Payroll

Overview

The Payroll module supplies you with all the tools to do your complete payroll processing and maintain detailed employee files for your payroll and HR departments.

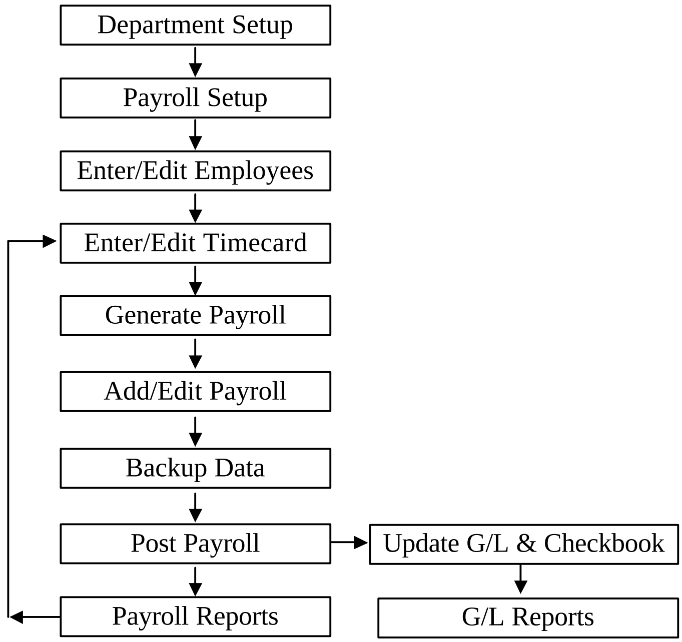
You are able to print out numerous reports to provide your accountant with the necessary information to maintain your payroll and tax records.

You can break out your information by pay period, month or period, quarter, and year. The program will split employee expenses by departments if you assign more than one department in your **Payroll Setup**.

All the necessary payroll information is automatically updated in **G/L** and **Checkbook**.

Workflow

The following figure describes the payroll workflow.



The first step in setting the payroll system is to set up the **Departments**. This step is required only if you will be doing a multi department payroll. The next step is to select the **Payroll Setup** option and set up the employee deductions, accrual setup etc.

After your departments are set up, you can use the **Employee Maintenance** option to enter the employees.

At this point you are ready to issue checks to your employees. There are two ways to do this:

- **Auto Process Payroll Checks**: For details on the **AutoPay** option, please refer to page 623.
- **Manually Process Payroll Checks**: Manual processing is explained in the following section.

After you have set up your employees, use the **Enter/Edit Timecard** option to enter any additional amounts (New Hours worked for the period / Overtime / Bonus etc.). Use the **Timecard List** report to verify if the entered times are correct.

Select the **Generate Payroll** option to calculate the payroll for the employees. Use the **Edit Payroll Checks** option to make any changes, and verify them by printing the **Payroll Worksheet**.

Once you have verified that the information is correct, **Print the Checks**. Print the **Child Support** report if required.

At this point we recommended that you backup your data by using the **Backup** option form the **File** menu. Next, select the **Post Payroll** option to update the employee records, and post to the General Ledger. After you have posted the payroll, you can run your federal, state, and employee history reports.

Each one of these sections above is described in detail in the following sections.

Quick Start for Payroll

Please refer to the **Quick Start Guide** chapter for the quick steps to create setup and issue payroll checks.

Payroll Setup

The first step in using the payroll program is setting up the payroll module. Payroll setup involves the following steps:

- Payroll Department Maintenance.
- Bank Maintenance
- Edit SUI / SDI / CA-ETT Rates.
- Workers' Compensation Rates
- Payroll Tax Table Version

- Deductions
- Earnings
- Accruals
- W2/W3 Form Setup
- Miscellaneous

Payroll Department Maintenance

In order to use the payroll program, at least one department must be set up before you can add your employees to the payroll system.

TIP! **Department Tracking**: For more information on the background of Department tracking as related to the entire system, please refer to the General Ledger chapter. The following pages cover department tracking specifically for the payroll module only.

For most situations, you will not have to set up any departments. The program is preset with the default Department Number as 1. You can use Department Number 1 when setting up your employees. You will need to work with the department setup in the following situations only:

- If you have replaced the default chart of accounts supplied in the program with your own chart of accounts
- If you have enabled the job tracking feature
- If you wish to split employee payroll expenses to multiple departments for separate expense or liability tracking.

Most of the users **do not fall into the categories above** and you can use the existing Department Number 1 that is preset by the program.

The department setup is required to help in tracking the following information:

- Posting to update the employee file with the payroll checks
- Posting to update the General Ledger chart of accounts
- Posting to update Job Tracking
- Tracking payroll for multiple departments

The department setup is a one time set up process only. Once your departments are set up, you do not have to worry about it. In addition you do not have to be familiar with the chart of accounts or job tracking features. The payroll program will automatically set up the accounts for you. You need to enter the Job ID only if you have the Job tracking feature enabled in the **Job Setup** option.

Creating a New Department ID

Step 1: Select the **Department Maintenance** option from the **Payroll** menu. Place the cursor on the **Department ID** field.

Step 2: Type in the new ID to add in the **Department ID** field and press **Enter**.

Step 3: Complete all the fields for the **Department**. A detailed description of all the fields is on page 586.

Step 4: Click on the **Save-F4** button to save the **Department**.

Editing a Department ID

Step 1: Make sure that the cursor is on the **Department ID** field. Type in the Department ID you wish to Edit. If you do not know the Department ID, click on the **Browse-F3** button to list the Department IDs on the screen. Select a Department ID from the browse list. Press **Enter** on the Department ID field.

Step 2: All the fields for the **Department** display on the screen. You can change all the editable fields. You cannot change the information in the Department ID field.

Step 3: Click on the **Save-F4** button to save the **Department**.

Deleting a Department ID

Step 1: Make sure that the cursor is on the **Department ID** field. Type in the Department ID you wish to delete. If you do not know the Department ID, click on the **Browse-F3** button to list the Department IDs on the screen. Select a Department ID from the browse list. Press **Enter** on the Department ID field.

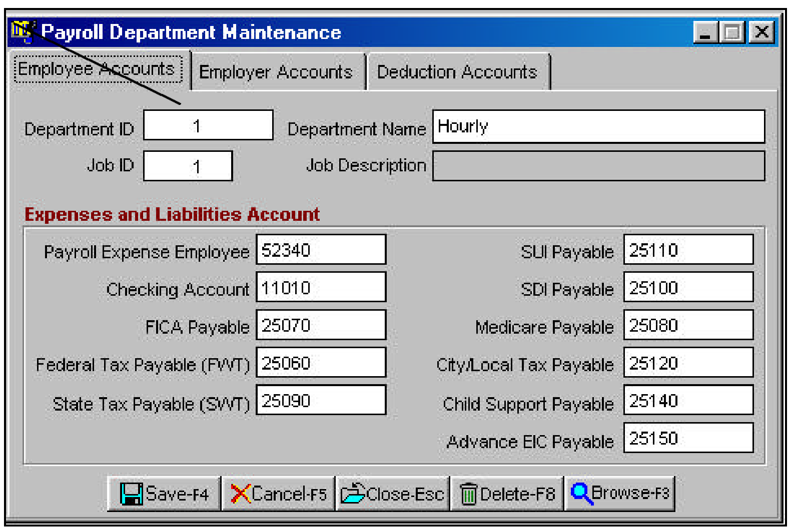
Step 2: All the fields for the **Department** display on the screen.

Step 3: Click on the **Delete-F8** button to delete the **Department**.

Fields for Payroll Department Maintenance

Listed below is the explanation of the various fields in the data entry screen.

Set up unlimited payroll departments.

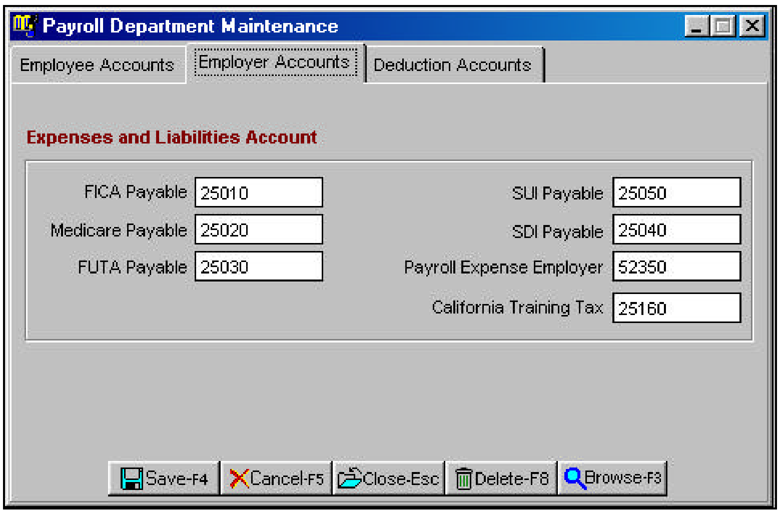


When adding or editing a department, the program will ask you for the following information:

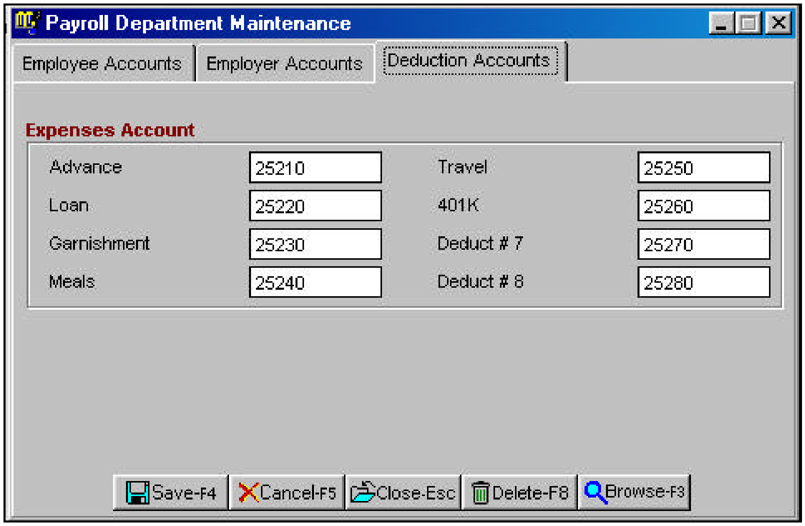
Department ID: This is the identification number for the department. When you add employees to the payroll program, you will be asked for a **Department ID**. Each employee requires a Department ID. You can use a 10 character Department ID.

Department Name: Enter the name of the department. The department name can be 30 characters wide.

Job ID: This field will be available only if you have Job Costing enabled in the **Company Setup**. Enter the Job ID for the Job that will be associated with this department.



Default Account Numbers: The payroll program automatically provides the default account numbers for posting to the General Ledger. For most of the users, the default account numbers are adequate. However, if you wish, you can change these account numbers to suit your requirements. All the account numbers are **Payroll Liability** accounts. The only two exceptions are the payroll expense accounts for the employee and the employer. These accounts are of the type **Operation Expenses**.



How Do I Track Multiple Payroll Departments?

For example, take an employee that works for 40 hours a week. Say this employee was an electrician and you wanted to track his payroll expenses by departments. Listed below is his last workweek:

- 20 Hours were spent working for the Sales Department (Department#1).
- 10 Hours were spent working for the Administration Department (Department#2).
- 10 Hours were spent working for the Shipping Department (Department#3).

Now as an employer, we want to issue a payroll check to this employee but track the payroll expenses relating to him separately for each department. You can achieve this as follows:

Setup the three departments:

- Department #1 as the Sales Department
- Department # 2 as the Administration Department
- Department # 3 as the Shipping Department

Each department would have its own expense account.

When you create a new department, the program gives the following account numbers:

- Employee Payroll Expense: 52340
- Employer Payroll Expense: 52350

You should replace these account numbers with a different account number for each department. For example, you can create the following expense accounts for each department as shown below:

Department	Description	Employee Expense	Employer Expense
Department # 1	Sales Department	52341	52351
Department # 2	Administration Department	52342	52352
Department # 3	Shipping Department	52343	52353

When entering the Timecard information for an employee, you will enter the employee's hours as follows:

Type	Hours	Department
Regular	20	1
Regular	10	2
Regular	10	3

When you create the payroll checks for this employee, the payroll program will automatically post the correct amounts to the appropriate department.

How Do I Process Job Tracking From Payroll?

The splitting of expenses to multiple jobs works exactly in the as departments as shown above. The first step is to enable Job tracking in the **Job Setup** option. The next step is to create a separate Department ID for each Job. For example, you can set up a Department ID #1 for Job ID #1, Department ID #2 for Job ID#2.

When you are entering the Timecard information for this employee, you will enter this employee's hours as follows:

Type	Hours	Department	Job
Regular	20	1	1
Regular	10	2	2

When you create the payroll checks for this employee, the payroll program will automatically post the correct amounts to the appropriate Job in General Ledger.

Bank Maintenance

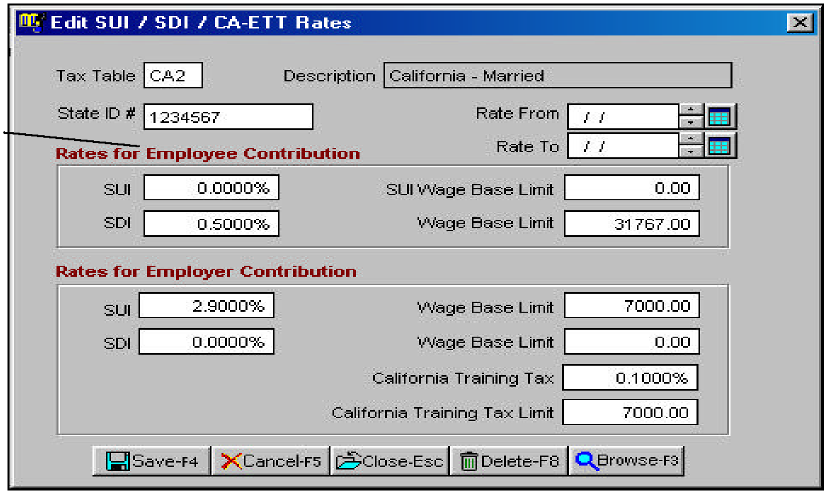
The Bank maintenance option is used to set up information for:

- Your bank/checking account(s).
- The starting checkbook number.
- The Bank and the Payer's name/address.
- If you have installed the MICR module for printing on blank check stock paper, then you can also enter the MICR related information. For further details, refer to the **Accounts Payable** chapter.

Edit SUI / SDI / CA-ETT Rates

Use this option to enter the SUI (State Unemployment) and SDI (State Disability) rates for the Employee and the Employer. Each Tax Table item (e.g. CA1, CA2 etc.) has its own rate.

Track SDI, SUI, and CA-ETT contributions.



The first step is to select the Tax Table. The next step is to enter the employee rates for SUI and SDI. Next to each rate, enter the Wage Base Limit. The Wage Base Limit is limit at which the program will stop calculating this deduction for the employee. After you have entered the employee rate, you can enter the employer rates.

Your employer rates are provided to you by the state. Many states do not have either the Employee or the Employer contribution. Contact your Accountant or your State to determine the applicable rates.

Important Note: If you change the employer contribution for one part of the state (or category of employee), the program will prompt you if you want to have the change made for all the related states. Example, if you change the rate for CA1, the program will ask you if you want to make the changes to CA2 and CA3 also. If you reply "**Yes**" to the prompt, the program will cascade the changes to CA2 and CA3.

You can also enter the **state experience rate period** The experience rate period(s) entered in the above-mentioned screen will be printed on Part II (Tax Due or Refund) Column 3(d) of the Form 940 (Employer's FUTA Tax Return).

The following reports/forms, by default, print the state identification number that you entered on this screen. If you leave this field blank, then the state identification number entered by you in the company is used. These reports are:

- State Unemployment Insurance Report
- State Disability Insurance Report
- California State Training Tax Report
- California DE 7 Annual Reconciliation Report
- W2 where employees are from multiple states

Workers' Compensation Rates

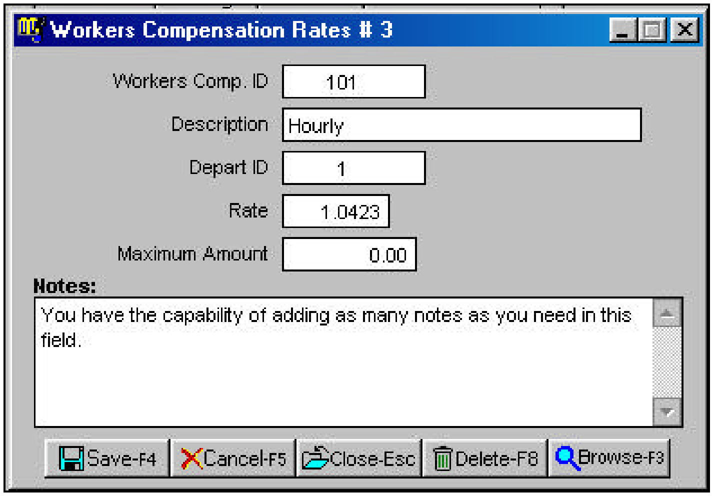
This option is used to set up and maintain Workers' Compensation Rates.

By setting up this option, you can have the program automatically calculate your Workers' Compensation Insurance premiums for you. You can view this information by running the Workers' Compensation Report after generating and posting payroll.

Workers' Compensation premiums are calculated for each employee by multiplying the number of hours worked by the employee's regular wage. This is then multiplied by the Workers' Compensation Rate defined on this screen. Since this rate can vary by different categories of employees, the program allows you set the Workers' Compensation Rate for each department. For more information on setting up departments, see page 584.

Overtime wages can be calculated at either the regular wage rate or the overtime wage rate. You can select this at the time of printing the Workers Compensation Report.

If you decide to set up Workers' Compensation codes for only some employees, reports will give you totals only for those employees.



After you select this option, complete the fields as follows:

Workers' Comp. ID: Enter the ID code you wish to use to designate this category of employee. You can use numbers and letters. The ID code can be up to 10 digits long.

Description: Enter the description of this Workers' Compensation ID.

Depart ID: Enter the payroll department for this Workers' Compensation ID. You can click on the **Browse** button or press the function key F3 to see a list of your departments. For example, if you have employees who perform field service and others who perform office work, you may have different Workers' Compensation rates for each of these categories. In this example, you will need to set up two departments, say department 1 and department 2. You will set up a Workers' Compensation ID for each of these two departments.

Rate: Enter your Workers' Compensation insurance premium rate for this category of employee. The number you enter here is a percentage. That is, if you enter "10.00," your rate will be 10.00%.

Maximum Amount: If there is a ceiling to your insurance premium, enter that amount here.

Notes: You can enter your notes for this Workers' Compensation ID.

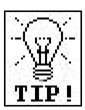
Payroll Tax Table Version

When you select this option, the program will display the version number of the currently installed tax table. If your Tax Tables are not current, you may contact the Sales or Technical Support Department to purchase the latest tax tables. Tax Tables for the following year usually ship in the last week of December as we get last minute changes reported by various states.

Deductions

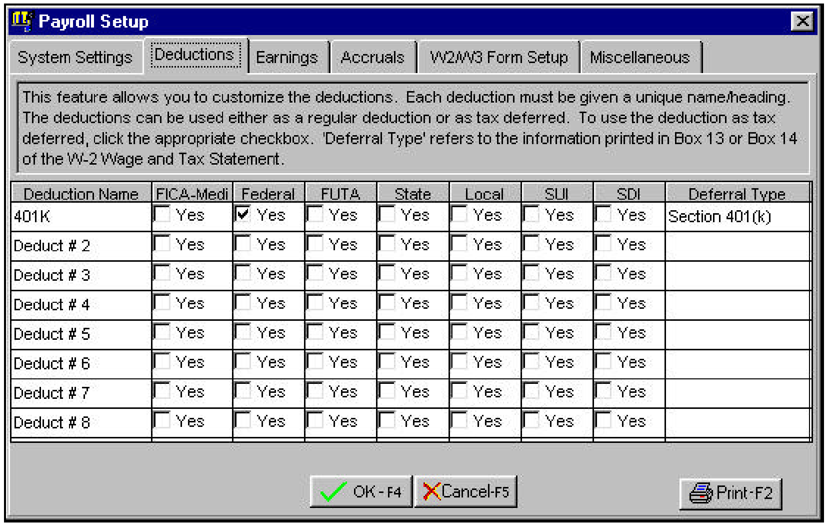
There are two types of deductions in the payroll program:

- **Regular Deductions**: These deductions are subtracted from the employee's paycheck after all the taxes have been calculated. Some examples of deductions are employee insurance contributions, employee loans etc.
- **Tax Deferred Deductions**: These deductions are subtracted from the gross wages before taxes are calculated. You can select the taxes that will take these deductions into account before they are calculated.



Deduction Amounts as Dollar or Percent: Under each employee you can mark a deduction as a **Dollar** amount or a **Percentage of the Gross**.

The deduction setup screen is discussed in the following section:



How Do You Set Up a Regular Deduction?

In order to setup a regular deduction you must do the following:

- In the Deduction Name column, type in the name of the deduction. For example, if you wish to setup the **Deduct #1** field as a Loan deduction, replace the word **Deduct #1** with the word **Loans**.
- Make sure that all the other columns in the row called **Loans** are not checked off (i.e. they are left blank).

Now for each employee (in the **Employee Maintenance** screen), the first deduction will show up as the word **Loans**.

How Do You Set Up a Tax-Deferred Deduction?

In order to setup a tax-deferred deduction you must do the following:

- In the Deduction Name column, type in the name of the deduction. For example, if you wish to setup the **Deduct #1** field as a **401K** deduction, replace the word **Deduct #1** with the word **401K**.
- Make sure that all the other columns in the row called **401K** are checked off as per requirements for your plan (e.g., let's say your **401K** plan requires that all the taxes be deferred from the **401K** deduction. In such a situation, you will place a check mark in all the columns. If you are not sure, contact your Accountant/IRS to determine which taxes are to be deferred).

Now for each employee (in the **Employee Maintenance** screen), the first deduction will show up as the word **401K**.

Important Note: Before you post any payroll checks, ensure that your deductions are setup correctly. Payroll checks cannot be changed once they are posted.

Deferral Type: You can choose if a tax-deferred deduction should print on the W2. The choices are:

- Section 401(k)
- Section 403(b)
- Section 408(k)(6)
- Section 501(c)(18)(d)
- Other Plans (Print on W2)
- Other Plans (Do Not Print on W2)

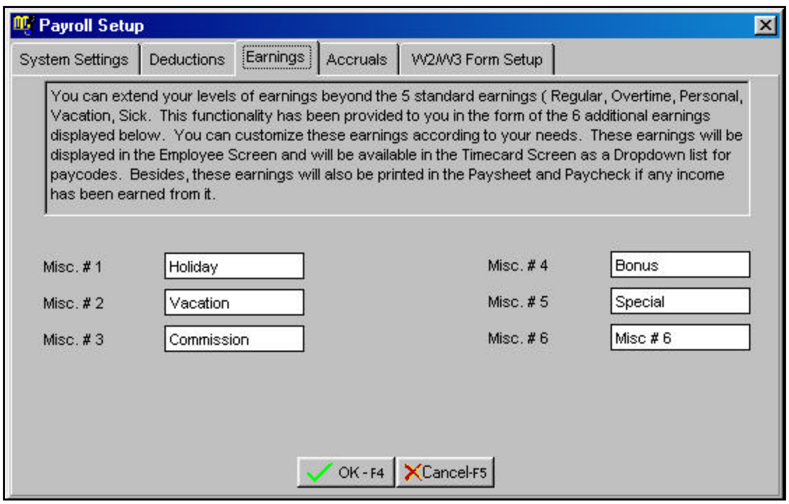
If you are not sure which section your tax-deferred plan fits into, please contact your accountant or the IRS.

Earnings

Each employee has earnings marked as:

- Regular
- Overtime
- Personal
- Vacation
- Sick

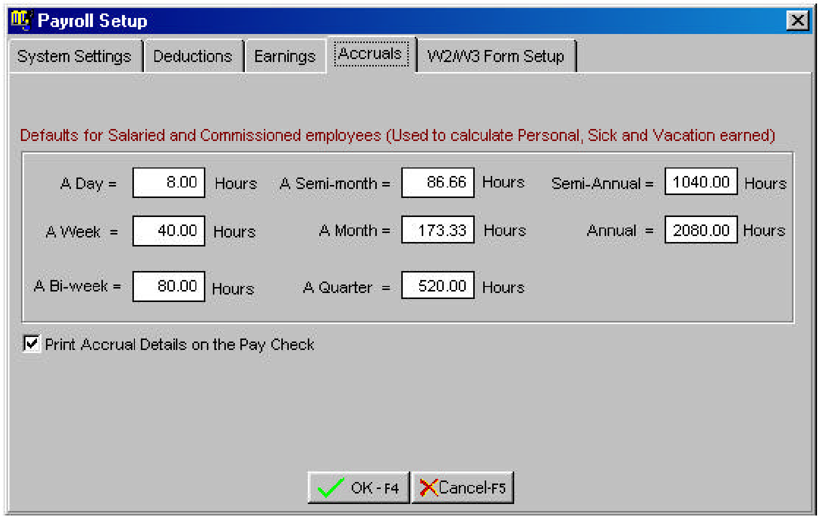
In addition to these, you can customize the names of six more earnings. For example, you may wish to rename **Misc #1** earning as **Bonus**. These changes reflect throughout the payroll system.



Accruals

This option is used to customize the method of calculating Accruals (Vacation, Sick, and Personal leave). The program can calculate these Accruals for you automatically when you create a payroll check.

The accrual setup is discussed in the following section:



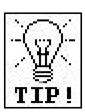
How Does the Accrual System Work?

Many companies have a policy that employees accrue (or earn) benefits based on the number of hours worked E.g., let's say a company has a policy that for every 40 hours worked, each employee earns 3 hours of vacation time. In order to set this up, you would enter the following in the **Employee Maintenance** option for each employee as:

Vacation hours earned per hour of regular and overtime wages = 0.075

The number 0.075 is calculating by dividing 3 hours by 40 hours.

The same concept can be applied to personal and sick benefits.



Under each employee (in **Employee Maintenance**), you can choose if you wish to have these accruals automatically calculated. In addition, you can choose if the accruals will be calculated on regular, overtime or on both.

How Does the Payroll Program Calculate the Accruals for Salaried and Commissioned Employees?

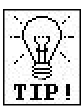
The program calculates the accruals for the salaried and commissioned employees in the same manner as the hourly employees as discussed above.

Since employees with a fixed salary do not work on an hourly basis, the program uses a conversion table to convert the wages paid to a salaried employee into hours. These hours are used to accrue benefits. Please note that this conversion is done only to calculate the accrued benefits. The employee's paycheck and other reports will show the salaried wages only.

Let us look at an example. The program assumes that a salaried employee who is paid on a weekly basis earns equivalent of 40 hours of regular wages. If your company policy states that a salaried employee earns an equivalent of 45 hours a week, then you would replace:

A Week = 40 **with** A Week = 45

From now on all salaried employees and commissioned employee base wages (regular) are assumed to earn an equivalent of 45 hours a week in the calculation of accrued benefits.

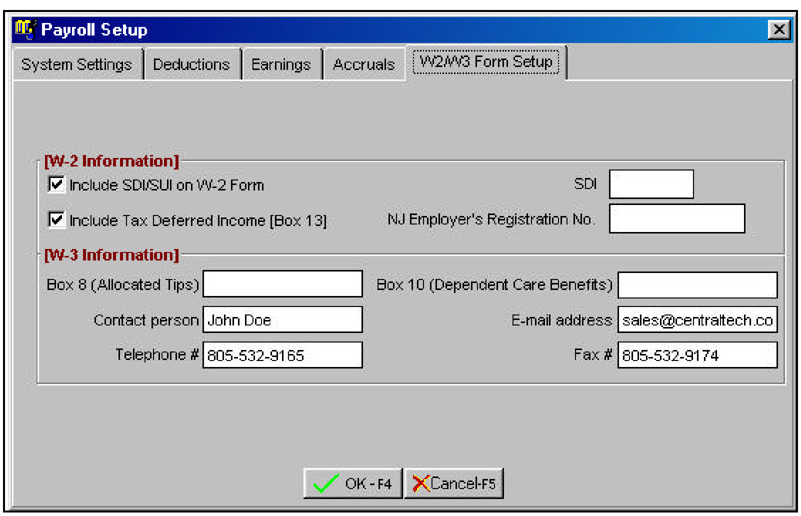


If you wish to print Accrual information on the paycheck, you can mark the checkbox called **Print Accrual details on the paycheck**. This can be accessed from the **Payroll Setup** / **Accruals** tab.

W2/W3 Form Setup

This option is used to setup default information for printing on the W-2 forms. These options are:

- **Include SDI/SUI on W-2 Statement** – Check this box if you wish to print State Disability or Unemployment deductions on the W-2 statement.
- **Include Tax Deferred Income (Box 13)** – Check this box if you wish to print Tax Deferred on the W-2 statement.
- **SDI/SUI description**: Enter the default description for the SDI/SUI box on the W-2. The default description is **SDI**.
- **Employer Registration Number**: If you are a New Jersey employer, enter your N.J. State Registration number. This will be printed on the W-2 form.
- **W-3 Information**: Most of the boxes for the W-3 will be automatically calculated and pre-filled for you. You can enter the information for certain boxes that are not pre-filled. These are:
    - Box 8 (Allocated Tips)
    - Box 10 (Dependent Care Benefits)
    - Contact Person
    - E-Mail Address
    - Telephone#
    - Fax#



Miscellaneous

Inform when report has completed printing: If you check this box then after each report is printed, the program will ask you click on OK and inform you that the report has finished printing.

Employee Maintenance

The Employee Maintenance screen is used to do the following:

- Adding a new employee
- Editing an existing employee
- Deleting an existing employee

Creating a New Employee

Step 1: Select the **Employee Maintenance** option from the **Payroll** menu. Place the cursor on the **Employee** field.

Step 2: Type in the new Employee ID to add in the **Employee** field and press **Enter**.

Step 3: Complete all the fields for the **Employee**. A detailed description of all the fields is on page 602.

Step 4: Click on the **Save-F4** button to save the **Employee**.

Editing an Employee

Step 1: Make sure that the cursor is on the **Employee** field. Type in the Employee ID you wish to Edit. If you do not know the Employee ID, click on the **Browse-F3** button to list the Employees on the screen. Select an Employee from the browse list. Press **Enter** on the Employee ID field.

Step 2: All the fields for the **Employee** display on the screen. You can change all the editable fields. To change the Employee ID of an existing employee, select the **Change Employee ID** submenu option in the **Setup** menu.

Step 3: Click on the **Save-F4** button to save the **Employee**.

Deleting an Employee

Step 1: Make sure that the cursor is on the **Employee** field. Type in the Employee ID you wish to delete. If you do not know the Employee ID, click on the **Browse-F3** button to list the Employees on the screen. Select an Employee from the browse list. Press **Enter** on the Employee ID field.

Step 2: All the fields for the **Employee** display on the screen.

Step 3: Click on the **Delete-F8** button to delete the **Employee**.

Employee Fields

The employee screen has Tabs for Personal Information, Earnings Information, Payroll Withholdings, Payroll Deductions, Benefit Accruals, W-2 Information, Other Details, Checks and Posted QTD Totals. Each Tab is explained below.

Important Note: Before you start adding any employees, please read the **Payroll** section of the **Readme** file. This file contains the latest changes to the payroll program. There are many state specific issues in the Readme file. You can access the **Readme** from the **Help** menu.

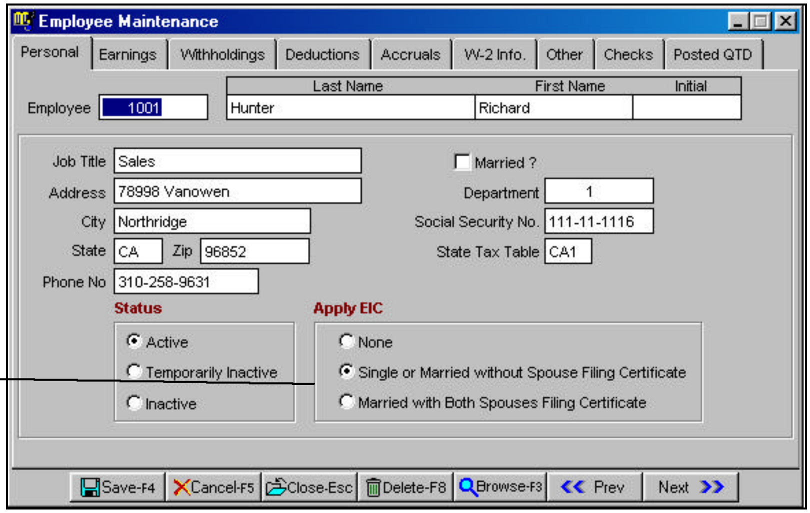
Once you have entered and saved all the employee information, you can use the **Previous** and the **Next** button to scan through the employee file.

Personal

The personal information screen is discussed in the following section.

Temporarily or permanently disable an employee from payroll.

Built-in EIC Support.



Employee ID: Enter the employee's identification ID. This is the ID you will use when processing this employee. You can use whatever you want for this field, just as long as no two employees share the same ID. For example, you might use the employee's last name followed by a sequential number; or you might use the employee's social security number or phone number. It really is entirely up to you. The ID can contain both letters and numbers and can be up to 10 characters in length.

Last Name: Enter the employee's last name. This field can contain 20 characters. This field cannot be left blank.

First Name: Enter the employee's first name. This field can contain 20 characters. This field cannot be left blank.

Middle Initial: Enter the employee's middle initial. This field can contain one character.

Job Title: Enter the Job Title of the employee.

Address: Enter the employee's street address. This field can contain 30 characters.

City: Enter the name of the city in which the employee lives. This field can contain 20 characters.

State: Enter the two-letter ID for the state in which the employee lives. For example, if the employee lives in California, you would enter **CA** as the state ID.

Zip: Enter the employee's zip code. This field can accommodate a 10-character zip code.

Phone #: Enter the employee's phone number.

Married: Mark this checkbox if this employee is married. If you mark an employee as married, the program calculates taxes for that employee using the rates for married employees.

Department: Enter the ID assigned to the department in which this employee works. You set up the **Department ID**. It can be up to 10 characters in length and can consist of both letters and numbers. This field cannot be left blank.

For example, you might have a Sales department, a Product Development department, and a Shipping department. You could give the Sales department an ID called SA, the Product Development department an ID called PD, and the Shipping department an ID called SH. Or, if you happen to have your salespeople divided into two departments; One that handles incoming requests for a product, and one that follows up on sales leads, you might assign **Department ID**s of SALES1 and SALES2, respectively.

What you assign is entirely up to your own preference. If the department you specify for an employee has not already been entered in your list of departments, you will be given the opportunity to add it without leaving this employee's record. For more information on **Department Setup**, please refer to page 584.

The program comes pre-assigned with the **Department ID** 1. If you are not sure, enter 1 in this field. If you select 1, the program will use the default chart of accounts for posting information to the General Ledger program.

Social Security Number: Enter the employee's social security number.

State Tax Table: Indicate the correct tax table for the state in which the employee is taxed. You can click on the **Browse-F3** button to list the State Tax Table Codes. This is a required field and you must enter a Tax Table Code.

Status: You can mark as Employee as **Inactive** when they no longer work for you. If you want to temporarily stop issuing checks to an employee, you can mark them as **Temporarily Inactive**. Current employees are to be marked as **Active**.

Apply EIC: EIC stands for Earned Income Credit. The federal government issues this credit to employees that earn low wages. In order to qualify for this credit, the employee must meet certain criteria. Check with your accountant or the IRS if you have questions about qualifying for EIC.

If an employee does not qualify for EIC you should mark them as **None**. If an employee qualifies for EIC you should mark them as either:

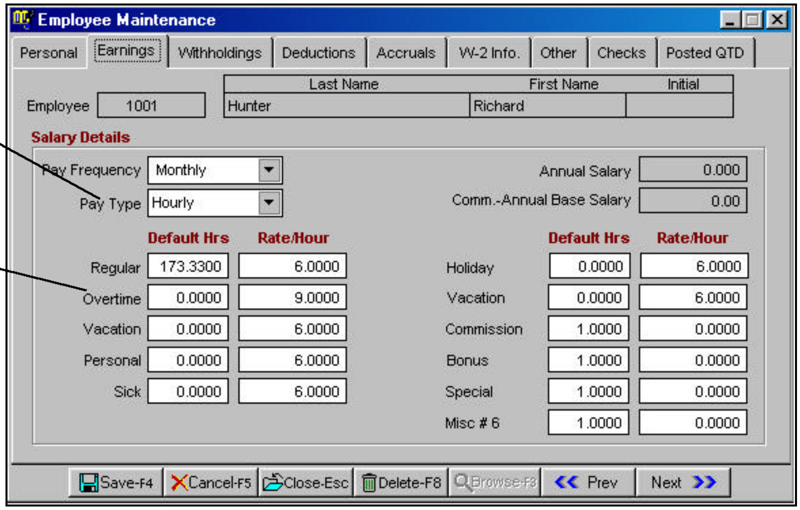
- Single or Married with spouse filing certificate
- Married with both spouses filing certificate

Earnings

The Payroll Earnings Screen is discussed in the following section:

Setup hourly, salaried, or commissioned employees.

Supports 15 types of pay.



Pay Frequency: The choices for this field are:

- Daily
- Weekly
- Biweekly
- Semi Monthly
- Monthly
- Quarterly
- Semi-Annual
- Annual

Pay Type: You can select the type of pay the employee receives. The choices are:

- Hourly
- Salaried
- Commissioned

Salaried – Annual Salary: If this employee is salaried, enter the salary amount he receives per year. For example, if the employee receives $35,000 a year, enter the number 35000.00.

How Are the Salaried Wages Calculated?

When you run the **Generate Payroll** option, the gross earnings for a salaried employee is calculated by dividing the annual salary by the number of pay periods in a year. For example, if you have entered $20800.00 in the **Annual Salary** field for a weekly employee, the gross salary will be $400.00 (20800 divided by 52 weeks in a year). This amount will be automatically calculated when you select the **Generate Payroll** option. If you need to issue additional salary (like bonus etc.) you will need to enter it in as a miscellaneous earning. When you select the **Generate Payroll** option, the program will automatically calculate the regular salary. You can add any additional earnings that to generated paycheck using the **Edit Payroll Checks** option.

Hourly - Rate per Hour: If this employee is paid by the hour, enter the hourly rate. For example, if the employee is paid $15.25 per hour, enter 15.25.

Default Hours Per Pay period: Enter the number of hours the employee is expected to work per week if this employee is paid on an hourly basis.

How Are the Hourly Wages Calculated?

When you complete the **Generate Payroll** option, the gross earnings for an hourly employee are calculated by multiplying the **Hourly Rate** times the **Default Hours** field. This works fine if the hourly employee has fixed number of hours per week (or Pay period). If your employee works different hours each week (or Pay period), then you must use the **Enter/Edit Timecard** to enter earnings for the employee's regular, overtime and other earnings. Note that when you enter any pay type for an hourly employee the program will ignore the default hours in the employee file. This means that if you enter the hours for overtime, bonus, etc., you must also enter the employee's regular hours.

Commission - Annual Salary Base: Enter your employee's annualized commission base if this employee is commissioned.

How Are Commission Wages Calculated?

If a commissioned employee is paid a base salary plus commission, when you run the **Generate Payroll** option, the gross earnings (base salary) for the employee are calculated by dividing the **Commission - Annual Salary** by the number of pay periods in a year. For example, if you have entered $20,800.00 in the **Commission - Annual Salary** field for a weekly employee, the gross salary will be $400.00 (20800 divided by 52 weeks in a year). This amount will be automatically calculated when you select the **Generate Payroll** option. To add the commissions for the week (or Pay period) you will need to enter it in as a pay type using the **Enter/Edit Timecard** option. When you select the **Generate Payroll** option, the program will automatically calculate the regular commission base salary, and add any additional pay type that you have entered.

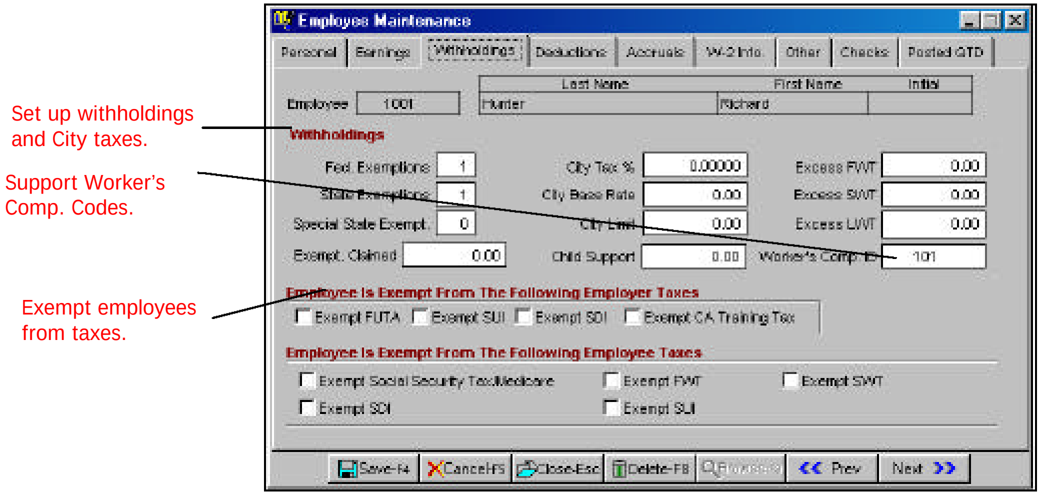
Default Hours and Rate: There are five fixed pay types in the program. These are:

- Regular
- Overtime
- Personal
- Vacation
- Sick

In addition to these, you can customize the names of six more earnings. For example you may wish to rename **Misc #1** earning as **Bonus**. These changes reflect throughout the payroll system. You can change the names for the **Misc #1** earnings from the **Payroll Setup** option in the payroll SETUP menu.

Withholdings

The payroll-withholding screen is discussed in the following section:



Federal Exemptions: Enter the number of Federal dependents an employee claims.

Employees are required to complete a W-4 form to inform the employer about the exemptions they wish to claim.

State Exemptions: Enter the number of State dependents an employee claims.

MI State Exemptions: This field is applicable to Michigan taxpayers only and is used for calculating the state withholding tax. Employees electing the "No Form Option" on the Form MI-W4 can claim Special Allowance Exemptions. In This field, enter the number of special exemptions. For example, if an employee qualifies for two special exemptions, enter the number 2 in the field for that employee.

Since this field is a state specific field, please refer to the Readme file from the Help menu for any updated information.

If you are in living in the state of Michigan and you need more information about this form, please contact your accountant or the state government.

MS Exemptions Claimed: This field is applicable to Mississippi taxpayers only and is used for calculating the state withholding tax. Enter the amount from line 6 of Mississippi state form 89-350 (formerly 62-420).

Since this field is a state specific field, please refer to the Readme file from the Help menu for any updated information.

If you are in living in the state of Mississippi and you need more information about this form, please contact your accountant or the state government.

City Tax %: If the employee is subject to a city tax that is a percent of the gross earnings, enter that percentage here. For example, suppose an employee must pay 0.5% of his gross earnings as city tax. You would enter 0.5 as the city tax percent.

Important Note: In order for this percentage to be used to calculate the city tax, you must leave the **City Base Rate** field blank, and enter the **City Limit**.

City Base Rate: If the employee is subject to a city tax that is a fixed amount, enter the annualized amount here. Say you have a weekly employee who needs to have $2.00 deducted from the weekly paycheck as city tax. You will enter $104.00 ($2 x 52 Weeks in a year) in this field.

Important Note: In order for this amount to be used to calculate the city tax, you must leave the **City Tax %** field blank.

City Limit: Enter the maximum amount of city tax that is to be withheld from the employee in a year. If there is no maximum limit enter 999,999.99 in this field.

Important Note: Do not leave this field blank if you are using the **City Tax%** field.

Child Support: If the employee pays child support, enter the amount to withhold from each paycheck.

Excess FWT: (Excess Federal Withholding) Enter the amount of Federal income tax the employee wants to have withheld from each paycheck in excess of what is required by the government.

Excess SWT: (Excess State Withholding) Enter the amount of State income tax the employee wants to have withheld from each paycheck in excess of what is required by the government.

Excess LWT: (Excess Local Withholding) Enter the amount of Local (city) income tax the employee wants to withhold from each paycheck in excess of what is required by the government.

Workers Comp ID: Enter the default Workers Comp ID for this employee. When you enter Time Card entries for this employee, you can override this default and assign a different Workers Comp ID to the employee's earnings. For more information on this topic, please refer to page 592.

Employee Is Exempt From The Following Employer Taxes: For each of the following categories, indicate whether or not the employer is exempted from the specified type of withholding. Mark on the checkbox to indicate that the tax should not be withheld from the employer in a given category.

- FUTA: Exempt from Federal unemployment tax.
- SUI: Exempt from State unemployment tax.
- SDI: Exempt from State disability tax.
- CA Training Tax: Exempt from the state of California Training Tax.

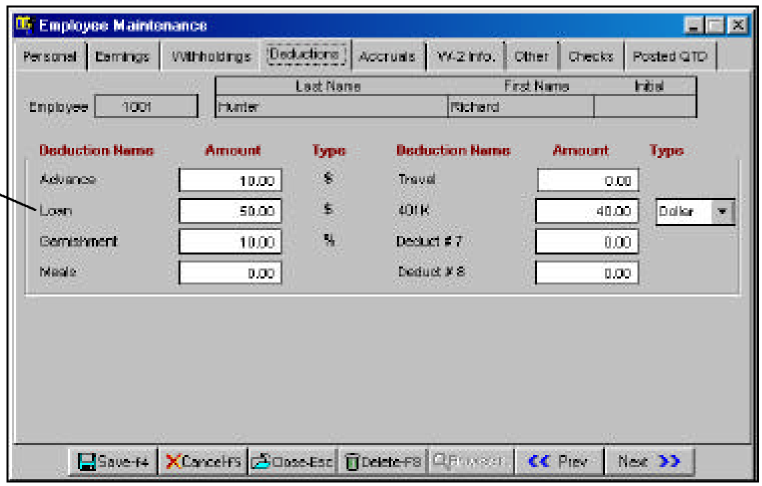
Employee Is Exempt From The Following Employee Taxes: For each of the following categories, indicate whether or not the employee is exempted from the specified type of withholding. Mark on the checkbox to indicate that the tax should not be withheld from the employer in a given category.

- Social Security Tax/Medicare: Social Security withholding (both FICA and Medicare)
- FWT: Federal income tax
- SWT: State income tax
- SDI: State disability tax
- SUI: State unemployment tax

Deductions

The payroll deduction screen is discussed in the following section:

Set up 8 deductions in addition to standard payroll taxes.



There are eight user definable deductions available for each employee. You can customize the following information for each deduction:

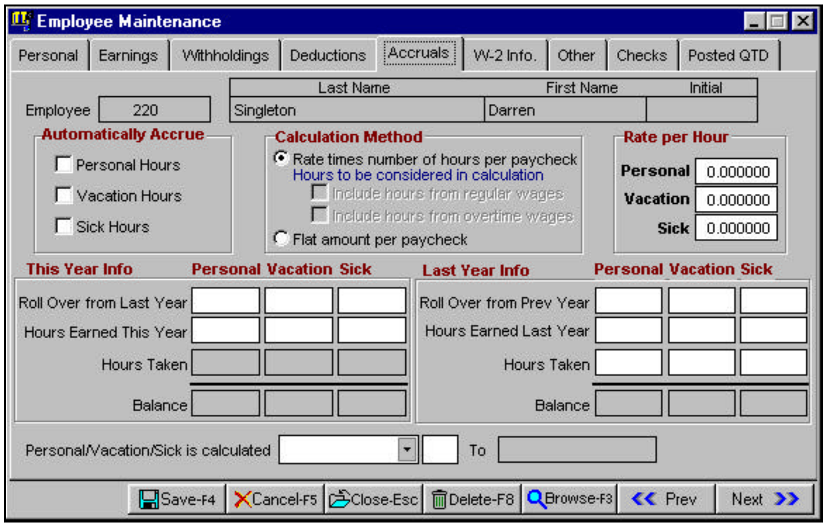
- **Deduction Name**: As default, the deductions are named Deduct#1-8. You can change these generic names to suit your requirements.
- **Tax Deferred Deduction**: Each deduction can work as a regular deduction or as a Tax deferred deduction.
- **Deduction Amounts as Dollar or Percent**: Under each employee you can mark a deduction as a Dollar amount or a Percentage of the Gross.

For detailed information on how deductions work, please refer to page 594.

Accruals

The payroll accrual screen is discussed in the following section:

Track vacation, holiday, and personal accrual pay and print on checks.



Automatically Accrue Personal: Check this box if you wish to have the payroll program automatically update the “hours earned” field for Personal benefits.

Automatically Accrue Vacation: Check this box if you wish to have the payroll program automatically update the “hours earned” field for Vacation benefits.

Automatically Accrue Sick: Check this box if you wish to have the payroll program automatically update the “hours earned” field for Sick benefits.

When you click on the options above, when you post your payroll the next time, the program will automatically update the hours earned for Personal, Vacation, and Sick benefits.

Include Regular for Wages for Accruals: If you wish to have the regular hours to be used to calculate the benefits earned for Accruals mark this option with a check.

Include Overtime Wages for Accruals: If you wish to have the overtime hours to be used to calculate the benefits earned for Accruals mark this option with a check.

Accrual Calculations

There are three fields for each accrual benefit:

- Hours Earned
- Hours Taken
- Balance

The **Hours Earned** field is updated when you select the option **Post Payroll**. The hours earned are calculated based on the defaults set in the **Payroll Setup** option in the payroll **Setup** menu. This field is editable.

The **Hours Taken** is based on the hours earned by the employee from the payroll checks. This field cannot be edited. The date range for which the hours taken are calculated are based on the information entered in the field below:

Personal/Vacation/Sick is calculated [01] [January] to [31] [December]

In the example above, the hours taken will be calculated from Jan 01 to December 31.

The **Balance field** is calculated by subtracting the Hours Taken from the Hours Earned field. This field cannot be edited.

Calculation Method: There are two calculation methods for each employee:

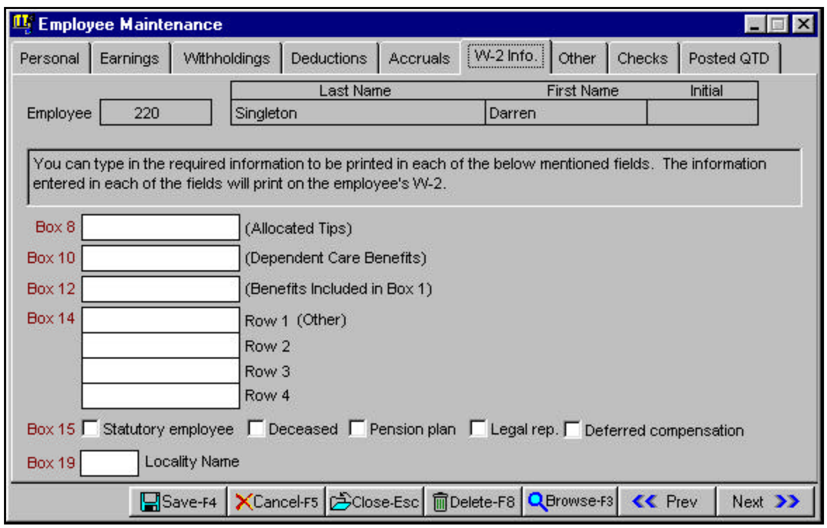
Hours Earned Per Hour Of Regular and Overtime wages: When you select this method, then for each hour of regular (or overtime if selected) wages, the program will accrue the hours specified in the Personal, Vacation or Sick fields.

Hours earned per payroll check: When you select this method, then for each payroll check, the program will accrue the hours specified in the Personal, Vacation or Sick fields.

To understand how the program calculates the accrual figures, please refer to page 597.

W-2 Info

This tab allows you to control information printed on the W-2 for each employee. Any changes made here will be specific to that employee only. Other W-2 settings affect all the employees. For more information on the global settings, please refer to page 600.



For each employee, you can enter directly the information for the boxes specified below. When you print the W-2 forms, the information entered over here will be printed on the W-2 form. If you are not sure about the information that goes in each of these boxes, we recommended that you contact your accountant or the IRS. These W-2 boxes are:

- **Box 8 -** Allocated Tips
- **Box 10 -** Dependent Care Benefits
- **Box 12 -** Benefits included in Box 1
- **Box 14 -** Other

Box 15 – W-2 Category: If you wish to place a checkmark on Box 15 on the W-2, select the box name from the list. Leave this option blank if you do not wish to mark in box 15. If you are not sure, we recommended that you contact your accountant or the IRS for confirmation. The options available are:

- Statutory Employee
- Deceased
- Pension Plan
- Legal Rep.
- Deferred Compensation

Box 19 – Locality Name: Enter a 4-character locality for the employee. This information is printed on your W-2 in the box 19 called **Name of Locality**. Locality refers to the name of the local area, the local tax that is being charged. This is usually the name of the city or county for which the local tax was withheld.

A Special Note on Box 14:

With the exception of New Jersey State, the information on Box 14 for the other states is printed as follows:

First the sum of all deductions that have been grouped under "Other Plans (Print on W2)" will be printed followed by the information provided in the Employee Maintenance.

Important Note: If you have a deduction that prints in box 14, and you have entered information in all the four rows of Box 14, the program will give first precedence to the deduction. In such a case, the information entered in Row 4 in the employee maintenance is omitted (as only four rows can be printed on the form).

Special Note for New Jersey State and Box 14:

In the case of New Jersey State, the information on Box 14 is printed as follows:

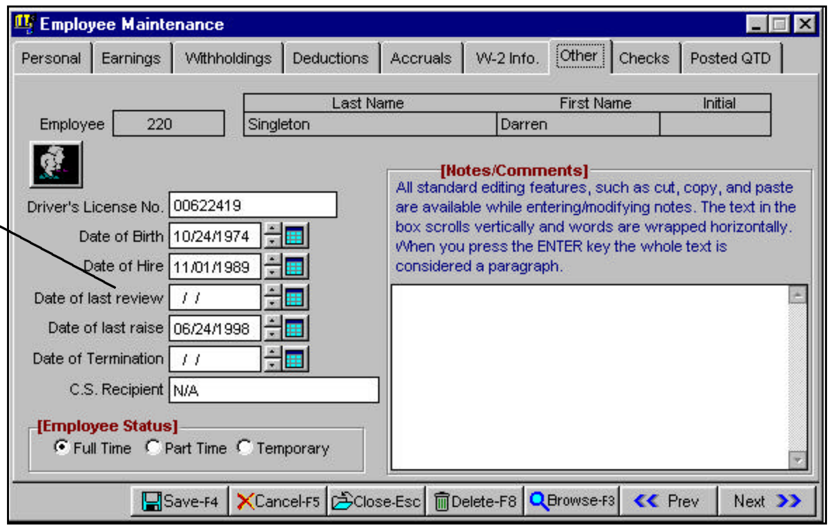
First precedence will be given to the Workforce Development Tax and the Health Care Subsidy Tax followed by the Disability Insurance. This will be followed by the sum of all deductions that have been grouped under "Other Plans (Print on W2)" followed by the information provided in the Employee Maintenance.

Important Note: Depending upon the availability of space, all the information provided by you may not necessarily be printed. For Example: If you have WD/HC Tax and DI and deductions, and you have data entered for the four rows of Box 14, the program will drop the data for Row 2, Row 3 and Row 4 and will only print the WD/HC Tax, DI Tax, Deductions and the information entered in Row 1.

Other

The screen for the tab labeled **Other** is discussed below.

Track employee/ personnel details



Drivers License #: Enter the employee's driver license number.

Date Of Birth: Enter the employee's date of birth.

Date Of Hire: Enter the date on which the employee was hired.

Date of Last Review: Enter the date on which the employee last received a work review.

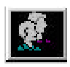
Date of Last Raise: Enter the date on which the employee last received a pay raise.

Date of Termination: Enter the employee's termination date. This date is for your information only. If you want the program to skip this employee during the payroll generation process, you should change the employee's status to **Inactive**. This is done on the **Personal** tab in the **Employee Maintenance** option.

C.S. Recipient: Enter the name of the recipient for the Child Support payments. This name is used on the Child Support Report.

Employee Status: Select the status of the employee. The options available are **Full-Time**, **Part-Time,** or **Temporary**. This information is for your reference only and does the effect the calculation of the payroll taxes.

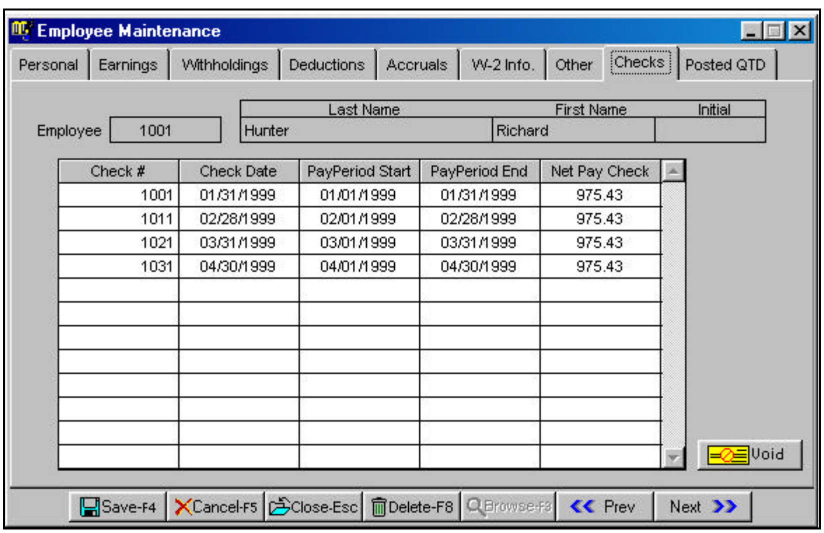
Notes/Comments: You can enter unlimited notes for the employee.

Click on the  icon if you want to go directly to the **Personnel Management** screen, where you can add more detailed information.

Checks

This Tab lists all the checks issued to the employee.

Click here to VOID the highlighted check.



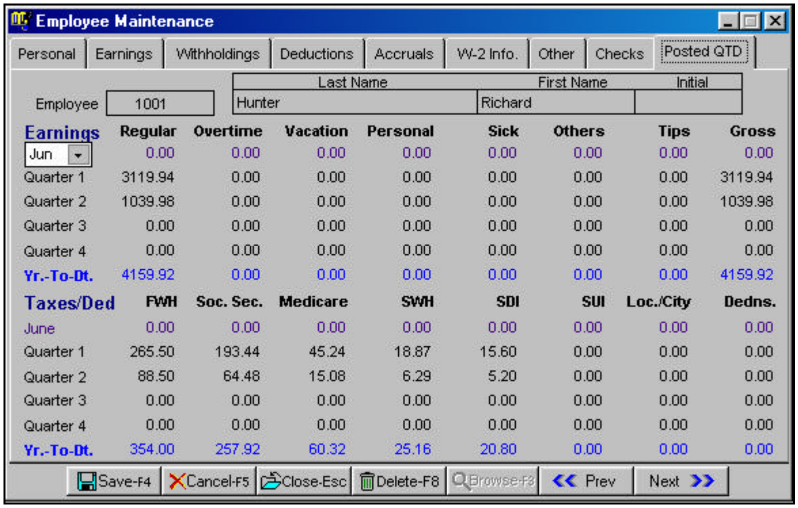
The following options are available on this screen:

- You can double click on any check to view the check details. You can single click on any header to sort the information by that column. For example, if you wanted to sort the checks by the **Check Date** field, then you can click on the words "Check Date" in the column heading. As the default, the checks are sorted by the check number.
- If you want to Void a check, single click on the check number you wish to void and then click on the **Void** button. When you **Void** a check, the program will do the following:

  - ➢ Create a negative check to offset the currently selected check in payroll history.
  - ➢ Create a negative check in the Bank Manager checkbook. In addition, the negative check and the original check in bank manager are both marked as **Void**.
  - ➢ If you are using the accrual tracking function, the accrued hours are reduced by the amount of the voided check.
  - ➢ The G/L Journal Entries for this payroll check are reversed.

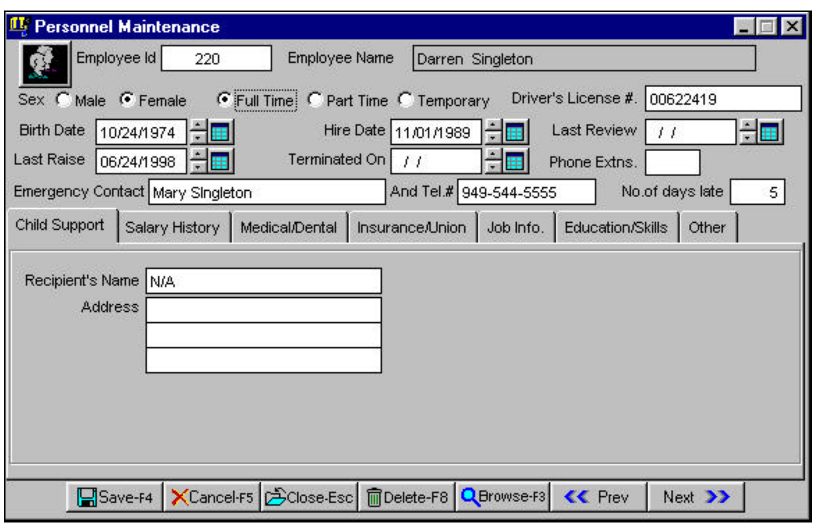
Posted QTD

This tab lists information from the posted history file. A drop-down box lists the 12 months of the calendar year. From this list you can select the month to view the monthly summary for the employee. <u>The summary that displays is for posted paychecks only</u>. In addition, the Quarter 1 through 4 and the Year-to-Date totals are displayed.



Personnel Maintenance

Using this option, you can enter personnel information for employees. This option allows you to enter more detailed information about an employee than you can in the **Employee Maintenance** screen. By clicking on the  button, you can shift back and forth between the **Personnel Maintenance** screen and the **Employee Maintenance** screen.

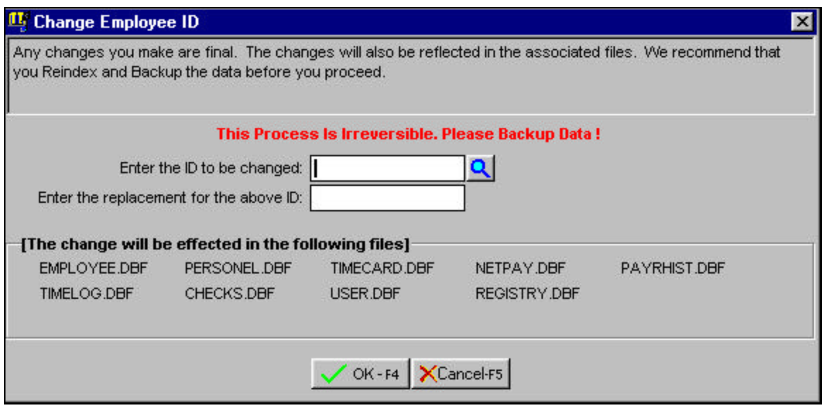


This screen gives you the option to add information such as **Child Support, Salary History, Medical/Dental, Insurance/Union, Job Info** (such as job description, comments, and commendations), **Education/Skills**, and **Other** (such as bond information, reprimands, and termination cause).

You can print out the Information that you enter here using the **Personnel Management Report** option available in the Reports option.

Change Employee ID

This option allows you to change an **Employee ID** and have the change cascade to all the associated files, wherever the ID is used. You can access this option from the **Setup** submenu.



Important Note: This change is final and cannot be undone. We recommend that you reindex and backup the data before you proceed. These features are available under **File** > **Data Utilities** > **Backup Data Files** and/or **Reindex Data Files.** Before you begin any of these procedures – **Backup**, **Reindex**, or **Change ID** – you must **ensure** that no other workstation is running the application over the network or that no other copy of the application is running on the local machine.

Processing Payroll Checks

You can process your payroll checks by two methods:

- **Auto Process Payroll Checks**
- **Manually Process Payroll Checks**

Auto Process will print checks faster than the Manual process. The reason is that the Auto process will walk you through each employee, quickly ask for hours worked, recalculate taxes, and then print the checks.

Manual process is a multi step process. You will enter the timecard information, generate the payroll, view each employee to make any corrections and then print the payroll checks.

In most cases, you will use the Auto Process option. Manual process will be used in the following situations:

1. When you wish to issue a check to an individual employee or a small set of employees only.
2. When you issue a complex payroll where employees' earnings are split among multiple departments, job or workers comp ID's. Here is an example:

Earnings	Hours	Rate	Dept	Job	Wrk Comp ID
Regular	10.00	8.00	Sales	Site1	9238
Regular	20.00	8.00	Cust	Site2	9238
Regular	10.00	8.00	Sales	Site3	9238

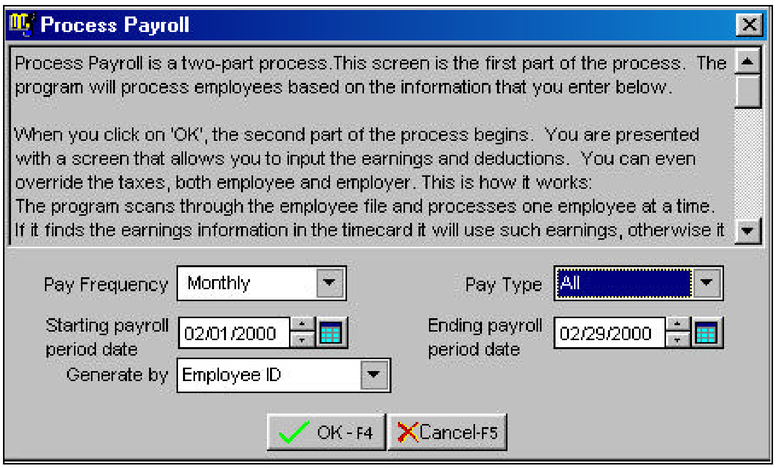
In the example above, the Regular Wages for the employee was split amongst multiple Departments, Job, and Workers Comp ID's in a single Pay period. In such a situation the **Enter/Edit Timecard** option, which is a part of the **Manually Process Payroll Checks**, is used to enter the hours worked.

If you had to split the regular wages to a single Department, Job or Workers Comp ID then you could have used the Auto Process payroll option. In addition if you did not have any Departments, Job or Workers Comp ID's, the Auto process payroll would be the recommend option.

Auto Process Payroll Checks

Auto Payroll is a two-part process. In the first part of the process you are presented with a screen that prompts you for the following information:

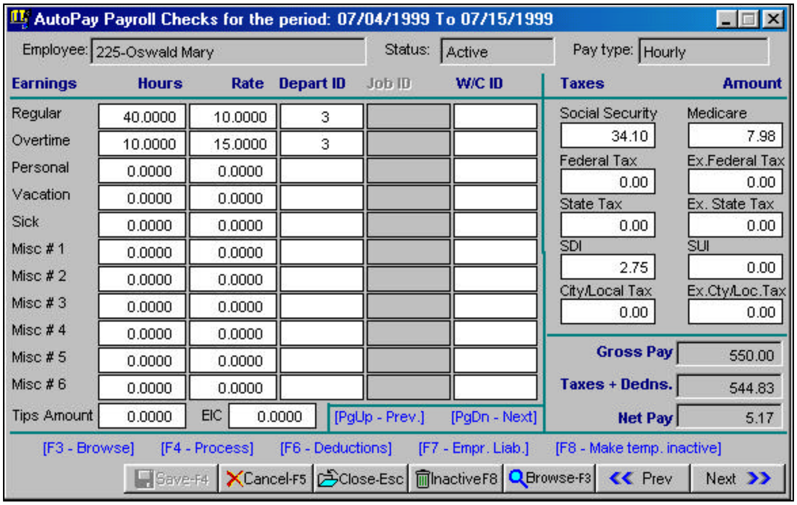
- Pay Frequency
- Pay Type
- Starting payroll period date
- Ending payroll period date
- The order in which the paychecks should be generated



Once you click on the **OK-F4** button, the program will process employees. You will be presented with a screen where you can enter the hours worked by the employee. In addition, you can type the Department ID, Job ID, or the Workers Comp ID. The following items are supported on this screen:

- Input the Earnings, Department ID, Job ID or the Workers Comp ID and Deductions
- Calculate taxes
- Override the taxes for both the employee and employer
- Print the Payroll Worksheet
- Edit any incorrect payroll checks
- Print the Payroll checks

Screen Details



This screen processes one employee at a time. The following fields and function keys are available on this screen.

Earnings: The earnings for the employee is handled in one of the following two ways:

- If you are creating a new check for an employee, the default Earnings (Hours and Rates) will be obtained from the Employee Maintenance option.
- If there is an unposted check for the employee, the program will display the earnings of the previously processed payroll.

Important Note on Tips: In addition to the earnings, you can specify Tips that the employee has already collected from the customers. The program will consider these tips when calculating the taxes. Tips will however not be added to the net amount of the check. The program assumes that cash tips have already been paid to the employee.

If you are paying the tips directly to the employee, then you must change the name of one of the Miscellaneous Earnings to Tips and then enter the amount as a line item on the timecard.

Deductions: The deductions for the employee is handled in one of the following two ways:

- If you are creating a new check for an employee, the default deduction amounts will be obtained from the Employee Maintenance option.
- If there is an unposted check for the employee, the program will display the deductions of the previously processed payroll.

The following functions are available on this screen:

Browse-F3: If you are on a field, which has a list that can be browsed, you can click on the **Browse-F3** button or press the function key **F3**. You can browse the Department ID, Job ID (if Job Costing is enabled in the Job Module), or the Workers' Compensation ID.

Save-F4: You can either click on the **Save-F4** button or press the function key **F4** to calculate the taxes for both the employee and the employer.

If you want to calculate the taxes, save the employee information and process the next employee, all in one stroke, you can use the **PageDown** key instead of the **F4** key.

F6 and F7: At any given time, you can see the Employee Taxes, or Deductions or Employer Taxes. You can use the **F6** key to toggle between the Employee Taxes and the Deductions. If you press the function key **F7**, you can see the Employer Taxes.

Inactive-F8: If you want to skip an employee for this payroll you can press the **F8** function key. No payroll checks will be issued to this employee. When you process payroll the next time you will be given a choice to re-activate the employee.

PageUp: You can press the **PageUp** key to view the details of the previous employee. You can also click on the **Previous** button.

PageDown: When you press the **PageDown** key, the taxes for the current employee will be calculated and saved. Then the program will display the details of the next employee. You can also click on the **Next** button.

When the last employee in the list has been processed and the payroll generated, you will be prompted for the following options:

- Print the **Payroll Worksheet** report. To view a sample of this report, please refer to page 635.
- You can use the **Edit Payroll Checks** screen to correct any checks. For more information about this option, please refer to page 632.
- At the end of this process, you can **Print Payroll Checks**. For more information about this option, please refer to page 638.

Listed below are some special notes relating to the Auto Process Payroll option:

- Employees marked as **inactive** in the **Employee Maintenance** option will not be included in the Auto Process payroll checks.
- To split a single earning (e.g. regular, overtime etc.) to multiple departments, jobs, or worker comp codes, you must use the **Enter/Edit Timecard** option, which is a part of the Manual Process Payroll Checks.
- When you press the PageDown key:
    - ➢ If you override the employee taxes, they will not be re-calculated.
    - ➢ If you override the employer liabilities, they will not be re-calculated.

Manually Process Payroll Checks

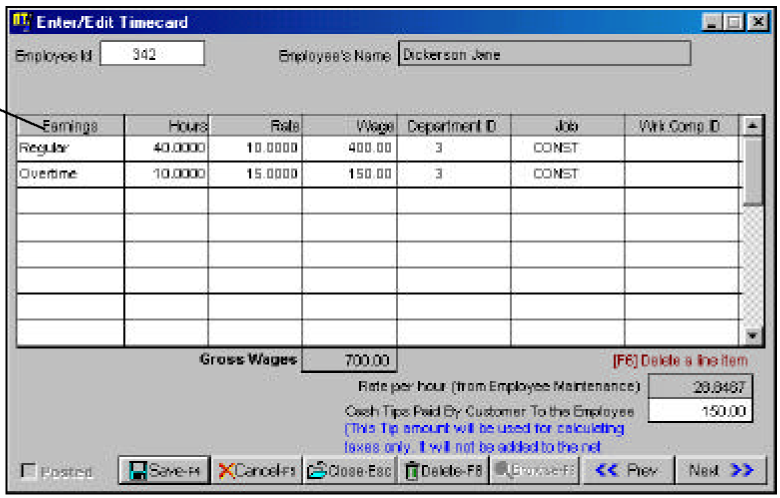
Enter/Edit Timecard

Select this option only when you need to enter supplementary information for a given payroll (e.g. overtime, vacation etc.).

If you have an employee that receives a fixed wage that has already been preset in the **Employee Maintenance** option, then you do not have to use this screen. How ever if you wish to override the default settings for the employee, then you will be required to enter all the earnings for the employee on this screen. E.g. say you had entered the regular rates and hours for an hourly employee in the **Employee Maintenance** as 40.00 hours and $10.00 per hour. Now if you wanted to pay 10 hours of overtime at $15 per hour you would enter the following information in the timecard screen:

Employee	Hours	Rate
Regular Time	40.00	10.00
Over Time	15.00	15.00

Enter payroll hours at any time.



For more information on how the program calculates the salary for hourly, salaried, and commission employees, please refer to the **Earnings** section on page 606

Specify the employee by doing one of the following:

- Type the **Employee ID** and press the **Enter** key

OR

- Click once on **Browse**, click on the desired employee or press **Page Down** until the desired employee is reached. Press the **Enter** key.

When you have specified an employee, the program displays the employee's name. In addition the employee default earnings will be listed. You can change the starting and the ending **Pay period** if required.

Next you can enter the hours and rates for:

- Regular
- Overtime
- Personal
- Vacation
- Sick
- Miscellaneous Earnings #1 to #6

Department, Jobs and Workers Comp ID's: If you have employees working in multiple departments, jobs or workers comp ID's you can enter that information with each earning. You can also split a single earning (e.g. Regular, Overtime etc.) to multiple departments, jobs, or workers comp ID's by repeating the earning on multiple lines. If Job tracking is not enabled, the Job column will not be displayed.

If you do not have multi department payroll, simply accept the defaults provided by the program. For detailed information on department and job setup, refer to the Payroll Setup section on page 583.

Tips: In addition to the earnings, you can specify Tips that the employee has already collected from the customers. The program will consider these tips when calculating the taxes. Tips will however not be added to the net amount of the check. The program assumes that cash tips have already been paid to the employee.

If you are paying the tips directly to the employee, then you must change the name of one of the Miscellaneous Earnings to Tips and then enter the amount as a line item on the timecard.

Rate Per Hour: The program will display the Rate Per Hour from the **Employee Maintenance** option. This rate is determined as follows for each of the following employee types:

> **Hourly Employee**: The Rate per Hour is determined based on the amount in the **Regular Rate/Hour** field in Employee Maintenance.
>
> **Salaried Employee**: The Rate per Hour is determined based on the **Regular Default Hrs** and **Annual Salary** fields in Employee Maintenance. The Rate per Hour for a Weekly/Salaried employee is calculated as follows:
>
> (Annual Salary / Weeks in a year) / Regular Default Hrs
>
> For example if the **Annual Salary** was 25,000 and you entered **Regular Default Hrs** as 40, the program will calculate the **Rate/Hour** field as follows:
>
> (25000 / 52) / 40 = 12.0192
>
> If the pay period is **Bi-Weekly**, the program will replace 52 with 26 pay periods (i.e. the total number of pay periods in a year) in a year and **Regular Default Hrs** with 80.

Important Note: You must <u>manually</u> enter the number 80 (or the regular hours for the pay period) in the Regular Default Hrs. field.

> **Commissioned Employee**: The calculation for Rate per hour is the **same as that for a salaried employee** described previously. The only difference is that the **Annual Salary** field is replaced by the **Comm. – Annual Base Salary** field in Employee Maintenance during the calculation.

The payroll program will save your timecard data after you click on the **OK** button. The **Cancel** button will not save any new changes you have entered. The delete button will delete the timecard for the employee. You can click on **Previous** and **Next** buttons to look at the timecard information for all the employees you had entered.

Important Note: The Payroll program will clear the Timecard information if you select the option to **Post Payroll** or **Cancel Payroll**.

Timecard List

Date: 05/09/98 Page No.: 1

Timecard List
Moorpark Pharmacy
123 Main Street
Moorpark, CA 93021

Employee	Employee Name	Pay Type	Hours	Rate	Dept ID.
1	Smith Joe	Regular	40.0000	10.0000	1
Pay Type: Hourly		Gross Wages:	400.00		
2	Jones Nancy	Regular	10.0000	1	
		Regular	384.8000	1	
Pay Type: Salaried		Gross Wages:	394.80		
3	Macy Allan	Overtime	10.0000	30.0000	1
		Regular	0.0000		1
Pay Type: Commission		Gross Wages:	300.00		
Total Employees: 3		Total Gross Wages:	1094.80		

Generate Payroll

The **Generate Payroll** option takes the employee gross wages and deductions and creates payroll checks.

The **Generate Payroll** option first looks at the **Enter/Edit Timecard** screen to see if you have entered earnings for an employee. If it finds the earnings information in the Enter/Edit Timecard, it will use these earnings and override the default settings in the **Employee Maintenance** file.

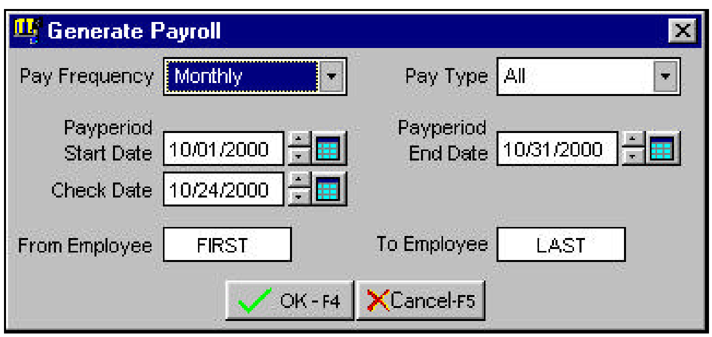
If there is no information in the Enter/Edit Timecard screen for the employee, the Generate Payroll option will get the earnings from the default settings in the **Employee Maintenance** file.

You can generate payroll for the following type of employees:

- Daily
- Weekly
- Biweekly
- Semi Monthly
- Monthly
- Quarterly
- Semi-Annual
- Annual

In addition, you can select the Pay Type of the employees to be included in the payroll generation process. There are:

- Hourly
- Salaried
- Commissioned
- All three of the above



In addition, the program will ask you for the **Start Date** and the **End Date** for the payroll period. This information will print on the payroll check and is for informational purposes only. The date ranges supplied do not represent the payroll check date. **The payroll check date is determined at the time of printing the check**.

You can select a Range of Employees to be processed or leave the default values of **FIRST** and **LAST**. As default, the program will process all employees in the selected payroll period.

Click on **OK-F4** to generate payroll or **Cancel-F5** to abort the process. After the generation process is complete, you can edit the checks using the **Edit Payroll Checks** option.

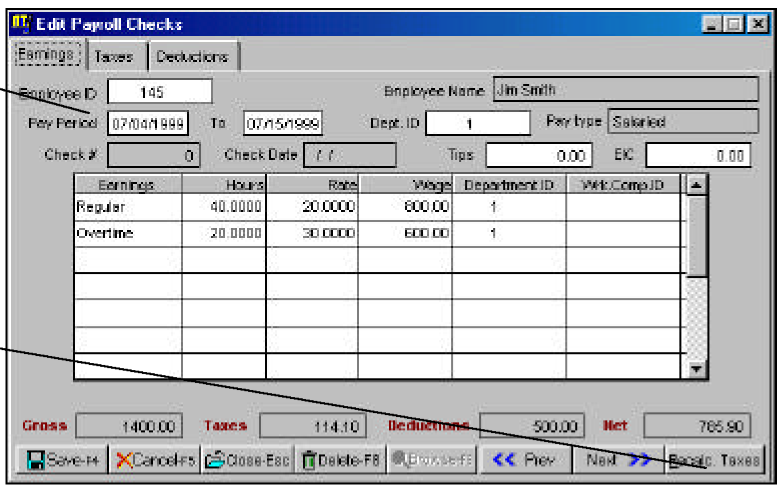
Edit Payroll Checks

The Edit Payroll Checks option is used to edit the paycheck created by the Generate Payroll option.

The Edit Payroll Checks screen has the following fields:

Edit payroll check at any time.

Click here to recalculate payroll taxes. Great for “what if” calculations and for issuing a single check.



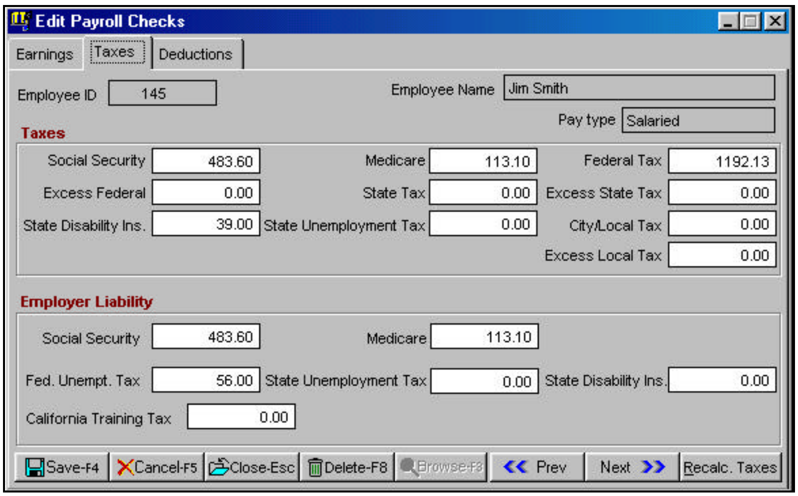
At the top of the screen, the Employee ID, Employee Name, Pay Type, Pay Period, Tips, and EIC are displayed. Below that the following earnings are displayed:

- Regular
- Overtime
- Personal
- Vacation
- Sick
- Miscellaneous Earnings #1 to #6

The program automatically calculates the Gross, Taxes, Deductions, and the Net payroll.

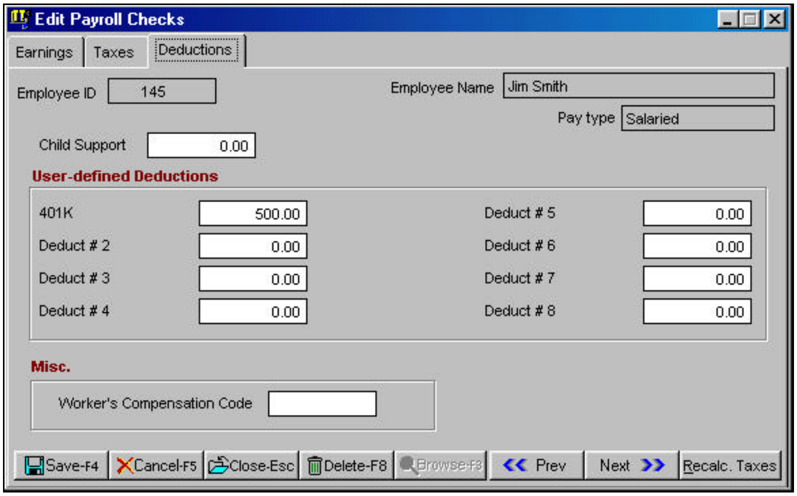
Important Note: If you decide to change any figures on these screens, you should click on the **Recalc Taxes** button to re-calculate the payroll taxes.

The following screen displays the taxes for the employee, and the liabilities to be paid by the employer.



The last screen (Tab) displays the deductions from the employee's paycheck.

Important Note: **Reimbursement of employee expenses** displays as a negative figure. For more information on Reimbursement of employee expenses, refer to page 642.



Before you print and post your payroll checks, you should print out the following reports to ensure that all the information is accurate. These reports cannot be printed once the checks have been posted. The reports available are:

- Payroll Worksheet Report
- Child Support Report
- Payroll Deduction Report

Payroll Worksheet

Payroll Worksheet

Al & Ed Electronics
11988 Main St
Moorpark, CA 93021

Date: 10/30/2000
Time: 15:11:58
Page: 1
User: SYSTEM ADMINISTRATOR

For the period 10/01/2000 To 10/31/2000
Employee Range: FIRST TO LAST, Sorted by Employee ID.

Employee ID	Employee Name	Soc. Sec. #	Check #	Check Dt.	Gross	Total Tax	Deductions	Check Amt.
145	Smith, Jim	999-99-9999	0	10/30/2000	7800.00	1829.01	500.00	5470.99

Depart. ID: 1 **Pay Type:** Salaried **Pay Freq:** Monthly **W/C. ID:**

EARNINGS	HOURS	RATE	AMOUNT	DEDUCTION	AMOUNT	LIABILITES	AMOUNT
Regular			7800.00	Soc. Secu.	483.60	Soc. Secu.	483.60
				Medicare	113.10	Medicare	113.10
				FWT	1177.71		
				SDI	54.60		
				401K	500.00		
			7800.00		2329.01		596.70

Gross: 7800.00 Less Taxes: 1829.01 Less Deductions: 500.00 Plus EIC: 0.00 = Net Pay: 5470.99

Employee ID	Employee Name	Soc. Sec. #	Check #	Check Dt.	Gross	Total Tax	Deductions	Check Amt.
220	Singleton, Darren	999-99-9999	0	10/30/2000	7800.00	1913.01	200.00	5686.99

Depart. ID: 3 **Pay Type:** Salaried **Pay Freq:** Monthly **W/C. ID:**

EARNINGS	HOURS	RATE	AMOUNT	DEDUCTION	AMOUNT	LIABILITES	AMOUNT
Regular			7800.00	Soc. Secu.	483.60	Soc. Secu.	483.60
				Medicare	113.10	Medicare	113.10
				FWT	1261.71	FUTA	20.00
				SDI	54.60		
				401K	200.00		
			7800.00		2113.01		616.70

Gross: 7800.00 Less Taxes: 1913.01 Less Deductions: 200.00 Plus EIC: 0.00 = Net Pay: 5686.99

SUMMARY:

EARNINGS	AMOUNT	DEDUCTION	AMOUNT	LIABILITES	AMOUNT
Regular	66075.00	Soc. Secu.	4096.65	Soc. Secu.	4096.65
Overtime	0.00	Medicare	958.09	Medicare	958.09
Personal	0.00	Federal	10205.18	FUTA	335.80
Vacation	0.00	State	0.00	SUI	0.00
Sick	0.00	SDI	462.53	SDI	0.00
Misc # 1	0.00	SUI	0.00	CAETT	0.00
Misc # 2	0.00	Local	0.00		
Misc # 3	0.00	401K	4360.00		
Misc # 4	0.00	Deduct # 2	440.00		5390.54
Misc # 5	0.00	Deduct # 3	0.00		
Misc # 6	0.00	Deduct # 4	0.00		
Tips	0.00	Deduct # 5	0.00		
		Deduct # 6	0.00		
		Deduct # 7	0.00		
		Deduct # 8	0.00		
		Child Suprt	0.00		

GROSS: 66075.00 **TAXES:** 15722.45 **DEDUCTIONS:** 4800.00 **NET PAY:** 45552.55

Payroll Worksheet (Continued)

ESTIMATED FEDERAL DEPOSIT

TOTAL WAGES AND TIPS:	66075.00
LESS: DEDUCTIONS DEFERRED FROM FEDERAL WITHHOLDING ONLY:	4360.00
DEDUCTIONS DEFERRED FROM FICA/MEDICARE ONLY:	0.00
DEDUCTIONS DEFERRED FROM BOTH FICA/MEDICARE & FEDERAL:	0.00
TAXABLE WAGES:	61715.00

TOTAL WAGES AND TIPS:	66075.00
LESS: DEDUCTIONS DEFERRED FROM FICA:	0.00
WAGES EXEMPT FROM FICA:	0.00
WAGES IN EXCESS OF THE LIMIT:	0.00
TAXABLE SOCIAL SECURITY WAGES:	66075.00

			FEDERAL TAX	10205.18
SOCIAL SECURITY	66075.00	x	0.124	8193.30000
MEDICARE	66075.00	x	0.029	1916.17500
DEPOSIT AMOUNT BEFORE ROUNDING:				20314.65500
DEPOSIT AMOUNT AFTER ROUNDING:				20314.66

NOTE: *The estimated deposit figures are calculated according to IRS regulations. These amounts may not exactly match the above summary due to rounding differences.*

SUMMARY OF DEFERRED DEDUCTIONS:

Deduction Name	Deferred on FWH	Deferred on FICA/Med.	Deferred on FICA & FWH
401K	4360.00	0.00	0.00
Deduct # 2	0.00	0.00	0.00
Deduct # 3	0.00	0.00	0.00
Deduct # 4	0.00	0.00	0.00
Deduct # 5	0.00	0.00	0.00
Deduct # 6	0.00	0.00	0.00
Deduct # 7	0.00	0.00	0.00
Deduct # 8	0.00	0.00	0.00
TOTALS:	4360.00	0.00	0.00

TOTAL EMPLOYEES: 17

Child Support Report

Date: 05/09/98 Page No. 1

Child Support Report
Moorpark Pharmacy
123 Main Street
Moorpark, CA 93021

Employee	Employee Name	C.S. Recipient	Amount
1	Joe M Smith	Ann Smith	225.00

Total Records: 1 Total Amount: 225.00

Payroll Deduction Report

Date: 05/09/98 Page No. 1

Payroll Deduction Report
Moorpark Pharmacy
123 Main Street
Moorpark, CA 93021

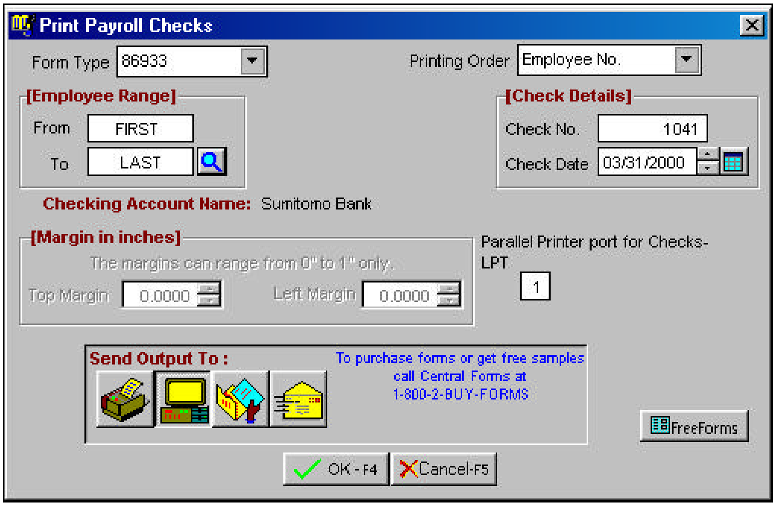
Employee	Employee Name	Deductions	Amount	Year-To-Dt
1	Joe Smith	D1	10.00	50.00
			10.00	50.00
2	Nancy Jones			
		D5	10.00	20.00
			10.00	20.00
3	Joe Smith			
		D8	20.00	40.00
			20.00	40.00

SUMMARY:

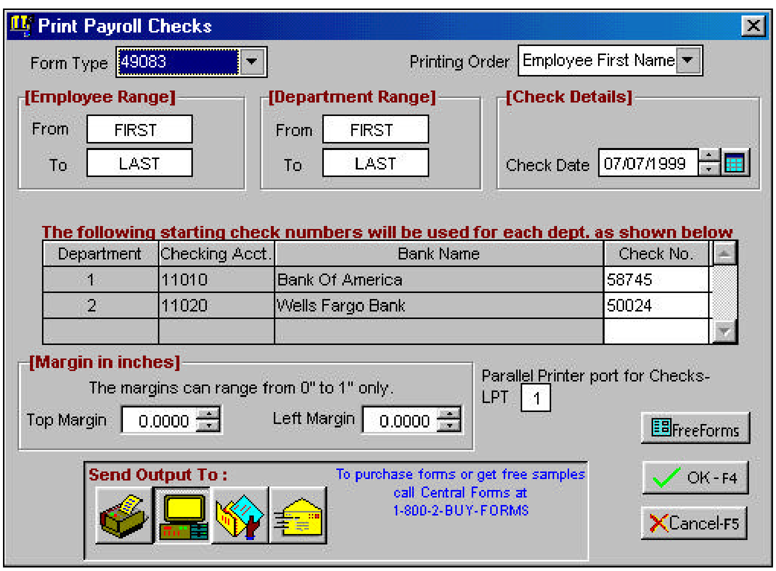
Deduction	Current	Year-To-Date
D1:	10.00	50.00
D2:	0.00	0.00
D3:	0.00	0.00
D4:	0.00	0.00
D5:	10.00	20.00
D6:	0.00	0.00
D7:	0.00	0.00
D8:	20.00	40.00
	40.00	110.00

Print Payroll Checks

This option is used to print the payroll checks. If you are printing all payroll checks from one checkbook, the following screen will be shown:



If you are printing checks from multiple checkbooks, the following screen will be shown:



The difference between the two screens is that the program will let you choose the starting check number for each checkbook. Each department can have its own checking account number. As a result if you had employees working in separate departments with different checking account numbers, the above screen is displayed. For more information on setting up payroll departments, refer to page 584.

Employee Range: Enter the starting and the ending employee numbers to print. To print, or reprint checks for all employees, enter **FIRST** for the **For** field and **LAST** for the **To** field.

Department Range: This option is available if you had employees working in separate departments with different checking account numbers. Enter the starting and the ending **Department IDs** to print. To print, or reprint checks for all departments, enter **FIRST** for the **For** field and **LAST** for the **To** field.

Important Note on Check Date: You will be asked for the check date. This date is very important as it is used by the all the reports in the payroll program to determine the total figures.

Check Number: If all your checks are printing from one checkbook, you will be asked to enter the Check Number. Otherwise if you are printing from multiple checkbooks, each checkbook and its check number will be listed separately.

The check number is retrieved from the **Bank Maintenance** option. For more information on the **Bank Maintenance** option refer to the **Accounts Payable** chapter.

Check Date: You will be asked to specify the check date. This is the date that will be used for calculations of all reports.

Margin Information: If you are printing on a laser style check, you can change the Top and Left margins for adjusting the alignment.

Parallel Printer Port: If you are printing checks on a dot-matrix printer, you can specify the printer port for printing the checks.

You can then indicate whether you want the check to be printed on the **Printer**, **Screen**, **Disk, File,** or **E-Mail**. Click on **OK** to print checks or **Cancel** to abort the printing process. If you are printing to a file, you may type in a filename.

TIP! All checks must be printed, or the program will not allow you to post your payroll. If you do not wish to print checks to a printer, you can print them to the screen.

Important Note: After printing checks to the **screen**, if you are going to re-print the checks to the **printer**, you will need to **re-enter the correct initial starting check number**.

Form Styles

The form style determines how the check will look when it prints. You can choose from the following Check Styles:

Checks Available from ZLand Forms

Style #	Description
4500	Payroll Plain Paper MICR Check – Purchase blank Security Check style#49083 without any printing on it. (MICR is an optional module)
49083	Check (Laser) (8.5” x 11”). **Parts Available**: 1
86003	Check (Dot Matrix) for Payroll only (8.5” x 7” Detached). Top Stub. **Parts Available**: 1
86913	Check (Dot Matrix) for Payroll only (8.5” x 7” Detached). Bottom Stub. **Parts Available**: 1 or 2, carbonless
86933	Check (Dot Matrix) (8.5” x 7” Detached). Top Stub.
86953	Check (Dot Matrix) (8.5” x 7” Detached). Top Stub. **Parts Available**: 1,2 & 3, carbonless.
9000	This will print the Pay Stub information only on a (8.5” x 11”) plain paper sheet. This check style is useful if: 1. You are directly depositing checks to the employee’s bank account and you want to give them a check stub for their record. 2. If you hand-write payroll checks, you can then print check stubs from the program. 3. If you have an external agency or department issued payroll checks, you can then print check stubs from the program for the employee’s records.
772511	Double Window Envelope for checks with safety tint pattern.

Ordering Forms

You can order the **Preprinted Forms** like checks, invoices, statements, W-2, and 1099 forms from our national supplier **ZLand** Forms.

Important Note: This program is designed to print on forms supplied by ZLand Forms only. You may have alignment problems with forms supplied from a different manufacturer. We guarantee compatibility only with forms supplied by ZLand Forms.

Please refer to the online Forms Brochure included with the program for information on ordering forms **or FREE SAMPLES.** You can order the **Preprinted Forms** like checks, invoices, statements, W-2, and 1099 forms from our national supplier ZLand Forms. For placing an order or obtaining **FREE FORM SAMPLES**, ZLand Forms can be reached at:

(800) 2-BUY FORMS

How Do I Reimburse Employee Expenses?

You can reimburse employees for expenses in two ways as listed below:

Method #1: Use the **Enter/Edit Checkbook** option in the **Bank Manager** module to create and then print a check for the employee. This check will NOT show up in the payroll module.

Method #2: You can also reimburse employee expenses along with the employee payroll check. You can do this as follows:

Step 1: From the **Payroll** menu, select **Setup** and then choose the **Payroll Setup** option. Select the Deduction tab and rename an unused payroll deduction to **Expenses**. Click on **OK-F4** to save.

Step 2: After you generate the payroll check, go to the **Edit Payroll Checks** option. Bring up the employee's paycheck.

Step 3: Go to the Deduction Tab and then place the cursor in the **Expenses** field. Enter the amount of the expense reimbursement as a negative amount. For example, if you wish to reimburse an employee for $50.00, enter –50.00 in the **Expenses** field.

Step 4: Click on the **Save** button to save the check. When you print the check, the program will automatically add $50.00 to the employee's paycheck. This will not affect the payroll taxes or the W2 at the end of the year.

Important Note: If the expense amount has to be listed on a 1099, use the A/P Module to issue the check. Consult your accountant for more information.

Enter/Edit Past Payroll Checks

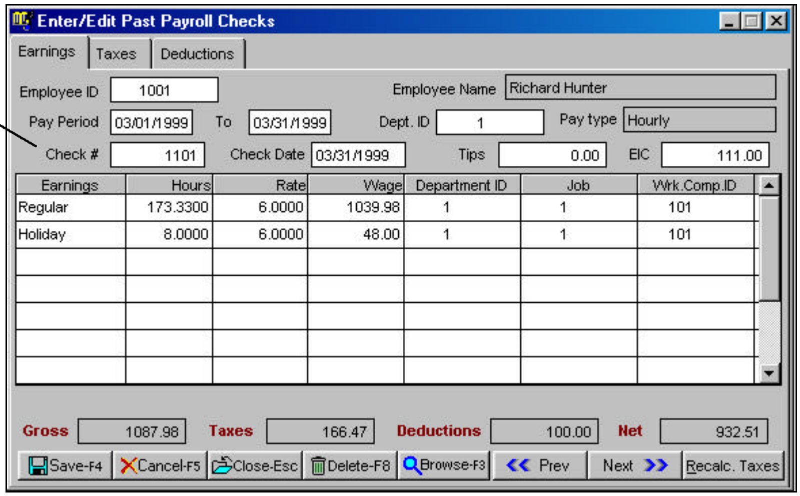
The **Enter/Edit Past Payroll Checks** option is used to enter payroll checks that are written manually or by an external payroll processing service. You can use this option to add the payroll checks to the employee's history.

Step 1: From the **Payroll** menu, select the **Enter/Edit Past Payroll Checks** menu option.

Step 2: Type in the employee number and enter the relevant figures. This screen is identical to the **Edit Payroll Checks** option discussed earlier. The only difference is that you must enter the **Check Number** and **Check Date** on this screen. For more information on the **Edit Payroll Checks** please refer to page 632.

Step 3: After you have entered these checks, select from the **Payroll** menu, select the **Post Payroll** option to post the payroll checks. For more information on the **Post Payroll** option, please refer to page 645.

Enter Past Payroll checks.



Cancel Payroll

This option will delete the unposted checks in the **Edit Payroll Checks** screen. In addition the time information will be deleted from the **Enter/Edit Timecard** screen. Your posted payroll history will not be affected by this option.

Click on **YES** to remove all entries from the **Edit Payroll Checks** screen Payroll, or **NO** to abort the process.

Post Payroll

When your payroll is complete you can update the payroll records for your employees by selecting the option **Post Payroll** from the **Payroll** module. This will update the payroll history for the employee.

Important Note: You should back up your data before posting the payroll checks. Once you have posted the payroll checks, they cannot be modified. You can "undo" a posting by restoring the data from the backup. You can back up your files from this posting screen by selecting the **Backup** button from the lower right of your screen.

Once you have posted the payroll checks the following options are affected:

- It will update payroll history for your employees.
- The journal Entries will be posted to the general ledger and to the checkbook (for reconciliation of your checkbook).

The following points describe the actual posting process in detail.

- A detail of all the debits and credits are posted to the general ledger. This posting may be viewed from the **Enter/Edit G/L Transactions** option. The Journal Entries created have the Journal Source as **PY** to signify that this posting originated from the **Payroll** option.

- The G/L Accounts are posted as follows:

Action	Account Number	Account Type	Source of the Account Number
Credit for Net Cash Paid on Employee Check	11010 – Checking Account	Cash	Payroll Department Setup
Debit for total of Employee Gross Wages and Taxes	52340 – Payroll Expense – Employee	Operation Expenses	Payroll Department Setup
Debit for total of Employer contributions towards taxes	52350 – Payroll Expense – Employer	Operation Expenses	Payroll Department Setup
Employer Taxes			
Credit	25010 – FICA Employer	Payroll Liability	Payroll Department Setup
Credit	25020 – Medicare Employer	Payroll Liability	Payroll Department Setup
Credit	25030 – FUTA Employer	Payroll Liability	Payroll Department Setup
Credit	25050 – SUI Employer	Payroll Liability	Payroll Department Setup
Credit	25040 – SDI Employer	Payroll Liability	Payroll Department Setup
Credit	25160 – CA Training Tax – Employer	Payroll Liability	Payroll Department Setup

Employee Taxes			
Credit	25060 – Federal Tax Employee	Payroll Liability	Payroll Department Setup
Credit	25070 – FICA Employee	Payroll Liability	Payroll Department Setup
Credit	25080 – Medicare Employee	Payroll Liability	Payroll Department Setup
Credit	25090 –State Tax Employee	Payroll Liability	Payroll Department Setup
Credit	25100 – SDI Employee	Payroll Liability	Payroll Department Setup
Credit	25110 – SUI Employee	Payroll Liability	Payroll Department Setup
Credit	25140 – Child Support Payable	Payroll Liability	Payroll Department Setup
Credit	25150 – Advance EIC Payments	Payroll Liability	Payroll Department Setup
Credit	25120 – City/Local Tax – Employee	Payroll Liability	Payroll Department Setup
Credit	25210-25280 Payroll Deductions 1-8	Payroll Liability	Payroll Department Setup

- The payroll checks are moved to the payroll history file. You will now see these transactions when you print reports from the **Payroll Reports** menu.
- All the payroll checks are listed on the **Checkbook Reconciliation** screen in the **Bank Manager** module. You can now reconcile these checks with you bank statement.
- The **Job Cost** report will be updated for the appropriate job. This will be done only if you had activated Job Tracking from the **Job Setup** menu. This option can be accessed from the **Job** module.

How Do I Void a Posted Payroll Check?

Step 1: From the Payroll menu, select **Setup** and then select **Employee Maintenance**.

Step 2: Type in the **Employee ID** and press **Enter**.

Step 3: Select the tab labeled **Checks**. All the checks for the employee will be displayed.

Step 4: Single click on the check you wish to delete and then click on the **Void** button. When you void a check, the program will do the following:

- Create a negative check to offset the currently selected check in payroll history
- Create a negative check in the Bank Manager checkbook. In addition, the negative check and the original check in bank manager are both marked as **VOID**.
- If you are using the accrual tracking function, the accrued hours will be reduced by the amount of the voided check.
- The G/L Entries for this payroll check are reversed.

Payroll Reports

All the payroll reports listed below with the exception of the **Payroll Check Register** report print from the posted history file. This means if you wish to include the current payroll in these reports you must post any unposted payroll checks before running these reports.

In addition many of these reports are updated regularly to conform to the latest state and federal regulations. Please refer to the **Payroll** section of the **Readme** file. This file contains the latest changes to the payroll program. You can access the **Readme** file from the **Help** menu.

Detailed Employee List

Employee Detailed Listing
ZLand, Inc.
11988 Challenger Court
Moorpark, CA 93021

Employee ID	Name	SSN	Phone	Job Title
1001	Hunter, Richard	111-11-1116	310-258-9631	Sales

Address: 78998 Van Owen

Northridge CA 96852 **Status**: Active **Job Type**: Full Time

Department: 1-Hourly **W/C. Code**: 101 Pay Period: Monthly

Marital Status: Single **Pay Type**: Hourly

Earnings:		**Default Hours**	**Rate/Hour**
	Regular:	173.3300	6.0000
	Overtime:		9.0000
	Vacation:		6.0000
	Personal:		6.0000
	Sick:		6.0000
	Holiday:		6.0000
	Vacation:		6.0000
	Commission:	1.0000	
	Bonus:	1.0000	
	Special:	1.0000	
	Misc # 6:	1.0000	

Deductions: **Amount** **Deduction Type**

Exemptions:

Federal: 1 **State:** 1 **Special State Exempt.:** 0 **Exempt. Claimed:** 0.00

Withholdings:

City Tax %: 0 **City Base Rate:** 0 **City Limit:**0

Tax Table: CA1 **EIC:** Single or Married without **Locality:**

Excess FWT: 0 **Excess SWT:** 0 **Excess LWT:** 0

Employee is exempt from these employer taxes: **FUTA:** No **SUI:** No **SDI:** No **CA. ETT:** No

Employee is exempt from these employee taxes: **FICA:** No **SUI:** No **SDI:** No **FWT:** No **SWT:** No

Accruals:	**PERSONAL**	**VACATION**	**SICK**
Hours Earned:	8.00	8.00	2.00
Hours Taken:	8.00	0.00	0.00
Balance:	0.00	8.00	2.00

Other Details:

Driver's License #: n6479987 **Birth Date:** 10/27/1963 **Date of Hire:** 03/02/1998

Date of Last Review: 03/02/1999 **Date of Last Raise:** 03/02/1999 **Date of Termination:**

Child Support Recipient: **Employee Status:** Full-Time

Employee Notes:

You can put in as many notes as you like for each employee.

Total Number of Employees: 1

Employee Summary List

Employee Detailed Listing
ZLand, Inc.
11988 Challenger Court
Moorpark, CA 93021

Employee ID **Name** **SSN** **Phone No.** **Pay Type**

1001 Hunter, 111-11-1116 310-258-9631 Hourly

Address: 78998 Van Owen **Pay Period:** Monthly **Pay Rate:** 6.0000

Northridge CA 96852 **Marital Status**: Single **Exempt.:** Federal = 1 State = 1

Status: Active **Dept:** 1 **Job Type:** Full Time **Job Title:** Sales

Employee Notes:

You can put in as many notes as you like for each employee.

1002 Wood, Hugh 111-11-1122 805-1111111 Hourly

Address: 345 Main **Pay Period:** Monthly **Pay Rate:** 6.0000

Moorpark CA 93021 **Marital Status:** Married **Exempt.:** Federal = 1 State = 1

Status: Active **Dept:** 1 **Job Type:** Full Time **Job Title:** Sales Rep

Employee Notes:

Review due in July

1003 Barry, Josie 222-22-2222 805-1231561 Hourly

Address: 456 Elm **Pay Period:** Monthly **Pay Rate**: 10.0000

Moorpark CA 93021 **Marital Status:** Married **Exempt.:** Federal = 1 State = 1

Status: Active **Dept:** **Job Type:** Full Time **Job Title:** Shipping

Employee Notes:

Will take vacation in October

1004 Hunter, Richard 111-11-1116 310-258-9631 Hourly

Address: 78998 Van Owen **Pay Period:** Monthly **Pay Rate:** 6.0000

Northridge CA 96852 **Marital Status:** Single **Exempt.:** Federal = 1 State = 1

Status: Active **Dept:** 1 **Job Type:** **Job Title:** Sales

Employee Notes:

Total Number of Employees: 4

Employee Address List

Employee Address List
ZLand, Inc.
11988 Challenger Court
Moorpark, CA 93021

Employee ID	Name /Address	Phone	SSN
1001	Hunter, Richard 78998 Van Owen Northridge CA 96852	310-258-	111-11-1116
1002	Wood, Hugh 345 Main Moorpark CA 93021	805-1111111	111-11-1122
1003	Barry, Josie 456 Elm Moorpark CA 93021	805-1231561	222-22-2222
1004	Hunter, Richard 78998 Van Owen Northridge CA 96852	310-258-9631	111-11-1116

Total Number of Employees: 4

Employee Labels

1001 Richard Hunter 78998 Van Owen Blvd. Northridge CA 96852	1002 Hugh Wood 345 Main Street Moorpark CA 93021
1003 Josie Barry 456 Elm Avenue Moorpark CA 93021	1004 Richard M Hood 1051 Redland Street Northridge CA 96852

Employee Worker's Comp Codes

Employee Workman's Comp. Codes
ZLand, Inc.
11988 Challenger Court
Moorpark, CA 93021

W/C Code	Description	Employee ID	Employee Name	Department ID.
101	Hourly	1002	Wood, Hugh	1
		1004	Hood, Richard M	1
		1001	Hunter, Richard	1
102	Shipping	1003	Barry, Josie	2
103	Salary	1005	Leoni, Robert	3
		1006	Brown, Elaine	3
104	Officers	1007	Swanson, Craig	4
		1008	Lockheed, Alan	4
105	Officers – exempt	1009	Price, Cristal	5
		1010	Porter, John	5

TOTAL W/C CODES: 5 **TOTAL EMPLOYEES:** 10

Employee Pay Rate Report

Employee Pay Rate Report
ZLand, Inc.
11988 Challenger Court
Moorpark, CA 93021

Employee ID.	Employee Name	Pay Frq	Pay Type	Salary/Comm	Reg. Rate	O/T Rate	Department ID.
1001	Hunter, Richard	Monthly	Hourly	0.00	6.0000	9.0000	1
1002	Wood, Hugh	Monthly	Hourly	0.00	6.0000	9.0000	1
1003	Barry, Josie	Monthly	Hourly	0.00	10.0000	15.0000	2
1004	Hood, Richard	Monthly	Hourly	0.00	6.0000	9.0000	1
1005	Leoni, Robert	Monthly	Salaried	30000.00	14.4234	21.6351	3
1006	Brown, Elaine	Monthly	Salaried	75000.00	36.0584	54.0876	3
1007	Swanson, Craig	Monthly	Salaried	31200.00	15.0003	22.5000	4
1008	Lockheed, Alan	Monthly	Salaried	41600.00	20.0004	30.0000	4
1009	Price, Cristal	Monthly	Salaried	41600.00	20.0004	30.0000	5
1010	Porter, John	Monthly	Salaried	41600.00	20.0004	30.0000	5

TOTAL EMPLOYEES: 10

Personnel Management Report

Personnel Management Report

Date: 10/24/2000
Time: 16:36:20
Page: 1
User: SYSTEM ADMINISTRATOR

Al & Ed Electronics
11988 Main St
Moorpark, CA 93021

Employee Range: 220 TO LAST, Sorted by Employee ID, Inactive employees included

Employee ID	Employee Name	Sex	Status	Tel. Extns.	Birth Dt.	Hire Dt.	Last Review	Last Raise	Terminated	Days Late
220	Singleton, Darren	F	R		10/24/1974	11/01/1989		06/24/1998		6.00

Driver's Lic. # 00822419 **Emg. Contact** Mary Singleton **Emg. Phone**
Child Support Recipient's Name & Addr.

Salary History	From	To	Designation	Salary
	12/01/1997	06/23/1998		40000.00
	06/24/1998	/ /		46000.00

Description	Joined	Withdraw	Carrier
Medical	/ /	/ /	
	/ /	/ /	
Dental	/ /	/ /	
Other	/ /	/ /	
	/ /	/ /	
Insurance	/ /	/ /	
Pension	/ /	/ /	
Union	/ /	/ /	
Credit Union	/ /	/ /	
Other	/ /	/ /	
Education	BS in Engineering		

Employee ID	Employee Name	Sex	Status	Tel. Extns.	Birth Dt.	Hire Dt.	Last Review	Last Raise	Terminated	Days Late
225	Oswald, Mary		R			01/01/1997				0.00

Driver's Lic. # **Emg. Contact** **Emg. Phone**
Child Support Recipient's Name & Addr.

Salary History	From	To	Designation	Salary

Description	Joined	Withdraw	Carrier
Medical	/ /	/ /	
	/ /	/ /	
Dental	/ /	/ /	
Other	/ /	/ /	
	/ /	/ /	
Insurance	/ /	/ /	
Pension	/ /	/ /	
Union	/ /	/ /	
Credit Union	/ /	/ /	
Other	/ /	/ /	

Employee ID	Employee Name	Sex	Status	Tel. Extns.	Birth Dt.	Hire Dt.	Last Review	Last Raise	Terminated	Days Late
342	Dickerson, Jane		R			10/01/1950				0.00

Driver's Lic. # **Emg. Contact** **Emg. Phone**
Child Support Recipient's Name & Addr.

Salary History	From	To	Designation	Salary

Description	Joined	Withdraw	Carrier
Medical	/ /	/ /	
	/ /	/ /	
Dental	/ /	/ /	
Other	/ /	/ /	
	/ /	/ /	
Insurance	/ /	/ /	
Pension	/ /	/ /	
Union	/ /	/ /	

Employee Accrued Time Report

Employee Accrued Time Report
ZLand, Inc.
11988 Challenger Court
Moorpark, CA 93021

		Last Year			Current Year					
Pay Type	**Begin Dt.**	**Earned**	**Taken**	**Balance**	**Earned**	**Taken**	**Balance**	**Pay Rate**	**Amount**	**Depart ID.**
Employee: 1001 - Hunter, Richard										1
Personal	mm/dd/yy	0.00	0.00	0.00	9.99	0.00	9.99	6.0000	59.94	
Vacation	mm/dd/yy	0.00	0.00	0.00	9.99	0.00	9.99	6.0000	59.94	
Sick	mm/dd/yy	0.00	0.00	0.00	5.01	0.00	5.01	6.0000	30.06	
		0.00	0.00	0.00	24.99	0.00	24.99		149.94	
Employee: 1002 - Wood, Hugh										1
Vacation	mm/dd/yy	0.00	0.00	0.00	9.99	0.00	9.99	6.0000	59.94	
		0.00	0.00	0.00	9.99	0.00	9.99		59.94	
Employee: 1003 - Barry, Josie										2
Vacation	mm/dd/yy	0.00	0.00	0.00	9.99	0.00	9.99	10.0000	99.90	
		0.00	0.00	0.00	9.99	0.00	9.99		99.90	
Employee: 1004 - Hood, Richard M										1
Personal	mm/dd/yy	0.00	0.00	0.00	9.99	0.00	9.99	6.0000	59.94	
Vacation	mm/dd/yy	0.00	0.00	0.00	9.99	0.00	9.99	6.0000	59.94	
Sick	mm/dd/yy	0.00	0.00	0.00	5.01	0.00	5.01	6.0000	30.06	
		0.00	0.00	0.00	24.99	0.00	24.99		149.94	
GRAND TOTALS:		**0.00**	**0.00**	**0.00**	**69.96**	**0.00**	**69.96**		**459.72**	

TOTAL EMPLOYEES: 4

Employee Spreadsheet

This spreadsheet is useful if you process payroll for an external company (e.g. a bookkeeper or a payroll processing company). When you print this report, it will show columns for Employee name, Employee ID, Regular, Overtime Vacation, Holiday, Sick, Salary, and Commissions. If the employee is a salaried employee, the employee salary is pre-filled. **The rate and hours columns will not be pre-filled**. After you print, you can fax it to your payroll client. You client can then hand-write the hours and rates on this report and fax them back to you. You can then enter the information on the **Enter/Edit Timecard** option to process the payroll.

Important Note: This spreadsheet is for manual processing only. None of the columns (except the salary for salaried employees) will be pre-filled.

Employee Payroll Summary History Report

Payroll Summary History Report

Date: 10/30/2000
Time: 14:16:27
Page: 1
User: SYSTEM ADMINISTRATOR

Al & Ed Electronics
11980 Main St
Moorpark, CA 93021

For the period 10/01/2000 To 11/01/2000
Employee Range: FIRST TO LAST, Sorted by Employee ID.

Employee ID	Employee Name	Soc. Sec. #	Depart ID.	Gross	Total Tax	Deductions	Net Amount
145	Smith, Jim	999-99-9999	1	7800.01	1829.01	500.00	5471.00

Soc. Secu.: 483.60 Medicare: 113.10 FWT: 1177.71 SDI: 54.60

Regular	**7800.01**	**Soc. Secu.**	**483.60**
		Medicare	**113.10**
		FWT	**1177.71**
		SDI	**54.60**
		401K	**500.00**

Gross: 7800.01 Less **Taxes: 1829.01** Less **Deductions: 500.00** Plus **EIC: 0.00** = **Net Pay: 5471.00**

Employee ID	Employee Name	Soc. Sec. #	Depart ID.	Gross	Total Tax	Deductions	Net Amount
200	Jone, Sarah .	222-55-6155	1	0.00	0.00	0.00	0.00

Gross: 0.00 Less **Taxes: 0.00** Less **Deductions: 0.00** Plus **EIC: 0.00** = **Net Pay: 0.00**

Employee ID	Employee Name	Soc. Sec. #	Depart ID.	Gross	Total Tax	Deductions	Net Amount
220	Singleton, Darren	999-99-9999	3	4500.09	800.15	200.00	3499.94

Soc. Secu.: 279.01 Medicare: 65.25 FWT: 424.39 SDI: 31.50

Regular	**4500.09**	**Soc. Secu.**	**279.01**
		Medicare	**65.25**
		FWT	**424.39**
		SDI	**31.50**
		401K	**200.00**

Gross: 4500.09 Less **Taxes: 800.15** Less **Deductions: 200.00** Plus **EIC: 0.00** = **Net Pay: 3499.94**

SUMMARY:

EARNINGS	AMOUNT	DEDUCTION	AMOUNT	LIABILITIES	AMOUNT
Regular	29800.10	Soc. Secu.	1835.21	Soc. Secu.	1835.21
Overtime	0.00	Medicare	429.20	Medicare	429.20
Personal	0.00	Federal	5731.85	FUTA	222.40
Vacation	0.00	State	0.00	SUI	0.00
Sick	0.00	SDI	207.20	SDI	0.00
Misc # 1	0.00	SUI	0.00	CA ETT	0.00
Misc # 2	0.00	Local	0.00		
Misc # 3	0.00	401K	2800.00		
Misc # 4	0.00	Deduct # 2	0.00		
Misc # 5	0.00	Deduct # 3	0.00		
Misc # 6	0.00	Deduct # 4	0.00		
Tips	0.00	Deduct # 5	0.00		
		Deduct # 6	0.00		
		Deduct # 7	0.00		
		Deduct # 8	0.00		
		Child Supt	0.00		
	29800.10		11003.26		2486.81

Gross: 29800.10 Less **Taxes: 8203.26** Less **Deductions: 2800.00** Plus **EIC: 0.00** = **Net Pay: 18696.84**

Employee Payroll Summary History Report (Continued)

ESTIMATED FEDERAL DEPOSIT

TOTAL WAGES AND TIPS:				29600.10	
LESS: DEDUCTIONS DEFERRED FROM FEDERAL WITHHOLDING ONLY:				2800.00	
DEDUCTIONS DEFERRED FROM FICA/MEDICARE ONLY:				0.00	
DEDUCTIONS DEFERRED FROM BOTH FICA/MEDICARE & FEDERAL:				0.00	
TAXABLE WAGES:				26800.10	(Item 2 on Form 941)
TOTAL WAGES AND TIPS:				29600.10	
LESS: DEDUCTIONS DEFERRED FROM FICA:				0.00	
WAGES EXEMPT FROM FICA:				0.00	
WAGES IN EXCESS OF THE LIMIT:				0.00	
TAXABLE SOCIAL SECURITY WAGES:				29600.10	(Item 6a on Form 941)
FEDERAL TAX				5731.65	(Item 3 on Form 941)
SOCIAL SECURITY	29600.10	x	0.124	3670.41240	
MEDICARE	29600.10	x	0.029	858.40290	
DEPOSIT AMOUNT BEFORE ROUNDING:				10260.46530	
DEPOSIT AMOUNT AFTER ROUNDING:				10260.47	

NOTE:

The estimated deposit figures are calculated according to IRS regulations. These amounts may not exactly match the above summary due to rounding differences.

SUMMARY OF DEFERRED DEDUCTIONS:

Deduction Name	Deferred on FWH	Deferred on FICA/Med.	Deferred on FICA & FWH
401K	2800.00	0.00	0.00
Deduct # 2	0.00	0.00	0.00
Deduct # 3	0.00	0.00	0.00
Deduct # 4	0.00	0.00	0.00
Deduct # 5	0.00	0.00	0.00
Deduct # 6	0.00	0.00	0.00
Deduct # 7	0.00	0.00	0.00
Deduct # 8	0.00	0.00	0.00
TOTALS:	2800.00	0.00	0.00

Employee Payroll Detail History Report

Payroll Detail History Report
ZLand, Inc.
11988 Challenger Court
Moorpark, CA 93021

Employee ID	**Employee Name**	**Soc. Sec. #**	**Check #**	**Check Dt.**			
1001	Hunter, Richard	111-11-1116	1028	mm/dd/yy			
	Depart. ID: 1	**Pay Type**: Hourly		**Pay Frequency**: Monthly			
EARNINGS	**HOURS**	**RATE**	**AMOUNT**	**DEDUCTION**	**AMOUNT**	**LIABILITIES**	**AMOUNT**
Regular	173.3300	6.0000	1039.98	Soc. Secu.	64.48	Soc. Secu.	64.48
EIC	1.0000	115.0000	115.00	Medicare	15.08	Medicare	15.08
				FWT	88.50	FUTA	8.32
				SWT	6.29	SUI	30.16
				SDI	5.20	CA ETT	1.04
			1039.98		179.55		119.08
Gross: 1039.98 Less Taxes: 179.55 Less Deductions: 0.00 Plus EIC: 115.00= Net Pay: 975.43							
					1038	mm/dd/yy	
Regular	173.3300	6.0000	1039.98	Soc. Secu.	64.48	Soc. Secu.	64.48
EIC	1.0000	115.0000	115.00	Medicare	15.08	Medicare	15.08
				FWT	88.50	FUTA	8.32
				SWT	6.29	SUI	30.16
				SDI	5.20	CA ETT	1.04
			1039.98		179.55		119.08
Gross: 1039.98 Less Taxes: 179.55 Less Deductions: 0.00 Plus EIC: 115.00= Net Pay: 975.43							
Regular	**346.66**	**6.0000**	**2079.96**	**Soc. Secu**	**128.96**		
EIC	**2.00**	**115.0000**	**230.00**	**Medicare**	**30.16**		
				FWT	**177.00**		
				SWT	**12.58**		
				SDI	**10.40**		
Gross: 2079.96 Less Taxes: 359.10 Less Deductions: 0.00 Plus EIC: 230.00= Net Pay: 1950.86							
1002	Wood, Hugh	111-11-1122	1025	mm/dd/yy			
Depart. ID: 1	Pay Type: Hourly	Pay Frequency: Monthly					
EARNINGS	**HOURS**	**RATE**	**AMOUNT**	**DEDUCTION**	**AMOUNT**	**LIABILITIES**	**AMOUNT**
Regular	173.3300	6.0000	1039.98	Soc. Secu.	64.48	Soc. Secu.	64.48
EIC	1.0000	8.0000	8.00	Medicare	15.08	Medicare	15.08
				FWT	41.00	FUTA	8.32
				SWT	2.36	SUI	30.16
				SDI	5.20	CA ETT	1.04
			1039.98		128.12		119.08
Gross: 1039.98 Less Taxes: 128.12 Less Deductions: 0.00 Plus EIC 8.00= Net Pay: 919.86							
			1035	mm/dd/yy			
Regular	173.3300	6.0000	1039.98	Soc. Secu.	64.48	Soc. Secu.	64.48

Employee Payroll Detail History Report (Continued)

EIC	1.0000		8.0000	8.00	Medicare	15.08	Medicare	15.08
					FWT	41.00	FUTA	8.32
					SWT	2.36	SUI	30.16
					SDI	5.	CA ETT	1.04
				1039.98		128.12		119.08

Gross: 1039.98 Less Taxes: 128.12 Less Deductions: 0.00 Plus EIC: 8.00= Net Pay: 919.86

Regular		**346.66**	**6.0000**	**2079.96**	**Soc. Secu.**	**128.96**
	2.00	**8.0000**	**16.00**	**Medicare**	**30.16**	
				FWT	**82.00**	
				SWT	**4.72**	
				SDI	**10.40**	

Gross: 2079.96 Less Taxes: 256.24 Less Deductions: 0.00 Plus EIC: 16.00= Net Pay: 1839.72

SUMMARY:

EARNINGS AMOUNT	AMOUNT	DEDUCTION	AMOUNT	LIABILITIES	
Holiday	0.00	SUI	0.00	CA ETT	4.16
Vacation	0.00	Local	0.00		
Commission	0.00	Advance	0.00		
Bonus	0.00	Loan	0.00		
Special	0.00	Garnishment	0.00		
Misc # 6	0.00	Meals	0.00		
Tips	0.00	Travel	0.00		
		401K	0.00		
		Deduct #7	0.00		
		Deduct # 8	0.00		
		Child Support	0.00		
	4159.92		615.34		476.32

Gross: 4159.92 Less Taxes: 615.34 Less Deductions 0.00 Plus EIC: 246.00 = Net Pay: 3790.58

ESTIMATED FEDERAL DEPOSIT

TOTAL WAGES AND TIPS:	4159.92	
LESS: DEDUCTIONS DEFERRED FROM FEDERAL WITHHOLDING ONLY:	0.00	
DEDUCTIONS DEFERRED FROM FICA/MEDICARE ONLY:	0.00	
DEDUCTIONS DEFERRED FROM BOTH FICA/MEDICARE & FEDERAL:	0.00	
TAXABLE WAGE:	4159.92	**(Item 2 on Form 941)**
TOTAL WAGES AND TIPS:	4159.92	
LESS: DEDUCTIONS DEFERRED FROM FICA:	0.00	
WAGES EXEMPT FROM FICA:	0.00	
WAGES IN EXCESS OF THE LIMIT:	0.00	
TAXABLE SOCIAL SECURITY WAGES:	4159.92	**(Item 6a on Form 941)**

Employee Payroll Detail History Report (Continued)

FEDERAL TAX				259.00	(**Item 3 on Form 941**)
SOCIAL SECURITY	4159.92	x	0.124	515.83008	
MEDICARE	4159.92	x	0.029	120.63768	
DEPOSIT AMOUNT BEFORE ROUNDING				895.46776	
LESS: EIC:				246.00	
DEPOSIT AMOUNT AFTER ROUNDING:				649.47	

NOTE: *The estimated deposit figures are calculated according to IRS regulations. These amounts may not exactly match the above summary due to rounding.*

SUMMARY OF DEFERRED DEDUCTIONS:

Deduction Name	Deferred on FWH	Deferred on FICA/Med.	Deferred on FICA & FWH
Advance	0	0	0
Loan	0	0	0
Garnishment	0	0	0
Meals	0	0	0
Travel	0	0	0
401K	0	0	0
Deduct # 7	0	0	0
Deduct # 8	0	0	0
TOTALS:	**0.00**	**0.00**	**0.00**

Employee Payroll Check Register Report

Payroll Check Register Report
ZLand, Inc.
11988 Challenger Court
Moorpark, CA 93021

				Gross+Tips	Tips	FWH	Soc. Secu.	Medicare	SWH
Check #	**Payroll Period**	**Check Date**	**Depart.**	**SUI**	**SDI**	**LWH**	**Deductions**	**EIC**	**Check Amt.**
Employee: 1001 - Hunter, Richard		**SON**: 111-11-1116							
1028	mm/dd/yy-mm/dd/yy	mm/dd/yy	1	1039.98	0.00	88.50	64.48	15.08	6.29
				0.00	5.20	0.00	0.00	115.00	975.43
1038	mm/dd/yy-mm/dd/yy	mm/dd/yy	1	1039.98	0.00	88.50	64.48	15.08	6.29
				0.00	5.20	0.00	0.00	115.00	975.43
				2079.96	0.00	177.00	128.96	30.16	12.58
		TOTAL:		0.00	10.40	0.00	0.00	230.00	1950.86
Employee: 1002 - Wood, Hugh		**SSN:** 111-11-1122							
1025	mm/dd/yy-mm/dd/yy	mm/dd/yy	1	1039.98	0.00	41.00	64.48	15.08	2.36
				0.00	5.20	0.00	0.00	8.00	919.86
1035	mm/dd/yy-mm/dd/yy	mm/dd/yy	1	1039.98	0.00	41.00	64.48	15.08	2.36
				0.00	5.20	0.00	0.00	8.00	919.86
				2079.96	0.00	82.00	128.96	30.16	4.72
		TOTAL:		0.00	10.40	0.00	0.00	16.00	1839.72
TOTAL EMPLOYEES: 2	**TOTAL CHECKS**: 4			4159.92	0.00	259.00	257.92	60.32	17.30
GRAND TOTAL:				0.00	20.80	0.00	0.00	246.00	3790.58

Employee QTD / YTD Earnings Report

Payroll QTD/YTD Earnings Report
ZLand, Inc.
11988 Challenger Court
Moorpark, CA 93021

REPORT FOR X QUARTER OF YY

			FWT	Soc.Secu.	Medicare	SWT					EIC.
	Gross	**Tips**	**Empr. SUI**	**Empr. SDI**	**FUTA**	**CA ETT**	**LWT**	**SUI**	**SDI**	**Deduct.**	**Net**

Employee Number: 1001 **Employee Name**: Hunter, Richard

February	1039.98	0.00	88.50	64.48	15.08	6.29	0.00	0.00	5.20	0.00	115.00
			30.16	0.00	8.32	1.04					975.43
March	1039.98	0.00	88.50	64.48	15.08	6.29	0.00	0.00	5.20	0.00	115.00
			30.16	0.00	8.32	1.04					975.43
Total:	2079.96	0.00	177.00	128.96	30.16	12.58	0.00	0.00	10.40	0.00	230.00
			60.32	0.00	16.64	2.08					1950.86

Employee Number: 1002 **Employee Name**: Wood, Hugh

February	1039.98	0.00	41.00	64.48	15.08	2.36	0.00	0.00	5.20	0.00	8.00
			30.16	0.00	8.32	1.04					919.86
March	1039.98	0.00	41.00	64.48	15.08	2.36	0.00	0.00	5.20	0.00	8.00
			30.16	0.00	8.32	1.04					919.86
Total:	2079.96	0.00	82.00	128.96	30.16	4.72	0.00	0.00	10.40	0.00	16.00
			60.32	0.00	16.64	2.08					1839.72

Summary:

			FWT	Soc. Secu	Medicare	SWT					EIC.
	Gross	**Tips**	**Empr. SUI.**	**Empr. SDI**	**FUTA**	**CA ETT**	**LWT**	**SUI**	**SDI**	**Deduct.**	**Net**
February	2079.96	0.00	129.50	128.96	30.16	8.65	0.00	0.00	10.40	0.00	123.00
			60.32	0.00	16.64	2.08					1895.29
March	2079.96	0.00	129.50	128.96	30.16	8.65	0.00	0.00	10.40	0.00	123.00
			60.32	0.00	16.64	2.08					1895.29
Grand	**4159.92**	**0.00**	**259.00**	**257.92**	**60.32**	**17.30**	**0.00**	**0.00**	**20.80**	**0.00**	**246.00**
Total:			**120.64**	**0.00**	**33.28**	**4.16**					**3790.58**

Employee Pay Data Report

Payroll Employee Pay Data Report
ZLand, Inc.
11988 Challenger Court
Moorpark, CA 93021

Checks as of mm/dd/yy

Employee ID	Employee Name	Soc. Sec.#	Fed.	State	Table	Pay Type	Rate	Frequency	Depart. ID
1001	Hunter, Richard	111-11-1116	1	1	CA1	Hourly	6.0000	Monthly	1

78998 Van Owen, Northridge, CA 96852 **Marital Status**: Single **EIC Status**: Single or Married w/o spouse filing certificate

Description	Last Paycheck Check #	Check Dt.	Amount	Current Month	Previous Month	QTD	YTD
Regular	1038	mm/dd/yy	1039.98	1039.98	1039.98	2079.96	2079.96
EIC			115.00	115.00	115.00	230.00	230.00
Soc. Secu.			64.48	64.48	64.48	128.96	128.96
Medicare			15.08	15.08	15.08	30.16	30.16
FWT			88.50	88.50	88.50	177.00	177.00
SWT			6.29	6.29	6.29	12.58	12.58
SDI			5.20	5.20	5.20	10.40	10.40
Total Gross			**1039.98**	**1039.98**	**1039.98**	**2079.96**	**2079.96**
Total Taxes:			**179.55**	**179.55**	**179.55**	**359.10**	**359.10**
Total Deductions:			**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Total EIC:			**115.00**	**115.00**	**115.00**	**230.00**	**230.00**
Total Net Pay:			**975.43**	**975.43**	**975.43**	**1950.86**	**1950.86**

SUMMARY:

Description	Last Check Amount	Current Month	Previous Month	QTD	YTD
Regular	1039.98	1039.98	1039.98	2079.96	2079.96
Overtime	0.00	0.00	0.00	0.00	0.00
Personal	0.00	0.00	0.00	0.00	0.00
Vacation	0.00	0.00	0.00	0.00	0.00
Sick	0.00	0.00	0.00	0.00	0.00
Holiday	0.00	0.00	0.00	0.00	0.00
Vacation	0.00	0.00	0.00	0.00	0.00
Commission	0.00	0.00	0.00	0.00	0.00
Bonus	0.00	0.00	0.00	0.00	0.00
Special	0.00	0.00	0.00	0.00	0.00
Misc # 6	0.00	0.00	0.00	0.00	0.00
EIC	115.00	115.00	115.00	230.00	230.00
Tips	0.00	0.00	0.00	0.00	0.00
Soc. Secu.	64.48	64.48	64.48	128.96	128.96
Medicare	15.08	15.08	15.08	30.16	30.16
FWT	88.50	88.50	88.50	177.00	177.00
SWT	6.29	6.29	6.29	12.58	12.58
LWT	0.00	0.00	0.00	0.00	0.00
SDI	5.20	5.20	5.20	10.40	10.40
SUI	0.00	0.00	0.00	0.00	0.00
Advance	0.00	0.00	0.00	0.00	0.00
Loan	0.00	0.00	0.00	0.00	0.00
Garnishment	0.00	0.00	0.00	0.00	0.00
Meals	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00
401K	0.00	0.00	0.00	0.00	0.00
Deduct # 7	0.00	0.00	0.00	0.00	0.00
Deduct # 8	0.00	0.00	0.00	0.00	0.00
Child Sprt.	0.00	0.00	0.00	0.00	0.00
Total Gross:	**1039.98**	**1039.98**	**1039.98**	**2079.96**	**2079.96**
Total Taxes:	**179.55**	**179.55**	**179.55**	**359.10**	**359.10**
Total EIC: actions:	**115.00**	**115.00**	**115.00**	**230.00**	**230.00**
Total Net Pay:	**975.43**	**975.43**	**975.43**	**1950.86**	**1950.86**

Employee Payroll Deduction Report

Employee Payroll Deduction Report
ZLand, Inc.
11988 Challenger Court
Moorpark, CA 93021

Emp ID	Employee Name	Soc. Sec.#	Check #	Check Dt.	Dept	Ded. Type	Amount
1006	Brown, Elaine	333-55-5666	1024	mm/dd/yy	3	Loan	62.50
					401K		30.00
						Total:	92.50
			1034	mm/dd/yy		Loan	62.50
					401K		30.00
						Total:	92.50

Loan: 125.00 **401K: 60.00** **Total Amount: 185.00**

Total Employees: 1 **Grand Total: 185.00**

SUMMARY:

Deduction Type	Amount	Year-To-Date
Advance	0.00	0.00
Loan	125.00	125.00
Garnishment	0.00	0.00
Meals	0.00	0.00
Travel	0.00	0.00
401K	60.00	60.00
Deduct # 7	0.00	0.00
Deduct # 8	0.00	0.00
	185.00	**185.00**

Employer's Quarterly Federal Tax Return 941 Worksheet

Employer's Quarterly Federal Tax Return Worksheet

Date: 10/30/2000
Time: 11:31:34
Page: 1
User: SYSTEM ADMINISTRATOR

Al & Ed Electronics
11988 Main St
Moorpark, CA 93021

Date quarter ended
12/31/2000

Employer ID number

For the period 10/01/2000 To 12/31/2000

Social Security Percentage: 6.20000% **Social Security Wage Base Limit:** 76200.00

Medicare Percentage: 1.45000% **Medicare Wage Base Limit:** 0.00

1a	Number of employees that were issued checks in this period						6
1b	Number of employees from who FICA tax was withheld						6
1c	Number of employees (except household) employed in the pay period that includes March 12th						0
2	Total wages and tips, plus other compensation						29600.10
3	Total income tax withheld from wages, tips and sick pay						5731.65
4	Adjustment of withheld income tax for preceding quarters of calendar year						
5	Adjusted total of income tax withheld (line 3 as adjusted by line 4)						5731.65
6	Taxable social security wages	**6a** $	29600.10	x 12.4% (.124) =	**6b**		3670.41
	Taxable social security tips	**6c** $	0.00	x 12.4% (.124) =	**6d**		0.00
7	Taxable Medicare wages and tips	**7a** $	29600.10	x 2.9% (.029) =	**7b**		858.40
8	Total security and medicare taxes (add lines 6b, 6d and 7b)						4528.81
9	Adjustment of social security and medicare taxes Sick Pay $________ +/- Fractions of Cents $ 0.01 +/- Other $________ =						0.01
10	Adjusted total of social security and medicare taxes (line 8 as adjusted by line 9)						4528.82
11	**Total taxes** (add lines 5 and 10)						10260.47
12	Advance earned income credit (EIC) payments made to employees, if any						0.00
13	Net taxes (subtract line 12 from line 11). **This should equal line 17 column (d) below** (or line D of Schedule B Form 941)						10260.47
14	Total deposits for quarter, including overpayment applied from a prior quarter						
15	**Balance due:** (subtract line 14 from line 13). Pay to Internal Revenue Service						10260.47
16	**Overpayment,** if line 14 is more than line 13, enter excess here $ and check if it to be: ☐ **Applied to next return** **OR** ☐ **Refunded.**						

- **All filers:** If line 13 is less than $500, you need not complete line 17 or Schedule B
- **Semiweekly depositors:** Complete Schedule B and check here ☐
- **Monthly depositors:** Complete line 17, columns (a) through (d) and check here ☐

17 Monthly Summary of Federal Tax Liability Do not complete if you were a semiweekly schedule depositor.			
(a) First Month Liability	(b) Second Month Liability	(c) Third Month Liability	(d) Total Liability for Quarter
0.00	10260.47	0.00	10260.47

Employer's Quarterly Federal Tax Return 941 Worksheet (Continued)

Employer's Quarterly Federal Tax Return Worksheet

Date: 10/30/2000
Time: 11:34:25
Page: 2
User: SYSTEM ADMINISTRATOR

Al & Ed Electronics
11988 Main St
Moorpark, CA 93021

Date quarter ended
12/31/2000

Employer ID number

For the period 10/01/2000 To 12/31/2000

SUMMARY:

EARNINGS	AMOUNT	DEDUCTION	AMOUNT	LIABILITIES	AMOUNT
Regular	29600.10	Soc. Secu.	1835.21	Soc. Secu.	1835.21
Overtime	0.00	Medicare	429.20	Medicare	429.20
Personal	0.00	Federal	5731.65	FUTA	222.40
Vacation	0.00	State	0.00	SUI	0.00
Sick	0.00	SDI	207.20	SDI	0.00
Misc # 1	0.00	SUI	0.00	CAETT	0.00
Misc # 2	0.00	Local	0.00		2486.81
Misc # 3	0.00	401K	2800.00		
Misc # 4	0.00	Deduct # 2	0.00		
Misc # 5	0.00	Deduct # 3	0.00		
Misc # 6	0.00	Deduct # 4	0.00		
Tips	0.00	Deduct # 5	0.00		
		Deduct # 6	0.00		
		Deduct # 7	0.00		
		Deduct # 8	0.00		
		Child Suprt	0.00		

GROSS: 29600.10 **TAXES:** 8203.26 **DEDUCTIONS:** 2800.00 **NET PAY:** 18596.84

Employer's Quarterly Federal Tax Return 941 Worksheet (Continued)

Employer's Quarterly Federal Tax Return Worksheet

Date: 10/30/2000 **Time:** 11:33:50 **Page:** 3 **User:** SYSTEM ADMINISTRATOR	**Al & Ed Electronics** **11988 Main St** **Moorpark, CA 93021**	Date quarter ended 12/31/2000 Employer ID number

ESTIMATED FEDERAL DEPOSIT

TOTAL WAGES AND TIPS:	29600.10	
LESS: DEDUCTIONS DEFERRED FROM FEDERAL WITHHOLDING ONLY:	2800.00	
DEDUCTIONS DEFERRED FROM FICA/MEDICARE ONLY:	0.00	
DEDUCTIONS DEFERRED FROM BOTH FICA/MEDICARE & FEDERAL:	0.00	
TAXABLE WAGES:	26800.10	**(Item 2 on Form 941)**
TOTAL WAGES AND TIPS:	29600.10	
LESS: DEDUCTIONS DEFERRED FROM FICA:	0.00	
WAGES EXEMPT FROM FICA:	0.00	
WAGES IN EXCESS OF THE LIMIT:	0.00	
TAXABLE SOCIAL SECURITY WAGES:	29600.10	**(Item 6a on Form 941)**

			FEDERAL TAX	5731.65	**(Item 3 on Form 941)**
SOCIAL SECURITY	29600.10	x	0.124	3670.41240	
MEDICARE	29600.10	x	0.029	858.40290	
			DEPOSIT AMOUNT BEFORE ROUNDING:	10260.46530	
			DEPOSIT AMOUNT AFTER ROUNDING:	10260.47	

NOTE: *The estimated deposit figures are calculated according to IRS regulations. These amounts may not exactly match the above summary due to rounding differences.*

SUMMARY OF DEFERRED DEDUCTIONS:

Deduction Name	Deferred on FWH	Deferred on FICA/Med.	Deferred on FICA & FWH
401K	2800.00	0.00	0.00
Deduct # 2	0.00	0.00	0.00
Deduct # 3	0.00	0.00	0.00
Deduct # 4	0.00	0.00	0.00
Deduct # 5	0.00	0.00	0.00
Deduct # 6	0.00	0.00	0.00
Deduct # 7	0.00	0.00	0.00
Deduct # 8	0.00	0.00	0.00
TOTALS:	2800.00	0.00	0.00

Employer's Quarterly Federal Tax Return
941 Schedule B Worksheet

FICA (941) Schedule B Report
ZLand, Inc.
11988 Challenger Court
Moorpark, CA 93021

Employer identification number 123456789 Date quarter ended: dd/mm/yy

You must complete this schedule if you are required to deposit on a semiweekly basis, or if your tax liability on any day is

liability here, not deposits. (The IRS gets deposit data from FTD coupons.)

A. Daily Tax Liability - First Month of Quarter

1	8	15	22	29	
2	9	16	23	30	
3	10	17	24	31	
4	11	18	25		
5	12	19	26		
6	13	20	27		
7	14	21	28		
A	**Total tax liability for first month of quarter**			**A**	0.00

B. Daily Tax Liability - Second Month of Quarter

1	8	15	22	29	
2	9	16	23	30	
3	10	17	24	31	
4	11	18	25		
5	12	19	26		
6	13	20	27		
7	14	21	28	7717.79	
B	**Total tax liability for second month of quarter**			**B**	7717.79

C. Daily Tax Liability - Third Month of Quarter

1	8	15	22	29	
2	9	16	23	30	
3	10	17	24	31	
4	11	18	25		
5	12	19	26		
6	13	20	27		
C	**Total tax liability for third month of quarter**			**C**	7717.79
D	Total for quarter (add A, B, and C). This should equal line 13 of Form			**D**	15435.58

FICA (Employee Detail) QTD Report

FICA (941) Employee Detail QTD Report
ZLand, Inc.
11988 Challenger Court
Moorpark, CA 93021

For the period mm/dd/yy to mm/dd/yy

			Social Security					Medicare	
Employee ID.	Employee Name	Soc. Sec. #	Wages	Exempts.	Excess	Tips	Exempts	Wages	Exempts
1001	Hunter, Richard	111-11-1116	2079.96	0.00	0.00	0.00	0.00	2079.96	0.00
1002	Wood, Hugh	111-11-1122	2079.96	0.00	0.00	0.00	0.00	2079.96	0.00
1003	Barry, Josie	222-22-2222	3466.60	0.00	0.00	00.00	0.00	3466.60	0.00
1004	Hood, Richard M	111-11-1116	2079.96	0.00	0.00	0.00	0.00	2079.96	0.00
1005	Leoni, Robert	988-88-8888	5000.00	0.00	0.00	0.00	0.00	5000.00	0.00
1006	Brown, Elaine	333-55-5666	12500.00	60.00	0.00	0.00	0.00	125000	60
1007	Swanson, Craig	444-44-4444	5200.00	0.00	0.00	0.00	0.00	5200.00	0.00
1008	Lockheed, Alan	995-54-4778	6933.34	0.00	0.00	0.00	0.00	6933.34	0.00
1009	Price, Cristal	999-55-5111	6933.34	40.00	0.00	0.00	0.00	6933.34	40.00
1010	Porter, John	665-57-7441	6933.34	0.00	0.00	0.00	0.00	6933.34	0.00
		Totals	53206.50	100.00	0.00	0.00	.00	53206.50	100.00

FICA Percentage	6.2%	FICA Wage Base Limit:	72600.00	
For the Quarter:	mm/dd/yy to mm/dd/yy			
Total Social Security Wages:	53206.50			
Less: Deductions deferred from FICA/Medicare:	100.00			
Wages in excess of the limit:	0.00			
Taxable Social Security Wages:	53106.50	x 12.4% =	6585.21	(Item 6b on Form 941)
Total Social Security Tips	0.00			
Less: Deductions deferred from FICA/Medicare:	0.00			
Taxable Social Security Tips:	0.00	x 12.4% =	0.00	(Item 6d on Form 941)
Total Medicare wages and tips:	53206.50			
Less: Deductions deferred from FICA/Medicare:	100.00			
Taxable Medicare Wages & Tips:	53106.50	x 2.9% =	1540.09	(Item 7b on Form 941)

FICA (Employee Detail) QTD Report (Continued)

Date quarter ended
MM/DD/YY
Employer ID number
123456789

ESTIMATED FEDERAL DEPOSIT

TOTAL WAGES AND TIPS:	53206.50	
LESS: DEDUCTIONS DEFERRED FROM FEDERAL WITHHOLDING ONLY:	0.00	
DEDUCTIONS DEFERRED FROM FICA/MEDICARE ONLY:	0.00	
DEDUCTIONS DEFERRED FROM BOTH FICA/MEDICARE & FEDERAL:	100.00	
TAXABLE WAGES:	53106.50	(**Item 2 on Form 941**)
TOTAL WAGES AND TIPS:	53206.50	
LESS: DEDUCTIONS DEFERRED FROM FICA:	100.00	
WAGES EXEMPT FROM FICA:	0.00	
WAGES IN EXCESS OF THE LIMIT:	0.00	
TAXABLE SOCIAL SECURITY WAGES:	53106.50	(**Item 6a on Form 941**)
FEDERAL TAX	7884.30	(**Item 3 on Form 941**)
SOCIAL SECURITY 53106.50 X 0.124	6585.20600	
MEDICARE 53106.50 X 0.029	1540.08850	
DEPOSIT AMOUNT BEFORE ROUNDING	16009.59450	
LESS: EIC:	574.00	
DEPOSIT AMOUNT AFTER ROUNDING:	15435.59	

NOTE*: The estimated deposit figures are calculated according to IRS regulations. These amounts may not exactly match the above summary due to rounding differences.*

SUMMARY OF DEFERRED DEDUCTIONS:

Deduction Name	Deferred on FWH	Deferred on FICA/Med.	Deferred on FICA & FWH
Advance	0	0	0
Loan	0	0	0
Garnishment	0	0	0
Meals	0	0	0
Travel	0	0	0
401K	0	0	100.00
Deduct # 7	0	0	0
Deduct # 8	0	0	0
TOTALS:	**0.00**	**0.00**	**100.00**

FUTA (940) Report

FUTA (940) Report
ZLand, Inc.
11988 Challenger Court
Moorpark, CA 93021

FUTA (Form 940) Report

Date: mm/dd/yy

Employer's Federal ID Number: 123456789 Employer's State ID Number: 1111111

FUTA Percentage: 0.80% FUTA Wage Base Limit: 7000.00

NOTE for users completing Form 940EZ: If you have State Unemployment ID that is different from the State Tax ID, then use the State Unemployment ID on Line B2.

For the calendar year:

1. Total wages paid during the calendar year	53206.50
2. Total payments exempt from FUTA tax	100.00
3. Exempt wages in excess of the federal wage base	5440.00
4. Total exempt payments (add lines 2 and 3)	5540.00
5. Total taxable wages (subtract line 4 from line 1)	47666.50
6. FUTA tax amount (0.80% of taxable wages on Line 5)	381.33

For the period: mm/dd/yy TO mm/dd/yy

1. Total wages paid during the calendar year	53206.50
2. Total wages paid during the above period	53206.50
3. Total payments exempt from FUTA tax	100.00
4. Exempt wages in excess of the federal wage base	5440.00
5. Total exempt payments (add lines 3 and 4)	5540.00
6. Total taxable wages (subtract line 5 from line 2)	47666.50
7. FUTA tax amount (0.80% of taxable wages on Line 6)	381.33

FUTA (Employee Detail) Report

FUTA (Employee Detail) QTD Report
ZLand, Inc.
11988 Challenger Court
Moorpark, CA 93021

For the period mm/dd/yy to mm/dd/yy

Employee ID.	Employee Name	Soc. Sec. #	Wages	Exempts.	Excess	Taxable Wages
1001	Hunter, Richard	111-11-1116	2079.96	0.00	0.00	2079.96
1002	Wood, Hugh	111-11-1122	2079.96	0.00	0.00	2079.96
1003	Barry, Josie	222-22-2222	3466.60	0.00	0.00	3466.60
1004	Hood, Richard M	111-11-1116	2079.96	0.00	0.00	2079.96
1005	Leoni, Robert	988-88-8888	5000.00	0.00	0.00	5000.00
1006	Brown, Elaine	333-55-5666	12500.00	60.00	5440.00	7000.00
1007	Swanson, Craig	444-44-4444	5200.00	0.00	0.00	5200.00
1008	Lockheed, Alan	995-54-4778	6933.34	0.00	0.00	6933.34
1009	Price, Cristal	999-55-5111	6933.34	40.00	0.00	6933.34
1010	Porter, John	665-57-7441	6933.34	0.00	0.00	6933.34
		Totals	53206.50	100.00	5440.00	47666.50

FUTA Percentage: 0.80000 %   FUTA Wage Base Limit: 7000.00

For the period: mm/dd/yy TO mm/dd/yy

Total taxable wages: 47666.50

FUTA tax amount (0.80000 % of 47666.50) 381.33

Legend:

1. Wages include all payments made to the employee, including payments not subject to FUTA.
2. Exemptions are payments made to the employee that are not subject to FUTA.
3. Excess payments are payments that exceed the federal wage base of $7000.00

State Unemployment Insurance Report

State Unemployment Insurance Report
ZLand, Inc.
11988 Challenger Court
Moorpark, CA 93021

Employer's Federal ID Number: 123456789 Employer's State ID Number: 1111111

EMPLOYER'S SUI CONTRIBUTION: 2.9000% **EMPLOYER'S SUI WAGE BASE LIMIT: 7000.00**

For the calendar year:

1. Total wages paid during the calendar year	27206.48
2. Total wages exempt from SUI tax	0.00
3. Total deductions deferred from SUI tax	60.00
4. Exempt wages in excess of the ceiling	5440.00
5. Total exempt payments (add lines 2,3 and 4)	5500.00
6. Total taxable wages (subtract line 5 from line 1)	21706.48
7. SUI tax amount2.9000% of taxable wages on Line 6)	629.49

For the period: January 3, 1999 to March 31, 1999

1. Total wages paid during the calendar year	27206.48
2. Total wages paid during the above period	27206.48
3. Total wages exempt from SUI tax	0.00
4. Total deductions deferred from SUI tax	60.00
5. Exempt wages in excess of the ceiling	5440.00
6. Total exempt payments (add lines 3,4 and 5)	5500.00
7. Total taxable wages (subtract line 6 from line 2)	21706.48
8. SUI tax amount2.9000% of taxable wages on Line 7)	629.487920
9. SUI tax amount (Line 8 rounded to the nearest cent)	629.49

SUMMARY:

EARNINGS	AMOUNT	DEDUCTION	AMOUNT	LIABILITIES	AMOUNT
Regular	27206.48	Soc. Secu.	1683.08	Soc. Secu.	1683.08
Overtime	0.00	Medicare	393.62	Medicare	393.62
Personal	0.00	Federal	4105.06	FUTA	119.90
Vacation	0.00	State	1042.32	SUI	434.62
Sick	0.00	SDI	135.74	SDI	0.00
Holiday	0.00	SUI	0.00	CA ETT	14.95
Vacation	0.00	Local	0.00		2646.17
Commission	0.00	Advance	0.00		
Bonus	0.00	Loan	125.00		
Special	0.00	Garnishment	0.00		
Misc # 6	0.00	Meals	0.00		
Tips	0.00	Travel	0.00		
		401K	60.00		
		Deduct # 7	0.00		
		Deduct # 8	0.00		

GROSS: 27206.48 **TAXES:** 7359.82 **DEDUCTIONS:** 185.00 **NET EARNINGS:** 19661.66

EIC: 574.00

NET PAY **20235.66**

State Unemployment Insurance Report (Continued)

STATE WITHHOLDING TAXES

MONTH	DATE RANGE	NO. OF EMPLOYEES	CA STATE TAX
January	(3 - 31)	0	0.00
February	(1 - 28)	6	521.16
March	(1 - 31)	6	521.16
		TOTAL TAX:	**1042.32**

State Unemployment Insurance Report
ZLand, Inc.

11988 Challenger Court

Moorpark, CA 93021

Employer's Federal ID Number: 123456789   Employer's State ID Number: 1111111

EMPLOYEE'S SUI CONTRIBUTION: 0.0000%   **EMPLOYEE'S SUI WAGE BASE LIMIT: 0.00**

For the calendar year:	
1. Total wages paid during the calendar year	27206.48
2. Total wages exempt from SUI tax	0.00
3. Total deductions deferred from SUI tax	60.00
4. Exempt wages in excess of the ceiling	0.00
5. Total exempt payments (add lines 2,3 and 4)	60.00
6. Total taxable wages (subtract line 5 from line 1)	27146.48
7. SUI tax amount0.0000% of taxable wages on Line 6)	0.00
For the period: January 3, 1999 to March 31, 1999	
1. Total wages paid during the calendar year	27206.48
2. Total wages paid during the above period	27206.48
3. Total wages exempt from SUI tax	0.00
4. Total deductions deferred from SUI tax	60.00
5. Exempt wages in excess of the ceiling	0.00
6. Total exempt payments (add lines 3,4 and 5)	60.00
7. Total taxable wages (subtract line 6 from line 2)	27146.48
8. SUI tax amount0.0000% of taxable wages on Line 7)	0.000000
9. SUI tax amount (Line 8 rounded to the nearest cent)	0.00

State Unemployment Insurance Report

SUMMARY:

EARNINGS	AMOUNT	DEDUCTION	AMOUNT	LIABILITIES	AMOUNT
Regular	27206.48	Soc. Secu.	1683.08	Soc. Secu.	1683.08
Overtime	0.00	Medicare	393.62	Medicare	393.62
Personal	0.00	Federal	4105.06	FUTA	119.90
Vacation	0.00	State	1042.32	SUI	434.62
Sick	0.00	SDI	135.74	SDI	0.00
Holiday	0.00	SUI	0.00	CA ETT	14.95
Vacation	0.00	Local	0.00		2646.17
Commission	0.00	Advance	0.00		
Bonus	0.00	Loan	125.00		
Special	0.00	Garnishment	0.00		
Misc # 6	0.00	Meals	0.00		
Tips	0.00	Travel	0.00		
		401K	60.00		
		Deduct # 7	0.00		
		Deduct # 8	0.00		

GROSS: 27206.48 **TAXES:** 7359.82 **DEDUCTIONS:** 185.00 **NET EARNINGS:** 19661.66

EIC: 574.00

NET PAY **20235.66**

STATE WITHHOLDING TAXES

MONTH	DATE RANGE	NO. OF EMPLOYEES	CA STATE TAX
January	(3 - 31)	0	0.00
February	(1 - 28)	6	521.16
March	(1 - 31)	6	521.16
		TOTAL TAX:	**1042.32**

State Unemployment Insurance Report

State Quarterly Wages Report
(State Unemployment Insurance)

Date: 10/30/2000
Time: 10:54:46
Page: 1
User: SYSTEM ADMINISTRATOR

Al & Ed Electronics
11988 Main St
Moorpark, CA 93021

Report for the period October 1, 2000 Through December 31, 2000
Includes wages that are exempt from SUI, Excludes wages that are deferred
Sorted by Employee ID.
State: CA, Employer ID #

Employee ID	Employee Name	Social Sec. No.	Hours	Wages	Def.Dedn / Exempt	Excess	Taxable
145	Smith, Jim	999-99-9999	Salaried	7800.01	0.00	0.00	7800.01
220	Singleton, Darren	999-99-9999	Salaried	4500.09	0.00	0.00	4500.09
225	Oswald, Mary	999-99-9999	160.0000	1600.00	0.00	0.00	1600.00
342	Dickerson, Jane	999-99-9999	Salaried	5000.00	0.00	0.00	5000.00
343	Apple, Harold	999-99-9999	Salaried	2700.00	0.00	0.00	2700.00
345	Budrys, Louis	999-99-9999	Salaried	8000.00	0.00	0.00	8000.00
NO.OF EMPLOYEES:6		PAGE TOTAL:	160.0000	29600.10	0.00	0.00	29600.10
TOTAL NO.OF EMPLOYEES:6		GRAND TOTAL:	160.0000	29600.10	0.00	0.00	29600.10

SUI AMOUNT DUE FROM EMPLOYER (0.000% of taxable wages): 0.00

State Quarterly Wages Report

DATE: 12/31/98 STATE QUARTERLY WAGES REPORT Page No.: 1
EMPLOYER # 12-345678
FOR THE QUARTER ENDING 12/31/98
Moorpark Construction
11988 Challenger Court
Moorpark, 93021 CA

SSN	NAME OF EMPLOYEE	HOURS	WAGES	EXCESS
987-65-4321	Jones, Alice C	167.2500	2366.25	0.00
NO. OF EMPLOYEES: 1	PAGE TOTAL:	167.2500	2366.25	0.00
TOTAL NO. OF EMPLOYEES: 1	GRAND TOTAL:	167.2500	2366.25	0.00

Worker's Compensation Report

Worker's Compensation Report

Date: 10/30/2000
Time: 16:45:30
Page: 1
User: SYSTEM ADMINISTRATOR

Al & Ed Electronics
11988 Main St
Moorpark, CA 93021

Report for the period October 1, 2000 Through November 1, 2000
Sorted by Worker's Compensation ID, Employee ID, Computes overtime wage using regular rate for overtime hours

Employee Number	Employee Name	Social Sec. No.	Total Hours	Total W/C Wages	Rate	W/C Contrib.
Worker's Compensation Code:	0515 Work Comp					
145	Smith, Jim	999-99-9999	173.33	7800.00	0.0700	5.46
220	Singleton, Darren	999-99-9999	173.33	7800.00	0.0700	5.46
	Total for Worker's Compensation Code: 0515		346.66	15600.00		10.92
Total Employees:	2	**Grand Total:**	346.66	15600.00		10.92

Worker's Compensation Detail Report

Worker's Compensation Report

Date: 10/30/2000
Time: 16:44:15
Page: 1
User: SYSTEM ADMINISTRATOR

Al & Ed Electronics
11988 Main St
Moorpark, CA 93021

Report for the period October 1, 2000 Through November 1, 2000
Sorted by Worker's Compensation ID, Employee ID, Computes overtime wage using overtime rate for overtime hours

W/C Code	W/C Description	Total Hours	Total W/C Wages	Rate	W/C Contrib.
0515	Work Comp			0.0700	

Employee ID: 145 **Employee Name:** Smith, Jim **Social Sec. No.:** 999-99-9999

Check No.	Check Dt.	Earnings	Hours	Wages	Department ID.	
9643	10/01/2000	Regular	173.33	7800.00	1	5.460000
Total for: Smith, Jim			173.33	7800.00		5.460000

Employee ID: 220 **Employee Name:** Singleton, Darren **Social Sec. No.:** 999-99-9999

Check No.	Check Dt.	Earnings	Hours	Wages	Department ID.	
9644	10/01/2000	Regular	173.33	7800.00	3	5.460000
Total for: Singleton, Darren			173.33	7800.00		5.460000
Total for W/C Code: 0515			346.66	15600.00		10.920000

Total Employees:	2	**Grand Total:**	346.66	15600.00	10.920000

CA State Training Tax Report

CA State Training Tax Report
ZLand, Inc.
11988 Challenger Court
Moorpark, CA 93021

Employer's Federal ID Number: 123456789 Employer's State ID Number: 1111111

ETT Percentage: 0.10% ETT Wage Base Limit: 7000.00

For the calendar year:

1. Total wages paid during the calendar year	27206.48
2. Total payments exempt from employment training tax	0.00
3. Exempt wages in excess of the state wage base	5500.00
4. Total exempt payments (add lines 2 and 3)	5500.00
5. Total taxable wages (subtract line 4 from line 1)	21706.48
6. CA ETT tax amount 0.10% of taxable wages on Line 5)	21.71

For the period: January 1, xxxx to March 31, xxxx

1. Total wages paid during the calendar year	27206.48
2. Total wages paid during the above period	27206.48
3. Total payments exempt from employment training tax	0.00
4. Exempt wages in excess of the state wage base	5500.00
5. Total exempt payments (add lines 3 and 4)	5500.00
6. Total taxable wages (subtract line 5 from line 2)	21706.48
7. CA ETT tax amount (0.10% of taxable wages on Line 6)	21.71

DE-6 Quarterly Wage Report

This option is used to print the DE-6 Form worksheet for the state of California. This option will print the required information for the DE-6 form on plain paper, from which you can manually fill out the appropriated forms.

The fields available on the menu option are:

Report For: Since this is a quarterly report, you must select the Quarter for which you wish to print this report.

Year: Select the Year for which you wish to print this form.

DE-7 Annual Reconciliation Report

This option is used to print the DE-7 Form worksheet for the state of California. This option will print the DE-6 form worksheet on plain paper, with all the necessary information to manually fill out the appropriate forms.

The fields available on the menu option are:

Year: Select the Year for which you wish to print this form.

Payments Made: Enter the contributions made during the year. Exclude any penalties and interest paid.

W2 Forms

This will print the standard W-2 forms, with a form at the end for your totals. You should print the W-2 forms after all payroll checks have been issued for the year. It is not required that you print the W-2's before issuing any checks for the next year. You can always go back and print W-2's for the prior year as long as you have not purged the Payroll History File.

Form Styles

You can choose from the following W-2 styles:

W-2 Forms Available from ZLand Forms

Style#	Description
86700	W-2 Forms (Dot Matrix) (8.5" x 5.5" Detached) 1 across. **Parts Available**: 4,6 or 8, carbonless
86710	W-2 Twin Set (for printers that cannot print more than 3 or 4 parts at a time. (Dot Matrix)
467040	W-2 (Laser) (8.5" x 11") – 4 Part
467060	W-2 (Laser) (8.5" x 11") – 6 Part
467080	W-2 (Laser) (8.5" x 11") – 8 Part
772621	Double Window Compatible Envelope For W2 forms

Ordering Forms

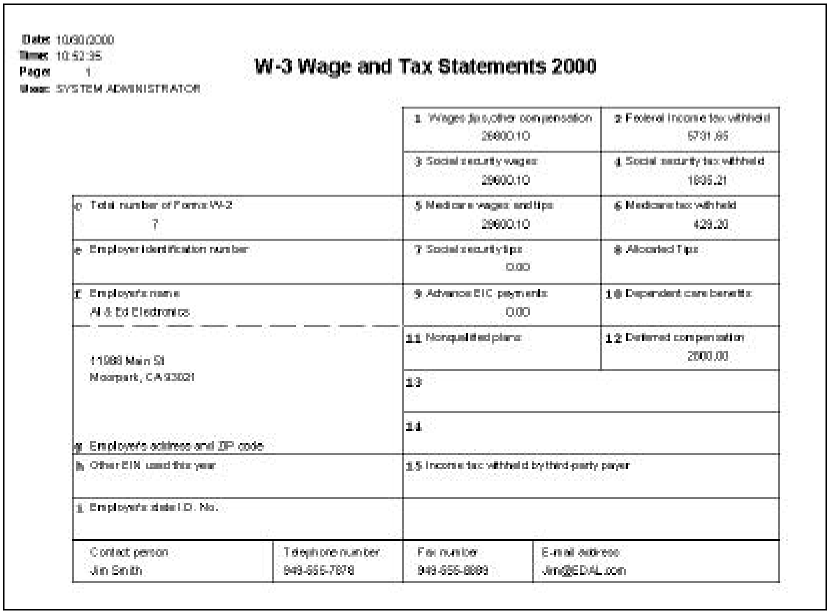
You can order the **Preprinted Forms** like checks, invoices, statements, W-2, and 1099 forms from our national supplier ZLand Forms. For placing an order ZLand Forms can be reached at:

(800) 2-BUY FORMS

Important Note: This program is designed to print on forms supplied by ZLand Forms only. You may have alignment problems with forms supplied from a different manufacturer. We guarantee compatibility only with forms supplied by ZLand Forms.

Please refer to the online Forms Brochure included with the program for information on ordering forms. You can order the **Preprinted Forms** like checks, invoices, statements, W-2, and 1099 forms from our national supplier ZLand Forms.

W3 Worksheet


Date: 10/30/2000
Time: 10:52:35
Page: 1
User: SYSTEM ADMINISTRATOR

W-3 Wage and Tax Statements 2000

1 Wages, tips, other compensation 26800.10
2 Federal income tax withheld 5731.65
3 Social security wages 29600.10
4 Social security tax withheld 1835.21
c Total number of Forms W-2 7
5 Medicare wages and tips 29600.10
6 Medicare tax withheld 429.20
e Employer identification number
7 Social security tips 0.00
8 Allocated Tips
f Employer's name Al & Ed Electronics
9 Advance EIC payments 0.00
10 Dependent care benefits
11 Nonqualified plans
12 Deferred compensation 2800.00
11988 Main St
Moorpark, CA 93021
13
14
g Employer's address and ZIP code
h Other EIN used this year
15 Income tax withheld by third-party payer
i Employer's state I.D. No.

Contact person	Telephone number	Fax number	E-mail address
Jim Smith	949-555-7878	949-555-8889	Jim@EDAL.com

You have the option of printing the following information to this worksheet: Dependent Care Benefits, Contact Person, Telephone Number, Fax Number, and E-mail Address. You can select for the above information either through the **Payroll Setup** or before printing the report by clicking on **W-3 Settings**. By default the program prints the contact, telephone, and fax numbers from the company setup.

NOTE: This is a worksheet only. You must manually transfer this information to the actual W-3 form.

Year End Processing

Roll YTD Accruals

You can access this function from the submenu under **Year End Processing.** Here you have the option of discarding the unused accrued hours or moving them to the New Year. This second option takes the current year accruals (Hours Earned and Hours Taken) for all your employees and moves them over to the last year column within the **Employee Maintenance** file. If you chose this option, you are presented with additional options to handle the accruals on an individual basis. In order to use this option, all your employees must have the same starting and ending date. These are specified in the **Accrual** tab in each employee's file. If your employees have different start and end dates, you will need to move the figures over manually.

You will usually select this option at the end of the year. We recommend that you **backup your data** before proceeding with this option. After you have selected the option that best suits your needs, click on **OK** to complete the process or **Cancel** to abort.

Purge History File

This option deletes the payroll information from the Payroll History file. You will usually select this option at the end of the year. Click on **OK** to purge the history file or **Cancel** to abort.

Important Note: Before selecting this option you should backup your data, and print all your year-end reports including W2's. It is important to note that you **do not have to** purge the payroll history before proceeding with the payroll for the next year. You can keep your payroll history for as long as you require.

Electronic Filing

If you have any questions regarding electronic filing, please contact technical support. The contact information for technical support is provided in two locations:

- **Location #1 For Technical Support Contact Information:** In the program group where your accounting program icons are kept, click on the icon labeled **Technical Support**.
- **Location #2 For Technical Support Contact Information:** If you are in the accounting program, select the menu option called **Technical Support** from the **Help** menu.