

Suburban Software Systems

Payroll

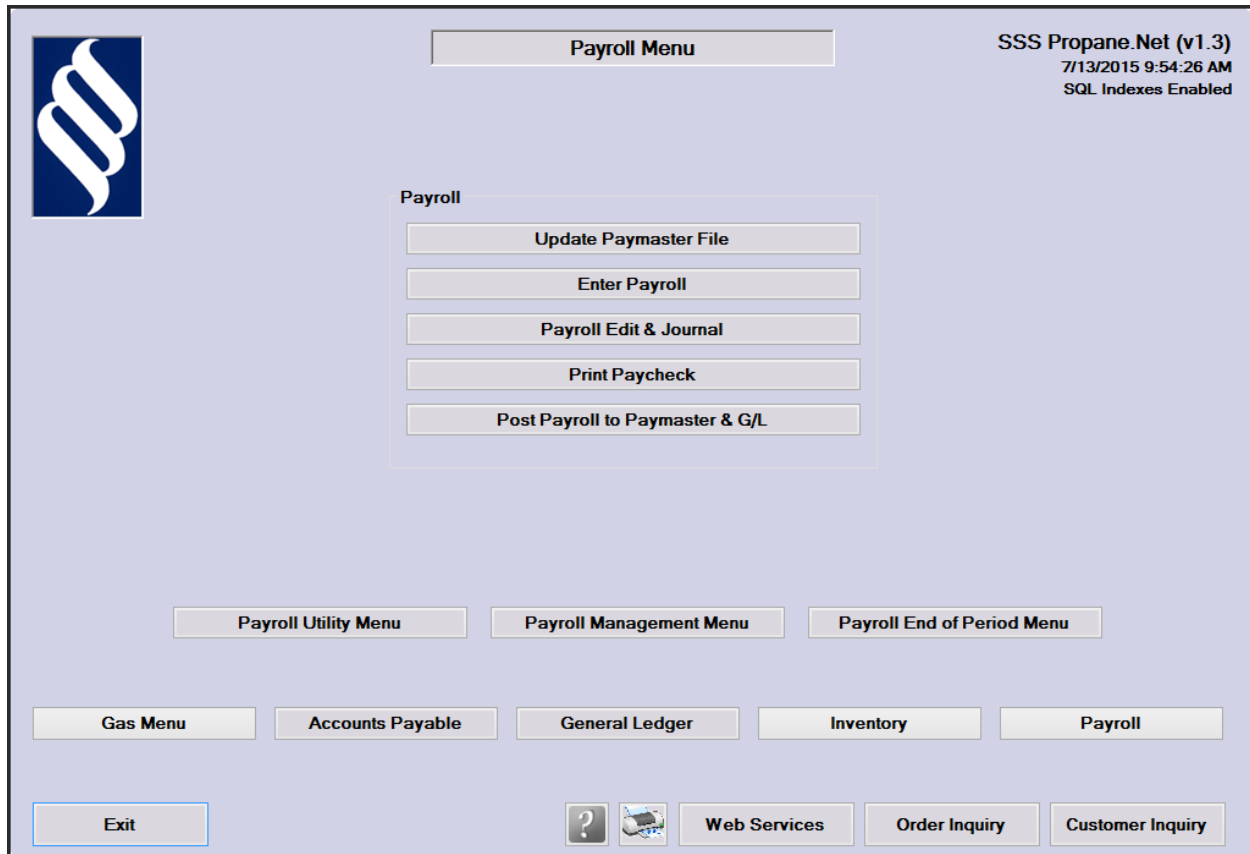
Prepared For:_____

Payroll Contents

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Payroll Menu:



Purpose: This menu allows the operator to setup and manage employee's payroll.

Introduction:

In order to begin processing payroll, you will need to do the following:

- ❖ **Read the Payroll Manual-** Familiarize yourself with the procedures in this manual
- ❖ **Setup the Supervisor File-** (Supervisor) This file contains tax tables (supplied by Suburban Software), company information, and control fields.
- ❖ **Setup the Paymaster File-** (Paymaster) This is a permanent file which contains the employee database and accumulated payroll totals for each employee.

You are now ready to process payroll. A typical payroll run will include the following steps:

- ❖ **Update Employee Records-** (Paymaster) Add / remove employees, review and update their files as necessary. This should be done before keying in any hours.
- ❖ **Enter Employee Hours-** (Enter Payroll) Enter your employee's regular time, overtime, commissions and any other taxable income with regular deductions. (Bonuses which are taxable, but not subject to extra withholdings, are run separately).
- ❖ **Print a Payroll Journal-** (Print Payroll Edit & Journal) It is **vital** that you carefully review this journal before printing your checks.
- ❖ **Run Payroll Checks-** (Print Paycheck) Print your payroll, and distribute checks to your employees. We recommend that you wait *at least* a day before posting, to allow your employees to verify that their paychecks are correct.
- ❖ **Post Payroll to Paymaster & G/L-** (Post Payroll to Paymaster & G/L) If all of your employees have verified that their payroll run is correct, you can post to Paymaster and the General Ledger (G/L).

Setting up the Supervisor File:

The first step in setting up Payroll is to enter in all necessary information into your **Supervisor File**. This is found in the **Payroll Utility Menu**. The Supervisor File contains system control information, tax tables, G/L accounts, and payroll pay descriptions. On the first screen enter your three digit CoLD (Company ID). At the bottom of the second screen are 6 tabs: **General Information**, **Federal Tax Tables**, **Earnings Descriptions**, **Deductions**, **Sick and Vacation Time**, and **State Tax Table**.

General Information Screen

DEMO GAS COMPANY INC
P O BOX 8988
TRUSSVILLE, LA 71455

Federal Tax #: 77-8889888

Pay Periods: Present Calendar: 02, Calendar to date: 01, Fiscal Yr to date: 30, Payroll Frequency: 52

Pay Date: 01/07/2003, 01/01/2003

Pay/Month: 2, 1

Check #: 93899

Quarter: 1

Calendar Year: 3

Fiscal Year: 07, 2

Fringe Benefits to be recorded: (Y/N) N - No

Gallonage Break Pts (7.0) Commercial 00 250000 500000

Commission Rates (5.4) 0.0025 0.0030 0.0040 0.0060 0.0000

| | Employee Rate | Employer Rates | Limits |
|--------------------------|---------------|----------------|---------------|
| FICA | 6.20 (%) | 6.20 (%) | 87,000 (7.0) |
| Medicare | 1.45 (%) | 1.45 (%) | 999,999 (6.0) |
| Federal Unemployment Tax | | 0.008 (3.3) | 7,000 (6.0) |

F1 -General F2 - Federal Tax Tables F3 - Earnings Descriptions F4 - Deductions F5 - Sick & Vacation Time F6 - State Tax Table

Back Unprotect Fields Continue

Purpose: This screen allows the operator to enter in the general information needed to setup Payroll.

Note: Click **Unprotect Fields** to be able to enter data.

General Information Fields:

| | |
|-------------------------------|--|
| Company Information: | Enter Company Name, Address, and Tax ID Numbers |
| Pay Periods: | Enter the number of payrolls that have already been paid: (1) in the calendar year (2) in the fiscal year Note: Leave the "Present Calendar" pay period blank |
| Payroll Frequency: | Enter the number of regular payrolls in a year. Example: for biweekly pay, payroll frequency would be 26. |
| Pay Date: | Leave the Current Pay Date blank. Enter the date of the previous payroll in the "Calendar to Date" field. |
| Pay/Mo: | This field indicates the payroll of the month. Leave the current "Pay/Mo blank, enter the Pay/Mo of the previous payroll in the "Calendar to Date" field. |
| Check #: | Payroll Check Number. Enter the last payroll check number used or leave this field blank. |
| Quarter: | Quarter of the year. Enter the current quarter for IRS for 941 payroll reporting purposes. |
| Calendar Year: | Enter the current calendar year. |
| Fiscal Year: | Enter the beginning month and year of the current Fiscal Year. |
| Fringe Benefits (Y/N): | Fringe Benefits may be automatically recorded for tax purposes. If you pay fringe benefits and want them recorded on the employee's W2 form, you should specify "Fringe Benefits Recording" on the Payroll Supervisor Screen. On Supervisor Screen # 4, you should also designate Deduction Field and Commission Field as "Fringe Benefits Deductions and Earnings". The amount of fringe benefits to be recorded for each payroll may be specified in the "Deduction" field in the paymaster file, or on individual payroll work records when the payroll is entered. The amount in the Deduction field will be automatically be entered in the Commission field. |

| | |
|--|--|
| Gallonage Break Pts: | <p>Enter the total gallons at which the Domestic Commission rate changes. Gallons are in whole units (7.0).</p> <p>Example: 275000 gallons should be entered as 0275000.</p> |
| Gas Commissions: | <p>The system provides for paying sales commissions based on gallons delivered for two categories of gas: Commercial Gas and Domestic Gas. Only one commission rate can be entered for Commercial gallons. The Domestic Rate allows for a sliding scale based on total gallons delivered during the fiscal year. This field has 4 assumed decimal places.</p> <p>Example: 2.5 cents per gallon for a specific break point, should be entered as 00250 (under the appropriate break point).</p> <p>Note: Commission rates may also be specified in the individual Paymaster Records and any commission rates entered on the Paymaster records will override the amounts entered in the Supervisor file.</p> |
| F.I.C.A.: | <p>Enter the prevailing deduction rates (in percent) and limits (in whole dollars) found in the I.R.S. Tax Table (Circular E).</p> |
| Medicaid: | <p>Enter the prevailing deduction rates (in percent) and limits (in whole dollars) found in the I.R.S. Tax Table (Circular E).</p> |
| Federal Unemployment Tax (F.U.T.A): | <p>Enter the current percentage rates and withholding limits found in the federal tax table. Rates are expressed in 100th of a percent.</p> <p>Note: <i>“For 2014, the FUTA tax rate is 6.0%. The tax applies to the first \$7,000 you paid to each employee as wages during the year. The \$7,000 is often referred to as the federal or FUTA wage base. Your state wage base may be different.</i></p> <p><i>Generally, if you paid wages subject to state unemployment tax, you may receive a credit of up to 5.4% when you file your Form 940. If you are entitled to the maximum 5.4% credit, the FUTA tax rate after credit is 0.6%. Generally, you are entitled to the maximum credit if you paid your state unemployment taxes in full on time, and the state is not determined to be a credit reduction state. See the Instructions for Form 940 to determine the credit.”</i></p> |

Federal Tax Tables Screen:

| DEMO GAS COMPANY INC P O BOX 8988 TRUSSVILLE, LA 71455 | | Federal Tax #: 77-8889888 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|----------------|--|--------------------|----------------|-----|------|------|------|----------|------|------|----------|------|------|-----------|------|------|-----------|------|------|------------|------|------|------------|------|------|--------------------|----------------|-----|------|------|------|----------|------|------|-----------|------|------|-----------|------|------|------------|------|------|------------|------|------|------------|------|------|
| Annualized Federal Tax Tables | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Withholding Allowance 3,050.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Single:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">If Wage Over (8.2)</th> <th style="padding: 5px;">Withhold (8.2)</th> <th style="padding: 5px;">+ %</th> </tr> </thead> <tbody> <tr><td>0.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>2,650.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>8,550.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>30,100.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>65,920.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>145,200.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>313,650.00</td><td>0.00</td><td>0.00</td></tr> </tbody> </table> </div> <div style="width: 48%;"> <p>Married:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">If Wage Over (8.2)</th> <th style="padding: 5px;">Withhold (8.2)</th> <th style="padding: 5px;">+ %</th> </tr> </thead> <tbody> <tr><td>0.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>6,450.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>18,450.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>52,350.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>111,800.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>179,600.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>316,850.00</td><td>0.00</td><td>0.00</td></tr> </tbody> </table> </div> </div> | | | If Wage Over (8.2) | Withhold (8.2) | + % | 0.00 | 0.00 | 0.00 | 2,650.00 | 0.00 | 0.00 | 8,550.00 | 0.00 | 0.00 | 30,100.00 | 0.00 | 0.00 | 65,920.00 | 0.00 | 0.00 | 145,200.00 | 0.00 | 0.00 | 313,650.00 | 0.00 | 0.00 | If Wage Over (8.2) | Withhold (8.2) | + % | 0.00 | 0.00 | 0.00 | 6,450.00 | 0.00 | 0.00 | 18,450.00 | 0.00 | 0.00 | 52,350.00 | 0.00 | 0.00 | 111,800.00 | 0.00 | 0.00 | 179,600.00 | 0.00 | 0.00 | 316,850.00 | 0.00 | 0.00 |
| If Wage Over (8.2) | Withhold (8.2) | + % | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2,650.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8,550.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30,100.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 65,920.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 145,200.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 313,650.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If Wage Over (8.2) | Withhold (8.2) | + % | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6,450.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18,450.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 52,350.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 111,800.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 179,600.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 316,850.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Federal Tax Tables above are in dollars and cents (\$xxxx.xx). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div style="display: flex; justify-content: space-around; align-items: center;"> ➔ Suburban Software will supply you with the appropriate tax tables ➔ </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> F1 - General F2 - Federal Tax Tables F3 - Earnings Descriptions F4 - Deductions F5 - Sick & Vacation Time F6 - State Tax Table </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div style="display: flex; justify-content: space-between;"> Back Unprotect Fields </div> | | <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Continue</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Completely fill out **this screen** using the annual tax table from the current I.R.S. Circular E Employer's Tax Guide, section titled: "Tables for Percentage Method of Withholding". Enter the single and married annualized tables. Use the "If wages are over", Amount Withheld, and Plus% columns from the tables.

Note: The annualized tables must be used to enter the withholding amounts. The system will not calculate the correct withholding amounts if non annualized tables are referenced for withholding rate entry.

Earnings Descriptions Screen:

| | | | |
|----------------------|-------|---------------------------|--|
| DEMO GAS COMPANY INC | | Federal Tax #: 77-8889888 | |
| P O BOX 8988 | | | |
| TRUSSVILLE, LA | 71455 | | |

| | |
|------------------|------------------|
| Regular Pay | Commsio serv chg |
| Overtime Pay | |
| Vacation Pay | |
| Holiday Pay | |
| Sick Pay | |
| Domestic Gas | |
| Commercial Gas | |
| Commission-Tanks | |
| Vacation | |

| | | | | | |
|-------------|-------------------------|----------------------------|-----------------|---------------------------|----------------------|
| F1 -General | F2 - Federal Tax Tables | F3 - Earnings Descriptions | F4 - Deductions | F5 - Sick & Vacation Time | F6 - State Tax Table |
|-------------|-------------------------|----------------------------|-----------------|---------------------------|----------------------|

| | | |
|------|------------------|----------|
| Back | Unprotect Fields | Continue |
|------|------------------|----------|

Purpose: The system sets and defines five basic payroll earnings descriptions as shown on this screen. It also allows the definition of up to seven additional earnings descriptions for special commissions. Enter the additional descriptions as appropriate. The descriptions will appear on the Payroll Entry Screen and on the Payroll Check Voucher. The 9th commission should be defined as "Bonus". Gas companies paying driver commissions on gallons should define the additional commission # 1 as "Domestic Gas" and # 2 as "Commercial Gas".

Examples of other possible Additional Earning Descriptions:


- . Appliance Sales Commission
- . New Customer Bonuses
- . Water Heater Sales Commissions

Note: Additional Earnings Descriptions will appear on both the Payroll Entry Screen, and the Payroll Check Voucher.

Deductions Screen:

| | | | |
|----------------------|-------|---------------------------|--|
| DEMO GAS COMPANY INC | | Federal Tax #: 77-8889888 | |
| P O BOX 8988 | | | |
| TRUSSVILLE, LA | 71455 | | |

| Deductions | | Voluntary Deductions | |
|------------------|-----------|----------------------|------------------------|
| Cash | 101 - | Garnishment | - - |
| Fed Income Tax | 210 - FED | Blue Cross | - - |
| FICA | - - | AFLAC Pre-Tax | - - C - Cafeteria Plan |
| Medicare | - - | AFLAC After-Tax | - - |
| State Income Tax | - - | Budget Bill Pay | 210 - |
| SUI | - - | | - - |
| City Income Tax | - - | | - - |
| County | - - | | - - |

Automatic Posting to the G/L Y/N? **Y - Yes**  **Be sure to specify {Y}**

| | | | |
|----------------------------|-----|----------------------------|-----|
| Employer FICA Tax Expense# | - - | Employer FICA Tax Payable# | - - |
| Employer MED Tax Expense# | - - | Employer MED Tax Payable# | - - |
| Employer FUT Tax Expense# | - - | Employer FUT Tax Payable# | - - |

| | | | | | |
|--------------|-------------------------|----------------------------|-----------------|---------------------------|----------------------|
| F1 - General | F2 - Federal Tax Tables | F3 - Earnings Descriptions | F4 - Deductions | F5 - Sick & Vacation Time | F6 - State Tax Table |
|--------------|-------------------------|----------------------------|-----------------|---------------------------|----------------------|

Back Unprotect Fields Continue

Deductions:

These are the standard payroll deductions to be taken

Voluntary Deductions:

Additional deductions that can be taken. Such as, insurance payments, Garnishment, Accounts Receivable deductions, etc.

General Ledger Posting:

1. Enter the appropriate General Ledger Number that specific deduction expenses are to be posted to.
2. Specify "Y" (yes) in the Automatic Posting to the General Ledger field. If "N" (no) is entered, no entry will be made to the General Ledger from payroll.

401K and Cafeteria Plans

Certain Additional Deductions such as Employer-Paid Child Care or contributions to a 401K Retirement Plan, may be treated as pre-taxed deductions. Refer to Federal and State tax laws for applicable deductions. Pre-taxed deductions should be specified as "4" (401K), "C" (Cafeteria Plans) or "I" (IRA-SEP Plans).

Sick & Vacation Time Screen:

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-------|---------------------------|-------|---|-------|---------|---|---------------------------------|-------|---|----|--|--|----|----|--|--|----|--|--------------------------------------|-------|----|----|--|--|----|----|--|--|----|----|---------------------------------------|-------|---------|---|---------------------------------|-------|---|----|--|--|----|----|--|--|----|--|----------------------------------|-------|-------|-------|--|--|-------|-------|--|--|-------|-------|
| DEMO GAS COMPANY INC P O BOX 8988 TRUSSVILLE, LA 71455 | | Federal Tax #: 77-8889888 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div style="border: 1px solid black; padding: 5px;"> Vacation Time <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Test for Maximum Vacation Time?</td> <td style="width: 10%; text-align: center;">(Y/N)</td> <td style="width: 10%; text-align: right;">Y - Yes</td> <td style="width: 10%; text-align: right;">v</td> </tr> <tr> <td>Total Months Employed</td> <td style="text-align: center;">(3.0)</td> <td style="text-align: center;">6</td> <td style="text-align: center;">12</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">24</td> <td style="text-align: center;">36</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">48</td> <td></td> </tr> <tr> <td>Max Vacation Hours Allowed</td> <td style="text-align: center;">(4.0)</td> <td style="text-align: center;">40</td> <td style="text-align: center;">80</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">80</td> <td style="text-align: center;">80</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">80</td> <td style="text-align: center;">80</td> </tr> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Sick Time <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Test for Maximum Sick Time?</td> <td style="width: 10%; text-align: center;">(Y/N)</td> <td style="width: 10%; text-align: right;">Y - Yes</td> <td style="width: 10%; text-align: right;">v</td> </tr> <tr> <td>Total Months Employed</td> <td style="text-align: center;">(3.0)</td> <td style="text-align: center;">0</td> <td style="text-align: center;">24</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">36</td> <td style="text-align: center;">48</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">60</td> <td></td> </tr> <tr> <td>Max Sick Hours Allowed</td> <td style="text-align: center;">(4.0)</td> <td style="text-align: center;">1,000</td> <td style="text-align: center;">1,000</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">1,000</td> <td style="text-align: center;">1,000</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">1,000</td> <td style="text-align: center;">1,000</td> </tr> </table> </div> | | | | Test for Maximum Vacation Time? | (Y/N) | Y - Yes | v | Total Months Employed | (3.0) | 6 | 12 | | | 24 | 36 | | | 48 | | Max Vacation Hours Allowed | (4.0) | 40 | 80 | | | 80 | 80 | | | 80 | 80 | Test for Maximum Sick Time? | (Y/N) | Y - Yes | v | Total Months Employed | (3.0) | 0 | 24 | | | 36 | 48 | | | 60 | | Max Sick Hours Allowed | (4.0) | 1,000 | 1,000 | | | 1,000 | 1,000 | | | 1,000 | 1,000 |
| Test for Maximum Vacation Time? | (Y/N) | Y - Yes | v | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Months Employed | (3.0) | 6 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 24 | 36 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 48 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Max Vacation Hours Allowed | (4.0) | 40 | 80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 80 | 80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 80 | 80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Test for Maximum Sick Time? | (Y/N) | Y - Yes | v | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Months Employed | (3.0) | 0 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 36 | 48 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Max Sick Hours Allowed | (4.0) | 1,000 | 1,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1,000 | 1,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1,000 | 1,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div style="display: flex; justify-content: space-between; font-size: small;"> F1 - General F2 - Federal Tax Tables F3 - Earnings Descriptions F4 - Deductions F5 - Sick & Vacation Time F6 - State Tax Table </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Back Unprotect Fields Continue </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Operators may designate and check maximum vacation time and maximum sick time permitted for an employee. This screen has two separate tables where the maximum vacation and sick hours allowed per calendar year may be specified. Each table permits up to five levels of max vacation and or sick time based on the number of months employed. If used, the max vacation and sick time is checked when the employee is added to each payroll. If an employee exceeds the limits, an error message is issued which may be overridden by the payroll clerk.

State Tax Table Screen:

| | | | | | |
|----------------------|--|--|---------------------------|--|--|
| DEMO GAS COMPANY INC | | | Federal Tax #: 77-8889888 | | |
| P O BOX 8988 | | | | | |
| TRUSSVILLE, LA | | | 71455 | | |

| | | | | | | | | | | | |
|---|--|--|------------------|--|--|------------------------|--|--|--------------|--|--|
| LA - Louisiana 2 letter state abbreviation | | | State Tax Tables | | | State Tax Nr: 77777777 | | | S.U.I.Tax Nr | | |
|---|--|--|------------------|--|--|------------------------|--|--|--------------|--|--|

| Single | | | | | | Married/Joint Return | | |
|-----------|----------|------|-----------|----------|------|----------------------|-----------|------|
| Wage Over | Withhold | +% | Wage Over | Withhold | +% | Wage Over | Withhold | +% |
| 0.00 | 0.00 | 2.10 | 0.00 | 0.00 | 2.10 | 0.00 | 0.00 | 2.10 |
| 12,500.00 | 100.00 | 3.50 | 25,000.00 | 300.00 | 3.50 | 25,000.00 | 30,000.00 | 3.50 |
| 25,000.00 | 100.00 | 4.80 | 50,000.00 | 300.00 | 4.80 | 50,000.00 | 30,000.00 | 4.80 |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| (8.2) | (7.2) | | (8.2) | (7.2) | | (8.2) | (7.2) | |

| | | | |
|-------------------------------|---|----------|-----------|
| Standard Deduction Percentage | | Single 0 | Married 0 |
| | | Minimum | Maximum |
| Deduction Limits: | S/N - Single, or No exemption claimed. | 0 | 0 |
| | M/B - Separate Returns or Both working. | 0 | 0 |
| | J - Married filling a Joint Return. | 0 | 0 |
| Exemption per Dependant | | 1,000 | |
| Personal Exemptions: | S - Single. | 1,300 | |
| | B - Married / Both Working. | 3,500 | |
| | M - Married / Separate Returns. | 3,500 | |
| | J - Married / Joint Returns. | 3,500 | |

| | | | | | |
|--------------------------------------|-------|-------------------|-------|-------|---|
| St Unemployt Ins: Employer Rate (%) | 0.000 | Employee Rate (%) | 0.000 | Limit | 0 |
| St Disability Ins: Employer Rate (%) | 0.00 | Employee Rate (%) | 0.00 | Limit | 0 |
| Employer's SUI G/L Expense Account | | Payable Account | | | |
| Employer's SDI G/L Expense Account | | Payable Account | | | |

| | | | | | |
|--------------|-------------------------|----------------------------|-----------------|---------------------------|----------------------|
| F1 - General | F2 - Federal Tax Tables | F3 - Earnings Descriptions | F4 - Deductions | F5 - Sick & Vacation Time | F6 - State Tax Table |
|--------------|-------------------------|----------------------------|-----------------|---------------------------|----------------------|

| | | |
|------|------------------|----------|
| Back | Unprotect Fields | Continue |
|------|------------------|----------|

Purpose: The state tax table is similar in construction to the federal tax table.

State Tax Fields:

| | |
|--|---|
| State: | Enter a two letter state abbreviation in the upper left corner of the table. |
| State Tax # | Enter the State Tax ID Number |
| S.U.I Tax Number: | This is the number assigned to your company by the state for State Unemployment Tax |
| Wages over Withholding: | 1. The “Wages Over, Withholding, and Plus%” columns should be annualized regardless of payroll frequency. |
| Standard Deduction %: | These are the standard payroll deductions to be taken by the state. |
| Deduction Limits: | The Deduction and Exemption Limits are entered as whole dollars. |
| Exemption Limits: | The Deduction and Exemption Limits are entered as whole dollars. |
| State Unemployment Rates: | <p>State unemployment insurance taxes are based on a percentage of the taxable wages an employer pays. State Unemployment Rates are expressed in 100th of percent (4.2%). The State Unemployment Limit is expressed whole dollars (5.0).</p> <p>“For SUTA taxes, find your state unemployment office by looking in the appendix to IRS Publication 926. As an employer, you are required to file state unemployment taxes on a quarterly basis.”-</p> |
| Employer’s SUI/ GL Expense Account: | <p>Specifies the General Ledger Expense Account number too high Employer’s State Unemployment Insurance expenses will be posted. The Payable Account filed specifies the General Ledger liability account to which Employer’s State Unemployment Insurances Payable will be posted.</p> <p>Note: For California Employers, an additional expense account and payable account field will be displayed for State Disability Insurance (see SUI above).</p> |

Enter/ Update Paymaster File:

Purpose: This option is used to enter new employee master file data and to update or change existing employee data. This is the first option on the main Payroll Menu

Note: All fields do NOT have to be filled when setting up the initial paymaster file.

Employee Number:

ENTER / UPDATE PAYMASTER FILE

Company Identification Code DMO ▾

Enter Employee Number

Exit Continue

Employee Number: Employee numbers are four digit numbers which may be assigned in any sequence desired. Once assigned, employee numbers can be entered into the computer in any sequence.

Note: **The employee number is not a self-check number, and a number should not be reused for another employee until both the end of the calendar and fiscal years have been completed.**

Employee Information:

| | | | | | | | |
|----------------------------------|--|---------------------------|--|---|--|---------------------------|--|
| YOUR COMPANY NAME | | | | Payroll Frequency: <input type="checkbox"/> | | | |
| Employee Number | | 0002 | | Spouse | | LYDIA | |
| Employee Name | | MICHAEL DORAN | | Birth date | | 06 - JUNE 03 71 | |
| Address | | 2800 DARTMOUTH AVE | | SSN | | 596863158 | |
| City | | BESSEMER | | | | | |
| State, Zip | | AL - Alabama 35020 | | | | | |
| Status | | A - Active | | Branch | | Class | |
| Rate | | per H/S | | H - Hourly | | Full/Part time F - Full T | |
| Employed | | 01/02/1998 (MM/DD/YY) | | Terminated | | (MM/DD/YY) | |
| Federal | | State AL | | City | | County | |
| Personal Exemptions (M/S) | | M - Married | | M - Married | | M - Married | |
| Number of Dependents | | 1 | | 1 | | 1 | |
| Extra Withholdings(\$.xx or xx%) | | 0.00 | | 0.00 | | 0.00 | |
| F1 - Employee Information | | F2 - Voluntary Deductions | | F3 - HR Qualifications | | F4 - Calendar YTD | |
| F5 - QTD Earnings and Taxes | | F6 - Fiscal | | | | | |
| Exit | | Show Rates | | | | Save | |

| | |
|-----------------|--|
| Purpose: | This screen allows you to enter an employee's information including tax exemptions. |
| Note: | Operators should use the Payroll Utility Menu Option "Set Up Employee Record Totals" to establish initial values, or to make any change to YTD Earnings or Tax withholding data in the Paymaster File. |

Employee Information Fields:

- Name:** Enter the employee name in the following format:
Last Name, First Name, Middle Initial (25 Characters)
- Address:** Enter the employee's mailing / street Address (25 Characters)
- City, ST:** Enter the employee's City and State. (15 Characters) (State 2 Characters)
- Zip Code:** Zip Code and Zip Plus 4 Code
- Spouse:** Enter the name of the employee's spouse if they are married.

Leave blank if the employee is single.
- Birth Date:** Enter the employee's birth date.

1. Choose the month from the drop down menu
2. Choose the 2 digit year from the drop down menu
3. Choose the employee's age from the drop down menu
- Social Security #:** Enter the employee's Social Security Number (without dashes).
- Branch:** Enter the branch number the employee us assigned to.
- Class:** Enter the appropriate employee classification code from the following table:

O = Officer
C = Clerical
M = Manager
D = Driver (if receiving commissions on gas sales)
S = Service Personnel
- Pay Rate:** Hourly employees: Enter the employee's hourly rate.
Salaried employees: Enter the employee's pay per payroll period.

Note: The Pay Rate field and the Year-To-Date Earnings and withholdings screens are normally hidden from view. Click Show Rates to edit the values in these screens.
- Per H/S** H = Hourly Employee
S = Salaried Employee

| | |
|--|---|
| Full/ Part Time: | F = Full time employee P = Part time employee |
| Payroll Frequency: | The payroll frequency is defined as the number of payrolls paid per year. The system will default to the payroll frequency specified in the Payroll Supervisor file. An entry is required in this field only if an employee is to be paid at a different frequency than that specified in the Payroll Supervisor, the frequency should be specified in this field. |
| Employed: | Enter the date of the employee's hire in (MMDDYY) format. |
| Terminated: | Enter the employee's termination date in (MMDDYY) format. |
| Personal Exemptions (MS): | Enter the appropriate employee federal, state, city, and county (if applicable) personal exemption codes. M = Married S = Single J = Joint Note: California Employers should use " M " to specify those employees who claim "Head Of Household." |
| Number of Dependents: | Enter the employee's number of dependents as claimed for tax purposes |
| Extra Withholdings (\$..xx / xx%): | If additional withholdings are desired, enter either the additional amount in dollars and cents (\$), or the additional percent of gross pay (%) to be cut for federal, state, city, or county, tax over and above the standard deduction. When entering payroll, the extra- withholdings amount specified in the paymaster may be overridden, adjusted or removed for that pay-period. |

Voluntary Deductions:

| | | | |
|----------------------|--|---|--|
| YOUR COMPANY NAME | | Payroll Frequency: <input type="text"/> | |
| Employee Number | 0002 | | |
| Employee Name | MICHAEL DORAN | | |
| Address | 2800 DARTMOUTH AVE | | |
| City | BESSEMER | | |
| State, Zip | AL - Alabama 35020 <input type="text"/> | | |
| Spouse | LYDIA | | |
| Birth date | 06 - June 03 71 <input type="text"/> | | |
| SSN | 596863158 | | |

| Voluntary Deductions | When Taken | Rate | \$/% | Limit | Ded-to-Date |
|----------------------|------------|-------|------|--------|-------------|
| Garnishment | 1 | 10.00 | \$ ▾ | 500.00 | 0.00 |
| Blue Cross | E | 0.00 | \$ ▾ | 0.00 | 0.00 |
| AFLAC Pre-Tax | 2 | 0.00 | ▾ | 0.00 | 0.00 |
| AFLAC After-Tax | | 0.00 | ▾ | 0.00 | 0.00 |
| Budget Bill Pay | E | 20.00 | \$ ▾ | 0.00 | 0.00 |
| | | 0.00 | ▾ | 0.00 | 0.00 |
| | | 0.00 | ▾ | 0.00 | 0.00 |
| | | 0.00 | ▾ | 0.00 | 0.00 |
| | | 0.00 | ▾ | 0.00 | 0.00 |

| | | | | | |
|--------------------------|---------------------------|------------------------|-------------------|-----------------------------|-------------|
| F1- Employee Information | F2 - Voluntary Deductions | F3 - HR Qualifications | F4 - Calendar YTD | F5 - QTD Earnings and Taxes | F6 - Fiscal |
| Exit | Show Rates | Save | | | |

Note: Voluntary deductions can be set up for each employee in the Paymaster, or they can be set up and altered in the Payroll Workfile.

Voluntary Deduction Fields:

When Taken: Enter the pay period within the month that the deduction is to be taken -or- enter "**E**" if the deduction is to be taken every pay period.

Rate: Enter the amount of deduction in dollars (\$xxx.xx) or the percent (xx%) of gross pay to be taken each pay period.

\$ / %: Deduction \$ or %: Designate if the rate is in dollars (\$) or percent (%) of gross pay.

Limit: Enter the maximum amount to be taken on the deduction. An entry of zero indicates that there is no limit.

Ded. To date: Indicates the amount taken to date during the calendar year.

Note: Deduction-to-date is reset to zero when calendar year totals are reset.

HR (Human Resource) Qualifications:

| YOUR COMPANY NAME | | Payroll Frequency: <input type="checkbox"/> | |
|----------------------|--------------------|---|-----------------|
| Employee Number | 0002 | Spouse | LYDIA |
| Employee Name | MICHAEL DORAN | Birth date | 06 - June 03 71 |
| Address | 2800 DARTMOUTH AVE | SSN | |
| City | BESSEMER | | |
| State, Zip | AL - Alabama 35020 | | |

| Human Resource Qualifications: | Date Issued (MMDDYY) | Qualify Frequency (Months) | CDL License Number |
|--------------------------------|-------------------------|--------------------------------|----------------------|
| Comm Drivers License Issued: | <input type="text"/> | <input type="text" value="0"/> | <input type="text"/> |
| Latest Physical Test: | <input type="text"/> | <input type="text" value="0"/> | |
| Latest Drug Test: | <input type="text"/> | <input type="text" value="0"/> | |
| Latest HAZMAT Test: | <input type="text"/> | <input type="text" value="0"/> | |
| HAZMAT Function Code: | <input type="text"/> | | |

| | | | | | |
|--------------------------|---------------------------|------------------------|-------------------|-----------------------------|-------------|
| F1- Employee Information | F2 - Voluntary Deductions | F3 - HR Qualifications | F4 - Calendar YTD | F5 - QTD Earnings and Taxes | F6 - Fiscal |
|--------------------------|---------------------------|------------------------|-------------------|-----------------------------|-------------|

Exit Show Rates Save

Note: The Payroll Master Qualification screen allows payroll managers to maintain and track vital employee information. The dates entered on this screen will cause the system to generate a Qualification Expiration Report during a payroll update, whenever one of the Human Resource Qualifications is about to expire. This report will print ONLY if employees are on file with expired dates.

YOUR COMPANY NAME

Payroll Frequency:

Employee Number

0002

Employee Name

MICHAEL DORAN

Address

2800 DARTMOUTH AVE

City

BESSEMER

State, Zip

AL - Alabama

35020

Spouse

LYDIA

Birth date

06 - June

03

71

SSN

| Calendar Year-to-Date | Regular | Overtime | Vacation | Holiday | Sick |
|-------------------------|-----------|-----------|-------------|-----------|-----------|
| Hours | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Earnings...(\$xxxx.xx) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| General Ledger Numbers: | 452 - 645 | 211 - 452 | 114 - 521 | 145 - 212 | 420 - 452 |
| | | | Commissions | | G/L# |
| Domestic Gas | | | 0.00 | | |
| Commercial Gas | | | 0.00 | | |
| Commission-Tanks | | | 0.00 | | |
| Vacation | | | 0.00 | | |
| Commsio serv chg | | | 0.00 | | |
| | | | 0.00 | | |
| | | | 0.00 | | |
| | | | 0.00 | | |
| | | | 0.00 | | |
| | | | 0.00 | | |
| | | | 0.00 | | |
| | | | 0.00 | | |
| | | | 0.00 | | |
| | | | 0.00 | | |
| | | | 0.00 | | |

F1 - Employee Information

F2 - Voluntary Deductions

F3 - HR Qualifications

F4 - Calendar YTD

F5 - QTD Earnings and Taxes

F6 - Fiscal

Exit

Show Rates

Save

This screen displays the type and amount of hours and earnings the employee has been paid since the beginning of the calendar year. To set-up these totals for a company starting on the payroll system, use the Utility Menu Option "Setup Employee Totals" (see Utility Menu Section). For initial setup, the calendar year-to-date accumulated hours and earnings may be entered.

Calendar YTD Fields:

- Hours:** This entry is not required. The system will maintain YTD Hours as entered each payroll.
- Earnings:** For initial setup, the Year-To-Date Earnings may be entered in this field. The system will update this value each time payroll is run.
- General Ledger Numbers:** For each employee, G/L expense account numbers may be specified for the following pay categories:
- ❖ Regular Pay
 - ❖ Overtime
 - ❖ Vacation
 - ❖ Holiday
 - ❖ Sick
 - ❖ Commissions
- Commissions:** The name of each commission that can be paid are defined in the Payroll Supervisor File. The description of each commission Commissions- type along with calendar year-to-date commissions paid are displayed on this screen. The year-to-date commissions paid for each commission type are maintained and updated on each payroll run for each commission category.
- Notes:** If all G/L numbers are not entered for an individual employee, the first "Regular Pay" G/L number will be used for any of the missing categories.

Quarter and Year-to-Date Earnings and Taxes:

| YOUR COMPANY NAME | | Payroll Frequency: <input type="checkbox"/> | |
|----------------------|--------------------|---|-----------------|
| Employee Number | 0002 | Spouse | LYDIA |
| Employee Name | MICHAEL DORAN | Birth date | 06 - June 03 71 |
| Address | 2800 DARTMOUTH AVE | SSN | |
| City | BESSEMER | | |
| State, Zip | AL - Alabama 35020 | | |

| Quarter and Year-to-Date Earnings and Taxes | Q-T-D Earn | Q-T-D Tax | Y-T-D Earn | Y-T-D Tax |
|---|------------|-----------|------------|-----------|
| Gross Pay. | 0.00 | | 0.00 | |
| Fed Income Tax. | 0.00 | 0.00 | 0.00 | 0.00 |
| F I C A. | 0.00 | 0.00 | 0.00 | 0.00 |
| Medicare. | 0.00 | 0.00 | 0.00 | 0.00 |
| State Income Tax. | 0.00 | 0.00 | 0.00 | 0.00 |
| S U I. | 0.00 | 0.00 | 0.00 | 0.00 |
| City Income Tax. | 0.00 | 0.00 | 0.00 | 0.00 |
| County. | 0.00 | 0.00 | 0.00 | 0.00 |
| Fed Unemployment Tax. | 0.00 | 0.00 | 0.00 | 0.00 |

| | | | | |
|---------------------------|------------------------|-------------------|-----------------------------|-----------------|
| F2 - Voluntary Deductions | F3 - HR Qualifications | F4 - Calendar YTD | F5 - QTD Earnings and Taxes | F6 - Fiscal YTD |
|---------------------------|------------------------|-------------------|-----------------------------|-----------------|

Exit Show Rates Save

Purpose: This screen provides a Quarter-To-Date and Year-To-Date information summary for individual employees on earnings, taxes paid, and hours worked. In addition, the screen displays Quarter-to-Date and Year-To-Date Earnings and Taxes paid (deducted) by Tax Category.

Note: The values shown in the fields on the Year to Date and the Quarter to Date Screens should not be edited. The Payroll Utility Menu Option "Set Up Employee Record Totals" must be used to establish initial values or to make any change to YTD Earnings or Tax withholding data in the Paymaster File.

Fiscal Year to Date:

| YOUR COMPANY NAME | | Payroll Frequency: | |
|----------------------|--------------------|--------------------|-----------------|
| Employee Number | 0002 | Spouse | LYDIA |
| Employee Name | MICHAEL DORAN | Birth date | 06 - June 03 71 |
| Address | 2800 DARTMOUTH AVE | SSN | |
| City | BESSEMER | | |
| State, Zip | AL - Alabama 35020 | | |

| Fiscal Year-to-Date | Regular | Overtime | Vacation | Holiday | Sick |
|------------------------|---------|----------|----------|---------|------|
| Hours | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Earnings...(\$xxxx.xx) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| | Gallons |
|------------------|---------|
| Domestic Gas | 0.00 |
| Commercial Gas | 0.00 |
| Commission-Tanks | |
| Vacation | |
| Commsio serv chg | |
| | |
| | |
| | |
| | |
| | |

| | | | | |
|---------------------------|------------------------|-------------------|-----------------------------|-----------------|
| F2 - Voluntary Deductions | F3 - HR Qualifications | F4 - Calendar YTD | F5 - QTD Earnings and Taxes | F6 - Fiscal YTD |
|---------------------------|------------------------|-------------------|-----------------------------|-----------------|

Exit Show Rates Save

Purpose: This screen displays the same Hours, Earnings and Commissions for the Fiscal Year as previously displayed for the Calendar Year on Screen #3. The only difference between this screen and the previous screen is that this screen displays the Driver Gallons to Date on which driver commissions are based.

Processing Payroll:

After setting up your **Supervisor File** and your **Paymaster File**, you are ready to begin processing payroll.

Enter Payroll:

ENTER / UPDATE PAYROLL

Company Identification Code DMO ▾

Payroll Run Number 02

Payroll Check Date 01/07/2003

Payroll of the Month 2

Include Back Pay? N - No ▾

Exit Continue

Purpose: Selecting this option for the first time from the Payroll Menu, creates a Payroll Workfile which is used to hold payroll information. If the procedure is called a second time to change or update the payroll, a warning message will appear on the screen to help prevent operators from keying a new payroll over previous payroll records that have yet to be posted to the Paymaster File. The Payroll Workfile is deleted by the posting procedure after Paychecks, Journal, and Posting procedures have been completed.

Notes:

1. The above screenshot is of the Second Screen. On the first screen, enter the three digit CoID (Company ID).
2. Be sure to add/remove employees and update employee information in the Paymaster File BEFORE keying in hours and starting a payroll run.


Screen Two Fields:

| | |
|--------------------------------|--|
| Payroll Run Number: | Except for special payrolls, each payroll must be numbered sequentially beginning with 01 each January 1st. Special payrolls such as bonuses paid or extra pay checks for employees should be entered without a payroll run number. |
| Payroll Check Date: | Month, Day, and Year. The payroll date must be within the proper quarter, calendar, and fiscal year as recorded in the Payroll Supervisor File. If needed, the Payroll Supervisor File may be checked to confirm the current quarter, calendar year or fiscal year. End of the period updates must be run before entering payroll in a new quarter, calendar year, or fiscal year. |
| Payroll of the Month: | Indicates which payroll per month (1st, 2nd, 3rd etc.) is being run. This entry determines which deductions will be cut on this payroll |
| Include Back Pay (Y/N): | Defaults to (N), but whenever back pay is to be added, (Y) will provide a special field to add back pay which will be distributed over the different types of pay by the number of hours already accumulated in those pay types. |
| Special Payrolls | Special Payrolls are payrolls that are paid over and above the regular payroll such as Bonus Payrolls. For special payrolls you must enter 00 as the payroll run number. Salaried personnel are not computed at their base rate so the amount to be paid must be entered in the "Enter Payroll" screen under the appropriate commission field. Also, only regular tax deductions are cut from special payrolls; voluntary tax deductions (extra withholdings) are not cut. Any voluntary deductions for an employee such as extra withholdings or insurance premium deductions must be entered in the "Enter Payroll" screen. For voluntary deductions, the 'Rate' column which corresponds to the appropriate voluntary deduction category should be filled in. For Extra Withholding amounts, the 'Extra Withholding' fields (bottom of payroll-entry screen) should be filled in. |
| Note: | A date error will occur if the date entered would place the payroll in a different pay quarter from the quarter currently open (as recorded in the Payroll Supervisor). |

Employee Number:

ENTER / UPDATE PAYROLL

Company Identification Code DMO ▾

Enter Employee Number 

Enter the employee number of the employee to be paid.

Note: When an employee number is entered, the system retrieves the basic payroll information required for payroll entry from the employee's paymaster record and places the information in a Payroll Workfile. A Payroll Workfile will only be updated with the Paymaster information once. Therefore, if a pay rate error (or other error) is found in a payroll work-file, the rate should be edited in the Paymaster (so subsequent work-files will be correct) AND in the payroll work-file (so the current pay run will be correct).

Payroll Data Entry:

| | | | | | | |
|----------------------|-------------------|-------------------------------------|------------|---------------|-------------------|-----------------------|
| YOUR COMPANY NAME | | Rate | 200.00 | S - v | Payroll Status: A | Payroll Frequency: 52 |
| Employee Number | 0207 | Click on showrates to see this box. | | | | |
| Employee Name | ANDERSON, MICHAEL | | Spouse | MARLENE | | |
| Address | 498 STANLY ROAD | | Birth date | 09 - SEPTEMBE | 16 | 51 |
| City | LEESVILLE | | SSN | | | |
| State, Zip | LA - Louisiana | 71446 | | | | |

| | | | | | |
|-------------------------|-----------|-----------|-------------|-----------|-----------|
| General Ledger Numbers: | 601 - 601 | 601 - 601 | 601 - 601 | 601 - 601 | 601 - 601 |
| | Regular | Overtime | Vacation | Holiday | Sick |
| Hours..... (in 100ths) | | | | | |
| Domestic Gas | | Gallons | Commissions | | G/L# |
| Commercial Gas | | | | | - |
| Commission-Tanks | | | | | 601 - 601 |
| Vacation | | | | | 601 - 601 |
| Commsio serv chg | | | | | 601 - 601 |
| | | | | | 601 - 601 |
| | | | | | 601 - 601 |
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| | | | | | 601 - 601 |
| | | | | | 601 - 601 |
| | | | | | 601 - 601 |

| | |
|-------------------------|-----------------|
| F1 - Payroll Data Entry | F2 - Deductions |
| Exit | Show Rates |
| Save | |

Purpose: This screen allows you to enter an employee's information for the payroll period, such as hours, vacation, overtime, etc.

Screen Fields:

| | |
|-------------------------------------|---|
| Rates: | To display the pay rate (hourly/ salary), click on show rates. A box will appear at the top of the screen. |
| Payroll Status: | This box is defined on the employee information in the Paymaster File. |
| Salary | It is not necessary to enter hour-information for salaried employees unless it is necessary to track information such as sick-time or vacation time. Hours entered in this screen will not affect salaried employees pay. |
| Hourly: | Hourly employee pay is determined by multiplying the pay rate (in the Paymaster File by the number of hours entered under the five categories of pay (regular, overtime, vacation, holiday, and sick). |
| Overtime: | Overtime hours are calculated at 1½ times the regular pay rate. |
| Vacation/ Holiday/ Sick: | Additional commissions can be paid by entering the dollars earned for each type of commission scheduled in the Pay Supervisor file. |
| G/L Numbers: | The General Ledger account number to which the employees pay will be expensed. If desired, the G/L may be altered for the current payroll. |
| Note: | If an employee has been called up in error the employee may be deleted from the Workfile by changing the payroll status to 'D'. |

Deductions:

| | | | | | |
|-------------------|----------------------|--------------------------|--|------------------------------|---------------------|
| YOUR COMPANY NAME | | Payroll Status: A | | Payroll Frequency: 52 | |
| Employee Number | 0135 | | | | |
| Employee Name | ALDERSON, JOHNNY S. | | | Spouse | FRANK |
| Address | 2040 HWY 121 | | | Birth date | 11 - NOVEMBER 06 50 |
| City | LEESVILLE | | | SSN | |
| State, Zip | LA - Louisiana 71446 | | | | |

| Voluntary Deductions | When Taken | Rate | \$/% | Limit | Ded-to-Date |
|----------------------|------------|-------|------|-------|-------------|
| Garnishment | 1 | 0.00 | \$ ▾ | 0.00 | 0.00 |
| Blue Cross | E | 50.85 | \$ ▾ | 0.00 | 152.55 |
| AFLAC Pre-Tax | E | 17.95 | \$ ▾ | 0.00 | 53.85 |
| AFLAC After-Tax | E | 8.08 | \$ ▾ | 0.00 | 24.24 |
| Budget Bill Pay | | 0.00 | ▾ | 0.00 | 0.00 |
| | | 0.00 | ▾ | 0.00 | 0.00 |
| | | 0.00 | ▾ | 0.00 | 0.00 |
| | | 0.00 | ▾ | 0.00 | 0.00 |
| | | 0.00 | ▾ | 0.00 | 0.00 |

| | | | | | | | | | | | | | |
|----------------------------------|------|---------|------|------|------|-------|------|-----|------|------|------|--------|------|
| State | LA ▾ | Federal | \$/% | FICA | \$/% | State | \$/% | SUI | \$/% | City | \$/% | County | \$/% |
| Extra Withholdings(\$.xx or xx%) | 0.00 | \$ ▾ | 0.00 | ▾ | 0.00 | \$ ▾ | 0.00 | ▾ | 0.00 | ▾ | 0.00 | ▾ | 0.00 |

F1 - Payroll Data Entry

F2 - Deductions

Exit

Show Rates

Save

Purpose: This screen allows you to take out the deductions for the current pay period.

Note: There are two types of deductions that may be cut: tax withholding and voluntary deductions. Both types are explained further on the next page.

Deduction Fields:

| | |
|------------------------------|---|
| Tax Deductions: | Tax withholdings are established based on the annualized federal and state tables set up in the Supervisor file and the number of dependents and type of withholdings entered in the Paymaster file. Adjustments to withholdings may be made on the payroll entry screen. |
| Voluntary Deductions: | Voluntary deductions can be set up for each employee in the Paymaster File. Or can be set up and/ or altered in the Payroll Workfile. |
| When Taken: | Enter the pay period within the month that the deduction is to be taken, or enter "E" if the deduction is to be taken every pay period. |
| Rate: | Enter the amount of deduction in dollars (\$xxx.xx) or the percent (xx%) of gross pay to be taken each pay period. |
| Limit: | Enter the maximum amount to be taken on the deduction. Enter (0) if there is no limit. |
| Deduction to Date: | Displays the amount taken to date during the calendar year. |
| Note: | Deduction to date is reset to zero when calendar year totals are reset. |

Payroll Edit and Journal:

Print Payroll Journal

Company Identification Code DMO ▾

Printer Type P1 - Printer 1 ▾

Exit

Continue

Purpose: After payroll has been entered, it should be proofed by printing the Payroll Edit & Journal Report. This report will show the hours, gallons, and commissions entered for each employee. It also computes "Gross Pay" based on pay rates in the Paymaster file and gas commission rates in the Supervisor file.

Note: 1. Each entry field is totaled at the bottom of the report to check totals against a control tape.

2. The "Payroll Journal" displays the regular and overtime pay, commission totals, gross pay, all deductions, tax withholdings and net pay for each employee. This should be reviewed to verify that the proper deductions and withholdings have been cut. The "Payroll Journal" and "Edit Report" should be filed in a "Payroll Journal" binder as an audit trail of what has been paid and withheld.

| | | | | | | | | |
|---------------------------|----------------|--------------|---------------------------------|--------------|-------------|---------------|-------------------------|------------|
| SUBURBAN SOFTWARE SYSTEMS | | | Payroll Journal #24 for 4/23/10 | | | Page: 1 | Printed: 04/28/10 16:03 | |
| Check | Employee | | Earnings | | Current | Y-T-D | Deductions | |
| 99749 | 0101 | MASON DOWDEN | 80.00 | Regular Pay | 8,000.00 | 8,000.00 | Fed Income Tax | 1,633.73 |
| | | | .08 | Vacation Pay | 8.00 | 8.00 | F I C A | 496.50 |
| | | | | | | | Medicare | 116.12 |
| | | | | | | | State Income Tax | 225.31 |
| | | | 80.08 | | \$8,008.00 | \$8,008.00 | | \$2,471.66 |
| | | | | | | | Net Pay | \$5,536.34 |
| Total: 601 | | | 80.08 | | \$8,008.00 | | | \$5,536.34 |
| Company Total: | | | 80.00 | Regular Pay | 8,000.00 | | Fed Income Tax | 1,633.73 |
| | | | .08 | Vacation Pay | 8.00 | | F I C A | 496.50 |
| | | | | | | | Medicare | 116.12 |
| | | | | | | | State Income Tax | 225.31 |
| Company Total: | | | 80.08 | | \$8,008.00 | | | \$5,536.34 |
| | | | Earnings | Rate(%) | Tax Deposit | G/L Expense # | G/L Payable # | |
| LA S. U. I. | Employer: | | \$.00 | .00% | \$.00 | 713 | 215 | SUI |
| F. I. C. A. | Employer: | | \$8,008.00 | 6.20% | 496.49 | 713 | 215 | FIC |
| | Employee: | | \$8,008.00 | 6.20% | 496.49 | | | |
| Medicare | Employer: | | \$8,008.00 | 1.45% | 116.11 | 713 | 215 | MED |
| | Employee: | | \$8,008.00 | 1.45% | 116.11 | | | |
| | | | | | \$1,225.20 | | | |
| Federal Unemployment Tax | | | \$8,008.00 | .8% | \$64.06 | 713 | 215 | FUT |

Warning Message:

If the Payroll Supervisor file specifies that payroll is to be posted to the general ledger, the "Print Payroll Edit and Journal Program" will perform checks to insure that general ledger numbers are setup correctly. If the program finds no G/L Account for G/L numbers entered in the Supervisor File or the Payroll Workfile, it will issue a warning error on the payroll journal and will NOT allow posting of the Payroll to the General Ledger. This warning error will list missing general ledger accounts. When a warning error is printed, operators should either (1) build the missing General Ledger account in the General Ledger, or (2) enter a valid General Ledger number in the Supervisor or Payroll Workfile, whichever is appropriate.

Note: When this error occurs, the Paymaster File may have the wrong General Ledger Number recorded for the employee. Correction of the Payroll Workfile DOES NOT correct the G/L numbers recorded in the Paymaster record

Printing Payroll Checks:

Print Pay Check

Company Identification Code DMO ▾

Printer Type P1 - Printer 1 ▾

Exit

Continue

Purpose: After the Payroll Journal has been reviewed and approved, paychecks should be printed by selecting "Print Paychecks" from the main menu. The system will prompt the operator to load the company paychecks on the printer.

Note: Paychecks are numbered sequentially beginning with one above the last Accounts Payable check printed as specified in the Payroll Supervisor file. If necessary, Paychecks may be reprinted until the payroll is posted to the Master and General Ledger files (see menu option #5 on next page).

Post Payroll to Paymaster & G/L:

Post Payroll to Payroll Master and to G/L

Company Identification Code SPI ▾

Payroll Run Number to be posted

Form Name 0001 ▾

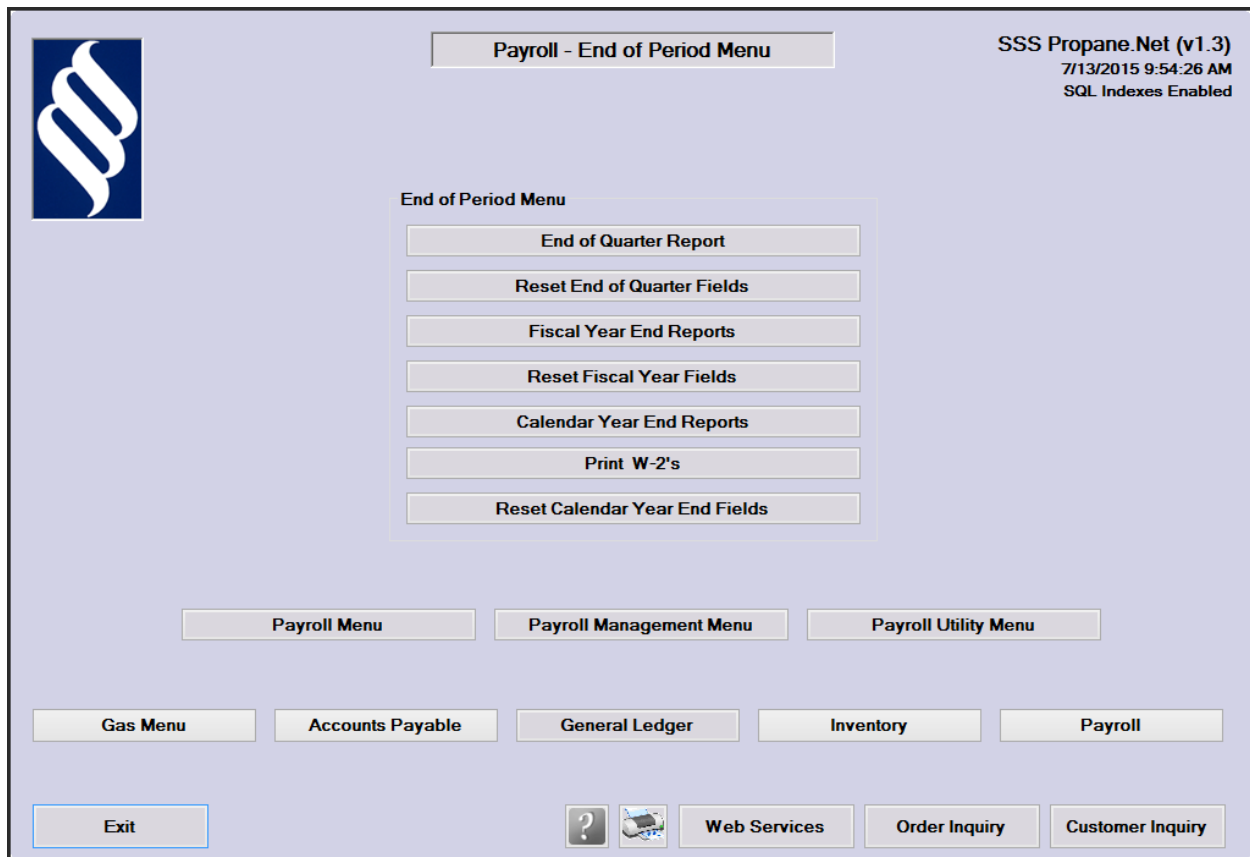
Printer Type P1 - Oki Data Dot ▾

Purpose: This is the final step in the payroll process. It posts your payroll into the G/L. It also calculates in earnings and deductions in YTD and Fiscal Fields in the Paymaster File.

Notes:

1. Must enter the run number.
2. Once this step is complete, Payroll **CANNOT** be accessed again for that pay period.

Payroll- End of Period Menu:



Purpose: The End of Period Menu is used to perform Quarter-End, Fiscal Year-End, and Calendar Year-End tasks. Normally, the tasks to perform at period-end will include:

1. Printing a report that totals accounting figures for the period
2. Updating the system to prepare for the new period.

End of Quarter Report:

Print End of Quarter Report

Company Identification Code DMO ▾

Printer Type P1 - Printer 1 ▾

Exit Continue

Purpose: This procedure produces an Earnings and Tax Withholding Wage Report which summarizes each employee's quarterly earnings and tax withholdings for posting to the Federal Quarterly Tax Report, Form 941. It also produces quarterly totals for:

- ❖ Taxable FICA Wages
- ❖ FICA Tax Due
- ❖ Taxable SUI Wages
- ❖ SUI Tax Due
- ❖ Taxable Medicaid Wages
- ❖ Medicaid Tax Due
- ❖ Taxable FUTA Wages
- ❖ FUTA Tax Due
- ❖ For California Employers, the report also includes:
 - Taxable SDI Wages
 - SDI Tax Due

Note: At the end of the fourth quarter, you must reset quarter end totals before printing W2 Forms

Example:

| | | | | | | | | | | | |
|--|---------|---------|----------|-----------------------|----------------|-------------------------|-------------------------|-------------------|----------|--------|----------------|
| ANY INC | | 2003 | | Quarter 1 Wage Report | | thru Payroll of 1/01/03 | | Printed: 07/27/15 | | | |
| E A R N I N G S | | | | | | | W I T H H O L D I N G S | | | | |
| GROSS | FEDERAL | FICA | MEDICARE | STATE | CITY COUNTY | S.U.I. F.U.T. | FEDERAL | FICA | MEDICARE | STATE | CITY COUNTY |
| 5000.00 | 5000.00 | 5000.00 | 5000.00 | 5000.00 | | 5000.00 | 1489.58 | 310.00 | 72.50 | 147.59 | |
| 5000.00 | 5000.00 | 5000.00 | 5000.00 | 5000.00 | | 5000.00 | 1489.58 | 310.00 | 72.50 | 147.59 | |
| 5000.00 | 5000.00 | 5000.00 | 5000.00 | 5000.00 | | 5000.00 | 1489.58 | 310.00 | 72.50 | 147.59 | |
| Wages in Excess of \$0 paid in this quarter ... | | | | | | | | | | | |
| Net Taxable SUI Wages... | | | .00 | | | | | | | | |
| Employer SUI a | .000% | | .00 | | | | | | | | |
| Employee SUI a | .000% | | .00 | | | | | | | | |
| Total SUI Tax Due..... | | | .00 | | | | | | | | |
| 2057.68 | 2027.96 | 2027.96 | 2027.96 | 2027.96 | | 2057.68 | 371.32 | 125.73 | 29.40 | 56.01 | |
| ST | 893.25 | 893.25 | 893.25 | 893.25 | | 893.25 | 100.19 | 55.38 | 12.96 | 17.69 | |
| ARA | 310.00 | 310.00 | 310.00 | 310.00 | | 310.00 | 22.73 | 19.22 | 4.50 | 5.81 | |
| E | 542.50 | 542.50 | 542.50 | 542.50 | | 542.50 | 38.60 | 33.65 | 7.86 | 6.21 | |
| LPH D. | 3750.00 | 3750.00 | 3750.00 | 3750.00 | | 3750.00 | 1097.26 | 232.50 | 54.39 | 225.00 | |

Reset End of Quarter Fields:

Print End of Quarter Report

Company Identification Code DMO ▾

Printer Type P1 - Printer 1 ▾

Exit Continue

Purpose: This procedure resets the quarterly wage and tax fields and updates the payroll system into the next quarter.

Note: Quarter update must be performed prior to performing the End of the Year Update and prior to entering a new Payroll Workfile for the next quarter.

Fiscal Year End Reports:

Print End of Year Report

Company Identification Code DMO ▾

Printer Type P1 - Printer 1 ▾

Exit Continue

Purpose: This procedure produces a report of Fiscal Year-to-Date Earnings with a breakdown of type of earnings for each employee.

Reset Fiscal Year End:

Reset End of Calendar/Fiscal Year

Company Identification Code DMO ▾

Exit Continue

Purpose: This procedure resets the Fiscal Year-to-Date fields displayed on the Fiscal Year Earnings Report. It also updates the payroll supervisor to the next fiscal year.

Calendar Year End Reports:

Print End of Year Report

Company Identification Code DMO ▾

Printer Type P1 - Printer 1 ▾

Exit Continue

Purpose: This procedure produces a report of Calendar Year-to-Date Earnings and Withholdings with a breakdown of type of earnings for each employee.

Note: At Calendar Year End, you must perform end-of-period procedures in the following sequence:

1. Print End-of-Quarter Reports and Close the 4th quarter.
2. Print the Calendar Year End Reports.
3. Print W-2's.
4. Reset Calendar Year End Fields.

Example:

| DEMO GAS COMPANY INC | | 2003 Calendar Year to Date Withholdings Thru Payroll of 1/01/03 | | | | | | | | | | Printed: 07/27/15 11:49 | | |
|--------------------------|-------------------------|---|----------|----------|-----|------|----------|-------|----------|---------------|--------|-------------------------|------|--------|
| Emp-Nr | * D E D U C T I O N S * | | | | | | | | Fed Tax | * T A X E S * | | | City | County |
| | #1 #2 | #3 #4 | #5 #6 | #7 #8 | #9 | FICA | Medicare | State | | SUI | | | | |
| 0001 POLLY WATERS | .00 | .00 | .00 | .00 | .00 | .00 | | | 1,489.58 | 72.50 | 147.59 | .00 | | |
| 0102 BALLAGH, DAVID | .00 | .00 | .00 | .00 | .00 | | | | | 310.00 | | .00 | .00 | |
| | .00 | .00 | .00 | .00 | .00 | .00 | | | 262.50 | 34.80 | 58.52 | .00 | | |
| 0116 MYERS, EARL | .00 | 29.72 | .00 | .00 | .00 | | | | | 148.80 | | .00 | .00 | |
| | .00 | 29.72 | .00 | .00 | .00 | .00 | | | 371.32 | 29.40 | 56.01 | .00 | | |
| 0117 NICHOLS, ERNEST | .00 | 7.12 | .00 | .00 | .00 | | | | | 125.73 | | .00 | .00 | |
| | .00 | .00 | .00 | .00 | .00 | .00 | | | 100.19 | 12.96 | 17.69 | .00 | | |
| 0118 NICHOLS, BARBARA | .00 | .00 | .00 | .00 | .00 | | | | | 55.38 | | .00 | .00 | |
| | .00 | .00 | .00 | .00 | .00 | .00 | | | 22.73 | 4.50 | 5.81 | .00 | | |
| 0125 SLAYDON, BRUCE | .00 | .00 | .00 | .00 | .00 | | | | | 19.22 | | .00 | .00 | |
| | 26.48 | .00 | .00 | .00 | .00 | .00 | | | 38.60 | 7.86 | 6.21 | .00 | | |
| 0129 MCRAE JR., RALPH D. | .00 | .00 | .00 | .00 | .00 | | | | | 33.65 | | .00 | .00 | |
| | .00 | .00 | .00 | .00 | .00 | .00 | | | 1,097.26 | 54.39 | 225.00 | .00 | | |
| 0135 ALDERSON, JOHNNY S. | 166.29 | .00 | .00 | .00 | .00 | | | | | 232.50 | | .00 | .00 | |
| | .00 | 53.85 | .00 | .00 | .00 | .00 | | | 172.06 | 23.13 | 39.21 | .00 | | |
| 0140 ARNOLD, GLEN | 152.55 | 24.24 | .00 | .00 | .00 | | | | | 98.97 | | .00 | .00 | |
| | .00 | .00 | .00 | .00 | .00 | .00 | | | 359.96 | 21.75 | 44.03 | .00 | | |
| 0170 TURNER, JENNIFER | .00 | .00 | .00 | .00 | .00 | | | | | 93.00 | | .00 | .00 | |
| | 169.68 | .00 | .00 | .00 | .00 | .00 | | | 78.92 | 12.91 | 16.90 | .00 | | |
| 0175 GIBBS II, JAMES | .00 | .00 | .00 | .00 | .00 | | | | | 55.21 | | .00 | .00 | |
| | .00 | 59.67 | .00 | .00 | .00 | .00 | | | 135.06 | 28.88 | 44.16 | .00 | | |
| 0180 PERKINS, THOMAS | .00 | 28.17 | .00 | .00 | .00 | | | | | 123.49 | | .00 | .00 | |
| | .00 | .00 | .00 | .00 | .00 | .00 | | | 133.40 | 15.66 | 29.49 | .00 | | |

Print W-2's

Print W2 Forms

Company Identification Code DMO ▾

Printer Type P1 - Printer 1 ▾

Exit

Continue

Purpose: This procedure prints a standard (one-across) W-2 for tax reporting.

Note: The system will not properly reset Calendar Year To Date totals unless the End-of-Quarter Reset program has already been completed. W2 forms **MUST** be printed **BEFORE** attempting to reset Calendar Year To Date totals.

Example:

| | | | |
|----------------------|--------------|---------|--|
| 545-65-5844 | | | |
| 77-8889888 | 5000.00 | 1489.58 | |
| DEMO GAS COMPANY INC | 5000.00 | 310.00 | |
| P O BOX 8988 | | | |
| TRUSSVILLE, LA 71455 | 5000.00 | 72.50 | |
| | | | |
| POLLY WATERS | POLLY WATERS | | |
| 2800 DARTMOUTH | | | |
| BESSEMER L AL 35020 | | | |

Reset Calendar Year End Fields:

Reset End of Calendar/Fiscal Year

Company Identification Code DMO ▾

Exit Continue

Purpose: This procedure resets the Calendar Year-to-Date fields displayed on the Calendar Year-to-Date Earnings Report. It also updates the calendar year date field in the payroll supervisor to the next calendar year.

Payroll- Utility Menu:



Purpose: This menu allows the operator to setup your payroll and budget figures.

Update/ Enter Supervisor File:

| | | | | | | | |
|----------------------|--|--|--|---------------------------|--|--|--|
| DEMO GAS COMPANY INC | | | | Federal Tax #: 77-8889888 | | | |
| P O BOX 8988 | | | | | | | |
| TRUSSVILLE, LA | | | | 71455 | | | |

| | Pay Periods | Pay Date | Pay/Month | Check # | Quarter | Calendar Year | Fiscal Year |
|-------------------|-------------|------------|-----------|---------|---------|---------------|-------------|
| Present Calendar: | 02 | 01/07/2003 | 2 | | 1 | 3 | 07 2 |
| Calendar to date: | 01 | 01/01/2003 | 1 | 93899 | | | |
| Fiscal Yr to date | 30 | | | | | | |
| Payroll Frequency | 52 | | | | | | |

Fringe Benefits to be recorded: (Y/N) **N - No**

| | | | | | |
|---------------------------|------------|--------|--------|--------|--------|
| Gallonage Break Pts (7.0) | Commercial | 00 | 250000 | 500000 | |
| Commission Rates (5.4) | 0.0025 | 0.0030 | 0.0040 | 0.0060 | 0.0000 |

| | Employee Rate | Employer Rates | Limits |
|------------------------------------|---------------|----------------|---------------|
| FICA | 6.20 (%) | 6.20 (%) | 87,000 (7.0) |
| Medicare | 1.45 (%) | 1.45 (%) | 999,999 (6.0) |
| Federal Unemployment Tax | | 0.008 (3.3) | 7,000 (6.0) |

| | | | | | |
|-------------|-------------------------|----------------------------|-----------------|---------------------------|----------------------|
| F1 -General | F2 - Federal Tax Tables | F3 - Earnings Descriptions | F4 - Deductions | F5 - Sick & Vacation Time | F6 - State Tax Table |
|-------------|-------------------------|----------------------------|-----------------|---------------------------|----------------------|

| | | |
|------|------------------|----------|
| Back | Unprotect Fields | Continue |
|------|------------------|----------|

Purpose: The Supervisor File contains system control information, tax tables, G/L accounts, and payroll pay descriptions.

Note: See Setup Supervisor File at the beginning of this document for more information.

Start a New Payroll Company:

New Payroll Company

Company Identification Code DMO ▾

How many payrolls have you already paid so far this calendar year 0

Is there an existing payroll supervisor file to copy to new company Y - Yes ▾

Company ID of Supervisor to be copied. DMO ▾

Approximately how many employees? (over estimate slightly) 0

Exit Continue

Purpose: This procedure will build the initial payroll files and allow operators to setup Payroll Supervisor Records for a new Company ID.

Note: This screen is used by Suburban Software to setup payroll in your company.

Setup Employee Record Totals:

| | | | | | | | |
|--|--|--|--|---|--|---------------------------------|--|
| YOUR COMPANY NAME | | | | Payroll Frequency: <input type="checkbox"/> | | | |
| Employee Number | | 0136 | | Spouse | | <input type="text"/> | |
| Employee Name | | <input type="text"/> | | Birth date | | 01 - January 01 01 | |
| Address | | <input type="text"/> | | SSN | | <input type="text"/> | |
| City | | <input type="text"/> | | | | | |
| State, Zip | | <input type="text"/> <input type="text"/> <input type="text"/> | | | | | |
| Status | | A - Active | | Branch | | <input type="text"/> | |
| | | | | Class | | <input type="text"/> | |
| Rate | | per H/S | | Full/Part time | | <input type="text"/> | |
| | | | | Pay Frequency | | 26 | |
| Employed | | <input type="text"/> (MM/DD/YY) | | Terminated | | <input type="text"/> (MM/DD/YY) | |
| | | | | | | | |
| Personal Exemptions (M/S) | | Federal | | State | | City | |
| | | <input type="text"/> | | <input type="text"/> | | <input type="text"/> | |
| Number of Dependents | | <input type="text"/> | | <input type="text"/> | | <input type="text"/> | |
| Extra Withholdings(\$,xx or xx%) | | <input type="text"/> | | <input type="text"/> | | <input type="text"/> | |
| | | | | | | | |
| F1- Employee Information | | F2 - Voluntary Deductions | | F3 - HR Qualifications | | F4 - Calendar YTD | |
| | | | | | | F5 - QTD Earnings and Taxes | |
| | | | | | | F6 - Fiscal | |
| Exit | | Show Rates | | | | Save | |

Purpose: This procedure should be used when initially establishing a company on the Suburban Payroll System. It allows operators to enter employee master file records and initial values for Year-to-Date, Quarter-to-Date and Fiscal-to-date Earnings and Deductions.

Note:

1. Data entry is performed in accordance with the instructions in "Update Paymaster File" (PAY Main Menu Section)
2. If the system is to properly record tax information at the end of the quarter and year it is important that both the QTD and YTD Earnings and Taxes Withholding totals for the Federal, FICA, Medicaid, State, SUI and FUTA fields are entered on screen 5.
3. The fields are unprotected during the Employee Totals procedure. You can choose to print or not to print the reports.

Setup Budget Features:

Purpose: This procedure allows operators to establish an annualized budget rate, hours, commissions and gallons for each employee.

Note: Once entered, the **Pay - End of Period Menu, Print Calendar Year Reports** may be used to print a comparison between a budgeted payroll and an annualized actual payroll to determine if the payroll is running over or under budget as the fiscal year progresses.

Screen One:

Note: Enter your CoID (Company ID).

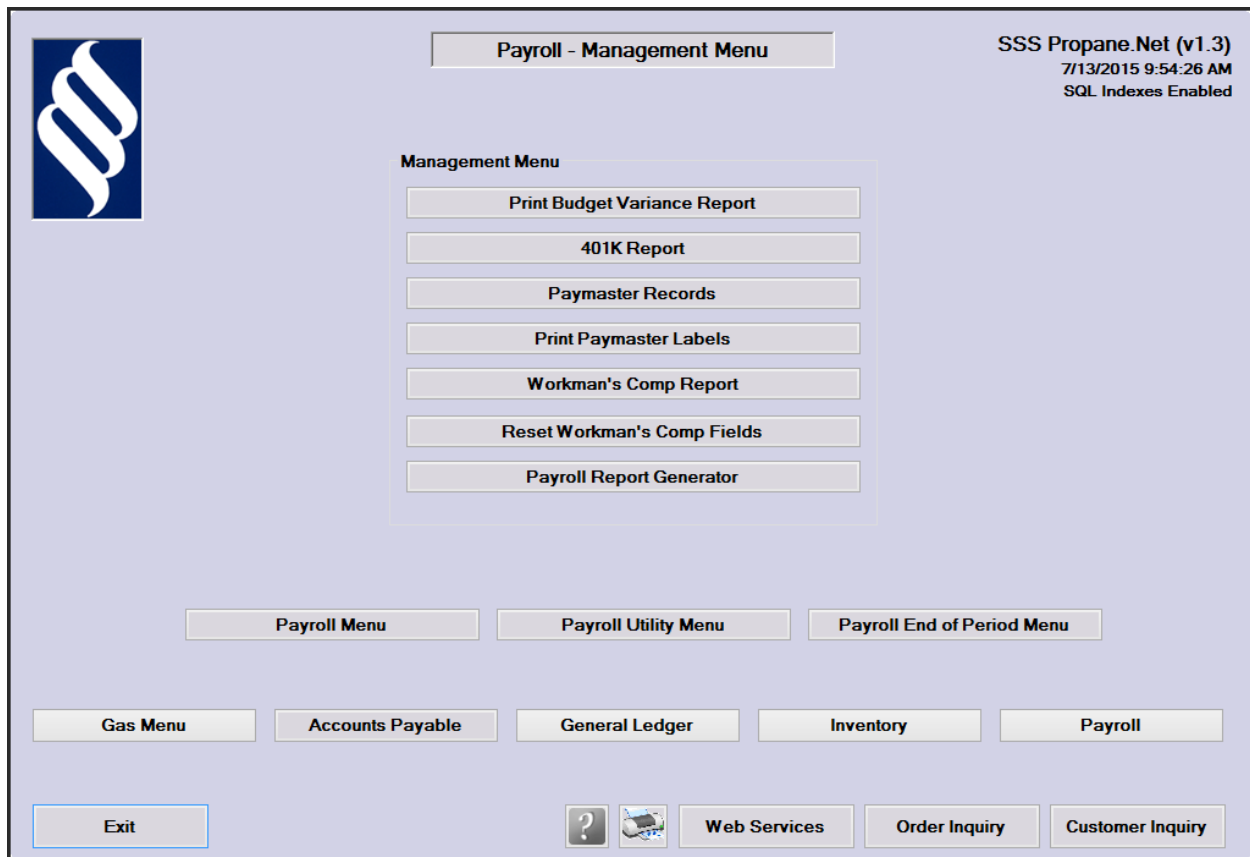
Screen Two:

Note: Enter the employee number.

Screen Three:

| | |
|---|---------------------|
| YOUR COMPANY NAME | |
| Budget Figures | |
| Employee Number | 135 |
| Employee Name | ALDERSON, JOHNNY S. |
| Rate | S - Salary ▾ |
| Hours | |
| Regular | 00000 |
| Overtime | 00000 |
| Vacation | 00000 |
| Holiday | 00000 |
| Sick | 00000 |
| Domestic Gas | 0 |
| Commercial Gas | 0.00 |
| Other Commissions | 0.00 |
| <div>Exit</div> <div>Show Rates</div> <div>Save</div> | |

Payroll Management Menu:



Purpose: This allows the operator to print various reports pertaining to Payroll.

Print Budget Variance Report:

Print Budget Variance Report

Company Identification Code DMO ▾

Which report is to print? D - Detailed ▾

Form Name 0001 ▾

Printer Type P1 - Printer 1 ▾

Exit Continue

Purpose: If annual budgeted pay rates and hours have been entered in the Paymaster, the Budget Variance Report may be printed after posting each payroll to compare actual payroll to budgeted payroll figures. The Year-To-Date figures are annualized before the comparison to the budget figures is made to get an Annualized Budget Variance figure for each column. The YTD figures are annualized by factoring the number of payrolls paid to the total number of payrolls per year.

Note: D= Detailed Report
S= Summary Report

Example:

| DEMO GAS COMPANY INC | | BUDGET VARIANCE BASED ON 30 PAYROLLS OUT OF 52 | | | | | | | | | | LAST PAYROLL DATED 1/01/03 | |
|------------------------|------------|--|-----------|--------|------|------|---------------|-----------|-------------|-------------|-------------|----------------------------|--|
| | | REG | H O U R S | | | | G A L L O N S | | | GAS | OTHER | GROSS | |
| | | | O.T. | VAC | HLDY | SICK | DOMESTIC | COMERCIAL | WAGES | COMMISSION | COMMISSIONS | PAY | |
| 0125 | BGT500.00 | | | | | | | 54,250 | 498,000.00 | 3,500.00 | | 501,500.00 | |
| SLAYDON, BRUCE | 3YTD312.02 | | | | | | | 8600,000 | 2000,000.84 | | 21.68 | 2000,022.52 | |
| | 3VAR812.02 | | | | | | | 4852,416 | 2968,668.05 | 3,500.00- | 37.57 | 2965,205.63 | |
| 0175 | 1BGT900.00 | | | | | | | 199,173 | 214,800.00 | 80,443.00 | | 295,243.00 | |
| GIBBS II, JAMES | 3YTD312.02 | | | | | | 1 | 5060,000 | 9000,003.30 | | 2000,079.64 | 1000,082.94 | |
| | 2VAR412.02 | | | | | | 1 | 8571,493 | 5385,205.41 | 80,443.00- | 3466,804.64 | 1438,234.06 | |
| 0208 | BGT100.00 | | | | | | | 37,125 | 965,200.00 | 73,375.00 | | 1038,575.00 | |
| BONNER, QUINDA FRANCIS | 3YTD312.02 | | | | | | | 7950,000 | 4000,000.41 | | 14.84 | 4000,015.25 | |
| | 3VAR212.02 | | | | | | | 3742,874 | 5968,133.91 | 73,375.00- | 25.72 | 5894,784.63 | |
| 0213 | BGT500.00 | | | | | | | 9,600 | 94,000.00 | 21,600.00 | | 115,600.00 | |
| JEANE, JAMES R. | 3YTD312.02 | | | | | | | | 9000,000.07 | | 3.84 | 9000,003.91 | |
| | 3VAR812.02 | | | | | | | 9,600- | 5505,999.82 | 21,600.00- | 6.65 | 5484,406.47 | |
| 0218 | BGT600.00 | | | | | | | 103,163 | 259,200.00 | 98,053.00 | | 357,253.00 | |
| REID, EDDY | 3YTD312.02 | | | | | | 1 | 2060,000 | 2.05 | | 2000,041.24 | 2000,043.29 | |
| | 2VAR712.02 | | | | | | 1 | 3467,503 | 259,196.45- | 98,053.00- | 3466,738.08 | 3109,488.63 | |
| BRANCH 01 TOTALS: | BUDGETED | 5846 | | 43500 | | | | 403,311 | 2031,200.00 | 276,971.00 | | 2308,171.00 | |
| | YR TO DT | | | | | | 2 | 3670,000 | 4000,006.67 | | 4000,161.24 | 8000,167.91 | |
| | VARIANCE | 5846- | | 43500- | | | 2 | 624,686 | 9568,810.74 | 276,971.00- | 6933,612.66 | 8892,119.42 | |
| | PERCENT | % | % | % | % | % | % | 154.9 % | 471.1 % | 100.0-% | % | 385.2 % | |

401K Report:

| Lindas Test Payroll Company | | | (401K) PROFIT SHARING | | |
|---|------------------|-------------|-----------------------|---------|-----------|
| PAYROLL PERIOD: FROM 12/15/XX TO 12/29/XX | | | | | |
| | Employee | SSN | 401K | Gross | YTD |
| 0606 | MARCUS L. ADAMS | 219-68-0619 | .00 | .00 | 8886.25 |
| 0120 | WINTER B. BAD | 173-52-6196 | 8.00 | 680.00 | 9520.00 |
| 0676 | SAMUEL P. KELSER | 226-96-2979 | 9.00 | 792.00 | 8728.09 |
| 0684 | SUMMER T. GREEN | 162-34-8700 | .00 | 800.00 | 3010.00 |
| 0680 | MIKE W. BARNES | 218-50-3152 | 15.00 | 800.00 | 7575.78 |
| 0687 | JONATHAN K. MOSS | 219-68-9476 | .00 | .00 | 1889.07 |
| 0620 | FRANK S. LEE | 215-42-2739 | .00 | 450.00 | 6300.00 |
| 0672 | BILLY W. LOGAN | 217-90-9656 | 8.00 | 560.00 | 4529.88 |
| 0001 | PAULA SMITH | 123-45-6789 | .00 | 1200.00 | 235767.89 |

Purpose: Certain Additional Deductions such as contributions to a 401K Retirement Plan, may be treated as pre-taxed deductions. Refer to Federal and State tax laws for applicable deductions. Pre-taxed deductions should be specified as "4" (401K) in the "Payroll Supervisor".

For companies that participate in 401K Profit or Pension Sharing Plans the "Payroll 401K" report prints after the "Payroll Journal".

Note: The "Payroll 401K" displays all employees with wages earned in the current calendar year, the 401K contribution for the current pay period, the employees Gross Pay and YTD earnings.

Print Paymaster Records:

Print Payroll List

| | |
|--|------------------|
| Company Identification Code | DMO ▾ |
| Do you wish to print deleted employee records? | Y - Yes ▾ |
| Form Name | 0001 ▾ |
| Printer Type | P1 - Printer 1 ▾ |

Exit

Continue

Purpose: This allows the operator to view or print a comprehensive list of all employees (including deleted employees), This list will include the employee information located in the Paymaster File.

Example:

| EMP | G/L | BR | CL | S/S | NR | EMPLOYEE | SPOUSE | BORN | AGE | EMPLOYED | S/H | F/P | PER | XMP | #DEP | XTRA | W/H |
|------|-------|----|----|-------------|----|--|-----------|----------|-----|----------|-----|-----|-----------|--------|--------|-------|------------------|
| 0101 | 601 | 2 | D | 436-52-9407 | | MASON DOWDEN 664 BROWN LANE LEESVILLE LA71446 | JOYCE | 3/30/36 | 79 | 10/05/89 | H | F | FED LA | M M | 0 0 | | .00 .00 |
| 0102 | 60260 | 2 | | 438-55-7215 | | BALLAGH, DAVID 219 OAK STREET LEESVILLE LA71446 | MILLICENT | 10/21/72 | 42 | 8/01/96 | S | F | FED LA | M M | 0 0 | | .00 \$.00 \$ |
| 0116 | 60160 | 1 | D | 425-84-8498 | | MYERS, EARL 177 PECAN GROVE ROAD LEESVILLE LA71446 | AURORA | 2/20/43 | 72 | 8/04/97 | S | F | FED LA | S S | 0 0 | 25.00 | \$.00 |
| 0117 | 60160 | 1 | S | 7-32-4055 | | NICHOLS, ERNEST 7949 HWY 8 LEESVILLE LA71446 | BARBARA | 11/19/36 | 78 | 12/10/92 | H | F | FED LA | M M | 1 1 | 20.00 | \$.00 |
| 0118 | 60160 | 1 | S | 435-37-4483 | | NICHOLS, BARBARA 7949 HWY 8 LEESVILLE LA71446 | NICK | 7/06/48 | 67 | 7/09/99 | H | F | FED LA | M M | 1 1 | 10.00 | \$.00 |
| 0125 | 60160 | 1 | S | 433-52-4572 | | SLAYDON, BRUCE 135 ERWIN ST ANACOCO LA71403 | LINDA | 9/17/36 | 78 | 12/10/92 | H | P | FED LA | M M | 0 3 | 5.00 | \$.00 |
| 0129 | 60160 | 1 | O | 433-62-7952 | | MCRAE JR., RALPH D. P. O. BOX 1529 LEESVILLE LA71446 | | 5/31/44 | 71 | 0/00/00 | S | F | FED LA | S S | 0 0 | 92.54 | \$ 38.47 \$ |

Print Paymaster Labels:

Print Budget Variance Report

Company Identification Code DMO ▾

Do you wish to print the account number? Y - Yes ▾

Do you want the report sorted by zip code? Y - Yes ▾

Form Name / Label Format? 1UP ▾

Printer Type P1 - Printer 1 ▾

Exit

Continue

Purpose: This procedure allows you to print employees' labels. The labels can be sorted by zip code, printed with or without account numbers, on 1up or 3up forms.

Note: This program is designed to print on 3 ½ x 15/16 labels that are "1up" or "3up" across the page.

Example:

| | |
|---------------------|---|
| * | * |
| DMO | |
| 7/27/15 | |
| 0001- | |
| POLLY WATERS | |
| 2800 DARTMOUTH | |
| BESSEMER, AL 35020 | |
| 0002- | |
| MICHAEL DORAN | |
| 2800 DARTMOUTH AVE | |
| BESSEMER, AL 35020 | |
| 0216- | |
| CHANEY, CHAD | |
| 111 BRYAN ST | |
| DE RIDDER, LA 70634 | |

Print Workman's Compensation Report:

Print/Reset Workmans Compensation Fields

Company Identification Code DMO ▾

Form Name 0001 ▾

Printer Type P1 - Printer 1 ▾

- P1 - Printer 1
- P2 - Printer 2
- P3 - Printer 3
- VW - View

Exit

Continue

Purpose: This procedure produces a Workman's Compensation report which summarizes each employees hours worked, hourly rate, gross earnings, wages subject and not subject to compensation, compensation rate, and workman's compensation premium paid during the month.

Example:

| DEMO GAS COMPANY INC | | | EMPLOYER'S WORKMAN'S COMP REPORT FOR PERIOD ENDING | | | | | | 07/27/15 | |
|----------------------|-------|--------------|--|----------------|-------------|-----------------|-------------------------------|-----------|---------------------|--|
| Branch | Emp # | Hours Worked | Hourly Rate | Gross Earnings | Not Subject | Excess Overtime | Wages Subject To Compensation | Comp Rate | Wrkmns Comp Premium | |
| 01 | 0116 | 360.00 | 200.00 | 151863.62 | | | 151863.62 | | | |
| | 0117 | 1360.00 | 9.00 | 80309.46 | | | 77814.76 | | | |
| | 0118 | 990.00 | 7.75 | 24424.41 | | | 23668.75 | | | |
| | 0125 | 1059.75 | 7.75 | 49603.94 | | | 48845.00 | | | |
| | 0129 | | 1250.00 | 530175.00 | | | 530175.00 | | | |
| | 0135 | 360.00 | 550.00 | 196500.00 | | | 196500.00 | | | |
| | 0140 | 230.00 | 100.00 | 56789.32 | | | 56789.32 | | | |
| | 0170 | 838.00 | 6.25 | 58113.22 | | | 52487.50 | | | |
| | 0175 | 120.00 | 200.00 | 106151.99 | | | 106151.99 | | | |
| | 0180 | 1033.50 | 9.00 | 66295.50 | | | 65575.50 | | | |
| | 0190 | 330.89 | 7.75 | 38108.83 | | | 37645.95 | | | |
| | 0200 | 974.50 | 7.25 | 7417.69 | | | 7260.00 | | | |
| | 0207 | 80.00 | 200.00 | 55302.65 | | | 55302.65 | | | |
| | 0208 | 956.50 | 8.25 | 7232.25 | | | 7232.25 | | | |
| | 0209 | 200.50 | 6.25 | 1253.13 | | | 1253.13 | | | |

Reset Workman's Comp Fields:

Print/Reset Workmans Compensation Fields

Company Identification Code DMO ▾

Form Name 0001 ▾

Printer Type P1 - Printer 1 ▾

Exit

Continue

Purpose: This procedure resets the monthly hours and earnings of each employee.

Note: The workman's Compensation Report must be printed prior to resetting Workman's Compensation Fields.

Payroll Report Generator:

