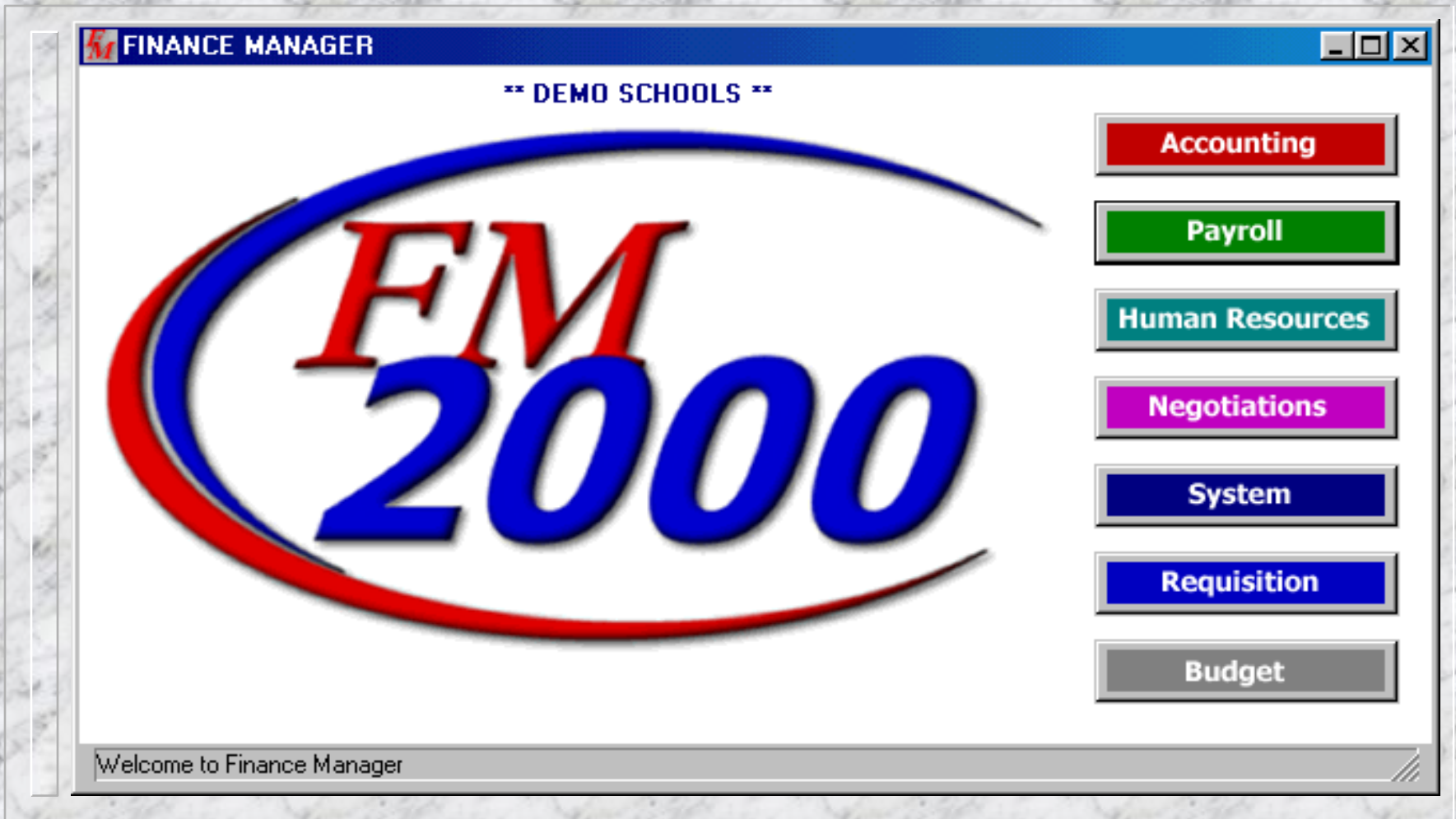


Finance Manager Payroll Table Training



Payroll Manager - Table Implementation

- **Employee Types (Shared with Human Resources)**
- **Departments (Optional)**
- **Buildings (Shared with Accounting Manager)**
- **Chart of Accounts (Shared with Accounting Manager)**
- **Deductions**
- **Pay Frequencies**
- **Earning Codes**
- **Direct Deposit Banks**
- **Tax Tables**

Proceed to Maintenance Area of Payroll Manager



Employee Types–Employee Maintenance Menu

Employee Type Maintenance

File Navigation

Update Reset Add Delete Cancel Exit

Print

Employee Type Calendar Attend Days Requirements Schedule

Emp Type	Description
ADM10	ADMINISTRATOR 10MO
ADM12	ADMINISTRATOR 12MO
CLERK	CLERKS
CONF	CONFIDENTIAL EMPLOYEES
DRIVE	BUS DRIVERS
FS	FOOD SERVICE WORKER
MAINT	MAINTENANCE WORKERS
NURSE	NURSES
SCOCH	SPRING COACH
SUBDR	SUB BUS DRIVERS
SUBTC	SUB TEACHER-CERTIFIED
SUBTU	SUB TEACHER-UNCERTIFIED

Emp Type: ADM10 Description: ADMINISTRATOR 10MO

Bargain Unit: ADMIN [ADMINISTRATORS](#)

Calendar: [Dropdown]

Instructional
 Substitutes
 Generate Contract
 Generate Supplemental

Contract Days: 200.00
Hrs/Day: 7.50
Months/Contract: 10.0
Checks: 21
BiWk Chks/Days: [Checks]

Press to Lookup Bargain Units.

Hints for Employee Type Creation

- **Remember the following ways an Employee Type is used as you create new ones:**
 1. As a means for turning Contractual and Supplemental pay period amounts on and off
 2. To differentiate appointments and their respective earnings
 3. To differentiate Bargaining Units and tie salary schedules for these units from Negotiations Manager to employees within the employee type
 4. As a means of enforcing attendance rules upon Fiscal Year rollover
- The # of days, # of Hrs/Day, # of Months/Contr, and # of Checks fields are based on default full-time workdays for this group

Add Employee Type

- Enter code for an employee type (Up to 5 characters)
- Enter the Bargaining Unit the employees in this type belong to (from Bargaining Unit table in Human Resources)
- Are these employees Instructional? (Y)es or (N)o
- Do these employees substitute? (Y)es or (N)o. This will put employees of this type in the sub pick list for attendance
- Check off Generate Contract and/or Generate Supplemental if these types of earnings should be included in the current payroll period for this employee type

Employee Type Maintenance

File Navigation

Save Reset Add Delete Cancel Exit

Print

Employee Type Calendar Attend Days Requirements Schedule

Emp Type	Description
ADM10	ADMINISTRATOR 10MO
ADM12	ADMINISTRATOR 12MO
CLERK	CLERKS
CONF	CONFIDENTIAL EMPLOYEES
DRIVE	BUS DRIVERS
FS	FOOD SERVICE WORKER
MAINT	MAINTENANCE WORKERS
NURSE	NURSES
SCOCH	SPRING COACH
SUBDR	SUB BUS DRIVERS
SUBTC	SUB TEACHER-CERTIFIED
SUBTU	SUB TEACHER-UNCERTIFIED

Emp Type: TCH21 Description: TEACHER 21 PAYS

Bargain Unit: TU Teachers' Union

Calendar:

Instructional

Substitutes

Generate Contract

Generate Supplemental

Contract Days: 200.00

Hrs/Day: 7.00

Months/Contract: 10.0

Checks: 21

BtWk Chks/Days: Checks

Press to Run Report.

Add Employee Type (Continued)

- Enter a default # of days/year for this employee type
- Enter a default # of hours/day
- Enter a default # of months/year
- Enter a default # of checks/year
- Calculate biweekly gross based on # of (C) or by (D)aily rate

Employee Type Maintenance

File Navigation

Print Save Reset Add Delete Cancel Exit

Employee Type Calendar Attend Days Requirements Schedule

Emp Type	Description
ADM10	ADMINISTRATOR 10MO
ADM12	ADMINISTRATOR 12MO
CLERK	CLERKS
CONF	CONFIDENTIAL EMPLOYEES
DRIVE	BUS DRIVERS
FS	FOOD SERVICE WORKER
MAINT	MAINTENANCE WORKERS
NURSE	NURSES
SCOCH	SPRING COACH
SUBDR	SUB BUS DRIVERS
SUBTC	SUB TEACHER-CERTIFIED
SUBTU	SUB TEACHER-UNCERTIFIED

Emp Type: **TCH21** Description: TEACHER 21 PAYS

Bargain Unit: TU Teachers' Union

Calendar:

Instructional
 Substitutes
 Generate Contract
 Generate Supplemental

Contract Days: 200.00
 Hrs/Day: 7.00
 Months/Contract: 10.0
 Checks: 21
 BIwk Chks/Days: Checks

Press to Run Report.

Employee Type Maintenance – Attendance Days (*Default Settings*)

- Enter the annual amount of time received when rolling to a new fiscal year
- Enter the maximum amount of time that may be carried into the new fiscal year
- Enter any default accrual rates used to accrue time using the Attendance Accrual utility
- Enter the type of units (days or Hours) used to record attendance for this group
- Enter how much Personal and/or Comp time (if any) should be converted to sick

Employee Type Maintenance

File Navigation

Save Reset Cancel Exit

Employee Type Calendar **Attend Days** Requirements Schedule

Emp Type: TCH21 TEACHER-21 PAYS EEOC Report Line: [Dropdown]

Type	Annual Amt	Maximum Amt	Accrue Rate
Sick	15.000	200.000	0.000
Personal	3.000	3.000	0.000
Vacation	0.000	0.000	0.000
Comp	0.000	0.000	0.000

Set-Up Criteria
Measurement Unit: Days Hours

Convert to Sick

Personal 3.000
 Comp 0.000

Sample List of Employee Types

Report Viewer

03/06/01 ** DEMO SCHOOLS ** PAGE 1

EMPLOYEE TYPES

Code	Description	Bargain Unit	Sick	Per	Vac	Comp
ADM10	ADMINISTRATOR 10MO	None Assigned	15.0	3.0	0.0	.0
ADM12	ADMINISTRATOR 12MO	None Assigned	20.0	3.0	20.0	.0
CLERK	CLERKS	CSEA	10.0	3.0	10.0	.0
CONF	CONFIDENTIAL EMPLOYEES	None Assigned	15.0	3.0	15.0	.0
DRIVE	BUS DRIVERS	None Assigned	15.0	3.0	0.0	.0
FS	FOOD SERVICE WORKER	CSEA	10.0	3.0	0.0	.0
MAINT	MAINTENANCE WORKERS	CSEA	15.0	3.0	15.0	.0
NURSE	NURSES	Teachers' Union	15.0	3.0	0.0	.0
SCOCH	SPRING COACH	None Assigned	0.0	0.0	0.0	.0
SUBDR	SUB BUS DRIVERS	None Assigned	0.0	0.0	0.0	.0
SUBTC	SUB TEACHER-CERTIFIED	None Assigned	0.0	0.0	0.0	.0
SUBTU	SUB TEACHER-UNCERTIFIED	None Assigned	0.0	0.0	0.0	.0
TA21	TEACHER AIDES-21 PAYS	Teachers' Union	15.0	3.0	0.0	.0
TA26	TEACHER AIDES-26 PAYS	Teachers' Union	15.0	3.0	0.0	.0
TCH21	TEACHER-21 PAYS	Teachers' Union	15.0	3.0	0.0	.0
TCH26	TEACHER-26 PAYS	Teachers' Union	15.0	3.0	0.0	.0

Report Completed 5:41 PM
□

Press to View First Page.

Departments–Code Maintenance Menu (Optional)

P Payroll Maintenance Menu

Depts | Buildings | Accounts | Ded Codes | Pay Freqs | Earn Codes

Dept Code	Department Name
<N/A>	None Assigned
MATH	MATH
SPAN	SPANISH DEPARTMENT

Code: MATH
Name: MATH

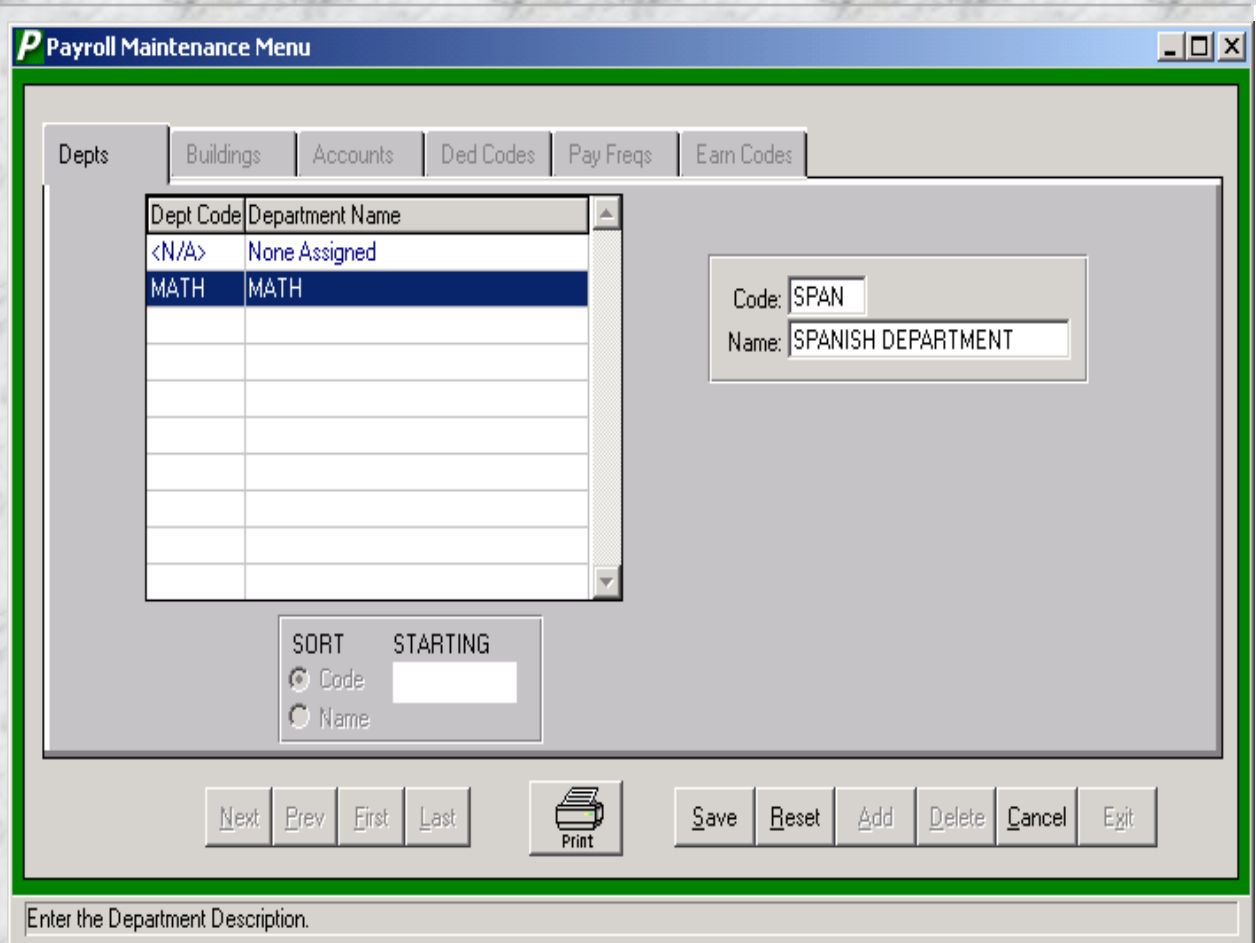
SORT **STARTING**
 Code
 Name

Next Prev First Last Print Update Reset Add Delete Cancel Exit

Enter Starting Value for Department Browser.

Add Departments

- Enter a Department code (Up to 5 characters)
- Enter the Department Name



Payroll Maintenance Menu

Depts Buildings Accounts Ded Codes Pay Freqs Earn Codes

Dept Code	Department Name
<N/A>	None Assigned
MATH	MATH

Code: SPAN
Name: SPANISH DEPARTMENT

SORT STARTING
 Code
 Name

Next Prev First Last Print Save Reset Add Delete Cancel Exit

Enter the Department Description.

Buildings–Code Maintenance Menu (Shared with Accounting)

P Payroll Maintenance Menu

Depts Buildings Accounts Ded Codes Pay Freqs Earn Codes

Code	Name	Contact
<N/A>	None Assigned	
ADMIN	ADMINISTRATIVE CENTE	
EL	ELEMENTARY SCHOOL	JOHN DOE
HS	HIGH SCHOOL	JOHN DOE
MAIL	MAIL CHECKS	
MS	MIDDLE SCHOOL	
TRANS	TRANSPORTATION	

Code: ADMIN
Name: ADMINISTRATIVE CENTER
Address: DEMO CENTRAL SCHOOLS
500 BROADWAY
City,St,Zip: SCHOOLVILLE, NY 15555
Contact:

SORT STARTING
 Code
 Name

Next Prev First Last Print Update Reset Add Delete Cancel Exit

Enter Starting Value for Building Browser.

Add Building

- Enter Code for Building (Up to 5 Characters)
- Enter Building Name
- Enter Address (Required for Computer Generated Purchasing)
- Enter a default contact person or leave blank if there is not a particular contact person for purchasing (Optional)

P Payroll Maintenance Menu

Depts Buildings Accounts Ded Codes Pay Freqs Earn Codes

Code	Name	Contact
<N/A>	None Assigned	
ADMIN	ADMINISTRATIVE CENTE	
EL	ELEMENTARY SCHOOL	JOHN DOE
HS	HIGH SCHOOL	JOHN DOE
MAIL	MAIL CHECKS	
MS	MIDDLE SCHOOL	
TRANS	TRANSPORTATION	

Code: HS
Name: HIGH SCHOOL
Address: DEMO CENTRAL SCHOOLS
14 DEMO STREET
City,St,Zip: ALBANY, NY 12205
Contact: JOHN DOE

SORT STARTING
 Code
 Name

Next Prev First Last Print Save Reset Add Delete Cancel Exit

Enter the Building Name.

Chart of Accounts - Code Maintenance Menu (Shared with Accounting)

Payroll Maintenance Menu

Depts | Buildings | **Accounts** | Ded Codes | Pay Freqs | Earn Codes

Account	Name	Type	St
A1001	PROPERTY TAXES	REV	A
A1010402110000	CONFERENCE & TRAVEL	APPR	A
A1010438110000	MEMBERSHIP DUES	APPR	A
A1010479110000	MISC EXPENSES	APPR	I
A1010490110000	BOCES SERVICES	APPR	A
A1010500110000	SUPPLIES-BOARD OF ED	APPR	A
A1040	APPROP OF PLANNED BALANCE	REV	A
A1040160110000	NON-INSTR SAL-DISTR CLERK	APPR	A
A1040402110000	CONF & TRAVEL	APPR	A

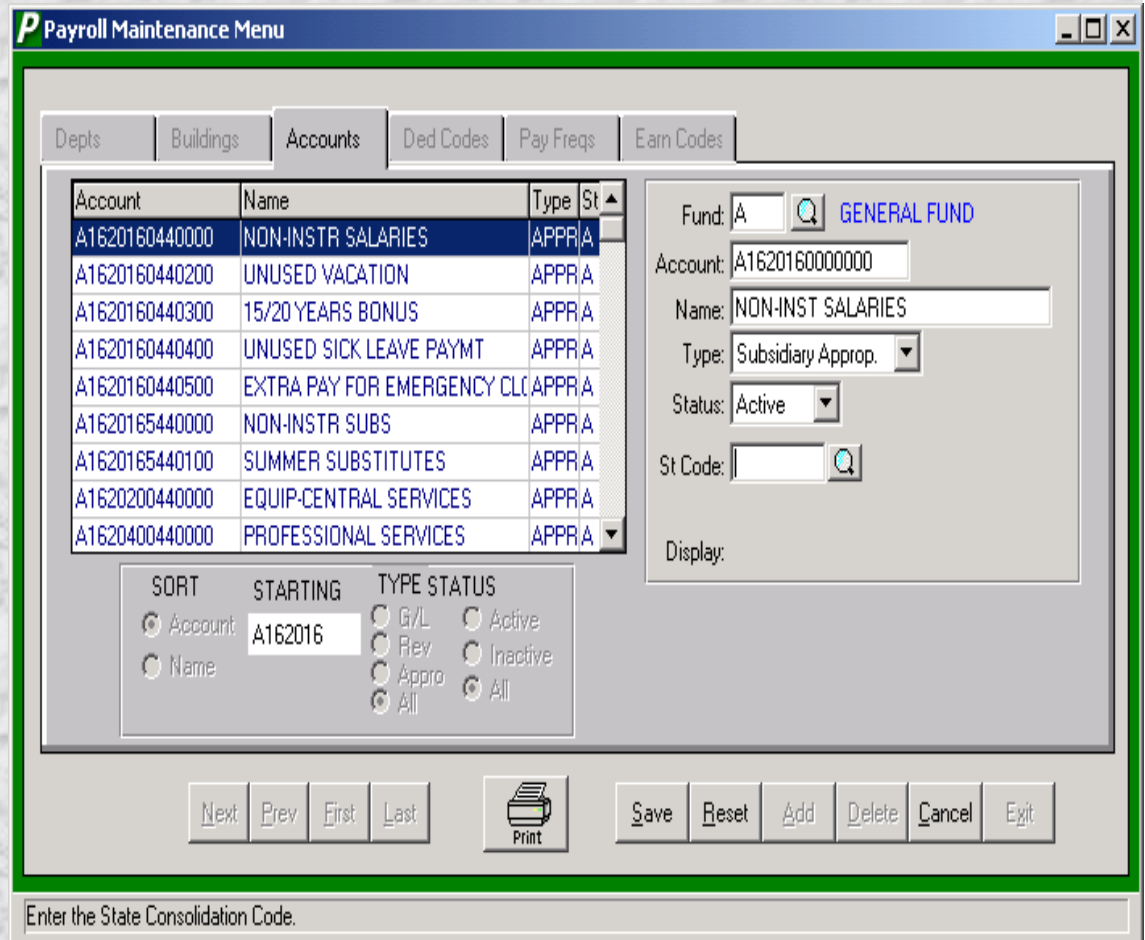
Fund: A GENERAL FUND
 Account: A1001
 Name: PROPERTY TAXES
 Type:
 Status:
 St Code:
 Display: A 1001

SORT: Account Name
 STARTING:
 TYPE: G/L Rev Appro All
 STATUS: Active Inactive All

Enter Starting Value for Accounts Browser.

Add Account

- Enter a valid Fund
- Enter the Account without punctuation and starting with the fund indicator
- Enter Account Name
- Choose the Account Type:
 - G/L
 - Revenue
 - Appropriation
- Choose the Account Status: Active or Inactive
- Enter a valid ST3 Consolidation Code (Optional–Must be imported through the Import ST3 Definitions routine first and can be auto assigned)
- Display – While in update or view mode, this system defined field shows the way the account number will be displayed for reporting purposes. Punctuation is added based on Fund setup for function, object, location and program lengths.



Payroll Maintenance Menu

Depts Buildings **Accounts** Ded Codes Pay Freqs Earn Codes

Account	Name	Type	St
A1620160440000	NON-INSTR SALARIES	APPR A	
A1620160440200	UNUSED VACATION	APPR A	
A1620160440300	15/20 YEARS BONUS	APPR A	
A1620160440400	UNUSED SICK LEAVE PAYMT	APPR A	
A1620160440500	EXTRA PAY FOR EMERGENCY CLC	APPR A	
A1620165440000	NON-INSTR SUBS	APPR A	
A1620165440100	SUMMER SUBSTITUTES	APPR A	
A1620200440000	EQUIP-CENTRAL SERVICES	APPR A	
A1620400440000	PROFESSIONAL SERVICES	APPR A	

Fund: A GENERAL FUND

Account: A1620160000000

Name: NON-INST SALARIES

Type: Subsidiary Approp. ▾

Status: Active ▾

St Code:

Display:

SORT **STARTING** **TYPE STATUS**

Account A162016 G/L Active

Name Rev Inactive

All Appro All

Next Prev First Last Print Save Reset Add Delete Cancel Exit

Enter the State Consolidation Code.

Deduction Codes-Code Maintenance Menu

P Payroll Maintenance Menu

Depts Buildings Accounts **Ded Codes** Pay Freqs Earn Codes

Code	Description	Tax Type
CRED UN	CREDIT UNION	Before
ERS	EMP'S RETIREMENT SYS	Before
ERSAR	ERS ARREARS	After
ERSAR414	ERS ARREARS-414H	Before
ERSBACK	ERS ADJUSTMENT	Before
ERSLN	ERS LOAN	After
FLX-MED	FLEX MEDICAL	Before
GARN-ASC	GARN-ALBANY SCU	Before
P&F	P&F'S RETIREMENT SYS	Before

Code All
 Description Before Tax
 After Tax

Code: FLX-MED Descr: FLEX MEDICAL

Annuity: No Type: Before Tax Deduction From Gross Flex: Yes

Flex: Medical Bond: No Bond Amount: 0.00

Bank Acct: No Exclude From Calc: no Mandatory: No

***** DEFAULT SETTINGS *****

Pay Freq: ZX10 Ded Year: C Amt/Pct: 0.00

Times Taken: 20 Ded Type: \$ Dollar Lim: 0.00

***** ACCOUNTING INFORMATION *****

G/L Acct: TA20 HEALTH INSURANCE

A/P Vend: 762 HEALTH LINK

Print Pos: 0 Exemptions

Next Prev First Last Print Update Reset Add Delete Cancel Exit

Enter Starting Value for Deduction Codes Browser.

Hints for Deduction Creation

- **Remember the following when setting up deductions:**
 1. Be as descriptive as possible when setting up new deduction codes so they are easy to recognize
 2. Set up deduction codes for groups, such as TSA and Flex, with the same characters in the beginning so they are grouped together in an alphabetical list (ie, TSA-AETN, GAR-ACSC, FLX-HLTH)
 3. Answer (Y)es to Bank Acct in order to add an account number for any applicable deduction (ie, garnishments) on each individual employee's deduction screen and have it print on a Deduction Register for specific payroll periods.

Add Deduction Codes

- Enter a deduction code (Up to 8 characters)
- Enter a description for the deduction
- Is this deduction an Annuity? (Y)es or (N)o
- Should this deduction be calculated before or after taxes?
- Is this deduction part of a Flex plan? (Y)es or (N)o
- If deduction is Flex, enter type:
 - Dependent Care
 - Medical
 - Reimbursement
- Is this a Bond Deduction? (Y)es or (N)o. If yes, enter face amount

Payroll Maintenance Menu

Depts Buildings Accounts **Ded Codes** Pay Freqs Earn Codes

Code	Description	Tax Type
CRED UN	CREDIT UNION	Before
ERS	EMP'S RETIREMENT SY	Before
ERSAR	ERS ARREARS	After
ERSAR414	ERS ARREARS-414H	Before
ERSBACK	ERS ADJUSTMENT	Before
ERSLN	ERS LOAN	After
FLX-MED	FLEX MEDICAL	Before
GARN-ASC	GARN-ALBANY SCU	Before
P&F	P&F'S RETIREMENT SYS	Before

Code Description All Before Tax After Tax

Code: FLX-MED Descr: FLEX MEDICAL

Annuity: No Type: Before Tax Deduction From Gross Flex: Yes

Flex: Medical Bond: No Bond Amount: 0.00

Bank Acct: No Exclude From Calc: no Mandatory: No

***** DEFAULT SETTINGS *****

Pay Freq: ZX10 Ded Year: C Amt/Pct: 0.00

Times Taken: 20 Ded Type: \$ Dollar Lim: 0.00

***** ACCOUNTING INFORMATION *****

G/L Acct: TA20 HEALTH INSURANCE

A/P Vend: 762 HEALTH LINK

Print Pos: 0 Exemptions

Next Prev First Last Print Save Reset Add Delete Cancel Exit

Enter the Description of this Deduction.

Add Deduction Codes (Continued)

- Does this deduction require a specific account # for each employee? (Y)es or (N)o.
- Should this deduction be excluded from payroll calculation
- Is this a mandatory deduction which should always be taken (including on second checks)?
- Enter default settings: frequency; # of times taken; deduction year - (C)alendar or (F)iscal; deduction type - \$ or %; Amount or Percentage; \$ limit (0.00 for NO limit)
- Enter the related G/L account
- Enter the related Vendor

P Payroll Maintenance Menu

Depts Buildings Accounts **Ded Codes** Pay Freqs Earn Codes

Code	Description	Tax Type
CRED UN	CREDIT UNION	Before
ERS	EMP'S RETIREMENT SY	Before
ERSAR	ERS ARREARS	After
ERSAR414	ERS ARREARS-414H	Before
ERSBACK	ERS ADJUSTMENT	Before
ERSLN	ERS LOAN	After
FLX-MED	FLEX MEDICAL	Before
GARN-ASC	GARN-ALBANY SCU	Before
P&F	P&F'S RETIREMENT SYS	Before

Code: FLX-MED Descr: FLEX MEDICAL

Annuity: No Type: Before Tax Deduction From Gross Flex: Yes

Flex: Medical Bond: No Bond Amount: 0.00

Bank Acct: No Exclude From Calc: no Mandatory: No

***** DEFAULT SETTINGS *****

Pay Freq: ZX10 Ded Year: C Amt/Pct: 0.00

Times Taken: 20 Ded Type: \$ Dollar Lim: 0.00

***** ACCOUNTING INFORMATION *****

G/L Acct: TA20 HEALTH INSURANCE

A/P Vend: 762 HEALTH LINK

Print Pos: 0 Exemptions

Next Prev First Last Print Save Reset Add Delete Cancel Exit

Enter the Description of this Deduction.

Add Deduction Codes (Continued)

Before Tax Deductions

- If the deduction type is set to Before tax, the Exemption Information box will become accessible. This box allows the user to change what taxes the deduction is exempt from whenever necessary. When **ADDING** a new deduction code, if Annuity or Flex is marked Yes, these exemption boxes should default accordingly.

Exemption Information [X]

Code: **FLX-MED** Descr: **FLEX MEDICAL**

EXEMPT FROM:

<input checked="" type="checkbox"/> Emp FICA	<input checked="" type="checkbox"/> Empr MEDI	<input checked="" type="checkbox"/> State W/H
<input checked="" type="checkbox"/> Empr FICA	<input checked="" type="checkbox"/> Fed W/H	<input type="checkbox"/> SUI
<input checked="" type="checkbox"/> Emp MEDI	<input checked="" type="checkbox"/> FUI	<input checked="" type="checkbox"/> City W/H

Pay Frequencies-Code Maintenance Menu

P Payroll Maintenance Menu

Depts Buildings Accounts Ded Codes **Pay Freqs** Earn Codes

Code	Description	Checks	Type
ZX10	TWICE MONTHLY-10 MOS	20	DEDUCTIONS
ZX12	TWICE MONTHLY-12 MOS	24	DEDUCTIONS
ALL	ALL PAYS	26	BOTH
BW21	BIWEEKLY 21 PAYS	21	BOTH
BW26	BIWEEKLY 26 PAYS	26	BOTH
COAF	COACHING-FALL	4	EARNINGS
CR10	CREDIT UNION-10 MOS	21	DEDUCTIONS
NONE	NEVER TAKEN	0	BOTH
RET	MANDATORY CONTRIB	26	DEDUCTIONS

Code: COAF
Description: COACHING-FALL
Checks: 4
Type: EARNINGS

Sort **Starting**
 Code
 Description

Next Prev First Last Update Reset Add Delete Cancel Exit

Enter Starting Value for Payroll Frequencies Browser.

Hints for Frequency Setup

- **Remember the following when setting up frequencies:**

1. Each frequency can be set up for either an earning, deduction, or both
2. Frequencies **MUST** be set to YES in the Set Payroll Parameters screen when setting up each payroll in order for that deduction to be taken or the earning to be generated
3. Frequencies are assigned to each Deduction on the employee's deduction screen and each Supplemental Appointment on the Earnings Screen
4. Deductions which are taken at certain times for one employee type may not necessarily be taken at the same time for another, causing a need for multiple frequencies for a particular deduction. (ex, TSA's may be taken twice a month for 10 months for 10 month employees and twice a month for 12 months for 12 month employees)
5. If different deductions are taken at the same time (or different supplemental earnings are paid at the same time), try to use the same frequency for them. By doing this, you will be cutting down on the number of frequencies that need to be turned on for each payroll. Do **NOT** create separate frequencies for each employee type and each deduction unless necessary

Add Pay Frequency

- Enter a frequency code (Up to 4 characters)
- Enter a description for the frequency
- Enter the default number of checks to calculate pay amounts for items using this frequency
- Enter whether this frequency will be used for (E)arnings, (D)eductions or (B)oth

Payroll Maintenance Menu

Depts Buildings Accounts Ded Codes **Pay Freqs** Earn Codes

Code	Description	Checks	Type
ZX10	TWICE MONTHLY-10 MOS	20	DEDUCTIONS
ZX12	TWICE MONTHLY-12 MOS	24	DEDUCTIONS
ALL	ALL PAYS	26	BOTH
BW21	BIWEEKLY 21 PAYS	21	BOTH
BW26	BIWEEKLY 26 PAYS	26	BOTH
COAF	COACHING-FALL	4	EARNINGS
CR10	CREDIT UNION-10 MOS	21	DEDUCTIONS
NONE	NEVER TAKEN	0	BOTH
RET	MANDATORY CONTRIB	26	DEDUCTIONS

Code: COAS
Description: COACHING-SPRING
Checks: 4
Type: EARNINGS

Sort **Starting**
 Code
 Description

Next Prev First Last Save Reset Add Delete Cancel Exit

Choices: Earnings, Deductions, or Both.

Sample List of Frequencies

Code	Description	Type
2X10	TWICE MONTHLY-10 MOS	DEDUCTIONS
2X12	TWICE MONTHLY-12 MOS	DEDUCTIONS
ALL	ALL PAYS	BOTH
BW21	BIWEEKLY 21 PAYS	BOTH
BW26	BIWEEKLY 26 PAYS	BOTH
COAF	COACHING-FALL	EARNINGS
CR10	CREDIT UNION-10 MOS	DEDUCTIONS
NONE	NEVER TAKEN	BOTH
RET	MANDATORY CONTRIB	DEDUCTIONS
UNWY	UNITED WAY	DEDUCTIONS

Sample Frequency Setup for A Given Payroll

The screenshot shows a software window titled "Payroll Parameters" with a green header bar. Below the header are four tabs: "Parameters", "Frequencies", "Employee Type", and "Print". The "Frequencies" tab is active, displaying a table with the following data:

Freq	Description	Occurence	Type	Earnings	Deducts
ZX10	TWICE MONTHLY-10 MOS	20	Deductions	NO	YES
ZX12	TWICE MONTHLY-12 MOS	24	Deductions	NO	YES
ALL	ALL PAYS	26	Both	YES	YES
BW21	BIWEEKLY 21 PAYS	21	Both	YES	YES
BW26	BIWEEKLY 26 PAYS	26	Both	YES	YES
COAF	COACHING-FALL	4	Earnings	NO	NO
CR10	CREDIT UNION-10 MOS	21	Deductions	NO	YES
NONE	NEVER TAKEN	0	Both	NO	NO
RET	MANDATORY CONTRIB	26	Deductions	NO	YES
UNWY	UNITED WAY	10	Deductions	NO	YES

At the bottom of the window, there are five buttons: "Next", "Prev", "First", "Last", and "Exit".

Earning Codes–Code Maintenance Menu

P Payroll Maintenance Menu

Depts Buildings Accounts Ded Codes Pay Freqs Earn Codes

Code	Description	Amt Type	WageType
COACH	COACHING	Individual	Wages
CONT-ADJ	CONT'L ADJUSTME	Individual	Wages
CONTRACT	CONTRACTUAL EAF	Individual	Wages
CREDITS	CREDIT HOURS	Individual	Wages
DBL PAY	DOUBLETIME PAY	Individual	Wages
DIF PAY	DIFFERENTIAL PAY	Individual	Wages
DIFFER	DIFFERENTIAL	Individual	Wages
DOCKED	DOCKED PAY	Individual	Wages
HOL PAY	HOLIDAY PAY	Individual	Wages

Code STARTING Fixed
 Description Individual
 Both

Code: COACH
 Description: COACHING
 Amount Type: Individual Wage Type: Wages
 Earning Method: Credit Hours
 Include In Contract: no Print Position: 0
 ***** DEFAULT SETTINGS *****
 Def Earn Freq: Times Paid: 0 Fixed Amount: 0.00
 Earn Yr: F Dollar Limit: 0.00
 ***** ACCOUNTING INFORMATION *****
 Account:

Next Prev First Last Print Update Reset Add Delete Cancel Exit

Enter Starting Value for Payroll Earning Codes Browser.

Add Earning Code

- Enter an earning code (Up to 8 characters)
- Enter the earning code description
- Enter whether the earning code is for (I)ndividual earnings (A lump-sum amount) or (F)ixed earnings (Allows units and a rate to be entered)
- Is this earning part of (W)ages or is it a (R)eimbursement?
- Choose an Earning Method (Used for Supplemental Appointment Earnings and Other Earnings screens):
 - Standard
 - Credit Hour
 - Differential

Payroll Maintenance Menu

Depts | Buildings | Accounts | Ded Codes | Pay Freqs | **Earn Codes**

Code	Description	Amt Type	Wage Typ
COACH	COACHING	Individual	Wages
CONT-ADJ	CONT'L ADJUSTME	Individual	Wages
CONTRACT	CONTRACTUAL EAF	Individual	Wages
CREDITS	CREDIT HOURS	Individual	Wages
DBL PAY	DOUBLETIME PAY	Individual	Wages
DIF PAY	DIFFERENTIAL PAY	Individual	Wages
DIFFER	DIFFERENTIAL	Individual	Wages
DOCKED	DOCKED PAY	Individual	Wages
HOL PAY	HOLIDAY PAY	Individual	Wages

Code Description
 Fixed Individual Both

Code:

Description:

Amount Type: Wage Type:

Earning Method:

Include In Contract: Print Position: 0

***** DEFAULT SETTINGS *****

Def Earn Freq: BIWEEKLY 21 PAYS

Times Paid: Fixed Amount:

Earn Yr: Dollar Limit:

***** ACCOUNTING INFORMATION *****

Account:

Next Prev First Last Save Reset Add Delete Cancel Exit

Enter the General Ledger Account.

Add Earning Code (Continued)

- **Include this earning as part of Contract? (Y)es or (N)o. (This is not used currently in FM2000)**
- **Enter default settings (Optional): Pay Frequency; # of times paid; earning year - (F)iscal or (C)alendar based limit; Dollar Amount; Limit (0.00 for None)**
- **Enter a default account for this earning to be paid from (Leave blank if earning is paid from different accounts)**

Payroll Maintenance Menu

Depts Buildings Accounts Ded Codes Pay Freqs **Earn Codes**

Code	Description	Amt Type	WageType
COACH	COACHING	Individual	Wages
CONT-ADJ	CONT'L ADJUSTMEI	Individual	Wages
CONTRACT	CONTRACTUAL EAF	Individual	Wages
CREDITS	CREDIT HOURS	Individual	Wages
DBL PAY	DOUBLETIME PAY	Individual	Wages
DIF PAY	DIFFERENTIAL PAY	Individual	Wages
DIFFER	DIFFERENTIAL	Individual	Wages
DOCKED	DOCKED PAY	Individual	Wages
HOL PAY	HOLIDAY PAY	Individual	Wages

Code Description Fixed Individual Both

Code:

Description:

Amount Type: Wage Type:

Earning Method:

Include In Contract: Print Position:

***** DEFAULT SETTINGS *****

Def Earn Freq: BIWEEKLY 21 PAYS

Times Paid: Fixed Amount:

Earn Yr: Dollar Limit:

***** ACCOUNTING INFORMATION *****

Account:

Enter the General Ledger Account.

Direct Deposit Banks- Maintenance Menu

P Bank Maintenance

Bank Code	Name	City
CAPCOM	CAPITAL COMMUNICATIONS	
CHASE	CHASE BANK	
FLAT	FLAT AMOUNT	
FLEET	FLEET BANK	
KEY BANK	KEY BANK	
NET-DIST	NET DISTRIBUTION PERCENT	

Bank Code: CAPCOM Routing #: 221373273

Name: CAPITAL COMMUNICATIONS FCU

Address:

City/St/Zip: NY

Contact:


Phone:

Sort **STARTING**

Code

Name

City

Next Prev First Last  Print Uppdate Reset Add Delete Cancel Exit

Enter Starting Value for Banks Browser.

Add Direct Deposit Bank

- Enter a code for the bank (Up to 8 characters)
- Enter the bank's routing number
- Enter the name of the bank
- Enter the address for the bank (Optional)
- Enter a contact name and phone number (Optional)

Bank Maintenance

Bank Code	Name	City
CAPCOM	CAPITAL COMMUNICATIONS	
CHASE	CHASE BANK	
FLAT	FLAT AMOUNT	
KEY BANK	KEY BANK	
NET-DIST	NET DISTRIBUTION PERCENT	

Bank Code: Routing #:

Name:

Address:

City/St/Zip:

Contact:

Phone:

SORT STARTING

Code

Name

City

Enter the Bank's Name.

Tax Tables-Maintenance Menu

- Finance Manager will provide EduTech detailed directions for updating Tax Tables as they are needed. While Districts may look at these tables, they should never have to update them.