CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
Application: Payroll

Payroll Set Up Training
Learning Guide
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INTRODUCTION

This Learning Guide will review how to set up:

- Payroll Directories
- The Employee Master
- Standard Payroll Reports
HOW TO: SET UP THE EMPLOYER PARAMETERS DIRECTORY

The **EMPLOYER PARAMETERS** directory is set up in different sections that provide standard information for the employer and how the payroll is processed. The first tab of information is the Employer Info tab that includes demographic information for the employer. This tab contains the current fiscal year, address and contact information, employer ID numbers used for different reporting files, as well as the payroll check signature and preferences. Account code validation should be turned on if the Fund Accounting application was also purchased. Let’s review the preferences, as the required information must be completed with the correct information.

**Employer Tab**

![Employer Parameters](image)

**General Info Preferences**

**Entry W. S. Order**

This option controls the way you see employees with hourly, daily, or supplemental payroll information in the **PAYROLL ENTRY** screen. The Find window is always alphabetical; however, if you want to move to the next record using the arrows on the screen, this sort order will be used to sort the information by 'C' class code and employee name, by 'B' Building and employee name, or 'A' alphabetically by employee name. The determining factor is normally how you want to proof the data, as this sort order affects the **PAYROLL ENTRY PROOF** report and how it provides totals.

**Minimum Hours**

This option is used to indicate the smallest increment of time allowable on the **PAYROLL ENTRY** screen.

**Check Assign Order**

Use this option to assign check numbers so checks and Direct Deposit stubs print in the specified order, to aid in check distribution. The options are: 'A' Alphabatical, 'B' Building, 'C' Class, or 'Z' Zip Code order.
**FA Checking Account**
This option determines whether payroll check reconciliation occurs in the Fund Accounting application or in the Payroll application. If this field is empty, payroll checks can only be reconciled in the Payroll application. When selecting this option after starting Payroll, set up a checking account for Payroll checks with the code ‘PY’ in the Fund Accounting application, so that previously recorded and future checks are both available without needing CSIU intervention.

**Auto Assign Employee ID**
Select this option for automatic assignment of the next available ID number for new Employee Master records. Leave it blank to assign employee IDs manually.

**Building on Check**
The selection in the Check Assign Order field, above, determines your selection of this option. If you chose to sort your checks by 'B' Building, select this option. If you chose any of the other options, we recommend you leave this field blank.

**Retain Hourly Data**
Select this option to save payroll entry data from pay cycle to pay cycle. Most users typically do not select this, preferring to enter the hours/days for every payroll. This does not apply to salary payments, which are included in each payroll automatically.

**Print Deductions by Stub ID**
Select this option to total voluntary deductions together and display them as a single total on the pay stub. Because the pay stub can display only eight separate voluntary deductions, this option is especially helpful when employees exceed eight voluntary deductions. For example, you might select this option if your medical, dental and vision deductions are entered as separate amounts for withholding purposes, but you want to display them as one insurance deduction on the pay stub. If an employee had multiple annuities, union dues, and a United Way deduction, as well as other deductions that would exceed the eight spaces available on the pay stub, you could set up the insurances and the annuities to show as a single total.

**Account Code Validation**
Select this option to validate that account codes used in Payroll are valid accounts found in Fund Accounting. Otherwise, the right-click look up into the account code directory will not be available.

**Object Code Validation**
Select this option to alert you when an account code without a “1**” object is entered into Payroll. Only those accounts with a “1**” object code are considered to be wage accounts.

**Attach Check Signature File** (button)
When a signature file is created, attach it, and store the file in a secure location. Once a Check Signature has been attached, it remains loaded until a new signature is required. Please make sure to attach the signature file prior to printing your first payroll checks.

**Printing Parameter Information:**
To print a report for any Employer Parameters information, click the printer button on the EMPLOYER PARAMETERS tabs, or use the DIRECTORIES > LISTINGS > and the desired menu option.
Rates Tab

The Rates tab is where the Employee and Employer rate information is stored for each item listed. These are global rates used when calculating each payroll. Typically, a new record is added every January and July to identify the start of a new rate. Do not change rates on an existing record.

**Employee Rates** are on the left side of this screen and include Social Security, Medicare, Unemployment and State Tax for PA residents. This column also includes Maximums and the current credit week minimum.

**Employer Rates** are on the right side of this screen and include the employer’s share of Social Security, Medicare, Worker’s Compensation, Unemployment, and Retirement rates. The checkboxes to the right of the rates are used to identify which tax calculations are to be transferred to Fund Accounting during the Account Distribution Transfer.

**DO NOT CHANGE RATES AFTER PAYROLLS HAVE BEEN PROCESSED FOR AN EFFECTIVE DATE. ADD A NEW RATES RECORD WITH A NEW EFFECTIVE DATE IF A CHANGE IS NEEDED.**

Federal Tax and State Tax Tabs

The **Fed Tax** and **State Tax** tabs store the Federal tax and State Tax tables. State tax tables are needed ONLY for employees who live in a state other than PA. The PA state tax rate is a flat rate and is stored on the **Rates** tab shown above.
Flexible Format Reporting for EIT and LST

To accommodate County tax collection agencies, a Flexible Format option is available for both EIT and LST reporting. The information is broken into categories to make set up simpler.

Local Tax Tab

To complete the set up, you must have the layout for your file(s) in front of you. Based on your file layout, identify which fields to include, and in what order they appear in the file. Begin set up with the Employer Information.

Employer Information
Employee Information

**Earned Income Tax Information (EIT) Tab**

Field Parameters:

- **Local Gross**: Location 9, Size 8
- **Local Tax**: Location 10, Size 8
- **Music Name**: Location 0
- **PSD Tax Type**: Location 12
- **Commuter NonRes**: Location 0
- **Music Name for Commuter**: Location 0
- **PSD Work**: Location 11
- **Local Tax Rate**: Location 0
- **Filler 1**: Location 0, Size 0
- **Filler 2**: Location 0
- **Filler 3**: Location 0

Options:
- **Exclude decimal, Pad with zeros**
- **Exclude decimal, Exclude negative**
- **Exclude Commuter Tax Withheld**
- **Exclude negative, Pad with zeros**
- **Excluding leading zero**
- **Excluding decimal, Exclude negative**
- **Spaces, Zeroes**
### Local Services Tax Information (LST) Tab

#### Field Parameters

<table>
<thead>
<tr>
<th>Field Label</th>
<th>Location</th>
<th>Size</th>
<th>Syntax</th>
<th>Negative Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Withheld</td>
<td>6</td>
<td>8</td>
<td>Exclude decimal</td>
<td>Front</td>
</tr>
<tr>
<td>CASD</td>
<td></td>
<td></td>
<td>Pad with zeros</td>
<td></td>
</tr>
<tr>
<td>Nome</td>
<td></td>
<td></td>
<td>Exclude negative</td>
<td>Back</td>
</tr>
<tr>
<td>Gross Earnings</td>
<td></td>
<td></td>
<td>Exclude decimal</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pad with zeros</td>
<td>Back</td>
</tr>
</tbody>
</table>

#### File Specifications

**LST File Parameters**

- **File Format:**
  - Excel File
  - Comma Delimited
- **File Directory:**
  - \solution\solution\solution\finished\LST

**LST Directory**

- **Include field descriptions as header record for LST file**
- **Create files per PSD**

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Deduction Tab

By default, the Deduction tab includes the employee-mandated deduction codes; however, you must enter the account code to distribute the employee share of taxes to Fund Accounting for payment. In addition, for each deduction you offer you must enter the complete code and description information along with any date parameters and tax information as it applies to the deduction. If converting data, this information is loaded for you; simply review and update any description, pay stub ID, dates, and/or tax information. Below is a list of standards that must be followed for deduction codes and carriers. The combination of code + carrier must be unique.

Predefined Deduction Codes

**AN** is used for all 403(b) plans. Use a unique code in the carrier field to specify the provider.

**AG** is used for all 457(b) plans. Use a unique code in the carrier field to specify the provider.

**BB** is used for a federally taxable ROTH plan. Use a unique code in the carrier field to specify the provider.

**BO** is used to designate a Savings Bond deduction. Bonds are no longer offered as a payroll deduction.

**CU** is used for a credit union deduction and is required if you do not offer a formal direct deposit option but instead offer a net pay to a credit union. If employees only have a credit union deduction and they use direct deposit for their pay, this code is not needed.

**DC** is used for a Section 125 Cafeteria Plan Dependent Care option. Due to its placement on the W2 form, this deduction is separated from other Section 125 plan amounts.

**PN** is used for a 401(a) Special Pay option. Use a unique code in the carrier field to specify the provider.

**PS** is used for deducting Purchase of Service amounts for buying back retirement service.

Predefined Carrier Code

**501C** is used to identify a deduction as being a contribution to a qualifying 501(c) plan and is reported in box 14 on the W2.
**Checkbox Options**

**Section 125**
Select this option for a Section 125 plan—the appropriate defaults for tax exemptions are selected automatically. Because individual plans could vary, please review the defaulted exemption options and change them as needed. Selecting this **Section 125** option reports these deductions on the W2 as a Section 125 plan.

**Tax Exempt** (multiple checkboxes)
If a deduction is to be deferred from taxes, select the appropriate tax exempt checkbox.

**Dues**
Select this checkbox to print the amount collected for dues on the employee’s W2.

**HSA contribution**
Select this checkbox option to identify the deduction as a Health Savings Account (HSA) contribution.

**Retirement Tab**
On the Retirement tab, **Retirement codes** are used to identify an employee as a member of a retirement system. Most commonly the system will be “PSERS.” The option for “SERS” is provided and special codes are used. The code is one character with a **Description** field and the **Rate** shown as a decimal. Also, **Retirement Codes** should be marked as **Tax deferred**.

**EXAMPLE:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>6.5%</td>
<td>0.065</td>
</tr>
<tr>
<td>7</td>
<td>7.5%</td>
<td>0.075</td>
</tr>
<tr>
<td>8</td>
<td>TE 7.5-9.5%</td>
<td>0.075</td>
</tr>
<tr>
<td>9</td>
<td>TF 10.3-12.3%</td>
<td>0.103</td>
</tr>
</tbody>
</table>

**Retirement Codes**

<table>
<thead>
<tr>
<th>Retirement code</th>
<th>Effective Date</th>
<th>Rate</th>
<th>Description</th>
<th>Tax deferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>07/01/2011</td>
<td>0.0750</td>
<td>TE 7.5-9.5%</td>
<td>✔</td>
</tr>
</tbody>
</table>
Direct Deposit Tab

On the DD/MICR tab, enter information to specify your bank's file requirements and create a standard ACH NACHA prenote file prior to starting a live direct deposit. Use the Status Bar text to assist you in setting up your employer direct deposit information.

File Sample:

| 101 | 031312738 9999999990807724130194101PNC BANK | SUNNY VALLEY SD |
| 9220 | SUNNY VALLEY SD | 199999999PPDREG.SALARY | 080801 | 1031300460000001 |

In the first line of the file, you are identifying the Immediate Destination, Immediate Origin, and Employer name. In this example, the Immediate Destination displays as 031312738. The Immediate Origin displays as the 999999999, which is representing the employer Federal ID rather than a bank routing number. The Employer Name (DD Company Name) is Sunny Valley SD.

In the second line of the file, you are identifying the Service Class Code and Federal ID as it may not have been used as the Immediate Origin. The 220 immediately after the 5 is the Service Class Code used for this file and the 999999999 is the Federal ID.

The bottom of the file identifies the (Depository Financial Institution) Originating DFI, which in this example is 031300465, and possibly the direct deposit amount and employer's checking or savings account for the withdrawal.

If using the 220 Service Class Code, the credit to your account is provided in the file.

| 82200002821281389015900000000000000323195961999999999 | 0313004600000001 |
| 90000010002900000282120189315900000000000000032319596 | 99999999999999999999999999999999999999999999999 |

If using the 200 Service Class Code the amount and bank account as well as the ODFI are displayed, providing both the debit and credit information.

| 52703130046512345678910 | 003231959699999999 | SUNNY VALLEY SD | 000031300460000283 |
| 52000028312105202050000323195961999999999 | 0313004600000001 |
| 30000010002900000282120152020500032319596000032319596 | 99999999999999999999999999999999999999999999999 |
| 30000010002900000282120152020500032319596000032319596 | 99999999999999999999999999999999999999999999999 |
HOW TO: SET UP THE BANK DIRECTORY

Enter the bank routing number for each bank an employee may have. If an employee chooses a new bank, it must be added here before it can be used in processing.

Required fields include the Bank Number (the routing number) and the Bank Name, which displays on the EMPLOYEE MASTER record and the direct deposit stub.

HOW TO: SET UP THE BUILDINGS DIRECTORY

Enter user-defined Building Codes, which are used to sort and select employee records, and to assist in distribution of checks or direct deposit stubs. The BUILDINGS directory is not tied to an account code or any breakdown in an account code—it is strictly used as a sorting and reporting identifier. This directory is shared with all of the other CSIU financial applications, so the codes chosen should be agreeable to all applications. You can add a BUILDINGS directory record of “MAIL” for use in the Payroll Check Sort Override field (on the EMPLOYEE MASTER/GENERAL INFO tab), for mailing pay stubs to employees.

HOW TO: SET UP THE EMPLOYEE CLASSES DIRECTORY

Enter user defined Class Codes to be used for sorting and selecting employee records. In the Personnel application, the Class Code is used to track seniority. In the Payroll application, the Class Code may be selected to help sort employees by their classification when entering time in the PAYROLL ENTRY screen.
HOW TO: SET UP THE MUNICIPALITIES DIRECTORY

The Municipalities directory records are used taxes and/or addresses, as identified by the Type field. Enter the 'B' (Both) option in the Type field to indicate that the same Municipality code can identify both where employees live and where they pay their local taxes. Because tax withholding and reporting are done for both Earned Income Tax and OPT or LST tax, two separate fields on the EMPLOYEE MASTER / TAX/EIC INFO tab are used to identify where an employee lives and where an employee works. This ensures both rates and withholding maximums are followed. If the Municipality code is used for an address, enter the 'C' (City) or 'B' (Both) option in the Type field; the Name, State, and Zip need to be entered correctly for use as an address (use appropriate case to match the rest of your demographic information). If a Municipality code is not used for an address, enter the 'T' (Township) option in the Type field and the EMPLOYEE MASTER / TAX/EIC INFO tab will be updated with the appropriate information for each employee with entries in the Twp Live and Twp Work fields for EIT and LST.

NOTE: For Act 32 compliance, create a municipality code for each township assigned a unique PSD code.

The EIT Rate field identifies the decimal rate of withholding for EIT. The changes in reporting resulting from Act 32 eliminates the need to use the Split District fields.

OPT/LST:

In the OPT/LST Amt field, enter the amount to be withheld for the year. If the annual amount is more than $10.00, follow the LST rules and select the LST check box option. The LST amounts are taken in multiple withholdings, rather than taken in one withholding a year as is done when following the OPT rules. If you select the LST Multiple check box, the grid will display. Then press Ctrl+A on your keyboard to add a line to the grid; enter the amount to be withheld every pay to reach the specified LST Amt. If needed, use the Low and High values to suspend withholding until the employee has reached a defined amount of earnings. If, regardless of income, a School Minimum Tax is required, select the School Minimum Tax check box; enter the first line in the grid to represent the range where that tax applies, then enter the one-time amount in the Amount field. In the EMPLOYEE MASTER, an option is available to exempt an employee from withholding if they have an exemption from LST taxes not based on low earnings.
HOW TO: SET UP THE PAYMENT TYPES DIRECTORY

The **PAYMENT TYPES** directory contains system-defined and user-defined Payment Types. If certain payments are routinely paid on specific dates during the year, you can assign those dates to any user-defined Payment Types you create. On the **EMPLOYEE MASTER**/Wage Info records you will then add these Payment Types so that based on the date(s) entered in the directory the payments are automatically be pulled into the payroll as part of the payroll process. Doing so simplifies your payroll entry and ensures that payments to the employee are not missed. In addition to setting up date-driven payments, you can also identify tax ability and reporting controls for user-defined payments.

**System-defined Payment Types**

Payment types for basic salary, hourly, and daily payments are predefined and cannot be changed. Several additional payment types are also predefined, but allow for modification of one or two reporting items. The list provided below is valuable to understanding which payment type to use for different types of payments and should assist you in determining any additional payment types you may need to set up.

- P – Per Pay Salary
- H - Hourly
- D - Daily
- S - Supplemental
- AP - Additional Pay
- G – Group Term Life taxable amount
- V - Vehicle use taxable amount
- X – Multiple Check
- IP - User-defined description (see more information, below)
- INW2 – W2 Insurance Cost (used for mandated reporting requirements)

System-defined payment types cannot be date driven, unless identified as a benefit (see G and V example, below).
Most system-defined types are predefined for PSERS reporting and tax exemptions and cannot be changed (indicated by disabled fields).

**IP Payment Type**

The IP Payment Type is system-defined; however, the purpose and description are user-defined. Prior to using this payment type, you MUST enter a Description. The Report as (for PSERS reporting) and tax exemptions are also user-defined.

During the payroll process, an option is provided to set the hours/units for payment type IP to 1. This will automatically enter "1" unit in the Regular Units field and complete the payroll entry for this type of payment for any employees identified as receiving this payment.
G and V Payment Types

These payment types are predefined benefits where the amount entered does not create a payment nor increase the employee’s total gross. These payment types only increase the appropriate taxable grosses and withhold the employee’s share of taxes, as well as report the employer share of taxes. The employee’s W2 information and all reports reflect these amounts where needed.

The G Payment Type also provides an interface with the CSIU Personnel application. If in the Personnel Insurance module the employee is identified as having Group Term Life coverage, and the amount of coverage is entered, the PAYMENT TYPE directory can be updated with the 12 payroll dates that should include the benefit. The benefit amounts are calculated and automatically included in the payroll based on the dates entered when the appropriate processes are performed.

Make sure to enter accurate Pay Dates when using the monthly option.

Set up additional benefits as needed. These will not increase the employee’s gross wages.
User-defined Payment Types

Create PAYMENT TYPE directory records to aid in entry of payments for coaching wages or other supplemental payments when you know the amount and date to be paid. User-defined Payment Types can also be created for payments where additional tracking is desired, but the payment is not date-driven and the amounts vary.

For example, this Payment Type will be used to create a separate check (indicated by Sequence ‘2’) for the payment of wages to football coaching staff. The payment will be made twice (indicated by the two Pay Dates on which they are to be included). The wages are reported to PSERS as salary wages since the Report as field indicates it as ‘Salary.’

This Payment Type will require that the employees have either a position as a coach that is salaried, or another position that is salaried. If the Report as field indicated ‘Supplemental,’ the employee is paid for another salaried position, in addition to coaching wages.

The relationship between Payment Types and Positions is very important. In the next section we will review Positions, and then review how they are related to ensure set up of Payment Types and Positions is done correctly.
HOW TO: SET UP THE POSITIONS DIRECTORY

The **POSITIONS** directory is used for PSERS reporting in the NPAS system. Employee **Positions** are used to provide Contract Record information for reporting purposes as well as to identify the appropriate wage type in the Work Report. When creating **Position Codes** and **Descriptions**, make sure they reflect the type of position the employee holds, and whether that position requires certification through PDE (such as a teacher position). In some cases, this requires creating two position codes for a group of employees often considered to be in a similar position. Make sure to mark the **Position** appropriately.

For example, the code ‘ADMN’ may be used to identify Administrators; however, because administrative staff normally includes both certified and non-certified employees, two or more separate codes should be created to specify voting status as shown below.

The number of **Position** codes needed is based on how you pay staff. If you pay staff for two part-time positions (some hourly, others daily), but both of the positions are considered to be substitute-teaching positions, two **POSITION** directory records are needed to match the payments when the employees are being paid.
HOW TO: SET UP THE EXCLUSION ACCOUNTS DIRECTORY

The EXCLUSION ACCOUNTS directory is used to exclude wages from Unemployment Compensation, Worker's Compensation, or both for calculations and reporting files. This is determined using the Type field to identify the Type as a ‘U’, ‘W’, or ‘B’. Using this directory eliminates the need to adjust individual taxable items for purposes of paying tax collectors, or other payments that do not fall within the Employer/Employee relationship. Using this directory also removes the potential of forgetting to update an individual, since the exclusion is based on the account code. All payments made from the assigned accounts are handled based on the Type identifier. If an account code changes or additional accounts are used, update this directory.

![Exclusion Accounts Directory](image)
HOW TO: SET UP THE EMPLOYEE MASTER FILE

General Info Tab

The EMPLOYEE MASTER FILE contains seven tabs of information: six main information tabs and one note tab for additional reference information. The first tab, General Info, stores all of the demographic and general information for the employee. The Payroll and Personnel applications share the data, so enter new employees in either application. Maintain this information in either application as well, based on your preferences and job responsibilities.

Status Bar text is included with data entry fields to explain if a field is required and what information to enter. If the Status Bar text begins with “REQ–”, the information in that field is required. Using other fields is optional, but recommended for full use of the application.

For example, entering Building and Class Codes for employees is not required; however, options you may use in processing a payroll may need them to perform per your selections. In addition to processing options, sorting and selecting data improves with complete entry of information.
Tax Info Tab

Tax information is used to calculate EIT tax using the Twp Live field, OPT/LST tax using the Twp Work field, and Federal tax using the Marital Status and Exemption fields.

If an employee has requested additional withholding, enter information in the Adjustments/Overrides section on the right side of this screen. If employees live in a state other than Pennsylvania, you can withhold their state tax at that state’s rate, instead of using the PA state tax rate and method of withholding. If a state other than PA is entered on the General Info tab the State Tax Table section on the lower right side of the screen is enabled.

Each employee who resides in Pennsylvania must have a Twp Live and a Twp Work code specified. The MUNICIPALITY directory identifies the rate and Political Sub Division (PSD) code information needed for withholding and reporting each tax. Following the selection of a municipality code, the PSD code assigned to the municipality displays on this screen.
Wage Info Tab

The **WAGE INFO** tab is where all regularly-paid wage information is stored. Payments made occasionally can be saved here, or added as needed in **PAYROLL ENTRY**, depending upon payment frequency and user preferences. This tab stores current annual salary information for balance of contract calculations, and identifies if the employee is actively being paid or has stopped receiving pay.

In addition to storing how to expense the wages paid to an employee, the account information also provides information needed in the Personnel application to expense the employer share of insurances and to budget for salaries and benefits.

Each line in the grid provides the wage **Account Number** for recording the expense. The **Pct** (percent) field is used to calculate the **Rate** and to provide Personnel with information. The **Fed** field is used for the Act 29 report to identify federal vs. non-federal wages for reimbursements. The **Rate** field is the rate that is to be paid from the account code on the associated line. The **Per** field identifies the assigned **Payment Type** and whether the wage is to be a part of **PAYROLL ENTRY** or automatically included in the payroll. The **Per** field is also used to determine how the wage is to be reported to PSERS. The **Sq** field identifies a primary or secondary check. The **Ret** field identifies whether a payment is exempt from retirement withholding (selected = exempt). The **Position** field indicates how the employee is to be reported to PSERS by matching the payment type to the wage type. The **Fis Yr** field identifies when wages were earned. It is used to calculate the employer share of retirement and to report wages to PSERS. If you scroll to the right you’ll see a **Sab** field, which is used to identify sabbatical wages for retirement calculations.
Vol. Deductions Tab

The **VOLUNTARY DEDUCTIONS** tab stores deductions that the employee chooses, such as tax-deferred plans for 403(b), insurance elections requiring premium shares, union dues, and other deductions you may offer or be required to withhold.

Each defined deduction must have a unique **Code** and **Carrier** combination identifying the type of deduction. In the appropriate **Pay 1**, **Pay 2**, and/or **Pay 3** fields, specify either a percent (%) of the gross wages, or a fixed dollar amount ($) (as in this example).

Enter an amount in the **Max. Amt.** field to stop withholding the deduction based on the dates defined for that deduction on the **EMPLOYER PARAMETERS/DEDUCTION** tab. Because bond deductions are no longer offered through payroll deduction, the **Bond Amt** and **Carryover** fields are no longer needed.
Miscellaneous Tab

The **MISCELLANEOUS** tab is used primarily for retirement purposes; however, additional information is also stored or displayed here for reference.

If the employee meets eligibility requirements for PSERS, the **PSERS Eligible?** checkbox must be selected. When a new employee is added in the Payroll application, this option is selected by default. If the employee is a member of the retirement system, select the appropriate code from the **Retire Rate** drop down list box. A selected **Retire Rate** begins contributions to the retirement plan; otherwise, the **Retire Rate** field should remain empty.

The **Sabbat Amt** field is used when an employee goes on a sabbatical leave and retirement needs to be withheld on the normal wages owed, rather than on the sabbatical wages paid. The percent of normal wages paid is entered here as a decimal.

The **Emp. Start Date** field is used to identify new hires for the **NEW HIRE REPORT**. Notice that the **Exit Date** and **Reason** fields are dimmed. This information is to be entered into the Personnel Employee Master, but is display-only in Payroll. The **Act 29 Date** identifies whether the employee is **new** or **existing** for reimbursements based on federal funding status. Unless the employee was part of the retirement system prior to 6/30/1994, an **Act 29 Date** must be entered. The **Emp. Start Date** can be used to identify an employee as **new**, or the date can be left empty to identify an employee as **existing** for reimbursement calculations.

Click the **Positions** button to access the PSERS **POSITION ENTRY** screen for the currently displayed employee ONLY.

The **PSERS Start Date** field is used for highly compensated employees with a date of 7/1/1996 or later. These employees have a Maximum on the wages that are subject to retirement contributions. If this field is left empty or the date is prior to 7/1/1996 the maximum on the **EMPLOYER PARAMETERS** is not used.

The other fields on this screen are informational, but are not required for processes or reports.
Position Entry

The POSITION ENTRY screen contains all positions for an employee, including current positions and history. These positions are used to create the PSERS CONTRACT RECORD REPORTING files and work with CHECK HISTORY information to create the PSERS WORK REPORT RECORDS files. Information in this screen is protected after submission to PSERS for the Contract Record; the Last submitted date is indicated at the bottom of the screen. Any changes to PSERS-related information, such as entering an End Date for the position, will update the Last modified date and automatically select the record for submission to PSERS. Information entered should follow the PSERS guidelines and positions created in the POSITIONS directory. Select the Position from the dropdown box. When entering the Start Date or End Date for a position, enter the first or last day the employee is working in that position. Select the employee’s current Work Status, Employ Type, and the Wage Type used for reporting. Make sure the amounts entered in the Expected Months and Expected Units fields are based on the position for which the employee was hired. If a salaried employee is not expected to complete the normal number of days the first year, you should still enter the contracted days in the Expected Units field; then, enter the number of days of service remaining for that year in the ovr field (as a one-time override).

The Job Group, Location, and Supervisor fields are no longer used on this screen. Instead, JOB TITLE records, which are required for several features in the Employee Portal, now provide this information; for proper functionality, those records must be maintained after they are set up.
**Direct Deposit Tab**

The Direct Deposit tab provides distribution to up to three bank accounts. Employees CANNOT split their pay between direct deposit and a check. If they select direct deposit, the entire net pay must be deposited. Select a **Bank** from the drop down list box (as established in the **BANKS** directory). After selecting a bank, the **Prenote** checkbox option is automatically selected. Select the account **Type** (Checking or Savings) and enter the **Acct No** for the selected bank. Enter amounts only if more than one bank is selected. If only one bank is selected, leave the defaulted **Amount** entries at “0.00” and “$”; 100% is deposited into that bank account as indicated by the message at the bottom of the screen. If multiple banks are selected, the employee needs to indicate the amount to deposit for each bank. The bank where the remaining balance is deposited should retain the defaulted **Amount** entries at “0.00” and “$”.

![Direct Deposit Tab](image_url)

Any Remaining Balance will be Deposited into Bank 1

Total Amount: **50.00**

- **Bank #1**: 031256468 (Prenote: No, Type: Checking)  
  - Acct No: 0033444444444  
  - Amount: 0.00, $0.00

- **Bank #2**: 030302647 (Prenote: No, Type: Savings)  
  - Acct No: 632589324  
  - Amount: 50.00, $50.00

- **Bank #3**: (Prenote: Yes, Type: Blank)  
  - Acct No: 0000  
  - Amount: 0.00, $0.00

**Print PayStub**
HOW TO: SET UP THE STANDARD PAYROLL REPORTS

ADMIN FUNCTIONS > SELECT STANDARD PAYROLL REPORTS

Setting up the STANDARD PAYROLL REPORTS involves knowing which of the available reports you want to generate every time a payroll is processed. Consider what reports you will need for verifying data and keeping a hard copy. Also included in the standard reports are options to transfer the Payroll information to Fund Accounting and to create the Direct Deposit file. Each set-up may be different depending upon office procedures and preferences. Reports print and/or processes perform in the order you assign using the Seq field. If selecting the Print Checks/Direct Deposit Stubs option, we recommend that you identify it as the final report, because you will use the earlier reports to verify that the payroll is correct and a restore is not needed before checks are printed. Due to checks printing on numbered forms, you will not want a report indicate a need to restore after checks have been printed.

The list of available standard reports displays. If this is the first time they are being set up, make sure that no reports show the checkmark in the Standard column (on the left of the screen). If needed, first remove the checkmarks and then select the reports. To select a report as a standard option, click on the checkbox to select it in the Standard column. The report form will display for the selected report; complete the report options as needed.

Employee information reports include an SSN / ID Selection option that allows you to select the employee identifier to display on the report: employee ID (I), Social Security number (S), or neither (blank). The default identified on the EMPLOYER PARAMETERS/EMPLOYER INFO tab is used, with the option to override it on individual reports.

Most reports offer Sort Options and/or Print Options with the default value already selected. Some reports require that you select at least one option from several Report Options which provide you with a different view of the selected information. None of the Standard Payroll Reports will allow you to specify a default...
Payroll Date, because each payroll date is determined when the payroll is processed or when the report is selected.

In the example shown above, a default Account Code Print Option has been selected; however, a Report Option has not yet been selected. Select the option(s) you want to use prior to saving this report as a standard report. When the options have been selected, click the Run Now button to save these settings. The report is now part of the standard reports that will print either after payroll processing is complete, or when the standard report option is selected.