

PERSONNEL/PAYROLL

It is important in all options to enter or tab off any field before saving the screen or choosing to print to ensure the data in that field has been accepted.

File Maintenance

Employee Maintenance

Adding new employees: Entering the social security number of the new employee will prompt the display "Employee not on File --- Add?" Upon choosing yes, the name field will be next. Enter the employee's last name, comma, and first name. The middle initial will be entered right after the first name. Any generation ID, such as Jr or Sr, should be entered after the last name but before the comma separator. Ex. Doe Jr, John J

Note: If a comma is not entered correctly in the name field, the process of printing checks will be hindered and an error will occur at that time.

Personnel Tab: Enter the information pertaining to this employee. This is information to be kept for your records. It will not affect the way an employee is taxed or from where he will be paid. The termination date, however, is used to keep terminated employees on the system for W-2 purposes but not allow a check to be issued during the regular pay cycles.

Payroll Tab: The information on this screen is used to calculate pay for each person. This should be completed using information given on tax forms prepared by the employees when hired and from budget information determining from which department someone will be paid. The salary and/or pay rate should be entered on this screen. The department history button will display all changes to the pay departments/rates by date. Clicking on the date displayed will show what the information was prior to the change and who made the change.

Note: If a tax state is not entered on this screen, an error will occur when the operator attempts to build scheduled hours during the processing of payroll.

Deductions Tab: Enter any voluntary deduction that applies to the individual. In order to choose a new deduction from the “NO” column, press the enter key twice and a list of deductions will appear. Use the mouse to choose the option needed and tab over to the “Cur P/R” field to enter the amount to be withheld.

The employer match column is to be used if the city or business contributes a portion of the deduction.

The balance column is to be used in the event of a garnishment. The total amount of the garnishment is entered in this field and a percentage is withheld based on the set up of the voluntary deduction.

The bank number column is to be used if the voluntary deduction is something like a credit union and the amount withheld from the employee needs to go into his account at the credit union. The bank number for direct deposit assigned to that entity would be entered in this field. This allows for the voluntary deduction check to be done as direct deposit.

The account column is used for entering the employees account number that pertains to the credit union or other type of deduction being used.

The type column would be a code for checking or savings, also pertaining to the credit union.

Reporting Info Tab: State Retirement information is entered here in order to generate a report at the end of each month to be utilized by the PERS reporting software.

Code: Enter the position code for this employee’s job, assigned by PERS.

Wage code: For use only if employee is retired through the PERS system.

Elected and retired will be a code of 15.

Non-elected and retired will be a code of 12.

Name: Enter first, middle, last names and the generation id as requested.

Retired from MS PERS box: Checkmark only if employee is elected and retired through PERS. This change is as of July 1, 2010 and is subject to change as of July 1, 2011 to include all employees retired through PERS.

Position Salary: For use only if employee makes less than the standard salary for the position they are currently employed to fulfill.

Enter the salary due the position in order for the employer to pay their portion on the correct gross dollar amount.

The Workmen’s Compensation code is recorded on this screen to allow for a quarterly report to be generated.

Also, bank information may be entered here if the employee is using direct deposit. The check box must be checked in order for direct deposit to be utilized and the bank/account information must be entered.

Year to Date Tab: The information on this screen will accumulate as each payroll is done. The user does not need to enter anything. The YTD hours will display as well as the YTD money totals.

In order to utilize the Vacation/Sick accrual, a current rate at which the employee will earn the hours must be entered into the 'rate' column. Hours are earned each time a payroll for that cycle is done.

Emergency Contacts Tab: Enter up to 10 lines of names and phone numbers for each employee.

Notes Tab: Allows for any information desired to be stored for future reference.

Changing existing employees: The search box may be used to find any employee by name. Simply click on the magnifying glass picture on the tool bar and a search box will appear. Begin typing the first letters of the last name of the desired employee and the screen will migrate to that part of the file. Once the name is in view, use the mouse to double click and bring the persons file onto the screen. Using the mouse to click once and then choosing "OK" will also achieve the same results. If the name of the employee chosen is behind the name box into which you are typing, simply click anywhere inside the search box and the name box will disappear leaving the entire screen available for viewing.

Entering the employee's social security number will also bring up any existing employee and allow for changes. Upon making changes to any screen, choose the "SAVE" tool option to keep your changes or additions.

History Maintenance

This screen will allow the operator to view or change any payroll history information as far back as the system is dated.

Deduction Maintenance

Entering new voluntary deductions or making changes to existing voluntary deductions should be done from this screen. Different information will be required depending on the type of deduction. A general ledger number should be entered in order to post correctly to the books and payee information is required to allow a check to be written to the person or persons requesting the money being withheld. This screen must be set up prior to adding any new deduction to an individual employee maintenance screen.

Tax File Maintenance

These options will generally be set up by BBI upon installation. The information held here will be discussed at that time but should not need to be changed on a regular basis.

Bank Maintenance

Direct Deposit is an option that is now available from your BBI Payroll Software. This allows for information to be set up to utilize this option.

Control Maintenance

This information will also be set up initially by BBI. If any changes are necessary, a representative will be glad to assist.

Employee Transfer

If an employee is entered under the wrong social security number, this will allow the user to transfer the employee from the wrong social to the correct social. All information under the old social will be moved to the new number.

Voluntary Deduction Check Note Maintenance

Using this option allows the user to enter up to 10 lines of information that will be printed on the stub of the selected voluntary deduction check. Once entered, this information will print on the stub every time the check is printed unless changed by the user.

Payroll Processing

Current Payroll

Set up

Cycle Tab: Choose from these options the cycle or cycles to pay. Simply use the mouse to click the box beside the options desired. The dates for the payroll need to be entered on this screen as well as choosing which of the tax checks should be printed with this payroll. All or none of these checks may be done each time a payroll is run. If choosing not to issue these checks each time, the amounts will accumulate until such time as the option to print is chosen. At that time the checks will be written for the entire amount withheld since the last time a check was written for that item.

Note: Please ensure that all dates are entered correctly. Ex. 01/01/2003. The entire date must be entered without dashes. Upon tabbing off of the date field, the dashes will automatically display. If the dashes do not appear, please re-enter the date to avoid further problems.

Deductions Tab: Choose from this screen which voluntary deductions will be taken out of employee checks and which need to generate a check to be sent to the payee. Checks do not have to be issued every payroll. Accumulation will occur between payrolls in order to allow the operator to write one check a month. Double click in the Take/Check fields to change between Yes/No or click in the box one time and click the change boxes at the top of the screen.

Time Entry

Paying all employees in a cycle: Upon entering the time entry screen, the first thing that is to be done is "Build Scheduled Hours". This will build a "Paychk" file that is used to issue that day's payroll. Use the mouse to choose the "Hammer" option on the toolbar. This will prompt another screen that has another "Hammer" option. Choose the second hammer as well and the file will be built.

Note: If an error building the file occurs, there is a problem with an employee maintenance file. Refer back to that section.

Once the file is built, entry may begin on the current payroll hours. A time sheet is an invaluable tool in time entry. Print it beforehand and have all current time entered onto the sheet. This allows the operator to have all the information needed for time entry readily accessible from one report.

If an employee is to receive his normal salary or pay based on his scheduled hours, there is no need to pull that employee to the entry screen. He will be automatically paid his regular gross. However, if the employee has overtime,

vacation, sick or any other type of pay, it will be necessary to view that record to enter the proper time information.

Calling up a particular employee may be done by entering a social security number straight off the time sheet or using the name search option on the toolbar and searching for them by name. Once the employee is displayed on the time entry screen, enter the correct number of hours in the appropriate fields. After entering any hours be careful to tab off of the field and check the bottom of the screen to ensure the number of hours and the amount of money changed to reflect the information entered. A second department screen may be used if needed. Up to *five different departments* are allowed on any employee. If any minor changes need to be made to *voluntary deductions*, such as an amount change for one time, they may be done on the time entry screen from the deductions tab. The *summary tab* allows a quick view of the employer and employee amounts for taxes withheld as well as net pay. Also, across the bottom of the screen, totals will be displayed. Once all the changes have been made for each employee, be sure to click on the save button to keep the changes.

Continue to enter time on individual employees until all have been changed to reflect the time sheet. If an employee was inadvertently left off of the file, use the mouse to click on "Edit" at the top of the screen. After edit, choose search and then search master file. This will allow for a person to be pulled into the payroll as an additional person without starting over on all employees. If a person does not need to receive a check and is in the "Paychk" file, simply enter his social security number calling him to the time entry screen. Once his information is displayed, click on the "Delete X" and he will be deleted from the current payroll **only**. This will **not** delete the employee from employee maintenance.

Once all information has been entered, the next step is to print a trial register. Choose the printer button at the top of the screen and choose the option to print. Check the report to ensure the accuracy of the hours that have been entered. If an error is found simply call that employee back in to the time entry screen and make any correction necessary. Once the corrections have been made, print the trial register again and check. Continue this process until the trial register reflects the correct information for that payroll.

Do not proceed to the next step until the trial register is correct.

Post to Employee

Once the trial register has been checked for accuracy, the next step in payroll is to post the information to the employee's records. Upon choosing this option, the screen will prompt with another window and an option to click SAVE if ready to continue. Use the mouse to click on the save option and wait. The screen will go back to the Current Payroll menu and allow the next step to be highlighted in order to continue the payroll.

Check Printing

Choosing this option will give you two selections.

Selecting **“Print Employee Info Report for Employees on Direct Deposit”** and clicking on Continue, will display a screen with a starting check number already entered. This number is being generated by the payroll system and will print a sheet for each employee with all the information that would normally print on a check stub. Using this option will allow direct deposit employees to receive all the information they need about their check without the cost to the city of actually printing a check that says “Paid by Direct Deposit”. The check number issued is strictly to allow the payroll system to keep track of each employee’s information in the history file. Once this step is finished, the user may return to the previous menu and choose the next option to actually print checks for those needed.

Selecting **“Print Checks for Employees not on Direct Deposit and Deductions”** will print actual checks for the other employees and any tax checks or deduct checks that were chosen in the Setup screen of the payroll. Upon reaching this step, simply enter the first check number to be printed and click the printer button at the top of the screen. A print screen will be displayed to allow the proper printer to be chosen. If the printer jams or anything else happens to the checks at this point, the operator may reprint the checks. Simply line the checks up again and start with a new check number.

Checks Register

After printing checks, choose to print the check register by clicking on this option with the mouse. Once on that screen, choose the printer button and then click print. Check this report as well to be sure all information is correct. This report will look exactly like the trial register except there will be check numbers.

G/L Dist Report

Printing the General Ledger Distribution Report will show each entry that is going to be posted to the general ledger for payroll. This report should always balance to zero at the bottom and should never have an account that says “NO MASTER” for the name of the account. If either of these things should happen, stop and call BBI for assistance.

This report will also give the amount of money that will be transferred to the clearing fund to cover each fund for payroll.

Update G/L

Once all the payroll reports have been done and checked, the last step in processing a payroll is to update. This step will post all transactions to the general ledger and post all checks to payroll history. In order to process this step, simply click on the save button and wait. This step will not print anything but will return you to the Payroll Processing Menu with the highlights on the options changed back to the beginning in order to be ready for the next payroll.

Void Check Processing

This system will allow the operator to void an employee check, a tax check or a voluntary deduction check through the payroll. All the entries will be made to void the check in the payroll and the budgetary system.

Void Entry

Upon entering void entry, select the option needed to void the check at hand. The choices are Employee, Tax, or Voluntary Deduction and the choice is made by using the mouse to click the check box beside the desired option. Enter the social security number of the employee or the ID number of the tax or voluntary checks in the field marked SSN/NO. Tab to the check number field and enter the check number. Then tab off of that field and the screen will prompt with a box that ask if you are sure you wish to void. If 'Yes' is chosen then the information for that check number will appear on the screen. Click the save button at the top of the screen and then choose the print option to print a void trial register. Once the trial register is checked and approved to be accurate the next step may be taken.

Post Void

If the trial register is correct, choose the option to post the void to the employee records. Click the save option on this screen and wait. The void check processing will display again with the next option available.

Void Register

Print the void check register and check for accuracy. If all is correct on that report, move to the next step.

G/L Dist Report

Print the general ledger distribution report and check that everything voided correctly. If the distribution total is zero and there are not any 'No Masters', the final step may be taken to complete the void check process.

Update G/L

Click the save button on the final screen to post all to general ledger and to void the check out of payroll history. Once the last step is done, the highlighted options on the screen will return to the beginning position to prepare for the next void check.

Reporting Options

Note: Be certain to tab off of the date field after entering the date of choice and before choosing the print option in order for the report to print accurately.

Monthly

State Retirement Report

Upon entering this option a date is required. Simply key the last day of the month of the desired report and press tab. Then click the printer button and then print. A report for any month may be requested by using the last day of that month. It does not have to be the current month in order to retrieve a report. When the retirement report is printed it will build the file needed to provide the PERS program with all the information needed to complete the monthly system upload.

Monthly Earnings Report

Enter the date of the desired report and press tab. Choose the printer button and click print. This will provide the user with a report of all the earnings information from the selected month. This report may be printed at any time and will provide the information for the month chosen.

Quarterly

Quarterly Earnings Report

Enter the date of the desired report and press tab. The date must be the last day of the quarter. Choose the printer button and click print. This will provide the user with a report of all the earnings information from the selected quarter. This report may be printed at any time and will provide the information for the quarter chosen.

Unemployment Report

Enter the last day of the desired quarter and press tab. Then click the printer button and choose print. The report printed will be by departments and based on the unemployment rate entered in the tax file maintenance. The report will have recap at the end in totals by departments.

Workman's Comp Report

Enter the last day of the desired quarter and press tab. Then click the printer button and then print. The workman's comp class codes must be entered on the employee maintenance screen before this report will be accurate. The report will print by class codes and will give a recap and the end.

Quarterly 941 Report

Enter the last day of the desired quarter and press tab. This will print a report that will give all the information needed to fill out the 941 report for the IRS.

Annual

Print YTD Register

Choose the printer button and then print. The report will show the information that has been posted to the employee through payroll for the calendar year. This includes gross, taxes paid, voluntary deductions, net, etc. This option may be run at any time. The information will change after each payroll is completed.

Build W-2 File

Note: This option should be done after the last payroll for the calendar year and before the first payroll for the next calendar year. Only run this step once. After the step is done, the W-2 file may be accessed through W-2 File Maintenance.

Upon entering this window, the operator will be prompted for a year ending date. This should be the last day of the year for which the W-2's are to be printed. The options below the date are the different types of hours for which payment is made to employees. A checkmark should be placed in the box beside each item that will not be carried over to the next calendar year.

For example: Vacation time is earned each calendar year and must be used before the year-end. It will not be allowed to carry over to the next year to be used as vacation. This option should be checked so that it can be cleared to zero.

Upon completion of the screen click the save button and wait. The W-2 file will be built and the current year will be cleared.

W-2 File Maintenance

This option allows the operator access to the file that was built in the previous step. Any maintenance work that must be done to the W-2's, (balances, addresses, etc) will be done here. Be sure to choose save after making any changes to any employee.

W-2 YTD Register

When entering this option, simply enter the year for which the report should be printed and press tab. Then click the printer button and choose print. This will print a corrected report showing any changes that have been made in W-2 file maintenance. **This report must be correct before proceeding to printing the W-2 forms.** It may be printed as many times as necessary.

Print W-2's

Choosing this option will automatically display the City or Business name and address along with the Federal and State ID numbers and the year for which W-2's are being printed. If any of this information is not present please contact BBI for assistance in checking control files for accuracy.

Note: Always print W-2's on plain paper and check each field for accuracy before printing on actual forms. W-2's may be printed as many times as necessary to achieve the correct information.

Once all steps have been taken to ensure correct reporting, load W-2 forms into the printer and click the test print option to check the line up of the forms. Test print as many times as is necessary. Once the form is lined up, click the printer option and all the W-2's will begin to print. Always keep a close eye on the printer when printing multiple page forms to be sure they do not jam. Once printing is done, check forms again for accuracy before distributing.

Build Mag Media W-2 File

The government requires that certain entities report W-2 findings on Magnetic Media because of the number of employees. The MMS2 Personnel/Payroll system is equipped to handle this situation if needed. Please contact BBI for assistance.

Reports

Employee List

This option will provide an employee list by hire date or alphabetically. Simply choose the option by placing a check in the appropriate box and click the printer. Then choose print.

Rate Review

Click the printer button and then print to receive a report listing each employee and their pay information. In order to get a view of what a particular percent increase would be, simply enter the desired percent in the field before printing. This report is useful when planning the budget for the next fiscal year.

Time Sheets

Enter the date for which the payroll period will end and press tab. Then use the mouse to click the cycle or cycles that will be paid at this time. Choose the printer button and then print. This report is a valuable tool in entering time in payroll entry. This will allow the operator to be more organized and have everything needed at hand when beginning the payroll.

History Reports

This option will allow the operator to print or view employee history records in detail or in summary form. In order to print in summary, simply check the summary box along as well as choosing the rest of the options as described below.

If the desire is to **print for a select employee**, simply use the search button to call up the employee to the select field. Tab over to the 'from and to' dates and enter whatever time period is required for the report. Enter the dates and tab off of the fields. Click the printer button and then print.

The save button in the top left corner may be used to **display** the same information on the screen. Once the information is displayed, the operator may use the mouse to click on a particular check. This will show more information on that check automatically on the screen.

Note: Once information is displayed on the screen, it will not print at the same time. The screen must be cleared, by using the RED Circle with the WHITE X and then that person called up again before printing will be allowed.

If any information is displayed on the screen, the cancel must be used to clear the screen before exiting will be allowed.

In order to **print information on all employees**, use the mouse to choose “ALL EMPLOYEES”, enter the time period desired in the date fields, tab off and click the printer button. Then choose print. No employee number should be entered for this option.

If a summary report is desired, instead of by pay period, simply check mark the summary box before printing.

Vacation/Sick Report

This is a report that provides the operator with current information on the status of available vacation and sick time on each employee and the rate at which they are accumulating.

Deduction Reports

This option allows the operator to receive reports on each voluntary deduction for any time frame chosen. Use the search box to choose which deduction to print and enter the dates for which the report is desired. Be careful to tab off of the date fields before choosing to print.

Print Time Card Labels

This option will allow for labels to be printed for all employees that have been marked with the option in employee maintenance.

Direct Deposit List

This option will print a list of all employees on direct deposit.

New Hire State Reporting

Enter the desired time frame in the date fields and press to print. This prints a report based on hire dates and also builds a file called newhire.txt that may be used to upload to the state website.

Pay Hours Summary

This selection allows for multiple ways in which to view a summary of the different types of hours paid for any given time period. Ex. Regular, overtime, vacation, sick, etc.