

# PAYROLL SYSTEM

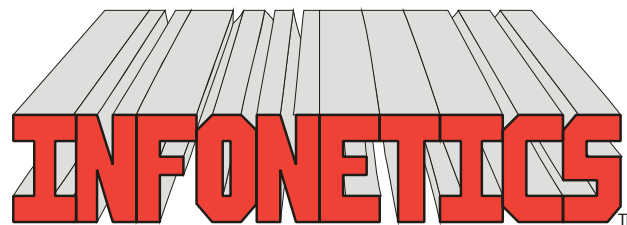
PAYROLL  
SYSTEM



*The PAYROLL SYSTEM is used to maintain a list of employees' names, addresses and employment information and is used to interactively calculate and print payroll checks.*

*Employees' hours are entered and distributed to appropriate department/cost centers. Annualized tax tables are then used to automatically compute deductions before the check is printed on bank stock.*

*Monthly and quarterly reports are used to prepare tax filings, and provide analytical information. W-2's can be generated automatically at year-end.*



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## PAYROLL SYSTEM MENU

### TIME RECORDS

- The **POST/EDIT PAYROLL RECORDS** program is used to add, change, view, or void payroll records, and to interactively maintain payroll records and create and print payroll checks on bank stock forms.
- The **PAYROLL JOURNAL** program prints a numerical listing of payroll records (checks).

### PAYROLL ANALYSIS

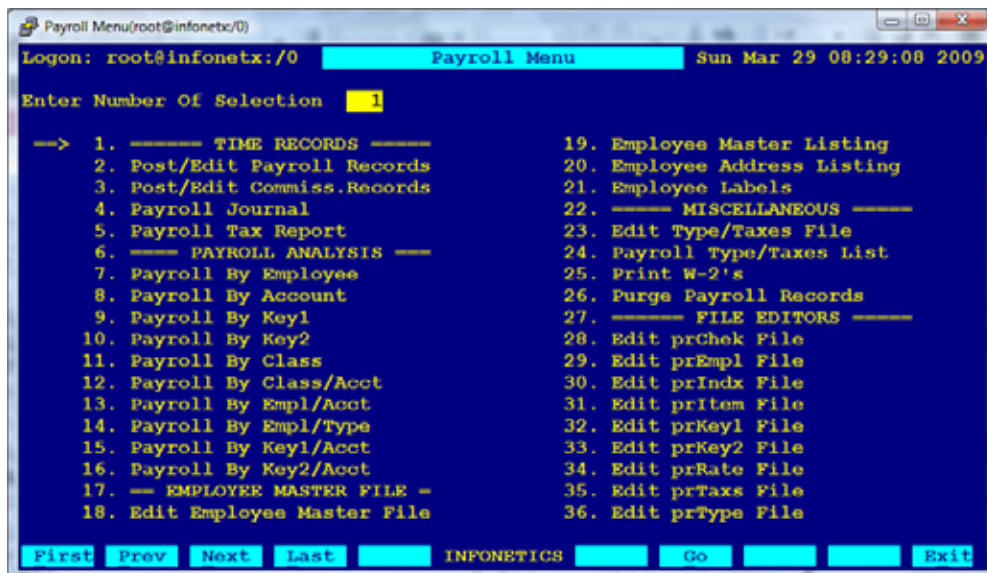
- The **PAYROLL ANALYSIS** programs sort payroll data in a variety of ways and ages it into monthly columns on a spreadsheet.

### EMPLOYEE MASTER FILE

- The **EDIT EMPLOYEE MASTER FILE** program is used to add, change, view or delete employees' master data.
- The **EMPLOYEE MASTER LISTING** program produces a listing of employees' master data including Name & Address, Pay Codes (rates) and Deductions.
- The **EMPLOYEE ADDRESS LISTING** program produces a listing of employees' master data for only Name & Address.
- The **EMPLOYEE LABELS** program produces name and address labels on 1" high x 3.5" wide labels.

### MISCELLANEOUS

- The **EDIT TYPE/TAXES FILE** program is used to add, change, view or delete payroll compensation codes and withholding tax tables.



PAYROLL MENU SCREEN

- The **PAYROLL TYPE/TAXES LIST** program produces a listing of payroll compensation codes (Pay Codes) and withholding tax tables.
- The **PRINT W-2'S** program produces W-2 forms on standard stock for mailing to employees and the I.R.S.
- The **PURGE PAYROLL RECORDS** program is a maintenance program used to remove old data from the payroll database.

### FILE EDITORS

- **FILE EDITORS** provide low level access to the database for programmer/system administrator use only.



The POST/EDIT PAYROLL RECORDS program is used to add, change, view, or void payroll records, and to interactively maintain payroll records and create and print payroll checks on bank stock forms.

- Each Payroll Check consists of:
  - Check number
  - Three character employee ID
  - Check date
  - Multiple lines for payroll data:
  - Pay Codes (hourly, overtime, salary)
  - Work dates
  - Keys for Dept. and/or Cost Center
  - Hours worked and rate or wage
- Earnings and deductions (taxes) automatically calculated or may be manually entered
- Total hours, net, earnings, and deductions automatically calculated.
- Audit journal (check register) produced at end of edit session.
- Security permission modes to prevent editing of payroll records and printing of payroll checks except by authorized personnel.

Post/Edit Payroll Records(root@infonetx/15)

Logon: root@infonetx:/15 Post/Edit Payroll Records Tue Oct 20 15:57:05 2009

Check Number 2525  
Employee I.D. RPN NORMAN/ROSE P.  
Check Date 33109

Type	Date	K1	Key2	Order	Hours	Rate	Earnings	Deduction
1 H	HOURLY	33109			50.00	10.500	525.00	
2 125	125 INS.	33109					-36.78	
3 CAR	COMP'Y CAR	33109						20.00
4 FED-S1		33109						47.61
5 FICA-M	MEDICARE	33109						7.61
6 FICA-S	S.S. TAX	33109						32.55
7 OH-1	OH W/H	33109						10.85
8 LOCAL	CITY TAX	33109						10.50
9 FICA+S	S.S. EXP.	33109						
10 FICA+M	MED. EXP.	33109						
11								
12								
13								
TOTAL-->					50.00	359.10	488.22	129.12

First Prev Next Last Comput INFONETICS Clear Update View Delete Exit

EDIT SCREEN: POST/EDIT PAYROLL RECORDS

RPN NORMAN/ROSE P. 03/31/09 002525

HOURLY	50.00	525.00	50.00	525.00	COMP'Y CAR	20.00	20.00
125 INS.		-36.78		-36.78		47.61	47.61
					MEDICARE	7.61	7.61
					S.S. TAX	32.55	32.55
					OH W/H	10.85	10.85
					CITY TAX	10.50	10.50
359.10		50.00	488.22	50.00	488.22	129.12	129.12

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PAY EXACTLY  
THREE HUNDRED FIFTY-NINE DOLLARS & 10 CENTS\*\*\*\*\*

TO THE ORDER OF NORMAN/ROSE P.  
457 COURT STREET  
GROVE CITY, OH 43123

DATE 03/31/09 CHECK NO. 00002525  
AMOUNT 359.10



- **Actual or average hourly rates** information available.
- Can be restricted to desired **Department** and/or **Cost Center** (Key1 & Key2).
- **Hours, earnings, deductions, and benefits** summarized by **G/L Account** at end of report.
- Detailed/Summary modes available.
- Output can be directed to the screen, .PDF preview, any printer, fax, email or a networked harddrive on the server.

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The PAYROLL ANALYSIS programs sort payroll data and age it into monthly columns on a spreadsheet.

- Sorts payroll by **Employee**, **G/L Account**, **Department** and/or **Cost Center** (Key1 & Key2).
- Summary mode displays months (Jan-Dec) across report with year-to-date total.
- Detailed mode shows payroll records supporting data.
- Can be restricted to desired Department and/or Cost Center (Key1 & Key2).
- Output can be directed to the screen, .PDF preview, any printer, fax, email or a networked harddrive on the server.

Payroll By Account(root@infonetix:/0)

Logon: root@infonetix:/0 Payroll By Account Sun Mar 29 19:42:29 2009

Report Completed

Check Number 0

Date Ranges Check 999999 Work 0

Employee Codes Empl 123108 Key1 999999 Key2

Check Codes Type Acct Key1 Key2

Fields To Print Hours Earnings Deduction TaxBasis Expenses Checks

Page Break (Y/N)

Detail (Y/N)

Output Device

INFINITY Go View Exit

SETUP SCREEN: PAYROLL BY ACCOUNT

Logon: root@infonetix:/0	INFONETICS, Inc.												Sun Mar 29 19:42:27 2009
	Payroll By Account												Page: 1
Pay Period 01/01/08 Thru 12/31/08													
	January	February	March	April	May	June	July	August	September	October	November	December	Total
Account: 2131 FEDERAL W/H													
Taxes Deducted:	1456.51	1359.26	1627.90	498.71	1141.40	1606.50	350.40	372.58	211.40	434.81	246.67		9306.14
Taxable Basis:	15396.11	7754.04	14315.97	4983.00	8275.00	9270.00	2298.00	3159.00	1411.25	4720.00	4000.00		75582.37
Account: 2131-M F.I.C.A. MEDICARE W/H													
Taxes Deducted:	213.06	113.71	226.05	73.16	119.99	142.10	35.96	57.63	20.47	68.88	58.00		1129.01
Taxable Basis:	14691.72	7842.00	15590.10	5045.00	8275.00	9800.00	2480.00	3975.00	1411.25	4750.00	4000.00		77860.07
Account: 2131-S F.I.C.A. S.S. TAX W/H													
Taxes Deducted:	910.88	486.20	966.58	312.79	513.05	607.60	153.76	246.45	87.50	294.50	248.00		4827.31
Taxable Basis:	14691.72	7842.00	15590.10	5045.00	8275.00	9800.00	2480.00	3975.00	1411.25	4750.00	4000.00		77860.07
Account: 2132 STATE W/H													
Taxes Deducted:	259.39		536.19	12.64	404.46	467.15	106.04	101.66	93.04				1980.77
Taxable Basis:	6067.23		12935.87	550.00	8650.00	9270.00	2298.00	2275.00	2361.25				44407.35
GRAND TOTAL **:													
Taxes Deducted:	2839.84	1959.17	3356.72	897.30	2178.90	2823.35	646.16	778.52	412.41	798.19	552.67		17243.23
Taxable Basis:	50846.78	23438.04	58432.04	15623.00	33475.00	38140.00	9556.00	13384.00	6595.00	14220.00	12000.00		275709.86

SAMPLE OUTPUT: PAYROLL BY ACCOUNT

# EMPLOYEE MASTER FILE

PAYROLL  
SYSTEM



Edit Employee Master File(root@infonetx/0)

Logon: root@infonetx:/0 Edit Employee Master File Sun Mar 29 20:00:53 2009

Record Updated

Employee I.D. **GPN**

Name (Last\First) NELSON/GEORGE P. Birth Date 83050

Address 1 6585 W. ROSE STREET Start Date 21592

Address 2 Terminate 0

City, State, Zip GROVE CITY, OH 43123 Union Date 0

Note Line 1 Ins Date 51592

Note Line 2 Pays Per Year 52

SocSec/Telephone/Zip 376-54-1224 614/870-5528 43123

Default Key1 (Subsid)

Default Key2 (State)

-- Type--	Desc-----	-----Rate	--Earnings	Deductions
1 H	HOURLY	12.000		
2 125	125 INS.		-58.60	
3 FED-M4	FED W/H			
4 FICA-M	MEDICARE			
5 FICA-S	S.S. TAX			
6 OH-4	OH W/H			
7 LOCAL	CITY TAX			
8 CS	CHILD SUPP			
			96.00	

First Prev Next Last INFONETICS Clear Update View Delete Exit

The EDIT EMPLOYEE MASTER FILE program is used to add, change, view or delete employees' master data.

- Each employee record is identified by a three character **Employee ID** (his/her initials) and contains:
  - Name, address, telephone number, and social security number.
  - Two lines of **general notes**.
  - **Birth, start, and terminate dates**.
  - Pay rates and tax table **withholding categories**.
- Fixed amount **deductions can override standard tax tables**. (Insurance, IRS garnishments, uniforms, ...)

EDIT SCREEN: EDIT EMPLOYEE MASTER FILE

Logon: root@infonetx:/0	INFONETICS, Inc.	Sun Mar 29 20:08:34 2009	Page: 1
Employee Master Listing			
Employee-----	--Birth--	--Start--	Terminat --Union--
-----	-----	-----	Ins Date Social Sec. Telephone--- Zipcode--- K1 Key2 Pay
-----	Type--	Desc-----	-----Rate --Earnings --Deduction
GPN NELSON/GEORGE P.	08/30/50	02/15/92	00/00/00 00/00/00 05/15/92 376-54-1224 614/870-5528 43123 52
6585 W. ROSE STREET			
GROVE CITY, OH 43123			
H HOURLY	12.000		
125 125 INS.		-58.60	
FED-M4 FED W/H			
FICA-M MEDICARE			
FICA-S S.S. TAX			
OH-4 OH W/H			
LOCAL CITY TAX			
CS CHILD SUPP		96.00	
FICA+S S.S. EXP.			
FICA+M MED. EXP.			
RPN NORMAN/ROSE P.	08/15/70	06/01/97	00/00/00 00/00/00 09/01/97 454-45-4545 614/875-4242 43123 52
457 COURT STREET			
GROVE CITY, OH 43123			
H HOURLY	10.500		
125 125 INS.		-36.78	
FED-S1			
FICA-M MEDICARE			
FICA-S S.S. TAX			
OH-1 OH W/H			
LOCAL CITY TAX			
V VACATION	10.500		
SI SICK LEAVE	10.500		
FICA+S S.S. EXP.			
FICA+M MED. EXP.			
CAR COMP'Y CAR		20.00	

SAMPLE OUTPUT: EMPLOYEE MASTER LISTING



The EDIT TYPE/TAXES FILE program is used to add, change, view or delete payroll compensation codes and withholding tax tables.

- **Payroll compensation codes** can be created to meet new needs. (Overtime, double-overtime, sick leave or wellness days, vacation, ...)
- **Tax tables** maintained for Federal, State and Local deductions using **annualized formulas**.

Edit Type/Taxes File(root@infonetix/2)

Logon: root@infonetix:/2 Edit Type/Taxes File Sun Mar 29 20:21:01 2009

Type I.D. FED-M0  
Description FED W/H  
Payroll Class F Payroll Class Codes--> E=GROSS EARNINGS  
G/L Account I.D. 2131 FEDERAL W/H F=FEDERAL/FICA TAXES  
-- Breakpoint -Base Amnt Add'l Rate I=TAXABLE BENEFITS (INS)  
1 0.00 0.00 0.001 J=EXEMPT EARNINGS/BENE'S  
2 8000.00 0.00 10.000 K=401K CONTRIBUTION  
3 23950.00 1595.00 15.000 S=STATE TAXES  
4 75650.00 9350.00 25.000 T=LOCAL TAXES  
5 144800.00 26637.50 28.000 X=EMPLOYER EXPENSES  
6 216600.00 46741.50 33.000 Z=MISCELLANEOUS  
7 380700.00 100894.50 35.000  
8  
9  
10  
11

Logon: root@infonetix:/2 INFONETICS, Inc. Sun Mar 29 20:23:29 2009 Page: 1

Payroll Type/Taxes List

Type-- Desc----- Account ---Wages ---Amount ---Rate

FED FED W/H 2131 0.00 0.00 0.001  
FED-H FED UNEMP 710005 7000.00 56.00 0.000

FED-1 FED-M0 FED W/H 2131 0.00 0.00 0.001  
8000.00 0.00 10.000  
23950.00 1595.00 15.000  
75650.00 9350.00 25.000  
144800.00 26637.50 28.000  
216600.00 46741.50 33.000  
380700.00 100894.50 35.000

FED-M1 FED W/H 2131 0.00 0.00 0.001  
11650.00 0.00 10.000  
27600.00 1595.00 15.000  
79300.00 9350.00 25.000  
148450.00 26637.50 28.000  
220250.00 46741.50 33.000  
384350.00 100894.50 35.000

FED-M2 FED W/H 2131 0.00 0.00 0.001  
15300.00 0.00 10.000  
31250.00 1595.00 15.000  
82950.00 9350.00 25.000  
152100.00 26637.50 28.000  
223900.00 46741.50 33.000  
388000.00 100894.50 35.000

FED-M3 FED W/H 2131 0.00 0.00 0.001  
18950.00 0.00 10.000  
34900.00 1595.00 15.000  
86600.00 9350.00 25.000  
155750.00 26637.50 28.000  
227550.00 46741.50 33.000  
391650.00 100894.50 35.000

FED-M4 FED W/H 2131 0.00 0.00 0.001  
22600.00 0.00 10.000  
38550.00 1595.00 15.000  
90250.00 9350.00 25.000  
159400.00 26637.50 28.000  
231200.00 46741.50 33.000  
395300.00 100894.50 35.000

FED-M5 FED W/H 2131 0.00 0.00 0.001  
26250.00 0.00 10.000  
42200.00 1595.00 15.000  
93900.00 9350.00 25.000  
163050.00 26637.50 28.000

Page: 1 Payroll Type/Taxes List Sun Mar 29 20:23:29 2009

Low Delete Exit

EDIT SCREEN: EDIT TYPE/TAXES FILE (top)  
SAMPLE OUTPUT: PAYROLL TYPE/TAXES LIST (bottom)



The PRINT W-2's program produces W-2 forms on standard stock for mailing to employees and the I.R.S.

22222		Void <input type="checkbox"/>	a Employee's social security number 376-54-1224		For Official Use Only ▶ OMB No. 1545-0008	
b Employer identification number (EIN) 31-907789			1 Wages, tips, other compensation 30580.00		2 Federal income tax withheld 4092.71	
c Employer's name, address, and ZIP code YOUR COMPANY NAME, INC. 1234 Somewhere Street SOME CITY, OH 43123			3 Social security wages 30580.00		4 Social security tax withheld 1895.96	
			5 Medicare wages and tips 30580.00		6 Medicare tax withheld 443.41	
			7 Social security tips		8 Allocated tips	
d Control number			9 Advance EIC payment		10 Dependent care benefits	
e Employee's first name and initial ROSE P.		Last name NORMAN	11 Nonqualified plans	12a See instructions for box 12		
3477 ANYWHERE AVENUE ANYWHERE, OH 43228		13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>	14 Other CAFE 125 2550.00		12b	
					12c	
					12d	
f Employee's address and ZIP code						
15 State OH	Employer's state ID number 51 678899	16 State wages, tips, etc. 30580.00	17 State income tax 1316.85	18 Local wages, tips, etc. 30580.00	19 Local income tax 30580.00	20 Locality name CITY

Form **W-2** Wage and Tax Statement **2009** Department of the Treasury—Internal Revenue Service  
For Privacy Act and Paperwork Reduction Act Notice, see back of Copy D.  
Cat. No. 10134D

**Do Not Cut, Fold, or Staple Forms on This Page — Do Not Cut, Fold, or Staple Forms on This Page**

SAMPLE OUTPUT: W-2



**PAYROLL  
SYSTEM**

