Suburban Software Systems

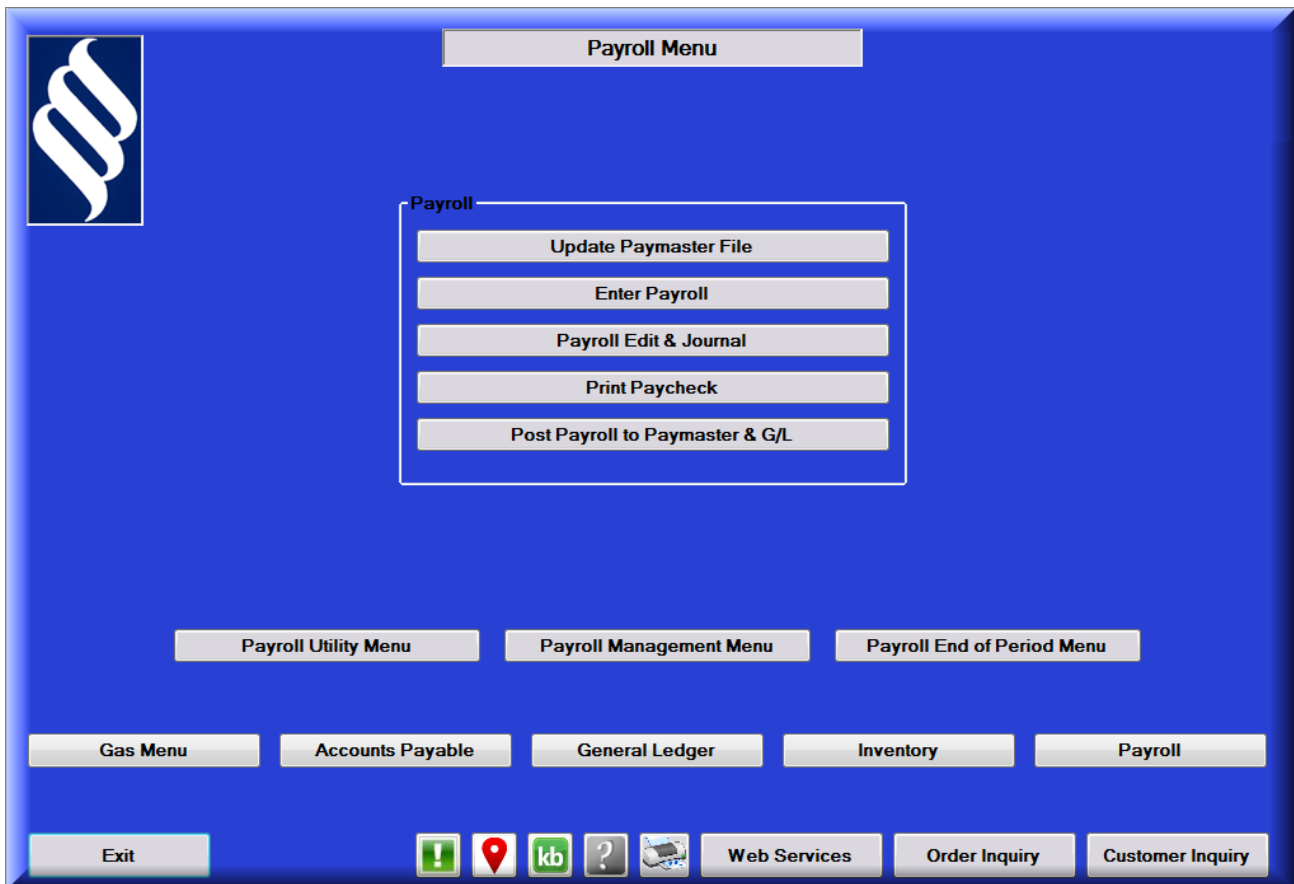# **PAYROLL**

Contents

Payroll Menu:

Allows the operator to setup and manage Employee Payroll.

Introduction:

In order to begin processing payroll, you will need to do the following:

- ❖ **Read the Payroll Manual-** Familiarize yourself with the procedures in this manual

- ❖ **Setup the Supervisor File**- (Supervisor) This file contains tax tables (supplied by Suburban Software), company information, and control fields.

- ❖ **Setup the Paymaster File-** (Paymaster) This is a permanent file which contains the employee database and accumulated payroll totals for each employee.

You are now ready to process payroll. A typical payroll run will include the following steps:

- ❖ **Update Employee Records-** (Paymaster) Add / remove employees, review and update their files as necessary. This should be done before keying in any hours.

- ❖ **Enter Employee Hours-** (Enter Payroll) Enter your employee's regular time, overtime, commissions and any other taxable income with regular deductions. (Bonuses which are taxable, but not subject to extra withholdings, are run separately).

- ❖ **Print a Payroll Journal-** (Print Payroll Edit & Journal) It is *vital* that you carefully review this journal before printing your checks.

- ❖ **Run Payroll Checks-** (Print Paycheck) Print your payroll, and distribute checks to your employees. We recommend that you wait *at least* a day before posting, to allow your employees to verify that their paychecks are correct.

- ❖ **Post Payroll to Paymaster & G/L-** (Post Payroll to Paymaster & G/L) If all of your employees have verified that their payroll run is correct, you can post to Paymaster and the General Ledger (G/L).

Setting up the Supervisor File:

The first step in setting up Payroll is to enter in all necessary information into your **Supervisor File**. This is found in the **Payroll Utility Menu**. The Supervisor File contains system control information, tax tables, G/L accounts, and payroll pay descriptions. On the first screen enter your three digit CoID (Company ID). At the bottom of the second screen are 6 tabs: **General Information**, **Federal Tax Tables**, **Earnings Descriptions**, **Deductions**, **Sick and Vacation Time**, and **State Tax Table**.

General Information Screen

This screen allows the user to enter in the general information needed to setup Payroll.

Note: Click Unprotect Fields to be able to enter data.

General Information Fields:

Company Information: Enter Company Name, Address, and Tax ID Numbers

Pay Periods: Enter the number of payrolls that have already been paid:

(1) in the calendar year

(2) in the fiscal year

Note: Leave the "Present Calendar" pay period blank

Payroll Frequency: Enter the number of regular payrolls in a year.

Example: for biweekly pay, payroll frequency would be 26.

Pay Date: Leave the Current Pay Date blank. Enter the date of the previous payroll in the "Calendar to Date" field.

Pay/Mo: This field indicates the payroll of the month. Leave the current "Pay/Mo blank, enter the Pay/Mo of the previous payroll in the "Calendar to Date" field.

Check #: Payroll Check Number. Enter the last payroll check number used or leave this field blank.

Quarter: Quarter of the year. Enter the current quarter for IRS for 941 payroll reporting purposes.

Calendar Year: Enter the current calendar year.

Fiscal Year: Enter the beginning month and year of the current Fiscal Year.

Fringe Benefits (Y/N): Fringe Benefits may be automatically recorded for tax purposes. If you pay fringe benefits and want them recorded on the employee's W2 form, you should specify "Fringe Benefits Recording" on the Payroll Supervisor Screen. On Supervisor Screen # 4, you should also designate Deduction Field and Commission Field as "Fringe Benefits Deductions and Earnings". The amount of fringe benefits to be recorded for each payroll may be specified in the "Deduction" field in the paymaster file, or on individual payroll work records when the payroll is entered. The amount in the Deduction field will be automatically be entered in the Commission field.

Gallonage Break Pts:	Enter the total gallons at which the Domestic Commission rate changes. Gallons are in whole units (7.0). ***Example:*** 275000 gallons should be entered as 0275000.
Gas Commissions:	The system provides for paying sales commissions based on gallons delivered for two categories of gas: Commercial Gas and Domestic Gas. Only one commission rate can be entered for Commercial gallons. The Domestic Rate allows for a sliding scale based on total gallons delivered during the fiscal year. This field has 4 assumed decimal places. ***Example:*** 2.5 cents per gallon for a specific break point, should be entered as 00250 (under the appropriate break point). **Note:** Commission rates may also be specified in the individual Paymaster Records and any commission rates entered on the Paymaster records will override the amounts entered in the Supervisor file.
F.I.C.A.:	Enter the prevailing deduction rates (in percent) and limits (in whole dollars) found in the I.R.S. Tax Table (Circular E).
Medicaid:	Enter the prevailing deduction rates (in percent) and limits (in whole dollars) found in the I.R.S. Tax Table (Circular E).
Federal Unemployment Tax (F.U.T.A):	Enter the current percentage rates and withholding limits found in the federal tax table. Rates are expressed in 100th of a percent. **Note:** *"For 2014, the FUTA tax rate is 6.0%. The tax applies to the first $7,000 you paid to each employee as wages during the year. The $7,000 is often referred to as the federal or FUTA wage base. Your state wage base may be different.* *Generally, if you paid wages subject to state unemployment tax, you may receive a credit of up to 5.4% when you file your Form 940. If you are entitled to the maximum 5.4% credit, the FUTA tax rate after credit is 0.6%. Generally, you are entitled to the maximum credit if you paid your state unemployment taxes in full on time, and the state is not determined to be a credit reduction state. See the Instructions for Form 940 to determine the credit."*

Federal Tax Tables Screen:

Federal Tax Tables Screen screenshot:

DMO
1234 STATE ST
SOMEWHERE AL   30833

Federal Tax #: 58-0949691

Annualized Federal Tax Tables

Withholding Allowance   2,300.00

Single:

If Wage Over (8.2)	Withhold (8.2)	+ %
2,300.00	0.00	10.00
11,625.00	932.50	15.00
40,250.00	5,226.25	25.00
94,200.00	18,713.75	28.00
193,950.00	46,643.75	33.00
419,000.00	120,910.25	35.00
420,700.00	121,505.25	39.60

Married:

If Wage Over (8.2)	Withhold (8.2)	+ %
8,650.00	0.00	10.00
27,300.00	1,865.00	15.00
84,550.00	10,452.50	25.00
161,750.00	29,752.50	28.00
242,000.00	52,222.50	33.00
425,350.00	112,728.00	35.00
479,350.00	131,628.00	39.60

Federal Tax Tables above are in dollars and cents ($xxxxx.xx).

➡ **Suburban Software will supply you with appropriate tax tables** ⬅

F1 -General | F2 - Federal Tax Tables | F3 - Earnings Descriptions | F4 - Deductions | F5 - Sick & Vacation Time | F6 - State Tax Table

Back   Unprotect Fields   Continue

Completely fill out **this screen** using the annual tax table from the current I.R.S. Circular E Employer's Tax Guide, section titled: "Tables for Percentage Method of Withholding". Enter the single and married annualized tables. Use the "If wages are over", Amount Withheld, and Plus% columns form the tables.

Note: The annualized tables must be used to enter the withholding amounts. The sytem will not calculate the correct withholding amounts if non-annualized tables are refrenced for withholding rate entry.

Earnings Descriptions Screen:

The system sets and defines five basic payroll earnings descriptions as shown on this screen. It also allows the definition of up to seven additional earnings descriptions for special commissions. Enter the additional descriptions as appropriate. The descriptions will appear on the Payroll Entry Screen and on the Payroll Check Voucher. The 9th commission should be defined as "Bonus". Gas companies paying driver commissions on gallons should define the additional commission # 1 as "Domestic Gas" and # 2 as "Commercial Gas".

Examples of other possible Additional Earning Descriptions:
- Appliance Sales Commission
- New Customer Bonuses
- .Water Heater Sales Commissions

Note: Additional Earnings Descriptions will appear on both the Payroll Entry Screen, and the Payroll Check Voucher.

Deductions Screen:

Deductions:	These are the standard payroll deductions to be taken
Voluntary Deductions:	Additional deductions that can be taken. Such as, insurance payments, Garnishment, Accounts Receivable deductions, etc.
General Ledger Posting:	1. Enter the appropriate General Ledger Number that specific deduction expenses are to be posted to. 2. Specify "Y" (yes) in the Automatic Posting to the General Ledger field. If "N" (no) is entered, no entry will be made to the General Ledger from payroll.
401K and Cafeteria Plans	Certain Additional Deductions such as Employer-Paid Child Care or contributions to a 401K Retirement Plan, may be treated as pre-taxed deductions. Refer to Federal and State tax laws for applicable deductions. Pre-taxed deductions should be specified as "4" (401K), "C" (Cafeteria Plans) or "I" (IRA-SEP Plans).

Sick & Vacation Time Screen:

Operators may designate and check maximum vacation time and maximum sick time permitted for an employee. This screen has two separate tables where the maximum vacation and sick hours allowed per calendar year may be specified. Each table permits up to five levels of max vacation and or sick time based on the number of months employed. If used, the max vacation and sick time is checked when the employee is added to each payroll. If an employee exceeds the limits, an error message is issued which may be overridden by the payroll clerk.

State Tax Table Screen:

DMO							Federal Tax #: 58-0949691		
1234 STATE ST									
SOMEWHERE AL			30833						

2 Letter State Abreviation

AL - Alabama ▾	State Tax Tables				State Tax Nr: 9225072-TI	S.U.I.Tax Nr 205963-02			

Single			Married/Separate Return			Married/Joint Return		
Wage Over	Withhold	+%	Wage Over	Withhold	+%	Wage Over	Withhold	+%
0.00	0.00	1.00	0.00	0.00	1.00	0.00	0.00	1.00
750.00	8.00	2.00	500.00	5.00	2.00	1,000.00	10.00	2.00
2,250.00	38.00	3.00	1,500.00	25.00	3.00	3,000.00	50.00	3.00
3,750.00	83.00	4.00	2,500.00	55.00	4.00	5,000.00	110.00	4.00
5,250.00	143.00	5.00	3,500.00	95.00	5.00	7,000.00	190.00	5.00
7,000.00	230.00	6.00	5,000.00	170.00	6.00	10,000.00	340.00	6.00
(8.2)	(7.2)		(8.2)	(7.2)		(8.2)	(7.2)	

							Minimum	Maximum
Standard Deduction Percentage . . . . Single 15 ▾ Married 18 ▾								
Deduction Limits:	S/N - Single, or No exemption claimed.						2,300	2,300
	M/B - Separate Returns or Both working.						1,500	1,500
	J - Married filling a Joint Return.						3,000	3,000
Exemption per Dependant							2,000	
Personal Exemptions:	S - Single.						1,500	
	B - Married / Both Working.						1,500	
	M - Married / Separate Returns.						3,000	
	J - Married / Joint Returns.						3,000	

St Unemplymt Ins: Employer Rate (%)	0.000	Employee Rate (%).	0.000	Limit	9,500
St Disability Ins: Employer Rate (%).	0.00	Employee Rate (%).	0.00	Limit .	0
Employer's SUI G/L Expense Account.	723 -	Payable Account:	220 - ST		
Employer's SDI G/L Expense Account.	-	Payable Account:	-		

F1 -General	F2 - Federal Tax Tables	F3 - Earnings Descriptions	F4 - Deductions	F5 - Sick & Vacation Time	F6 - State Tax Table

Back	Unprotect Fields		Continue

The State Tax Table is similar in construction to the Federal Tax Table

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State Tax Fields:

State: Enter a two letter state abbreviation in the upper left corner of the table.

State Tax # Enter the State Tax ID Number

S.U.I Tax Number: This is the number assigned to your company by the state for State Unemployment Tax

Wages over Withholding: 1. The "Wages Over, Withholding, and Plus%" columns should be annualized regardless of payroll frequency.

Standard Deduction %: These are the standard payroll deductions to be taken by the state.

Deduction Limits: The Deduction and Exemption Limits are entered as whole dollars.

Exemption Limits: The Deduction and Exemption Limits are entered as whole dollars.

State Unemployment Rates: State unemployment insurance taxes are based on a percentage of the taxable wages an employer pays. State Unemployment Rates are expressed in 100th of percent (4.2%). The State Unemployment Limit is expressed whole dollars (5.0).

"For SUTA taxes, find your state unemployment office by looking in the appendix to IRS Publication 926. As an employer, you are required to file state unemployment taxes on a quarterly basis."-

Employer's SUI/ GL Expense Account: Specifies the General Ledger Expense Account number too high Employer's State Unemployment Insurance expenses will be posted. The Payable Account filed specifies the General Ledger liability account to which Employer's State Unemployment Insurances Payable will be posted.

Note: For California Employers, an additional expense account and payable account field will be displayed for State Disability Insurance (see SUI above).

Enter/ Update Paymaster File:
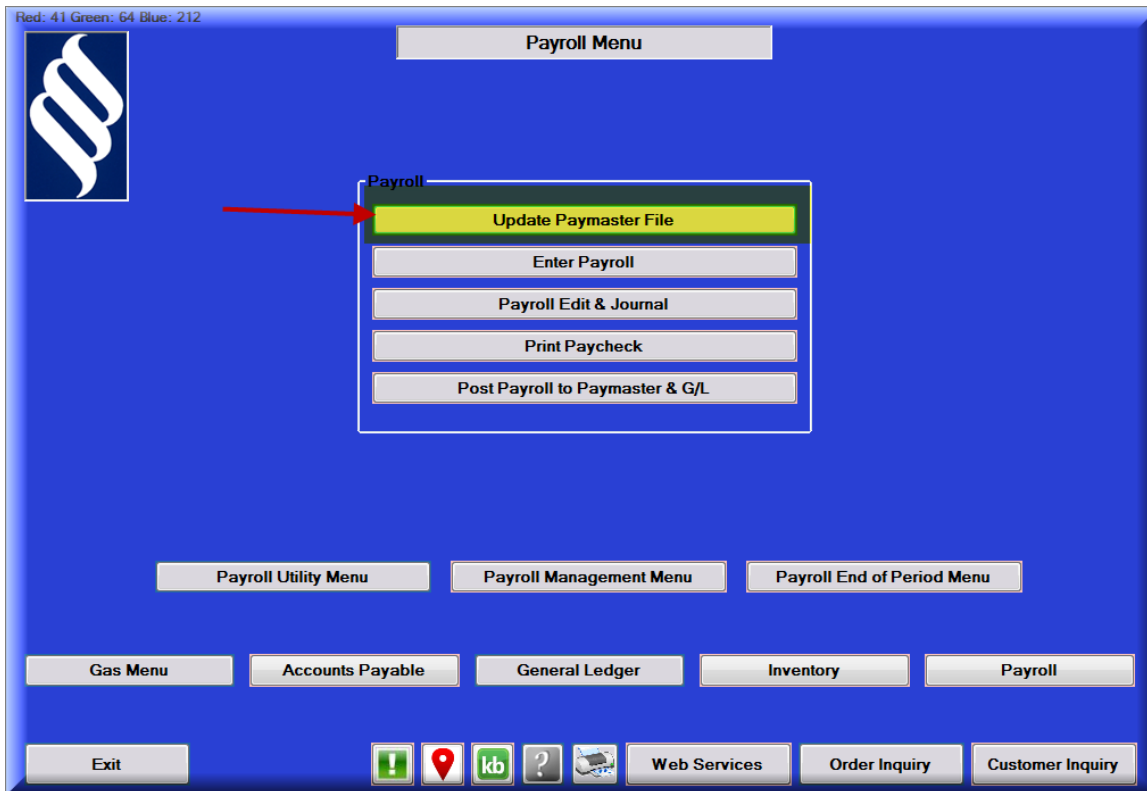
This allows the user to enter new employee master file data and to update or change existing employee data. This is the first option on the main Payroll Menu.

Note: All fields do **NOT** have to be filled when setting up the initial paymaster file.

Employee Number:

Employee numbers are four digit numbers which may be assigned in any sequence desired. Once assigned, employee numbers can be entered into the computer in any sequence.

Note: The employee number is not a self-check number, and a number should not be reused for another employee until both the end of the calendar and fiscal years have been completed.

Employee Information:

Allows the user to enter and employee's information including tax exempts.

Note: Operators should use the Payroll Utility Menu Option "Set Up Employee Record Totals" to establish initial values, or to make any change to YTD Earnings or Tax withholding data in the Paymaster File.

Employee Information Fields:

Name: Enter the employee name in the following format:
Last Name, First Name, Middle Initial (25 Characters)

Address: Enter the employee's mailing / street Address (25 Characters)

City, ST: Enter the employee's City and State. (15 Characters) (State 2 Characters)

Zip Code: Zip Code and Zip Plus 4 Code

Spouse: Enter the name of the employee's spouse if they are married.

Leave blank if the employee is single.

Birth Date: Enter the employee's birth date.

1. Choose the month from the drop down menu
2. Choose the 2 digit year from the drop down menu
3. Choose the employee's age from the drop down menu

Social Security #:   Enter the employee's Social Security Number (without dashes).

Branch: Enter the branch number the employee us assigned to.

Class: Enter the appropriate employee classification code from the following table:

O = Officer
C = Clerical
M = Manager
D = Driver (if receiving commissions on gas sales)
S = Service Personnel

Pay Rate: Hourly employees: Enter the employee's hourly rate.
Salaried employees: Enter the employee's pay per payroll period.

Note: The Pay Rate field and the Year-To-Date Earnings and withholdings screens are normally hidden from view. Click Show Rates to edit the values in these screens.

Per H/S   H = Hourly Employee
S = Salaried Employee

Full/ Part Time: F = Full time employee
P = Part time employee

Payroll Frequency: The payroll frequency is defined as the number of payrolls paid per year. The system will default to the payroll frequency specified in the Payroll Supervisor file. An entry is required in this field only if an employee is to be paid at a different frequency than that specified in the Payroll Supervisor, the frequency should be specified in this field.

Employed: Enter the date of the employee's hire in (MMDDYY) format.

Terminated: Enter the employee's termination date in (MMDDYY) format.

Personal Exemptions (MS):   Enter the appropriate employee federal, state, city, and county (if applicable) personal exemption codes.

M   =   Married
S   =   Single
J   =   Joint

Note: California Employers should use "**M**" to specify those employees who claim "Head Of Household."

Number of Dependents: Enter the employee's number of dependents as claimed for tax purposes

Extra Withholdings ($.xx / xx%):   If additional withholdings are desired, enter either the additional amount in dollars and cents ($), or the additional percent of gross pay (%) to be cut for federal, state, city, or county, tax over and above the standard deduction. When entering payroll, the extra- withholdings amount specified in the paymaster may be overridden, adjusted or removed for that pay-period.

Voluntary Deductions:

STYER PROPANE, LLC					Payroll Frequency:

Employee Number	0002				
Employee Name	DAYE, TIMOTHY E.		Spouse		
Address	5119-A E. OAK ISLAND DR.		Birth date	11 - NOVEMBEI ▾ 27 ▾ 67 ▾	
City	OAK ISLAND		SSN	123456789	
State, Zip	NC - North Carolina ▾ 28465				

Voluntary Deductions	When Taken	Rate	$/%	Limit	Ded-to-Date
CHILD SUPPORT	1	0.00	$ ▾	0.00	0.00
MAG COURT	E	0.00	$ ▾	0.00	0.00
GARNISH	2	0.00	▾	0.00	0.00
R JORDAN LOAN		0.00	▾	0.00	0.00
MED INSURANCE	E	113.59	$ ▾	0.00	1,161.40
SUPP INS BENEFIT	E	5.37	$ ▾	0.00	123.16
401K	E	0.05	% ▾	0.00	2,570.10
401K Lump Sum		0.00	▾	0.00	0.00
401K ROTH		0.00	▾	0.00	0.00

F1- Employee Information | F2 - Voluntary Deductions | F3 - HR Qualifications | F4 - Calendar YTD | F5 - QTD Earnings and Taxes | F6 - Fisca ◀ ▶

Exit	Show Rates		Save

Note: Voluntary deductions can be set up for each employee in the Paymaster, or they can be setup and altered in the Payroll Workfile.

Voluntary Deduction Fields:

When Taken: Enter the pay period within the month that the deduction is to be taken or enter "E" if the deduction is to be taken every pay period.

Rate: Enter the amount of deduction in dollars ($xxx.xx) or the percent (xx%) If gross pay to be taken each pay period.

$/%:   Deduction $ or %: Designate if the rate is in dollars ($) or percent (%) Of gross pay.

Limit: Enter the maximum amount to be taken on the deduction. An entry of Zero indicates that there is no limit.

Ded. to date: Indicates the amount taken to date during the calendar year.
Note: Deduction-to-date is reset to zero when the calendar year totals are reset.

HR (Human Resource) Qualifications:

The Payroll Master Qualification screen allows payroll managers to maintain and track vital employee information. The dates entered on this screen will cause the system to generate a Qualification Expiration Report during a payroll update, whenever one of the Human Resource Qualifications is about to expire. This report will print ONLY if employees are on file with expired dates.

Calendar YTD:

This screen displays the type and amount of hours and earnings the employee has been paid since the beginning of the calendar year. To set-up these totals for a company starting on the payroll system, use the Utility Menu Option "Setup Employee Totals" (see Utility Menu Section). For initial setup, the calendar year-to-date accumulated hours and earnings may be entered.

Calendar YTD Fields:

Hours: This entry is not required. The system will maintain YTD Hours as entered each payroll.

Earnings: For initial setup, the Year-To-Date Earnings may be entered in this field. The system will update this value each time payroll is run.

General Ledger Numbers: For each employee, G/L expense account numbers may be specified for the following pay categories:

- ❖ Regular Pay
- ❖ Overtime
- ❖ Vacation
- ❖ Holiday
- ❖ Sick
- ❖ Commissions

Commissions: The name of each commission that can be paid are defined in the Payroll Supervisor File. The description of each commission Commissions- type along with calendar year-to-date commissions paid are displayed on this screen. The year-to-date commissions paid for each commission type are maintained and updated on each payroll run for each commission category.

Notes: If all G/L numbers are not entered for an individual employee, the first "Regular Pay" G/L number will be used for any of the missing categories.

Quarter and Year-to-Date Earnings and Taxes:

STYER PROPANE, LLC				Payroll Frequency:

Employee Number 0002

Employee Name	DAYE, TIMOTHY E.	Spouse	
Address	5119-A E. OAK ISLAND DR.	Birth date	11 - NOVEMBEI ▾ 27 ▾ 67 ▾
City	OAK ISLAND	SSN	123456789
State, Zip	NC - North Carolina ▾ 28465		

Quarter and Year-to-Date Earnings and Taxes

	Q-T-D Earn	Q-T-D Tax	Y-T-D Earn	Y-T-D Tax
Gross Pay.	0.00		9,024.75	
Fed Income Tax	0.00	0.00	9,024.75	990.00
F I C A.	0.00	0.00	9,024.75	559.53
Medicare.	0.00	0.00	9,024.75	130.86
State Income Tax.	0.00	0.00	9,024.75	408.00
S U I.	0.00	0.00	0.00	0.00
City Income Tax.	0.00	0.00	0.00	0.00
County.	0.00	0.00	0.00	0.00
Fed Unemployment Tax.	0.00	0.00	7,000.00	0.00

F1- Employee Information | F2 - Voluntary Deductions | F3 - HR Qualifications | F4 - Calendar YTD | **F5 - QTD Earnings and Taxes** | F6 - Fisca ◄ ►

Exit	Show Rates		Save

This screen provides a Quarter-To-Date and Year-To-Date information summary for individual employees on earnings, taxes paid, and hours worked. In addition, the screen displays Quarter-to-Date and Year-To- Date Earnings and Taxes paid (deducted) by Tax Category.

Note: The values shown in the fields on the Year to Date and the Quarter to Date Screens should not be edited. The Payroll Utility Menu Option "Set Up Employee Record Totals" must be used to establish initial values or to make any change to YTD Earnings or Tax withholding data in the Paymaster File.

Fiscal Year to Date:

This screen displays the same Hours, Earnings and Commissions for the Fiscal Year as previously displayed for the Calendar Year on Screen #3. The only difference between this screen and the previous screen is that this screen displays the Driver Gallons to Date on which driver commissions are based.

Processing Payroll:
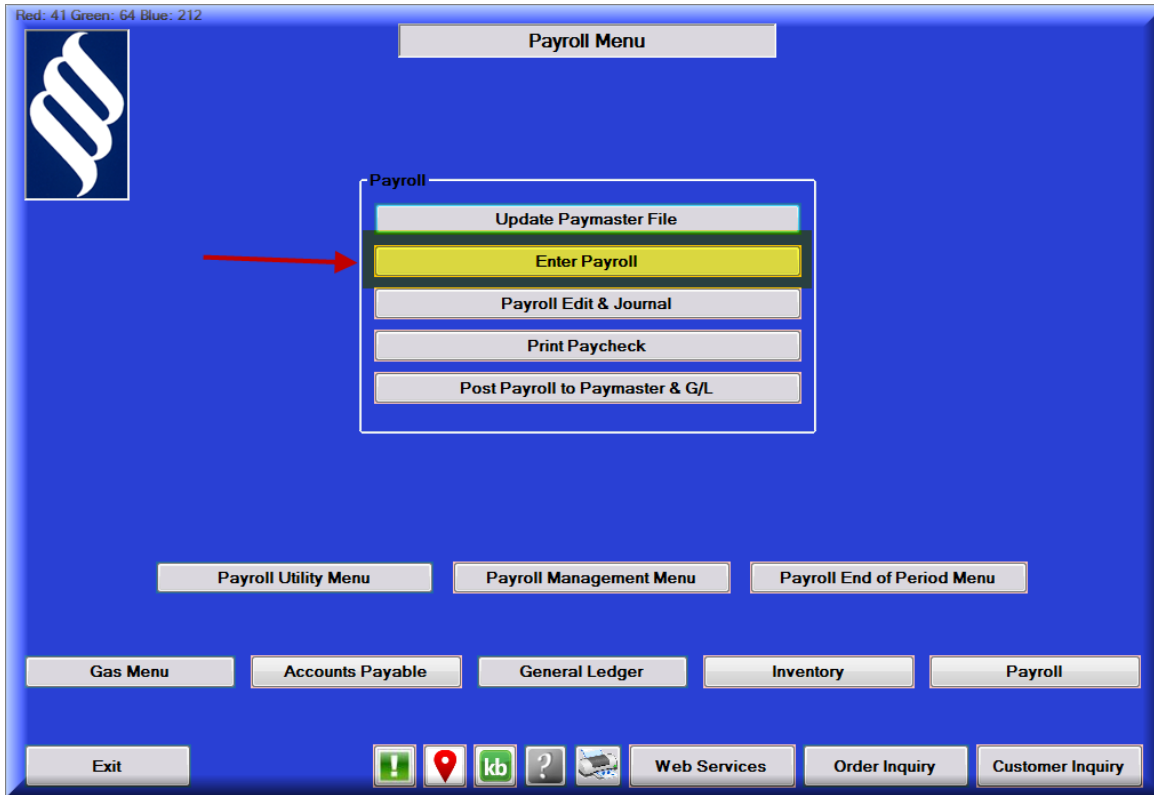
After setting up your **Supervisor File** and your **Paymaster File**, you are ready to begin processing payroll.

Enter Payroll:

Selecting this option for the first time from the Payroll Menu, creates a Payroll Workfile which is used to hold payroll information. If the procedure is called a second time to change or update the payroll, a warning message will appear on the screen to help prevent operators from keying a new payroll over previous payroll records that have yet to be posted to the Paymaster File. The Payroll Workfile is deleted by the posting procedure after Paychecks, Journal, and Posting procedures have been completed.

Notes: Be sure to add/remove employees and update employee information in the Paymaster File BEFORE keying in hours and starting a payroll run.

Screen Two Fields:

Payroll Run Number:	Except for special payrolls, each payroll must be numbered sequentially beginning with 01 each January 1st. Special payrolls such as bonuses paid or extra pay checks for employees should be entered without a payroll run number.
Payroll Check Date:	Month, Day, and Year. The payroll date must be within the proper quarter, calendar, and fiscal year as recorded in the Payroll Supervisor File. If needed, the Payroll Supervisor File may be checked to confirm the current quarter, calendar year or fiscal year. End of the period updates must be run before entering payroll in a new quarter, calendar year, or fiscal year.
Payroll of the Month:	Indicates which payroll per month (1st, 2nd, 3rd etc.) is being run. This entry determines which deductions will be cut on this payroll
Include Back Pay (Y/N):	Defaults to (N), but whenever back pay is to be added, (Y) will provide a special field to add back pay which will be distributed over the different types of pay by the number of hours already accumulated in those pay types.

Special Payrolls   Special Payrolls are payrolls that are paid over and above the regular payroll such as Bonus Payrolls. For special payrolls you must enter 00 as the payroll run number. Salaried personnel are not computed at their base rate so the amount to be paid must be entered in the "Enter Payroll" screen under the appropriate commission field. Also, only regular tax deductions are cut from special payrolls; voluntary tax deductions (extra withholdings) are not cut. Any voluntary deductions for an employee such as extra withholdings or insurance premium deductions must be entered in the "Enter Payroll" screen. For voluntary deductions, the 'Rate' column which corresponds to the appropriate voluntary deduction category should be filled in. For Extra Withholding amounts, the 'Extra Withholding' fields (bottom of payroll-entry screen) should be filled in.

Note: A date error will occur if the date entered would place the payroll in a different pay quarter from the quarter currently open (as recorded in the Payroll Supervisor).

Employee Number:

Enter the employee number of the employee to be paid.

Note: When an employee number is entered, the system retrieves the basic payroll information required for payroll entry from the employee's paymaster record and places the information in a Payroll Workfile. A Payroll Workfile will only be updated with the Paymaster information once. Therefore, if a pay rate error (or other error) is found in a payroll work-file, the rate should be edited in the Paymaster (so subsequent work-files will be correct) AND in the payroll work-file (so the current pay run will be correct).

Payroll Data Entry:

YOUR COMPANY NAME, INC.	Payroll Status: A Payroll Frequency: 52

Employee Number 0022

Employee Name BARROW, ROBERT L

Address . . . . . 1347 BREWTON DR

City . . . . STAPLETON

State, Zip . . . . . GA - Georgia   30823

Spouse DEBORAH

Birth date 07 - JULY   31   48

SSN 123456789

General Ledger Numbers: 602 -   602 -   602 -   602 -   602 -

	Regular	Overtime	Vacation	Holiday	Sick
Hours...... (in 100ths)	40.00	20.00	40.00	0.00	0.00

	Gallons	Commissions			G/L#
Domestic Gas	0	0.00			602 -
Commercial Gas	0	0.00			602 -
Commission		0.00			602 -
		0.00			602 -
		0.00			602 -
		0.00			602 -
		0.00			602 -
		0.00			602 -
		0.00			602 -
		0.00			602 -
		0.00			602 -
		0.00			602 -

F1 - Payroll Data Entry   F2 - Deductions

Exit	Show Rates		Save

Allows you to enter an employee's information for the payroll period, such as hours, vacation, overtime, etc.

Screen Fields:

Rates: To display the pay rate (hourly/ salary), click on show rates. A box will appear at the top of the screen.

Payroll Status: This box is defined on the employee information in the Paymaster File.

Salary   It is not necessary to enter hour-information for salaried employees unless it is necessary to track information such as sick-time or vacation time. Hours entered in this screen will not affect salaried employees pay.

Hourly: Hourly employee pay is determined by multiplying the pay rate (in the Paymaster File by the number of hours entered under the five categories of pay (regular, overtime, vacation, holiday, and sick).

Overtime: Overtime hours are calculated at 1½ times the regular pay rate.

Vacation/ Holiday/ Sick: Additional commissions can be paid by entering the dollars earned for each type of commission scheduled in the Pay Supervisor file.

G/L Numbers: The General Ledger account number to which the employees pay will be expensed. If desired, the G/L may be altered for the current payroll.

Note: If an employee has been called up in error the employee may be deleted from the Workfile by changing the payroll status to 'D'.

Deductions:

Allows you take out the deductions for the current pay period.

Note: There are two types of deductions that may be cut: tax withholding and voluntary deduction. Both types are explained further on the next page.

Deduction Fields:

Tax Deductions: Tax withholdings are established based on the annualized federal and state tables set up in the Supervisor file and the number of dependents and type of withholdings entered in the Paymaster file. Adjustments to withholdings may be made on the payroll entry screen.

Voluntary Deductions: Voluntary deductions can be set up for each employee in the Paymaster File. Or can be set up and/ or altered in the Payroll Workfile.

When Taken: Enter the pay period within the month that the deduction is to be taken, or enter "E" if the deduction is to be taken every pay period.

Rate: Enter the amount of deduction in dollars ($xxx.xx) or the percent (xx%) of gross pay to be taken each pay period.

Limit: Enter the maximum amount to be taken on the deduction. Enter (0) if there is no limit.

Deduction to Date: Displays the amount taken to date during the calendar year.

Note: Deduction to date is reset to zero when calendar year totals are reset.

Payroll Edit and Journal:
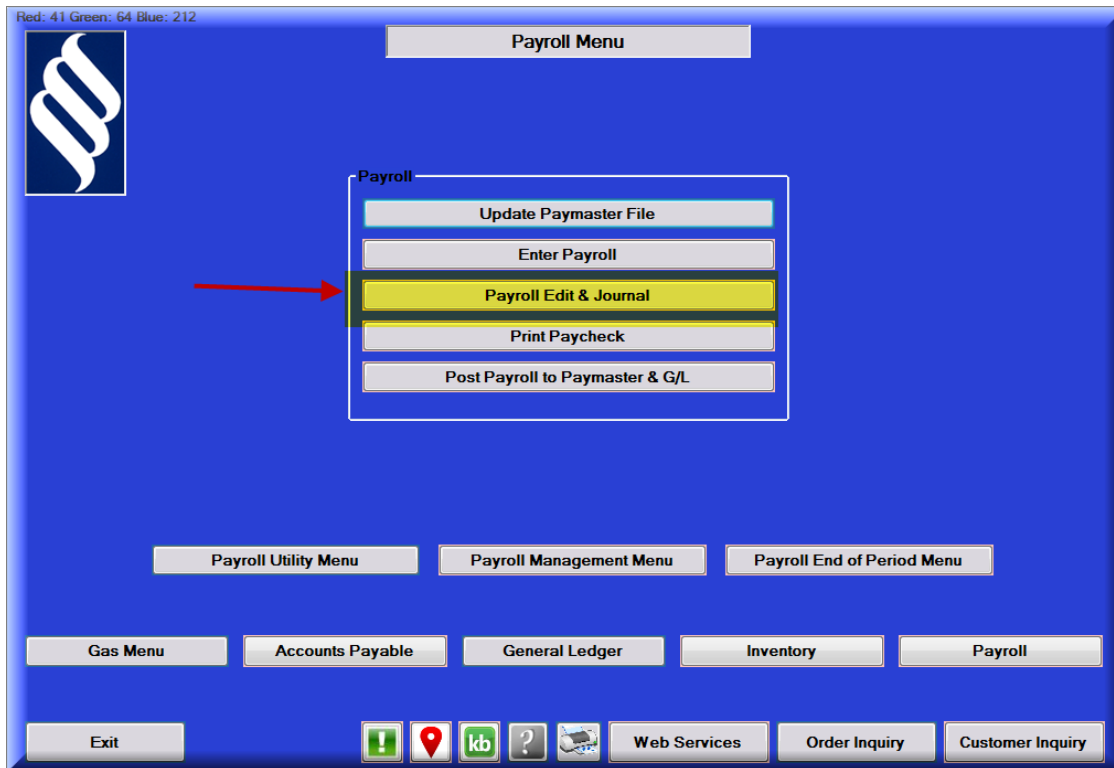
After payroll has been entered, it should be proofed by printing the Payroll Edit & Journal Report. This report will show the hours, gallons, and commissions entered for each employee. It also computes "Gross Pay" based on pay rates in the Paymaster file and gas commission rates in the Supervisor file

Note:
1. Each entry field is totaled at the bottom of the report to check totals against a control tape.
2. The "Payroll Journal" displays the regular and overtime pay, commission totals, gross pay, all deductions, tax withholdings and net pay for each employee. This should be reviewed to verify that the proper deductions and withholdings have been cut. The "Payroll Journal" and "Edit Report" should be filed in a "Payroll Journal" binder as an audit trail of what has been paid and withheld.

Screen One:

Note: Enter the starting check number minus one.

```
SUBURBAN SOFTWARE SYSTEMS              Payroll Journal #24 for  4/23/10          Page: 1      Printed: 04/28/10 16:03

Check       Employee ............      Earnings .......   Current      Y-T-D  |  Deductions .....  Current       Y-T-D

99749  0101  MASON DOWDEN
                                   80.00  Regular Pay      8,000.00     8,000.00  |  Fed Income Tax   1,633.73    1,633.73
                                     .08  Vacation Pay         8.00         8.00  |  F I C A            496.50      496.50
                                                                                  |  Medicare           116.12      116.12
                                                                                  |  State Income Tax   225.31      225.31

                                   80.08                  $8,008.00    $8,008.00                       $2,471.66   $2,471.66

                                                                                     Net Pay ....      $5,536.34   $5,536.34


Total:  601                        80.08                  $8,008.00                                    $5,536.34

Company Total:
                                   80.00  Regular Pay      8,000.00                |  Fed Income Tax   1,633.73
                                                                                  |  F I C A            496.50
                                     .08  Vacation Pay         8.00                |  Medicare           116.12
                                                                                  |  State Income Tax   225.31
Company Total:                     80.08                  $8,008.00                                    $5,536.34


                                          Earnings      Rate(%)     Tax Deposit    G/L Expense #    G/L Payable #

              LA  S. U. I.     Employer:      $.00        .00%          $.00           713              215   SUI

                  F. I. C. A.  Employer:  $8,008.00      6.20%        496.49           713              215   FIC
                               Employee:  $8,008.00      6.20%        496.49

                  Medicare     Employer:  $8,008.00      1.45%        116.11           713              215   MED
                               Employee:  $8,008.00      1.45%        116.11
                                                                    ---------
                                                                    $1,225.20

                  Federal Unemployment Tax  $8,008.00      .8%        $64.06           713              215   FUT
```

Warning Message:

If the Payroll Supervisor file specifies that payroll is to be posted to the general ledger, the "Print Payroll Edit and Journal Program" will perform checks to insure that general ledger numbers are setup correctly. If the program finds no G/L Account for G/L numbers entered in the Supervisor File or the Payroll Workfile, it will issue a warning error on the payroll journal and will NOT allow posting of the Payroll to the General Ledger. This warning error will list missing general ledger accounts. When a warning error is printed, operators should either (1) build the missing General Ledger account in the General Ledger, or (2) enter a valid General Ledger number in the Supervisor or Payroll Workfile, whichever is appropriate.

Note: When this error occurs, the Paymaster File may have the wrong General Ledger Number recorded for the employee. Correction of the Payroll Workfile DOES NOT correct the G/L numbers recorded in the Paymaster record

Printing Payroll Checks:
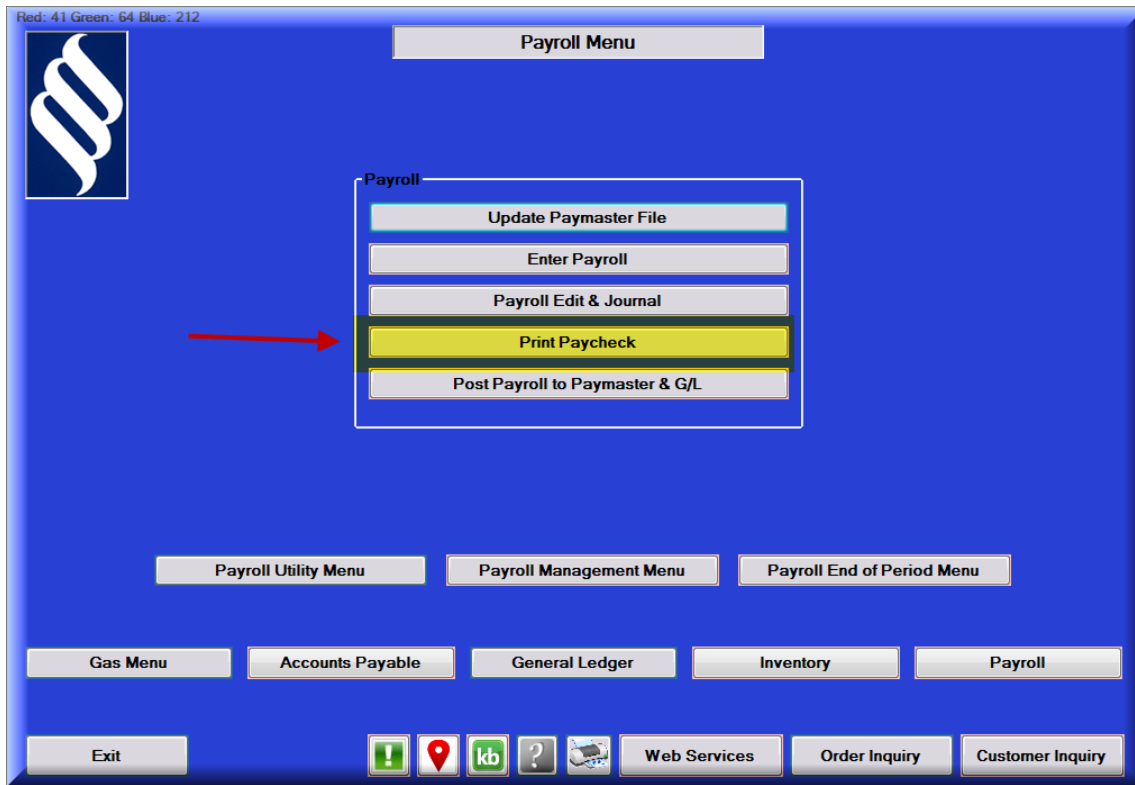
After the Payroll Journal has been reviewed and approved, paychecks should be printed by selecting "Print Paychecks" from the main menu. The system will prompt the operator to load the company paychecks on the printer.

Screen One:

Print Pay Check

Company Identification Code . . . . TWN ▾

Printer Type . . . . P1 ▾

[Exit]   [Continue]

Note: Paychecks are numbered sequentially beginning with one above the last Accounts Payable check printed as specified in the Payroll Supervisor file. If necessary, Paychecks may be reprinted until the payroll is posted to the Master and General Ledger files (see menu option #5 on next page).

Post Payroll to Paymaster & G/L:
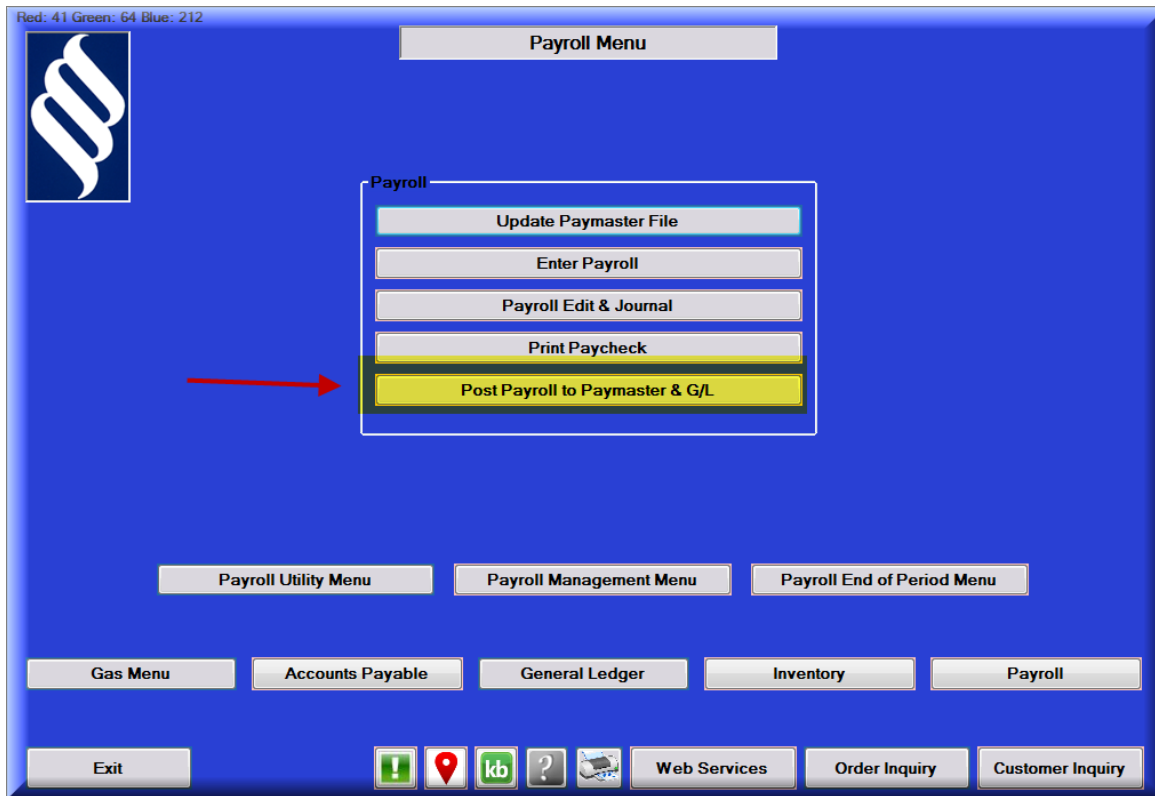
This is the final step in the payroll process. It posts your payroll into the G/L. It also calculates in earnings and deductions in YTD and Fiscal Fields in the Paymaster File.

Screen One:

Notes:
1. Must enter run number
2. Once this step is complete, Payroll **CANNOT** be accessed again for that pay period.

Payroll- End of Period Menu:
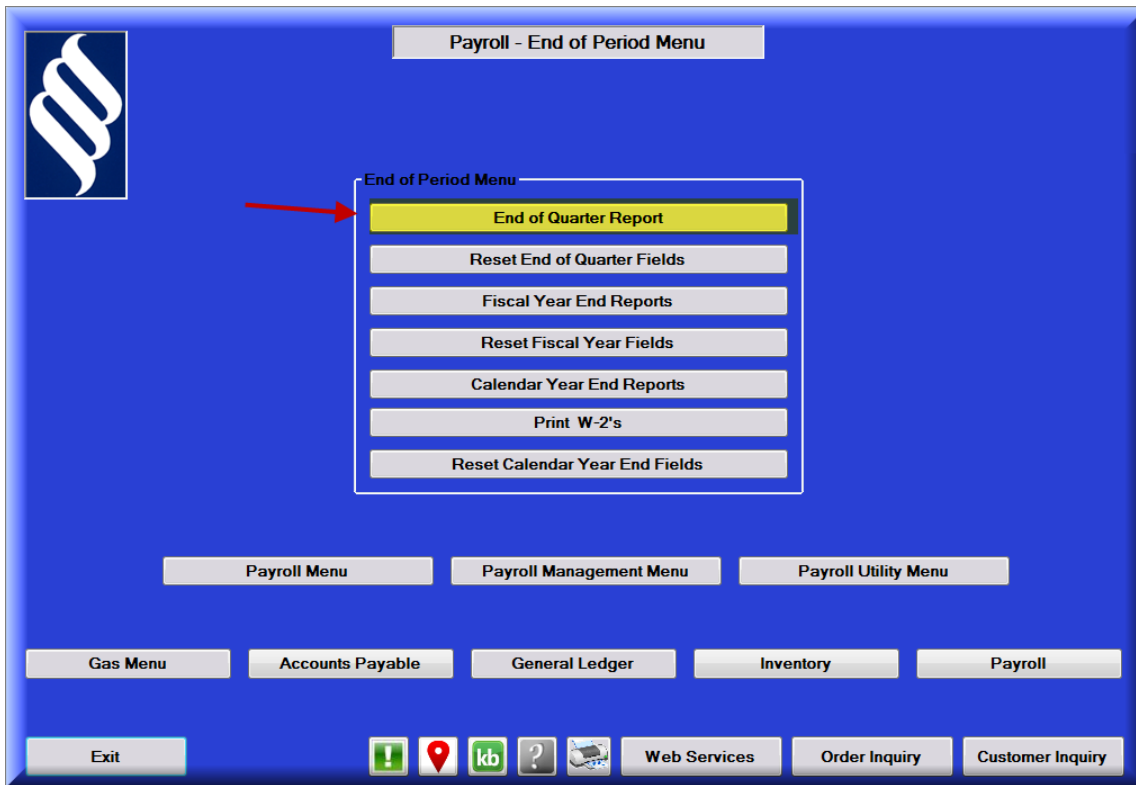
The End of Period Menu is used to perform Quarter-End, Fiscal Year- End, and Calendar Year-End tasks. Normally, the tasks to perform at period-end will include:

1. Printing a report that totals accounting figures for the period.
2. Updating the system to prepare for the new period.

End of Quarter Report:

This procedure produces an Earnings and Tax Withholding Wage Report which summarizes each employee's quarterly earnings and tax withholdings for posting to the Federal Quarterly Tax Report, Form 941. It also produces quarterly totals for:

- Taxable FICA Wages
- FICA Tax Due
- Taxable SUI Wages
- SUI Tax Due
- Taxable Medicaid Wages
- Taxable FUTA Wages
- FUTA Tax Due
- For California Employers this include:
    - Taxable SDI Wages
    - SDI Tax Due

Note: At the end of the fourth quarter, you must reset quarter end totals before printing W2 Forms

Example:

```
ANY INC                        2003     Quarter 1 Wage Report   thru Payroll of  1/01/03         Printed: 07/27/15
                          E A R N I N G S                        W I T H H O L D I N G S
                                                    CITY   S.U.I.                                           CITY
          GROSS    FEDERAL    FICA   MEDICARE    STATE   COUNTY  F.U.T. | FEDERAL      FICA MEDICARE  STATE COUNTY
          _____|_____

                   5000.00            5000.00                           1489.58          72.50
          5000.00            5000.00            5000.00        5000.00 |         310.00         147.59
                   _____|_____  _____

                   5000.00            5000.00                           1489.58          72.50
          5000.00            5000.00            5000.00        5000.00 |         310.00         147.59_____

                   _____|_____  _____

                   5000.00            5000.00                           1489.58          72.50
          5000.00            5000.00            5000.00        5000.00 |         310.00         147.59_____

Wages in Excess of    $0
paid in this quarter ...     5,000.00

Net Taxable SUI Wages...          .00

Employer  SUI  a   .000%          .00
Employee  SUI  a   .000%          .00
Total SUI Tax Due.......          .00


                   2027.96            2027.96                            371.32          29.40
          2057.68            2027.96            2027.96        2057.68 |         125.73          56.01

ST                 893.25             893.25                             100.19          12.96
          893.25             893.25             893.25         893.25 |          55.38          17.69

ARA                310.00             310.00                              22.73           4.50
          310.00             310.00             310.00         310.00 |          19.22           5.81

E                  542.50             542.50                              38.60           7.86
          542.50             542.50             542.50         542.50 |          33.65           6.21

LPH D.             3750.00            3750.00                           1097.26          54.39
          3750.00            3750.00            3750.00        3750.00 |         232.50         225.00
```

Reset End of Quarter Fields:
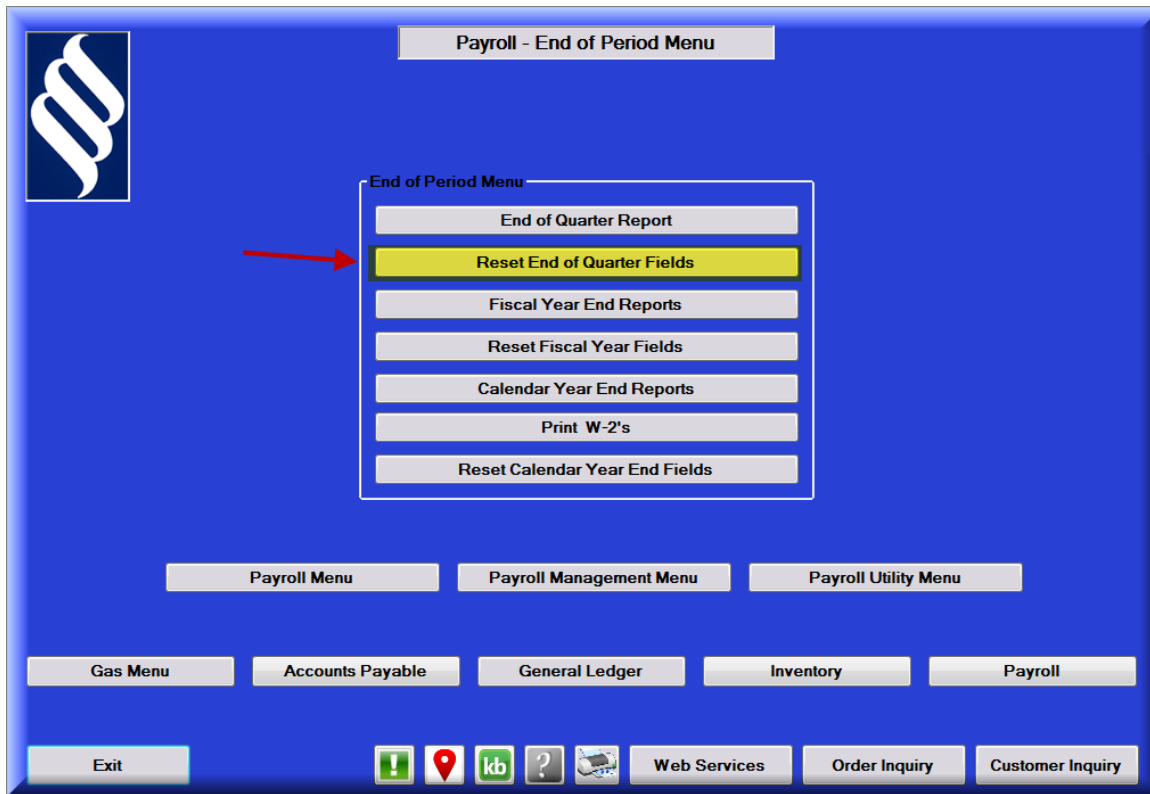
This procedure resets the quarterly wage and tax fields and updates the payroll system into the next quarter.

Screen One:

Quarter update must be performed prior to performing the End of the year update and prior to entering a new Payroll WorkFile for the next quarter.

Fiscal Year End Reports:
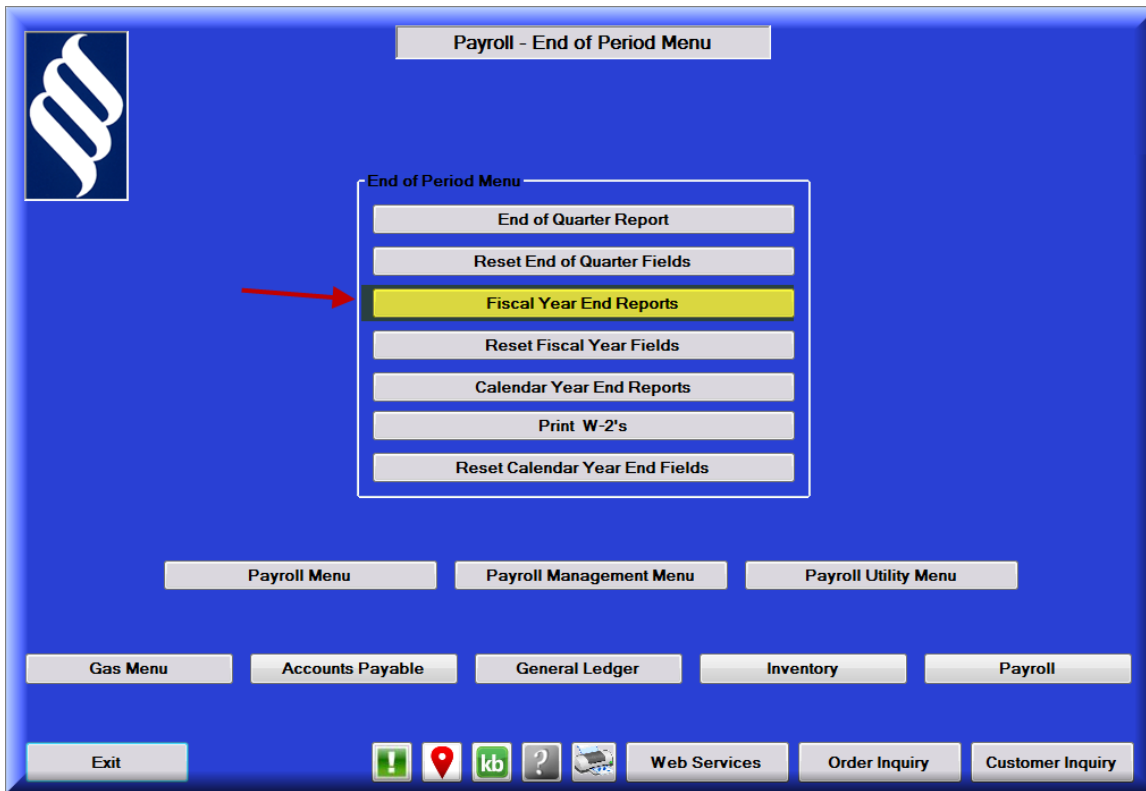
This procedure produces a report of Fiscal Year-to-Date Earnings with a breakdown of type of earnings for each employee.
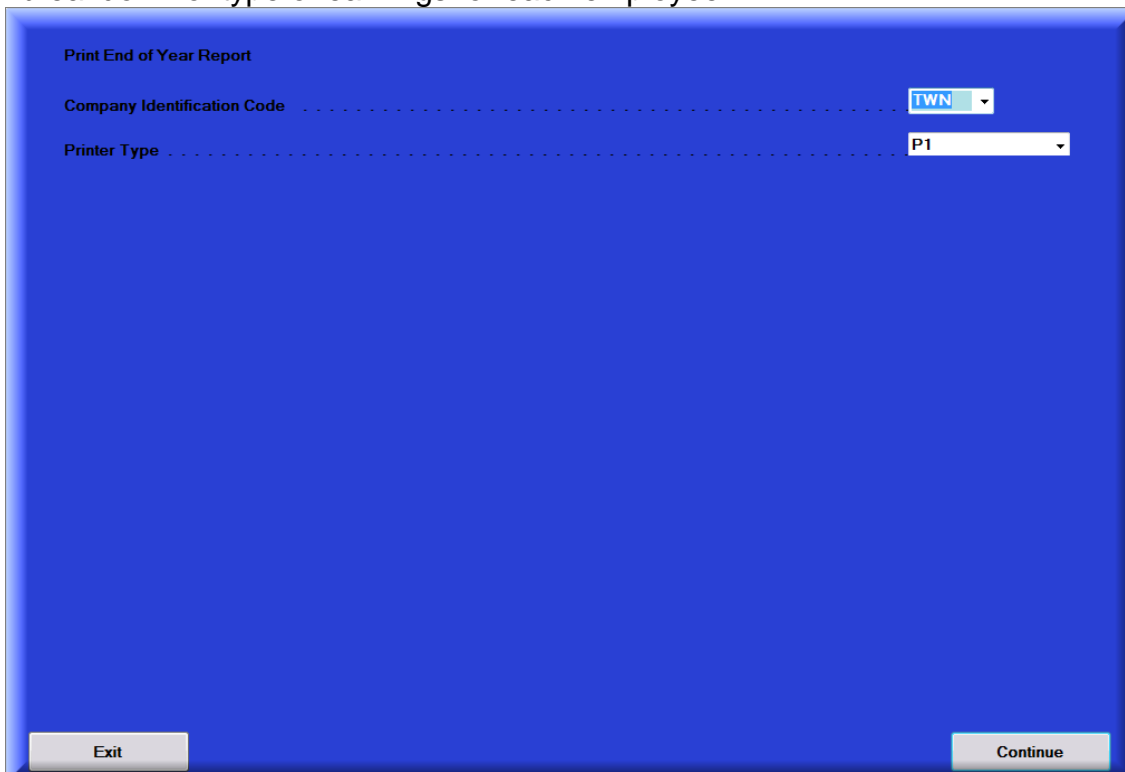
Reset Fiscal Year End:
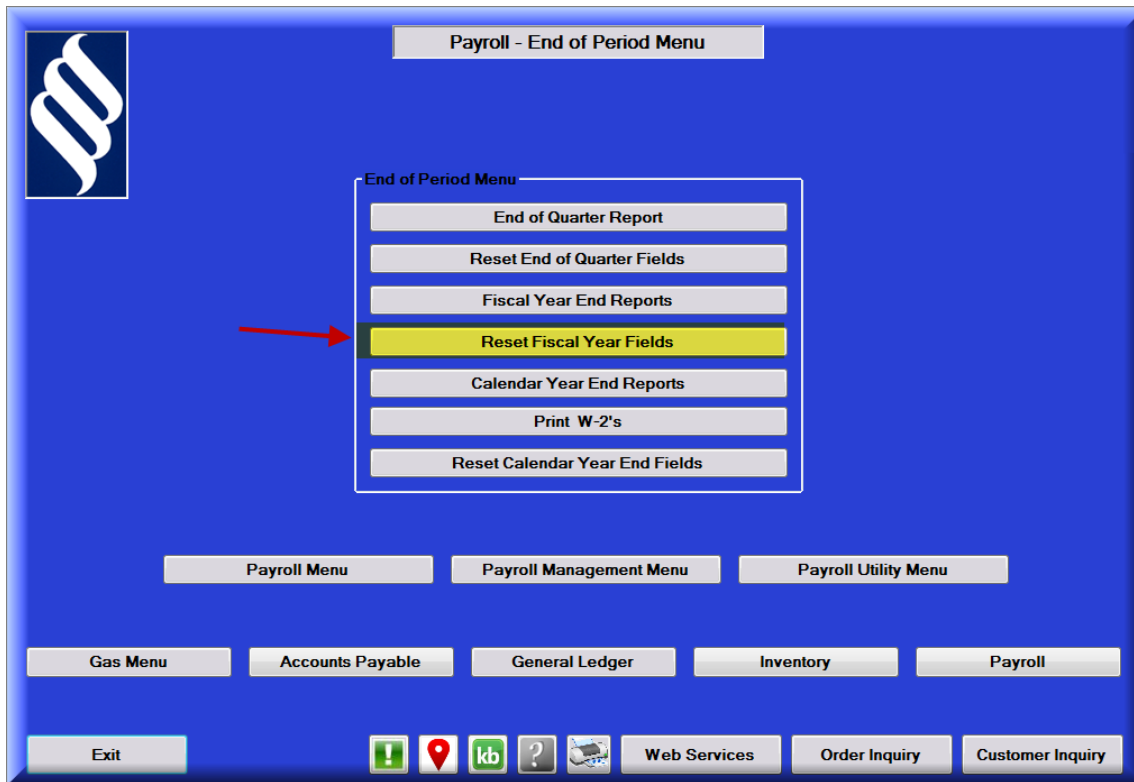
This procedure resets the Fiscal Year-to-Date fields displayed on the Fiscal Year Earnings Report. It also updates the payroll supervisor to the next fiscal year.
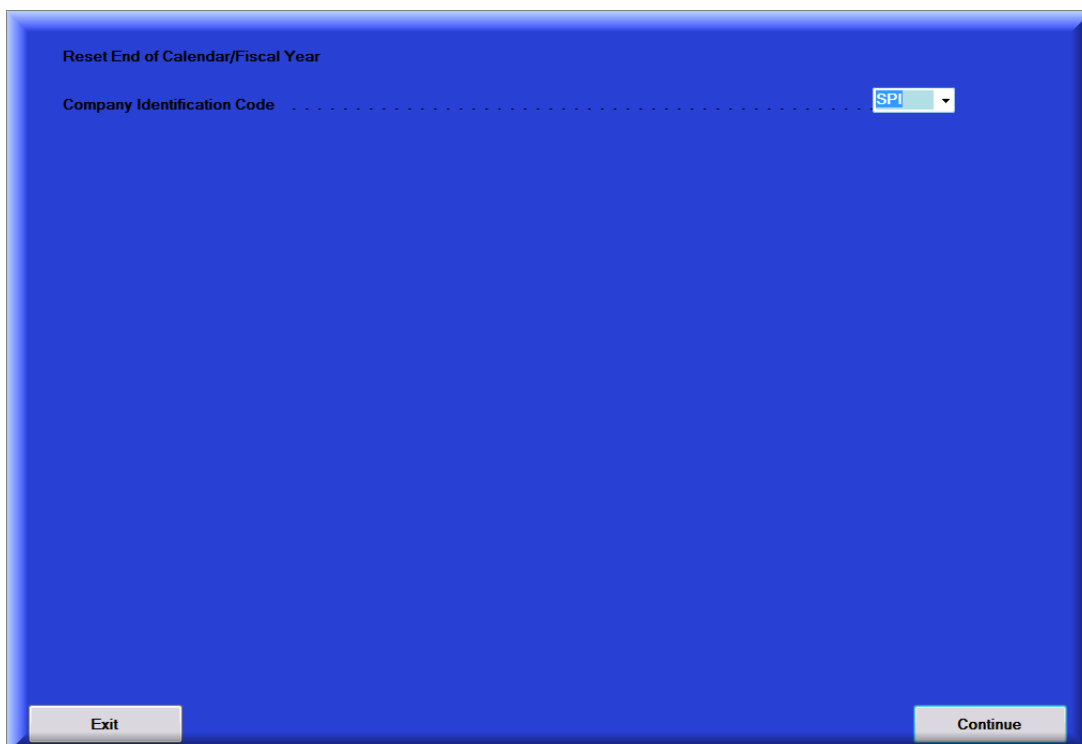
Calendar Year End Reports:
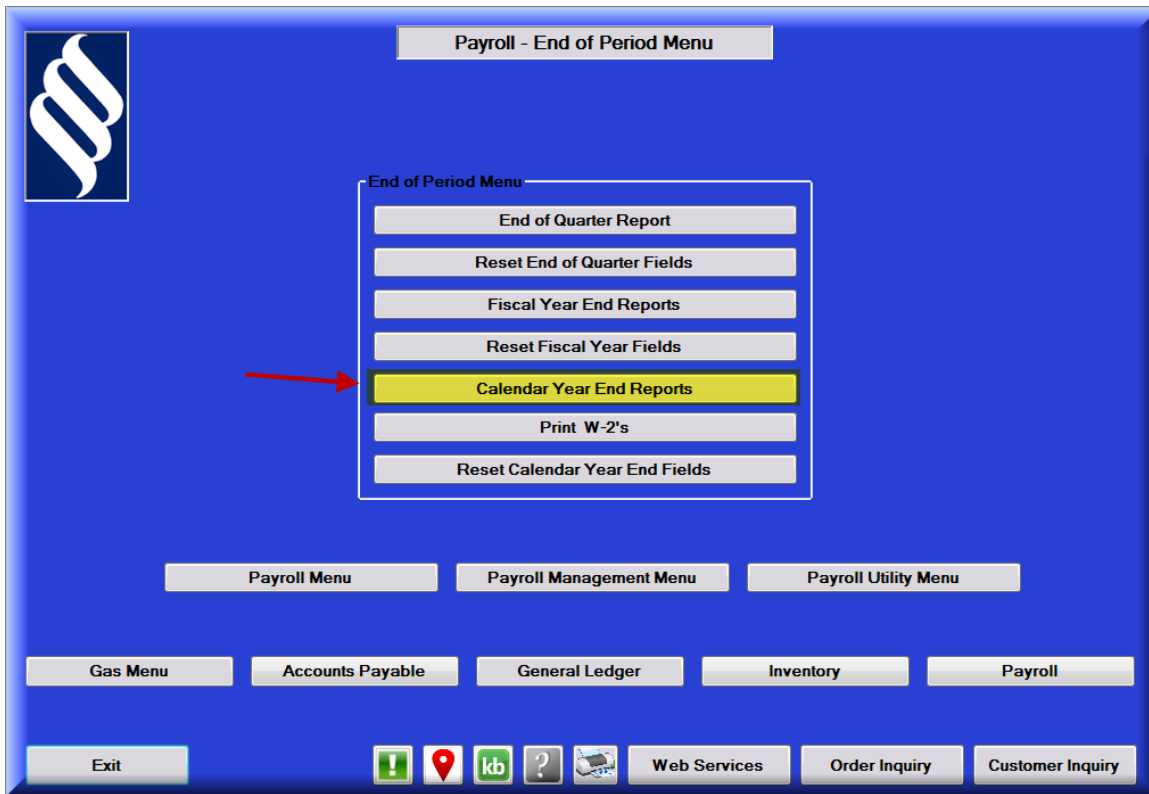
This procedure produces a report of Calendar Year-to-Date Earnings and Withholdings with a breakdown of type of earnings for each employee

Screen One:

Note: At Calendar Year End you musts perform end-of-period procedures in the following sequence:
1. Print End-of-Quarter reports and Close the 4th Quarter
2. Print the Calendar Year End Reports
3. Print W-2's
4. Reset Calendar Year End Fields

Example:

```
DEMO GAS COMPANY INC        2003 Calendar Year to Date Withholdings Thru Payroll of  1/01/03              Printed: 07/27/15  11:49
                                    * D E D U C T I O N S *                        * T A X E S *
Emp-Nr                  #1        #3        #5        #7        #9      Fed Tax     Medicare  State          City
                            #2        #4        #6        #8              FICA                      SUI        County

0001 POLLY WATERS
                       .00       .00       .00       .00       .00   1,489.58     72.50    147.59        .00
                            .00       .00       .00       .00            310.00                    .00         .00
0102 BALLAGH, DAVID
                       .00       .00       .00       .00       .00     262.50     34.80     58.52        .00
                            .00     29.72       .00       .00            148.80                    .00         .00
0116 MYERS, EARL
                       .00     29.72       .00       .00       .00     371.32     29.40     56.01        .00
                            .00      7.12       .00       .00            125.73                    .00         .00
0117 NICHOLS, ERNEST
                       .00       .00       .00       .00       .00     100.19     12.96     17.69        .00
                            .00       .00       .00       .00             55.38                    .00         .00
0118 NICHOLS, BARBARA
                       .00       .00       .00       .00       .00      22.73      4.50      5.81        .00
                            .00       .00       .00       .00             19.22                    .00         .00
0125 SLAYDON, BRUCE
                     26.48       .00       .00       .00       .00      38.60      7.86      6.21        .00
                            .00       .00       .00       .00             33.65                    .00         .00
0129 MCRAE JR., RALPH D.
                       .00       .00       .00       .00       .00   1,097.26     54.39    225.00        .00
                         166.29       .00       .00       .00            232.50                    .00         .00
0135 ALDERSON, JOHNNY S.
                       .00     53.85       .00       .00       .00     172.06     23.13     39.21        .00
                         152.55     24.24       .00       .00             98.97                    .00         .00
0140 ARNOLD, GLEN
                       .00       .00       .00       .00       .00     359.96     21.75     44.03        .00
                            .00       .00       .00       .00             93.00                    .00         .00
0170 TURNER, JENNIFER
                    169.68       .00       .00       .00       .00      78.92     12.91     16.90        .00
                            .00       .00       .00       .00             55.21                    .00         .00
0175 GIBBS II, JAMES
                       .00     59.67       .00       .00       .00     135.06     28.88     44.16        .00
                            .00     28.17       .00       .00            123.49                    .00         .00
0180 PERKINS, THOMAS
                       .00       .00       .00       .00       .00     133.40     15.66     29.49        .00
```
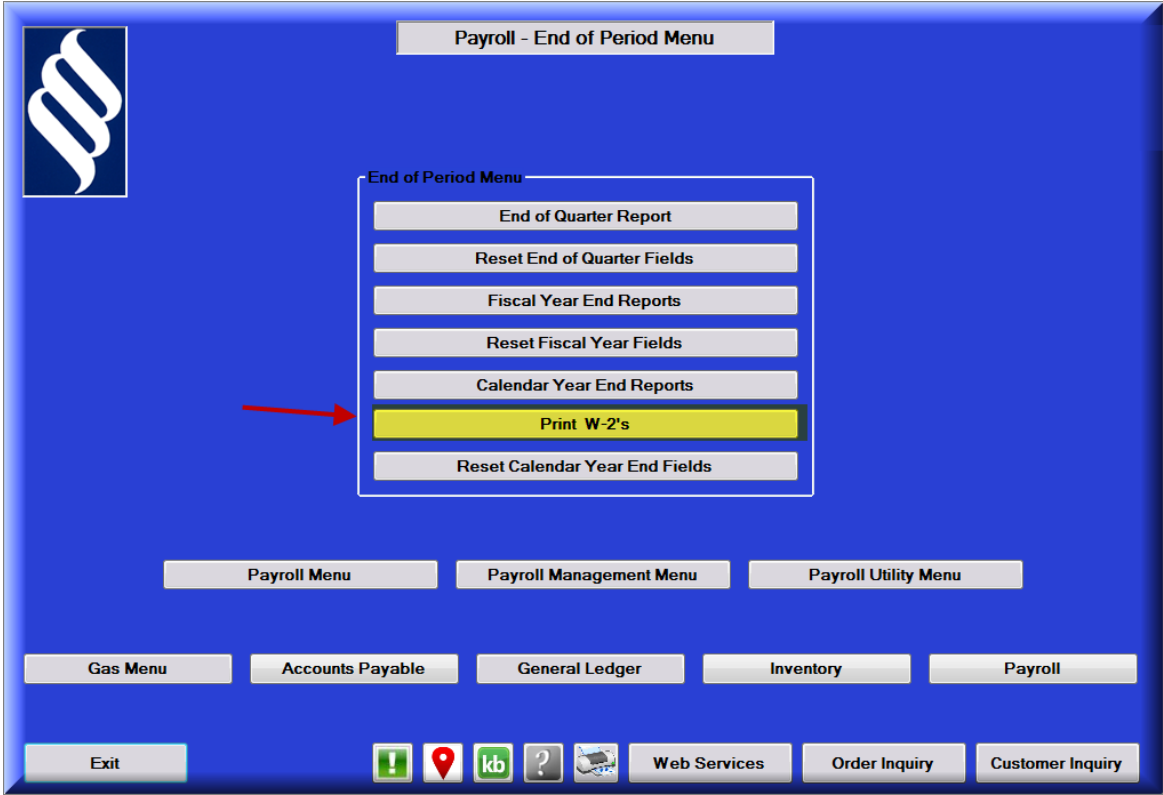
48

Print W-2's

This procedure prints a standard (one-across) W-2 for tax reporting.

Screen One:

Note: The system will not properly reset Calendar Year to Date totals unless the End-of-Quarter Reset program has already been completed W2 forms MUST be printed BEFORE attempting to reset Calendar Year to Date totals.

Reset Calendar Year End Fields:
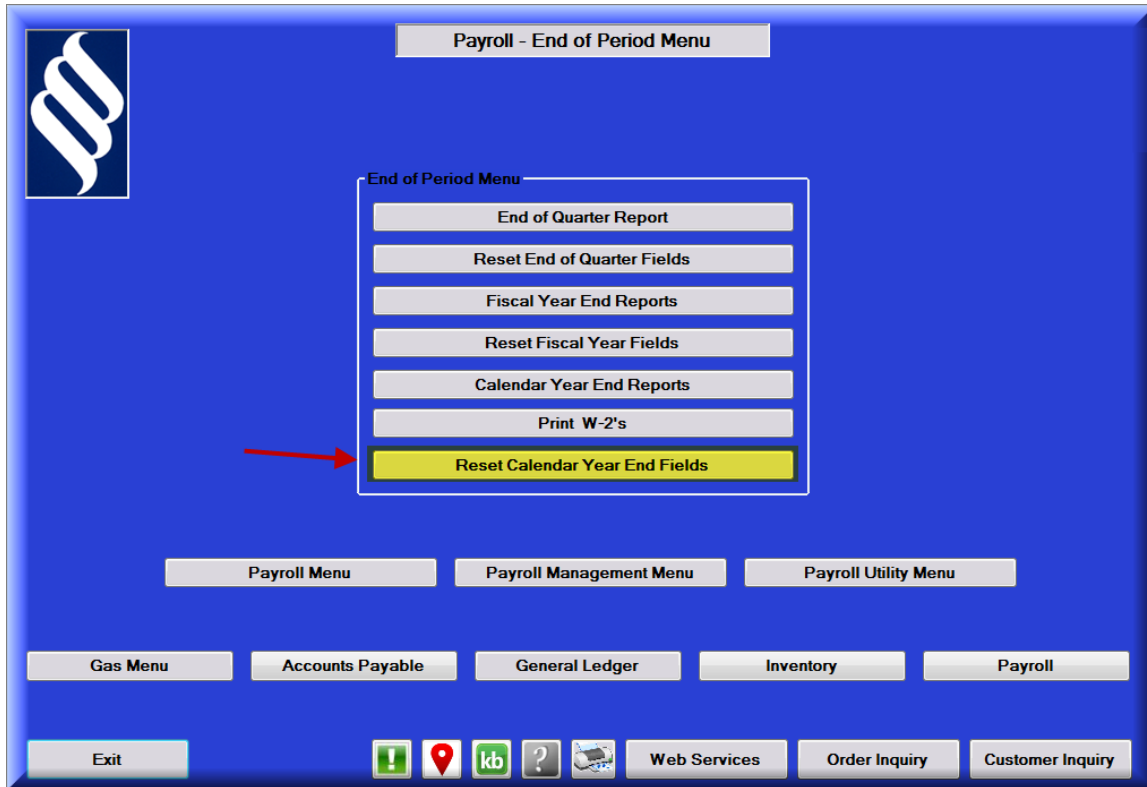
This procedure resets the Calendar Year-to-Date fields displayed on the Calendar Year-to-Date Earnings Report. It also updates the calendar year date field in the payroll supervisor to the next calendar year.

Payroll- Utility Menu:

Allows the user to setup your payroll and budget figures.

Update/ Enter Supervisor File:
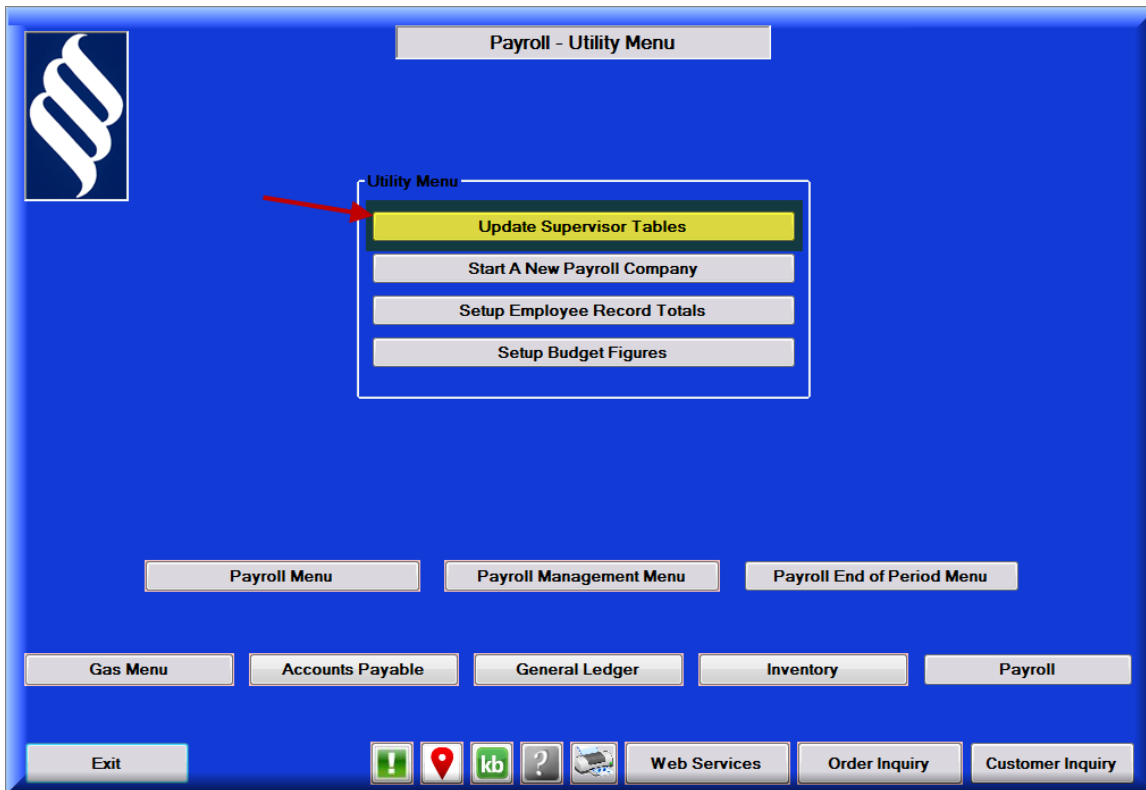
The Supervisor File contains system control information, tax tables, G/L accounts and Payroll pay descriptions. See Setup Supervisor File at the beginning of this document for more information.

Start a New Payroll Company:
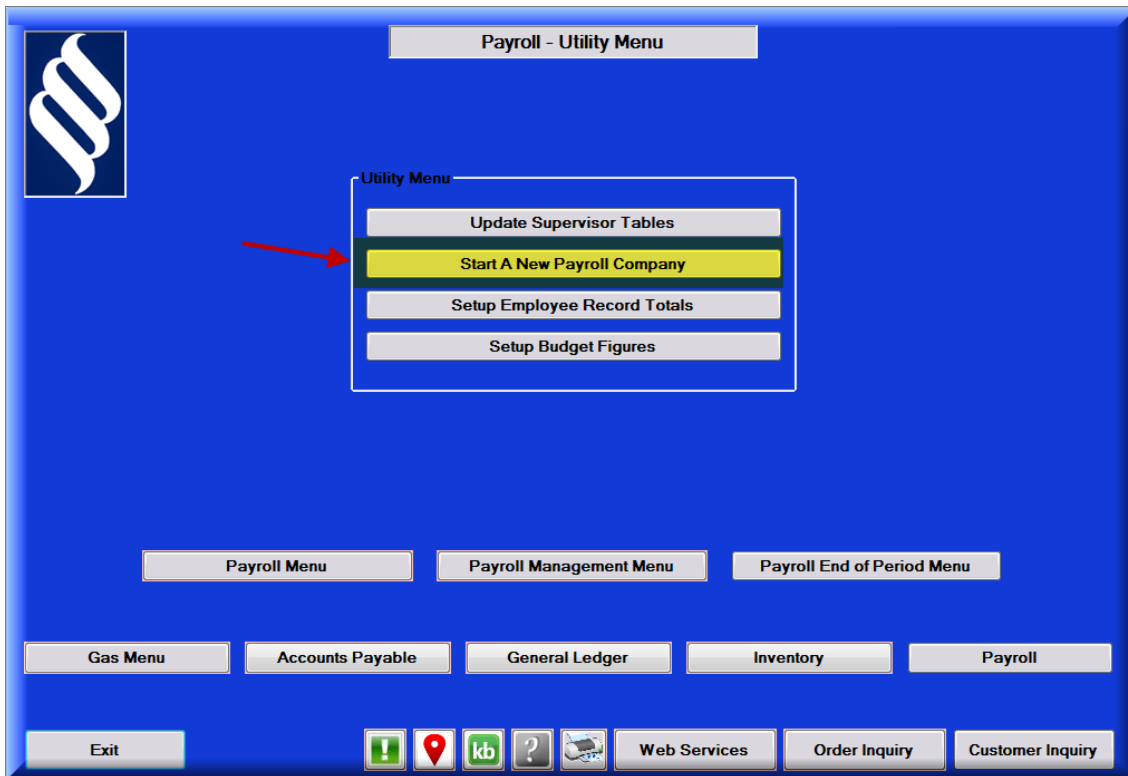
This procedure will build the initial payroll files and allow operators to setup Payroll Supervisor Records for a new Company ID

Screen One:

This screen is used by Suburban Software to setup payroll in your company

Setup Employee Record Totals:
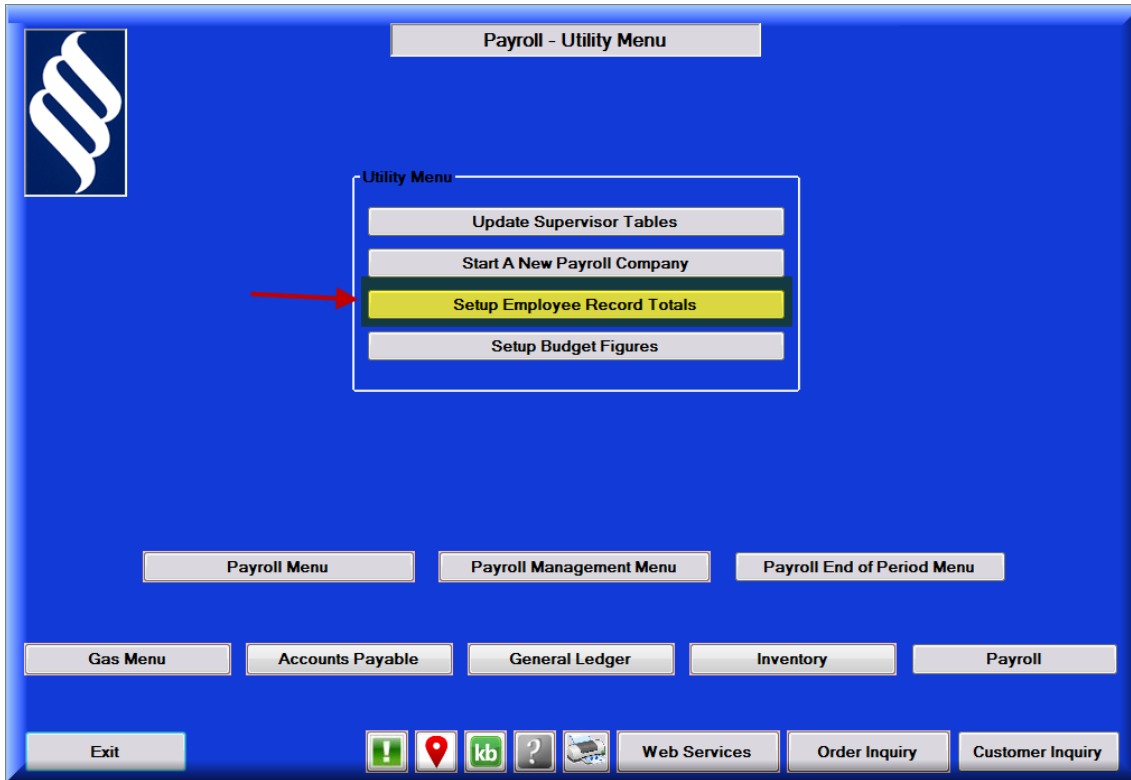
This procedure should be used when initially establishing a company on the Suburban Payroll System. It allows the operator to enter employee master file records and initial values for Year-to-Date, Quarter-to-Date, and Fiscal-to-Date Earnings and Deductions.

Note:
1. Data entry is performed in accordance with the instructions in "Update Paymaster File" (Pay Main Menu Section)
2. If the system is to properly record tax information at the end of the quarter and year it is important that both the QTD and YTD Earnings and Taxes Withholding totals for the Federal, FICA, Medicaid, State, SUI, and FUTA fields are entered on screen 5.
3. The fields are unprotected during the Employee Totals procedure. You can choose to print or not print the reports.

STYER PROPANE, LLC

Payroll Frequency: ☐

Employee Number	0002	
Employee Name	DAYE, TIMOTHY E.	Spouse
Address	5119-A E. OAK ISLAND DR.	Birth date 11 - NOVEMBER ▾ 27 ▾ 67 ▾
City	OAK ISLAND	SSN 123456789
State, Zip	NC - North Carolina ▾ 28465 ☐	

Status . . . .   A - Active ▾   Branch ☐▾   Class . . . .   D - Driver ▾

Rate . . . .   per H/S   H - Hourly ▾   Full/Part time   P - Part ▾   Pay Frequency   52

Employed . . . . .   10/14/2013   (MM/DD/YY)   Terminated ☐   (MM/DD/YY)

	Federal	State NC ▾	City	County
Personal Exemptions (M/S)	S - Single ▾	S - Single ▾	▾	▾
Number of Dependents	0	0	0	0
Extra Witholdings($.xx or xx%)	0.00 ▾	0.00 ▾	0.00 ▾	0.00 ▾

| F1- Employee Information | F2 - Voluntary Deductions | F3 - HR Qualifications | F4 - Calendar YTD | F5 - QTD Earnings and Taxes | F6 - Fisca ◂ ▸ |

| Exit | Show Rates | | Save |

Setup Budget Features:
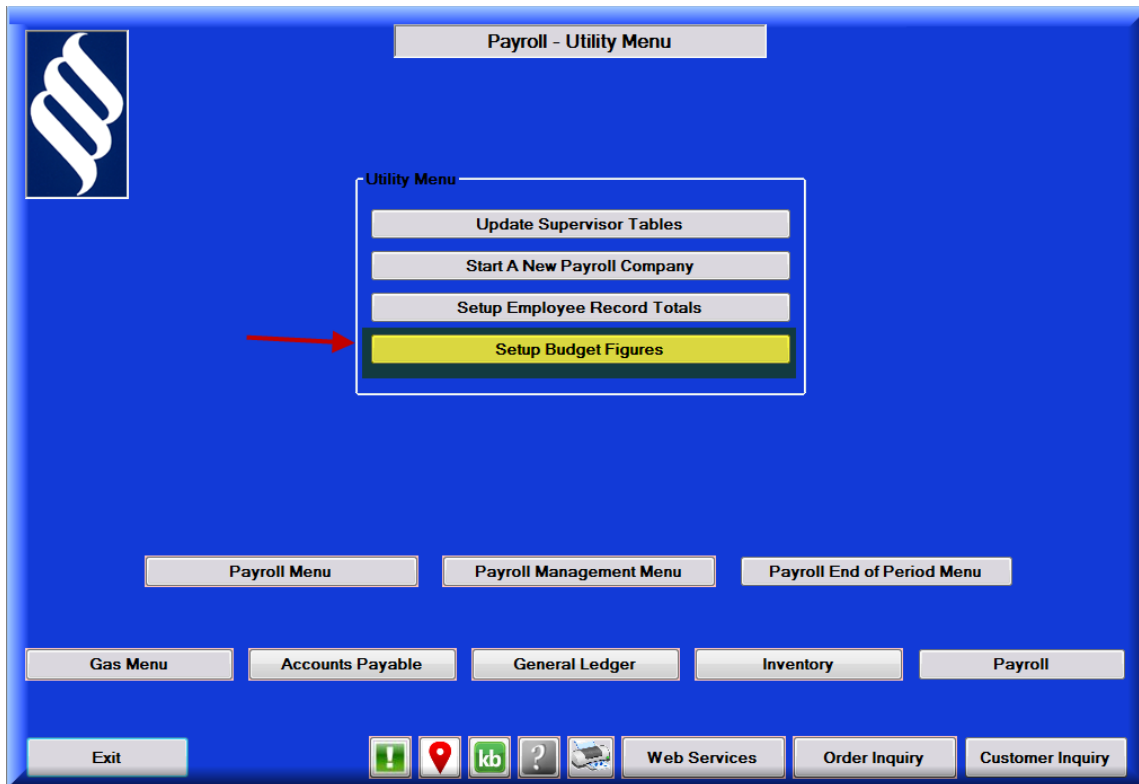
Allows the operator to establish an annualized budget rate, hours, commissions and gallons for each employee

Note: Once entered, the **Pay- End of Period Menu, Print Calendar Year Reports** may be used to print a comparison between a budgeted payroll and an annualized actual payroll to determine if the payroll is running over or under budget as the fiscal year progresses.

Screen One: Enter the COId

Screen Two: Enter the Employee Number

Screen Three:

Payroll Management Menu:
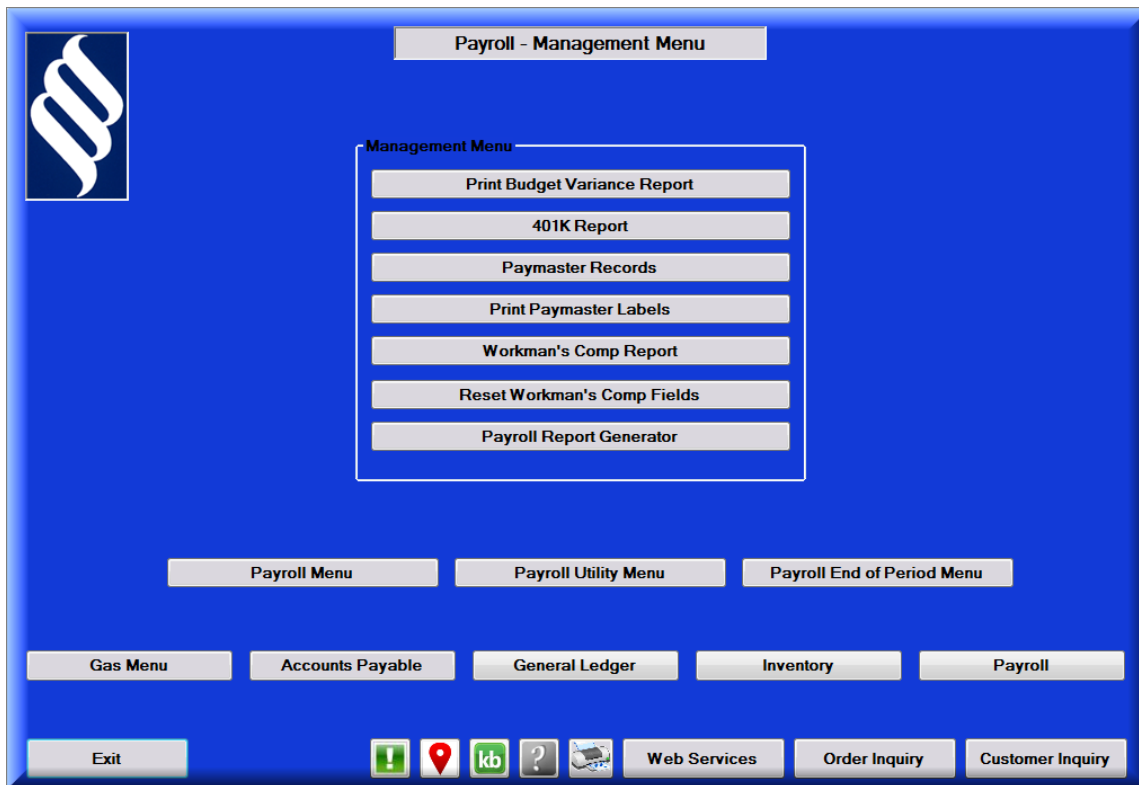
Allows the operator to print various reports pertaining to Payroll.

Print Budget Variance Report:
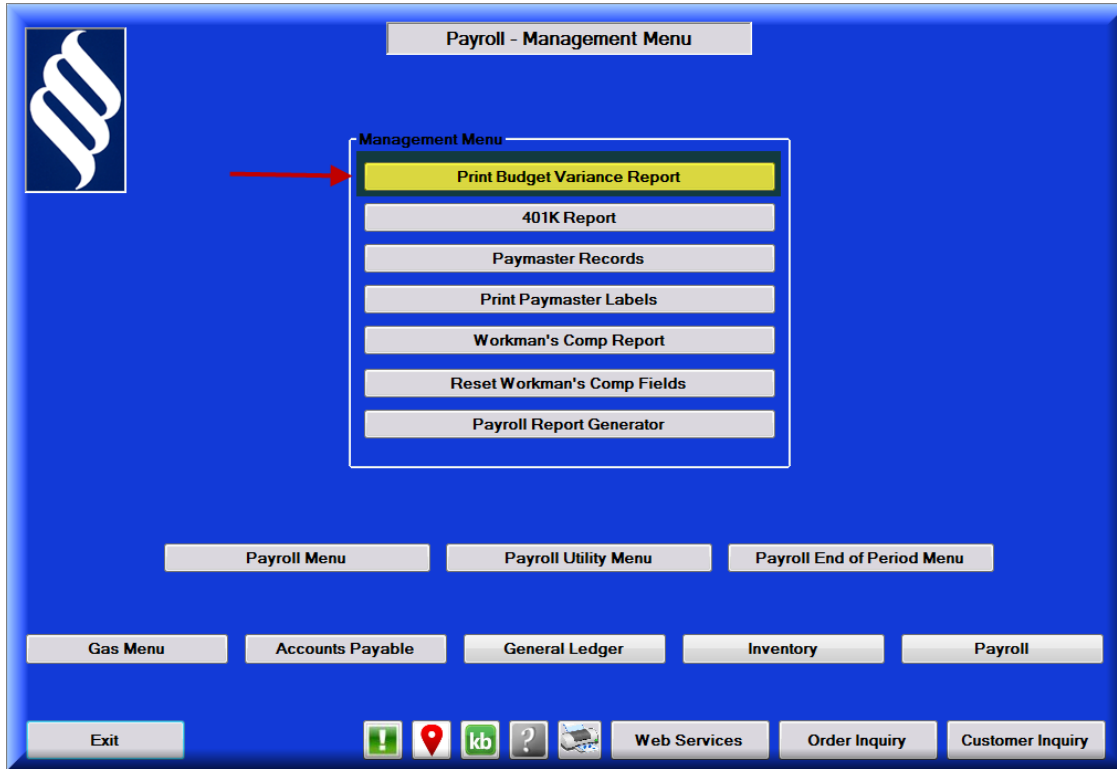
If annual budgeted pay rates and hours have been entered in the Paymaster, the Budget Variance Report may be printed after posting each payroll to compare actual payroll to budgeted payroll figures. The Year-To-Date figures are annualized before the comparison to the budget figures is made to get an Annualized Budget Variance figure for each column. The YTD figures are annualized by factoring the number of payrolls paid to the total number of payrolls per year.

Print Budget Variance Report

Field	Value
Company Identification Code	TWN
Which report is to print?	D – Detailed
Form Name	0001
Printer Type	P1

Exit   Continue

D = Detailed Report

S = Summary Report

Example:

```
DEMO GAS COMPANY INC                    BUDGET VARIANCE BASED ON 30 PAYROLLS OUT OF 52              LAST PAYROLL DATED  1/01/03

                                H O U R S              G A L L O N S                     GAS        OTHER        GROSS
                           REG   O.T.  VAC  HLDY  SICK  DOMESTIC  COMERCIAL    WAGES   COMMISSION  COMMISSIONS    PAY
  0125          BGT500.00                                       54,250  498,000.00  3,500.00                    501,500.00
SLAYDON, BRUCE  3YTD312.02                                    8600,000 2000,000.84                  21.68  2000,022.52
                3VAR812.02                                    4852,416 2968,668.05  3,500.00-       37.57  2965,205.63


  0175         1BGT900.00                                      199,173  214,800.00 80,443.00                    295,243.00
GIBBS II, JAMES 3YTD312.02                                  1 5060,000 9000,003.30            2000,079.64 1000,082.94
                2VAR412.02                                  1 8571,493 5385,205.41 80,443.00-3466,804.64 1438,234.06


  0208          BGT100.00                                       37,125  965,200.00 73,375.00                   1038,575.00
BONNER, QUINDA FRANCIS3YTD312.02                            7950,000 4000,000.41                  14.84 4000,015.25
                3VAR212.02                                    3742,874 5968,133.91 73,375.00-       25.72 5894,784.63


  0213          BGT500.00                                        9,600   94,000.00 21,600.00                    115,600.00
JEANE, JAMES R. 3YTD312.02                                            9000,000.07                   3.84 9000,003.91
                3VAR812.02                                       9,600-5505,999.82 21,600.00-        6.65 5484,406.47


  0218          BGT600.00                                      103,163  259,200.00 98,053.00                    357,253.00
REID, EDDY      3YTD312.02                                  1 2060,000        2.05            2000,041.24 2000,043.29
                2VAR712.02                                  1 3467,503  259,196.45- 98,053.00-3466,738.08 3109,488.63




BRANCH 01 TOTALS:  BUDGETED     5846      43500               403,311 2031,200.00 276,971.00                   2308,171.00
                   YR TO DT                                 2 3670,000 4000,006.67            4000,161.24 8000,167.91
                   VARIANCE     5846-     43500-             2  624,686 9568,810.74 276,971.00-6933,612.66 8892,119.42

                   PERCENT        %    %    %    %    %       %  154.9 %    471.1 %   100.0-%        %    385.2 %
```
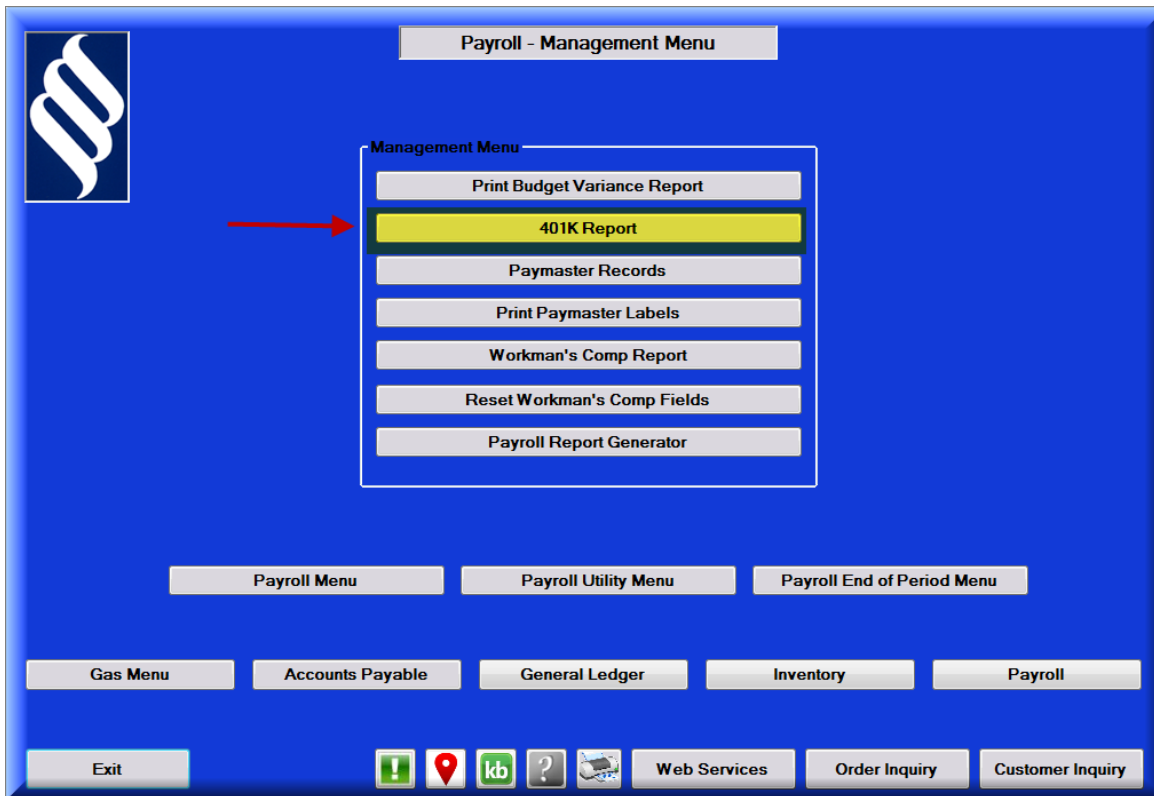2

401K Report:

Certain Additional Deductions such as contributions to a 401K Retirement Plan, may be treated as <u>pre-taxed</u> deductions. Refer to Federal and State tax laws for applicable deductions. Pre-taxed deductions should be specified as "4" (401K) in the "Payroll Supervisor".

For companies that participate in 401K Profit or Pension Sharing Plans the "Payroll 401K" report prints after the "Payroll Journal".

Note: The "Payroll 401K" displays all employees with wages earned in the current calendar year, the 401K contribution for the current pay period, the employees Gross Pay and YTD earnings.

Print Paymaster Records:
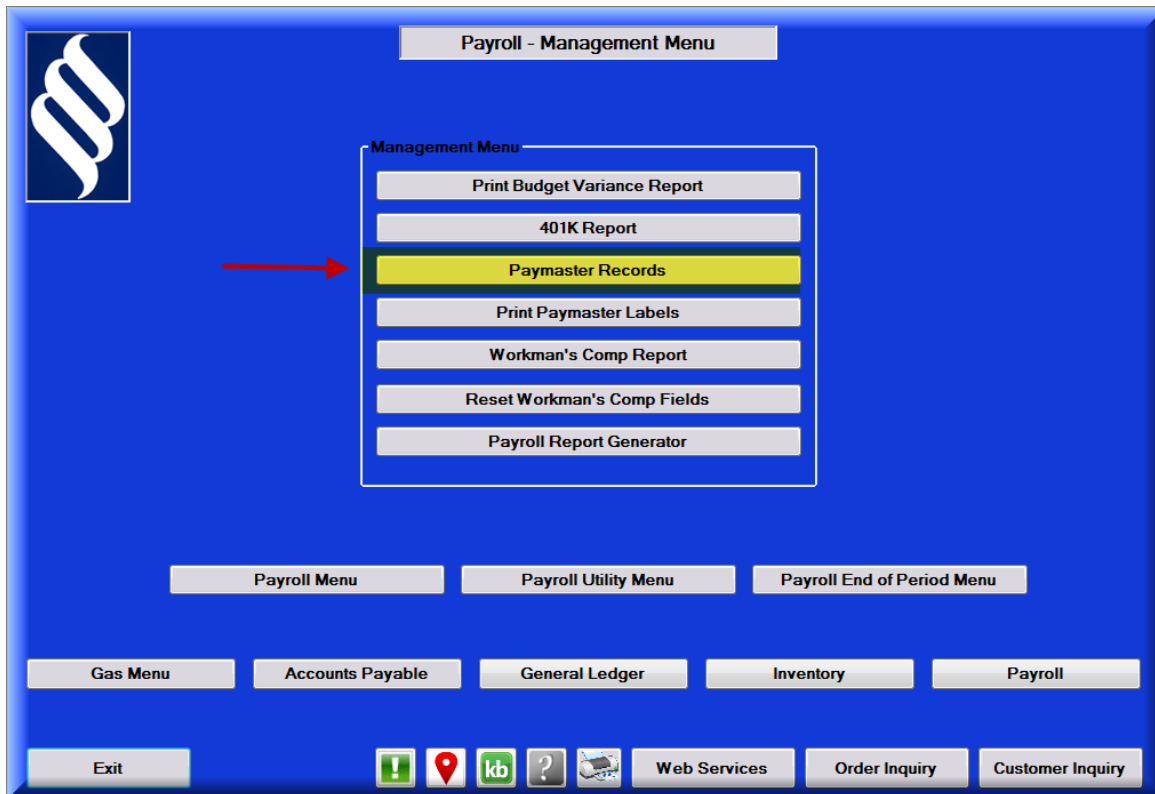
Allows the operator to view or print a comprehensive list of all employees, including deleted employees. This list will include the employee information in the Paymaster File.

Screen One:

Example:

```
EMP  G/L  BR CL   S/S NR       EMPLOYEE        SPOUSE      BORN    AGE   EMPLOYED   S/H  F/P  PER XMP  #DEP  XTRA W/H

0101 601   2  D  436-52-9407 MASON DOWDEN       JOYCE     3/30/36   79   10/05/89    H    F   FED  M    0      .00
                             664 BROWN LANE                                              LA   M    0      .00
                             LEESVILLE    LA71446

0102 60260 2     438-55-7215 BALLAGH, DAVID    MILLICENT 10/21/72   42    8/01/96    S    F   FED  M    0      .00 $
                             219 OAK STREET                                              LA   M    0      .00 $
                             LEESVILLE    LA71446

0116 60160 1  D  425-84-8498 MYERS, EARL        AURORA    2/20/43   72    8/04/97    S    F   FED  S    0    25.00 $
                             177 PECAN GROVE ROAD                                        LA   S    0      .00
                             LEESVILLE    LA71446

0117 60160 1  S    7-32-4055 NICHOLS, ERNEST    BARBARA  11/19/36   78   12/10/92    H    F   FED  M    1    20.00 $
                             7949 HWY 8                                                  LA   M    1      .00
                             LEESVILLE    LA71446

0118 60160 1  S  435-37-4483 NICHOLS, BARBARA   NICK      7/06/48   67    7/09/99    H    F   FED  M    1    10.00 $
                             7949 HWY 8                                                  LA   M    1      .00
                             LEESVILLE    LA71446

0125 60160 1  S  433-52-4572 SLAYDON, BRUCE     LINDA     9/17/36   78   12/10/92    H    P   FED  M    0     5.00 $
                             135 ERWIN ST                                                LA   M    3      .00
                             ANACOCO      LA71403

0129 60160 1  O  433-62-7952 MCRAE JR., RALPH D.          5/31/44   71    0/00/00    S    F   FED  S    0    92.54 $
                             P. O. BOX 1529                                              LA   S    0    38.47 $
                             LEESVILLE    LA71446
```

Print Paymaster Labels:
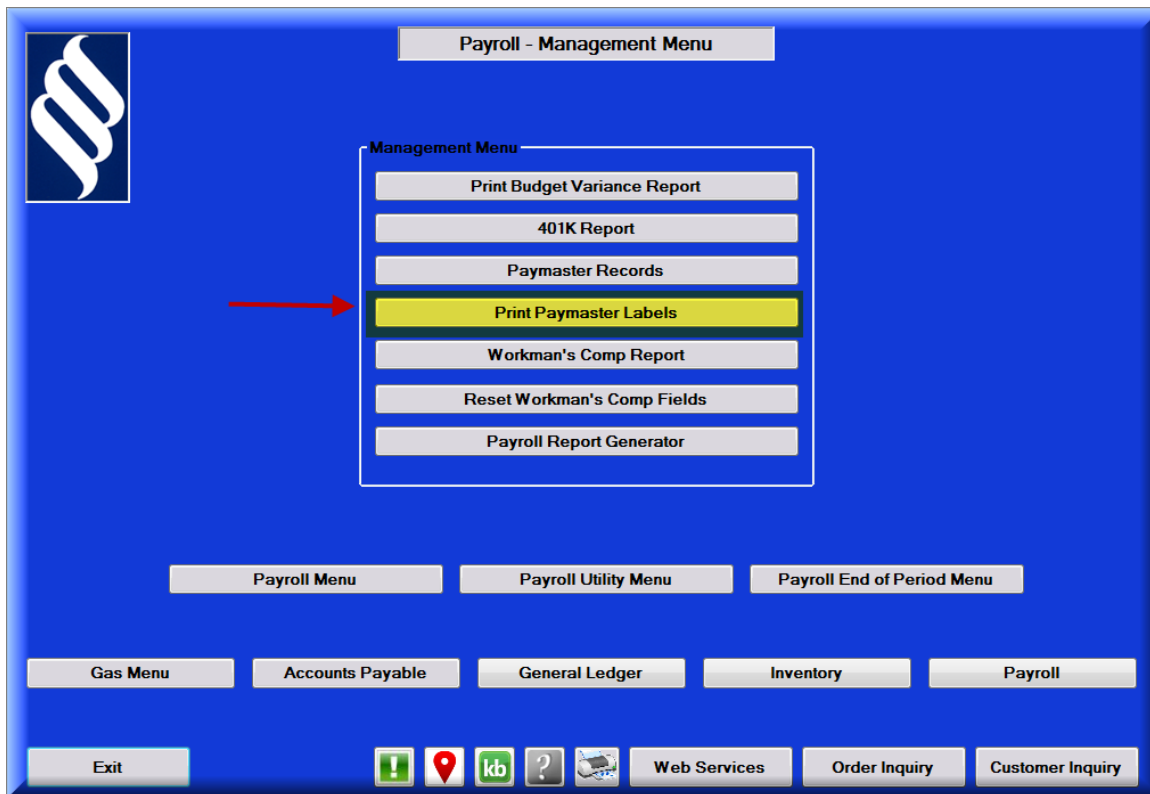
This procedure allows you to print employees' labels. The labels can be sorted by zip code and printed with or without account numbers (on 1 up or 3 up forms).

Note: This program is designed to print on 3 ½ x 15/16 labels that are 1up or 3 up across the page.

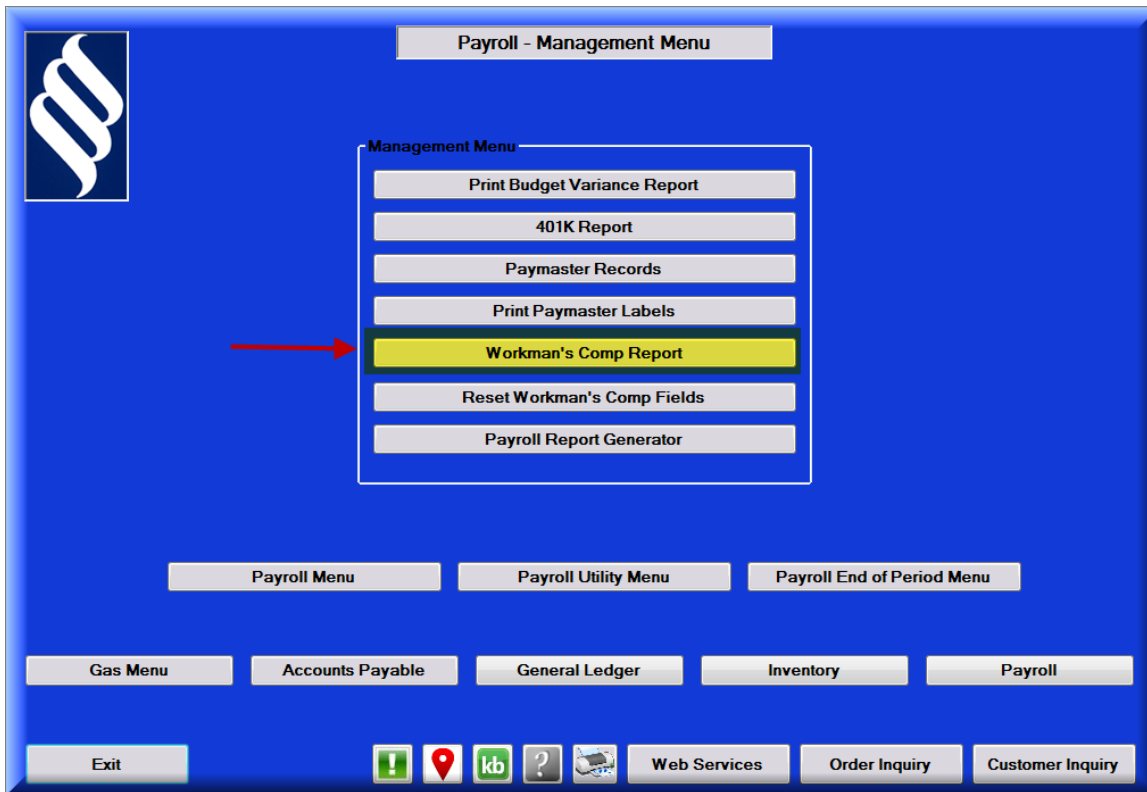## Screen One:

Example:

```
*                               *

   DMO

        7/27/15

   0001-
   POLLY WATERS
   2800 DARTMOUTH
   BESSEMER, AL   35020


   0002-
   MICHAEL DORAN
   2800 DARTMOUTH AVE
   BESSEMER, AL   35020


   0216-
   CHANEY, CHAD
   111 BRYAN ST
   DE RIDDER, LA   70634
```

Print Workman's Compensation Report:

Allows the user to produce a Workman's Compensation report which summarizes each employee's hours worked, hourly rate, gross earnings, and wages. Subject and not subject to compensation rate, and workman's compensation premium paid during the month.

Screen One:


Example:

```
DEMO GAS COMPANY INC          EMPLOYER'S WORKMAN'S COMP REPORT FOR PERIOD ENDING                    07/27/15

 Branch      Emp        Hours        Hourly          Gross         Not      Excess     Wages Subject    Comp    Wrkmns Comp
             #         Worked         Rate          Earnings    Subject    Overtime    To Compensation  Rate      Premium

   01        0116       360.00       200.00        151863.62                              151863.62

             0117      1360.00         9.00         80309.46                               77814.76

             0118       990.00         7.75         24424.41                               23668.75

             0125      1059.75         7.75         49603.94                               48845.00

             0129                    1250.00       530175.00                              530175.00

             0135       360.00       550.00        196500.00                              196500.00

             0140       230.00       100.00         56789.32                               56789.32

             0170       838.00         6.25         58113.22                               52487.50

             0175       120.00       200.00        106151.99                              106151.99

             0180      1033.50         9.00         66295.50                               65575.50

             0190       330.89         7.75         38108.83                               37645.95

             0200       974.50         7.25          7417.69                                7260.00

             0207        80.00       200.00         55302.65                               55302.65

             0208       956.50         8.25          7232.25                                7232.25

             0209       200.50         6.25          1253.13                                1253.13
```

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Reset Workman's Comp Fields:
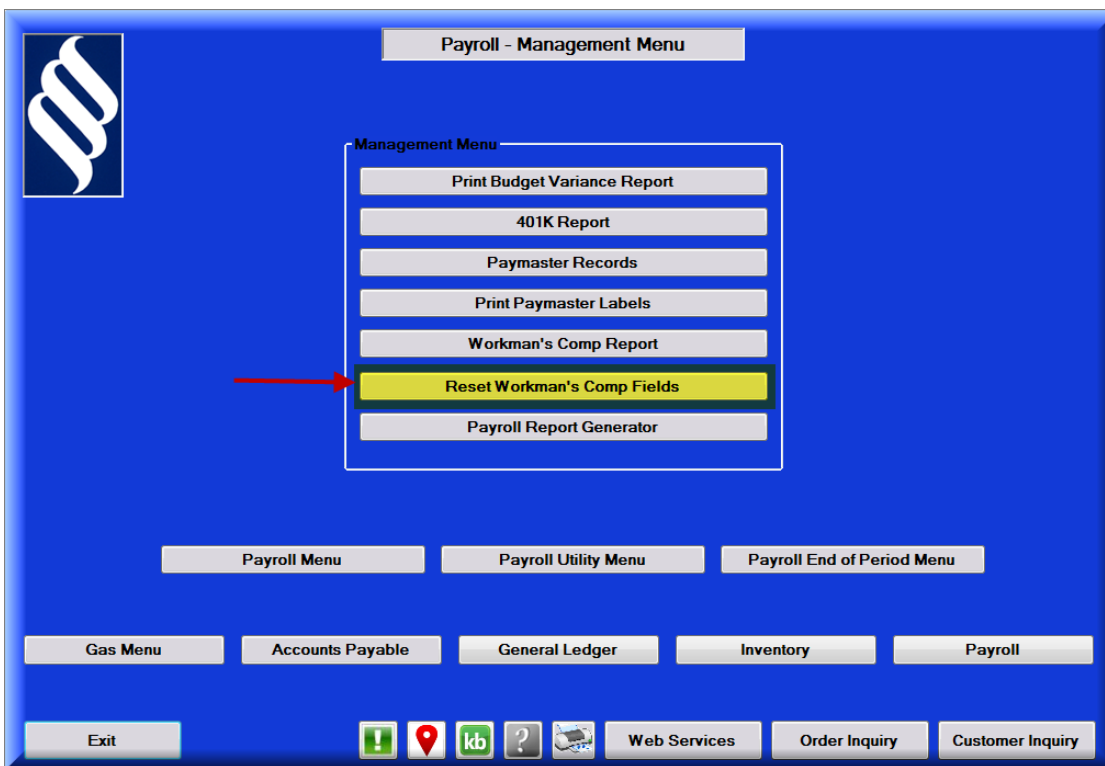
Allows the user to reset the monthly hours and earnings of each employee.

Note: The Workman's Compensation Report must be printed prior to resetting Workman's Compensation Fields.