

Payroll Deduction

To access Payroll Deduction, select one of the following:

- Other Tasks on the Navigation Bar then Payroll Deduction
- Go on the Menu Bar then Payroll Deduction

The system displays the payroll companies that are currently set up on the system. This window is used for “**Exception Payrolls**” to add new payroll companies, make changes to existing payroll companies and remove payroll companies from the system. Also, this selection is used to add a new payroll employee and new payroll splits (for Exception Payrolls), make changes to employees and payroll splits, as well as, remove employees and payroll splits from the system.

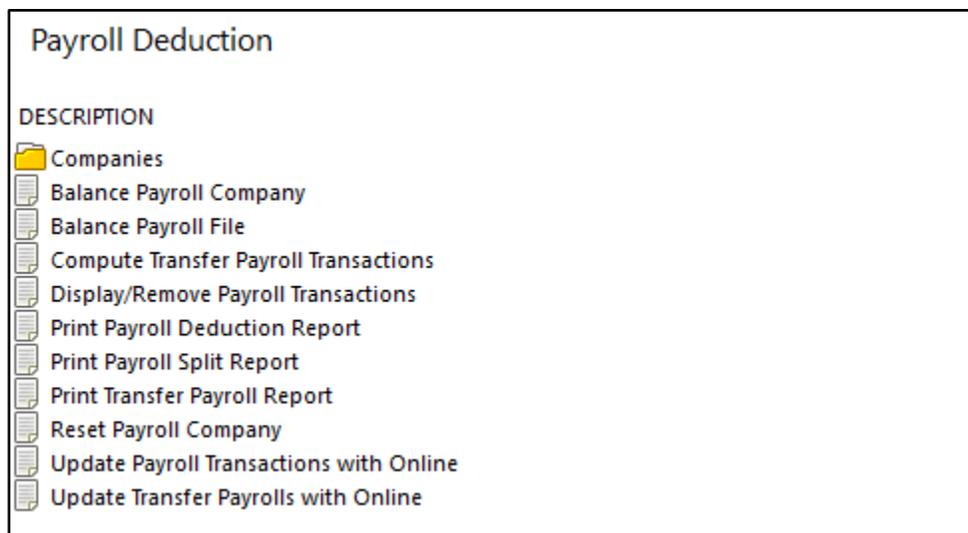
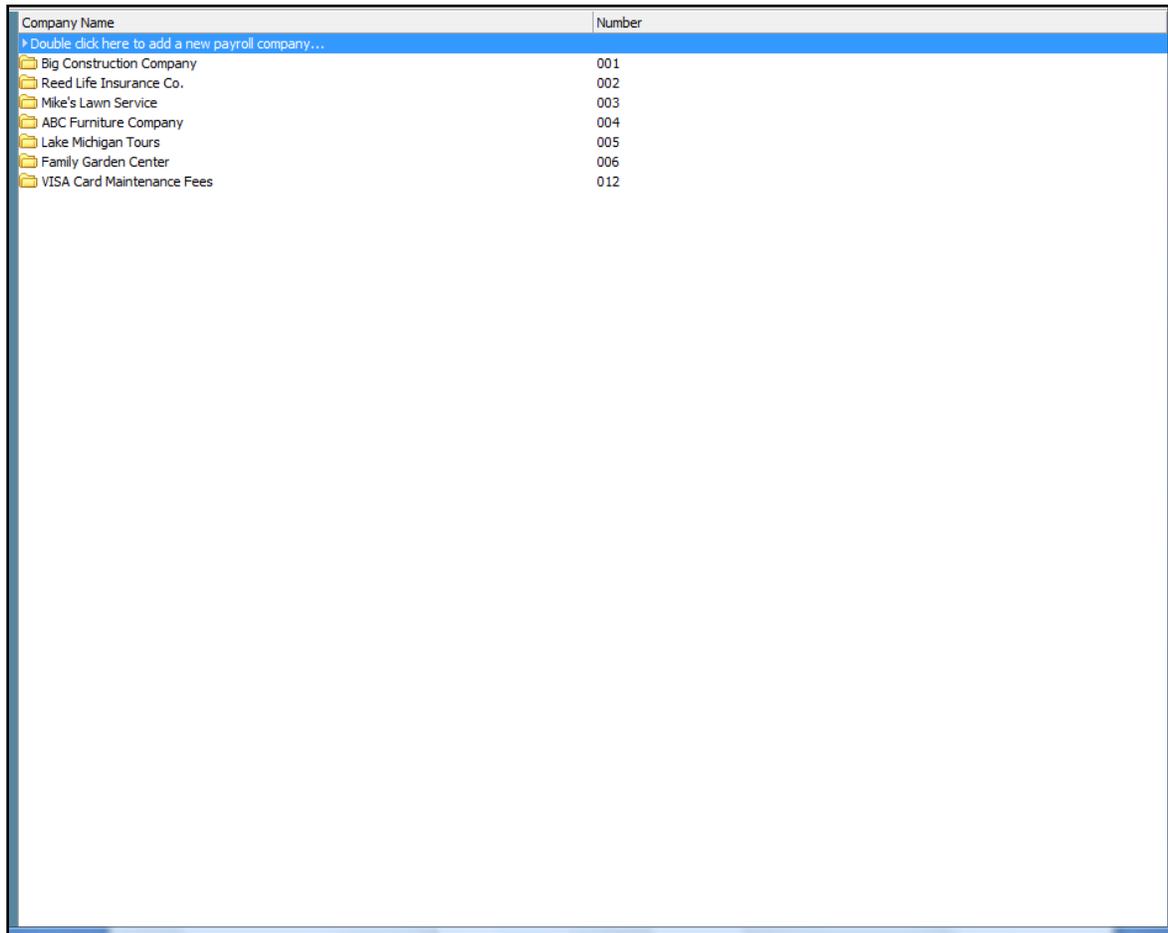


Figure 1

Companies

Select the Companies folder and the system displays all of the payroll companies that are currently on the system.



Company Name	Number
> Double click here to add a new payroll company...	
Big Construction Company	001
Reed Life Insurance Co.	002
Mike's Lawn Service	003
ABC Furniture Company	004
Lake Michigan Tours	005
Family Garden Center	006
VISA Card Maintenance Fees	012

Figure 2

To add a new payroll company to the system, highlight the “Double click here to add a new payroll company” line and press enter or double click on that line.

The system displays.

Figure 3

Enter the Payroll Company Name.

Select the appropriate Transaction Code from the drop down list. This will determine the transaction code that will be used for the payroll transactions and whether or not the amounts will be withdrawn from or deposited into the accounts.

- Dividend = Deposit - Dividend
- Interoffice = Deposit - Interoffice
- Payroll = Deposit - Payroll
- Pension = Deposit - Pension
- Social Security = Deposit - Social Security
- Loan Fee = Issue - Add On - Loan Fee
- Member Fee = Withdrawal - Member Fee
- Interoffice = Withdrawal - Interoffice
- Service Charge = Withdrawal - Service Charge

Enter a Description, if desired. The Description entered will appear on the member's history inquiry window and statements for the transactions posted using this payroll.

If access is restricted to only certain employees, click on the **"Restricted Access"** box to put a checkmark in the box. Only employees with payroll company supervisor security will be permitted to process payrolls that are restricted. Otherwise, leave blank, if no restricted access is needed.

Select Save, when finished.

Other Payroll Company options

Right click on a Payroll Company and the system displays.

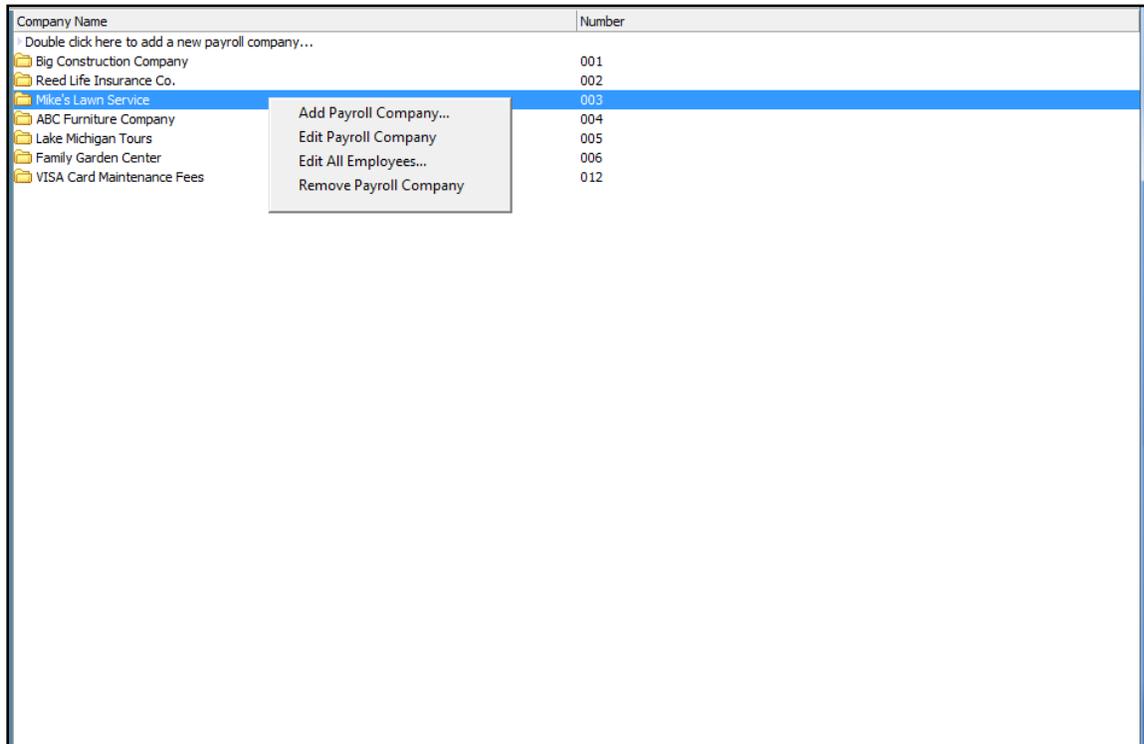


Figure 4

Use the arrow keys to highlight a selection and press enter or click on a selection.

Add Payroll Company - Displays the Add Payroll Company window. (See pages 2 and 3 for more information.)

Select "Action" on the Menu Bar to display the same options as above. The selections under "Action" on the Menu Bar are determined by what is displayed in the window.

Edit Payroll Company - Displays the following window.

Figure 5

Make the necessary changes. Select Save.

Edit All Employees - Displays the following window.

Description	Reference	Occurrence	Amount
MARVIN M MEMBER (61057-6-00)	10	1	\$1,298.13
GEORGE R MILLER (610-6-00)	20	1	\$785.00
Martha Miller (610-6-00)	30	1	\$595.00
AMY M MEMBER (32786-6-00)	40	1	\$829.28
RICHARD P JONES (615-5-00)	50	1	\$472.51
TRAN LE NGUYEN (29622-8-00)	60	1	\$607.55
JENNIFER K MORGAN (32333-7-00)	70	1	\$537.82
PAULA R ANDERSON (623-9-00)	90	1	\$723.14
GRACE E ZIMMER (630-4-00)	100	1	\$831.57
CONNIE A JOHNSON (12345-5-00)	110	1	\$687.46
CLARE M STEVENS (726-0-00)	120	1	\$859.62

Figure 6

This allows the credit union to change the **Occurrence** and the **Amount** for the employees within a Payroll Company that need changes made without having to select each individual employee.

Occurrence - The number of times a member's payroll is to be distributed.

- 0 = no deduction this period
- 1 = deduction amount multiplied by one time
- 2 = deduction amount multiplied by two times
- 3 = deduction amount multiplied by three times, etc.

Example: If there is a regular payroll and a vacation pay, enter "2" to distribute the member's payroll twice. Any payroll splits setup on the system will occur on both payrolls.

Double click on the first item to be changed. The following window is displayed.

Datamatic VIEW

MARVIN M MEMBER (61057-6-00)

Occurrence:

Amount:

Next

Figure 7

After changing the amount, select the Next button. The system displays the next item on the Edit All Employees window.

Datamatic VIEW

GEORGE R MILLER (610-6-00)

Occurrence:

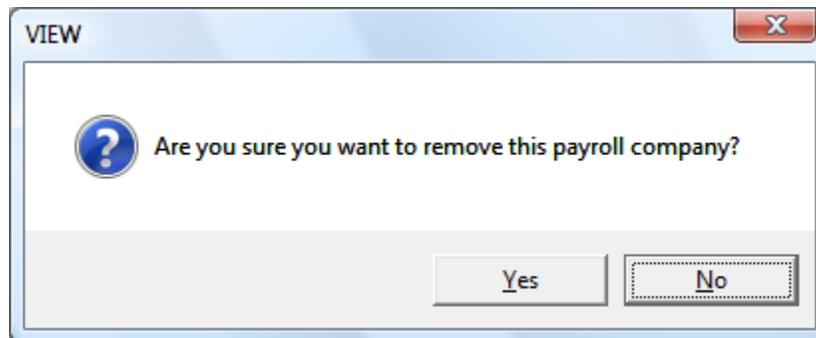
Amount:

Next

Figure 8

Continue these steps until all of the entries that need to be changed are changed. Click on the Red X to close the window, if there is not a need to go through all of the employee entries. If all of the payroll employees are changed, after the last entry the window will automatically be closed. Next, select the Save button to save the changes made.

Remove Payroll Company - Displays the following window.



Select Yes to remove the payroll company. Otherwise, select No.

New Payroll Employee/Split

To add a new payroll employee to a payroll, use the arrow keys to highlight the payroll company and press enter or double click on the payroll company.

The system displays.

Employee Name	Reference	Amount	Occurrence
▶ Double click here to add a new payroll employee...			
<input type="checkbox"/> MICHAEL P GREEN	20	\$1,135.45	1
<input type="checkbox"/> MICHAEL S MURPHY	30	\$398.41	1
<input type="checkbox"/> CHELSEA J ORTIZ	40	\$851.75	1
<input type="checkbox"/> JOHN M ZIGGLE	50	\$811.47	1
<input type="checkbox"/> DOLLY A PARTON	60	\$777.57	1
<input type="checkbox"/> RUBY MAY ROSE	70	\$913.00	1
<input type="checkbox"/> CAROL L BROWN	80	\$858.75	1
<input type="checkbox"/> HUNTER BROWNING	90	\$488.75	1
<input type="checkbox"/> MARVIN M MEMBER	100	\$527.18	1
<input type="checkbox"/> JESSICA M MILLER	110	\$242.83	1
<input type="checkbox"/> DOUGLAS A JOHNSON	120	\$815.37	1

****Note:** The sort order for the payroll employees is determined by the Payroll Deduction selection under Tools on the Menu Bar then Options. The available selections are “Sort by Name” and “Sort by Reference”. If “Sort by Name” is selected, the employees will be sorted based on either the first or last name, depending on how entered within the Payroll Company.

Figure 9

Next, press enter or double click on the highlighted area “Double click here to add a new payroll employee...”. Right clicking in the white area to the right of the existing employees will also display the “Add Payroll Employee” option.

****Note:** Depending on where the user right clicks with the mouse will determine what options are available in the drop down menu. Payroll Employee or Payroll Splits can be added, edited or removed using this method.

The **Add Payroll Employee** window is displayed. The Add Payroll Employee window is used to add an employee and splits, if applicable, for a Company Payroll.

The system displays.

Datamatic VIEW

Add Payroll Employee

Member:  Reference:

Amount: Occurrence:

Residual:  Description:

Priority	Account	Amount	New Account	New Amount	Effective Date

Save

Figure 10

Member: Enter the member number (Account Base and Check Digit) whose account is affected.

If the member number is not known, click on the magnifying glass to the right of the “Member” field to search on the member name.

Reference: Used for company “exception” method payrolls only. This determines the order that the employees will be listed when the payroll split report and payroll deduction report is printed. The order that the employees will appear on the “Edit All Employees” selection is determined either by the reference or by name. (See Options under Tools on the Menu Bar.) The system will not allow duplicate reference numbers within the same payroll company.

****Note:** Datamatic suggests numbering in multiples of at least 20 to allow new employees to be added between existing employees, if needed at a later date.

Amount: The amount of money being processed for the payroll.

Occurrence: Enter the number of times a member's payroll is to be distributed.

- 0 = no deduction this period
- 1 = deduction amount multiplied by one time **(default)**
- 2 = deduction amount multiplied by two times
- 3 = deduction amount multiplied by three times, etc.

Example: If there is a regular payroll and a vacation pay, enter "2" to distribute the member's payroll twice. Any payroll splits setup on the system will occur on both payrolls.

Residual Account: Enter the Residual Account (required) which will receive any money left over after money has been distributed to the split accounts. If no distribution is displayed, the entire deduction goes to the residual account. If the residual account is not known, click on the magnifying glass to search for the member by name.

Description: Enter a description, if the payroll splits are not for the primary member.

****Note:** If nothing is entered in the Description field, the **primary member's name** will display on both the Payroll Splits report and on the Payroll Deduction report. If the payroll is for the spouse or joint name, enter the name of the spouse or joint person in the description field.

If the member is requesting payroll splits to be done, click on the **green plus sign**. The system displays.

Figure 11

Current Split: This area would be completed, if the split will be used with the next payroll posting.

Receiving Account: The account number to receive the funds. The account number must consist of a base, check digit and suffix.

Current Amount: The amount of money that will be posted to the receiving account.

New Split: Use this area, if the split will be used for a payroll posted with a future date (not with the next payroll posting).

New Account - This can be used if the account number for the split is changing in the future. The Receiving Account will be replaced with the New Account during End of Day processing the day before the date in the Effective Date field.

New Amount - This can be used if the amount for the split is changing in the future. The Current Amount will be replaced with the New Amount during End of Day processing the day before the date in the Effective Date field.

Effective Date - Enter the date that the new account and/or new amount are to be changed. The change will happen during End of Day processing the day before the date in the Effective Date field. To remove an existing split, leave the New Account and New Amount fields blank and place the date the split is to be removed. The split will be removed during End of Day processing the day before the date in the Effective Date field.

When finished entering the information for the split, select OK.

The system displays.

Priority	Account	Amount	New Account	New Amount	Effective Date
1	333345-7-00	\$200.00			
2	333345-7-04	\$30.00			
3	333345-7-71	\$300.00			

Figure 12

Repeat these steps, if more payroll splits need to be entered for this employee. When finished, select the Save button to save the changes.

****Note:** The **green up and down arrows** only display if there are two or more splits entered. These can be used to change the priority of the splits, if needed.

Additional Information: A Payroll Split that pays off a loan will not mark the loan closed. The Payroll Transaction (Split) report will display a message of **“FINAL Payment on Loan”**. The credit union can decide if they will file maintain the loan with a status of “closed”. Non-LOC loans will purge (with the annual June 30th closed account purge and Purge Closed Accounts job in Special Operations) with an open status and a zero balance.

Other Payroll Employee/Split options

Right click in the area with employee names and amounts, etc. and the system displays.

Employee Name	Reference	Amount	Occurrence
Double click here to add a new payroll employee...			
<input type="checkbox"/> MARVIN M MEMBER	10	\$1,298.13	1
<input type="checkbox"/> GEORGE R MILLER	20	\$785.00	1
<input type="checkbox"/> Martha Miller	30	\$595.00	1
<input type="checkbox"/> AMY M MEMBER	40	\$829.28	1
<input type="checkbox"/> RICHARD P JONES	50	\$472.51	1
<input type="checkbox"/> TRAN LE NGUYEN	60	\$607.55	1
<input type="checkbox"/> JENNIFER K MORGAN	70	\$537.82	1
<input type="checkbox"/> PAULA R ANDERSON	90	\$723.14	1
<input type="checkbox"/> GRACE E ZIMMER	100	\$831.57	1
<input type="checkbox"/> CONNIE A JOHNSON	110		
<input type="checkbox"/> CLARE M STEVENS	120		

Add Payroll Employee...

Edit Payroll Employee

Remove Payroll Employee

Figure 13

Add Payroll Employee - Displays the Add Payroll Employee window. (See starting on page 8 for detailed information.)

Select "Action" on the Menu Bar to display the same options as above. The selections under "Action" on the Menu Bar are determined by what is displayed in the window.

Edit Payroll Employee - Displays the following window.

Priority	Account	Amount	New Account	New Amount	Effective Date
1	630-4-02	\$27.00			
2	630-4-70	\$200.00			

Figure 14

Make the necessary changes. Use the up and down arrow keys on the right of the window to change the split priority (the order that splits are done), if needed. (**Note: The **green up and down arrows** only display if there are two or more splits entered.) Highlight the split then use the up or down arrow key to move the split accordingly. Select the Save button, to save the changes.

Remove Payroll Employee - Displays the following window.

Are you sure you want to remove this payroll employee?

Yes No

Select Yes to remove the Payroll Employee Name from the system. Otherwise, select No.

Balance Payroll Company

The Balance Payroll Company selection is used to balance the dollar amounts entered on the Edit All Employees window to the dollar amount received from the employer for the payroll being processed. This step will also create the payroll transactions all in one step, as long as the file is in balance.

After making a printer selection, the system displays.

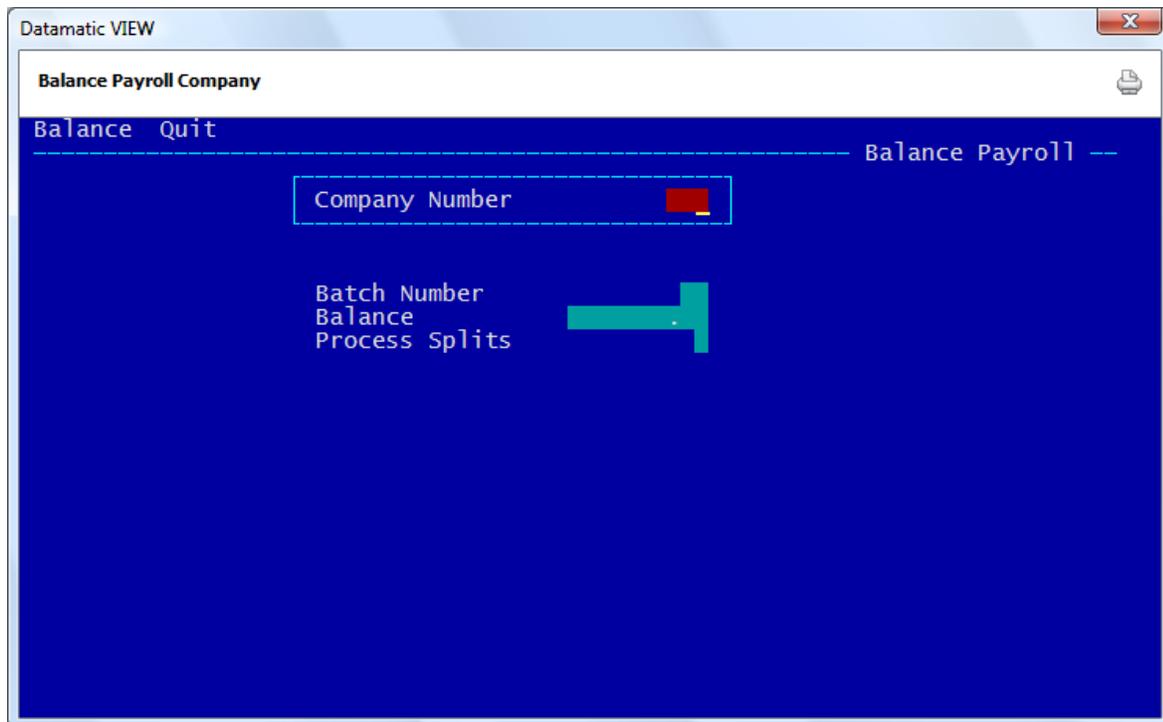


Figure 15

Company Number

Definition: Enter the Company Number of the payroll company to be balanced.

Example below.

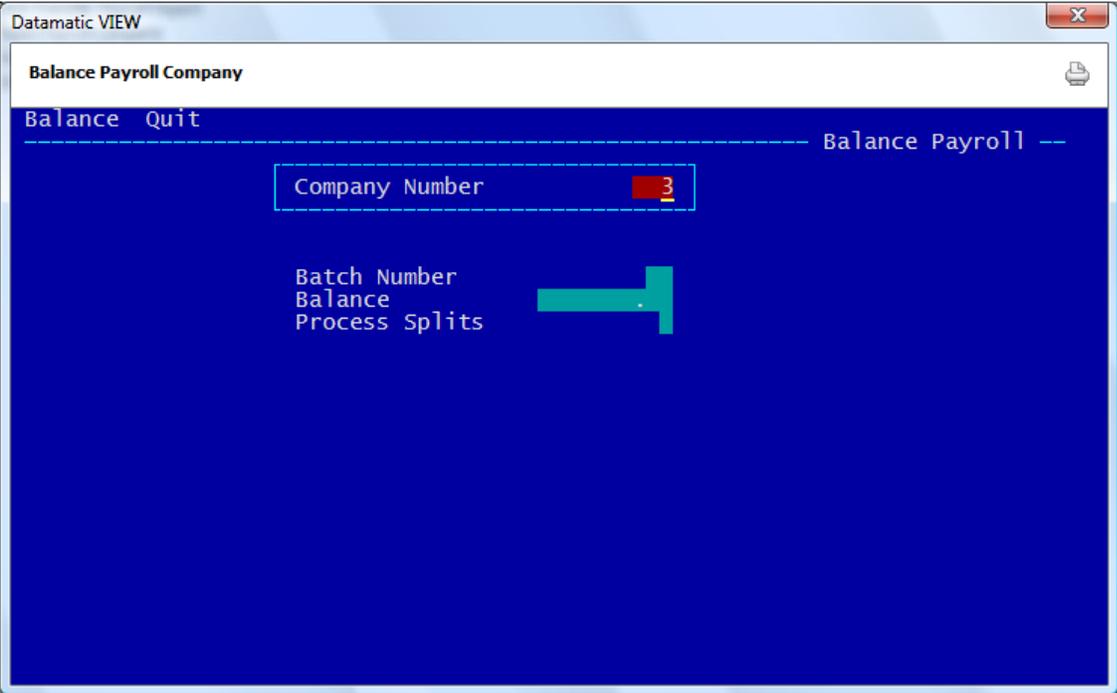


Figure 16

Press enter and the system displays.

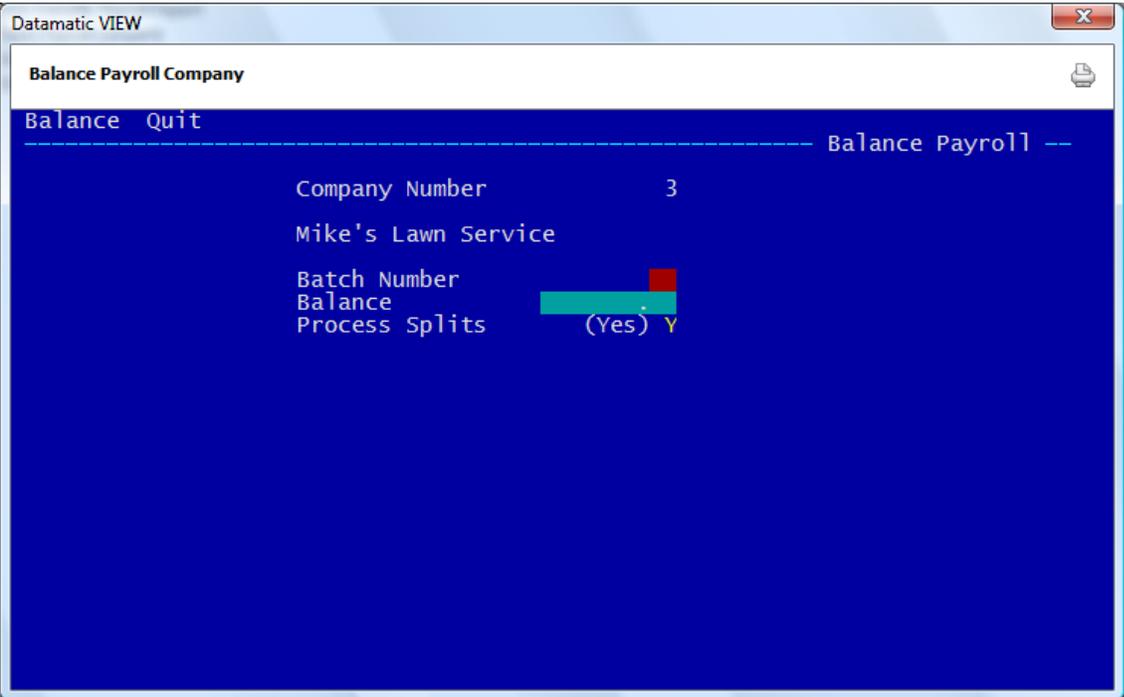


Figure 17

Batch Number

Definition: Enter a Batch Number for this payroll company being balanced.

Value: 60-89

Example: Enter "60" to indicate the first company payroll to be balanced. ****Note:** Each additional company payroll entered should be assigned the next sequential batch number; such as 61, 62, etc. By using separate batch numbers, the daily transaction report totals will be generated for each batch number (payroll deduction company) used. If the same batch number is used then the daily transaction report will list all payroll companies in one series at the end of the reports.

Balance

Definition: The total dollar amount of the exception payroll being processed. Use the amount received from the payroll company.

Process Splits

Definition: This determines if any splits (share or loan) will happen with the payroll. The default is "Y" for yes. Make the appropriate selection for the payroll file being processed.

Value: **Y = Yes** - This indicates that all splits should be completed with the payroll.
N = No Loans - This indicates that no loan splits should be completed; however, the share splits should be done with the payroll.
X = No - This indicates that no splits (share or loan) should be completed with the payroll.

Example below.

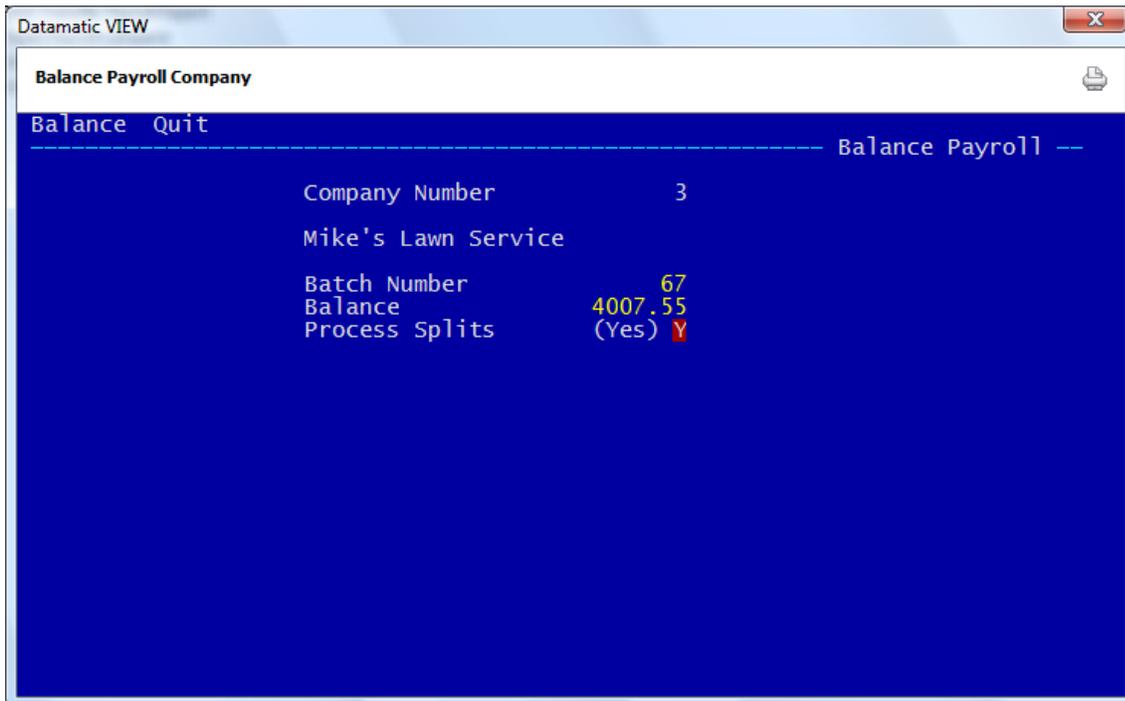


Figure 18

Press enter. If the company payroll does not balance with the amount entered, the system displays.

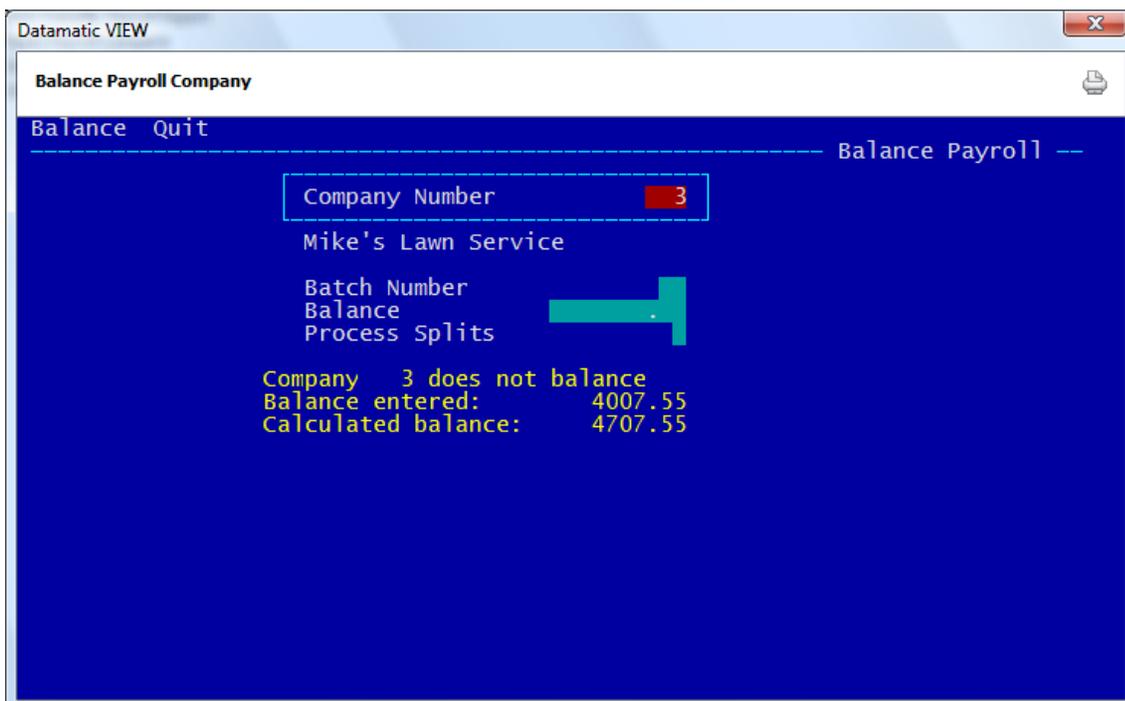


Figure 19

This message displays indicating that company 3's payroll does not balance with the amount entered.

Balance entered: This displays the amount of the expected balance for the payroll company entered on the previous screen.

Calculated balance: This displays the sum of all payroll deduction records associated with payroll company 3.

Next determine why the company payroll did not balance. Find the problem by examining the Payroll Deduction Listing **and** comparing it to the Edit All Employees window.

****Note:** The system does not complete the balance and create the payroll transactions process, if the figures do not balance.

Once the appropriate corrections have been made, enter the expected balance in the balance field on the Balance Payroll Company screen. Example below.

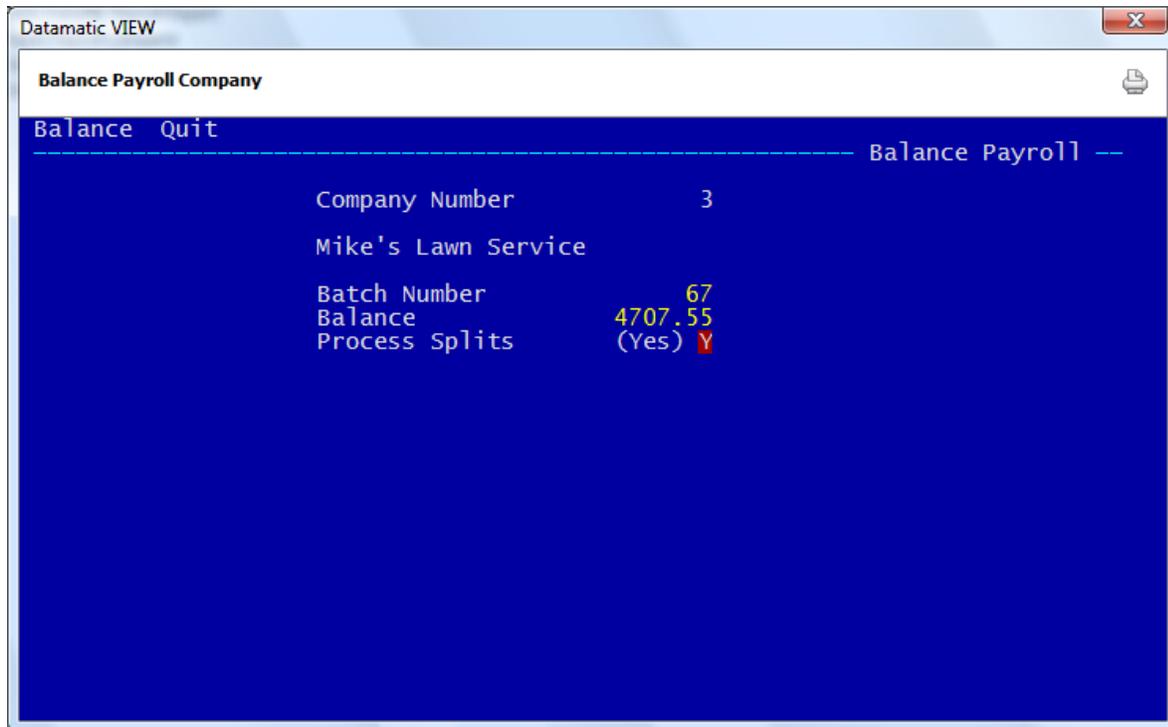


Figure 20

Press enter. If the company payroll balances with the amount entered, the system creates the payroll transactions, closes the blue screen and returns to the Payroll window.

After reviewing the payroll splits report, the next step is to update the payroll transactions with the online using **“Update Payroll Transactions”**. This selection is found on the Payroll Deduction window. This will post the transactions to the member’s suffixes making the funds available to the members. If the payroll transactions are not updated with the online, the transactions will be updated with End of Day processing.

Example of Payroll Splits Report (with yes for the Payroll Splits option).

Member	Ref	Amount	Desc	Recv Acct	Amount	Company
66334-4	10	418.00	CINDY LOU JONES	66334-4-74	100.00	3
				66334-4-00	100.00	3
				66334-4-70R	218.00	3
619-7	20	1245.45	MICHAEL P GREEN	619-7-70	270.00	3
				619-7-04	40.00	3
				619-7-45	75.00	3
				619-7-00R	860.45	3
8888-0	30	490.00	MICHAEL S MURPHY	8888-0-00R	490.00	3
35247-6	40	525.00	CHELSEA J WAGNER	35247-6-51	100.00	3
				35247-6-70	300.00	3
				35247-6-00R	125.00	3
654811-9	50	560.70	JOHN M ZIGGLE	654811-9-70	425.00	3
				654811-9-00R	135.70	3
6119-2	60	753.40	DOLLY A PARTON	6119-2-05	222.26	3
				6119-2-00R	531.14	3
9965-5	70	715.00	RUBY MAY ROSE	9965-5-70	125.00	3
				9965-5-60	530.37	3
				9965-5-00R	59.63	3
Total:		4707.55			4707.55	
Grand Total:		4707.55			4707.55	

Figure 21

Example of the Payroll Splits Report (with "X" for no for the Payroll Splits option).

Member	Ref	Amount	Desc	Recv Acct	Amount	Company
66334-4	10	418.00	CINDY LOU JONES	66334-4-70	418.00	3
619-7	20	1245.45	MICHAEL P GREEN	619-7-00	1245.45	3
8888-0	30	490.00	MICHAEL S MURPHY	8888-0-00	490.00	3
35247-6	40	525.00	CHELSEA J WAGNER	35247-6-00	525.00	3
654811-9	50	560.70	JOHN M ZIGGLE	654811-9-00	560.70	3
6119-2	60	753.40	DOLLY A PARTON	6119-2-00	753.40	3
9965-5	70	715.00	RUBY MAY ROSE	9965-5-00	715.00	3
Total:		4707.55			4707.55	
Grand Total:		4707.55			4707.55	

Figure 22

Balance Payroll File

The Balance Payroll File selection is used to balance a tape, floppy or transmission type payroll file. The file must first be uploaded to the Datamatic system using the **“Upload File from Floppy”** selection in the Operations Box at the Main Console. (**Note: For the question “Enter the file name on the Tower”, enter PAY001, PAY002, etc.) This places the file in the “Display/Remove Payroll Transactions” screen, if it needs to be removed.

After making the selection, the system displays.

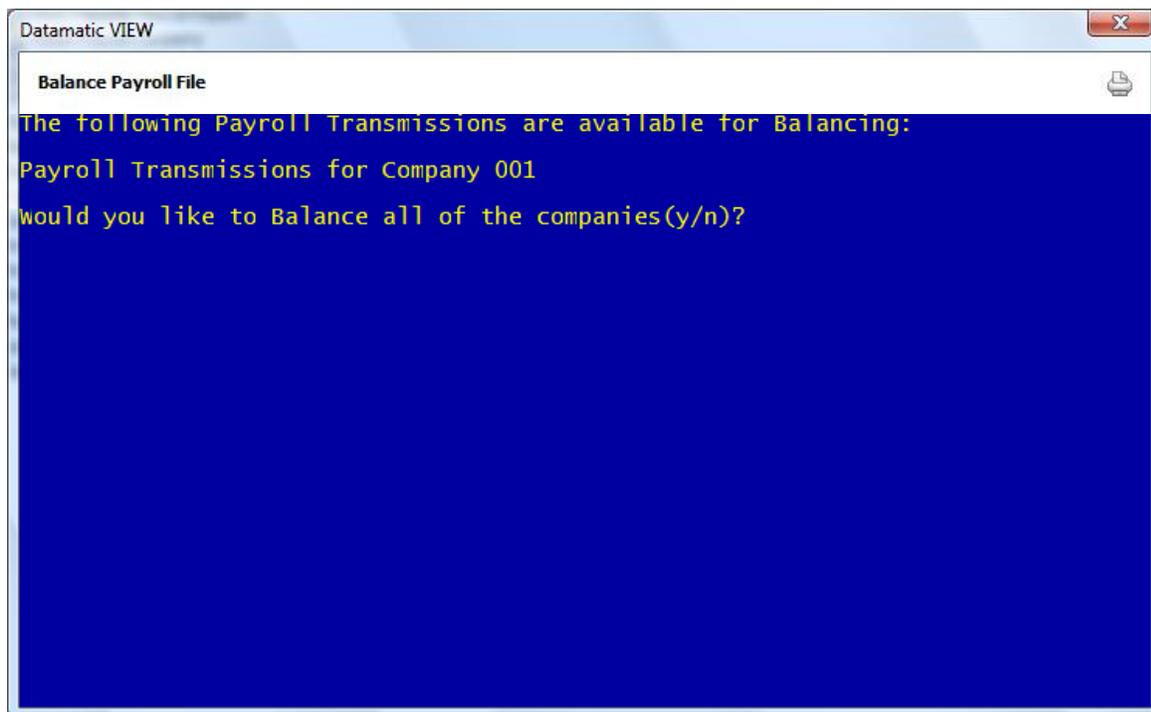


Figure 23

All of the transmission payroll files ready to be balanced are displayed. To continue with the balance step, enter a “y” for yes to the question “Would you like to Balance all of the companies (y/n)?”. Otherwise, enter an “n” for no.

If a “y” for yes is entered, the system displays.

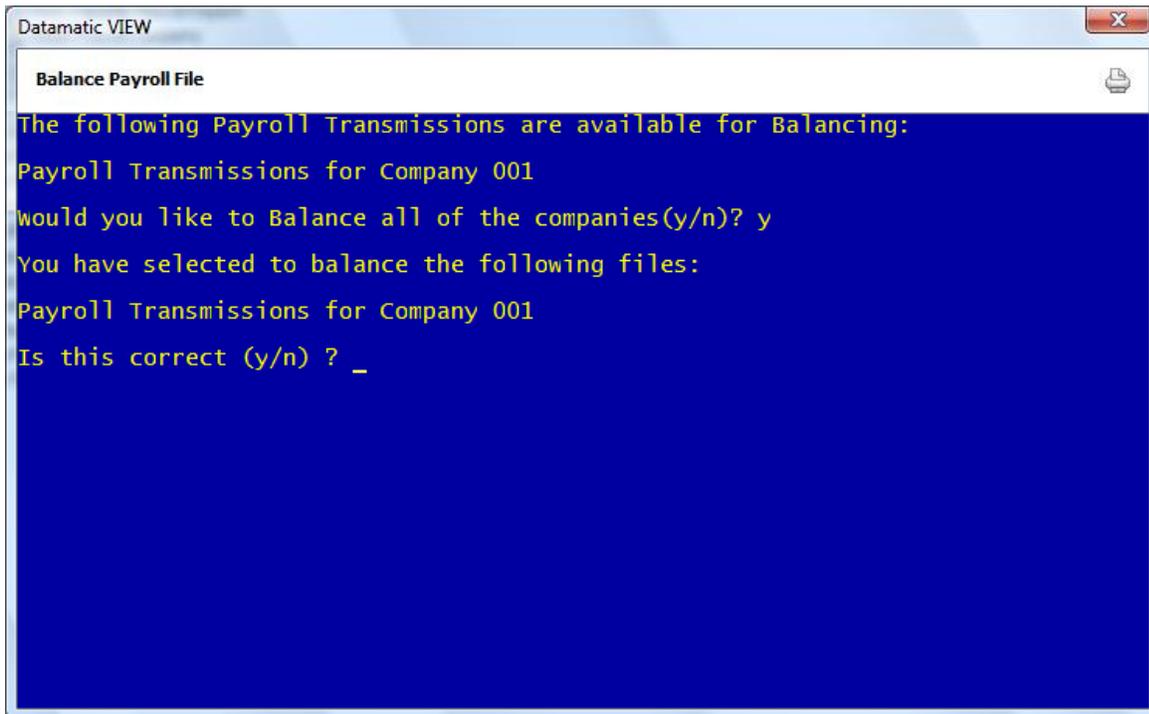


Figure 24

If correct, enter a “y” for yes, to continue balancing the payroll transmission. The system displays.

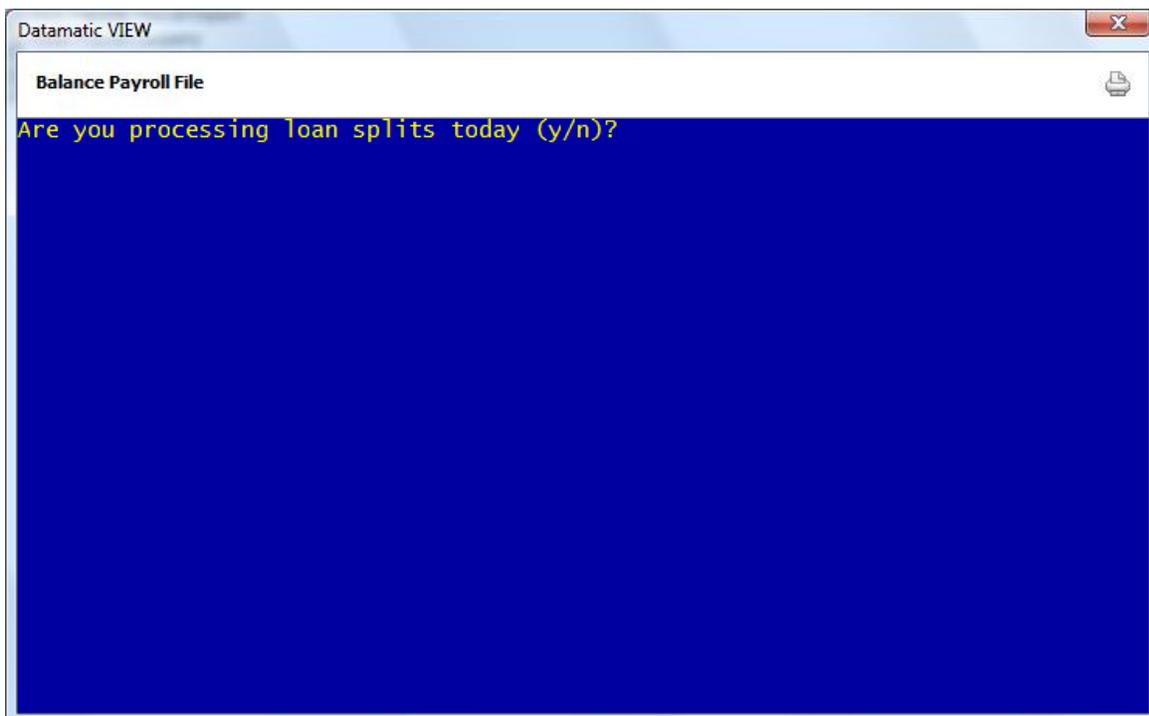


Figure 25

A question will also display asking “**Do you want to process loan splits (y/n) ?**”. Answer appropriately and press enter. The system displays.

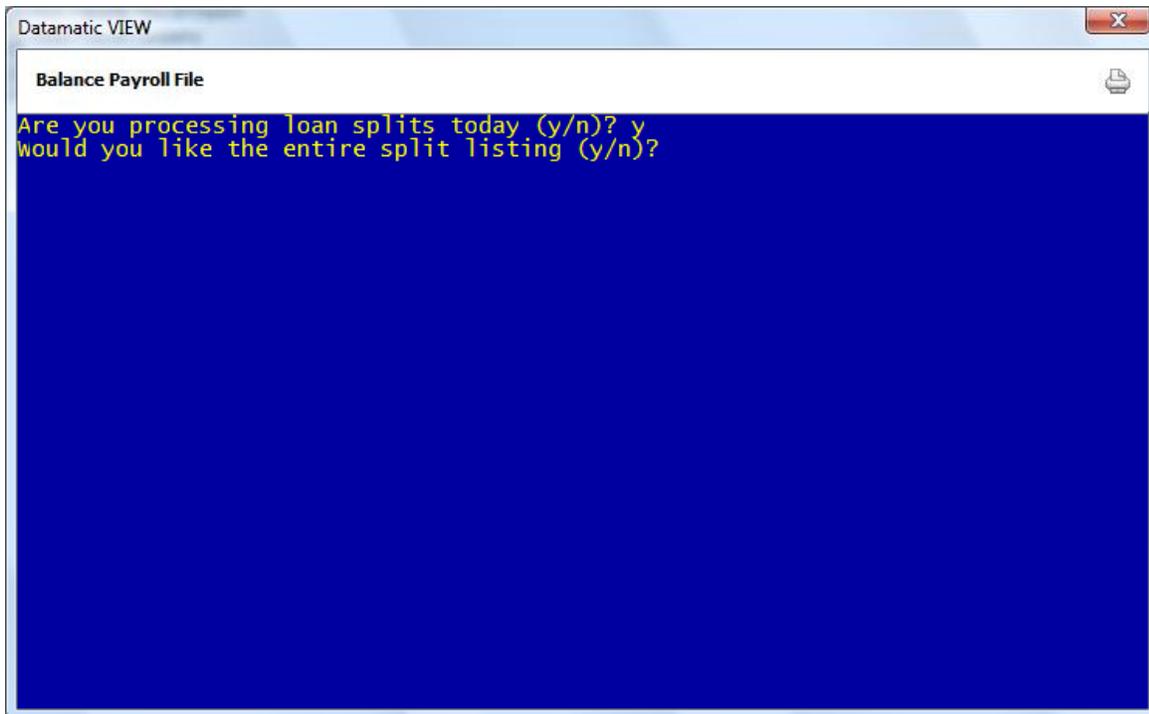


Figure 26

Answer the split listing question appropriately with a “y” for yes or “n” for no. Next, make a printer selection.

After reviewing the payroll splits report, the next step is to update the payroll transactions with the online using “**Update Payroll Transactions**”. This selection is found on the Payroll Deduction window. This will post the transactions to the member’s suffixes making the funds available to the members. If the payroll transactions are not updated with the online, the transactions will be updated with End of Day processing.

Compute Transfer Payroll Transactions

The Compute Transfer Payroll Transactions selection is used to compute Transfer Payroll Transactions. These are called “**Automatic Transfers**” in VIEW. This will create a file to be updated and will display on the Preview Automated End of Day screen, if not removed. (****Note:** The Transfer Payroll Transactions can be automatically computed and updated with End of Day processing. This is done by using the Automated Operations Calendar Setup screen under System Administration. Enter a “1” for Yes next to Daily Transfer Payrolls.)

After selecting the printer option, the system displays:

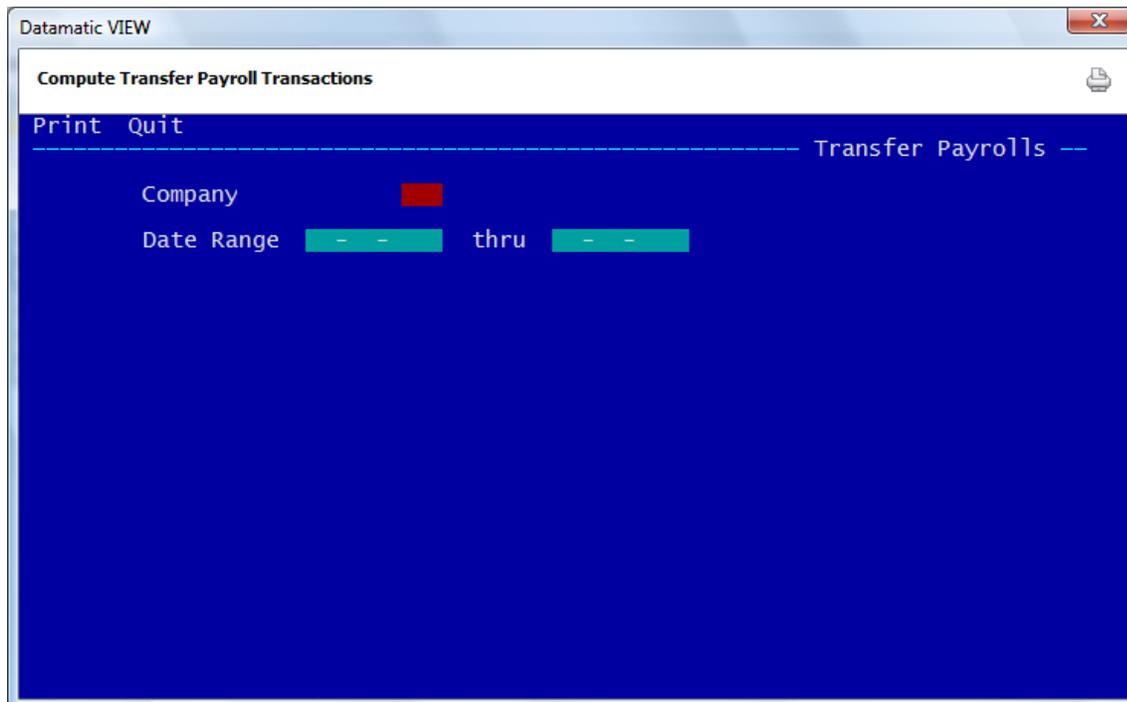


Figure 27

IMPORTANT: If only testing the transfer payroll transactions, the file must be removed prior to processing End of Day. Otherwise, the transfer payroll transactions will be updated and posted to the member’s accounts.

To remove a computed transfer payroll file, select “**Display/Remove Payroll Transactions**” on the Payroll Deduction window.

Enter the information for one of the following:

Company – Enter the Company number, only if processing Transfer Payroll Transactions associated with a Company Payroll. (These transactions must be manually computed.)

Date Range – Enter the date range of the transfer payroll transactions to be computed.

Example of report. (Transfer Payroll Transaction Listing)

Donor Account	Receiving Acct	Amount	Message	Name
610-6-70	610-6-00	\$260.00		GEORGE R MILLER
612-2-00	612-2-05	\$138.95		JOSHUA L MEMBER
2323-4-00	2323-4-00	\$1.00		ACME Printing Company
4658-1-00	1244-3-00C	\$75.00		AMY MICHELLE APPLE-SMITH
11154-2-00	2-6-70C	\$100.00		KAREN YELLER
41498-7-00	41498-7-70	\$150.00		Benjamin Gates
41498-7-70	621581-8-00C	\$100.00		Benjamin Gates
100361-5-00	2-6-70C	\$100.00		ELMER FUDD
555555-2-70	555555-2-70	\$100.00		ANNABELLE MEMBER
555555-2-00	41498-7-00C	\$100.00		ANNABELLE MEMBER
621581-8-70	621581-8-05	\$400.00		Annie Oakley

Error Message	Donor Account	Receiving Acct	Avail Amount	Regular Amount	Late Charge Amt
Less Than Requested Transfer	621581-8-70	621581-8-05	\$239.75	\$400.00	

Figure 28

****Note:** If desired, the transfer payroll transactions can be updated with the online by selecting **“Update Transfer Payrolls”** in the Payroll Deduction window.

When the **“Compute Transfer Payroll Transactions”** job is run and the report sent to backup either the Date Range or Company Number, depending on how the report is run, will be displayed next to the report name in Reports window - Backup folder. See example below.

Name	Date Modified
FRB Transactions for 01-01-2004 (33 KB)	May 22 10:12
FRB Transactions for 01-03-2004 (35 KB)	May 22 09:19
Transfer Payroll Transactions 01-01 - 01-15 (1 KB)	May 22 15:33
Transfer Payroll Transactions for Company 001 (1 KB)	May 22 15:32

Figure 29

If there are not enough funds in the **“from”** suffix to complete the transfer, the system will transfer the available funds. An error message of **“Less than Requested Transfer”** will show on the Transfer Payroll Report that is generated with End of Day processing, if there were not enough funds available for a scheduled transfer. (See Figure 29)

Example of Preview Automated End of Day.

This shows what the preview screen would look like when Transfer Payrolls (Automatic Transfers) are scheduled to be computed and updated with End of Day Processing. Since 5-17-13 is a Friday, the system will compute the Transfer Payroll transactions for Friday, Saturday and Sunday.

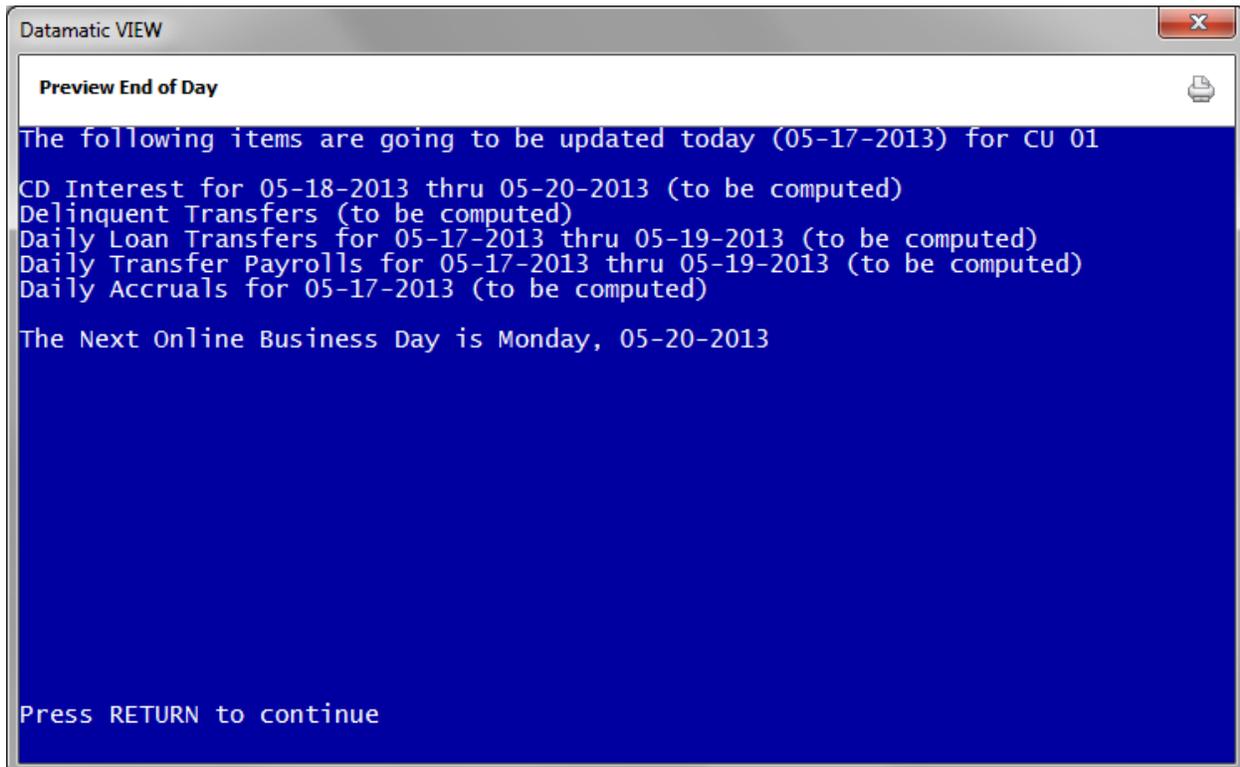


Figure 30

It is very important to check this screen every day prior to beginning End of Day processing. This screen shows jobs that will either be updated or computed and updated with End of Day processing for the date of the preview. This will give the operator a chance to remove a file that should not be updated or make changes so that a file will not be computed and updated (or vice-versa).

This screen also shows the date of the next online business day. Verify that the date is correct. If this date is not correct, most likely the holidays set up in the Automated Operations Setup are incorrect. Make the appropriate changes and check the Preview Automated End of Day screen again. Do not proceed with End of Day processing until this screen is correct with the jobs that should be updated or computed and updated, and that the next online business day is correct.

Display/Remove Payroll Transactions

The Display/Remove Payroll Transactions selection is used to display or remove the following payroll type transactions which have either been computed or balanced:

- Computed Transfer Payroll Transactions
- Balanced Payroll Company Transactions (Exception Payrolls)
- Balanced Transmission Type Payroll Transactions

The system displays.

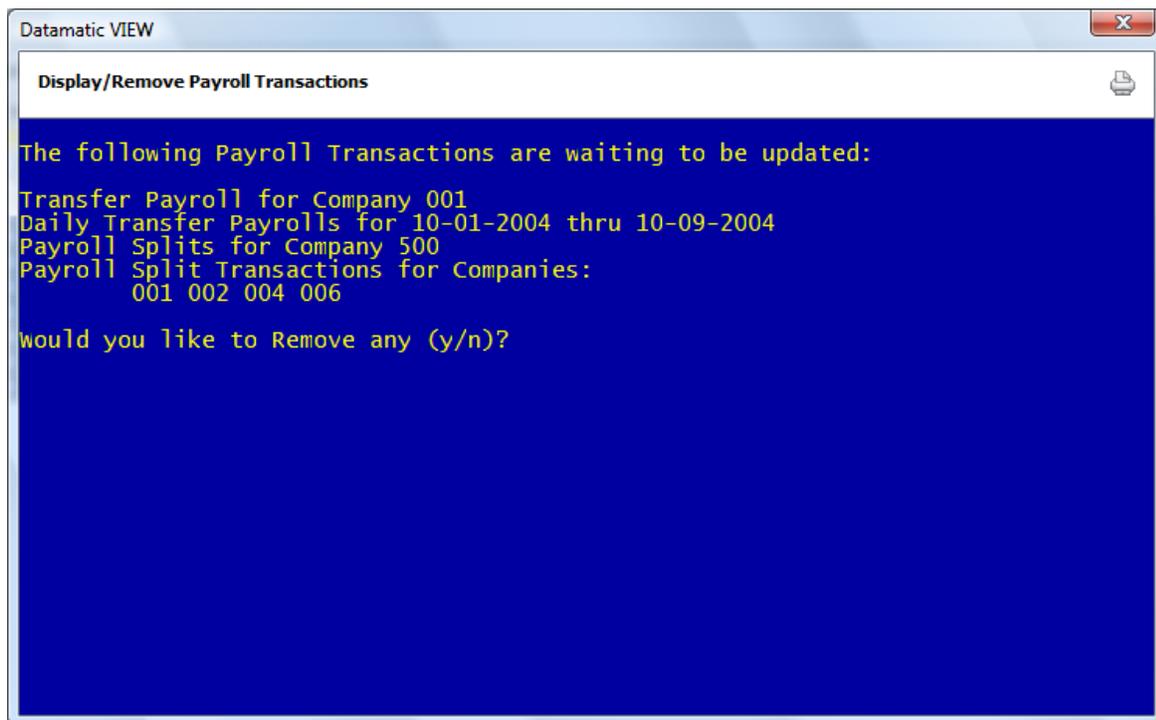


Figure 31

If just viewing the payroll transactions, enter an “n” for no after the question “Would you like to Remove any (y/n)?” and press enter.

If payroll transactions need to be removed, enter a “y” for yes after the question “Would you like to Remove any (y/n)?”.

Press enter and the system displays.

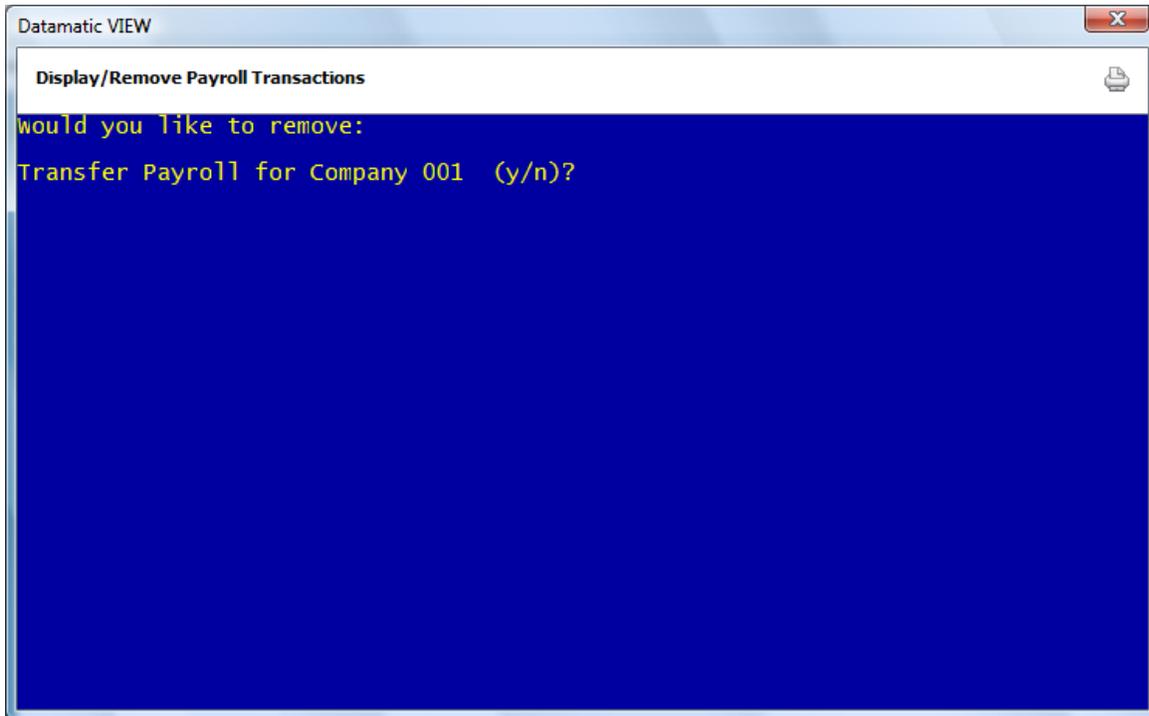


Figure 32

If more than one company has been balanced, enter an “n” for no until the cursor is next to the payroll transactions for the company that needs to be removed.

Enter a “y” next to the company that needs to be removed and press enter.

The system displays.

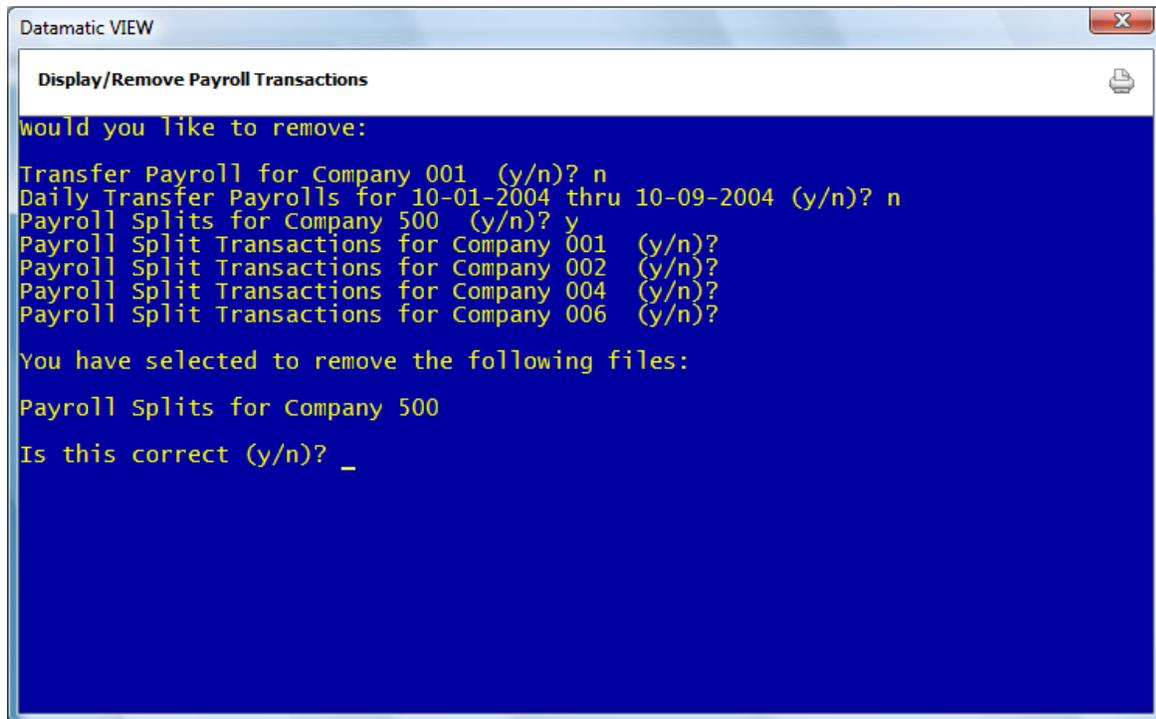


Figure 33

If this is the correct payroll company to be removed, enter a “y” for yes to the question “Is this correct (y/n)?” and press enter. Otherwise, enter an “n” for no. Press enter and the payroll transactions will not be removed.

Enter a “y” for yes and press enter. The system displays a quick message of removing files and returns to the Payroll Deduction window.

Select “**Display/Remove Payroll Transactions**” again and the system displays.

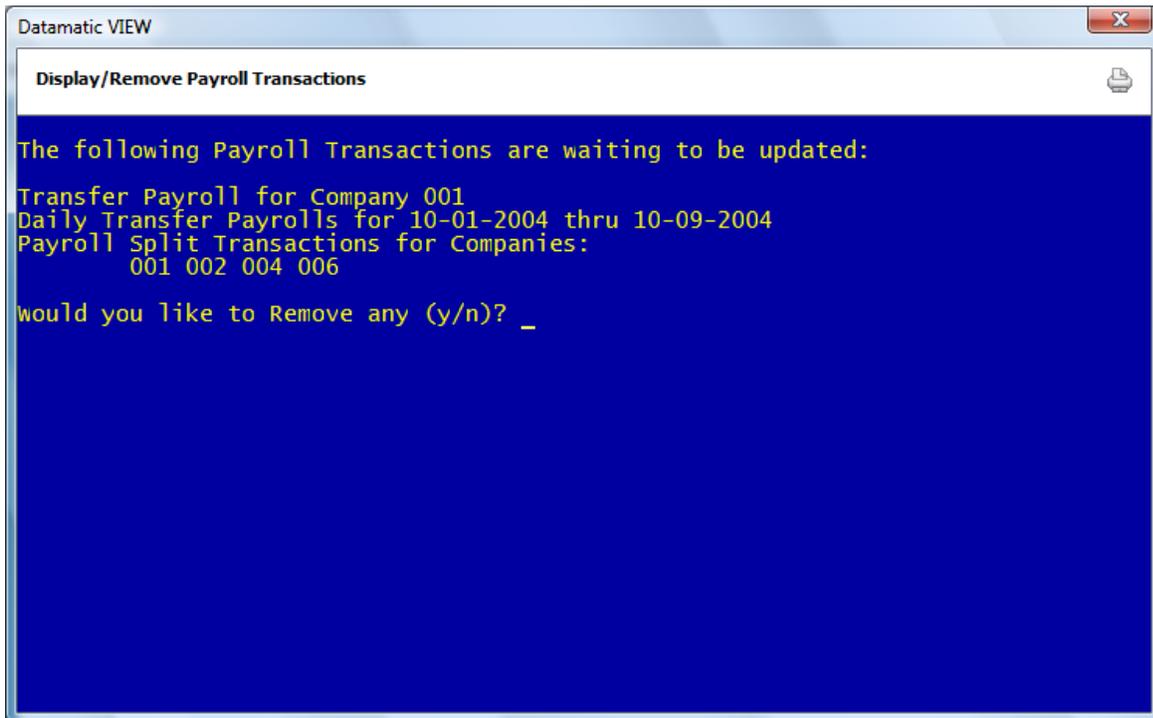


Figure 34

Notice that the transactions for “**Payroll Splits for Company 500**” are no longer on the system to be updated. To get out of the screen and not remove any payroll transactions, enter an “n” for no after the question “Would you like to Remove any (y/n)?” and press enter.

Print Payroll Deduction Report

The Print Payroll Deduction Report selection is used to print a Payroll Deduction Report. This report is used to determine what changes may be needed before processing an exception method payroll. The actual name at the top of this report is Payroll Deduction Master List. In the backup directory, it is called Payroll Deduction Report.

After selecting this option, the system displays the printer selection box. Select the printer that the report will be printed to or select Print to Disk and the report can be printed later from the backup directory. Press enter to make the selection.

The system displays.

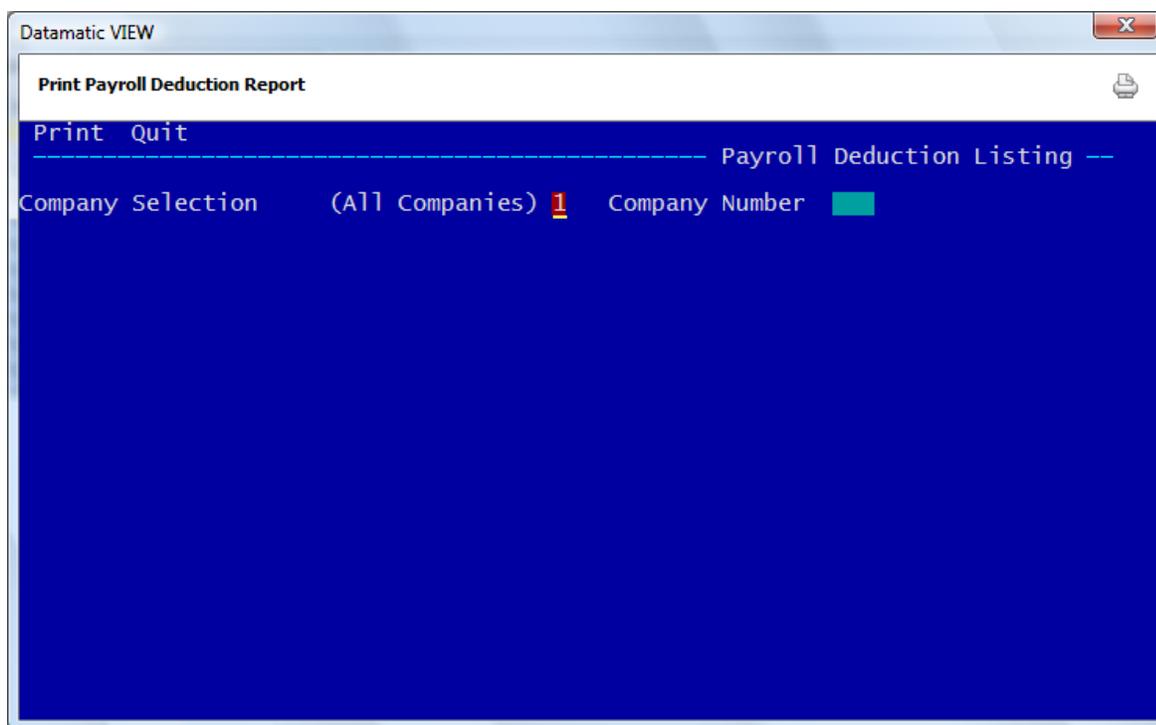


Figure 35

Company Selection

Value: 1 = All Companies
2 = Select a Company

Company Number

Value: Enter the Company Number only if option two (2) was selected for the Company Selection. Otherwise, leave blank.

Example below of printing a Payroll Deduction Listing for Company 4.

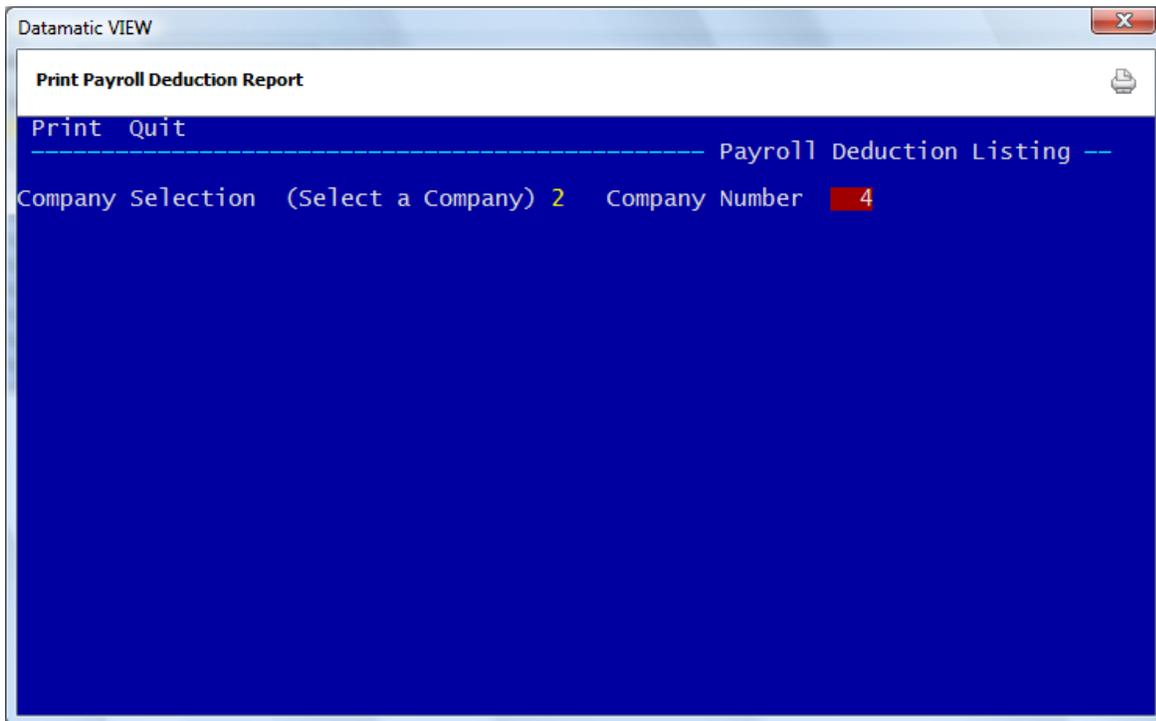


Figure 36

Press enter.

Select "Yes" in the upper right corner of the screen to process and press enter.

A message of "Print Completed" will be displayed in the upper right corner when the job has finished.

Example of report below.

The screenshot shows a window titled "Payroll Deduction Report" with a search bar and a "Go" button. The report content is as follows:

REF	LAST CHANGED	NAME	ACCOUNT	AMOUNT	FREQUENCY	NET
10	00/00/0000	Marvin M. Member	61057-6	685.00	1	685.00
20	00/00/0000	Joshua L. Member	612-2	800.00	1	800.00
30	00/00/0000	Cindy Jones	66334-4	750.00	1	750.00
40	00/00/0000	Marsha Thomas-Green	616-3	621.00	1	621.00
50	00/00/0000	Amy Apple-Smith	4658-1	680.00	1	680.00
60	00/00/0000	RICHARD P. JONES	615-5	842.50	1	842.50
70	00/00/0000	Annabelle Member	555555-2	754.25	1	754.25
80	00/00/0000	Rocky Road	22244-8	945.00	1	945.00
90	00/00/0000	Connie L. Smith	727-8	795.00	1	795.00
COMPANY TOTALS		NUMBER OF EMPLOYEES =	9	6,872.75		6,872.75

Additional report details: 09/03/2004, Support Credit Union (1), ABC Furniture, COMPANY NO. 4, PAGE 1, REPORT NO. CU002-01.

Figure 37

Print Payroll Split Report

The Print Payroll Split Report selection is used to print the Payroll Split Report, as needed. This report is used to view the payroll splits before balancing a payroll transaction file.

After selecting this option, the system displays the printer selection box. Select the printer to which the report will be printed or select Print to Disk and the report can be printed later from the backup directory. Press enter to make the selection.

The system displays.

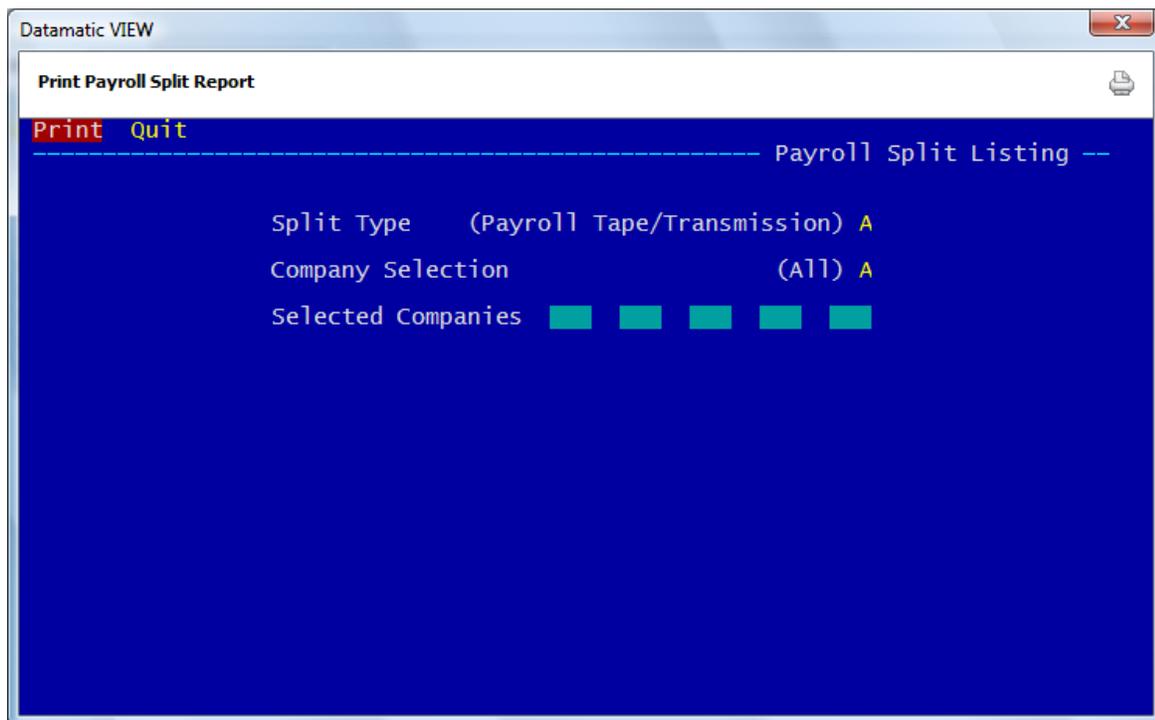


Figure 38

Split Type

Values: A = Payroll Tape/Transmission
C = Payroll Deduction

Company Selection

Values: A = All
S = Selected Companies

Selected Companies

Definition: Enter the Company Number assigned by the credit union for the company(s) to be printed on the report. Up to five (5) companies may be entered.

Example below of printing a Payroll Split Report for Company 4.

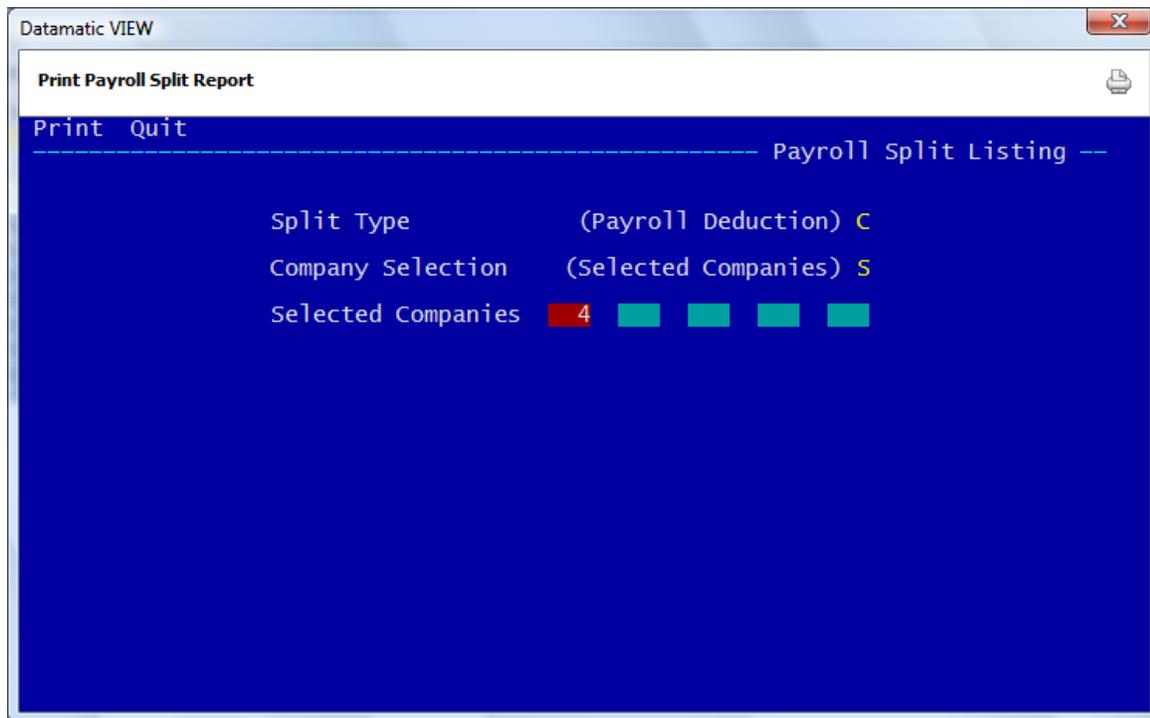


Figure 39

Press enter.

Select "Yes" in the upper right corner of the screen to process and press enter.

****Note:** If the Split Type is "A" for Payroll/Tape Transmission, the Company Selection must be "A" for All.

Example of report below.

Type	Donor Key	Residual Acct	Name	Receiving Acct	Amount	Approved	New Acct	New Amt	Eff Date
		61057-6-00	MARVIN M MEMBER	61057-6-70	550.00				
				61057-6-02	25.00				
		612-2-00	JOSHUA L MEMBER	612-2-70	650.00				
		66334-4-70	CINDY JONES	66334-4-00	100.00				
				66334-4-71	200.00				
		616-3-00	MARSHA A THOMAS-GREE	616-3-70	300.00				
				616-3-02	50.00				
				616-3-05	150.00				
		4658-1-70	AMY MICHELLE APPLE-S	4658-1-00	200.00				
				4658-1-47	25.00				
				4658-1-48	50.00				
				4658-1-04	30.00				
		615-5-00	RICHARD P JONES	615-5-70	500.00				
		555555-2-00	ANNABELLE MEMBER	555555-2-70	500.00				
				555555-2-03	40.00				
				61057-6-00	20.00				
		22244-8-00	Rocky Road	22244-8-70	10.00				
		727-8-00	CONNIE L SMITH	727-8-02	20.00				
				727-8-70	425.00				

Figure 40

Print Transfer Payroll Report

The Print Transfer Payroll Report selection is used to print a Transfer Payroll Report. This option generates a report to view either all transfer payrolls on the system or the transfer payrolls for a specific company or selected companies.

After selecting this option, the system displays the printer selection box. Select the printer to which the report will be printed or select Print to Disk and the report can be printed later from the backup directory. Press enter to make the selection.

The system displays.

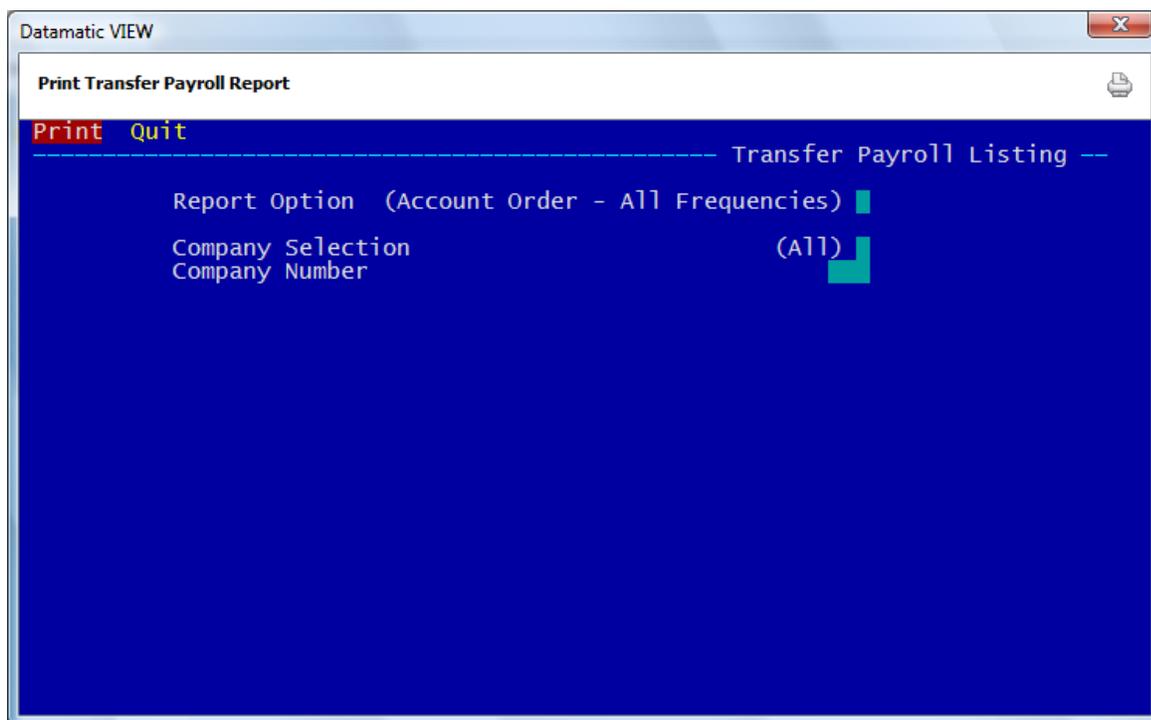


Figure 41

Report Option

Value: 0 = Account Order - All Frequencies
1 = Company Order - All Companies

Company Selection

Value: 0 = All
1 = One

Company Number

Value: Enter the Company Number only if option one (1) was selected for Company Selection. Otherwise, leave blank.

Example of Transfer Payroll Report with Account Order - All Frequencies.

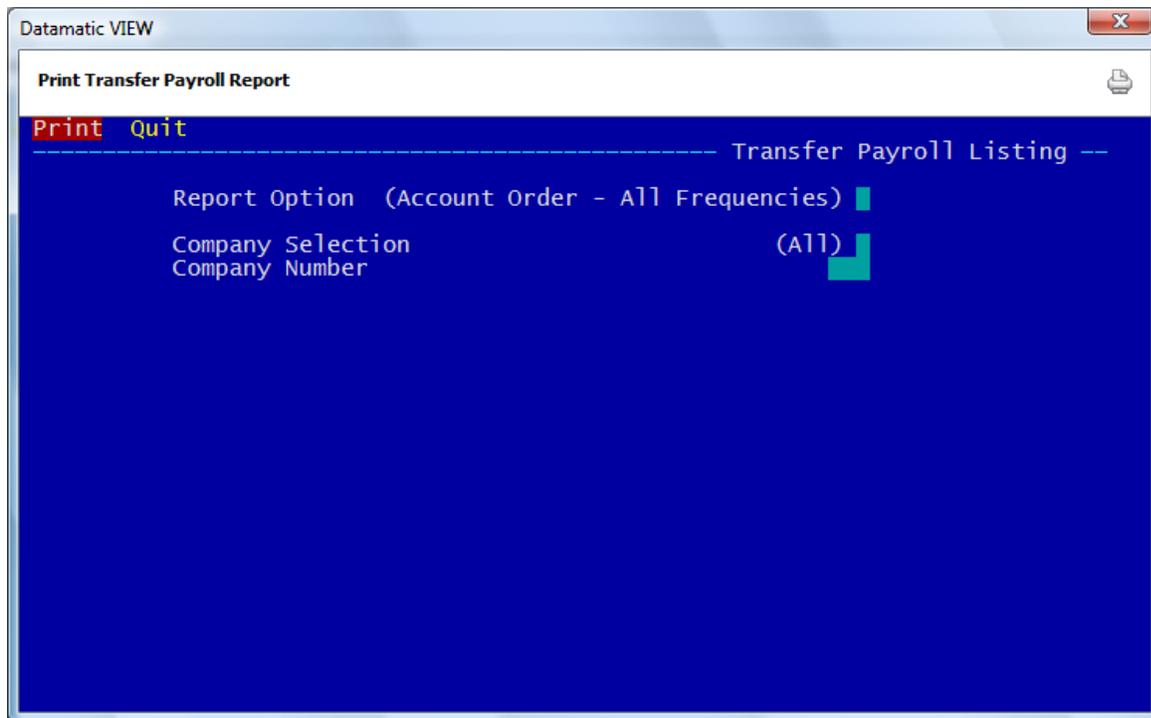


Figure 42

Press enter.

Select "Yes" in the upper right corner of the screen to process and press enter.

Example below of report.

09/03/2004
Test Credit Union (1) Transfer Payroll Report PAGE 1
REPORT NO. CR029-01

Donor Acct	Donor Sfx	Trf Amount	Recv Account	Freq	Date	Start Date	End Date	Comp	Edit
1-8-00	11	123.00	1-8-02	W	SA				N
	00	11.00	1-8-02	A	S				N
	70	50.00	1-8-02	A	1				N
	60	25.00	1-8-04	W	MO				N
	90	20.00	1-8-04	C		01-01-2007	12-31-2013	123	N
	00	1.00	1-8-02	W	MO				N
	14	2.00	1-8-16	W	MO				N
2-6-00	00	100.00	2-6-70	M	15				N
12-5-00	48	10.00	12-5-00	W	MO				N
	00	120.00	1-8-00	M	1				N
	61	1.00	1-8-00	W	MO				N
	45	12.00	12-5-00	C				123	N
	12	3.00	12-5-00	A	1				N
32-3-00	00	2.00	32-3-70	1		02-11-2000			N
610-6-00	70	260.00	610-6-00	M	10				N
	00	50.00	610-6-00	C				4	N
	70	35.00	610-6-02	B	TH	04-03-2008			N
612-2-00	00	138.95	612-2-05	M	10				N
711-2-00	00	15.00	711-2-70	M	01				N
2323-4-00	00	1.00	2323-4-00	1		01-01-2007	01-01-2007		N
	70	100.99	2323-4-00	W	SA	01-01-2000	01-01-2009		N
	50	200.00	2323-4-00	Q	20				N
	00	120.20	2323-4-02	B	TU	01-01-1999	10-06-2005		N
4444-6-00	70	1.00	4444-6-00	M	01				N
	04	36.36	4444-6-06	M	15				N
	70	5.00	4444-6-04	M	15				N
4658-1-00	00	75.00	1244-3-00	M	05				N
10849-8-00	00	2.00	10849-8-74	M	07				N
	00	5.00	10849-8-70	M	15				N
	00	15.00	10849-8-71	B	FR	10-15-2007			N
	00	5.00	10849-8-11	B	MO	10-15-2003			N
	00	100.00	10849-8-10	W	MO				N

Figure 43

Reset Payroll Company

The Reset Payroll Company selection is used to reset the number of times a member's payroll is to be distributed back to one (1).

The system displays.

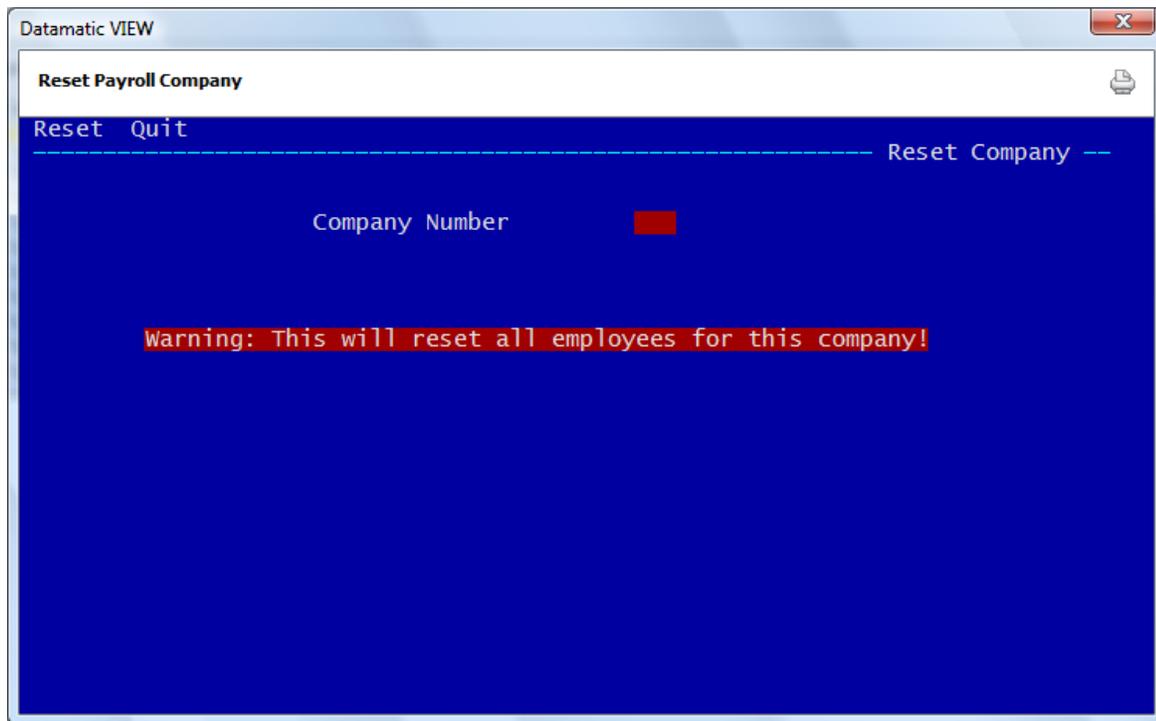
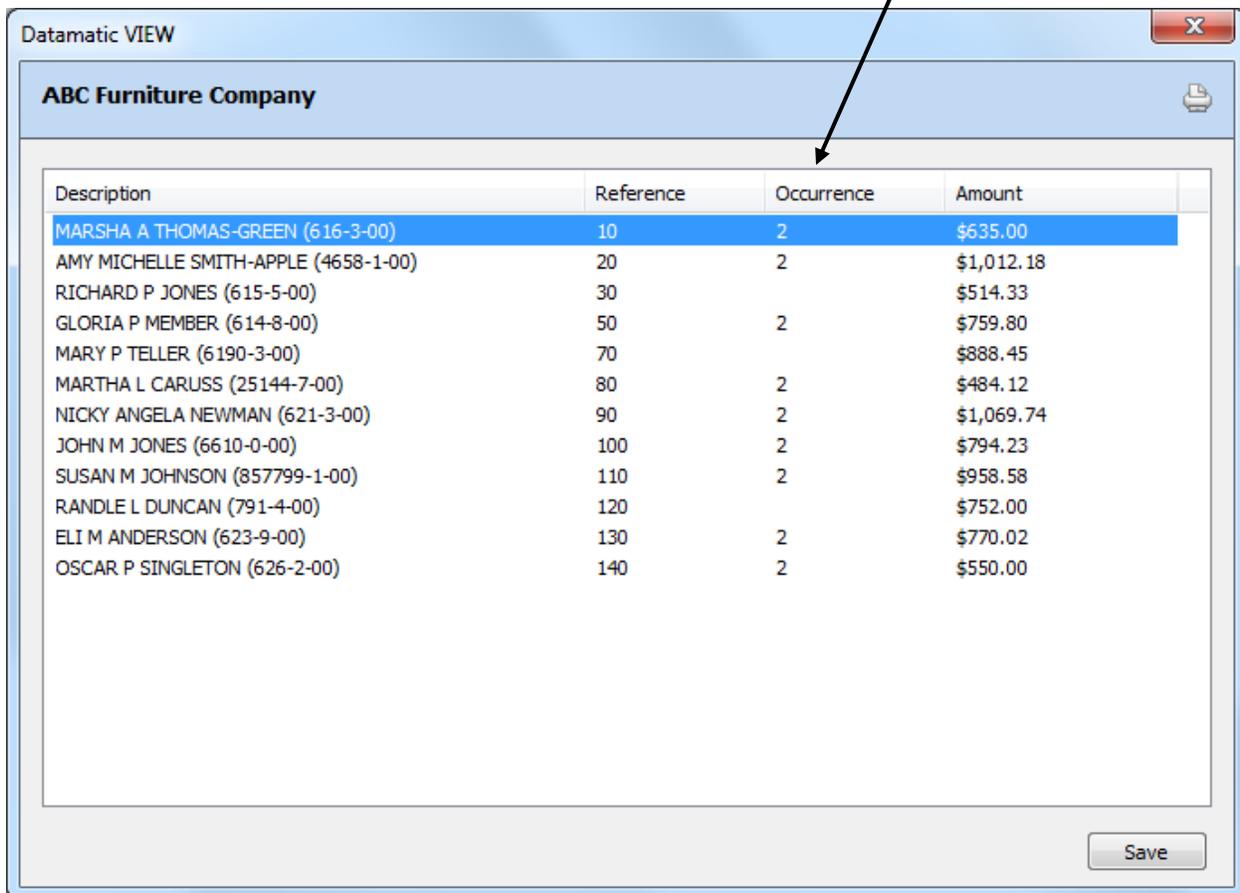


Figure 44

Example:

Company Number 4 (ABC Furniture) is paying their employees a double payroll due to two weeks of vacation pay being paid to the employees. Three of the employees are on a leave of absence, so they will not be paid at all this pay period.

Example below of the Edit All Employees window after changes to the “**Occurrence**” field have been made.



Description	Reference	Occurrence	Amount
MARSHA A THOMAS-GREEN (616-3-00)	10	2	\$635.00
AMY MICHELLE SMITH-APPLE (4658-1-00)	20	2	\$1,012.18
RICHARD P JONES (615-5-00)	30		\$514.33
GLORIA P MEMBER (614-8-00)	50	2	\$759.80
MARY P TELLER (6190-3-00)	70		\$888.45
MARTHA L CARUSS (25144-7-00)	80	2	\$484.12
NICKY ANGELA NEWMAN (621-3-00)	90	2	\$1,069.74
JOHN M JONES (6610-0-00)	100	2	\$794.23
SUSAN M JOHNSON (857799-1-00)	110	2	\$958.58
RANDLE L DUNCAN (791-4-00)	120		\$752.00
ELI M ANDERSON (623-9-00)	130	2	\$770.02
OSCAR P SINGLETON (626-2-00)	140	2	\$550.00

Figure 45

After the payroll has been completely processed, or before the next payroll is going to be processed for this company, select **Reset Payroll Company** from the Payroll Deduction window.

IMPORTANT: Next, press Esc and select “**Reset**” in the upper left corner of the window using the arrow keys. Enter the Company Number of the company that needs to be reset and press enter.

The system displays.

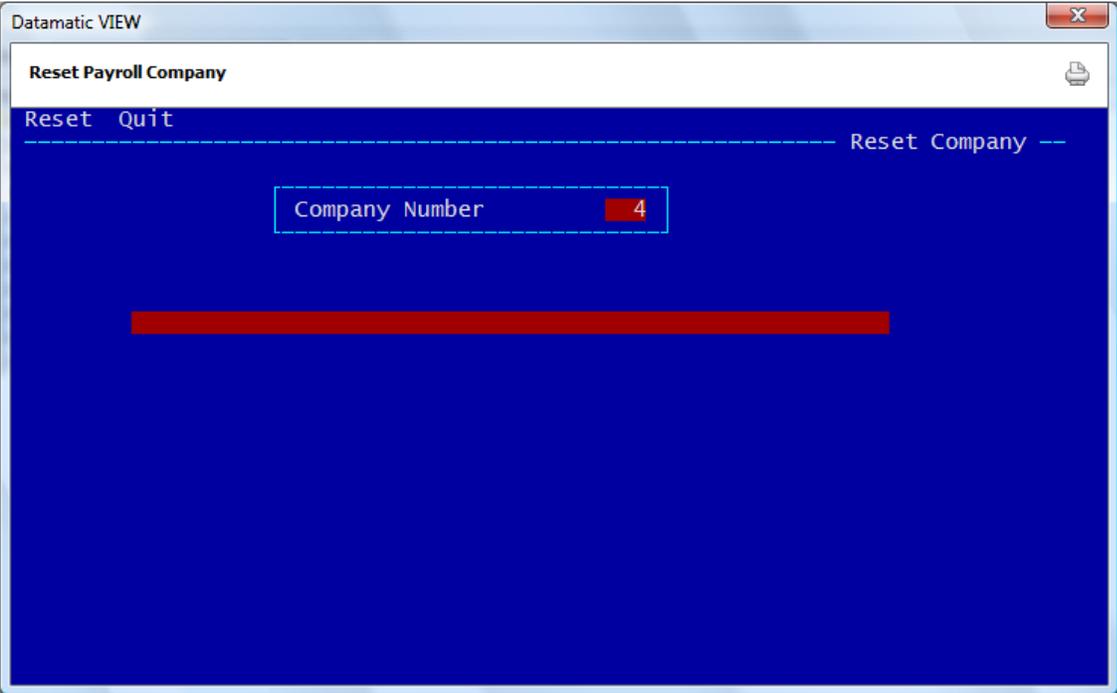


Figure 46

Select "yes" in the upper right corner of the screen to process and press enter. The system displays.

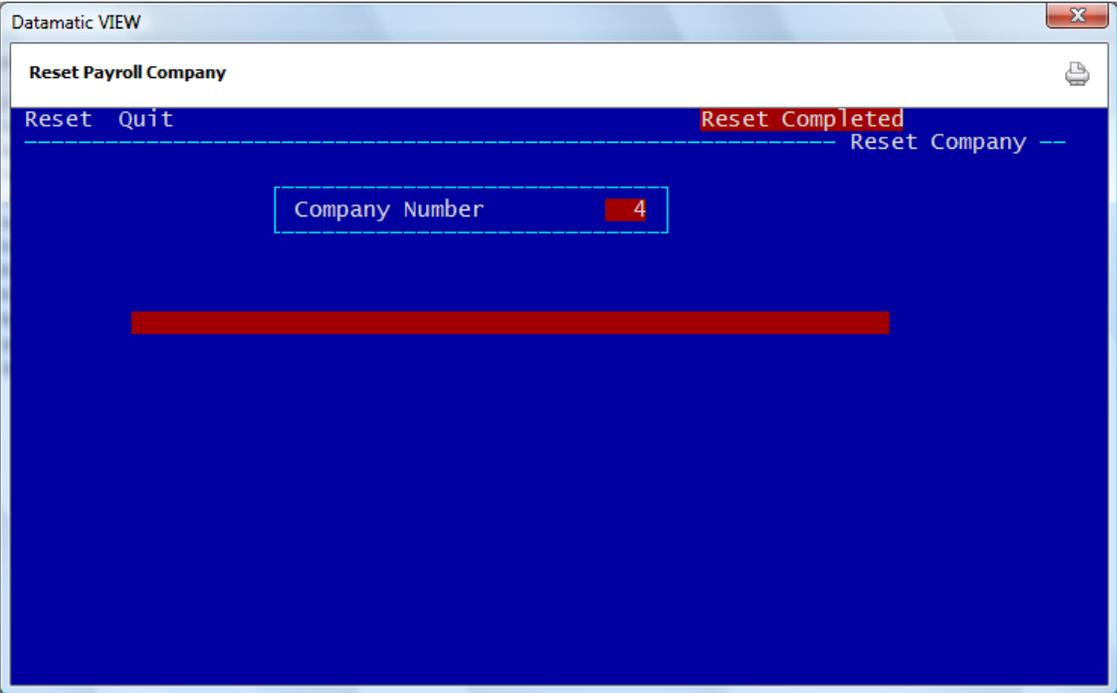
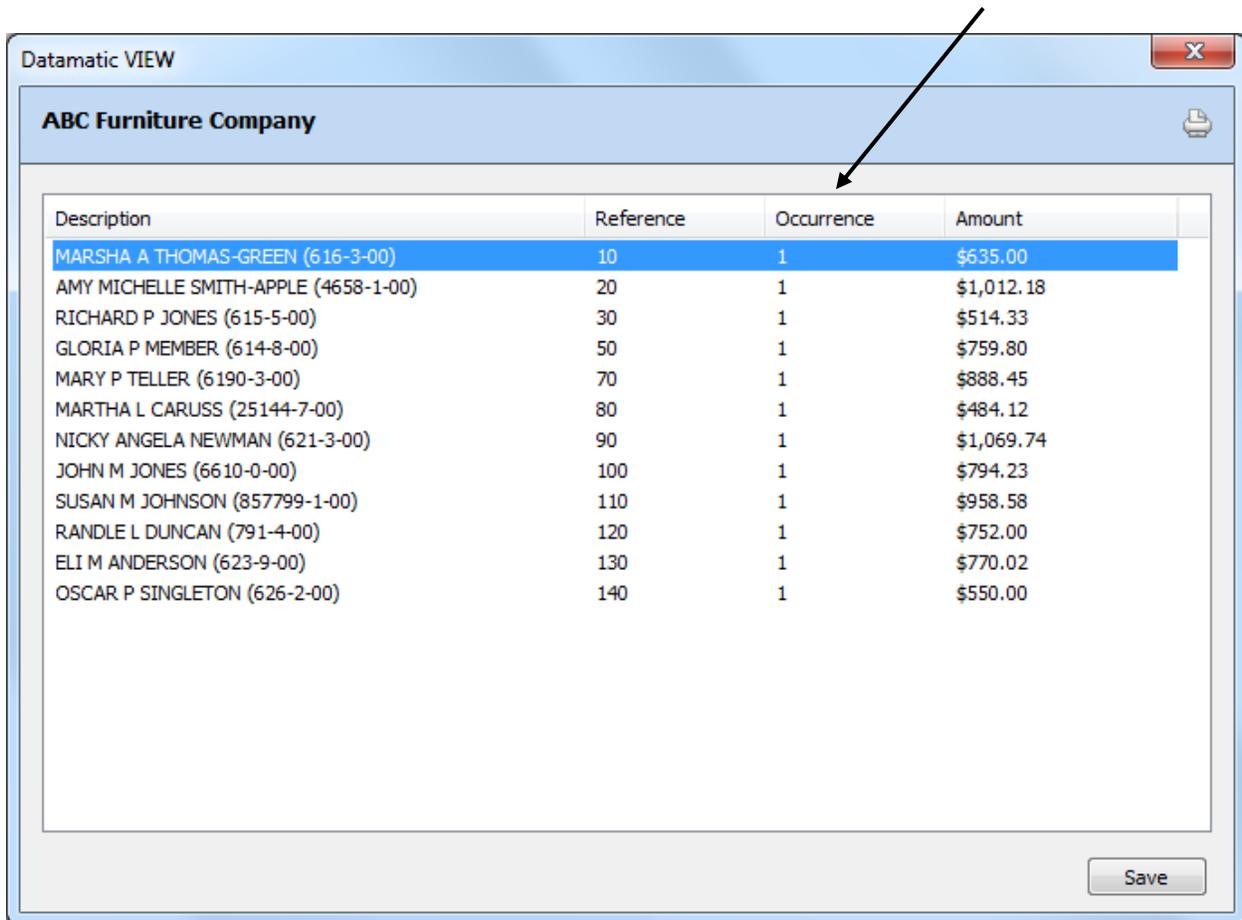


Figure 47

From the Payroll Deduction window, select the Payroll Companies folder. Right click on the payroll company and select the **“Edit All Employees”** option. The system displays.



Description	Reference	Occurrence	Amount
MARSHA A THOMAS-GREEN (616-3-00)	10	1	\$635.00
AMY MICHELLE SMITH-APPLE (4658-1-00)	20	1	\$1,012.18
RICHARD P JONES (615-5-00)	30	1	\$514.33
GLORIA P MEMBER (614-8-00)	50	1	\$759.80
MARY P TELLER (6190-3-00)	70	1	\$888.45
MARTHA L CARUSS (25144-7-00)	80	1	\$484.12
NICKY ANGELA NEWMAN (621-3-00)	90	1	\$1,069.74
JOHN M JONES (6610-0-00)	100	1	\$794.23
SUSAN M JOHNSON (857799-1-00)	110	1	\$958.58
RANDLE L DUNCAN (791-4-00)	120	1	\$752.00
ELI M ANDERSON (623-9-00)	130	1	\$770.02
OSCAR P SINGLETON (626-2-00)	140	1	\$550.00

Figure 48

The Occurrence field has been reset back to one (1) for all employees in the payroll.

Update Payroll Transactions with Online

The Update Payroll Transactions with Online selection is used to update payroll transactions after the Balance Payroll Company or Balance Payroll File job has been run.

The system displays.

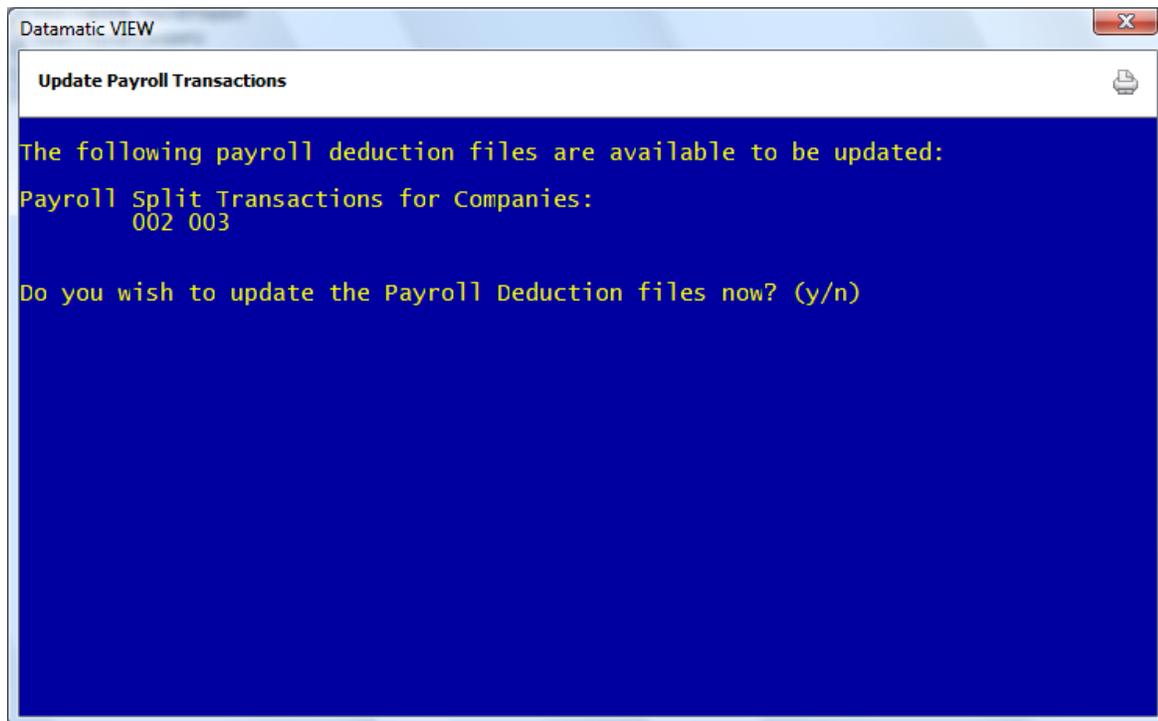


Figure 49

If all the payroll transaction files listed are to be updated now, enter a "y" for yes and press enter. Otherwise, enter an "n" for no and press enter.

Enter a “y” press enter and the system displays.

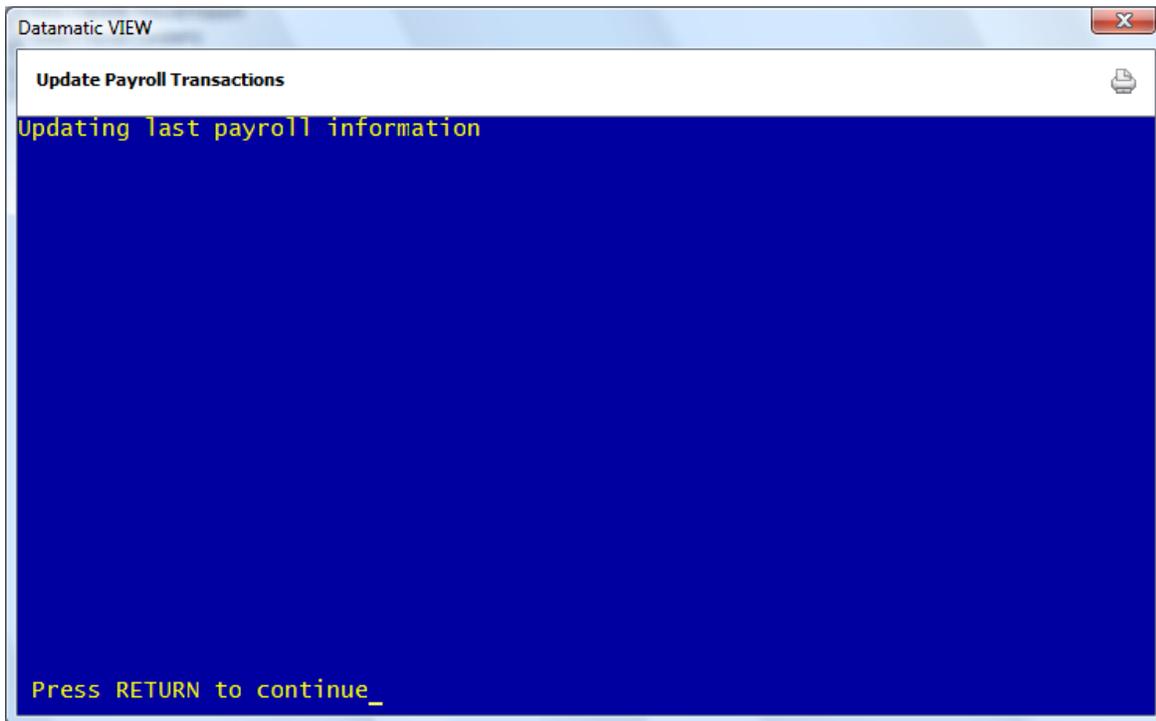


Figure 50

Press enter again to finish updating. The system goes back to the Payroll Deduction window.

The updated payroll transactions can be viewed on the history inquiry screens for the accounts that had transactions.

Update Transfer Payrolls with Online

The Update Transfer Payrolls with Online selection is used to update a manually computed Transfer Payroll file.

Transfer Payrolls (called Automatic Transfers on the member level in VIEW) can be processed in two different ways. The system can be setup to process them automatically with End of Day processing or the job can be manually run from the Payroll Deduction window. Select **“Compute Transfer Payroll Transactions”** to manually compute the transactions. The file can either be updated with the online using the “Update Transfer Payrolls” selection or left to be updated with End of Day processing.

The system displays.

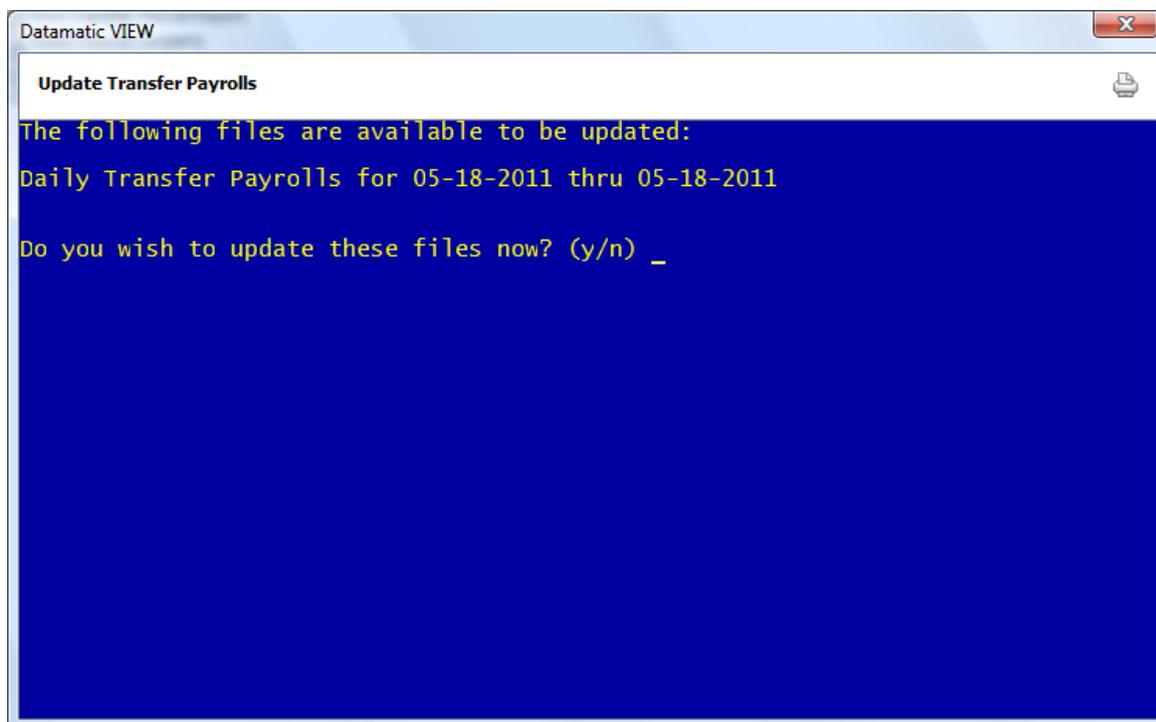


Figure 51

Enter a “y” for yes and press enter, if ready to update the transfer files listed. Otherwise, enter an “n” for no and press enter, if not ready to update.

The system displays.

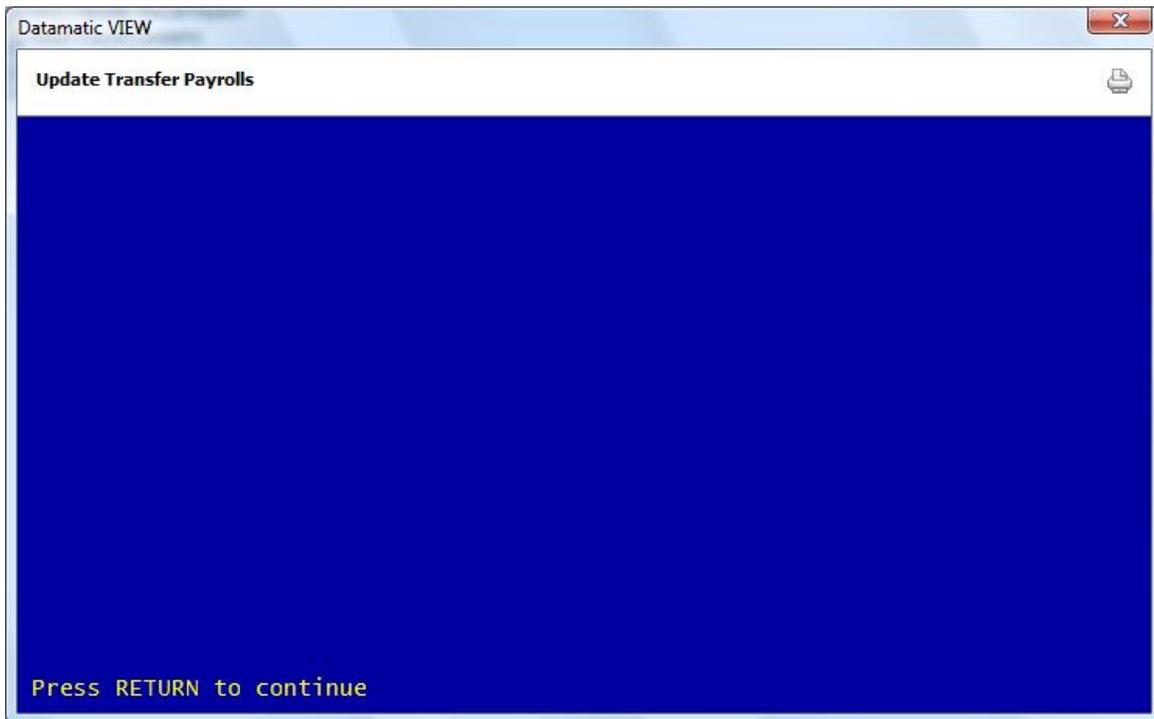


Figure 52

Press enter again to finish updating.

The updated transfer payroll transactions can be viewed on the history inquiry screens for the accounts that had transactions.

Payroll Processing without a payroll tape (file)

1. Print a Payroll Deduction Listing

From either Other Tasks on the Navigation Bar or “Go” on the Menu Bar select:
Payroll Deduction

Next select:

Print Payroll Deduction Report (aka-Payroll Deduction Master List)

2. Compare Payroll Deduction Listing to Personnel Listing

Mark any changes on Payroll Deduction Listing

3. Make Changes

To change an entry, select **Payroll Deduction** from either Other Tasks on the Navigation Bar or “Go” on the Menu Bar. Next, select the “Payroll Companies” folder and right click on the Payroll Company then select “Edit All Employees”.

****Note:** To remove an employee permanently from a payroll, double click on the Payroll Company then highlight the employee and press the delete key. (Right clicking on the employee and selecting “Remove Payroll Employee” will also work.) Tab to “Yes” and press enter or click on “Yes” in answer to the question “Are you sure you want to remove this payroll employee?”.

To add a New employee to a payroll, double click on the Payroll Company. Next, either double click on “Double click here to add a new payroll employee” or right click and select Add Payroll Employee. The Add Payroll Employee window displays.

Member = Enter the member number (Account Base and Check Digit) whose account is affected.

Reference = Enter the Reference number that will determine the order this person will be listed in the payroll. (See Options under Tools on the Menu Bar, for sort order selections.)

Payroll Amount = Enter the total amount member has coming in.

Split Details = Enter the splits authorized by the member, if applicable. Otherwise, select Next to continue.

Residual Account = Enter the account that receives any money left over after money has been distributed to all the split accounts.

****Note:** Removal of Payroll Splits does not show on any maintenance report. However, the “**Payroll and ACH - audit**” under Other Inquiries can be used to view removed or changed splits.

4. Balance the Payroll

From the Payroll Deduction window, select “Balance Payroll Company”. This selection will balance the file and create the payroll transactions all in one step. Datamatic suggests that “Print to Disk” or “Print to Backup” is selected as the printer selection. The report can be viewed or printed from the Backup directory.

Use Batch numbers 60-89. The batch number will separate the payroll reports when more than one payroll is balanced during the day. Each payroll company processed in the same day would usually be assigned a DIFFERENT batch number.

For the “Balance” field, enter the amount received from the payroll company. For the “Process Splits” field, if loan splits are not to be done for this payroll, enter an “n” for no. (See **Payroll Splits** below for the different options for this field.) Press enter. If the payroll is in balance, after finished, the system will return to the Payroll Deduction window.

If payroll does not balance, a message will be displayed stating so. Go back to step two and review the reports to find the error. Use the “Display/Remove Payroll Transactions**” selection in Payroll Deduction, if the payroll file was balanced in error or if the payroll transactions need to be removed for whatever reason and not updated.

5. Look over the Payroll Splits Report

If a printer was selected for the printer option, the “Transaction Report – Payroll Splits” will be printed. Otherwise, go to the Reports window under Other Tasks on the Navigation Bar or Go on the Menu Bar then Backup folder to print or view the report. Check the report for any errors. The payroll transactions can be removed, if needed, and the process can be started over, if necessary.

6. Update Payroll Transactions

From the Payroll Deduction window - Select “Update Payroll Transactions”.

All payrolls with Step 4 completed will POST to accounts.

**End of Day will update payrolls, if this step is omitted.

Payroll Splits

For bonus payrolls, etc., select the appropriate option for “Payroll Splits” on the Balance Payroll Company screen. The options are:

- ⇒ Y = Yes - This indicates that all splits should be completed with the payroll.
- ⇒ N = No Loans - This indicates that no loan splits should be completed; however, the share splits should be done with the payroll.
- ⇒ X = No - This indicates that no splits (share or loan) should be completed with the payroll.

Other Information

Prior to the first time that an exception method payroll or a tape method payroll is being processed, the Payable and Suspense Account Setup will need to be setup with a credit and debit general ledger account number for Payroll. This is found by selecting:

System Administration
Payable and Suspense Account Setup

(See the System Administration Manual for more information.)

Payroll Processing with a payroll tape (file)

1. At the Main Console, load floppy in drive on the Datamatic server.
2. From the Operations Box (at the Main Console), select “Upload File from Floppy”. For the question “Enter the file name on the Tower”, enter PAY001, PAY002, etc.
3. **Balance Payroll File**
From the Payroll Deduction window in VIEW:
Select - Balance Payroll File
Select - Y Are you processing loan splits today?
Select - Y Would you like the entire split listing?

If a printer was selected for the printer option, the “Transaction Report – Payroll Splits” will be printed. Otherwise, go to the Reports window under Other Tasks on the Navigation Bar or Go on the Menu Bar then Backup folder to print or view the report. Check the report for any errors. The payroll transactions can be removed, if needed, and the process can be started over, if necessary.

4. Update Payroll Transactions

From the Payroll Deduction window - Select “Update Payroll Transactions”.
All payrolls with Step 1 completed will POST to accounts.
**End of Day will update payrolls, if this step is omitted.

Setting up/maintaining Payroll Splits - Add new, remove or change existing.

New Payroll Splits are entered under the individual members. After the Member Summary is displayed, select “Action” on the Menu Bar **then** Add **then** Split. (Right clicking in the Member Summary area is another method of displaying these options.) The Add Split window is displayed to enter the information for the new split.

To Remove a Payroll Split, display the Member Summary window and select the Payroll and ACH Splits icon. Highlight the appropriate split and press the “delete” key. Select “yes” to confirm deleting the split and the split record will be removed.

To make a Change to an existing Payroll Split, display the Member Summary window and select the Payroll and ACH Splits icon. Highlight the appropriate split and press enter or double click on the split record. Next, either highlight any split and press enter or double click on any split to display the Edit Payroll Splits window. The Residual Account and Description can be changed; however, the Account field (Donor Key) cannot be changed. Remove the split and add a new split if the Donor Key needs to be changed. To make changes, highlight the specific split (in the center of the window) and make the necessary changes.

****Note:** See the Member Services Manual for more detailed information on Adding Splits, Removing Splits and Changing Splits, if necessary.

Other Information

Prior to the first time that a payroll tape is being received, the Payroll Tape Setup screen will need to be setup. This is found by selecting:

System Administration
Parameter Setup Menu
Payroll Tape Setup

****Note:** The Payroll Tape Setup must be done from the Main Console.

Each new company that a payroll tape is being received for will also need to be setup on this screen.

Prior to the first time that an exception method payroll or a tape method payroll is being processed, the Payable and Suspense Account Setup will need to be setup with a credit and debit general ledger account number for Payroll. This is found by selecting:

System Administration
Payable and Suspense Account Setup

(See the System Administration Manual for more information.)

Payroll Reference

Splits (Payroll and ACH) – Refer to the Member Services Manual

Payroll Extract – Refer to the Extracts Manual

Ford Payroll Edit – Refer to the Operations Manual (Main Console only)

Automatic Transfers – Member Services Manual

Print ACH Payroll – Refer to the Operations Manual - Notices folder

Remove ACH Payroll – Refer to the Operations Manual - Notices folder

Transmit Payroll Extract – Refer to the Operations Manual (Main Console only)