

# Payroll Training

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# Uniform Accounting Network – Payroll Training Manual

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### CHAPTER 1 INTRODUCTION TO SETTING UP PAYROLL

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

#### EARNINGS & LEAVE

Consider the elected officials and employees and how they are currently paid. Are they paid by the hour or by a salary? Will they be paid from one appropriation account or from multiple accounts? Do they have one full time job at one rate of pay or do they fill several positions at different rates of pay? Do you have more than one overtime rate? Do your elected officials receive the same pay each month or do they get paid per meeting attended? These are the questions you have to answer before you begin the set up process. Review your legislation and policies to determine how to set up the earnings and overtime rates in the software.

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

You must understand the paid leave policies at your entity. What paid leaves do you offer your employees? Do they accrue leave or do you adjust leave in on an anniversary date? Are there maximum leave balances? Your legislation or policy will define if leave is accrued or adjusted in on an anniversary date, and if leave is lost or paid out if not used by a certain date. Make sure you have your eyes on the policies or legislation when setting up the software.

#### NON-CASH BENEFITS

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

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### WITHHOLDINGS

Federal Income Tax, Ohio Income Tax, Supplemental Federal Withholding, Supplemental State Withholding, Medicare, Social Security, Ohio Public Employees Retirement System, and Ohio Police & Fire Pension Fund are already available in the system. You need to add all other withholdings such as, a local income tax, school income tax, insurance, union dues, child support, or garnishment. The list of withholdings you will have to set up is based on your entity's policies and your employees' taxes based on their home address, work location and court ordered financial burdens.

All withholdings require a payee. There are six pre-set payees for payroll withholdings. Payees are set up in General → Maintenance → Vendors/Payees. Be sure to indicate your new vendor/payees are a Payroll Withholding Payee. If a payment will also be generated in Accounting for current unpaid withholdings or for an additional employer share, such as for health insurance, then you mark the Payee available in Accounting Purchases and Payroll Withholding. If you were to receive a refund and a receipt needs posted the vendor/payee can be made available in Accounting Receipts.

Do you have legislated fringe benefits for Medicare or retirement? Your local legislation will determine what % of the Employee share is paid by the Employer. Do you have Salary Reduction legislation that makes the withholding amount of the retirement pre-tax at the time the wages are paid? Locate and review the legislation to make sure you are setting up correctly. If you are in any doubt about the type of agreement you have with OPERS and/or OP&FPF contact them before you set up your system.

You also need to understand if employees are to be set up under OPERS-Govt, OPERS-Law, OP&FPF-Fire, OP&FPF-Police or Social Security. Contact OPERS and OP&FPF and make sure you know how to set up correctly. This is especially complicated with Part-time Police, Fire and EMT personnel. Correcting retirement set up errors once paychecks are issued is difficult and time consuming.

If your employees live and/or work in a community that has an earnings or income tax you will need to set up the vendor/payee and the Withholding. An employee's home address determines if they are subject to local and school district taxes where they live, however many resident taxes grant credit for workplace taxes. Work with your employees or call the local taxing agency to determine if the withholding is necessary. You can verify municipal and school district income taxes using this link to search: [http://www.tax.ohio.gov/online\\_services/thefinder.aspx](http://www.tax.ohio.gov/online_services/thefinder.aspx).

One vendor/payee may be used by multiple withholdings. A common example of this is school district income taxes. When your employees live in different school districts with taxes, a withholding will be set up for each different school tax and they will share the vendor/payee Ohio School District Income Tax. The software will generate a School Tax Report that shows the breakdown of the payment between districts for reporting purposes. As long as you set up the school districts as separate withholdings using the same vendor/payee the software will properly track this information for monthly, quarterly and W-2 reporting.

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Does your entity offer insurance benefits and the employees have withheld from their paycheck part of the cost? If the insurance withholding qualifies as a Cafeteria Plan (Pre-tax withholding) you set the withholding up with the Process Group Cafeteria Plans. If you have a cafeteria plan there would be local legislation that put the plan in place. If you don't have a cafeteria plan you would set up the withholding under the Process Group Miscellaneous.

When the payment of an item, such as health insurance premiums require two checks, one from the payroll withholding of the employee share and a second from accounting as the employer share, you need to mark the vendor/payee available in Accounting Purchases and Payroll Withholdings and use the same vendor/payee for both payments.

When you have court orders for child support you can set up one vendor/payee and one child support withholding to be used by any employees paying child support. Most child support is paid through the Ohio Child Support Payment Central. You only need to set up one vendor/payee and one withholding as the foundation for all to use if they share the same vendor/payee. Once you add the child support withholding to the employee, you establish the withholding amounts based on their court order, case number and order number at the employee level. If you have an employee with multiple child support orders you still only need one child support withholding. You add the withholding to the employee multiple times but you will have to edit the description to make them unique. If you have a court order for child support with a different payee you would set up a separate vendor/payee and a separate withholding.

When you receive a court order for garnishment you will have to set up the vendor/payee and the withholding based on the order. Garnishment orders will come with specific instructions on how to determine the amount to be withheld and where and how often to send the payment. Many times garnishment amounts are for a percentage of net wages or are based on a formula that must be determined once the net wage is created. In this case the withholding amount is set as 0.00 or another default amount and once the earnings are entered on the wage, the withholding amount pursuant to the court ordered formula is manually edited.

Once you have organized your data you will be ready to create the foundation of your Payroll system. Once the foundation is created you will use the Add Employee Wizard to add all of the elected officials and employees that will be paid through the payroll software. From time to time new employees, earnings and withholdings will be added and rates will change. A good foundation will make it easy to pay employees and generate monthly, quarterly and annual withholding payments and reports.

**\*\*\*If necessary load Payroll New Users #1\*\*\***

### CHAPTER 2 DEPARTMENTS

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

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individual departments such as Cemetery, Road, and Park for payroll purposes unnecessarily complicates the payroll process. You may only need one department called wages.

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

### GUIDED EXERCISE 2-1 ADD DEPARTMENTS

Steps to access: **General** → **Maintenance** → **Departments**

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

---

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

**Select:** Add

**Type:** Administration. Click Save

**Type:** Maintenance. Click Save

**Type:** Fire & EMS. Click Save

**Click:** Close

---

### DEPARTMENT REPORTS

Steps to access: **General** → **Reports & Statements** → **Department Reports**

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

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

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



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### CHAPTER 3 VENDOR/PAYEE

The UAN software has six preset vendor/payees:

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

These vendor/payees should not be added again, as the system automatically associates the preset payees with their corresponding withholdings and tax reports. They can be edited to update the name and/or address to what should print on the check or voucher. You can also select them to be available in Accounting Payments and Receipts if necessary. There is no need to add the same vendor/payee again for use in another module of the software. If a vendor/payee has different payment addresses, they can be added as separate locations to the same vendor/payee.

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

Multiple withholdings can use the same vendor/payee. For example, you may have multiple school district income tax withholdings because your employees live in different school districts. You will have separate school district income tax withholdings, one for each school district, but they will use the same Ohio School District Income tax as their payee.

All payroll withholding vendors/payees must have the employer account entered in Account #1. OPERS and OP&FPF payees must have the OPERS/OP&FPF ID (Use Account # 2 for OPERS-L) entered without any dashes since the program will automatically provide dashes in the printing of the reports.

The ODJFS vendor/payee will need to be edited for reporting purposes. The ODJFS vendor/payee defaults the current limit amount in the Wage Limit box. The Wage Limit information can be accessed in ODJFS Edit vendor/payee if revisions are necessary.

Only the preset vendor/payees' names can be edited. New vendor/payee names **cannot** be edited after they have been used. Before you click save, verify the correct spelling of the vendor/payee name. Addresses and other entries in the vendor/payee form can be modified as necessary.

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### DEMONSTRATION: EDITING EXISTING VENDOR/PAYEES

The instructor will demonstrate the selection of a vendor/payee from the list and how to edit or add information in the various areas.

### GUIDED EXERCISE 3-1 – EDIT PRESET VENDOR/PAYEE

Steps to access: **General** → **Maintenance** → **Vendors/Payees**

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

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

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

On the vendors/payees form:

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

**Select:** The Federal Tax Payee by clicking in the box.

**Click:** The Edit action button to open the Edit Vendor/Payee form.

Use the information below to complete the vendor/payee setup with required information. The below address is for training purposes only and should not be used as a guide

<b>Name:</b>	US Treasury
<b>Description:</b>	FEDERAL
<b>Account #1:</b>	31-3456789
<b>Available In:</b>	Acct Pmts/Payroll WH
<b>Add Location:</b>	<b>Click Add answer Yes to Save</b>
<b>Location Description</b>	941 Mailing Address
<b>Address Line 1:</b>	P.O. Box 37941
<b>City, State &amp; Zip</b>	Hartford, CT 06176-7941

**Click:** Save and Close on the Add Location form, then click Save and Close on the Edit Vendor/Payee form.

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### GUIDED EXERCISE 3-2 ADD VENDOR/PAYEE

Steps to access: **General** → **Maintenance** → **Vendors/Payees**

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

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

On the Vendors/Payees form:

**Click:** Add

**Enter:** Vendor/Payee listed below.

<b>Name:</b>	Buckeye Village Income Tax Dept.
<b>Description:</b>	BUCKEYE
<b>Account #1:</b>	31-3456789
<b>Available In:</b>	Payroll WH
<b>Add Location:</b>	<b>You must click Save first</b>
<b>Location Description:</b>	WH Payment address
<b>Address Line 1:</b>	535 High St
<b>City:</b>	Buckeye Village
<b>State:</b>	OH
<b>Zip:</b>	44444

In class we will only add one vendor/payee. You will need to add all the vendor/payees necessary to complete your payroll setup.

### VENDOR/PAYEE REPORTS

Steps to access: **General** → **Reports & Statements** → **Vendor/Payee Reports**

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

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

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

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\*\*\*If necessary, load Payroll New Users #2\*\*\*

### CHAPTER 4 WITHHOLDINGS

The following withholdings are already available in your software:

- Federal Income Tax
- Ohio Income Tax
- Supplemental Federal Withholding
- Supplemental State Withholding
- Medicare
- Social Security
- Ohio Public Employees Retirement System
- Ohio Police & Fire Pension Fund

You must use these preset withholdings for their intended purpose so they will pull the payroll data into the proper tax and retirement reports. Add all other withholdings.

### GUIDED EXERCISE 4-1 ADD WITHHOLDINGS

Steps to access: **Payroll** → **Maintenance** → **Withholdings**

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

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

On the Withholdings form:

**Click:** Add

**Enter:** The withholding listed below. Save and Close when finished.

<b>Withholding Name:</b>	Buckeye Village Income Tax
<b>Process Group:</b>	FØØ Local Tax
<b>Payee:</b>	Buckeye Village Income Tax Department
<b>W-2 Abbreviation:</b>	BUCKEYE
<b>Per Wage Maximum:</b>	N/A
<b>Per Year Maximum:</b>	N/A
<b>Employee Share</b>	<b>Type:</b> Rate
	<b>Rate:</b> 1.0%

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### ENTITY REPORTS - WITHHOLDING REPORTS

Steps to access: **Payroll** → **Reports & Statements** → **Entity Reports** → **Withholding Reports**

This report shows the withholdings you have set up in the software.

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

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

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

### WITHHOLDING REPORTS

Steps to access: **Payroll** → **Reports & Statements** → **Withholding Reports**

These reports show what withholdings you have withheld from wages, what withholdings remain outstanding or have been paid.

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

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

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

### WITHHOLDING PAYMENT REPORTS

Once withholding payments have been posted or are in the batch, these reports will be useful in determining what was included on the payments. The Child Support, Garnishment and Misc. report may be necessary when you send Child Support or Garnishment payments by mail.

Steps to access: **Payroll** → **Reports & Statements** – **Withholding Payment Reports**

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

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

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

## CHAPTER 5 FREQUENCIES

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

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### GUIDED EXERCISE 5-1 EDIT FREQUENCIES

Steps to access: **Payroll** → **Maintenance** → **Frequencies**

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

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

On the Frequencies form:

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

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

### FREQUENCY REPORTS

Steps to access: **Payroll** → **Reports & Statements** → **Entity Reports** → **Frequency Reports**

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

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

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

## CHAPTER 6 EARNINGS AND LEAVE

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

### GUIDED EXERCISE 6-1 ADD AN EARNING

Steps to access: **Payroll** → **Maintenance** → **Earnings and Leave**

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

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

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On the Earnings and Leave form:

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

**Enter:** The items listed below. Click Save and Close.

<b>Name:</b>	Emergency Call Overtime
<b>Type:</b>	3001 Overtime Wages
<b>Process Group:</b>	100 Taxable Earnings
<b>OP&amp;FPF Type:</b>	2
<b>Overtime Rate:</b>	2.0

### GUIDED EXERCISE 6-2 EDIT EARNINGS

Steps to access: **Payroll** → **Maintenance** → **Earnings and Leave**

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

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

If you have OP&FPF employees you must edit **all** the Earnings and Leave to insert the OP&FPF Type. If you don't have OP&FPF employees you don't need to enter the OP&FPF type.

On the Earnings and Leave form:

**Select:** Each of the items listed below.

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

<b>Earning or Leave Name:</b>	Per Item Wages <b>Change name to Zoning Permits</b>
<b>OP&amp;FPF Type:</b>	N/A
<b>Earning or Leave Name:</b>	Comp Time
<b>OP&amp;FPF Type:</b>	0
<b>Leave Accrual &amp; Proration:</b>	<input checked="" type="radio"/> This leave is credited manually
<b>Comp time accrual rate:</b>	<b>1.50</b> times comp time hours worked
<b>Earning or Leave Name:</b>	Vacation Leave
<b>OP&amp;FPF Type:</b>	0
<b>Leave Accrual &amp; Proration:</b>	<input checked="" type="radio"/> This leave is earned per pay period: <b>3.10 hrs/pp</b>
<b>Earning or Leave Name:</b>	Other Leave <b>Change name to Bereavement Leave</b>
<b>OP&amp;FPF Type:</b>	0
<b>Leave Accrual &amp; Proration:</b>	<input checked="" type="radio"/> This leave is credited manually
<b>Pay Stub Printing:</b>	<input checked="" type="checkbox"/> Hide on stub if no activity and 0 balance

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**Click:** Close to close the edit form.

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

---

### EARNING REPORT

Steps to access: **Payroll** → **Reports & Statements** → **Entity Reports** → **Earning Report**

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

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### CHAPTER 7 ADDITIONAL INFORMATION

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

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### GUIDED EXERCISE 7-1 ADD ADDITIONAL INFORMATION

Steps to access: **Payroll** → **Maintenance** → **Additional Information**

[For a detailed Overview, Instructions, and Frequently Asked Questions \(FAQs\):](#)

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

On the Additional Information form:

**Click:** Add to open the add form.

**Enter:** The item listed below.

**Click:** Save and Close.

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

---

### ADDITIONAL INFORMATION REPORTS

Steps to access: **Payroll** → **Reports & Statements** → **Entity Reports** – **Additional Information Report**



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

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

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

**\*\*\*If necessary, load Payroll New Users #3\*\*\***

### CHAPTER 8 ADD EMPLOYEE WIZARD

**Steps to access:** Payroll → Maintenance → Employees

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

[For a detailed Overview, Instructions, and Frequently Asked Questions \(FAQs\):](#)

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

### OVERVIEW

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

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

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### INTRODUCTION TO STEP 1 – ADD EMPLOYEE INFORMATION

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

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

- Name:
  - First
  - Middle
  - Last
  - Suffix
  - Employee ID
  
- Address:
  - Must complete Line 1
  - City, State and Zip
  - Email
  
- Phone: (Optional Information)
  - Home Phone
  - Cell Phone
  - Emergency telephone number
  - Contact
  - Email
  
- Other:
  - **Social Security Number.** You must enter the SSN; be careful to enter correctly because this number will be used on the OPERS/OP&FPF and W-2 forms.
  - **Date of Hire:** Generally the date you will use as their anniversary date.
  - **Birth:** Entering the birth date is optional; it will appear on some reports.
  - **Sex:** Software defaults to Male. If employee is Female make the change.
  - **Status:** The software defaults to Full time. If your employee isn't full time click to change selection to Part Time. This choice will impact your quarterly ODJFS report.

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- When Full Time is marked the software will populate the ODJFS report with 13 weeks of credit and all three months checked. (New full time employees may need edited on the ODJFS report.) If Part-Time is selected you must manually enter the weeks worked and check the months worked on the quarterly ODJFS report. Elected officials should not appear on the ODJFS report so your selection for them won't impact any external reports.
- **Track Hours By:** The software sets the default choice to Pay Period. By Day is a future enhancement where daily hours can be entered at the wage record level for part-time employees so the quarterly ODJFS report will automatically complete the weeks and months worked fields. *At the time the manual was written the enhancement wasn't completed. Your instructor will advise you if this will be available for your use. Do not select Day if the enhancement isn't ready.*
  - State Retirement:
    - **OPERS Member Date:** This date is required for all OPERS members. Contact OPERS if you are not sure what to use as the Member date. If you skip this box during set up then you will be stopped when trying to generate a paycheck until the date is entered.
    - **OP&FPF Member Date:** This date is required for all OP&FPF members. Contact OP&FPF if you are not sure what to use as the Member date. If you skip this box during set up then you will be stopped when trying to generate a paycheck until the date is entered.
    - **OP&FPF Hours Base:** This number is required for OP&FPF members. The Hours Base defaults into the OP&FPF Monthly report. Contact OP&FPF if you are unsure what to enter.
  - Tax Exemptions:
    - **Ohio IT-4:** You need the State form completed by the employee to set the deductions for the withholding rate. New employees should be given a blank form to complete and return before the first paycheck can be issued. Blank State IT-4 Form link: [http://www.tax.ohio.gov/portals/0/forms/employer\\_withholding/generic/wth\\_it4.pdf](http://www.tax.ohio.gov/portals/0/forms/employer_withholding/generic/wth_it4.pdf) If your employee includes a supplemental amount to withhold for State tax, make a note to add that as a Withholding.
    - **Federal W-4:** You need the Federal form completed by the employee to set the deductions for the withholding rate. New employees should be given a blank form to complete and return before the first paycheck can be issued. Blank IRS W-4 forms can be printed from [www.irs.gov](http://www.irs.gov). If your employee includes a supplemental amount to withhold for Federal tax, make a note to add that as a Withholding.
  - Electronic Funds Transfer (EFT) Only used by entities with EFT activated.
    - **EFT is authorized:** Mark when an employee's wage will be paid via direct deposit.
    - **Prenote was sent:** Mark once a prenote is sent to the bank to verify the account. This enables EFT wage processing. If left unmarked wage will process as a warrant.
    - **Routing #:** Enter the employee bank account routing number.
    - **Account #:** Enter the employee bank account number.
    - **Account:** Select one: Checking or Savings.

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### OPTIONAL PART OF STEP 1 – ADDITIONAL INFORMATION

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

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

### INTRODUCTION TO STEP 2 – ADD EMPLOYEE WITHHOLDINGS

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

- The appropriation accounts that will pay the employer share of Medicare, OPERS, OP&FPF and Social Security. Determine if the employer share will be paid from one appropriation account, divided by a percentage or allocated by the object code to match the earnings. Make sure the appropriation accounts are active and have an unencumbered balance.
- If your entity pays fringe benefits, you must know the percentage of fringe benefits for the employee share of Medicare, Social Security, OPERS, or OP&FPF. Review your agreements and legislation.
- If your entity has salary reduction agreements for the employee share of OPERS or OP&FPF you need to review your agreements and legislation before you begin.
- Your entity determines the amount each employee will pay for the insurance benefits that are available to them. A withholding will be added to the employee for the amount to be withheld from their paycheck. If you are going to use skip deductions you must know what pay periods will be skipped.
- If the employee has indicated on the W-4 and/or IT-4 forms the extra dollar amount to be withheld per paycheck (not a percentage or fluctuating amount) the software will allow you to add Supplemental State tax and/or Supplemental Federal tax as a withholding. Using the pre-set withholdings is essential for the supplemental amounts to pull into the correct reports and withholding payments.

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

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

- Continue adding withholdings
- I am done adding withholdings

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

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

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

- No Split: One account will pay the employer share.
- Percentage: If an employee has multiple accounts for their earnings you may want the employer share to be paid at a fixed percentage between accounts. Choose Percentage and as you enter the accounts you place the % each account will pay. The total must equal 100%.
- Object: If an employee has multiple accounts for their earnings you can choose the Object option to cause the employer share to be applied proportionally to the same Fund, Program and Cost Center as the earnings. To understand this setting you need to understand the numbers in an appropriation account. All expenditures codes contain four parts, Fund, Program, Object and Cost Center. (Cost Center is optional coding of the last four digits. Four zeros indicate no Cost Center). For example, 1000-110-213-0000 means Township-Administration-Medicare-No Cost Center. 213 is the Object code that indicates the employer share of Medicare. If you choose the Object split method you must select the Object Code that applies to the employer share of this withholding from the small drop down box. The white box will populate with all the appropriation codes that match the earning fund, program and cost center. Make sure you have these object codes set up and appropriated in accounting or you won't be able to post the wages.

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

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

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

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

### INTRODUCTION TO STEP 3 – ADD EMPLOYEE EARNING

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

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

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

**Type:** Choose from the drop down list the type of position. If the position type isn’t listed choose Other.

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

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

**Frequency:** Annual, Semi-Annual, Monthly, Semi-Monthly, Bi-Weekly, Weekly. You need to know how often the earning will be paid. It’s important to set this up correctly so the taxes are withheld at the correct rate.

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

**Typical Hours:** It will be necessary to fill in this space if the earning is Salary and you have leave that will be prorated if the employee doesn’t work the required hours. If you don’t prorate leave for salaried employees then you can leave this box blank. If you use the hours split method for earnings this box will automatically populate.



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

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

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

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

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

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

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

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

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

### INTRODUCTION TO STEP 4 – ADD EMPLOYEE OVERTIMES

Overtime structure is less complicated than earnings. You will want an Overtime rate to be set up for time and a half and any other rate that is legislated such as double time or double time and

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a half. Your policies will dictate what Overtimes must be set up in Earnings and Leave to be available for an employee.

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

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

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

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

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

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### INTRODUCTION TO STEP 5 – ADD EMPLOYEE NON-CASH BENEFITS

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

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

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

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

### INTRODUCTION TO STEP 6 – ADD EMPLOYEE LEAVES

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

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

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

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

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

### ATTACH LEAVE TO EARNING(S) :

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

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

#### **Example 1: Earnings with Different Frequencies**

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

#### **Example 2: Earnings and Leave with Different Pay Rates**

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

#### **Example 3: Multiple Earnings with different withholding attachments**

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

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

### SELECT ONE EARNING AS THE WH EARNING:

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

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

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

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

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

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### EMPLOYEE GENERAL INFORMATION REPORT

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

**Steps to access:** Payroll → Reports & Statements → Employee Reports – Employee General Information

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

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

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

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

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### GUIDED EXERCISE 8-1 ADD EMPLOYEE

**Steps to access:** Payroll → Maintenance → Employee

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

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

On the Employee form:

**Click:** Add to open the Add Employee Wizard.

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

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



**Uniform Accounting Network – Payroll Training Manual**

<b>WITHHOLDING DATA:</b>	
Medicare Type:	<input checked="" type="radio"/> Medicare Regular Employer Share Account: <b>1000-110-213-0000</b> <input type="radio"/> Medicare Fringe _____% Fringe Account: _____
OPERS Type:	<input checked="" type="radio"/> OPERS Regular Employer Share Account: <b>1000-110-211-0000</b> <input type="radio"/> OPERS Fringe _____% Fringe Account: _____
<input checked="" type="radio"/> Govt or <input type="radio"/> Law	<input type="radio"/> OPERS Salary Reduct. Employer Share Acct: _____
OPERS Type:	<input type="radio"/> OPERS Regular Employer Share Account: _____ <input type="radio"/> OPERS Fringe _____% Fringe Account: _____
<input type="radio"/> Govt or <input type="radio"/> Law	<input type="radio"/> OPERS Salary Reduct. Employer Share Acct: _____
OP&FPF Type	<input type="radio"/> OP&FPF Regular Employer Share Account: _____ <input type="radio"/> OP&FPF Fringe _____% Fringe Account: _____
<input type="radio"/> Police or <input type="radio"/> Fire	<input type="radio"/> OP&FPF Salary Reduct. Employer Share Acct: _____
OP&FPF Type	<input type="radio"/> OP&FPF Regular Employer Share Account: _____ <input type="radio"/> OP&FPF Fringe _____% Fringe Account: _____
<input type="radio"/> Police or <input type="radio"/> Fire	<input type="radio"/> OP&FPF Salary Reduct. Employer Share Acct: _____
Social Security Type:	<input type="radio"/> SS Regular Employer Share Account: _____ <input type="radio"/> SS Fringe _____% Fringe Account: _____
Supplemental Federal	<input type="radio"/> Extra dollar amount to withhold per paycheck \$ _____
Supplemental State	<input type="radio"/> Extra dollar amount to withhold per paycheck \$ _____
Local Taxes:	Name: <b>Buckeye Village Income Tax</b> % <b>1.0</b>
<input checked="" type="radio"/> Workplace Earnings	Name: % _____
or Income tax (List	Name: % _____
Each & %)	Name: % _____
Local Taxes:	
<input type="radio"/> Resident	
Earning/Income Tax	Name: % _____
School District	Name: _____ Tax Rate % _____
Income Tax:	District # _____
<b>EMPLOYEE SHARE OF INSURANCE BENEFITS</b>	
<input checked="" type="radio"/> Health	<b>\$ 154.27</b> Amount withheld from Employee's Wages <input type="radio"/> Monthly <input checked="" type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions
<input type="radio"/> Life	\$ _____ Amount withheld from Employee's Wages <input type="radio"/> Monthly <input type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions
<input checked="" type="radio"/> Dental	<b>\$ 4.15</b> Amount withheld from Employee's Wages <input type="radio"/> Monthly <input checked="" type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions

**Uniform Accounting Network – Payroll Training Manual**

<b>EARNINGS:</b>			
Position	<b>Fiscal Officer</b>		
Type	<input type="radio"/> Trustee <input type="radio"/> Council <input type="radio"/> Clerk <input type="radio"/> Clerk-Treasurer <input checked="" type="radio"/> Township <input checked="" type="radio"/> Fiscal Officer <input type="radio"/> Mayor <input type="radio"/> Librarian <input type="radio"/> Administrator <input type="radio"/> Board of Affairs <input type="radio"/> Legal Counsel <input type="radio"/> Other		
Department	<b>Administration</b>		
Classification	<input type="radio"/> Hired <input checked="" type="radio"/> Elected <input type="radio"/> Appointed <input type="checkbox"/> Unemployment Eligible <b>(Elected officials are not unemployment eligible)</b>		
<input type="radio"/> Hourly <input checked="" type="radio"/> Salary <input type="radio"/> Overtime <input type="radio"/> Per Item <input type="radio"/> Taxable Item <input type="radio"/> Non-Taxable Item <input type="radio"/> Non Retirement Item <input type="radio"/> Non-Tax/Non-Retirement Item <input type="radio"/> Non Cash Benefit	Earning Description:		
	<b>DETAILS</b>	<b>AMOUNTS</b>	<b>LIST ALL ACCOUNT CODES FOR EARNING</b>
	<b>Frequency</b>	<b>Monthly</b>	<b>1000-110-121-0000</b>
	<b>Salary \$/Pay Period</b>	<b>2,348.00</b>	
	<b>Hourly Rate</b>		
	<b>Per Item \$</b>		
	<b>Overtime Rate</b>		
	<b>OP&amp;FPF Pick-Up Code &amp; Frequency:</b>		

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

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

## Uniform Accounting Network – Payroll Training Manual

### GUIDED EXERCISE 8-2 ADD EMPLOYEE

**Steps to access:** Payroll → Maintenance → Employee

On the Employee form:

**Click:** Add to open the Add Employee Wizard.

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

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

**Uniform Accounting Network – Payroll Training Manual**

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

**Uniform Accounting Network – Payroll Training Manual**

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

**Uniform Accounting Network – Payroll Training Manual**

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

Attach the withholdings to the earning. Attach the overtime to the earning.

**Uniform Accounting Network – Payroll Training Manual**

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

**Attach the Leaves to the earning and select the WH earning. Use Percent Split.**

## Uniform Accounting Network – Payroll Training Manual

### GUIDED EXERCISE 8-3 ADD EMPLOYEE

**Steps to access:** Payroll → Maintenance → Employee

On the Employee form:

**Click:** Add to open the Add Employee Wizard.

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

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



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

**Uniform Accounting Network – Payroll Training Manual**

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

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

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

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

## Uniform Accounting Network – Payroll Training Manual

\*\*\*If necessary, load Payroll New Users #4\*\*\*

### CHAPTER 9 WAGES

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

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

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

#### GUIDED EXERCISE 9-1 ADD WAGES, GROUP #1

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

On the Add Wages form:

**Select:** The Administration Department.

**Select:** The Monthly Frequency box. Enter the Start Date then tab over to the end date so the end date automatically populates the space.

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

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

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

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

#### GUIDED EXERCISE 9-2 EDIT WAGES, GROUP #1

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

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

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

## Uniform Accounting Network – Payroll Training Manual

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

Name	1000-110-111-0000	2021-330-111-0000	2041-410-111-0000	Total
Brutus Buckeye	2348.00			
Carey Trusty	428.50	1285.50	0.00	1714.00
Larry Trusty	171.40	428.50	1114.10	1714.00
Sherry Trusty	171.40	1028.40	514.20	1714.00

### BATCH REPORTS - WAGES, GROUP #1

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

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

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

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

**Click:** Print, Display or Save PDF.

### GUIDED EXERCISE 9-3 POST WAGES, GROUP #1

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

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

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

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

## Uniform Accounting Network – Payroll Training Manual

**Select:** All the wages in the batch.

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

**Enter:** The Post Date given by the Instructor.

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

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

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

### GUIDED EXERCISE 9-4 ADD WAGES, GROUP #2

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

On the Add Wages form:

**Select:** The Fire & EMS and Maintenance Departments

**Click:** Click the Bi-Weekly Frequency box

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

**Select:** A list of employees will appear in the Employee Earnings area. Since we want to create wages for everyone listed click the header checkbox to select all.

**Click:** Save and Close

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

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

### GUIDED EXERCISE 9-5 EDIT WAGES, GROUP #2

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

## Uniform Accounting Network – Payroll Training Manual

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

<b>John Smith</b>	
Hourly Wages	15.00
<b>Hours Paid</b>	<b>15.00</b>
Gross	135.00
Withholdings	-16.16
Net	118.84

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

<b>Sonny Day</b>	
Gross	1480.00
Withholdings	-433.44
Net	1046.56

<b>Earned/Used/Denied Leaves</b>	<b>Earned</b>	<b>Used</b>
Comp Time	3.00	
Vacation Leave		8.00

## Uniform Accounting Network – Payroll Training Manual

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

<b>Barry D. Ceased</b>	
Hourly Wages	72.00
Vacation Leave Paid	8.00
<b>Hours Paid</b>	<b>80.00</b>
Gross	1000.00
Withholdings	-275.66
Net	724.34

<b>Carl Crank</b>	<b>Click + at the left of the earning to expand to the account detail</b>	
+Hourly Wages	2021-330-190-0000	20.00
	2171-610-190-0000	20.00
Sick Leave Paid	(Percent Split)	40.00
	<b>Hours Paid</b>	<b>80.00</b>
	Gross	800.000
	Withholdings	-107.61
	Net	692.39



## Uniform Accounting Network – Payroll Training Manual

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

<b>Perry Permit</b>		
<b>Hourly Wages</b>	1000-120-190-0000	2.00
	1000-130-190-0000	2.00
	2021-330-190-0000	38.00
	2171-610-190-0000	38.00
<b>Overtime Wages</b>	2021-330-190-0000	3.00
	2171-610-190-0000	1.00
<b>Zoning Permits</b>	1000-130-190-0000	2.00
	<b>Hours Paid</b>	<b>84.00</b>
	Gross	1062.00
	Withholdings	-224.27
	Net	837.73

## Uniform Accounting Network – Payroll Training Manual

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

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

<b>Steve Friendly</b>		
Hourly Wages	1000-120-190	4.00
	2021-330-190	22.00
	2041-410-190	8.00
	2171-610-190	20.00
Overtime Wages	2021-330-190	1.50
	2171-610-190	3.00
Comp Time Paid	Percent Split	2.00
Holiday Leave Paid	Percent Split	8.00
Vacation Leave Paid	Percent Split	16.00
	<b>Hours Paid</b>	<b>84.50</b>
	Gross	1301.25
	Withholdings	-293.41
	Net	1007.84

<b>Holiday Leave Earned</b>	
<b>Override:</b>	<b>8.00</b>

## Uniform Accounting Network – Payroll Training Manual

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

<b>Art Part</b>	
Hours worked	15.00
<b>Hours Paid</b>	<b>15.00</b>
Gross	127.50
Withholdings	-16.02
Net	111.48

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

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### BATCH REPORTS - WAGES, GROUP #2

Review the Batch Wage Detail report prior to posting.

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

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

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

**Click:** Display for class purposes.

### GUIDED EXERCISE 9-6 DELETE BATCH WAGE

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

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

On the Wages form you will see the batch wages listed.

**Select:** Jerry Jones from the batch list.

**Click:** Delete. The wage for Jerry Jones is deleted from the batch list.

## Uniform Accounting Network – Payroll Training Manual

### GUIDED EXERCISE 9-7 POST WAGES, GROUP #2

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

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

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

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

**Select:** All the batch warrants by clicking the header checkbox

**Click:** Post/Print

A System Message will ask if you wish to post the selected items

**Click:** OK

The Next Warrant Number form appears. On this form you could enter a stub note or change your selections for the items to be printed on the pay stub. The software is showing you the next available warrant number to post. Verify the accuracy of the next warrant number.

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

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

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

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

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

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

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

**Select:** All the batch withholding electronic payments by clicking the header checkbox

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

**Click:** OK.

The Print form appears confirming the number and type of items that are printing. The print

## Uniform Accounting Network – Payroll Training Manual

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

**Click:** Print when you are ready.

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

### GUIDED EXERCISE 9-7 CREATE EFT FILE (DIRECT DEPOSIT)

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

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

[For a detailed Overview, Instructions, and Frequently Asked Questions \(FAQs\):](#)

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

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

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

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

**\*\*\*Load Payroll New Users #5\*\*\***

### CHAPTER 10 REPORTS

**Steps to access:** Payroll → Reports & Statements

[For a detailed Overview, Instructions, and Frequently Asked Questions \(FAQs\):](#)

## Uniform Accounting Network – Payroll Training Manual

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

### REPORTS OVERVIEW

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

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

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

## Uniform Accounting Network – Payroll Training Manual

### RECOMMENDED PAYROLL REPORTS

**Employee Reports:** When you add a new employee or when you add, edit or deactivate an item in the employee set up it is highly recommended you print the **Employee General Information Report**. Verification should take place at the time the change is made and always prior to adding the next wage. Verify appropriation accounts, OPERS member date, employer share accounts on Medicare and retirement withholdings, attachments between items, and leave accrual rates.

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

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

**Withholding Reports:** Most entities pay their state, federal, OPERS/OP&FPF and local taxes on a monthly basis. Some entities pay the OPERS/OP&FPF monthly but the state, federal and local taxes quarterly. Some entities pay the state and local taxes on a monthly basis but are required to pay their federal tax payment on a semi-weekly basis. Whatever your withholding payment schedule you should be in the habit of printing the **Withholding Summary** to verify you have paid all the required taxes. This report defaults on the Filter tab to Unpaid. The report shows all the unpaid withholdings. By printing or displaying this report at the end of each cycle you will be sure you didn't leave withholdings unpaid by accident. Withholdings that aren't paid on a timely basis usually cost the entity late penalties. This report defaults to print by the Original Post Date of the payroll checks. Since federal, state and local tax liability is based on paycheck date the Original Post Date setting is correct for these taxes and all other miscellaneous withholdings. To confirm your monthly OPERS or OP&FPF unpaid balance by pay period you must change the default setting of Original Post Date to Pay Period End Date using the drop down list. Review the report by both of the date methods, Original Post date for taxes and other withholdings and Pay Period End date for OPERS/OP&FPF to make sure your withholdings are paid.

**Withholding Payment Reports:** Print the **Child Support, Garnishment and Misc.** report if you have withholding payments for child support or garnishments that must be sent with a listing

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

### GUIDED EXERCISE 10-1 OPERS MONTHLY REPORT

**The monthly report should be generated prior to creating the monthly withholding payment.** In this exercise we will prepare the monthly OPERS report.

**Steps to access:** Payroll → Reports & Statements External Forms - OPERS Contributions

The OPERS Contributions form opens.

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

[For a detailed Overview, Instructions, and Frequently Asked Questions \(FAQs\):](#)

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

#### Required selections:

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

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

**Editing the monthly report:** The OPERS report will generate with the wages and withholdings for the pay periods that end in the month you have selected. You may need to add a pay period begin (PPB) or pay period end (PPE) code to an employee's existing data line if they are new or left during the month. The pay period begin and end dates can also be edited for those instances. You can easily type over existing data in the form. The data entry line at the bottom should only be used if an employee has been paid but was set up improperly and you did not withhold



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OPERS for the month. In this case you would use the data entry line to introduce the employee to the form. It would be rare to need the data entry line if you have correctly set up your payroll and used proper pay periods when posting wages.

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

**Click:** Save and Close

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### PRINT OPERS REPORT FOR FILING AND INTERNAL USE

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

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

---

### CREATE ELECTRONIC FILE FOR UPLOAD TO OPERS ECS

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

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

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### OPERS REMITTANCE

Only if you send a check to OPERS will you need to create the OPERS Remittance form to accompany the payment. The OPERS Remittance form cannot be created until the payment has

## Uniform Accounting Network – Payroll Training Manual

been posted. Post your payment then return to Reports & Statements to generate the OPERS Remittance form.

**Steps to access:** Payroll → Reports & Statements External Forms - OPERS Remittance

The OPERS Remittance form opens.

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

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

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

If the payment included an adjustment to the employer share for a rounding difference a system message will inform you that the adjustment must be distributed then removed from the report. You will see the adjustment amount listed on a detail line. The rounding adjustments are always for the employer share. On the existing line of payment detail, click on the employer share amount and type over the existing employer amount with the correct amount as increased or decreased by the adjustment. Click on the **X** at the right of the adjustment line to remove it from the form. The total on the detail line must match the amount in the Check Total box at the top. Once the adjustment is incorporated into the employer amount click Save and Close. Select the item from the list and click Print.

If a payment was generated from Accounting using the default payroll vendor/payee, in order to incorporate a large employer credit or late penalties and interest, the payment will appear in the drop down list but no details will default into the report. You need to complete the areas using the data entry lines with information from the monthly report, printed using the internal use only option for the employee and employer share. Once the fields balance with the Check Total box click Save and Close. Select the item from the list and click Print.

### GUIDED EXERCISE 10-2 OP&FPF MONTHLY REPORT

**The monthly report should be generated prior to creating the monthly withholding payment.**

**Steps to access:** Payroll → Reports & Statements External Forms - OP&FPF Contributions

## Uniform Accounting Network – Payroll Training Manual

The OP&FPF Contributions form opens. In this exercise we will prepare the monthly OP&FPF report.

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

[For a detailed Overview, Instructions, and Frequently Asked Questions \(FAQs\):](#)

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

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

**Conversion note:** If you have posted detailed conversion data your first month report should generate with all the wages and withholdings of the month. It may require editing due to OP&FPF reporting requirements. If you posted lump sum conversion wages in Payroll that included a pay period end date that is in your first monthly report, you must edit the report that is generated by UAN; it will include the lump sum wages. You can type over existing data in the form. Do not use the data entry line except to introduce an employee that isn't listed. You may also choose to manually generate the first monthly report rather than using the software.

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

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

**Click:** Save and Close

## Uniform Accounting Network – Payroll Training Manual

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### PRINT OP&FPF REPORT FOR FILING AND INTERNAL USE

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

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

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### CREATE ELECTRONIC FILE FOR UPLOAD TO OP&FPF WEBSITE

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

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

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### DEMONSTRATION OP&FPF REMITTANCE

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

**Steps to access:** Payroll → Reports & Statements → External Forms → OP&FPF Remittance

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

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

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

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

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

### GUIDED EXERCISE 10-3 941 FEDERAL QUARTERLY REPORT

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

**Steps to access:** Payroll → Reports & Statements → External Forms → 941 Federal Quarterly

[For a detailed Overview, Instructions, and Frequently Asked Questions \(FAQs\):](#)

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

The 941 Federal Quarterly form opens.

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

**Conversion note:** If you have posted detailed conversion data your 941 Federal Quarterly will generate correctly. Follow edit instructions below to verify the usual information. If you posted

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lump sum conversion wages in payroll with a post date included in the quarter you will need to edit the report. You may choose to manually generate the first quarterly report rather than using the software.

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

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

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

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

**Balance tab:** The entries you made on the Payments tab will be reflected on line 11 for total deposits including prior quarter overpayments. If you need to enter amounts for line 12a and 12b for Cobra assistance you would type those in the override box. Line 13 will automatically calculate the total from lines 11 and 12a. If your deposits are less than the taxes due you will see a balance due in Line 11. This balance due should be the payment you are going to send with the report. If you have included in the deposits, payments that were too high by error or payments

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that should not be applied to the report you will see an Overpayment in line 15 and the software will automatically select Apply to next return. If you apply the overpayment to the next return, your next Quarterly 941 will show the prior overpayments defaulted into the payments tab. If you should not have selected an item (such as an item paid in accounting that was not for this quarter's liability) revisit the payments tab and unselect that payment. If your overpayment should not be applied to the next quarter's payments but was made in error and you don't need to adjust future payments by this amount, you can change the selection to Send a Refund.

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

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

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

---

### PRINT 941 FEDERAL QUARTERLY REPORT FOR FILING

Once a report has been created and saved it is available to have action taken from the list. When you are ready to print you select the report from the list and click Print.

---

### GUIDED EXERCISE 10-4 ODJFS WAGE DETAIL (QUARTERLY REPORT)

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

**Steps to access:** Payroll → Reports & Statements → External Forms → ODJFS Wage Detail

The ODJFS Wage Detail form opens.

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

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[For a detailed Overview, Instructions, and Frequently Asked Questions \(FAQs\):](#)

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

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

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

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

### Required selections:

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

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

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



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

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

---

### PRINT OR CREATE AN ELECTRONIC FILE

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

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

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### DEMONSTRATION STATE, SCHOOL, LOCAL TAX REPORTS

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

**Steps to access:** Payroll → Reports & Statements → Tax Reports – Other

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

**Select:** The correct date period for your report

**Select:** The Taxes that appear in the list.

**Click:** Print

Use these reports to complete your coupon or online reporting.

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### \*\*\*Load Payroll New Users #6\*\*\*

#### CHAPTER 11 WITHHOLDING PAYMENTS

**Steps to access: Payroll → Transactions → Withholding Payments**

[For a detailed Overview, Instructions, and Frequently Asked Questions \(FAQs\):](#)

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

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

Withholding payments are separated into two groups:

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

There are three types of payments that can be generated:

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

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

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### GUIDED EXERCISE 11-1 WITHHOLDING PAYMENTS, REGULAR WARRANTS

**Click:** Add

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

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

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

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

**Select:** The Payee from the drop down list.

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

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

<b>Payee</b>	<b>Amount</b>
Good Teeth Dental Insurance	305.05
Great Insurance Company	1616.77
Ohio Public Employees Deferred Compensation	150.00
Petty Court Collections	68.85

### GUIDED EXERCISE 11-2 WITHHOLDING PAYMENTS, REGULAR ELECTRONIC

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

**Click:** Add

**Select:** Regular – Electronic

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

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

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

**Select:** The Payee from the drop down list

**Mark:** The radio button for Quarter for the first three and select First. For the U S Treasury

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accept the default Month of March.

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

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

Payee	Date	Amount
Buckeye Village Income Tax Department	Quarter – First	596.55
Ohio Department of Taxation	Quarter – First	2331.07
Ohio School District Income Tax	Quarter – First	430.00
US Treasury	Month – March	3778.61

<b>GUIDED EXERCISE 11-3 WITHHOLDING PAYMENTS, STATE RETIREMENT, ELECTRONIC</b>
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**Click:** Add

**Select:** State Retirement - Electronic

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

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

**Select:** A The Payee from the drop down list.

**Select:** The month of March

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

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

Payee	Online Payment Amount
Ohio Public Employees Retirement System	\$4,959.23
Ohio Police & Fire Pension Fund	\$4,860.25

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### BATCH WITHHOLDING REPORTS

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

**Steps to access:** Payroll → Reports & Statements → Batch Reports - Withholdings

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

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

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

### GUIDED EXERCISE 11-4 POST WITHHOLDING PAYMENTS

**Steps to access:** Payroll → Transactions → Withholding Payments

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

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

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

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

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

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

**Select:** All the batch withholding warrants by clicking the header checkbox

**Click:** Post/Print

A System Message will ask if you wish to post the selected items

**Click:** OK

The Next Warrant Number form appears.

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

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

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

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

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

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

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

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

**Select:** All the batch withholding electronic payments by clicking the header checkbox

**Click:** Post/Print.

A System Message will ask if you wish to post the selected items

**Click:** OK.

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

**Click:** Print when you are ready.

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

**\*\*\*Load Payroll New Users #7\*\*\***

### CHAPTER 12 CONVERSION WAGES FOR LUMP SUM CONVERSIONS TO UAN

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

**If you are a new UAN client that has decided to do a detailed entry of all accounting and payroll postings in the UAN software, you do not need to post conversion wages.**

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

Keep in mind that OPERS and OP&FPF reports are generated for a month by the pay period end date. If your first pay in the month you begin posting wages in UAN has a pay period end date

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in the prior month you will be generating your prior month OPERS report using data from your old payroll system combined with the first pay in the UAN software.

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

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

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

Sample Bi-Weekly Pay Period Schedule				
Employees paid every two weeks for prior pay period				
Pay period begin	Pay period End	Check Date	Tax Liability Month	OPERS/OP&FPF Month
8-Dec	21-Dec	4-Jan	JAN	DEC
22-Dec	4-Jan	18-Jan	JAN	JAN
5-Jan	18-Jan	1-Feb	FEB	JAN
19-Jan	1-Feb	15-Feb	FEB	FEB
2-Feb	15-Feb	1-Mar	MAR	FEB
16-Feb	1-Mar	15-Mar	MAR	MAR
2-Mar	15-Mar	29-Mar	MAR	MAR

Sample Monthly Pay Period Schedule				
Elected officials paid at meeting 1 <sup>st</sup> Monday of next month				
Pay period begin	Pay period End	Check Date	Tax Liability Month	OPERS/OP&FPF Month
1-Dec	31-Dec	7-Jan	JAN	DEC
1-Jan	31-Jan	4-Feb	FEB	JAN
1-Feb	28-Feb	4-Mar	MAR	FEB

Conversion wages are assigned a voucher number when they are posted. On payment reports they will appear as CV, meaning Conversion Voucher. None of the appropriation account detail posted on the conversion wage will appear on the appropriation reports. The only reports that

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will show conversion wage posting detail for appropriation accounts is the Wage Detail in Payroll and the Payment Detail in Accounting.

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

### GUIDED EXERCISE 12-1 ADD & EDIT CONVERSION WAGES

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

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

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

On the Add Wages form:

**Click:** Add and Conversion

**Select:** Administration and Maintenance departments.

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

**Select:** The Bi-Weekly Frequency box and click the down arrow in the Start Date box and select December 8th then click on the end date and select March 15th. The conversion wage for all bi-weekly wages paid in the current year for the pay periods from December 8th through March 15<sup>th</sup>. This is just a sample pay period range; you will select the pay period begin date from the first paycheck paid in the current year and the last pay period end date paid from your old payroll system.

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

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



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

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

<b>Brutus Buckeye</b>		
Salary		<b>7044.00</b>
<b>Employer Withholdings</b>		
Medicare Employer	102.15	
OPERS Employer	986.16	
<b>Total Employer Withholdings</b>		<b>1088.31</b>
Ohio Income Tax	155.28	
Federal Income Tax	186.48	
Medicare	102.15	
OPERS – Regular	704.40	
Buckeye Income Tax	70.44	
Dental Ins.	12.45	
Health Ins	462.81	
<b>Total Employee Withholdings</b>		<b>1694.01</b>
<b>Consolidated Net Paychecks</b>		<b>5349.99</b>

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<b>Steve Friendly</b>	<b>Leave Type</b>	<b>Earned</b>	
<b>Leave Accruals</b>	Holiday Leave	32.00	
	Sick Leave	21.70	
	Vacation Leave	21.70	
<b>Earnings</b>	<b>Accounts</b>	<b>Sub-Total</b>	<b>Total</b>
Hourly Wages	1000-120-190-0000	102.00	
	2021-330-190-0000	327.00	
	2041-410-190-0000	27.00	
	2171-610-190-0000	36.00	492.00
Overtime Wages	1000-120-190-0000		
	2021-330-190-0000	12.00	
	2041-410-190-0000		
	2171-610-190-0000	4.00	16.00
Comp Time Paid	2021-330-190-0000	4.00	
	2041-410-190-0000	2.00	
	2171-610-190-0000	2.00	8.00
Holiday Leave Paid	2021-330-190-0000	16.00	
	2041-410-190-0000	8.00	
	2171-610-190-0000	8.00	32.00
Sick Leave Paid	2021-330-190-0000	10.00	
	2041-410-190-0000	5.00	
	2171-610-190-0000	5.00	20.00
Vacation Leave Paid	2021-330-190-0000	4.00	
	2041-410-190-0000	2.00	
	2171-610-190-0000	2.00	8.00
	<b>Total Hours Paid</b>		<b>492.00</b>
	<b>Total Gross Wages</b>		<b>\$8,760.00</b>

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<b>Steve Friendly Withholdings</b>		<b>Sub-Total</b>	<b>Total</b>
<b>Medicare Employer Share</b>			
	1000-120-213-0000	21.90	
	2021-330-213-0000	81.19	
	2041-410-213-0000	10.55	
	2171-610-213-0000	13.38	127.02
<b>OPERS Employer Share</b>			
	1000-120-190-0000	214.20	
	2021-330-190-0000	781.20	
	2041-410-190-0000	102.90	
	2171-610-190-0000	128.10	1226.40
<b>Total Employer Share Withholdings</b>			<b>1353.42</b>
<b>Employee Withholdings</b>			
	Ohio Income Tax	205.46	
	Federal Income Tax	407.78	
	Medicare	127.02	
	OPERS – Regular	876.00	
	Supp. State	70.00	
	Supp. Federal	140.00	
	Buckeye Income Tax	87.62	
	Deferred Comp.	350.00	
	Dental Ins.	19.67	
	Health Ins.	262.50	
<b>Total Employee Withholdings</b>			<b>2546.05</b>
<b>Consolidated Total of Net Paychecks</b>			<b>6213.95</b>

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**BATCH WAGE REPORTS, CONVERSION WAGES**

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

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

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

## Uniform Accounting Network – Payroll Training Manual

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

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

### GUIDED EXERCISE 12-2 POST CONVERSION WAGES

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

[For a detailed Overview, Instructions, and Frequently Asked Questions \(FAQs\):](#)

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

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

**Select:** The conversion wage as instructed.

**Click:** Edit and the Edit Wages form opens.

**Click:** Post and the Next Warrant Number form appears.

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

**Click:** OK.

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

**Click:** Print when printer is ready.

**Click:** Yes to indicate the item printed properly.

Repeat this process for each employee.

### CHAPTER 13 EDIT EMPLOYEE – COMMON EMPLOYEE CHANGES

Once all of your employees are added to the software and wages are being paid the only time you need to revisit the employee set up is when a change takes place. You can edit existing items and add new items. The most important factor is how a new item will be attached. You don't just add the item and save; you add the item then click on the associated tabs to make the connections between earnings, overtime, non-cash, leave and withholding, then you save.

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


- 1) Guided requires you to select  Edit an Existing Item or  Attach a new item and then you must select the item you want to edit or add. Only use Guided when you need to take

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one action. Guided takes you to the one tab you have indicated but won't allow you to see any other part of the employee record.

2) Advanced allows you complete access to the employee record.

Navigation of the Edit Employee form is made easier with the icons you will see in the upper right corner of the forms. The **Edit Employee** form includes an icon to identify it from its sub-forms:

 OR  = Edit Employee form

The Edit Employee form includes these tabbed pages:

### INFORMATION

---

The employee's basic information, such as name, address, retirement member dates, base hours and tax deductions are included on this page.

### ADDITIONAL INFO

---

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

The remaining tabbed pages include item lists with Add, Edit, Activate, Deactivate, Remove and Display buttons that can take action on the list or open sub-forms. Each sub-form has a special icon to make it easier to navigate:

EARNINGS 

---

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

OVERTIME 

---

Overtime compensation is listed on this form. To edit the attachment to an earning you must edit the overtime. A overtime can be assigned to only one earning, but an employee earning can have multiple overtimes. For example, a single Hourly earning might have a 1½ overtime and double-time assigned to it.

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### NON-CASH



No cash benefits are contained on this tab. Each non-cash benefit must be assigned to only one earning, but an earning can have more than one non-cash benefit assigned to it.

### LEAVES



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

### WITHHOLDINGS



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

### GUIDED EXERCISE 13-1 PAY RATE CHANGE

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

**Steps to access:** Payroll → Maintenance → Employees

**Select:** Friendly, S

**Click:** Edit and Advanced

**Click:** The Earnings Tab

**Select:** 2000 Hourly Wages

**Click:** Edit and the Edit Employee Earning form opens A green square icon containing a white dollar sign (\$).

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

**Click:** Save.

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

**Click:** Yes.

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

**Click:** OK to close message

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

### GUIDED EXERCISE 13-2 ADD AN ACCOUNT TO AN EXISTING EARNING

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

**Steps to access:** Payroll → Maintenance → Employees

**Select:** Crank, C

**Click:** Edit and Advanced

**Select:** The Earnings Tab

**Select:** 2000 Hourly Wages

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

**Click:** On the Accounts tab.

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

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

**Review:** The Account Split Method for accuracy

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

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

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

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

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

- 1) **Edit existing earning:** **Steps to access:** Payroll → Maintenance → Employees. Mark the employee and click Edit – Advanced to open the Edit Employee form. Click on the Earnings tab. In our sample, the original earning had one account and was set to no-split. The earning

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is edited and on the accounts tab, a new account is added to the list and a split method is selected. Save and Close to return to the Edit Employee Form and remain in the Edit Employee form for step 2. In this situation you may want to add the same account to overtime and leave. Go to each tab, select the item and click Edit, on the edit form click on the accounts tab and add the new account and select the split method. Save and Close then go to the next item and/or tab. You may want to edit the Overtime and Leaves to add the new account and split method.

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

---

### DEMONSTRATION: ADD NON-PENSIONABLE LEAVE PAYOUT EARNINGS

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

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

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

- 1) **Adjust leave balances:** The first step is to adjust out the leave balance that will be paid out. When a leave balance is paid as a non-pensionable earning the balance must be reduced using the Leave balance Adjustment Utility. **Steps to access: Payroll → Utilities → Leave Balance Adjustment.** Select the employee from the drop down list and enter a negative adjustment for the hours to be paid. Type a purpose in the box to document the reason for



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the adjustment. Also, if upon retirement or termination there are leave balances that will be unpaid according to your policies, the remaining leave balances should be adjusted to zero as a separate adjustment.

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

---

### DEMONSTRATION ADD NON-CASH BENEFIT TO AN EMPLOYEE

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

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### GUIDED EXERCISE 13-3 ADD EXISTING WITHHOLDING TO AN EMPLOYEE

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

**Steps to access:** Payroll → Maintenance → Employees

**Select:** Crank, C

**Click:** Edit and Advanced

**Click:** The Withholdings Tab

**Click:** Add and the Add Employee Withholding form opens

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

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

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

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

**Click:** Close to return to the Employees form.

### DEMONSTRATION: EMPLOYEE ADDRESS CHANGE REQUIRES NEW SCHOOL TAX WITHHOLDING

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

**Steps to access:** Payroll → Maintenance → Employees.

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

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

**Steps to access:** General → Maintenance → Vendors/Payees

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

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

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### **Add a new withholding:**

**Steps to access:** Payroll → Maintenance → Withholdings and click [Add] to open the Add Withholdings form. Type a name for the withholding (once the withholding is used you will not be able to edit the name), select the correct process group from the drop down list. Select the Payee from the drop down list and complete the details for the withholding.

### **Attach the new withholding to an employee:**

**Steps to access:** Payroll → Maintenance → Employees Mark the employee and click Edit – Advanced. Click on the Withholdings Tab and Click Add. Select the new withholding from the drop down list, our example is the North School Tax, and verify the withholding rate or amount. Click on the Earnings tab and notice that with school taxes all earnings are automatically selected. Other withholdings require you to select the earnings to create the attachments before saving the new withholding. Save and Close – stay on the Edit Employee form on the Withholdings tab.

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

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

---

### **DEMONSTRATION: WITHHOLDING RATE CHANGE FOR ALL EMPLOYEES**

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

#### **Steps to access:** Payroll → Maintenance → Withholdings

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

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

#### **Steps to access:** Payroll → Maintenance → Withholdings Editor

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

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### DEMONSTRATION: DEACTIVATE EXISTING WITHHOLDING

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

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

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

\*\*\*Load Payroll New Users #8\*\*\*

## CHAPTER 14 UTILITIES

### Steps to access: Payroll → Utilities

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

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

**Pay Period Adjustment:** Used to correct wages posted to the wrong pay period dates. These errors are usually found when adding the monthly OPERS or OP&FPF retirement report. If your employee wages are too high or too low on the monthly retirement report this usually indicates an incorrect pay period posting. First print the Wage Report - Wages & Overtime Summary, select wide date parameters so you can see the paychecks that have been issued with the pay

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periods as they were posted. This report will reveal the pay periods that have been posted incorrectly. Use the Pay Period Adjustment Utility to select the incorrectly posted pay period; select the wages that do not belong on the incorrectly posted pay period and enter the correct pay period for those wages.

**Payroll Payment Utility:** Used to:

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

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### CHAPTER 15 TROUBLESHOOTING

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

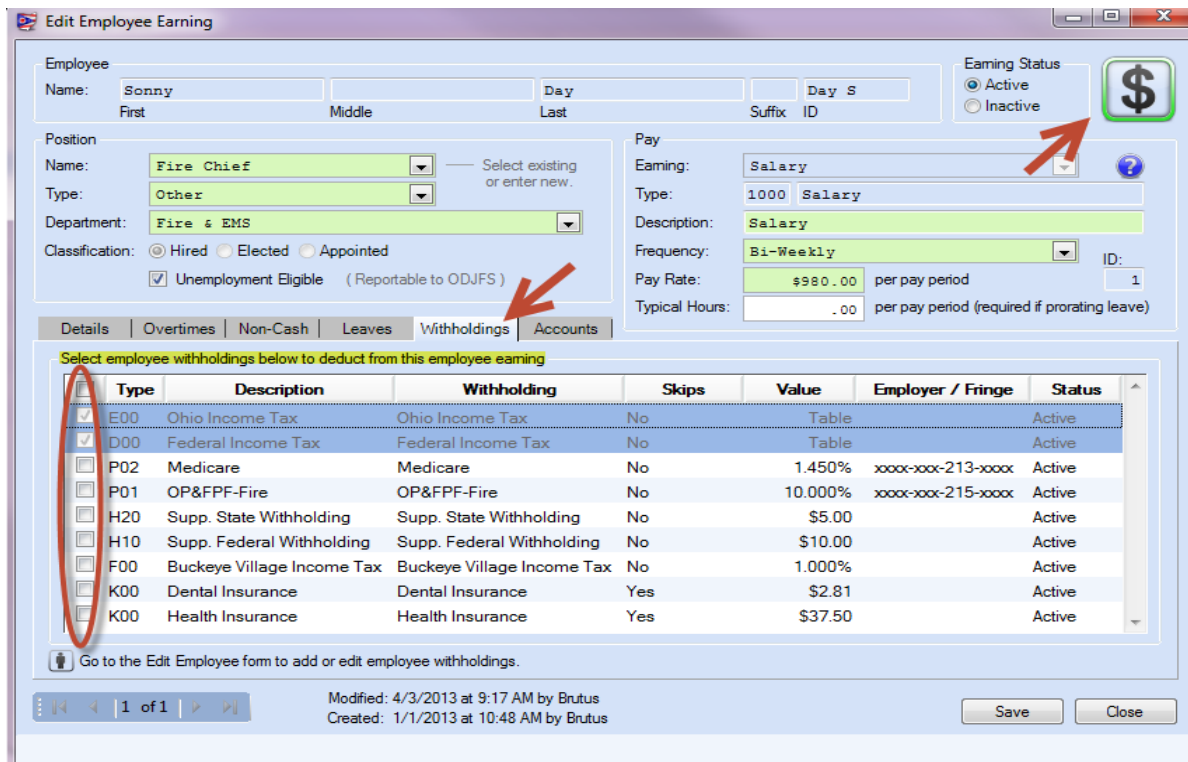
**Steps to access:** Payroll → Maintenance → Employees

**Select:** The Employee from the list.

**Click:** Edit and Advanced.

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

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



The screenshot shows the 'Edit Employee Earning' window. The 'Employee' section shows Name: Sonny, Position: Fire Chief, Department: Fire & EMS. The 'Pay' section shows Earning: Salary, Type: 1000 Salary, Frequency: Bi-Weekly, Pay Rate: \$980.00. The 'Withholdings' tab is active, displaying a table of withholdings. A red circle highlights the checkboxes in the 'Type' column, which are currently unchecked. A red arrow points to the 'Withholdings' tab label, and another red arrow points to the 'Earning Status' dropdown menu.

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

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

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

The screenshot shows the 'Edit Employee Earning' window. The 'Employee' section includes Name (Sonny), Position (Fire Chief), and Department (Fire & EMS). The 'Pay' section shows Earning (Salary), Type (1000 Salary), Description (Salary), Frequency (Bi-Weekly), and Pay Rate (\$980.00). The 'Withholdings' tab is active, displaying a table of withholdings. A red circle highlights the 'Type' column, and a red arrow points to the '\$' icon in the top right corner.


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

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

**Steps to access:** Payroll → Maintenance → Employees

**Select:** The Employee from the list.

**Click:** Edit and Advanced.

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

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

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

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

- Employee Name:** Sonny (First), Middle, Last, Suffix, Day, ID
- Leave Status:** Active (selected), Inactive
- Leave:** Vacation Leave (selected), Type: 5004 Leave and Comp Time, Description: Vacation Leave, ID: 3
- Pay:** Leave is: Not paid when used (salaried) (selected), Paid when used; Pay Rate: \$ .00 per hour
- Tabbed Interface:** Details, Earnings (selected), Withholdings, Appropriation Accounts
- Earnings Table:**

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

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

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



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

**Edit Employee Leave**

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

Leave Status:  Active,  Inactive

Leave: Vacation Leave (dropdown), ID: 3

Type: 5004 Leave and Comp Time

Description: Vacation Leave

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

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

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

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

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

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

Save Close

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

**Next Warrant Number**

Wages

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

Stub Note: (optional)

Wage Printing

Warrant: Employee address

Pay stub: Employee leave balances

Pay stub: Salary account distribution

EFT:  Plain Paper,  EFT Forms

Warrants

Next Warrant #: 2841

User Selected #: 2841

Warrants Skipped: 0

OK Cancel


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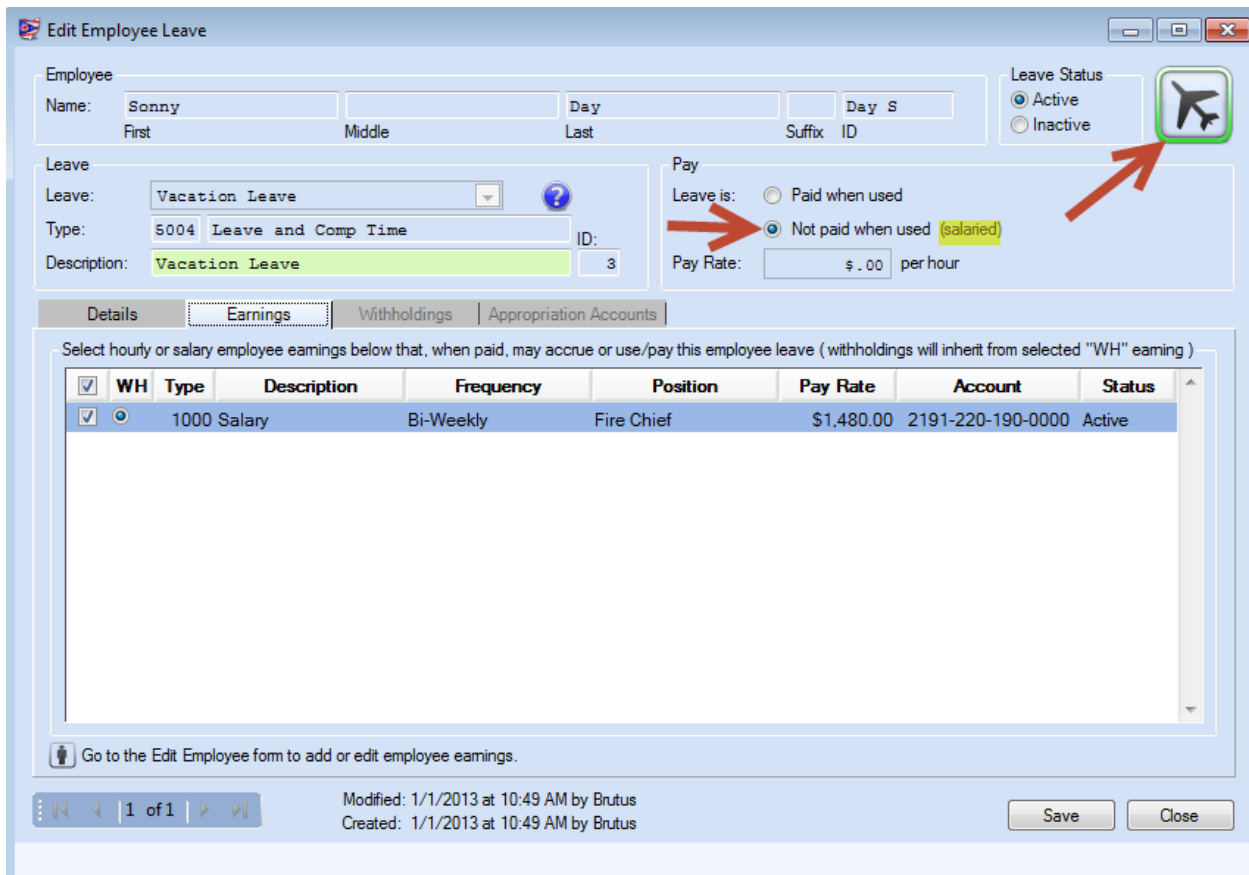
**When I enter hours in a Salaried employee's vacation leave the software is adding to his paycheck.** You have added the leave with an incorrect setting.

**Steps to access:** Payroll → Maintenance → Employees

**Select:** The Employee from the list.

**Click:** Edit and Advanced.

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



The screenshot shows the 'Edit Employee Leave' window. The 'Employee' section includes Name: Sonny, Day, Day S, First, Middle, Last, Suffix, and ID. The 'Leave' section includes Leave: Vacation Leave, Type: 5004 Leave and Comp Time, ID: 3, and Description: Vacation Leave. The 'Pay' section includes Leave is:  Paid when used and  Not paid when used (salaried). The 'Pay Rate' is \$ . 00 per hour. The 'Leave Status' section includes  Active and  Inactive. A red arrow points to the 'Not paid when used' option. Another red arrow points to the 'Advanced' icon (an airplane) in the top right corner.

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

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

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

Save Close

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

**I can't pay a new employee; appropriation accounts don't exist:** This message typically appears when an employee earning is paid from multiple accounts and you want the employer share of Medicare, Social Security, and OPERS/OP&FPF to be paid from the same funds in

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proportion to the earning accounts; the object split method is chosen for the employer share. Your appropriation accounts and budgets must include the same fund, program and cost center numbers for the employer share of Medicare and retirement withholdings for object split to work.

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

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

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

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

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

## Uniform Accounting Network – Payroll Training Manual

### APPENDIX

Sample forms on the following pages include:

1. Ohio IT4 – Sample only – not for use
2. IRS W-4 – Sample only – not for use
3. UAN Payroll New Employee Checklist – Copy and use as needed
4. Payroll New Users Withholding Setup List – Copy and use as needed

## Uniform Accounting Network – Payroll Training Manual

Below is the portion of State of Ohio Form IT-4 the employee will return to you. This is only a sample and is not intended for use. Blank State IT-4 Form can be printed from

[http://www.tax.ohio.gov/portals/0/forms/employer\\_withholding/generic/wth\\_it4.pdf](http://www.tax.ohio.gov/portals/0/forms/employer_withholding/generic/wth_it4.pdf)

✂ please detach here



Department of  
Taxation

### Employee's Withholding Exemption Certificate

IT 4  
Rev. 5/07

Print full name \_\_\_\_\_ Social Security number \_\_\_\_\_

Home address and ZIP code \_\_\_\_\_

Public school district of residence \_\_\_\_\_ School district no. \_\_\_\_\_  
(See *The Finder* at tax.ohio.gov.)

1. Personal exemption for yourself, enter "1" if claimed \_\_\_\_\_

2. If married, personal exemption for your spouse if not separately claimed (enter "1" if claimed) \_\_\_\_\_

3. Exemptions for dependents \_\_\_\_\_

4. Add the exemptions that you have claimed above and enter total \_\_\_\_\_

5. Additional withholding per pay period under agreement with employer ..... \$ \_\_\_\_\_

Under the penalties of perjury, I certify that the number of exemptions claimed on this certificate does not exceed the number to which I am entitled.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Uniform Accounting Network – Payroll Training Manual

Below is the portion the IRS W-4 form the employee will return to you. This is only a sample and is not intended for use. Blank IRS W-4 forms can be printed from [www.irs.gov](http://www.irs.gov).

In either of the above situations applies, stop here and enter the number from line 1 on line 5 of Form 1041 below.

---

..... Separate here and give Form **W-4** to your employer. Keep the top part for your records. ....

Form <b>W-4</b> <small>Department of the Treasury Internal Revenue Service</small>	<b>Employee's Withholding Allowance Certificate</b> <small>▶ <b>Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</b></small>	OMB No. 1545-0074 <b>2013</b>
1 Your first name and middle initial		2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> <del>Married</del> , but withhold at higher Single rate. <small>Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</small>
City or town, state, and ZIP code		4 <b>If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.</b> <input type="checkbox"/>
5 Total number of allowances you are claiming (from line <b>H</b> above or from the applicable worksheet on page 2)		5
6 Additional amount, if any, you want withheld from each paycheck		6 \$
7 I claim exemption from withholding for 2013, and I certify that I meet <b>both</b> of the following conditions for exemption. <ul style="list-style-type: none"> <li>• Last year I had a right to a refund of <b>all</b> federal income tax withheld because I had <b>no</b> tax liability, <b>and</b></li> <li>• This year I expect a refund of <b>all</b> federal income tax withheld because I expect to have <b>no</b> tax liability.</li> </ul> If you meet both conditions, write "Exempt" here.		
▶ 7		
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature <small>(This form is not valid unless you sign it.) ▶</small>		Date ▶
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)
		10 Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 10220Q Form **W-4** (2013)

**UAN NEW EMPLOYEE CHECKLIST**

<b>EMPLOYEE DATA:</b>	
Employee Name	
Employee ID	
Address Line 1	
Address Line 2	
City, State, Zip	
Email	
Home Phone	
Cell Phone	
Emergency Contact Telephone # & Name	
Social Security #	
Date of Hire:	
Birth Date (Optional)	
Sex	<input type="radio"/> Male or <input type="radio"/> Female
Status	<input type="radio"/> Full Time or <input type="radio"/> Part Time
Track Hours by	<input type="radio"/> Pay Period or <input type="radio"/> Day
OPERS Member Date	/ /
OP&FPF Member Date	/ /      Base Hours: _____ (Call OP&FPF if Unsure)
State IT-4	_____ # of Deductions
Federal W-4	_____ # of Deductions
W-4 Rate	<input type="radio"/> Married Rate <b>or</b> <input type="radio"/> Single Rate
EFT (Skip if No)	<input type="checkbox"/> EFT is authorized <input type="checkbox"/> Prenote was sent
Routing #	
Account #	
Account:	If Yes <input type="radio"/> Checking <b>or</b> <input type="radio"/> Savings    1 Account Only
<b>Additional Information:</b>	

**UAN NEW EMPLOYEE CHECKLIST**

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



**UAN NEW EMPLOYEE CHECKLIST**

<input type="radio"/> Vision	\$_____ Amount withheld from Employee's Wages <input type="radio"/> Monthly <input type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions
<input type="radio"/> Other Insurance	\$_____ Amount withheld from Employee's Wages <input type="radio"/> Monthly <input type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions
<input type="radio"/> Other Insurance	\$_____ Amount withheld from Employee's Wages <input type="radio"/> Monthly <input type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions
<input type="radio"/> Other Insurance	\$_____ Amount withheld from Employee's Wages <input type="radio"/> Monthly <input type="radio"/> Each Pay Period <input type="radio"/> Skip Deductions
<b>OTHER DEDUCTIONS</b>	
<input type="radio"/> Child Support	\$_____ Amount to be withheld per Pay Period <input type="radio"/> Requires manual calculation <input type="radio"/> Skip Deductions Case # _____ Order # _____
<input type="radio"/> Garnishment	<input type="radio"/> \$_____ Amount to be withheld per Pay Period <input type="radio"/> _____% Rate to be withheld per Pay Period <input type="radio"/> Set default then calculate by formula on each wage record
	Withholding Vendor/Payee:
	Withholding Name :
<input type="radio"/> Garnishment	<input type="radio"/> \$_____ Amount to be withheld per Pay Period <input type="radio"/> _____% Rate to be withheld per Pay Period <input type="radio"/> Set default then calculate by formula on each wage record
	Withholding Vendor/Payee:
	Withholding Name
<input type="radio"/> Deferred Comp.	\$_____ Amount <input type="radio"/> Skip Deductions
<input type="radio"/> Other Withholding	<input type="radio"/> \$_____ Amount to be withheld per Pay Period <input type="radio"/> _____% Rate to be withheld per Pay Period <input type="radio"/> Skip Deductions
	Withholding Vendor/Payee:
	Withholding Name
<input type="radio"/> Other Withholding	<input type="radio"/> \$_____ Amount to be withheld per Pay Period <input type="radio"/> _____% Rate to be withheld per Pay Period <input type="radio"/> Skip Deductions
	Withholding Vendor/Payee:
	Withholding Name
<input type="radio"/> Other Withholding	<input type="radio"/> \$_____ Amount to be withheld per Pay Period <input type="radio"/> _____% Rate to be withheld per Pay Period <input type="radio"/> Skip Deductions
	Withholding Vendor/Payee:
	Withholding Name

**UAN NEW EMPLOYEE CHECKLIST**

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

## UAN NEW EMPLOYEE CHECKLIST

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

**UAN PAYROLL NEW USERS – WITHHOLDINGS LIST**

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