

RECYCLING MANAGEMENT SYSTEM

PAYROLL

OPERATION INSTRUCTIONS

FOUR LAKES BUSINESS SYSTEMS
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Payroll
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DOS Install Procedures

Copy each of the RMS-II disks to the RMS directory using the copy command. After you put each disk in the A drive

Type **COPY A:*. * C:\RMS**

You should now be ready to begin running the RMS-II program.

Recycling Management System
Payroll
Initial Start-Up Procedures

At the RMS module menu

Type 2

Add your employee numbers and payroll information by following the operating instructions for (11) EMPLOYEE MAINTENANCE.

Enter the required information in (12) CONTROL FILE MAINTENANCE.

Recycling Management System
Payroll
System Maintenance

This hidden menu, accessible only at the RMS-II MASTER MENU, allows you to add a password for anyone new that you want to use the system. You can also change the various menu selections that you want a user to have access to, as well as deleting any user and their password from the system. You control the access into each menu selection for all menus.

ADDING A PASSWORD

RMS-II MASTER MENU

MENU ITEM - Type fl (This is the only time you type information in lower case letters). Select menu item 5. (All other menu items N/A for DOS users.)

FUNC(ADD,CHG,DEL,END) - Type ADD.

CO# - Type 01 or your company number.

PASSWORD - Type in the new password using a six character combination of letters and numbers (i.e. 671KOJ).

Type in the name of the new password user.

Type a Y in each of the menu selections that you want the password user to have access to. (An explanation of the screen codes follows this page.)

DATA OK(YES,ITM,NAM,NXT,CAN) - Type YES if you have entered all the correct information and want to save it. You will then return to the CO# field where you can type a ^ to return to the FUNC line and enter another selection or END the program.

PASSWORD MENU SELECTION

Type a Y at each of the payroll menu selections you want the password user to have access to. The following shows the number codes and corresponding menu name.

SCREEN 091 - 120 SCALE PRODUCT PURCHASES

091	3-01	PAY PERIOD START
092	3-02	INPUT
093	3-03	VOID/MANUAL INPUT
094	3-04	INPUT LISTING
095	3-05	UPDATE
096	3-06	ESTIMATE NET CHECK
101	3-11	EMPLOYEE MAINTENANCE
102	3-12	CONTROL FILE MAINTENANCE
103	3-13	RESET QTD/YTD FIELDS
104	3-14	TAX FILE MAINTENANCE
105	3-15	RESTORE PAYROLL MASTER FILE
106	3-16	EMPLOYEE TIME SHEETS
107	3-17	EXTRACT MTD P/R DATA FOR G/L
110	3-20	PAY PERIOD REGISTER
111	3-21	CHECK PRINTING

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System Maintenance

112	3-22	CHECK REGISTER
113	3-23	DEDUCTION REPORTS
114	3-24	LABOR DISTRIBUTION
115	3-25	QUARTERLY WAGE REPORT
116	3-26	FISCAL HOURS & DOLLARS
117	3-27	MTD/QTD/YTD REGISTERS
118	3-29	EMPLOYEE MASTER LIST
119	3-30	EMPLOYEE LISTING
120	3-31	TAX FILE LISTING
121	3-32	PRINT W-2 FORMS
122	3-33	CREATE MAG MEDIA W-2

CHANGING A PASSWORD

FUNC(ADD,CHG,DEL,END) - Type CHG.

CO# - Type 01 or your company number.

PASSWORD - Type in the users password

Type in the item number (i.e. ITM = 121) you want to change and either type a Y to add the menu selection or return to remove the Y so the user no longer has access to the selection.

If you want to change the name of the password user type NAM to return to the name line at the top of the screen next to the password and type in the name change.

Type NXT to go to the next password menu selection screen. The general ledger menu selection screen is 121 - 150.

Type CAN if you have decided to not make any changes. You will then return to the CO# field where you can type a ^ to return to the FUNC line and enter another selection or END the program.

Type YES if you have entered all the correct information and want to save it. You will then return to the CO# field where you can type a ^ to return to the FUNC line and enter another selection or END the program.

DELETING A PASSWORD

FUNC(ADD,CHG,DEL,END) - Type DEL.

CO# - Type 01 or your company number.

PASSWORD - Type in the users password

Type CAN if you have decided to not make any changes. You will then return to the CO# field where you can type a ^ to return to the FUNC line and enter another selection or END the program.

Type DEL if you want to delete the user's password.

Recycling Management System
Payroll
Payroll Routines

PAY PERIOD ROUTINES

The payroll process consists of running the following programs in the following order:

- (1) PAY PERIOD START
Enter new dates.
- (11) EMPLOYEE MAINTENANCE
Make any changes in employee's record.
- (13) RESET MTD/QTD/YTD/FCL FIELDS
Run this program before the first payroll of a new month, quarter, calendar year or fiscal year.
- (2) INPUT
Input payroll hours or salaried employees to be paid.
- (4) INPUT LISTING
Check the input listing to verify payroll figures were correctly input.
- (5) UPDATE
Updates all the payroll records and files adding the new payroll figures.
- (20) PAY PERIOD REGISTER
Prints the payroll register.
- (21) CHECK PRINTING
Prints the payroll checks.
- (22) CHECK REGISTER
Prints the check register.
- (23) DEDUCTION REPORTS
Prints the deduction report.
- (27) MTD/QTD/YTD/ REGISTERS
Prints the month-to-date, quarter-to-date, and year-to-date payroll information.
- (24) LABOR DISTRIBUTION
Prints the cost distribution for the pay period.
- (25) QUARTERLY WAGE REPORT
Prints quarterly earnings report.

Recycling Management System
Payroll
Payroll Routines

NOTE

At year-end the W-2 forms must be saved before the MTD, QTD or YTD fields are reset or any end of year reports are run.

(32) PRINT W-2 FORMS

Saves the W-2 information to be printed at a later date.

NOTE

Any tax changes for the next year should be entered in (14) TAX FILE MAINTENANCE.

Recycling Management System
Payroll
Overview

(1) PAY PERIOD START

Whenever you are ready to input payroll information for a new pay period this program sets up the new pay period date and the payroll check date. You also have an opportunity to change the status of all payroll deductions. After this program has been run you can begin entering pay information in to the INPUT program.

(2) INPUT

All employees to be paid on the current payroll are entered by employee number, along with hours to be paid and any extra payroll deductions.

(3) VOID/MANUAL INPUT

Any issued payroll checks that must be voided, or any payroll checks written between pay periods are entered utilizing this program.

(4) INPUT LISTING

A screen display or printed summary of the input payroll is listed for verification before updating the final payroll files and printing paychecks and reports. If input errors are discovered they can be corrected by running the INPUT selection and inputting any needed adjustments.

(5) UPDATE

All the employee master files, quarter-to-date, and year-to-date files are updated to include the current payroll amounts.

(6) ESTIMATE NET CHECK

Estimates the net payroll check for a particular employee given the hours worked (regular time, over time, double time and other hours).

(11) EMPLOYEE MAINTENANCE

New employees are added to the payroll file, current employee information can be changed, ex-employees can be deleted, and screen inquiries into the employee history file are accomplished utilizing this program.

(12) CONTROL FILE MAINTENANCE

The control files contain payroll program information that is changed infrequently such as company name and abbreviation, federal ID number, state ID number, and deduction status.

(13) RESET MTD, QTD, YTD AND/OR FCL

Prior to entering any payroll information at the start of each calendar month, quarter, year or fiscal year this program is run to reset all accumulated payroll totals for the new period.

Recycling Management System
Payroll
Overview

(14) TAX FILE MAINTENANCE

Annual formulas, percentages, and limits for federal withholding, state withholding, and FICA are entered for payroll withholding calculations.

(15) RESTORE PAYROLL MASTER

The current payroll input information, and previous payroll history files can be restored allowing you to completely rerun and re-update the current payroll if errors are caught.

(16) EMPLOYEE TIME SHEETS

Prints the payroll time sheet for the pay period. Each employee number, name, division number and department is listed with pay rate, regular hours worked, over time hours worked, and other hours worked. The total number of employees and the grand totals print at the bottom of the report.

(17) EXTRACT MTD P/R DATA FOR G/L

Extracts the month-to-date payroll information for the general ledger work file to enable the G/L to be updated with these transactions for the proper period.

(20) PAY PERIOD REGISTER

The details of each employee's check (hours, pay rate, federal & state withholding, FICA, and total other deductions) are printed along with the totals for each division and the total payroll. This report is processed in division order. Each division will have separate totals. The last page will show the grand totals for all divisions.

(21) CHECK PRINTING

Prints the payroll checks for each employee being paid.

(22) CHECK REGISTER

This report lists the employee number, name, paycheck number and gross wages, deductions, and the check amount for each employee payroll check written.

(23) DEDUCTION REPORTS

All the miscellaneous deductions, other than taxes withheld, are listed for each employee.

(24) LABOR DISTRIBUTION

Prints a summary or detailed report of labor distribution with employee numbers, names, hours, dollars, general ledger account numbers, individual employee totals, and division totals.

Recycling Management System
Payroll
Overview

(25) QUARTERLY WAGE REPORT

Prints a quarterly earnings report.

(26) FISCAL HOURS & DOLLARS

Prints a report of the employee payroll hours and dollar amounts for the fiscal year. Includes employee number, name, SSN, birth date, hire date and termination date in addition to the hours and dollars.

(27) MTD/QTD/YTD REGISTER

Prints the accumulated month-to-date, quarter-to-date or year-to-date wages paid and taxes withheld for each employee along with the payroll totals.

(29) EMPLOYEE MASTER LIST

This report is a printed listing of all the information for each employee that is contained in the employee maintenance file (all four screens). This report should be printed out at the end of the year as a permanent individual payroll record.

(30) EMPLOYEE LISTING

This reports lists the basic employee information used on a frequent basis or for payroll input (employee number, name, address, social security number, pay rate, extra tax withholding amounts, etc).

(31) TAX FILE LISTING

Prints the tax file listing for the payroll withholding tax formula amounts for FICA, federal withholding, state withholding, and state unemployment tax.

(32) PRINT W-2 FORMS

Prints the W-2 forms with the employee federal and state income tax information. This program also allows the operator to save the W-2 forms to print at a later date.

(33) CREATE MAG MEDIA W-2

Enables the operator to create the W-2 forms on a magnetic media.

Recycling Management System
Payroll
Data Entry Information

ALWAYS HAVE YOUR KEYBOARD "CAPS LOCK" ON.

ALWAYS TURN YOUR PRINTER ON.

DECIMAL POINTS are entered automatically for any dollar amounts. You just type in the numbers without a decimal point (e.g. \$.32 = 32).

Typing 99 at any MENU or FUNCTION line will always take you to the menu prior to the one you are at.

Whenever you fill an entire input information field the cursor automatically moves to the next field without pressing return. The exception to this is the DO YOU WANT TO CONTINUE lines which require you to press ENTER after you have finished typing.

Typing an up arrow ^ at either the first or second field on a screen will move the cursor to the prior field.

NOTE

Always exit from all programs and return to the C:> or login before turning off your computer.

Recycling Management System
Payroll
Master Menu

ABC SCRAP CO. (01) R M S - III MASTER MENU 12/29/97 15:48
103 011

1. RECYCLING SYSTEM
2. PAYROLL SYSTEM
3. ACCOUNTS PAYABLE
4. GENERAL LEDGER
5. MISCELLANEOUS SYSTEMS
6. STEEL WAREHOUSING
7. VPIX - DOS
8. UNIX - MAIL

MENU ITEM ____

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MENU ITEM ____ To select Payroll enter 2.
Enter 99 to exit to the RMS Login prompt.

Recycling Management System
Payroll
Payroll Menu

ABC SCRAP CO.	P A Y R O L L	MENU ITEM ___ 12/29/97
PROCESSING		
1. PAY PERIOD START	11. EMPLOYEE MAINTENACE	
2. INPUT	12. CONTROL FILE MAINTENANCE	
3. VOID/MANUAL INPUT	13. RESET MTD/QTD/YTD/FCL FIELDS	
4. INPUT LISTING	14. TAX FILE MAINTENANCE	
5. UPDATE	15. RESTORE PAYROLL MASTER	
6. ESTIMATE NET CHECK	16. EMPLOYEE TIME SHEETS	
	17. EXTRACT MTD P/R DATA FOR G/L	
REPORTS		
20. PAY PERIOD REGISTER	27. MTD/QTD/YTD REGISTERS	
21. CHECK PRINTING		
22. CHECK REGISTER	29. EMPLOYEE MASTER LIST	
23. DEDUCTION REPORTS	30. EMPLOYEE LISTING	
24. LABOR DISTRIBUTION	31. TAX FILE LISTING	
25. QUARTERLY WAGE REPORT	32. PRINT W-2 FORMS	
26. FISCAL HOURS & DOLLARS	33. CREATE MAG MEDIA W-2	
99. RETURN TO MAIN MENU		

MENU ITEM ___ Enter the line number of the item you wish to select, or enter 99 to exit to the Master Menu.

Recycling Management System
Payroll
Pay Period Start

DATA OK (YES,DTE)- Type YES if the screen information is correct. Type DTE if you wish to change or correct either of the two dates that were entered. The cursor will move back to the date fields and both dates must be re-entered.

Recycling Management System
Payroll
Input

MENU ITEM 2 on the PAYROLL MENU

ABC SCRAP		PAYROLL INPUT								
EMPL#	999999				SALARY	.00	RATE	10.0000		
	CD	FLDNAM	DV	DEPT	HOURS	RATE	SHFT 2 PREM	.120	SHFT 3 PREM	.000
							EARN (\$)		CD TYPE	DED AMT
1										

(2) INPUT

All employees to be paid on the current payroll are entered by employee number, along with hours to be paid and any extra payroll deductions.

EARNINGS SECTION

EMPL# - The number that is assigned to identify each employee. This number may be up to six (6) digits long. The operator may also enter an up-arrow (^) in this field to return the cursor to the function level. The operator may view the transactions entered by entering "INQ" in this field. If you have entered an incorrect employee number a message displays on the screen EMPL NOT ON FILE DEPRESS N/L. Type N/L and the cursor will return to the EMPL# and enter a correct employee number. The employee's first and last name will display on the screen with the salary, rate and shift 2 and shift 3 premium.

CD - Type the code that indicates the type of transaction desired for regular hours, overtime hours, vacation hours, etc (See the list of Payroll Transactions codes). Pressing return without a typed entry moves the cursor to the deduction field.

PAYROLL TRANSACTIONS CODE LIST

HOURS & EARNINGS -----	FIELD NAME -----
010	Regular hours Oil
011	Regular 2 hours (shift 2 premium)
012	Regular 3 hours (shift 3 premium)
020	Overtime hours

Recycling Management System
Payroll
Input

021	Overtime 2 hours (shift 2 premium)
022	Overtime 3 hours (shift 2 premium)
030	Double time hours
040	Misc. rate hours
050	Vacation hours (separate check, no misc. deductions)
051	Vacation hours (add to regular check)
060	Holiday hours
070	Sick taxable hours
080	Sick non-taxable hours
090	Miles
100	Loads
110	Commission earnings
120	Meal earnings
130	Taxable tips
140	Other earnings 1
150	Other earnings 2
160	Adjustment to net (non taxable)
162	Earned income credit

FLD NAM - The transaction code name (regular time, overtime, vacation, holiday, etc.) is displayed automatically and the cursor is moved to the DIV DEPT input field.

DIV DEPT - The program automatically displays the division and department that was entered in the employee's payroll maintenance file.

HOURS - Enter the hours the employee worked for that pay period. This program assumes 2 decimal places (i.e., if an employee works 35 hours the operator would enter 3500). Depress RETURN; this will bring the cursor to the employees' hourly rate. If an earnings only transaction is selected, entering a semicolon at that point skips input of hours. Overtime is entered as the total hours over the regular hours (i.e., if an employee works 45 hours the hours are entered as 40 hours regular (code 010) and 5 hours overtime (code 020) at the employees base pay rate. Overtime is calculated at 1.5 times the base pay rate times the number of overtime hours.

RATE - This displays the employees master file hourly pay rate. To keep this rate, depress RETURN. If the operator must change a rate for this pay period, simply input the new rate and depress RETURN. This will change the employees' rate of pay for the current pay period only.

EARN(\$)- This field is used if an earnings only transaction code is selected.

DEDUCTION SECTION

This section allows for the input of up to 12 employee deductions in addition to the deductions taken from the employee record.

CODE - This input indicates the type of deduction desired. (See Payroll Deduction Codes table). If no deduction is to be taken, enter a semicolon to move the cursor to the DATA OK selection.

Recycling Management System
Payroll
Input

PAYROLL TRANSACTION CODES/DEDUCTION

CODE -----	FIELD NAME -----
01	Deduction 1 amount
02	Deduction 2 amount
03	Deduction 3 amount
04	Deduction 4 amount
05	Deduction 5 amount
06	Deduction 6 amount
07	Deduction 7 amount
08	Deduction 8 amount
09	Deduction 9 amount
10	Deduction 10 amount
11	Deduction 11 amount
12	Deduction 12 amount

TYPE - The deduction name is then displayed on the screen. Depress RETURN to get to the amount field.

DED AMT - This is a numeric entry which assumes 2 decimal places.(i.e., if an employee has a one-time deduction of \$12.62, the operator will enter 1262). If on a previous payroll, an employee was charged a deduction that was incorrect or was an over-charge, the operator would enter the deduction code number and enter a (-) AFTER the amount (i.e., if an employee was charged \$3.00 over, the operator would enter 300-). This function will return the amount back to the employee through payroll.

If only one or a few are not having a certain deduction made on the current payroll, the operator must go through IN HOURS to override the deduction. This is done by entering the deduction code number and entering the amount with a minus (-) after the amount.

DATA OK - (YES,CAN,ITM,END) - YES writes all transactions for one employee out to the payroll transaction file. The screen will erase and the program will reset to the employee number for the next employee number input.
CAN - This selection resets the program, erases the screen and returns to the employee number for another employee number input. No payroll transactions are written.
ITM - This selection allows the operator to change any item displayed on the screen or add hours or deductions that may have gotten missed.
END - This selection writes all transactions for one employee out to the payroll transaction file. This selection will bring the cursor back to the CHG/INQ field.

Recycling Management System
Payroll
Void/Manual Input

MENU ITEM 3 on the PAYROLL MENU

(3) VOID/MANUAL INPUT

Any issued payroll checks that must be voided, or any payroll checks written between pay periods are entered utilizing this program.

TYPE OF CHECK?[V/M/E] - E = Exit out of the program and return to the Payroll Menu.
V = Void a payroll check already issued. When the operator enters a void check, the amounts are subtracted from the master file fields automatically by the program (earnings, hours, taxes, etc.). The operator does NOT have to enter these figures as negative amounts.
M = Enter a manual payroll check. This selection is used when making a payment to an employee outside the normal payroll. When the operator enters a manual check, the amounts are added to the master file fields (earnings, hours, taxes, etc.).

Example:

- 1) If a previously run payroll check has been voided and an out of systems check is issued, the out of systems check selection is used to enter it on the employees record.
- 2) If an employee was not paid on the regular payroll and should have been, an out of systems check could be issued. This check could then be entered as an out of systems check entry the very next pay period.

WILL THIS AFFECT QTD(YES,NO) - Type YES if the following check entry will change the quarter-to-date payroll totals. Type No if the following check entry does not change the quarter-to-date payroll totals (i.e. reissue a lost check).

Recycling Management System
Payroll
Void/Manual Input

BC SCRAP	VOID OR MANUAL CHECK ENTRY	MANUAL CHECK
EMPL# 000001		
1. CHECK#	19. DED 1	31. REG ERNS 010
2. GROSS ERNS	20. DED 2	32. O/T ERNS 020
3. NET ERNS	21. DED 3	33. D/T ERNS 030
4. ADJ TO NET	22. DED 4	34. 040
5. LOCAL TAX	23. DED 5	35. VAC ERNS 050
6. FICA TAX-S	24. DED 6	36. HOL ERNS 060
FICA TAX-M	25. DED 7	37. 070
7. FED TAX	26. DED 8	38. 080
8. STATE TAX	27. DED 9	39. 090
9. REG HRS 010	28. DED 10	40. 100
10. O/T HRS 020	29. DED 11	41. COM ERNS 110
11. D/T HRS 030	30. DED 12	42. 120
12. 040		43. 131
13. VAC HRS 050		44. MS1 ERNS 140
14. HOL HRS 060		45. MS2 ERNS 150
15. 070		46. EIC CRDT 162
16. 080		
17. 090		
18. 100		

FOR EITHER VOID OR MANUAL INPUT CHECKS ENTER THE FOLLOWING SCREEN INFORMATION:

EMPL# - Type the employee number. The employee first and last name will automatically display.

1 CHECK# - Check number is (6) digits long.

2 GROSS ERNS - Gross earnings is (8) digits long.

3 NET ERNS - Net earnings is (8) digits long.

4 ADJ TO NET - Adjustment to net pay is (8) digits long.

5 LOCAL TAX - Local tax amount is (8) digits long.

6 FICA TAX-S - Social Security FICA is (8) digits long.
FICA TAX-M - Medicare FICA is (8) digits long.

7 FED TAX - Federal tax is (8) digits long.

8 STATE TAX - State tax is (8) digits long.

Recycling Management System
Payroll
Void/Manual Input

9-18 HOURS - Hour fields are (8) digits long.

19-30 DED - Deduction fields are (8) digits long.

31-43 EARNINGS - Earnings fields are (8) digits long.

NOTE

While in the void or out of systems check entry screen, the use of a colon (:) will take the cursor to the DATA OK function.

DATA OK (YES,ITM,CAN,END) - Typing YES writes the check entry to the transaction file and updates the employee master file record if the net amount and gross amount balance. If the amounts do not balance a message stating "THE GROSS TO NET ARE OUT OF BALANCE" will be displayed with a continue question.

ITM - This selection allows the operator to change any item number on the screen.

CAN - This selection allows the operator to cancel the input. The screen is erased and the cursor is returned to the employee number field.

END - This selection will write out the check entry to the master file. The cursor is returned to the check selection field. The operator will then make a selection to end the process or enter another check.

Recycling Management System
Payroll
Input Listing

MENU ITEM 4 on the PAYROLL MENU

ABC SCRAP	PAYROLL ENTRY EDIT
PRINT INPUT LISTINGS?(Y,N) _	

(4) INPUT LISTING

A screen display or printed summary of the input payroll is listed for verification before updating the final payroll files and printing paychecks and reports. If input errors are discovered they can be corrected by running the (2) INPUT selection and making any needed adjustments.

PRINT INPUT LISTINGS?(Y,N) - Type Y to print the payroll input report. Type N to end the program and return to the main menu. This will also print out any void and/or manual check entries that have previously been made.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
Payroll
Update

MENU ITEM 5 on the PAYROLL MENU

* BACKUP PAYROLL FILES *

THIS PROCESS BACKS UP THE PAYROLL FILES PRIOR TO THE UPDATE.
THESE FILES WILL BE NEEDED IF THE UPDATE HAS TO BE RERUN!
ENTER 'BACKUP' TO CONTINUE...BACKUP

CURRENTLY BACKING UP THE CURRENT PAY PERIOD FILE
CURRENTLY BACKING UP THE PAYROLL MASTER FILE

BACK UP COMPLETED!.

(5) UPDATE

All the employee master files, quarter-to-date, and year-to-date files are updated to include the current payroll amounts.

ENTER 'BACKUP' TO CONTINUE - Enter BACKUP to continue the backup and update.

The following messages will display on the screen:

CURRENTLY BACKING UP THE CURRENT PAY PERIOD FILE
CURRENTLY BACKING UP THE PAYROLL MASTER FILE

When the backup is complete the following message will display on the screen:

BACK UP COMPLETED!

Press ENTER to continue and proceed to the next screen.

Recycling Management System
Payroll
Update

ABC SCRAP	CHECK GENERATION & MASTER FILE UPDATE
TAKE DEDUCTION # 1 (Y,N)	Y
# 2 (Y,N)	Y
# 3 (Y,N)	Y
# 4 (Y,N)	Y
# 5 (Y,N)	Y
# 6 (Y,N)	Y
# 7 (Y,N)	Y
# 8 (Y,N)	Y
# 9 (Y,N)	Y
#10 (Y,N)	Y
#11 (Y,N)	Y
#12 (Y,N)	Y
DATA OK (YES, NO, END)	_____

IS DATA OK (YES,NO,END) - Typing YES will deduct all deductions set up in the employees record (Maintenance - Screen 2). In most cases "YES" is answered. Typing END will exit the program and return to the Payroll Menu. Entering NO allows the operator to change any or all deduction numbers to a "YES" or "NO". This is done only if the operator does not want any or all deductions deducted for ALL the employees. If only one or a few are not having a certain deduction made on the current payroll, the operator must use the (2) INPUT menu selection to override the deduction. This is done by entering the deduction code number and entering the amount with a minus after the amount.

NOTE

If the update has been run, a message displays on the screen UPDATE HAS PREVIOUSLY BEEN RUN??? (preventing the operator from running the update again. Press ENTER to return to the Payroll Menu.

Recycling Management System
Payroll
Estimate Net Check

MENU ITEM 6 on the PAYROLL MENU

ABC SCRAP		ESTIMATE NET PAYROLL			
EMP#	NAME	HRS	AMT	RATE	SHFT2 SHFT3
1	TOT REG HRS			10 DED	1
2	TOT O/T HRS			11 DED	2
3	TOT D/T HRS			12 DED	3
4	OTHER DOLS			13 DED	4
				14 DED	5
	TOTAL GROSS			15 DED	6
				16 DED	7
5	FICA (SS)			17 DED	8
	FICA (MED)			18 DED	9
6	FED			19 DED	10
7	STATE			20 DED	11
8	LOCAL			21 DED	12
*** NET CHECK					
DATA OK (YES, ITM, CAN)					

(6) ESTIMATE NET CHECK

Estimates the net payroll check for a particular employee given the hours worked (regular time, over time, double time and other hours).

EMP# - Enter the employee number (this field may be up to six digits in length. Entering ^ (shift 6) will return you to the Payroll Menu. If an incorrect employee number is entered a message will display on the screen EMPLOYEE NOT ON FILE. Depress ENTER to return the cursor to EMP#.

NAME - The employee's first and last name will display automatically.

RATE - The employee hourly pay rate from the master file will automatically display as will the SHIFT 2 and SHIFT 3 rates.

TOT REG HRS - Enter the number of regular hours worked for that pay period. This program assumes 2 decimal places (i.e., if an employee works 40 hours the operator would enter 4000).

Recycling Management System
Payroll
Estimate Net Check

TOT O/T HRS - Enter the overtime hours. O/T hours are entered as the total hours over the regular hours (i.e., if an employee works 45 hours the O/T hours are entered as 500 for the 5 hours of overtime. Depress ENTER to accept .00 if there are no O/T hours are to be entered and the cursor will move to the next section.

TOT D/T HRS & OTHER DOLS - Enter double time hours and other dollars in the same manner as the O/T hours were entered. Depress ENTER to accept .00 if there are no D/T hrs or other dollars to be entered and the cursor will move to DATA OK.

AMT - The amounts are automatically calculated and displayed after the hours are entered.

TOTAL GROSS - The pay period amount is automatically calculated and displayed.

ITEMS 5-21 - Will display automatically and the cursor will move to DATA OK.

DATA OK (YES,ITM,CAN) - If the data is correct enter YES and the estimated net check amount (***) NET CHECK) is displayed. Typing ITM allows the operator to change any numbered item on the screen. After the operator has entered the correct data the cursor moves to the DATA OK line. Typing CAN will return you to the EMP# line without calculating or displaying the NET CHECK amount.

Recycling Management System
Payroll
Employee Maintenance

MENU ITEM 11 on the PAYROLL MENU

EMPLOYEE #	NEXT REVIEW (Y,N)	LAST RATES
1 FIRST NAME	18 HRLY PAY RTE	
2 LAST NAME	19 SALARY	
3 ADDRESS	20 SHFT 2 PREM	
4 CITY STATE	21 SHFT 3 PREM	
5 ZIP CODE	22 AVOT FLAG	
6 PHONE NO	23 MARRIED STATUS	24 STATE CODE
7 BIRTH DATE	25 FED DEP	26 STATE DEP
8 SOC SEC#	27 FED FLAG	28 F AMT
9 HIRE DATE	29 STATE FLAG	30 S AMT
10 SEN DATE	31 FICA FLAG	
11 TERM DATE	32 VAC AV	33 VAC TK
12 STAT FLAG	34 SIC AV	35 SIC TK
13 HM COST CNTR	36 NXT REV	37 LST RD
14 CLASS	38 RTCHGCDE	39 LOCAL TXC
15 PAY CODE		
16 CYCLE CODE		
17 CURR PAY FLG		

(11) EMPLOYEE MAINTENANCE

New employees are added to the payroll file, current employee information can be changed, ex-employees can be deleted, and screen inquiries into the employee history file are accomplished utilizing this program.

ADDING AN EMPLOYEE

FUNC (ADD,CHG,DEL,INQ,END) - Type ADD.

EMPLOYEE NUMBER - This number is assigned to identify each employee. This number may be up to six (6) digits long.

1 FIRST NAME - Type the employee's first name and middle initial.

2 LAST NAME - Employees last name is (18) characters maximum.

3 ADDRESS - Employees address is (18) characters maximum.

4 CITY STATE - Type in the city and press enter. Type in the two character state abbreviation. .

5 ZIP CODE - Type in the 5 or 9 digit zip code.

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Payroll
Employee Maintenance

- 6 PHONE NO - Type the phone number up to (10) characters maximum.
- 7 BIRTH DATE - Type the birth date (1/31/50 = 013150)
- 8 SOC SEC# - Type the social security number
- 9 HIRE DATE - Employees date of hire is (6) digits long.
- 10 SEN DATE - Type the employees seniority date which is usually the same as hire date. However, there are circumstances such as layoffs, disability leaves, etc. that will make this date different than the hire date. This date will then reflect the adjusted date.
- 11 TERM DATE - Employees date of termination is (6) digits. This information is necessary to tell the computer to stop certain computations for a terminated employee.
- 12 STAT FLAG - F = a full time employee
P = a part time employee
T = a terminated employee
- 13 HM COST CNTR - Employees home cost center is the company number of (2) characters and the department number of 4 characters.
- 14 CLASS - If you have different pay classes a 2 character class code can be entered here.
- 14A PEN(Y,N) - Employee participation in the pension plan Y = yes, N = no.
- 15 PAY CODE - 1 = hourly
2 = salary
- 16 CYCLE CODE - Type in the cycle code
1 - Weekly 2 - Bi-Weekly
3 - Semi-monthly 4 - Monthly
- 17 CURR PAY FLG - This code is used to determine if an employee is to be paid for the current pay period. Y = Yes , N = No. This flag may be used to skip a pay check for a pay period.
- 18 HRLY PAY RTE - Type in the employees hourly pay rate. This field must be entered without the decimal point. Example - enter 75000 for 7.50 enter 74500 for 7.45
- 19 SALARY - Type in the salary rate for the pay period. Example: a salaried employee paid 1000.00 per month would be entered as 1000.00 per month, 500.00 if semimonthly, 461.54 if paid bi-weekly, and 230.77 if paid weekly.
- 20 SHFT 2 PREM - Type in any additional amount paid in addition to the employees base pay for working second shift. This field may also be used for supervisor premium pay.

Recycling Management System
Payroll
Employee Maintenance

- 21 SHFT 3 PREM - Type in any additional amount paid in addition to the employees base pay for working third shift. This field may also be used for supervisor premium pay.
- 22 AVOT FLAG - Enter 0 (zero) in this field to calculate overtime according to the federal wages and hour regulations for employees paid hourly (CYCLE CODE 1).
- 23 MARRIED STATUS - 0 = single (married) 1 = married
- 24 STATE CODE - Type in your 2 character state abbreviation code.
- 25 FED FLAG - Type in the number of dependents claimed by the employee on his/her W-4 form.
- 26 STATE DEP - Type in the number of dependents claimed for state withholding purposes. The number of state dependents may differ from the number claimed for federal dependents.
- 27 FED FLAG - This field is used to determine the method of calculating federal withholding.
0 = Calculated amount plus federal amount
1 = Federal amount only - designated by the employee
- NOTE:** When entering "1", the operator must enter a dollar amount in the "Federal Amount" field also.
- 28 F AMT - This amount can be deducted in addition to the amount that is calculated by the program. This amount may also replace the amount calculated by the program. If the federal flag is set to "0", the program will deduct the entered amount and the calculated amount. If the federal flag is set to "1", the program will deduct the entered amount only. Press ENTER to place zeros in the amount field if no extra amount is to be withheld.
- 29 STATE FLAG - This field is used to determine the method of calculating state withholding.
0 = Calculated amount or the calculated amount and an additional state amount.
1 = Amount only - requested by employee.
- NOTE:** When entering "1", the operator must enter a dollar amount in the "State Amount" field also.
- 30 S AMT - This amount is deducted in addition too, or replacement of the calculated amount. If the state flag is "0" it will deduct in addition to the calculated amount. If the state flag is "1", it will deduct ONLY this amount. Press ENTER to place zeros in the amount field if no extra amount is to be withheld.
- 31 FICA FLAG - Is used to determine if the FICA tax will be withheld.
No entry (press return) = Withhold FICA
1 = Do not withhold FICA

Recycling Management System
Payroll
Employee Maintenance

- 32 VAC AV - This is entered each year for vacation hours earned. As the time is used, the program deducts any vacation time taken from "vacation available" and enters it into "vacation taken" field. The two fields should always add up to the employee's total vacation hours earned.
- 33 VAC TK - Shows the amount of vacation hours taken during the calendar year. The vacation time available and the vacation time taken should balance with actual vacation hours earned.
- 34 SIC AV - This is entered each year as sick hours are calculated. As these hours are used, the program deducts it from the "sick time available" and enters it onto the "sick time taken" field. These two fields should add up to the total sick hours earned.
- 35 SIC TK - Shows the amount of sick time taken during the year. The sick time available and sick time taken should balance with actual sick hours earned.
- 36 NXT REV - Type in the date of the next employee pay performance review.
- 37 LST RD - When any change is given to an employee this field is updated by the program. The date the rate change was entered in the system will show in this field.
- 38 RTCHGCDE - This code is entered to explain all rate changes.
- 1 = New Hire
 - 2 = 3 month review
 - 3 = 6 month review
 - 4 = Annual Review
 - 5 = Merit Increase
 - 6 = Cost of living
 - 7 = Add shift 2 premium
 - 8 = Add shift 3 premium
 - 9 = Subtract shift 2 premium
 - 10 = Subtract shift 3 premium
 - 11 = Class Change
 - 12 = Department Change
 - 13 = Leave of absence
 - 14 = Return from leave of absence
 - 15 = Workmen's Compensation
 - 16 = Return from Workmen's Compensation
 - 17 = Layoff
 - 18 = Return from layoff
 - 19 = Employee Termination
 - 20 = Employer Termination
 - 21 = Disability Termination
 - 22 = Transfer to supervisors from hourly payroll
 - 23 = Evaluation only
 - 24 = Transfer to hourly from supervisors payroll
 - 25 = Adjust wrong rate
- 39 LOCAL TXC - Not used press ENTER.

Recycling Management System
Payroll
Employee Maintenance

DATA OK (YES,ITM,CAN,END) - Typing YES will accept the information and proceed to the EMPLOYEE MAINTENANCE 2 screen to enter the deductions
CAN - Causes the screen to clear and the cursor is returned to the FUNCTION level.
END - Returns the cursor back to the employee number. This selection writes, rewrites or deletes the specific record on the screen. Therefore, it must be used instead of the "YES" option in this program to save any of the changes made.

Recycling Management System
Payroll
Employee Maintenance

ABC	SCRAP	EMPLOYEE MAINTENANCE 2	FUNC (ADD,CHG,DEL,INQ,END)	ADD
	EMPLOYEE #			
40	DED 1 AMT			
41	DED 1 CST			
42	DED 1 BAL		57	DED 1 YTD
43	DED 2 AMT		58	DED 2 YTD
44	DED 3 AMT		59	DED 3 YTD
45	DED 4 AMT		60	DED 4 YTD
46	DED 5 AMT		61	DED 5 YTD
47	DED 6 AMT		62	DED 6 YTD
48	DED 7 AMT	DED 7 FLAG	63	DED 7 YTD
49	DED 8 AMT		64	DED 8 YTD
50	DED 9 AMT		65	DED 9 YTD
51	DED 10 AMT	52	DED 10	BAL YTD
53	DED 11 AMT	54	DED 11	BAL YTD
55	DED 12 AMT	56	DED 12	BAL YTD

EMPLOYEE MAINTENANCE SCREEN 2

PAYROLL DEDUCTIONS

This payroll system is set up for 12 deduction amounts. Deduction 1 is used for savings bonds. Deduction 2, 3, 5, 6, 8, and 9 are no limit deductions. Deduction 7 may be used as a pension percentage. Deductions 10, 11 and 12 are limit deductions. The operator must indicate which deductions are to be taken before a payroll is run.

If deduction 1 is taken for a particular payroll, the deduction amount is added to the deduction balance. If the deduction balance is equal to or greater than the bond price, the employee is eligible for a bond or bonds.

If deduction 7 is taken for a particular payroll, the deduction 7 flag indicates type of processing desired. If the deduction 7 flag equals "P" or "N", the deduction 7 amount is considered a pension percentage. If a pension percentage is used, gross earnings are multiplied by the pension percentage. The result is the amount to be deducted. If the deduction 7 flag equals "P", the amount deducted is automatically added back to the employees' net check. This eliminates the need for an adjustment to net. If the deduction 7 flag equals "N", an adjustment to net must be used to pay back an employee. If the deduction 7 flag equals "space", the deduction is handled like a no limit deduction.

If deduction 10, 11 and/or 12 are taken for a particular payroll, this indicates that a limit is used. If an employees' total deducted amounts equal the deduction limit, the deduction is no longer taken. However, if the total deducted amount does NOT equal the deduction limit, then the deduction amount is added to the total deducted amount. In this case, if the total deducted amount is greater than the

deduction limit, the total amount is subtracted from the deduction limit. The result is the amount to be deducted.

Recycling Management System
Payroll
Employee Maintenance

Deduction 4 may only be used for a tax sheltered annuity. This amount is taxable only for social security tax.

DEDUCTION 1 - This field is used for the United States Savings Bonds deduction.
AMOUNT - This field represents the amount to be withheld each pay period for the savings bonds.
COST - This field represents the purchase amount of the bond.
BALANCE - This field represents the balance withheld toward purchase.

DEDUCTIONS 2 3 5 6 8 9 - These fields are used for regular withholding deductions. These fields may be assigned to any type of regular recurring deduction such as:
Health Insurance
Life Insurance
Credit Union
Income Protection Insurance
Short Term Disability
Union Dues
Uniforms and/or Safety Shoes/Glasses

DEDUCTION 4 - This field is used only for tax sheltered annuities. The amount entered here will be exempt from federal and state income tax (401K).

DEDUCTION 7 - This field is used only for retirement deduction plans.
DED 7 AMT - This field represents the amount to be withheld for the employee's retirement fund.
DED 7 FLG - This flag may be set 3 ways depending on the type of retirement plans offered:
P - Equals the pension percent of deduction 7 with automatic payback.
N - Equals the pension percent of deduction 7 with no automatic payback.
Space - The total amount to be deducted.

DEDUCTIONS 10 - 12 - These fields are used for deductions limited to a certain dollar amount over a period of time, such as:
Advances
Wage Assignments
Garnishments
Loans
Union Dues
AMOUNT - This field represents the amount to be withheld each pay period.
BALANCE - This field represents the TOTAL AMOUNT to be deducted for this deduction.

Recycling Management System
Payroll
Employee Maintenance

ABC SCRAP	EMPLOYEE MAINTENANCE 3	FUNC (ADD, CHG, DEL, INQ, END) ADD
EMPLOYEE #	_____	
70 YTD EARNES	_____	85 QTD EARNES
71 YTD FEDERAL		86 QTD FEDERAL
72 YTD FICA SS		87 QTD FICA SS
73 YTD STATE		88 QTD STATE
74 YTD LOCAL		89 QTD LOCAL
75 YTD VDED		90 QTD VDED
76 YTD NT DED.		91 QTD NT DED.
77 YTD ADJ NET		92 QTD ADJ NET
78 YTD E. I. CREDIT		93 QTD E. I. CREDIT
79 YTD NET		94 QTD NET
80 YTD FICA MED		95 QTD FICA MED
		QTD WKS WKD
		QTD HRS WKD

EMPLOYEE MAINTENANCE SCREEN 3

This screen represents the year-to-date and quarter-to-date dollar amounts that the employee has accumulated and are automatically updated with each payroll for the following fields:

Earnings	70, 85
Federal Withholdings	71, 36
FICA withholdings	72, 80, 87, 95
State Tax Withholdings	73, 88
Local Tax Withholdings	74, 89
Voluntary Deductions	75, 90
Adjust Income For FICA	76, 91
Adjust To Net	77, 92
Earned Income Credit	78, 93
Net	79, 94

The accumulated quarter-to-date weeks and hours worked will also display at the bottom of the screen.

Recycling Management System
Payroll
Employee Maintenance

ABC SCRAP	EMPLOYEE MAINTENANCE 4	FUNC (ADD, CHG, DEL, INQ, END) ADD
EMPLOYEE #	_____	
100 YTD REG HRS	_____	110 YTD REG EARN
101 YTD OVT HRS		111 YTD OVT EARN
102 YTD DT HRS		112 YTD DT EARNS
103		113
104 YTD VAC HRS		114 YTD VAC EARN
105 YTD HOL HRS		115 YTD HOL EARN
106 YTD SIC T HRS		116 YTD SIC T
107		117
108		118
109		119
		120 YTD COMMISSION
		121
		122
		123 YTD EARNS 1
		124 YTD EARNS 2
125 FISCAL HRS		126 FISCAL DOL

EMPLOYEE MAINTENANCE SCREEN 4

This screen represents the year-to-date and quarter-to-date dollar amounts that the employee has accumulated and are automatically updated with each payroll for the following fields:

- 100 Regular Time
- 101 Overtime
- 102 Double Time
- 103 N/A
- 104 Vacation Hours
- 105 Holiday Hours
- 106 Taxable Sick Hours
- 107 Non-Taxable Sick Hours
- 108 N/A
- 109 N/A

This screen also represents the year-to-date dollar amount for the following earnings:

- | | | |
|--------------------|----------------------------|----------------------|
| 110 Regular | 115 Holiday Hours | 120 Commissions |
| 111 Overtime | 116 Taxable Sick Hours | 121 Meals |
| 112 Double Time | 117 Non-Taxable Sick Hours | 122 Taxable Tips |
| 113 N/A | 118 N/A | 123 Other Earnings 1 |
| 114 Vacation Hours | 119 N/A | 124 Other Earnings 2 |

DATA OK (YES, ITM, CAN, END) - Type YES if the data is correct and proceed to the next screen.

Recycling Management System

Payroll

Employee Maintenance

If the information is incorrect, enter the item number of the incorrect field and type the correct data.

Typing CAN will return the cursor to the EMPLOYEE# field.

Typing END will return the cursor to the EMPLOYEE# field where you can type ^ to the FUNCTION command to enter END to exit the program.

Recycling Management System
Payroll
Employee Maintenance

ABC SCRAP	EMPLOYEE MAINTENANCE 5	FUNC (ADD, CHG, DEL, INQ, END) ADD
EMPLOYEE #		
130 MTD EARNS	_____	140 MTD DED1
131 MTD FED	_____	141 MTD DED2
132 MTD FICA-S		142 MTD DED3
133 MTD FICA-M		143 MTD DED4
134 MTD STATE		144 MTD DED5
135 MTD LOCAL		145 MTD DED6
		146 MTD DED7
		147 MTD DED8
		148 MTD DED9
		149 MTD DED10
		150 MTD DED11
		151 MTD DED12
		160 MTD NET

EMPLOYEE MAINTENANCE SCREEN 5

This screen represents the month-to-date earnings, FICA, federal, state and local tax and deduction amounts. These are automatically updated with each payroll. The month-to-date net amount will display at the bottom of the screen.

Recycling Management System
Payroll
Employee Maintenance

ABC SCRAP	EMPLOYEE MAINTENANCE 1	FUNC (ADD, CHG, DEL, INQ, END) CHG
EMPLOYEE # _____		SCREEN 1, 2, 3, 4, 5, E, C _

CHANGING AN EMPLOYEE

FUNC (ADD, CHG, DEL, INQ, END) - Type CHG.

EMPLOYEE # - Enter the employee number. The employee first and last name displays automatically. If an employee number is entered that does not exist, the cursor returns to the EMPLOYEE # prompt. Entering a ^ (shift 6) or E or END will return the cursor to the FUNCTION line.

SCREEN 1, 2, 3, 4, 5, E, C - Enter the number of the screen you wish to make the changes on. Typing E or C will return the cursor to the EMPLOYEE # prompt.

After the operator has entered the number of the screen where the changes will be input, the selected screen will display and the cursor will be at the DATA OK line.

DATA OK (YES, ITM, CAN, END) - Enter the item number of the data that needs to be changed and when you have completed the changes the cursor will return to the DATA OK line. Type YES if the data is correct and the operator is returned to the CHAnGe Employee Maintenance Screen 1. Type the item number of the data that needs to be changed if there are other items that need to be changed. Typing CAN or END will return you to the EMPLOYEE # prompt on the Employee Maintenance Screen 1.

Recycling Management System
Payroll
Employee Maintenance

DELETING AN EMPLOYEE

Deleting an employee consists of two steps:

Step 1:

FUNC (ADD, CHG, DEL, INQ, END) - Type CHG.

EMPLOYEE # - Enter the employee number.

SCREEN 1,2,3,4,5,E,C - Select SCREEN 1.

DATA OK (YES, ITM, CAN, END) - Select item 11 and enter the termination date.

The cursor will automatically move to item 38 RTCHGCDE. Enter 19 (Employee Termination) or 20 (Employer Termination). The cursor will move back to the DATA OK line and you will select item 12 and enter a T (terminated employee) at the STAT FLAG prompt. The cursor will automatically move to item 38 RTCHGCDE. Enter the change code as you did for number 11. After the changes have been made type YES at the DATA OK line to accept the changes made.

Step 2:

FUNC (ADD, CHG, DEL, INQ, END) - Type DEL.

EMPLOYEE # - Enter the employee number. All of the information pertaining to the employee from the Employee Maintenance 1 screen will automatically display on the screen and the cursor will move to the bottom of the screen.

DELETE THIS EMPLOYEE?(YES,END) - Enter YES if you wish to delete this employee. Typing END will return the cursor to the EMPLOYEE # prompt without deleting the employee.

If there are accumulated earnings, the employee will not be completely deleted until the W-2 forms and the end-of-year procedures and reports are completed.

Recycling Management System
Payroll
Employee Maintenance

EMPLOYEE INQUIRY

FUNC (ADD,CHG,DEL,INQ,END) - Type INQ.

EMPLOYEE # - Enter the employee number. All of the information pertaining to the employee from the Employee Maintenance 1 screen will automatically display on the screen and the cursor will move to the bottom of the screen.

SCREEN 1,2,3,4,5,E,C - Select the screen you wish to view. Typing E or C will return you to the EMPLOYEE # prompt.

DATA OK (YES,ITM,CAN,END) - Enter YES to return to the SCREEN selection prompt. Typing CAN or END will return the cursor to the EMPLOYEE # where you can enter a new employee number or type an ^ which will move the cursor to the FUNCTION line and you can END out of the program.

Recycling Management System
Payroll
Control File Maintenance

MENU ITEM 12 on the PAYROLL MENU

(12) CONTROL FILE MAINTENANCE

The control files contain payroll program information that is changed infrequently such as company name and abbreviation, federal ID number, state ID number, and deduction status.

Recycling Management System
Payroll
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 40
2. CLIENT NAME	A. B. C. SCRAP CO.	
3. CLIENT NAME ABR.	ABC SCRAP	
4. PAY PERIOD END DATE	120197	
5. CHECK DATE	120197	
6. MONTH	07	
7. LINE COUNT	066	
8. LASER (Y,N)	Y	
9. G/L (Y/N)	Y	
DATA OK (YES,CAN,ITM) ____		

PAYROLL CONTROL KEY #40

- 2. CLIENT NAME - The company name (up to 30 characters)
- 3. CL NAME ABR - Abbreviated name (10 Characters)
- 4. PAY PERIOD END DATE - Six digits (MMDDYY)
- 5. CHECK DATE - Six digits (MMDDYY)
- 6. MONTH - The operator is not required to enter this field
- 7. LINE COUNT - Enter 66
- 8. LASER (Y,N) - Enter Y if a laser printer is being used.
- 9. G/L (Y/N) - Enter Y if using the RMS G/L system.

DATA OK (YES,CAN,ITM) - Entering YES rewrites the new control file information.
CAN - This selection returns the cursor to the control key field.
ITM - Enter numbers 1 through 9 to change information

Recycling Management System
Payroll
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT		CTL KEY 41
1. HOURLY PAY CODE	(Y,N)	Y	17. FEDERAL % .0000
2. BI-WEEKLY PAY CODE	(Y,N)	Y	18. STATE % .0000
3. SEMI-MONTHLY PAY CODE	(Y,N)	Y	19. HEALTH INS DED CODE
4. MONTHLY PAY CODE	(Y,N)	Y	20. LIFE INS DED CODE
5. DEDUCTION # 1 (Y,N)	Y		21. LIFE INS % .0000
6. DEDUCTION # 2 (Y,N)	Y		22. EMPLOYEE RETIRE 1 C .0000
7. DEDUCTION # 3 (Y,N)	Y		23. EMPLOYER RETIRE 1 C .0000
8. DEDUCTION # 4 (Y,N)	Y		24. EMPLOYEE RETIRE 2 N .0000
9. DEDUCTION # 5 (Y,N)	Y		25. EMPLOYER RETIRE 2 N .0000
10. DEDUCTION # 6 (Y,N)	Y		26. EMPLOYER RETIRE 3 C .0000
11. DEDUCTION # 7 (Y,N)	Y		27. EMPLOYER RETIRE 4 N .0000
12. DEDUCTION # 8 (Y,N)	Y		28. LIFE INS ADJ FLAG
13. DEDUCTION # 9 (Y,N)	Y		29. DISABILITY FLAG
14. DEDUCTION #10 (Y,N)	Y		30. CKOPT PRINT (Y,N)
15. DEDUCTION #11 (Y,N)	Y		31. CROSS WALK FLAG
16. DEDUCTION #12 (Y,N)	Y		

DATA OK (YES,CAN,ITM) ____

PAYROLL CONTROL KEY #41

- 1. HOURLY PAY CODE - Type Y for weekly hourly payroll
 - 2. BI-WEEKLY PAY CODE - Type Y for every 2 weeks
 - 3. SEMI-MONTHLY PAY CODE - type Y for paid twice a month
 - 4. MONTHLY PAY CODE - Type Y for paid once a month
 - 5-16 - DEDUCTIONS #1 through #12:
 - Y - Enter "Y" for deduction to be taken this pay period
 - N - Enter "N" if the deduction will not be taken this pay period
 - 17. FEDERAL % - federal tax percentage (i.e., 20% entered as 2000)
 - 18. STATE % - state tax percentage
- DATA OK(YES,CAN,ITM) - YES rewrites the new control file information.
 CAN - This selection returns the cursor to the control key field.
 ITM - Enter numbers 1 through 7 to change information

Recycling Management System
Payroll
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 42
1. DEDUCTION 1		
2. DEDUCTION 2		
3. DEDUCTION 3		
4. DEDUCTION 4		
5. DEDUCTION 5		
6. DEDUCTION 6		
7. DEDUCTION 7		
8. DEDUCITON 8		
9. DEDUCTION 9		
10. DEDUCTION 10		
11. DEDUCTION 11		
12. DEDUCTION 12		
13 LABR DST TYP SPI1		
DATA OK (YES,CAN,ITM) ____		

PAYROLL CONTROL KEY #42

1-12. Type in a 5 character name for each deduction that correspond to the deductions 1-12 in the Employee Maintenance program (Screen 2). (i.e. 1 = BONDS, 2 = SAFTY, 10 = ADVNC).

DATA OK(YES,CAN,ITM) - YES rewrites the new control file information.
CAN - This selection returns the cursor to the control key field.
ITM - Enter numbers 1 through 7 to change information.

Recycling Management System
Payroll
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 43
1. CK NAME		
2. CK ADDR		
3. U.C. NO	9999999-999	
4. STATE	WI	
5. LASER TYPE	lzcfnfg	

DATA OK (YES,CAN,ITM) ____

PAYROLL CONTROL KEY #43

1. CK NAME - Enter the check name.
 2. CK ADDR - Enter check address.
 3. U.C. NO - Enter Unemployment Compensation number.
 4. STATE - Enter the state.
 5. LASER TYPE - Enter the laser type depending on the device driver (in this case "lzcfnfg").
- DATA OK (YES,CAN,ITM) - YES rewrites the new control file information.
CAN - This selection returns the cursor to the control key field.
ITM - Enter numbers 1 through 7 to change information.

Recycling Management System
Payroll
Control File Maintenance

ABC	SCRAP		CONTROL FILE MAINT	CTL KEY 46
1.	HEALTH CODE	1		
2.	HEALTH AMOUNT	1	.00	
3.	HEALTH CODE	2		
4.	HEALTH AMOUNT	2	.00	
5.	HEALTH CODE	3		
6.	HEALTH AMOUNT	3	.00	
7.	HEALTH CODE	4		
8.	HEALTH AMOUNT	4	.00	
9.	HEALTH CODE	5		
10.	HEALTH AMOUNT	5	.00	
11.	HEALTH CODE	6		
12.	HEALTH AMOUNT	6	.00	
13.	HEALTH CODE	7		
14.	HEALTH AMOUNT	7	.00	
15.	HEALTH CODE	8		
16.	HEALTH AMOUNT	8	.00	
17.	HEALTH CODE	9		
18.	HEALTH AMOUNT	9	.00	
19.	FRINGE FLAG			

DATA OK (YES,CAN,ITM) ____

CONTROL KEY #46

1-19. NOT USED

DATA OK (YES,CAN,ITM) - YES rewrites the new control file information,
CAN - returns the cursor to the control key field.
ITM - enter the number of the item you wish to change.

Recycling Management System
Payroll
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 47
1. HEALTH CODE 10		
2. HEALTH AMOUNT 10	.00	
3. HEALTH CODE 11		
4. HEALTH AMOUNT 11	.00	
5. HEALTH CODE 12		
6. HEALTH AMOUNT 12	.00	
7. HEALTH CODE 13		
8. HEALTH AMOUNT 13	.00	
9. HEALTH CODE 14		
10. HEALTH AMOUNT 14	.00	
11. HEALTH CODE 15		
12. HEALTH AMOUNT 15	.00	
13. HEALTH CODE 16		
14. HEALTH AMOUNT 16	.00	
15. HEALTH CODE 17		
16. HEALTH AMOUNT 17	.00	
17. HEALTH CODE 18		
18. HEALTH AMOUNT 18	.00	
DATA OK (YES,CAN,ITM) ____		

CONTROL KEY #47

1-18. NOT USED

DATA OK (YES,CAN,ITM) - YES rewrites the new control file information.
CAN - returns the cursor to the control key field.
ITM - enter the number of the item you wish to change.

Recycling Management System
Payroll
Control File Maintenance

ABC SCRAP

CONTROL FILE MAINT

CTL KEY 48

1. COMPANY/SCHOOL NAME
2. COMPANY/SCHOOL ADDRESS

DATA OK (YES,CAN,ITM) ____

CONTROL KEY #48

1. NOT USED
2. NOT USED

DATA OK (YES,CAN,ITM) - YES rewrites the new control file information.
CAN - returns the cursor to the control key field.
ITM - enter the number of the item you wish to change.

Recycling Management System
Payroll
Control File Maintenance

ABC SCRAP

CONTROL FILE MAINT

CTL KEY 49

1. COMPANY/SCHOOL ADDRESS
2. CITY STATE + ZIP
3. SOC SECURITY ADMIN

DATA OK (YES,CAN,ITM) ____

CONTROL KEY #49

1. NOT USED
2. NOT USED
3. NOT USED

DATA OK (YES,CAN,ITM) - YES rewrites the new control file information
CAN - returns the cursor to the control key field.
ITM - enter the number of the item you wish to change.

Recycling Management System
Payroll
Control File Maintenance

ABC SCRAP

CONTROL FILE MAINT

CTL KEY 50

1. FEDERAL ID NUM
2. STATE ID # 1
3. STATE NAME 1
4. STATE ID # 2
5. STATE NAME 2
6. STATE ID # 3
7. STATE NAME 3

DATA OK (YES,CAN,ITM) ____

CONTROL KEY #50

1. FEDERAL ID NUM - enter the Federal ID number.
- 2, 4, 6. STATE ID # 1 - enter the State ID number.
- 3, 5, 7. STATE NAME 1 - enter the two letter code of the state.

DATA OK (YES,CAN,ITM) - YES rewrites the new control file information.
CAN - returns the cursor to the control key field.
ITM - enter the number of the item you wish to change.

Recycling Management System
Payroll
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 51
EARNs DESC		
01	REG HRS	
02	OT HRS	
03		
04	MISC RT	
05	VAC HRS	
06	HOL HRS	
07		
08		

CONTROL KEY #51

Used to print the description of the hours worked on the payroll paycheck. These fields correspond to the list of Payroll Transaction Codes on pages 18-19 (2 INPUT).

Recycling Management System
Payroll
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 52
EARNs DESC		
09	MILES	
10	LOADS	
11		
12		
13		
14	S BONUS	
15		
16		

CONTROL KEY #52

Used to print the description of the hours worked on the payroll paycheck. These fields correspond to the list of Payroll Transaction Codes on pages 18-19 (2 INPUT).

Recycling Management System
Payroll
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 53
DESCRIPTION	G/L NUMBER	
=====	=====	
1. MTD GROSS PAY		
2. MTD FED W/H		
3. MTD FICA-S W/H		
4. MTD FICA-M W/H		
5. MTD STATE W/H		
DATA OK (YES,CAN,ITM) ____		

CONTROL KEY #53

The month-to-date accumulated withholding G/L numbers.

1. The G/L number assigned to MTD GROSS PAY.
2. The G/L number assigned to MTD FED W/H.
3. The G/L number assigned to MTD FICA-S W/H.
4. The G/L number assigned to MTD FICA-M W/H.
5. The G/L number assigned to MTD STATE W/H.

DATA OK (YES,CAN,ITM) - - YES rewrites the new control file information.
CAN - returns the cursor to the control key field.
ITM - enter the number of the item you wish to change.

Recycling Management System
Payroll
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 55
DESCRIPTION	G/L NUMBER	
=====	=====	
1. MTD DED5 W/H		
2. MTD DED6 W/H		
3. MTD DED7 W/H		
4. MTD DED8 W/H		
5. MTD DED9 W/H		
DATA OK (YES,CAN,ITM) ____		

CONTROL KEY #55

The month-to-date accumulated withholding G/L numbers.

1. The G/L number assigned to MTD DED5 W/H.
2. The G/L number assigned to MTD DED6 W/H.
3. The G/L number assigned to MTD DED7 W/H.
4. The G/L number assigned to MTD DED8 W/H.
5. The G/L number assigned to MTD DED9 W/H.

DATA OK (YES,CAN,ITM) - - YES rewrites the new control file information.
CAN - returns the cursor to the control key field.
ITM - enter the number of the item you wish to change.

Recycling Management System
Payroll
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 56
DESCRIPTION	G/L NUMBER	
=====	=====	
1. MTD DED10 W/H		
2. MTD DED11 W/H		
3. MTD DED12 W/H		
4. MTD NET PAY		
5.	000000	
DATA OK (YES,CAN,ITM) ____		

CONTROL KEY #56

The month-to-date accumulated withholding G/L numbers.

1. The G/L number assigned to MTD DED10 W/H.
2. The G/L number assigned to MTD DED11 W/H.
3. The G/L number assigned to MTD DED12 W/H.
4. The G/L number assigned to MTD NET PAY.

DATA OK (YES,CAN,ITM) - - YES rewrites the new control file information.
CAN - returns the cursor to the control key field.
ITM - enter the number of the item you wish to change.

Recycling Management System
Payroll
Reset MTD, QTD, YTD And/Or FCL

MENU ITEM 13 on the PAYROLL MENU

ABC SCRAP	RESET MTD, QTD, YTD AND/OR FCL
NOTES: RESETTING YTD ALSO RESETS QTD & MTD FIGURES.	
RESETTING QTD ALSO RESETS MTD FIGURES.	
DO YOU WISH TO RESET (MTD, QTD, YTD, FCL, END) _____	

(13) RESET MTD, QTD, YTD AND/OR FCL

Prior to entering any payroll information at the start of each calendar month, quarter, year or fiscal year this program is run to reset all accumulated payroll totals for the new period.

First screen:

DO YOU WISH TO DELETE TERMINATED EMPLOYEES (YES,NO) - YES will delete all terminated employees having no quarter-to-date and year-to-date earnings.
NO - This selection will keep all terminated employees on the master file.

Second screen:

DO YOU WISH TO RESET (MTD, QTD, YTD, FCL, END) - MTD - will reset the month-to-date payroll totals to zero. It is done before the payroll input is run for the first pay period of a new month.
QTD - This selection will reset the quarter-to-date payroll totals to zero. It is done before the payroll input is run for the first pay period of a new quarter. This selection is used only four times a year. Resetting the QTD will also reset the current month-to-date figures.
YTD - This selection is used one (1) time a year. This is done prior to inputting the FIRST pay period of each year. Be sure to save (32) the W-2 forms and print out the (27) MTD/QTD/YTD REGISTERS and (29) EMPLOYEE MASTER LIST before resetting the YTD. Resetting the YTD will also reset the current quarter-to-date and month-to-date figures.

Recycling Management System
Payroll
Reset MTD, QTD, YTD And/Or FCL

FCL - This selection is run only once a year. This is run prior to inputting the FIRST pay period of a new fiscal year. It is done independent of the MTD, QTD, or YTD resets.
END - This selection brings the cursor back to the payroll master menu.

Recycling Management System
Payroll
Tax File Maintenance

MENU ITEM 14 on the PAYROLL MENU

-- TAX FILE MAINTENANCE --		(END, ADD, CHG, DEL, INQ)
SEGMENT ID -		
1. FICA %	(SS)	.9999
2. FICA W/H LIM	(SS)	9999.99
3. FICA \$ LIM	(SS)	99999.99
4. FICA %	(MED)	.9999
5. FICA W/H LIM	(MED)	999999.99
6. FICA \$ LIM	(MED)	9999999.99
		DATA OK? (YES, ITEM, END) _____

(14) TAX FILE MAINTENANCE

Annual formulas, percentages, and limits for federal withholding, state withholding, and FICA are entered for payroll withholding calculations.

Each year you must send a copy of your state withholding tax pamphlet and we will send you back a printout of what information to enter in the tax file fields.

(END, ADD, CHG, DEL, INQ) - END will return you to the Payroll Menu.

ADD - will allow you to add new segment.

CHG - will allow you to change the data in the segment you select.

DEL - will allow you to delete data in the segment you select.

INQ - displays the information in the segment you select on the screen.

SEGMENT ID - enter the two letter code for the segment you wish to change, view, add, or delete information from:

FD = Federal

FC = FICA (sample screen above)

The two letter state code (ex. WI for Wisconsin or MN for Minnesota) will display the state withholding screen for the state requested.

NOTE

The decimal places must be entered for the percentages (i.e. if the FICA percentage is 6.5% it would be entered as .0650).

Recycling Management System
Payroll
Restore Payroll Master

MENU ITEM 15 on the PAYROLL MENU

* RESTORE PAYROLL FILES *

THIS PROCESS COPIES THE PAYROLL FILES PRIOR
TO THE UPDATE. THE LAST UPDATE WILL BE ERASED!
ENTER 'COPY' TO CONTINUE OR 'CAN' TO CANCEL

(15) RESTORE PAYROLL MASTER

The current payroll input information, and previous payroll history files can be restored allowing you to correct, rerun and re-update the current payroll if errors are caught.

THIS PROCESS COPIES THE PAYROLL FILES PRIOR
TO THE UPDATE. THE LAST UPDATE WILL BE ERASED!
ENTER 'COPY' TO CONTINUE OR 'CAN' TO CANCEL

Type CAN to exit out of the program and return to the main menu without restoring the prior payroll input.
Type COPY to restore the previous payroll.

The following messages will be displayed:

CURRENTLY COPYING THE CURRENT PAY PERIOD FILE
CURRENTLY COPYING THE PAYROLL MASTER FILE

After these messages are displayed and the copying is completed press ENTER to return to the Payroll Menu.

Recycling Management System
Payroll
Employee Time Sheets

MENU ITEM 16 on the PAYROLL MENU

(16) EMPLOYEE TIME SHEETS

Prints the payroll time sheet for the pay period. Each employee number name division number and department is listed with pay rate, regular hours worked, over time hours worked, and other hours worked. The total number of employees and the grand totals print at the bottom of the report.

After the printer has been chosen the screen will display the following message:
PRINTING IN PROCESS

The cursor will than return to the Payroll Menu.

Recycling Management System
Payroll
Extract MTD P/R Data For G/L

MENU ITEM 17 on the PAYROLL MENU

ABC SCRAP	EXTRACT MTD P/R DATA FOR G/L
ENTER PERIOD END DATE (MMDDYY) 99/99/99	
ENTER G/L PERIOD(1-12) _____	
DO YOU WISH TO CONTINUE (YES,NO,END) _____	

(17) EXTRACT MTD P/R DATA FOR G/L

Extracts the month-to-date payroll information for the general ledger work file to enable the G/L to be updated with these transactions for the proper period.

ENTER PERIOD END DATE (MMDDYY) - Enter the date the period ends (MMDDYY).

ENTER G/L PERIOD(1-12) - Enter the general ledger period you are extracting the payroll data for (a number from 1 to 12).

DO YOU WISH TO CONTINUE (YES,NO,END) - YES will extract the payroll information for the G/L.
NO - will return the cursor to the period end date line without extracting the payroll information enabling you to enter a new period end date if the one previously entered is incorrect.
END - will return you to the Payroll Menu without extracting the payroll information for the G/L.

Recycling Management System
Payroll
Pay Period Register

MENU ITEM 20 on the PAYROLL MENU

ABC SCRAP	PAYROLL REGISTER
DO YOU WISH TO CONTINUE (YES,NO) ____	

(20) PAY PERIOD REGISTER

The details of each employee's check (hours, pay rate, federal & state withholding, FICA, and total other deductions) are printed along with the totals for each division and the total payroll. This report is processed in division order. Each division will have separate totals. The last page will show the grand totals for all divisions.

DO YOU WISH TO CONTINUE (YES,NO) - YES will start the printing. When the printing is done, the cursor will go back to the Payroll Menu.
No - This selection will return the screen to the payroll master menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
Payroll
Check Printing

MENU ITEM 21 on the PAYROLL MENU

ABC SCRAP	CHECK PRINTING
ENTER CHECK NUMBER _____	
IS THIS THE CORRECT NUMBER (YES,NO) ____	
IS THIS A RESTART (YES,NO) ____	
DO YOU WISH TO CONTINUE (YES,NO) ____	

(21) CHECK PRINTING

Prints the payroll checks for each employee being paid.

ENTER THE CHECK NUMBER - Type the first check number to be used for this pay period.

IS THIS THE CORRECT NUMBER (YES,NO) - YES will allow the operator to continue.

NO - Moves the cursor back to the check number so that the correct check number may be entered.

IS THIS A RESTART (YES,NO) - No allows the checks to be printed from the first employee on to the last.

YES - In selecting this answer, the operator will then get the question "WHAT IS THE LAST GOOD CHECK NUMBER". The operator will then enter that number and will start the check printing with the next check number.

(EXAMPLE: If a check would get hung up in the printer after a number of them have been printed, the operator would then go back into "CHECK PRINTING" (Item 15) and answer the "IS THIS A RESTART" question with a "YES". "WHAT IS THE LAST GOOD CHECK NUMBER" will then be asked. The operator would enter that check number. (NOTE, Be sure the LAST GOOD check number is entered here; NOT the LAST CHECK). Printing of the checks will start again beginning with the first check that wasn't printed properly on the first run.

DO YOU WISH TO CONTINUE (YES,NO) - YES will print the checks immediately.

NO - Will not allow the printing of the checks and brings the cursor back to the Payroll Menu.

Recycling Management System
Payroll
Check Printing

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
Payroll
Check Register

MENU ITEM 22 on the PAYROLL MENU

ABC SCRAP	CHECK REGISTER
DO YOU WISH TO CONTINUE (YES,END) ____	

(22) CHECK REGISTER

This report lists the employee number, name, paycheck number and gross wages, deductions, and the check amount for each employee payroll check written.

PRINT(A,E,X) - A prints a CHECK RECONCILIATION JOURNAL with employee numbers, names, payroll check numbers, check amounts and total checks and amounts automatically without going to the second screen.

E - proceeds to the next screen (see above). If you continue on this screen, the check register prints.

X - will return the cursor to the MENU ITEM field at the top of the Payroll Menu.

DO YOU WISH TO CONTINUE (YES,END) - YES will print the check register.

END - Does not print the check register, exits out of the program and returns to the Payroll Menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
Payroll
Deduction Reports

MENU ITEM 23 on the PAYROLL MENU

ABC SCRAP	PAYROLL DEDUCTION REPORTS
WHICH DEDUCTION DO YOU WISH TO PRINT (99=ALL) 99	
BEGIN PRINTING(Y,E) _	

(23) DEDUCTION REPORTS

All the miscellaneous deductions, other than taxes withheld, are listed for each employee.

WHICH DEDUCTION DO YOU WISH TO PRINT (99=ALL) - Type 99 if you wish to print out all deductions. Type the deduction number (1 - 12) if you want to print out one deduction.

BEGIN PRINTING(Y/E) - Type Y to print out the report. Enter E to exit the program and return to the Payroll Menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
Payroll
Labor Distribution

MENU ITEM 24 on the PAYROLL MENU

(24) LABOR DISTRIBUTION

Prints a summary or detailed report of labor distribution with employee numbers, names, hours, dollars, general ledger account numbers, individual employee totals, department, and division totals.

PRINT (DET, SUM, CAN, SPI) - DET prints a detailed report. Enter SUM to print a summary report. Enter CAN to return to the MENU ITEM prompt at the top of the Payroll Menu. SPI - NOT USED

Recycling Management System
Payroll
Quarterly Wage Report

MENU ITEM 25 on the PAYROLL MENU

```
ABC SCRAP      QUARTERLY WAGE REPORT

                ENTER QUARTERLY WAGE REPORT DUE DATE  99/99/99

                ENTER QUARTERLY WAGE REPORT QUARTER      ___

                ENTER QUARTERLY WAGE REPORT YEAR        ___

                IS THE U.C. NO. AND THE STATE CORRECT (YES,NO)  ___

                    9999999-999      WI

                DO YOU WISH TO CONTINUE (YES,NO,END)      ___
```

(25) QUARTERLY WAGE REPORT

Prints a quarterly earnings report.

ENTER QUARTERLY WAGE REPORT DUE DATE - Enter the quarterly wage report due date (MMDDYY)

ENTER QUARTERLY WAGE REPORT QUARTER - Enter the quarter that you are printing the wage report for (1-4)

ENTER QUARTERLY WAGE REPORT YEAR - Enter the two digit year that the quarter you are printing the report (YY) (i.e. the year 1997 would be entered as 97).

IS THE U.C. NO. AND THE STATE CORRECT (YES,NO)
9999999-999 WI - Type YES if the U.C. is correct and proceed to the next question.
NO - will move the cursor to the U.C. number enabling the operator to change the number and the state. When the correcting entries are complete the cursor returns to IS THE U.C. NO AND THE STATE CORRECT line and the operator can enter YES and proceed to the next question.

DO YOU WISH TO CONTINUE (YES,NO,END) - Typing YES will accept the data and print the report.
NO - will move the cursor to the first question, enabling you to reenter any incorrect data.
END - will exit the program and return the cursor to the Payroll Menu without printing the report.

Recycling Management System
Payroll
Fiscal Hours And Dollars

MENU ITEM 26 on the PAYROLL MENU

ABC SCRAP	PAYROLL FISCAL HRS & DOLS
BEGIN PRINTING(Y,E) _	

(26) FISCAL HOURS & DOLLARS

Prints a report of the employee payroll hours and dollar amounts for the fiscal year. Includes employee number, name, SSN, birth date, hire date and termination date in addition to the hours and dollars.

BEGIN PRINTING(Y,E) - Y will print the report.

E will exit the program and return the cursor to the Payroll Menu without printing the report.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
Payroll
MTD/QTD/YTD Registers

MENU ITEM 27 on the PAYROLL MENU

ABC SCRAP	MONTH TO DATE REGISTER
	BEGIN PRINTING?(YES,END) ____

(27) MTD/QTD/YTD REGISTER

Prints the accumulated month-to-date, quarter-to-date or year-to-date wages paid and taxes withheld for each employee along with the payroll totals.

PRINT (MTD/QTD/YTD/END) REGISTER - MTD will print the month-to-date register.
OTD - will print the quarter-to-date register.
YTD - will print the year-to-date register.
END - will return the cursor to the MENU ITEM prompt on the Payroll Menu.

BEGIN PRINTING?(YES,END) - Type YES to print the report. Type END to exit the program and return to the Payroll Menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
Payroll
Employee Master List

MENU ITEM 29 on the PAYROLL MENU

ABC SCRAP	EMPLOYEE MASTER LIST
DO YOU WISH TO PRINT A RANGE OF EMPLOYEES (YES, NO, END) _____	
ENTER STARTING NUMBER	
ENTER <u>ENDING</u> NUMBER	

(29) EMPLOYEE MASTER LIST

This report is a printed listing of all the information for each employee that is contained in the employee maintenance file (all five screens). This report should be printed out at the end of the year as a permanent individual payroll record.

DO YOU WISH TO PRINT A RANGE OF EMPLOYEES (YES, NO, END) - Type NO if you wish to print all employees.

Type END to exit the program and return to the Payroll Menu.

Type YES if you want to print a specific employee or range of employees and not all the employees. If you enter YES you will be requested to complete the starting number and ending number.

ENTER STARTING NUMBER - Type the employee number at the beginning of the employee range you wish to print.

ENTER ENDING NUMBER - Type the employee number at the end of the employee range you wish to print. The report will now print.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
Payroll
Employee Listing

MENU ITEM 30 on the PAYROLL MENU

ABC SCRAP	EMPLOYEE LISTING
	BEGIN PRINTING(Y,E) _

(30) EMPLOYEE LISTING

This report lists the basic employee information used on a frequent basis or for payroll input (employee number, name, address, social security number, pay rate, extra tax withholding amounts, etc).

BEGIN PRINTING(Y,E) - Type Y to print the report.
Type E to exit the program and return to the Payroll Menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
Payroll
Tax File Listing

MENU ITEM 31 on the PAYROLL MENU

-- TAX FILE LISTING --

BEGIN PRINTING? (YES,END) ____

(31) TAX FILE LISTING

Prints the tax file listing for the payroll withholding tax formula amounts for FICA, federal withholding, state withholding, and state unemployment tax.

BEGIN PRINTING? (YES,END) - Type YES to print the report.
Type END to exit the program and return to the Payroll Menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
Payroll
Print W-2 Forms

MENU ITEM 32 on the PAYROLL MENU

```
ABC SCRAP                W-2 PRINT
W2'S PRINT FROM SAVED PAYROLL MASTER FILE
ENTER YEAR OF PAYROLL FILE ___
ONLY DO ONCE!
DO YOU WISH TO SAVE OR PREVIOUSLY DONE?[SAVE/DONE]
```

(32) PRINT W-2 FORMS

Prints the W-2 forms with the employee federal and state income tax information. This program also allows the operator to save the W-2 forms to print at a later date.

ENTER YEAR OF PAYROLL FILE - Enter the 2 digit (YY) year that the W-2s are needed for.

DO YOU WISH TO SAVE OR PREVIOUSLY DONE?[SAVE/DONE] - Enter SAVE if you wish to save the W-2 forms to print at a later date. Type DONE if you are ready to print the W-2 forms.

NOTE

ONLY DO ONCE!

Recycling Management System
Payroll
Print W-2 Forms

ABC SCRAP

W-2 PRINT

EMPLOYER'S DATA

1. NAME
2. ADDRESS LINE 1
3. ADDRESS LINE 2
4. ADDRESS LINE 3
5. NOT USED #
6. FED ID #
7. NAME OF STATE WI STATE ID #
8. NAME OF STATE IL STATE ID #
9. NAME OF STATE STATE ID #
10. NAME OF STATE STATE ID #
11. NAME OF STATE STATE ID #
12. NAME OF STATE STATE ID #
13. NAME OF STATE STATE ID #
14. NAME OF STATE STATE ID #
15. NAME OF STATE STATE ID #
16. NAME OF STATE STATE ID #
17. IS THIS THE CORRECT FICA LIMIT?
18. IS THIS A RESTART (YES,NO)

DATA OK (YES,ITM,STP,CAN) _____

PRINTING W-2 FORMS

The screen displays with the EMPLOYER'S DATA completed and the cursor will be at the DATA OK line.

- DATA OK (YES,ITM,STP,CAN) - Enter YES to accept the data and print the W-2 forms.
- ITM - enables the operator to change any of the numbered line items (1-18).
 - STP - allows you to enter additional states (more than the three states entered in the file control key 50 section).
 - CAN - will exit the program without printing the W-2 forms.

NOTE

Line 17 (IS THIS THE CORRECT FICA LIMIT?) should be checked for accuracy.

Line 18 (IS THIS A RESTART (YES,NO) automatically displays a NO. If this is a restart that line item will have to be changed to a YES.

Recycling Management System
Payroll
Create Mag Media W-2

MENU ITEM 33 on the PAYROLL MENU

```

Y  ABC SCRAP                CREATE W-2 MAGNETIC MEDIA

                                1. REPORT YEAR  _____

** TRANSMITTER **
5. TRANS EIN                1
6. TRANS NAME
7. TRANS ADDR
8. TRANS CITY                STATE      FORZIP      USAZIP
9. 69 NUMBER                COVERAGE GROUP  PAYROLL UNIT RECORD
10. COMPUTER NAME
11. RETURN NAME
12. RETURN ADDR
13. RETURN CITY                STATE      FORZIP      USAZIP

** EMPLOYER **
16. EMPLR EIN                1                TYPE OF EMPLY    16A. OTHER EIN
17. EMPLR 69 NUM            ERA/PRU          LIABILITY INDICATOR
18. EMPLR NAME
19. EMPLR ADDR
20. EMPLR CITY                STATE            FORZIP
                                USAZIP
23. FICA LIMIT-S            _____      24. FICA LIMIT-M
                                DATA OK (YES, ITM, STA, END)  _____

YOU MUST ENTER STATE DATA

```

(33) CREATE MAG MEDIA W-2

Enables the operator to create the W-2 forms on a magnetic media.

CONTINUE (Y,N) - Enter Y to continue and proceed to the above screen to enter the information. Typing N will return the cursor to the MENU ITEM prompt on the Payroll Menu.

Refer to the documents received from the government regarding completion of fields 1-24.

DATA OK(YES,ITM,STA,END) - Type YES (after the STATE DATA has been entered) if the information is correct and the totals will display on the screen. Press ENTER to create the W-2s on the magnetic media and return to the Payroll Menu.

ITM - allows you to change any incorrect items by entering the number of the line item. When the correct information has been entered the cursor returns to the DATA OK line.

STA - enables the operator to complete the STATE DATA(see screen on following page).

END - will exit the program and return to the Payroll Menu.

Recycling Management System
Payroll
Create Mag Media W-2

STATE DATA			
01	.00	.00	.00
02	.00	.00	.00
03	.00	.00	.00
04	.00	.00	.00
05	.00	.00	.00

DATA OK (YES, ITM) _____

The STATE DATA must be completed. Refer to the documents received from the government regarding completion of fields 1-5.

DATA OK (YES, ITM) - Enter YES if the data is correct and the cursor returns to the previous screen where you can enter YES at the DATA OK line to print the W-2 forms on the magnetic media.

ITM - allows you to change any incorrect items by entering the number of the line item. When the correct information has been entered the cursor returns to the DATA OK line.