PAYROLL BASICS

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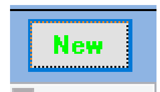
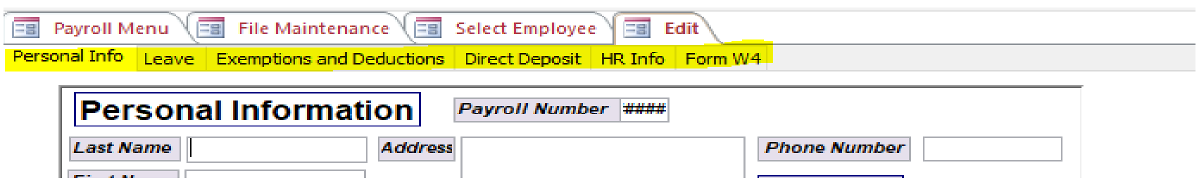
PAYROLL BASICS INDEX

1. From the main payroll screen, click on Employee Information.

2. Down in the bottom left corner of this screen, click the NEW button.



3. At the top of this screen are six tabs – **Personal Info**, **Leave**, **Exemptions and Deductions**, **Direct Deposit** (if the employee will be utilizing direct deposit of their paycheck), **HR Info** (any notes/comments about employee), and **Form W4**. Click on each tab and fill out all information relevant to this employee.



4. Under the "Personal Info" tab, input all personal information, salary, SSN, duties, etc. Please be sure to fill out all required information (highlighted in gray).

5. Under the "Leave" tab, enter any beginning leave balance, set up accrual rules, edit leave taken or earned, and check leave balances.

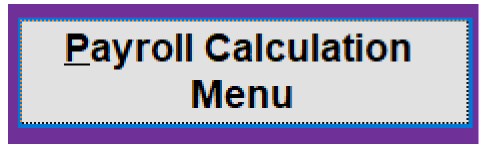
6. Under the "Exemptions and Deductions" tab, set up any exemptions, deductions as well as tax tables and PERF. Please be sure to fill out all required information (highlighted in gray).

7. If using the AVC Direct Deposit feature, then under the "Direct Deposit" tab, you will record deposit amounts, account numbers, etc. Please be sure to fill out all required information (highlighted in gray).

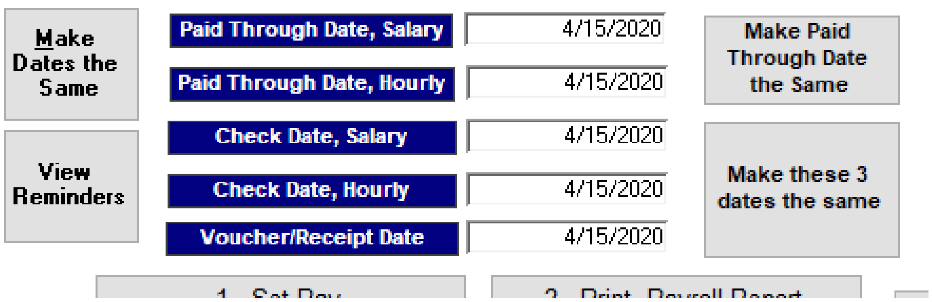
8. The "HR Info" tab is optional and serves as a place to record notes on the employee.

9. The “Form W4” tab is where you will input the employees tax deduction information. Please be sure to fill out all required information (highlighted in gray).

1. Click on Payroll Calculation Menu button.

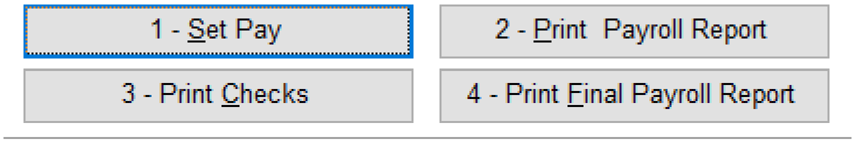


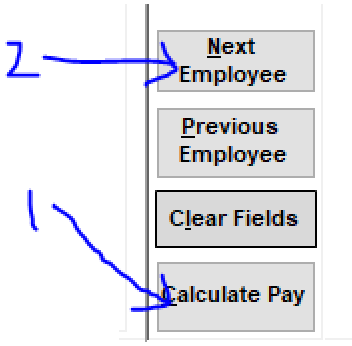
2. Enter Paid Through dates and Check dates.
   - Can use the “Make Dates the Same” button to make all 5 dates the same instead of manually putting in the dates.
   - Can also do that with “Make Paid Through Dates the Same” and “Make these 3 dates the same”



3. Click on “1 – Set Pay”.
   - For first employee, set the number of hours worked, overtime hours, vacation hours, sick hours, etc.
   - Click “Calculate Pay”. You should see deductions calculated and net pay calculation. Then click on “Next Employee”.

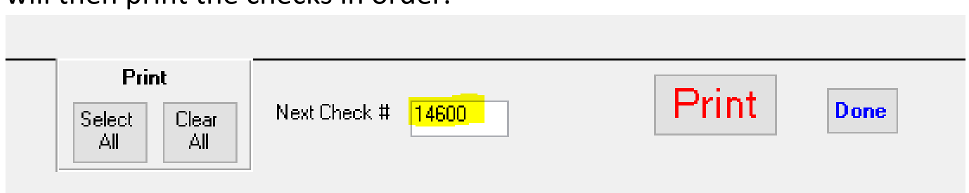
- Fill in the information for each employee. Then click DONE.





4. Confirm payroll information to determine if correct prior to printing checks by clicking on “2 – Confirm Payroll Info”.
   - Confirm all employees are getting paid, total hours paid are correct, pay totals are as expected, and that check date and paid through dates are correct.

5. When ready to print the payroll checks, Click “3 – Print Checks”.
   - Confirm that the starting check number at the bottom of the screen is correct. This will then print the checks in order.



   - Confirm check number on computer matches check number on paper check.

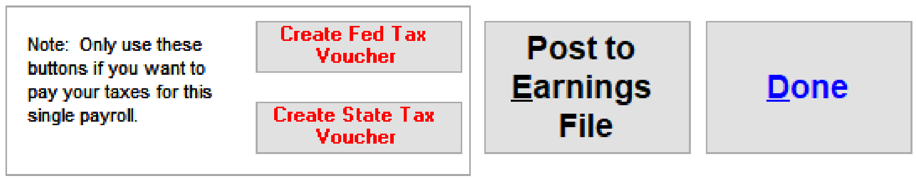
6. Click 4 – Print Final Payroll Report will automatically print the payroll report complete with check numbers. File this for future reference.

7. If using PERF, it needs to be paid after EVERY payroll. If you have not had a PERF employee before and start paying PERF, call AVC before you run payroll and see “PERF Setup” document.

8. If using Direct Deposit, see “Using AVC Direct Deposit” document.

9. Create vouchers for tax payments. See “Creating IRS and INTax/INTIME Vouchers” document.

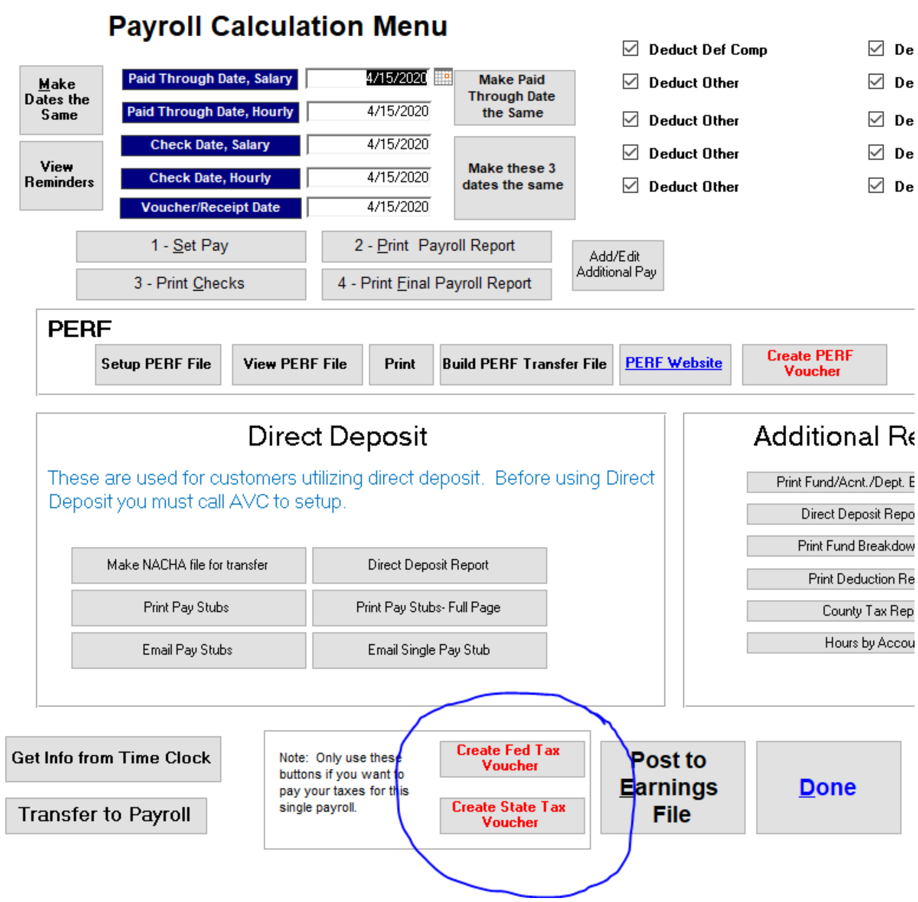
10. Once all payroll tasks 1-9 are complete (and the bank has accepted the NACHA file), click on “Post to Earnings File”. Then Click DONE.



11. Go into Accounting and confirm payroll vouchers, payroll receipt, tax vouchers, and PERF vouchers are correct.

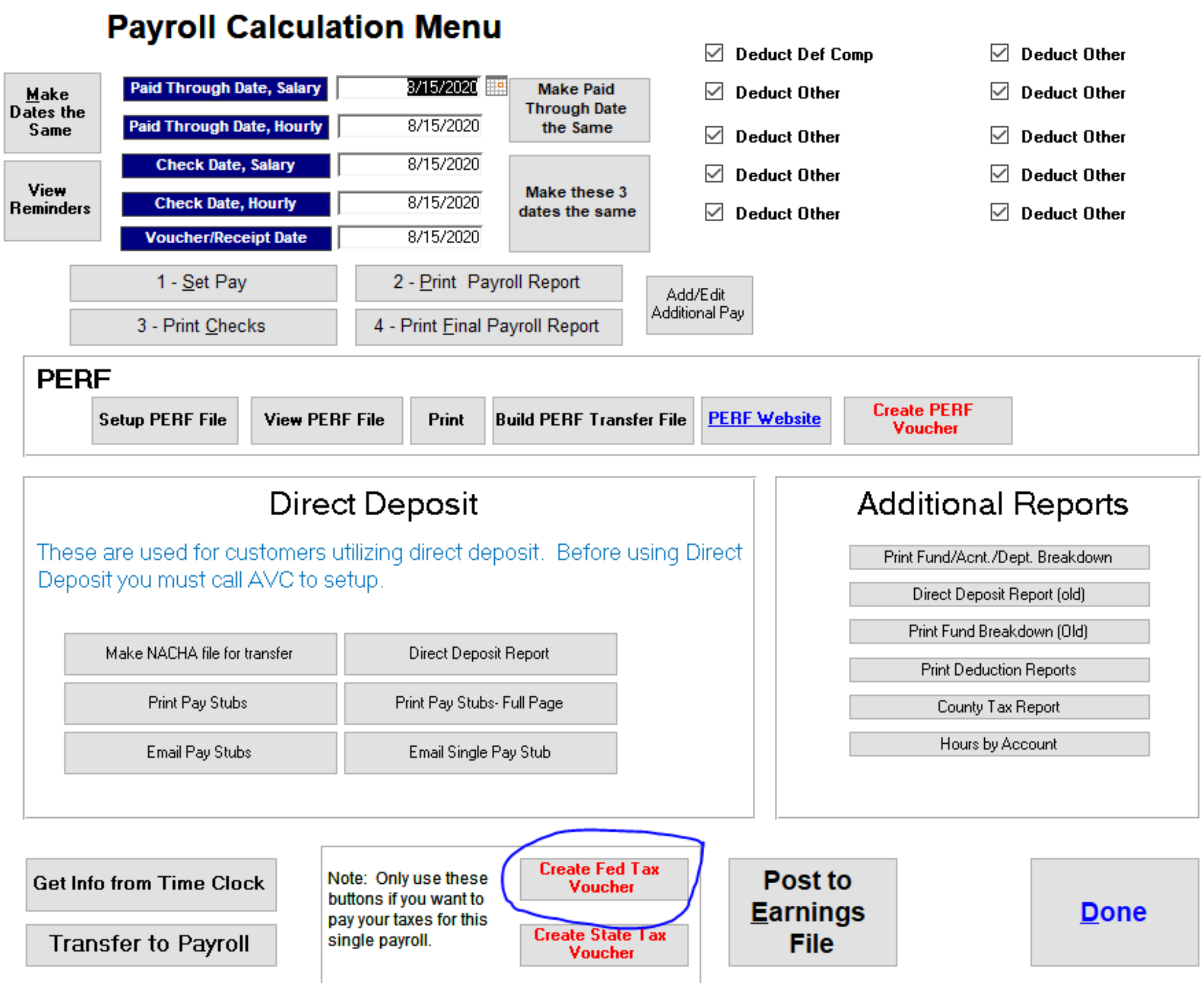
Scenario 1 – You run payroll once a month and create state and federal taxes with that payroll.

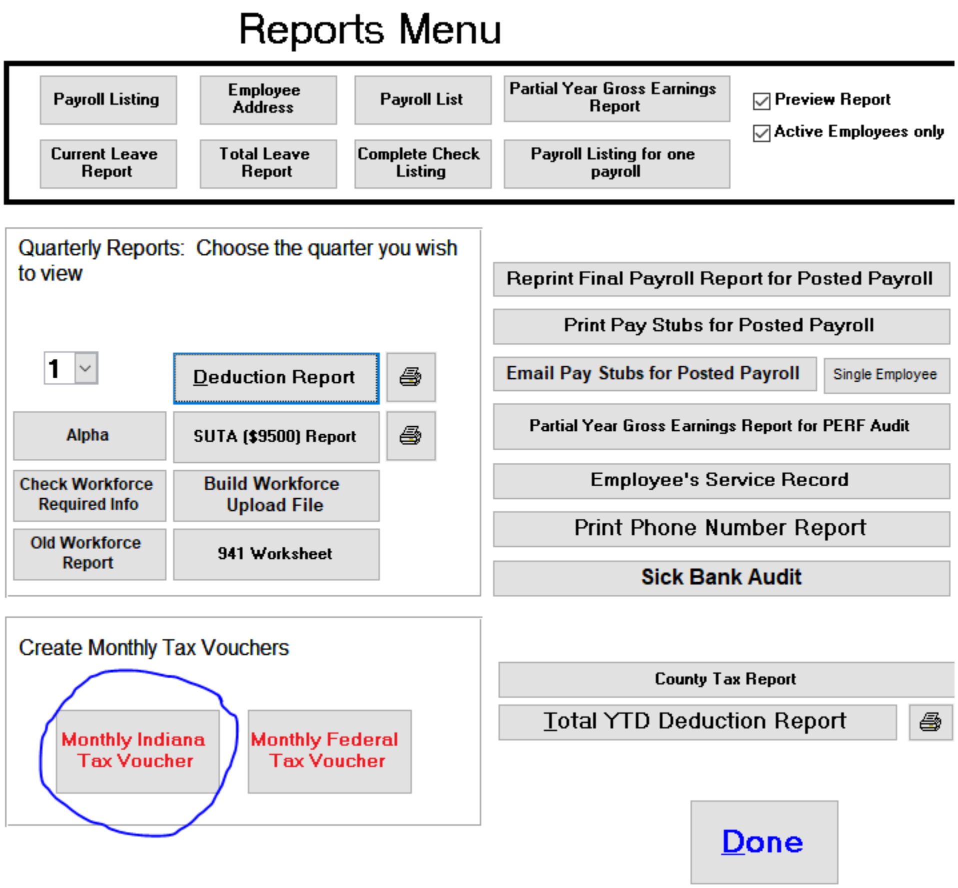
1. Once you have completed the rest of payroll, click on "Create Fed Tax Voucher" and "Create State Tax Voucher" at bottom of Payroll Calculations Menu screen to automatically create the vouchers.



Scenario 2 – You run payroll multiple times in a month and pay federal taxes per payroll and state taxes monthly.

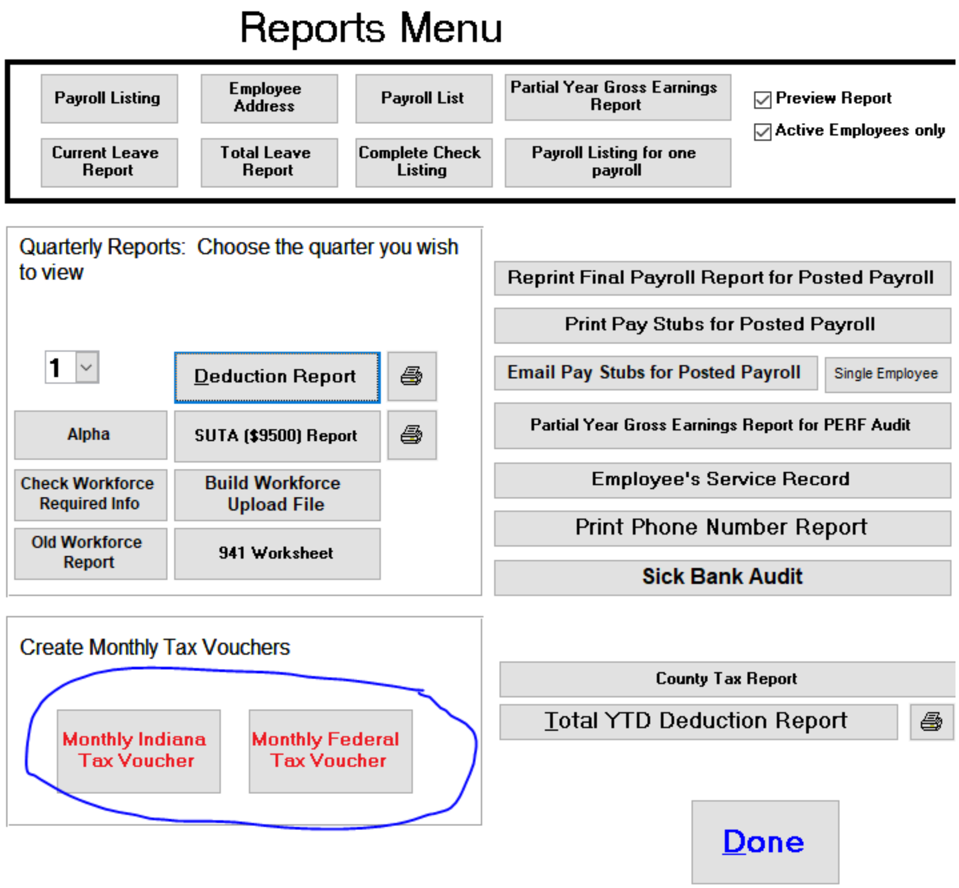
1. Once you have completed payroll, click on “Create Fed Tax Voucher” on this Payroll Calculation Menu screen BUT use the "Monthly Indiana Tax Voucher” on the Reports Menu screen.




Reports Menu
Payroll Listing
Employee Address
Payroll List
Partial Year Gross Earnings Report
Preview Report
Active Employees only
Current Leave Report
Total Leave Report
Complete Check Listing
Payroll Listing for one payroll
Quarterly Reports: Choose the quarter you wish to view
1
Deduction Report
Alpha
SUTA ($9500) Report
Check Workforce Required Info
Build Workforce Upload File
Old Workforce Report
941 Worksheet
Reprint Final Payroll Report for Posted Payroll
Print Pay Stubs for Posted Payroll
Email Pay Stubs for Posted Payroll
Single Employee
Partial Year Gross Earnings Report for PERF Audit
Employee's Service Record
Print Phone Number Report
Sick Bank Audit
Create Monthly Tax Vouchers
Monthly Indiana Tax Voucher
Monthly Federal Tax Voucher
County Tax Report
Total YTD Deduction Report
Done

Scenario 3 – You run multiple payrolls in a month and pay federal and state taxes monthly.

1. Once you have completed payroll, click on the "Monthly Indiana Tax Voucher" and "Monthly Federal Tax Voucher" buttons on the Reports Menu screen.

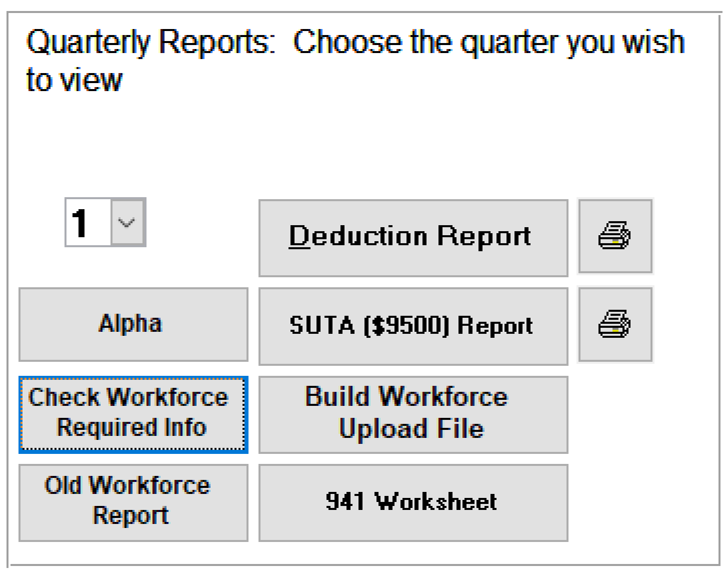


1. Go to Employee Information and click “inactive”. Look at list and ensure there is no one in that list that has been paid this quarter. If there is, click on “Edit” and add their SOC Code (*see options below), Employment Status, and Termination Date (if applicable).

2. Go to the Payroll Reports Menu screen.

3. Click “Reprint Final Payroll Report for posted payroll, and enter start date of quarter and end date of quarter. Notate Gross Pay.

4. Click on “Check Workforce Required Info”. Make sure all employees are represented and all information is filled out.
    a. Confirm no duplicate employees
    b. Make sure the SUTA number is listed at the top; if not, go into Enter System Info screen and input that information



5. Click on “Build Workforce Upload File”. It will pop up with a box that tells you the location of the file on your computer.

a. Open file in NOTEPAD by right clicking on the document and choosing "Edit". Add up total wages and make sure it matches what you notated above. You can do this by going to the bottom of the column and entering "=sum(highlight the cells)" (example "=sum(N3:N27)")
b. Close file (do not save)

6. Log into the Indiana Department of Workforce Development website. File your document and make your payment.

*Some SOC Codes you may want to use. If there are others you would like added, please let us know.

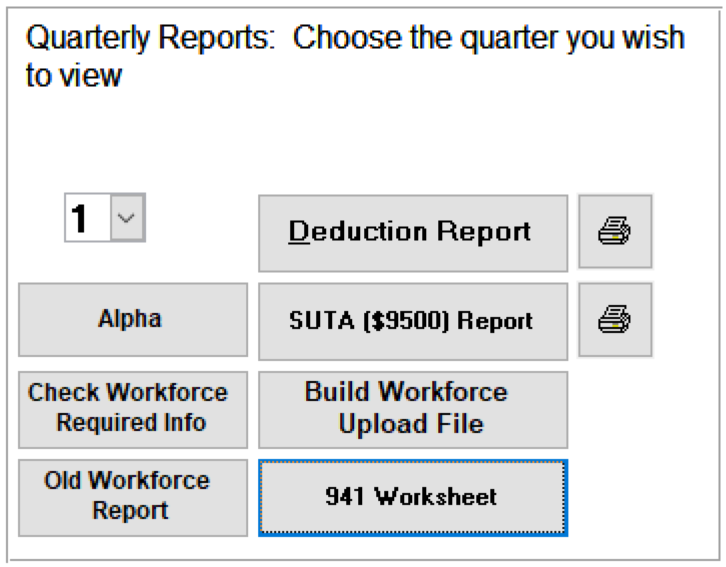
11-1011	Chief Executive (Director)
11-1021	General Manager (Department Heads)
11-3013	Facilities Manager
11-3031	Financial Manager (Treasurer)
15-1231	Computer Network Support (Systems Administrator)
15-1254	Web Developer (Web Designer)
15-1299	Computer – Other
25-4022	Librarians and Media Specialists (Collection Management)
25-4030	Library Technicians (Librarians)
25-9099	Library Worker (Pages)
27-1024	Graphic Designer
43-3099	Financial Clerk
43-4121	Library Assistants (Clerks)
33-9032	Security Guard
37-3019	Grounds Maintenance
53-6099	Transportation Worker
37-2011	Janitor

Creating the 941 Worksheet (in a normal year – not 2020)

At the end of each quarter, you must file a 941 Worksheet with the federal government.

1. Go into the Payroll Reports Menu.

2. Choose which quarter you are filing.

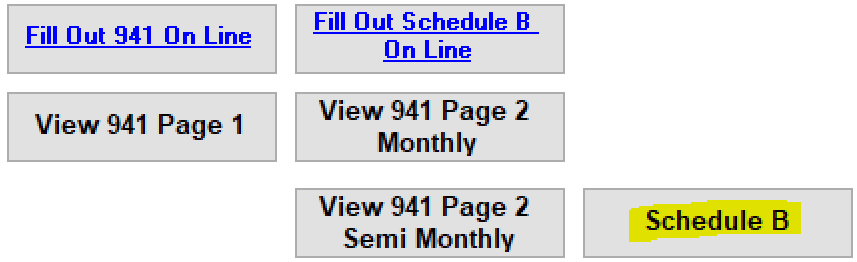


3. Click on “941 Worksheet”.

4. Click on View 941 Page 1, input number of employees this quarter, and open.
   a. Look at the details of the report and make sure figures look correct.
   b. Check line #7 (fractions of cents). **If the amount in this box is more than $1.00**, something was not recorded correctly. Call AVC.
   c. If everything looks correct, print page and close.

5. If you pay your federal taxes monthly, click “View 941 Page 2 Monthly”. If pay federal taxes with each payroll, click “View 941 Page 2 Semi-Monthly”. Print page and close.

6. If you file semi-monthly (with each payroll), you must submit a Schedule B. Click the Schedule B button, review, and print.



7. Click on the Fill Out 941 Online button and input the information from your printed form, print, and mail (along with Schedule B if necessary).

How to Set Up PERF File and Voucher

**These steps are taken when you have created a payroll but have not yet posted to the earnings file

1. Click on Set up PERF File.
    - Choose the pay period start date, end date, and check date (all dates must correspond with payroll dates on PERF website)

2. Click on View PERF File.
    - Review for correct number of employees and deductions.

3. Click on Print to view and print the PERF report. File this for your records.

4. Build PERF Transfer File. Make note of where the PERF file is stored on your computer.

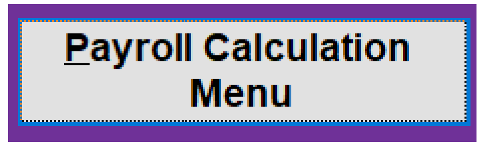
5. Click on link that takes you directly to the PERF WEBSITE for filing.
    - Upload PERF file
    - Pay the PERF amount

6. Click on Create PERF Voucher. This will automatically create the voucher for you.

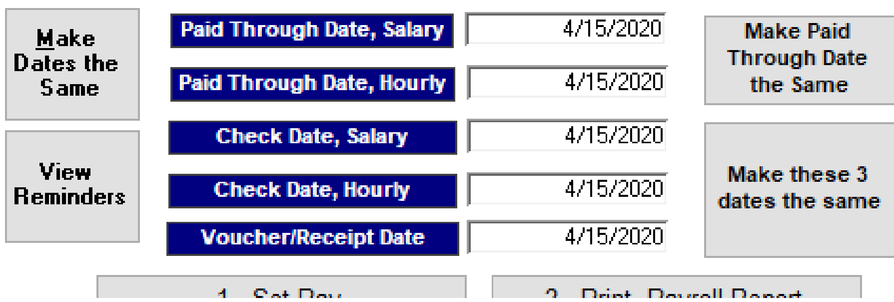
7. Continue with payroll tasks (taxes, etc.).

How to Fix a Payroll Error if you Forgot to Pay Someone or Gave Them Too Few Hours

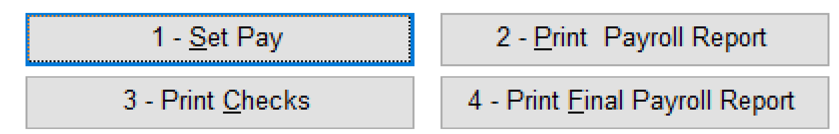
1. Click on Payroll Calculation Menu button.



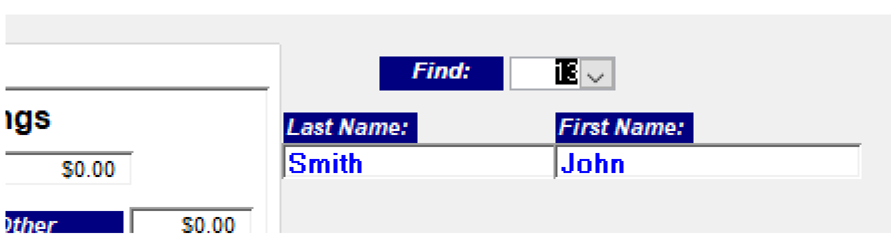
2. Enter Paid Through dates and Check dates.
    - Can use the “Make Dates the Same” button to make all 5 dates the same instead of manually putting in the dates.
    - Can also do that with “Make Paid Through Dates the Same” and “Make these 3 dates the same”



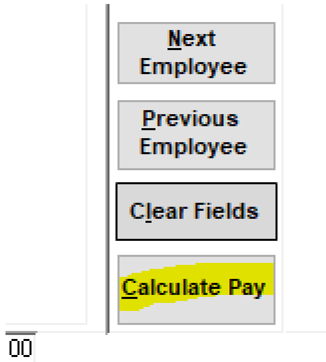
3. Click on “1 – Set Pay”.



4. Click on the drop-down arrow next to “Find” (on the far right of the screen) and choose the employee whose payroll needs corrected.

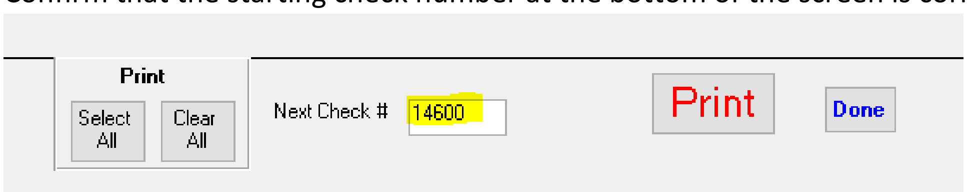


5. Enter the additional hours that were shorted. Then click on “Calculate Pay”.



6. Confirm payroll information to determine if correct prior to printing checks by clicking on “2 – Confirm Payroll Info”.
   - Confirm total hours paid, pay rate, check date, and paid through date.

7. When ready to print the payroll checks, Click “3 – Print Checks”.
   - Confirm that the starting check number at the bottom of the screen is correct.



   - Confirm check number on computer matches check number on paper check.

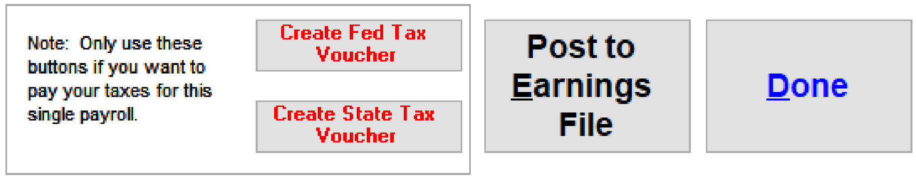
8. Click 4 – Print Final Payroll Report will automatically print the payroll report complete with check numbers. File this for future reference.

9. If using PERF, see “PERF Setup” document.

10. If using Direct Deposit, see “Using AVC Direct Deposit” document.

11. Create vouchers for tax payments. See “Creating IRS and INTax/INTIME Vouchers” document.

12. Once all payroll tasks 1-9 are complete (and the bank has accepted the NACHA file), click on "Post to Earnings File". Then Click DONE.



13. Go into Accounting and confirm payroll vouchers, payroll receipt, tax vouchers, and PERF vouchers are correct.

Employee Loses Payroll Check and Payroll Has Been Posted

1. Pull up the payroll voucher that included the amount that did not go through
   - Click Edit
   - Add an additional line at the top of the voucher with description of the employee’s name and an amount equal to the negative of their net pay for that payroll
   - Add an additional line at the bottom of the voucher with a negative amount out of the same account that the pay would have come out of originally (ex. Salaries of Assistants)

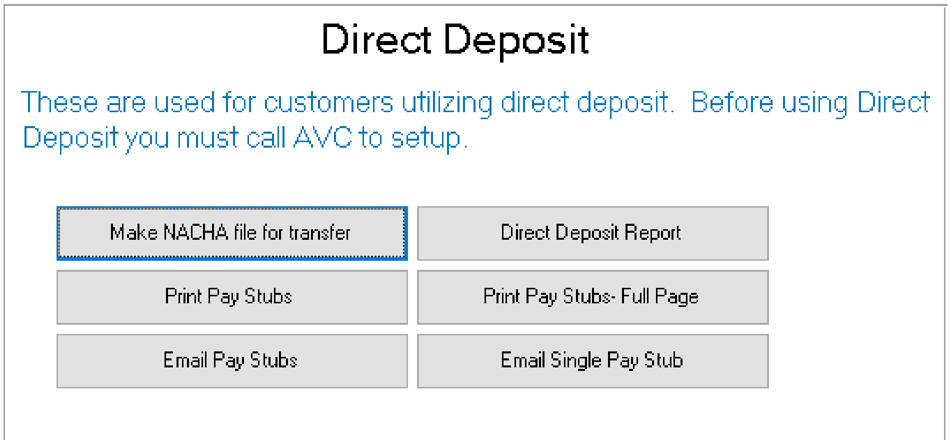
2. Create a new voucher
   - Vendor: Employee name
   - Bank: Same as above-notated voucher
   - Amount: Net pay of employee for that payroll
   - Fund: 100
   - Account: Same as above-notated voucher
   - Check #: Reprint of lost check
   - Explanation: Reprint of lost payroll check

How to Use AVC Direct Deposit

**AVC must complete initial setup for direct deposit.

1. After payroll processing is complete, click on “Make NACHA file for transfer” button.

2. Click on Direct Deposit Report button and confirm that all direct deposit employees are listed and the amounts are correct. Print report.



3. Once complete, you can email or print the pay stubs to the employees.

When Direct Deposit Does Not Go Through and You Need to Write a Check and Payroll HAS NOT Been Posted

1. Go into Employee Information
    - Click Edit on that employee
    - Go to Direct Deposit tab
    - Remove whatever is in the Transaction Code

2. Go into Payroll Calculation Menu
    - Select 3-Print Check
    - You should now see their check to print
    - Print the check
    - Print a new payroll report
    - Print a new direct deposit report
    - Complete payroll as usual

3. Go back and put a “1” in the Transaction Code after you have fixed the error.

When Direct Deposit Does Not Go Through and You Need to Write a Check and Payroll HAS Been Posted

1. Pull up the payroll voucher that included the amount that did not go through
   - Click Edit
   - Add an additional line at the top of the voucher with description of the employee's name and an amount equal to the negative of their net pay for that payroll
   - Add an additional line at the bottom of the voucher with a negative amount out of the same account that the pay would have come out of originally (ex. Salaries of Assistants)

2. Create a new voucher
   - Vendor: Employee name
   - Bank: Same as above-notated voucher
   - Amount: Net pay of employee for that payroll
   - Fund: 100
   - Account: Same as above-notated voucher
   - Check #: Computer will assign when printed
   - Explanation: Reprint of check due to direct deposit error (or something descriptive)