPS FOR EMAILING EFT PAY STUBS

This feature enables clients to email EFT pay stubs for participating employees. This feature is optional, and the entity must be currently using the EFT function in the application. Prior to utilizing this feature, your entity’s governing board should implement a policy for emailing employee EFT pay stubs. As part of that policy, we highly recommend utilizing the “Send Test” option that is available in each area of the setup process. We also recommend utilizing the password protection option when emailing employees their EFT pay stubs.

Before beginning the setup process for emailing EFT pay stubs, please contact your internal Information Technology (IT) department or email provider (which may be your internet service provider) to obtain the following information pertaining to your email server settings:

- SMTP Host
- SMTP Port
- SSL Login settings (if applicable)

The instructions that follow step you through how to setup this EFT feature in the UAN software. The first group of steps, detail how to setup the entity’s email account the EFT pay stubs will be sent “From”. The second group of steps, detail how to setup a participating employee’s email account their individual EFT pay stub will be sent “To”. The last group of steps, detail how to email the EFT pay stubs to participating employees as well as resending emails of EFT pay stubs if needed.

#### HOW TO SETUP ENTITY’S EMAIL ADDRESS TO SEND EFT PAY STUBS

**Step 1:** Select **General** → **Maintenance** → **Entity Setup**.

**Step 2:** Click on the **Wages** tab.

**Step 3:** Under the **Employee Emails** section, select the **Activate Employee Emails** radio button.

**Step 4:** Enter the **“From” Name**. This is the name that will be displayed as the sender of emails generated through UAN. Enter the name of the entity or department that you would like to be displayed in the employee’s email inbox when they receive their EFT

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pay stub. An example would be ‘Village of Ohio’ or ‘Buckeye Township Trustees’. We recommend that you do not use an individual’s name as the “From” name.

- Step 5:** Enter the **Email Address** that will be used to send the EFT pay stub.
- Step 6:** Enter the **SMTP Host**. Contact your internal IT department or email provider (which may be your internet service provider) to get this information.
- Step 7:** Enter the **SMTP Port**. Contact your internal IT department or email provider (which may be your internet service provider) to get this information.
- Step 8:** Select **Yes** or **No** for the **SSL Login** radio button. Contact your internal IT department or email provider (which may be your internet service provider) to get this information.
- Step 9:** If you selected **No** in Step 8, skip to Step 12. If you selected **Yes** in Step 8, select either the **Default Login** or **Custom Login** radio button. Contact your internal IT department or email provider (which may be your internet service provider) to get this information.
- Step 10:** If you selected **Default Login** in Step 9, skip to Step 12. If you selected **Custom Login** in Step 9, enter the **Username** of the email address entered in Step 5 (most likely the **Username** is the same as the actual email address entered in Step 5).
- Step 11:** Enter the **Password** of the email address entered in Step 5.
- Step 12:** Click **Save**.
- Step 13:** Select the **Send Test** button to send a test email to the email address entered in Step 5.
- Step 14:** A system message will be displayed stating the test email was sent successfully. Click **OK** on the message. If the test email was not sent successfully, contact your internal IT department or email provider (which may be your internet service provider) to review the information entered above.
- Step 15:** Verify the test email was received by checking the inbox of the email address that was entered in Step 5. If you cannot find the email, check your spam filter. The email will be worded as shown below:

*“The UAN test email has been sent and received successfully.”*

*A PDF file is attached to this email to simulate sending PDF files to your employees. The file is password protected, which is an option you will be offered when emailing PDF files in UAN. The password for this example test PDF is simply: 1234*

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*Employees may be set to receive their EFT pay stubs via email by editing the individual employees and marking the “Stub email is authorized” checkbox in the Electronic Funds Transfer (EFT) area of the Edit Employee form. Alternatively, the “Email Editor” in Payroll → Maintenance may be used to quickly authorize the email option and/or edit email addresses for multiple employees at once. If you require additional assistance, contact UAN Support.”*

**Reminder:** Enter password 1234 to open the PDF attachment.

**Step 16:** Click the **Close** button to close the Entity Setup screen.

---

### HOW TO SETUP EMPLOYEES TO RECEIVE EFT PAY STUBS BY EMAIL

To setup an *individual employee* to receive their EFT pay stub by email follow the steps below:

- Step 1:** Select **Payroll → Maintenance → Employees**.
- Step 2:** Select the **Employee**. Then select **Edit** and **Advanced**.
- Step 3:** Place a checkmark in the **Stub email is authorized** checkbox located in the **Electronic Funds Transfer (EFT)** section of the **Information** tab.
- Step 4:** In the **Email** field on the **Information** tab, enter the email address the employee has chosen to have their EFT pay stub sent to.
- Step 5:** Select **Save**.
- Step 6:** Select the **Send Test** button to send a test email to the employee.
- Step 7:** A system message will be displayed stating how many emails were sent. Click **OK** on the message. If the test email was not sent successfully, verify the email address entered in Step 4 above.
- Step 8:** Have the employee verify they received the test email. The email will be worded as shown below:

*“The UAN test email has been sent and received successfully.*

*A PDF file is attached to this email to simulate receiving PDF pay stubs from your employer. The file is password protected, which is an option the employer may choose when emailing PDF files to you. The password for this example test PDF is the last 4 digits of your Social Security Number.*

*If you have any questions about this email, contact your employer.”*



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**Reminder:** The employee will need to use the last 4 digits of their SSN as the password to open the PDF attachment.

**Please Note:** We do not have any control over an employee's email blocking settings. If the email is showing up in their spam folder instead of their inbox, they will need to allow emails from this sender. If they continue to have issues receiving the email, they may need to contact their email provider for guidance.

**Step 9:** Click the **Close** button to close the Edit Employee screen.

To setup *multiple employees* to receive their EFT pay stub by email follow the steps below:

**Step 1:** Select **Payroll** → **Maintenance** → **Email Editor**.

**Step 2:** The **Pay Status** selection defaults to **All** so that all employees are displayed in the Email Editor grid. It can be changed to **Active** so that only active employees are displayed in the Email Editor grid.

**Step 3:** The **EFT Authorized** selection defaults to **Yes** so that only employees that are authorized for EFT are displayed in the Email Editor grid.

**Step 4:** Place a checkmark in the **Email Authorized** column for the employees that have requested to receive their EFT pay stub by email.

**Step 5:** In the **Email Address** column, enter the email address for each of the participating employees.

**Step 6:** Select **Save**.

**Step 7:** The system will display the following message, "Send a test email to the edited employees? You will be able to select any or all of the edited employees." Select **Yes**.

**Please Note:** If the message above was not displayed or you answered **No** on the message, you can still send a test email to employees by clicking on the **Send Test** button.

**Step 8:** An **Email Options** screen will be displayed with a list of the employees that were just authorized to receive EFT pay stub emailed. Select **OK** to send a test email to each of the pre-selected employees.

**Step 9:** A system message will be displayed stating how many emails were sent. Click **OK** on the message. If the test email was not sent successfully, verify the email address entered in Step 5 above.

**Step 10:** Have each of the employees verify they received the test email. The email will be worded as shown below:

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*“The UAN test email has been sent and received successfully.*

*A PDF file is attached to this email to simulate receiving PDF pay stubs from your employer. The file is password protected, which is an option the employer may choose when emailing PDF files to you. The password for this example test PDF is the last 4 digits of your Social Security Number.*

*If you have any questions about this email, contact your employer.”*

**Reminder:** the employee will need to use the last 4 digits of their SSN as the password to open the PDF attachment.

**Please Note:** We do not have any control over an employee’s email blocking settings. If the email is showing up in their spam folder instead of their inbox, they will need to allow emails from this sender. If they continue to have issues receiving the email, they may need to contact their email provider for guidance.

**Step 11:** Click the **Close** button to close the Email Editor screen.

---

### HOW TO EMAIL EFT PAY STUBS TO EMPLOYEES

**Step 1:** Post **Wages** as normal. The EFT pay stubs that print during this process are for your entity’s records. If you have set the software to print more than one copy of the EFT pay stub under **General → Maintenance → User Preferences → Wages**, reset it to **print 1 copy**.

**Step 2:** Select **Payroll → Transactions → EFT**.

**Step 3:** Create the **EFT file** as normal.

**Step 4:** Once the EFT file has been created, the following system message will be displayed:

“Email EFT pay stubs to the employees authorized to receive them?  
You can also email stubs any time in Payroll > Utilities > EFT Utility”

Select **Yes** on this message.

**Step 5:** An **Email Options** screen will be displayed. You may enter information into the **Email Body** field. Information to enter would include who to contact for questions and a reminder that their PDF password on the attachment is the last 4 digits of their SSN (if you select to password protect the PDF attachment). After the first time, these settings will default to what was selected the previous time.

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- Step 6:** We highly recommend you select the option to **Password protect the PDF attachment**. After the first time, this setting will default to what was selected the previous time.
- Step 7:** If you would like to print a copy of the pay stub for the employees that have not opted to receive their pay stub by email, select the **Print paper copies** option. After the first time, this setting will default to what was selected the previous time.
- Step 8:** On the **Employees** tab, select the **employees** in this EFT batch that you would like to send an email of their EFT pay stub (if setup to receive their pay stub by email) or print a paper copy of the EFT pay stub (if not setup to receive their pay stub by email).
- Step 9:** Select **OK**.
- Step 10:** A system message will be displayed stating how many emails were sent. Click **OK** on the message.
- Please Note:** We do not have any control over an employee's email blocking settings. If the email is showing up in their spam folder instead of their inbox, they will need to allow emails from this sender. If they continue to have issues receiving the email, they may need to contact their email provider for guidance.
- Step 11:** Click the **Close** button to close the EFT screen.

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### HOW TO RESEND EMAILS OF EFT PAY STUBS TO EMPLOYEES

- Step 1:** Select **Payroll** → **Utilities** → **EFT Utility**.
- Step 2:** Select the **EFT Batch** in the grid that contains the EFT pay stubs that need to be resent.
- Step 3:** Select the **Email** button.
- Step 4:** An **Email Options** screen will be displayed. You may enter information into the **Email Body** field. Information to enter would include who to contact for questions and a reminder that their PDF password on the attachment is the last 4 digits of their SSN (if you select to password protect the PDF attachment). After the first time, these settings will default to what was selected the previous time.
- Step 5:** We highly recommend you select the option to **Password protect the PDF attachment**. After the first time, this setting will default to what was selected the previous time.
- Step 6:** If you would like to print a copy of the pay stub for the employees that have not opted to receive their pay stub by email, select **Print paper copies** option. After the first time, this setting will default to what was selected the previous time.

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- Step 7:** On the **Employees** tab, select the **employees** in this EFT batch that you would like to resend an email of their EFT pay stub (if setup to receive their pay stub by email) or reprint a paper copy of the EFT pay stub (if not setup to receive their pay stub by email).
- Step 8:** Select **OK**.
- Step 9:** A system message will be displayed stating how many emails were sent. Click **OK** on the message.

**Please Note:** We do not have any control over an employee's email blocking settings. If the email is showing up in their spam folder instead of their inbox, they will need to allow emails from this sender. If they continue to have issues receiving the email, they may need to contact their email provider for guidance.