Autosoft DMS

Dealership Payroll

Autosoft®
Dealer Management System

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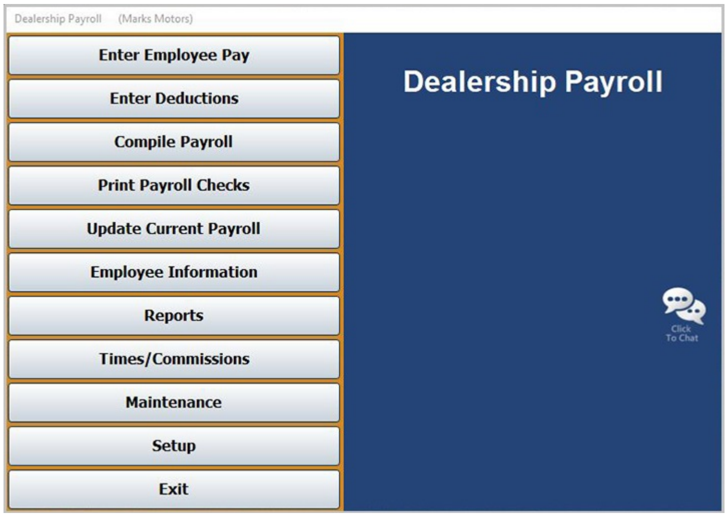
Introduction Dealership Payroll

The Autosoft DMS Dealership Payroll makes entering payroll easy. Pre-built tax tables and setup parameters allow you to enter default information that automatically fills in to save you time when posting payroll. This prevents you from having to enter the same information (employees' wages, deductions, etc.) every time you want to post a payroll. In most cases, you only have to enter information when the pay changes (for example, due to vacation time, bonus pay, overtime, etc.) or when you want to edit or skip a deduction.

Accessing Dealership Payroll

You access the payroll module from the Dealership Accounting main menu. Only one user can be in Payroll at a time.

1. Click **Accounting** on the Autosoft DMS startup menu.
2. Click **Payroll** on the Dealership Accounting main menu. The Dealership Payroll menu opens.


Dealership Payroll (Marks Motors)
Enter Employee Pay
Enter Deductions
Compile Payroll
Print Payroll Checks
Update Current Payroll
Employee Information
Reports
Times/Commissions
Maintenance
Setup
Exit
Dealership Payroll
Click To Chat

When you need to post payroll, you will systematically work your way through the first five buttons on the Dealership Payroll menu. You must complete each step to ensure your payroll is accurate.

1. Enter the employees' payroll information.
2. Enter/edit any deductions for the current payroll.
3. Compile the payroll information.
4. Print the payroll checks (and any copies necessary for your records).
5. Update the payroll information to the general ledger.

The remaining menu options provide additional features that make payroll even easier. You can print payroll reports based on specific dates to obtain the information you need quickly. You have the option of printing the information to your printer or viewing the information on your screen.

The Times/Commissions option provides several features that help you track employees' hours and sales commission. Employees can use time cards to manually track their hours so you can print the time cards and use them to input the employees' pay. Other options allow you to automatically track, compile, and post time clock hours, technician flag time hours, and sales commission.

You use the maintenance feature to post adjustments to payroll files that you have already updated to the books. You will also use the maintenance at the end of the year to close out your payroll files and to print your W-2 forms. Again, the system does most of the work for you, and all you have to do is verify information.

Each chapter in this manual walks you through a specific part of the payroll module. You will begin by entering the setup information, and then you will enter employee information. All of this information serves as a foundation for the payroll module.

Next, you will learn how to enter payroll and deductions, compile payroll, print the payroll checks, and update the information to the general ledger. As stated earlier, these are the central parts of the payroll module. Before attempting to generate a payroll, you should read the corresponding sections to ensure you understand the procedures.

The remaining parts of the manual will explain how to print reports and how to use the time cards, time clock, service time flags, sales commission, and maintenance features. These are features that you will use based on your individual needs. Again, you should read the sections about these features before attempting to use them.

The end of the manual provides appendixes that contain specialized information some users may need. Appendix A explains how to set up your payroll deductions if you have a 401K or cafeteria plan. Appendix B explains how to set up your system if you use direct deposit. Appendix C explains how to track vacation time. Appendix D explains how to set up sick pay. Appendix E is a time conversion chart you will need to use if you use the time clock. Finally, Appendix F illustrates how to manually calculate taxes from the daily rate tables used by Autosoft.

Getting Ready

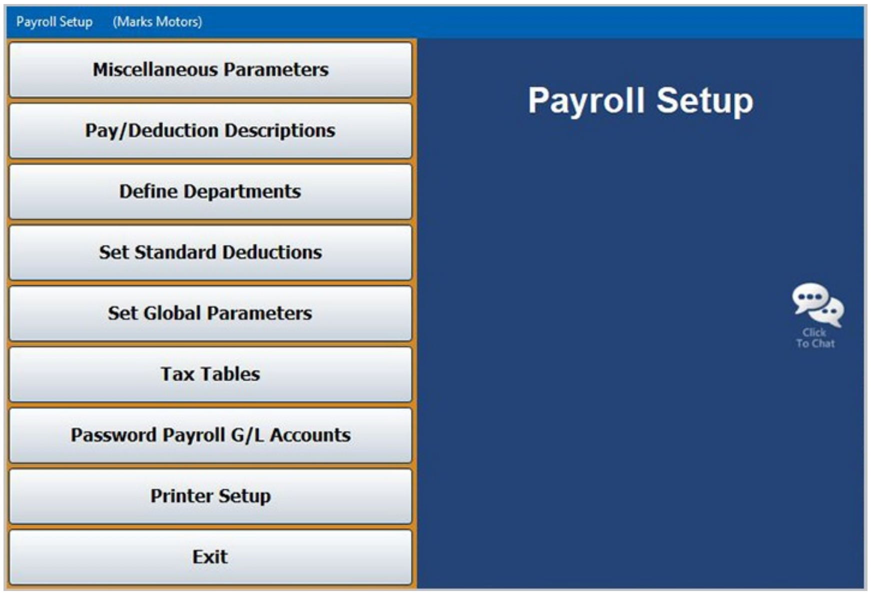
You are now ready to begin setting up the Payroll module. You should make sure that you have all of your deductions, tax information, payroll general ledger account numbers, and employee information organized before you continue. Remember, read each section thoroughly before attempting to enter information in the system.

Chapter 1 Setup

First, you must set the default parameters (standard deductions, tax rates, etc.) used to calculate payroll. The system automatically pulls the information you enter in the Payroll Setup when you enter and compile payroll, which saves you time and makes entering payroll easy.

Entering the Payroll Setup

1. Click **Setup** on the Dealership Payroll menu. The Payroll Setup menu appears.

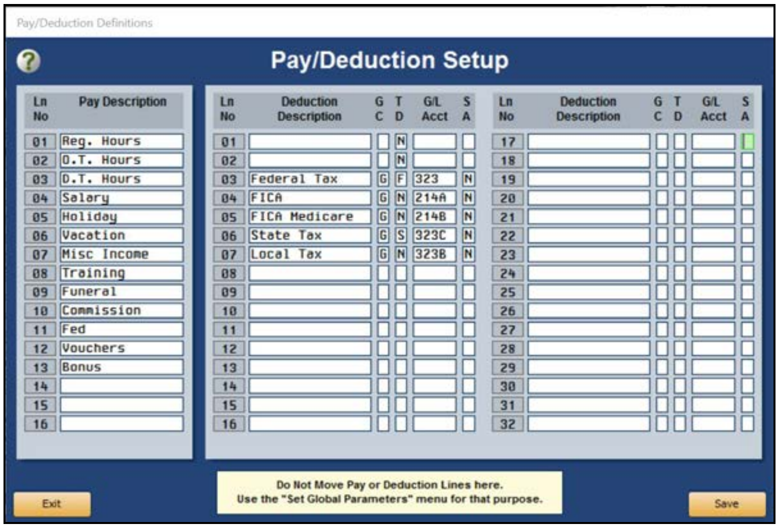

Payroll Setup (Marks Motors)
Miscellaneous Parameters
Pay/Deduction Descriptions
Define Departments
Set Standard Deductions
Set Global Parameters
Tax Tables
Password Payroll G/L Accounts
Printer Setup
Exit
Payroll Setup
Click To Chat

2. Click the button that corresponds to the parameters you want to enter. You should enter your pay descriptions and deductions before entering the miscellaneous parameters. Other than those two menu options, you can enter the remaining parameters in the order they appear on the menu.

3. When you are finished entering all the setup information, click **Exit** to return to the Dealership Payroll main menu.

Pay/Deduction Descriptions

Use this button to set up deduction information, such as the general ledger account and the tax rate table to use for each deduction. You must enter the deductions in the *order they will be taken*. Therefore, if the deduction is used to calculate adjusted gross, it must be entered before the deductions that will use that calculated adjusted gross figure.



Ln No	Pay Description	Ln No	Deduction Description	G C	T D	G/L Acct	S A	Ln No	Deduction Description	G C	T D	G/L Acct	S A
01	Reg. Hours	01			N			17					
02	O.T. Hours	02			N			18					
03	D.T. Hours	03	Federal Tax	G	F	323	N	19					
04	Salary	04	FICA	G	N	214A	N	20					
05	Holiday	05	FICA Medicare	G	N	214B	N	21					
06	Vacation	06	State Tax	G	S	323C	N	22					
07	Misc Income	07	Local Tax	G	N	323B	N	23					
08	Training	08						24					
09	Funeral	09						25					
10	Commission	10						26					
11	Fed	11						27					
12	Vouchers	12						28					
13	Bonus	13						29					
14		14						30					
15		15						31					
16		16						32					

Do Not Move Pay or Deduction Lines here.
Use the "Set Global Parameters" menu for that purpose.

Important: The example screen above illustrates how you set up your payroll deductions if you do not have a 401K or cafeteria plan. If you have a 401K plan or cafeteria plan, your payroll setup will vary based on whether or not the state and local taxes recognize the plan as tax deferred. Refer to Appendix A for examples of how to set up the deductions if you participate in a 401K plan or cafeteria plan.

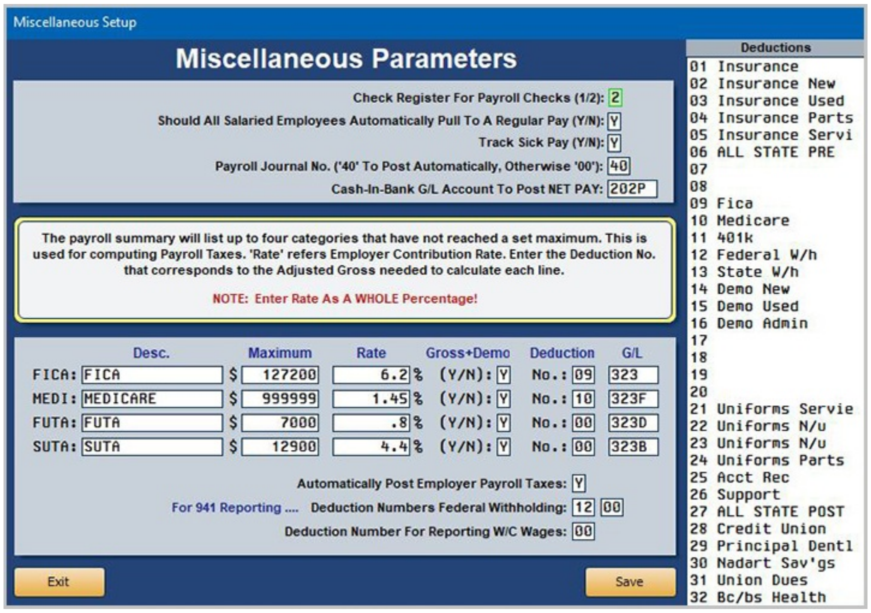
1. From the Payroll Setup menu, click **Pay/Deduction Descriptions**. The Pay/Deduction Setup screen opens.
2. Type the pay descriptions in the first column in the **Pay Description** fields. The first four pay descriptions are hard coded and cannot be changed. Use the remaining 12 pay fields for Commission, Bonus, Holiday, Vacation, etc. You can have up to 16 pay descriptions.
3. Type the deduction descriptions in the next two columns in the **Deduction Description** fields. If you do not have a 401K or cafeteria, leave the first two fields blank and begin typing descriptions on line 03.
4. Use the **GC** column to indicate what the deduction is based on. Type **G** for gross pay, **A** for adjusted gross, or **C** for cafeteria/pretax.
5. Use the **TD** column to define the tax table to use for calculating taxes, if any. Type **F** for federal, **S** for state, **A** for auxiliary, or **N** for no table used. (You will set up you tax tables later in this chapter.)
6. In the **G/L Acct.** column, type the general ledger account used to post each deduction.

7. Use the **SA**, column to indicate if the general ledger account for the line is a scheduled account. If you type **S** for scheduled, the system will post to this account by line. If you type **N** for no, the system will post by totals to that account.

8. Click **Save** to save the information. The system returns you to the Payroll Setup menu.

Miscellaneous Parameters

Use this button to set general information about payroll, such as the check register number, the general ledger accounts to post to, and the journal number used for payroll.



Check Register For Payroll Checks (1/2): 2
Should All Salaried Employees Automatically Pull To A Regular Pay (Y/N): Y
Track Sick Pay (Y/N): Y
Payroll Journal No. ('40' To Post Automatically, Otherwise '00'): 40
Cash-In-Bank G/L Account To Post NET PAY: 202P

The payroll summary will list up to four categories that have not reached a set maximum. This is used for computing Payroll Taxes. 'Rate' refers Employer Contribution Rate. Enter the Deduction No. that corresponds to the Adjusted Gross needed to calculate each line.

NOTE: Enter Rate As A WHOLE Percentage!

	Desc.	Maximum	Rate	Gross+Demo	Deduction	G/L
FICA:	FICA	$ 127200	6.2 %	(Y/N): Y	No.: 09	323
MEDI:	MEDICARE	$ 999999	1.45 %	(Y/N): Y	No.: 10	323F
FUTA:	FUTA	$ 7000	.8 %	(Y/N): Y	No.: 00	323D
SUTA:	SUTA	$ 12900	4.4 %	(Y/N): Y	No.: 00	323B

Automatically Post Employer Payroll Taxes: Y
For 941 Reporting .... Deduction Numbers Federal Withholding: 12 00
Deduction Number For Reporting W/C Wages: 00

Deductions
```
01 Insurance
02 Insurance New
03 Insurance Used
04 Insurance Parts
05 Insurance Servi
06 ALL STATE PRE
07
08
09 Fica
10 Medicare
11 401k
12 Federal W/h
13 State W/h
14 Demo New
15 Demo Used
16 Demo Admin
17
18
19
20
21 Uniforms Servie
22 Uniforms N/u
23 Uniforms N/u
24 Uniforms Parts
25 Acct Rec
26 Support
27 ALL STATE POST
28 Credit Union
29 Principal Dentl
30 Nadart Sav'gs
31 Union Dues
32 Bc/bs Health
```

1. From the Payroll Setup menu, click **Miscellaneous Parameters**. The Miscellaneous Setup screen opens.

2. In **Check Register For Payroll Checks**, type the check register number (1 or 2) that will print the checks.

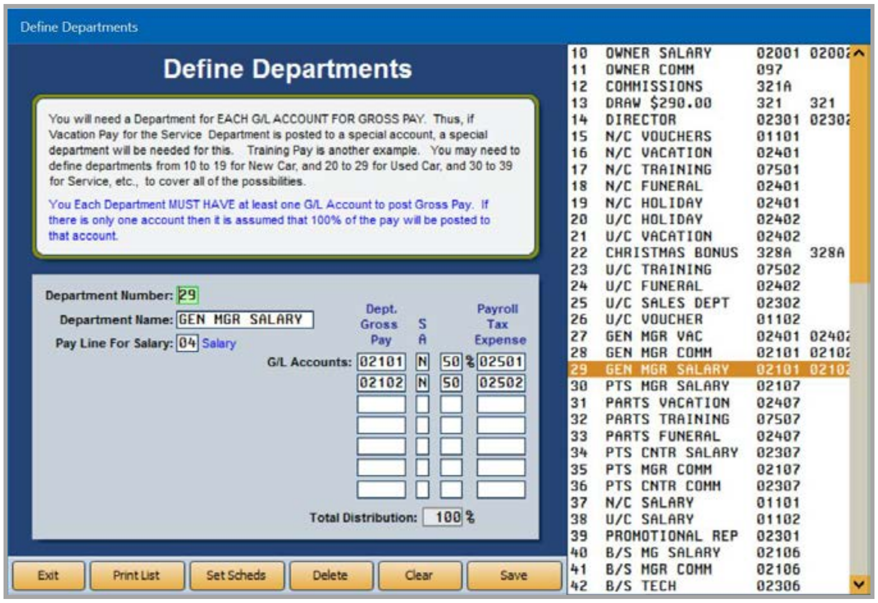
3. Use the **Should All Salaried Employees Automatically Pull To A Regular Pay** field to indicate if you want all salaried employees pulled to regular pay. If salaries are always the same, type **Y** for yes. If salaries change because of holidays, sick days, etc., type **N** for no.
4. Use the **Track Sick Pay** field to indicate if you would like to track sick pay on employees' pay stubs. Type **Y** for yes and **N** for no. If you choose to track sick pay, the Accumulated Vacation button in the Print Employee Records menu will be changed to read "Accumulated Vacation/Sick Pay." This is optional for most users. However, if you are a California dealership, you must track sick pay.
5. In **Payroll Journal No.**, type the journal number you want to use for payroll. If you want payroll to automatically update to accounting, type journal number **40**.

   If you *do not* want the payroll to automatically update to accounting, type **00**. This will update the employee records without automatically updating to accounting.

6. In **Cash-In-Bank G/L Account To Post NET PAY**, type the general ledger account for net pay.
7. The **Desc.** fields are hard coded with FICA, Medicare, FUTA, and SUTA. You cannot edit the descriptions. (FUTA is your federal unemployment taxes, and SUTA is your state unemployment taxes).
8. In **Maximum**, type the maximum amount set for each deduction.
9. In **Rate**, type the employer contribution rate for each deduction.
10. Use the **Gross + Demo** field to indicate if gross plus demo applies for each line. Type **Y** for yes or **N** for no.
11. In **Deduction**, type the deduction number (if any) that corresponds to the adjusted gross needed to calculate each line. The list window on the right side of the screen displays the deductions you entered on the Pay/Deduction Setup screen. Use the list to help you enter the deduction numbers.
12. In **G/L**, type the general ledger account used to post each deduction.
13. Use the **Automatically Post Employer Payroll Taxes** field to indicate if you want the employer's taxes to automatically post to the payroll. Type **Y** for yes or **N** for no.
14. Type the deduction number for federal withholding in the **Deduction Numbers Federal Withholding** field. If you have more than one deduction line for federal withholding, type both deduction numbers, and the system will add the deduction lines for the report when you print the 941 report.
15. The **Deduction Number For Reporting W/C Wages** field applies to states that allow for the reduction of worker's compensation wages by the amount of a qualified 125 or 128 cafeteria plan. Type the deduction number used to report worker's compensation wages. For most states, the entry can be left as 00. If you enter a deduction number in this field, the system uses this deduction number to generate the Workers Compensation report you can print from the Special Purpose Reports menu. (See Chapter 8 for information about generating payroll reports.)
16. Click **Save** to save the information. The system returns you to the Payroll Setup menu.

Define Departments

Use this button to create departments for each general ledger account for gross pay. For example, if vacation pay is posted to a special account, you must create a department for it. You can create up to 99 departments and should create departments for all of the accounts you will use. You may want to group the departments so they are easier to remember. For example, you would use 10-19 for New Car, 20-29 for Used Car, 30-39 for Service, and so on.



You will need a Department for EACH G/L ACCOUNT FOR GROSS PAY. Thus, if Vacation Pay for the Service Department is posted to a special account, a special department will be needed for this. Training Pay is another example. You may need to define departments from 10 to 19 for New Car, and 20 to 29 for Used Car, and 30 to 39 for Service, etc., to cover all of the possibilities.

You Each Department MUST HAVE at least one G/L Account to post Gross Pay. If there is only one account then it is assumed that 100% of the pay will be posted to that account.

Department Number: 29

Department Name: GEN MGR SALARY

Pay Line For Salary: 04 Salary

	Dept. Gross Pay	S A		Payroll Tax Expense
G/L Accounts:	02101	N	50 %	02501
	02102	N	50	02502

Total Distribution: 100 %

```
10  OWNER SALARY     02001 0200
11  OWNER COMM       097
12  COMMISSIONS      321A
13  DRAW $290.00     321   321
14  DIRECTOR         02301 0230
15  N/C VOUCHERS     01101
16  N/C VACATION     02401
17  N/C TRAINING     07501
18  N/C FUNERAL      02401
19  N/C HOLIDAY      02401
20  U/C HOLIDAY      02402
21  U/C VACATION     02402
22  CHRISTMAS BONUS  328A  328A
23  U/C TRAINING     07502
24  U/C FUNERAL      02402
25  U/C SALES DEPT   02302
26  U/C VOUCHER      01102
27  GEN MGR VAC      02401 0240
28  GEN MGR COMM     02101 0210
29  GEN MGR SALARY   02101 0210
30  PTS MGR SALARY   02107
31  PARTS VACATION   02407
32  PARTS TRAINING   07507
33  PARTS FUNERAL    02407
34  PTS CNTR SALARY  02307
35  PTS MGR COMM     02107
36  PTS CNTR COMM    02307
37  N/C SALARY       01101
38  U/C SALARY       01102
39  PROMOTIONAL REP  02301
40  B/S MG SALARY    02106
41  B/S MGR COMM     02106
42  B/S TECH         02306
```

Adding a Department

1. From the Payroll Setup menu, click **Define Departments**. The Define Departments screen opens.

2. In **Department Number**, type the two-digit number you want to assign the department you are creating.

3. Type the name/description of the department in **Department Name**.

4. Use the **Pay Line For Salary** field to indicate the pay line to which the salary for this department should post on the Enter Employee Pay screen. This line corresponds to the line number on the Pay/Deduction Setup screen.

   For example, let's say you are creating a department for bonuses. If you entered bonus pay as line 06 on the Pay/Deduction Setup screen, you would type 06 in the **Pay Line For Salary** field on this screen. When you post the salary for this department, the system will automatically post it to the correct pay line.

5. In **Dept. Gross Pay**, type the general ledger account(s) used to post gross pay for this department.

6. Use the **SA** column to indicate if the general ledger account for the line is a scheduled account. If you type **S** for scheduled, the system will post to this account by line. If you type **N** for no, the system will post by totals to that account. You can click the **Set Scheds** button at the bottom of the screen to scan the general ledger and set the flags for the departments to ensure they properly correspond with the schedules in the general ledger.

7. If you are distributing the pay to different general ledger accounts, use the **%** field to indicate the percentage of the pay you want distributed to each account. The **Total Distribution** field will calculate the distribution so you can ensure you are distributing 100% of the pay. If you are only entering one general ledger account, leave this field blank, as 100% of the pay will be distributed to the single account.

Important: Each department **must have at least one general ledger account** to post the gross pay. If there is only one account, 100% of the pay will post to that account. If there are multiple accounts the pay will post to, you must specify the percentage of the pay that will post to each account.

8. In **Payroll Tax Expense**, type the general ledger account(s) used to post the payroll tax for this department.

9. Click **Save**. The department is added to the list on the right side of the screen. Continue to enter departments as needed.

10. When you are finished, click **Exit** to return to the Payroll Setup menu.

Editing a Department

1. While on the Define Departments screen, type the department number in the Department Number field or click on the department in the list on the right side of the screen.
2. The information entered for the department populates the screen.
3. Click in a field and edit the information as needed.
4. Click **Save** to save the information.

Deleting a Department

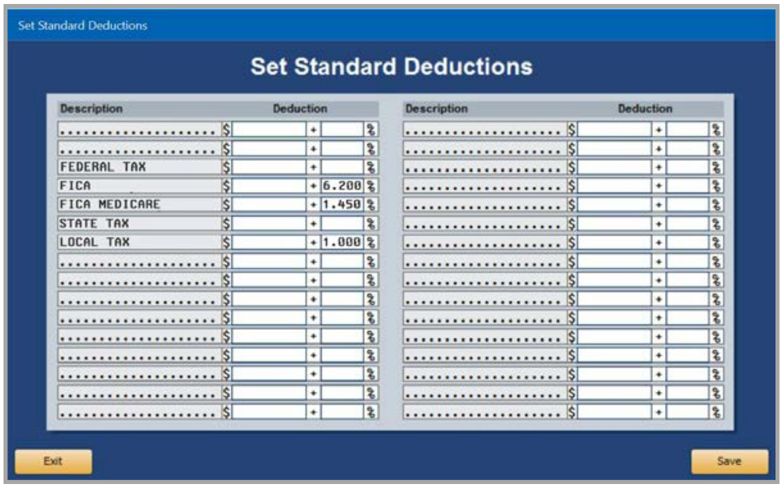
1. While on the Define Departments screen, type the department number in the Department Number field or click on the department in the list on the right side of the screen.
2. Click the **Delete** button.
3. Click **OK** when prompted to verify you want to delete the record. The department is removed from the list on the right side of the screen.

Printing the Department List

1. While on the Define Departments screen, click the **Print List** button.
2. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen.
3. Once you select your print criteria, click **Print**.

Set Standard Deductions

Use this button to set standard deductions that are taken from the employees' pay. You can set a deduction to be taken as a flat deduction amount, a specific percentage rate, or both.

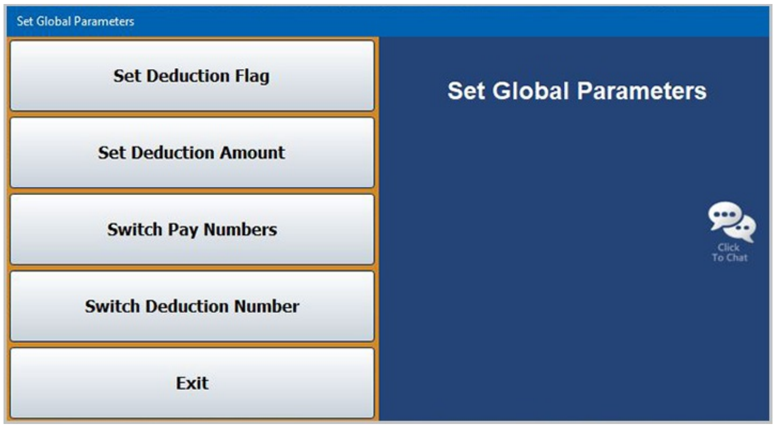


Description	$	+	%
FEDERAL TAX			
FICA			6.200
FICA MEDICARE			1.450
STATE TAX			
LOCAL TAX			1.000

1. From the Payroll Setup menu, click **Set Standard Deductions**. The Set Standard Deductions screen opens.
2. For each deduction listed, specify the deduction taken.
   - If the deduction is a flat dollar amount, type the amount in the **$** field.
   - If the deduction is based on a percentage, type the rate in the **%** field.
   - If the deduction is based on a flat amount and a percentage, type the appropriate values in *both* fields.
3. Click **Save** to save the information. The system returns you to the Payroll Setup screen.

Set Global Parameters

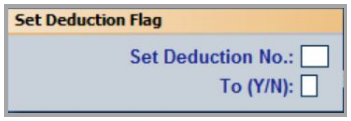
This button advances you to the Set Global Parameters menu to set deductions for all of the employees. This menu is useful when you are setting up your payroll because it allows you to set and edit information for all of the employees at once instead of having to edit each file.


Set Global Parameters
Set Deduction Flag
Set Deduction Amount
Switch Pay Numbers
Switch Deduction Number
Exit
Set Global Parameters
Click To Chat

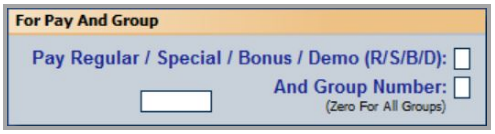
Set Deduction Flag

Use this button to set the deduction flag for a specific deduction number and pay group.

1. From the Set Global Parameters menu, click **Set Deduction Flag**.
2. In **Set Deduction No.**, type the deduction number. The bottom of the screen displays a list of deductions for your reference.
3. In **To**, specify the flag you want to set. Type **Y** for yes or **N** for no.


Set Deduction Flag
Set Deduction No.: ☐
To (Y/N): ☐

4. In the next prompt that opens, specify the pay type for the deduction. Type **R** for regular pay, **S** for special pay, **B** for bonus pay, or D for demo pay.
5. Type the group number for which you want to assign the deduction, or type a zero to apply the deduction to all groups. (You will assign each employee to a pay group when you enter the customer information.)

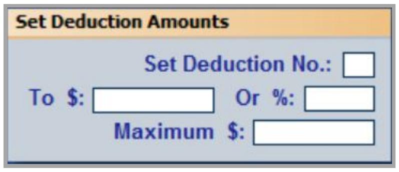

For Pay And Group
Pay Regular / Special / Bonus / Demo (R/S/B/D): ☐
And Group Number: ☐
(Zero For All Groups)

6. Click **OK** when prompted to verify you want to make the change.
7. The system will display a “Complete” message to indicate the parameters have been set. Click **OK** to acknowledge the message.

Set Deduction Amount

Use this button to set the deduction amount to a specific dollar amount or percentage.

1. From the Set Global Parameters menu, click **Set Deduction Amount**.
2. In **Set Deduction No.**, type the deduction number. The bottom of the screen displays a list of deductions for your reference.
3. Next, type the dollar amount (**$**) or the percentage rate (**%**) for the deduction.
4. If applicable, type the maximum amount for the deduction.

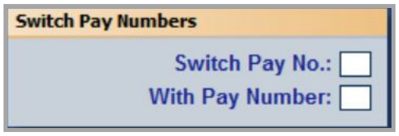


5. Click **OK** when prompted to verify you want to make the change.
6. The system will display a “Complete” message to indicate the parameters have been set. Click **OK** to acknowledge the message.

Switch Pay Numbers

Use this button to switch pay line numbers. This refers to the order of the pay lines on the Pay/Description Setup screen.

1. On the Set Global Parameters menu, click **Switch Pay Numbers**.
2. In **Switch Pay No.**, type the original pay line. The bottom of the screen displays a list of deductions for your reference.
3. In **With Pay Number**, type the line number you want to use as the new pay line.

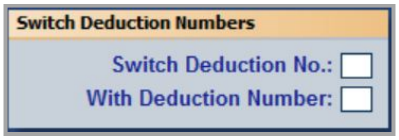


4. Click **OK** when prompted to verify you want to make the change.
5. The system will display a “Complete” message to indicate the parameters have been set. Click **OK** to acknowledge the message.

Switch Deduction Number

Use this button to switch deduction numbers. This refers to the order of the deductions on the Pay/Description Setup screen.

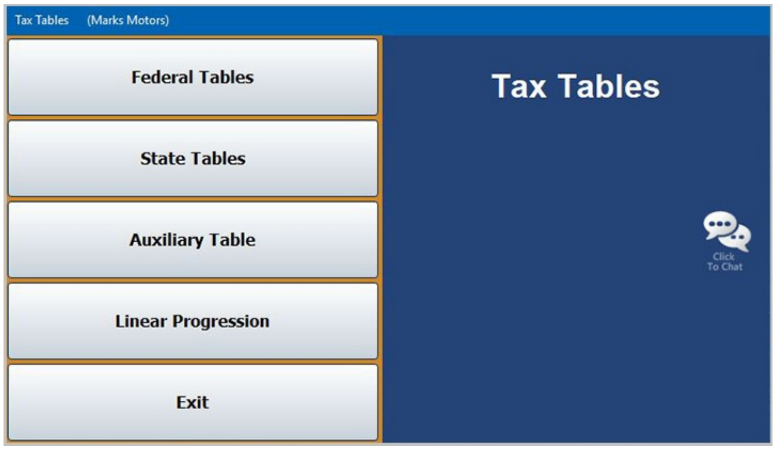
1. From the Set Global Parameters menu, click **Switch Deduction Number**.
2. In **Switch Deduction No.**, type the original deduction line number. The bottom of the screen displays a list of deductions for your reference.
3. In **With Deduction Number**, type the line number you want to use as the new deduction line number.


Switch Deduction Numbers
Switch Deduction No.:
With Deduction Number:

4. Click **OK** when prompted to verify you want to make the change.
5. The system will display a “Complete” message to indicate the parameters have been set. Click **OK** to acknowledge the message.

Tax Tables

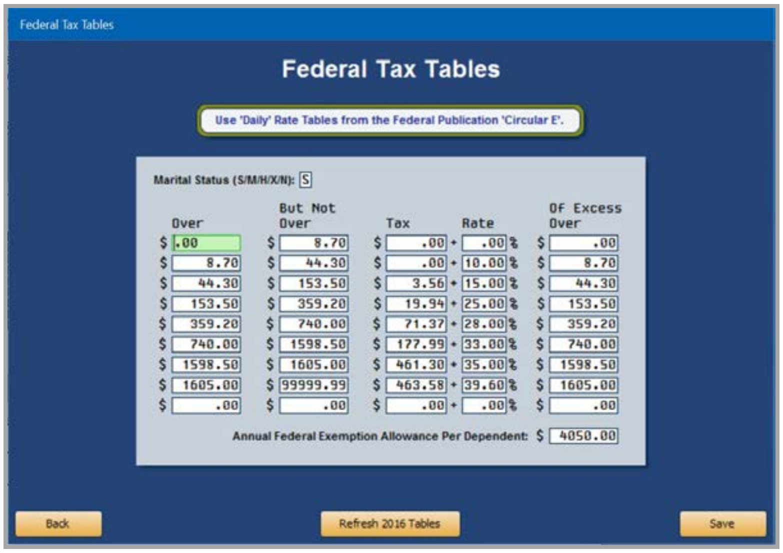
Click **Tax Tables** to open the Tax Tables menu. You use this menu to build your federal, state, auxiliary, and linear progression tables (Canada). The system comes with pre-installed tax tables, but you use this menu to edit the tables as needed. When you are finished editing the tax tables, click **Exit** to return to the Payroll Setup menu.


Tax Tables (Marks Motors)
Federal Tables
State Tables
Auxiliary Table
Linear Progression
Exit
Tax Tables
Click To Chat

Tip: You can download federal and state tax tables from the Autosoft FLEX DMS Help Center (accessed by clicking the **Help Center** link on the bottom of any Help page). When the Help Center opens, click the **User Guides**. Under the **Accounting** header, click to view all the articles and select the year’s state and federal tax table links from the list.

Federal Tables

Use this button to define the federal tax parameters that will be used to compile the payroll. There are three federal tax tables: single, married, and none. “None” applies a blanket percentage, flat dollar amount, or both for an employee instead of the tax table. The most recent parameters are pre-installed in the software. Autosoft also updates and installs the federal tax tables for the upcoming year at the end of each year when it releases the Year-end Closing documentation. The parameters are taken from the current Federal Publication “Circular E.”



Use 'Daily' Rate Tables from the Federal Publication 'Circular E'.

Marital Status (S/M/H/X/N): S

Over	But Not Over	Tax		Rate	Of Excess Over
$ .00	$ 8.70	$ .00	+	.00 %	$ .00
$ 8.70	$ 44.30	$ .00	+	10.00 %	$ 8.70
$ 44.30	$ 153.50	$ 3.56	+	15.00 %	$ 44.30
$ 153.50	$ 359.20	$ 19.94	+	25.00 %	$ 153.50
$ 359.20	$ 740.00	$ 71.37	+	28.00 %	$ 359.20
$ 740.00	$ 1598.50	$ 177.99	+	33.00 %	$ 740.00
$ 1598.50	$ 1605.00	$ 461.30	+	35.00 %	$ 1598.50
$ 1605.00	$ 99999.99	$ 463.58	+	39.60 %	$ 1605.00
$ .00	$ .00	$ .00	+	.00 %	$ .00

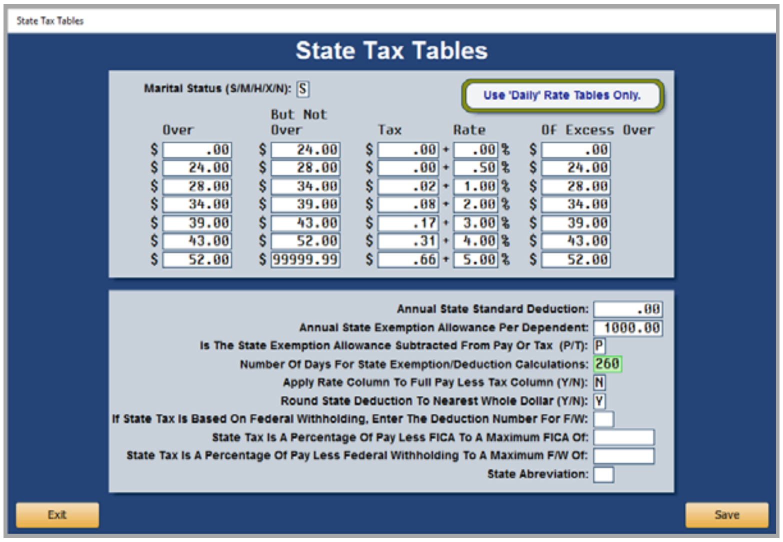
Annual Federal Exemption Allowance Per Dependent: $ 4050.00

1. From the Tax Tables menu, click **Federal Tables**. The Federal Tax Tables screen opens.
2. Click **Refresh Year Tables** (where “Year” identifies the current year for the tax tables that will be installed).
3. Click **OK** when prompted to verify you want to update the tax tables. (The date on the prompt indicates the effective dates for the tax tables.)
4. The new tables are installed.

Note: **H** (head of household) and **X** (extra table) generally do not apply to federal tax tables. These options apply to state and auxiliary tax tables.

State Tables

Use this button to set state tax parameters for states that have a graduated state income tax. You should base the parameters on the daily rate tables provided in the Federal Publication “Circular E.” If your state uses a flat tax, you do not need to enter a state tax table. There are five state tax tables: single, married, head of household, an extra tax table you can create based on the requirements for your state tax, and none. There are variations to the graduated state income tax. Contact Autosoft’s Customer Success Center Accounting Team for assistance with setting up these special parameters.



Marital Status (S/M/H/X/N): S

Over	But Not Over	Tax	Rate	Of Excess Over
$ .00	$ 24.00	$ .00 +	.00 %	$ .00
$ 24.00	$ 28.00	$ .00 +	.50 %	$ 24.00
$ 28.00	$ 34.00	$ .02 +	1.00 %	$ 28.00
$ 34.00	$ 39.00	$ .08 +	2.00 %	$ 34.00
$ 39.00	$ 43.00	$ .17 +	3.00 %	$ 39.00
$ 43.00	$ 52.00	$ .31 +	4.00 %	$ 43.00
$ 52.00	$ 99999.99	$ .66 +	5.00 %	$ 52.00

Annual State Standard Deduction: .00
Annual State Exemption Allowance Per Dependent: 1000.00
Is The State Exemption Allowance Subtracted From Pay Or Tax (P/T): P
Number Of Days For State Exemption/Deduction Calculations: 260
Apply Rate Column To Full Pay Less Tax Column (Y/N): N
Round State Deduction To Nearest Whole Dollar (Y/N): Y
If State Tax Is Based On Federal Withholding, Enter The Deduction Number For F/W:
State Tax Is A Percentage Of Pay Less FICA To A Maximum FICA Of:
State Tax Is A Percentage Of Pay Less Federal Withholding To A Maximum F/W Of:
State Abreviation:

1. From the Tax Tables menu, click **State Tables**. The State Tax Tables screen opens.
2. Specify the **Marital Status** for the tax table you are building. Type **S** for single, **M** for married, **H** for head of household, **X** to define an extra tax table based on the requirements of your state tax, or **N** for none.
3. In **Over**, edit or type the beginning dollar amount for the line.
4. In **But Not Over**, edit or type the ending dollar amount for the line.
5. In **Tax**, edit or type the flat tax dollar amount for each range.
6. In **Rate**, edit or type the tax rate percentage for each range.
7. In **Of Excess Over**, type the “Excess Over” dollar amount used for the state tax.
8. In **Annual State Standard Deduction**, type your state’s annual standard deduction.
9. In **Annual State Exemption Allowance Per Dependent**, type the state exemption dollar amount allowed for each dependent.
10. The **Is The State Exemption Allowance Subtracted From Pay Or Tax** field applies to Delaware state tax. Delaware dealers should type **T**. All other states should use **P**.
11. In **Number Of Days For State Exemption/Deduction Calculations**, type the appropriate number of days.

12. The **Apply Rate Column To Full Pay Less Tax Column** field applies to North Carolina state tax. North Carolina dealers should type **Y**. All other states should use **N**.

13. Use the **Round State Deduction To Nearest Whole Dollar** field to indicate if you want to round the deduction to the nearest whole dollar. Type **Y** for yes or **N** for no.

14. In the **If State Tax Is Based On Federal Withholding, Enter The Deduction Number For F/W** field, type the two-digit deduction number for federal withholding if the state tax is calculated by taking a percentage of the federal withholding.

15. In **State Tax Is A Percentage Of Pay Less FICA To A Maximum FICA Of**, type the maximum FICA amount if the state tax is a percentage of the gross less FICA.

16. In the **State Tax Is A Percentage Of Pay Less Federal Withholding To A Maximum F/W Of** field, enter the maximum federal withholding amount if the state tax is a percentage of pay less federal withholding.

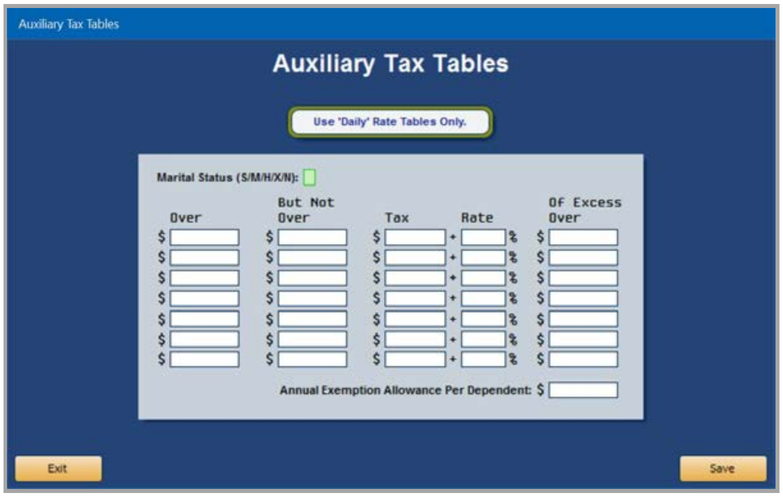
17. Type the two-letter abbreviation for the state in the **State Abbreviation** field.

18. Click **Save** to save the tax table information.

19. Edit the tables for the other marital statuses as needed. When you are finished, click **Exit** to return to the Tax Tables menu.

Auxiliary Table

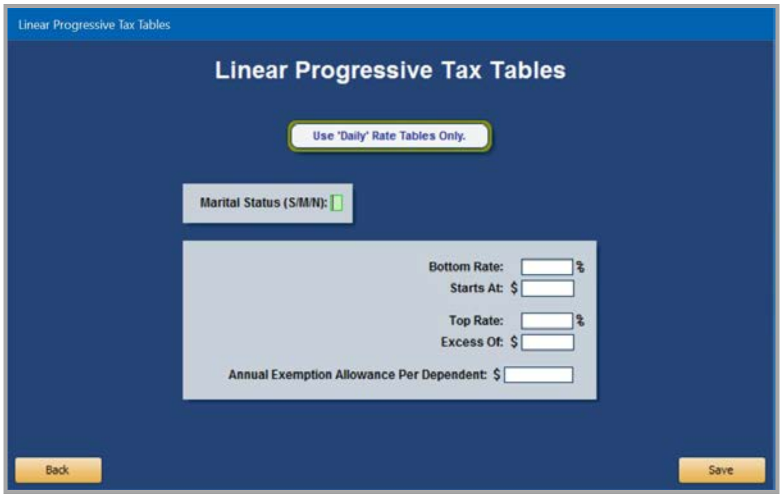
Use this button to enter auxiliary tax information used when an employer has employees from more than one state. The auxiliary tax tables are similar to the state tax tables. You should base the parameters on the daily rate tables provided in the Federal Publication “Circular E.” There are five auxiliary tax tables: single, married, head of household, an extra tax table you can create, and none. Contact Autosoft’s Customer Success Center Accounting Team for assistance with setting up these special parameters.


Auxiliary Tax Tables
Auxiliary Tax Tables
Use 'Daily' Rate Tables Only.
Marital Status (S/M/H/X/N):
Over
But Not Over
Tax
Rate
Of Excess Over
Annual Exemption Allowance Per Dependent: $
Exit
Save

1. Click **Auxiliary Table** from the Tax Tables menu. The Auxiliary Tax Tables screen opens.
2. Specify the **Marital Status** for the tax table you are building. Type **S** for single, **M** for married, **H** for head of household, **X** to define an extra tax table based on the requirements of your state tax, or **N** for none.
3. In **Over**, edit or type the beginning dollar amount for the line.
4. In **But Not Over**, edit or type the ending dollar amount for the line.
5. In **Tax**, edit or type the flat tax dollar amount for each range.
6. In **Rate**, edit or type the tax rate percentage for each range.
7. In **Of Excess Over**, type the “Excess Over” dollar amount used for the tax.
8. In **Annual Exemption Allowance Per Dependent**, type the exemption dollar amount allowed for each dependent.
9. Click **Save** to save the tax table information.
10. Edit the tables for the other marital statuses as needed. When you are finished, click **Exit** to return to the Tax Tables menu.

Linear Progression

Use this button to create linear progressive tax tables (Canada). You should base the parameters on the daily rate tables provided in the Federal Publication “Circular E.” You can create three linear progressive tax tables: single, married, and none. Contact Autosoft’s Customer Success Center’s Accounting Team for assistance with setting up these parameters.


Linear Progressive Tax Tables
Linear Progressive Tax Tables
Use 'Daily' Rate Tables Only.
Marital Status (S/M/N):
Bottom Rate: %
Starts At: $
Top Rate: %
Excess Of: $
Annual Exemption Allowance Per Dependent: $
Back
Save

1. Click **Linear Progression** from the Tax Tables menu. The Linear Progressive Tax Tables screen opens.

2. Specify the **Marital Status** for the tax table you are building. Type **S** for single, **M** for married, or **N** for none.

3. In **Bottom Rate**, type the bottom rate percentage used for the tax.

4. In **Starts At**, type the dollar amount at which the bottom rate percentage begins to apply.

5. In **Top Rate**, type the top rate percentage used for the tax.

6. In **Excess Of**, type the dollar amount at which the top rate percentage begins to apply.

7. In **Annual Exemption Allowance Per Dependent**, type the exemption dollar amount allowed for each dependent.

8. Click **Save** to save the tax table information.

9. Edit the tables for the other marital statuses as needed. When you are finished, click **Back** to return to the Tax Tables menu.

Password Payroll G/L Accounts

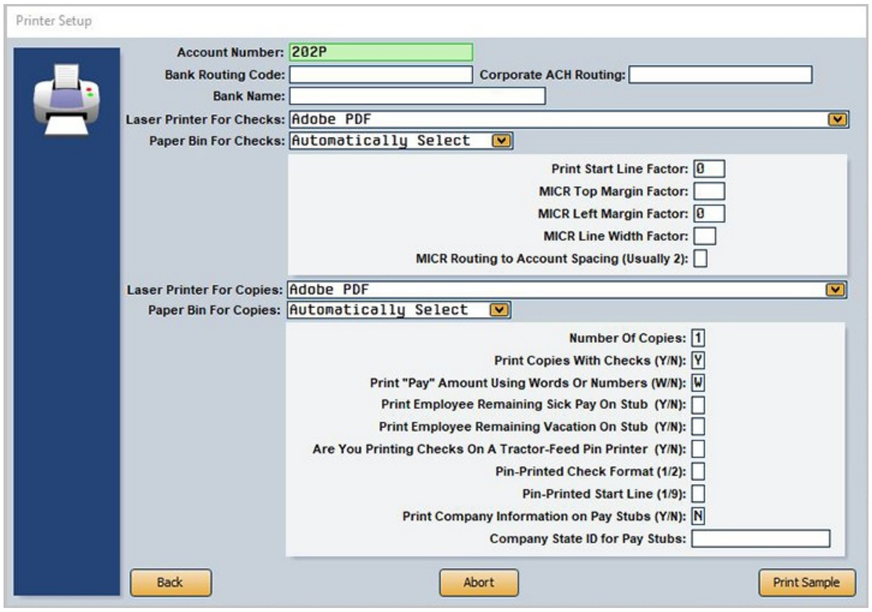
Use this button to restrict access to all general ledger payroll accounts. To access information for these accounts, the user will be required to enter the Payroll password (set using the Passwords menu in Accounting Utilities). Once you run the utility, you can change the restriction set for any account on the Enter G/L Account Information screen from the General Ledger Setup menu. You can change the restriction to **N** for no restriction or **L** for limited restriction.

1. From the Payroll Setup menu, click **Password Payroll G/L Accounts**.

2. Click **OK** when prompted to verify you want to update the restricted accounts.

Printer Setup

You must use the **Printer Setup** button to set printer information that determines how your checks will print. Someone may have set up the printers during installation, but you should verify the information.



Account Number: 202P
Bank Routing Code:
Corporate ACH Routing:
Bank Name:
Laser Printer For Checks: Adobe PDF
Paper Bin For Checks: Automatically Select
Print Start Line Factor: 0
MICR Top Margin Factor:
MICR Left Margin Factor: 0
MICR Line Width Factor:
MICR Routing to Account Spacing (Usually 2):
Laser Printer For Copies: Adobe PDF
Paper Bin For Copies: Automatically Select
Number Of Copies: 1
Print Copies With Checks (Y/N): Y
Print "Pay" Amount Using Words Or Numbers (W/N): W
Print Employee Remaining Sick Pay On Stub (Y/N):
Print Employee Remaining Vacation On Stub (Y/N):
Are You Printing Checks On A Tractor-Feed Pin Printer (Y/N):
Pin-Printed Check Format (1/2):
Pin-Printed Start Line (1/9):
Print Company Information on Pay Stubs (Y/N): N
Company State ID for Pay Stubs:

1. From the Payroll Setup menu, click **Printer Setup**. The **Printer Setup** screen opens.

2. In **Account Number**, type the bank account number for the account used for payroll. *If you are using pre-printed checks, leave this field blank.*

3. In **Bank Routing Code**, type your bank's routing number. *If you are using pre-printed checks, leave this field blank.*

4. In the **Corporate ACH Routing** field, type your bank's routing number. This field is used for the NACHA file submission to your bank for direct deposit purposes. When submitting the NACHA file via Payroll Transmissions (within Reports), you have the option to include or exclude the total debit amount coming out of the dealership's bank account. If you choose to include it, the Corporate ACH Routing field must be filled for a successful submission.

5. If you use blank checks, type the bank's name in the **Bank Name** field. If you use pre-printed checks, leave this field blank.

6. Use the drop-down lists to select the default printer and paper bin/tray that will be used to print checks.

7. In **Print Start Line Factor**, type the value for the top margin of the check. This value affects how far down on the check the text will begin printing. You will need to test values until you find the correct settings for your printer. Increase the value to move the text down; decrease the value to move the text up.

8. Use the **MICR** fields to set the margins for the check. A MICR value of 144 is equal to 1 inch.

9. In the **MICR Routing to Account Spacing** field, specify the spacing between the routing number and account number. This is usually 2.

10. Verify there is a laser printer selected to print copies. If there is no printer set up, use the drop-down list to select the default printer and paper bin/tray for copies.

11. Type the number of copies you wish to print.

12. Specify if the copies should always print with the checks. Type **Y** for yes or **N** for No.

13. Indicate if you want the total amount on the check to print in words or numbers. Type **W** for words or **N** for numbers.

14. Use the **Print Employee Remaining Sick Pay On Stub** field to indicate if you want employees' remaining sick pay hours to print on their check stubs. Type **Y** for yes or **N** for no. You must have the Payroll module set to track sick pay time for this feature to work properly. See Appendix D for instructions on setting up the module to track sick time.

15. Use the **Print Employee Remaining Vacation On Stub** field to indicate if you want the employee's remaining vacation hours to print on the check stub. Type **Y** for yes or **N** for no. In order for the hours to print, you must set up the Payroll module to track vacation time. See Appendix C for instructions on setting up the module to track vacation time.

16. Indicate if you are using a tractor-fed printer. Type **Y** for yes or **N** for no.

Important: If you are using PIN printing, you must fill in the following two fields on this screen.

17. Use the Pin-Printed Check Format field to indicate which check format you are using. You can enter **1** or **2**.

18. The **Pin-Printed Start Line** is the top margin measurement. The system uses this field to determine where to begin printing on the check. Each number (**1** through **9**) represents an extra feed line at the top of the form. For example, a lower number will start the text higher on the check, and a higher number will print the text lower on the check.

19. Use the **Print Company Information on Pay Stubs** field to indicate if you want your dealership's information to print on pay stubs. Enter **Y** for yes to include the information or **N** for no to exclude it. If you enter **Y**, your company name, address, and phone number will print on pay stubs.

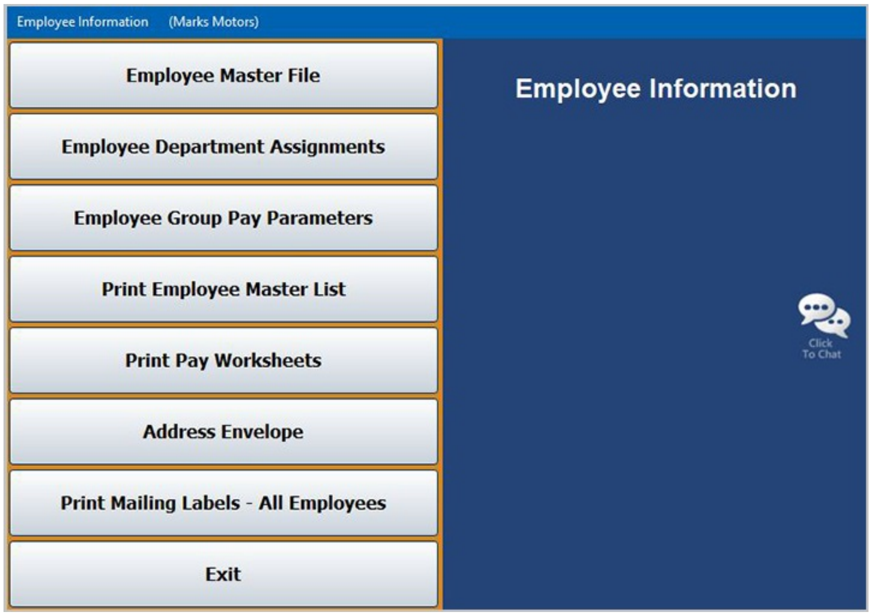
20. The **Company State ID for Pay Stubs** field allows you to enter your State ID or Business ID number. Oregon dealerships are required to include this piece of information on pay stubs.
21. Use the **Use W-3 Company Information** field to indicate if you want your dealership's legal entity name, address, and phone number to print on your payroll checks. Enter **Y** for yes or **N** for no. If you enter **Y**, the information will pull the information entered for your dealership for W-3 purposes.
22. Click **Print Sample** to test the values.
23. Click to select **To Printer**.
24. When prompted to verify that your printer is ready and plain paper has been loaded, click **OK**.
25. Check the printout, and make any necessary adjustments to the settings on the Printer Setup screen. Continue to test print and adjust the settings until everything lines up on the printout.
26. Click **Back** to return to the Payroll Setup menu. All changes to the Printer Setup will be saved. If you click **Abort**, you will exit the Autosoft DMS.

Finishing Up

Once all the parameters have been set, click **Exit** on the Payroll Setup menu to return to the Dealership Payroll menu. You can return to the payroll setup at any time to adjust parameters as needed. You are now ready to enter your employees and their payroll information.

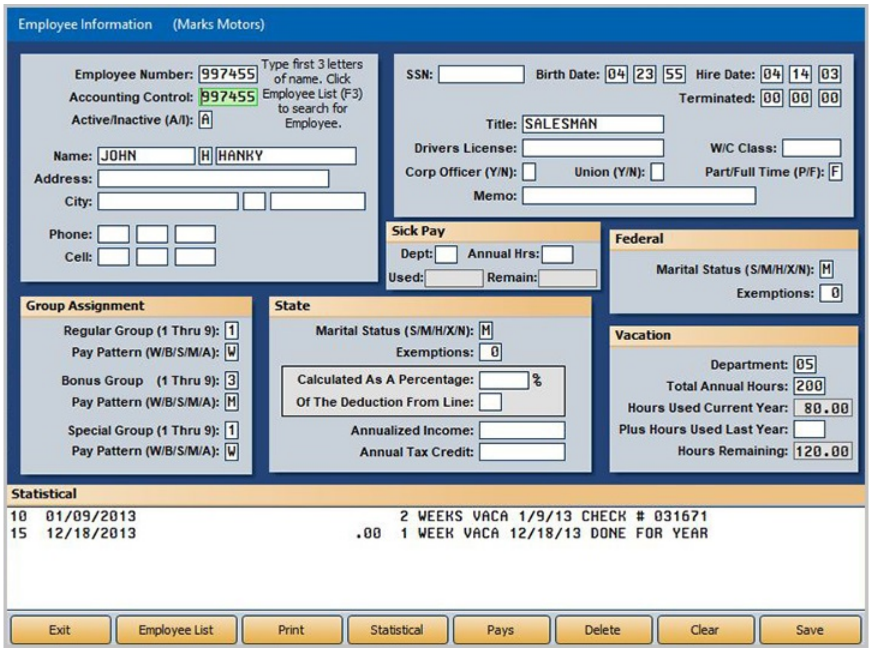
Chapter 2 Employee Information

Once your parameters are set, you must enter your employees' payroll information. Click **Employee Information** on the Dealership Payroll menu. This opens the Employee Information menu. Once you finish entering employees, you can use the Employee Information menu to assign employees to departments and to print employee information, envelopes, and address labels.


Employee Information (Marks Motors)
Employee Master File
Employee Department Assignments
Employee Group Pay Parameters
Print Employee Master List
Print Pay Worksheets
Address Envelope
Print Mailing Labels - All Employees
Exit
Employee Information
Click To Chat

Employee Master File

Use this button to define individual employee pay parameters. You will assign the employee pay groups and pay patterns. The group numbers and patterns make payroll easier. For example, when you compile weekly payroll for Regular Group 1, the other groups are excluded. In addition, you will enter tax information for each employee and important employment dates. The system automatically pulls the information entered on this screen when you post the employee’s pay in the system.


Employee Information (Marks Motors)
Type first 3 letters of name. Click Employee List (F3) to search for Employee.
Address:
City:
Phone:
Cell:
SSN:
Drivers License:
W/C Class:
Corp Officer (Y/N):
Union (Y/N):
Memo:
Sick Pay
Dept:
Annual Hrs:
Used:
Remain:
Federal
Group Assignment
State
Calculated As A Percentage: %
Of The Deduction From Line:
Annualized Income:
Annual Tax Credit:
Vacation
Plus Hours Used Last Year:
Statistical
Exit
Employee List
Print
Statistical
Pays
Delete
Clear
Save

Employee Number: 997455
Accounting Control: 997455
Active/Inactive (A/I): A
Name: JOHN H HANKY
Birth Date: 04 23 55
Hire Date: 04 14 03
Terminated: 00 00 00
Title: SALESMAN
Part/Full Time (P/F): F

Federal
Marital Status (S/M/H/X/N): M
Exemptions: 0

Group Assignment
Regular Group (1 Thru 9): 1
Pay Pattern (W/B/S/M/A): W
Bonus Group (1 Thru 9): 3
Pay Pattern (W/B/S/M/A): M
Special Group (1 Thru 9): 1
Pay Pattern (W/B/S/M/A): W

State
Marital Status (S/M/H/X/N): M
Exemptions: 0

Vacation
Department: 05
Total Annual Hours: 200
Hours Used Current Year: 80.00
Hours Remaining: 120.00

```
10  01/09/2013                           2 WEEKS VACA 1/9/13 CHECK # 031671
15  12/18/2013                      .00  1 WEEK VACA 12/18/13 DONE FOR YEAR
```

Adding a New Employee

1. From the Employee Information menu, click **Employee Master File**. The Employee Information screen opens.
2. Type the employee number for the employee whose information you are entering. Press ENTER to advance to the next field.
3. Fill in the remaining fields with the appropriate information. The following table lists the fields on the Employee Information screen and the information each field requires. Use it to assist you as you enter information on this screen.
4. When you are finished entering information, click **Save** to save the information.

Field	Information required
Employee Number	Type the employee number for the employee whose information you are entering. You can also search for an employee by clicking **Employee List** (or pressing the F3 key). Click the employee you want to select from the list that appears.
Accounting Control	Type the accounts receivable control number in this field. The number is usually the same as the employee number.
Active/Inactive (A / I)	Identify if this is an active or inactive employee. Type **A** for active or **I** for inactive. Only active employees appear in the selection list when you post the pay. Marking an employee as inactive allows you to keep the employee's record in the system without the employee appearing in the selection list when you post the pay.
Name	Type the employee's full name.
Address	Type the employee's street address.
City	Type the employee's city, state, and ZIP Code/Postal Code.
Phone	Type the employee's phone number.
Cell	Type the employee's cell phone number.
SSN	Type the employee's social security number.
Birth Date	Type the employee's date of birth.
Hire Date	Type the date the employee was hired.
Terminated	Type the date the employee stopped working for the dealership, if applicable.
Title	Type the employee's job title.
Driver's License	Type the employee's driver's license number.
W/C Class	Type the Worker's Compensation class for this employee.
Corp Officer (Y/N)	Indicate if the employee is a corp officer. Type **Y** for yes or **N** for no. This information pulls to the NADART report.
Union (Y/N)	Indicate if the employee is a union member. Type **Y** for yes or **N** for no. This information pulls to the NADART report.
Part/Full Time	Indicate if the employee is full time or part time. Type F for full time or P for part time.
Memo	Type a note about this employee as needed. This field holds 25 characters.
Group Assignment	
Regular Group (1 Thru 9)	Type the group number for this employee for regular pays.
Bonus Group (1 Thru 9)	Type the group number for this employee for bonus pays.
Special Group (1 Thru 9)	Type the group number for this employee for special pays.
Pay Pattern (W / B / S / M / A)	For each group you assign the employee, identify the pay pattern for the group. Type **W** for weekly, **B** for Bi-weekly, **S** for semi-monthly, **M** for monthly, or **A** for annually.

<table>
<tr><th colspan="2">Sick Pay</th></tr>
<tr><td colspan="2">This area is accessible to all dealerships, but its use is only required by law for California dealerships. It assists dealerships in tracking sick leave.

For California users, employees earn one hour of sick pay for every 30 hours worked. Therefore, you do not have to provide the full year's sick leave at the start of a new calendar year or on the employee's anniversary date. However, if you use the accrual system, you will have to manually update the employee's master file as the employee accrues sick leave.

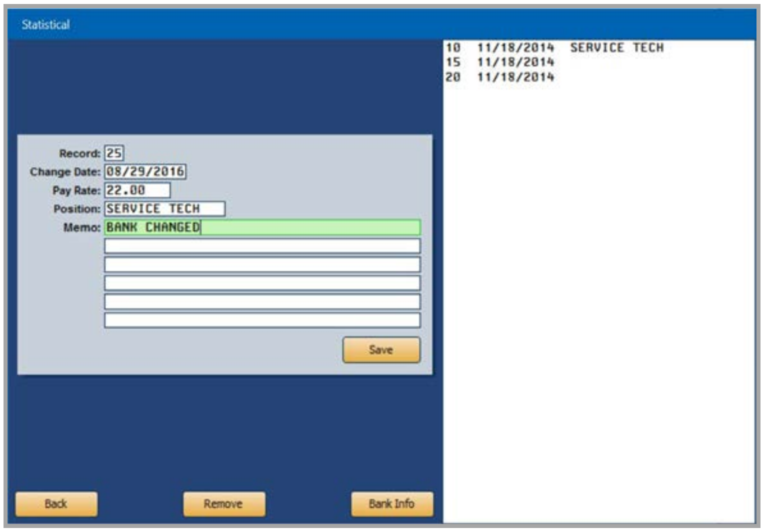
California dealers can roll over sick days to add to a total of 6 days, or 48 hours, of sick pay. Depending on how you manage your sick leave calendar, you must manually add the rollover hours to an employee's master file when you close out the calendar year or on the employee's anniversary date.</td></tr>
<tr><td>**Dept.**</td><td>Type the department used to post the employee's sick leave pay.

Note: You will have to establish sick pay departments in the Define Departments screen to post employee sick pay.</td></tr>
<tr><td>**Annual Hrs**</td><td>Use this field to enter the employee's total number of sick leave hours allotted per year by California state law.</td></tr>
<tr><td>**Used**</td><td>Enter the number of sick leave hours the employee has used for the year. See Appendix D for instructions on setting up and using Sick Pay.</td></tr>
<tr><td>**Remain**</td><td>This field displays the sick leave hours remaining for the year.</td></tr>
<tr><th colspan="2">State</th></tr>
<tr><td>**Marital Status (S/M/H/X/N)**</td><td>Identify which state tax table should be used to calculate this employee’s pay. The letters correspond to the tax tables created under **Tax Tables** in the Payroll Setup. Type **S** for single, **M** for married, or **H** for head of household, **X** for an extra table created, or **N** for none.</td></tr>
<tr><td>**Exemptions**</td><td>Type the number of exemptions this employee claims for state tax.</td></tr>
<tr><td>**Calculated As A Percentage**</td><td>If the deduction is a percentage, type the percentage in this field.</td></tr>
<tr><td>**Of The Deduction From Line**</td><td>Type the appropriate deductions line number for state income tax.</td></tr>
<tr><td>**Annualized Income**</td><td>Type the employee’s annualized income. If the state tax tables are set up for Connecticut (CT), the caption for this field will be **Table A Exemption**. Type the amount for Connecticut table A.</td></tr>
<tr><td>**Annual Tax Credit**</td><td>Type the amount of the employee’s annual tax credit. If the state tax tables are set up for Connecticut (CT), the label for this field will be **Table B Decimal Amount**. Type the percentage for Connecticut table B that needs to be used.</td></tr>
<tr><th colspan="2">Federal</th></tr>
<tr><td>**Marital Status (S/M/H/X/N)**</td><td>Identify which federal tax table should be used to calculate this employee’s pay. The letters correspond to the tax tables created under **Tax Tables** in the Payroll Setup. Type **S** for single, **M** for married, or **H** for head of household, **X** for an extra table created, or **N** for none.</td></tr>
<tr><td>**Exemptions**</td><td>Type the number of exemptions this employee claims for federal tax.</td></tr>
</table>

Vacation	
Department	Type the department used to post the employee's vacation pay. You will have to enter the department assignments for this employee and return to this screen to assign the correct vacation department.
Total Annual Hours	Type the total number of vacation hours the employee is eligible for this year.
Hours Used Current Year	This field displays the total vacation hours posted to the employee's record. The system automatically updates this field as you post vacation pay and update it to the employee's file. See Appendix C for instructions on tracking vacation hours.
Plus Hours Used Last Year	Type the number of hours that must be adjusted from the total vacation hours used to accommodate a payroll that included pay date for the previous year and the current year. This field only applies if you have an employee who took vacation time posted on a payroll that extends from the previous year to the new year. If the first pay of the new year includes vacation time that counts for last year, you would enter the number of hours from last year's vacation time that were paid on a payroll during the new year (for example, a pay that includes pay for December 27-31 and January 1-7 on which the employee took 8 hours of vacation for December 27). Because the pay includes dates from the previous year, the vacation hours are still in the payroll records for the current year. By telling the system to not include these hours in the current year's vacation hours, you ensure the **Hours Used Current Year** field only reflects vacation hours that apply to the current year.
Hours Remaining	This field displays the vacation hours remaining.
Statistical	
Statistical	This window displays any statistical information entered for the employee. You use the **Statistical** button to enter statistical data.

Entering Statistical Data

You can add up to 99 statistical records for each employee. This allows you to track status changes, pay raises, or any other data you may want to track. At the very least, you should add statistical records when the employee is hired and every time the employee's status changes. The statistical information displays in the **Statistical** section on the Employee Information screen.



```
10   11/18/2014   SERVICE TECH
15   11/18/2014
20   11/18/2014
```

Record: 25
Change Date: 08/29/2016
Pay Rate: 22.00
Position: SERVICE TECH
Memo: BANK CHANGED

Tip: The **Bank Info** button allows you to enter the employee's banking information for direct deposit. See *Appendix B* for more information.

Adding a Record

1. Click the **Statistical** button on the Employee Information screen. The Statistical screen opens.
2. In **Record**, type the record number you are entering. If this is the first entry, type 01. If this is the second entry, type 02, etc.
3. Type the date that the employee's status at the dealership changed in **Change Date**. This field will automatically populate with the current date.
4. In **Pay Rate**, type the employee's pay rate.
5. Type the job title the employee holds in **Position**.
6. Use the **Memo** fields to type any notes about the change. Each line holds 40 characters, including spaces. The screen will not auto-wrap the text, so you will have to press ENTER to advance to the next line to ensure the text does not break to the next line in the middle of a word.
7. Click **Save**. The statistical line appears in the window on the right side of the screen.
8. Click **Back** to return to the Employee Information Screen.

Editing a Statistical Line

1. Select an employee on the Employee Information screen by entering the employee's number in the **Employee Number** field or using the **Employee List** button to search for an employee alphabetically.

2. Once the employee's information populates the screen, click the **Statistical** button on the Employee Information screen. The Statistical screen opens for the selected employee.

3. Type the record number or click the line you wish to edit in the list on the right side of the screen. The information for the statistical line populates the screen.

4. Click in a field and edit the information as needed.

5. Click **Save** to save the changes.

Removing a Statistical Line

1. Select an employee on the Employee Information screen by entering the employee's number in the **Employee Number** field or using the **Employee List** button to search for an employee alphabetically.

2. Click the **Statistical** button on the Employee Information screen. The Statistical screen opens for the selected employee.

3. Type the record number or click the line you wish to delete from the list on the right side of the screen. The information populates the Statistical screen.

4. Click **Remove**.

5. Click **OK** when prompted to verify you want to delete the record.

Editing an Employee’s File

1. Type the employee number in the Employee Information screen, or search for an employee by clicking **Employee List**. A list of employees opens. Click the employee you want to select. The employee’s information populates the Employee Information screen.

2. Click in a field, and edit the information as needed.

3. Click **Save** to save the changes.

Printing an Employee’s Information

1. Type the employee number in the Employee Information screen, or search for an employee by clicking **Employee List**. A list of employees opens. Click the employee you want to select. The employee’s information populates the Employee Information screen.

2. Click **Print**.

3. When prompted to verify your printer is ready, click to select **To Printer** to send the information to your printer or **To Screen** to view the information on your screen.

4. Once you select your print type, click **Print**.

Deleting an Employee’s Information

You should only delete employees after you close the payroll for the year. In the meantime, make the employee inactive to prevent the employee from showing up in the employee list when you are posting payroll.

1. Type the employee number in the Employee Information screen, or search for an employee by clicking **Employee List**. A list of employees opens. Click the employee you want to select. The employee’s information populates the Employee Information screen.

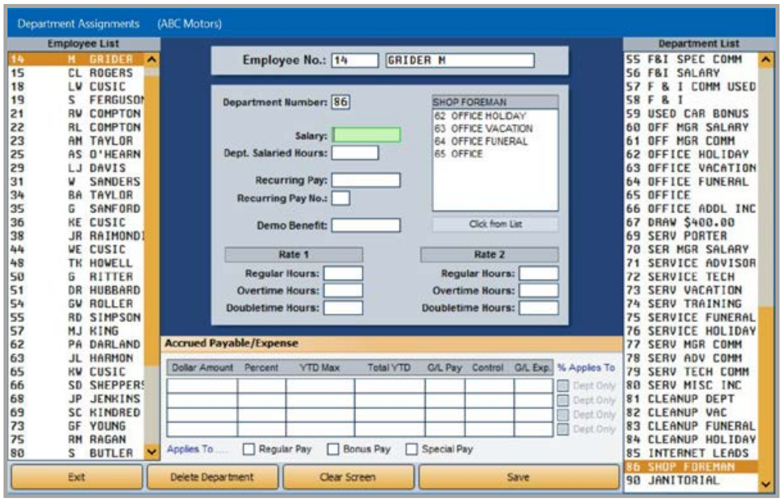
2. Click **Delete**.

3. Click **OK** when prompted to verify you want to delete the record.

Note: If you attempt to delete an active employee prior to closing payroll for the year, the system will alert you that employee records cannot be deleted when payroll activity is present. Click **OK**. Another message will suggest you mark the employee as inactive. Click **OK** to acknowledge this message.

Employee Department Assignments

Use the **Employee Department Assignments** button to assign employees to departments and to enter pay information (salary or hourly pay rate) for each department.


Department Assignments (ABC Motors)
Employee List
Department List
Salary:
Dept. Salaried Hours:
Recurring Pay:
Recurring Pay No.:
Demo Benefit:
Click from List
Rate 1
Rate 2
Regular Hours:
Overtime Hours:
Doubletime Hours:
Accrued Payable/Expense
Dollar Amount
Percent
YTD Max
Total YTD
G/L Pay
Control
G/L Exp.
% Applies To
Dept Only
Applies To ....
☐ Regular Pay
☐ Bonus Pay
☐ Special Pay
Exit
Delete Department
Clear Screen
Save

Employee No.: 14 GRIDER M

Department Number: 86

SHOP FOREMAN
62 OFFICE HOLIDAY
63 OFFICE VACATION
64 OFFICE FUNERAL
65 OFFICE

Employee List
14 M GRIDER
15 CL ROGERS
18 LW CUSIC
19 S FERGUSON
21 RW COMPTON
22 RL COMPTON
23 AM TAYLOR
25 AS O'HEARN
29 LJ DAVIS
31 W SANDERS
34 BA TAYLOR
35 G SANFORD
36 KE CUSIC
38 JR RAIMONDI
44 WE CUSIC
48 TK HOWELL
50 G RITTER
51 DR HUBBARD
54 GW ROLLER
55 RD SIMPSON
57 MJ KING
62 PA DARLAND
63 JL HARMON
65 KW CUSIC
66 SD SHEPPERS
68 JP JENKINS
69 SC KINDRED
73 GF YOUNG
75 RM RAGAN
80 S BUTLER

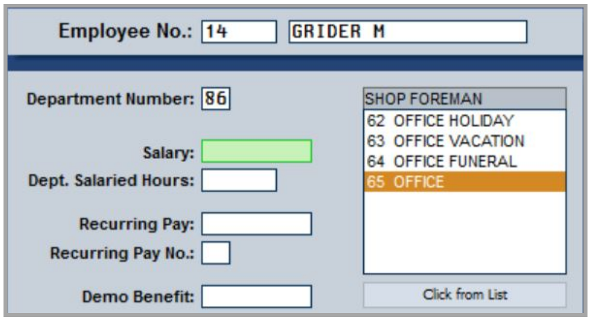
Department List
55 F&I SPEC COMM
56 F&I SALARY
57 F & I COMM USED
58 F & I
59 USED CAR BONUS
60 OFF MGR SALARY
61 OFF MGR COMM
62 OFFICE HOLIDAY
63 OFFICE VACATION
64 OFFICE FUNERAL
65 OFFICE
66 OFFICE ADDL INC
67 DRAW $400.00
69 SERV PORTER
70 SER MGR SALARY
71 SERVICE ADVISOR
72 SERVICE TECH
73 SERV VACATION
74 SERV TRAINING
75 SERVICE FUNERAL
76 SERVICE HOLIDAY
77 SERV MGR COMM
78 SERV ADV COMM
79 SERV TECH COMM
80 SERV MISC INC
81 CLEANUP DEPT
82 CLEANUP VAC
83 CLEANUP FUNERAL
84 CLEANUP HOLIDAY
85 INTERNET LEADS
86 SHOP FOREMAN
90 JANITORIAL

Assigning Departments

1. From the Employee Information menu, click **Employee Department Assignments**. The Department Assignments screen opens.

2. In **Employee No.**, type the employee number for the employee whose information you want to enter, or click the employee you want to select from the list on the left side of the screen. The employee's last name and first initial will auto-populate the field to the right of **Employee No.**

3. In **Dept. Number**, type the department number for the department you want to assign the employee, or click the department you want to select from the list on the right side of the screen.


Salary:
Dept. Salaried Hours:
Recurring Pay:
Recurring Pay No.:
Demo Benefit:
Click from List

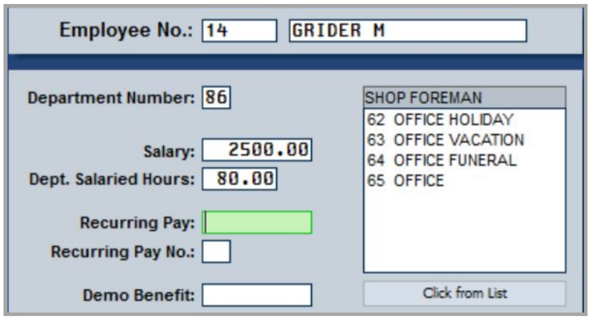
Employee No.: 14 GRIDER M

Department Number: 86

SHOP FOREMAN
62 OFFICE HOLIDAY
63 OFFICE VACATION
64 OFFICE FUNERAL
65 OFFICE

4. You now have two options:

   - If this is a salaried employee, type the salary and the total department salaried hours.



Employee No.: 14 GRIDER M

Department Number: 86

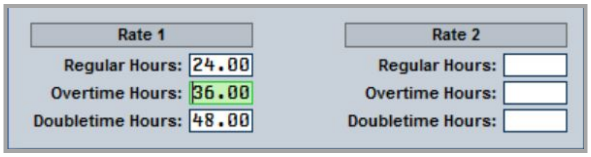
Salary: 2500.00

Dept. Salaried Hours: 80.00

SHOP FOREMAN
62 OFFICE HOLIDAY
63 OFFICE VACATION
64 OFFICE FUNERAL
65 OFFICE

Recurring Pay:
Recurring Pay No.:
Demo Benefit:
Click from List

   - If this is an hourly employee, you can enter hours for two pay rates. Type the pay rate for regular hours for the specified department. The overtime hours and double-time hours automatically fill in based on the regular hourly rate.

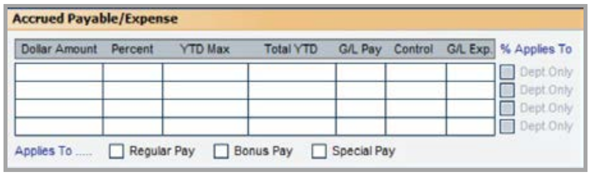


Rate 1		Rate 2	
Regular Hours:	24.00	Regular Hours:	
Overtime Hours:	36.00	Overtime Hours:	
Doubletime Hours:	48.00	Doubletime Hours:	

5. Use the **Recurring Pay** field to specify a recurring pay amount that is not a part of the employee's regular pay, and use the **Recurring Pay No.** field to indicate which pay line the amount should post to. (You entered the pay descriptions on the Pay/Deduction Setup screen in the Payroll Setup.)

6. Use the **Demo Benefit** field to specify the demo benefit charged against each pay. This amount automatically fills in the **Demo** field on the Enter Employee Pay screen.

7. The **Accrued Payable/Expense** section allows you to enter up to four employer-paid benefits (401K, health insurance, etc.).



Accrued Payable/Expense
Dollar Amount
Percent
YTD Max
Total YTD
G/L Pay
Control
G/L Exp.
% Applies To
☐ Dept Only
☐ Dept Only
☐ Dept Only
☐ Dept Only
Applies To .....
☐ Regular Pay
☐ Bonus Pay
☐ Special Pay

If the deduction amount is a fixed amount, type the amount in **Dollar Amount**. If the deduction is a percentage, type the percentage in **Percent**.

When the payroll is updated, the fixed or calculated amount will be posted as a credit to the payable account specified in the **G/L Pay** field and a debit to the expense account specified in the **G/L Exp.** field. If you want the payable amount to post with a control other than the employee number, type the control number to use in the **Control** field.

If the deduction is a percentage and is calculated on the pay for that department only, click to select the **% Applies To Dept. Only** box. If the deduction is calculated on the total gross pay for the employee, leave this box blank.

Use the **Applies To** boxes to indicate if the employer-paid benefits are applied to **Regular Pay**, **Special Pay**, and/or **Bonus Pay**. Click to select the pays.

Use the **YTD Max** field to specify the yearly maximum for the department. The **Total YTD** field will display the year-to-date amount applied for the department as the pay is posted. The system calculates the totals when you update the payroll to Accounting. Similarly, the system adjusts these fields accordingly when you reverse a payroll. You can edit the totals as needed.

8. Click **Save** to save the department information.

Note: When making adjustments to an employee's department assignments (pay rate, employer 401K data, adding departments, etc.) remember to save any changes before editing any other departments for that employee.

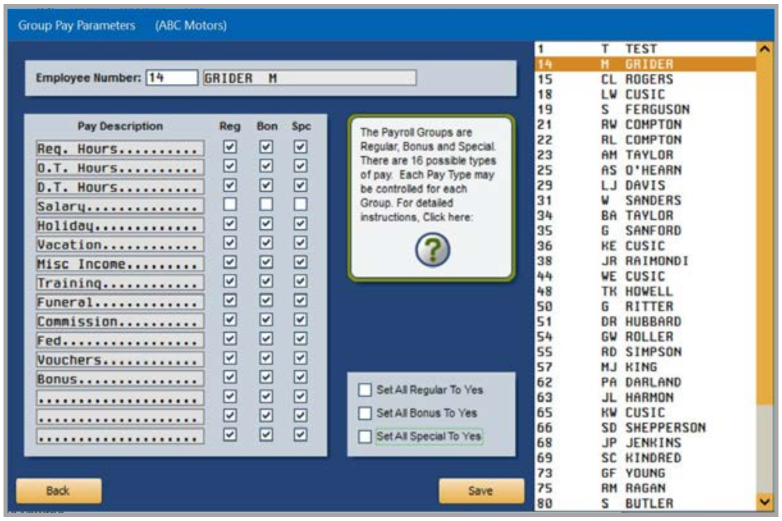
9. If necessary, type another department for this employee. Be sure to click **Save** after adding each department.
10. Click **Clear** when you are finished adding departments for this employee.
11. Select the next employee and add the departments as needed. Continue until you are finished assigning all employees to the appropriate departments.
12. Click **Exit** to return to the Employee Information menu.

Deleting a Department Assignment

1. Select the employee and the department.
2. Click **Delete Department**.
3. Click **OK** when prompted to verify you want to permanently delete this employee from this department.

Employee Group Pay Parameters

Use the **Employee Group Pay Parameters** button to indicate which payroll groups apply to each pay type for each employee. The payroll groups are Regular, Bonus, and Special. There can be up to 16 pay types (regular pay, overtime pay, vacation pay, etc.).



Employee Number: 14 GRIDER M

Pay Description	Reg	Bon	Spc
Req. Hours..........	☑	☑	☑
O.T. Hours..........	☑	☑	☑
D.T. Hours..........	☑	☑	☑
Salary..............	☐	☐	☐
Holiday.............	☑	☑	☑
Vacation............	☑	☑	☑
Misc Income.........	☑	☑	☑
Training............	☑	☑	☑
Funeral.............	☑	☑	☑
Commission..........	☑	☑	☑
Fed.................	☑	☑	☑
Vouchers............	☑	☑	☑
Bonus...............	☑	☑	☑
....	☑	☑	☑
....	☑	☑	☑
....	☑	☑	☑

The Payroll Groups are Regular, Bonus and Special. There are 16 possible types of pay. Each Pay Type may be controlled for each Group. For detailed instructions, Click here:

☐ Set All Regular To Yes
☐ Set All Bonus To Yes
☐ Set All Special To Yes

1	T	TEST
14	M	GRIDER
15	CL	ROGERS
18	LW	CUSIC
19	S	FERGUSON
21	RW	COMPTON
22	RL	COMPTON
23	AM	TAYLOR
25	AS	O'HEARN
29	LJ	DAVIS
31	W	SANDERS
34	BA	TAYLOR
35	G	SANFORD
36	KE	CUSIC
38	JR	RAIMONDI
44	WE	CUSIC
48	TK	HOWELL
50	G	RITTER
51	DR	HUBBARD
54	GW	ROLLER
55	RD	SIMPSON
57	MJ	KING
62	PA	DARLAND
63	JL	HARMON
65	KW	CUSIC
66	SD	SHEPPERSON
68	JP	JENKINS
69	SC	KINDRED
73	GF	YOUNG
75	RM	RAGAN
80	S	BUTLER

1. Click **Employee Group Pay Parameters**. The Group Pay Parameters screen opens.
2. In the **Employee Number** field, type the employee number for the employee whose payroll groups you want to assign, or click the employee in the list on the right side of the screen.
3. The employee's name populates the field next to the **Employee Number** field.
4. For each pay type listed (Regular, Bonus, and Special), click to select the payroll groups that apply. A checkmark in a box to indicate it has been selected. Click a box again to clear the checkmark.

   For example, if overtime is paid on a Regular Group payroll only, click to select the Regular payroll box and leave the Bonus and Special payroll boxes empty.

   You can use the **Set All** boxes to select all of the regular, bonus, and/or special pays. Click to select a pay group, and all the boxes will display checked. Click again, and all the checkmarks will clear from the selected pay group.
5. Click **Save** to save the employee's information.
6. Continue to enter pay group parameters for the other employees.
7. When you are finished, click **Exit** to return to the Employee Information menu.

The remaining selections on this menu are used to print employee information, worksheets, mailing labels, and envelopes.

Print Employee Master List

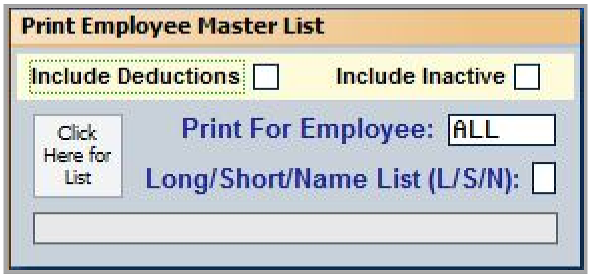
Use this button to print a master list of payroll information for a specific employee or all employees.

1. From the Employee Information menu, click **Print Employee Master List**.

2. Click to select **Include Deductions** box if you want the employee deductions to print on the list.

3. By default, the list will only include employees flagged as "Active." Click to select the **Include Inactive** box if you want the list to include inactive employees.

4. Enter the employee number in the **Print for Employee** field, or click "**Click Here for List**" to select the desired employee from a list. If you want to print information for all of the employees, enter "ALL" in the field.



Print For Employee: ALL

5. If you are printing the list for all employees, specify the type of list you want. Type **L** for long, **S** for short, or **N** for name list. If you select to print the list for one employee, the system automatically prints the long list.

   The **long list** includes all data found in the Employee Master File (employee's name, address, phone number, statistical information, hire and termination dates social security number, driver's license number, date of birth, statistical information, and pay parameters) and the employee's assigned departments.

   The **short list** prints each employee's name, address, social security number, phone number, and statistical data.

   The **name list** prints the employee's name, address, social security number, and phone number.

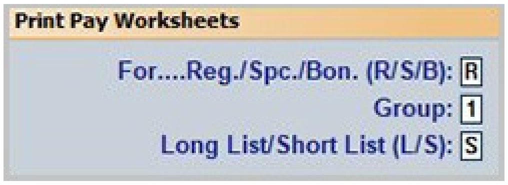
6. When prompted to verify your printer is ready, select your print criteria, and click **Print**.

Print Pay Worksheets

Use this button to print worksheets for a particular pay type and a particular group.

1. Click **Print Pay Worksheets**.

2. Specify the pay type for the worksheet. Type **R** for regular, **S** for special, or **B** for bonus. **R** is the default entry.



Print Pay Worksheets

For....Reg./Spc./Bon. (R/S/B): R

Group: 1

Long List/Short List (L/S): S

3. Next, type the group number. The default entry is **1**.

4. Indicate if you want to print a long list or short list. Type **L** for long or **S** for short. **S** is the default entry.

   The short worksheet lists each employee and provides a space for you to record the total hours worked and the total pay amount.

   The long worksheet lists each department you assigned the employee and provides spaces for each department where you can record the total hours and total pay amount.

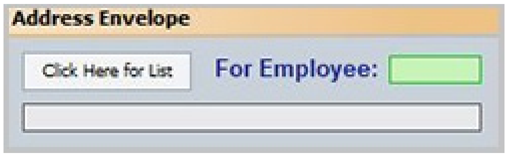
5. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Address Envelope

Use this option to print one envelope at a time.

1. Click **Address Envelope**.

2. Type the employee number, or click **Click Here for List** to select the employee from the employee list.



Address Envelope

For Employee:

3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Print Mailing Labels - All Employees

Use this button to print mailing labels for all the employees.

1. Click **Print Mailing Labels - All Employees**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

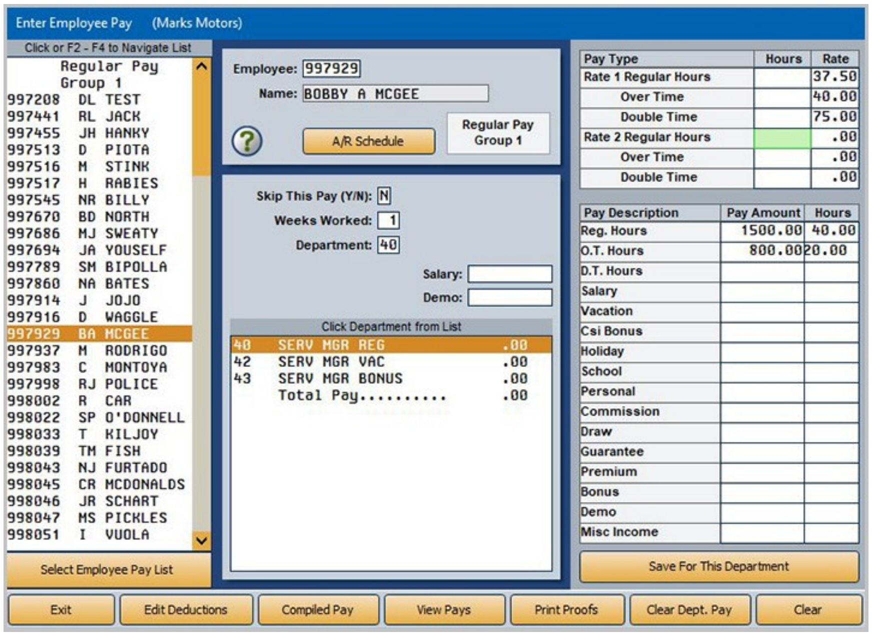
Finishing Up

Once you finish entering the employee information and assigning the departments, click **Exit** on the Employee Information menu to return to the Dealership Payroll menu. You can return to the employee setup at any time to edit information as needed. You are now ready to begin using the payroll module. **Make sure you read all the information in the following chapters before attempting to post payroll.**

Chapter 3 Enter Employee Pay

The first step is to enter the employee pay information for the pay period using the **Enter Employee Pay** button on the Payroll menu. The system pulls most of the information on this screen from the default information you entered in the setup and employee files.

The fields available on this screen are based on the Employee Pay Group parameters in the Payroll setup. If you set a pay group (salary, commission, etc.) to “no,” the pay group will be unavailable (grayed out) on this screen. This will serve as a reminder that the pay groups do not apply to the selected employee. If you enter pay in groups flagged as “no,” the system will display a message indicating the pay group is not available for the employee when you attempt to save the pay.


Enter Employee Pay (Marks Motors)
Click or F2 - F4 to Navigate List
A/R Schedule
Regular Pay Group 1
Click Department from List
Select Employee Pay List
Save For This Department
Exit
Edit Deductions
Compiled Pay
View Pays
Print Proofs
Clear Dept. Pay
Clear

```
      Regular Pay
      Group 1
997208  DL TEST
997441  RL JACK
997455  JH HANKY
997513  D  PIOTA
997516  M  STINK
997517  H  RABIES
997545  NR BILLY
997670  BD NORTH
997686  MJ SWEATY
997694  JA YOUSELF
997789  SM BIPOLLA
997860  NA BATES
997914  J  JOJO
997916  D  WAGGLE
997929  BA MCGEE
997937  M  RODRIGO
997983  C  MONTOYA
997998  RJ POLICE
998002  R  CAR
998022  SP O'DONNELL
998033  T  KILJOY
998039  TM FISH
998043  NJ FURTADO
998045  CR MCDONALDS
998046  JR SCHART
998047  MS PICKLES
998051  I  VUOLA
```

Employee: 997929
Name: BOBBY A MCGEE
Skip This Pay (Y/N): N
Weeks Worked: 1
Department: 40
Salary:
Demo:

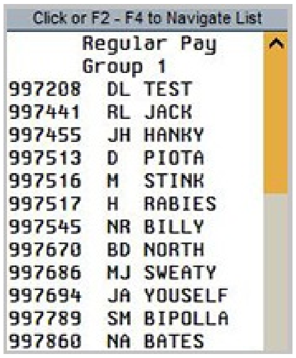
```
40    SERV MGR REG          .00
42    SERV MGR VAC          .00
43    SERV MGR BONUS        .00
      Total Pay..........   .00
```

Pay Type	Hours	Rate
Rate 1 Regular Hours		37.50
Over Time		40.00
Double Time		75.00
Rate 2 Regular Hours		.00
Over Time		.00
Double Time		.00

Pay Description	Pay Amount	Hours
Reg. Hours	1500.00	40.00
O.T. Hours	800.00	20.00
D.T. Hours		
Salary		
Vacation		
Csi Bonus		
Holiday		
School		
Personal		
Commission		
Draw		
Guarantee		
Premium		
Bonus		
Demo		
Misc Income		

Using the Employee List

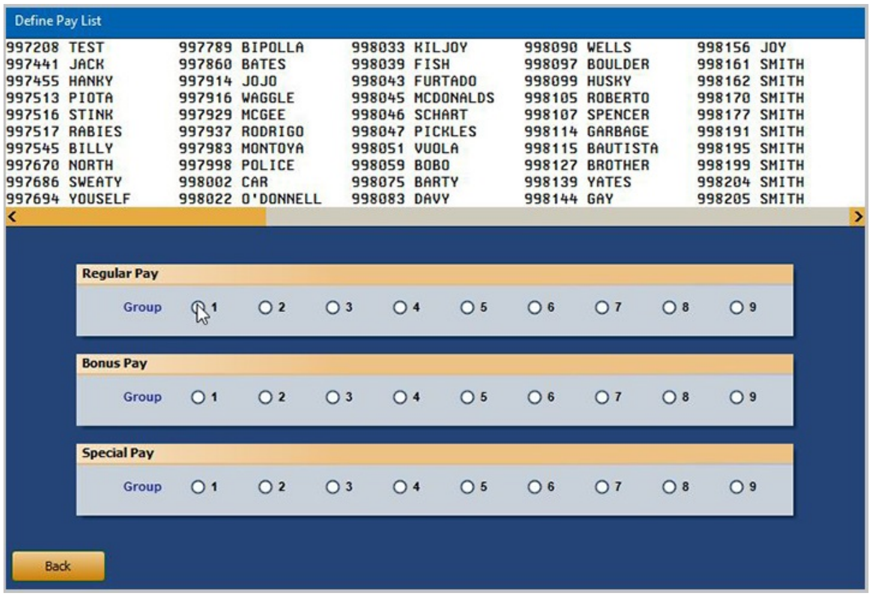
Before you begin entering the payroll, you should become familiar with the employee list. The left side of the screen displays a list of all the employees. The list only displays employees you flagged as “Active” and automatically displays the employees for Regular Pay—Group 1.



```
      Regular Pay
      Group 1
997208  DL TEST
997441  RL JACK
997455  JH HANKY
997513  D  PIOTA
997516  M  STINK
997517  H  RABIES
997545  NR BILLY
997670  BD NORTH
997686  MJ SWEATY
997694  JA YOUSELF
997789  SM BIPOLLA
997860  NA BATES
```

You will use this list to select the employees. You can type the employee number in the **Employee** field or select the employee from the list. If you prefer to toggle between employees, you can use the F2 key on your keyboard to start from the beginning of the list or the F4 key to start from the end of the list. When you select an employee, the employee’s information, including a list of departments assigned to this employee, populates the screen.

You can filter the list by clicking **Select Employee Pay List**. This opens the Define Pay List screen. As you hover over each group selection, the top portion of the screen displays the employees who you assigned to that pay group.



```
997208 TEST      997789 BIPOLLA    998033 KILJOY     998090 WELLS      998156 JOY
997441 JACK      997860 BATES      998039 FISH       998097 BOULDER    998161 SMITH
997455 HANKY     997914 JOJO       998043 FURTADO    998099 HUSKY      998162 SMITH
997513 PIOTA     997916 WAGGLE     998045 MCDONALDS  998105 ROBERTO    998170 SMITH
997516 STINK     997929 MCGEE      998046 SCHART     998107 SPENCER    998177 SMITH
997517 RABIES    997937 RODRIGO    998047 PICKLES    998114 GARBAGE    998191 SMITH
997545 BILLY     997983 MONTOYA    998051 VUOLA      998115 BAUTISTA   998195 SMITH
997670 NORTH     997998 POLICE     998059 BOBO       998127 BROTHER    998199 SMITH
997686 SWEATY    998002 CAR        998075 BARTY      998139 YATES      998204 SMITH
997694 YOUSELF   998022 O'DONNELL  998083 DAVY       998144 GAY        998205 SMITH
```

Regular Pay
Group ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9
Bonus Pay
Group ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9
Special Pay
Group ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9
Back

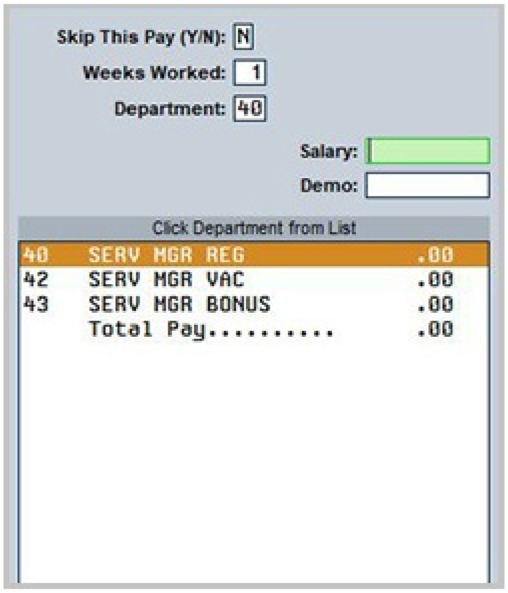
Click the pay group for the pay type you want to process. The employee list will display only the employees you assigned to the selected group.

Once you are comfortable using the employee list, entering payroll will be easier and more efficient.

Entering Pay for an Employee

Again, most of the information will automatically populate the screen.

1. From the Dealership Payroll menu, click **Enter Employee Pay**. The Enter Employee Pay screen opens.
2. Select an employee from the list on the left side of the screen or enter the employee’s number in the **Employee** field.
3. If you’ve set the system to remind you to check deductions for this employee, the Edit Deductions screen (also accessible from the **Edit Deductions** button on the Enter Employee Pay screen) will automatically open for the employee. (See *Editing Deductions* on page 44 of this document for details on using this feature.) Verify the information and make any necessary deduction line edits. When done, click **Exit**. The Enter Employee Pay screen will open, populated by the employee’s information. If you did not set this reminder for the employee, the Enter Employee Pay screen will open immediately after selecting the employee.
4. The top portion of the screen displays the employee’s employee number and name and identifies the employee’s pay groups for Regular Pay, Bonus Pay, and Special Pay. This part of the screen also identifies the pay pattern for the employee.
5. Use the **A/R Schedule** button to view the accounts receivable schedule. This allows you to research any money the employee may owe the dealership.
6. The **Weeks Worked** field automatically fills in based on the pay pattern selected for the employee in the employee’s master file. For example, this field displays **1** if the employee is paid weekly, **2** if the employee is paid biweekly, etc. You can edit this field as needed.
7. In **Department**, type the department number, or click the desired department from the list of employee-assigned departments that appears in the bottom portion of the screen.



Skip This Pay (Y/N): N
Weeks Worked: 1
Department: 40
Salary:
Demo:

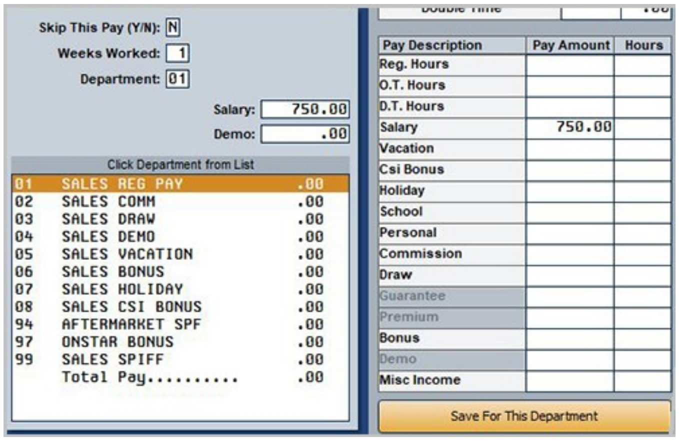
Click Department from List

```
40   SERV MGR REG            .00
42   SERV MGR VAC            .00
43   SERV MGR BONUS          .00
     Total Pay..........     .00
```

8. Press ENTER.

9. If this is a salaried employee and you entered a salary amount on the Department Assignment screen when assigning the department to the employee, the **Salary** fields display the salary amount. You can go to Step 9 to continue adding pay information.

   If no pay data was entered for the department on the Department Assignment screen, you can add an amount. If you type an amount in the **Salary** field and press ENTER, the system will automatically post the salary amount to the line you specified on the Define Departments screen when creating the department.



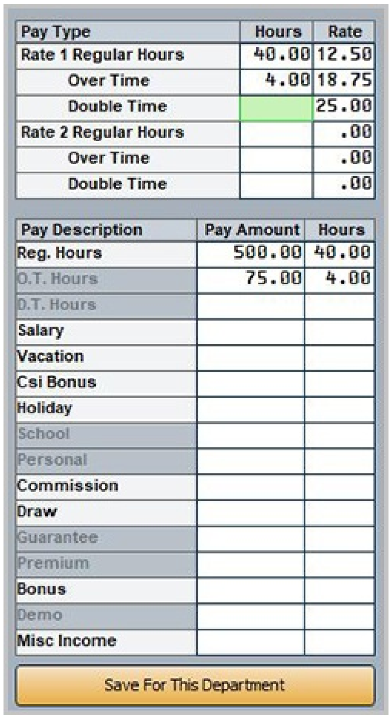
Skip This Pay (Y/N): N
Weeks Worked: 1
Department: 01
Salary: 750.00
Demo: .00

Click Department from List

01	SALES REG PAY	.00
02	SALES COMM	.00
03	SALES DRAW	.00
04	SALES DEMO	.00
05	SALES VACATION	.00
06	SALES BONUS	.00
07	SALES HOLIDAY	.00
08	SALES CSI BONUS	.00
94	AFTERMARKET SPF	.00
97	ONSTAR BONUS	.00
99	SALES SPIFF	.00
	Total Pay..........	.00

Pay Description	Pay Amount	Hours
Reg. Hours		
O.T. Hours		
D.T. Hours		
Salary	750.00	
Vacation		
Csi Bonus		
Holiday		
School		
Personal		
Commission		
Draw		
Guarantee		
Premium		
Bonus		
Demo		
Misc Income		

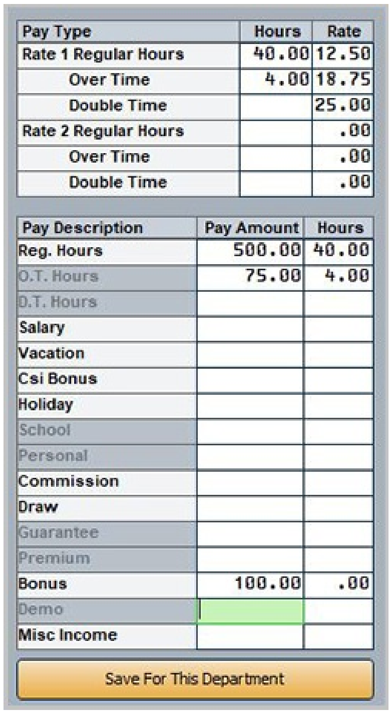
   If this is an hourly employee, the **Rate** column on the right side of the screen displays the rates for this employee. Type the regular, overtime, and double-time hours the employee worked for each pay rate, and the system automatically calculates the employee's pay.



Pay Type	Hours	Rate
Rate 1 Regular Hours	40.00	12.50
Over Time	4.00	18.75
Double Time		25.00
Rate 2 Regular Hours		.00
Over Time		.00
Double Time		.00

Pay Description	Pay Amount	Hours
Reg. Hours	500.00	40.00
O.T. Hours	75.00	4.00
D.T. Hours		
Salary		
Vacation		
Csi Bonus		
Holiday		
School		
Personal		
Commission		
Draw		
Guarantee		
Premium		
Bonus		
Demo		
Misc Income		

10. Type any additional pay (bonus, vacation, holiday, etc.) in the fields on the bottom-right side of the screen.



Pay Type	Hours	Rate
Rate 1 Regular Hours	40.00	12.50
Over Time	4.00	18.75
Double Time		25.00
Rate 2 Regular Hours		.00
Over Time		.00
Double Time		.00

Pay Description	Pay Amount	Hours
Reg. Hours	500.00	40.00
O.T. Hours	75.00	4.00
D.T. Hours		
Salary		
Vacation		
Csi Bonus		
Holiday		
School		
Personal		
Commission		
Draw		
Guarantee		
Premium		
Bonus	100.00	.00
Demo		
Misc Income		

11. When you are finished entering the information, click **Save For This Department**.

12. Select the next department for this employee to enter additional pay information, or click the next employee from the employee list.

Skipping a Pay

You can select to skip a pay for an employee. This only affects the current payroll, so the pay will only be skipped this time.

1. Select the employee from the Employee List. The employee’s pay information populates the screen.

2. The cursor rests in the **Skip This Pay** field. This field defaults to **N** for no. Type **Y** to skip the pay.

3. Select the department.

4. Click **Save For This Department**.

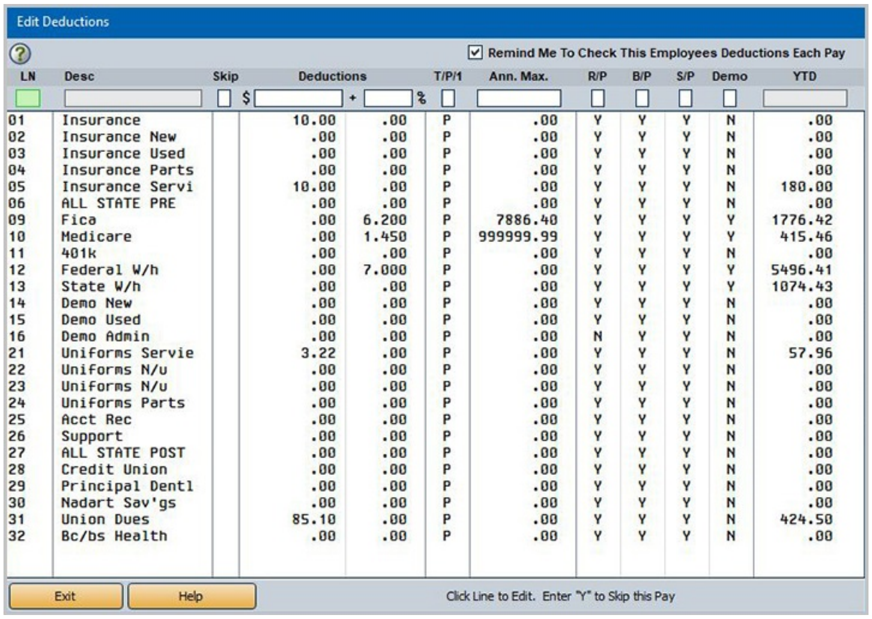
5. Repeat as necessary for other departments.

Editing a Pay

1. Select the employee from the Employee List. The employee’s pay information populates the screen.
2. Select the department for which you want to edit the employee’s pay.
3. Click in a field and edit the information as needed.
4. Click **Save For This Department**.

Editing Deductions

Use the **Edit Deductions** button to view and edit the deductions for the selected employee. You can edit the list here, and changes become permanent for the employee, *except for the **Skip** field*. Typing a **Y** in the **Skip** field will allow the deduction to be skipped *for this pay only*.



☑ Remind Me To Check This Employees Deductions Each Pay

LN	Desc	Skip	Deductions		T/P/1	Ann. Max.	R/P	B/P	S/P	Demo	YTD
		☐	$	%	☐		☐	☐	☐	☐	
01	Insurance		10.00	.00	P	.00	Y	Y	Y	N	.00
02	Insurance New		.00	.00	P	.00	Y	Y	Y	N	.00
03	Insurance Used		.00	.00	P	.00	Y	Y	Y	N	.00
04	Insurance Parts		.00	.00	P	.00	Y	Y	Y	N	.00
05	Insurance Servi		10.00	.00	P	.00	Y	Y	Y	N	180.00
06	ALL STATE PRE		.00	.00	P	.00	Y	Y	Y	N	.00
09	Fica		.00	6.200	P	7886.40	Y	Y	Y	Y	1776.42
10	Medicare		.00	1.450	P	999999.99	Y	Y	Y	Y	415.46
11	401k		.00	.00	P	.00	Y	Y	Y	N	.00
12	Federal W/h		.00	7.000	P	.00	Y	Y	Y	Y	5496.41
13	State W/h		.00	.00	P	.00	Y	Y	Y	Y	1074.43
14	Demo New		.00	.00	P	.00	Y	Y	Y	N	.00
15	Demo Used		.00	.00	P	.00	Y	Y	Y	N	.00
16	Demo Admin		.00	.00	P	.00	N	Y	Y	N	.00
21	Uniforms Servie		3.22	.00	P	.00	Y	Y	Y	N	57.96
22	Uniforms N/u		.00	.00	P	.00	Y	Y	Y	N	.00
23	Uniforms N/u		.00	.00	P	.00	Y	Y	Y	N	.00
24	Uniforms Parts		.00	.00	P	.00	Y	Y	Y	N	.00
25	Acct Rec		.00	.00	P	.00	Y	Y	Y	N	.00
26	Support		.00	.00	P	.00	Y	Y	Y	N	.00
27	ALL STATE POST		.00	.00	P	.00	Y	Y	Y	N	.00
28	Credit Union		.00	.00	P	.00	Y	Y	Y	N	.00
29	Principal Dentl		.00	.00	P	.00	Y	Y	Y	N	.00
30	Nadart Sav'gs		.00	.00	P	.00	Y	Y	Y	N	.00
31	Union Dues		85.10	.00	P	.00	Y	Y	Y	N	424.50
32	Bc/bs Health		.00	.00	P	.00	Y	Y	Y	N	.00

Click Line to Edit. Enter "Y" to Skip this Pay

Tip: If an employee’s deductions must be edited frequently, click to check the **Remind Me To Check This Employee’s Deductions Each Pay** checkbox. When you select the employee on the Enter Employee Pay screen, the system automatically advances you to the Edit Deductions screen to remind you that you may need to edit the deductions.

1. Click **Edit Deductions**. The Edit Deductions screen opens.
2. The employee’s deductions appear in a list. Click the line you want to edit, and the line information populates the “Working Line” at the top of the screen.

3. Use the **Skip** field to indicate you want to skip the deduction for the current pay only. Type **Y** to skip the deduction for *this pay only*.

4. Press ENTER to advance through the fields on the “Working Line” so you can edit the fields as needed.

5. The **T/P/1** field indicates if the deduction is temporary or permanent. If you type **1** in this field and edit the deduction, the system will take the deduction for this pay only and revert to the initial setting after the current payroll is updated. For example, a deduction is set for $5.50. For this one pay, you change the deduction to $6.50 and type 1 in the **T/P/1** field. The system will take $6.50 for this pay only and then revert to $5.50 when this pay is complete.

6. The **R/P**, **B/P**, and **S/P** fields determine how a deduction is calculated for regular pay, bonus pay, and special pay. If you select **N**, no deduction is taken. If you select **Y**, the system deducts both dollars and a percentage. If you select **D**, the system deducts only dollars. If you select **P**, the system deducts only a percentage. If you select **T**, the system takes only the amount indicated by the table assigned to the deduction.

7. Continue to press ENTER until the line is filed, or press END to file the line without advancing though the remaining fields. The line in the list reflects the changes you entered for the deduction. The changes become permanent for the employee (except for the **Skip** field).

8. Click another line to edit it or click **Exit** to return to the Enter Employee Pay screen when you are finished editing the deductions.

Deleting an Employee’s Pay

You have the option of deleting an employee’s pay for one department or for all the employee’s posted pays in the current payroll.

1. Select the employee from the Employee List. The employee’s pay information populates the screen.

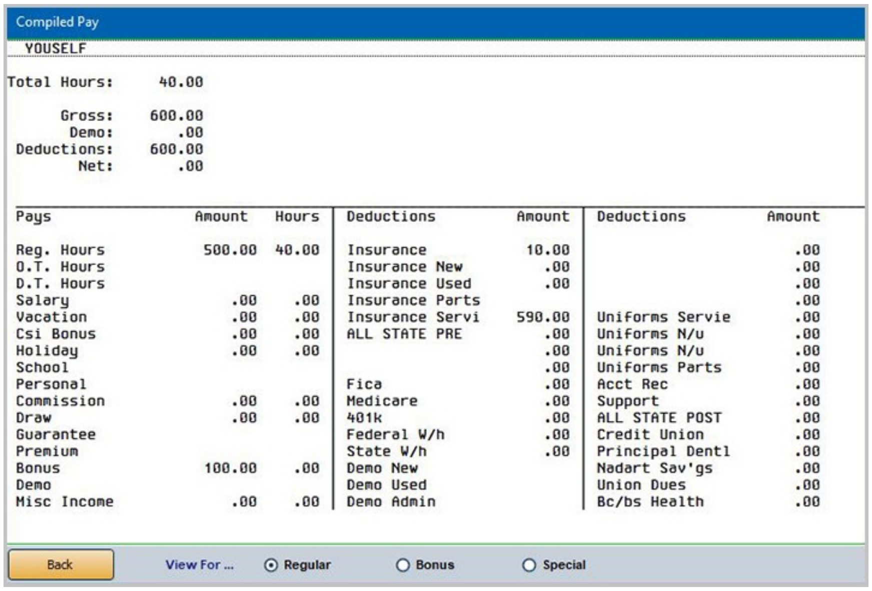
2. If you are deleting a pay for a specific department, select the department.

3. Click **Clear Dept. Pay**.

4. Click **THIS Dept.** to clear the pay for the selected department, or click **ALL Depts.** to clear the pay for all the departments.

Viewing the Compiled Pay

You can view the compiled payroll for the selected employee. This allows you to see all the payroll information, including deductions, so you can verify the information is correct. This allows you to find and correct errors before you compile the payroll.



```
 YOUSELF

Total Hours:     40.00

      Gross:    600.00
       Demo:       .00
 Deductions:    600.00
        Net:       .00

 Pays                 Amount  Hours | Deductions       Amount | Deductions         Amount

 Reg. Hours           500.00  40.00 | Insurance         10.00 |                       .00
 O.T. Hours                         | Insurance New       .00 |                       .00
 D.T. Hours                         | Insurance Used      .00 |                       .00
 Salary                  .00    .00 | Insurance Parts         |                       .00
 Vacation                .00    .00 | Insurance Servi  590.00 | Uniforms Servie       .00
 Csi Bonus               .00    .00 | ALL STATE PRE       .00 | Uniforms N/u          .00
 Holiday                 .00    .00 |                     .00 | Uniforms N/u          .00
 School                             |                     .00 | Uniforms Parts        .00
 Personal                           | Fica                .00 | Acct Rec              .00
 Commission              .00    .00 | Medicare            .00 | Support               .00
 Draw                    .00    .00 | 401k                .00 | ALL STATE POST        .00
 Guarantee                          | Federal W/h         .00 | Credit Union          .00
 Premium                            | State W/h           .00 | Principal Dentl       .00
 Bonus                100.00    .00 | Demo New                | Nadart Sav'gs         .00
 Demo                               | Demo Used               | Union Dues            .00
 Misc Income             .00    .00 | Demo Admin              | Bc/bs Health          .00
```

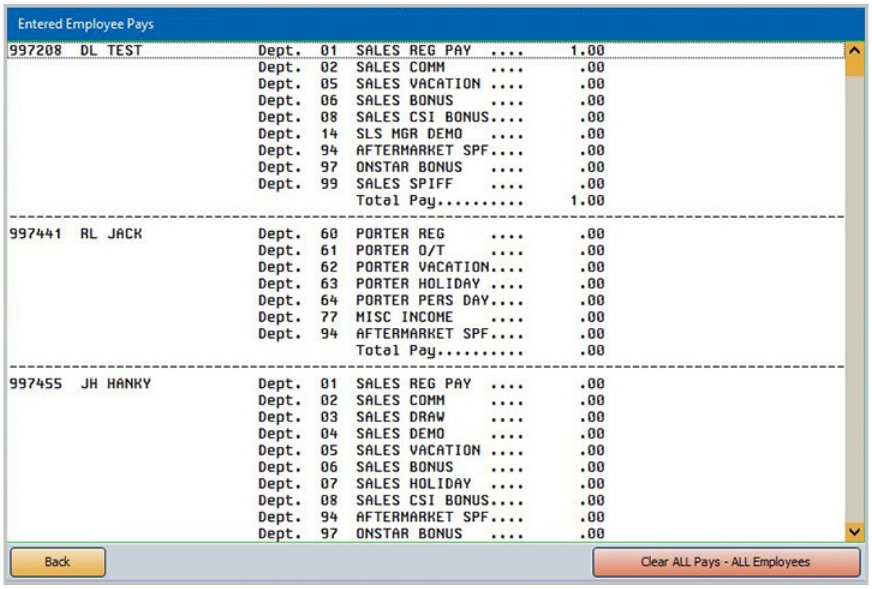
1. Select the employee from the Employee List. The employee’s pay information populates the screen.

2. Click **Compiled Pay**. The screen displays the complete Regular payroll information. You can select to view the Bonus and Special payroll by clicking in the circle next to each payroll type at the bottom of the screen. If an employee has met the Medicare threshold of $200,000, the additional 9% tax doesn’t display in this compile pay screen. The additional 9% tax will display once the entire payroll has been compiled.

3. Click **Back** to return to the Enter Employee Pay screen.

Viewing All the Pays

You can view a summary of the entire payroll by clicking **View Pays**. For each employee, the screen lists the pay entered per department and the pay total.



```
997208   DL TEST                 Dept.  01  SALES REG PAY  ....      1.00
                                 Dept.  02  SALES COMM     ....       .00
                                 Dept.  05  SALES VACATION ....       .00
                                 Dept.  06  SALES BONUS    ....       .00
                                 Dept.  08  SALES CSI BONUS....       .00
                                 Dept.  14  SLS MGR DEMO   ....       .00
                                 Dept.  94  AFTERMARKET SPF....       .00
                                 Dept.  97  ONSTAR BONUS   ....       .00
                                 Dept.  99  SALES SPIFF    ....       .00
                                            Total Pay.........      1.00
-----------------------------------------------------------------------------------------------
997441   RL JACK                 Dept.  60  PORTER REG     ....       .00
                                 Dept.  61  PORTER O/T     ....       .00
                                 Dept.  62  PORTER VACATION....       .00
                                 Dept.  63  PORTER HOLIDAY ....       .00
                                 Dept.  64  PORTER PERS DAY....       .00
                                 Dept.  77  MISC INCOME    ....       .00
                                 Dept.  94  AFTERMARKET SPF....       .00
                                            Total Pay.........        .00
-----------------------------------------------------------------------------------------------
997455   JH HANKY                Dept.  01  SALES REG PAY  ....       .00
                                 Dept.  02  SALES COMM     ....       .00
                                 Dept.  03  SALES DRAW     ....       .00
                                 Dept.  04  SALES DEMO     ....       .00
                                 Dept.  05  SALES VACATION ....       .00
                                 Dept.  06  SALES BONUS    ....       .00
                                 Dept.  07  SALES HOLIDAY  ....       .00
                                 Dept.  08  SALES CSI BONUS....       .00
                                 Dept.  94  AFTERMARKET SPF....       .00
                                 Dept.  97  ONSTAR BONUS   ....       .00
```

Tip: You can click **Clear ALL Pays – ALL Employees** to clear all the pay information. Click **Gone** to verify you want to clear the information.

Printing Payroll Proofs

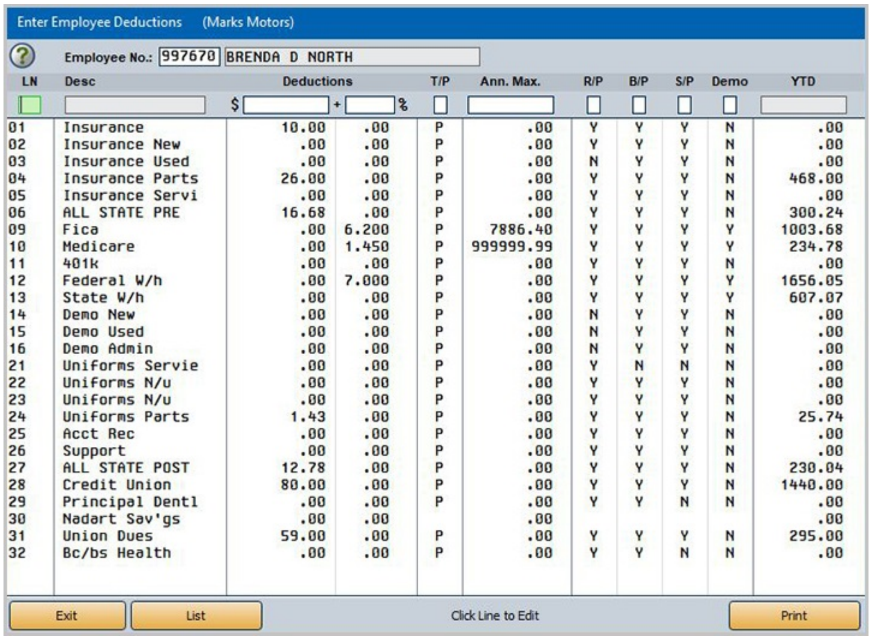
You can print the payroll summary for review or for your records. The payroll proofs print the exact information you view using the **View Pays** button.

1. Click **Print Proofs**.

2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Chapter 4 Enter Deductions

The Enter Employee Deductions screen is similar to the screen used to edit deductions from the Enter Employee Pay screen, but since this screen is used to enter the master deduction settings, it does not have a **Skip** field, a reminder field, or the option to enter 1 in the **T/P** field to temporarily edit a deduction. All of the deductions entered into the payroll setup appear when you select an employee. Edit and add deduction information on this screen as needed.



Employee No.: 997670 BRENDA D NORTH

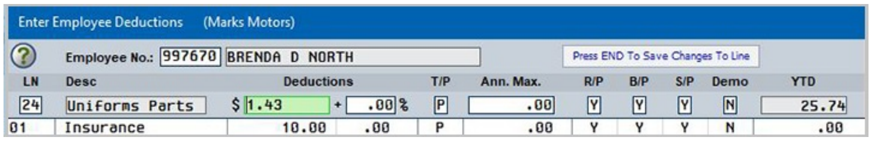
LN	Desc	Deductions		T/P	Ann. Max.	R/P	B/P	S/P	Demo	YTD
		$	+ %	☐		☐	☐	☐	☐	
01	Insurance	10.00	.00	P	.00	Y	Y	Y	N	.00
02	Insurance New	.00	.00	P	.00	Y	Y	Y	N	.00
03	Insurance Used	.00	.00	P	.00	N	Y	Y	N	.00
04	Insurance Parts	26.00	.00	P	.00	Y	Y	Y	N	468.00
05	Insurance Servi	.00	.00	P	.00	Y	Y	Y	N	.00
06	ALL STATE PRE	16.68	.00	P	.00	Y	Y	Y	N	300.24
09	Fica	.00	6.200	P	7886.40	Y	Y	Y	Y	1003.68
10	Medicare	.00	1.450	P	999999.99	Y	Y	Y	Y	234.78
11	401k	.00	.00	P	.00	Y	Y	Y	N	.00
12	Federal W/h	.00	7.000	P	.00	Y	Y	Y	Y	1656.05
13	State W/h	.00	.00	P	.00	Y	Y	Y	Y	607.07
14	Demo New	.00	.00	P	.00	N	Y	Y	N	.00
15	Demo Used	.00	.00	P	.00	N	Y	Y	N	.00
16	Demo Admin	.00	.00	P	.00	N	Y	Y	N	.00
21	Uniforms Servie	.00	.00	P	.00	Y	N	N	N	.00
22	Uniforms N/u	.00	.00	P	.00	Y	Y	Y	N	.00
23	Uniforms N/u	.00	.00	P	.00	Y	Y	Y	N	.00
24	Uniforms Parts	1.43	.00	P	.00	Y	Y	Y	N	25.74
25	Acct Rec	.00	.00	P	.00	Y	Y	Y	N	.00
26	Support	.00	.00	P	.00	Y	Y	Y	N	.00
27	ALL STATE POST	12.78	.00	P	.00	Y	Y	Y	N	230.04
28	Credit Union	80.00	.00	P	.00	Y	Y	Y	N	1440.00
29	Principal Dentl	.00	.00	P	.00	Y	Y	N	N	.00
30	Nadart Sav'gs	.00	.00		.00					.00
31	Union Dues	59.00	.00	P	.00	Y	Y	Y	N	295.00
32	Bc/bs Health	.00	.00	P	.00	Y	Y	N	N	.00

Editing Deductions

1. Click **Enter Deductions** from the Dealership Payroll menu. The Enter Employee Deductions screen opens.

2. Type the employee number in the **Employee No.** field, or click **List** select the employee from the employee list. The employee's information populates the screen.

3. The bottom part of the screen lists all the deductions. Click the line you want to edit, and the line information populates the "Working Line" at the top of the screen.



Enter Employee Deductions (Marks Motors)

Employee No.: 997670 BRENDA D NORTH

LN	Desc	Deductions		T/P	Ann. Max.	R/P	B/P	S/P	Demo	YTD
24	Uniforms Parts	$ 1.43	+ .00 %	P	.00	Y	Y	Y	N	25.74
01	Insurance	10.00	.00	P	.00	Y	Y	Y	N	.00

4. Press ENTER to advance through the fields on the "Working Line" so you can edit the fields as needed.

5. The **R/P**, **B/P**, and **S/P** fields determine how a deduction is calculated for regular pay, bonus pay, and special pay. If you select **N**, no deduction is taken. If you select **Y**, the system deducts both dollars and a percentage. If you select **D**, the system deducts only dollars. If you select **P**, the system deducts only a percentage. If you select **T**, the system takes only the amount indicated by the table assigned to the deduction.

6. Continue to press ENTER until the line is filed, or press END to file the line without advancing though the remaining fields.

7. The line reflects the information you entered for the deduction.

8. Click another line to edit it. Continue to enter deductions for each employee as needed.

9. Click **Exit** when you are finished entering the deduction information.

Printing Deductions

Use the **Print** button to print deductions. You can print deduction information for one employee or all employees.

Printing an Employee's Deductions

1. On the Enter Employee Deductions screen, type the employee number, or click **List** to search for an employee. Click the employee in the list you want to select. The employee’s information will populate the screen.

2. Click **Print**.

3. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen.

4. Once you select your print type, click **Print**.

5. The system gives you the option to print deduction information for this specific employee or all employees. Click **This One**.

Printing All Employee Deductions

1. Click **Print**.

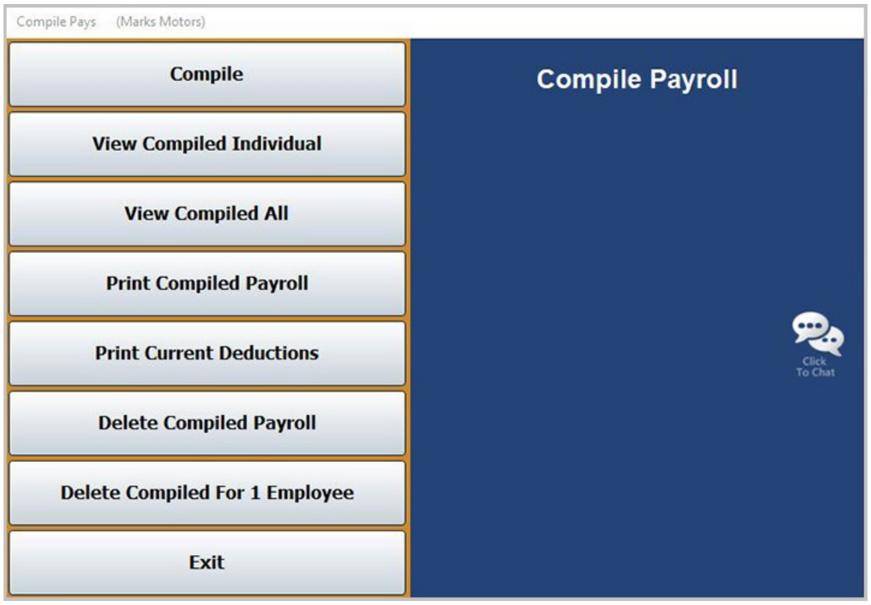
2. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen.

3. Once you select your print type, click **Print**.

4. If an employee's record is currently displayed on the screen, the system gives you the option to print deduction information for this specific employee or all employees. Click **All**.

Chapter 5 Compile Payroll

Once you are finished entering the payroll and deduction information, you compile the payroll. After you've compiled a payroll, you can view and print the compiled information. You also have the option of deleting a payroll.

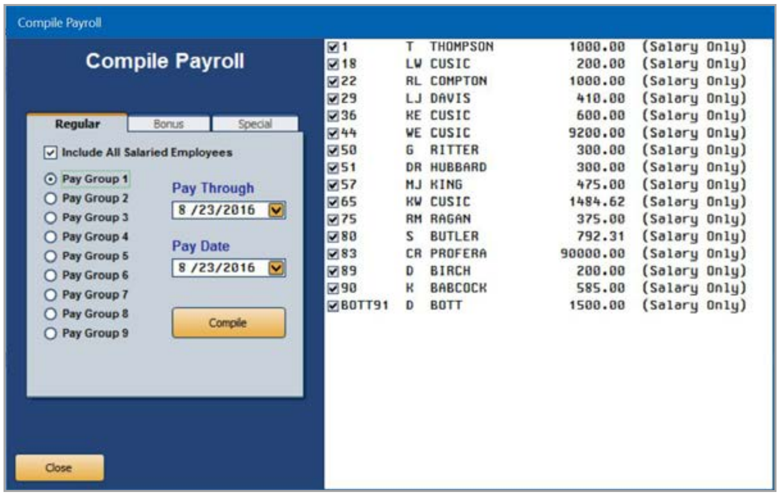

Compile Pays (Marks Motors)
Compile
View Compiled Individual
View Compiled All
Print Compiled Payroll
Print Current Deductions
Delete Compiled Payroll
Delete Compiled For 1 Employee
Exit
Compile Payroll
Click To Chat

Compile

1. Click **Compile**. The Compile Payroll screen opens.

2. Click the tab that corresponds to the type of payroll you want to compile: Regular, Bonus, or Special.

3. Click to select the circle in front of the pay group whose payroll you want to compile. The window on the right side of the screen will display a list of the employees in the selected group.



☑ Include All Salaried Employees

● Pay Group 1
○ Pay Group 2
○ Pay Group 3
○ Pay Group 4
○ Pay Group 5
○ Pay Group 6
○ Pay Group 7
○ Pay Group 8
○ Pay Group 9

Pay Through: 8 /23/2016

Pay Date: 8 /23/2016

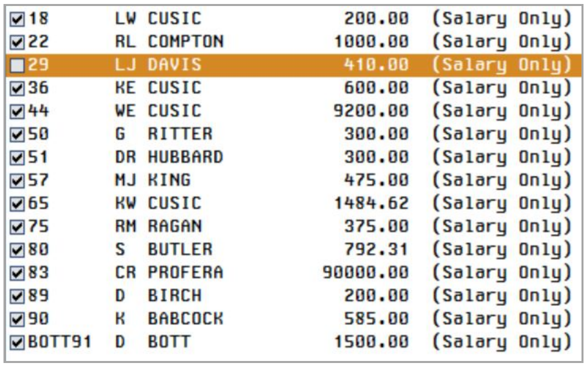
```
☑1         T  THOMPSON      1000.00  (Salary Only)
☑18        LW CUSIC          200.00  (Salary Only)
☑22        RL COMPTON       1000.00  (Salary Only)
☑29        LJ DAVIS          410.00  (Salary Only)
☑36        KE CUSIC          600.00  (Salary Only)
☑44        WE CUSIC         9200.00  (Salary Only)
☑50        G  RITTER         300.00  (Salary Only)
☑51        DR HUBBARD        300.00  (Salary Only)
☑57        MJ KING           475.00  (Salary Only)
☑65        KW CUSIC         1484.62  (Salary Only)
☑75        RM RAGAN          375.00  (Salary Only)
☑80        S  BUTLER         792.31  (Salary Only)
☑83        CR PROFERA      90000.00  (Salary Only)
☑89        D  BIRCH          200.00  (Salary Only)
☑90        K  BABCOCK        585.00  (Salary Only)
☑BOTT91    D  BOTT          1500.00  (Salary Only)
```

4. Use the **Include All Salaried Employees** box to indicate if you want to include all salaried employees.

   - If salaries are always the same, leave the checkmark. This will pull all of the employees to regular pay.

   - If salaries change because of holidays, sick days, etc., remove the checkmark. A check will not print for the employee.

5. Use the checkboxes next to each employee's name to include or exclude the employee from the payroll. Leave the checkmark to include the employee; clear the checkmark to exclude the employee.



```
☑18        LW CUSIC          200.00  (Salary Only)
☑22        RL COMPTON       1000.00  (Salary Only)
☐29        LJ DAVIS          410.00  (Salary Only)
☑36        KE CUSIC          600.00  (Salary Only)
☑44        WE CUSIC         9200.00  (Salary Only)
☑50        G  RITTER         300.00  (Salary Only)
☑51        DR HUBBARD        300.00  (Salary Only)
☑57        MJ KING           475.00  (Salary Only)
☑65        KW CUSIC         1484.62  (Salary Only)
☑75        RM RAGAN          375.00  (Salary Only)
☑80        S  BUTLER         792.31  (Salary Only)
☑83        CR PROFERA      90000.00  (Salary Only)
☑89        D  BIRCH          200.00  (Salary Only)
☑90        K  BABCOCK        585.00  (Salary Only)
☑BOTT91    D  BOTT          1500.00  (Salary Only)
```

6. The **Pay Through** field defaults to today's date. This date should be the last day of the pay period. Use the drop-down calendar to edit the date as needed.

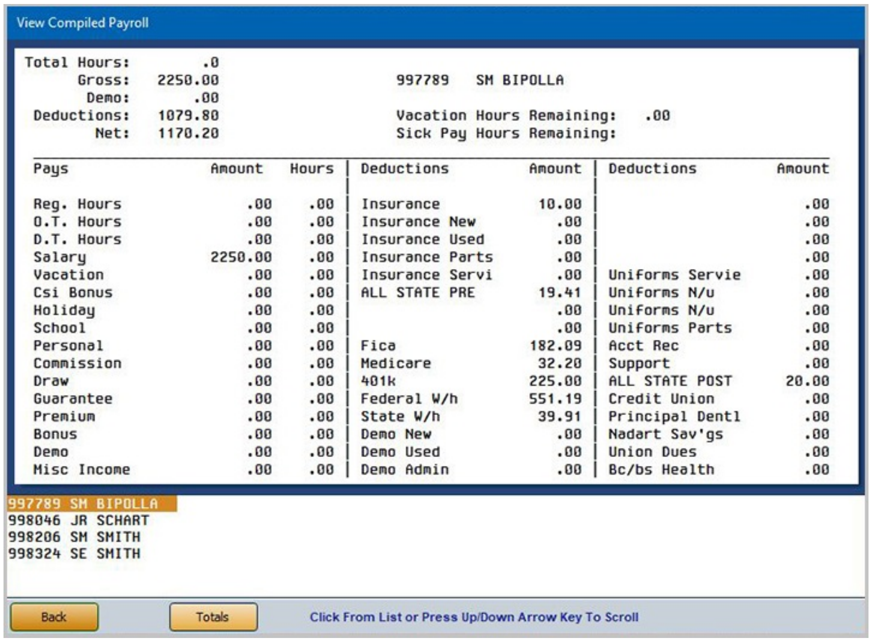
7. The **Pay Date** field defaults to today's date. In order to ensure proper payroll records, always double-check that the pay date is correct. Use the drop-down calendar to edit the date as needed.

8. Click **OK** when prompted to verify you want to compile the payroll.

9. The system displays a message indicating the payroll is compiled. Click **OK** to acknowledge the message.

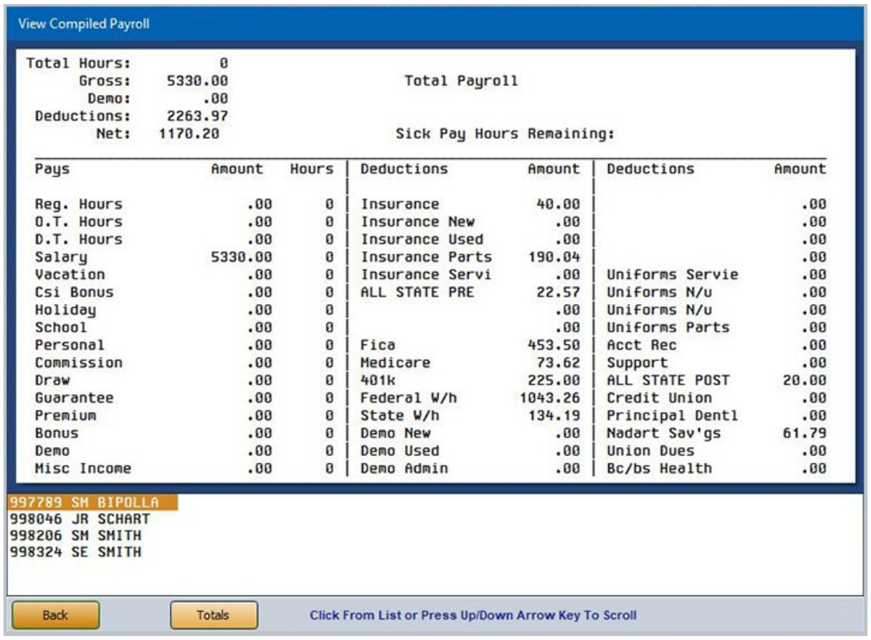
View Compiled Individual

You can view the compiled payroll by clicking **View Compiled Individual**. The bottom of the screen displays a list of employees in the compiled payroll, and the payroll information for the first employee is automatically fills in on the top part of the screen. Click an employee in the list to view the employee’s payroll information.



```
Total Hours:        .0
      Gross:   2250.00                    997789    SM BIPOLLA
       Demo:       .00
 Deductions:   1079.80                    Vacation Hours Remaining:   .00
        Net:   1170.20                    Sick Pay Hours Remaining:

 Pays                  Amount   Hours | Deductions          Amount | Deductions           Amount
                                      |                            |
 Reg. Hours               .00     .00 | Insurance            10.00 |                         .00
 O.T. Hours               .00     .00 | Insurance New          .00 |                         .00
 D.T. Hours               .00     .00 | Insurance Used         .00 |                         .00
 Salary               2250.00     .00 | Insurance Parts        .00 |                         .00
 Vacation                 .00     .00 | Insurance Servi        .00 | Uniforms Servie         .00
 Csi Bonus                .00     .00 | ALL STATE PRE        19.41 | Uniforms N/u            .00
 Holiday                  .00     .00 |                        .00 | Uniforms N/u            .00
 School                   .00     .00 |                        .00 | Uniforms Parts          .00
 Personal                 .00     .00 | Fica                182.09 | Acct Rec                .00
 Commission               .00     .00 | Medicare             32.20 | Support                 .00
 Draw                     .00     .00 | 401k                225.00 | ALL STATE POST        20.00
 Guarantee                .00     .00 | Federal W/h         551.19 | Credit Union            .00
 Premium                  .00     .00 | State W/h            39.91 | Principal Dentl         .00
 Bonus                    .00     .00 | Demo New               .00 | Nadart Sav'gs           .00
 Demo                     .00     .00 | Demo Used              .00 | Union Dues              .00
 Misc Income              .00     .00 | Demo Admin             .00 | Bc/bs Health            .00

997789 SM BIPOLLA
998046 JR SCHART
998206 SM SMITH
998324 SE SMITH
```

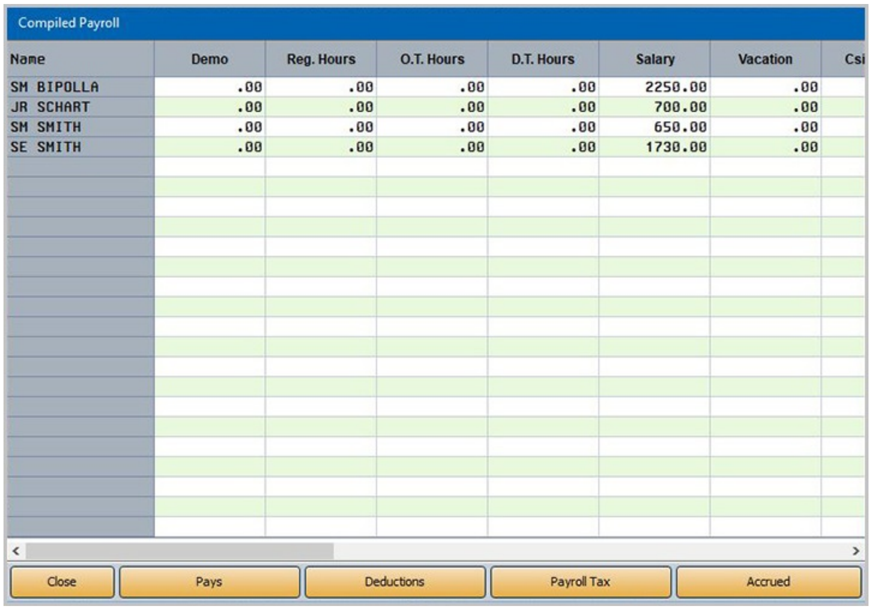
Click **Totals** to view the total payroll and deduction figures. This includes information for all employees.



```
Total Hours:          0
      Gross:    5330.00                    Total Payroll
       Demo:        .00
 Deductions:    2263.97
        Net:   1170.20                    Sick Pay Hours Remaining:

 Pays                  Amount   Hours | Deductions          Amount | Deductions           Amount
                                      |                            |
 Reg. Hours               .00       0 | Insurance            40.00 |                         .00
 O.T. Hours               .00       0 | Insurance New          .00 |                         .00
 D.T. Hours               .00       0 | Insurance Used         .00 |                         .00
 Salary               5330.00       0 | Insurance Parts     190.04 |                         .00
 Vacation                 .00       0 | Insurance Servi        .00 | Uniforms Servie         .00
 Csi Bonus                .00       0 | ALL STATE PRE        22.57 | Uniforms N/u            .00
 Holiday                  .00       0 |                        .00 | Uniforms N/u            .00
 School                   .00       0 |                        .00 | Uniforms Parts          .00
 Personal                 .00       0 | Fica                453.50 | Acct Rec                .00
 Commission               .00       0 | Medicare             73.62 | Support                 .00
 Draw                     .00       0 | 401k                225.00 | ALL STATE POST        20.00
 Guarantee                .00       0 | Federal W/h        1043.26 | Credit Union            .00
 Premium                  .00       0 | State W/h           134.19 | Principal Dentl         .00
 Bonus                    .00       0 | Demo New               .00 | Nadart Sav'gs         61.79
 Demo                     .00       0 | Demo Used              .00 | Union Dues              .00
 Misc Income              .00       0 | Demo Admin             .00 | Bc/bs Health            .00

997789 SM BIPOLLA
998046 JR SCHART
998206 SM SMITH
998324 SE SMITH
```

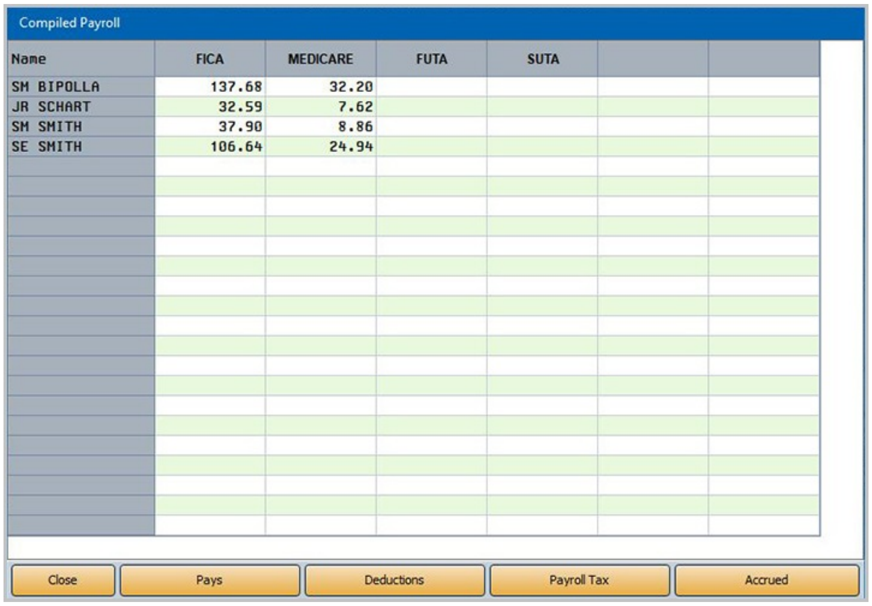
View Compiled All

You can view all of the compiled payroll information and the deductions by clicking **View Compiled All**. The screen displays each pay amount for each employee in the compiled payroll. Use the scroll bar to view the information as needed.


Compiled Payroll
Close
Pays
Deductions
Payroll Tax
Accrued

Name	Demo	Reg. Hours	O.T. Hours	D.T. Hours	Salary	Vacation	Csi
SM BIPOLLA	.00	.00	.00	.00	2250.00	.00	
JR SCHART	.00	.00	.00	.00	700.00	.00	
SM SMITH	.00	.00	.00	.00	650.00	.00	
SE SMITH	.00	.00	.00	.00	1730.00	.00	

Use the buttons on the bottom of the screen to view additional information. Click **Deductions** to view the deduction amounts for the employees. Click **Payroll Tax** to view just the tax amounts for FICA, Medicare, FUTA, and SUTA. Click **Accrued** to display the accrued payroll for each employee. This identifies the amount of any employer paid benefits. This is based on the accrued expenses set for each department on the Employee Department Assignment screen.


Compiled Payroll
Close
Pays
Deductions
Payroll Tax
Accrued

Name	FICA	MEDICARE	FUTA	SUTA		
SM BIPOLLA	137.68	32.20				
JR SCHART	32.59	7.62				
SM SMITH	37.90	8.86				
SE SMITH	106.64	24.94				

Print Compiled Payroll

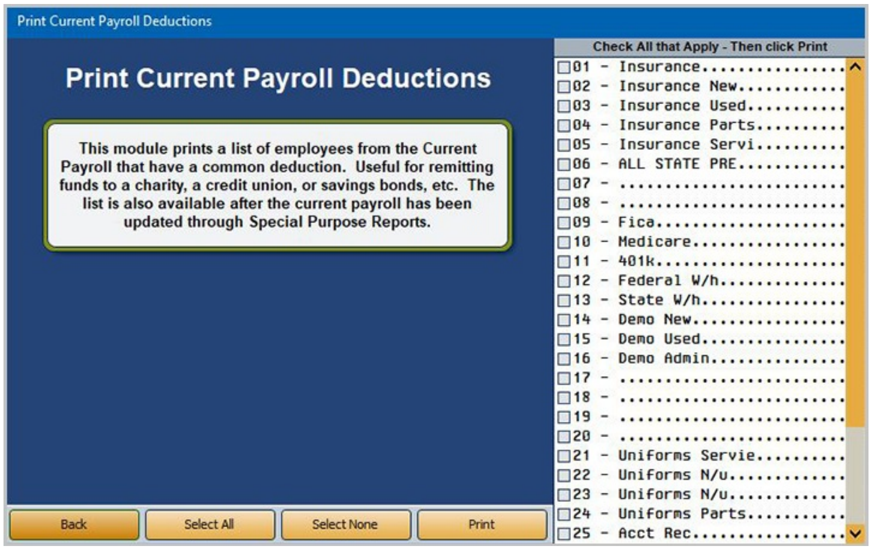
Use this button to print the compiled payroll information. The printout is divided into two parts. The first part is the payroll summary for each employee in the compiled payroll. The second part is a posting summary. The printout lists the totals that will post to each general ledger account and the journal that will be used to post the payroll. The end of the posting summary provides a summary of the payroll taxes. This information is for reference only; it is not posted.

1. Click **Print Compiled Payroll.**

2. When prompted to verify your printer is ready, select your print criteria.

Print Current Deductions

Use this button to print a list of employees from the current payroll that have a common deduction.



Print Current Payroll Deductions

Print Current Payroll Deductions

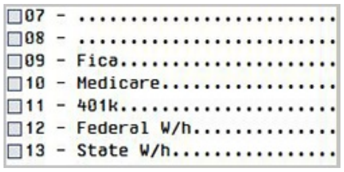
This module prints a list of employees from the Current Payroll that have a common deduction. Useful for remitting funds to a charity, a credit union, or savings bonds, etc. The list is also available after the current payroll has been updated through Special Purpose Reports.

Check All that Apply - Then click Print

☐01 - Insurance................
☐02 - Insurance New............
☐03 - Insurance Used...........
☐04 - Insurance Parts..........
☐05 - Insurance Servi..........
☐06 - ALL STATE PRE............
☐07 - ....
☐08 - ....
☐09 - Fica.....................
☐10 - Medicare.................
☐11 - 401k.....................
☐12 - Federal W/h..............
☐13 - State W/h................
☐14 - Demo New.................
☐15 - Demo Used................
☐16 - Demo Admin...............
☐17 - ....
☐18 - ....
☐19 - ....
☐20 - ....
☐21 - Uniforms Servie..........
☐22 - Uniforms N/u.............
☐23 - Uniforms N/u.............
☐24 - Uniforms Parts...........
☐25 - Acct Rec.................

1. Click **Print Current Deductions**. The Print Current Payroll Deductions screen appears.

2. All the deductions entered for payroll display in the list on the right side of the screen. Click to select the deductions you want to print. A checkmark will display in the box next to the deductions selected to print. To print all deductions, click **Select All**. Click **Select None** to clear all the boxes.



☐07 - ....
☐08 - ....
☐09 - Fica.....................
☐10 - Medicare.................
☐11 - 401k.....................
☐12 - Federal W/h..............
☐13 - State W/h................

3. Click **Print**.

4. When prompted to verify your printer is ready, select your print criteria.

Delete Compiled Payroll

Use this button to delete the entire compiled payroll. You would use this option when you find an error in the payroll before updating it. This option is best used for errors that affect multiple checks or the entire payroll. This option deletes the compiled payroll but ***does not delete the entered pays***. For example, if you find an error in the payroll when you print the payroll checks, you would use this option to delete the compiled payroll. Next, you would return to the Enter Employee Pay screen and edit the incorrect payroll information if necessary. Then, you would recompile the payroll. If you printed the payroll checks, you will have to reprint all the checks. Deleting the compiled payroll voids all the prior checks you printed for the pay.

1. Click **Delete Compiled Payroll**.
2. Click **OK** when prompted to verify you want to delete the compiled payroll.

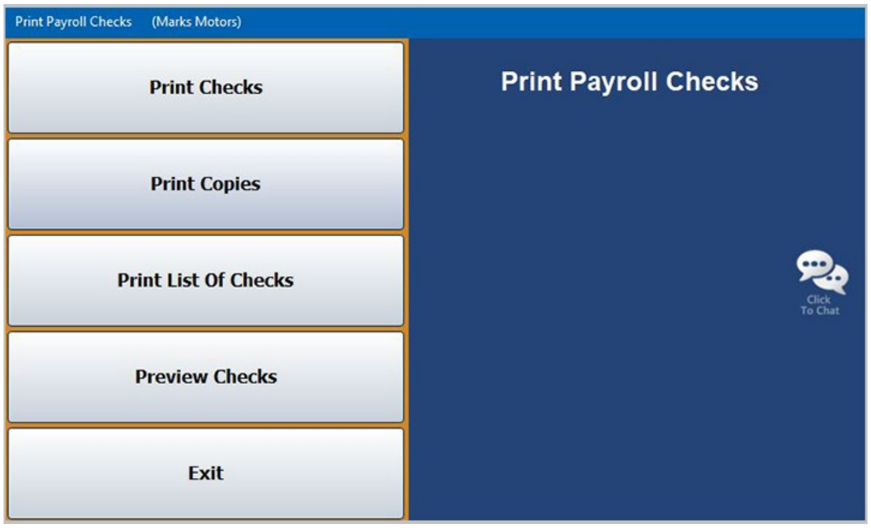
Delete Compiled For 1 Employee

Use this button to delete the compiled payroll for one employee. This allows you to remove one employee from the compiled pay if you discover an error rather than having to delete the entire compiled payroll. This option deletes the employee's compiled payroll, but it ***does not delete the employee's entered pay***. Once you update the remaining payroll data and correct the employee's pay information, you will have to compile and update a separate payroll for this employee.

1. Click **Delete Compiled Payroll**.
2. Type the employee's Employee Number, and press ENTER.
3. Click **OK** when prompted to verify you want to delete the compiled payroll.

Chapter 6 Print Payroll Checks

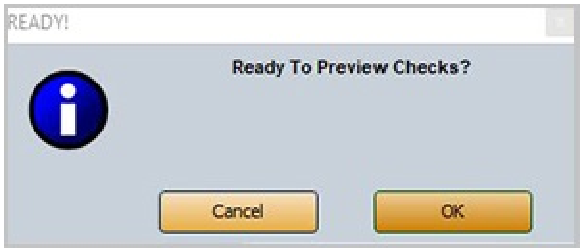
After compiling the payroll, you print the payroll checks using the Print Payroll Checks menu. In addition to printing the checks, you can use this menu to print copies of the payroll checks for your records and to print a list of the checks printed during the session.


Print Payroll Checks (Marks Motors)
Print Checks
Print Copies
Print List Of Checks
Preview Checks
Exit
Print Payroll Checks
Click To Chat

Preview Checks

Before you print the actual checks, use the **Preview Checks** button to view the compiled checks on your screen. This allows you see exactly how the checks will print so you can ensure there are no errors.

1. From the Print Payroll Checks menu, click **Preview Checks**.
2. Click **OK** when prompted to verify you want to preview the checks.


READY!
Cancel
OK

Ready To Preview Checks?

3. A viewing screen opens.

4. The left side of the screen displays a list of the employees who have checks in the payroll. The right side of the screen automatically displays the check for the first employee in the list.

5. Click an employee in the list to view the employee's check.

6. Continue to verify the information for each employee.

7. To close the viewing screen, click **File** and **Exit**.

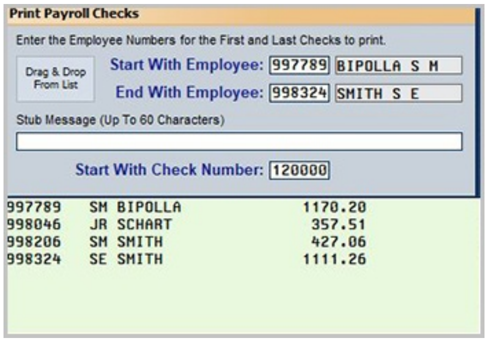
Print Checks

Use the **Print Checks** button to print the payroll checks. The system displays a list of employees in the compiled payroll on the bottom of the screen. You can drag and drop the employee from the list to the fields.

1. Click **Print Checks**.

2. In **Start With Employee**, type the employee number for the employee you want to use as the stating point for the print job, or click, drag, and drop the employee's name in this field. This field automatically defaults to the first employee in the compiled payroll.

3. In **End With Employee**, type the employee number for the employee you want to use as the ending point for the print job, or click, drag, and drop the employee's name in this field. This field automatically defaults to the last employee in the compiled payroll.



Enter the Employee Numbers for the First and Last Checks to print.

Start With Employee: 997789 BIPOLLA S M

End With Employee: 998324 SMITH S E

Stub Message (Up To 60 Characters)

Start With Check Number: 120000

```
997789   SM BIPOLLA            1170.20
998046   JR SCHART              357.51
998206   SM SMITH               427.06
998324   SE SMITH              1111.26
```

4. If necessary, type a message you want to print on the pay stub, and press ENTER. The message can be up to 60 characters long.

5. The system reminds you to check that you have check forms in your printer.

6. Verify the forms are loaded, and click **OK** to print the checks.

7. The system prints the checks and returns you to the Print Payroll Checks menu.

Tip: You specified if you wanted the check copies to print with the checks on the Printer Setup screen during setup. If you entered **Y**, copies will print with the checks. If you entered **N**, only the checks print. You will have to use the **Print Copies** option to print the check copies for your records.

Print Copies

Use this button to print copies of the payroll checks for your records. You will use this option to print copies if you did not select to have the copies print with the checks.

1. Click **Print Copies**.
2. The system reminds you to check that you have plain paper in your printer.
3. Verify plain paper is loaded in the printer, and click **OK** to print the copies.

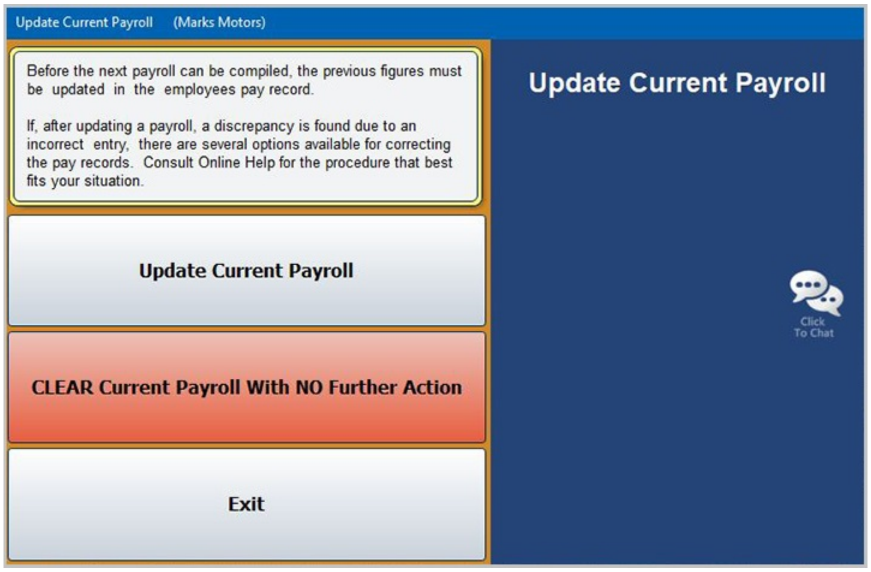
Print List Of Checks

Use this button to print a list of payroll checks.

1. Click **Print List Of Checks**.
2. The system reminds you to check that you have plain paper in your printer.
3. Verify plain paper is loaded in the printer, and click **OK**.
4. When prompted to verify your printer is ready, select your print criteria.

Chapter 7 Update Current Payroll

After you print the payroll checks, you will use the Update Current Payroll menu to do one of two things: You must update the current compiled payroll to the employees' records or clear the payroll without updating the employees' records.


Update Current Payroll (Marks Motors)
Update Current Payroll
Update Current Payroll
CLEAR Current Payroll With NO Further Action
Exit
Click To Chat

Before the next payroll can be compiled, the previous figures must be updated in the employees pay record.

If, after updating a payroll, a discrepancy is found due to an incorrect entry, there are several options available for correcting the pay records. Consult Online Help for the procedure that best fits your situation.

The **Update Current Payroll To Employee Records** option posts the payroll information to the employees' records. The payroll is moved to a holding journal. The **Payroll** button on the Post Daily Entries To Journals menu displays an "Active Data" message and is highlighted red to indicate payroll data exists. When you post the journals, the payroll information posts to the books, and the employees' files are updated accordingly.

The **Clear Current Payroll With No Further Action** button deletes the current payroll. This removes all of the pay entries for each employee. This is useful when a payroll is wrong and you need delete it so you can start over. Remember, deleting a compiled payroll from the Compile Payroll menu only deletes the compiled payroll but not the entered pays. Clearing the current payroll from this menu deletes all of the payroll information. Again, the **Payroll** button on the Post Daily Entries To Journals menu displays an "Active Data" message and is highlighted red to indicate payroll data exists. However, the payroll information posts to the journals as a voided payroll. The employees' files will not reflect the deleted payroll.

Important: You cannot compile another payroll until you update or clear the current payroll.

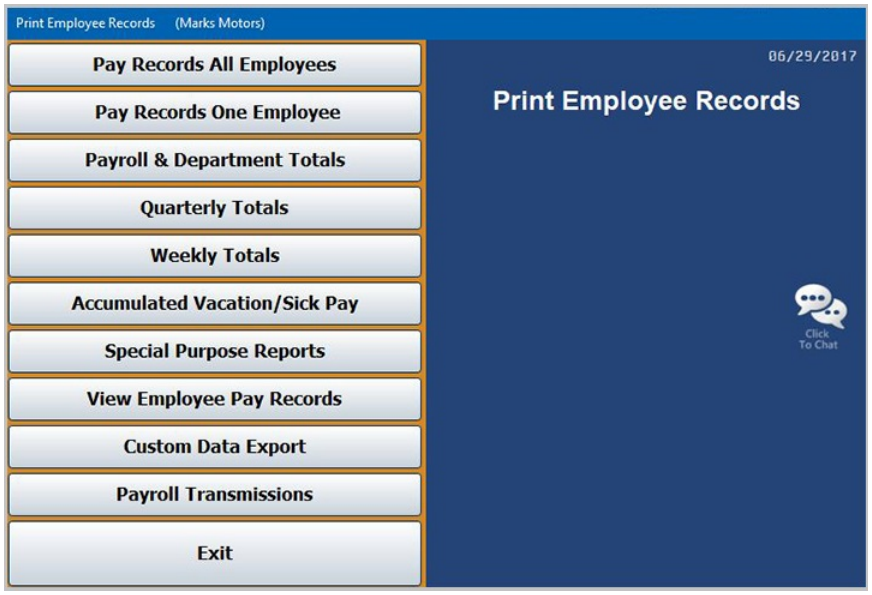
Updating the Payroll

1. Click the button that corresponds to the menu option you want to select.
2. Click **OK** when prompted to verify you want to update the payroll or clear the payroll.
3. The system returns you to the Dealership Payroll menu.

Tip: If you find errors in the payroll after you update it, you must use the Maintenance menu to correct the errors. See Chapter 13 for instructions on using the maintenance features.

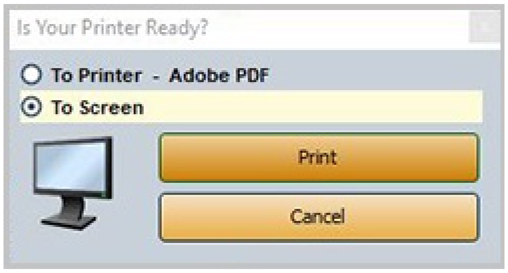
Chapter 8 Reports

The payroll module offers several reports that allow you to print information for your dealership's records and tax purposes. You can also use the menu to print reports about deduction and unemployment information.


Print Employee Records (Marks Motors)
Pay Records All Employees
Pay Records One Employee
Payroll & Department Totals
Quarterly Totals
Weekly Totals
Accumulated Vacation/Sick Pay
Special Purpose Reports
View Employee Pay Records
Custom Data Export
Payroll Transmissions
Exit
06/29/2017
Print Employee Records
Click To Chat

Printing or Viewing Reports

You have the option of printing reports to your printer or viewing them on screen. When prompted to verify your printer is ready, select **To Printer** to print the information or **To Screen** to view the information on your screen. Once you select your print type, click **Print**. If you select to view the report on screen, you can print the report from the viewing screen.


Is Your Printer Ready?
Print
Cancel

○ To Printer - Adobe PDF
● To Screen

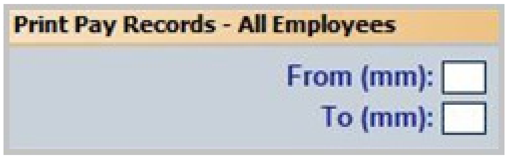
Tip: You have the option for some reports to indicate if the printout should mask the social security number. If you click **Mask**, the printout masks all but the last four digits of the social security number (*****1234). If you click **Don't Mask**, the printout prints the full social security number.

Pay Records All Employees

Use this button to print pay records for all the employees in the system for a date range. The report will print all the payroll information (gross pay, deduction information, tax information, etc.) for every employee who received a pay during the months you specify.

1. Click **Pay Records All Employees**.

2. Type the beginning and ending months to use for the report.



3. When prompted, select if you want the social security numbers masked.

4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

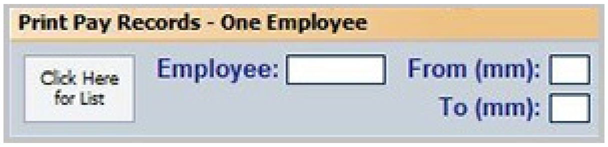
Pay Records One Employee

Use this button to print a pay record for a specific employee. The report will print all of the payroll information (gross pay, deduction information, tax information, etc.) for the selected employee for the months you specify.

1. Click **Pay Records One Employee**.

2. Type the employee number for the employee whose record you want to print, or click the **Click Here for List** message to select the employee from the employee list.

3. Type the beginning and ending months to use for the report.



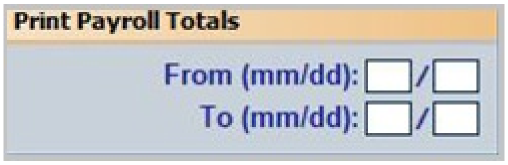
4. When prompted, select if you want the social security numbers masked.

5. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Payroll & Department Totals

Use this button to print payroll totals for every employee. The report will display the total pay for each pay type (regular, overtime, vacation, etc.), total hours worked for each pay type, amount taken for each deduction, total gross pay with demo, total gross pay, total net pay, and total year-to-date deductions. The end of the report will print the department totals if you select to include them.

1. Click **Payroll Totals**.
2. Type the beginning and ending date (month and day) to use for the report.

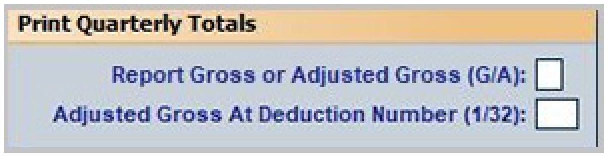


3. When prompted to verify your printer is ready, select your print criteria and click **Print**.
4. When prompted, select if you want the social security numbers masked.
5. When prompted, select if the report should display department totals.

Quarterly Totals

Use this button to print the quarterly totals based on gross or adjusted gross. The report displays the gross and deductions for each quarter and the year-to date totals.

1. Click **Quarterly Totals**.
2. Specify the totals you want to print. Type **G** for gross or **A** for adjusted gross.
3. If you select to print the report for the adjusted gross, type the two-digit deduction number for the deduction you want to use for the report.



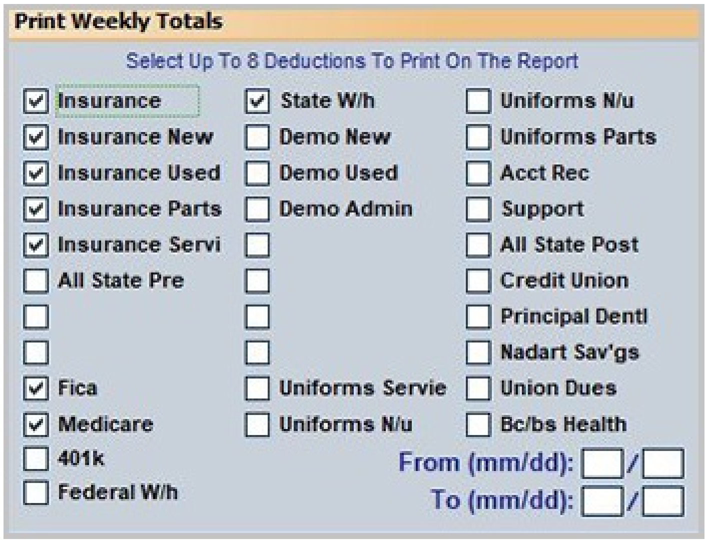
Print Quarterly Totals
Report Gross or Adjusted Gross (G/A):
Adjusted Gross At Deduction Number (1/32):

4. When prompted to verify your printer is ready, select your print criteria and click **Print**.
5. When prompted, select if you want the social security numbers masked.

Weekly Totals

Use this button to print the weekly totals for a specific date range. The report will print just the payroll totals (gross pay, deduction information, tax information, etc.) for the date you specify. This report will *not* provide a breakdown of the totals for each employee.

1. Click **Weekly Totals**.
2. Click to select up to eight deductions to include on the report. A check mark appears in the box next to the deductions you selected. Click a box again to clear the selection.



Print Weekly Totals

Select Up To 8 Deductions To Print On The Report

☑ Insurance
☑ Insurance New
☑ Insurance Used
☑ Insurance Parts
☑ Insurance Servi
☐ All State Pre
☐
☐
☑ Fica
☑ Medicare
☐ 401k
☐ Federal W/h

☑ State W/h
☐ Demo New
☐ Demo Used
☐ Demo Admin
☐
☐
☐
☐
☐ Uniforms Servie
☐ Uniforms N/u

☐ Uniforms N/u
☐ Uniforms Parts
☐ Acct Rec
☐ Support
☐ All State Post
☐ Credit Union
☐ Principal Dentl
☐ Nadart Sav'gs
☐ Union Dues
☐ Bc/bs Health

From (mm/dd): /
To (mm/dd): /

3. Type the beginning and ending date (month and day) to use for the report.
4. When prompted to verify your printer is ready, select your print criteria.

Accumulated Vacation/Sick Pay

This button's label will vary based on whether you have enabled the system to track sick pay (on the Miscellaneous Parameters screen). If you entered **N** in the **Track Sick Pay** field on the Miscellaneous Parameters screen, the button will read **Accumulated Vacation**. If you entered **Y** in the field, the button will read **Accumulated Vacation/Sick Pay.**

Use this button to print a report that lists the accumulated vacation time or sick pay for each employee. This is based on the information the system tracks in the **Sick Pay** and **Vacation** sections of the Employee Information screen. The vacation printout lists the vacation department, total annual vacation time, vacation time used for the current year, vacation time used last year, and the remaining vacation hours for each employee. The sick pay printout lists the sick pay department, total annual sick time (in hours), sick time used for the current year, and the remaining sick time for each employee.

1. Click **Accumulated Vacation**.

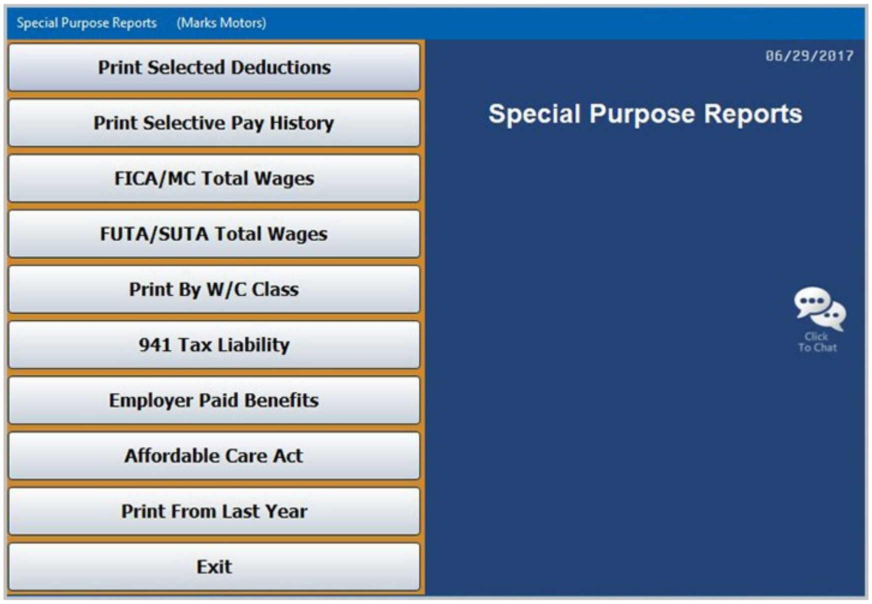
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

3. When prompted to indicate if the report should include inactive employees, select **Yes** to include them or **No** to exclude them.

4. The system will ask which report you would like to print. Select **Vacation** to print accumulated vacation report or **Sick Pay** to print the sick pay report.

Special Purpose Reports

This button advances you to the Special Purpose Reports menu. Use this menu to print reports either for specific deductions or for FUTA/SUTA unemployment wages. You can also use this menu to print reports for the previous year. Click the menu option that corresponds to the type of report you want to print. Follow the prompts that appear on your screen. When you are finished, click **Exit** to return to the Print Employee Records menu.


Special Purpose Reports (Marks Motors)
Print Selected Deductions
Print Selective Pay History
FICA/MC Total Wages
FUTA/SUTA Total Wages
Print By W/C Class
941 Tax Liability
Employer Paid Benefits
Affordable Care Act
Print From Last Year
Exit
06/29/2017
Special Purpose Reports
Click To Chat

Print Selected Deductions

Use this button to print reports about specific deductions for a specific date range. The report displays the gross pay and total amount withheld for each deduction you select. The bottom of the report will show the grand totals.

1. Click **Print Selected Deduction**.
2. Type the deduction numbers you want to use for the report. You can specify up to six deductions to include on the report. If you input less than six deductions, you must ENTER through the deduction fields to advance to the date selection fields.
3. Next, specify the date range you want to use for the report. You must type the date in an eight-character format with or without slashes (mm/dd/yyyy or mmddyyyy). If you do not use slashes, press ENTER to continue.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.
5. When prompted, select if you want the social security numbers masked.

Print Selective Pay History

Use this button to print the pay history for a selected pay type within a specified date range. This is useful, for example, if you wanted to track how much vacation time was taken during a specific period. Similarly, you could run this report to identify how much commission was paid during a specific period.

1. Click **Print Selective Pay History**.

2. Type the pay number. This is the line number for the type of pay as entered on the Pay/Deduction Setup screen in the Payroll setup. For example, regular hours would be 1, overtime hours would be 2, etc. This field is designed for two digits, so if you type 1, you must press the ENTER button to advance to the date selection fields.

3. Specify the date range you want to use for the report. You must type the date in an eight-character format with or without slashes (mm/dd/yyyy or mmddyyyy). If you do not use slashes, press ENTER to continue.

4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

FICA/MC Total Wages

Use this button to print a report that identifies the amount of wages paid to employees subject to FICA and FICA Medicare taxes. The report displays the maximum amount set for the FICA and FICA Medicare. It also lists the year-to-date totals, gross, paid to gross, and adjusted paid to gross for the dates you specified. The end of the report will display the summary totals.

1. Click **FICA/MC Total Wages**.

2. Specify the date range you want to use for the report. You must type the date in an eight-character format with or without slashes (mm/dd/yyyy or mmddyyyy). If you do not use slashes, press ENTER to continue.

3. When prompted to verify your printer is ready, select your print criteria and click **Print.**

4. When prompted, select if you want the social security numbers masked.

FUTA / SUTA Total Wages

Use this button to print a report that identifies the FUTA and SUTA the employer needs to pay. An entry line for each employee appears on the report, so the employer can identify what is due based on each employee's wages. The report displays the maximum amount set for the unemployment. It also lists the year-to-date totals, gross, paid to gross, and adjusted paid to gross for the dates you specified. The end of the report will display the summary totals.

1. Click **FUTA/SUTA Total Wages**.

2. Specify the date range you want to use for the report. You must type the date in an eight-character format with or without slashes (mm/dd/yyyy or mmddyyyy).

3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

4. When prompted, select if you want the social security numbers masked.

Print By W/C Class

Use this button to print a worker's compensation report grouped by class. (You should have assigned each employee a worker's compensation class in their employee master file.) The report organizes the information according to the compensation class. For each class, the report lists the employees in the class and the total taken for worker's compensation. The report also lists the totals for each class. The end of the report lists the totals for the employees who do not have a compensation class. This helps you identify employees who still need to be assigned to a compensation class.

You specified the deduction number that should be used to report worker's compensation wages on the Miscellaneous Setup screen in the payroll setup. The system uses the specified deduction number to calculate the adjusted gross for regular pay. However, the system does not calculate the adjusted gross for overtime or double-time pay.

1. Click **Print By W/C Class**.

2. Specify the date range you want to use for the report. You must type the date in an eight-character format with or without slashes (mm/dd/yyyy or mmddyyyy).

3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

941 Tax Liability

Use this button to generate a report that identifies the taxes you paid for a specific quarter. You also have the option to print a 941 worksheet to Microsoft Excel. You will use the report and worksheet to fill out your 941C Tax Liability form.

1. Click **941 Tax Liability**.
2. Click the quarter you want to select.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.
4. You are prompted to indicate if you want to load the 941 worksheet to Microsoft Excel. Click **Yes** or **No**. If you select **Yes**, the worksheet will open in Excel and populate with values from your payroll data.

Employer Paid Benefits

Use this button to print a report that identifies how much you have paid toward employee benefits.

1. Click **Employer Paid Benefits**.
2. Type the account number you want to use for the report, or leave the field blank to include all accounts.
3. Type the employee number for the employee you want to use for the print, or leave the field blank to print the report for all employees.
4. Specify the date range you want to use for the report. You must type the date in an eight-character format with or without slashes (mm/dd/yyyy or mmddyyyy).
5. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Affordable Care Act

Use this button to generate a report to assist in determining employee health care coverage eligibility as defined by the Affordable Care Act. The .CSV file created can be transmitted to third-party vendors for further analysis.

1. Click **Affordable Care Act**.
2. Enter the appropriate date range.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**. The PDF created will contain a subset of the information contained in the full .CSV report. It will, however, note where the full .CSV file has been saved for transmission to third-party vendors.

Print From Last Year

Use this button to print reports that include employee pay records, payroll totals, quarterly totals, and weekly totals for last year. The system opens the Print Employee Records menu. (The menu options are the same as the options available when you open the menu by clicking **Reports** on the Dealership Payroll menu.) The date in the top right-hand corner identifies the closing date for the year. All the buttons on the menu apply to the year that was closed on the date listed. Click the button that corresponds to the report you want to generate, and follow the prompts on your screen.

Important: You cannot run this report until you complete the year-end update.

View Employee Pay Records

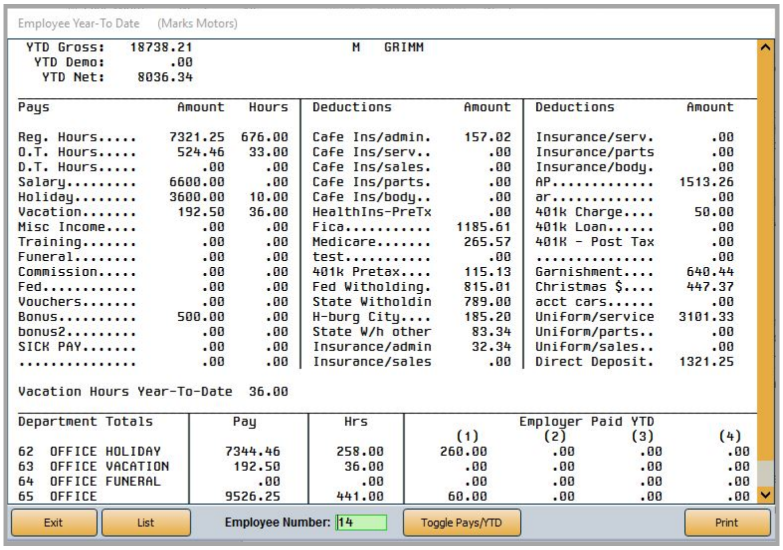
Use this button to open the Employee Pay Records screen to view year-to-date payroll information for a specific employee. The Employer Paid YTD section illustrates the quarterly accrual of up to four employer-paid benefits (401K, sick leave, health insurance, etc.). The parameters for these payments are established in the Department Assignments screen's Accrued Payable/Expense section for individual employees. The information displayed on this screen is for viewing only. You cannot edit information on this screen.

Viewing the Year-to-date Totals

1. Click **View Employee Pay Records**. The Employee Year-To-Date screen appears.

2. Type the employee number of the employee whose record you want to view, or click **List** to select the employee from the employee list.

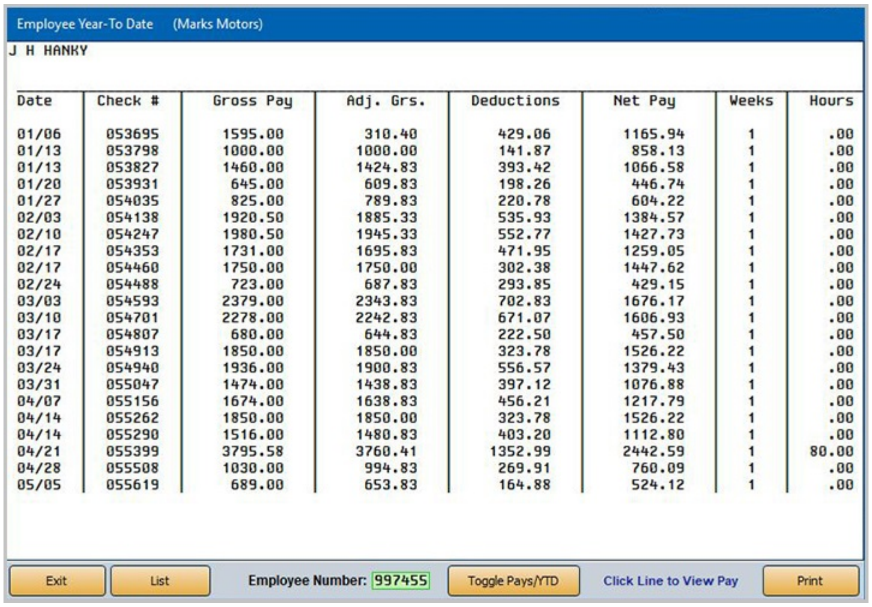
3. The screen displays the employee’s pay record. The top part of the screen displays the year-to-date gross, demo, and net. The middle of the screen displays the totals for each deduction. The bottom of the screen displays vacation hours used year-to-date and the department totals (with pay and hours). To the far right, you will see the year-to-date employer-paid benefits for this employee, broken out by quarter.



```
 YTD Gross:   18738.21                   M   GRIMM
  YTD Demo:        .00
   YTD Net:    8036.34

Pays                Amount   Hours | Deductions         Amount | Deductions          Amount

Reg. Hours.....    7321.25  676.00 | Cafe Ins/admin.    157.02 | Insurance/serv.        .00
O.T. Hours.....     524.46   33.00 | Cafe Ins/serv..       .00 | Insurance/parts        .00
D.T. Hours.....        .00     .00 | Cafe Ins/sales.       .00 | Insurance/body.        .00
Salary.........    6600.00     .00 | Cafe Ins/parts.       .00 | AP.............    1513.26
Holiday........    3600.00   10.00 | Cafe Ins/body..       .00 | ar.............        .00
Vacation.......     192.50   36.00 | HealthIns-PreTx       .00 | 401k Charge....      50.00
Misc Income....        .00     .00 | Fica..........    1185.61 | 401k Loan......        .00
Training.......        .00     .00 | Medicare.......    265.57 | 401K - Post Tax        .00
Funeral........        .00     .00 | test...........       .00 | ...............        .00
Commission.....        .00     .00 | 401k Pretax....    115.13 | Garnishment....     640.44
Fed............        .00     .00 | Fed Witholding.    815.01 | Christmas $....     447.37
Vouchers.......        .00     .00 | State Witholdin    789.00 | acct cars......        .00
Bonus..........     500.00     .00 | H-burg City....    185.20 | Uniform/service    3101.33
bonus2.........        .00     .00 | State W/h other     83.34 | Uniform/parts..        .00
SICK PAY.......        .00     .00 | Insurance/admin     32.34 | Uniform/sales..        .00
...............        .00     .00 | Insurance/sales       .00 | Direct Deposit.    1321.25

Vacation Hours Year-To-Date  36.00

Department Totals     |     Pay     |     Hrs     |          Employer Paid YTD
                      |             |             |    (1)        (2)        (3)        (4)
62  OFFICE HOLIDAY    |   7344.46   |   258.00    |  260.00        .00        .00        .00
63  OFFICE VACATION   |    192.50   |    36.00    |     .00        .00        .00        .00
64  OFFICE FUNERAL    |       .00   |      .00    |     .00        .00        .00        .00
65  OFFICE            |   9526.25   |   441.00    |   60.00        .00        .00        .00

Employee Number: 14
```

Viewing the Individual Pays

Click **Toggle Pays/YTD** to toggle between viewing a list of individual pays for the current year and the year-to-date totals.



J H HANKY

Date	Check #	Gross Pay	Adj. Grs.	Deductions	Net Pay	Weeks	Hours
01/06	053695	1595.00	310.40	429.06	1165.94	1	.00
01/13	053798	1000.00	1000.00	141.87	858.13	1	.00
01/13	053827	1460.00	1424.83	393.42	1066.58	1	.00
01/20	053931	645.00	609.83	198.26	446.74	1	.00
01/27	054035	825.00	789.83	220.78	604.22	1	.00
02/03	054138	1920.50	1885.33	535.93	1384.57	1	.00
02/10	054247	1980.50	1945.33	552.77	1427.73	1	.00
02/17	054353	1731.00	1695.83	471.95	1259.05	1	.00
02/17	054460	1750.00	1750.00	302.38	1447.62	1	.00
02/24	054488	723.00	687.83	293.85	429.15	1	.00
03/03	054593	2379.00	2343.83	702.83	1676.17	1	.00
03/10	054701	2278.00	2242.83	671.07	1606.93	1	.00
03/17	054807	680.00	644.83	222.50	457.50	1	.00
03/17	054913	1850.00	1850.00	323.78	1526.22	1	.00
03/24	054940	1936.00	1900.83	556.57	1379.43	1	.00
03/31	055047	1474.00	1438.83	397.12	1076.88	1	.00
04/07	055156	1674.00	1638.83	456.21	1217.79	1	.00
04/14	055262	1850.00	1850.00	323.78	1526.22	1	.00
04/14	055290	1516.00	1480.83	403.20	1112.80	1	.00
04/21	055399	3795.58	3760.41	1352.99	2442.59	1	80.00
04/28	055508	1030.00	994.83	269.91	760.09	1	.00
05/05	055619	689.00	653.83	164.88	524.12	1	.00

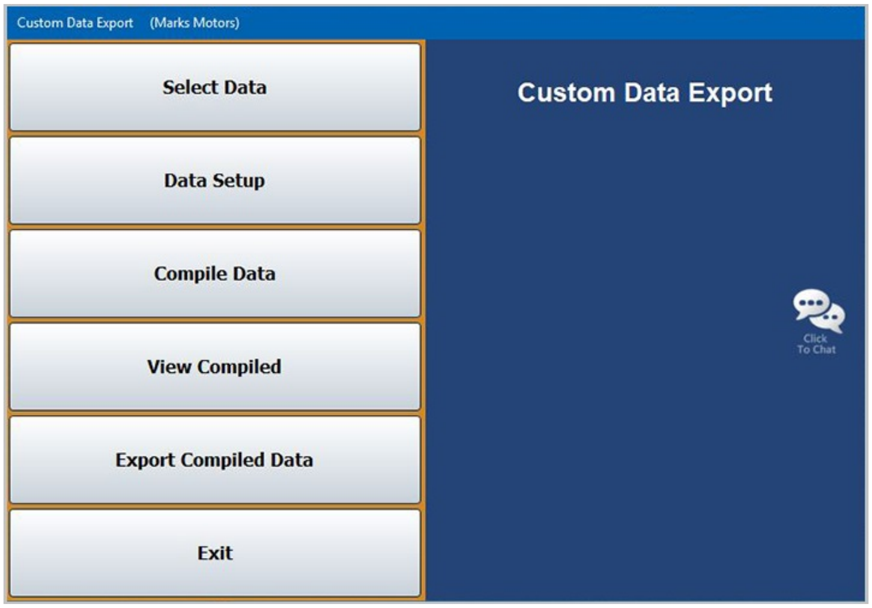
Employee Number: 997455

Printing the Pay Information

Use the Print button to print the pay information. The printout from this screen will print both the employee’s year-to-date pay information and the breakdown of the individual pays.

Custom Data Export

This button advances you to the Operator Defined Data menu. This menu allows you to define payroll reports that provide the payroll information you desire. Once you create the files, you compile the report based on a date range, view the report, and print the report as needed. You also have the option of exporting the compiled report to a Microsoft® Excel spreadsheet.

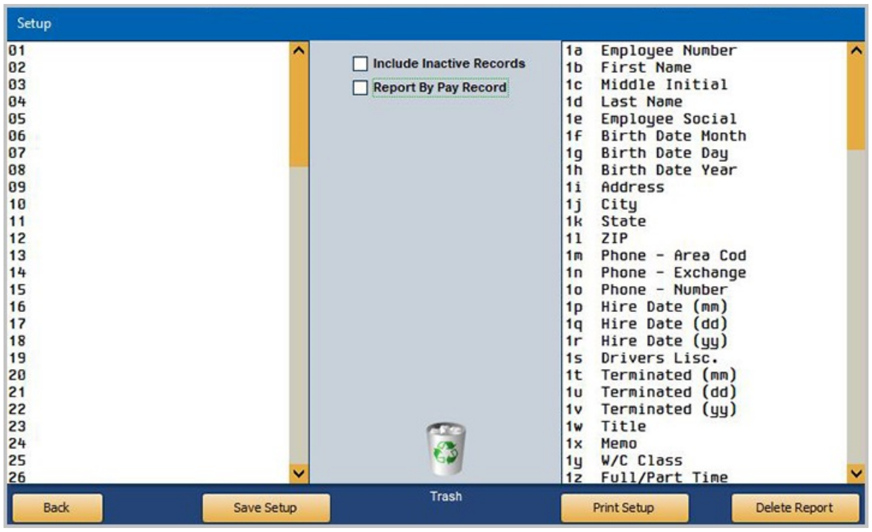

Custom Data Export (Marks Motors)
Select Data
Data Setup
Compile Data
View Compiled
Export Compiled Data
Exit
Custom Data Export
Click To Chat

Creating a New Report

First, you must create the payroll reports you wish to print. Once you create the reports, they are available in a selection list.

1. Click **Select Data**.

2. Click **New Report**. The Setup screen appears.


Setup
01
02
03
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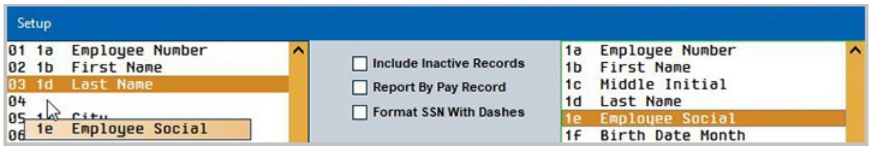
24
25
26
☐ Include Inactive Records
☐ Report By Pay Record
Trash
1a Employee Number
1b First Name
1c Middle Initial
1d Last Name
1e Employee Social
1f Birth Date Month
1g Birth Date Day
1h Birth Date Year
1i Address
1j City
1k State
1l ZIP
1m Phone - Area Cod
1n Phone - Exchange
1o Phone - Number
1p Hire Date (mm)
1q Hire Date (dd)
1r Hire Date (yy)
1s Drivers Lisc.
1t Terminated (mm)
1u Terminated (dd)
1v Terminated (yy)
1w Title
1x Memo
1y W/C Class
1z Full/Part Time
Back
Save Setup
Print Setup
Delete Report

3. The right side of the screen lists all of the fields you can select for the report. Click a field to select it. The mouse cursor “holds” the field name.

4. On the left side of the screen, click the line number where you want to add the field. The report displays the fields in the order they appear in the list on the left side of the screen. You can select up to 99 fields.



```
01 1a  Employee Number
02 1b  First Name
03 1d  Last Name
04
05
06  1e  Employee Social
```

☐ Include Inactive Records
☐ Report By Pay Record
☐ Format SSN With Dashes

```
1a  Employee Number
1b  First Name
1c  Middle Initial
1d  Last Name
1e  Employee Social
1f  Birth Date Month
```

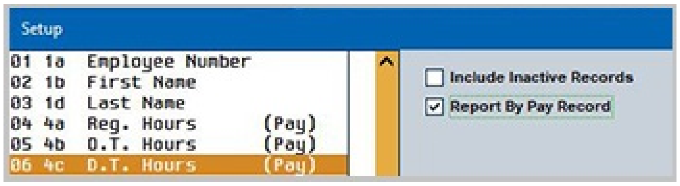
You can remove a field by clicking the name. The cursor holds the field name. When you click a new field from the list, the “held” field is replaced with the newly selected field.

You can move fields by clicking the field name and clicking the line where you want to move the field.

5. If you want to include inactive records, click to select **Include Inactive Records**. Otherwise, the system will not include employees who have inactive records on the report.

6. If you want to include individual pay records from the period, click to select **Report By Pay Record**. Otherwise, the report will display the totals for the period.

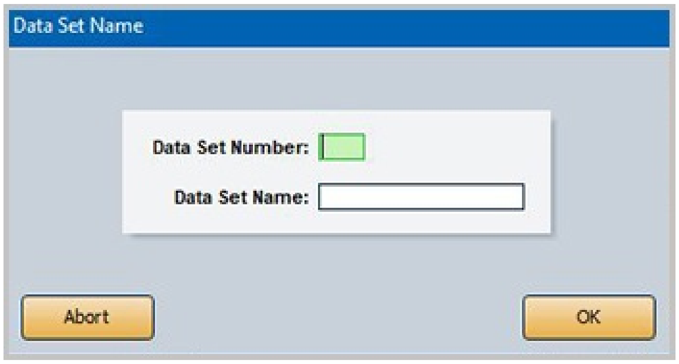
7. If you select to report by pay record, the "Filter" column appears on the right side of the selected field (the window on the right). This column allows you to select the records you want to exclude from the report if the record has a value of zero. This works only for lines that begin with 4, 5, 6, and 7. These are the value fields. When you click the line, a + appears to indicate you selected the record. Click the line again to clear the +. For example, if you select record “4d Salary” and the employee has no salary for a pay, the line will not go to the report.



```
01 1a  Employee Number
02 1b  First Name
03 1d  Last Name
04 4a  Reg. Hours       (Pay)
05 4b  O.T. Hours       (Pay)
06 4c  D.T. Hours       (Pay)
```

☐ Include Inactive Records
☑ Report By Pay Record

8. Click **Save Setup**. The Data Set Name screen appears.



9. In **Data Set Number**, assign a number to the report set you created. The field holds up to three characters. However, the system adds leading zeros to fill in any empty spaces in the set number. Therefore, the system considers 1, 01, and 001 to be the same set number.
10. In **Data Set Name**, type a name/description for the report. The name should help you easily identify the report. The field holds up to 15 alphanumeric characters, including spaces.
11. Click **OK** to accept the set number and name. The system returns you to the Operator Defined Data menu.

Printing the Report Parameters

Once you create a report, you should print the report parameters so you know what each column on the report is displaying. The parameters may also be useful if you intend to download the report to send to someone (the dealer principal, and accountant, etc.).

1. Click **Select Data**.
2. The selection list displays all of the reports you created. Click the report in the selection list.
3. Click **Data Setup**. The Setup screen appears and displays the setup for the selected report.
4. Click **Print Setup**.
5. When prompted to verify your printer is ready, select your print criteria.

Editing a Report

If necessary, you can edit the report setup.

1. Click **Select Data**.
2. Click the report in the selection list.
3. Click **Data Setup**. The Setup screen appears and displays the setup for the selected report.
4. Edit the parameters as needed.
5. Click **Save Setup** to save the changes. The system returns you to the Operator Defined Data menu.

Deleting a Report

Deleting a report removes it from the selection list. You cannot retrieve deleted reports. If you need to print a report you deleted, you will have to create the report again.

1. Click **Select Data**.
2. Click the report in the selection list.
3. Click **Data Setup**. The Setup screen appears.
4. Click **Delete Report**.
5. Click **Gone** when prompted to verify you want to delete the report. The system returns you to the Operator Defined Data menu.

Compiling the Report

When you want to generate a report, you simply select the report and specify the date ranges you want to use.

1. Click **Select Data**.
2. Click the report in the selection list.
3. Click **Compile Data**.
4. Specify the dates you want to use for the report. You must type the date in an eight-character format with or without slashes (mm/dd/yyyy or mmddyyyy). If you do no use slashes, press ENTER to continue.
5. Click **OK** when prompted to verify you want to compile the report.
6. The system will scan the payroll records for the data defined in the report setup. This may take several minutes.
7. When the report is ready, the system displays a “Completed” message. Click **OK** to acknowledge the message.

Viewing the Report

Once you compile the report, you can view it and print it as needed.

1. Click **View Compiled**.
2. The report opens on the screen. The columns display the information in the order you selected in the setup.
3. To print the report, click **Print**, and select your print criteria.
4. Click **Back** to close the report.

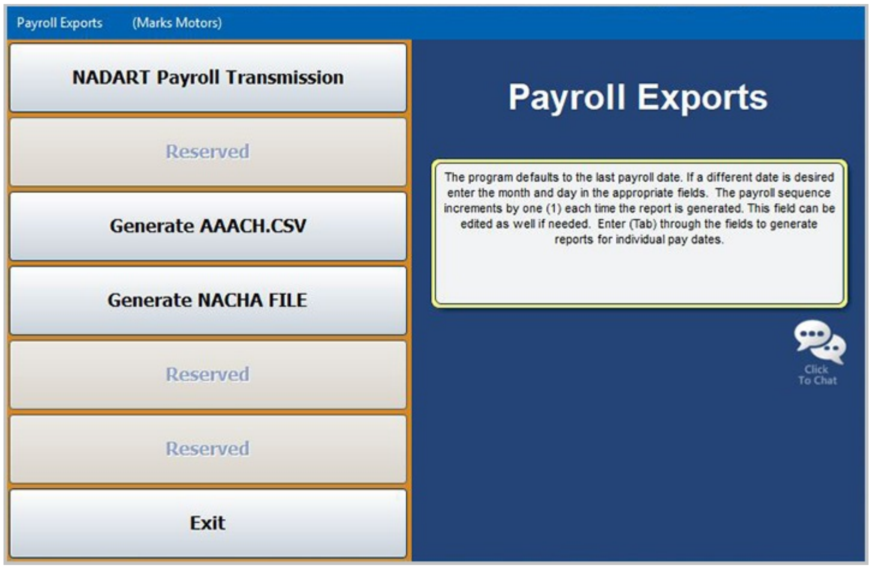
Exporting the Compiled Data

Use this button to export the compiled report to a Microsoft Excel spreadsheet. The report is exported to C:\ASIXL\PRDAT*NNN*.XLS (where *NNN* is the report number you assigned the report). Make sure that you have compiled a report before attempting to export it. You will receive an error if you have not compiled a report.

1. Click **Export Compiled Data**.
2. Click **OK** when prompted to verify you want to export the data.

Payroll Transmissions

You use the Payroll Transmissions menu to print payroll data from your Autosoft system into a Microsoft ®Excel spreadsheet so you can submit the data to NADA. Most of the information needed will pull from your payroll files. You will have to enter some information that is not tracked in the Payroll module.


Payroll Exports (Marks Motors)
NADART Payroll Transmission
Reserved
Generate AAACH.CSV
Generate NACHA FILE
Reserved
Reserved
Exit
Payroll Exports
Click To Chat

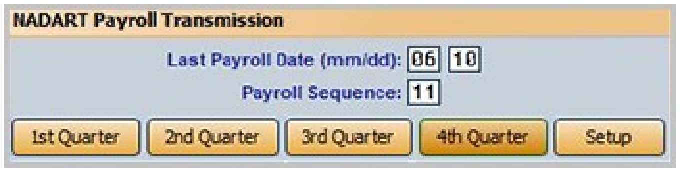
The program defaults to the last payroll date. If a different date is desired enter the month and day in the appropriate fields. The payroll sequence increments by one (1) each time the report is generated. This field can be edited as well if needed. Enter (Tab) through the fields to generate reports for individual pay dates.

Setting Parameters

The parameters allow you to set up your Choice ID (assigned by NADA) and the deduction lines applicable to your 401K plan.

1. Click **NADART Payroll Transmission**.

2. Click **Setup**.



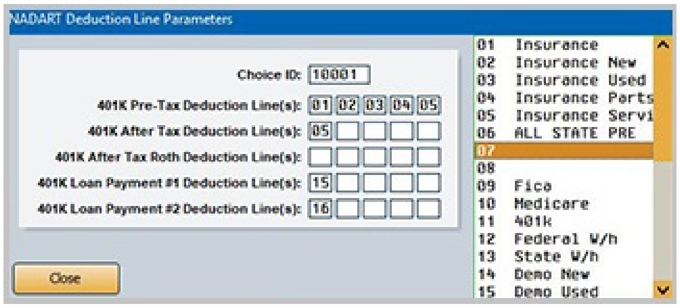
NADART Payroll Transmission

Last Payroll Date (mm/dd): 06 10

Payroll Sequence: 11

3. On the NADART Deduction Line Parameters screen, type you Choice ID.

4. Next, type the deduction lines for your 401K plan. This includes the categories for Pre-Tax, After Tax, Loan 1 Repayment, and Loan 2 Repayment that NADA expects to see on the spreadsheet. The deduction line numbers refer to the lines on the Pay/Deduction Setup screen is the Payroll Setup. The right side of the screen displays a list of deductions set in the system for your reference.



NADART Deduction Line Parameters

Choice ID: 10001

401K Pre-Tax Deduction Line(s): 01 02 03 04 05

401K After Tax Deduction Line(s): 05

401K After Tax Roth Deduction Line(s):

401K Loan Payment #1 Deduction Line(s): 15

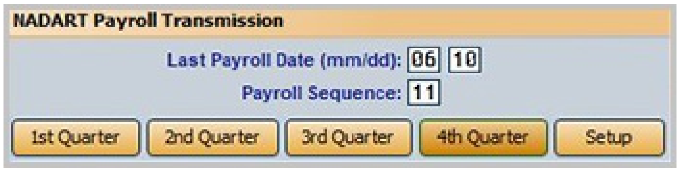
401K Loan Payment #2 Deduction Line(s): 16

```
01   Insurance
02   Insurance New
03   Insurance Used
04   Insurance Parts
05   Insurance Servi
06   ALL STATE PRE
07
08
09   Fica
10   Medicare
11   401k
12   Federal W/h
13   State W/h
14   Demo New
15   Demo Used
```

5. Click **Close** to save the settings and to close the parameter screen.

Generating the Report

1. Click **NADART Payroll Transmission**.
2. Type the month and day you want to use for the report.
3. Type the payroll sequence. This is a number that distinguishes each payroll. Although you can use any sequence system you prefer, Autosoft recommends that you start with 01 for the first pay date of the new year and increment each subsequent pay date by 1 (02, 03, etc.) The sequence number cannot exceed 99.



NADART Payroll Transmission

Last Payroll Date (mm/dd): 06 10

Payroll Sequence: 11

4. Click **OK** when prompted to verify you want to compile the report.
5. When the report is ready, it opens in Microsoft Excel.
6. Enter information as need on the spreadsheet. As you work on the spreadsheet, you can place the mouse over any cell with a red corner to read comments that will assist you with the information required in the cell.

Tip: Use the **Quarter** buttons to generate quarterly reports.

Generate AAACH.CSV

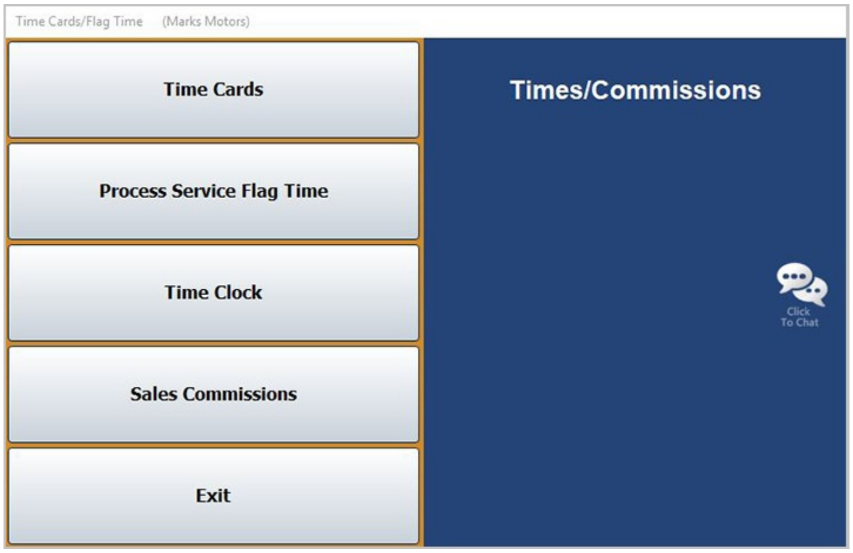
You will use this option only if you use direct deposit. This button generates the direct deposit file. See Appendix B for more information about direct deposit.

Generate NACHA FILE

If your dealership's bank subscribes to NACHA payroll standards, you will use this button to create and export a NACHA file to transmit direct deposit payroll data to your bank prior to posting the payroll to your general ledger. See Appendix B for more information about direct deposit.

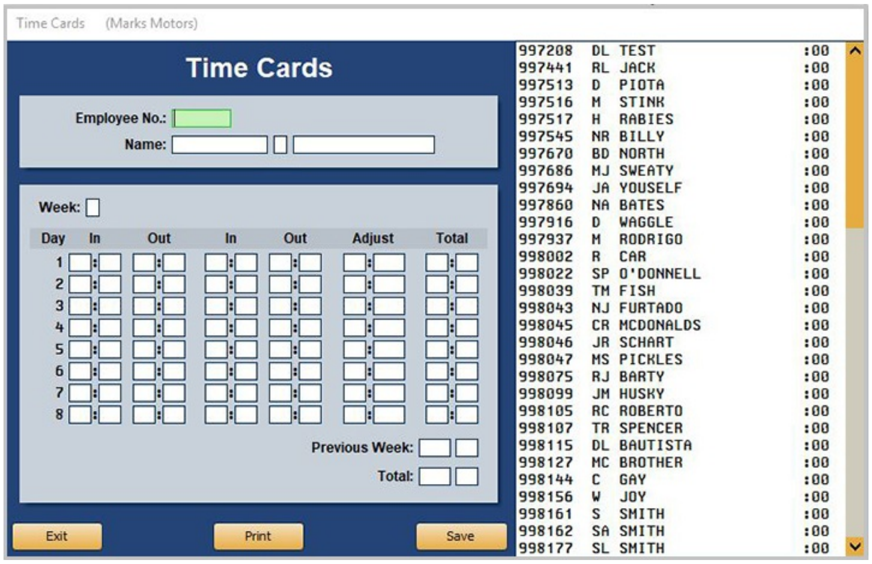
Chapter 9 Time Cards

The **Times/Commissions** button opens the Times/Commissions menu. The first option on this menu is the Time Cards feature. The time cards can be used to track hours for up to eight days for up to three weeks. You cannot update the information recorded on the time cards to the payroll, but you can print the time cards and use them to post payroll.


Time Cards/Flag Time (Marks Motors)
Time Cards
Process Service Flag Time
Time Clock
Sales Commissions
Exit
Times/Commissions
Click To Chat

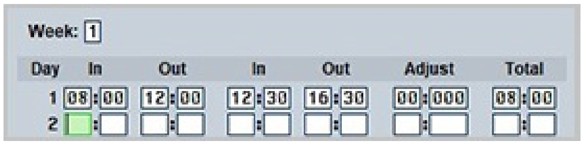
Tracking Hours

1. Click **Time Cards**. The Time Cards screen opens.


Time Cards (Marks Motors)
Time Cards
Employee No.:
Name:
Week:
Day
In
Out
In
Out
Adjust
Total
1
2
3
4
5
6
7
8
Previous Week:
Total:
Exit
Print
Save

```
997208  DL TEST              :00
997441  RL JACK              :00
997513  D  PIOTA             :00
997516  M  STINK             :00
997517  H  RABIES            :00
997545  NR BILLY             :00
997670  BD NORTH             :00
997686  MJ SWEATY            :00
997694  JA YOUSELF           :00
997860  NA BATES             :00
997916  D  WAGGLE            :00
997937  M  RODRIGO           :00
998002  R  CAR               :00
998022  SP O'DONNELL         :00
998039  TM FISH              :00
998043  NJ FURTADO           :00
998045  CR MCDONALDS         :00
998046  JR SCHART            :00
998047  MS PICKLES           :00
998075  RJ BARTY             :00
998099  JM HUSKY             :00
998105  RC ROBERTO           :00
998107  TR SPENCER           :00
998115  DL BAUTISTA          :00
998127  MC BROTHER           :00
998144  C  GAY               :00
998156  W  JOY               :00
998161  S  SMITH             :00
998162  SA SMITH             :00
998177  SL SMITH             :00
```

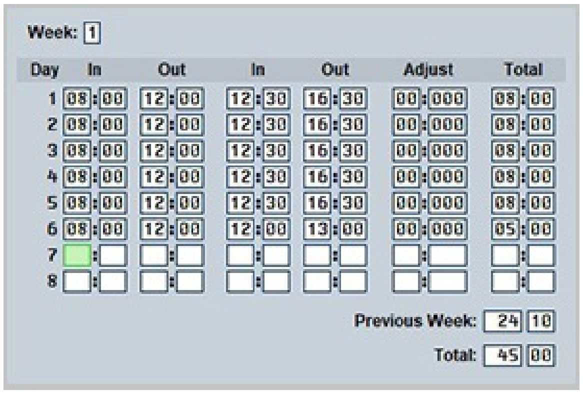
2. In **Employee No.**, type the employee number, or select the employee from the list on the right side of the screen. The employee's name will populate the **Name** field.
3. The cursor advances to the **Week** field. Type the week number for the time card.
4. In the **In** fields, type the "clock-in" time.
5. In the **Out** fields, type the "clock-out" time.



Week: 1

Day	In	Out	In	Out	Adjust	Total
1	08:00	12:00	12:30	16:30	00:000	08:00
2	:	:	:	:	:	:

6. The **Total** fields will automatically calculate the total number of hours worked for each day and week.



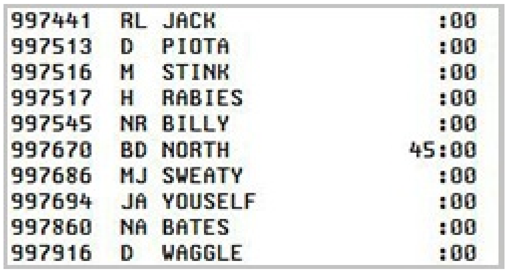
Week: 1

Day	In	Out	In	Out	Adjust	Total
1	08:00	12:00	12:30	16:30	00:000	08:00
2	08:00	12:00	12:30	16:30	00:000	08:00
3	08:00	12:00	12:30	16:30	00:000	08:00
4	08:00	12:00	12:30	16:30	00:000	08:00
5	08:00	12:00	12:30	16:30	00:000	08:00
6	08:00	12:00	12:00	13:00	00:000	05:00
7	:	:	:	:	:	:
8	:	:	:	:	:	:

Previous Week: 24 10

Total: 45 00

7. Click **Save** to save the information. The list displays the total hours next to the employee's name.



```
997441  RL JACK            :00
997513  D  PIOTA           :00
997516  M  STINK           :00
997517  H  RABIES          :00
997545  NR BILLY           :00
997670  BD NORTH         45:00
997686  MJ SWEATY          :00
997694  JA YOUSELF         :00
997860  NA BATES           :00
997916  D  WAGGLE          :00
```

Adjusting Hours

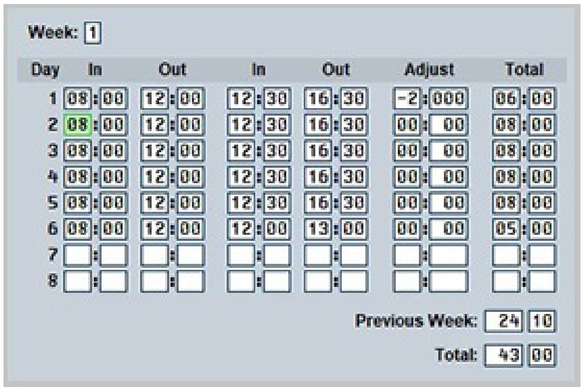
1. Enter the employee's number in the **Employee No.** field or select the employee from the list on the right side of the Time Cards screen.

2. Type the week number. The time card information populates the screen.

3. Advance to the **Adjust** field on the line you need to adjust. The first field is for hours, and the second field is for minutes.

4. To add time, type the number of hours or minutes. To remove time, type the number of hours or minutes preceded by a minus sign. For example, to add an hour, type 1. To subtract an hour, type –1.

5. Press ENTER. The totals adjust.



Week: 1

Day	In	Out	In	Out	Adjust	Total
1	08:00	12:00	12:30	16:30	-2:000	06:00
2	08:00	12:00	12:30	16:30	00: 00	08:00
3	08:00	12:00	12:30	16:30	00: 00	08:00
4	08:00	12:00	12:30	16:30	00: 00	08:00
5	08:00	12:00	12:30	16:30	00: 00	08:00
6	08:00	12:00	12:00	13:00	00: 00	05:00
7	:	:	:	:	:	:
8	:	:	:	:	:	:

Previous Week: 24 10

Total: 43 00

6. Click **Save**.

Voiding a Time Card

1. Enter the employee's number in the **Employee No.** field or select the employee from the list on the right side of the Time Cards screen.

2. Type the week number. The time card information populates the screen.

3. Press F8.

4. Click **OK** when prompted to verify you want to delete the record.

Printing the Time Cards

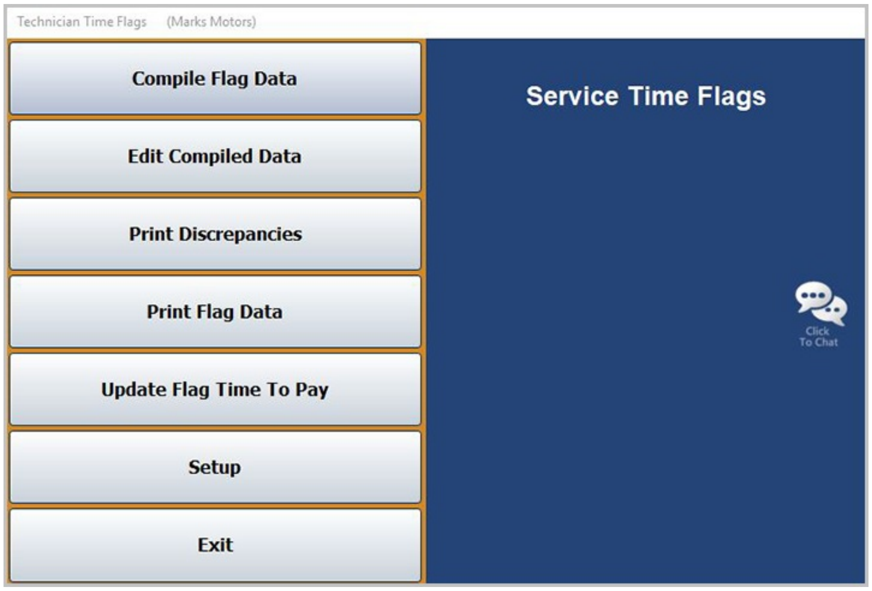
You can print the time cards and use them to help you post payroll. For each employee, the printout lists the total hours worked for each week.

1. Click **Print**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Chapter 10 Service Time Flags

The second option on the Time/Commissions menu is the Process Service Flag Time feature. This feature allows you to pull the service labor times to the payroll instead of manually posting the times.

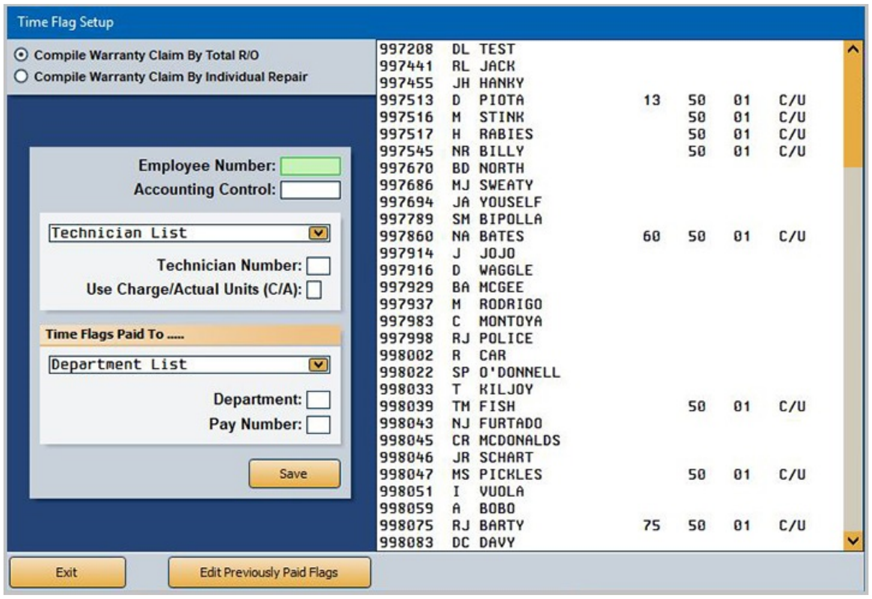
Clicking **Process Service Flag Time** opens the Service Time Flags menu. You use this menu to pull service labor costs from the closed repair orders. Once you pull the information, you edit it as needed and update the information to the pay. The information is then available on the Enter Employee pay screen.


Technician Time Flags (Marks Motors)
Compile Flag Data
Edit Compiled Data
Print Discrepancies
Print Flag Data
Update Flag Time To Pay
Setup
Exit
Service Time Flags
Click To Chat

Entering Setup Information

Before using the time flag feature, you must enter setup parameters using the **Setup** button. You will assign the correct technician number, department number, and pay type to each technician. First, the system uses this information to pull the service labor costs from the repair orders. This ensures the correct information pulls to the right technician. Second, this setup tells the system which department and pay type it should add the labor costs to when the information is updated to payroll. The pulled information is available on the Enter Employee Pay screen, which means less data entry is required.

1. Click **Setup**. The Time Flag Setup screen opens.



● Compile Warranty Claim By Total R/O
○ Compile Warranty Claim By Individual Repair

Employee Number:
Accounting Control:
Technician Number: ☐
Use Charge/Actual Units (C/A): ☐
Department: ☐
Pay Number: ☐

```
997208  DL TEST
997441  RL JACK
997455  JH HANKY
997513  D  PIOTA                13    50    01    C/U
997516  M  STINK                      50    01    C/U
997517  H  RABIES                     50    01    C/U
997545  NR BILLY                      50    01    C/U
997670  BD NORTH
997686  MJ SWEATY
997694  JA YOUSELF
997789  SM BIPOLLA
997860  NA BATES                60    50    01    C/U
997914  J  JOJO
997916  D  WAGGLE
997929  BA MCGEE
997937  M  RODRIGO
997983  C  MONTOYA
997998  RJ POLICE
998002  R  CAR
998022  SP O'DONNELL
998033  T  KILJOY
998039  TM FISH                       50    01    C/U
998043  NJ FURTADO
998045  CR MCDONALDS
998046  JR SCHART
998047  MS PICKLES                    50    01    C/U
998051  I  VUOLA
998059  A  BOBO
998075  RJ BARTY                75    50    01    C/U
998083  DC DAVY
```

2. Click to select if you want to compile the time flags by the total R/O or by individual repairs.

3. The right side of the screen displays a list of employees. Click the technician you want to select. The **Employee Number** and **Accounting Control** fields populate with the appropriate numbers, and the top part of the screen displays a list of departments for this employee.

4. In **Technician Number**, type the technician's ID number, or select the technician from the drop-down list. All the technicians entered in the Accounting setup appear in this list.

5. In **Use Charge/Actual Units**, indicate if you want to use the charge time units or actual time units recorded for the repair order to pay the technician. Type **C** for charge time or **A** for actual time.

6. Within the Time Flags Paid To section of the screen, type the department number for the service time pay in the **Department** field, or select the department from the drop-down department list.

7. In **Pay Number**, type the pay type for this pay. This number corresponds to the line numbers on the Pay/Deductions Setup screen (01 for regular, 02 for overtime, etc.). For example, if the service time pay should post as regular pay, type 01.

8. Click **Save**. The technician number, department number, and pay number appear next to the technician's name in the list on the right side of the screen. Repeat these steps for all the technicians.

Printing the Flagged Time

To help you enter the time flag information, begin by printing the Flagged Time report from the Service Writing module. This report includes all open repair orders and closed repair orders that have been updated to Accounting during the date range you specify. The report prints the information by technician. You do not need to print the worksheets if the Service Manager compiles and edits the flag time information in the Service Writing module.

Tip: If you prefer to work from a list of the open repair orders, you can print the Work In Process Worksheet available on the Service Time Summary menu. This report lists only the open repair orders rather than the open and closed repair orders like the Flagged Time report.

1. Return to the Autosoft DMS startup menu.
2. Select **Service**.
3. Click **Reports & Updates**.
4. Select **Service Time Summary Reports**.
5. Click **Flagged Time** and type the date range you want to use.
6. Click **Go**.
7. The system will prompt you to select the type of flagged time report you want to run. Select **Simple Report** for your purposes.
8. When prompted to verify your printer is ready, select your print criteria and click **Print**.
9. Return to the Service Time Flags menu.

Compiling the Flag Data

First, use the **Compile Flag Data** button to pull the time flag data from Service or to compile the time flag data. When you choose to compile the time flag data, the system scans the closed repair order history and pulls technician labor costs for the specified period. You must ensure that the Service Department has updated all closed work for the pay period you are entering. Any closed work that has not been updated will not be included in the compiled data. Once the Service Department updates the work, you must compile the service time flags before the next daily repair order update to ensure the compiled data matches the information the Service Manager provided for the pay period.

Important: If the Service Manager compiles and edits the flag time data in the Service Writing module, do not compile the information again. Compiling the information again using this menu will overwrite the information entered in the Service Writing module. The system will prompt you if compiled flag time data exists. Simply choose to use the existing data.

1. Click **Compile Flag Data**.
2. If compiled time flag data exists, the system will display a warning. You must indicate if you want to use the existing compiled data or if you wish to compile new data.

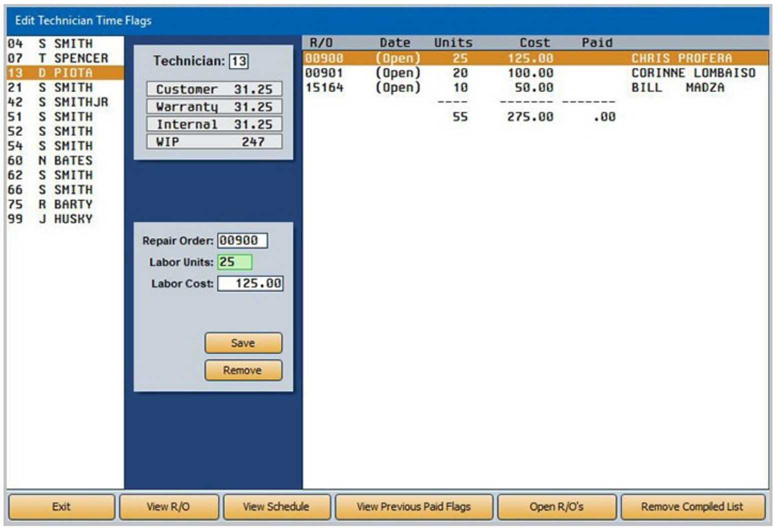
   If you click **Yes** to use the existing data, proceed to “Editing the Compiled Data” below as needed. The warning will include the date the existing data was compiled so you can ensure you will be using the correct data.

   If you click **No** to not use the existing data, proceed to Step 3. If you click **No**, any existing data will be overwritten when you compile the new data.
3. If you are compiling new data, specify the date range you want to use. In **From**, type the beginning date, and in **Through**, type the ending date. You must type the dates in an eight-character format with or without slashes (mm/dd/yyyy or mmddyyyy). If you do not use slashes, press ENTER to continue.
4. Click **OK** when prompted to verify you want to compile the data.

Tip: If repair orders are missing from the time flag data, use the **Refresh Flag Data** button on the compile prompt to refresh the data.

Editing the Compiled Data

The **Edit Compiled Data** button opens the Edit Technician Time Flags screen. Use this screen to edit the labor cost information the system pulled from the closed repair orders.



```
04  S SMITH
07  T SPENCER
13  D PIOTA
21  S SMITH
42  S SMITHJR
51  S SMITH
52  S SMITH
54  S SMITH
60  N BATES
62  S SMITH
66  S SMITH
75  R BARTY
99  J HUSKY
```

Technician: 13

```
Customer   31.25
Warranty   31.25
Internal   31.25
WIP          247
```

Repair Order: 00900
Labor Units: 25
Labor Cost: 125.00

```
R/O       Date    Units      Cost     Paid
00900    (Open)     25      125.00            CHRIS PROFERA
00901    (Open)     20      100.00            CORINNE LOMBAISO
15164    (Open)     10       50.00            BILL   MADZA
                   ----    -------  -------
                    55      275.00      .00
```

Editing the Cost on a Repair Order

1. Click **Edit Compiled Data**.
2. Click the technician you want to select in the list window on the left side of the screen.
3. The window on the right side of the screen displays a list of repair orders pulled for the technician. Click a repair order to select it. (You can view a summary of the repair order by clicking **View R/O**.)
4. If the repair order has been updated to the schedule, the labor cost appears under the **Labor Cost** field. This allows you to see the amount that was entered in the schedule so you can correct the information if necessary.
5. The **Labor Units** field displays the time units for the repair. Edit the time as needed.
6. The **Labor Cost** field displays the cost for this repair order. Edit the amount as needed.
7. Click **Save** to save the information.

Removing a Repair Order

Use the following instructions to remove a selected repair order from a technician's list.

1. Select the technician and repair order.
2. Click **Remove**.
3. Click **Gone** when prompted to verify you want to delete the record.

Adding a New File

You should use the Work In Process Worksheets to add new files on this screen.

1. Select the technician.
2. Type the repair order number, or click **Open R/O's** to select the R/O from a list of the open repair orders for the selected technician.
3. Click **OK** when prompted that the system will create a new record.
4. Type the labor units.
5. Click **Save**. The repair order is added to the list on the right side of the screen.

Removing the Compiled Data

Use the **Remove Compiled List** button to remove all of the compiled information. If you decide you want to use the Service Time Flag data, you will have to recompile the information.

1. Click **Remove Compiled List**.
2. Click **Gone** when prompted to verify you want to delete the information.

Viewing the Work In Process Schedule

The View Schedule button allows you to view a list of controls in the schedule.

1. Click **View Schedule**. The schedule information is displayed.
2. Click **Exit** on the View Schedule screen to close the list.

Viewing Previously Paid Time Flags

Use the View Previously Paid Flags button to view all of the previously compiled time flags that have been updated to payroll.

1. Click **View Previous Paid Flags**.
2. Click an R/O in the list to view the R/O on your screen.
3. Click **Back** to close the R/O or the View Previous Paid Flags screen.

Printing the Discrepancy Report

The **Print Discrepancies** button allows you to print a discrepancy report. The report compares the information in the Accounting schedules to the compiled flag data. If the amounts don't match, the discrepancies will print on the report.

1. Click **Print Discrepancies**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Printing the Flag Data

After you edit the data, click **Print Flag Data** to print the compiled data. This lists all the repair orders for each technician and the total labor cost.

1. Click **Print Flag Data**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

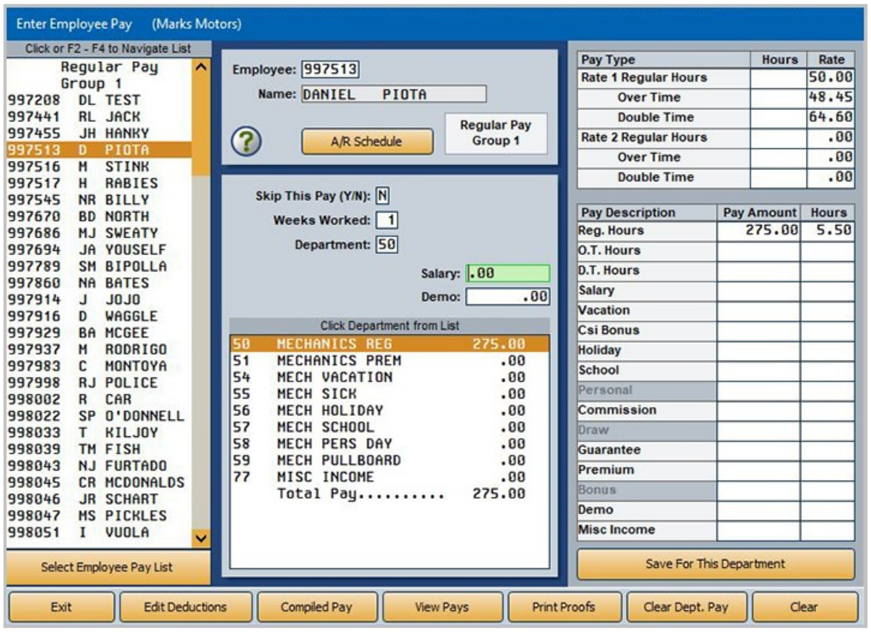
Updating the Flag Time To Pay

The final step is to use this button to update the compiled data to the pay. The information is available on the Enter Employee Pay screen.

1. Click **Update Flag Time To Pay**.
2. Click **OK** when prompted to verify you want to update the data.

Viewing the Service Time Flag Data in the Current Payroll

1. Click **Exit** until you are back at the Dealership Payroll menu.
2. Click **Enter Employee Pay** on the Dealership Payroll menu.
3. Select an employee.
4. Click the department the time flag data is set to update.
5. The system displays a message indicating pay data for the department has been pulled from the service time flags. Click **OK** to acknowledge the message.
6. The pay pulled from the compiled and updated time flag data populates the screen.



```
     Regular Pay
     Group 1
997208  DL TEST
997441  RL JACK
997455  JH HANKY
997513  D  PIOTA
997516  M  STINK
997517  H  RABIES
997545  NR BILLY
997670  BD NORTH
997686  MJ SWEATY
997694  JA YOUSELF
997789  SM BIPOLLA
997860  NA BATES
997914  J  JOJO
997916  D  WAGGLE
997929  BA MCGEE
997937  M  RODRIGO
997983  C  MONTOYA
997998  RJ POLICE
998002  R  CAR
998022  SP O'DONNELL
998033  T  KILJOY
998039  TM FISH
998043  NJ FURTADO
998045  CR MCDONALDS
998046  JR SCHART
998047  MS PICKLES
998051  I  VUOLA
```

Employee: 997513

Name: DANIEL PIOTA

Skip This Pay (Y/N): N

Weeks Worked: 1

Department: 50

Salary: .00

Demo: .00

```
50   MECHANICS REG        275.00
51   MECHANICS PREM          .00
54   MECH VACATION           .00
55   MECH SICK               .00
56   MECH HOLIDAY            .00
57   MECH SCHOOL             .00
58   MECH PERS DAY           .00
59   MECH PULLBOARD          .00
77   MISC INCOME             .00
     Total Pay..........  275.00
```

Pay Type	Hours	Rate
Rate 1 Regular Hours		50.00
Over Time		48.45
Double Time		64.60
Rate 2 Regular Hours		.00
Over Time		.00
Double Time		.00

Pay Description	Pay Amount	Hours
Reg. Hours	275.00	5.50
O.T. Hours		
D.T. Hours		
Salary		
Vacation		
Csi Bonus		
Holiday		
School		
Personal		
Commission		
Draw		
Guarantee		
Premium		
Bonus		
Demo		
Misc Income		

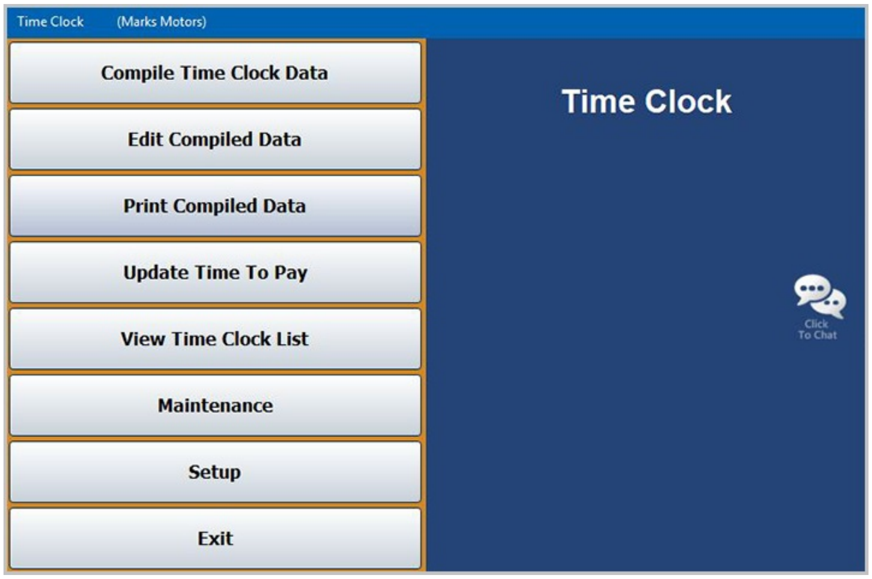
7. If you edit the information for the department, the flag data will not post to the individual repair order numbers under the work in process account. Instead, it will lump into the employee's ID number and use that as the control in the work in process account. If you must edit the pay, do so under a different department number or go back and re-start the process with the time flags.
8. Compile and print the payroll as you normally do.

Tip: Running a payroll will not affect the flag time data compiled in Service *until* it is pulled to the payroll as described under "Compiling the Flag Data" on page 94. Once the data is pulled and the payroll is updated, the time flag data is deleted. Therefore, the time flag data should not be pulled until the user is ready to post the technicians' payroll. If the user pulls the time flag data but posts and updated pay for another set of employees first (salesmen, office workers, etc.), the time flag data will be deleted and will no longer be available for posting.

Chapter 11 Time Clock

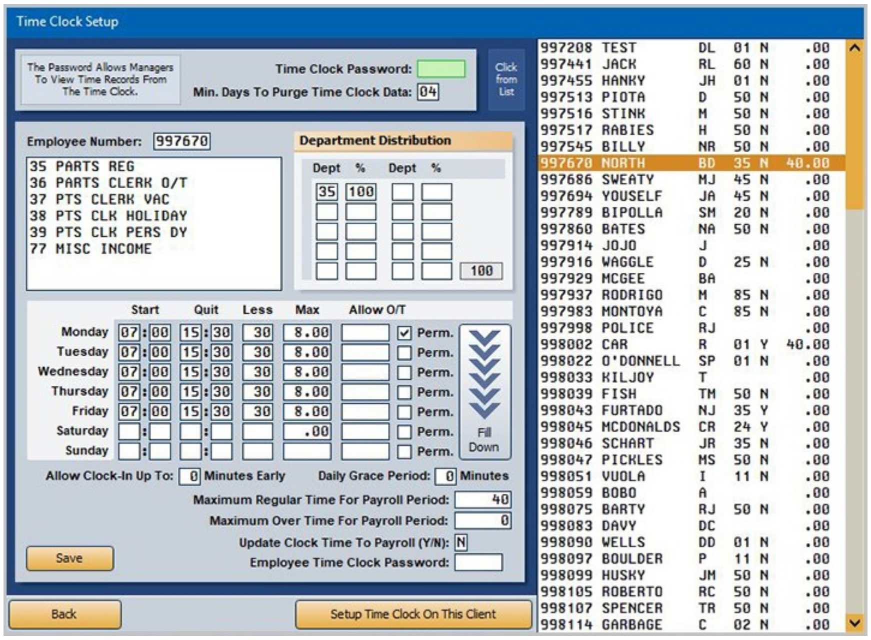
The third option on the Times/Commissions menu is the time clock. The time clock feature allows you to track employees' hours. Employees clock in and out, and the system tracks their hours. Employees automatically view a list of their total clocked hours every time they clock in or out. Managers can view the time clock data for the current day or pay period at any time. The payroll clerk can edit the time clock data, compile it, and update it to the current payroll. The updated information automatically posts to the payroll and can be viewed and edited on the Enter Employee Pay screen.

Click **Time Clock** to open the Time Clock menu. You use this menu to setup the time clock. Once employees begin using the time clock, you can use this menu to view and edit the data as needed before compiling it and updating it to the payroll.


Time Clock (Marks Motors)
Compile Time Clock Data
Edit Compiled Data
Print Compiled Data
Update Time To Pay
View Time Clock List
Maintenance
Setup
Exit
Time Clock
Click To Chat

Setting up the Time Clock Feature

Before you can use the time clock feature, you must enter setup information and run the time clock setup on each workstation that will use the time clock.



The Password Allows Managers To View Time Records From The Time Clock.

Time Clock Password:

Min. Days To Purge Time Clock Data: 04

Employee Number: 997670

```
35 PARTS REG
36 PARTS CLERK O/T
37 PTS CLERK VAC
38 PTS CLK HOLIDAY
39 PTS CLK PERS DY
77 MISC INCOME
```

Dept	%	Dept	%
35	100		
			100

	Start	Quit	Less	Max	Allow O/T	
Monday	07:00	15:30	30	8.00		☑ Perm.
Tuesday	07:00	15:30	30	8.00		☐ Perm.
Wednesday	07:00	15:30	30	8.00		☐ Perm.
Thursday	07:00	15:30	30	8.00		☐ Perm.
Friday	07:00	15:30	30	8.00		☐ Perm.
Saturday	:	:		.00		☐ Perm.
Sunday	:	:				☐ Perm.

Allow Clock-In Up To: 0 Minutes Early

Daily Grace Period: 0 Minutes

Maximum Regular Time For Payroll Period: 40

Maximum Over Time For Payroll Period: 0

Update Clock Time To Payroll (Y/N): N

Employee Time Clock Password:

```
997208 TEST       DL  01 N    .00
997441 JACK       RL  60 N    .00
997455 HANKY      JH  01 N    .00
997513 PIOTA      D   50 N    .00
997516 STINK      M   50 N    .00
997517 RABIES     H   50 N    .00
997545 BILLY      NR  50 N    .00
997670 NORTH      BD  35 N  40.00
997686 SWEATY     MJ  45 N    .00
997694 YOUSELF    JA  45 N    .00
997789 BIPOLLA    SM  20 N    .00
997860 BATES      NA  50 N    .00
997914 JOJO       J           .00
997916 WAGGLE     D   25 N    .00
997929 MCGEE      BA          .00
997937 RODRIGO    M   85 N    .00
997983 MONTOYA    C   85 N    .00
997998 POLICE     RJ          .00
998002 CAR        R   01 Y  40.00
998022 O'DONNELL  SP  01 N    .00
998033 KILJOY     T           .00
998039 FISH       TM  50 N    .00
998043 FURTADO    NJ  35 Y    .00
998045 MCDONALDS  CR  24 Y    .00
998046 SCHART     JR  35 N    .00
998047 PICKLES    MS  50 N    .00
998051 VUOLA      I   11 N    .00
998059 BOBO       A           .00
998075 BARTY      RJ  50 N    .00
998083 DAVY       DC          .00
998090 WELLS      DD  01 N    .00
998097 BOULDER    P   11 N    .00
998099 HUSKY      JM  50 N    .00
998105 ROBERTO    RC  50 N    .00
998107 SPENCER    TR  50 N    .00
998114 GARBAGE    C   02 N    .00
```

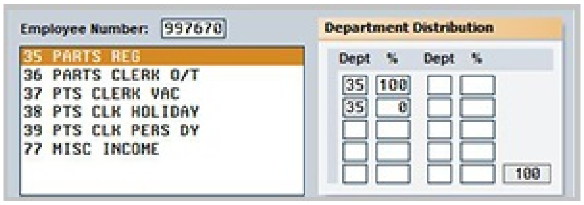
Adding Employee Information

You begin by setting the time clock department and the employee's work schedule. As the system tracks the employee's hours, it uses the parameters you set here to determine the paid hours it updates to payroll. You also use this screen to indicate which employees' time clock data you want to update to payroll. When the system updates the time clock data to the current payroll, it updates the information to the department you set for each employee on this screen.

1. Click **Setup**. The Time Clock Setup screen appears.
2. In **Time Clock Password**, type the password you want to set for the time clock. When you type this password as the employee ID number on the time clock, you can view the time clock data. This allows managers to periodically check the list as needed.

   When you add a time clock password on this screen, the system automatically adds the password to the Miscellaneous Passwords screen in the Accounting Utilities. Similarly, if you entered a password for the time clock in the Accounting Utilities, the system automatically adds the password to the Time Clock Setup screen.
3. In **Minimum Days To Purge Time Clock Data**, type the number of days back you want to keep in the clock. The purge utility will delete the information up to this number of days. The default is 30. If you leave this field blank, the system will use the default value. For example, if you leave 30 as the default, the system will purge up to the last 30 days.
4. From the list on the right side of the screen, click an employee. The employee's number fills in the **Employee Number** field.

5. The top-left part of the screen displays a list of departments assigned to the employee. Click the department(s) that will be used to post the time clock hours. The department number fills in under Department Distribution. If you select more than one department, specify the distribution percentage for each department. The total distribution must equal 100%. The system will update the clocked hours to the department(s) when it updates the time clock data to payroll.



Employee Number: 997670

35 PARTS REG
36 PARTS CLERK O/T
37 PTS CLERK VAC
38 PTS CLK HOLIDAY
39 PTS CLK PERS DY
77 MISC INCOME

Department Distribution

Dept	%	Dept	%
35	100		
35	0		

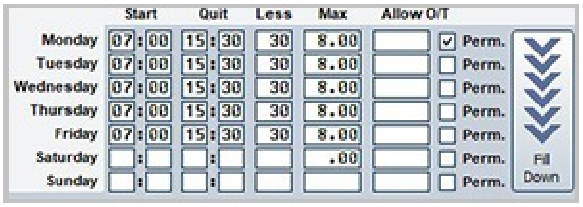
100

6. In **Less**, type the number of minutes, if any, that should be deducted from the entered time. For example, if an employee works from 8:00 a.m. to 5:00 p.m. and gets an hour for lunch, you would type 60 in this field. When you compile the time clock data, the system will subtract the “Less” time for each day from the employee’s hours.

   The system will always deduct this amount. For example, if an employee works from 8:00 a.m. to 5:00 p.m. and skips lunch, the system will still subtract an hour from the employee’s hours if the **Less** field indicates it should. Therefore, the employee’s hours will compile as 8 hours rather than 9 hours. You will need to edit the compiled time clock data to ensure the employee gets credit for this hour according to the pay regulations that apply to this employee.

7. Based on the start, quit, and less values, the system automatically calculates the hours for each day and displays them in the **Max** field.

8. Use the **Allow O/T** field to specify the amount of overtime the employee can claim each day. Then, use the **Perm** box to indicate if the number of hours specified in the **Allow O/T** field apply just to the current pay period or to every pay period. If you add a value to the **Allow O/T** field and leave the **Perm** box blank, the system will calculate the overtime just for the current pay. If you add a value to the **Allow O/T** field and select the **Perm** box, the system will always calculate the overtime.



	Start	Quit	Less	Max	Allow O/T	
Monday	07:00	15:30	30	8.00		☑ Perm.
Tuesday	07:00	15:30	30	8.00		☐ Perm.
Wednesday	07:00	15:30	30	8.00		☐ Perm.
Thursday	07:00	15:30	30	8.00		☐ Perm.
Friday	07:00	15:30	30	8.00		☐ Perm.
Saturday	:	:		.00		☐ Perm.
Sunday	:	:				☐ Perm.

9. For each day of the week, type the start and quit time for this employee. Click **Fill Down** to fill the columns with the value entered in the first line. The fill stops at Friday, so you must type hours for Saturday and Sunday if the employee works on those days.

10. In **Allow Clock-In Up To [ ] Minutes Early**, type the number of minutes this employee can clock in early. If the employee attempts to clock in too early, the system will display a warning and not allow the employee to clock in until the appropriate time based on this field and the time in the **Start** field for the current day of the week.

11. In **Daily Grace Period**, type the number of minutes you want to allow the employee to clock in late or clock out early. The employee can be short this many minutes, and the system will count the whole hour (rather than count the exact minutes).

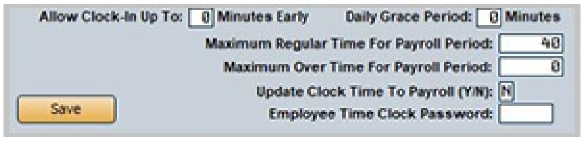
    For example, Steve Smith works 8 hours a day. You enter 5 minutes as Steve's grace period. On Monday, Steve clocks out early and is short 3 minutes for the day (7 hours and 57 minutes of clock time). Since he is within his grace period, the system will count the whole hour rather than 57 minutes and update 8 hours to Steve's pay. On Tuesday, Steve clocks in late and is short 15 minutes for the day (7 hours and 45 minutes of clock time). Since Steve is over his grace period, the system will count the 45 minutes rather than the full hour and update 7 hours and 45 minutes to Steve's pay.

12. In **Maximum Regular Time For Payroll Period**, type the maximum number of regular hours per pay period the employee can claim before overtime pay would commence. If the clock time exceeds this number, the system only updates the maximum number of hours to payroll.

13. In **Maximum Over Time For Payroll Period**, type the maximum number of overtime hours per pay period the employee may claim. If the clock time exceeds this number, the maximum number of overtime hours is updated to payroll.

14. Use the **Update Clock Time To Payroll** field to indicate if this employee's clock time should be updated to payroll. Type **Y** for yes or **N** for no. For salaried employees, type **N**. The salaried employees can still track their hours using the time clock, but the system will not update the information to payroll.

15. In **Employee Time Clock Password**, type the password the employee will use to log on to the time clock.



Allow Clock-In Up To: 0 Minutes Early
Daily Grace Period: 0 Minutes
Maximum Regular Time For Payroll Period: 40
Maximum Over Time For Payroll Period: 0
Update Clock Time To Payroll (Y/N): N
Employee Time Clock Password:

16. Click **Save** to save the information.

17. Continue to enter information for each employee in the list.

Setting Up the Time Clock on each Workstation

The employee information is available on every workstation. However, in order to use the time clock feature, you must run the time clock setup on each workstation that will use the feature. You run the setup by clicking **Setup Time Clock On This Client** on the bottom of the Time Clock Setup screen.

1. Click **Setup Time Clock On This Client**.

2. Click **OK** when prompted to verify you want to set up the time clock.

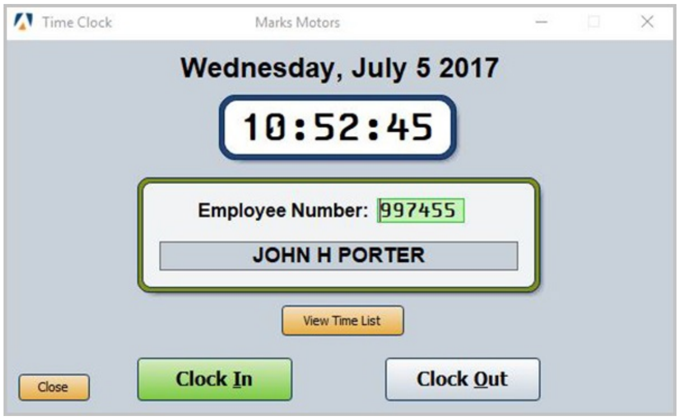
3. The system creates a Time Clock icon on the desktop.

Using the Time Clock

Once you are finished entering the setup information and have completed the setup on each workstation, the employees can begin using the time clock to clock in and out. Employees open the time clock using the **Time Clock** icon on the desktop. If the workstation does not have an icon, the time clock setup has not been run on this workstation.

Clocking In

1. Double-click the **Time Clock** icon. The Time Clock opens and displays the system date and time. You cannot edit this information.
2. Type your employee number.
3. When prompted, type your password.
4. If the buttons on the bottom of the screen are unavailable, press ENTER.
5. Click **Clock In**.



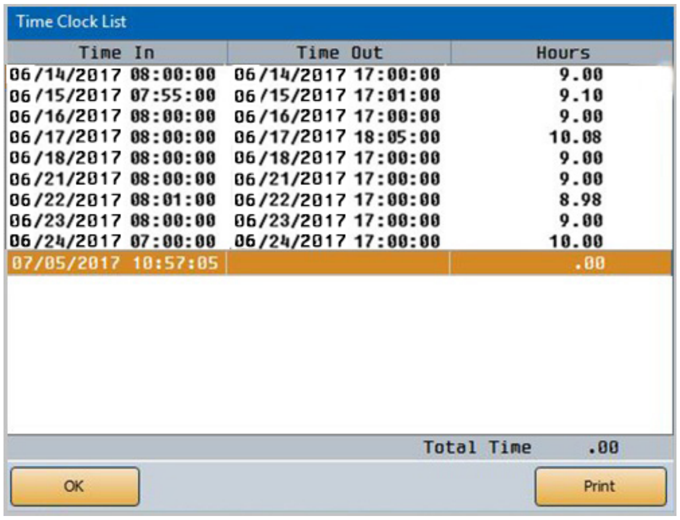
Wednesday, July 5 2017

10:52:45

Employee Number: 997455

JOHN H PORTER

6. The time clock displays a list of all the clocked hours for the employee number, including the date and time you just clocked in.



Time In	Time Out	Hours
06/14/2017 08:00:00	06/14/2017 17:00:00	9.00
06/15/2017 07:55:00	06/15/2017 17:01:00	9.10
06/16/2017 08:00:00	06/16/2017 17:00:00	9.00
06/17/2017 08:00:00	06/17/2017 18:05:00	10.08
06/18/2017 08:00:00	06/18/2017 17:00:00	9.00
06/21/2017 08:00:00	06/21/2017 17:00:00	9.00
06/22/2017 08:01:00	06/22/2017 17:00:00	8.98
06/23/2017 08:00:00	06/23/2017 17:00:00	9.00
06/24/2017 07:00:00	06/24/2017 17:00:00	10.00
07/05/2017 10:57:05		.00

Total Time .00

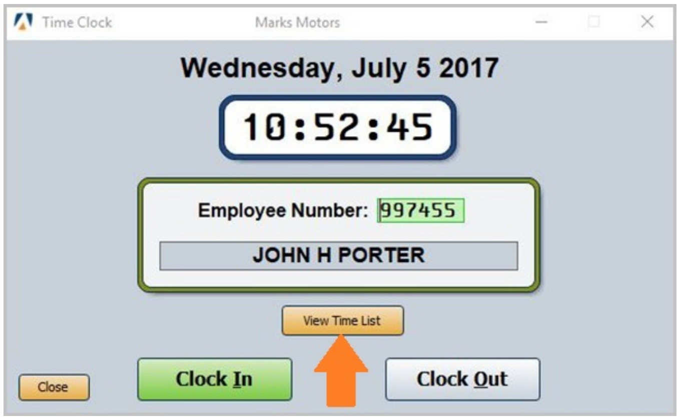
7. Click **OK** (or press ENTER) to close the list. The list automatically closes after 10 seconds, so you can also wait until the list closes itself.

Clocking Out

1. Double-click the **Time Clock** icon. The time clock opens and displays the system date and time. You cannot edit this information.
2. Type your employee number.
3. When prompted, type your employee password.
4. If the buttons on the bottom of the screen are unavailable, press ENTER.
5. Click **Clock Out**.
6. The time clock displays a list of all the clocked hours for the employee number, including the date and time you just clocked out.
7. Click **OK** (or press ENTER) to close the list. The list automatically closes after 10 seconds, so you can also wait until the list closes itself.

Viewing the Time Clock List

1. Double-click the **Time Clock** icon.
2. Type your employee number.
3. When prompted, type your employee password.
4. If the buttons on the bottom of the screen are unavailable, press ENTER.
5. Click **View Time List**.


Time Clock
Marks Motors
View Time List
Close
Clock In
Clock Out

Wednesday, July 5 2017

10:52:45

Employee Number: 997455

JOHN H PORTER

6. Your time list opens. The same list appears when you clock in and out.
7. Click **OK** to return to the time clock.
8. Click **Close** to close the time clock.

Using the Time Clock Password

From the Time Clock screen, managers can enter the time clock password and view the Time List for all the employees. This allows managers to periodically check on their employees. Managers can also edit clocked time for each employee and edit employee setup information. This allows managers to access the employees' records without having to enter the Accounting module. You created the time clock password on the Time Clock Setup screen.

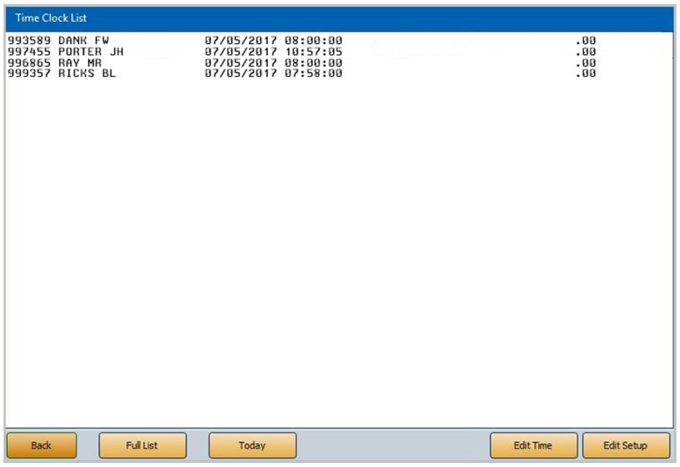
Viewing the Time Clock List

1. Double-click the **Time Clock** icon.

2. In the **Employee Number** field, type "**ADMIN**" and press ENTER.

3. The system will prompt you to enter a password. Type your administrative password in the field and press ENTER if necessary.

4. The system displays the time clock list. The list displays all the time clock data for the current day. The decimal values represent tenths of an hour, not minutes.



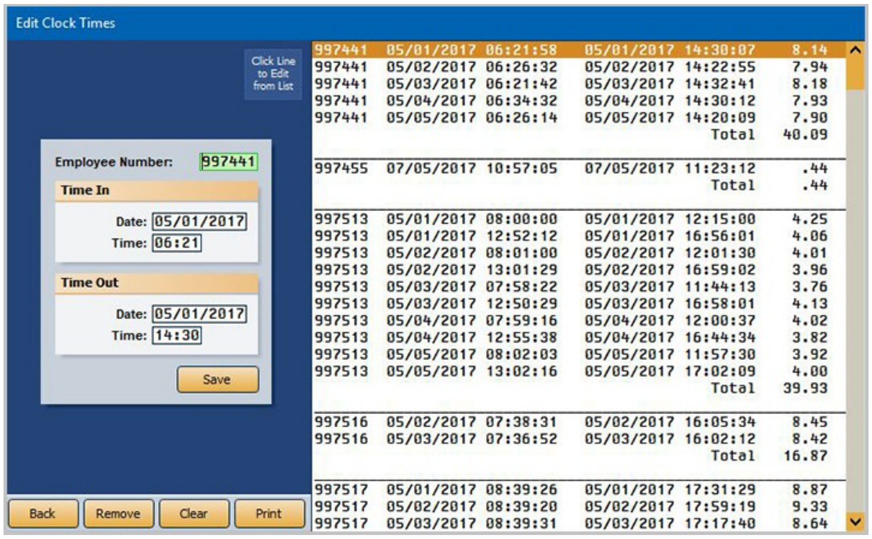
```
993589 DANK FW              07/05/2017 08:00:00                          .00
997455 PORTER JH            07/05/2017 10:57:05                          .00
996865 RAY MR               07/05/2017 08:00:00                          .00
999357 RICKS BL             07/05/2017 07:58:00                          .00
```

5. Click **Full List** to view all the time clock data available since the last time the payroll was compiled. Click **Today** to view just the data for the current day again.

6. Click **Back** to close the list.

Editing Employees' Clocked Time

The **Edit Time** button on the bottom of the Time Clock List screen allows managers to edit employees' clocked hours. This is useful when employees forget to clock in or out. You can also remove lines from the time clock as needed.



Employee Number: 997441

Time In

Date: 05/01/2017
Time: 06:21

Time Out

Date: 05/01/2017
Time: 14:30

```
997441   05/01/2017 06:21:58   05/01/2017 14:30:07    8.14
997441   05/02/2017 06:26:32   05/02/2017 14:22:55    7.94
997441   05/03/2017 06:21:42   05/03/2017 14:32:41    8.18
997441   05/04/2017 06:34:32   05/04/2017 14:30:12    7.93
997441   05/05/2017 06:26:14   05/05/2017 14:20:09    7.90
                                            Total    40.09

997455   07/05/2017 10:57:05   07/05/2017 11:23:12     .44
                                            Total      .44

997513   05/01/2017 08:00:00   05/01/2017 12:15:00    4.25
997513   05/01/2017 12:52:12   05/01/2017 16:56:01    4.06
997513   05/02/2017 08:01:00   05/02/2017 12:01:30    4.01
997513   05/02/2017 13:01:29   05/02/2017 16:59:02    3.96
997513   05/03/2017 07:58:22   05/03/2017 11:44:13    3.76
997513   05/03/2017 12:50:29   05/03/2017 16:58:01    4.13
997513   05/04/2017 07:59:16   05/04/2017 12:00:37    4.02
997513   05/04/2017 12:55:38   05/04/2017 16:44:34    3.82
997513   05/05/2017 08:02:03   05/05/2017 11:57:30    3.92
997513   05/05/2017 13:02:16   05/05/2017 17:02:09    4.00
                                            Total    39.93

997516   05/02/2017 07:38:31   05/02/2017 16:05:34    8.45
997516   05/03/2017 07:36:52   05/03/2017 16:02:12    8.42
                                            Total    16.87

997517   05/01/2017 08:39:26   05/01/2017 17:31:29    8.87
997517   05/02/2017 08:39:20   05/02/2017 17:59:19    9.33
997517   05/03/2017 08:39:31   05/03/2017 17:17:40    8.64
```

Editing a Line

1. Click **Edit Time** on the bottom of the manager's Time Clock List screen. The Edit Clock Time screen appears.
2. The window on the right side of the screen displays a list of dates for each employee. From the list, click the employee and date you want to edit.
3. The information for the selected line fills in the fields on the left side of the screen. The **Time In** fields display the date and time the employee clocked in, and the **Time Out** fields display the date and time the employee clocked out.
4. Click in a field, and edit the information as needed.
5. Click **Save** to save the changes.
6. When you are finished, click **Back** to return to the time clock.

Adding a Line

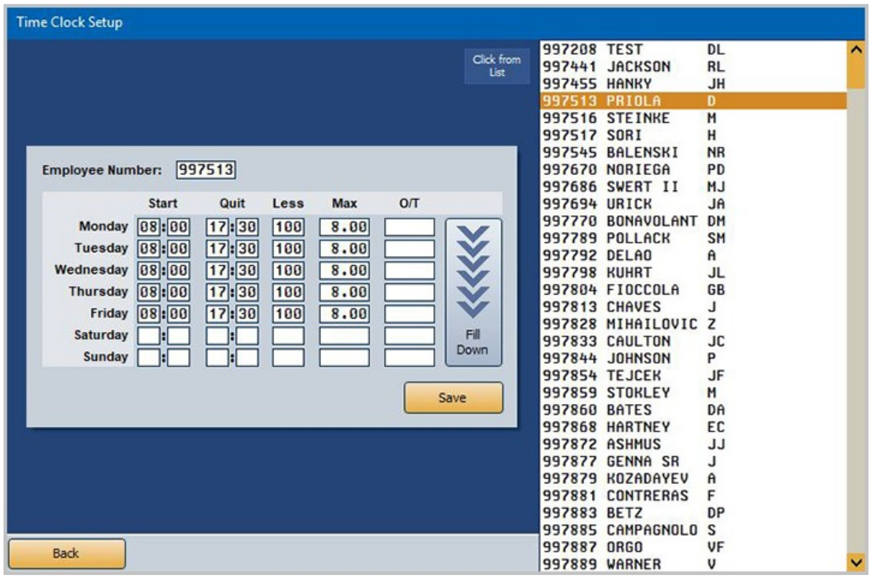
1. Type the employee's number.
2. Type the clock-in date and time and the clock-out date and time as needed.
3. Click **Save**. The line is added to the list on the right side of the screen.

Removing a Line

1. Click the line you want to remove in the list on the right side of the screen.
2. Click **Remove**.
3. Click **Gone** when prompted to verify you want to delete the record.

Editing the Setup

The **Edit Setup** button allows you to edit any employee’s time clock setup. The changes you make on this screen automatically update to the Time Clock Setup screen on the Time Clock menu in Payroll. This screen only allows you to edit an employee’s start, quite, and less time. The **O/T** fields are unique to this screen. Use these fields to record the authorized overtime for each employee for each day the employee works. Currently, the authorized overtime you enter on this screen does not update to the compiled pay.



Employee Number: 997513

	Start	Quit	Less	Max	O/T
Monday	08:00	17:30	100	8.00	
Tuesday	08:00	17:30	100	8.00	
Wednesday	08:00	17:30	100	8.00	
Thursday	08:00	17:30	100	8.00	
Friday	08:00	17:30	100	8.00	
Saturday	:	:			
Sunday	:	:			

```
997208 TEST       DL
997441 JACKSON    RL
997455 HANKY      JH
997513 PRIOLA     D
997516 STEINKE    M
997517 SORI       H
997545 BALENSKI   NR
997670 NORIEGA    PD
997686 SWERT II   MJ
997694 URICK      JA
997770 BONAVOLANT DM
997789 POLLACK    SM
997792 DELAO      A
997798 KUHRT      JL
997804 FIOCCOLA   GB
997813 CHAVES     J
997828 MIHAILOVIC Z
997833 CAULTON    JC
997844 JOHNSON    P
997854 TEJCEK     JF
997859 STOKLEY    M
997860 BATES      DA
997868 HARTNEY    EC
997872 ASHMUS     JJ
997877 GENNA SR   J
997879 KOZADAYEV  A
997881 CONTRERAS  F
997883 BETZ       DP
997885 CAMPAGNOLO S
997887 ORGO       VF
997889 WARNER     V
```

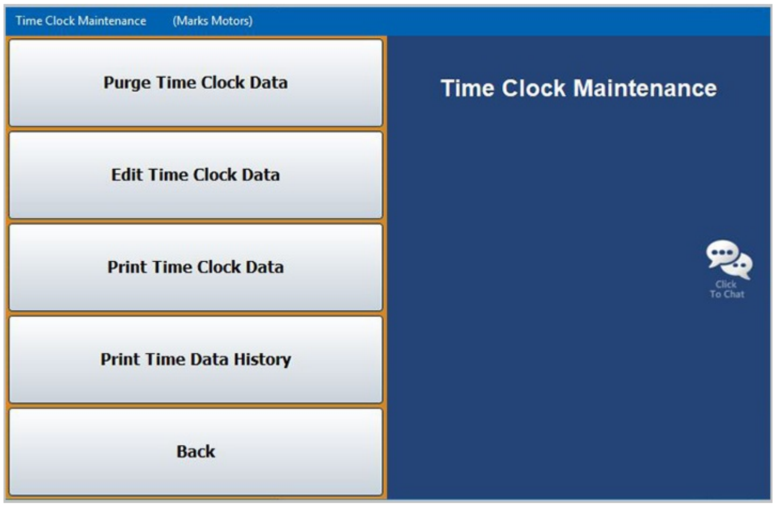
1. Click **Edit Setup** on the bottom of the manager’s Time Clock List screen.
2. From the list on the right side of the screen, click the employee you want to select. The employee’s number fills in the **Employee Number** field.
3. If the employee’s schedule was entered on the Time Clock Setup screen in Payroll, the schedule fills in the fields. You can add times or edit times as needed.
4. In **O/T**, type the authorized overtime for each day the employee works. Type the time as hours and tenths of hours. For example, you would type 1 hour as 1.00, 1 hour and 15 minutes as 1.25, etc. (See Appendix D for a list of conversion values.)
5. Click **Save** to save the information.
6. When you are finished editing the setup, click **Back** to return to the time clock.

Viewing the Time Clock List

Use the **View Time Clock List** button on the Time Clock menu in payroll to view the active time clock data. The system automatically displays all of the time clock data available since the last time the payroll was compiled. Click **Today** to view just the time clock data for the current day. Click **Full List** to view the complete list of data again. The decimal values represent tenths of an hour, not minutes. You can view the same list by entering the time clock password on the Time Clock screen. This is just another way to view the list.

Using the Maintenance Menu

The **Maintenance** button on the Time Clock menu opens the Time Clock Maintenance menu. The options on this menu help you manage your time clock data. Use this menu to edit employees' clock time, purge time clock files, and print time clock data and time clock history for individual employees.



Purging the Time Clock Data

The system automatically deletes the time clock data when you update the current payroll to the journals. However, you can use the **Purge Time Clock Data** button to manually remove time clock data if you do not want to update the information to payroll. You specify the ending date for the purge. The system will delete all time clock records up to this date.

1. Click **Purge Time Clock Data**.
2. The **Purge Through** date automatically fills in based on the **Minimum Days To Purge Time Clock Data** field on the Time Clock Setup screen. If you did not enter a value in the field on the setup screen, the system defaults to 30 days. If necessary, you can edit the date. Type the date in an eight-character format with or without slashes (mm/dd/yyyy or mmddyyyy). If you do not use slashes, press ENTER to continue.
3. Click **OK** when prompted to verify you want to purge the records.
4. The system displays a "Completed" message when it is finished deleting the data. Click **OK** to acknowledge the message.

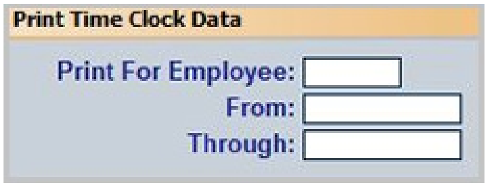
Editing Time Clock Times

The **Edit Time Clock Data** button on the Time Clock Maintenance menu allows you to edit employees' clocked time. This screen works the same as the Edit Clock Time screen available from the manager's time clock list screen. See page 107 for instructions on editing an employee's clocked time.

Printing the Current Time Clock Data

Use the **Print Time Clock Data** button to print an employee's time clock data from the current time clock. This data pulls from the data currently available in the time clock. The printout prints the actual time the employee clocked using the time clock.

1. Click **Print Time Clock Data**.
2. Type the employee's employee number.



3. Specify the date range for the time clock records you want to include. You must type the dates in an eight-character format with or without slashes (mm/dd/yyyy or mmddyyyy). If you do not use slashes, press ENTER to continue.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Printing the Time Clock History

When the system purges time clock records from the system (when you update a payroll or use the purge utility), the system stores the time clock data in a history file. You use the **Print Time Data History** button to print an employee's time clock data from the history file. The printout prints the actual time the employee clocked using the time clock.

1. Click **Print Time Data History**.
2. Type the employee's employee number.
3. Specify the date range for the time clock records you want to include. You must type the dates in an eight-character format with or without slashes (mm/dd/yyyy or mmddyyyy). If you do not use slashes, press ENTER to continue.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Updating Time Clock Data to the Current Payroll

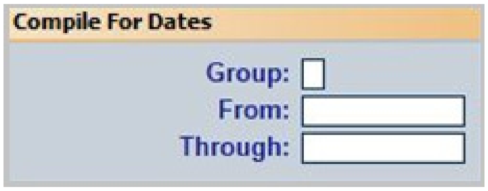
When you are ready to compile a payroll, you use the first four buttons on the Time Clock menu to compile the time clock data, print the compiled data, edit the data, and update the data to the payroll. This automatically posts the payroll for each employee based on the hours they clocked.

Compiling Time Clock Data

First, you compile the time clock data for a specific pay group for a specific period.

1. Click **Compile Time Clock Data** on the Time Clock menu.

2. In **Group**, type the group number for the group you want to compile.



3. Type the beginning date in **From** and the ending date in **Through**. You must type the date in an eight-character format with or without slashes (mm/dd/yyyy or mmddyyyy). If you do not use slashes, press ENTER to continue.

4. Click **OK** when prompted to verify you want to compile the data.

5. The system displays a “Did That” message when it is finished compiling the data. Click **OK** to acknowledge the message.

Printing the Compiled Time Clock Data

You should print the compiled time clock data and review it to ensure you do not need to edit any of the information before you update the compiled data to payroll. The printout separates each employee’s information and lists the actual time and the paid time for each day the employee had activity on the time clock. The actual time is the time the employee worked based on the activity on the time clock. The system calculates the employee’s hours down to tenths of an hour.

The paid time is the time the system updates to the payroll. This time may or may not match the actual time. The system calculates the paid time based on the parameters you enter for each employee on the Time Clock Setup screen (start time, quit time, and less time).

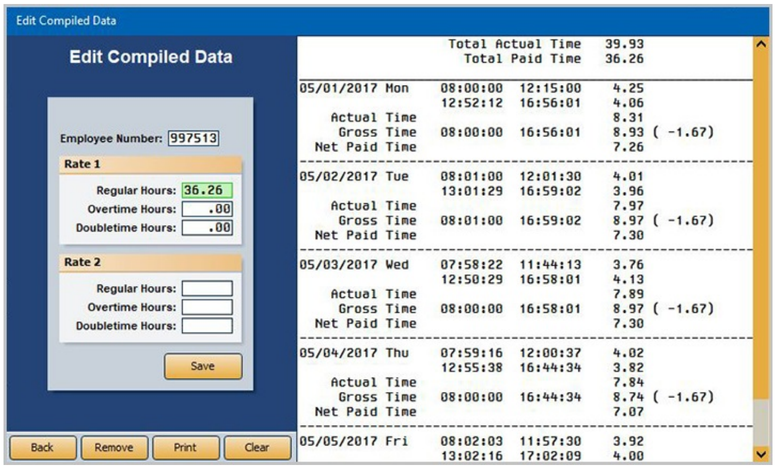
If the actual time is more than the paid time, you will have to verify if the employee is eligible for overtime and if the department manager approved the overtime hours. You can add hours to the paid time using the Edit Compiled Data option on the Time Clock menu.

1. Click **Print Compiled Data**.

2. When prompted to verify your printer is ready, select your print criteria.

Editing the Compiled Data

Once you compile the time clock data, you can edit the data as needed. You can distribute the compiled hours between the employee's two pay rates, and you can distribute the appropriate number of hours for regular pay, overtime pay, and double-time pay. The system updates the time clock data to the pay exactly as it appears on this screen. This screen allows you to edit the information here so you do not have to edit it on the Enter Employee Pay screen.



Employee Number: 997513

Rate 1
Regular Hours: 36.26
Overtime Hours: .00
Doubletime Hours: .00

Rate 2
Regular Hours:
Overtime Hours:
Doubletime Hours:

```
                     Total Actual Time   39.93
                       Total Paid Time   36.26
------------------------------------------------------------
05/01/2017 Mon     08:00:00  12:15:00     4.25
                   12:52:12  16:56:01     4.06
     Actual Time                          8.31
      Gross Time   08:00:00  16:56:01     8.93 ( -1.67)
   Net Paid Time                          7.26
------------------------------------------------------------
05/02/2017 Tue     08:01:00  12:01:30     4.01
                   13:01:29  16:59:02     3.96
     Actual Time                          7.97
      Gross Time   08:01:00  16:59:02     8.97 ( -1.67)
   Net Paid Time                          7.30
------------------------------------------------------------
05/03/2017 Wed     07:58:22  11:44:13     3.76
                   12:50:29  16:58:01     4.13
     Actual Time                          7.89
      Gross Time   08:00:00  16:58:01     8.97 ( -1.67)
   Net Paid Time                          7.30
------------------------------------------------------------
05/04/2017 Thu     07:59:16  12:00:37     4.02
                   12:55:38  16:44:34     3.82
     Actual Time                          7.84
      Gross Time   08:00:00  16:44:34     8.74 ( -1.67)
   Net Paid Time                          7.07
------------------------------------------------------------
05/05/2017 Fri     08:02:03  11:57:30     3.92
                   13:02:16  17:02:09     4.00
```

Editing Time Clock Data

1. Click **Edit Compiled Data**. The Edit Compiled Data screen appears.

2. The window on the right side of the screen lists all the employees with compiled time clock data. The hours for each employee appear next to the employee's name.

3. Click an employee in the list. The window on the right side of the screen displays the employee's time clock data.

4. The system automatically compiles all the hours as regular pay hours and displays the total hours in the **Regular Hours** field. If necessary, edit the hours fields so each field displays the appropriate number of regular, overtime, and double-time hours. You can also distribute the hours between pay rate 1 and pay rate 2 as needed.

5. When you are finished, click **Save**.

Deleting and Employee's Time Clock Data

Once you delete an employee's time clock data, you cannot retrieve it unless you recompile all of the time clock data. However, recompiling the data voids any edits you made to any of the employees' time clock information.

1. Select the employee.

2. Click **Remove**.

3. Click **Gone** when prompted to verify you want to remove the data.

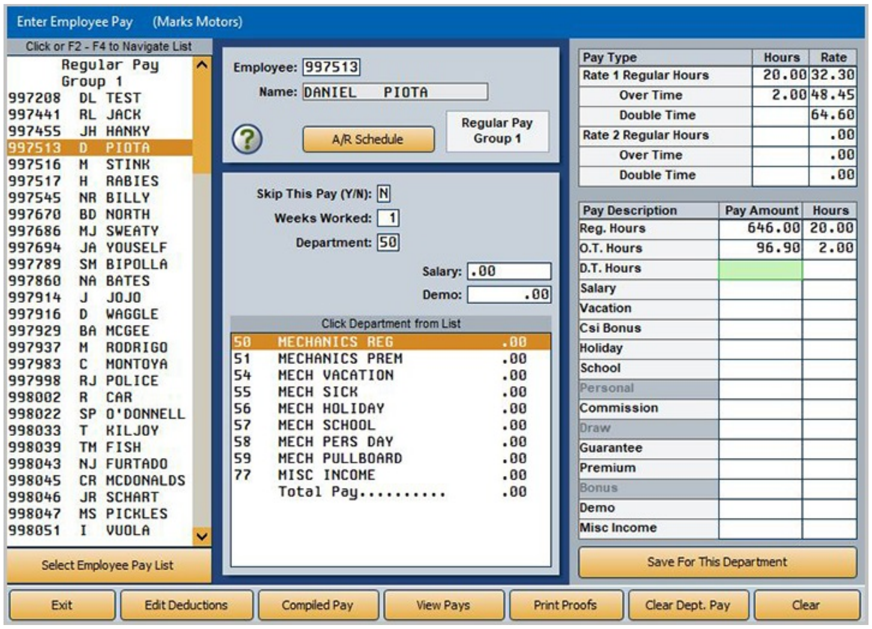
Updating the Compiled Time to Payroll

When you are finished reviewing the time clock data, you update the compiled data to the current payroll. You can view and edit the information on the Enter Employee Pay screen.

1. Click **Update Time To Pay**.
2. Click **OK** when prompted to verify you want to update the compiled information.

Viewing the Payroll Information

1. Click **Exit** until you are back at the Dealership Payroll menu.
2. Click **Enter Employee Pay** on the Dealership Payroll menu.
3. Select an employee.
4. Click the department the time clock data is set to update.
5. The pay pulled from the compiled and updated time clock data is displayed. If you edited the compiled time clock data, you may need to press ENTER to advance through the pay fields before the screen reflects the changes you made to the data.


Enter Employee Pay (Marks Motors)
Click or F2 - F4 to Navigate List
Select Employee Pay List
A/R Schedule
Click Department from List
Save For This Department
Exit
Edit Deductions
Compiled Pay
View Pays
Print Proofs
Clear Dept. Pay
Clear

Regular Pay
Group 1

997208	DL	TEST
997441	RL	JACK
997455	JH	HANKY
997513	D	PIOTA
997516	M	STINK
997517	H	RABIES
997545	NR	BILLY
997670	BD	NORTH
997686	MJ	SWEATY
997694	JA	YOUSELF
997789	SM	BIPOLLA
997860	NA	BATES
997914	J	JOJO
997916	D	WAGGLE
997929	BA	MCGEE
997937	M	RODRIGO
997983	C	MONTOYA
997998	RJ	POLICE
998002	R	CAR
998022	SP	O'DONNELL
998033	T	KILJOY
998039	TM	FISH
998043	NJ	FURTADO
998045	CR	MCDONALDS
998046	JR	SCHART
998047	MS	PICKLES
998051	I	VUOLA

Employee: 997513
Name: DANIEL PIOTA
Regular Pay
Group 1

Skip This Pay (Y/N): N
Weeks Worked: 1
Department: 50
Salary: .00
Demo: .00

50	MECHANICS REG	.00
51	MECHANICS PREM	.00
54	MECH VACATION	.00
55	MECH SICK	.00
56	MECH HOLIDAY	.00
57	MECH SCHOOL	.00
58	MECH PERS DAY	.00
59	MECH PULLBOARD	.00
77	MISC INCOME	.00
	Total Pay..........	.00

Pay Type	Hours	Rate
Rate 1 Regular Hours	20.00	32.30
Over Time	2.00	48.45
Double Time		64.60
Rate 2 Regular Hours		.00
Over Time		.00
Double Time		.00

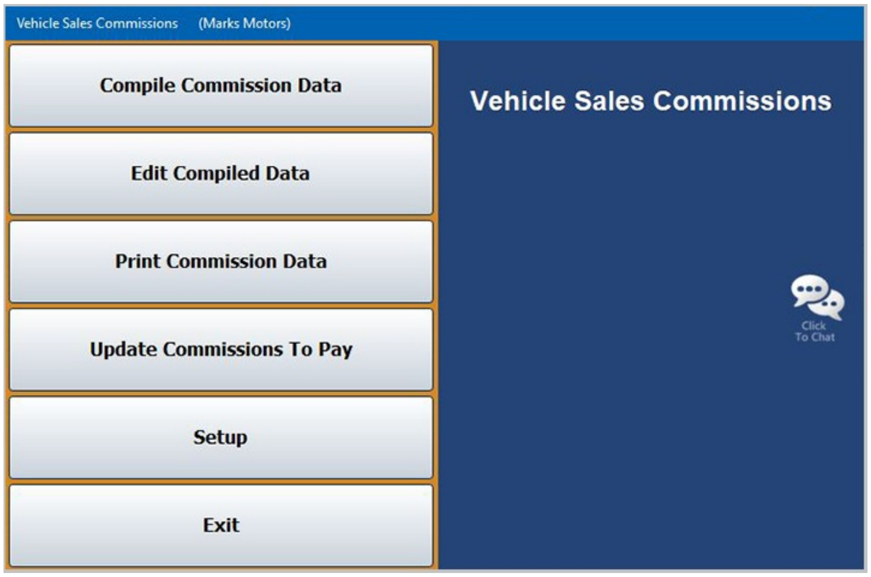
Pay Description	Pay Amount	Hours
Reg. Hours	646.00	20.00
O.T. Hours	96.90	2.00
D.T. Hours		
Salary		
Vacation		
Csi Bonus		
Holiday		
School		
Personal		
Commission		
Draw		
Guarantee		
Premium		
Bonus		
Demo		
Misc Income		

6. Compile and print the payroll as you normally do.

Chapter 12 Sales Commissions

The last option on the Times/Commissions menu is the sales commissions feature. Clicking **Sales Commissions** opens the Vehicle Sales Commissions menu. This feature allows you to pull the vehicle sales commission to the payroll instead of manually posting the commission.

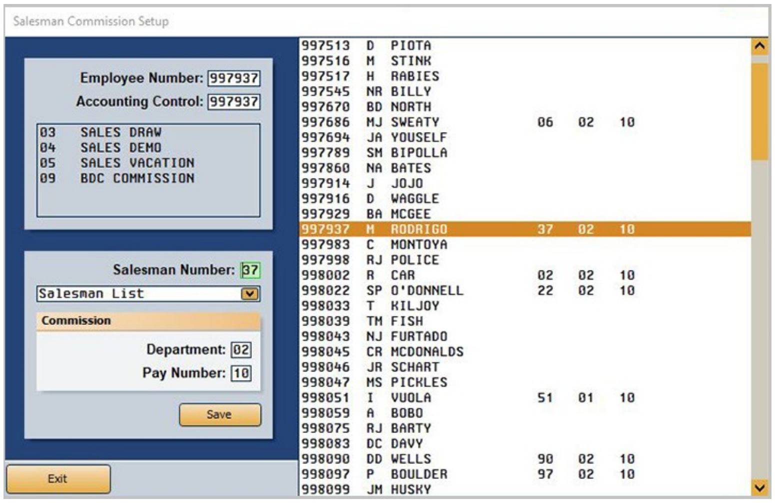
When you post a vehicle sale in Accounting and update the sale to the books, the system stores the commission information in a vehicle sales file. You use this menu to pull the commission information from that file. Once you pull the commission information, you edit it as needed and update it to the current payroll. The information is then available on the Enter Employee pay screen.


Vehicle Sales Commissions (Marks Motors)
Compile Commission Data
Edit Compiled Data
Print Commission Data
Update Commissions To Pay
Setup
Exit
Vehicle Sales Commissions
Click To Chat

Important: Because the system uses the vehicle sales file to pull the commission information, you cannot use the sales commission feature if you do not post commission on the Ancillary Entries screen when posting the sale to the vehicle sales journal. Similarly, you can only use the sales commission feature if you post commission to one accrued commission account. You can only select to update the commission to one department for each employee, so if you post commission to both a new and used sales commission department, you will have to manually enter the commission on the Enter Employee Pay screen.

Entering Setup Information

Before using the sales commission feature, you must enter setup parameters using the **Setup** button. You will assign the correct salesman number, department number, and pay type to each salesperson. First, the system uses this information to pull the commission from the vehicle sales file. This ensures the system pulls the correct information for each salesperson. Second, this setup tells the system which department and pay type the commission should be added to when it updates the information to payroll. The pulled information is available on the Enter Employee Pay screen, which means less data entry is required.



Employee Number: 997937
Accounting Control: 997937

```
03    SALES DRAW
04    SALES DEMO
05    SALES VACATION
09    BDC COMMISSION
```

Salesman Number: 37
Salesman List
Department: 02
Pay Number: 10

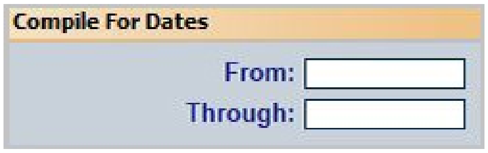
```
997513  D  PIOTA
997516  M  STINK
997517  H  RABIES
997545  NR BILLY
997670  BD NORTH
997686  MJ SWEATY             06   02   10
997694  JA YOUSELF
997789  SM BIPOLLA
997860  NA BATES
997914  J  JOJO
997916  D  WAGGLE
997929  BA MCGEE
997937  M  RODRIGO            37   02   10
997983  C  MONTOYA
997998  RJ POLICE
998002  R  CAR                02   02   10
998022  SP O'DONNELL          22   02   10
998033  T  KILJOY
998039  TM FISH
998043  NJ FURTADO
998045  CR MCDONALDS
998046  JR SCHART
998047  MS PICKLES
998051  I  VUOLA              51   01   10
998059  A  BOBO
998075  RJ BARTY
998083  DC DAVY
998090  DD WELLS              90   02   10
998097  P  BOULDER            97   02   10
998099  JM HUSKY
```

1. Click **Setup**. The Salesman Commission Setup screen appears.
2. The window on the right side of the screen displays a list of employees. Click the salesperson you want to select. The **Employee Number** and **Accounting Control** fields fill in with the employee's control numbers, and a list of the employee's departments appears.
3. In **Salesman Number**, type the salesperson's ID number, or select the salesperson from the drop-down list. All the salespeople entered in the Accounting setup appear in this list.
4. In **Department**, type the department number for commission, or click the department in the employee's department list.
5. In **Pay Number**, type the pay type for commission. This number corresponds to the line numbers on the Pay/Deductions Setup screen (01 for regular, 02 for overtime, etc.). For example, if commission needs to be posted as regular pay, type 01. On the other hand, if you entered commission as pay type 05 on the Pay/Deductions screen, type 05.
6. Click **Save**. The ID number, department number, and pay number appear next to the salesperson's name in the list on the right side of the screen. Repeat these steps for all the salespeople.

Compiling the Commission Data

First, use the **Compile Commission Data** button to compile the vehicle sales commission. The system scans the vehicle sales file and pulls the vehicle sales commission for the specified period. Before you compile the vehicle sales commission, you must ensure that the Accounting Department has updated all vehicle sales journal transactions for the pay period you are entering. Any journals that have not been posted to the month will not be included in the compiled data.

1. Click **Compile Commission Data**.
2. Specify the date range you want to use. In **From**, type the beginning date, and in **Through**, type the ending date. You must type the dates in an eight-character format with or without slashes (mm/dd/yyyy or mmddyyyy). If you do not use slashes, press ENTER to continue.



3. Click **OK** when prompted to verify you want to compile the data.

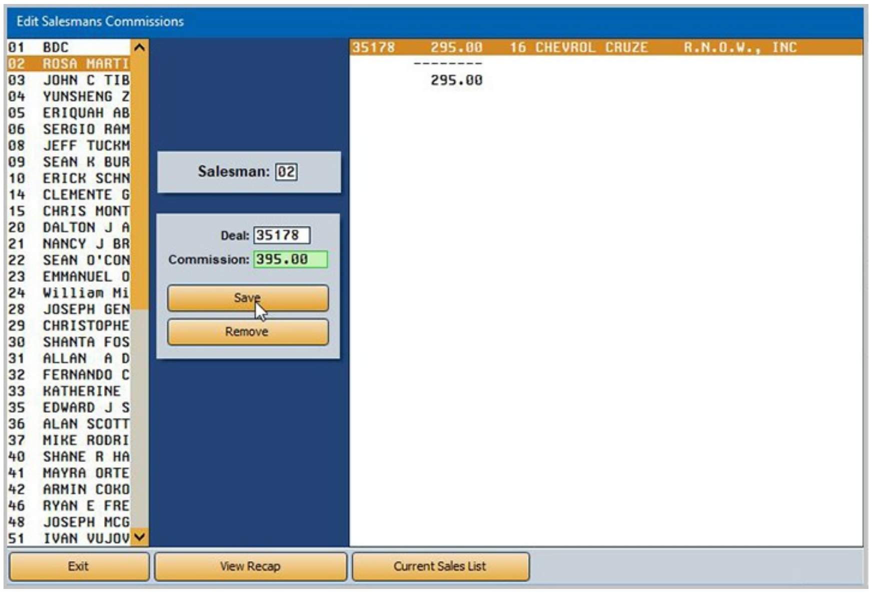
Printing the Commission Data

You should print the commission data and review it to make sure you do not need to edit any of the data. The printout separates each salesperson’s information and lists each sale for the selected period. For each sale, the printout lists the deal number, commission, sale date, vehicle model year, vehicle make, vehicle model name, and the customer’s last name. The end of each salesperson’s commission analysis lists the individual’s total commission for the period.

1. Click **Print Commission Data**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Editing the Compiled Data

The **Edit Compiled Data** button opens the Edit Salesman Commissions screen. Use this screen to edit the commission information the system pulled from the vehicle sales file.



```
01  BDC
02  ROSA MARTI
03  JOHN C TIB
04  YUNSHENG Z
05  ERIQUAH AB
06  SERGIO RAM
08  JEFF TUCKM
09  SEAN K BUR
10  ERICK SCHN
14  CLEMENTE G
15  CHRIS MONT
20  DALTON J A
21  NANCY J BR
22  SEAN O'CON
23  EMMANUEL O
24  William Mi
28  JOSEPH GEN
29  CHRISTOPHE
30  SHANTA FOS
31  ALLAN  A D
32  FERNANDO C
33  KATHERINE
35  EDWARD J S
36  ALAN SCOTT
37  MIKE RODRI
40  SHANE R HA
41  MAYRA ORTE
42  ARMIN COKO
46  RYAN E FRE
48  JOSEPH MCG
51  IVAN VUJOV
```

Salesman: 02

Deal: 35178

Commission: 395.00

```
35178     295.00    16 CHEVROL CRUZE     R.N.O.W., INC
          --------
            295.00
```

Editing the Commission on a Sale

1. Click **Edit Compiled Data**.
2. The window on the left side of the screen displays a list of salespeople. Click the salesperson you want to select.
3. The window on the right side of the screen displays a list of sales pulled for the salesperson. Click a sale to select it.
4. The **Deal** field populates with the deal number. This is usually the stock number for the vehicle unless the operator entered a different deal number when posting the sale.
5. The **Commission** field displays the commission for the sale. Edit the amount as needed.
6. Click **Save** to save the edited information.

Viewing a Recap of a Sale

1. Select the salesperson.
2. Select the sale.
3. Click **View Recap**.
4. The screen displays the recap sheet originated at the time of the sale.
5. Click **Close** to return to the Edit Salesman Commissions screen.

Pulling a Current Sale

The **Current Sales List** button allows you to view sales for the 30 days before and 30 days after the date range you specified when compiling the commission data. This gives you the opportunity to view sales that were not included in the compiled data. You can select sales from this list and add them to the compiled list. This ensures you allows you to update commission from a sale you may have otherwise missed because of the date range you selected when compiling the data.

1. Click **Current Sales List**.
2. Click the sale you want to pull.
3. Click **OK** when prompted to verify you want to pull the selected sale to the compiled commission data. The sale will appear in the salesperson's sales list on the right side of the screen.

Removing a Sale

If necessary, you can remove a sale from the salesperson's compiled data. This does not remove the sale from the system or affect the sale in any way. This action simply removes the data from the sales list on this screen. Once you delete a sale from the compiled data, you cannot retrieve it unless you recompile all of the commission data. However, recompiling the data voids all edits you made to the commission data.

1. Select the salesperson.
2. Select the sale.
3. Click **Remove**.
4. Click **Gone** when prompted to verify you want to delete the record.

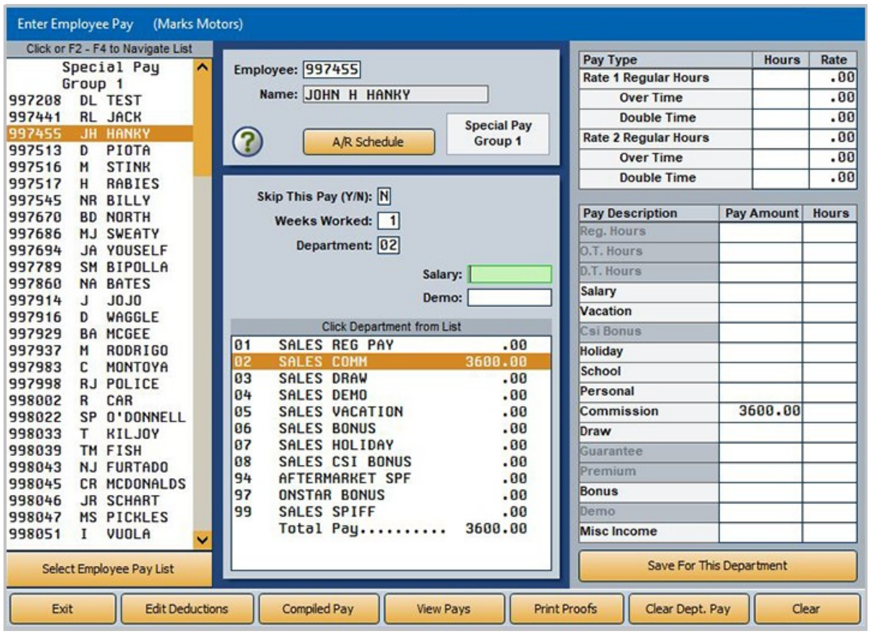
Updating the Commission To Pay

The final step is to update the compiled data to the pay. The information is available on the Enter Employee Pay screen.

1. Click **Update Commissions to Pay**.
2. Click **OK** when prompted to verify you want to update the data.

Viewing the Commission in the Current Payroll

1. Click **Exit** until you are back at the Dealership Payroll menu.
2. Click **Enter Employee Pay** on the Dealership Payroll menu.
3. Select the employee.
4. Click the department the vehicle sales commission is set to update.
5. The system displays a message indicating pay data for the department has been pulled from the vehicle sales commission. Click **OK** to acknowledge the message.
6. The pay pulled from the compiled and updated vehicle sales commission populates the screen.


Enter Employee Pay (Marks Motors)
Click or F2 - F4 to Navigate List
A/R Schedule
Special Pay Group 1
Select Employee Pay List
Save For This Department
Exit
Edit Deductions
Compiled Pay
View Pays
Print Proofs
Clear Dept. Pay
Clear

```
   Special Pay
   Group 1
997208  DL TEST
997441  RL JACK
997455  JH HANKY
997513  D  PIOTA
997516  M  STINK
997517  H  RABIES
997545  NR BILLY
997670  BD NORTH
997686  MJ SWEATY
997694  JA YOUSELF
997789  SM BIPOLLA
997860  NA BATES
997914  J  JOJO
997916  D  WAGGLE
997929  BA MCGEE
997937  M  RODRIGO
997983  C  MONTOYA
997998  RJ POLICE
998002  R  CAR
998022  SP O'DONNELL
998033  T  KILJOY
998039  TM FISH
998043  NJ FURTADO
998045  CR MCDONALDS
998046  JR SCHART
998047  MS PICKLES
998051  I  VUOLA
```

Employee: 997455
Name: JOHN H HANKY

Skip This Pay (Y/N): N
Weeks Worked: 1
Department: 02
Salary:
Demo:

Click Department from List

```
01    SALES REG PAY            .00
02    SALES COMM           3600.00
03    SALES DRAW               .00
04    SALES DEMO               .00
05    SALES VACATION           .00
06    SALES BONUS              .00
07    SALES HOLIDAY            .00
08    SALES CSI BONUS          .00
94    AFTERMARKET SPF          .00
97    ONSTAR BONUS             .00
99    SALES SPIFF              .00
      Total Pay..........  3600.00
```

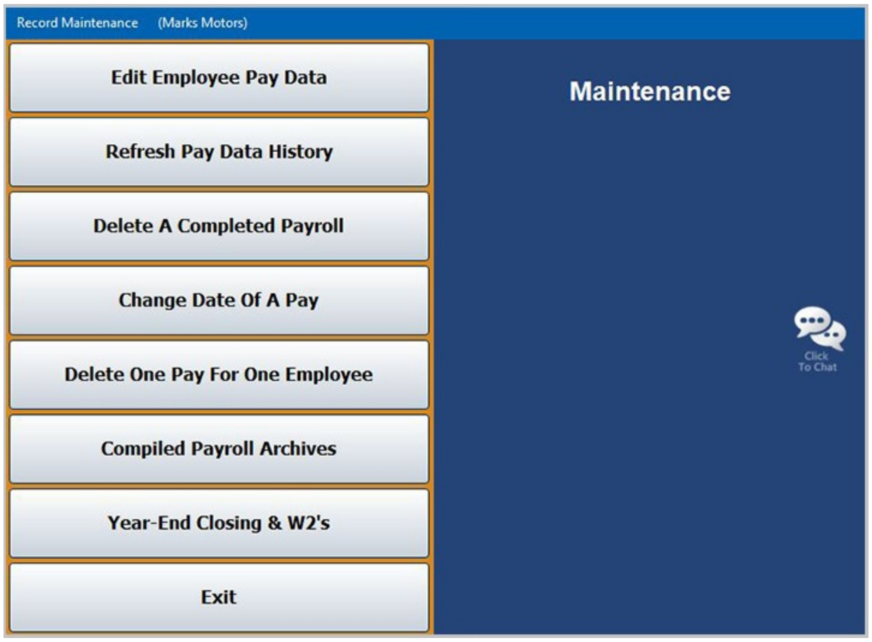
Pay Type	Hours	Rate
Rate 1 Regular Hours		.00
Over Time		.00
Double Time		.00
Rate 2 Regular Hours		.00
Over Time		.00
Double Time		.00

Pay Description	Pay Amount	Hours
Reg. Hours		
O.T. Hours		
D.T. Hours		
Salary		
Vacation		
Csi Bonus		
Holiday		
School		
Personal		
Commission	3600.00	
Draw		
Guarantee		
Premium		
Bonus		
Demo		
Misc Income		

7. Compile and print the payroll as you normally do.

Chapter 13 Maintenance

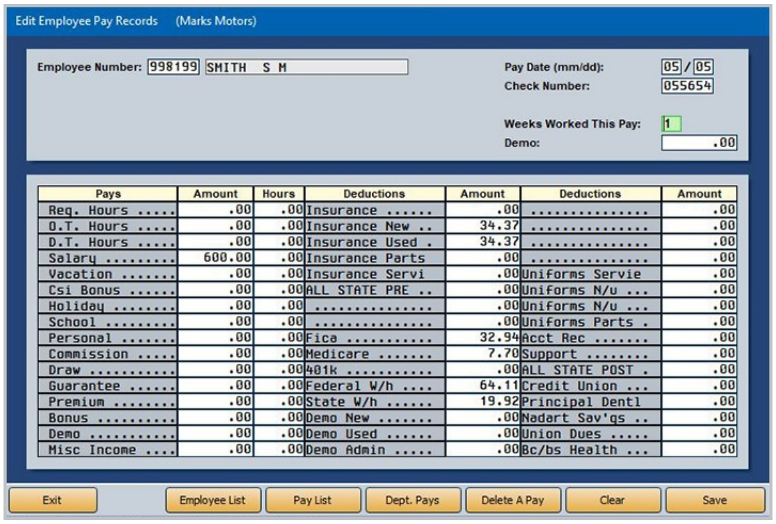
The Maintenance feature allows you to adjust the payroll records. These adjustments affect ***only*** the payroll records. You must make the necessary adjustments through journal entries to make the necessary corrections to the general ledger. Generally, you will use 40 as the journal number and the deleted check as the document number. Reverse each account and amount accordingly, and post the journals as you normally do.


Record Maintenance (Marks Motors)
Edit Employee Pay Data
Refresh Pay Data History
Delete A Completed Payroll
Change Date Of A Pay
Delete One Pay For One Employee
Compiled Payroll Archives
Year-End Closing & W2's
Exit
Maintenance
Click To Chat

You will also use this menu to close the payroll for the year. When you close the year, you close the payroll and print W-2 forms. You can print W-2 forms any time during the year, but **you must close the payroll before posting the first payroll of the new year**. This chapter covers the basic instructions for completing the year-end closing to help you become familiar with the feature. If special instructions are required, Autosoft will send supplemental instructions for closing the year.

Edit Employee Pay Data

Use this button to open the Employee Pay Corrections screen to edit an employee's pay information.



Employee Number: 998199 SMITH S M

Pay Date (mm/dd): 05 / 05

Check Number: 055654

Weeks Worked This Pay: 1

Demo: .00

Pays	Amount	Hours	Deductions	Amount	Deductions	Amount
Req. Hours	.00	.00	Insurance	.00	....	.00
O.T. Hours	.00	.00	Insurance New ..	34.37	....	.00
D.T. Hours	.00	.00	Insurance Used .	34.37	....	.00
Salary	600.00	.00	Insurance Parts	.00	....	.00
Vacation	.00	.00	Insurance Servi	.00	Uniforms Servie	.00
Csi Bonus	.00	.00	ALL STATE PRE ..	.00	Uniforms N/u ...	.00
Holiday	.00	.00	....	.00	Uniforms N/u ...	.00
School	.00	.00	....	.00	Uniforms Parts .	.00
Personal	.00	.00	Fica	32.94	Acct Rec	.00
Commission	.00	.00	Medicare	7.70	Support	.00
Draw	.00	.00	401k	.00	ALL STATE POST .	.00
Guarantee	.00	.00	Federal W/h	64.11	Credit Union ...	.00
Premium	.00	.00	State W/h	19.92	Principal Dentl	.00
Bonus	.00	.00	Demo New	.00	Nadart Sav'gs ..	.00
Demo	.00	.00	Demo Used	.00	Union Dues	.00
Misc Income	.00	.00	Demo Admin	.00	Bc/bs Health ...	.00

Editing an Employee's Pay

1. Click **Edit Employee Pay Data**. The Edit Employee Pay Records screen appears.
2. Type the employee number for the employee whose pay you want to edit, or click **Employee List** to select the employee from a list. The employee's ID number and name populate the screen.
3. Type the pay date for the pay you want to edit, or click **Pay List** to select the pay from a list of available pay dates.
4. The **Check Number**, **Weeks Worked This Pay**, and **Demo** fields populate with the information for the selected pay.
5. The bottom of the screen displays all the pay information for the check. It lists the type of pays, pay amount, hours worked, deductions, and deduction amounts.
6. Click in the field and edit the information as needed.
7. Click **Save** to save the changes.

Deleting a Pay

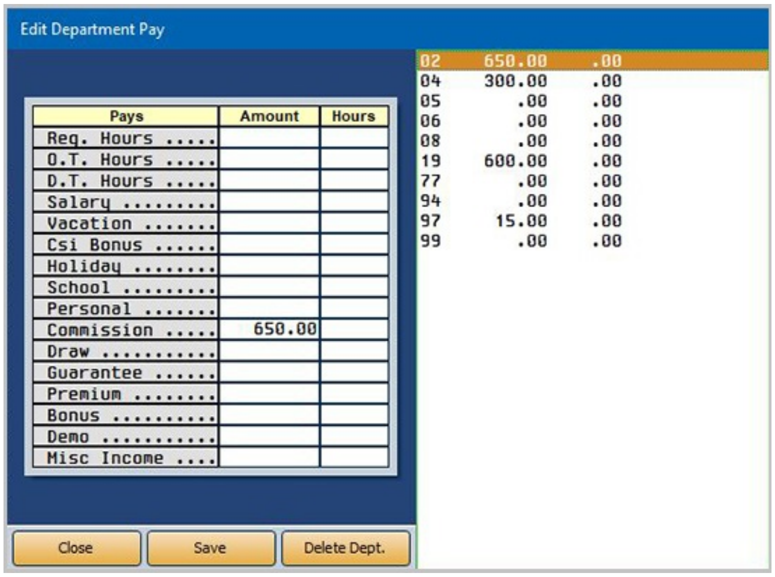
1. Select the employee and pay date. The screen displays the pay information.
2. Click **Delete A Pay**.
3. Click **OK** when prompted to verify you want to delete the record.

Editing A Department Pay

You can edit the pay for individual departments using the Dept. Pay button on the bottom of the screen.

1. Select the employee and pay date. The screen displays the pay information.

2. Click **Dept. Pays** at the bottom of the Edit Employee Pay Records screen. The Edit Department Pay pop-up opens.



Pays	Amount	Hours
Req. Hours		
O.T. Hours		
D.T. Hours		
Salary		
Vacation		
Csi Bonus		
Holiday		
School		
Personal		
Commission	650.00	
Draw		
Guarantee		
Premium		
Bonus		
Demo		
Misc Income		

02	650.00	.00
04	300.00	.00
05	.00	.00
06	.00	.00
08	.00	.00
19	600.00	.00
77	.00	.00
94	.00	.00
97	15.00	.00
99	.00	.00

3. Select a department by clicking it from the list on the right side of the pop-up.

4. Type the pay in the **Amount** column for the appropriate line.

5. Type the number of hours in the **Hours** column.

6. Click **Save** to save the changes.

Refresh Pay Data History

Use this button to update the employee pay data edited using the Edit Employee Pay Records screen.

1. Select **Refresh Pay Data History** from the Maintenance menu.

2. Click **OK** when prompted to verify you want to update the records.

3. The system displays a message indicating it updated the pay records and reminding you that you may need to make a journal entry to change the pay in the general ledger. Click **OK** to acknowledge the message.

Delete A Completed Payroll

Use this button to delete a compiled payroll for all employees for a specific date.

1. Click **Delete A Completed Payroll**.
2. Type the month and day for the payroll you want to delete.
3. Click **OK** when prompted to verify you want to delete the records.
4. The system displays a message indicating it deleted the pay record and reminding you that you may need to make a journal entry to remove the pay from the general ledger. Click **OK** to acknowledge the message.

Important: This option will delete all payrolls with the date you specify.

Change Date Of A Pay

Use this button to change the date of a pay.

1. Click **Change Date Of A Pay**.
2. The system displays a warning explaining that you need to make certain you are clear about what you are about to do. Click **OK** to acknowledge the message.
3. Type the month and day for the original pay date in **From** and the month and day for the new pay date in **To**.
4. Click **OK** when prompted to verify you want to change the records.
5. The system displays a “Completed” message when it is finished. Click **OK** to acknowledge the message.

Important: This option will change the date of all payrolls with the date you specify.

Delete One Pay For One Employee

Use this button to delete a pay for a specific employee.

1. Click **Delete One Pay For One Employee**.
2. Type the employee’s number, or click “**Click Here for List**” to select the employee from the employee list.
3. Next, type the check number used for the pay you want to delete.
4. Click **OK** when prompted to verify you want to delete the record.
5. The system displays a message indicating it deleted the pay record and reminding you that you may need to make a journal entry to remove the pay from the general ledger. Click **OK** to acknowledge the message.

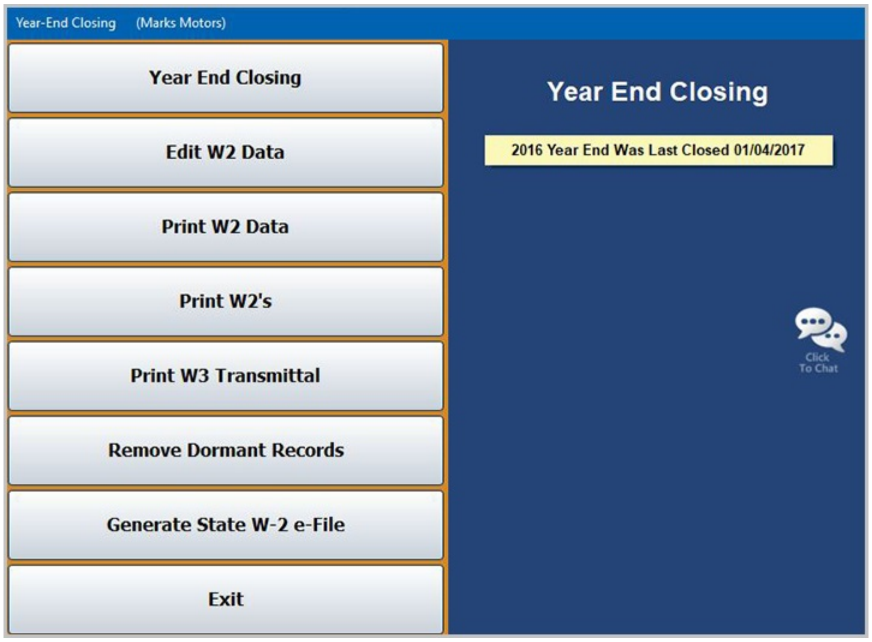
Compiled Payroll Archives

Use this button to print the compiled payroll information for a past pay. The archives hold payroll information for *one month* and are only available on the workstation that actually *updated* the payroll.

1. Click **Compiled Payroll Archives**. A list of payrolls that were updated during the last month appears in the list to the right. Each payroll lists the date and time the payroll was updated. Remember, the payroll archives are only available on the workstation that actually *updated* the payroll.
2. Click the payroll you wish to print. A viewing pop-up opens and displays the payroll information.
3. To print the information, click **Print** on the toolbar.
4. Click **File**, and select **Exit** to close the viewing screen (or click the **X** in the top right-hand corner).

Year-End Closing & W2's

This button advances you to the Year-End Closing menu. You use this menu to close the year. You should close the year after the last payroll for the current year and before the first payroll of the new year; however, you can print W-2 forms at any time. Closing the year moves all the year-to-date figures to a holding file. The payroll records go to zero so the new payroll can begin.

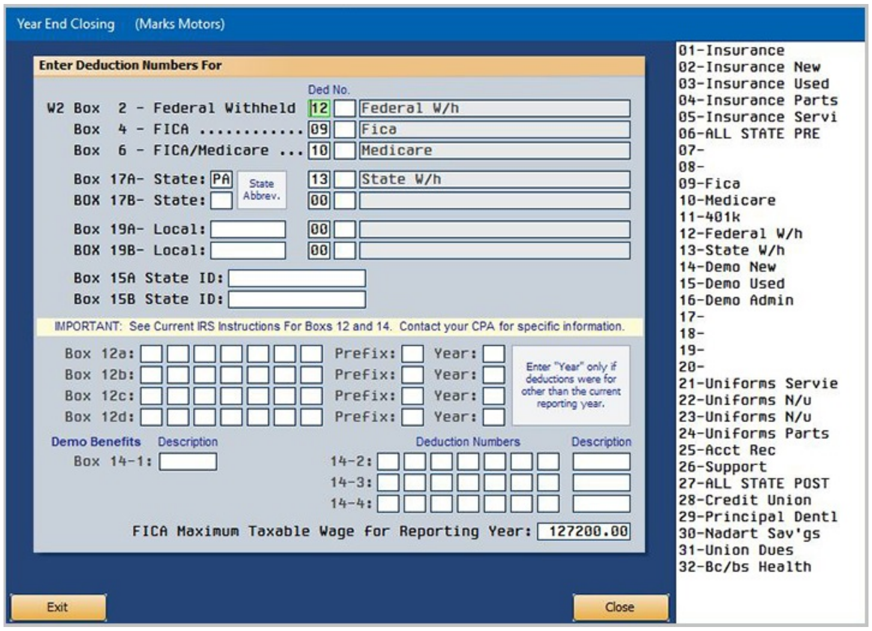

Year-End Closing (Marks Motors)
Year End Closing
Edit W2 Data
Print W2 Data
Print W2's
Print W3 Transmittal
Remove Dormant Records
Generate State W-2 e-File
Exit
Year End Closing
Click To Chat

2016 Year End Was Last Closed 01/04/2017

Systematically work your way through this menu. Begin with the first option, and continue down the menu until you have finished closing the year and printing the W-2 forms.

Year End Closing

Use this button to open the End of Year Closing screen to enter information to print on the W-2 forms.



```
W2 Box  2 - Federal Withheld 12  Federal W/h
   Box  4 - FICA ........... 09  Fica
   Box  6 - FICA/Medicare ... 10  Medicare
   Box 17A- State: PA         13  State W/h
   BOX 17B- State:            00
   Box 19A- Local:            00
   BOX 19B- Local:            00
   Box 15A State ID:
   Box 15B State ID:
```

IMPORTANT: See Current IRS Instructions For Boxs 12 and 14. Contact your CPA for specific information.

```
Box 12a:        Prefix:   Year:
Box 12b:        Prefix:   Year:
Box 12c:        Prefix:   Year:
Box 12d:        Prefix:   Year:
```

Enter "Year" only if deductions were for other than the current reporting year.

```
Box 14-1:       14-2:
                14-3:
                14-4:
FICA Maximum Taxable Wage for Reporting Year: 127200.00
```

```
01-Insurance
02-Insurance New
03-Insurance Used
04-Insurance Parts
05-Insurance Servi
06-ALL STATE PRE
07-
08-
09-Fica
10-Medicare
11-401k
12-Federal W/h
13-State W/h
14-Demo New
15-Demo Used
16-Demo Admin
17-
18-
19-
20-
21-Uniforms Servie
22-Uniforms N/u
23-Uniforms N/u
24-Uniforms Parts
25-Acct Rec
26-Support
27-ALL STATE POST
28-Credit Union
29-Principal Dentl
30-Nadart Sav'gs
31-Union Dues
32-Bc/bs Health
```

1. Click **Year End Closing**. The Year End Closing screen opens.

2. A list of deductions and the corresponding deduction number appears in a list on the right side of the screen. Type the deduction number for each deduction specified on the screen. The description of the deduction appears in the description box for your reference.

3. For the state taxes, type the two-character abbreviation for the state in the first box and the deduction code in the second box.

4. For local taxes, type the locality (city, township, parish, etc.) in the first box and the deduction code in the second box.

5. Type the state ID numbers that must print in boxes 15A and 15B.

6. When completing information for Box 12 and 14, you must refer to the IRS “Instructions for Forms W-2 and W-3” publication for the tax year.

7. Finally, type the FICA maximum wage.

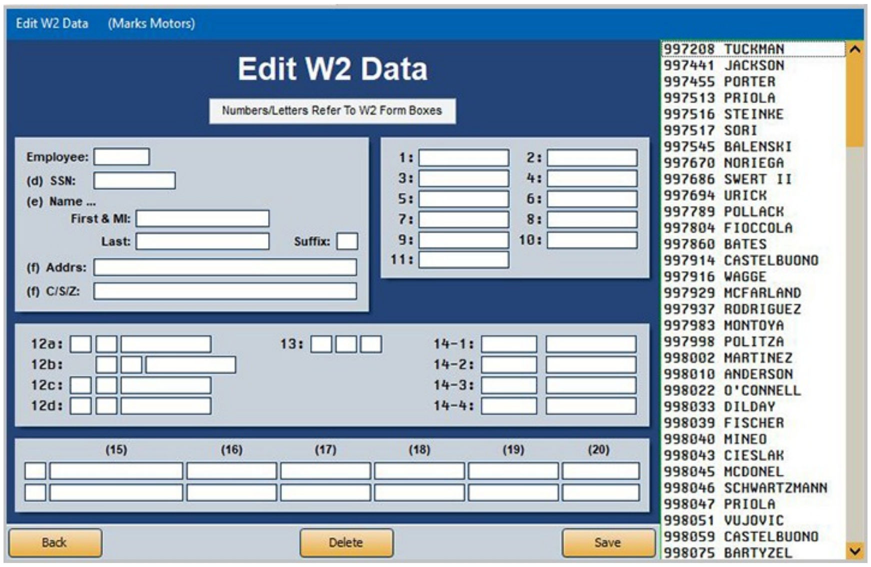
8. Click **Close**.

9. Click **OK** when prompted to verify you want to close the year.

10. The system takes you back to the Year-End Closing menu. The menu displays a “Year End Was Last Closed (Date)” message indicating the date the year was closed.

Edit W2

Use this button to edit W-2 data that will print on the printed W-2 forms. You do not have to complete this step until you are ready to print the W-2 forms. The data will remain in the W-2 file for the rest of the year. Refer to the Federal W-2 Instruction booklet for specific details about the information required in each box on the W-2 form.


Edit W2 Data (Marks Motors)
Edit W2 Data
Numbers/Letters Refer To W2 Form Boxes
Employee:
(d) SSN:
(e) Name ...
First & MI:
Last:
Suffix:
(f) Addrs:
(f) C/S/Z:
1:
2:
3:
4:
5:
6:
7:
8:
9:
10:
11:
12a:
12b:
12c:
12d:
13:
14-1:
14-2:
14-3:
14-4:
(15)
(16)
(17)
(18)
(19)
(20)
Back
Delete
Save

997208	TUCKMAN
997441	JACKSON
997455	PORTER
997513	PRIOLA
997516	STEINKE
997517	SORI
997545	BALENSKI
997670	NORIEGA
997686	SWERT II
997694	URICK
997789	POLLACK
997804	FIOCCOLA
997860	BATES
997914	CASTELBUONO
997916	WAGGE
997929	MCFARLAND
997937	RODRIGUEZ
997983	MONTOYA
997998	POLITZA
998002	MARTINEZ
998010	ANDERSON
998022	O'CONNELL
998033	DILDAY
998039	FISCHER
998040	MINEO
998043	CIESLAK
998045	MCDONEL
998046	SCHWARTZMANN
998047	PRIOLA
998051	VUJOVIC
998059	CASTELBUONO
998075	BARTYZEL

Note: The system will only create W-2 records for employees who have had payroll activity during the past year.

Editing W-2 Information

1. Click **Edit W2**. The Edit W2 Data screen appears.
2. Type the employee number for the employee whose W-2 information you want to edit, or select the employee from the list on the right side of the screen. The employee's W-2 information populates the screen.
3. Verify the information is correct. The numbers in each section refer to the box numbers on the W-2 form. For example, the employee's social security number will print in box **d** on the form.
4. Edit the information as needed.
5. Click **Save** to save the information.
6. Continue to edit records.
7. When you are finished, click **Back** to return to the Year End Closing menu.

Deleting a W-2

Use the **Delete** button to delete a W-2 record. Once you delete the information, you cannot retrieve it. You will have to manually re-enter the W-2 information if you determine the information needs to be printed.

1. Select the employee.
2. Click **Delete**.
3. Click **Gone** when prompted to verify you want to delete the record.

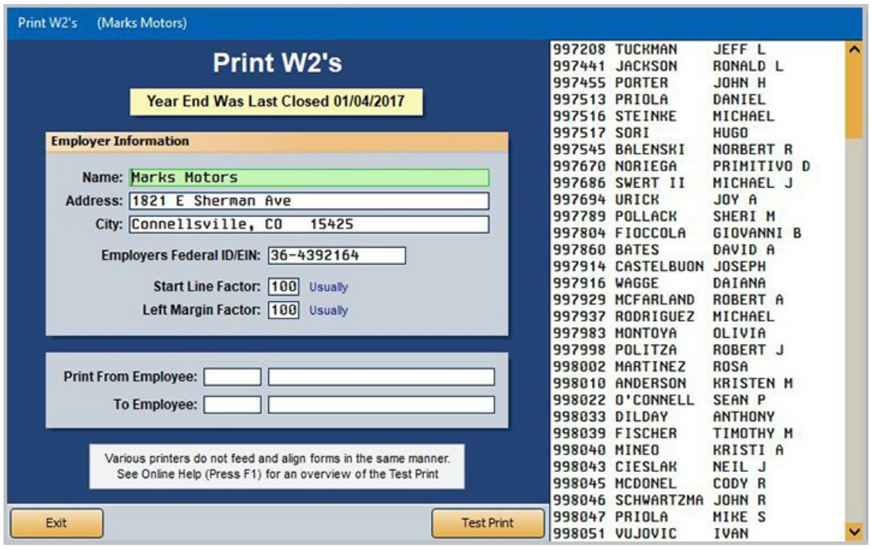
Print W-2 Data

Use this button to print the W-2 data to verify the information is correct before printing the actual W-2 forms. You should also keep a copy of the report for your records.

1. Click **Print W2 Data**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Print W-2s

Use this button to print the actual W-2 forms. Be sure to print a test form to verify the alignment before printing a large batch of forms.



Year End Was Last Closed 01/04/2017

Name: Marks Motors
Address: 1821 E Sherman Ave
City: Connellsville, CO 15425
Employers Federal ID/EIN: 36-4392164
Start Line Factor: 100
Left Margin Factor: 100
Print From Employee:
To Employee:

Various printers do not feed and align forms in the same manner. See Online Help (Press F1) for an overview of the Test Print

```
997208 TUCKMAN    JEFF L
997441 JACKSON    RONALD L
997455 PORTER     JOHN H
997513 PRIOLA     DANIEL
997516 STEINKE    MICHAEL
997517 SORI       HUGO
997545 BALENSKI   NORBERT R
997670 NORIEGA    PRIMITIVO D
997686 SWERT II   MICHAEL J
997694 URICK      JOY A
997789 POLLACK    SHERI M
997804 FIOCCOLA   GIOVANNI B
997860 BATES      DAVID A
997914 CASTELBUON JOSEPH
997916 WAGGE      DAIANA
997929 MCFARLAND  ROBERT A
997937 RODRIGUEZ  MICHAEL
997983 MONTOYA    OLIVIA
997998 POLITZA    ROBERT J
998002 MARTINEZ   ROSA
998010 ANDERSON   KRISTEN M
998022 O'CONNELL  SEAN P
998033 DILDAY     ANTHONY
998039 FISCHER    TIMOTHY M
998040 MINEO      KRISTI A
998043 CIESLAK    NEIL J
998045 MCDONEL    CODY R
998046 SCHWARTZMA JOHN R
998047 PRIOLA     MIKE S
998051 VUJOVIC    IVAN
```

Test Printing

Before you print the W-2 information, perform a test print to ensure the print will line up on the forms.

1. Load the W-2 forms in your printer. If you prefer, you can also print the test page on blank paper and compare it to the W-2 form to check the alignment.
2. Click **Print W2's**. The Print W2's screen appears.
3. Click **Test Print**.
4. Click **OK** when the system indicates it will print one form to test the alignment.
5. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**. Do not print to screen and then print to the printer. Always print your test prints directly to the printer.
6. One form prints. Verify everything lines up.
7. If the text does not line up, edit the **Start Line Factor** and **Left Margin Factor**.
    - The **Start Line Factor** determines how far down on the page the text prints. Increase the value to move the text down, or decrease the value to move the text up.
    - The **Left Margin Factor** determines how far to the right the text starts printing. Increase the value to move the text to the right, or decrease the value to move the text to the left.
8. Continue to test print until everything lines up.

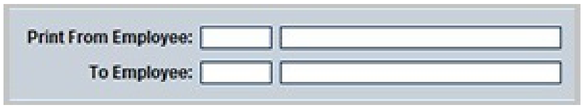
Printing the W-2 Forms

Once your forms line up, you can print the actual W-2 forms.

Important: If you select to print your W-2 forms "to screen" and then print the forms from the viewing screen, **they will not line up**. You must close the viewing screen and print the forms again, selecting "To Printer."

1. Verify the W-2 forms are loaded in the printer.
2. Verify the employer's information is correct. The employer's information will print on the W-2 forms exactly as it appears on this screen.
3. Type the employer's Federal ID/EIN.
4. Type the employee number for the employee you want to use as the starting point for the print job in the **Print From Employee** field. The right side of the screen displays a list of employees for your reference.

5. Type the employee number for the employee you want to use as the ending point for the print job in the **To Employee** field, or leave this field blank to print all of the remaining W-2 forms.

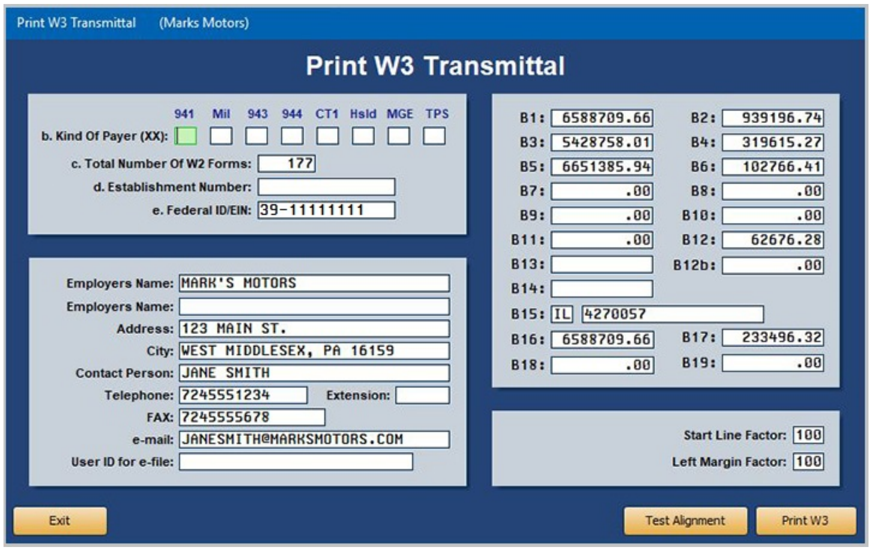


6. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**.

Important: If you select to print your W-2 forms “to screen” and then print the forms from the viewing screen, **they will not line up**.

Print W3 Transmittal

Use this screen to print the W-3 form. You should perform a test print to ensure the text lines up on the form before printing the final copy.



b. Kind Of Payer (XX): ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
c. Total Number Of W2 Forms: 177
d. Establishment Number:
e. Federal ID/EIN: 39-11111111

Employers Name: MARK'S MOTORS
Employers Name:
Address: 123 MAIN ST.
City: WEST MIDDLESEX, PA 16159
Contact Person: JANE SMITH
Telephone: 7245551234 Extension:
FAX: 7245555678
e-mail: JANESMITH@MARKSMOTORS.COM
User ID for e-file:

B1: 6588709.66 B2: 939196.74
B3: 5428758.01 B4: 319615.27
B5: 6651385.94 B6: 102766.41
B7: .00 B8: .00
B9: .00 B10: .00
B11: .00 B12: 62676.28
B13: B12b: .00
B14:
B15: IL 4270057
B16: 6588709.66 B17: 233496.32
B18: .00 B19: .00

Start Line Factor: 100
Left Margin Factor: 100

Test Printing

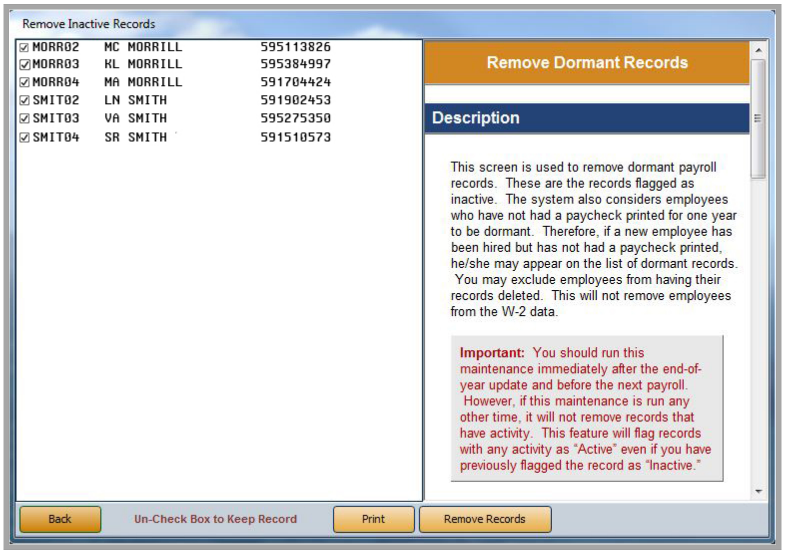
1. Load W-3 forms in your printer. If you prefer, you can also print the test page on blank paper and compare it to the W-3 form to check the alignment.
2. Click **Print W3 Transmittal**. The Print W3 Transmittal screen opens.
3. Click **Test Alignment** to print a test copy of the form to ensure the text lines up.
4. Click **OK** when the system indicates it will print one form to test the alignment.
5. When prompted to verify your printer is ready, click to select **To Printer** and click **Print**.
6. A test form prints. Verify everything lines up.
7. If the text does not line up, edit the **Start Line Factor** and **Left Margin Factor**.
    - The **Start Line Factor** determines how far down on the page the text prints. Increase the value to move the text down, or decrease the value to move the text up.
    - The **Left Margin Factor** determines how far to the right the text starts printing. Increase the value to move the text to the right, or decrease the value to move the text to the left.
8. Continue to test print until everything lines up.

Printing the W-3 Information

1. Verify the W-3 forms are loaded in the printer.
2. Verify the totals that must print in each box on the W-3 form.
3. Box 15 should contain the state abbreviation and the state ID number if you only have one state withholding. If you have multiple state withholdings and multiple state ID numbers, the IRS instructions state that you should type an **X** as the state abbreviation and leave the ID number box blank.
4. The W-3 form does not include reporting of the total value of healthcare coverage for all employees. (See *General Instructions for Forms W-2 and W-3* from the IRS for more information.)
5. Click **Print W3** to print the form. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**.
6. When the form is finished printing, click **Exit** to close the screen.

Remove Dormant Records

Use this button to remove dormant payroll records. These are the records flagged as inactive. The system also considers employees who have not had a paycheck printed for one year to be dormant. Therefore, if a new employee has been hired but has not had a paycheck printed, he/she may appear on the list of dormant records. You may exclude employees from having their records deleted.



Remove Inactive Records

☑ MORR02	MC MORRILL	595113826
☑ MORR03	KL MORRILL	595384997
☑ MORR04	MA MORRILL	591704424
☑ SMIT02	LN SMITH	591902453
☑ SMIT03	VA SMITH	595275350
☑ SMIT04	SR SMITH	591510573

Remove Dormant Records

Description

This screen is used to remove dormant payroll records. These are the records flagged as inactive. The system also considers employees who have not had a paycheck printed for one year to be dormant. Therefore, if a new employee has been hired but has not had a paycheck printed, he/she may appear on the list of dormant records. You may exclude employees from having their records deleted. This will not remove employees from the W-2 data.

Important: You should run this maintenance immediately after the end-of-year update and before the next payroll. However, if this maintenance is run any other time, it will not remove records that have activity. This feature will flag records with any activity as "Active" even if you have previously flagged the record as "Inactive."

Important: **Run this maintenance immediately after the End-of-year update and before the next payroll**. This maintenance will not remove records that have activity if you run it any other time. This feature will flag records with any activity as "Active" even if you have previously flagged the record as "Inactive."

Removing Records

1. Click **Remove Dormant Record**.

2. The window on the left side of the screen displays a list of the records flagged as inactive.

3. Click to clear the selection box next to the employee’s name if you want to keep the employee’s record. A checkmark means the employee is selected for removal. A blank box means the employee is not selected, and the employee’s records will remain in the system.

4. Click **Remove Records**.

5. Click **Gone** when prompted to verify you want to delete the records.

6. The system prompts you with a “Completed” message when it is finished deleting the records. Click **OK** to acknowledge the message.

7. The system returns you to the Year-End Closing menu.

Generate State W-2 e-File

The **Generate State W-2 e-file** button allows you to generate a file for your state W-2 data. You can use the file to submit the data electronically. Like W-2 forms, the W-2 e-file can be generated at any time after the year-end data has been prepared.

The file will only contain data for employees that have had the specified state's taxes withheld. For example, if your dealership is in Pennsylvania and employs residents of both Pennsylvania and Ohio, the file generated for Pennsylvania will not include Ohio residents that did not have Pennsylvania taxes withheld and vice versa.

Each state dictates what data needs to be included in the state record(s) that are submitted. These specifications may change without notice. Similarly, each state dictates how the files need to be submitted (on paper, through e-file, on removable media, etc.). Autosoft generates the file as a courtesy based on the W-2 data in the system and can only be responsible for issues directly related to the file format. It is your responsibility to understand your state's requirements for submitting W-2 information.

Many states will allow you to submit a test file for validation prior to submitting the live data. Login credentials are required in most states. You can perform this test any time of the year as long as the filing year matches the state's test year. If the file does not validate due to the format, contact Autosoft with details about the formatting issues.

Most states will not accept W-2 corrections via e-file once the originals are submitted and received. If the state requires a corrected W-2, you must send in a paper copy of the correction. You cannot generate corrections through the program. **It is your responsibility to understand your state's requirements for submitting corrected W-2 information.**

1. Click **Generate State W-2 e-File**.

2. Click **OK** when prompted to verify you are ready to generate the file for the state indicated.

Tip: The system selects the state based on the state for your dealership. If you need to generate a file for out-of-state employees, click **Change**. Use the State drop-down menu to select the state. Remember, the file will only contain data for employees who have had the specified state's taxes withheld.

3. For dealerships with in-house server-based FLEX DMS, the system displays a message indicating that C:\ASITEXT\EFW2_ST.TXT (where ST is the two-letter abbreviation for the state) has been created. However, for dealerships using the hosted FLEX DMS, the file will be saved at K:\ASITEXT\EFW2_ST.TXT. You may need to rename the file based on the naming requirements for your state. Click **OK** to acknowledge the message.

Important: **If your dealership employs the hosted FLEX DMS, you will need to copy and paste the ASITEXT\EFW2_ST.TXT file from the K:\ drive to your computer's desktop. This will enable you to upload the file via the Internet, as access may be limited under the hosted server. To see complete instructions regarding saving and copying files from the hosted FLEX DMS server to a local drive, see *Appendix B*.**

4. The system warns you that the file remains in the specified location until it is manually deleted. You should upload the file as needed and move the file to a secure location. Autosoft recommends you remove the file from the computer and save it to a secure location due to the sensitive nature of the data. Click **OK** to acknowledge the message.

Finishing Up

You are finished learning the basic features of the Dealership Payroll module. You should keep this manual at your desk as you work so you can reference it as needed until you are comfortable with the payroll process and other features outlined in this manual. The remaining information in this manual is for customers who want to use special payroll features, such as direct deposit and vacation tracking.

Conclusion

This concludes the instructions for using the Payroll feature in the Autosoft DMS system. You should reference the manual as you work until you are comfortable with the procedures. When you do have questions, press F1 to display the help page so you can read detailed information about each screen. If you cannot find the information you are looking for, call the Autosoft Support Desk at (800) 473-4630 for assistance.

The appendices that follow contain specialized information some users may need. Appendix A explains how to set up your payroll deductions if you have a 401K or cafeteria plan. Appendix B explains how to set up your system if you use direct deposit. Appendix C explains how to track vacation time, and Appendix D is a time conversion chart you will need to use if you use the time clock. Refer to these appendices if they apply to your payroll needs.

Appendix A Setup for 401K and Cafeteria Plans

If you have a 401K plan or cafeteria plan, you need to set up the payroll deductions in a specific order. This appendix provides an overview of how 401K plans and cafeteria plans affect taxes and provides examples of how to set up the deductions based on the plans you have and the state and local tax bureaus' requirements.

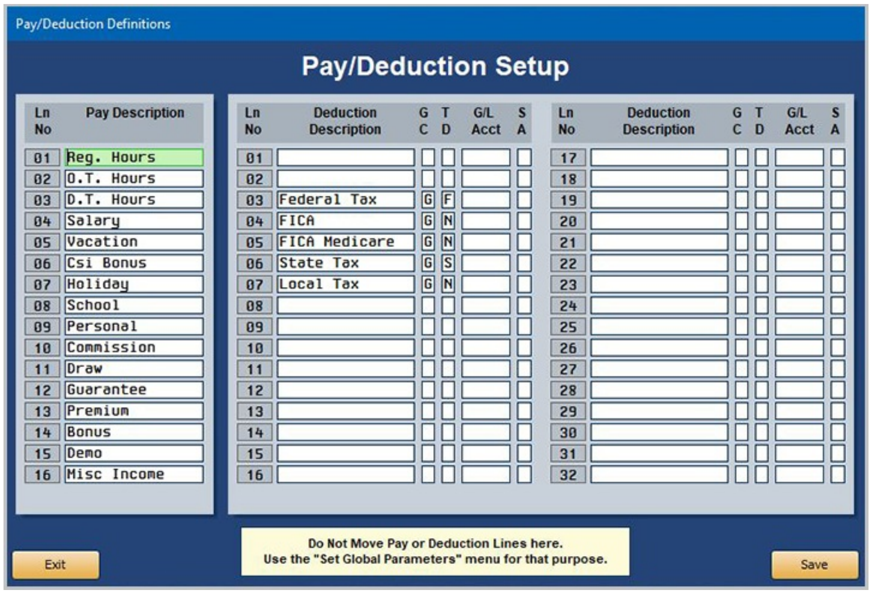
401K plans affect federal income tax, but they do no affect FICA or FICA Medicare. The 401K will affect the state and local taxes only if the individual state or local tax bureau recognizes the plan as being tax deferred income.

If you have a Cafeteria plan, the customer will need to call the insurance company providing the coverage and find out which taxes the plan affects. Most cafeteria plans affect federal income tax, FICA, and FICA Medicare. The cafeteria plan will affect the state and local taxes only if the individual state or local tax bureau recognizes the plan as being tax deferred income. There are many types of cafeteria plans. Check the specifics of your plan before setting up the payroll deductions.

The remainder of this appendix provides examples of how to set up the payroll deductions based on if you have a 401K plan or cafeteria plan and whether or not the income is considered tax deferred. Use the example that corresponds to the pay deductions that apply to your state and local tax bureau. The example setup screens show an **S** in the **TD** column next to State Tax. This indicates that this tax uses a state tax table. If your state does not use a state tax table, type **N** in the **TD** column for State Tax.

No 401K or Cafeteria Plan

Always leave the first two lines blank.



Pay/Deduction Setup

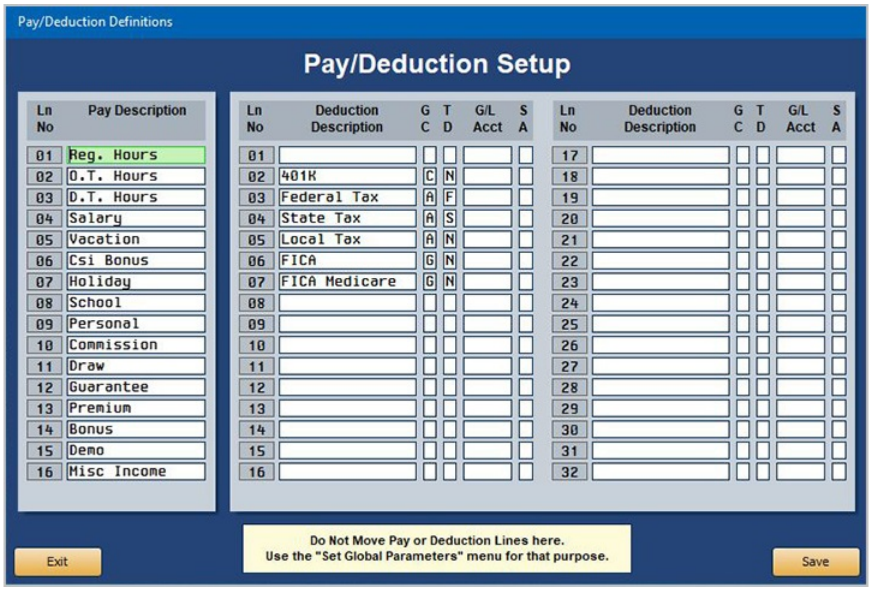
Ln No	Pay Description
01	Reg. Hours
02	O.T. Hours
03	D.T. Hours
04	Salary
05	Vacation
06	Csi Bonus
07	Holiday
08	School
09	Personal
10	Commission
11	Draw
12	Guarantee
13	Premium
14	Bonus
15	Demo
16	Misc Income

Ln No	Deduction Description	G C	T D	G/L Acct	S A	Ln No	Deduction Description	G C	T D	G/L Acct	S A
01						17					
02						18					
03	Federal Tax	G	F			19					
04	FICA	G	N			20					
05	FICA Medicare	G	N			21					
06	State Tax	G	S			22					
07	Local Tax	G	N			23					
08						24					
09						25					
10						26					
11						27					
12						28					
13						29					
14						30					
15						31					
16						32					

Do Not Move Pay or Deduction Lines here.
Use the "Set Global Parameters" menu for that purpose.

401K Only

Both State and local recognize 401K as tax deferred



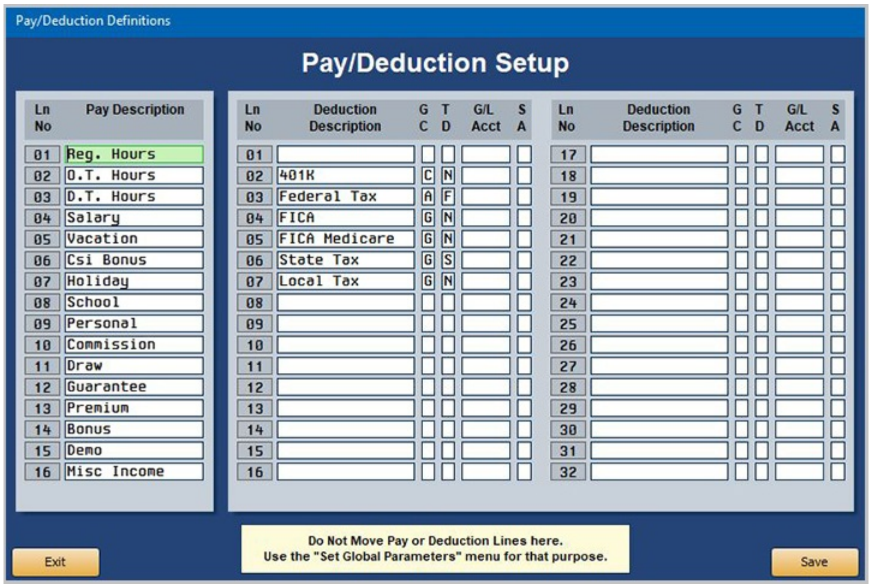
Pay/Deduction Setup

Ln No	Pay Description
01	Reg. Hours
02	O.T. Hours
03	D.T. Hours
04	Salary
05	Vacation
06	Csi Bonus
07	Holiday
08	School
09	Personal
10	Commission
11	Draw
12	Guarantee
13	Premium
14	Bonus
15	Demo
16	Misc Income

Ln No	Deduction Description	G C	T D	G/L Acct	S A	Ln No	Deduction Description	G C	T D	G/L Acct	S A
01						17					
02	401K	C	N			18					
03	Federal Tax	A	F			19					
04	State Tax	A	S			20					
05	Local Tax	A	N			21					
06	FICA	G	N			22					
07	FICA Medicare	G	N			23					
08						24					
09						25					
10						26					
11						27					
12						28					
13						29					
14						30					
15						31					
16						32					

Do Not Move Pay or Deduction Lines here.
Use the "Set Global Parameters" menu for that purpose.

Both State and local do not recognize 401K as tax deferred



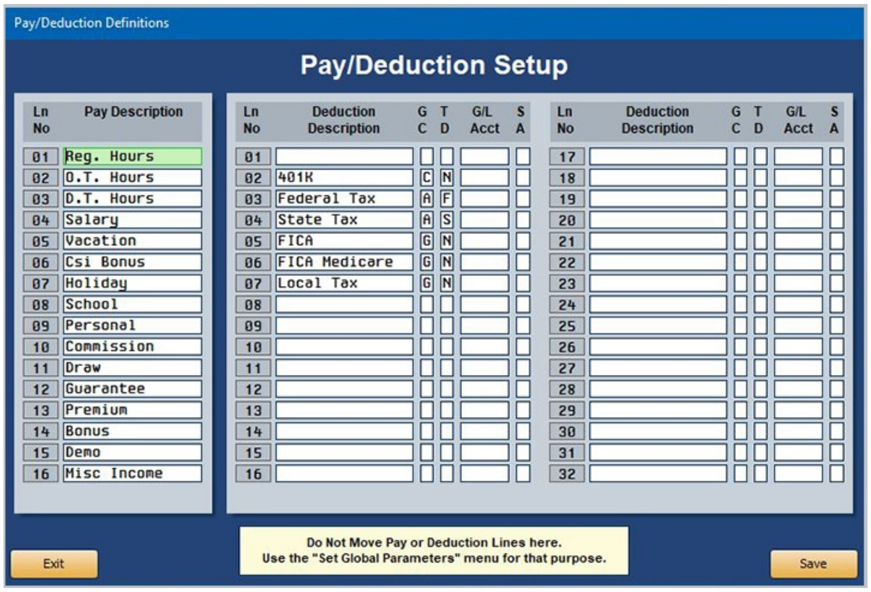
Pay/Deduction Setup

Ln No	Pay Description
01	Reg. Hours
02	O.T. Hours
03	D.T. Hours
04	Salary
05	Vacation
06	Csi Bonus
07	Holiday
08	School
09	Personal
10	Commission
11	Draw
12	Guarantee
13	Premium
14	Bonus
15	Demo
16	Misc Income

Ln No	Deduction Description	G C	T D	G/L Acct	S A	Ln No	Deduction Description	G C	T D	G/L Acct	S A
01						17					
02	401K	C	N			18					
03	Federal Tax	A	F			19					
04	FICA	G	N			20					
05	FICA Medicare	G	N			21					
06	State Tax	G	S			22					
07	Local Tax	G	N			23					
08						24					
09						25					
10						26					
11						27					
12						28					
13						29					
14						30					
15						31					
16						32					

Do Not Move Pay or Deduction Lines here.
Use the "Set Global Parameters" menu for that purpose.

State recognizes 401K as tax deferred but local does not

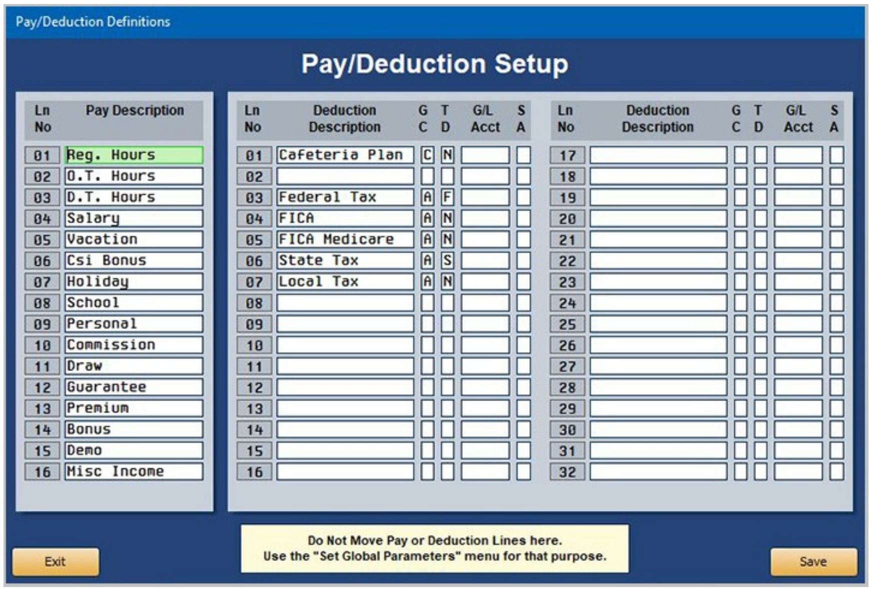


Ln No	Pay Description	Ln No	Deduction Description	G C	T D	G/L Acct	S A	Ln No	Deduction Description	G C	T D	G/L Acct	S A
01	Reg. Hours	01						17					
02	O.T. Hours	02	401K	C	N			18					
03	D.T. Hours	03	Federal Tax	A	F			19					
04	Salary	04	State Tax	A	S			20					
05	Vacation	05	FICA	G	N			21					
06	Csi Bonus	06	FICA Medicare	G	N			22					
07	Holiday	07	Local Tax	G	N			23					
08	School	08						24					
09	Personal	09						25					
10	Commission	10						26					
11	Draw	11						27					
12	Guarantee	12						28					
13	Premium	13						29					
14	Bonus	14						30					
15	Demo	15						31					
16	Misc Income	16						32					

Do Not Move Pay or Deduction Lines here.
Use the "Set Global Parameters" menu for that purpose.

Cafeteria Only

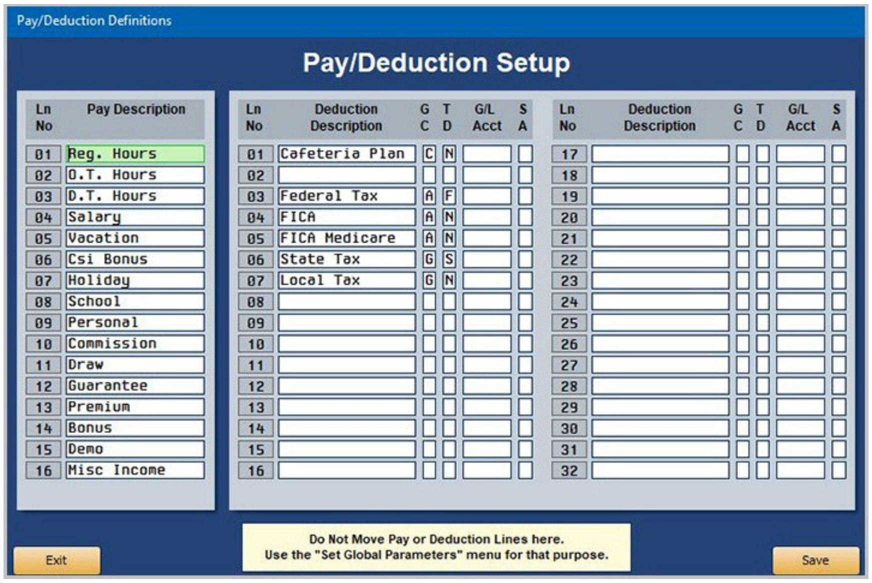
Both state and local recognize cafeteria as tax deferred



Ln No	Pay Description	Ln No	Deduction Description	G C	T D	G/L Acct	S A	Ln No	Deduction Description	G C	T D	G/L Acct	S A
01	Reg. Hours	01	Cafeteria Plan	C	N			17					
02	O.T. Hours	02						18					
03	D.T. Hours	03	Federal Tax	A	F			19					
04	Salary	04	FICA	A	N			20					
05	Vacation	05	FICA Medicare	A	N			21					
06	Csi Bonus	06	State Tax	A	S			22					
07	Holiday	07	Local Tax	A	N			23					
08	School	08						24					
09	Personal	09						25					
10	Commission	10						26					
11	Draw	11						27					
12	Guarantee	12						28					
13	Premium	13						29					
14	Bonus	14						30					
15	Demo	15						31					
16	Misc Income	16						32					

Do Not Move Pay or Deduction Lines here.
Use the "Set Global Parameters" menu for that purpose.

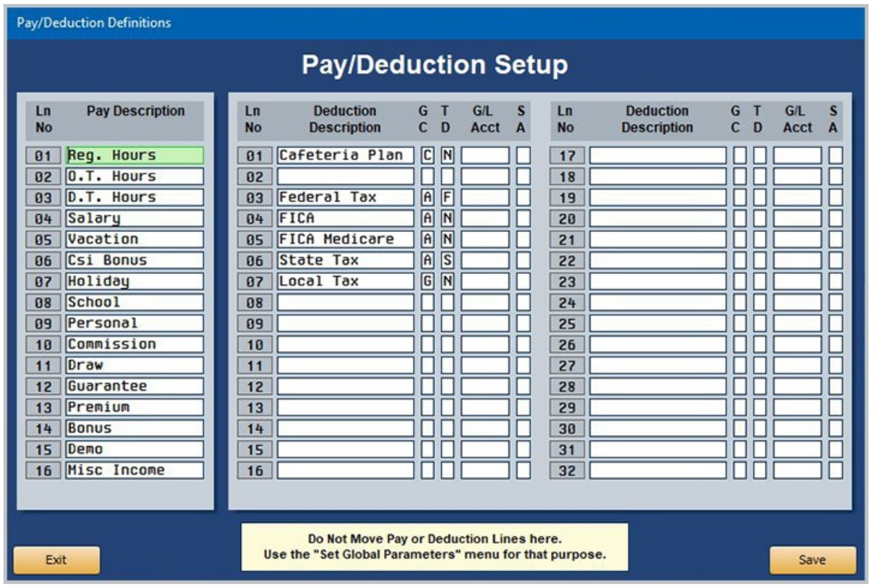
Both State and local do not recognize cafeteria as tax deferred



Ln No	Pay Description	Ln No	Deduction Description	G C	T D	G/L Acct	S A	Ln No	Deduction Description	G C	T D	G/L Acct	S A
01	Reg. Hours	01	Cafeteria Plan	C	N			17					
02	O.T. Hours	02						18					
03	D.T. Hours	03	Federal Tax	A	F			19					
04	Salary	04	FICA	A	N			20					
05	Vacation	05	FICA Medicare	A	N			21					
06	Csi Bonus	06	State Tax	G	S			22					
07	Holiday	07	Local Tax	G	N			23					
08	School	08						24					
09	Personal	09						25					
10	Commission	10						26					
11	Draw	11						27					
12	Guarantee	12						28					
13	Premium	13						29					
14	Bonus	14						30					
15	Demo	15						31					
16	Misc Income	16						32					

Do Not Move Pay or Deduction Lines here.
Use the "Set Global Parameters" menu for that purpose.

State recognizes cafeteria as tax deferred, but local does not

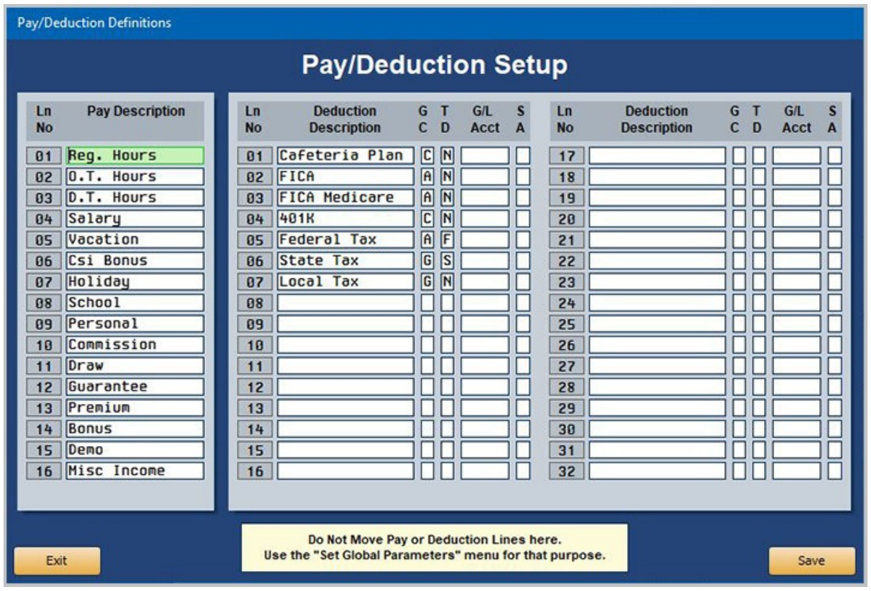


Ln No	Pay Description	Ln No	Deduction Description	G C	T D	G/L Acct	S A	Ln No	Deduction Description	G C	T D	G/L Acct	S A
01	Reg. Hours	01	Cafeteria Plan	C	N			17					
02	O.T. Hours	02						18					
03	D.T. Hours	03	Federal Tax	A	F			19					
04	Salary	04	FICA	A	N			20					
05	Vacation	05	FICA Medicare	A	N			21					
06	Csi Bonus	06	State Tax	A	S			22					
07	Holiday	07	Local Tax	G	N			23					
08	School	08						24					
09	Personal	09						25					
10	Commission	10						26					
11	Draw	11						27					
12	Guarantee	12						28					
13	Premium	13						29					
14	Bonus	14						30					
15	Demo	15						31					
16	Misc Income	16						32					

Do Not Move Pay or Deduction Lines here.
Use the "Set Global Parameters" menu for that purpose.

401K and Cafeteria

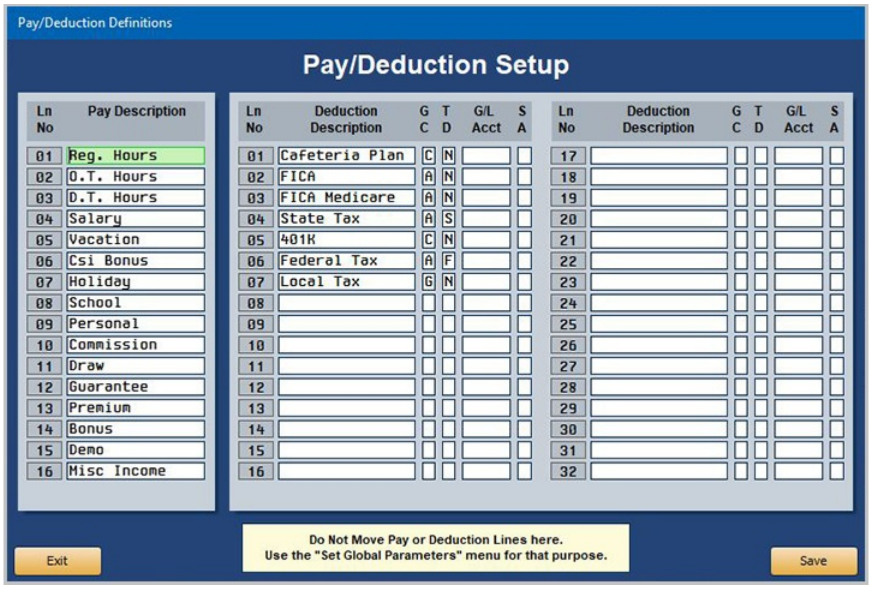
Both State and local do not recognize either as tax deferred



Ln No	Pay Description	Ln No	Deduction Description	G C	T D	G/L Acct	S A	Ln No	Deduction Description	G C	T D	G/L Acct	S A
01	Reg. Hours	01	Cafeteria Plan	C	N			17					
02	O.T. Hours	02	FICA	A	N			18					
03	D.T. Hours	03	FICA Medicare	A	N			19					
04	Salary	04	401K	C	N			20					
05	Vacation	05	Federal Tax	A	F			21					
06	Csi Bonus	06	State Tax	G	S			22					
07	Holiday	07	Local Tax	G	N			23					
08	School	08						24					
09	Personal	09						25					
10	Commission	10						26					
11	Draw	11						27					
12	Guarantee	12						28					
13	Premium	13						29					
14	Bonus	14						30					
15	Demo	15						31					
16	Misc Income	16						32					

Do Not Move Pay or Deduction Lines here.
Use the "Set Global Parameters" menu for that purpose.

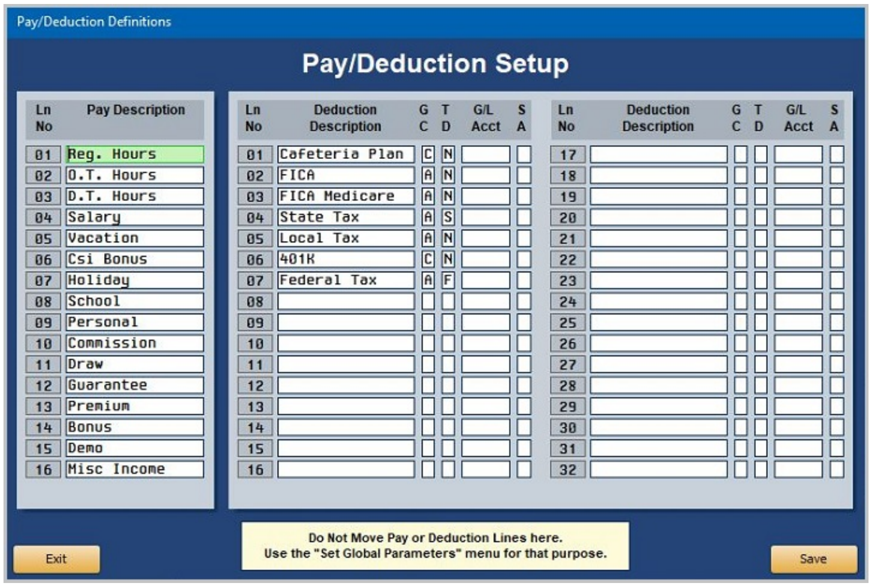
State recognizes cafeteria as tax deferred but not 401K, and local does not recognize either as tax deferred



Ln No	Pay Description	Ln No	Deduction Description	G C	T D	G/L Acct	S A	Ln No	Deduction Description	G C	T D	G/L Acct	S A
01	Reg. Hours	01	Cafeteria Plan	C	N			17					
02	O.T. Hours	02	FICA	A	N			18					
03	D.T. Hours	03	FICA Medicare	A	N			19					
04	Salary	04	State Tax	A	S			20					
05	Vacation	05	401K	C	N			21					
06	Csi Bonus	06	Federal Tax	A	F			22					
07	Holiday	07	Local Tax	G	N			23					
08	School	08						24					
09	Personal	09						25					
10	Commission	10						26					
11	Draw	11						27					
12	Guarantee	12						28					
13	Premium	13						29					
14	Bonus	14						30					
15	Demo	15						31					
16	Misc Income	16						32					

Do Not Move Pay or Deduction Lines here.
Use the "Set Global Parameters" menu for that purpose.

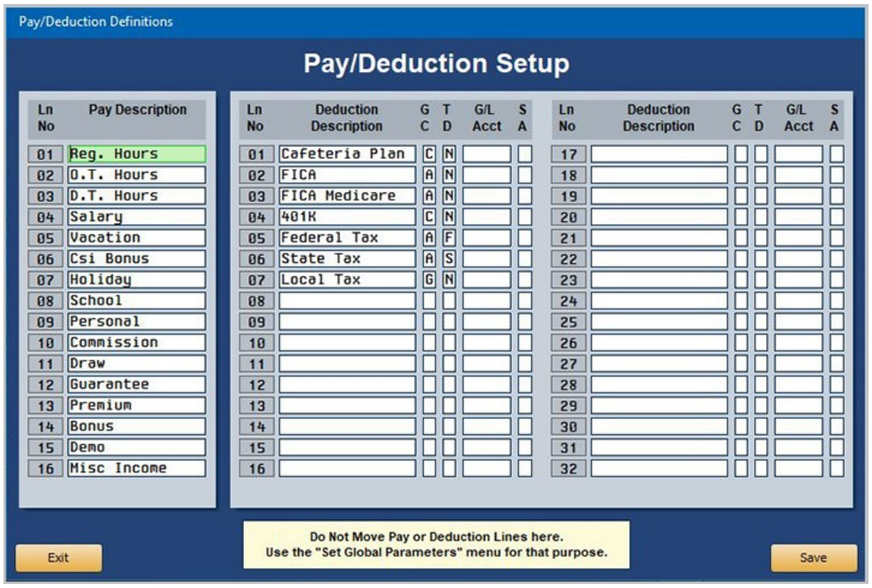
Both state and local recognize cafeteria as tax deferred but do not recognize 401K as tax deferred



Ln No	Pay Description	Ln No	Deduction Description	G C	T D	G/L Acct	S A	Ln No	Deduction Description	G C	T D	G/L Acct	S A
01	Reg. Hours	01	Cafeteria Plan	C	N			17					
02	O.T. Hours	02	FICA	A	N			18					
03	D.T. Hours	03	FICA Medicare	A	N			19					
04	Salary	04	State Tax	A	S			20					
05	Vacation	05	Local Tax	A	N			21					
06	Csi Bonus	06	401K	C	N			22					
07	Holiday	07	Federal Tax	A	F			23					
08	School	08						24					
09	Personal	09						25					
10	Commission	10						26					
11	Draw	11						27					
12	Guarantee	12						28					
13	Premium	13						29					
14	Bonus	14						30					
15	Demo	15						31					
16	Misc Income	16						32					

Do Not Move Pay or Deduction Lines here.
Use the "Set Global Parameters" menu for that purpose.

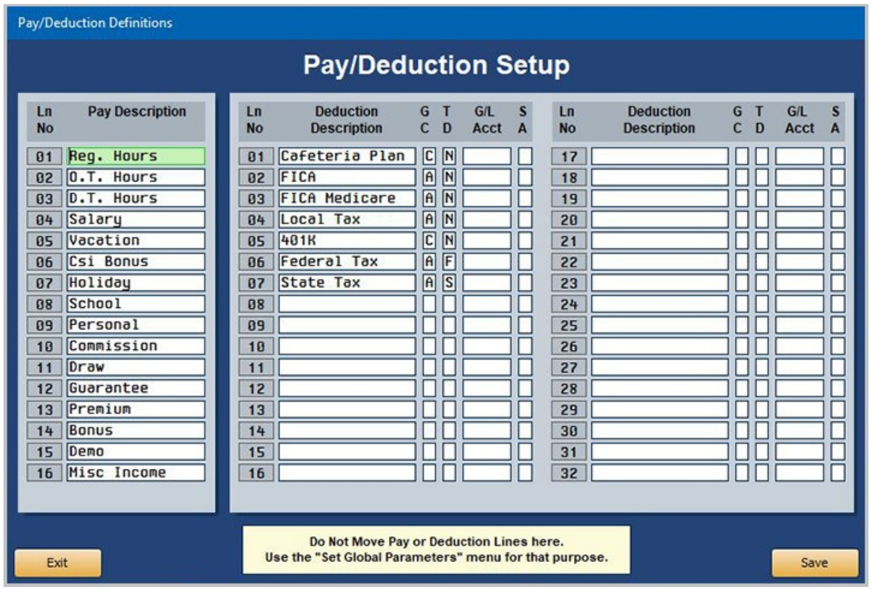
State recognizes both 401K and cafeteria as tax deferred, but local does not recognize either as tax deferred



Ln No	Pay Description	Ln No	Deduction Description	G C	T D	G/L Acct	S A	Ln No	Deduction Description	G C	T D	G/L Acct	S A
01	Reg. Hours	01	Cafeteria Plan	C	N			17					
02	O.T. Hours	02	FICA	A	N			18					
03	D.T. Hours	03	FICA Medicare	A	N			19					
04	Salary	04	401K	C	N			20					
05	Vacation	05	Federal Tax	A	F			21					
06	Csi Bonus	06	State Tax	A	S			22					
07	Holiday	07	Local Tax	G	N			23					
08	School	08						24					
09	Personal	09						25					
10	Commission	10						26					
11	Draw	11						27					
12	Guarantee	12						28					
13	Premium	13						29					
14	Bonus	14						30					
15	Demo	15						31					
16	Misc Income	16						32					

Do Not Move Pay or Deduction Lines here.
Use the "Set Global Parameters" menu for that purpose.

State recognizes both 401K and cafeteria as tax deferred, but local only recognizes cafeteria as tax deferred



Pay/Deduction Definitions

Pay/Deduction Setup

Ln No	Pay Description	Ln No	Deduction Description	G C	T D	G/L Acct	S A	Ln No	Deduction Description	G C	T D	G/L Acct	S A
01	Reg. Hours	01	Cafeteria Plan	C	N		☐	17		☐	☐		☐
02	O.T. Hours	02	FICA	A	N		☐	18		☐	☐		☐
03	D.T. Hours	03	FICA Medicare	A	N		☐	19		☐	☐		☐
04	Salary	04	Local Tax	A	N		☐	20		☐	☐		☐
05	Vacation	05	401K	C	N		☐	21		☐	☐		☐
06	Csi Bonus	06	Federal Tax	A	F		☐	22		☐	☐		☐
07	Holiday	07	State Tax	A	S		☐	23		☐	☐		☐
08	School	08		☐	☐		☐	24		☐	☐		☐
09	Personal	09		☐	☐		☐	25		☐	☐		☐
10	Commission	10		☐	☐		☐	26		☐	☐		☐
11	Draw	11		☐	☐		☐	27		☐	☐		☐
12	Guarantee	12		☐	☐		☐	28		☐	☐		☐
13	Premium	13		☐	☐		☐	29		☐	☐		☐
14	Bonus	14		☐	☐		☐	30		☐	☐		☐
15	Demo	15		☐	☐		☐	31		☐	☐		☐
16	Misc Income	16		☐	☐		☐	32		☐	☐		☐

Do Not Move Pay or Deduction Lines here.
Use the "Set Global Parameters" menu for that purpose.

In the above example, the program will calculate the deductions using the following equation. The figures presented are just examples to illustrate how the setup will be used. The example uses a $500 gross pay and a deduction setup with a $30.00 cafeteria plan and 3% 401K plan.

Total Wages	$500.00	
– Cafeteria	– $30.00	
= Adjusted gross FICA, FICA Medicare, and local taxes will be figured on	$470.00	
– 401K	– $15.00	(3% of the gross)
= Adjusted gross federal and state tax will be figured on	$455.00	

Appendix B Direct Deposit

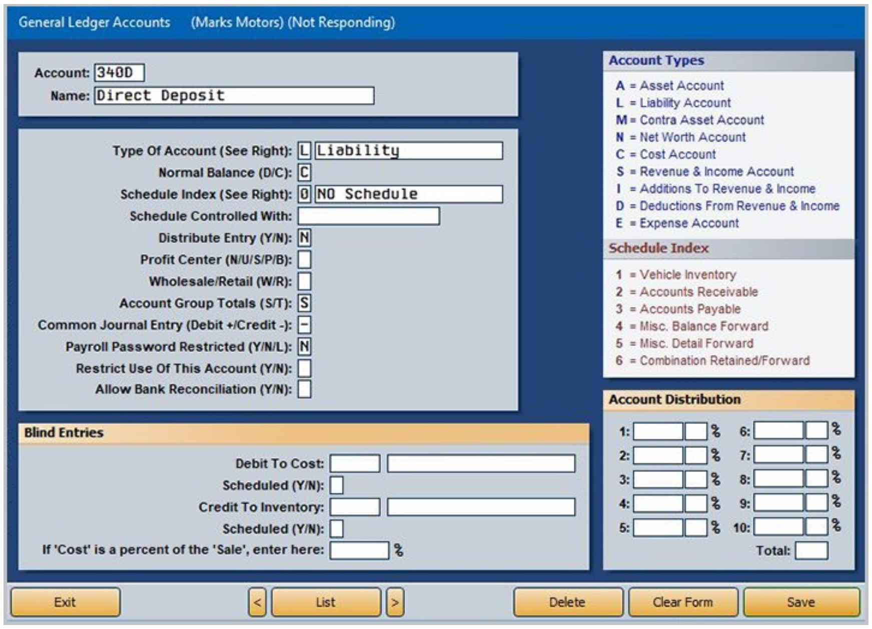
Use the following instructions to set up and use direct deposit in the Payroll module.

Setting Up Direct Deposit

To use direct deposit, you must set special parameters in the general ledger, deductions, miscellaneous parameters, employee information, and printer setups.

General Ledger

In the Setup for the Accounting module, create a liability account for the direct deposit activity from payroll and disbursements. Do not schedule the account. The detail should be sufficient for your records.



General Ledger Accounts (Marks Motors) (Not Responding)

Account: 340D
Name: Direct Deposit

Type Of Account (See Right): L Liability
Normal Balance (D/C): C
Schedule Index (See Right): 0 NO Schedule
Schedule Controlled With:
Distribute Entry (Y/N): N
Profit Center (N/U/S/P/B):
Wholesale/Retail (W/R):
Account Group Totals (S/T): S
Common Journal Entry (Debit +/Credit -): -
Payroll Password Restricted (Y/N/L): N
Restrict Use Of This Account (Y/N):
Allow Bank Reconciliation (Y/N):

Account Types

A = Asset Account
L = Liability Account
M = Contra Asset Account
N = Net Worth Account
C = Cost Account
S = Revenue & Income Account
I = Additions To Revenue & Income
D = Deductions From Revenue & Income
E = Expense Account

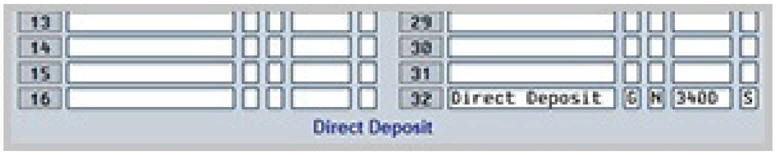
Schedule Index

1 = Vehicle Inventory
2 = Accounts Receivable
3 = Accounts Payable
4 = Misc. Balance Forward
5 = Misc. Detail Forward
6 = Combination Retained/Forward

Blind Entries
Debit To Cost:
Scheduled (Y/N):
Credit To Inventory:
Scheduled (Y/N):
If 'Cost' is a percent of the 'Sale', enter here: %
Account Distribution
1: % 6: %
2: % 7: %
3: % 8: %
4: % 9: %
5: % 10: %
Total:
Exit
<
List
>
Delete
Clear Form
Save

Setting Up the Direct Deposit Deduction

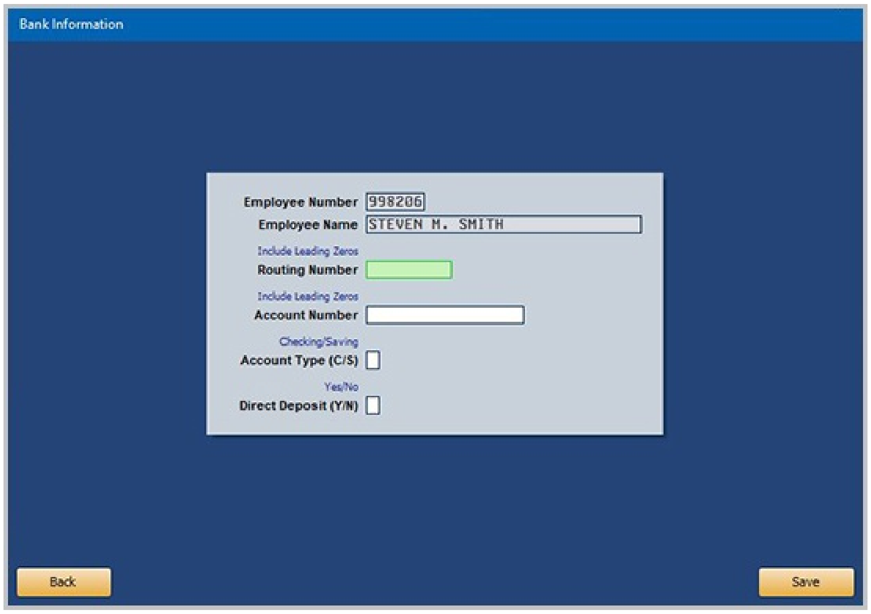
In the Pay/Deduction Descriptions screen within Payroll Setup, set up a deduction called “Direct Deposit” on line 32. You must capitalize the first letter of both Direct and Deposit, leaving the remainder of each word lowercase. Direct deposit must be set as the last deduction (line 32) to ensure the feature works properly. The deduction will be on the gross pay (G), and there will not be a table for the deduction (N). Be sure to type the general ledger account number for the account you created to post the direct deposit, and enter **S** to flag the account as a scheduled account. This will ensure the payroll posts the general ledger account by line rather than by totals.



13						29					
14						30					
15						31					
16						32	Direct Deposit	G	N	3400	S

Adding Employee Direct Deposit Information

You must add the employee’s banking information in the Employee Master File (Employee Information). On the Employee Information screen, select the employee. Then, click **Statistical**. On the Statistical screen, click **Bank Info**. Fill in the employee’s banking information for the account where the payroll will be direct deposited, and click **Save**.



Employee Number 998206

Employee Name STEVEN M. SMITH

Include Leading Zeros
Routing Number

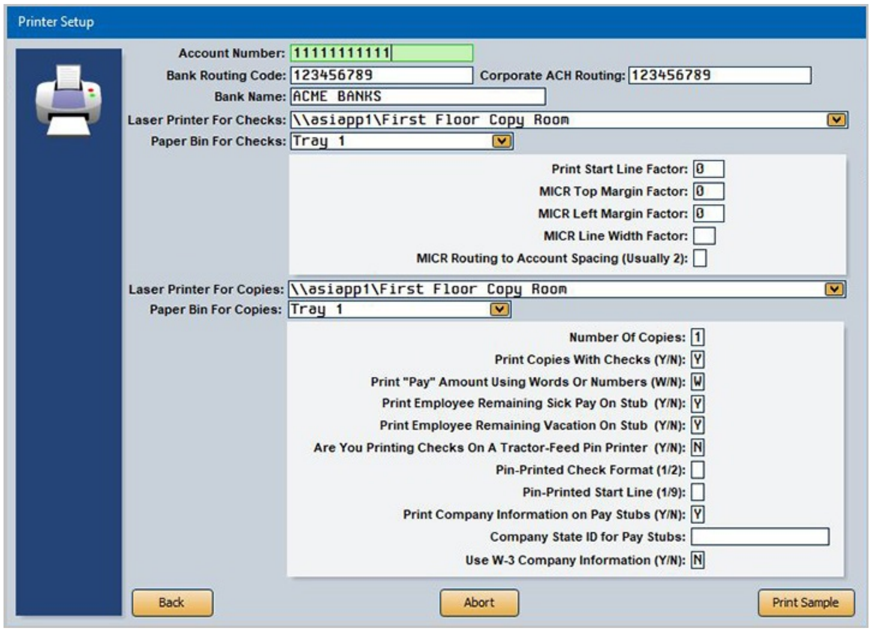
Include Leading Zeros
Account Number

Checking/Saving
Account Type (C/S) ☐

Yes/No
Direct Deposit (Y/N) ☐

Setting Printer Parameters for Direct Deposit

You will enter your dealership's banking information for direct deposit purposes using the **Printer Setup** button on the Payroll Setup menu.



Account Number: 11111111111
Bank Routing Code: 123456789
Corporate ACH Routing: 123456789
Bank Name: ACME BANKS
Laser Printer For Checks: \\asiapp1\First Floor Copy Room
Paper Bin For Checks: Tray 1
Print Start Line Factor: 0
MICR Top Margin Factor: 0
MICR Left Margin Factor: 0
MICR Line Width Factor:
MICR Routing to Account Spacing (Usually 2):
Laser Printer For Copies: \\asiapp1\First Floor Copy Room
Paper Bin For Copies: Tray 1
Number Of Copies: 1
Print Copies With Checks (Y/N): Y
Print "Pay" Amount Using Words Or Numbers (W/N): W
Print Employee Remaining Sick Pay On Stub (Y/N): Y
Print Employee Remaining Vacation On Stub (Y/N): Y
Are You Printing Checks On A Tractor-Feed Pin Printer (Y/N): N
Pin-Printed Check Format (1/2):
Pin-Printed Start Line (1/9):
Print Company Information on Pay Stubs (Y/N): Y
Company State ID for Pay Stubs:
Use W-3 Company Information (Y/N): N

1. From the Dealership Payroll menu, select **Setup**. The Payroll Setup menu will open.

2. Click **Printer Setup**. The Payroll-specific Printer Setup screen will open.

3. In the **Account Number** field, type the bank account number out of which your dealership pays payroll.

4. In **Bank Routing Code**, type your bank's routing number for payroll purposes.

5. Use the **Corporate ACH Routing** field to enter your bank's nine-digit Automated Clearing House account number. The ACH will be used to generate the NACHA file transmission and is optional. This field is bank-specific. Please check with your bank to see if the ACH routing number is required for direct deposits.

   When generating the NACHA file (using the Reports option on the Dealership Payroll menu), the system will prompt you to indicate if you will include the total debit entry dollar amount record. If you select **Include**, the **Corporate ACH Routing** field in the Payroll Printer Setup screen must be filled.

6. In **Bank Name**, type the name of your bank.

7. Click **Back** when you're finished adjusting your printer settings.

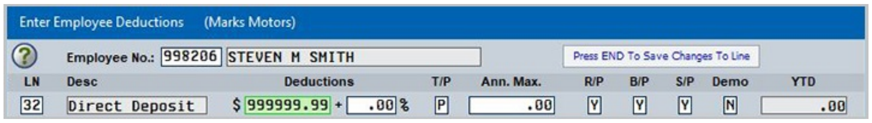
Posting Direct Deposit

Posting payroll for a direct deposit setup varies slightly from posting payroll in a “regular” payroll setup. You will need to be aware of the following differences during the posting, compiling, and printing of payroll.

Enter Deductions

Enter the payroll as you usually do. Then, advance to the Enter Deductions screen, and set up a direct deposit deduction for each employee who has direct deposit.

1. Click the direct deposit deduction in the list. The deduction fills in the working line.
2. Set the direct deposit deduction to **999999.99**.
3. Leave the **Annual Max** blank.
4. Type **Y** for **R/P** (regular pay), **B/P** (bonus pay), and **S/P** (special pay).
5. Type **N** for **Demo**.


Enter Employee Deductions (Marks Motors)
?
Press END To Save Changes To Line

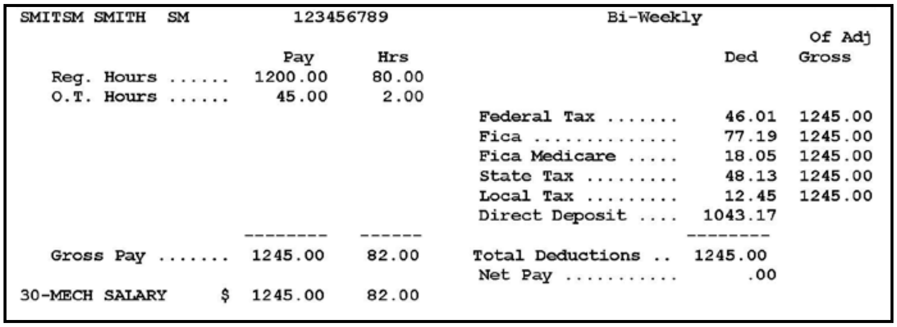
Employee No.: 998206 STEVEN M SMITH

LN	Desc	Deductions	T/P	Ann. Max.	R/P	B/P	S/P	Demo	YTD
32	Direct Deposit	$ 999999.99 + .00 %	P	.00	Y	Y	Y	N	.00

6. Press ENTER to file the deduction line.
7. Repeat steps 1 through 6 for each employee who will receive a direct deposit.

Print Compiled Payroll

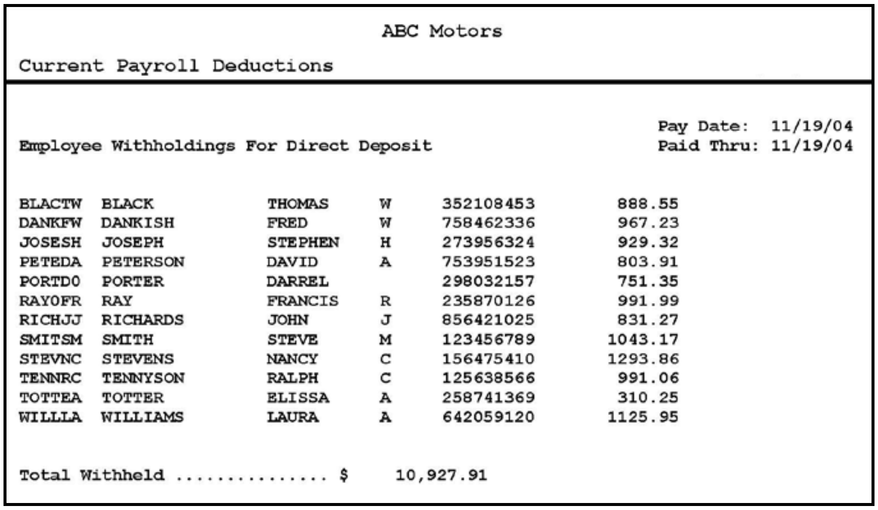
When you compile and print the payroll, the amount of the net pay will be zero.



```
SMITSM SMITH  SM          123456789                        Bi-Weekly
                                                                        Of Adj
                           Pay       Hrs                          Ded    Gross
   Reg. Hours ......     1200.00    80.00
   O.T. Hours ......       45.00     2.00
                                                Federal Tax .......   46.01  1245.00
                                                Fica ..............   77.19  1245.00
                                                Fica Medicare .....   18.05  1245.00
                                                State Tax .........   48.13  1245.00
                                                Local Tax .........   12.45  1245.00
                                                Direct Deposit .... 1043.17
                        --------   ------                          --------
   Gross Pay .......     1245.00    82.00      Total Deductions .. 1245.00
                                                Net Pay ...........     .00
30-MECH SALARY      $    1245.00    82.00
```

Print Current Deductions

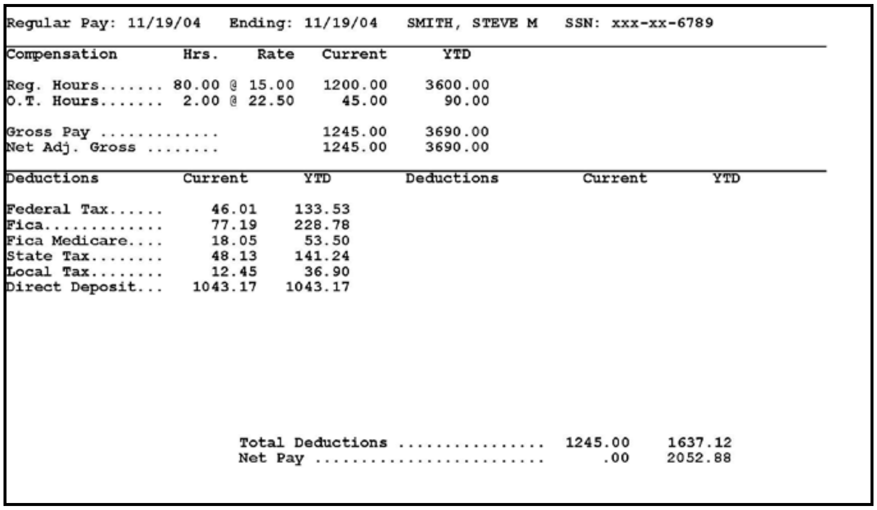
Use the **Print Current Deductions** option on the Compile Payroll menu to print a list of the employees who have direct deposit. The list prints the employee's name, social security number, and the amount deposited into the employee's account.



```
                              ABC Motors
Current Payroll Deductions

                                                           Pay Date:  11/19/04
Employee Withholdings For Direct Deposit                   Paid Thru: 11/19/04


BLACTW  BLACK           THOMAS     W     352108453        888.55
DANKFW  DANKISH         FRED       W     758462336        967.23
JOSESH  JOSEPH          STEPHEN    H     273956324        929.32
PETEDA  PETERSON        DAVID      A     753951523        803.91
PORTD0  PORTER          DARREL           298032157        751.35
RAYOFR  RAY             FRANCIS    R     235870126        991.99
RICHJJ  RICHARDS        JOHN       J     856421025        831.27
SMITSM  SMITH           STEVE      M     123456789       1043.17
STEVNC  STEVENS         NANCY      C     156475410       1293.86
TENNRC  TENNYSON        RALPH      C     125638566        991.06
TOTTEA  TOTTER          ELISSA     A     258741369        310.25
WILLLA  WILLIAMS        LAURA      A     642059120       1125.95


Total Withheld ............... $     10,927.91
```

Print Payroll

Print the payroll check, and *give just the stub* to the employee for his/her records. For Accounting purposes, it is necessary to print the zero check. This will give you all of the detail necessary in your payroll records and in your general ledger.



```
Regular Pay: 11/19/04   Ending: 11/19/04   SMITH, STEVE M   SSN: xxx-xx-6789
_______________________________________________________________________________
Compensation       Hrs.    Rate   Current      YTD

Reg. Hours....... 80.00 @ 15.00   1200.00    3600.00
O.T. Hours.......  2.00 @ 22.50     45.00      90.00

Gross Pay ............            1245.00    3690.00
Net Adj. Gross ........           1245.00    3690.00
_______________________________________________________________________________
Deductions         Current      YTD        Deductions         Current       YTD

Federal Tax......     46.01    133.53
Fica.............     77.19    228.78
Fica Medicare....     18.05     53.50
State Tax........     48.13    141.24
Local Tax........     12.45     36.90
Direct Deposit...   1043.17   1043.17




                        Total Deductions ................  1245.00    1637.12
                        Net Pay .........................      .00    2052.88
```

Reports

After you update the payroll to Accounting, you can print the list of employees who have direct deposit through the Payroll Reports. Debit the account when you send the list to the bank.

1. Click **Reports**.
2. Click **Special Purpose Reports**.
3. Click **Print Selected Deductions**.
4. Type the deduction number for direct deposit.
5. Specify the date range you want to use for the report. You must type dates in an eight-character format with or without slashes (mm/dd/yyyy or mmddyyyy). If you do not use slashes, press ENTER to continue.
6. When prompted to verify your printer is ready, select your print criteria and click **Print**.

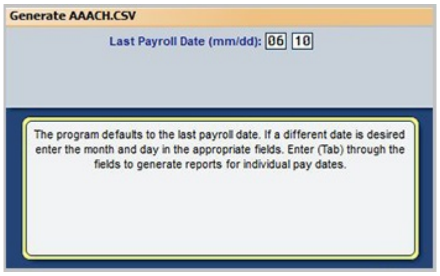
Submitting the Direct Deposit Report to your Bank

After you update the current payroll, you will print the direct deposit report. You cannot print the direct deposit report until *after you update the payroll* since the direct deposit information pulls from the employee's pay history. You will upload this direct deposit report to your bank's website so your bank can debit and credit the appropriate accounts.

Important: If you have not completed the employee bank account setup, the banking information will not be transmitted with the payroll data, and the bank will not be able to complete the transaction.

Generating the AAACH File

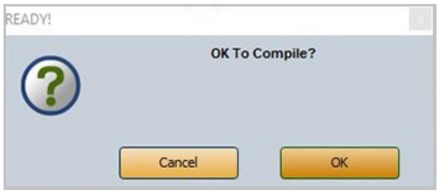
1. Click **Reports** on the Dealership Payroll menu.
2. Click **Payroll Transmissions**.
3. Click **Generate AAACH.CSV**.
4. The month and day fields default to the last pay date. Press ENTER to advance through these fields or type a new month and day in the corresponding fields.



Last Payroll Date (mm/dd): 06 10

The program defaults to the last payroll date. If a different date is desired enter the month and day in the appropriate fields. Enter (Tab) through the fields to generate reports for individual pay dates.

5. Click **OK** to compile the report.



READY!

OK To Compile?

6. The system prompts you that the report has been generated and saved to your C:\ASITEXT folder (for dealership's using an on-site server-based DMS; the file will be located in a different drive for dealership's using a hosted server-based DMS) and that you must *verify that the information is accurate before submitting it to the bank for direct deposit*. Click **OK** to continue.

7. You will be prompted that the spreadsheet is for review only and that all changes need to be made through the Autosoft Payroll system and not on the spreadsheet. Click **OK** to continue.

8. You are prompted again that the file remains in the C:\ASITEXT folder (for dealership's using an on-site server-based DMS; the file will be located in a different drive for dealership's using a hosted server-based DMS) until you manually delete it and that you should delete the file or move it to a secure location as soon as you are finished submitting it to the bank. Click **OK** to continue.

9. The report opens on your screen. Verify the information is correct. If it is correct, it can be submitted for the direct deposit through your bank's website. If there are errors, you must fix them through the payroll system and generate the report again.

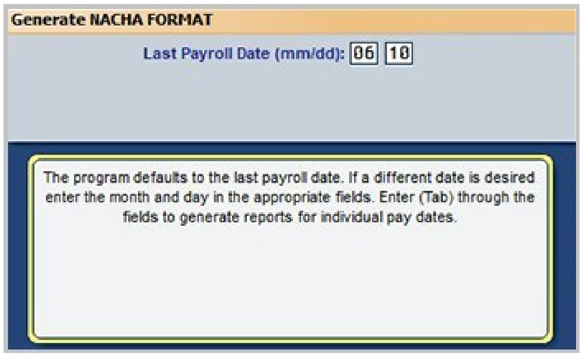
Generating the NACHA File

1. Select **Reports** from the Dealership Payroll menu.

2. Click **Payroll Transmissions**. The Payroll Exports menu will open.

3. Click **Generate NACHA File**.

4. The month and day fields default to the last pay date. Press ENTER to advance through the fields or type a new month and date in the corresponding fields.



Generate NACHA FORMAT

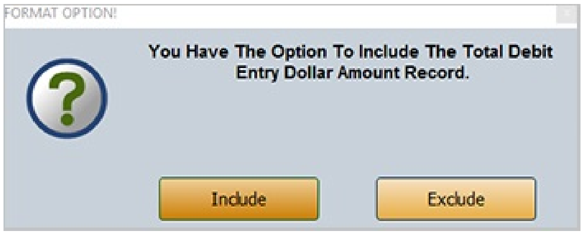
Last Payroll Date (mm/dd): 06 10

The program defaults to the last payroll date. If a different date is desired enter the month and day in the appropriate fields. Enter (Tab) through the fields to generate reports for individual pay dates.

5. The system will prompt you to verify you want to compile the report. Click **OK**.

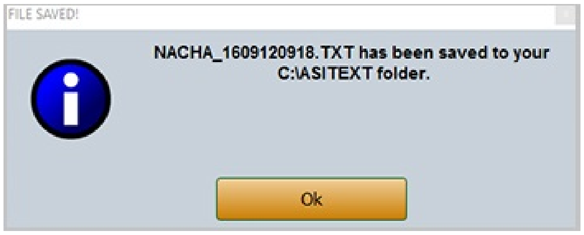
6. If you have not completed the setup for direct deposit, the system will alert you that you must set up bank information prior to generating the report. Click **OK** to acknowledge the message and return to the beginning of this appendix to complete each step of the direct deposit setup.

   If the direct deposit setup has been completed, a message will ask you if you wish to include or exclude the total debit entry dollar amount record. This is the total dollar amount that the dealership will be paying the employees. This is optional and bank-specific. Please check with your bank to verify if this figure is necessary at the bottom of the NACHA file. If you select **Include**, the total amount will be added (to use this option, the bank's routing number must be added to the **Corporate ACH Routing** field on the Payroll Printer Setup screen). If you select **Exclude**, the total amount will not be included in the NACHA file.



You Have The Option To Include The Total Debit Entry Dollar Amount Record.

7. The system prompts you that the report has been generated and saved to your C:\ASITEXT folder (for dealership's using an on-site server-based DMS; the file will be located in a different drive for dealership's using a hosted server-based DMS).



NACHA_1609120918.TXT has been saved to your C:\ASITEXT folder.

8. You are prompted again that the file remains in the C:\ASITEXT folder (for dealership's using an on-site server-based DMS; the file will be located in a different drive for dealership's using a hosted server-based DMS) until you manually delete it and that you should delete the file or move it to a secure location as soon as you are finished submitting it to the bank. Click **OK** to continue.

Appendix C Tracking Vacation

The Payroll module will track employees' vacation hours as you post the payroll and update it to the employees' files. Use the instructions in this appendix to post vacation.

Setting Up Payroll to Track Vacation

To track vacation, you must ensure that you have departments set for vacation, and you must assign employees to the vacation departments. In addition, you must enter each employee's vacation information.

Printer Setup

1. Click **Setup** on the Dealership Payroll menu.
2. Click **Printer Setup**.
3. Type **Y** in the **Print Employee Remaining Vacation On Stub**.
4. Click **Back**. Your changes will be saved.

Creating Departments

1. Select **Setup** from the Dealership Payroll menu.
2. Click **Define Departments**.
3. Create departments for vacation if you do not already have them. (See page 7 for instructions on creating departments.)

Assigning Employee Vacation Departments

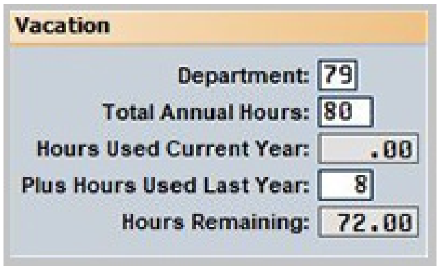
1. Select **Employee Information** from the Dealership Payroll menu.
2. Click **Employee Department Assignments** on the Employee Information menu.
3. Assign each employee to a vacation department.
4. Click **Save** to save the changes.

Entering Employee Vacation Information

1. Click **Employee Master File** on the Employee Information menu.

2. Type an employee's number in the **Employee Number** field or click **Employee List** and select the employee from the list.

3. On the Employee Information screen, use the **Vacation** box to enter vacation information.



Vacation

Department: 79
Total Annual Hours: 80
Hours Used Current Year: .00
Plus Hours Used Last Year: 8
Hours Remaining: 72.00

- In **Department**, type the department used to post the employee's vacation pay.

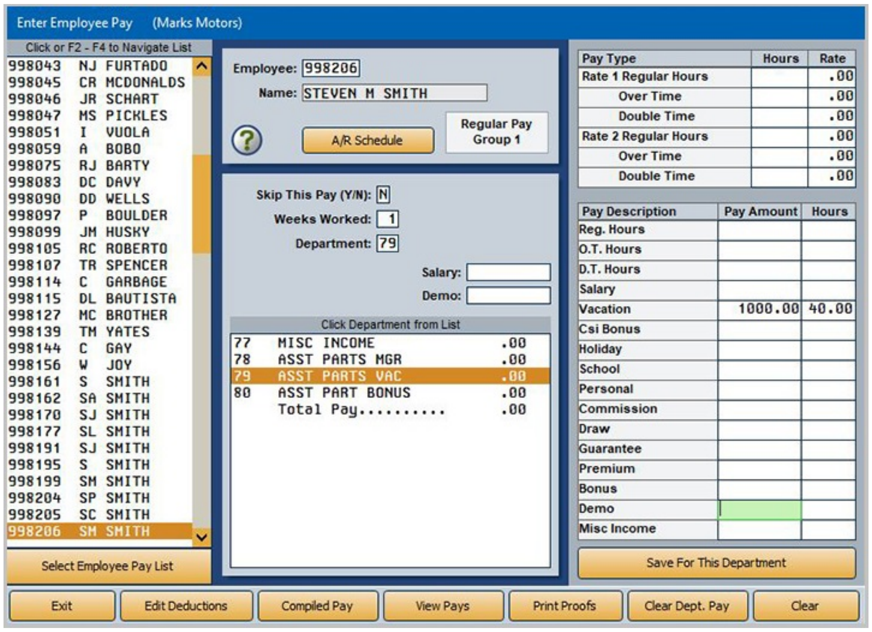
- In **Total Annual Hours**, type the total number of vacation hours the employee is eligible for this year.

- Use the **Plus Hours Used Last Year** field to type the number of hours that must be adjusted from the total vacation hours used to accommodate a payroll that included pay date for the previous year and the current year. This field only applies if you have an employee who took vacation time posted on a payroll that extends from the previous year to the new year. If the first pay of the new year includes vacation time that counts for last year, you would enter the number of hours from last year's vacation time that were paid on a payroll paid during the new year (for example, a pay that includes pay for December 27-31 and January 1-7 on which the employee took 8 hours of vacation for December 27). Because the pay includes dates from the previous year, the vacation hours are still in the payroll records for the current year. By telling the system to not include these hours in the current year's vacation hours, you ensure the Hours Used Current Year field only reflects vacation hours that actually apply to the current year.

Posting Vacation Pay

When posting payroll, use the following steps to post vacation pay.

1. From the Dealership Payroll menu, select **Enter Employee Pay**. The Enter Employee Pay screen opens.
2. Select the employee from the list on the left side of the screen or enter the employee's number in the **Employee** field.
3. Select the employee's vacation department from the department list at the center of the screen.
4. In the **Vacation Pay Amount** field, type the vacation salary.
5. In the **Vacation Hours** field, type the hours used.


Enter Employee Pay (Marks Motors)
Click or F2 - F4 to Navigate List
A/R Schedule
Select Employee Pay List
Click Department from List
Save For This Department
Exit
Edit Deductions
Compiled Pay
View Pays
Print Proofs
Clear Dept. Pay
Clear

```
998043  NJ FURTADO
998045  CR MCDONALDS
998046  JR SCHART
998047  MS PICKLES
998051  I  VUOLA
998059  A  BOBO
998075  RJ BARTY
998083  DC DAVY
998090  DD WELLS
998097  P  BOULDER
998099  JM HUSKY
998105  RC ROBERTO
998107  TR SPENCER
998114  C  GARBAGE
998115  DL BAUTISTA
998127  MC BROTHER
998139  TM YATES
998144  C  GAY
998156  W  JOY
998161  S  SMITH
998162  SA SMITH
998170  SJ SMITH
998177  SL SMITH
998191  SJ SMITH
998195  S  SMITH
998199  SM SMITH
998204  SP SMITH
998205  SC SMITH
998206  SM SMITH
```

Employee: 998206
Name: STEVEN M SMITH
Regular Pay Group 1
Skip This Pay (Y/N): N
Weeks Worked: 1
Department: 79
Salary:
Demo:

```
77    MISC INCOME             .00
78    ASST PARTS MGR          .00
79    ASST PARTS VAC          .00
80    ASST PART BONUS         .00
      Total Pay..........     .00
```

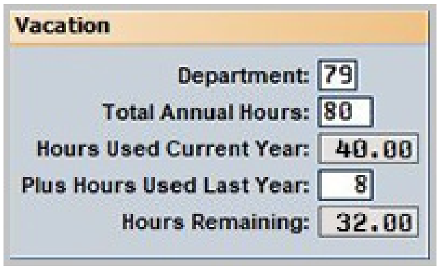
Pay Type	Hours	Rate
Rate 1 Regular Hours		.00
Over Time		.00
Double Time		.00
Rate 2 Regular Hours		.00
Over Time		.00
Double Time		.00

Pay Description	Pay Amount	Hours
Reg. Hours		
O.T. Hours		
D.T. Hours		
Salary		
Vacation	1000.00	40.00
Csi Bonus		
Holiday		
School		
Personal		
Commission		
Draw		
Guarantee		
Premium		
Bonus		
Demo		
Misc Income		

6. Click **Save For This Department**.
7. Compile and update the payroll as you normally do.

Viewing Vacation Hours

The system updates the **Hours Used Current Year** field on the Employee Information screen to display the vacation hours that the employee has used.



Vacation

Department: 79
Total Annual Hours: 80
Hours Used Current Year: 40.00
Plus Hours Used Last Year: 8
Hours Remaining: 32.00

Appendix D Tracking Sick Pay

The Payroll module will allow you to track sick pay hours and print the remaining hours on an employee's check stub. Use these instructions to track and post sick pay.

Setting Up Payroll to Track Sick Pay

To track sick pay, you must ensure that you have departments set for sick pay and then assign employees to those departments. In addition, you will have to manually enter each employee's sick leave hours.

Printer Setup

1. From the Dealership Payroll menu, select **Setup**.
2. Click **Printer Setup**.
3. Type Y in the **Print Employee Remaining Sick Pay On Stub** field.
4. Click **Back**. Your changes will be saved.

Creating Departments

1. From the Dealership Payroll menu, select **Setup**.
2. Click **Define Departments**. The Define Departments screen opens.
3. Create departments for sick pay if you do not already have them. (See page 7 for instructions on creating departments.)

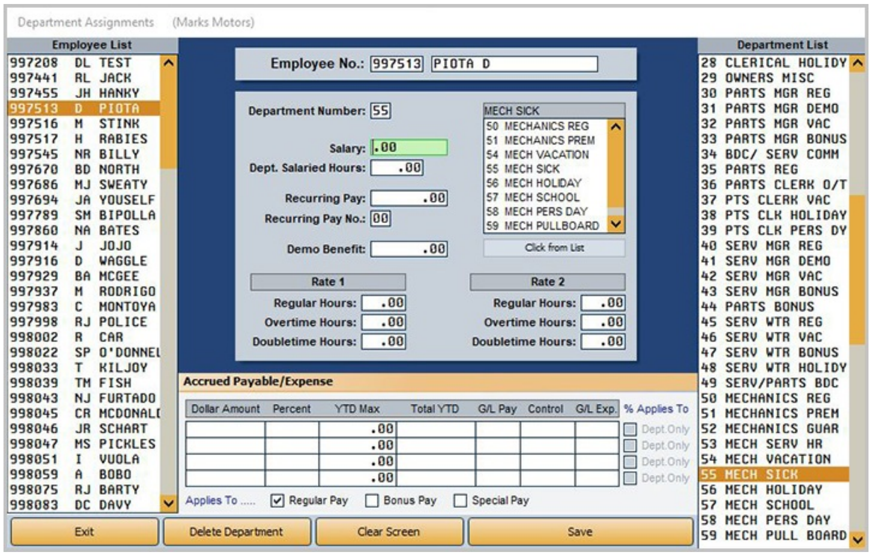
Assigning Employee Sick Pay Departments

1. From the Dealership Payroll menu, select **Employee Information**.

2. Click **Employee Department Assignments**.

3. Select an employee by clicking his or her name from the list on the left. You can also enter the employee's number in the **Employee No.** field. The employee's information will populate the screen.

4. Select the employee's sick pay department from the list on the right side of the screen.



Employee List

997208	DL	TEST
997441	RL	JACK
997455	JH	HANKY
997513	D	PIOTA
997516	M	STINK
997517	H	RABIES
997545	NR	BILLY
997670	BD	NORTH
997686	MJ	SWEATY
997694	JA	YOUSELF
997789	SM	BIPOLLA
997860	NA	BATES
997914	J	JOJO
997916	D	WAGGLE
997929	BA	MCGEE
997937	M	RODRIGO
997983	C	MONTOYA
997998	RJ	POLICE
998002	R	CAR
998022	SP	O'DONNEL
998033	T	KILJOY
998039	TM	FISH
998043	NJ	FURTADO
998045	CR	MCDONALD
998046	JR	SCHART
998047	MS	PICKLES
998051	I	VUOLA
998059	A	BOBO
998075	RJ	BARTY
998083	DC	DAVY

Employee No.: 997513 PIOTA D

Department Number: 55

Salary: .00
Dept. Salaried Hours: .00

Recurring Pay: .00
Recurring Pay No.: 00

Demo Benefit: .00

MECH SICK

50	MECHANICS REG
51	MECHANICS PREM
54	MECH VACATION
55	MECH SICK
56	MECH HOLIDAY
57	MECH SCHOOL
58	MECH PERS DAY
59	MECH PULLBOARD

Rate 1		Rate 2	
Regular Hours:	.00	Regular Hours:	.00
Overtime Hours:	.00	Overtime Hours:	.00
Doubletime Hours:	.00	Doubletime Hours:	.00

Accrued Payable/Expense

Dollar Amount	Percent	YTD Max	Total YTD	G/L Pay	Control	G/L Exp.	% Applies To
		.00					☐ Dept.Only
		.00					☐ Dept.Only
		.00					☐ Dept.Only
		.00					☐ Dept.Only

Applies To ..... ☑ Regular Pay ☐ Bonus Pay ☐ Special Pay

Department List

28	CLERICAL HOLIDY
29	OWNERS MISC
30	PARTS MGR REG
31	PARTS MGR DEMO
32	PARTS MGR VAC
33	PARTS MGR BONUS
34	BDC/ SERV COMM
35	PARTS REG
36	PARTS CLERK O/T
37	PTS CLERK VAC
38	PTS CLK HOLIDAY
39	PTS CLK PERS DY
40	SERV MGR REG
41	SERV MGR DEMO
42	SERV MGR VAC
43	SERV MGR BONUS
44	PARTS BONUS
45	SERV WTR REG
46	SERV WTR VAC
47	SERV WTR BONUS
48	SERV WTR HOLIDY
49	SERV/PARTS BDC
50	MECHANICS REG
51	MECHANICS PREM
52	MECHANICS GUAR
53	MECH SERV HR
54	MECH VACATION
55	MECH SICK
56	MECH HOLIDAY
57	MECH SCHOOL
58	MECH PERS DAY
59	MECH PULL BOARD

5. Enter pay as normal.

6. Repeat steps 3 through 5 for each dealership employee.

Entering Employee Sick Pay Information

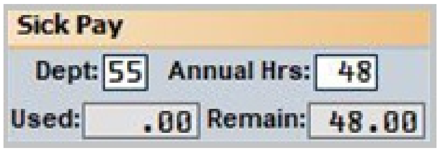
1. From the Dealership Payroll menu, select **Employee Information**.

2. Click **Employee Master File**.

3. Enter an employee's number in the **Employee Number** field or click **Employee List** and select the employee from the list that opens. The employee's information populates the screen.

4. In the **Sick Pay** section of the Employee Information screen, type the sick pay department number in the **Dept** field.

5. Type the annual sick pay hours allotted to the employee in the **Annual Hrs** field.



Sick Pay

Dept: 55 Annual Hrs: 48

Used: .00 Remain: 48.00

6. Repeat steps 3 through 5 for each employee.

Posting Sick Pay

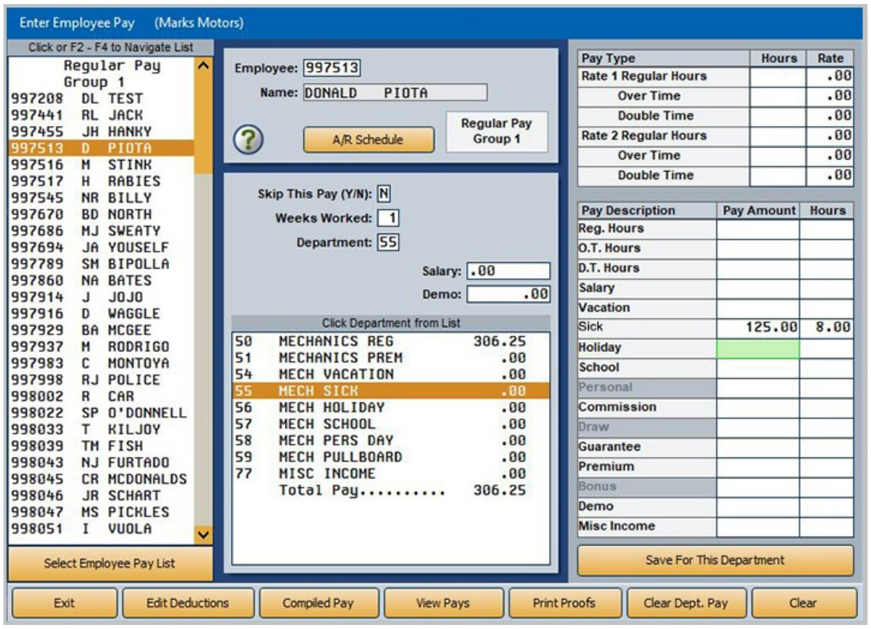
When entering pay, use the following steps to post vacation pay.

1. From the Dealership Payroll menu, select **Enter Employee Pay**. The Enter Employee Pay screen opens.

2. Select the employee from the list on the left side of the screen or enter the employee's number in the **Employee** field.

3. Select the employee's sick pay department from the department list at the center of the screen.

4. In the **Sick Pay Hours** field, enter the number of sick pay hours used during the pay period.


Enter Employee Pay (Marks Motors)
Click or F2 - F4 to Navigate List
?
A/R Schedule
Click Department from List
Select Employee Pay List
Save For This Department
Exit
Edit Deductions
Compiled Pay
View Pays
Print Proofs
Clear Dept. Pay
Clear

```
      Regular Pay
      Group 1
997208  DL TEST
997441  RL JACK
997455  JH HANKY
997513  D  PIOTA
997516  M  STINK
997517  H  RABIES
997545  NR BILLY
997670  BD NORTH
997686  MJ SWEATY
997694  JA YOUSELF
997789  SM BIPOLLA
997860  NA BATES
997914  J  JOJO
997916  D  WAGGLE
997929  BA MCGEE
997937  M  RODRIGO
997983  C  MONTOYA
997998  RJ POLICE
998002  R  CAR
998022  SP O'DONNELL
998033  T  KILJOY
998039  TM FISH
998043  NJ FURTADO
998045  CR MCDONALDS
998046  JR SCHART
998047  MS PICKLES
998051  I  VUOLA
```

Employee: 997513

Name: DONALD PIOTA

Regular Pay Group 1

Skip This Pay (Y/N): N

Weeks Worked: 1

Department: 55

Salary: .00

Demo: .00

```
50   MECHANICS REG          306.25
51   MECHANICS PREM            .00
54   MECH VACATION             .00
55   MECH SICK                 .00
56   MECH HOLIDAY              .00
57   MECH SCHOOL               .00
58   MECH PERS DAY             .00
59   MECH PULLBOARD            .00
77   MISC INCOME               .00
     Total Pay..........    306.25
```

Pay Type	Hours	Rate
Rate 1 Regular Hours		.00
Over Time		.00
Double Time		.00
Rate 2 Regular Hours		.00
Over Time		.00
Double Time		.00

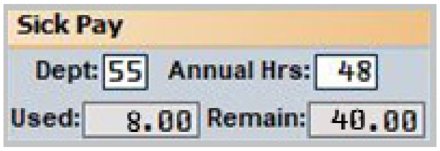
Pay Description	Pay Amount	Hours
Reg. Hours		
O.T. Hours		
D.T. Hours		
Salary		
Vacation		
Sick	125.00	8.00
Holiday		
School		
Personal		
Commission		
Draw		
Guarantee		
Premium		
Bonus		
Demo		
Misc Income		

5. Click **Save For This Department**.

6. Compile, print checks, and update the payroll as you normally do.

Viewing Sick Pay Hours

The system updates the **Used** field on the Employee Information screen to display the Sick Pay hours the employee has used.



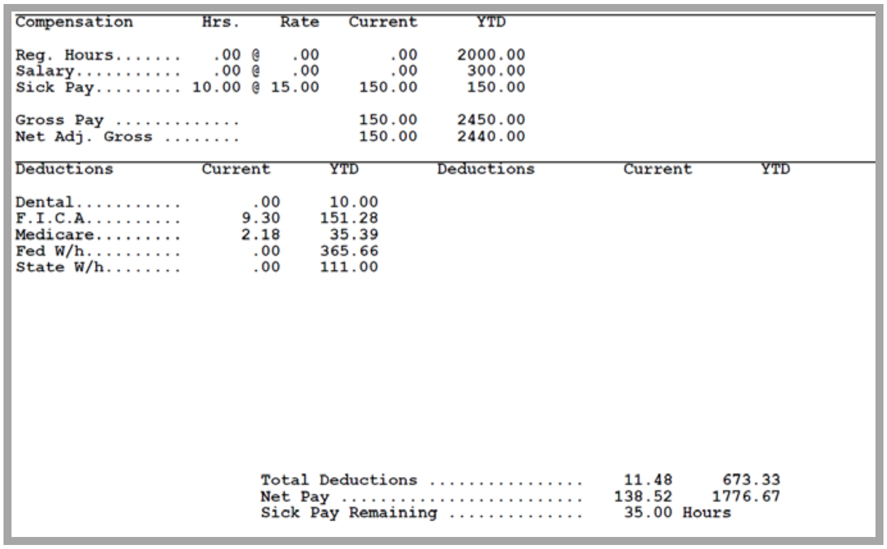
Sick Pay

Dept: 55 Annual Hrs: 48

Used: 8.00 Remain: 40.00

Viewing on Check

The remaining sick pay hours will print on the bottom of the employee’s pay stub.



```
Compensation       Hrs.    Rate   Current      YTD

Reg. Hours.......   .00 @   .00       .00   2000.00
Salary...........   .00 @   .00       .00    300.00
Sick Pay......... 10.00 @ 15.00    150.00    150.00

Gross Pay .............            150.00   2450.00
Net Adj. Gross ........            150.00   2440.00
Deductions         Current     YTD        Deductions         Current       YTD

Dental...........          .00     10.00
F.I.C.A..........         9.30    151.28
Medicare.........         2.18     35.39
Fed W/h..........          .00    365.66
State W/h........          .00    111.00


                         Total Deductions ................    11.48     673.33
                         Net Pay .........................   138.52    1776.67
                         Sick Pay Remaining .............     35.00 Hours
```

Additional Information for California Users

For California users, employees earn one hour of sick pay for every 30 hours worked. Therefore, you do not have to provide the full year's sick leave at the start of a new calendar year or on the employee's anniversary date. However, if you use the accrual system, you will have to manually update the employee's master file as the employee accrues sick leave.

California dealers can roll over sick days to add to a total of 6 days, or 48 hours, of sick pay. Depending on how you manage your sick leave calendar, you must manually add the rollover hours to an employee's master file when you close out the calendar year or on the employee's anniversary date.

Appendix E Minute Conversion Table

The time clock calculates employees' hours down to tenths of an hour. Similarly, when the manager enters authorized overtime on the Time Clock Setup screen (accessed by entering the time clock password as the employee number on the time clock), the manager must enter the overtime as hours and tenths of an hour. The following table lists the values for converting minutes into tenths of an hour. Use it to assist you as you view the time clock data and as you enter the authorized overtime.

1 = .02	21 = .35	41 = .68
2 = .03	22 = .37	42 = .70
3 = .05	23 = .38	43 = .72
4 = .07	24 = .40	44 = .73
5 = .08	25 = .42	45 = .75
6 = .10	26 = .43	46 = .77
7 = .12	27 = .45	47 = .78
8 = .13	28 = .47	48 = .80
9 = .15	29 = .48	49 = .82
10 = .17	30 = .50	50 = .83
11 = .18	31 = .52	51 = .85
12 = .20	32 = .53	52 = .87
13 = .22	33 = .55	53 = .88
14 = .23	34 = .57	54 = .90
15 = .25	35 = .58	55 = .92
16 = .27	36 = .60	56 = .93
17 = .28	37 = .62	57 = .95
18 = .30	38 = .63	58 = .97
19 = .32	39 = .65	59 = .98
20 = .33	40 = .67	60 = 1.00

Appendix F Multipliers for Manual Calculations

Federal Calculations

Pay	Multiplier
Weekly	5
Biweekly	10
Semi-monthly	10.75
Monthly	21.66
Annually	260

At Greater than 260 Days/Year

Pay	Multiplier
Weekly	7.01
Biweekly	14.03
Semi-monthly	15.20
Monthly	30.41
Annually	365