

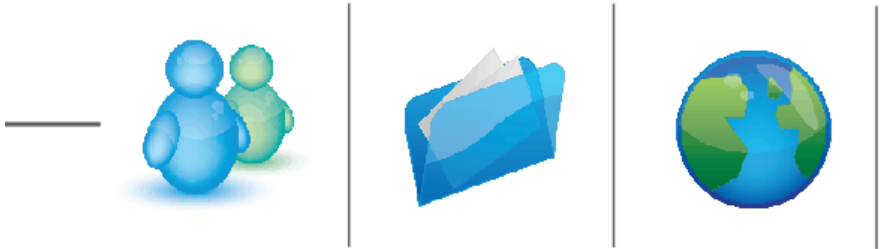
CASELLE® Clarity

Payroll

User Guide

Commitment
TO COMMUNITY

34
YEARS OF
EXCELLENCE



Learn how to use Clarity applications, where to find tools, how to fill in reports, and set up forms

Table Of Contents

Getting started.....	1
Getting Started	1
Help and Support.....	5
Employees.....	6
Employees	6
Calculate Rate Changes.....	15
Delete Inactive Employees	16
Employee Compensation Report	17
Employee Inquiry.....	18
Employee List	19
Pay Schedules.....	20
Payroll History	23
Payroll Prelist Worksheet	24
Benefits	27
Benefits Register – Detail	27
Benefits Register – Summary.....	28
Calculate Benefit Amounts	28
Enter Benefit Adjustments.....	29
Third Party Sick Pay	30
Workers Compensation List	31
Workers Compensation Report	32
Calculations.....	36
Calculation Formulas.....	36
Calculation Glossary.....	38
Calculation Tables	39
Calculations	41
Calculations – Examples	43
Direct deposit	46
Activate ACH Prenotification	46
Create ACH File	46
Federal reports.....	49
940 Report.....	49
945 Report.....	49
FUTA Report	50
GL reports	52
Update General Ledger	52
Leave time.....	56
Adjust leave carryover hours	56

Calculate Leave Time	57
Enter Leave Time Adjustments	58
Leave Rates	60
Leave Register	65
Leave Report	65
Update Leave Levels	66
Organization	68
Departments	68
Organization	69
Pay Codes	77
Troubleshooting	92
Pay Schedules	94
States	97
Update Project Accounting	100
Pay checks	102
Change Check Issue Date	102
Check Register	102
Enter Manual Checks	103
Enter Payroll Checks	108
Enter Supplemental Checks	113
Enter Termination Checks	116
Modify Payroll Checks	118
Pay by Exception Report	121
Payroll Checks	121
Void Payroll Checks	127
Pay codes	129
Add pay codes to employees	129
Pay Code Transaction Report	129
Pay Codes	132
Troubleshooting	147
Retirement	150
State Retirement Report	150
State reports	154
State Combined Report	154
State Combined Wage List	155
State Retirement Report	157
States	160
SUTA Report	163
SUTA Wage List	164

Clarity Payroll

SUTA Worksite Report	165
SWT Report	166
Time cards.....	169
Import Hours from Timekeeping	169
Timesheets	170
Transmittals.....	171
Calculate Transmittal Amounts	171
Create Transmittal Invoices.....	171
Enter Transmittal Adjustments	173
Transmittal Checks.....	174
Transmittal Inquiry	176
Transmittal Register	177
Void Transmittal Checks/Invoices	178
Transactions.....	180
Close Pay Period.....	180
Close Year-end.....	182
Delete Payroll History	182
Payroll Register – Detail	183
Payroll Register – Pay Code Summary.....	184
Payroll Register – Single-line Summary.....	185
W2 and 1099 Reporting	186
1099 Recipients.....	186
Checkout 1099 Recipients.....	194
Checkout W-2 Employees	195
Convert Year-end Tax Information	196
Create Electronic W-2 File.....	197
EFTPS Report	198
Electronic File Formats.....	199
Employee Tax Summary	203
W-2s	203
Glossary	206
Index.....	207

Getting started

Getting Started

This application records requests for maintenance when the maintenance will not be billed to a specific customer. Maintenance Orders will track the time and resources needed to complete a maintenance order and follow the progress of the maintenance order from creation to completion.

Note: Except for Organization, which should be set up first, the remaining tables can be set up in any order. Just click on the link to go to the instructions.

Step 1: Set up Organization

Use *Organization* to set up the organization's name and address, default options, and interfaced applications.

Do this...

1. Open **Clarity Payroll > Organization > [Organization](#)**.
2. Set up the organization information and options. Use the sections in this help topic to complete each field.
3. Click **Save** (Ctrl+S).

Step 2: Set up States

Use *States* to store the two-character state codes for the states that you will use in the Payroll application. You will need a state code for the minimum premium and workers compensation.

Do this...

1. Open **Clarity Payroll > Organization > [States](#)**.
2. Click **New** (Ctrl+N).
3. Fill in the options on the State and Workers Compensation tab.
4. Click **Save** (Ctrl+S).

Step 3: Set up Calculation Formulas

Use *Calculation Formulas* to set up a new formula, edit an existing formula, or delete an old formula. All formulas used in the Payroll program are stored in this table. Then, you can use the calculation formula to set up the options in the Calculations table. When a routine uses a calculation the calculation will look up the corresponding calculation formula, calculation table, and pay code type.

Examples of formulas that are commonly used in the Payroll application: Federal Withholding, Federal Earned Income Credit, State Withholding.

Do this...

1. Open **Clarity Payroll > Organization > [Calculation Formulas](#)**.
2. Click **New** (Ctrl+N).
3. Fill in the formula properties.

4. Click **Save** (Ctrl+S).

Step 4: Set up Calculation Tables

A *calculation table* stores the rate table that the Payroll application will use to calculate amounts. The Federal Withholding Rates for Single and Married, as well as the State Withholding Rates for Single and Married, are stored in separate calculation tables.

Do this...

1. Open **Clarity Payroll > Organization > [Calculation Tables](#)**.
2. Click **New** (Ctrl+N).
3. Fill in the calculation table name.
4. Click **Add a New Rate**. Now, fill in the limits, tax amount, and tax rate for each level in the rate.
5. Click **Save** (Ctrl+S).

Step 5: Set up Calculations

A *calculation* uses a formula to determine an amount, percentage, or number. Use *Calculations* to set up the formulas that you will use in the Payroll application to calculate state, federal, and earned income credits. The calculation associates the calculation formula, calculation table, and pay code type.

Usually, these calculations will be set up for you when you purchased the Payroll application. Then, you only need to select the state and pay code to use the appropriate calculation. If you need assistance, please call customer service.

In Version 2.x, 3.x: The Local and State tables stored the rates for calculating local and state taxes. In Clarity 4.x, the Calculation table replaces the rate tables found in the State and Local tables.

Do this...

1. Open **Clarity Payroll > Organization > [Calculations](#)**.
2. Click **New** (Ctrl+N).
3. Fill in the calculation name.
4. Next, enter the calculation formula, table, and pay code type.
5. Click **Save** (Ctrl+S).

Step 6: Set up Departments

A *Department* groups together personnel and action codes. When a user selects a department only the employees that are tied to the department will be displayed in the Employee drop-down list. Use *Departments* to record the names of the departments in the organization.

Note: Payroll Department Codes that have been selected in the Payroll program can only be used to create and view transactions in the Payroll program. Payroll Department Codes are set up in the Payroll Department view, however, other programs that interface with the Payroll program will have access to the Payroll Department Codes.

Do this...

1. Open **Clarity Payroll > Organization > Departments**.

2. Click **New** (Ctrl+N).

3. What do you want to do?

- I want to select a department from the master department list. Use the **Department** drop-down list to select a department name.
- I want to add a new department to Payroll > Departments. Use this option to only make the department code available in the Payroll application. Use the **Department** field to enter a department name. Next, enter the department's description and abbreviated description.
- I want to add a new department to the master department list. Use this option to make the department code available in every Caselle Clarity application. Use **Clarity System Management > Master Records > Departments**. Then, click **New** and fill in the form. Next, return to Payroll > Organization > Departments. The new department will be included in the Department drop-down list.

4. Click **Save** (Ctrl+S).

Step 7: Set up Banks

The *Bank* table stores all of the bank information for all of the banks that users can access in the Clarity application. First, you need to add the bank's information to the System Management > Banks table. Then, you need to add the banks to the Bank table in the individual applications, such as General Ledger for example, to allow users to select the bank within the application. Only the banks that have been added to the application's Bank table will be accessible to users.

For example, the Bank view in Master Records may contain five banks. Only two of the five banks have been selected in the current application's Bank view; therefore, users will only have access in the application to the two banks that have been selected.

Do this...

1. Open **Clarity System Management > Organization > Banks**.

Step 8: Set up Leave Rates

A *leave rate* is a charge or price fixed according to an amount or percentage. Use *Leave Rates* to save the leave type, accumulation limit, carryover limit, and accumulation setup.

Do this...

1. Open **Clarity Payroll > Organization > Leave Rates**.

2. Click **New** (Ctrl+N).

3. Fill in the options on the form.

4. Click **Save** (Ctrl+S).

Step 9: Set up Pay Codes

A *pay code* is an account in payroll that records hours worked for an activity. Use *Pay Codes* to add, edit, and delete pay codes. When you make changes to pay codes that have been created in Organization > Pay Codes the changes have been made on the *Application Level*. On the other hand, when you make changes to pay codes on the *Employee Level*, the changes will only affect the employee. None of the changes that you make on the Employee Level will affect the pay code on the Application Level.

Do this...

1. Open **Clarity Payroll > Organization > [Pay Codes](#)**.
2. Click **New** (Ctrl+N).
3. Fill in the pay code properties.
4. Click **Save** (Ctrl+S).

Step 10: Set up Pay Schedules

A *pay schedule*, also known as a pay scale, is a document that defines how much an employee can earn for a given job. The *pay grade* corresponds to level of responsibility and requirements to fill the job. While the *pay step* refers to the monetary incentive to reward the employee for work well done or length of service.

Do this...

1. Open **Clarity Payroll > Organization > [Pay Schedule](#)**.
2. Click **New** (Ctrl+N).
3. Use the options on the Pay Schedule tab to fill in the Schedule, Amount/Rate, and Description.
4. Use the options on the Grades tab to add the pay grades to the schedule.
5. Use the options on the Steps tab to add the pay steps to the schedule.
6. Click **Save** (Ctrl+S).

Step 11: Set up Electronic File Formats

An *electronic file*, or e-file, is a report or document that is sent to a filing agency through the Internet or Email. An *electronic file format*, like a form layout, tells a report where and how to print information such as text, titles, fields, and variables in the electronic file. Use *Electronic File Formats* to create, edit, and delete electronic formats for state retirement reports.

Do this...

1. Open **Clarity Payroll > Organization > [Electronic File Formats](#)**.
2. Click **New** (Ctrl+N).
3. Use the options on the Add New Format form to select the format properties.
4. Select the format, report title, export section, field delimiter, and text delimiter. If you need help filling in these fields, there's a description for each field listed below in alphabetical order.
5. Click **Select Fields**. Use the Selection form to move the fields to include in the electronic file to the Selected Fields list. Click **OK**.
6. Now, set up the field properties for each field. Click to select a field from the list, located on the left side of the screen. Then, use the options on the Properties tab to define the field properties.
7. Click **Save** (Ctrl+S).

Step 12: Set up New Employees

An *employee* is any individual that performs services for an employer. Use *Setup New Employee* to add new employees to the database. Use *Modify Existing Employees* to change the properties on an existing employee record.

Do this...

1. Open **Clarity Payroll > Employees > [Setup New Employees](#)**.
2. Click **New** (Ctrl+N).
3. Fill in the options on the form.
4. Click **Save** (Ctrl+S).

Help and Support

If you need more help, contact Caselle using the online support site, online knowledge base, email, or telephone.

Troubleshooting

Search the **Caselle Knowledge Base** and access online support tools at <http://support.caselle.com>.

Contacting Caselle

Search the **Caselle Knowledge Base** and access online support tools at <http://support.caselle.com>.

Tel: 800-243-8275

Hours: 7:30 AM - 5:30 PM, M-F

Employees

Employees

An *employee* is any individual that performs services for an employer. Use *Setup New Employee* to add new employees to the database. Use *Modify Existing Employees* to change the properties on an existing employee record.

Add a new employee

1. Open **Clarity Payroll > Employees > Setup New Employees**.
2. Click **New** (Ctrl+N).
3. Fill in the options on the form. Use the following list to look up the field name and instructions on how to fill it in.
4. Click **Save** (Ctrl+S).

Edit properties on an existing employee

1. Open **Clarity Payroll > Employees > Modify Existing Employees**.
2. Use the Lookup bar to enter an employee name or number. Press **Enter**.
3. Now, update the properties on the employee's record.

Delete an employee

1. Open **Clarity Payroll > Employees > Setup New Employees**.
2. Use the Lookup bar to enter an employee name or number. Press **Enter**.
3. Click **Delete** (Ctrl+D).

Convert an applicant's record to an employee record

1. Open **Clarity Human Resources > Employees > Setup New Employees**.
2. Click to select **Copy from Applicant Record**.
3. Review the rest of the form. Add or update the information as needed.
4. Click **Save** (Ctrl+S).

Additional years of service

Years of service refers to the number of years an employee has worked for an employer. When a terminated employee is rehired at a later date, you can use *Additional Years of Service* to record any additional years worked. The Payroll application will add the Additional Years of Service to the Years of Service and use the total to calculate dates for retirement, 401K, and so on.

Has this employee worked for this organization before?

- Yes, this employee is rehired. Use the **Additional Years of Service** field to record the extra years of service.
- No, this employee is a new hire. Enter a zero (0) in the **Additional Years of Service** field.

Allocations

An *allocation* is an amount that has been set apart, or earmarked, to distribute to specific accounts.

GL account

A *GL account* is an account in the General Ledger that records credits and debits.

GL activity

A *GL Activity* refers to a user-defined code that is created in Clarity General Ledger for reporting resources and transactions. The GL activity code can report on subsystems that are interfaced to the Clarity General Ledger. This interface provides an efficient means of tracking and reporting on a GL activity code.

Job number

A *job number* refers to a user-defined code that is created in Clarity Project Accounting for reporting resources and transactions associated with a specific job. You can use a job number to manage transactions created in Clarity General Ledger and the Clarity Project Accounting Suite, which includes Project Accounting, Materials Management, and Asset Management.

Percent

This is the *percent* of the employee's pay to allocate to the selected GL account.

Show manual allocations

A *manual allocation* is an amount that is distributed to an account by hand, while an *automatic allocation* is an amount that is distributed by a routine. Use *Show Manual Allocations* to include amounts that have been allocated by hand in the transaction grid.

Workers compensation

A *WC class code* is a three or four digit code assigned by the Workers Compensation organization. Class codes describe different employee job duties and responsibilities.

Anniversary date

The *anniversary date* occurs on the same day each year to mark one full year of employment.

Annual wage

The *annual wage* is the amount paid to the employee during a calendar year. These fields work together to calculate the hourly rate and annual wage: Hourly Rate, Annual Wage, Pay Schedule, Pay Grade, and Pay Step.

What do you want to do?

- I want to enter the hourly rate. Use the **Hourly Rate** field to enter the amount the employee will earn per hour.
- I want to use the annual wage to calculate the hourly rate. Use the **Annual Wage** field to enter the amount the employee will earn per year. Then, if you have not already entered the Estimated Annual Hours, fill in the number of hours the employee is expected to work per year. The routine will calculate the hourly rate for you.

What if a wage difference exists?

A *wage difference* occurs when the pay schedule, pay grade, and pay step show a different total for the annual wage than the annual wage that is displayed in the Annual Wage field. To fix the difference, click the link to **Change to ##,####.##** to update the amount.

Attachments

An *attachment* is a file, document, PDF, or image that you want to save as part of the employee's record in Clarity applications.

Birth date

Enter the date of the employee's birth. Example: MM/DD/YYYY

Contacts

A *contact* is a person serving as a go-between or connection, with a special responsibility to serve an account or a customer. Use the options on the Contacts tab to add, edit, or remove a name from the Contacts list.

Department

A *department* is a section of an organization that handles a particular job or functions in a particular manner.

Is the employee assigned to a department?

- Yes, the employee is assigned to a department. Use the **Department** field to select a department name.
- No, the employee is not assigned to a department. Select <blank> as the **Department**.

How do I add a department?

Use Clarity Payroll > Organization > Departments to add, modify, or delete department names from the Department drop-down list.

Direct deposit

A *direct deposit*, also known as an Electronic Funds Transfer, disburses funds from the employer's account to an employee's checking or savings account. Use the options on the Direct Deposit tab to set up the bank routing information for the employee's checking or savings account.

How do I add a disbursement?

On the Direct Deposit tab, click **Add a New Disbursement**. Next, fill in the options at the bottom of the form.

How do I remove a disbursement?

On the Direct Deposit tab, click to select a disbursement from the Direct Deposit grid. Click **Delete the Selected Disbursement**.

—

Account number

Use *Account Number* to enter the account number that belongs to the employee's checking or savings account. The disbursed amount will be deposited in this account.

Amount

If the Type is Amount, then use *Amount* to enter the disbursement amount.

Bank

This *bank* is the name of the bank that holds the employee's checking or savings account.

Percent

If the Type is Percent, then use *Percent* to enter the percentage of the total amount to deposit in the employee's checking or savings account.

Status

The *status* refers to the direct deposit status. When an employee requests a direct deposit the employee's request enters a *prenotification* phase. The prenotification phase verifies the bank information that the employee provided is correct. When the prenotification phase is passed, the direct deposit status changes to *active*.

When the direct deposit transfer is not needed, or the employee is terminated, you can change the status to *inactive* to stop the fund transfer.

Transaction type

A *transaction type* is a group or category that defines the accounting behavior to record an exchange or transfer of goods, services, or funds. In this instance, the *transaction type* refers to the type of bank account that will receive the disbursed funds.

Type

Use *type* to define the accounting behavior of the disbursement. Use *amount* to disburse a set dollar amount. Use *percent* to disburse a percentage of the total.

Driver license number

A *driver license* is an official document that states that a person may operate a motorized vehicle. A *driver license number* is a unique number that is assigned to the driver license.

Gender

The *gender* refers to the sex of the employee.

Hire date

The *hire date* is the day an employee accepts the offer of employment..

Hourly rate

The *hourly rate* is the amount the employee is paid per hour. These fields work together to calculate the hourly rate and annual wage: Hourly Rate, Annual Wage, Pay Schedule, Pay Grade, and Pay Step.

What do you want to do?

- I want to enter the hourly rate. Use the **Hourly Rate** field to enter the amount the employee will earn per hour.
- I want to use the annual wage to calculate the hourly rate. Use the **Annual Wage** field to enter the amount the employee will earn per year. Then, if you have not already entered the Estimated Annual Hours, fill in the number of hours the employee is expected to work per year. The routine will calculate the hourly rate for you.

Include on W-2 Form

A *W-2 Form* is the form that an employer sends to the employee and the IRS at the end of the year. The *W-2 Form* reports the employee's annual wages and taxes withheld from the employee's paycheck. Use *Include on W-2 Form* to select the checkboxes that will be selected on the employee's *W-2 Form*. Use the instructions on the *W-2 Form* at [irs.gov](https://www.irs.gov) to determine how to fill in this section.

A *statutory employee* is an individual that runs their own business but is treated like a hired employee for tax purposes.

A *retirement plan* refers to a qualified retirement plan.

Third party sick pay is a disability insurance benefit that provides employees with partial or full wage benefit payments while on long-term medical leave. The payments are not made through the employer, but through an insurance company, union plan, or state temporary disability plan.

Employee number

The *employee number* is a unique number that is assigned to an employee record.

Employee contact information

The *contact information* is the address, telephone number, and email address.

Employee marital status

The *marital status* refers to an employee's legal standing as married or single. Use *S* for single, *M* for married, *D* for divorced, or *W* for widowed.

Employee type

An *employee type* defines the accounting behavior, including tax status, for the employee.

What is the employee type?

- 1099 - report distributions from retirement plans, contractors, interest income, dividends, etc.
- 941 -
- 945 - report withheld federal income tax from non-payroll payments.

Estimated annual hours

The *annual hours* is the number of hours worked during a calendar year. Use *Estimated Annual Hours* to enter the number of hours that you expect the employee to work during a calendar year. For example, Jane works 40 hours a week. When she fills in this field she calculates 40 hours per week x 52 weeks and enters 2080 as the estimated annual hours.

How many hours do you expect the employee to work in a calendar year?

Use the **Estimated Annual Hours** field to enter the number of hours.

Job position and class

A *job position* is the title assigned to the employee's job. For example, the job position for the individual that runs the city is the City Manager.

The *job class* defines and describes the duties and responsibilities of a job position.

The light blue background means the field is a self-validating field, in other words, you can use the items listed in the drop-down list, or you can add a new item.

Maiden name

A woman's maiden name, also known as a birth name, is the family name that she uses before she is married.

Mail check

A *check* is a written document that directs a bank to pay money as instructed. Use *Mail Check* to mail the employee's paycheck.

Do you want to mail the employee's paycheck?

- Yes, send the employee's paycheck by mail. Click to select **Mail Check**.
- No, do not send the employee's paycheck by mail. For example, use this option if the employee will pick up a paycheck or use direct deposit. Click to deselect **Mail Check**.

Pay codes

A *pay code* is an account in payroll that records hours worked for an activity. The *Pay Codes* tab displays the pay codes that the employee is subject to. Use the options on Pay Codes tab to add, remove, or edit pay codes on the employee level.

When you make changes to the pay code on the employee level, the changes will be saved in the employee's file. None of the changes that are made on the employee level will change the original pay code that is stored in the Pay Code table.

Pay Code	Employee ARP	Employee Pay Period Amt/Rate	Monthly Pay Periods 1-5	Employer ARP
1-00 Regular	GR 100.0000 %A	125.0000	A	.0000
74-00 Soc Sec	SS -4.2000 %A	-5.2500	A A A A A	6.2000 %A
75-00 Medicare	MD -1.4500 %A	-1.6125	A A A A A	1.4500 %A

Select pay codes

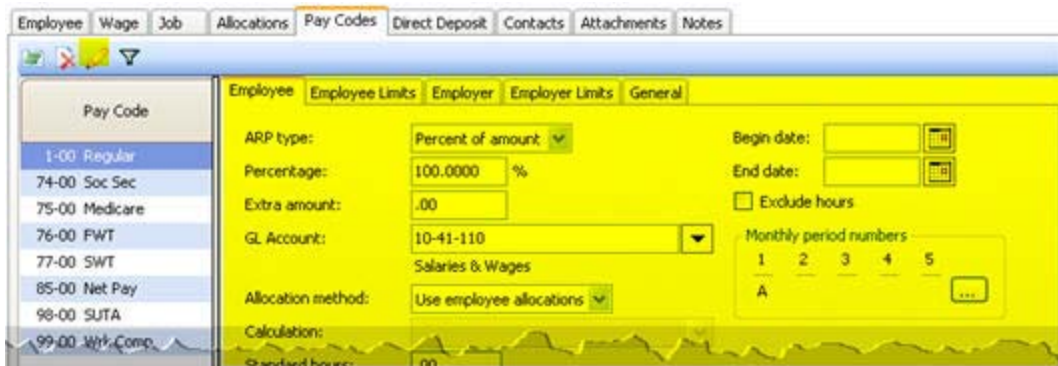
Use *Select Pay Codes* to add or remove pay codes from the employee's record.

Delete selected pay code

Click to select a pay code from the grid on the Pay Codes tab. Then, click **Delete Selected Pay Code** to remove it.

Toggle pay code detail display

You can view the Pay Code grid or click **Toggle Pay Code Detail Display** to view and edit the pay code detail. Remember, the changes that you make to a pay code in the employee's record will only be saved for the current employee. If you need to make global changes to a pay code use Organization > Pay Codes.



If you need more information to fill in the form, click [here](#) to view a list of definitions. The definitions are shown in alphabetical order.

Show only employees with the selected pay codes

Use *Show Only Employees with the Selected Pay Codes* to filter the list of employees. First, click to select a pay code from the grid on the Pay Codes tab. Then, click **Show Only Employees**.

Pay grade

The *pay grade* is part of the pay schedule, or pay scale, that corresponds to level of responsibility and requirements to fill the job. See *Pay Schedule*.

Pay period frequency

A *pay period* is the interval in which you choose to pay your employees. For example, weekly, semi-monthly, monthly, quarterly, or annually. The *pay period frequency* is the number of pay periods that occur during a unit of time. For example, once each month, once each quarter, and once a year are examples of commonly used frequencies.

How often will the employee be paid?

- Annual - pay once a year.
- Biweekly - pay every two weeks.
- Daily - pay once each day.
- Monthly - pay once a month.
- None - pay as needed.
- Quadweekly - pay every four weeks.
- Quarterly - pay once every three months.
- Semi-annual - pay once every six months.
- Semi-monthly - pay twice a month.
- Weekly - pay once a week.

Pay schedule

A *pay schedule*, also known as a pay scale, is a document that defines how much an employee can earn for a given job. The *pay grade* corresponds to level of responsibility and requirements to fill the job. While the *pay step* refers to the monetary incentive to reward the employee for work well done or length of service.

Schedule: Hourly Employees

Pay Schedule Grades Steps

Schedule: Hrly Amount/Rate: Hourly rate

Description: Hourly Employees

Grade	Step			
	1	2	3	4
C Grd	6.0000	6.5000	7.0000	7.5000
Clerk	10.5000	11.0000	11.5000	12.0000
Ln 1	12.0000	12.5000	13.0000	13.5000
Ln 2	13.0000	14.0000	15.0000	16.0000
M Rdr	10.0000	10.5000	11.0000	12.0000
Maint	8.0000	8.5000	9.0000	9.5000
Recp	9.0000	9.5000	10.0000	10.5000
Ult	13.0000	13.5000	14.0000	14.5000

Pay step

The *pay step* is part of the pay schedule, or pay scale, that defines the monetary incentive to reward the employee for work well done or length of service. See *Pay Schedule*.

Payroll type

The *payroll type* refers to the method of payment. For example, Hourly or Salary. The light blue background means the field is a self-validating field, in other words, you can use the items listed in the drop-down list, or you can add a new item.

Show manual allocations

See *Allocations*.

Spouse first name and birth date

If the Employee Marital Status is married (M), use this section to fill in the spouse's name and birth date.

Social Security number

A *Social Security number* is a unique number assigned to each individual that can work legally in the United States.

What is the Social Security number?

Use the **Social Security Number** field to enter a nine-digit number. Do not key dashes. Example: 555555555

Start date

The *start date* is the first day an employee performs services for pay, in other words, the first day of work. The employer uses the start date as the first day to begin withholding income tax.

Status

The *status* refers to the condition of employment in time worked. For example, an employee that works 40 hours a week is a *full-time* employee. An employee that works 20 hours a week is a *part-time* employee. While an individual that only works when needed is a *contract* or *temporary* employee.

The light blue background means the field is a self-validating field, in other words, you can use the items listed in the drop-down list, or you can add a new item.

Subject to

When an employee earns wages, he must pay taxes on the earned wages, in other words, the employee is *subject to* tax. The *Subject To* grid displays a list of pay codes that deduct amounts from the employee's paycheck.

SUTA type

SUTA, State Unemployment Tax Authority, is an unemployment tax an employer pays into the unemployment fund that an employee can draw from when he or she is unemployed. The *SUTA Type* refers to the employee's status as exempt, regular, or seasonal.

Termination date

When an employee is terminated, you enter the termination date in the employee's file. The *termination date* prevents users from using the terminated employee record to create transactions, for example, to calculate paychecks, benefits, leave time, and so on.

WC class code

A *WC class code* is a three or four digit code assigned by the Workers Compensation organization. Class codes describe different employee job duties and responsibilities. The WC Class Code drop-down list includes the class codes for the selected work state.

Work state and site

The *work state* is the name of the state where the employee is employed. The *work site* is the name of the location where the employee is employed.

Troubleshooting

How do I add a social security number that starts with zero?

Enter the social security number without entering any dashes (-). Press **Enter** and the system will accept the social security number and it will add the preceding zero.

Why do I get a warning message when I enter a social security number?

The social security number field requires the entry of a nine-digit social security number; omit dashes, etc.

Why don't social security and medicare calculate on a new employee?

Social security and medicare do not calculate on a new employee when the employee's record has not been set up correctly.

1. Open Payroll > Employees > Modify Existing Employees.
2. Go to the Pay Codes tab.
3. Click **Add Pay Codes** and select the Social Security and Medicare pay codes.
4. Recalculate the employee's paycheck and benefits.

How do I create a report for terminated employees?

1. Open Reports > Table Lists.

2. Select a table list that prints employee information or create a table list for this purpose.
3. Double-click the column heading labeled "Column" in the Selection Criteria grid. Next, double-click Employee.Termination Date to move it to the Selected Columns list. Click **OK**.
4. When the Employee.Termination Date field displays in the Selection Criteria grid, double-click **ALL**.
The Values Entry form displays.
5. Click **Operators** and select **Is Not Null**.
6. Click **OK**.
7. Click **Save**.

Calculate Rate Changes

A *rate* is a charge, payment, or price fixed according to a ratio, scale, or standard. When the ratio, scale, or standard changes, you can run *Calculate Rate Changes* to increase or decrease a pay code or hourly rate by a percentage.

Note: If the employee is tied to a pay schedule, you must modify the pay schedule, not the hourly rate, to adjust the pay rate.

Calculate rate changes

1. Open **Clarity Payroll > Employees > Calculate Rate Changes**.
2. What do you want to do?
 - I want to change the hourly rate. Click to select **Hourly Rate**. Fill in the Rate Change.
 - I want to change a pay code. Click to select **Pay Codes**. Use the Pay Codes field to select the pay code to update.
3. Now, click **GO** (Ctrl+G).

Pay codes

If you are updating a pay code, complete this section. A *pay code* is an account in payroll that records hours worked for an activity.

What do you want to do?

- I want to add pay codes to the Pay Codes list. Click **Select**. This field will only be available if the Update method is Pay Codes. Now, move the pay codes to the Selected Pay Codes list. Click **OK**.
- I want to remove pay codes from the Pay Codes list. Click **Select**. Now, move the pay codes to the Available Pay Codes list. Click **OK**.

Print report only

Use *Print Report Only* to print a report that will show you the transactions that will be created by this routine without actually creating any transactions.

Do you want to update transactions or print a report?

- I want to print a report. Select the **Print Report Only** checkbox. The routine will print the transactions that will be updated as a report. This option will not update any transactions. It's a good option to use to make sure the transactions that will be posted are correct.
- I want to update transactions. Leave blank the **Print Report Only** checkbox. The routine will create and save transactions.

Rate change

The *rate change* is the percent to increase or decrease the current rate. For example, the city authorizes a 5% pay increase for all hourly employees. Jane uses this option to increase the hourly rate by 5%. For example, if an employee earns \$10.00 per hour, then this routine will calculate $10 \times 0.05 = 0.50$. Next the routine adds the current hourly rate to the calculated amount, like this $0.50 + 10.00 = 10.50$. Now, the new hourly rate for the current employee is 10.50.

What is the rate change?

- I want to increase the rate. Use the **Rate Change** field to enter a percent. Do not key the decimal. Example: 10
- I want to decrease the rate. Use the **Rate Change** field to enter a percent, then enter the minus (-) sign. Do not key the decimal. Example: 10-

Selection criteria

In Caselle, the *Selection Criteria* allows you to choose which information to include in routines and reports and display in transaction grids.

Update

Use *hourly rate* to use the hourly rate that is stored in the employee's file. Use *pay codes* to increase or decrease the amount recorded in the selected pay codes.

What do you want to update?

- I want to change the hourly rate. Click to select **Hourly Rate**.
- I want to change the pay codes. Click to select **Pay Codes**.

Delete Inactive Employees

When an employee's record is no longer required, you can delete the entire record, including summary records, from Payroll. Use *Delete Inactive Employees* to delete records by employee number or you can select terminated employees.

WARNING! Deleting an employee's record is permanent. There is no undo to restore the deleted record.

Delete inactive employees

1. Open **Clarity Payroll > Employees > Delete Inactive Employees**.
2. Fill in the options.
3. Click **GO** (Ctrl+G).

Delete terminated employees

A *terminated employees* is an employee record that has a date recorded in the Termination Date field (Modify Existing Employees > Job tab > Job subtab).

What do you want to do?

- I want to delete inactive employees. Click to deselect **Delete Terminated Employees**.
- I want to delete inactive employees and terminated employees. Click to select **Delete Terminated Employees**. Then, enter a date in the **Terminated Prior To** field.

Selection criteria

In Caselle, the *Selection Criteria* allows you to choose which information to include in routines and reports and display in transaction grids.

Employee Compensation Report

Compensation is payment to unemployed or injured workers. Use the *Employee Compensation Report* to list employee wage and benefit amounts.

Print an Employee Compensation Report

1. Open **Clarity Payroll > Reports > Employee Compensation Report**.
2. Select a report title.
3. Fill in the report options.
4. Click **Print** (Ctrl+P).

Include check numbers

A *check number* is a unique number that is assigned to each check. Use this option to add the check number for the check that paid the compensation amount to the employee.

Do you want to include check numbers?

- Yes, include them. Click to select **Include Check Numbers**.
- No, do not include them. Click to deselect **Include Check Numbers**.

Include employee amounts

Employee amounts includes wage amounts for pay codes that report gross and fringe benefits.

Do you want to include employee amounts?

- Yes, include employee wage amounts. Click to select **Include Employee Amounts**.
- No, do not include employee wage amounts. Click to deselect **Include Employee Amounts**.

Include employer paid amounts

An *employer paid amount* includes benefit amounts for employer-paid pay codes.

Do you want to include employer paid amounts?

- Yes, include amounts for employer-paid benefits. Click to select **Include Employer Paid Amounts**.
- No, do not include amounts for employer-paid benefits. Click to deselect **Include Employer Paid Amounts**.

Include terminated employees

A *terminated employee* is an employee who has a date recorded in the Termination field in the employee's record.

Do you want to include employees that have been terminated?

- Yes, I want to include terminated employees. Click to select **Include Terminated Employees**.
- No, I do not want to include terminated employees. Click to deselect **Include Terminated Employees**.

Report dates

Report Dates is the report date range.

Do you want to use the current pay period as the report date range?

- Yes, I want to use the current pay period. Continue to the next step.
- No, I want to use a different pay period. Change the Report Date, or click **Advanced Options**.

Report style

Use the *report style* to select how much information will print on the report. The *detail* refers to the small elements, or pieces, that make up a transaction. Use a *summary* to add up the selected transactions and post the amount as a single line on the report.

What do you want to do?

- Print each transaction on the report. Use the **Report Style** drop-down list to select **Detail**.
- Add up the transactions and print the total on the report. Use the **Report Style** drop-down list to select **Summary**.

Employee Inquiry

You can view the contents of the Employee Table in Inquiry or you can select a report by the type of information included in it. In Inquiry, Payroll displays information from the employee record. While you can view information in Inquiry, you cannot edit it.

Quarterly

- Show transactions by quarter. Click the Quarterly tab.
- In the Display area: Select a quarter or year totals.
- In the Year field: Select the year to display.
- In the Summarize By area: Click an option to summarize transactions by category, type, or pay code.
- In the Amount Type area: Click the Employee option to display employee amounts. Select the Employer option to display employer amounts.

Monthly

- Show transactions by quarter. Click the Quarterly tab.
- In the Display area: Select a quarter or year totals.
- In the Year field: Select the year to display.
- In the Summarize By area: Click an option to summarize transactions by category, type, or pay code.

- In the Amount Type area: Click the Employee option to display employee amounts. Select the Employer option to display employer amounts.
- Show transactions by month. Click the Monthly tab.
- In the Year area: Click Calendar to show months based on the calendar year end. Click Fiscal to show months based on the fiscal year end.
- In the Year field: Select the year to display.
- In the Summarize By area: Click an option to summarize transactions by category, type, or pay code.
- In the Amount Type area: Click the Employee option to display employee amounts. Click the Employer option to display employer amounts.

Pay period

- Show transactions by pay period. Click the Pay Period tab.
- To view the pay period transaction summary, click the Summary subtab.
- To view the pay period transaction detail, click the Detail subtab.
- In the Amount Type area: Click the Employee option, and then select Dates or Check Numbers. Select the Employer option to display employer amounts.

Gross

- Show transactions for gross type pay codes. Click the Gross tab.

Leave time

- Show transactions for leave time type pay codes. Click the Leave Time tab.

Employees

- Show employee information. Click the Employee tab.
- To view general employee information: Click the General subtab.
- To view the additional fields not included on the General subtab: Click the Detail subtab. Right-click on the Detail area to select columns for viewing.

Attachments

- To view attachments: Click the Attachments subtab.

Employee List

An *employee* is any individual that performs services for an employer. Use *Employee List* to print the following information:

- Employee name, contact information, and identification
- Department and job position
- Paycheck options
- Retirement information
- Wage information
- SUTA and allocations
- Employee pay code information

Do this...

1. Open **Clarity Payroll > Reports > Employee List**.
2. Select a report title.
3. Do you want to include all employees?
 - Yes, include all employees. Set the value for Employee.Employee Number to **All**.
 - No, let me select the employees to include. Double-click **All**, located next to Employee.Employee Number. Then, use the Values form to enter the employee number or numbers. Use a comma (,) to separate each number. Use a dash (-) to separate a range. Click **OK**.
4. Click **Print** (Ctrl+P).

Pay Schedules

A *pay schedule*, also known as a pay scale, is a document that defines how much an employee can earn for a given job. The *pay grade* corresponds to level of responsibility and requirements to fill the job. While the *pay step* refers to the monetary incentive to reward the employee for work well done or length of service.

Add a pay schedule

1. Open **Clarity Payroll > Organization > Pay Schedule**.
2. Click **New** (Ctrl+N).
3. Use the options on the Pay Schedule tab to fill in the Schedule, Amount/Rate, and Description.
4. Use the options on the Grades tab to add the pay grades to the schedule.
5. Use the options on the Steps tab to add the pay steps to the schedule.
6. Click **Save** (Ctrl+S).

Change properties on an existing pay schedule

1. Open **Clarity Payroll > Organization > Pay Schedule**.
2. Use the Lookup bar to enter a pay schedule name. Press **Enter**.
3. Now, update the pay schedule properties.

Delete a pay schedule

1. Open **Clarity Payroll > Organization > Pay Schedule**.
2. Use the Lookup bar to enter a pay schedule name. Press **Enter**.
3. Click **Delete** (Ctrl+D).

Calculate the pay schedule

After you make any changes to the information on the Grades or Steps tab, click **Calculate** to refresh the values in the Pay Schedule.

Update new amounts and rates to employee records

1. Open **Clarity Payroll > Organization > Pay Schedule**.

2. Use the Lookup bar to enter a pay schedule name. Press **Enter**.

3. Next, click **Update Employees**.

Amount/rate

Use *Amount/rate* to calculate the pay schedule based on an annual amount or an hourly rate. The *annual amount* is the amount paid to the employee during a calendar year. While the *hourly rate* is the amount the employee is paid per hour.

What do you want to do?

- I want to use the amount paid to the employee during a calendar year. Click the Pay Schedule tab. Then, use **Amount/rate** to select **Annual Amount**.
- I want to use the amount paid to the employee per hour. Click the Pay Schedule tab. Then, use **Amount/rate** to select **Hourly Wage**.

Description

A *description* is a word or phrase that describes the character or features of the pay schedule, grade, or step.

What is the description?

Use the **Description** field to enter a word or phrase.

Grade

The *Grade* is a unique name to the pay grade.

Grades

The *pay grade* is part of the pay schedule, or pay scale, that corresponds to level of responsibility and requirements to fill the job.

Schedule: Hourly Employees

Pay Schedule | **Grades** | Steps

Grade	Description
C Grd	Crossing Guard
Clerk	Utility Clerk
Ln 1	Lineman - Journey
Ln 2	Lineman - Certified
M Rdr	Meter Reader
Maint	Maintenance - Pub
Recp	Receptionist/Cashi
Util	Utility Worker

Grade: C Grd

Description: Crossing Guard

Steps:

1	2	3	4
6.0000	6.5000	7.0000	7.5000

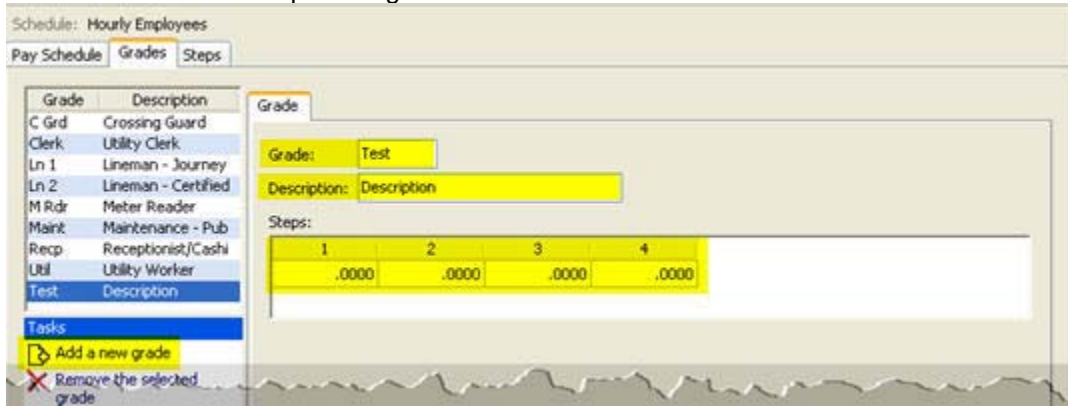
Tasks

Add a new grade

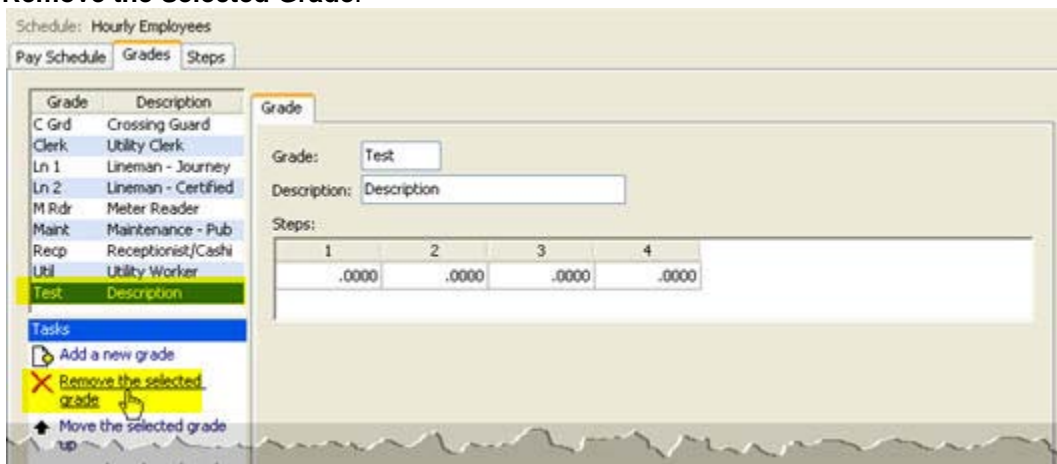
What do you want to do?

- I want to add a new grade. On the Grades tab, click **Add a New Grade**. Use the New Grade form to assign a title to the grade. Click **OK**. Next, use the table in the Steps area to fill in the

amount/rate for each step in the grade.



- I want to remove a grade. On the Grades tab, click to select a grade from the Grades list. Click **Remove the Selected Grade**.



- I want to change the display order. On the Grades tab, click to select a grade from the Grades list. Click **Move the Selected Grade Up/Down**. Keep clicking until the grade appears in the right place in the Grades list.

Schedule

The *schedule* is a unique name that is assigned to the pay schedule.

Step

The *step* is a unique name that is assigned to a pay step in a pay schedule.

Steps

The *pay step* refers to the monetary incentive to reward the employee for work well done or length of service.

Schedule: Administration/Supervisor

Pay Schedule Grades Steps

Step	Description
1	Entry
2	Junior
3	Intermediate
4	Senior

Step: 1
Description: Entry

Grade	Amount
C Mgr	40,000.00
Coun	1,500.00
Dir	32,000.00
Mayor	4,500.00
Supvr	31,000.00
Treas	30,000.00

Tasks

- Add a new step
- Remove the selected step
- Move the selected step up
- Move the selected step down

What do you want to do?

- I want to add a new step. On the Steps tab, click **Add a New Step**. Use the New Step form to assign a name. Click **OK**. Now, enter the description, and the amount to pay for each grade at the selected step.
- I want to remove a step. On the Steps tab, click to select a step from the Steps list. Then, click

Schedule: Administration/Supervisor

Pay Schedule Grades Steps

Step	Description
1	Entry
2	Junior
3	Intermediate
4	Senior

Step: 1
Description: Entry

Grade	Amount
C Mgr	40,000.00
Coun	1,500.00
Dir	32,000.00
Mayor	4,500.00
Supvr	31,000.00
Treas	30,000.00

Tasks

- Add a new step
- Remove the selected step
- Move the selected step up
- Move the selected step down

Remove the Selected Step.

- I want to change the display order. On the Steps tab, click to select a step from the Steps list. Click **Move the Selected Step Up/Down**. Keep clicking until the step appears in the right place in the Steps list.

Payroll History

Use the *Payroll History* to summarize paychecks by pay code for each employee.

Print Payroll History

- Open **Clarity Payroll > Employees > Payroll History**.
- Select a report title.
- Fill in the report options.
- Click **Print** (Ctrl+P).

Include range totals

Use *Include Range Totals* to add the pay code amounts for the dates in the date range and print it on the report.

Anycity Corporation		Payroll History - by Calendar Year						Page: 28						
		Check Issue Dates: 1/1/2012 to 12/31/2012						Oct 04, 2012 03:40PM						
Date	Check Number	M	Hours	Gross / Expense		Taxes		Deductions		Net / Info				
				PC Type	Amount	PC Type	Amount	PC Type	Amount	PC Type	Amount			
Grand Totals: Range Totals														
	12,983.25	1-00		GR	171,049.62	74-00	SS	7,320.46	40-00	R	2,268.52	85-00	N	143,221.56
	29.50	2-00		GO	523.72	75-00	MD	2,527.33	85-00	D	1,907.00			
	314.00	3-00		GR	1,308.00	76-00	FW	10,628.79						
	191.00	4-00		GR	743.75	77-00	SW	6,422.95						
	39.75	9-00		GR	671.52									
	13,557.50				174,296.61			26,899.53			4,175.52			143,221.56
Grand Totals: 2012 Year-to-Date Totals														
	12,983.25	1-00		GR	171,049.62	74-00	SS	7,320.46	40-00	R	2,268.52	85-00	N	143,221.56
	29.50	2-00		GO	523.72	75-00	MD	2,527.33	85-00	D	1,907.00			
	314.00	3-00		GR	1,308.00	76-00	FW	10,628.79						
	191.00	4-00		GR	743.75	77-00	SW	6,422.95						
	39.75	9-00		GR	671.52									
	13,557.50				174,296.61			26,899.53			4,175.52			143,221.56

Do you want to print range totals?

- Yes, print range totals. Click to select **Include Range Totals**.
- No, do not print range totals. Click to deselect **Include Range Totals**.

Include year-to-date totals

This is the sum of each pay code from the beginning of the year (1/1/YYYY) through the current date.

Do you want to print year-to-date totals?

- Yes, print year-to-date totals. Click to select **Include Year-to-Date Totals**.
- No, do not print year-to-date totals. Click to deselect **Include Year-to-Date Totals**.

Report dates

Report Dates is the report date range.

Do you want to use the calendar year as the report range?

- Yes, I want to use the calendar year. Continue to the next step.
- No, I want to use a different date range. Change the Report Date, or click **Advanced Options**.

Payroll Prelist Worksheet

Print a *Payroll Prelist Worksheet* to print a list of employees eligible to receive a paycheck during a pay period. Use the Payroll Prelist Worksheet during the pay period to record leave time used, one time only additional miscellaneous pay, and deductions, overtime hours worked, etc.

Employee		Department	Job Class	Subject to Retirement	EIC Status	Fx	Federal Status	Sx	State Status	Payroll Type	Pay Period Frequency
<p>Anycity Corporation Payroll Prelist Worksheet - by Department Page: 1 Pay Period Dates: 4/10/2012 to 4/23/2012 Oct 04, 2012 04:24PM</p> <p>Report Criteria: Employee Termination date = (IS NULL)</p>											
Administration											
Morris, Sharon											
15 Administration No 1 Single - FWT 1 Single - Utah Hourly Biweekly GL Allocation: 10-44-000 40.00% GL Allocation: 10-42-000 60.00%											
1-00	Regular	80.00hr	100.0000	%H	[9.50]				150.0000	%H	[14.25]
3-00	Vacation		100.0000	%H	[9.50]				100.0000	%H	[9.50]
7-00	Holiday		100.0000	%H	[9.50]				.0000	\$A	[.00]
65-00	Crdt Union		50.0000	-\$A	[50.00-]				4.2000	-\$A	[31.9200-]
75-00	Medicare		1.4500	-\$A	[11.0200-]				.0000	CA	[.00]
77-00	SWT		.0000	CA	[.00]				.0000	\$A	[.00]
90-00	Retirement		.0000		[.00]				.0000		[.00]
92-00	LTD Ins		.0000		[.00]				.0000		[.00]
99-00	Wk Comp		.0000		[.00]				.0000		[.00]
Rockford, Julie M											
10 Administration Yes 2 Married - FW 2 Married - Uta Salary Biweekly GL Allocation: 51-80-000 10.00% GL Allocation: 10-44-000 90.00%											
1-00	Regular	80.00hr	100.0000	-\$A	[1,176.923]				.0000	\$A	[.00]
4-00	Sick Leave		.0000	\$A	[.00]				.0000	\$A	[.00]
8-00	Misc Pay		.0000	\$A	[.00]				.0000	\$A	[.00]
40-00	401-K Ded		125.0000	-\$A	[125.00-]				4.2000	-\$A	[49.4308-]
75-00	Medicare		1.4500	-\$A	[17.0654-]				.0000	CA	[.00]
77-00	SWT		.0000	CA	[.00]				.0000	\$A	[.00]
90-00	Retirement		.0000		[.00]				.0000		[.00]
92-00	LTD Ins		.0000		[.00]				.0000		[.00]
99-00	Wk Comp		.0000		[.00]				.0000		[.00]
Smith, Jacob S											
5 Administration Yes 7 Married - FW 7 Married - Uta Salary Biweekly GL Allocation: 53-80-000 30.00% GL Allocation: 10-44-000 70.00%											
1-00	Regular	80.00hr	100.0000	-\$A	[1,538.481]				.0000	\$A	[.00]
4-00	Sick Leave		.0000	\$A	[.00]				.0000	\$A	[.00]
8-00	Misc Pay		.0000	\$A	[.00]				.0000	\$A	[.00]
40-00	401-K Ded		5.0000	-\$A	[76.923 (-)]				200.0000	-\$A	[200.00-]

Print Payroll Prelist Worksheet

1. Open **Clarity Payroll > Reports > Payroll Prelist Worksheet.**
2. Select a report title.
3. Fill in the report options.
4. Click **Print (Ctrl+P).**

Blank lines between employees

This option prints a blank line between employee records to make the list easier to read. You can increase the distance between records by increasing the number of printed blank lines.

What do you want to do?

- I want to separate records with a blank line.
- I want do not want to separate records with a blank line.

Include employee allocations

Employee allocations refer to the GL accounts and the percentage that is distributed into the funds for the employee. Example: 53-80-000, 30.00% and 10-44-000, 70.00%.

Clarity Payroll

Employee Name	Employee Number	Department	Job Class	Subject to Retirement	EIC Status	Fx	Federal Status	Sx	State Status	Payroll Type	Pay Period Frequency
Administration											
Morris, Sharon											
15 Administration											
GL Allocation: 10-44-000			40.00%			GL Allocation: 10-42-000			60.00%		
1-00	Regular	80.00hr	100.0000	%H	[9.50]				150.0000	%H	[14.25]
3-00	Vacation		100.0000	%H	[9.50]				100.0000	%H	[9.50]
7-00	Holiday		100.0000	%H	[9.50]						
65-00	Crit Union		50.0000	\$A	[50.00]				4.2000	%A	[31.9200]
75-00	Medicare		1.4500	%A	[11.0200]				.0000	CA	[.00]
77-00	SWT		.0000	CA	[.00]				.0000	\$A	[.00]
90-00	Retirement		.0000		[.00]				.0000		[.00]
92-00	LTD Ins		.0000		[.00]				.0000		[.00]
99-00	Wk Comp		.0000		[.00]				.0000		[.00]

What do you want to do?

- I want to include employee allocations. Click to select **Include Employee Allocations**.
- I do not want to include employee allocations. Click to deselect **Include Employee Allocations**.

Include employee information

Employee information includes the employee's retirement status, Earned Income Credit status, Federal exemptions and status, state exemptions and status, payment type, and frequency.

Employee Name	Employee Number	Department	Job Class	Subject to Retirement	EIC Status	Fx	Federal Status	Sx	State Status	Payroll Type	Pay Period Frequency
Administration											
Morris, Sharon											
		15 Administration		No			1 Single - FWT	1	Single - Utah	Hourly	Biweekly
1-00	Regular	80.00hr	100.0000	%H	[9.50]				150.0000	%H	[14.25]
3-00	Vacation		100.0000	%H	[9.50]				100.0000	%H	[9.50]
7-00	Holiday		100.0000	%H	[9.50]						
65-00	Crit Union		50.0000	\$A	[50.00]				4.2000	%A	[31.9200]
75-00	Medicare		1.4500	%A	[11.0200]				.0000	CA	[.00]
77-00	SWT		.0000	CA	[.00]				.0000	\$A	[.00]
90-00	Retirement		.0000		[.00]				.0000		[.00]
92-00	LTD Ins		.0000		[.00]				.0000		[.00]
99-00	Wk Comp		.0000		[.00]				.0000		[.00]

Do you want to include employee information?

- Yes, I want to add employee information. Click to select **Include Employee Information**.
- No, I do not want to add employee information. Click to select **Include Employee Information**.

Report dates

Report Dates is the report date range.

Do you want to use the current pay period as the report date range?

- Yes, I want to use the current pay period. Continue to the next step.
- No, I want to use a different pay period. Change the Report Date, or click **Advanced Options**.

Benefits

Benefits Register – Detail

Print this report to

- Verify benefit pay codes and transactions.
- Ensure the Accounts Payable invoice for benefit amounts matches the employer's contribution.
- Check for GL accounts with zero amounts.

Note: The report will subtotal amounts by fund at the end of the report.

Print Benefits Register – Detail

1. Open **Clarity Payroll > Employees > Benefits Register – Detail**.
2. Select a report title.
3. Fill in the report options.
4. Click **Print** (Ctrl+P).

Pay codes

A *pay code* is an account in payroll that records hours worked for an activity. The highlighted items in the *Pay Codes* field are the pay codes that will be included on the report.

What do you want to do?

- I want to select a pay code. Click to select a pay code.
- I want to select more than one pay code. Press and hold **Ctrl**, while holding down the **Ctrl** key, click to select each pay code.

Report dates

Report Dates is the report date range.

Do you want to use the current month as the report date range?

- Yes, I want to use the current month. Continue to the next step.
- No, I want to use a different date range. Change the Report Date, or click **Advanced Options**.

Summarize pay code by GL accounts

Use *summarize* to reduce the pay code detail into a summary balance by GL accounts. When this option is selected, the report will summarize pay code information when two or more lines reference the same pay code, debit account, and credit account.

Do you want to summarize pay codes by GL accounts?

- Yes, summarize pay codes by GL accounts. Click to select **Summarize Pay Code By GL Accounts**.
- No, include pay code detail by GL account. Click to deselect **Summarize Pay Code By GL Accounts**.

Benefits Register – Summary

Use the *Benefits Register – Summary* to print the employee number, name, and Social Security number. Adding a Benefit Amount column on the Columns tab will print one column for each active pay code. The column will contain the corresponding benefit amounts for each pay code.

Print Benefits Register – Summary

1. Open **Clarity Payroll > Employees > Benefits Register – Summary**.
2. Select a report title.
3. Select the report date range.
4. Click **Print** (Ctrl+P).

Calculate Benefit Amounts

Run this routine to compute Social Security, Medicare, health insurance, retirement, etc. Note: If a benefit is recorded as taxable income, you may want to check the benefit pay code to ensure the benefit is computing and recording the benefit correctly.

Calculate benefit amounts

1. Open **Clarity Payroll > Employees > Calculate Benefit Amounts**.
2. Fill in the pay period range, journal, and pay codes.
3. Click **GO** (Ctrl+G).

Beginning/ending pay period

This is the *date range* the system will use to select entries. Use the *Beginning Pay Period* to select the first period in the range. Use the *Ending Pay Period* to select the last period in the range.

Current pay period

The *current period* is the period the system will use to record transactions.

Journal

The *journal* is the place where you will record transactions for calculated benefit amounts.

In which journal do you wish to create transactions for calculated benefit amounts?

- I know the journal code. Use the **Journal** drop-down list to select a journal code.
- Help me find the journal code. Click **Search**. Use the **Search** form to find the journal code.

Pay code

A *pay code* is an account in payroll that records hours worked for an activity. The highlighted items in the *Pay Codes* field are the pay codes that will be included on the report.

What do you want to do?

- I want to select a pay code. Click to select a pay code.
- I want to select more than one pay code. Press and hold **Ctrl**, while holding down the **Ctrl** key, click to select each pay code.

Period number

A *pay period* is the interval in which you choose to pay your employees.

Selection criteria

In Caselle, the *Selection Criteria* allows you to choose which employees to include in the routine.

Enter Benefit Adjustments

A *benefit* is a service such as health insurance or right, leave time for example, that an employer provides to an employee in addition to wages. If benefits are computed or entered incorrectly, use *Enter Benefit Adjustments* to record the correct amount.

Enter benefit adjustment

1. Open **Clarity Payroll > Employees > Enter Benefit Adjustments**.
2. Fill in the options on the form.
3. Press **Enter** to move through the remaining fields and save the transaction.

Delete a benefit adjustment

1. Open **Clarity Payroll > Employees > Enter Benefit Adjustments**.
2. Use the same Check Issue Date as the date the adjustment was recorded.
3. Now, click **Delete** (Ctrl+D). Fill in the options on the Delete form. Click **OK**.

Amount

Use *Amount* to enter the adjustment amount.

Check issue date

The *check issue date* is the date the check was issued. The routine will use this date to record the adjustment transaction.

Credit account

A *GL account* is an account in the General Ledger that records credits.

Current pay period

The *current period* is the period the system will use to record transactions.

Debit account

A *GL account* is an account in the General Ledger that records debits.

Employee

An *employee* is any individual that performs services for an employer. Use the *Employee* field to enter the employee name or number. Click the Employee menu to view additional options.

GL activity

A *GL Activity* refers to a user-defined code that is created in Clarity General Ledger for reporting resources and transactions. The GL activity code can report on subsystems that are interfaced to the

Clarity General Ledger. This interface provides an efficient means of tracking and reporting on a GL activity code.

Job number

A *job number* refers to a user-defined code that is created in Clarity Project Accounting for reporting resources and transactions associated with a specific job. You can use a job number to manage transactions created in Clarity General Ledger and the Clarity Project Accounting Suite, which includes Project Accounting, Materials Management, and Asset Management.

Journal

The *journal* is the place where you will record transactions for benefit adjustments.

Pay code

A *pay code* is an account in payroll that records hours worked for an activity. Use *Pay Code* to enter the pay code number that belongs to the benefit that is being adjusted. Use the Pay Code menu, located at the end of the Pay Code field, to view additional options.

Period number

A *pay period* is the interval in which you choose to pay your employees. For example, weekly, semi-monthly, monthly, quarterly, or annually.

Reference number

The *reference number* is the number that is assigned to the transaction. The application uses the check issue date and the reference number to organize transactions.

Transaction grid

The *transaction grid* displays the adjustments that have been recorded for the selected employee.

Third Party Sick Pay

Third party sick pay is a disability insurance benefit that provides employees with partial or full wage benefit payments while on long-term medical leave. The payments are not made through the employer, but through an insurance company, union plan, or state temporary disability plan.

Use the instructions in this help topic to set up a Third Party Net Pay Code and/or Sick Pay Code to record disability payments from a third party provider. This is a two step process. First, set up the pay code for Third Party Sick Pay. Then, add the Third Party Sick Pay pay code to the employee who will receive payments from a third party.

First, add a pay code for Third Party Sick Pay

Set up a *pay code* that records amounts for sick pay that is received from a third party other than the employer.

Do this...

1. Open **Clarity Payroll > Organization > Pay Codes**.
2. Does a pay code for third party sick pay exist?
 - Yes, the pay code exists. Use the Lookup bar to enter a pay code and sub code.
 - No, the pay code does not exist. Click **New** (Ctrl+N) to add a new pay code.
3. On the Employee tab > Employee subtab, click to select **Third Party**.

4. On the Employer tab > Employer subtab, click to select **Third Party**.

5. Click **Save** (Ctrl+S).

Second, add the Third Party Sick Pay to the employee record

Look up the employee record for the employee that is receiving payments for sick pay from a third party. Then, add the pay code for Third Party Sick Pay to the employee's record.

Do this...

1. Open **Clarity Payroll > Employees > Modify Existing Employees**.
2. Use the Lookup bar to enter the employee's name or number. Press **Enter**.
3. Click the **Pay Codes** tab.
4. Click **Select Pay Codes**.
5. Use the Selection form to move the pay code for Third Party Sick Pay to the Selected Pay Codes list. Click **OK**.

Third, add Third Party Sick Pay to the employee's W-2 Form

If the employee is receiving a payment from a third party, other than the employer, and the employer will file a W-2 Form for the employee, select the Third Party Sick Pay checkbox on the Job tab > Job subtab in the employee's record.

Do this...

1. Open **Clarity Payroll > Employees > Modify Existing Employees**.
2. Use the Lookup bar to enter the employee's name or number. Press **Enter**.
3. Click the Job tab > Job subtab.
4. Click to select **Third Party Sick Pay**. This checkbox is located in the section titled **Include on W-2 Form**.

Workers Compensation List

Workers Compensation is a program that provides payments to employees with job-related injuries. Use the *Workers Compensation List* to review the amount an employee pays to the Workers Compensation fund.

Print Workers Compensation List

1. Open **Clarity Payroll > State Reports > Workers Compensation List**.
2. What is the state code? Use the Get Report State form to select a two-character state code. Click **OK**.
3. Select a report title.
4. Fill in the report options and form layout.
5. Click **Print** (Ctrl+P).

Forms

A *form* is a document that has been set up to print information, such as text, titles, or variables.

Do you want to use the current form?

- Yes, I want to use the current form. Continue to the next step.
- No, I want to use a different form. Click on the Forms tab > Form Options subtab. Then, select a different form name from the **Form** drop-down list.

Print form

A *form* is a document that has been set up to print information, such as text, titles, or variables.

Do you want to print forms?

- Yes, I want to print forms. Click to select **Print Form**. Then, set up the options on the Forms tab.
- No, I do not want to print forms. Click to deselect **Print Form**.

Print detail report

The *detail report* prints this information for each employee: Social Security Number, Total Wages and Allowances, Not Subject Amount, Amount Over Limit, and Taxable Amount. Use the *detail report* to check the employee information that will print on the report.

Do you want to print the detail report?

- Yes, I want to print the detail report. Click to select **Print Detail Report**.
- No, I do not want to print the detail report. Click to deselect **Print Detail Report**.

Report dates

Report Dates is the report date range.

Do you want to use the current quarter as the report date range?

- Yes, I want to use the current quarter. Continue to the next step.
- No, I want to use a different quarter. Change the Report Date, or click **Advanced Options**.

Workers compensation hours pay codes

The *Workers Compensation Hours Pay Codes* is a list of workers compensation pay codes. *Workers Compensation* is a program that provides payments to employees with job-related injuries.

Do you want to include hours for pay codes that record workers compensation?

- Yes, include hours for workers compensation. Click **Select**, this button is located next to the Workers Compensation Hours Pay Codes field on the Report Options tab. Use the Selection form to find the workers compensation pay codes and move them to the Selected Pay Codes list. Click **OK**.
- No, do not include hours for workers compensation. Click **Select**, this button is located next to the Workers Compensation Hours Pay Codes field on the Report Options tab. Use the Selection form to remove all of the workers compensation pay codes from the Selected Pay Codes list. Click **OK**.

Workers Compensation Report

Workers Compensation is a program that provides payments to employees with job-related injuries. Use the *Workers Compensation Report* to calculate and view the state workers compensation payments.

Print Workers Compensation Report

1. Open **Clarity Payroll > State Reports > Workers Compensation List**.
2. What is the state code? Use the Get Report State form to select a two-character state code. Click **OK**.
3. Select a report title.
4. Fill in the report options and form layout.
5. Click **Print** (Ctrl+P).

Forms

A *form* is a document that has been set up to print information, such as text, titles, or variables.

Do you want to use the current form?

- Yes, I want to use the current form. Continue to the next step.
- No, I want to use a different form. Click on the Forms tab > Form Options subtab. Then, select a different form name from the **Form** drop-down list.

Print form

A *form* is a document that has been set up to print information, such as text, titles, or variables.

Do you want to print forms?

- Yes, I want to print forms. Click to select **Print Form**. Then, set up the options on the Forms tab.
- No, I do not want to print forms. Click to deselect **Print Form**.

Print detail report

The *detail report* prints this information for each employee: Social Security Number, Total Wages and Allowances, Not Subject Amount, Amount Over Limit, and Taxable Amount. Use the *detail report* to check the employee information that will print on the report.

Do you want to print the detail report?

- Yes, I want to print the detail report. Click to select **Print Detail Report**.
- No, I do not want to print the detail report. Click to deselect **Print Detail Report**.

Report dates

Report Dates is the report date range.

Do you want to use the current quarter as the report date range?

- Yes, I want to use the current quarter. Continue to the next step.
- No, I want to use a different quarter. Change the Report Date, or click **Advanced Options**.

Workers compensation hours pay codes

The *Workers Compensation Hours Pay Codes* is a list of workers compensation pay codes. *Workers Compensation* is a program that provides payments to employees with job-related injuries.

Do you want to include hours for pay codes that record workers compensation?

- Yes, include hours for workers compensation. Click **Select**, this button is located next to the Workers Compensation Hours Pay Codes field on the Report Options tab. Use the Selection form to find the workers compensation pay codes and move them to the Selected Pay Codes list. Click **OK**.
- No, do not include hours for workers compensation. Click **Select**, this button is located next to the Workers Compensation Hours Pay Codes field on the Report Options tab. Use the Selection form to remove all of the workers compensation pay codes from the Selected Pay Codes list. Click **OK**.

Troubleshooting

How do I change rate multipliers in workers compensation?

1. Open **Clarity Payroll > Organization > [States](#)**.
2. Enter the two-character state code in the Lookup bar. Press **Enter**.
3. Go to the Workers Compensation tab.

The modifiers appear in the list.

4. Select a modifier from the list.
5. Click on the sub-tabs for Modifiers, Class Codes, or Additional Premiums to locate the rate you wish to modify.
6. Enter the new rate. Use a minus (-) if the new rate is a credit or discount. Use a (+) if the modifier adds to the rate.

How do I create a workers compensation report for annual hours worked and hourly wage?

Use a transmittal report instead of the Workers Compensation Report to gather the needed information.

1. Open **Clarity Payroll > Reports > [Pay Code Transaction Report](#)**.
2. Select report name.
3. Set the Report Dates to **Calendar Year Date**.

Click **Advanced Options** and select **Calendar Year Date** in both the Beginning Date Type and Ending Date Type fields.

4. Go to the Pay Codes tab.
5. Click **Add a New Pay Code Field**.
6. Select the pay codes for Regular and Overtime.

Note: In some states, overtime may be charged at straight time instead of 150%. This report will identify how many hours were paid at 150%.

Calculations

Calculation Formulas

Use *Calculation Formulas* to set up a new formula, edit an existing formula, or delete an old formula. All formulas used in the Payroll program are stored in this table. Then, you can use the calculation formula to set up the options in the Calculations table. When a routine uses a calculation the calculation will look up the corresponding calculation formula, calculation table, and pay code type.

Examples of formulas that are commonly used in the Payroll application: Federal Withholding, Federal Earned Income Credit, State Withholding.

This is an example of a calculation formula for calculating the federal withholding amount.



The screenshot shows a software window titled "Formula name: Federal Withholding". It has two tabs: "Calculation Formula" (selected) and "Notes". The "Calculation Formula" tab contains the following fields:

- Formula name:** Federal Withholding
- Original master:** Federal Withholding (with a "Select..." button to the right)
- Formula:** Var1 = MAX(0, WagesCurrPer - ((CurrentExemptions + CurrentAdditionalExemptions) * Modifier1))
Result = Table(Var1)

Add a calculation formula

1. Open **Clarity Payroll > Organization > Calculation Formulas**.
2. Click **New** (Ctrl+N).
3. Fill in the formula properties.
4. Click **Save** (Ctrl+S).

Change an existing calculation formula

1. Open **Clarity Payroll > Organization > Calculation Formulas**.
2. Use the Lookup bar to enter the calculation name. Press **Enter**.
3. Now, you can update the properties on the calculation formula.

Delete a calculation formula

1. Open **Clarity Payroll > Organization > Calculation Formulas**.
2. Use the Lookup bar to enter the calculation name. Press **Enter**.
3. Click **Delete** (Ctrl+D).

Check syntax

Syntax refers to order in which the elements in the formula are put together to form a valid formula. Use *Check Syntax* to search the elements in the formula for errors that need to be corrected.

Run this step last. Then, fix any errors that appear on the Error report before you use the calculation formula.

Formula

A *formula* is an expression of symbols to express data.

Begin by entering the formula...

Use the **Formula** field to enter the variables and operators in the formula, like the highlighted text here...

The screenshot shows a software interface for defining a calculation formula. At the top, it says 'Formula name: Federal Withholding'. Below that are two tabs: 'Calculation Formula' (selected) and 'Notes'. Under the 'Calculation Formula' tab, there are three input fields: 'Formula name:' (containing 'Federal Withholding'), 'Original master:' (containing 'Federal Withholding' and a 'Select...' button), and 'Formula:'. The 'Formula:' field is highlighted in yellow and contains the following text:


```
Var1 = MAX(0, WagesCurrPer - ((CurrentExemptions + CurrentAdditionalExemptions) * Modifier1))
Result = Table(Var1)
```

How do I enter an operators?

- I know the operators that I want to enter. You can type the operators (+, -, *, /, =, and so on) directly into the **Formula** field.
- Help me enter an operator. You can click **Operators** to show a list of operators. Use the Operators list to select and insert an operator.

How do I enter variables?

- I know the variable name. Make sure it's the same variable name that is used in the Payroll application. Use the **Formula** field to enter the variable name.
- Help me find a variable name. Click **Variables** to show a list of variables. Use the Search list to look up the variable name. Then, click to select it. A description of the variable's function is located to the right of the variable's name. The routine will insert the variable name into the Formula field.

Finally, set the last line of the formula to RESULT.

The *RESULT* is the value that is obtained by the formula, and the RESULT is the value that will be included on the reports and stored in the database. For example, if the formula adds 10 plus 15, then the RESULT is 25.

Use the last line of the formula to enter *Result =*, followed by the expected variable.

Formula name

The *formula name* is a unique name that is assigned to a calculation formula.

What is the formula name?

Use the **Formula Name** field to enter a title, or description, up to 60 characters long.

Operators

An *operator* is a symbol that denotes or performs a mathematical or logical operation. Example: +, -, /, *, =

How do I enter an operators?

- I know the operators that I want to enter. You can type the operators (+, -, *, /, =, and so on) directly into the **Formula** field.
- Help me enter an operator. You can click **Operators** to show a list of operators. Use the Operators list to select and insert an operator.

Original master

Use the *original master* to copy an existing calculation formula to the current calculation formula.

What do you want to do?

- I want to start from the beginning. Click **Select**. The Import Master dialog box lists all of the available masters. Click to select a master formula. Then, click **OK**.
- I want to copy a calculation formula so I can edit it. Skip the Original Master field.

Variables

A *variable* is a symbol that represents a value. For example, in the Payroll application an employee's current period wages, the number of current exemptions, and modifiers can all be represented by variables.

How do I enter variables?

- I know the variable name. Make sure it's the same variable name that is used in the Payroll application. Use the **Formula** field to enter the variable name.
- Help me find a variable name. Click **Variables** to show a list of variables. Use the Search list to look up the variable name. Then, click to select it. A description of the variable's function is located to the right of the variable's name. The routine will insert the variable name into the Formula field.

Calculation Glossary

Amount

The variable is currency, such as 512.00.

Calculation

Associates the calculation method, calculation option, and pay code type.

Calculation Name

Title the program will use to reference a calculation. Given in the Calculation View to associate a specific calculation method with a specific calculation option and pay code type.

Field Modifier

Up to twenty fields can be defined for each option. Each field includes a field description, type, and amount.

Method

Defines the variables and the order the variables will be used in the calculation.

Number

The variable is an integer, such as 1, 2, 3, 4, 5, ...

Option

A calculation option might include up to twenty fields and an independent rate table. The fields and rates can be combined to create variables for use in the calculation.

Pay Code Type

The type of pay code associated with a calculation.

Percentage

The type of pay code associated with a calculation.

Rate

Includes the variables used to calculate rates for all amounts in the specified range, tax amount, and tax rate.

Type

Defines the field value as an amount, percent, or number.

Variables Button

Displays the Calculation Options List.

Calculation Tables

A *calculation table* stores the rate table that the Payroll application will use to calculate amounts. The Federal Withholding Rates for Single and Married, as well as the State Withholding Rates for Single and Married, are stored in separate calculation tables.

This is an example of a rate table for the Federal Withholding Rates for 2012.

Over	Not Over	Tax Amount	Tax Rate
0.00	2,100.00	0.00	.0000
2,100.00	10,600.00	0.00	10.0000
10,600.00	36,600.00	850.00	15.0000
36,600.00	85,700.00	4,750.00	25.0000
85,700.00	176,500.00	17,025.00	28.0000
176,500.00	381,250.00	42,449.00	33.0000
381,250.00	999,999,999.99	110,016.50	35.0000

Add a calculation table

1. Open **Clarity Payroll > Organization > Calculation Tables**.
2. Click **New** (Ctrl+N).

3. Fill in the calculation table name.
4. Click **Add a New Rate**. Now, fill in the limits, tax amount, and tax rate for each level in the rate.
5. Click Save (Ctrl+S).

Change properties on an existing calculation table

1. Open **Clarity Payroll > Organization > Calculation Tables**.
2. Use the Lookup bar to enter a calculation table name. Press **Enter**.
3. Now, you can edit the rate table properties.

Remove a level from the rate table

1. Open **Clarity Payroll > Organization > Calculation Tables**.
2. Use the Lookup bar to enter a calculation table name. Press **Enter**.
3. Click to select a level from the rate table.
4. Next, click **Remove the Selected Rate**.

Delete a calculation table

1. Open **Clarity Payroll > Organization > Calculation Tables**.
2. Use the Lookup bar to enter a calculation table name. Press **Enter**.
3. Click **Delete** (Ctrl+D).

Calculation table name

The *Calculation Table Name* is a unique name that is assigned to the calculation table. Later when you set up Calculations and Calculations, you will use the Calculation Table Name to reference the rate table.

Modifiers

A *modifier* is a variable that adjusts the calculated amount on a percent, amount, or number.

Does the calculation table use a modifier?

- Yes, the calculation table uses a modifier. Click the Modifiers tab. Use the Description, Type, and Value to enter the modifier properties.
- No, the calculation table does not use a modifier. You do not need to set up the options on the Modifiers tab.

Amount, number, or percent?

Example 1: If the value is an amount, such as \$20, then you would select Amount.

Example 2: If the value is a percent, such as 5%, then you would select Percent.

Example 3: If the value is a number, such as 5, then you would select Number.

Not over

Not over is the maximum wage limit for the new rate. For example, if the range for the first rate is 0-100, the 100 is the upper limit or maximum wage limit.

Over

Over is the minimum wage limit for the new rate.

Tax amount

The *tax amount* is the amount that will be withheld for the given range. The *line number* refers to a single row in the tax table.

Does the line number have a tax amount?

- Yes, the line number has a tax amount. Use the **Tax Amount** field to enter the amount to withhold.
- No, the line number does not have a tax amount. Leave blank the **Tax Amount** field.

Tax rate

The *tax rate* is a charge imposed by a governmental body on personal income.

Does the line number have a tax rate?

- Yes, the line number has a tax rate. Use the **Tax Rate** field to enter the percent to withhold.
- No, the line number does not have a tax rate. Leave blank the **Tax Rate** field.

Calculations

A *calculation* uses a formula to determine an amount, percentage, or number. Use *Calculations* to set up the formulas that you will use in the Payroll application to calculate state, federal, and earned income credits. The calculation associates the calculation formula, calculation table, and pay code type.

Usually, these calculations will be set up for you when you purchased the Payroll application. Then, you only need to select the state and pay code to use the appropriate calculation. If you need assistance, please call customer service.

In Version 2.x, 3.x: The Local and State tables stored the rates for calculating local and state taxes. In Clarity 4.x, the Calculation table replaces the rate tables found in the State and Local tables.

Add a calculation

1. Open **Clarity Payroll > Organization > Calculations**.
2. Click **New** (Ctrl+N).
3. Fill in the calculation name.
4. Next, enter the calculation formula, table, and pay code type.
5. Click **Save** (Ctrl+S).

Change properties on an existing calculation

1. Open **Clarity Payroll > Organization > Calculations**.

2. Use the Lookup bar to enter a calculation name. Press **Enter**.
3. Now, you can update the calculation properties.

Delete a calculation

1. Open **Clarity Payroll > Organization > Calculations**.
2. Use the Lookup bar to enter a calculation name. Press **Enter**.
3. Click **Delete** (Ctrl+D).

Abbreviated calculation name

The *abbreviated calculation name* is a descriptive name that can replace the full name when space is tight.

What is the abbreviated name?

- Use the **Abbreviated Calculation Name** field to enter a brief description, up to 20 characters.

Calculation formula

A *calculation formula* is an expression of symbols to express data, for example, to calculate a Federal Earned Income Credit. The calculation formula must be set up in the Organization > Calculation Table before you can select it from this form.

Will the calculation reference a calculation formula?

- Yes, link the calculation to a calculation formula. Use the **Calculation Formula** drop-down list to select the name of the calculation formula.
- No, do not link the calculation to a calculation formula. Leave blank the **Calculation Formula** field.

Calculation name

The *calculation name* is a unique name given to the calculation. Use the **Calculation Name** field to enter a descriptive title, up to 60 characters.

Calculation table

A *calculation table* stores the rate table that the Payroll application will use to calculate amounts. The Federal Withholding Rates for Single and Married, as well as the State Withholding Rates for Single and Married, are stored in separate calculation tables.

Will the calculation reference a calculation table?

- Yes, link the calculation to a calculation table. Use the **Calculation Table** drop-down list to select the name of the calculation table.
- No, the calculation does not use a calculation table. Leave blank the **Calculation Table** field.

Pay code type

A *pay code type* refers to an account in payroll that records hours worked for a category that contains a similar set of pay codes. You need to set up the pay code types to make the options in the drop-down list available.

Will the calculation reference a pay code type?

- Yes, link the calculation to a pay code type. Use the **Pay Code Type** drop-down list to select the name of the pay code type.
- No, do not link the calculation to a pay code type. Leave blank the **Pay Code Type** field.

Calculations – Examples

This is an example of how to set up a simple calculation for Arizona State's Withholding tax. Arizona State calculates the withholding tax as a percent of the Federal Withholding tax (FWT). To keep things simple, assume all single employees pay 25% of FWT to the state and all married employees pay 30% of FWT to the state.

Step 1: Set up Calculation Options

The Calculation Option View stores the option name, allows you to define up to 20 variables, and allows you to define a rate table.

Set up the Arizona State Withholding Tax – Single

1. Open the Organization menu.
2. Click **Calculation Option**.
3. Click **New**.
4. In the **Option Name** field: Enter **Arizona State Withholding – Single**.
5. Set up these items in Field 1:
 - In the **Description** field: Enter **Percent of Federal Tax**.
 - From the **Type** drop-down list: Select **Percent**.
 - In the **Amount** field: Enter 25
6. Click **Save**.

Set up the Arizona State Withholding Tax – Married

1. In the **Option Name** field: Enter **Arizona State Withholding – Married**.
2. Set up these items in Field 1:
 - In the Description field: Enter Percent of Federal Tax.
 - From the Type drop-down list: Select Percent.
 - In the Amount field: Enter 30
3. Click **Save**.

Step 2: Set up Calculation Methods

Use the Calculation Method View to define the equation that will be used to calculate the amount. Since the Arizona State Withholding Tax uses the same calculation method to calculate the tax for single or married, only one calculation method needs to be set up here.

Do this:

1. Open the Organization menu.

2. Click **Calculation Method**.
3. Click **New**.
4. In the **Method Name** field: Enter **Arizona State Withholding – Single**.
5. Skip the **Master** and **Original Master** fields.

Set up the AZ State Withholding Tax equation:

1. In the Calculation field: Enter $RESULT = FWT * FIELD1$
 - Type the variables, or
 - Click the Variables button to select from a Variables List.

Import: Import an existing calculation.

Edit: Modify the current calculation.

Operators: Insert the symbol to add, subtract, multiply, divide, etc.

Variables: Insert a variable.

Check Syntax: Verify the equation calculates an amount.

2. Click **Save**.

Steps 3: Set up Calculation

Use the Calculation View to link a specific calculation method with a specific calculation option and pay code type.

Do this:

1. Open the Organization menu.
2. Click **Calculation**.
3. Click **New**.

Set up the AZ State Withholding Tax – Single Calculation

4. In the **Calculation Name** field: Enter **Arizona State Withholding – Single**.
5. From the **Calculation Method** drop-down list: Select **Arizona State Withholding**.
6. From the **Calculation Option** drop-down list: Select **Arizona State Withholding – Single**.
7. From the **Pay Code Type** drop-down list: Select **State Withholding**.
8. Click **Save**.

Set up the AZ State Withholding Tax – Married calculation

9. In the **Calculation Name** field: Enter **Arizona State Withholding – Married**.
10. From the **Calculation Method** drop-down list: Select **Arizona State Withholding**.
11. From the **Calculation Option** drop-down list: Select **Arizona State Withholding – Married**.

12. From the **Pay Code Type** drop-down list: Select **State Wtihholding**.

13. Click **Save**.

You have set up two calculations that use the same calculation method and pay code type, and different calculation options. You can also set up a rate table to create calculation options that calculate based on rates.

Direct deposit

Activate ACH Prenotification

A *prenotice*, or prenotification, is a test to ensure bank routing information is accurate. During the prenotification phase the direct deposit is not executed and the employee/vendor will receive a regular paycheck.

If the prenotification is successful, then the direct deposit will begin the following period.

If the prenotification is not successful, you need to contact the employee/vendor to correct the error. Then, the prenotification test is repeated until the test is successfully completed.

Use *Activate ACH Prenotification* to change the direct deposit status on an employee from *prenotification* to *active*.

Do this...

1. Open **Clarity Payroll > Employees > Activate ACH Prenotifications**.
2. Do you want to change the direct deposit status on all *prenotification* employees?
 - Yes, change the direct deposit status on all *prenotification* employees. Use Employee.Employee Number to select **All** as the Value.
 - No, change only the direct deposit status on the selected *prenotification* employees. Use Employee.Employee Number to double-click **Value**. Then, use the Values form to enter the employee number. Click **OK**.
3. Click **GO** (Ctrl+G).

Create ACH File

ACH is an acronym for Automated Clearing House Network. The ACH file is the electronic file that contains the employee information and amounts. When you create the ACH file the routine will also print a Direct Deposit Report that includes the direct deposit information that will be included in the ACH file.

Create ACH file

1. Open **Clarity Payroll > Employees > Create ACH File**.
2. Fill in the options on the form.
3. Click **GO** (Ctrl+G).

Create transfer file

A *transfer file* is the file of direct deposit recipients that will be sent to the bank to process direct deposits.

Do you want to create a transfer file?

- Yes, I create a transfer file. Click to select **Create Transfer File**. Then, fill in the options listed below the Create Transfer File checkbox.
- No, I do not want to create a transfer file. Click to deselect **Create Transfer File**.

Transfer file name

Use the *Transfer File Name* to enter the name assigned to the transfer file.

What do you want to do?

- I want to create the transfer file in the default directory. Use the **Transfer File Name** field to enter the file name followed by the extension, such as .txt. Example: filename.txt
- I want to create the transfer file in a different directory. Use the **Transfer File Name** field to include the drive letter and directory followed by the file name and extension. Example: a:\directory\filename.txt

Deposit date

The *deposit date* is the date the system will use to record the transaction.

Do you want to use the current date as the deposit date?

- Yes, I want to use the current date. Continue to the next step.
- No, I want to use a different date. Click on the **Deposit Date** field to enter a MM/DD/YYYY.

Include organization's offset record

The *organization's offset record* is the routing number and account number that belongs to the organization.

The diagram shows a check form with the following fields and labels:

- Your Name** and **Your Address** at the top left.
- DATE** field at the top center.
- 1001** at the top right.
- PAY TO THE ORDER OF** field with a **\$** symbol and a box for the amount.
- DOLLARS** label below the amount box.
- Your Bank Name** field.
- MEMO** field.
- Routing and account numbers: **⑆123456789⑆0000987654321⑆**
- 1001** at the bottom right.

Labels below the check form indicate the following fields:

- 9 Digit Routing Number** (under 123456789)
- Your Account Number** (under 0000987654321)
- Check Number** (under 1001)

Do you want to include the organization's offset record in the ACH file?

- Yes, add the organization's offset record to the ACH file. Click to select **Include Organization's Offset Record**.
- No, create the ACH file without the organization's offset record. Click to deselect **Include Organization's Offset Record**.

Include prenotification accounts only

A *prenotice*, or prenotification, is a test to ensure bank routing information is accurate. During the prenotification phase the direct deposit is not executed and the employee/vendor will receive a regular paycheck.

If the prenotification is successful, then the direct deposit will begin the following period.

If the prenotification is not successful, you need to contact the employee/vendor to correct the error. Then, the prenotification test is repeated until the test is successfully completed.

Do you want to include prenotification employees?

- Yes, add prenotification employees to the ACH file. Click to select **Include Prenotification Amounts Only**.

- No, do not add prenotification employees to the ACH file. This file contains only employees with an *active* direct deposit status. Click to deselect **Include Prenotification Amounts Only**.

Pay period

A *pay period* is the interval in which you choose to pay your employees. For example, weekly, semi-monthly, monthly, quarterly, or annually. Use this field to select the pay period for recording the direct deposit transactions that will be created when you run this routine.

Do you want to record direct deposit transactions in the current period?

- Yes, I want to use the current period to record transactions. This is the default setting. Continue to the next step.
- No, I want to record transactions in a different pay period. Use the **Pay Period** drop-down list to change the pay period.

Recreate transfer file for all employees

Use *Recreate Transfer File for All Employees* to include checks that have been included in a previous ACH file in the current ACH file.

Are you including checks that have been included in a prior ACH file?

- Yes, this file includes checks that have already been sent. Click to select **Recreate Transfer File for All Employees**.
- No, this file includes only checks that have not been sent. Click to deselect **Recreate Transfer File for All Employees**.

Report order

The *report order* is the method for arranging data in the ACH file.

How do you want to order the report?

- Order the report by employee number. Click to select **Employee Number**.
- Order the report by employee name. Click to select **Employee Name**.

Selection criteria

In Caselle, the *Selection Criteria* allows you to choose which information to include in routines and reports and display in transaction grids.

Uppercase transfer file

Uppercase letters look like this: THIS IS ALL UPPERCASE. Use this option to determine the type of letters that you will use in the ACH file.

Do you want to use all UPPERCASE letters?

- Yes, use all UPPERCASE letters. Click to select **Uppercase Transfer File**.
- No, send the file as is. Keep capitalized letters and lowercase letters exactly as they appear in the file. Click to deselect **Uppercase Transfer File**.

Warning message

A warning will print on the report:

- If transactions for an employee have already been created in a previous session.
- If the employee amounts exceed the available net pay.

Federal reports

940 Report

Form 940 is the federal unemployment tax annual report form. First, the form calculates the employer's federal unemployment tax liability, then adjusts for any state unemployment taxes paid. Second, the form calculates the unemployment tax due. Third, the form compares the unemployment tax due for the year to the tax already paid.

Use the *940 Report* to print wages in the 940 and 940-EZ forms, 940 report, or print to a custom form.

Print 940 report

1. Open **Clarity Payroll > Reports > 940 Report**.
2. Select a report title.
3. Fill in the report options.
4. Click **Print** (Ctrl+P).

Print detail report

The *detail report* prints this information for each employee: Social Security Number, Total Wages and Allowances, Not Subject Amount, Amount Over Limit, and Taxable Amount. Use the *detail report* to check the employee information that will print on the report.

Do you want to print the detail report?

- Yes, I want to print the detail report. Click to select **Print Detail Report**.
- No, I do not want to print the detail report. Click to deselect **Print Detail Report**.

Print form

A *form* is a document that has been set up to print information, such as text, titles, or variables.

Do you want to print forms?

- Yes, I want to print forms. Click to select **Print Form**. Then, set up the options on the Forms tab.
- No, I do not want to print forms. Click to deselect **Print Form**.

Report dates

Report Dates is the report date range.

Do you want to use the current month as the report date range?

- Yes, I want to use the current month. Continue to the next step.
- No, I want to use a different date range. Change the Report Date, or click **Advanced Options**.

945 Report

Use *Form 945* to report withheld federal income tax from nonpayroll payments. *Nonpayroll payments* include:

- Pensions

Clarity Payroll

- Military retirement
- Gambling winnings
- Indian gaming profits
- Voluntary withholding on certain government payments, and
- Backup withholding

Use the *945 Report* to print the withheld federal income tax from nonpayroll payments to the 945 form. If you need more information, go to irs.gov

Print 945 report

1. Open **Clarity Payroll > Reports > 945 Report**.
2. Select a report title.
3. Fill in the report options.
4. Click **Print** (Ctrl+P).

Print detail report

The *detail report* prints this information for each employee: Social Security Number, Total Wages and Allowances, Not Subject Amount, Amount Over Limit, and Taxable Amount. Use the *detail report* to check the employee information that will print on the report.

Do you want to print the detail report?

- Yes, I want to print the detail report. Click to select **Print Detail Report**.
- No, I do not want to print the detail report. Click to deselect **Print Detail Report**.

Print form

A *form* is a document that has been set up to print information, such as text, titles, or variables.

Do you want to print forms?

- Yes, I want to print forms. Click to select **Print Form**. Then, set up the options on the Forms tab.
- No, I do not want to print forms. Click to deselect **Print Form**.

Report dates

Report Dates is the report date range.

Do you want to use the current month as the report date range?

- Yes, I want to use the current month. Continue to the next step.
- No, I want to use a different date range. Change the Report Date, or click **Advanced Options**.

FUTA Report

FUTA (Federal Unemployment Tax Act) is a tax paid by the employer to pay unemployment compensation to workers who have lost their jobs. Use the FUTA Report to report federal unemployment taxes the employer owes the government.

Print FUTA report

1. Open **Clarity Payroll > Reports > FUTA Report**.
2. Select a report title.
3. Select the report date range and options.
4. Click **Print** (Ctrl+P).

Forms

A *form* is a document that has been set up to print information, such as text, titles, or variables.

Do you want to use the current form?

- Yes, I want to use the current form. Continue to the next step.
- No, I want to use a different form. Click on the Forms tab > Form Options subtab. Then, select a different form name from the **Form** drop-down list.

Print detail report

The *detail report* prints this information for each employee: Social Security Number, Total Wages and Allowances, Not Subject Amount, Amount Over Limit, and Taxable Amount. Use the *detail report* to check the employee information that will print on the report.

Do you want to print the detail report?

- Yes, I want to print the detail report. Click to select **Print Detail Report**.
- No, I do not want to print the detail report. Click to deselect **Print Detail Report**.

Print form

A *form* is a document that has been set up to print information, such as text, titles, or variables.

Do you want to print forms?

- Yes, I want to print forms. Click to select **Print Form**. Then, set up the options on the Forms tab.
- No, I do not want to print forms. Click to deselect **Print Form**.

Report dates

Report Dates is the report date range.

Do you want to use the current month as the report date range?

- Yes, I want to use the current month. Continue to the next step.
- No, I want to use a different date range. Change the Report Date, or click **Advanced Options**.

GL reports

Update General Ledger

Run the *Update General Ledger* routine to post transactions that are created in the Payroll application to an interfaced General Ledger application.

Update General Ledger

1. Open **Clarity Payroll > Organization > Update General Ledger**.
2. Fill in the options to update transactions.
3. Click **GO** (Ctrl+G).

Beginning/ending check issue date

The *check issue date* is the date the check was issued. Use the *Beginning/Ending Check Issue Date* to select a date range for issued checks.

Create GL update export file

If the interface is set to update transactions to a Caselle General Ledger, use the option to create an export file to post transactions to a non-Caselle General Ledger.

Do you want to export transactions to a non-Caselle General Ledger?

- Yes, I want to export transactions. If you aren't using the Caselle General Ledger yet, select the **Create GL Update Export File** checkbox. The system will create an export file that can then be used to post transactions in the non-Caselle General Ledger, and the system will change the status on the exported transactions to *updated*.
- No, I do not want to export transactions. Clear the **Create GL Update Export File** checkbox.

Omit employee names from GL entries

Use *Omit Employee Names from GL Entries* to leave the employee names out of the transactions that are posted to the Cash Disbursement journal.

What do you want to do?

- I want to post disbursements with employee names. Click to deselect **Omit Employee Names from GL Entries**.
- I want to post disbursements without employee names. Click to select **Omit Employee Names from GL Entries**.

Post benefits (PB)

A *benefit* is a service such as health insurance or right, leave time for example, that an employer provides to an employee in addition to wages. When you calculate benefits the transactions are saved in the Payroll application. Use *Post Benefits* to create benefit transactions in the PB journal.

What do you want to do?

- I want to post benefits. Click to select **Post Benefits (PB)**.
- I do not want to post benefits. Click to deselect **Post Benefits (PB)**.

Post checks (CDP)

When you print paychecks the routine creates a check transaction in the Payroll application. Use *Post Checks* to create check transactions in the CDP journal.

What do you want to do?

- I want to post checks. Click to select **Post Checks (CDP)**.
- I do not want to post checks. Click to deselect **Post Checks (CDP)**.

Post detail

The *detail* refers to the small elements, or pieces, that make up a transaction. Use *Post Detail* to post payroll detail to the General Ledger. Use a *summary* to add up the selected transactions and post the amount as the summary total.

What do you want to do?

- I want to post detail. Click to select **Post Detail**.
- I want to post a summary. Click to deselect **Post Detail**.

Post payroll distribution (PC)

When you compute paychecks the routine creates a payroll distribution transaction in the Payroll application. Use *Post Payroll Distribution* to create payroll distribution transactions in the CDP journal.

What do you want to do?

- I want to post payroll distribution. Click to select **Post Payroll Distribution (PC)**.
- I do not want to post payroll distribution. Click to deselect **Post Payroll Distribution (PC)**.

Post transmittal checks (CDPT)

Note: The Post Transmittal Checks (CDPT) is only available if you are using the Payroll program to create transmittal checks.

What do you want to do?

- I want to post transmittal checks. Click to select **Post Transmittal Checks (CDPT)**. Then, set up the Beginning/Ending Check Issue Date. The routine will select transmittal checks with a check issue date that occurs within the date range.
- I do not to post transmittal checks. Click to deselect **Post Transmittal Checks (CDPT)**.

Posting journals

The *posting journal* is the place where you will record payroll transactions.

Print GL update report

The *GL update report* prints all of the transactions that will be updated to the General Ledger based on the current date range. None of the transactions will be updated to the General Ledger by printing the GL update report.

Do you want to print a GL update report?

- Yes, I want to print a GL update report. Select the **Print GL Update Report** checkbox. The system will print the update report. None of the transactions will be updated to the General Ledger by printing the GL update report.
- No, I do not print a GL update report. Deselect the **Print GL Update Report** checkbox.

Update Caselle General Ledger

If the interface to the Caselle General Ledger is turned on, you can use *Update Caselle General Ledger* to post transactions directly to a posting period in the General Ledger.

Do you want to post transactions to the Caselle General Ledger?

- Yes, I want to post transactions to the Caselle General Ledger. Select the **Update Caselle General Ledger** checkbox. The system will post transactions to the Caselle General Ledger, and the system will change the status on the exported transactions to *updated*.
- No, I do not want to post transactions the Caselle General Ledger. Clear the **Update Caselle General Ledger** checkbox.

Update pay periods

Update pay periods lists the pay periods in the Payroll application that need to be updated to the General Ledger.

Which pay period do you want to update?

Use the **Update Pay Periods** field to select a pay period. Press and hold down the Ctrl key to select more than one pay period.

Update transactions that have already been updated

When you use *Payroll* to post payroll transactions to the General Ledger application, the system flags the transactions as *updated*, which prevents the transactions from being posted more than once. In the event that the transactions were posted incorrectly, you can use *Update Hours that have already been Updated* to reset the *updated* flag so you can post the payroll transactions again.

Usually, this option is not selected.

Do you want to update transactions that have already been updated?

- Yes, I want to update transactions that have already been updated. If you are updating transactions that have already been updated, you will need to remove the transactions that were previously posted to the Payroll application. Then, click to select the **Update Transactions That Have Already Been Updated** checkbox.
- No, I only want to update transactions that have NOT been updated. Do not select the **Update Transactions That Have Already Been Updated** checkbox.

Troubleshooting

How do I fix double-posted payroll journals?

First, delete the three payroll journals, four payroll journals if you use Payroll to print transmittal checks.

1. Go to the Caselle Clarity Main Menu and open General Ledger > Journals > Enter Journal Amounts.
2. Select the PC journal and the period/month when the payroll was updated. Click Accept.
3. Click **Delete**.
4. Select the **Delete Transaction Date Range**. If the last payroll is the payroll that was double-posted, then the pay period end date will display in both the beginning and ending date fields.

5. Click **Delete**. The PC journal is deleted.
6. Click **Options** on the toolbar.
7. Repeat steps 2-5 for the CDP and CDPT journals.

CDP journal: In step 4, the check issue date will appear in the beginning and ending date fields.

8. Exit and return to the Caselle Clarity Main Menu.

Second, re-post again.

1. Open Payroll > Organization > Update General Ledger.
2. Select the pay period with the journals that were deleted in the previous steps.
3. Select the **Update Transactions That Have Already Been Updated** checkbox.
4. Click **GO**.

Third, verify the journals re-posted correctly.

1. Open General Ledger > Journal Inquiry.
2. Enter *PC* in the Journal Code field. Press **Enter**.
3. Verify the transactions on the Detail tab are posted correctly.
4. Repeat for the CDP and CDPT journals.

How do I print unprinted checks?

When it's time to update pay period totals to the General Ledger, the system will check for unprinted checks. If unprinted checks exist, you will be prompted to print the checks before transactions are updated.

First, identify the unprinted checks: Open Reports > Payroll Register - Single-line Summary. Search the check number column for a check that has a zero or blank check number.

Second, clear the unprinted checks that you do NOT want to print: Open Employees > Enter Payroll Checks. Set the Entry Mode to Single Check Mode and delete the reference number.

Third, print any unprinted checks that you DO want to print to paper: Open Reports > Payroll Checks. Enter the check number that was originally assigned to the check. Click Preview to print the check.

Note: If none of the checks are tied to a check number, then all of the checks have been "reset for reprint". Click Preview to view the printed checks on the screen; verify the check number matches the check number that was printed on the original paper check.

Fourth, finish running Update General Ledger.

Leave time

Adjust leave carryover hours

Leave hours includes sick pay and vacation pay for employees that are eligible for leave hours. Use *Adjust Leave Carryover Hours* to adjust leave hours based on the leave rate setup. You can adjust leave hours based on the anniversary date, calendar year end date, or fiscal year end date.

If Anniversary Date is selected, leave hours will be adjusted if the anniversary date falls within the current pay period. If Calendar Year End is selected, leave hours will be adjusted if the year-end date is within the current pay period. If Fiscal Year End is selected, hours will be adjusted if the Fiscal Year End is within the current period.

Step 1: Back up Payroll database

Before proceeding, back up the current files. Always make a back up of the database BEFORE running routines that modify or delete transactions.

Do this...

1. Open **Clarity System Management > System Tools > Exchange Data**.
 2. Click **Send Data**.
 3. Click **Full**.
 4. Use the **File Name** field to enter a name for your backup file. Example: **AnycityUT.PR0.Backup**.
 5. Click **Data Path**.
 6. Click **Browse**. Use the options in **Browse for Folder** to locate your **CSLDATA/BACKUP** folder. Click **OK**.
 7. Click to select **Compress Data**.
 8. Click the **Databases tab**.
 9. In the **Tasks** area, click **Add a Database**. Use the options on the **Add Database** form to select your server and database. For example, **PR0_AncityUT**. Click **OK**.
- What if I don't know the server name?** Click the **Options tab**, then click **Load Data to Server**. The server name will display in the **Load Data to Server** field. **Remember!** Switch the form settings back to **Send Data** BEFORE continuing.
10. Click **GO** (Ctrl+G).
 11. When the backup is finished, click **Yes** to exit.

Step 2: Run Adjust Leave Carryover Hours

1. Open **Clarity Payroll > Employees > Adjust Leave Carryover Hours**.
2. Fill in the options for selecting employee, leave pay codes, and leave rates.
3. Click **GO** (Ctrl+G).

Leave rates

A *leave rate* is a charge or price fixed according to an amount or percentage. The *Leave Rates* field displays the leave rates that will be adjusted when you run this routine.

Which leave rates do you want to adjust?

- I want to adjust the displayed leave rates. Continue to the next step.
- I want to add leave rates to the list. Click **Select**. Move the leave rates that you wish to add to the Selected Leave Rates list. Click **OK**.
- I want to remove leave rates from the list. Click **Select**. Move the leave rates that you wish to remove to the Available Leave Rates list. Click **OK**.

Pay codes

A *pay code* is an account in payroll that records hours worked for an activity. The *Pay Codes* field displays the pay codes that will be adjusted when you run this routine.

Which pay codes do you want to adjust?

- I want to adjust the displayed pay codes. Continue to the next step.
- I want to add pay codes to the list. Click **Select**. Move the pay codes that you wish to add to the Selected Pay Codes list. Click **OK**.
- I want to remove pay codes from the list. Click **Select**. Move the pay codes that you wish to remove to the Selected Pay Codes list. Click **OK**.

Print report only

Use *Print Report Only* to print a report that will show you the transactions that will be created by this routine without actually creating any transactions.

Do you want to update transactions or print a report?

- I want to print a report. Select the **Print Report Only** checkbox. The routine will print the transactions that will be updated as a report. This option will not update any transactions. It's a good option to use to make sure the transactions that will be posted are correct.
- I want to update transactions. Leave blank the **Print Report Only** checkbox. The routine will create and save transactions.

Selection criteria

In Caselle, the *Selection Criteria* allows you to choose which information to include in routines and reports and display in transaction grids.

Calculate Leave Time

Leave time, also known as leave hours, includes sick pay and vacation pay for employees that are eligible for leave hours. Use *Calculate Leave Time* to compute leave hours. Review the leave hours, and use Enter Leave Time Adjustments to enter any corrections.

Calculate leave time

1. Open **Payroll > Employees > Calculate Leave Time**.
2. Fill in the leave pay codes and leave rates.

3. Click **GO** (Ctrl+G).

Leave rates

A *leave rate* is a charge or price fixed according to an amount or percentage.

What do you want to do?

- I want to select a leave rate. Click to select a leave rate.
- I want to select more than one leave rate. Press and hold **Ctrl** while clicking to select each leave rate.

Pay codes

A *pay code* is an account in payroll that records hours worked for an activity.

What do you want to do?

- I want to select a pay code. Click to select a pay code.
- I want to select more than one pay code. Press and hold **Ctrl** while clicking to select each pay code.

Selection criteria

In Caselle, the *Selection Criteria* allows you to choose which information to include in routines and reports and display in transaction grids.

Warning messages

After you click **GO** (Ctrl+G) to run the routine, you may receive one of these warning messages.

- **Check Issue Date:** This form displays when an employee has multiple checks with different check issue dates for the same pay period.
- **Over Accumulation Limit:** This warning displays when calculations cause an employee's total hours to exceed the leave rate's accumulation limit.
- **Over Carryover Limit:** This warning displays when calculations cause an employee's total hours to exceed the leave rate's carryover limit.

Review the list of computed leave time hours and verify the amounts that computed for each employee are correct.

If a leave time amount needs to be corrected:

- Exit Calculate Leave Time.
- Use Enter Leave Time Adjustments to enter the correction.
- Print the Leave Time Accrual Register to verify the update.

Enter Leave Time Adjustments

Leave hours includes sick pay and vacation pay for employees that are eligible for leave hours. If leave time is computed or entered incorrectly, use *Enter Leave Time Adjustments* to record the correct amount.

Enter leave time adjustments

1. Open **Clarity Payroll > Employees > Enter Leave Time Adjustments**.

2. Fill in the options on the form.
3. Press **Enter** to move through the remaining fields and save the transaction.

Edit properties on a leave time adjustment

1. Open **Clarity Payroll > Employees > Enter Leave Time Adjustments**.
2. Use the same pay period as the pay period that was used to record the transaction.
3. Now, you can edit the transaction.

Delete leave time adjustments

1. Open **Clarity Payroll > Employees > Enter Leave Time Adjustments**.
2. Use the same Check Issue Date as the date the adjustment was recorded.
3. Now, click **Delete** (Ctrl+D). Fill in the options on the Delete form. Click **OK**.

Current pay period

The *current period* is the period the system will use to record transactions.

Employee

An *employee* is any individual that performs services for an employer. Use the *Employee* field to enter the employee name or number. Click the Employee menu to view additional options.

Hours

The *hours* refers to a unit of time. Use the **Hours** field to enter a quantity to add it to the leave hours total. If you want to subtract leave hours from the employee's leave hours total, enter a quantity followed by a minus sign (-).

Leave transactions

The *Leave Transactions grid* displays the adjustments that have been recorded for the selected employee.

Pay code

A *pay code* is an account in payroll that records hours worked for an activity. Use *Pay Code* to enter the pay code number that belongs to the benefit that is being adjusted. Use the Pay Code menu, located at the end of the Pay Code field, to view additional options.

Period number

A *pay period* is the interval in which you choose to pay your employees. For example, weekly, semi-monthly, monthly, quarterly, or annually.

Reference number

The *reference number* is the number that is assigned to the transaction. The application uses the check issue date and the reference number to organize transactions.

Split mode

Use *Split Mode* (F11) to enter multiple entries on the same reference number, job number, and/or project.

Troubleshooting

How do I add hours accrued to leave time, for example, vacation, sick leave, and so on?

1. Open Clarity Payroll > Employees > Enter Leave Time Adjustments.
2. Enter an employee's name or number.
3. In the Pay Code field: Enter the pay code for vacation or sick leave.

If you are not certain about the pay code, click **Search** to display a list of leave time pay codes.

4. Enter the hours in the Hours field. Key the minus (-) to deduct hours.
5. Click **Close**.

Leave Rates

A *leave rate* is a charge or price fixed according to an amount or percentage. Use *Leave Rates* to save the leave type, accumulation limit, carryover limit, and accumulation setup.

Add a leave rate

1. Open **Clarity Payroll > Organization > Leave Rates**.
2. Click **New** (Ctrl+N).
3. Fill in the options on the form.
4. Click **Save** (Ctrl+S).

Change properties on an existing leave rate.

1. Open **Clarity Payroll > Organization > Leave Rates**.
2. Use the Lookup bar to enter a rate number. Press **Enter**.
3. Now, update the leave rate properties.
4. Click **Save** (Ctrl+S).

Delete a leave rate

1. Open **Clarity Payroll > Organization > Leave Rates**.
2. Use the Lookup bar to enter a rate number. Press **Enter**.
3. Click **Delete** (Ctrl+D).

Adjust to carryover at

The *carryover limit* is the number of leave hours an employee can carry into a future year. Use *Adjust to Carryover At* to define when the payroll year ends. When you calculate benefits, the routine will use the settings in the Leave Rates table to calculate leave hours. Any employees with leave amounts in excess of the accumulation limit will be included on the Leave report.

The *anniversary* is based on the employee's start date. The *calendar year-end* is the last date, usually 12/31/YYYY, of the current year. The *fiscal year-end* uses last date in the fiscal calendar, the twelve consecutive months an organization uses to account for and report its business operations.

What do you want to do?

- Use the employee's start date. Use **Adjust to Carryover At** to select **Anniversary**.
- Use the last date (12/31/YYYY) of the current year. Use **Adjust Carryover At** to select **Calendar Year-end**.
- Use the last date of the fiscal year. Use **Adjust Carryover At** to select **Fiscal Year-end**.
- Do not carryover leave hours. Use **Adjust Carryover At** to select **None**.

Can exceed accumulation limit

The *accumulation limit* is the number of hours an employee can accrue. Use *Accumulation Limit*, located on the Levels tab in Organization > Leave Rates, to define the maximum number of hours an employee assigned to the leave rate can accrue annually. Use *Can Exceed Accumulation Limit* to allow the employee to accrue additional hours after the accumulation limit is met.

Does this leave rate allow the employee to exceed the accumulation limit?

- Yes, the employee can exceed the accumulation limit. Click to select **Can Exceed Accumulation Limit**.
- No, the employee cannot exceed the accumulation limit. Click to deselect **Can Exceed Accumulation Limit**.

Description and abbreviated description

A *description* is a word or phrase that describes the character or features of the record. Example: Vacation, Sick, Leave, Comp Time

An *abbreviated description* is a code that is three characters or less that prints on reports when space is limited. Example: VAC, SIC, COM

What is the description?

Use the **Description** field to enter a word or phrase (50 characters or less)

What is the abbreviated description?

Use the **Abbreviated Description** field to enter a one to three character code.

Fixed

If the Type is Fixed, complete this section. Use *Fixed* when the leave rate calculates based on a fixed amount.

Accrual frequency

The *accrual frequency* is the number of repetitions of a process during a unit of time to accumulate leave hours. Use *Pay Periods* to accumulate leave hours based on the selected periods in the pay period. Use *Anniversary Date* to increase leave hours on the employee's anniversary date.

Monthly period numbers

Use the *Monthly Period Number* to select the period to record the leave hours. Each number corresponds to a period. The letter displayed below the period number is the portion of the pay period that will be included.

Clarity Payroll

Fixed

Accrual frequency: Pay periods

Monthly period numbers

1	2	3	4	5
A	A	A	A	A

Modify...

A (All) selects all pay periods. You can also click the **All** button, in the top left corner of the grid, to select all period numbers in all months. For example, sick leave that accumulates based on fixed hours.

Pay Periods

All	1	2	3	4	5
January	X	X	X	X	X
February	X	X	X	X	X
March	X	X	X	X	X
April	X	X	X	X	X
May	X	X	X	X	X
June	X	X	X	X	X
July	X	X	X	X	X
August	X	X	X	X	X
September	X	X	X	X	X
October	X	X	X	X	X
November	X	X	X	X	X
December	X	X	X	X	X

Help OK Cancel

P (Partial) selects some but not all pay periods. For example, when a leave rate like holiday only accumulates once every year, like this...

Pay Periods

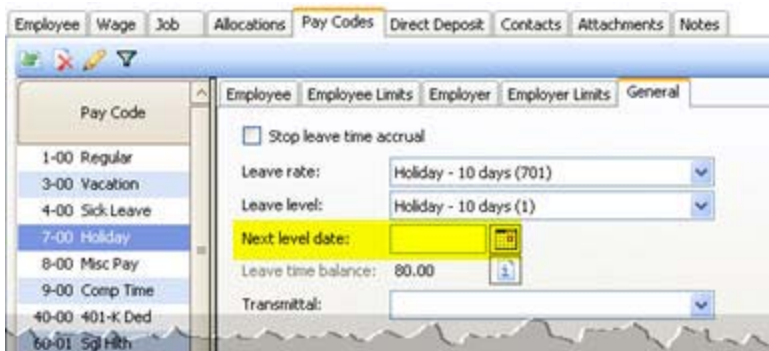
All	1	2	3	4	5
January	X				
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

Help OK Cancel

N (None) means none of the pay periods are selected.

Initial level date based on

The *initial level* is the starting value that appears in the Next Level Date field in the Modify Existing Employees > Pay Codes tab > General subtab. The *Next Level Date* is the date when the employee can advance to the next leave level.



The *anniversary date* occurs on the same day each year to mark one full year of employment.

The *calendar year-end* is the last date, usually 12/31/YYYY, of the current year.

The *fiscal year-end* uses last date in the fiscal calendar, the twelve consecutive months an organization uses to account for and report its business operations.

The *hire date* is the day an employee accepts the offer of employment.

The *start date* is the first day an employee performs services for pay, in other words, the first day of work.

Use *none* when you wish to manually update the leave level.

What is the initial level date based on?

- Use the employee's anniversary date. Use **Initial Level Date Based On** to select **Anniversary Date**.
- Use the last date, usually 12/31/YYYY, of the current year. Use **Initial Level Date Based On** to select **Calendar Year-end**.
- Use the last date of the fiscal year. Use **Initial Level Date Based On** to select **Fiscal Year-end**.
- Use the day the employee accepts the offer of employment. Use **Initial Level Date Based On** to select **Hire Date**.
- Use the first day of work. Use **Initial Level Date Based On** to select **Start Date**.
- Do not set the initial level date. Use **Initial Level Date Based On** to select **None**.

Levels

A *level* is a charge, payment, or price fixed according to a ratio, scale, or standard. Use the options on the Levels tab to define the levels in the leave rate. For example, Jane's organization calculates 5.77 hours of leave for the first five years of employment. After six years, the employee moves to the second level that increases the leave rate to 7.70 hours.

Add a new level

On the Levels tab, click **Add a New Level**. Use the Level Number form to assign a number to the level. Click **OK**. Now, fill in the remaining fields on the Level subtab.

Remove the selected level

Select the level to delete from the Levels list. Next, click **Remove the Selected Level**.

—

Accumulation limit

The *Accumulation Limit* defines the maximum number of hours an employee assigned to the leave rate can accrue annually.

Carryover limit

The *carryover limit* is the number of leave hours an employee can carry into a future year.

Description

A *description* is a word or phrase that describes the character or purpose of the leave level.

Level number

A *level number* is a unique number that is assigned to the level.

Months

Use *Months* to enter the number of months the employee must stay at this leave level before the employee can advance to the next leave level.

Rate/fixed hours

The *rate/fixed hours* is the number of leave hours that will accumulate at the leave level.

Modifier

A *modifier* is a variable that adjusts the calculated amount on a percent, amount, or number. In this instance, use a *modifier* to adjust manual leave entries. For example, Jane creates a leave rate to calculate time and a half for overtime pay. She enters 150% in the Modifier field. When the overtime leave rate calculates it will multiply the amount by 1.5 (or 150%).

Do you wish to modify the leave rate?

- Yes, I want to modify the calculated leave total. Use **Modifier** to enter a percentage. Example: 150% for overtime.
- No, I want to use the calculated leave total as is. Use **Modifier** to enter 100%.

Percentage

If the Type is Percentage, complete this section. Use *Percentage* when the leave rate calculates based on a percentage of the hours worked.

Max hours for calculation

This is the maximum number of hours the system can use to calculate the leave rate.

Pay code hours to include in calculation

This is a list of pay codes the system will use to calculate leave hours. Click **Select**. Then, use the Selection form to move the pay codes to include in the leave rate calculation to the Selected Pay Codes field. Click **OK**.

Rate number

The *rate number* is a unique number that is assigned to each rate.

Type

A *type* defines the accounting behavior for the leave rate. Use *Fixed* when the leave rate calculates based on a fixed amount. Use *Percentage* when the leave rate calculates based on a percentage of the hours worked.

What is the method for accruing leave time?

- This leave rate calculates based on an amount. Use **Type** to select **Fixed**.
- The leave rate calculates based on a percent of the hours worked. Use **Type** to select **Percentage**.

Leave Register

Leave hours includes sick pay and vacation pay for employees that are eligible for leave hours. Use the *Leave Register* to print the leave hours accrued per pay period to view the pay code and title, rate and description, hours used to calculate leave hours, and accrued leave hours.

Print a Leave Register

1. Open **Clarity Payroll > Reports > Leave Register**.
2. Select a report title.
3. Fill in the report options.
4. Click **Print** (Ctrl+P).

Print calculated leave

Use *Print Calculated Leave* to include leave transactions when the entry type is *computed*.

Print leave adjustments

Use *Print Leave Adjustments* to include leave transactions when the entry type is *manual*.

Report dates

Report Dates is the report date range.

Do you want to use the current pay period as the report date range?

- Yes, I want to use the current pay period. Continue to the next step.
- No, I want to use a different pay period. Change the Report Date, or click **Advanced Options**.

Leave Report

Leave hours includes sick pay and vacation pay for employees that are eligible for leave hours. Use the *Leave Report* to view the organization's liability pending an employee's termination. The *Leave Report* shows the employee's beginning leave time balance, hours accrued, hours used, hours remaining, outstanding liability, and leave time rate.

Print a Leave Report

1. Open **Clarity Payroll > Reports > Leave Report**.
2. Select a report title.

3. Choose the report date range.
4. Click **Print** (Ctrl+P).

Report dates

Report Dates is the report date range.

Do you want to use the current pay period as the report date range?

- Yes, I want to use the current pay period. Continue to the next step.
- No, I want to use a different pay period. Change the Report Date, or click **Advanced Options**.

Update Leave Levels

Run *Update Leave Levels* to update leave rates and advance the level to the future year for eligible employees. The options selected in the level rate setup will determine how and when the leave time that has accumulated at the leave rate will update.

Leave level dates will update based on:

- Employee's eligibility for advancement
- Anniversary date, calendar year-end date, fiscal year-end date, hire date, or start date occur in the current pay period

Update leave levels

1. Open **Clarity Payroll > Employees > Update Leave Levels**.
2. Is the date range correct?
 - Yes, the date range is correct. Continue to the next step.
 - No, the date range is not correct. Make sure all of the steps before the step to update leave levels, have been completed.
3. Fill in the options on the routine.
4. Click **GO** (Ctrl+G).

Current pay period

The *current pay period* is the period the system will use to record transactions.

Leave rates

A *leave rate* is a charge or price fixed on leave time according to an amount or percentage. Use *Leave Rates* to select the leave rates to include in the update.

What do you want to do?

- I want to add a leave rate. Click **Select**. This button is located next to the Leave Rates field. Use the Selection form to move the leave rate to the Selected Leave Rates list. Click **OK**.
- I want to remove a leave rate. Click **Select**. Use the Selection form to move the leave rate to the Available Leave Rates list. Click **OK**.

Pay code

A *pay code* is an account in payroll that records hours worked for an activity, in this case, a pay code that records hours for leave time. Use *Pay Codes* to select the pay codes to include in the update.

What do you want to do?

- I want to add a pay code. Click **Select**. This button is located next to the Pay Codes field. Use the Selection form to move the pay code to the Selected Pay Codes list. Click **OK**.
- I want to remove a pay code. Click **Select**. Use the Selection form to move the pay code to the Available Pay Codes list. Click **OK**.

Print report only

Use *Print Report Only* to print a report that will show you the transactions that will be created by this routine without actually creating any transactions.

Do you want to update transactions or print a report?

- I want to print a report. Select the **Print Report Only** checkbox. The routine will print the transactions that will be updated as a report. This option will not update any transactions. It's a good option to use to make sure the transactions that will be posted are correct.
- I want to update transactions. Leave blank the **Print Report Only** checkbox. The routine will create and save transactions.

Selection criteria

In Caselle, the *Selection Criteria* allows you to choose which information to include in routines and reports and display in transaction grids.

Organization

Departments

A *Department* groups together personnel and action codes. When a user selects a department only the employees that are tied to the department will be displayed in the Employee drop-down list. Use *Departments* to record the names of the departments in the organization.

Note: Payroll Department Codes that have been selected in the Payroll program can only be used to create and view transactions in the Payroll program. Payroll Department Codes are set up in the Payroll Department view, however, other programs that interface with the Payroll program will have access to the Payroll Department Codes.

Add a department

1. Open **Clarity Payroll > Organization > Departments**.
2. Click **New** (Ctrl+N).
3. What do you want to do?
 - I want to select a department from the master department list. Use the **Department** drop-down list to select a department name.
 - I want to add a new department to Payroll > Departments. Use this option to only make the department code available in the Payroll application. Use the **Department** field to enter a department name. Next, enter the department's description and abbreviated description.
 - I want to add a new department to the master department list. Use this option to make the department code available in every Caselle Clarity application. Use **Clarity System Management > Master Records > Departments**. Then, click **New** and fill in the form. Next, return to Payroll > Organization > Departments. The new department will be included in the Department drop-down list.
4. Click **Save** (Ctrl+S).

Edit properties on an existing department

1. Open **Clarity Payroll > Organization > Departments**.
2. Use the Lookup bar to enter a department name.
3. Click the link to **Edit This Department in System Maintenance**.

Delete a department

1. Open **Clarity Payroll > Organization > Departments**.
2. Use the Lookup bar to enter a department name.
3. Click **Delete** (Ctrl+D).

Department

A *Department* groups together personnel and action codes.

Description and abbreviated description

A *description* is a word or phrase that describes the character or features of the record. An *abbreviated description* is a series of letters or numbers, in this case, that is less than three characters, that stands for the department when space is limited on reports.

What is the description?

Use the **Description** field to enter a word or phrase (50 characters or less).

Edit this Department in System Management

In Clarity, all departments are stored in Master Records Departments, which you can access through the System Management application. When you add a department in this application, the department will also be added to Master Records > Departments in System Management. Once the department becomes part of Master Records > Departments, you can use Organization > Departments in any Clarity application to include the department.

Use the **Edit this Department in System Management** to open System Management > Master Records > Departments.

Organization

Use *Organization* to set up the organization's name and address, default options, and interfaced applications.

Set up the organization's information

1. Open **Clarity Payroll > Organization > Organization**.
2. Set up the organization information and options. Use the sections in this help topic to complete each field.
3. Click **Save** (Ctrl+S).

Organization contact information

The organization's name and contact information is stored in **Organization > Organization tab**. The application will print this name and address on reports, forms, lists, notices, bills, and so on.

Enter the organization's information in the following fields:

- Primary and secondary name
- Address
- Telephone, Fax, and Email

Current check issue date

The *check issue date* is the date when the most recent pay check was issued. The **Current Check Issue Date** field is view only.

Current payroll year

The *current payroll year* is the year that Inquiry will use to display transactions as well as the year that will default into the Year-end Update. Use the **Current Payroll Year** to enter the four-digit year (YYYY) for the current payroll year.

Important! Running the Year-End Update will update the year displayed in the Current Year field to the future year.

Current period number

If the *pay period* is the interval in which you choose to pay your employees. For example, weekly, semi-monthly, monthly, quarterly, or annually. Then, the *period number* is the number assigned to each pay period. For example, Jane's organization pays biweekly, which means her organization usually has 2 pay periods each month. Months that have five weeks may have an additional pay period. This is what Jane's period dates would look like for 2011:

History of Period Dates			
Begin Date	End Date	Check Issue Date	Pay Period
12/18/2010	12/31/2010	01/07/2011	1
01/01/2011	01/15/2011	01/16/2011	1
01/16/2011	01/31/2011	01/31/2011	2
02/01/2011	02/15/2011	02/15/2011	1
02/16/2011	02/28/2011	02/28/2011	2
03/01/2011	03/15/2011	03/16/2011	1
03/16/2011	03/31/2011	03/31/2011	2
04/01/2011	04/15/2011	04/16/2011	1
04/16/2011	04/30/2011	04/30/2011	2
05/01/2011	05/01/2011	05/04/2011	1
05/02/2011	05/15/2011	05/15/2011	2
05/16/2011	05/31/2011	05/31/2011	3
06/01/2011	06/15/2011	06/16/2011	1
06/16/2011	06/30/2011	06/30/2011	2
07/01/2011	07/03/2011	07/10/2011	2
07/04/2011	07/17/2011	07/24/2011	1
07/18/2011	07/31/2011	08/07/2011	3
08/01/2011	08/14/2011	08/21/2011	1
08/15/2011	08/28/2011	09/04/2011	2
08/29/2011	09/11/2011	09/18/2011	1
09/12/2011	09/25/2011	10/02/2011	2
09/26/2011	10/09/2011	10/16/2011	1

The **Current Period Number** field is view only. Running the Close Pay Period routine will update the pay period dates and period number.

Direct Payment

A *direct payment* is an electronic fund transfer (EFT) that transfers funds from the organization's account to an employee's individual checking or savings account.

Important! You must be using the Caselle Payroll Direct Deposit application to set up the employee routing and account information.

Will the organization use direct deposit?

- Yes, the organization uses direct deposit. Set up the properties on the **Clarity Organization > Organization > Direct Deposit tab**. Complete the rest of the items in this section.
- No, the organization will not use direct deposit. Leave blank the properties on the **Clarity Organization > Organization > Direct Deposit tab**.

Offset bank

The *offset bank* is the name of the bank that will process the direct deposit.

Offset transaction type

The *offset transaction type* is the type of transaction that will be created when the amount is deposited.

Bank header

The *bank header* is a description that is provided by the Offset Bank. It appears as the first line in the ACH file. DO NOT enter a bank header if a bank header is not required.

—

File header record information

The *file header record* provides information for processing the direct deposit file. It is the first record in the file.

Important! The Priority Code, File ID Modifier, Record Size, Blocking Factor, and Format Code are ACH preset fields. DO NOT modify these fields without the assistance of Customer Support.

Immediate destination

The *immediate destination* is the offset bank's routing number.

Immediate origin

The *immediate origin* is the employer's Federal Employer Identification Number (FEIN) preceded by the number *1*.

Destination ACH name

Destination ACH name refers to the name of the financial institution that will be processing the direct deposit file. For example, Bank of America.

Origin ACH name

The *Origin ACH name* is the name of your organization. For example, City XYZ.

Priority code

The *priority code* is a two-digit code that is assigned by the offset bank to the direct deposit file. This code indicates the file handling order to the financial institution. Usually, this field is set to the number *1*.

File ID modifier

Use the *file ID modifier* to create more than one file using the same data and participants. Normally, this field displays the letter *A*.

Record size

The *record size* refers to the number of characters in each record. Normally, this field displays the number *094*.

Blocking factor

Blocking factor refers to a physical block of disk space on magnetic media. Usually, the blocking factor for magnetic tape is the number *10*.

This program uses the Blocking Factor to group records and calculate an account sum in the trailer record.

Format code

The *format code* is a number assigned by the bank for special handling. Usually, the format code is the number *1*.

—

Company batch header record information

The *company batch header record* is the section that stores the organization's information.

Company name

The *company name* is the name of the organization. For example, City XYZ

Discretionary data

Discretionary data refers to information that will appear on the employee's bank statements. This field is optional and it is for internal use only. For example, the organization's name or "payroll deposit".

Company ID

The *company ID* is the number *1* followed by the employer's identification number.

Entry class

The *entry class* defines the transaction type of the entries in the file. Use *CCD* (Cash Concentration Disbursement) to transfer funds into a consumer's account at the Receiving Depository Financial Institution. Use *PPD* (Pre-arranged Payments and Deposits) to participate in the ACH through the electronic transfer (direct debit) of bill payment entries.

Normally, this field is set to *PPD*.

Entry description

The *entry description* is a brief phrase or word that provides an explanation of the entry for the receiver and participant. For example, PAYROLL

Originator status code

The *originator status code* is usually set to the number *1*.

Originator DFI ID

The *originator DFI ID* is the organization's Department of Financial Institution (DFI) identification number. The originator DFI ID identifies entries in a given batch within an ACH file. Example: Remove the check digit from the financial institution's routing and transit numbers and you can use the resulting number as the Originator DFI ID.

Service class code

The *service class code* identifies the batch contents. Usually, the Service Class Code is *200*.

- Calculated
- 200 Debits and Credits
- 220 Credits Only
- 225 Debits Only

Fiscal year ends in

A *fiscal year* refers to twelve consecutive months an organization uses to account for and report on its business operations. Typically, organizations use a fiscal year ending December 31. However, some governmental units end their fiscal year end on June 30.

In what month does the fiscal year end?

Use the **Fiscal Year Ends In** drop-down list to select the month when the fiscal year ends.

Keep [_] years of history

Use *Keep [_] years of history* to determine how long to keep transactions in the database. Users cannot delete transactions before the number of years of history has elapsed. For example, if Jane wants to save transactions for two years Jane would enter 2 in the Keep [_] Months of History field. At the appropriate time, Jane runs Organization > Delete History to remove old transactions from the database.

Note: Deleting history is part of regular upkeep and maintenance of the database. Choosing to keep for excessive period, or forever, may affect system performance.

Do you want to keep transactions?

- Yes, I want to keep transactions. Use the **Keep [_] Years of History** field to enter a number. Example: To keep two years of history, type in 2.
- No, allow users to delete transactions right away. Enter 0 (zero) in the **Keep [_] Years of History** field.

Pay period dates

A *pay period* is the interval in which you choose to pay your employees. Each pay period is assigned to a begin date, end date, check issue date, and period number. The pay period properties are stored on the Organization > Pay Period Dates tab.

When you run the routine to Close Pay Period, the system will add the next pay period to the Pay Period Dates table in Organization. If needed, you can use these options to add and remove pay periods from the Pay Period Dates table.

How do I add a pay period?

On the Organizations > Pay Period Dates tab, click **Add a New Pay Period**.

How do I delete a pay period?

Go to the Organizations > Pay Period Dates tab. Next, use the Pay Period Dates table to select the pay period that will be removed. Now, click **Delete the Selected Pay Period**.

How do I edit properties on an existing pay period?

Go to the Organizations > Pay Period Dates tab. Next, use the Pay Period Dates table to select the pay period that will be removed. Then, use the options on the Pay Period subtab to update the pay period properties.

Previous/current pay period

A *pay period* is the interval in which you choose to pay your employees. For example, weekly, semi-monthly, monthly, quarterly, or annually. The *previous pay period* is the pay period that occurred before the current pay period, or the pay period that is presently elapsing.

When you run the Close Pay Period routine, it's part of the steps checklist, the system will update the pay period dates in both the Previous Pay Period and Current Pay Period fields on the Organization > Organization tab.

What is the current pay period?

Use the **Current Pay Period** drop-down list to select the date range that belongs to the pay period that is presently occurring.

Next period number is based on

Use this option to determine how the system will select the next period number. You can use the check issue date or the pay period date. The *check issue date* is the date when the last check was issued. The *pay period date* is the last date in the current pay period.

What is the next period number based on?

- I want to use the check issue date to assign the next period number. On the Organization tab, use the **Next Period Number is Based On** drop-down list to select **Check Issue Date**.
- I want to use the pay period date to assign the next period number. On the Organization tab, use the **Next Period Number is Based On** drop-down list to select **Pay Period Date**.

Set check date [_] days after period ends

The *check date* is the date that will print on paychecks. If your organization will print paychecks on the same day every week you can use this option to choose the default date that will print on the paychecks.

Check Date = Pay Period End Date + Check Issue Days Pas Due Period End

For example, the current pay period for City ABC ends on 4/23/2012. Jane prints paychecks for the current pay period on the following Friday. She uses the Set Check Date field to enter the number 7. When she prints paychecks the date 5/7/2012, the pay period end date plus seven days, appears in the Check Issue Date field.

How many days after the period ends is the check date?

Use the **Set Check Date [_] Days After Pay Period Ends** to enter a number (0-99).

Standard pay frequency

The *standard pay frequency* is the number of payments paid during a unit of time. For example, weekly, biweekly, and annually are examples of commonly used standard pay frequencies.

Annual – Once every twelve consecutive months.

Semi-annual – Once every six consecutive months.

Quarterly – Once every three consecutive months.

Monthly – Once every month.

Bi-weekly – Once every two weeks.

Weekly – Once every seven consecutive days.

Daily – Once every 24 hours.

What is the standard pay frequency for the organization?

Use the **Standard Pay Frequency** drop-down list to select an option. Use the descriptions in the list, located above this section, to make your selection.

Tracking

A *tracked field* is a field the system is monitoring. When a field is *tracked* the system will create a log file that records when, what, and who made changes to the field content. Some fields contain sensitive information that may change the way a routine calculates or a report runs. For example, you may want to track changes to the customer's account number, social security number, or birth date.

You have three options that can be used separately or all together:

- You can use *History Tracking* to set up the application to record any changes to the information in the selected field. When you use this option, click the **History** (Ctrl+H) button to show the tracking log.
- You can use *Management Tracking* when you want to include any changes to the tracked field on the management report, but not include it on any other report that displays changes to fields selected for History Tracking. Use Reports > Management Report to print the Management Tracking report.
- You can *Management Deletions* to record when information in a field is deleted and the field is left blank. Use Reports > Management Report to print a list of fields with values that have been deleted.

Do you want to track fields?

- Track fields; everyone can see the tracking log. Use the options in the History Tracking column, on the Tracking tab in Organization.
- Track fields; limited access to tracking log. Use the options in the Management Tracking column, on the Tracking tab in Organization.
- Track field deletions; limited access to tracking log. Use the options in the Management Deletions column, on the Tracking tab in Organization.

How do I find the field that I want to track?

- Find the fields on my own. If you have some experience working with databases or MSSQL, then this will be a little easier to understand. Let's get started. Each field is stored in a table. The table name offers a hint as to the type of fields that are stored in the table. Click [+] to select and expand the fields in a table. If there is too much information on the screen, click [-] to collapse a section.
- **Find the fields for me.** If you're not used to working with databases or this form is confusing, please contact customer service for assistance. They can quickly find the fields that you need tracked and show you how to set up field tracking.

Turn on/off interface to Accounts Payable, General Ledger, Payroll, or Project Accounting

Configure the [PROGRAM NAME] application to retrieve account information from an interfaced application or update information to an interfaced application.

Do this...

1. Open **Clarity [PROGRAM NAME] > Organization > Organization > Interfaces tab.**
2. Click on the [application name] subtab. For example, if Jane wants to turn on the interface to the Clarity General Ledger application she would click on the General Ledger subtab.
3. How do you want to interface to the application?

- **I want to use Caselle Clarity to interface to [PROGRAM NAME].** Select Caselle 4.x. Use this option to update values to the interfaced application and look up account numbers.
- **I want to use a non-Caselle application to interface to [PROGRAM NAME].** Select Other. This option is only available for General Ledger.
- **I do not to interface to [PROGRAM NAME].** Select None.

Passwords

You can set up passwords to use in the [PROGRAM NAME] application. These passwords are not the same as the passwords that are set up for users in System Management; these passwords only apply to this application.

Important! This section allows you to set up specific passwords for [PROGRAM NAME].

Password	Organization	Modify/Delete Transactions	Fields
Control Password	X	X	X
Authorization Password		X	
Field Access Password			X

Do this...

1. Open **Clarity [PROGRAM NAME] > Organization > Organization.**
2. Click the **Passwords** tab.
3. Enter the new passwords. If you want to see the current passwords, click the **Show Passwords** button.

User-defined fields

Do you want to add a field that collects information that is not collected elsewhere in the application? A user-defined field is the way to go. You can view user-defined information in the file it was saved in, in Inquiry, or on reports that allow you to print user-defined fields.

All user-defined fields are set up in Organization. In Organization, you can determine where you want the user-defined field to appear in the application, what type of user-defined field to create, and how the user will be allowed to enter the information the user-defined field is requesting.

Before you get started, you'll need this information:

- What's the name of the routine where you want to create the user-defined field? The name of the routine, for example, Setup New Customer, will also be the name of the Table that you'll be asked to select when you set up the user-defined field.
- What's the name of the user-defined field? It should be descriptive enough to tell the person filling in the field what they should enter.
- What type of information will the user-defined collect? Some user-defined types, like Dates and Numbers are very specific. When in doubt, choose a Text field because a Text field allows text as well as dates or numbers. If you'd rather add a checkbox instead of a field, choose the Yes/No option.

- Do you want to provide users with a list of values to choose from? You can create a drop-down list for your users. A drop-down list will show a list of options which the user can choose from. The drop-down list can limit the user to the list or it can allow a user to type in a different value.
- Do you want to the user-defined field to show a default value? Of course, you can edit the default value but if you already know the value most users will pick then it might save time to use it as the default value.

Now, you're ready to use the options on the User-defined tab to create a user-defined field.

Pay Codes

A *pay code* is an account in payroll that records hours worked for an activity. Use *Pay Codes* to add, edit, and delete pay codes. When you make changes to pay codes that have been created in Organization > Pay Codes the changes have been made on the *Application Level*. On the other hand, when you make changes to pay codes on the *Employee Level*, the changes will only affect the employee. None of the changes that you make on the Employee Level will affect the pay code on the Application Level.

Level	Location
Application Level	Organization > Pay Codes
Employee Level	Employees > Modify Existing Employees > Pay Codes tab

Add a pay code

1. Open **Clarity Payroll > Organization > Pay Codes**.
2. Click **New** (Ctrl+N).
3. Fill in the pay code properties.
4. Click **Save** (Ctrl+S).

Edit properties on an existing pay code

1. Open **Clarity Payroll > Organization > Pay Codes**.
2. Use the Lookup bar to enter the pay code number, press **Enter**. Then, enter the sub code and press **Enter**.
3. Change the pay code properties.

Delete a pay code

1. Open **Clarity Payroll > Organization > Pay Codes**.
2. Use the Lookup bar to enter the pay code number, press **Enter**. Then, enter the sub code and press **Enter**.
3. Click **Delete** (Ctrl+D).

Add on new employee

Use *Add on New Employee* to add the pay code to a new employee. This option allows you to select the default pay codes that usually need to be added to each new employee.

Do you want to add this pay code to new employees?

- Yes, add this pay code to new employees. Click to select **Add on New Employee**.
- No, do not add this pay code to new employees. Click to deselect **Add on New Employee**.

Allow calculations with these check types

Use this option to initiate a calculation method based on the type of check that is created. For example, Jane creates a pay code for vacation pay that calculates when a check is created to pay out vacation pay.

Check types...

- Manual: Checks that you enter by hand as a manual check.
- Payout: Checks that pay out leave time.
- Supplemental: Checks that for bonus pay, etc.
- Termination: Checks to pay the balance on a terminated employee.
- Third party: Checks to pay third party entities, such as disability payments.

Allow employee options

Use *Allow Employee Options* to allow you to make changes to the employee portion of the pay code on the employee level. These changes to the pay code are saved in the employee record (Employees > Modify Existing Employees > Pay Codes tab). They will not impact the other employees that are linked to the pay code.

Do you want to allow changes to the pay code on the employee level?

- Yes, allow me to customize the pay code on the employee level. Click to select **Allow Employee Options**.
- No, do not allow any changes to the pay code on the employee level. Click to deselect **Allow Employee Options**.

Allow employer options

Use *Allow Employer Options* to allow you to make changes to the employer portion of the pay code on the employee level. These changes to the pay code are saved in the employee record (Employees > Modify Existing Employees > Pay Codes tab). They will not impact the other employees that are linked to the pay code.

Do you want to allow changes to the pay code on the employee level?

- Yes, allow me to customize the pay code on the employee level. Click to select **Allow Employer Options**.
- No, do not allow any changes to the pay code on the employee level. Click to deselect **Allow Employer Options**.

Allow payout payments

The *payout* option is available when the pay code allows a pay out. For example, a leave pay code that allows you to pay out the leave balance to the employee.

Does this pay code allow payout payments?

- Yes, this pay code allows payout payments. Click to deselect **Allow Payout Payments**.
- No, this pay code does not allow payout payments. Click to deselect **Allow Payout Payments**.

Amount/rate/percent type

A *type* defines the accounting behavior for the related pay code. A pay code can calculate using an amount, rate, or percent.



Amount

Examples: Miscellaneous Pay, Miscellaneous Reimbursement, Travel Reimbursement, Net Pay, Direct Deposit, Health Insurance

How do I do this? Select **Amount** from the Amount/Rate/Percent Type field. Then, use the **Rate** field to enter a dollar amount. Leave the field blank to enter the amount when you calculate the paycheck.

Calculation

Examples: Federal Withholding Tax, State Withholding Tax

Preparation: Set up the [Calculation Formula](#), [Calculation Tables](#), and [Calculations](#). The pay code will calculate based on the information in the Calculation Formula, Calculation Table, and Calculations.

How do I do this? Select **Rate per Hour** from the Amount/Rate/Percent Type field. Then, use the **Rate** field to enter the hourly rate.

Do not calculate

Examples: The employee portion of the State Retirement pay code.

How do I do this? Select **Do Not Calculate** from the Amount/Rate/Percent Type field.

Hourly

Examples: Regular Pay, Overtime Pay, Vacation Pay, Holiday Pay, Comp Pay

How do I do this? Select **Hourly** from the Amount/Rate/Percent Type field. Then, use the **Rate** field to enter the hourly rate.

Examples of Rate: The rate for regular pay is 100, the rate for overtime is 150

Percent of amount

Clarity Payroll

Examples: 401k Deduction, Social Security Tax, Medicare Tax, State Retirement, Long Term Disability Insurance, State Unemployment Tax, Workers Compensation

Percent of Amount = Amount x Percentage

How do I do this? Select **Percent of Amount** from the Amount/Rate/Percent Type field. Then, use the **Rate** field to enter a percentage.

Example: The 401k Deduction is 3% of the employer's contribution.

Rate per hour

Examples: Contract Services, Independent Vendors

How do I do this? Select **Rate per Hour** from the Amount/Rate/Percent Type field. Then, use the **Rate** field to enter the hourly rate.

Rate per unit

Example: Piece work

How do I do this? Select **Rate per Unit** from the Amount/Rate/Percent Type field. Then, use the **Rate** field to enter the piece rate.

Salary

Examples:

How do I do this? Select **Rate per Salary** from the Amount/Rate/Percent Type field. Then, use the **Rate** field to enter the salary as an amount.

Calculate on unpaid employee

Use *Calculate on Unpaid Employee* to calculate a benefit pay code on an employee who is not receiving a paycheck. For example, employees who are not receiving a paycheck may include employees who are retired, disabled, or receiving FMLA.

Note: You can override this option on the Employee Level.

Do you want to calculate the pay code for an unpaid employee?

- Yes, calculate the pay code. On the Employer tab > Employer subtab, click to select **Calculate on Unpaid Employee**.
- No, do not calculate the pay code. On the Employer tab > Employer subtab, click to deselect **Calculate on Unpaid Employee**.

How do I override this option on the Employee Level?

Use Employees > Modify Existing Employees to look up the employee record. On the Pay Codes tab, click to select the pay code name from the Pay Code list. Then, click **Toggle Pay Code Detail Display** to view the pay code properties. Click the Employer subtab. Click to deselect **Calculate on Unpaid Employee**. That's it.

Calculation name

A *calculation* uses a formula to determine an amount, percentage, or number. When you need to use a calculation in Payroll, the calculation is saved in Organization > Calculations. The *calculation name* is the name that was assigned to the calculation in Organization > Calculations.

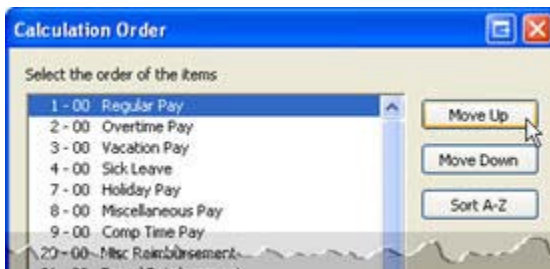
Is the Amount/Rate/Percent Type set to Calculation?

- Yes, it is. Use the **Calculation Name** field to select the name of the calculation that will be used to calculate the pay code.
- No, it is does not. The **Calculation Name** field is not available.

Calculation order

The *calculation order* refers to the order that the pay code will calculate in relation to other pay codes.

Important! Always calculate pay codes for gross wages before calculating any other pay codes. A gross wage must be calculated before deductions are taken.



How do I assign the calculation order?

Click the **Calculation Order** button. It's located at the end of the Calculation Order field.



Use the options on the Calculation Order form to place the pay codes in the order in which they will calculate.

Credit account

Use the *Credit Account* to enter the GL account for recording entries on the right side of the account.

What do you want to do?

- I want to enter a GL account. Use the **Credit Account** field to enter a valid GL account.
- I want to enter a partial account. Use the Credit Account menu to select **Partial Account**.
- Help me find a GL account. Use the Credit Account menu to select **Search**.

Debit account

Use the *Debit Account* to enter the GL account for recording entries on the left side of the account.

What do you want to do?

- I want to enter a GL account. Use the **Debit Account** field to enter a valid GL account.
- I want to enter a partial account. Use the Debit Account menu to select **Partial Account**.
- Help me find a GL account. Use the Debit Account menu to select **Search**.

Debit override account

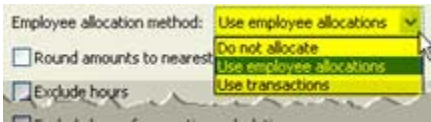
An employer uses a *Debit Override Account* when the employer needs to make a one-time change to the GL account that is assigned to the selected funds.

What do you want to do?

- I want to add a debit override account. Navigate to the Employer tab > Debit Override Account subtab. Click **Add a New Override Account**. Fill in the options on the Debit Override Account subtab.
- I want to remove a debit override account. Navigate to the Employer tab > Debit Override Account subtab. Click to select a fund from the Funds list. Next, click **Remove the Selected Override Account**.

Employee allocation method

Use the *employee allocation method* to distribute an amount to a specific account. The employee allocations are saved in the employee file on the Allocations tab in Modify Existing Employees (Employees > Modify Existing Employees). For example, a pay code that will allocate regular pay based on the employee's allocations.

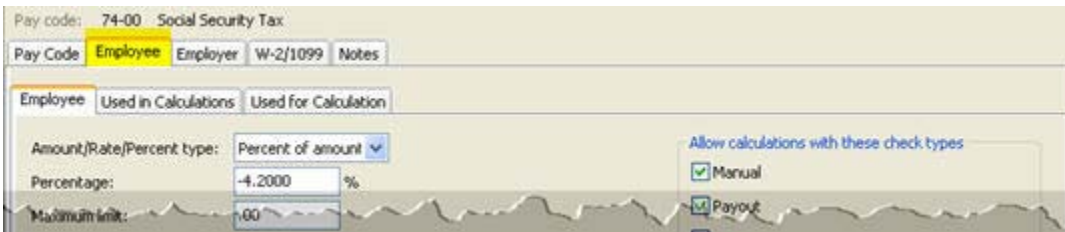


What do you want to do?

- Do not distribute this pay code. Navigate to Employee tab > Employee subtab. Use the **Employee Allocation Method** to select **Do Not Distribute**.
- Use the employee's allocations to distribute the pay code. Navigate to Employee tab > Employee subtab. Use the **Employee Allocation Method** to select **Use Employee Allocations**.
- Use transactions to distribute the pay code. Navigate to Employee tab > Employee subtab. Use the **Employee Allocation Method** to select **Use Transactions**.

Employee's portion

The *employee's portion* refers to the properties and calculations on the pay code that are made in behalf of the employee.



Employer allocation method

Use the *employer allocation method* to distribute an amount to a specific account. The employer allocations are saved in the employee file on the Allocations tab in Modify Existing Employees (Employees > Modify Existing Employees). For example, a pay code that will allocate social security based on transactions.

What do you want to do?

- Do not distribute this pay code. Navigate to Employer tab > Employer subtab. Use the **Employer Allocation Method** to select **Do Not Distribute**.
- Use the employee's allocations to distribute the pay code. Navigate to Employer tab > Employer subtab. Use the **Employer Allocation Method** to select **Use Employer Allocations**.

- Use transactions to distribute the pay code. Navigate to Employer tab > Employer subtab. Use the **Employer Allocation Method** to select **Use Transactions**.

Employer's portion

The *employer's portion* refers to the properties and calculations on the pay code that are made in behalf of the employer.

The screenshot shows the configuration for the pay code '74-00 Social Security Tax'. The 'Employer' tab is selected. The 'Amount/Rate/Percent type' is set to 'Percent of amount'. The 'Percentage' is set to '6.2000 %'. There is a checkbox for 'Calculate on unpaid employee' which is unchecked. Below it, there is a link 'Allow calculations with these check types' and a 'Manual' button.

Exclude hours

Use *Exclude Hours* to allow a user to enter hours for the pay code to calculate an amount without saving the entered hours as part of the transaction.

Note: Modifying this field will update all related employee records.

Exclude hours for overtime calculation

Use *Exclude Hours for Overtime Calculation* to leave out hours that are, for example, imported from a timekeeping application to calculate overtime pay.

Funds

A *fund* is an account that is designated for a specific purpose. Use *Funds* to list the funds that will use the override account. This option is only available on the employer portion of the pay code.

How do I add or remove funds from the Funds list?

Navigate to the Employer tab > Debit Override Account subtab. Click **Values**. Use the Values form to enter the GL account in the **Values** field or **Enter Value** field. Click **OK**.

GL account

A *GL account* is an account in the General Ledger that records credits and debits.

What is the GL account to be billed?

- I know the GL account. Use the **GL Account** field to type in a valid GL account.
- I need to look up the GL account. Use the GL Account menu to select **Search**.
- I want to use a partial GL account. Use the GL Account to select **Partial GL Account**. Use the options on the GL Account Partial Entry to create a partial account.

Identification number

The *identification number* is the ID assigned to the selected state.

Is this pay code created for a specific state?

- Yes, this pay code is for a specific state. Use the **Identification Number** to enter the state's identification number.
- No, this pay code is not state specific. Leave blank the **Identification Number**.

Include amounts for dependent care on W-2 (Box 10)

Box 10 reports any amounts reimbursed for dependent care expenses, or the dollar value of dependent care services provided by your employer. Amounts under \$5,000 are non-taxable benefits. Any amount over \$5,000 is reported as taxable wages in Boxes 1, 3, and 5. Non-taxable benefits must be excluded from expenses claimed for the child and dependent care tax credit on [IRS Form 2441](#) (PDF).

Do you want to copy the pay code amount to the Dependent Care field on the W-2 Form?

- Yes, copy the amount to Box 10. Navigate to the W-2/1099 tab. Then, click to select **Include Amounts for Dependent Care on W-2 (Box 10)**.
- No, do not copy the amount to Box 10. Navigate to the W-2/1099 tab. Then, click to deselect **Include Amounts for Dependent Care on W-2 (Box 10)**.

Include amounts for non-qualified plan on W-2 (Box 11)

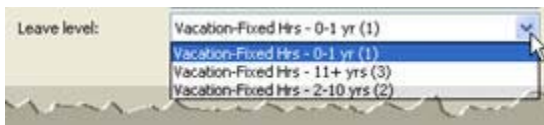
Box 11 reports any amounts distributed to you from your employer's non-qualified deferred compensation plan or non-government Section 457 pension plan. The amount in Box 11 is already included as taxable wages in Box 1.

Do you want to copy the pay code amount to the Non-Qualified Plan field on the W-2 Form?

- Yes, copy the amount to Box 11. Navigate to the W-2/1099 tab. Then, click to select **Include Amounts for Non-qualified Plan on W-2 (Box 11)**.
- No, copy the amount to Box 11. Navigate to the W-2/1099 tab. Then, click to deselect **Include Amounts for Non-qualified Plan on W-2 (Box 11)**.

Leave level

Complete this section if the pay code calculates leave hours. A *leave level* is a charge, payment, or price fixed according to a ratio, scale, or standard. For example, Jane's organization calculates 5.77 hours of leave for the first five years of employment. After six years, the employee moves to the second level that increases the leave rate to 7.70 hours.



What is the leave level?

- I want to use an existing leave level. Use the **Leave Level** drop-down list to select the level at which leave hours will accrue.
- I want to add a new leave level. Use Clarity Payroll > Organization > [Leave Rates](#) to look up the leave rate. Use the options on the Levels tab to click **Add a New Level**, then fill in the form. You may need to exit and relaunch Organization > Pay Codes to refresh the options in the list.

Leave rate

Complete this section if the pay code calculates leave hours. A *leave rate* is a charge or price fixed according to an amount or percentage. The *leave rate* will change the options that are available in the Leave Level drop-down list.



What is the leave rate?

- I want to select an existing leave rate. Use the **Leave Rate** drop-down list to select the rate at which leave hours will accrue.
- I want to add a leave rate. Use Clarity Payroll > Organization > [Leave Rates](#) to add a new leave rate. Click **New** (Ctrl+N) and fill in the form. Then, return to the Leave Rate field in Organization > Pay Codes. You may need to exit and relaunch Organization > Pay Codes to refresh the options in the list.

Maximum limit

The *maximum limit* is the maximum value allowed by the pay code.

Maximum wage limit

The *maximum wage limit* is the maximum wage allowed by the pay code.

Minimum wage limit

The *minimum wage limit* is the minimum amount required to calculate the pay code amount or percentage.

Monthly period numbers

Use the *Monthly Period Number* to select the period to apply the pay code. A *pay period* is the interval in which you choose to pay your employees.

Each number (1-5) corresponds to a period. The box below the period number stores a code: A, P, or Blank. The letter (A) means the pay code calculates for the selected period number every month. On the other hand, the letter (B) means pay code calculates for the selected period number in the selected months. A (blank) means the pay code does not calculate for the selected period number.



Click **Modify** to select the pay periods when the pay code will calculate. Use the Pay Periods form to select the pay period numbers. Click on the month name to select all of the pay periods in the selected month. Click on a pay period number to select the pay period number on every month.

Regular pay code

Example: A regular pay code calculates for pay periods 1-3 every month.

Clarity Payroll

The screenshot shows a dialog box titled "Pay Periods" with a table. The table has columns for "All", "1", "2", "3", "4", and "5". The rows represent months from January to December. The "All" column is selected, and there are 'X' marks in the first three columns for every month.

All	1	2	3	4	5
January	X	X	X		
February	X	X	X		
March	X	X	X		
April	X	X	X		
May	X	X	X		
June	X	X	X		
July	X	X	X		
August	X	X	X		
September	X	X	X		
October	X	X	X		
November	X	X	X		
December	X	X	X		

Leave pay code

Example: A vacation pay code calculates once at the beginning of each year. The Pay Periods form looks like this

The screenshot shows a dialog box titled "Pay Periods" with a table. The table has columns for "All", "1", "2", "3", "4", and "5". The rows represent months from January to December. The "All" column is selected, and there is an 'X' mark in the first column for January.

All	1	2	3	4	5
January	X				
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

Social Security and Medicare

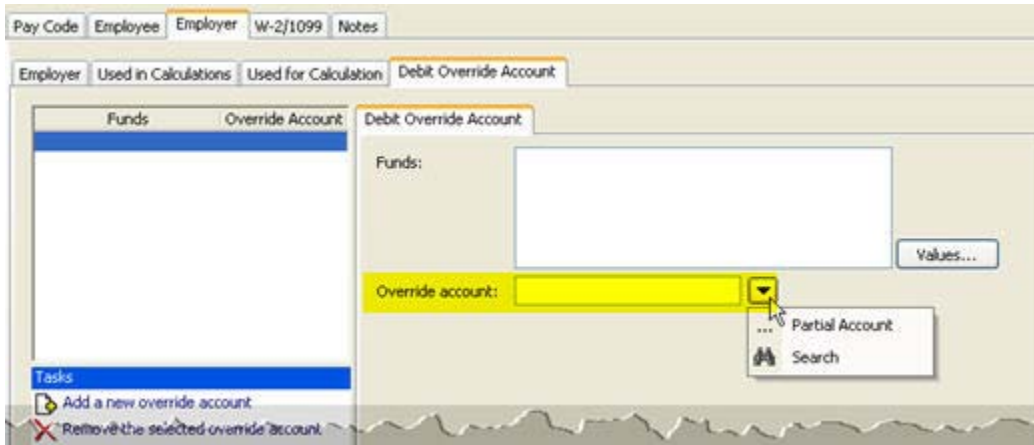
Important! The best way to ensure Social Security and Medicare taxes are collected every pay period is to select all pay periods.

The screenshot shows a dialog box titled "Pay Periods" with a table. The table has columns for "All", "1", "2", "3", "4", and "5". The rows represent months from January to December. The "All" column is selected, and there are 'X' marks in all columns for every month.

All	1	2	3	4	5
January	X	X	X	X	X
February	X	X	X	X	X
March	X	X	X	X	X
April	X	X	X	X	X
May	X	X	X	X	X
June	X	X	X	X	X
July	X	X	X	X	X
August	X	X	X	X	X
September	X	X	X	X	X
October	X	X	X	X	X
November	X	X	X	X	X
December	X	X	X	X	X

Override account

An employer uses an *Override Account* when the employer needs to make a one-time change to the GL account that is assigned to the selected funds.



What do you want to do?

- I want to enter the override account. Use the **Override Account** field to enter a GL account.
- I want to enter a partial account. Use the Override Account menu to select **Partial Account**.
- Help me find an override account. Use the Override Account menu to select **Search**.

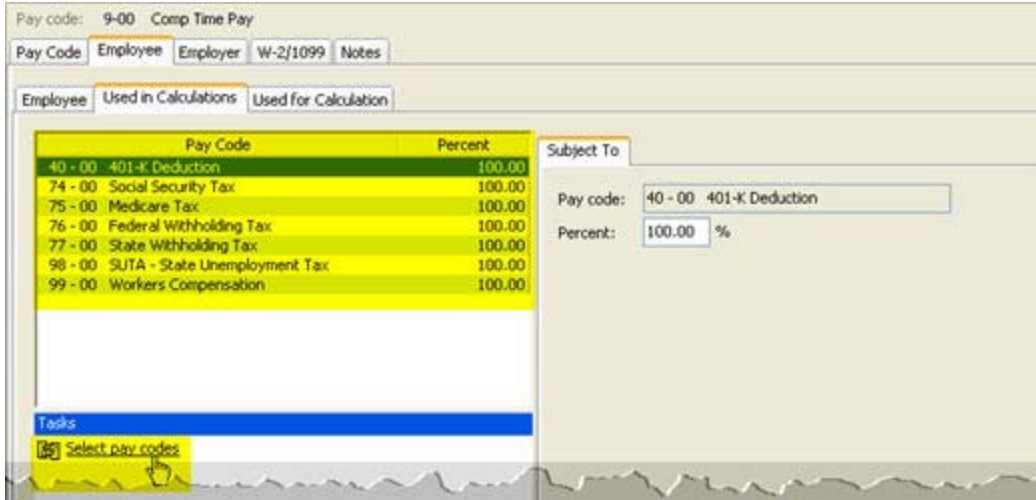
Pay code

The *pay code* is a unique one or two-digit number that is assigned to each pay code.

Pay Code	Sub Code	Abbreviated Title	Title
1	0	Regular	Regular Pay
2	0	Overtime	Overtime Pay
3	0	Vacation	Vacation Pay
4	0	Sick Leave	Sick Leave
7	0	Holiday	Holiday Pay
8	0	Misc Pay	Miscellaneous Pay
9	0	Comp Time	Comp Time Pay
20	0	Misc Reimb	Misc Reimbursement
21	0	Trvl Reimb	Travel Reimbursement

How do I change the pay codes list on the Used In Calculations/Used for Calculation tabs?

You can find a list of pay codes on the Used in Calculations and Used for Calculation tabs for the employee/employer. Click **Select Pay Codes**, this link is located at the bottom of the form. Then, use the Selection form to add or remove pay codes from the list of pay codes.



Payout

The *payout* option is available when the pay code allows a pay out. For example, a leave pay code that allows you to pay out the leave balance to the employee.

On the other hand, pay codes for retirement are not allowed for payout because they need to calculate on regular payments. For example, in Jane's organization the 401k pay code calculates on the regular amount and payout amounts. She selects the Allow Payout Payments on the Employee tab and the Employer tab.

Another example is the state retirement pay code. If the state retirement pay code does not calculate on payout amounts, then Jane would only selected the Allow Payout Payments on the Employee tab. Next, she deselects the Allow Payout Payments on the Employer tab.

Percentage

A *percentage* is a part of a whole expressed in hundredths. On the *Used in* Calculations tab, the *Percent* is the percentage of the current pay code that will be included in the calculations for the pay codes that are listed on this tab. While the *Percent* field on the *Used for* Calculation tab, indicates the current pay code will use amounts from other pay codes to calculate an amount.

Rate

A *rate* is a charge, payment, or price fixed according to a ratio, scale, or standard.

What is the billing rate?

- I know the billing rate. Use the **Rate** field to select a rate code.
- I need to add a billing rate. Use Organization > Rates to add a new rate.

Round amounts to nearest dollar

Rounding means replacing a numerical value with another value that is approximately equal to the original number. For example, replacing \$24.66 with \$25.00.

Standard pay hours

The number of hours in the standard pay period is the *standard pay hours*. For example, at Jane's organization the work week is forty hours. Which means the standard pay period, which is two work weeks long, is eighty hours.

The system uses the value in the Standard Pay Hours field to calculate paychecks. When you enter the hours for other pay codes that are assigned to the same pay code type, the system will deduct the hours from the Standard Pay Hours.

80 Standard Pay Hours = 40 Hours p/Week x 2 Weeks p/Pay Period

State

The *state* is the two-character state code of the state where the pay code is applied.

In which state is the pay code applied?

- This pay code is used in all states. Select the [blank] space from the **State** drop-down list.
- This pay code is used in a specific state. Select the state name from the **State** drop-down list.

Sub code

The *sub code* is a unique one or two-digit number that differentiates different pay codes that belong to the same pay code family. If there is only one pay code in the group, then the sub code is zero.

Pay Code	Sub Code	Abbreviated Title	Title
1	0	Regular	Regular Pay
2	0	Overtime	Overtime Pay
3	0	Vacation	Vacation Pay
4	0	Sick Leave	Sick Leave
7	0	Holiday	Holiday Pay
8	0	Misc Pay	Miscellaneous Pay
9	0	Comp Time	Comp Time Pay
20	0	Misc Reimb	Misc Reimbursement
21	0	Trvl Reimb	Travel Reimbursement

Title and abbreviated title

A *title* is a descriptive name given to a pay code. An *abbreviated title* is a code that is less than 10 characters that prints on reports when space is limited.

Title:

Abbreviated title:

Type

A *type* defines the accounting behavior for the related pay code.

Type:

State:

Identification number:

Calculation order:

Leave rate:

Use as summarization pay code

A *summarization pay code* is a header pay code. For example, a summarization pay code visually separates the pay code from the other pay codes in the list. It also allows you to total the pay codes that are related to the summarization pay code.

Important! Using this pay code as a summarization pay code will clear all values from the Employee tab, Employer tab, Leave Rate, and Leave Level.

Is this pay code a summarization pay code?

- Yes, this is a summarization pay code. Click to select **Use as a Summarization Pay Code**. This option is located on the Pay Code tab.
- No, this is a regular pay code. Click to deselect **Use as a Summarization Pay Code**.

Used for calculation

This is a list of pay codes that use

Used in calculations

The list on the Used in Calculations tab displays pay codes that use the entries from the current pay code to compute an amount.

W-2 code (Box 12)

The IRS states there are several types of compensation and benefits that can be reported in *Box 12* on the W-2 Form. This list offers a description of the W-2 codes. Use the options in this list to select the *W-2 Code (Box 12)* code.

Code A

Uncollected Social Security or RRTA tax on tips. Include this amount as part of your total tax on Form 1040.

Code B

Uncollected Medicare tax on tips. Include this amount as part of your total tax on Form 1040.

Code C

Taxable benefit of group term-life insurance over \$50,000. This amount is already included as part of your taxable wages in Boxes 1, 3, and 5.

Code D

Non-taxable elective salary deferrals to a 401(k) or SIMPLE 401(k) retirement plan.

Code E

Non-taxable elective salary deferrals to a 403(b) retirement plan.

Code F

Non-taxable elective salary deferrals to a 408(k)(6) SEP retirement plan.

Code G

Non-taxable elective salary deferrals and non-elective employer contributions to a 457(b) retirement plan.

Code H

Non-taxable elective salary deferrals to a 501(c)(18)(D) tax-exempt plan.

Code J

Non-taxable sick pay. This amount is not included in taxable wages in Boxes 1, 3, or 5.

Code K

Excise tax (equal to 20%) on excess "golden parachute" payments. Include this amount as part of your total tax on Form 1040.

Code L

Non-taxable reimbursements for employee business expenses.

Code M

Uncollected Social Security or RRTA tax on taxable group term life insurance over \$50,000 for former employees. Include this amount as part of your total tax on Form 1040.

Code N

Uncollected Medicare tax on taxable group term life insurance over \$50,000 for former employees. Include this amount as part of your total tax on Form 1040.

Code P

Non-taxable reimbursements for employee moving expenses, if the amounts were paid directly to the employee.

Code Q

Non-taxable combat pay. Some individuals may elect to include combat pay when calculating their Earned Income Credit.

Code R

Employer contributions to an Archer Medical Savings Account. This amount should be reported on IRS Form 8853.

Code S

Non-taxable salary deferral to a 408(p) SIMPLE retirement plan.

Code T

Employer paid adoption benefits. This amount is not included in Box 1 wages. You must use IRS Form 8839 to calculate the taxable and non-taxable portion of these adoption benefits.

Code V

Income from the exercise of non-statutory stock options. This amount is already included as taxable income in Boxes 1, 3, and 5. However, you will still need to report separately the sale of any stock options on Schedule D.

Code W

Employer contributions to your Health Savings Account. Report this amount on IRS Form 8889.

Code Y

Salary deferrals under 409A non-qualified deferred compensation plan.

Code Z

Income received under 409A non-qualified deferred compensation plan. This amount is already included in taxable wages in Box 1. This amount is subject to an additional tax of 20% plus interest as part of your total tax on Form 1040.

Code AA

After-tax contributions to a Roth 401(k) retirement plan.

Code BB

After-tax contributions to a Roth 403(b) retirement plan.

Code DD

Reports the cost of health insurance provided through your employer.

Code EE

After-tax contributions to a Roth 457(b) retirement plan offered by government employers.

W-2 local tax code

W-2 other description (Box 14)

Use *W-2 Other Description (Box 14)* to enter information that is required by the state but not the IRS.

—

Troubleshooting

How do I set up a taxable fringe benefit?

First, add a new pay code to the Pay Codes table in Organization > Pay Codes. Then, add the taxable fringe benefit pay code to the employees that are subject to the taxable fringe benefit.

Do this...

1. Open **Clarity Payroll > Organization > Pay Codes**.
2. Determine which pay code you wish to assign to the taxable fringe benefit. Caselle recommends using 30-00, if it's available.
3. Click **New** (Ctrl+N).
4. Enter *30* in the **Pay Code** field and *00* in the **Sub Code** field.
5. In the **Abbreviated Title** field: Type a description of the taxable fringe benefit. Example: Vehicle Allowance.
6. In the **Type** field: Select **Fringe Benefit**.
7. In the **GL Account field** on the Employee tab > Employee subtab: Enter a partial GL, usually the salary and wage line item.

Note: This is acceptable because the taxable wage amount will not post to the general ledger. It is considered an "in and an out", which means that the amount goes "in" to be taxed and then comes "out" so it is not included in the net pay. The employer's portion of social security and Medicare will be computed when the Calculate Computed Benefits is run. Then, the employer's social security and Medicare will post to the fund and department expense line item designed in the employee's file.

8. Go to the Used in Calculations tab and add the pay codes the fringe benefit is subject to: Social security, Medicare, FWT, and SWT.

Note: If the fringe benefit is subject to retirement, then add the pay code for retirement.

9. Go to the Employee tab > Employee subtab. Set up the Monthly Periods so an "A" displays in Periods 1, 2, and 3.

How do I do this? Click **Modify** and then click the column headings 1, 2, and 3. The column should display an X for each of the months.

10. Set the Amount/Rate/Percent Type field to **Amount** and leave the **Amount** field set to zero (00.00).

Explanation: The amount is set to zero because the amount will be entered as an exception during the next payroll run. However, if a fringe benefit is a set amount and needs to be taxed each pay period, then key in the amount.

11. Go to the W-2/1099 tab and enter the description (Example: Vehicle Allowance) in **W-2 Other Description (Box 14)**. Then, select the **Include Amounts** checkbox.

12. Click **Save** (Ctrl+S), then click **Close** to exit.

13. Add the taxable fringe benefit to employees.

- A. Open **Clarity Payroll > Employees > Modify Existing Employees**.
- B. Look up an employee's record, then go to the Pay Codes tab.
- C. Click **Add Pay Codes**.
- D. Select the taxable fringe benefit pay code and click **OK**.
- E. Repeat steps B-D for each employee subject to the taxable fringe benefit.

Important! It is very important to run the taxable fringe benefit pay code through a regular payroll.

Note: The taxable fringe benefit amount will show as taxable wages in box 1 on the employee's W-2 and it will show on the employer's quarterly 941 report.

How do I change the employer's portion of the health insurance premium?

If you set up your pay codes with different premiums, for example, employee only, employee plus spouse, family, and so on, complete these steps.

Do this...

1. Open **Clarity Payroll > Organization > Pay Codes**.
2. Go to the Employer tab. The amounts display on the Employer subtab.
3. Enter a new amount in the Amount field and press **F6** to advance to the pay code. When the update message displays, click **OK**.
4. Update the next premium pay code.
5. Repeat steps 3-4 until all of the pay codes you wish to update have been updated.

If you have set up your pay codes differently than the method described, above, then use these steps:

1. Open **Clarity Payroll > Employees > Modify Existing Employees**.

2. Go to the Pay Codes tab.
3. Select the health pay code and click **Modify the Selected Pay Code**.
4. Go to the Employer subtab and update the Amount field.
5. Press **F6** to advance to the employee record.
6. Repeat steps 4-5 to update the remaining employee records.

Important! The employer's portion can accrue once a month; indicated by an "A" in the 1st or 2nd pay period of the Monthly Pay Periods area.

How do I set up individual employees to pay overtime to a GL account using different funds and departments?

You can use a partial GL account to allow a user to enter a GL account for overtime pay. Use Modify Existing Employees to look up the employee record. On the Pay Codes tab, select the pay code for overtime. Click **Toggle Pay Code Detail Display** to view the pay code properties. Locate the **GL Account** field and type in the partial GL account.

Pay Schedules

A *pay schedule*, also known as a pay scale, is a document that defines how much an employee can earn for a given job. The *pay grade* corresponds to level of responsibility and requirements to fill the job. While the *pay step* refers to the monetary incentive to reward the employee for work well done or length of service.

Add a pay schedule

1. Open **Clarity Payroll > Organization > Pay Schedule**.
2. Click **New** (Ctrl+N).
3. Use the options on the Pay Schedule tab to fill in the Schedule, Amount/Rate, and Description.
4. Use the options on the Grades tab to add the pay grades to the schedule.
5. Use the options on the Steps tab to add the pay steps to the schedule.
6. Click **Save** (Ctrl+S).

Change properties on an existing pay schedule

1. Open **Clarity Payroll > Organization > Pay Schedule**.
2. Use the Lookup bar to enter a pay schedule name. Press **Enter**.
3. Now, update the pay schedule properties.

Delete a pay schedule

1. Open **Clarity Payroll > Organization > Pay Schedule**.
2. Use the Lookup bar to enter a pay schedule name. Press **Enter**.
3. Click **Delete** (Ctrl+D).

Calculate the pay schedule

After you make any changes to the information on the Grades or Steps tab, click **Calculate** to refresh the values in the Pay Schedule.

Update new amounts and rates to employee records

1. Open **Clarity Payroll > Organization > Pay Schedule**.
2. Use the Lookup bar to enter a pay schedule name. Press **Enter**.
3. Next, click **Update Employees**.

Amount/rate

Use *Amount/rate* to calculate the pay schedule based on an annual amount or an hourly rate. The *annual amount* is the amount paid to the employee during a calendar year. While the *hourly rate* is the amount the employee is paid per hour.

What do you want to do?

- I want to use the amount paid to the employee during a calendar year. Click the Pay Schedule tab. Then, use **Amount/rate** to select **Annual Amount**.
- I want to use the amount paid to the employee per hour. Click the Pay Schedule tab. Then, use **Amount/rate** to select **Hourly Wage**.

Description

A *description* is a word or phrase that describes the character or features of the pay schedule, grade, or step.

What is the description?

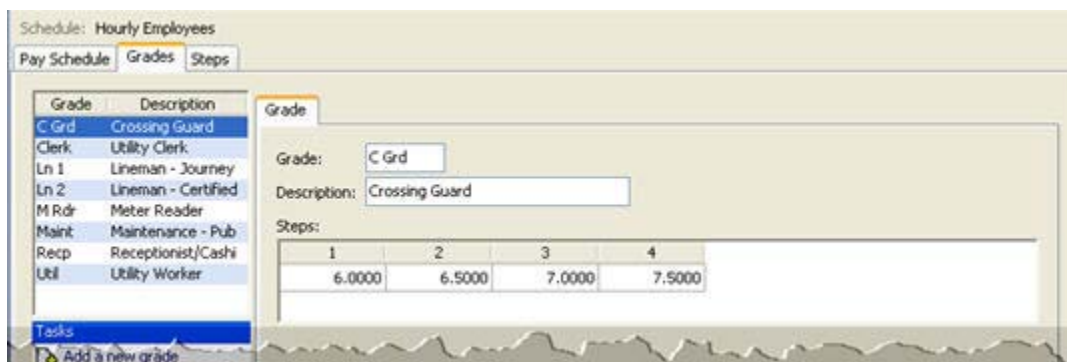
Use the **Description** field to enter a word or phrase.

Grade

The *Grade* is a unique name to the pay grade.

Grades

The *pay grade* is part of the pay schedule, or pay scale, that corresponds to level of responsibility and requirements to fill the job.



What do you want to do?

Clarity Payroll

- I want to add a new grade. On the Grades tab, click **Add a New Grade**. Use the New Grade form to assign a title to the grade. Click **OK**. Next, use the table in the Steps area to fill in the amount/rate for each step in the grade.

Schedule: Hourly Employees

Pay Schedule Grades Steps

Grade	Description
C Grd	Crossing Guard
Clerk	Utility Clerk
Ln 1	Lineman - Journey
Ln 2	Lineman - Certified
M Rdr	Meter Reader
Maint	Maintenance - Pub
Recp	Receptionist/Cashi
Util	Utility Worker
Test	Description

Grade: Test

Description: Description

Steps:

1	2	3	4
.0000	.0000	.0000	.0000

Tasks

Add a new grade

Remove the selected grade

- I want to remove a grade. On the Grades tab, click to select a grade from the Grades list. Click **Remove the Selected Grade**.

Schedule: Hourly Employees

Pay Schedule Grades Steps

Grade	Description
C Grd	Crossing Guard
Clerk	Utility Clerk
Ln 1	Lineman - Journey
Ln 2	Lineman - Certified
M Rdr	Meter Reader
Maint	Maintenance - Pub
Recp	Receptionist/Cashi
Util	Utility Worker
Test	Description

Grade: Test

Description: Description

Steps:

1	2	3	4
.0000	.0000	.0000	.0000

Tasks

Add a new grade

Remove the selected grade

Move the selected grade up

- I want to change the display order. On the Grades tab, click to select a grade from the Grades list. Click **Move the Selected Grade Up/Down**. Keep clicking until the grade appears in the right place in the Grades list.

Schedule

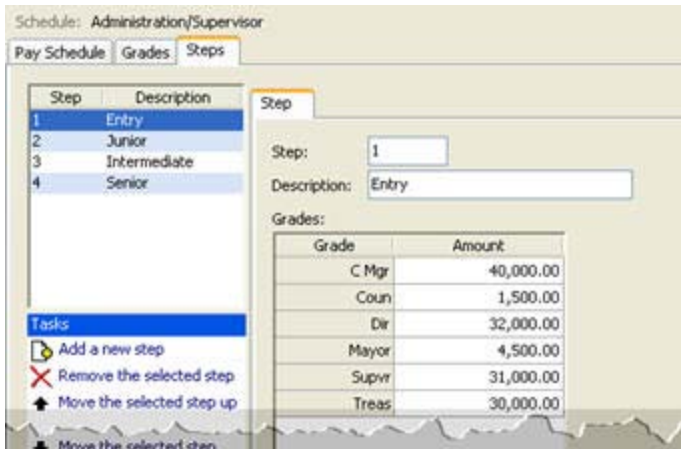
The *schedule* is a unique name that is assigned to the pay schedule.

Step

The *step* is a unique name that is assigned to a pay step in a pay schedule.

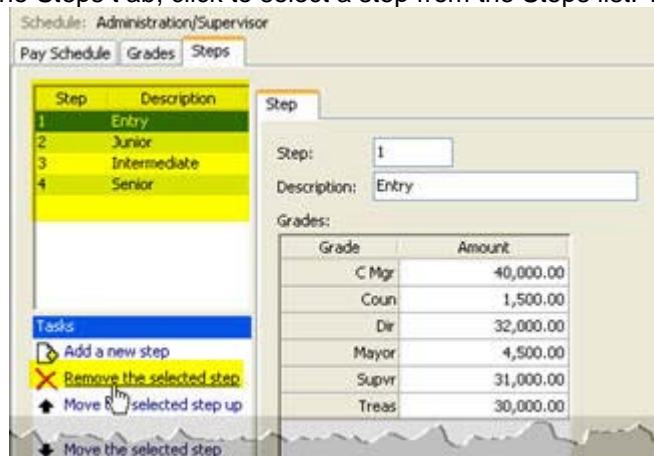
Steps

The *pay step* refers to the monetary incentive to reward the employee for work well done or length of service.



What do you want to do?

- I want to add a new step. On the Steps tab, click **Add a New Step**. Use the New Step form to assign a name. Click **OK**. Now, enter the description, and the amount to pay for each grade at the selected step.
- I want to remove a step. On the Steps tab, click to select a step from the Steps list. Then, click



Remove the Selected Step.

- I want to change the display order. On the Steps tab, click to select a step from the Steps list. Click **Move the Selected Step Up/Down**. Keep clicking until the step appears in the right place in the Steps list.

States

Use *States* to store the two-character state codes for the states that you will use in the Payroll application. You will need a state code for the minimum premium and workers compensation.

Add a state

1. Open **Clarity Payroll > Organization > State**.
2. Click **New** (Ctrl+N).
3. Fill in the options on the State and Workers Compensation tab.
4. Click **Save** (Ctrl+S).

Change the properties on an existing state

1. Open **Clarity Payroll > Organization > State**.
2. Use the Lookup bar to enter a state code. Press **Enter**.
3. Now, you can update the state code properties.

Delete a state

1. Open **Clarity Payroll > Organization > State**.
2. Use the Lookup bar to enter a state code. Press **Enter**.
3. Click **Delete** (Ctrl+D).

Additional premiums

An *additional premium* is an additional amount that is billed for workers compensation.

What do you want to do?

- I want to add a premium. On the Workers Compensation tab > Additional Premium subtab, click **Add a New Premium**. Next fill in the description, type, and value.
- I want to remove a premium. Select a premium from the Additional Premiums list. Now, click **Remove the Selected Premium**.
- I want to change the display order. Select a premium from the Additional Premiums list. Now, click **Move the Selected Premium Up/Down**. Continue clicking until the premium appears in the new position.

Description

The *description* is a unique word or phrase that is assigned to the class code. Example: Streets/Roads

Type

A *type* defines the accounting behavior for the related modifier.

Value

If the Type is Percent, enter a percentage field in the Value field. On the other hand, if the Type is Amount, use the Value field to enter a dollar amount.

Class codes

Class codes differentiate between different job duties and responsibilities. Use the options on the Class Codes tab to add the class codes for the state workers compensation.

What do you want to do?

- I want to add a class code.
- I want to remove a class code.

Class code

Use the state insurance report to look up the class codes. This field allows up to ten characters.

Description

The *description* is a unique word or phrase that is assigned to the class code. Example: Streets/Roads

Employer/employee rate

The *employer rate* is the amount or percent billed on the employer's side. While the *employee rate* is the amount or percent billed to the employee.

Maximum wage limit

The *maximum wage limit* is the upper limit allowed or allowable by the state.

Minimum premium

The *minimum premium* is the minimum amount payable to the state.

Override employer debit/credit account

Use an *override account* to make a one-time change to the GL account that is assigned to the selected funds.

Standard wage

The *standard wage* is the amount the class code will use to calculate workers compensation.

Description

A *description* is a word or phrase that describes the character or features of the record.

What is the description?

Use the **Description** field to enter a word or phrase (50 characters or less).

Minimum premium

The *minimum premium* is the minimum amount payable to the state. Contact the state for more information.

Does the state have a minimum premium?

- Yes, the state has a minimum premium. Use the **Minimum Premium** field to enter an amount.
- No, the state does not have a minimum premium. Leave blank the **Minimum Premium** field.

Modifiers

A *modifier* is a variable that adjusts the calculated amount on a percent, amount, or number. Use this section if the state uses a modifier to calculate the workers compensation amount.

What do you want to do?

- I want to add a modifier. Go to Workers Compensation tab > Modifiers subtab. Click **Add a New Modifier**. Fill in the description, type, and value.
- I want to remove a modifier. Select a modifier from the Modifiers list. Click **Remove the Selected Modifier**.
- I want to change the display order. Select a modifier from the Modifiers list. Then, click **Move the Selected Modifier Up/Down**. Continue clicking until the modifier appears in the new position.

State code

A *state code* is a two-character code. For example, UT, OR, and WA for Utah, Oregon, and Washington.

What is the state code?

Use the **State Code** field to enter a two-character code. The state name appears next to the State Code field.

Type

A *type* defines the accounting behavior for the related modifier.

Value

If the Type is Percent, enter a percentage field in the Value field. On the other hand, if the Type is Amount, use the Value field to enter a dollar amount.

Workers compensation

Use the options on the Workers Compensation tab to set up the modifiers, class code, and additional premiums.

Update Project Accounting

Project Accounting monitors the financial progress of a project while standard accounting tracks the overall progress of an organization. Run the *Update Project Accounting* routine to post transactions that are created in the Payroll application to the interfaced Project Accounting, Asset Management, and/or Materials Management applications.

Note: Labor Benefits and Costs will be updated.

Update Project Accounting

1. Open **Clarity Payroll > Organization > Update Project Accounting**.
2. Select a pay period to update.
3. Fill in the update options.
4. Click **GO** (Ctrl+G).

Check for updated transactions

If you're not sure if a Payroll transaction was updated to Project Accounting, you can open Transaction Maintenance or Benefits Transaction Maintenance (depending on the transaction type) and check the PMW Updated status. If the PMW Updated checkbox is selected, the transaction has been updated. If the checkbox is not selected, the transaction has not been updated.

Print Project Accounting update report

Use *Print Project Accounting Update Report* to print a report that will show you the transactions that will be created by this routine without actually creating any transactions.

Do you want to update transactions or print a report?

- I want to print a report. Click to select the **Print Project Accounting Update Report** checkbox. The routine will print the transactions that will be updated as a report. This option will not update any transactions. It's a good option to use to make sure the transactions that will be posted are correct.
- I do not want to print a report. Click to deselect the **Print Project Accounting Update Report** checkbox.

Update project accounting

Use *Update Project Accounting* to create inventory and overhead transactions in Project Accounting. This routine will create transactions based on the transactions in Materials Management associated with a job for a specific date range.

Do you want to create transactions?

- Yes, I want to create transactions. Click to select **Update Project Accounting**.
- No, I do not want to create transactions. Click to deselect **Update Project Accounting**.

Update pay periods

A *pay period* is the interval in which you choose to pay your employees. For example, weekly, semi-monthly, monthly, quarterly, or annually. Use *Update Pay Periods* to select a pay period. The routine will include the transactions in the selected pay period in the update.

Update transactions that have already been updated

When you use this routine to post transactions to the interfaced Project Accounting applications, the system flags the transactions as *updated*, which prevents the transactions from being posted more than once. In the event that the transactions were posted incorrectly, you can use *Update Transactions that have already been Updated* to reset the *updated* flag so you can post the transactions again.

Note: Usually, this option is not selected.

Do you want to update transactions that have already been updated?

- Yes, I want to update transactions that have already been updated. If you are updating transactions that have already been updated, you will need to remove the transactions that were previously posted to the General Ledger. Then, select the **Update Transactions That Have Already Been Updated** checkbox.
- No, I only want to update transactions that have NOT been updated. Do not select the **Update Transactions That Have Already Been Updated** checkbox.

Pay checks

Change Check Issue Date

The *check issue date* is the date the check was issued. Use *Change Check Issue Date* to assign a new check issue date to checks that are waiting to print or checks that have already been printed. For example, if checks are printed with the wrong check issue date, run this routine to assign a different check issue date.

Change check issue date

1. Open **Clarity Payroll > Organization > Change Check Issue Date**.
2. Select the pay period, current check issue date, and new check issue date.
3. Click **GO** (Ctrl+G).

Current check issue date

The *current check issue date* is the date when the check was issued.

What do you want to do?

- I want to use the current check issue date. This is the date displayed in the Current Check Issue Date field.
- I want to use a prior check issue date. Use the **Current Check Issue Date** drop-down list to see a list of previous check issue dates. Click to select a check issue date.

New check issue date

The *new check issue date* is the date that will be assigned to the pay period when you run this routine.

What is the new check issue date?

- I know the new check issue date. Use the **New Check Issue Date** field to enter a MM/DD/YYYY.
- I want to use a calendar to select the new check issue date. Click the **calendar** button. A calendar displays on the screen. Then, click to select the new check issue date.

Pay period

A *pay period* is the interval in which you choose to pay your employees. For example, weekly, semi-monthly, monthly, quarterly, or annually.

Which pay period has the check issue date that you would like to change?

- I want to change a check issue date in the current pay period. The current pay period is displayed in the Pay Period field.
- I want to change a check issue date in a prior pay period. Use the **Pay Period** drop-down list to look up the prior pay period.

Check Register

A *check register* is a document that is used to record financial transactions in cash. Use the *Check Register* to print a list of paychecks that have been created using the Payroll application.

Print Check Register

1. Open **Clarity Payroll > Reports > Check Register**.
2. Select a report title.
3. Fill in the report options.
4. Click **Print** (Ctrl+P).

Include manual checks

A *manual check* is a check that was created as a single, or one-off, check. For example, Jane cuts a manual check to reimburse traveling expenses for an employee.

Include payroll checks

A *payroll check* refers to checks for work completed by an employee for the selected pay period .

Include supplemental checks

A *supplemental check* refers to checks that you cut when an employee receives additional pay for a given pay period .For example, checks cut for bonus pay.

Include termination checks

A *termination check* is a check for the amount due to an employee who no longer works for the employer.

Include transmittal checks

A *transmittal check* is a check that is issued to a vendor who has amounts which originated in Payroll, for example, health insurance. Use Payroll to print transmittal checks directly from the Payroll application. Once done, the checks are ready to send to the appropriate vendors.

Include void checks

A *void check* is a check that is printed or partially printed that is canceled or deleted by the maker of the check before the check has been cashed. Void a check when a check is issued for the wrong amount, issued to the wrong vendor, issued to a paid invoice, or issued and the check remains outstanding. On the other hand, if a check is lost or damaged, you need to void the check and reset the check number.

Report dates

Report Dates is the report date range.

Do you want to use the current period as the report date range?

- Yes, I want to use the current period. Continue to the next step.
- No, I want to use a different period. Change the Report Date, or click **Advanced Options**.

Enter Manual Checks

A *manual check* is a check that was created as a single, or one-off, check. For example, Jane cuts a manual check to reimburse traveling expenses for an employee.

Clarity Payroll

Use *Enter Manual Checks* to enter typed or handwritten payroll checks into the Payroll database. When you enter a manual check, you need to (1) calculate gross withholding and deductions, (2) write or type the paycheck, and (3) enter the paycheck in Payroll.

Note: A warning will be displayed if multiple users are entering data at the same time using the same reference number. If this situation occurs, the program will find the next available reference number to assign to the transaction.

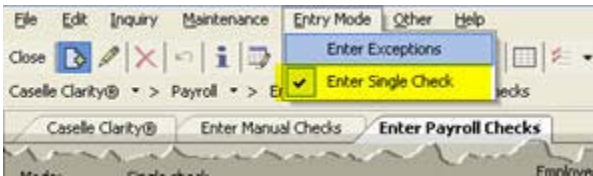
Payroll 2.x Users: Computed Check Entry and Pay by Exception are combined in Enter Payroll Checks in Payroll 4.x.

Step 1. Calculate withholding and deductions

Use *Enter Payroll Checks* to calculate the employee's withholding and deductions. Copy the amounts on to paper or print the screen. Then, cancel the transaction. **Important!** You do not want to save the entry but you need to use the routine to calculate withholding and deductions correctly.


Do this...

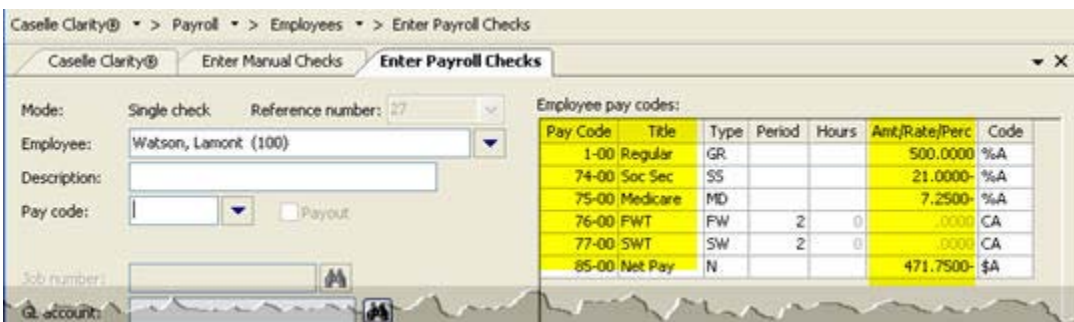
1. Open **Clarity Payroll > Employees > [Enter Payroll Checks](#)**.
2. Enter the **Enter Payroll Checks Options**. Click **OK**.
3. Select **Enter Mode > Enter Single Check**.



3. Enter the employee's name or number.
4. Enter the pay codes and amounts.

Note: When all pay codes and amounts have been entered, verify the hash total is zero. A "zero" hash total indicates the pay codes and amounts have been entered correctly.

5. Click **Calculate Pay Codes**  (Ctrl+C). This button looks like a bolt of lightning.



6. **DO NOT** press **Enter** again.

7. What do you want to do?

- I want to print the screen. Click **Print Screen** on the keyboard. Then, follow the instructions that appear on the screen.

- I want to copy the amounts. Use a pencil and paper to jot the withholding and deductions on to a

Calculated withholding and deductions

Pay code	Title	Amount
1-00	Regular	500.00
F4-00	Social Security	21.00-
F5-00	Medicare	7.25-
F6-00	PWT	0.00
F7-00	SWT	0.00
85.00	Net Pay	471.75-

sheet of paper.

- Now that you have that information, click **Delete** (Ctrl+D) to abort the information.

Step 2. Write or type the check

Follow your organization's procedures to produce the manual check.

Step 3. Record the transaction

Use *Enter Manual Checks* to record the manual check, including the withholding and deductions.

Do this...

- Open **Clarity Payroll > Employees > Enter Manual Checks**.
- Fill in the fields on the Enter Manual Checks Options. Click **OK**.

The Enter Manual Checks form displays.

Tip! Use the default setting for Manual Check Entry to enter the pay codes and amounts. To default amounts based on the pay codes entered and enable the **Calculate Pay Codes** button, select **Allow Calculation** from the **Other** menu.

- Fill in the Check Number, Employee, and Description.
- Next, use the pay codes from the Employee Pay Codes grid to enter the first pay code in the list followed by the amount. Use the calculated amounts from Step 1: Calculate Withholding and Deductions. Then, enter the next pay code and amount until the list is finished.

Calculated withholding and deductions

Pay code	Title	Amount
1-00	Regular	500.00
74-00	Social Security	21.00-
75-00	Medicare	7.25-
76-00	FWT	0.00
77-00	SWT	0.00
85-00	Net Pay	471.75-

Check number: 200
 Employee: Watson, Lamont (100)
 Description: Manual
 Pay code: 85-00 Net Pay
 Job number:
 GL account: 01-10200 Cash - Checking 1st State Bank
 GL activity: 0
 Hours:
 Amount: 471.75

Pay Code	Title	Type	Period	Hours	Amnt/Rate/Perc	Code
1-00	Regular	GR			500.0000	%A
74-00	Soc Sec	SS			21.0000-	%A
75-00	Medicare	MD			7.2500-	%A
76-00	FWT	FW		2	0.0000	CA
77-00	SWT	SW		2	0.0000	CA
85-00	Net Pay	N			471.7500-	%A

Note: Deductions will be subtracted automatically. If you key a minus (-) sign after a deduction, the deduction will be added to the employee's net pay.

7. Verify the hash total is zero.

If the hash total is not zero, re-check the pay codes and amounts. Verify the pay codes and amounts have been entered correctly. Verify none of the pay codes are missing.

8. Press **Enter** again to save the transaction.

Amount

Use *Amount* to enter the check amount.

Check issue date

The *check issue date* is the date the check was issued. The routine will use this date to record the manual check.

Check number

A *check number* is a unique number that is assigned to each check.

Create third party check

Use *Create Third Party Check* to create a manual check entry for a third party. A *third party* is an individual or organization that is separate from the employee.

Current pay period

The *current period* is the period the system will use to record transactions.

Deactivate direct deposit

Use *Deactivate Direct Deposit* to create printed checks for all employees, including employees set up for Direct Deposit.

Description

A *description* is a word or phrase that describes the character or features of the record.

Employee

An *employee* is any individual that performs services for an employer. Use the *Employee* field to enter the employee name or number. Click the Employee menu to view additional options.

GL account

A *GL account* is an account in the General Ledger that records the manual check entry.

GL activity

A *GL Activity* refers to a user-defined code that is created in Clarity General Ledger for reporting resources and transactions. The GL activity code can report on subsystems that are interfaced to the Clarity General Ledger. This interface provides an efficient means of tracking and reporting on a GL activity code.

Hours/units

The *hours* refers to a unit of time. Use the **Hours** field to enter a quantity to add it to the leave hours total. If you want to subtract leave hours from the employee's leave hours total, enter a quantity followed by a minus sign (-).

If the pay code does not calculate using hours, then use the **Units** field to enter a quantity.

Job number

A *job number* refers to a user-defined code that is created in Clarity Project Accounting for reporting resources and transactions associated with a specific job. You can use a job number to manage transactions created in Clarity General Ledger and the Clarity Project Accounting Suite, which includes Project Accounting, Materials Management, and Asset Management.

Journal

The *journal* is the place where you will record transactions for manual checks.

Monthly period number

Use the *Monthly Period Number* to select the period to record the manual check. Each number corresponds to a period.

Override payroll settings

Use *Override Payroll Settings* to issue the check in a different pay period, use a different tax rate, or create a check entry for an employee who usually receives a paycheck via direct deposit.

Pay code

A *pay code* is an account in payroll that records hours worked for an activity. Use *Pay Code* to enter the pay code number that belongs to the benefit that is being adjusted. Use the Pay Code menu, located at the end of the Pay Code field, to view additional options.



What do you want to do?

- I want to enter a pay code. Use the **Pay Code** field to type in a pay code and sub code, if the sub code is not zero.
- Help me find a pay code. Use the Pay Code menu to select **Search**.
- I want to add a new pay code. Use the Pay Code menu to select **Add New**.
- I want to modify an existing pay code. Use the Pay Code menu to select **Modify**.
- I want to add a note to the pay code. Use the Pay Code menu to select **Comments**.

Rate

A *rate* is a charge, payment, or price fixed according to a ratio, scale, or standard.

Tax rate

If the employer is using a percentage method to calculate the Federal Income Tax Withholding, you can use the *Federal Withholding Rate* to override the Federal Withholding Rate that will be deducted when you record the manual check.

Like the Federal Withholding Rate, you can also override the State Withholding Rate.

Enter Payroll Checks

A *paycheck* is a written document that directs a bank to pay money as instructed. Use *Enter Payroll Checks* to enter exceptions to the pay code amounts that the routine will use to generate the employee's paycheck. An *exception* occurs when an amount or quantity on an employee's paycheck needs to be updated with a different amount or quantity. Examples of exceptions include leave hours, sick leave, or compensation time.

Use Enter Payroll Checks to:

- Enter exceptions
- Run "What if?" paycheck scenarios
- Compute withholding and deductions for a manual check

Enter payroll checks

1. Open **Clarity Payroll > Employees > Enter Payroll Checks**.
2. Use the Enter Payroll Checks Options to fill in the check issue date and journal code. Click **OK**.
3. Use the **Employee** field to enter an employee name or number. Press **Enter**.

Mode: Exceptions

Employee: Watson, Lamont (100)

Description:

Pay code: 3-00 Payout
Vacation Pay

Job number:

GL account:

GL activity:

Hours: 4 Units: Rate:

Amount:

Exception hours: .00
Total hours: .00

Pay Code	Title	Type	Period	Hours	Amt/Rate/Perc	Code
1-00	Regular	GR		.00	100.0000	%A
3-00	Vacation	GR	2	.00	5.7692	%H
4-00	Sick Leave	GR	2	.00	5.7692	%H
7-00	Holiday	GR	2	.00	5.7692	%H
74-00	Soc Sec	SS	2	.00	4.2000	%A
75-00	Medicare	MD	2	.00	1.4500	%A
76-00	FWT	FW	2	.00	.0000	CA
77-00	SWT	SW	2	.00	.0000	CA
85-00	Net Pay	N	2	.00	.0000	\$A

The employee's pay codes display in the Employee Pay Codes grid.

4. Use the **Pay Code** field to enter the pay code that belongs to the exception. Press **Enter**.

5. Next, enter the exception hours/amount. Press **Enter**.

- If the pay code calculates based on an amount: Use the **Amount** field to enter the dollar amount.
- If the pay code calculates based on hours: Use the **Hours** field to enter the number of hours.

Mode: Exceptions

Employee: Watson, Lamont (100)

Description:

Pay code: 3-00 Payout
Vacation Pay

Job number:

GL account:

GL activity:

Hours: 4 Units: Rate:

Amount:

Exception hours: .00
Total hours: .00

Pay Code	Title	Type	Period	Hours	Amt/Rate/Perc	Code
1-00	Regular	GR		.00	100.0000	%A
3-00	Vacation	GR	2	.00	5.7692	%H
4-00	Sick Leave	GR	2	.00	5.7692	%H
7-00	Holiday	GR	2	.00	5.7692	%H
74-00	Soc Sec	SS	2	.00	4.2000	%A
75-00	Medicare	MD	2	.00	1.4500	%A
76-00	FWT	FW	2	.00	.0000	CA
77-00	SWT	SW	2	.00	.0000	CA
85-00	Net Pay	N	2	.00	.0000	\$A

The exception is recorded in the Employee Pay Codes grid.

6. Do you have another exception for the current employee?

- Yes, I need to enter another exception. Enter the pay code and amount/hours for the next exception.
- No, I am done entering exceptions for the current employee. Press **Enter** again to save the transaction and move on to the next employee.

7. After you finish entering exceptions, click **GO** (Ctrl+G) to compute paychecks.

Edit properties on an existing payroll check

Use *Enter Payroll Checks* to edit payroll data. How you edit the paycheck depends on whether the payroll check was printed.

Was this paycheck printed?

- Yes, the paycheck is printed. Use the option to Void and Reset in Reports > Payroll Checks to edit the paycheck. First, select the check number from the list of printed checks on the Reprint tab. Second, click **Void Check Number and Reset for Reprint**. Third, use Employees > Enter Payroll Checks to edit the paycheck. Click **Calculate Pay Codes** (Ctrl+C) to compute the paycheck. Finally, use Reports > Payroll Checks to reprint the paycheck.
- No, the paycheck is not printed. Use Enter Payroll Checks to edit the paycheck. Click **Edit** (Ctrl+E). Enter the reference number to look up the paycheck. After you edit the paycheck, click **Calculate Pay Codes** (Ctrl+C) to compute the paycheck.

Delete a payroll check

Was this paycheck printed?

- Yes, the paycheck is printed. Use the option to Void and Reset in Reports > Payroll Checks to void the paycheck.
- No, the paycheck is not printed. Use Enter Payroll Checks to delete the paycheck. Click **Delete** (Ctrl+D). Then, use the options on the Delete Exceptions form to delete the paycheck. Click **OK**.

Amount

Use *Amount* to enter the check amount.

Calculate Checks

When the Mode is *Exceptions*, click **Calculate Checks** (Ctrl+G) to calculate amounts on the check. The Calculate Checks button is not available when the Mode is *Enter Single Check*. Use the Entry Mode menu to select a different entry mode.

Check issue date

The *check issue date* is the date the check was issued. The routine will use this date to record the payroll check.

Current pay period

The *current period* is the period the system will use to record transactions.

Description

A *description* is a word or phrase that describes the character or features of the record.

Employee

An *employee* is any individual that performs services for an employer. Use the *Employee* field to enter the employee name or number. Click the Employee menu to view additional options.

Employee pay codes

The *Employee Pay Codes* displays the pay codes that are linked to the employee's record. When you enter an exception, the exception will be displayed in this grid.

Exceptions

The *Exceptions grid* displays the transactions that have been recorded for the selected employee.

GL account

A *GL account* is an account in the General Ledger that records the manual check entry.

GL activity

A *GL Activity* refers to a user-defined code that is created in Clarity General Ledger for reporting resources and transactions. The GL activity code can report on subsystems that are interfaced to the Clarity General Ledger. This interface provides an efficient means of tracking and reporting on a GL activity code.

Hours/units

The *hours* refers to a unit of time. Use the **Hours** field to enter a quantity to add it to the leave hours total. If you want to subtract leave hours from the employee's leave hours total, enter a quantity followed by a minus sign (-).

If the pay code does not calculate using hours, then use the **Units** field to enter a quantity.

Job number

A *job number* refers to a user-defined code that is created in Clarity Project Accounting for reporting resources and transactions associated with a specific job. You can use a job number to manage transactions created in Clarity General Ledger and the Clarity Project Accounting Suite, which includes Project Accounting, Materials Management, and Asset Management.

Journal

The *journal* is the place where you will record transactions for manual checks.

Mode

The *Entry Mode* defines type of transaction the routine will create. Use *Enter Exceptions* to enter quantities or amounts that are different from the usual quantity or amount. Use *Enter Single Check* to calculate withholding and deductions for a single paycheck, for example, to enter a manual check.



Pay code

A *pay code* is an account in payroll that records hours worked for an activity. Use *Pay Code* to enter the pay code number that belongs to the benefit that is being adjusted. Use the Pay Code menu, located at the end of the Pay Code field, to view additional options.



What do you want to do?

- I want to enter a pay code. Use the **Pay Code** field to type in a pay code and sub code, if the sub code is not zero.

- Help me find a pay code. Use the Pay Code menu to select **Search**.
- I want to add a new pay code. Use the Pay Code menu to select **Add New**.
- I want to modify an existing pay code. Use the Pay Code menu to select **Modify**.
- I want to add a note to the pay code. Use the Pay Code menu to select **Comments**.

Payout

The *payout* option is available when the pay code allows a pay out.

Rate

A *rate* is a charge, payment, or price fixed according to a ratio, scale, or standard.

Troubleshooting

What if the pay code that I need to enter is not included in the list of Employee Pay Codes?

Use the Pay Codes menu to select **Add New**. (You can also look up the same information on the Pay Codes tab in Employees > Modify Existing Employees.) Click **Select Pay Codes** to add the pay code to the employee's record. You may need to exit and relaunch Enter Pay Codes to refresh the list of Employee Pay Codes.

How do I enter standard hours on an employee?

1. Open Employees > Modify Existing Employees.
2. Enter an employee name or number in the Lookup bar. Press **Enter**.
3. Go to the Pay Codes tab.
4. Select the pay code for regular wages.
5. Click **Modify the Selected Pay Code**.
6. Enter the hours in the **Standard Hours** field.
7. Press **Enter**.
8. Click **Close**.

How do I print a final check for an employee between payroll periods?

1. Verify payroll is running a future pay period date.
2. Open Employees > [Enter Termination Checks](#).

How do I reissue a lost check that has been updated to the general ledger?

1. Verify if the check has been updated to the General Ledger.
 - If the check has been updated to the General Ledger, verify Payroll is running in the next pay period.
2. Open Employees > [Void Payroll Checks](#). Enter the employee number and check number. Verify the check issue date is correct (this is the date the check was originally issued). Click **GO**.

Important! Do not void another check.

The void check has been reversed.

3. Open Employees > [Enter Manual Checks](#). Enter the same information as the original check, for example, regular hours, vacation, sick, and so on. Then, click **Calculate** (this button looks like a lightning bolt) to compute the check.
4. Verify the net amount of the computed check matches the original check.
5. Press **Enter** again to save the check.
6. Run Reports > [Payroll Checks](#) to print the check.

Important! You will see both the voided check and the replacement check on the next payroll.

How do I reprint a check stub for a past pay period?

Has the check been updated to the General Ledger?

- **Yes, the check has been updated to the General Ledger.** Contact customer support to set up a duplicate check form.
- **No, the check has NOT been updated to the General Ledger.** Complete the following instructions:
 1. Open Reports > Payroll Checks.
 2. Go to the Reprint tab, select the check, and click **Reset for Reprint**.
 3. Go to the General tab, enter the same check number that was reset, and print the check to paper.

Enter Supplemental Checks

A *supplemental check* includes payment items such as vacation pay, bonuses, commissions, and dismissal pay. These payments are paid at a different time from the regular payroll. The decision to pay the supplemental wage as an extra check or include it as part of the paycheck is up to you.

Use *Enter Supplemental Checks* to calculate a supplemental payroll, in other words an additional paycheck, without making changes to the employee's normal pay code setup.

Step 1: Enter supplemental checks

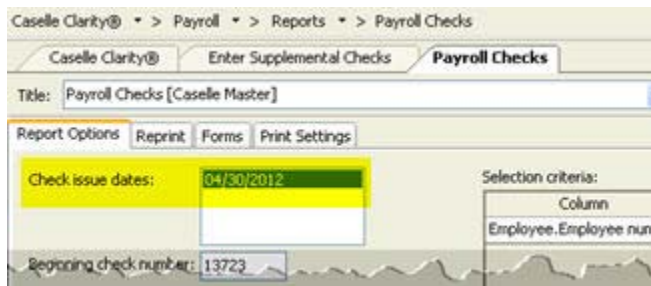
1. Open **Clarity Payroll > Employees > Enter Supplemental Checks**.
2. Use the Enter Supplemental Checks Options to enter the check issue date and journal code. If you wish to override the default payroll settings, set up the options in the section titled Override Payroll Settings.
3. Use the **Employee** field to enter an employee name or number. Press **Enter**.
4. Enter the supplemental payroll information. This form works like the Enter Payroll Checks routine.
5. Click **GO** (Ctrl+G).
6. When the Calculate Supplemental Check Options displays, click to select **Calculate Supplemental Checks for Exception Entries**. Click **OK**.
7. Click **Close**.

Step 2: Print supplemental checks

1. Open **Clarity Payroll > Reports > Payroll Check**.

2. Select a report title. You can use the Payroll Checks [Caselle Master].

The check issue date assigned to the supplemental checks will display in the Check Issue Dates field.



3. Deselect **Include Regular Checks**.

4. Deselect **Include Direct Deposit Checks**.

5. Click **Print** (Ctrl+P).

Amount

Use *Amount* to enter the check amount.

Check issue date

The *check issue date* is the date the check was issued. The routine will use this date to record the manual check.

Current pay period

The *current period* is the period the system will use to record transactions.

Description

A *description* is a word or phrase that describes the character or features of the record.

Employee

An *employee* is any individual that performs services for an employer. Use the *Employee* field to enter the employee name or number. Click the Employee menu to view additional options.

Employee pay codes

The *Employee Pay Codes* displays the pay codes that are linked to the employee's record. When you enter an exception, the exception will be displayed in this grid.

Exceptions

The *Exceptions grid* displays the transactions that have been recorded for the selected employee.

GL account

A *GL account* is an account in the General Ledger that records the manual check entry.

GL activity

A *GL Activity* refers to a user-defined code that is created in Clarity General Ledger for reporting resources and transactions. The GL activity code can report on subsystems that are interfaced to the

Clarity General Ledger. This interface provides an efficient means of tracking and reporting on a GL activity code.

Hours/units

The *hours* refers to a unit of time. Use the **Hours** field to enter a quantity to add it to the leave hours total. If you want to subtract leave hours from the employee's leave hours total, enter a quantity followed by a minus sign (-).

If the pay code does not calculate using hours, then use the **Units** field to enter a quantity.

Job number

A *job number* refers to a user-defined code that is created in Clarity Project Accounting for reporting resources and transactions associated with a specific job. You can use a job number to manage transactions created in Clarity General Ledger and the Clarity Project Accounting Suite, which includes Project Accounting, Materials Management, and Asset Management. Monthly period number.

Journal

The *journal* is the place where you will record transactions for manual checks.

Mode

Since you are entering supplemental checks, use *Enter Exceptions* as the entry mode.

Override payroll settings

Use *Override Payroll Settings* to issue the check in a different pay period, use a different tax rate, or create a check entry for an employee who usually receives a paycheck via direct deposit.

Pay code

A *pay code* is an account in payroll that records hours worked for an activity. Use *Pay Code* to enter the pay code number that belongs to the benefit that is being adjusted. Use the Pay Code menu, located at the end of the Pay Code field, to view additional options.



What do you want to do?

- I want to enter a pay code. Use the **Pay Code** field to type in a pay code and sub code, if the sub code is not zero.
- Help me find a pay code. Use the Pay Code menu to select **Search**.
- I want to add a new pay code. Use the Pay Code menu to select **Add New**.
- I want to modify an existing pay code. Use the Pay Code menu to select **Modify**.
- I want to add a note to the pay code. Use the Pay Code menu to select **Comments**.

Payout

The *payout* option is available when the pay code allows a pay out.

Rate

A *rate* is a charge, payment, or price fixed according to a ratio, scale, or standard.

Recalculate supplemental single check entries

Use this option to recompute the supplemental checks that have already been computed.

Tax rate

If the employer is using a percentage method to calculate the Federal Income Tax Withholding, you can use the *Federal Withholding Rate* to override the Federal Withholding Rate that will be deducted when you record the manual check.

Like the Federal Withholding Rate, you can also override the State Withholding Rate.

Enter Termination Checks

A *terminated employee* is an employee that has been dismissed from employment. Use *Enter Termination Checks* to calculate withholding and deductions for the employee's final paycheck. A termination paycheck may, or may not include, regular deductions, payout for leave time and/or compensation time, regular hours, and severance amount.

Enter termination checks

1. Open **Clarity Payroll > Employees > Enter Termination Checks**.
2. Enter the **Enter Termination Checks Options**. Click **OK**.
3. Use the **Employee** field to enter an employee name or number. Press **Enter**.
4. Enter the termination payroll information. This form works like the Enter Payroll Checks routine.
5. Click **GO** (Ctrl+G).

Edit properties on an existing termination check

1. Open **Clarity Payroll > Employees > Enter Termination Checks**.
2. Use the **Enter Termination Checks Options** form to select the same check issue date and journal code as the original transaction. Click **OK**.

What if the Enter Termination Checks routine is already open? Click **Options** (F12) to show the Enter Termination Checks Options.

3. Use the **Employee** field to enter an employee name or number. Press **Enter**.
4. Now, correct the pay code and hours/amount.

Delete a termination check

1. Open **Clarity Payroll > Employees > Enter Termination Checks**.
2. Use the **Enter Termination Checks Options** form to select the same check issue date and journal code as the original transaction. Click **OK**.
3. Click **Delete** (Ctrl+D).
4. Use the Delete Checks form to delete the termination check. Click **OK**.

Amount

Use *Amount* to enter the check amount.

Check issue date

The *check issue date* is the date the check was issued. The routine will use this date to record the manual check.

Current pay period

The *current period* is the period the system will use to record transactions.

Description

A *description* is a word or phrase that describes the character or features of the record.

Employee

An *employee* is any individual that performs services for an employer. Use the *Employee* field to enter the employee name or number. Click the Employee menu to view additional options.

Employee pay codes

The *Employee Pay Codes* displays the pay codes that are linked to the employee's record. When you enter an exception, the exception will be displayed in this grid.

GL account

A *GL account* is an account in the General Ledger that records the manual check entry.

GL activity

A *GL Activity* refers to a user-defined code that is created in Clarity General Ledger for reporting resources and transactions. The GL activity code can report on subsystems that are interfaced to the Clarity General Ledger. This interface provides an efficient means of tracking and reporting on a GL activity code.

Hours/units

The *hours* refers to a unit of time. Use the **Hours** field to enter a quantity to add it to the leave hours total. If you want to subtract leave hours from the employee's leave hours total, enter a quantity followed by a minus sign (-).

If the pay code does not calculate using hours, then use the **Units** field to enter a quantity.

Job number

A *job number* refers to a user-defined code that is created in Clarity Project Accounting for reporting resources and transactions associated with a specific job. You can use a job number to manage transactions created in Clarity General Ledger and the Clarity Project Accounting Suite, which includes Project Accounting, Materials Management, and Asset Management.

Journal

The *journal* is the place where you will record transactions for termination checks.

Monthly period number

Use the *Monthly Period Number* to select the period to record the manual check. Each number corresponds to a period.

Override payroll settings

Use *Override Payroll Settings* to issue the check in a different pay period, use a different tax rate, or create a check entry for an employee who usually receives a paycheck via direct deposit.

Pay code

A *pay code* is an account in payroll that records hours worked for an activity. Use *Pay Code* to enter the pay code number that belongs to the benefit that is being adjusted. Use the Pay Code menu, located at the end of the Pay Code field, to view additional options.



What do you want to do?

- I want to enter a pay code. Use the **Pay Code** field to type in a pay code and sub code, if the sub code is not zero.
- Help me find a pay code. Use the Pay Code menu to select **Search**.
- I want to add a new pay code. Use the Pay Code menu to select **Add New**.
- I want to modify an existing pay code. Use the Pay Code menu to select **Modify**.
- I want to add a note to the pay code. Use the Pay Code menu to select **Comments**.

Payout

The *payout* option is available when the pay code allows a pay out. Rate

Tax rate

If the employer is using a percentage method to calculate the Federal Income Tax Withholding, you can use the *Federal Withholding Rate* to override the Federal Withholding Rate that will be deducted when you record the manual check.

Like the Federal Withholding Rate, you can also override the State Withholding Rate.

Transactions

The *Transactions grid* displays the transactions that have been recorded for the selected employee.

Modify Payroll Checks

Update payroll check information.

Caselle 2.x Users: Modify Payroll Checks is similar to Pay by Exception.

Modify payroll checks

1. Open **Clarity Payroll > Employees > Modify Payroll Checks**.
2. Use the Enter Payroll Checks Options to fill in the check issue date and journal code. Click **OK**.

3. Use the Employee field to enter an employee name or number. Press Enter

The employee's pay codes display in the Employee Pay Codes grid.

4. Use the **Pay Code** field to enter the pay code that belongs to the exception. Press **Enter**.

5. Next, enter the exception hours/amount. Press **Enter**.

- If the pay code calculates based on an amount: Use the **Amount** field to enter the dollar amount.
- If the pay code calculates based on hours: Use the **Hours** field to enter the number of hours.

The exception is recorded in the Employee Pay Codes grid.

6. Do you have another exception for the current employee?

- Yes, I need to enter another exception. Enter the pay code and amount/hours for the next exception.
- No, I am done entering exceptions for the current employee. Press **Enter** again to save the transaction and move on to the next employee.

Edit properties on an existing payroll check

Use *Modify Payroll Checks* to edit payroll data. How you edit the paycheck depends on whether the payroll check was printed.

Was this paycheck printed?

- Yes, the paycheck is printed. Use the option to Void and Reset in Reports > Payroll Checks to edit the paycheck. First, select the check number from the list of printed checks on the Reprint tab. Second, click **Void Check Number and Reset for Reprint**. Third, use Employees > Enter Payroll Checks to edit the paycheck. Click **Calculate Pay Codes** (Ctrl+C) to compute the paycheck. Finally, use Reports > Payroll Checks to reprint the paycheck.
- No, the paycheck is not printed. Use Enter Payroll Checks to edit the paycheck. Click **Edit** (Ctrl+E). Enter the reference number to look up the paycheck. After you edit the paycheck, click **Calculate Pay Codes** (Ctrl+C) to compute the paycheck.

Delete payroll checks

Was this paycheck printed?

- Yes, the paycheck is printed. Use the option to Void and Reset in Reports > Payroll Checks to void the paycheck.
- No, the paycheck is not printed. Use Enter Payroll Checks to delete the paycheck. Click **Delete** (Ctrl+D). Then, use the options on the Delete Exceptions form to delete the paycheck. Click **OK**.

Amount

Use *Amount* to enter the check amount.

Check issue date

The *check issue date* is the date the check was issued. The routine will use this date to record the payroll check.

Current pay period

The *current period* is the period the system will use to record transactions.

Description

A *description* is a word or phrase that describes the character or features of the record.

Employee

An *employee* is any individual that performs services for an employer. Use the *Employee* field to enter the employee name or number. Click the Employee menu to view additional options.

Employee pay codes

The *Employee Pay Codes* displays the pay codes that are linked to the employee's record. When you enter an exception, the exception will be displayed in this grid.

GL account

A *GL account* is an account in the General Ledger that records the manual check entry.

GL activity

A *GL Activity* refers to a user-defined code that is created in Clarity General Ledger for reporting resources and transactions. The GL activity code can report on subsystems that are interfaced to the Clarity General Ledger. This interface provides an efficient means of tracking and reporting on a GL activity code.

Hours/units/rate

The *hours* refers to a unit of time. Use the **Hours** field to enter a quantity to add it to the leave hours total. If you want to subtract leave hours from the employee's leave hours total, enter a quantity followed by a minus sign (-).

If the pay code does not calculate using hours, then use the **Units** field to enter a quantity.

A *rate* is a charge, payment, or price fixed according to a ratio, scale, or standard.

Job number

A *job number* refers to a user-defined code that is created in Clarity Project Accounting for reporting resources and transactions associated with a specific job. You can use a job number to manage transactions created in Clarity General Ledger and the Clarity Project Accounting Suite, which includes Project Accounting, Materials Management, and Asset Management.

Journal

The *journal* is the place where you will record transactions for manual checks.

Pay code

A *pay code* is an account in payroll that records hours worked for an activity. Use *Pay Code* to enter the pay code number that belongs to the benefit that is being adjusted. Use the Pay Code menu, located at the end of the Pay Code field, to view additional options.



What do you want to do?

- I want to enter a pay code. Use the **Pay Code** field to type in a pay code and sub code, if the sub code is not zero.
- Help me find a pay code. Use the Pay Code menu to select **Search**.
- I want to add a new pay code. Use the Pay Code menu to select **Add New**.
- I want to modify an existing pay code. Use the Pay Code menu to select **Modify**.
- I want to add a note to the pay code. Use the Pay Code menu to select **Comments**.

Payout

The *payout* option is available when the pay code allows a pay out.

Period number

A *pay period* is the interval in which you choose to pay your employees.

Reference number

In New mode, the *Reference Number* is a read only number. In Edit mode, you can type in reference number to look up a transaction.

Transactions grid

The *transaction grid* displays the invoices and advances that have been recorded for the selected employee.

Pay by Exception Report

Print the *Pay by Exception Report* to view transactions that were created using Enter Payroll Checks or Modify Payroll Checks to record exceptions. An *exception* allows you to enter variables, such as vacation hours, sick leave, and comp time to name a few, instead of entering amounts/hours for all of the employee's pay codes.

Do this...

1. Open **Clarity Payroll > Reports > Pay by Exception Report**.
2. Select a report title.
3. Click **Print** (Ctrl+P).

Payroll Checks

A *paycheck* is a written document that directs a bank to pay money as instructed. Use *Payroll Checks* to print the employee paychecks.

Preparation:

- Create and save a form for printing payroll checks in Clarity Payroll > Organization > Forms.

Clarity Payroll

CHECK NO: 13723

One Thousand One Hundred Twenty-Two and 11/100 Dollars

04/30/2012 1,122.11

Jacob S Smith
475 15th St
Anycity UT 88888

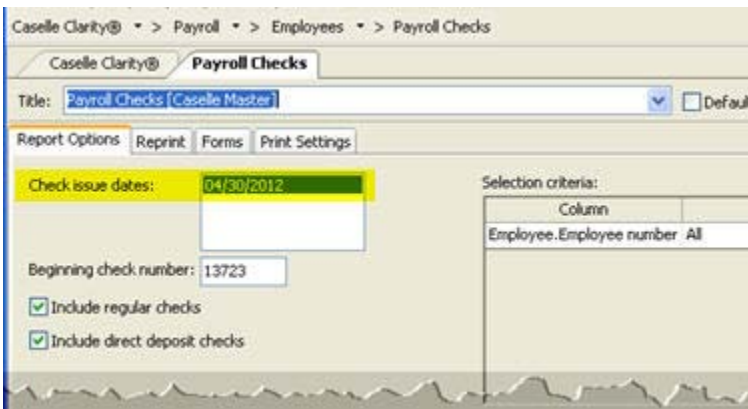
Jacob S Smith STATEMENT OF EARNINGS & DEDUCTIONS
SSN: 555-88-3878 EMP #: 5 PAY PERIOD ENDING: 04/23/2012 CHECK NUMBER: 13723

EARNINGS					DEDUCTIONS		
TITLE	HOURS	RATE	AMOUNT	YEAR_TO_DATE	PERIOD	AMOUNT	YR_TO_DATE
Regular	80.00	.00	1,538.46	668.00	13,577.13	FICA	86.93 - 788.86 -
Overtime	.00	.00	.00	.00	.00	FED W/H	17.50 - 751.35 -
Sick Leave	.00	.00	.00	12.00	.00	STATE W/H	35.00 - 532.80 -
Vacation	.00	.00	.00	20.00	.00	401-K Ded	76.92 - 76.92 -
Comp Time	.00	.00	.00	20.00	384.61	Misc Ded	.00 .00
Misc Pay			.00			Total Deduct	339.43 - 3,073.01 -
REMBURS			.00				
TOTAL EARNINGS			1,538.46	13,961.74			
TOTAL DEDUCTIONS			339.43 -	3,073.01 -			
NET PAY:			1,199.03	10,888.73			

	BEGINNING	EARNED	USED	REMAINING
SICK LEAVE HRS:	44.34	1.54	.00	45.88
VACATION HRS:	159.88	.12	.00	160.00
COMP TIME HRS:	27.50	.00	.00	27.50

Print payroll checks

1. Open **Clarity Payroll > Reports > Payroll Checks**.
2. Select a report title.
3. What is the check issue date?



- The check issue date is listed. Click to select it from the **Check Issue Dates** field.
- The check issue date is missing. If the check issue date is missing the payroll checks have not been calculated yet. You need to calculate the payroll checks before you can print them.

4. What is the check number on the first check that will print? Use the **Beginning Check Number** field to enter the check number that is assigned to the first check on the stack of un-printed checks.
5. Do you want to print checks for employees who do not use direct deposit?
 - Yes, I want to print checks for regular employees. Click to select **Include Regular Checks**.
 - No, I do not want to print checks for direct deposit employees. Click to deselect **Include Regular Checks**.
6. Do you want to print checks for employees who use direct deposit?
 - Yes, I want to print checks for direct deposit employees. Click to select **Include Direct Deposit Checks**.
 - No, I do not want to print checks for direct deposit employees. Click to deselect **Include Direct Deposit Checks**.
7. Do you want to use the current form for printing payroll checks?
 - Yes, I want to use the current form. Continue to the next step.
 - No, I want to use a different form. Click on the Forms tab > Form Options subtab. Then, select a different form name from the **Form** drop-down list.
8. Load the printer check stock in the printer.
9. Click **Print** (Ctrl+P).

Reprint payroll checks

After you print payroll checks, you can re-open Reports > Payroll Checks and view a list of the printed payroll checks on the Reprint tab, like this

Tasks	Check Number	Check Date	Journal Reference	Employee Number	Payee
• Reset for reprint	13723	4/30/2012	PC	27	5 Smith, Jacob S
• Void check number and reset for reprint	13724	4/30/2012	PC	28	10 Rockford, Julie M
• Select or deselect all	13725	4/30/2012	PC	29	15 Morris, Sharon
• Select or deselect a range	13726	4/30/2012	PC	30	20 Spencer, Annette
	13727	4/30/2012	PC	31	25 Johnson, Douglas
	13728	4/30/2012	PC	32	30 Austin, George
	13729	4/30/2012	PC	33	35 Slade, Randy L
	13730	4/30/2012	PC	34	40 Roberts, Dale B

You can use the options on the Reprint tab to reprint checks that printed with the wrong information, or void checks that have been destroyed or damaged.

Has the payroll check been updated to the General Ledger?

- Yes, the payroll check has been updated to the General Ledger. Use the options on the Reprint tab to select the check number. The entire row is highlighted. Then, click **Void Check Number and Reset for Reprint**.
- No, the payroll check has NOT been updated to the General Ledger. Use the options on the Reprint tab to select the check number. The entire row is highlighted. Use **Reset for Reprint**.

Beginning check number

The *beginning check number* is the number the system will use to begin numbering the printed checks.

- I want to use the check number that is displayed. Continue to the next step.
- I want to use a different check number. Click on the **Beginning Check Number** field, then type in a new number. **Warning!** Choose a beginning check number that is greater than the last check number that was printed on the last batch.

Check issue dates

The *check issue date* is the date the check was issued.

Do you want to use the default date as the check issue date?

- Yes, I want to use the default date as the check issue date. Continue to the next step.
- No, I want to use a different date as the check issue date. Click the Calendar button to choose a different date.

Include direct deposit checks

A *direct deposit*, also known as an Electronic Funds Transfer, transfers funds from the employer's account to an employee's checking or savings account.

Do you want to print checks for employees who use direct deposit?

- Yes, I want to print checks for direct deposit employees. Click to select **Include Direct Deposit Checks**.
- No, I do not want to print checks for direct deposit employees. Click to deselect **Include Direct Deposit Checks**.

Include regular checks

A *regular employee* is an employee who is paid with a payroll check.

Do you want to print checks for employees who do not use direct deposit?

- Yes, I want to print checks for regular employees. Click to select **Include Regular Checks**.
- No, I do not want to print checks for direct deposit employees. Click to deselect **Include Regular Checks**.

How do I compute a bonus check?

First, use Clarity Payroll > Employees > Enter Supplemental Checks to calculate a payroll check. The supplemental checks will be included in the next normal payroll. Complete the Enter Supplemental Checks form for each employee that is receiving a bonus check.

When the Enter Supplemental Check Options displays, select the **Override Payroll Settings** checkbox and click **Monthly Period Number 5**.

Explanation: Selecting Monthly Period Number 5 will ensure that regular deductions will be skipped. If you need to deduct retirement from the paycheck and compute benefits, then an "A" needs to be set in the 5th pay period frequency on the pay code.

Recommended: Search the section on Supplemental Wages in the IRS Circular E to review two ways of computing taxes on a check that is compensation paid in addition to the employee's regular wages.

If Direct Deposit is enabled and you wish to print a paper check, select the **Deactivate Direct Deposit** checkbox.

Second, print the Clarity Payroll > Reports > Payroll Register. Use the report to verify the supplemental check entries are correct.

Third, print Clarity Payroll > Reports > Payroll Checks.

How do I compute a check between regular pay periods?

1. Verify the pay period is a future pay period date.
2. Open Employees > [Enter Supplemental Checks](#).
3. Enter the Check Issue Date .
4. To skip deductions that would normally be deducted on period 1, 2, or 3, select the **Override Payroll Settings** checkbox and click period **4**.
5. To print an actual paper check instead of using a direct deposit, select the **Deactivate Direct Deposit** checkbox.
6. Click **OK**.
7. Enter the employee's information.
8. Verify the transaction shown in the Exceptions grid. If the transaction is correct, proceed to step 9. If the transaction is not correct, click **Edit** and re-enter the employee's number and information to update it.
9. Click **GO** to print the check

How do I issue a paper check for an employee if the direct deposit is rejected by the bank?

1. Void and reset the check.
 - A. Open **Clarity Payroll > Reports > Payroll Checks**.
 - B. Go to the Reprint tab.
 - C. Select the check number to be reprinted.
 - D. Click **Void Check Number and Reset for Reprint**. The transaction is removed from the grid.
 - E. Click **Close**.
2. Run Enter Payroll Checks to set the Net pay amount.
 - A. Open Clarity Payroll > Employees > Enter Payroll Checks.
 - B. Enter the employee number and press **Enter**.
 - C. In the Pay Code field: Enter *85-00*. Enter the Net amount to be paid to the employee.
 - D. Next, enter *86-00* in the Pay Code field and set the amount to zero.
 - E. Press **Enter** to save the changes.
 - F. Click **Close**.
3. Run Payroll Checks to print the check.

- A. Open Clarity Payroll > Reports > Payroll Checks.
 - B. Setup the report options and click **GO** to print the check.
4. Print a new [Payroll Register](#) and [Check Register](#).

How do I reprint checks that failed to print due to a printer error?

1. Open **Clarity Payroll > Reports > Payroll Checks**.
2. Go to the Reprint tab and select the checks that failed to print.
3. Click **Reset and Reprint** to remove the selected checks from the selection grid.
4. Go to the General tab and select the Check Issue Date. The Check Issue Date will reappear in this field when checks have been selected for Reset and Reprint.
5. Enter the beginning check number.
6. Click **Print**.

Tip! Try using Preview to verify the correct checks have been selected. DO NOT close the screen. If the checks are correct, click the **Print** button at the bottom of the screen.

How do I set up a form to print a duplicate payroll check?

1. Open **Clarity Payroll > Organization > Forms**.
2. Select **Other Form**.
3. Create a new form titled *Duplicate Payroll Check Stub*.
4. Select a payroll format from the Available Forms list and click **Copy**.
5. Open File > Open and select the form labeled **Duplicate Payroll Check Stub** and click **Open**.
6. Create a new text field and enter *Duplicate Check* as the field description.
7. Click **Save** (Ctrl+S).

How do I void and reissue a check that has not been updated to the General Ledger?

1. Open **Clarity Payroll > Reports > Payroll Checks**.
2. Go to the Reprint tab.
3. Highlight the check number you wish to void. The entire line should be selected.
4. Click **Void and Reset for Reprint**.
5. When prompted, click **Yes** to continue.
6. Go to the General tab.
7. Verify the Report Dates have been updated to include the date for the check that was voided. The check date should appear in the Check Issued Date field.
8. Enter the new check number.
9. Click **Print** (Ctrl+P).

Void Payroll Checks

A *void check* is a check that is printed or partially printed that is canceled or deleted by the maker of the check before the check has been cashed. Void a check when a check is issued for the wrong amount, issued to the wrong vendor, issued to a paid invoice, or issued and the check remains outstanding. On the other hand, if a check is lost or damaged, you need to void the check and reset the check number.

Use *Void Payroll Checks* to void payroll checks that have been updated to General Ledger and create a reversing entry in the current pay period.

Void Payroll Checks

1. Has the payroll check been updated to the General Ledger?
 - Yes, the payroll check HAS been updated to the General Ledger. Continue to the next step. You can use this routine to void the payroll check.
 - No, the payroll check has NOT been updated to the General Ledger. Do not use this routine to void the payroll check. Payroll checks that have been updated to the General Ledger must be voided in the General Ledger.
2. Open **Clarity Payroll > Employees > Void Payroll Checks**.
3. Fill in the employee name or number and select a check number.
4. Click **GO** (Ctrl+G).

Checks

The *Checks* list displays the payroll checks that were created in the current pay period. Use the *Checks* list to select the payroll check number that you wish to void.

Create a replacement check

Use *Create a Replacement Check* to use the information from the voided check to create a new check.

Do you want to replace the voided check?

- Yes, I want to replace the voided check. Click to select **Create a Replacement Check**.
- No, I do not want to replace the voided check. Click to deselect **Create a Replacement Check**.

Current pay period

The *current pay period* is the period the system will use to record transactions for voided checks.

Employee

An *employee* is any individual that performs services for an employer. Use the *Employee* field to enter the name of the employee on the payroll check.

What do you want to do?

- I have the employee name or number. Use the **Employee** field to enter the employee name or number.
- Help me find the employee. Use the Employee menu to select **Search**.

Clarity Payroll

- Show me more information. Use the **Employee** field to enter the employee name or number. Then, use the Employee menu to select **Additional Information**.

Pay codes

Add pay codes to employees

A *pay code* is an account in payroll that records hours worked for an activity. Use *Add Pay Codes to Employees* to add a pay code to one or more employee records. For example, Jane adds a new pay code for sick leave, now she uses Add Pay Codes to Employees to add the new sick leave pay code to employees that already have a vacation pay code.

Limitations:

- You cannot add pay codes to terminated employees.

Add pay codes to employees

1. Open **Clarity Payroll > Employees > Add Pay Codes to Employees**.
2. Fill in the fields on the form.
3. Click **GO** (Ctrl+G).

Add pay codes to

Use this option to add pay codes to the selected employees, or add pay codes only to the selected employees that also have these pay codes. This option uses the settings in the Selection Criteria to select employees.

Do you want to add the pay code to all selected employees?

- Yes, add the pay codes to all selected employees. Click to select **All Selected Employees**.
- No, add the pay codes only to selected employees with these pay codes. Click to select **Employees Who Already Have These Pay Codes**. Next, click **Select**. Use the Selection form to move the pay code(s), the pay codes that are already part of the employee record, to the Selected Existing Pay Codes list. Click **OK**.

Pay codes to add

Use *Pay Codes to Add* to select the name of the new pay code to add to the employee record.

Which pay codes do you want to add?

Click **Select**, this button is located next to the Pay Codes to Add field. Use the Selection form to move the pay code, or pay codes, to the Selected Pay Codes List. Click **OK**.

Selection criteria

In Caselle, the *Selection Criteria* allows you to choose which employees to include in the routine.

Pay Code Transaction Report

A *pay code* is an account in payroll that records hours worked for an activity. Use the *Pay Code Transaction Report* to list employe benefit transaction hours and amounts by pay code.

Print a Pay Code Transaction Report

1. Open **Clarity Payroll > Reports > Pay Code Transaction Report**.

2. Select a report title.
3. Click **Print** (Ctrl+P).

Include employees where all selected columns are zero

This option totals the columns in the employee record. If the total for each column is zero, usually the employee record is not active. If the total is not zero, then the employee record is active.

Employee: 10 - Rodford, Julie M Social Security number: 555-38-7273

Employee Wage Job Allocations Pay Codes Direct Deposit Contacts Attachments Notes

Pay Code		Employee ARP	Employee Pay Period Amt/Rate	Monthly Pay Periods 1-5	Employer ARP	Employer Pay Period Amt/Rate	Monthly Pay Periods 1-5	Leave Rate
1-00 Regular	GR	100.0000 %A	1176.9231	A A A	.0000	.0000		
3-00 Vacation	GR	.0000 \$A	.0000	A A A	.0000	.0000		301
4-00 Sick Leave	GR	.0000 \$A	.0000	A A A	.0000	.0000		401
7-00 Holiday	GR	.0000 \$A	.0000	A A A	.0000	.0000		701
8-00 Misc Pay	GM	.0000 \$A	.0000	A A A	.0000	.0000		
9-00 Comp Time	GR	.0000 \$A	.0000	A A A	.0000	.0000		901
40-00 401-K Ded	R	-125.0000 \$A	-125.0000	A A	3.0000 %A	35.3077 A A		
74-00 Soc Sec	SS	-4.2000 %A	-49.4308	A A A A A	6.2000 %A	72.9692 A A A A A		
75-00 Medicare	MD	-1.4500 %A	-17.0654	A A A A A	1.4500 %A	17.0654 A A A A A		
76-00 FWT	FW	.0000 CA	.0000	A A A A A	.0000	.0000		
77-00 SWT	SW	.0000 CA	.0000	A A A A A	.0000	.0000		
85-00 Net Pay	N	.0000 \$A	.0000	A A A A A	.0000	.0000		
90-00 Retirement	I	.0000	.0000		8.6900 %A	102.2746 A A A A A		
91-00 Health	I	.0000	.0000		603.2000 \$A	603.2000 A		

Do you want to include employees when the employee’s pay codes total to zero?

- Yes, I want to include employees when the pay code columns totals to zero. Click to select **Include Employees Where All Selected Columns are Zero**.
- No, I want to leave out employees with pay code columns total to zero. Click to deselect **Include Employees Where All Selected Columns are Zero**.

Include employees where all selected pay codes are inactive

An *active pay code* is a pay code that is set up to accrue based on the selected monthly period numbers. An *inactive pay code* is not set up to accrue based on the selected monthly period numbers. This option will search for employee records that have the selected pay codes and the selected pay codes are inactive.

Do you want to include employees with inactive pay codes?

- Yes, I want to include employees with inactive pay codes. Click to select **Include Employees Where All Selected Pay Codes are Inactive**.
- No, I want to leave out employees with inactive pay codes. Click to deselect **Include Employees Where All Selected Pay Codes are Inactive**.

Pay codes

Use the options on the Pay Codes tab to select the pay codes to include on the report.

How do I add a pay code?

1. Click **Add a New Pay Code Field**, its located at the bottom of the Pay Codes tab.

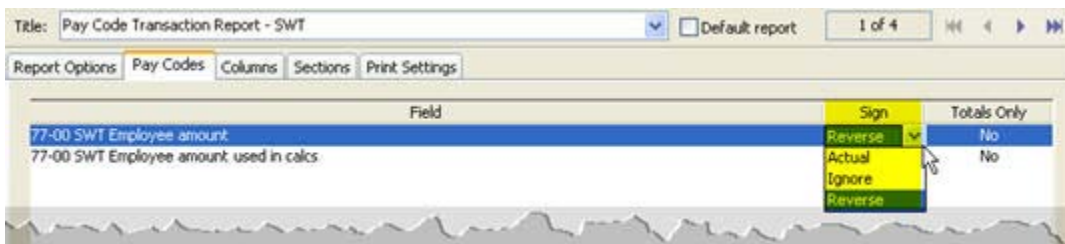
2. Use the options in the Add Pay Code Field to select the pay code name and define the displayed value.



- Pay code: Select a pay code name.
- Type: Select the type of information to display in the report column.
- Include in totals only: Print a total on the report without including the values in the calculation.

3. Click **OK**.

4. What is the sign assigned to the pay code?



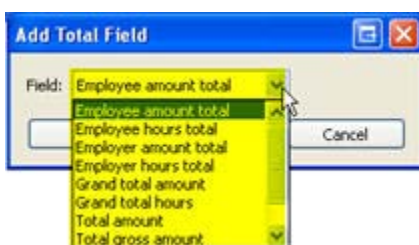
The *sign* is the sign that is normally associated with a pay code. Use *actual* to record the transaction using the sign that is normally assigned to the pay code. Use *reverse* to record the transaction using the opposite sign from the actual sign. Use *ignore* to record the transaction with a positive value.

- Use the actual value. Select **Actual** as the **Sign**.
- Use the reverse, or opposite value. Select **Reverse** as the **Sign**.
- Assign a positive value regardless of the assigned sign. Select **Ignore** as the **Sign**.

How do I print a total?

This option will total the values in a column and print the total on the report.

1. Click **Add a New Total Field**. This link is located at the bottom of the Pay Codes tab.
2. Use the options in the Add Total Field to select the total to print on the report.



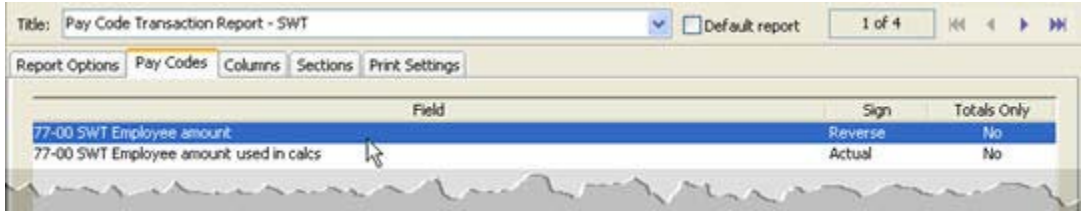
3. Click **OK**.

How do I change properties on an existing pay code?

First, remove the pay code from the report. Then, add the pay code with the new properties.

How do I remove a pay code or total?

1. Click to select a pay code from the list on the Pay Codes tab.



2. Click **Remove the Selected Field**.

Report dates

Report Dates is the report date range.

Do you want to use the current pay period as the report date range?

- Yes, I want to use the current pay period. Continue to the next step.
- No, I want to use a different pay period. Change the Report Date, or click **Advanced Options**.

Pay Codes

A *pay code* is an account in payroll that records hours worked for an activity. Use *Pay Codes* to add, edit, and delete pay codes. When you make changes to pay codes that have been created in Organization > Pay Codes the changes have been made on the *Application Level*. On the other hand, when you make changes to pay codes on the *Employee Level*, the changes will only affect the employee. None of the changes that you make on the Employee Level will affect the pay code on the Application Level.

Level	Location
Application Level	Organization > Pay Codes
Employee Level	Employees > Modify Existing Employees > Pay Codes tab

Add a pay code

1. Open **Clarity Payroll > Organization > Pay Codes**.
2. Click **New** (Ctrl+N).
3. Fill in the pay code properties.
4. Click **Save** (Ctrl+S).

Edit properties on an existing pay code

1. Open **Clarity Payroll > Organization > Pay Codes**.

2. Use the Lookup bar to enter the pay code number, press **Enter**. Then, enter the sub code and press **Enter**.
3. Change the pay code properties.

Delete a pay code

1. Open **Clarity Payroll > Organization > Pay Codes**.
2. Use the Lookup bar to enter the pay code number, press **Enter**. Then, enter the sub code and press **Enter**.
3. Click **Delete** (Ctrl+D).

Add on new employee

Use *Add on New Employee* to add the pay code to a new employee. This option allows you to select the default pay codes that usually need to be added to each new employee.

Do you want to add this pay code to new employees?

- Yes, add this pay code to new employees. Click to select **Add on New Employee**.
- No, do not add this pay code to new employees. Click to deselect **Add on New Employee**.

Allow calculations with these check types

Use this option to initiate a calculation method based on the type of check that is created. For example, Jane creates a pay code for vacation pay that calculates when a check is created to pay out vacation pay.

Check types...

- Manual: Checks that you enter by hand as a manual check.
- Payout: Checks that pay out leave time.
- Supplemental: Checks that for bonus pay, etc.
- Termination: Checks to pay the balance on a terminated employee.
- Third party: Checks to pay third party entities, such as disability payments.

Allow employee options

Use *Allow Employee Options* to allow you to make changes to the employee portion of the pay code on the employee level. These changes to the pay code are saved in the employee record (Employees > Modify Existing Employees > Pay Codes tab). They will not impact the other employees that are linked to the pay code.

Do you want to allow changes to the pay code on the employee level?

- Yes, allow me to customize the pay code on the employee level. Click to select **Allow Employee Options**.
- No, do not allow any changes to the pay code on the employee level. Click to deselect **Allow Employee Options**.

Allow employer options

Use *Allow Employer Options* to allow you to make changes to the employer portion of the pay code on the employee level. These changes to the pay code are saved in the employee record (Employees >

Modify Existing Employees > Pay Codes tab). They will not impact the other employees that are linked to the pay code.

Do you want to allow changes to the pay code on the employee level?

- Yes, allow me to customize the pay code on the employee level. Click to select **Allow Employer Options**.
- No, do not allow any changes to the pay code on the employee level. Click to deselect **Allow Employer Options**.

Allow payout payments

The *payout* option is available when the pay code allows a pay out. For example, a leave pay code that allows you to pay out the leave balance to the employee.

Does this pay code allow payout payments?

- Yes, this pay code allows payout payments. Click to deselect **Allow Payout Payments**.
- No, this pay code does not allow payout payments. Click to deselect **Allow Payout Payments**.

Amount/rate/percent type

A *type* defines the accounting behavior for the related pay code. A pay code can calculate using an amount, rate, or percent.



Amount

Examples: Miscellaneous Pay, Miscellaneous Reimbursement, Travel Reimbursement, Net Pay, Direct Deposit, Health Insurance

How do I do this? Select **Amount** from the Amount/Rate/Percent Type field. Then, use the **Rate** field to enter a dollar amount. Leave the field blank to enter the amount when you calculate the paycheck.

Calculation

Examples: Federal Withholding Tax, State Withholding Tax

Preparation: Set up the [Calculation Formula](#), [Calculation Tables](#), and [Calculations](#). The pay code will calculate based on the information in the Calculation Formula, Calculation Table, and Calculations.

How do I do this? Select **Rate per Hour** from the Amount/Rate/Percent Type field. Then, use the **Rate** field to enter the hourly rate.

Do not calculate

Examples: The employee portion of the State Retirement pay code.

How do I do this? Select **Do Not Calculate** from the Amount/Rate/Percent Type field.

Hourly

Examples: Regular Pay, Overtime Pay, Vacation Pay, Holiday Pay, Comp Pay

How do I do this? Select **Hourly** from the Amount/Rate/Percent Type field. Then, use the **Rate** field to enter the hourly rate.

Examples of Rate: The rate for regular pay is 100, the rate for overtime is 150

Percent of amount

Examples: 401k Deduction, Social Security Tax, Medicare Tax, State Retirement, Long Term Disability Insurance, State Unemployment Tax, Workers Compensation

Percent of Amount = Amount x Percentage

How do I do this? Select **Percent of Amount** from the Amount/Rate/Percent Type field. Then, use the **Rate** field to enter a percentage.

Example: The 401k Deduction is 3% of the employer's contribution.

Rate per hour

Examples: Contract Services, Independent Vendors

How do I do this? Select **Rate per Hour** from the Amount/Rate/Percent Type field. Then, use the **Rate** field to enter the hourly rate.

Rate per unit

Example: Piece work

How do I do this? Select **Rate per Unit** from the Amount/Rate/Percent Type field. Then, use the **Rate** field to enter the piece rate.

Salary

Examples:

How do I do this? Select **Rate per Salary** from the Amount/Rate/Percent Type field. Then, use the **Rate** field to enter the salary as an amount.

Calculate on unpaid employee

Use *Calculate on Unpaid Employee* to calculate a benefit pay code on an employee who is not receiving a paycheck. For example, employees who are not receiving a paycheck may include employees who are retired, disabled, or receiving FMLA.

Note: You can override this option on the Employee Level.

Do you want to calculate the pay code for an unpaid employee?

- Yes, calculate the pay code. On the Employer tab > Employer subtab, click to select **Calculate on Unpaid Employee**.
- No, do not calculate the pay code. On the Employer tab > Employer subtab, click to deselect **Calculate on Unpaid Employee**.

How do I override this option on the Employee Level?

Use Employees > Modify Existing Employees to look up the employee record. On the Pay Codes tab, click to select the pay code name from the Pay Code list. Then, click **Toggle Pay Code Detail Display** to view the pay code properties. Click the Employer subtab. Click to deselect **Calculate on Unpaid Employee**. That's it.

Calculation name

A *calculation* uses a formula to determine an amount, percentage, or number. When you need to use a calculation in Payroll, the calculation is saved in Organization > Calculations. The *calculation name* is the name that was assigned to the calculation in Organization > Calculations.

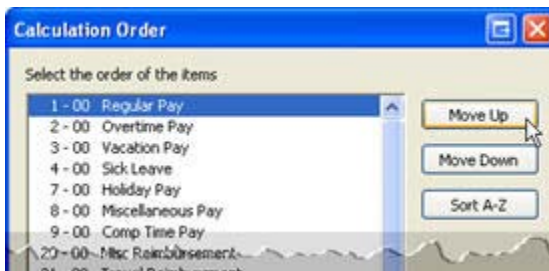
Is the Amount/Rate/Percent Type set to Calculation?

- Yes, it is. Use the **Calculation Name** field to select the name of the calculation that will be used to calculate the pay code.
- No, it is does not. The **Calculation Name** field is not available.

Calculation order

The *calculation order* refers to the order that the pay code will calculate in relation to other pay codes.

Important! Always calculate pay codes for gross wages before calculating any other pay codes. A gross wage must be calculated before deductions are taken.



How do I assign the calculation order?

Click the **Calculation Order** button. It's located at the end of the Calculation Order field.



Use the options on the Calculation Order form to place the pay codes in the order in which they will calculate.

Credit account

Use the *Credit Account* to enter the GL account for recording entries on the right side of the account.

What do you want to do?

- I want to enter a GL account. Use the **Credit Account** field to enter a valid GL account.
- I want to enter a partial account. Use the Credit Account menu to select **Partial Account**.
- Help me find a GL account. Use the Credit Account menu to select **Search**.

Debit account

Use the *Debit Account* to enter the GL account for recording entries on the left side of the account.

What do you want to do?

- I want to enter a GL account. Use the **Debit Account** field to enter a valid GL account.
- I want to enter a partial account. Use the Debit Account menu to select **Partial Account**.
- Help me find a GL account. Use the Debit Account menu to select **Search**.

Debit override account

An employer uses a *Debit Override Account* when the employer needs to make a one-time change to the GL account that is assigned to the selected funds.

What do you want to do?

- I want to add a debit override account. Navigate to the Employer tab > Debit Override Account subtab. Click **Add a New Override Account**. Fill in the options on the Debit Override Account subtab.
- I want to remove a debit override account. Navigate to the Employer tab > Debit Override Account subtab. Click to select a fund from the Funds list. Next, click **Remove the Selected Override Account**.

Employee allocation method

Use the *employee allocation method* to distribute an amount to a specific account. The employee allocations are saved in the employee file on the Allocations tab in Modify Existing Employees (Employees > Modify Existing Employees). For example, a pay code that will allocate regular pay based on the employee's allocations.

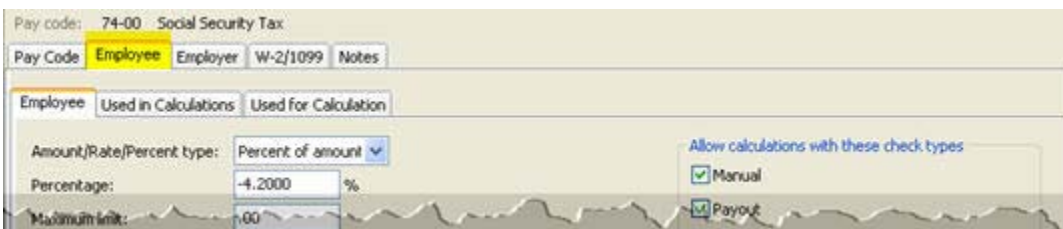


What do you want to do?

- Do not distribute this pay code. Navigate to Employee tab > Employee subtab. Use the **Employee Allocation Method** to select **Do Not Distribute**.
- Use the employee's allocations to distribute the pay code. Navigate to Employee tab > Employee subtab. Use the **Employee Allocation Method** to select **Use Employee Allocations**.
- Use transactions to distribute the pay code. Navigate to Employee tab > Employee subtab. Use the **Employee Allocation Method** to select **Use Transactions**.

Employee's portion

The *employee's portion* refers to the properties and calculations on the pay code that are made in behalf of the employee.



Employer allocation method

Use the *employer allocation method* to distribute an amount to a specific account. The employer allocations are saved in the employee file on the Allocations tab in Modify Existing Employees (Employees > Modify Existing Employees). For example, a pay code that will allocate social security based on transactions.

What do you want to do?

- Do not distribute this pay code. Navigate to Employer tab > Employer subtab. Use the **Employer Allocation Method** to select **Do Not Distribute**.
- Use the employee's allocations to distribute the pay code. Navigate to Employer tab > Employer subtab. Use the **Employer Allocation Method** to select **Use Employer Allocations**.
- Use transactions to distribute the pay code. Navigate to Employer tab > Employer subtab. Use the **Employer Allocation Method** to select **Use Transactions**.

Employer's portion

The *employer's portion* refers to the properties and calculations on the pay code that are made in behalf of the employer.

Pay code: 74-00 Social Security Tax

Pay Code Employee **Employer** W-2/1099 Notes

Employer Used in Calculations Used for Calculation Debit Override Account

Amount/Rate/Percent type: Percent of amount

Percentage: 6.2000 %

Maximum limit: -.00

Calculate on unpaid employee

Allow calculations with these check types

Manual

Exclude hours

Use *Exclude Hours* to allow a user to enter hours for the pay code to calculate an amount without saving the entered hours as part of the transaction.

Note: Modifying this field will update all related employee records.

Exclude hours for overtime calculation

Use *Exclude Hours for Overtime Calculation* to leave out hours that are, for example, imported from a timekeeping application to calculate overtime pay.

Funds

A *fund* is an account that is designated for a specific purpose. Use *Funds* to list the funds that will use the override account. This option is only available on the employer portion of the pay code.

How do I add or remove funds from the Funds list?

Navigate to the Employer tab > Debit Override Account subtab. Click **Values**. Use the Values form to enter the GL account in the **Values** field or **Enter Value** field. Click **OK**.

GL account

A *GL account* is an account in the General Ledger that records credits and debits.

What is the GL account to be billed?

- I know the GL account. Use the **GL Account** field to type in a valid GL account.

- I need to look up the GL account. Use the GL Account menu to select **Search**.
- I want to use a partial GL account. Use the GL Account to select **Partial GL Account**. Use the options on the GL Account Partial Entry to create a partial account.

Identification number

The *identification number* is the ID assigned to the selected state.

Is this pay code created for a specific state?

- Yes, this pay code is for a specific state. Use the **Identification Number** to enter the state's identification number.
- No, this pay code is not state specific. Leave blank the **Identification Number**.

Include amounts for dependent care on W-2 (Box 10)

Box 10 reports any amounts reimbursed for dependent care expenses, or the dollar value of dependent care services provided by your employer. Amounts under \$5,000 are non-taxable benefits. Any amount over \$5,000 is reported as taxable wages in Boxes 1, 3, and 5. Non-taxable benefits must be excluded from expenses claimed for the child and dependent care tax credit on [IRS Form 2441](#) (PDF).

Do you want to copy the pay code amount to the Dependent Care field on the W-2 Form?

- Yes, copy the amount to Box 10. Navigate to the W-2/1099 tab. Then, click to select **Include Amounts for Dependent Care on W-2 (Box 10)**.
- No, do not copy the amount to Box 10. Navigate to the W-2/1099 tab. Then, click to deselect **Include Amounts for Dependent Care on W-2 (Box 10)**.

Include amounts for non-qualified plan on W-2 (Box 11)

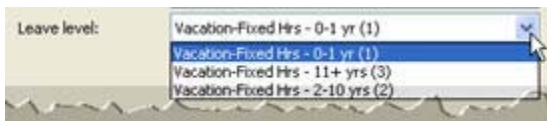
Box 11 reports any amounts distributed to you from your employer's non-qualified deferred compensation plan or non-government Section 457 pension plan. The amount in Box 11 is already included as taxable wages in Box 1.

Do you want to copy the pay code amount to the Non-Qualified Plan field on the W-2 Form?

- Yes, copy the amount to Box 11. Navigate to the W-2/1099 tab. Then, click to select **Include Amounts for Non-qualified Plan on W-2 (Box 11)**.
- No, copy the amount to Box 11. Navigate to the W-2/1099 tab. Then, click to deselect **Include Amounts for Non-qualified Plan on W-2 (Box 11)**.

Leave level

Complete this section if the pay code calculates leave hours. A *leave level* is a charge, payment, or price fixed according to a ratio, scale, or standard. For example, Jane's organization calculates 5.77 hours of leave for the first five years of employment. After six years, the employee moves to the second level that increases the leave rate to 7.70 hours.



What is the leave level?

- I want to use an existing leave level. Use the **Leave Level** drop-down list to select the level at which leave hours will accrue.

- I want to add a new leave level. Use Clarity Payroll > Organization > [Leave Rates](#) to look up the leave rate. Use the options on the Levels tab to click **Add a New Level**, then fill in the form. You may need to exit and relaunch Organization > Pay Codes to refresh the options in the list.

Leave rate

Complete this section if the pay code calculates leave hours. A *leave rate* is a charge or price fixed according to an amount or percentage. The *leave rate* will change the options that are available in the Leave Level drop-down list.



What is the leave rate?

- I want to select an existing leave rate. Use the **Leave Rate** drop-down list to select the rate at which leave hours will accrue.
- I want to add a leave rate. Use Clarity Payroll > Organization > [Leave Rates](#) to add a new leave rate. Click **New** (Ctrl+N) and fill in the form. Then, return to the Leave Rate field in Organization > Pay Codes. You may need to exit and relaunch Organization > Pay Codes to refresh the options in the list.

Maximum limit

The *maximum limit* is the maximum value allowed by the pay code.

Maximum wage limit

The *maximum wage limit* is the maximum wage allowed by the pay code.

Minimum wage limit

The *minimum wage limit* is the minimum amount required to calculate the pay code amount or percentage.

Monthly period numbers

Use the *Monthly Period Number* to select the period to apply the pay code. A *pay period* is the interval in which you choose to pay your employees.

Each number (1-5) corresponds to a period. The box below the period number stores a code: A, P, or Blank. The letter (A) means the pay code calculates for the selected period number every month. On the other hand, the letter (B) means pay code calculates for the selected period number in the selected months. A (blank) means the pay code does not calculate for the selected period number.



Click **Modify** to select the pay periods when the pay code will calculate. Use the Pay Periods form to select the pay period numbers. Click on the month name to select all of the pay periods in the selected month. Click on a pay period number to select the pay period number on every month.

Regular pay code

Example: A regular pay code calculates for pay periods 1-3 every month.



Leave pay code

Example: A vacation pay code calculates once at the beginning of each year. The Pay Periods form looks like this



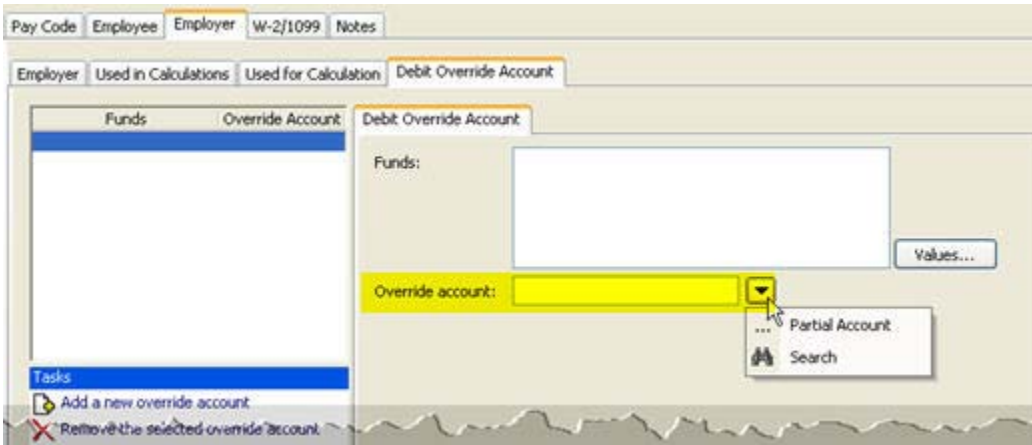
Social Security and Medicare

Important! The best way to ensure Social Security and Medicare taxes are collected every pay period is to select all pay periods.



Override account

An employer uses an *Override Account* when the employer needs to make a one-time change to the GL account that is assigned to the selected funds.



What do you want to do?

- I want to enter the override account. Use the **Override Account** field to enter a GL account.
- I want to enter a partial account. Use the Override Account menu to select **Partial Account**.
- Help me find an override account. Use the Override Account menu to select **Search**.

Pay code

The *pay code* is a unique one or two-digit number that is assigned to each pay code.

Pay Code	Sub Code	Abbreviated Title	Title
1	0	Regular	Regular Pay
2	0	Overtime	Overtime Pay
3	0	Vacation	Vacation Pay
4	0	Sick Leave	Sick Leave
7	0	Holiday	Holiday Pay
8	0	Misc Pay	Miscellaneous Pay
9	0	Comp Time	Comp Time Pay
20	0	Misc Reimb	Misc Reimbursement
21	0	Trvl Reimb	Travel Reimbursement

How do I change the pay codes list on the Used In Calculations/Used for Calculation tabs?

You can find a list of pay codes on the Used in Calculations and Used for Calculation tabs for the employee/employer. Click **Select Pay Codes**, this link is located at the bottom of the form. Then, use the Selection form to add or remove pay codes from the list of pay codes.

Pay code: 9-00 Comp Time Pay

Pay Code Employee Employer W-2/1099 Notes

Employee Used in Calculations Used for Calculation

Pay Code	Percent
40 - 00 401-K Deduction	100.00
74 - 00 Social Security Tax	100.00
75 - 00 Medicare Tax	100.00
76 - 00 Federal Withholding Tax	100.00
77 - 00 State Withholding Tax	100.00
98 - 00 SUTA - State Unemployment Tax	100.00
99 - 00 Workers Compensation	100.00

Subject To

Pay code: 40 - 00 401-K Deduction

Percent: 100.00 %

Tasks

Select pay codes

Payout

The *payout* option is available when the pay code allows a pay out. For example, a leave pay code that allows you to pay out the leave balance to the employee.

On the other hand, pay codes for retirement are not allowed for payout because they need to calculate on regular payments. For example, in Jane's organization the 401k pay code calculates on the regular amount and payout amounts. She selects the Allow Payout Payments on the Employee tab and the Employer tab.

Another example is the state retirement pay code. If the state retirement pay code does not calculate on payout amounts, then Jane would only selected the Allow Payout Payments on the Employee tab. Next, she deselects the Allow Payout Payments on the Employer tab.

Percentage

A *percentage* is a part of a whole expressed in hundredths. On the Used in Calculations tab, the *Percent* is the percentage of the current pay code that will be included in the calculations for the pay codes that are listed on this tab. While the *Percent* field on the Used for Calculation tab, indicates the current pay code will use amounts from other pay codes to calculate an amount.

Rate

A *rate* is a charge, payment, or price fixed according to a ratio, scale, or standard.

What is the billing rate?

- I know the billing rate. Use the **Rate** field to select a rate code.
- I need to add a billing rate. Use Organization > Rates to add a new rate.

Round amounts to nearest dollar

Rounding means replacing a numerical value with another value that is approximately equal to the original number. For example, replacing \$24.66 with \$25.00.

Standard pay hours

The number of hours in the standard pay period is the *standard pay hours*. For example, at Jane's organization the work week is forty hours. Which means the standard pay period, which is two work weeks long, is eighty hours.

The system uses the value in the Standard Pay Hours field to calculate paychecks. When you enter the hours for other pay codes that are assigned to the same pay code type, the system will deduct the hours from the Standard Pay Hours.

80 Standard Pay Hours = 40 Hours p/Week x 2 Weeks p/Pay Period

State

The *state* is the two-character state code of the state where the pay code is applied.

In which state is the pay code applied?

- This pay code is used in all states. Select the [blank] space from the **State** drop-down list.
- This pay code is used in a specific state. Select the state name from the **State** drop-down list.

Sub code

The *sub code* is a unique one or two-digit number that differentiates different pay codes that belong to the same pay code family. If there is only one pay code in the group, then the sub code is zero.

Pay Code	Sub Code	Abbreviated Title	Title
1	0	Regular	Regular Pay
2	0	Overtime	Overtime Pay
3	0	Vacation	Vacation Pay
4	0	Sick Leave	Sick Leave
7	0	Holiday	Holiday Pay
8	0	Misc Pay	Miscellaneous Pay
9	0	Comp Time	Comp Time Pay
20	0	Misc Reimb	Misc Reimbursement
21	0	Trvl Reimb	Travel Reimbursement

Title and abbreviated title

A *title* is a descriptive name given to a pay code. An *abbreviated title* is a code that is less than 10 characters that prints on reports when space is limited.

Title:

Abbreviated title:

Type

A *type* defines the accounting behavior for the related pay code.

Type:

State:

Identification number:

Calculation order:

Leave rate:

Use as summarization pay code

A *summarization pay code* is a header pay code. For example, a summarization pay code visually separates the pay code from the other pay codes in the list. It also allows you to total the pay codes that are related to the summarization pay code.

Important! Using this pay code as a summarization pay code will clear all values from the Employee tab, Employer tab, Leave Rate, and Leave Level.

Is this pay code a summarization pay code?

- Yes, this is a summarization pay code. Click to select **Use as a Summarization Pay Code**. This option is located on the Pay Code tab.
- No, this is a regular pay code. Click to deselect **Use as a Summarization Pay Code**.

Used for calculation

This is a list of pay codes that use

Used in calculations

The list on the Used in Calculations tab displays pay codes that use the entries from the current pay code to compute an amount.

W-2 code (Box 12)

The IRS states there are several types of compensation and benefits that can be reported in *Box 12* on the W-2 Form. This list offers a description of the W-2 codes. Use the options in this list to select the *W-2 Code (Box 12)* code.

Code A

Uncollected Social Security or RRTA tax on tips. Include this amount as part of your total tax on Form 1040.

Code B

Uncollected Medicare tax on tips. Include this amount as part of your total tax on Form 1040.

Code C

Taxable benefit of group term-life insurance over \$50,000. This amount is already included as part of your taxable wages in Boxes 1, 3, and 5.

Code D

Non-taxable elective salary deferrals to a 401(k) or SIMPLE 401(k) retirement plan.

Code E

Non-taxable elective salary deferrals to a 403(b) retirement plan.

Code F

Non-taxable elective salary deferrals to a 408(k)(6) SEP retirement plan.

Code G

Non-taxable elective salary deferrals and non-elective employer contributions to a 457(b) retirement plan.

Code H

Non-taxable elective salary deferrals to a 501(c)(18)(D) tax-exempt plan.

Code J

Non-taxable sick pay. This amount is not included in taxable wages in Boxes 1, 3, or 5.

Code K

Excise tax (equal to 20%) on excess "golden parachute" payments. Include this amount as part of your total tax on Form 1040.

Code L

Non-taxable reimbursements for employee business expenses.

Code M

Uncollected Social Security or RRTA tax on taxable group term life insurance over \$50,000 for former employees. Include this amount as part of your total tax on Form 1040.

Code N

Uncollected Medicare tax on taxable group term life insurance over \$50,000 for former employees. Include this amount as part of your total tax on Form 1040.

Code P

Non-taxable reimbursements for employee moving expenses, if the amounts were paid directly to the employee.

Code Q

Non-taxable combat pay. Some individuals may elect to include combat pay when calculating their Earned Income Credit.

Code R

Employer contributions to an Archer Medical Savings Account. This amount should be reported on IRS Form 8853.

Code S

Non-taxable salary deferral to a 408(p) SIMPLE retirement plan.

Code T

Employer paid adoption benefits. This amount is not included in Box 1 wages. You must use IRS Form 8839 to calculate the taxable and non-taxable portion of these adoption benefits.

Code V

Income from the exercise of non-statutory stock options. This amount is already included as taxable income in Boxes 1, 3, and 5. However, you will still need to report separately the sale of any stock options on Schedule D.

Code W

Employer contributions to your Health Savings Account. Report this amount on IRS Form 8889.

Code Y

Salary deferrals under 409A non-qualified deferred compensation plan.

Code Z

Income received under 409A non-qualified deferred compensation plan. This amount is already included in taxable wages in Box 1. This amount is subject to an additional tax of 20% plus interest as part of your total tax on Form 1040.

Code AA

After-tax contributions to a Roth 401(k) retirement plan.

Code BB

After-tax contributions to a Roth 403(b) retirement plan.

Code DD

Reports the cost of health insurance provided through your employer.

Code EE

After-tax contributions to a Roth 457(b) retirement plan offered by government employers.

W-2 local tax code**W-2 other description (Box 14)**

Use *W-2 Other Description (Box 14)* to enter information that is required by the state but not the IRS.

—

Troubleshooting**How do I set up a taxable fringe benefit?**

First, add a new pay code to the Pay Codes table in Organization > Pay Codes. Then, add the taxable fringe benefit pay code to the employees that are subject to the taxable fringe benefit.

Do this...

1. Open **Clarity Payroll > Organization > Pay Codes**.
2. Determine which pay code you wish to assign to the taxable fringe benefit. Caselle recommends using 30-00, if it's available.
3. Click **New** (Ctrl+N).
4. Enter *30* in the **Pay Code** field and *00* in the **Sub Code** field.
5. In the **Abbreviated Title** field: Type a description of the taxable fringe benefit. Example: Vehicle Allowance.
6. In the **Type** field: Select **Fringe Benefit**.
7. In the **GL Account field** on the Employee tab > Employee subtab: Enter a partial GL, usually the salary and wage line item.

Note: This is acceptable because the taxable wage amount will not post to the general ledger. It is considered an "in and an out", which means that the amount goes "in" to be taxed and then comes "out" so it is not included in the net pay. The employer's portion of social security and Medicare will be computed when the Calculate Computed Benefits is run. Then, the employer's social security and Medicare will post to the fund and department expense line item designed in the employee's file.

8. Go to the Used in Calculations tab and add the pay codes the fringe benefit is subject to: Social security, Medicare, FWT, and SWT.

Note: If the fringe benefit is subject to retirement, then add the pay code for retirement.

9. Go to the Employee tab > Employee subtab. Set up the Monthly Periods so an "A" displays in Periods 1, 2, and 3.

How do I do this? Click **Modify** and then click the column headings 1, 2, and 3. The column should display an X for each of the months.

10. Set the Amount/Rate/Percent Type field to **Amount** and leave the **Amount** field set to zero (00.00).

Explanation: The amount is set to zero because the amount will be entered as an exception during the next payroll run. However, if a fringe benefit is a set amount and needs to be taxed each pay period, then key in the amount.

11. Go to the W-2/1099 tab and enter the description (Example: Vehicle Allowance) in **W-2 Other Description (Box 14)**. Then, select the **Include Amounts** checkbox.

12. Click **Save** (Ctrl+S), then click **Close** to exit.

13. Add the taxable fringe benefit to employees.

- A. Open **Clarity Payroll > Employees > Modify Existing Employees**.
- B. Look up an employee's record, then go to the Pay Codes tab.
- C. Click **Add Pay Codes**.
- D. Select the taxable fringe benefit pay code and click **OK**.
- E. Repeat steps B-D for each employee subject to the taxable fringe benefit.

Important! It is very important to run the taxable fringe benefit pay code through a regular payroll.

Note: The taxable fringe benefit amount will show as taxable wages in box 1 on the employee's W-2 and it will show on the employer's quarterly 941 report.

How do I change the employer's portion of the health insurance premium?

If you set up your pay codes with different premiums, for example, employee only, employee plus spouse, family, and so on, complete these steps.

Do this...

1. Open **Clarity Payroll > Organization > Pay Codes**.
2. Go to the Employer tab. The amounts display on the Employer subtab.
3. Enter a new amount in the Amount field and press **F6** to advance to the pay code. When the update message displays, click **OK**.
4. Update the next premium pay code.

5. Repeat steps 3-4 until all of the pay codes you wish to update have been updated.

If you have set up your pay codes differently than the method described, above, then use these steps:

1. Open **Clarity Payroll > Employees > Modify Existing Employees**.
2. Go to the Pay Codes tab.
3. Select the health pay code and click **Modify the Selected Pay Code**.
4. Go to the Employer subtab and update the Amount field.
5. Press **F6** to advance to the employee record.
6. Repeat steps 4-5 to update the remaining employee records.

Important! The employer's portion can accrue once a month; indicated by an "A" in the 1st or 2nd pay period of the Monthly Pay Periods area.

How do I set up individual employees to pay overtime to a GL account using different funds and departments?

You can use a partial GL account to allow a user to enter a GL account for overtime pay. Use Modify Existing Employees to look up the employee record. On the Pay Codes tab, select the pay code for overtime. Click **Toggle Pay Code Detail Display** to view the pay code properties. Locate the **GL Account** field and type in the partial GL account.

Retirement

State Retirement Report

Use the *State Retirement Report* to print a state-specific retirement report or a generic retirement report. Report options include a printed report, electronic file, or a printed report and electronic file.

Print a State Retirement Report

1. Open **Clarity Payroll > State Reports > State Retirement Report**.
2. What is the state name? Use the Get State Reports form to select a state name. Click **OK**.
3. Fill in the options on the report.
4. Click **Print** (Ctrl+P).

Convert/edit

Use *Convert* to convert the report into an electronic file. Now, review the contents of the electronic file. If you need to make changes to the information in the electronic file, use *Edit* to modify the report contents without reconverting the report.

Create electronic file

An *electronic file*, or e-file, is a report or document that is sent to a filing agency through the Internet or Email. Use *create electronic file* to save the report as an electronic file.

Do you want to create an electronic file?

- Yes, I want to create an electronic file. Click to select **Create Electronic File**. Then, enter the file name and format.
- No, I do not want to create an electronic file. Click to deselect **Create Electronic File**.

Employee fields to include employee fields to include

The *Employee Fields to Include* is a list of fields to include on the employee's portion of the report.

What do you want to do?

- I want to add a field to the list. On Retirement Setup tab > Options subtab, click **Select**. Move the field name to the Selected Employee Fields. Click **OK**.
- I want to remove a field from the list. On Retirement Setup tab > Options subtab, click **Select**. Move the field name to the Available Employee Fields. Click **OK**.
- I want to change the display order. On Retirement Setup tab > Options subtab, click **Select**. Click to select a field name from the Selected Employee Fields list. Then, click **Move Up/Down** until the field is the correct display order. Click **OK**.

Employer name

The *employer name* is the name of the organization.

Employer number

The *employer number* is a unique number that is assigned to the employer.

File name

A *file name* is the name assigned to a computer file. When the file name is entered by itself, the routine will create the file in the default Caselle directory.

Example: filename.txt

When the file name is accompanied by a drive letter and directory, the routine will create the file at the designated location.

Example: a:/filename.txt

What do you want to do?

- I want to save the file to the default directory. Use the **File Name** field to enter the file name followed by the extension. Example: filename.txt
- I want to save the file to a different directory. Use the **File Name** field to enter the path and directory. Then, enter the file name followed by the extension. Example: a:/filename.txt

Format

The *format* refers to the report definition. The *report definition* is a file that tells the report where and how to print information such as text, titles, fields, and variables on the report.

Which report definition do you want to use?

Use the **Format** drop-down list to select a report definition.

Print funds transmittal

Use *Print Funds Transmittal* to print the funds transmittal information on the last page of the report. The funds transmittal information includes the names, addresses, tax year, and reporting dates.

Print report

Use *Print Report Only* to print a report that will show you the transactions that will be created by this routine without actually creating any transactions.

Do you want to update transactions or print a report?

- I want to print a report. Select the **Print Report Only** checkbox. The routine will print the transactions that will be updated as a report. This option will not update any transactions. It's a good option to use to make sure the transactions that will be posted are correct.
- I want to update transactions. Leave blank the **Print Report Only** checkbox. The routine will create and save transactions.

Report dates

Report Dates is the report date range.

Do you want to use the last reported pay period as the report date range?

- Yes, I want to use the current pay period. Continue to the next step.
- No, I want to use a different pay period. Change the Report Date, or click **Advanced Options**.

Report prepared date

The *report prepared date* is the MM/DD/YYYY when the information in the report was compiled.

Retirement setup – pay code

Use the options on the Retirement Setup tab > Setup subtab to set up the pay codes in the State Retirement Report. The information the pay code displays on the report appears on the Fields subtab. You can use the default fields, or you can add another field if the information that you need to display is not located on the Fields tab.

How do I add a pay code to the report?

On the Retirement Setup tab > Setup subtab, click **Add New Pay Codes**. Move the pay code, or pay codes, to the Selected Pay Codes list. Click **OK**.

How do I remove a pay code from the report?

Click to select a pay code from the Pay Codes list on the Retirement Setup tab > Setup subtab. Then, click **Remove the Selected Pay Code**.

How do I add another field to the report?

Use this option to add another field to the Fields subtab. Click **Add a New Field to All Pay Codes**. Use the Add a New Field form to enter the field name and define the field properties. Click **OK**.

How do I remove a field to the report?

Click to select **Remove Fields from All Pay Codes**. Use the Selection form to move the field to the Selected Fields to Remove list. Click **OK**.

How do I change the field display order?

Click **Order Fields**. When the Order Fields form displays, click to select a field name. Then, use **Move Up/Down** to change the display order. Or click **Sort A-Z** to sort the list in alphabetical order. Click **OK**.

Tax year

The *tax year* is the period of time that is covered by a particular tax return.

Troubleshooting

How do I recreate a state retirement report and transfer file from a prior period?

1. Open Reports > State Retirement Report and select the report title for the report you are working on.
2. Change the Report Dates to the report dates used to create the previous report. Tip! Try clicking the "tall" < button.
3. Select the **Print Report** checkbox.
4. Select the **Create Electronic File** checkbox and enter the file name and format.
5. Click **Print** (Ctrl+P).

What do I do if an employee is missing from a retirement report?

There are several reasons why an employee has not been included on a retirement report. Begin by opening the employee's record (Employees > Modify Existing Employees) and then check for these items:

- Is the employee "subject to" a retirement pay code? Has a retirement pay code been added to the Pay Codes tab? Is a rate loaded on the employer's (benefit) side?
- Does the employee have the information fields that pertain to SUTA/Retirement loaded on the Job > State Unemployment and Retirement sub-tabs?
- If this information is set up correctly, then the employee should now show on the retirement report.

State reports

State Combined Report

Print the *State Combined Report* to review the SWT, SUTA, and Workers Compensation amounts.

Print State Combined Report

1. Open **Clarity Payroll > State Reports > State Combined Report**.
2. What is the state name?
 - Use the Get State Reports form to select a state name.
3. Select a report title.
4. Fill in the report options.
5. Click **Print** (Ctrl+P).

Columns

A report uses sections and columns to organize information. A *section* organizes data in horizontal blocks, while a *column* organizes data in vertical blocks. In this image, Column 1, Column 2, and Column 3 are examples of columns on a report. This is an example of a *section* on a report that contains three *columns*. Column 1 displays the account number. Column 2 displays the account title. And Column 3 displays the current year-to-date amount.

Forms

A *form* is a document that has been set up to print information, such as text, titles, or variables.

Do you want to use the current form?

- Yes, I want to use the current form. Continue to the next step.
- No, I want to use a different form. Click on the Forms tab > Form Options subtab. Then, select a different form name from the **Form** drop-down list.

Get state reports

The *Get State Reports* form lists the available states. Use the list to select the two-character state code. You can select only one state code at a time.

Print detail report

The *detail report* prints this information for each employee: Social Security Number, Total Wages and Allowances, Not Subject Amount, Amount Over Limit, and Taxable Amount. Use the *detail report* to check the employee information that will print on the report.

Do you want to print the detail report?

- Yes, I want to print the detail report. Click to select **Print Detail Report**.
- No, I do not want to print the detail report. Click to deselect **Print Detail Report**.

Print form

A *form* is a document that has been set up to print information, such as text, titles, or variables.

Do you want to print forms?

- Yes, I want to print forms. Click to select **Print Form**. Then, set up the options on the Forms tab.
- No, I do not want to print forms. Click to deselect **Print Form**.

Sections

A report uses sections and columns to organize information. A *section* organizes data in horizontal blocks, while a *column* organizes data in vertical blocks.

State options

This tab stores the state-specific fields for the selected state code. When this tab is available, there are state-specific fields that need to be filled in. When there are no state-specific fields to fill in, the State Options tab is not available.

Workers compensation hours pay codes

The *Workers Compensation Hours Pay Codes* is a list of workers compensation pay codes. *Workers Compensation* is a program that provides payments to employees with job-related injuries.

Do you want to include hours for pay codes that record workers compensation?

- Yes, include hours for workers compensation. Click **Select**, this button is located next to the Workers Compensation Hours Pay Codes field on the Report Options tab. Use the Selection form to find the workers compensation pay codes and move them to the Selected Pay Codes list. Click **OK**.
- No, do not include hours for workers compensation. Click **Select**, this button is located next to the Workers Compensation Hours Pay Codes field on the Report Options tab. Use the Selection form to remove all of the workers compensation pay codes from the Selected Pay Codes list. Click **OK**.

State Combined Wage List

Print this report for states that require combined state information for SUTA, State Withholding, and Workers Compensation. This report can generate a report, form, or export file.

Important! Insert a Command, Employee Line Marker after each employee line to indicate the end of an employee's information and the beginning of the next employee's information. Several variables print on the first page only, all pages, or last page only.

Print State Combined Wage List

1. Open **Clarity Payroll > State Reports > State Combined Wage List**.
2. What is the state name?
 - Use the Get State Reports form to select a state name. Click **OK**.
3. Select a report title.
4. Fill in the report options.

5. Click **Print** (Ctrl+P).

—

Columns

A report uses sections and columns to organize information. A *section* organizes data in horizontal blocks, while a *column* organizes data in vertical blocks. In this image, Column 1, Column 2, and Column 3 are examples of columns on a report. This is an example of a *section* on a report that contains three *columns*. Column 1 displays the account number. Column 2 displays the account title. And Column 3 displays the current year-to-date amount.

Create electronic file

An *electronic file*, or e-file, is a report or document that is sent to a filing agency through the Internet or Email.

Do you want to create an e-file?

- Yes, I want to create an e-file. Click to select **Create Electronic File**. Then, fill in the file name and format.
- No, I do not want to create an e-file. Click to deselect **Create Electronic File**.

File name

A *file name* is the name assigned to a computer file. When the file name is entered by itself, the routine will create the file in the default Caselle directory.

Example: filename.txt

When the file name is accompanied by a drive letter and directory, the routine will create the file at the designated location.

Example: a:/filename.txt

What do you want to do?

- I want to save the file to the default directory. Use the **File Name** field to enter the file name followed by the extension. Example: filename.txt
- I want to save the file to a different directory. Use the **File Name** field to enter the path and directory. Then, enter the file name followed by the extension. Example: a:/filename.txt

Format

Use the *default format* to use the system settings to format the width of the printed line inside a column. Use the *custom format* to define the number of characters allowed in a printed line.

Forms

A *form* is a document that has been set up to print information, such as text, titles, or variables.

Do you want to use the current form?

- Yes, I want to use the current form. Continue to the next step.
- No, I want to use a different form. Click on the Forms tab > Form Options subtab. Then, select a different form name from the **Form** drop-down list.

Get state reports

The *Get State Reports* form lists the available states. Use the list to select the two-character state code. You can select only one state code at a time.

Print detail report

The *detail report* prints this information for each employee: Social Security Number, Total Wages and Allowances, Not Subject Amount, Amount Over Limit, and Taxable Amount. Use the *detail report* to check the employee information that will print on the report.

Do you want to print the detail report?

- Yes, I want to print the detail report. Click to select **Print Detail Report**.
- No, I do not want to print the detail report. Click to deselect **Print Detail Report**.

Print form

A *form* is a document that has been set up to print information, such as text, titles, or variables.

Do you want to print forms?

- Yes, I want to print forms. Click to select **Print Form**. Then, set up the options on the Forms tab.
- No, I do not want to print forms. Click to deselect **Print Form**.

Workers compensation hours pay codes

The *Workers Compensation Hours Pay Codes* is a list of workers compensation pay codes. *Workers Compensation* is a program that provides payments to employees with job-related injuries.

Do you want to include hours for pay codes that record workers compensation?

- Yes, include hours for workers compensation. Click **Select**, this button is located next to the Workers Compensation Hours Pay Codes field on the Report Options tab. Use the Selection form to find the workers compensation pay codes and move them to the Selected Pay Codes list. Click **OK**.
- No, do not include hours for workers compensation. Click **Select**, this button is located next to the Workers Compensation Hours Pay Codes field on the Report Options tab. Use the Selection form to remove all of the workers compensation pay codes from the Selected Pay Codes list. Click **OK**.

State Retirement Report

Use the *State Retirement Report* to print a state-specific retirement report or a generic retirement report. Report options include a printed report, electronic file, or a printed report and electronic file.

Print a State Retirement Report

1. Open **Clarity Payroll > State Reports > State Retirement Report**.
2. What is the state name? Use the Get State Reports form to select a state name. Click **OK**.
3. Fill in the options on the report.
4. Click **Print** (Ctrl+P).

Convert/edit

Use *Convert* to convert the report into an electronic file. Now, review the contents of the electronic file. If you need to make changes to the information in the electronic file, use *Edit* to modify the report contents without reconverting the report.

Create electronic file

An *electronic file*, or e-file, is a report or document that is sent to a filing agency through the Internet or Email. Use *create electronic file* to save the report as an electronic file.

Do you want to create an electronic file?

- Yes, I want to create an electronic file. Click to select **Create Electronic File**. Then, enter the file name and format.
- No, I do not want to create an electronic file. Click to deselect **Create Electronic File**.

Employee fields to include employee fields to include

The *Employee Fields to Include* is a list of fields to include on the employee's portion of the report.

What do you want to do?

- I want to add a field to the list. On Retirement Setup tab > Options subtab, click **Select**. Move the field name to the Selected Employee Fields. Click **OK**.
- I want to remove a field from the list. On Retirement Setup tab > Options subtab, click **Select**. Move the field name to the Available Employee Fields. Click **OK**.
- I want to change the display order. On Retirement Setup tab > Options subtab, click **Select**. Click to select a field name from the Selected Employee Fields list. Then, click **Move Up/Down** until the field is the correct display order. Click **OK**.

Employer name

The *employer name* is the name of the organization.

Employer number

The *employer number* is a unique number that is assigned to the employer.

File name

A *file name* is the name assigned to a computer file. When the file name is entered by itself, the routine will create the file in the default Caselle directory.

Example: filename.txt

When the file name is accompanied by a drive letter and directory, the routine will create the file at the designated location.

Example: a:/filename.txt

What do you want to do?

- I want to save the file to the default directory. Use the **File Name** field to enter the file name followed by the extension. Example: filename.txt
- I want to save the file to a different directory. Use the **File Name** field to enter the path and directory. Then, enter the file name followed by the extension. Example: a:/filename.txt

Format

The *format* refers to the report definition. The *report definition* is a file that tells the report where and how to print information such as text, titles, fields, and variables on the report.

Which report definition do you want to use?

Use the **Format** drop-down list to select a report definition.

Print funds transmittal

Use *Print Funds Transmittal* to print the funds transmittal information on the last page of the report. The funds transmittal information includes the names, addresses, tax year, and reporting dates.

Print report

Use *Print Report Only* to print a report that will show you the transactions that will be created by this routine without actually creating any transactions.

Do you want to update transactions or print a report?

- I want to print a report. Select the **Print Report Only** checkbox. The routine will print the transactions that will be updated as a report. This option will not update any transactions. It's a good option to use to make sure the transactions that will be posted are correct.
- I want to update transactions. Leave blank the **Print Report Only** checkbox. The routine will create and save transactions.

Report dates

Report Dates is the report date range.

Do you want to use the last reported pay period as the report date range?

- Yes, I want to use the current pay period. Continue to the next step.
- No, I want to use a different pay period. Change the Report Date, or click **Advanced Options**.

Report prepared date

The *report prepared date* is the MM/DD/YYYY when the information in the report was compiled.

Retirement setup – pay code

Use the options on the Retirement Setup tab > Setup subtab to set up the pay codes in the State Retirement Report. The information the pay code displays on the report appears on the Fields subtab. You can use the default fields, or you can add another field if the information that you need to display is not located on the Fields tab.

How do I add a pay code to the report?

On the Retirement Setup tab > Setup subtab, click **Add New Pay Codes**. Move the pay code, or pay codes, to the Selected Pay Codes list. Click **OK**.

How do I remove a pay code from the report?

Click to select a pay code from the Pay Codes list on the Retirement Setup tab > Setup subtab. Then, click **Remove the Selected Pay Code**.

How do I add another field to the report?

Use this option to add another field to the Fields subtab. Click **Add a New Field to All Pay Codes**. Use the Add a New Field form to enter the field name and define the field properties. Click **OK**.

How do I remove a field to the report?

Click to select **Remove Fields from All Pay Codes**. Use the Selection form to move the field to the Selected Fields to Remove list. Click **OK**.

How do I change the field display order?

Click **Order Fields**. When the Order Fields form displays, click to select a field name. Then, use **Move Up/Down** to change the display order. Or click **Sort A-Z** to sort the list in alphabetical order. Click **OK**.

Tax year

The *tax year* is the period of time that is covered by a particular tax return.

Troubleshooting

How do I recreate a state retirement report and transfer file from a prior period?

1. Open Reports > State Retirement Report and select the report title for the report you are working on.
2. Change the Report Dates to the report dates used to create the previous report. Tip! Try clicking the "tall" < button.
3. Select the **Print Report** checkbox.
4. Select the **Create Electronic File** checkbox and enter the file name and format.
5. Click **Print** (Ctrl+P).

What do I do if an employee is missing from a retirement report?

There are several reasons why an employee has not been included on a retirement report. Begin by opening the employee's record (Employees > Modify Existing Employees) and then check for these items:

- Is the employee "subject to" a retirement pay code? Has a retirement pay code been added to the Pay Codes tab? Is a rate loaded on the employer's (benefit) side?
- Does the employee have the information fields that pertain to SUTA/Retirement loaded on the Job > State Unemployment and Retirement sub-tabs?
- If this information is set up correctly, then the employee should now show on the retirement report.

States

Use *States* to store the two-character state codes for the states that you will use in the Payroll application. You will need a state code for the minimum premium and workers compensation.

Add a state

1. Open **Clarity Payroll > Organization > State**.

2. Click **New** (Ctrl+N).
3. Fill in the options on the State and Workers Compensation tab.
4. Click **Save** (Ctrl+S).

Change the properties on an existing state

1. Open **Clarity Payroll > Organization > State**.
2. Use the Lookup bar to enter a state code. Press **Enter**.
3. Now, you can update the state code properties.

Delete a state

1. Open **Clarity Payroll > Organization > State**.
2. Use the Lookup bar to enter a state code. Press **Enter**.
3. Click **Delete** (Ctrl+D).

Additional premiums

An *additional premium* is an additional amount that is billed for workers compensation.

What do you want to do?

- I want to add a premium. On the Workers Compensation tab > Additional Premium subtab, click **Add a New Premium**. Next fill in the description, type, and value.
- I want to remove a premium. Select a premium from the Additional Premiums list. Now, click **Remove the Selected Premium**.
- I want to change the display order. Select a premium from the Additional Premiums list. Now, click **Move the Selected Premium Up/Down**. Continue clicking until the premium appears in the new position.

Description

The *description* is a unique word or phrase that is assigned to the class code. Example: Streets/Roads

Type

A *type* defines the accounting behavior for the related modifier.

Value

If the Type is Percent, enter a percentage field in the Value field. On the other hand, if the Type is Amount, use the Value field to enter a dollar amount.

Class codes

Class codes differentiate between different job duties and responsibilities. Use the options on the Class Codes tab to add the class codes for the state workers compensation.

What do you want to do?

- I want to add a class code.

- I want to remove a class code.

Class code

Use the state insurance report to look up the class codes. This field allows up to ten characters.

Description

The *description* is a unique word or phrase that is assigned to the class code. Example: Streets/Roads

Employer/employee rate

The *employer rate* is the amount or percent billed on the employer's side. While the *employee rate* is the amount or percent billed to the employee.

Maximum wage limit

The *maximum wage limit* is the upper limit allowed or allowable by the state.

Minimum premium

The *minimum premium* is the minimum amount payable to the state.

Override employer debit/credit account

Use an *override account* to make a one-time change to the GL account that is assigned to the selected funds.

Standard wage

The *standard wage* is the amount the class code will use to calculate workers compensation.

Description

A *description* is a word or phrase that describes the character or features of the record.

What is the description?

Use the **Description** field to enter a word or phrase (50 characters or less).

Minimum premium

The *minimum premium* is the minimum amount payable to the state. Contact the state for more information.

Does the state have a minimum premium?

- Yes, the state has a minimum premium. Use the **Minimum Premium** field to enter an amount.
- No, the state does not have a minimum premium. Leave blank the **Minimum Premium** field.

Modifiers

A *modifier* is a variable that adjusts the calculated amount on a percent, amount, or number. Use this section if the state uses a modifier to calculate the workers compensation amount.

What do you want to do?

- I want to add a modifier. Go to Workers Compensation tab > Modifiers subtab. Click **Add a New Modifier**. Fill in the description, type, and value.

- I want to remove a modifier. Select a modifier from the Modifiers list. Click **Remove the Selected Modifier**.
- I want to change the display order. Select a modifier from the Modifiers list. Then, click **Move the Selected Modifier Up/Down**. Continue clicking until the modifier appears in the new position.

State code

A *state code* is a two-character code. For example, UT, OR, and WA for Utah, Oregon, and Washington.

What is the state code?

Use the **State Code** field to enter a two-character code. The state name appears next to the State Code field.

Type

A *type* defines the accounting behavior for the related modifier.

Value

If the Type is Percent, enter a percentage field in the Value field. On the other hand, if the Type is Amount, use the Value field to enter a dollar amount.

Workers compensation

Use the options on the Workers Compensation tab to set up the modifiers, class code, and additional premiums.

SUTA Report

SUTA, State Unemployment Tax Authority, is an unemployment tax an employer pays into the unemployment fund that an employee can draw from when he or she is unemployed. Use the *SUTA Report* to calculate and view the state unemployment payments, then print the information as a report or form.

Print SUTA Report

1. Open **Clarity Payroll > Reports > SUTA Report**.
2. What is the state name? Use the Get Report State form to select a state name. Click **OK**.
3. Fill in the options on the report.
4. Click **Print** (Ctrl+P).

Forms

A *form* is a document that has been set up to print information, such as text, titles, or variables.

Do you want to use the current form?

- Yes, I want to use the current form. Continue to the next step.
- No, I want to use a different form. Click on the Forms tab > Form Options subtab. Then, select a different form name from the **Form** drop-down list.

Print form

A *form* is a document that has been set up to print information, such as text, titles, or variables.

Do you want to print forms?

- Yes, I want to print forms. Click to select **Print Form**. Then, set up the options on the Forms tab.
- No, I do not want to print forms. Click to deselect **Print Form**.

Print detail report

The *detail report* prints this information for each employee: Social Security Number, Total Wages and Allowances, Not Subject Amount, Amount Over Limit, and Taxable Amount. Use the *detail report* to check the employee information that will print on the report.

Do you want to print the detail report?

- Yes, I want to print the detail report. Click to select **Print Detail Report**.
- No, I do not want to print the detail report. Click to deselect **Print Detail Report**.

Report dates

Report Dates is the report date range.

Do you want to use the current pay period as the report date range?

- Yes, I want to use the current pay period. Continue to the next step.
- No, I want to use a different pay period. Change the Report Date, or click **Advanced Options**.

Troubleshooting

How do I add an employee to the SUTA report?

Most government entities do not pay an unemployment tax or insurance but are required to report quarterly wages to their state unemployment agency.

SUTA Wage List

SUTA, State Unemployment Tax Authority, is an unemployment tax an employer pays into the unemployment fund that an employee can draw from when he or she is unemployed. Use the *SUTA Wage List* to review the wages earmarked for SUTA.

Print SUTA Wage List

1. Open **Clarity Payroll > Reports > SUTA Wage List**.
2. What is the state name? Use the Get Report State form to select a state name. Click **OK**.
3. Fill in the options on the report.
4. Click **Print** (Ctrl+P).

Create electronic file

An *electronic file*, or e-file, is a report or document that is sent to a filing agency through the Internet or Email. Use *create electronic file* to save the report as an electronic file.

Do you want to create an electronic file?

- Yes, I want to create an electronic file. Click to select **Create Electronic File**. Then, enter the file name and format.
- No, I do not want to create an electronic file. Click to deselect **Create Electronic File**.

Forms

A *form* is a document that has been set up to print information, such as text, titles, or variables.

Do you want to use the current form?

- Yes, I want to use the current form. Continue to the next step.
- No, I want to use a different form. Click on the Forms tab > Form Options subtab. Then, select a different form name from the **Form** drop-down list.

Print detail report

The *detail report* prints this information for each employee: Social Security Number, Total Wages and Allowances, Not Subject Amount, Amount Over Limit, and Taxable Amount. Use the *detail report* to check the employee information that will print on the report.

Do you want to print the detail report?

- Yes, I want to print the detail report. Click to select **Print Detail Report**.
- No, I do not want to print the detail report. Click to deselect **Print Detail Report**.

Print form

A *form* is a document that has been set up to print information, such as text, titles, or variables.

Do you want to print forms?

- Yes, I want to print forms. Click to select **Print Form**. Then, set up the options on the Forms tab.
- No, I do not want to print forms. Click to deselect **Print Form**.

Report dates

Report Dates is the report date range.

Do you want to use the quarter as the report date range?

- Yes, I want to use the last quarter. Continue to the next step.
- No, I want to use a different quarter. Change the Report Date, or click **Advanced Options**.

SUTA Worksite Report

SUTA, State Unemployment Tax Authority, is an unemployment tax an employer pays into the unemployment fund that an employee can draw from when he or she is unemployed. Use the *SUTA Worksite Report* to review SUTA amounts for an employee by worksite.

Print SUTA Worksite Report

1. Open **Clarity Payroll > Reports > SUTA Worksite Report**.
2. What is the state name? Use the Get State Reports form to select a state name. Click **OK**.
3. Fill in the options on the report.

4. Click **Print** (Ctrl+P).

Forms

A *form* is a document that has been set up to print information, such as text, titles, or variables.

Do you want to use the current form?

- Yes, I want to use the current form. Continue to the next step.
- No, I want to use a different form. Click on the Forms tab > Form Options subtab. Then, select a different form name from the **Form** drop-down list.

Print detail report

The *detail report* prints this information for each employee: Social Security Number, Total Wages and Allowances, Not Subject Amount, Amount Over Limit, and Taxable Amount. Use the *detail report* to check the employee information that will print on the report.

Do you want to print the detail report?

- Yes, I want to print the detail report. Click to select **Print Detail Report**.
- No, I do not want to print the detail report. Click to deselect **Print Detail Report**.

Print form

A *form* is a document that has been set up to print information, such as text, titles, or variables.

Do you want to print forms?

- Yes, I want to print forms. Click to select **Print Form**. Then, set up the options on the Forms tab.
- No, I do not want to print forms. Click to deselect **Print Form**.

Report dates

Report Dates is the report date range.

Do you want to use the quarter as the report date range?

- Yes, I want to use the last quarter. Continue to the next step.
- No, I want to use a different quarter. Change the Report Date, or click **Advanced Options**.

SWT Report

SWT is the state withholding tax on earned income. The income tax withholding is in addition to the Federal withholding tax (FWT). Use the *SWT Report* to review the taxable amounts as a report, or print the taxable amounts to the state withholding form.

Print SUTA Worksite Report

1. Open **Clarity Payroll > Reports > SUTA Worksite Report**.
2. What is the state name? Use the Get State Reports form to select a state name. Click **OK**.
3. Fill in the options on the report.
4. Click **Print** (Ctrl+P).

Create electronic file

An *electronic file*, or e-file, is a report or document that is sent to a filing agency through the Internet or Email. Use *create electronic file* to save the report as an electronic file.

Do you want to create an electronic file?

- Yes, I want to create an electronic file. Click to select **Create Electronic File**. Then, enter the file name and format. Example: SWT_YYYY.txt
- No, I do not want to create an electronic file. Click to deselect **Create Electronic File**.

First monthly deposit

The *first monthly deposit* is the payment for the amount to deposit in the first month. The *SWT Report* will use the amount to adjust the SWT amounts.

Second monthly deposit

The *second monthly deposit* is the payment for the amount to deposit in the second month. The *SWT Report* will use the amount to adjust the SWT amounts.

Forms

A *form* is a document that has been set up to print information, such as text, titles, or variables.

Do you want to use the current form?

- Yes, I want to use the current form. Continue to the next step.
- No, I want to use a different form. Click on the Forms tab > Form Options subtab. Then, select a different form name from the **Form** drop-down list.

Print detail report

The *detail report* prints this information for each employee: Social Security Number, Total Wages and Allowances, Not Subject Amount, Amount Over Limit, and Taxable Amount. Use the *detail report* to check the employee information that will print on the report.

Do you want to print the detail report?

- Yes, I want to print the detail report. Click to select **Print Detail Report**.
- No, I do not want to print the detail report. Click to deselect **Print Detail Report**.

Print form

A *form* is a document that has been set up to print information, such as text, titles, or variables.

Do you want to print forms?

- Yes, I want to print forms. Click to select **Print Form**. Then, set up the options on the Forms tab.
- No, I do not want to print forms. Click to deselect **Print Form**.

Report dates

Report Dates is the report date range.

Do you want to use the quarter as the report date range?

- Yes, I want to use the last quarter. Continue to the next step.

Clarity Payroll

- No, I want to use a different quarter. Change the Report Date, or click **Advanced Options**.

Time cards

Import Hours from Timekeeping

If you are using the Timekeeping application to track the hours worked by employees, then you can use *Import Hours from Timekeeping* to use the employee hours to calculate payroll checks and employee benefits.

Import hours from timekeeping

1. Open **Clarity Payroll > Employees > Import Hours from Timekeeping**.
2. Fill in the options on the form to select the employees and work date.
3. Click **GO** (Ctrl+G).

Employees

An *employee* is any individual that performs services for an employer.

Do you want to include all employees?

- Yes, include all employees. Use the **Employees** field to enter *ALL*.
- No, let me choose the employees to include. Use the **Employees** field to enter the employee numbers, or click **Values** for additional options.

Pay period

A *pay period* is the interval in which you choose to pay your employees. For example, weekly, semi-monthly, monthly, quarterly, or annually. The *Pay Period* field displays the beginning and ending dates for the current pay period.

Update hours that have already been updated

When you use *Import Hours from Timekeeping* to post employee hours to the Payroll application, the system flags the hours as *updated*, which prevents the hours from being posted more than once. In the event that the hours were posted incorrectly, you can use *Update Hours that have already been Updated* to reset the *updated* flag so you can post the employee hours again.

Usually, this option is not selected.

Do you want to update hours that have already been updated?

- Yes, I want to update hours that have already been updated. If you are updating hours that have already been updated, you will need to remove the hours that were previously posted to the Payroll application. Then, click to select the **Update Hours That Have Already Been Updated** checkbox.
- No, I only want to update hours that have NOT been updated. Do not select the **Update Hours That Have Already Been Updated** checkbox.

Work dates

Work Dates is the date range the routine will use to select employee hours.

Do you want to use the current pay period as the date range?

- Yes, I want to use the current pay period. Continue to the next step.
- No, I want to use a different pay period. Use the **Beginning Date** and **Ending Date** fields to enter a different date range.

Timesheets

A *timesheet* records time worked by each employee to compute the payroll. An employee uses a timesheet to show time of arrival and departure from work. Use *Timesheets* to print a timesheet the employee will fill out and turn in.

Preparation

Add a form layout for timesheets to Clarity Payroll > Organization > Forms. A *form* is a document that has been set up to print information, such as text, titles, or variables.

Print Timesheets

1. Open **Clarity Payroll > Reports > Timesheets**.
2. Select a report title.
3. Fill in the report date range and select a form layout.
4. Click **Print** (Ctrl+P).

Forms

A *form* is a document that has been set up to print information, such as text, titles, or variables.

Do you want to use the current form?

- Yes, I want to use the current form. Continue to the next step.
- No, I want to use a different form. Click on the Forms tab > Form Options subtab. Then, select a different form name from the **Form** drop-down list.

Report dates

Report Dates is the report date range.

Do you want to use the current pay period as the report date range?

- Yes, I want to use the current pay period. Continue to the next step.
- No, I want to use a different pay period. Change the Report Date, or click **Advanced Options**.

Transmittals

Calculate Transmittal Amounts

A *transmittal amount* is the amount that will be printed on a transmittal invoice or transmittal check. Use *Calculate Transmittal Amounts* to calculate the transmittal amounts.

A *transmittal check* is a check that is issued to a vendor who has amounts which originated in Payroll, for example, health insurance. Use Payroll to print transmittal checks directly from the Payroll application. Once done, the checks are ready to send to the appropriate vendors.

A *transmittal invoice* is an invoice that is created in Payroll for Accounts Payable, which permits you to use Accounts Payable to issue the actual check. This option is available if the interface to Accounts Payable is enabled. Your accounts payable clerk would then take responsibility for paying the vendor.

Calculate transmittal amounts

1. Open **Clarity Payroll > Transmittals > Calculate Transmittal Amounts**.
2. What is the journal for recording transmittal amounts?
 - I want to calculate transmittal amounts for payroll transmittals. Use the **Journal** field to select the journal code for Cash Disbursements - Payroll Transmittals.
 - I want to calculate transmittal amounts for transmittal invoices. Use the **Journal** field to select the journal code for Cash Disbursements - Invoices Transmittals.
3. Click **GO** (Ctrl+G).

Current pay period

The *current pay period* is the period the system will use to record transactions.

Journal

A *journal* is the place where you record the transactions that will be created by this routine.

What is the journal for recording transmittal amounts?

- I want to calculate transmittal amounts for payroll transmittals. Use the **Journal** field to select the journal code for Cash Disbursements - Payroll Transmittals.
- I want to calculate transmittal amounts for transmittal invoices. Use the **Journal** field to select the journal code for Cash Disbursements - Invoices Transmittals.

Selection criteria

In Caselle, the *Selection Criteria* allows you to choose which information to include in routines and reports and display in transaction grids.

Create Transmittal Invoices

A *transmittal invoice* is an invoice that is created in Payroll for Accounts Payable, which permits you to use Accounts Payable to issue the actual check. This option is available if the interface to Accounts Payable is enabled. Your accounts payable clerk would then take responsibility for paying the vendor.

Create transmittal invoices

1. Open **Clarity Payroll > Transmittals > Create Transmittal Invoices**.
2. Fill in the options on the form.
3. Click **GO** (Ctrl+G).

Create invoices that have already been created

When you use this routine to create invoices, the system flags the invoices as *updated*, which prevents the invoices from being created more than once. In the event that the invoices need to be updated and recreated, you can use *Create Invoices that have already been Created* to reset the *updated* flag so you can create the invoices again.

Usually, this option is not selected.

Do you want to create invoices that have already been created?

- Yes, I want to create invoices that have already been created. If you are creating invoices that have already been created, you will need to remove the transmittal invoices that were previously posted to the Accounts Payable application. Then, select the **Create Transmittal Invoices That Have Already Been Created** checkbox.
- No, I only want to create invoices that have NOT been created. Do not select the **Create Transmittal Invoices That Have Already Been Created** checkbox.

Group

A *group* is a category for tracking transmittal invoices with similar characteristics, features, or functions. You can use a group to track and report transmittal invoices.

What do you want to do?

- I want to select all groups. Press and hold **Ctrl**, while holding down the Ctrl button, click on each item in the **Group** field.
- I want to modify the selected groups. Press and hold **Ctrl**, keep pressing the Ctrl button, and then click on an item to select it.

Invoice date

The *Invoice Date* is the date the system will use to record the entry.

Do you want to use the current date as the transaction date?

- Yes, I want to use the current date. Continue to the next step.
- No, I want to use a different date. Click on the **Input Date** field to enter a MM/DD/YYYY.

Print report only

Use *Print Report Only* to print a report that will show you the transactions that will be included in the export file.

Do you want to update transactions or print a report?

- I want to print a report. Select the **Print Report Only** checkbox. The routine will print the transactions that will be included in the export file. This option will not mark any transactions as updated. It's a good choice to use to make sure the transactions that will be included in the export file are correct.

- I want to update transactions. Leave blank the **Print Report Only** checkbox. The routine will create the export file and change the transaction status to *updated*.

Transmittal numbers

Use *transmittal numbers* to select the transmittals to include.

Payment due date

A *payment due date* is the actual date when the bill is due.

What is payment due date?

- Use the default payment due date. The Payment Due Date field calculates based on the selected terms.
- Change the payment due date. In the **Payment Due Date** field, enter the MM/DD/YYYY when the invoice must be paid.

Enter Transmittal Adjustments

A *transmittal amount* is the amount that will be printed on a transmittal invoice or transmittal check. Use *Enter Transmittal Adjustments* to change the transmittal amount computed by Calculate Transmittal Amounts, or enter transmittal amounts by hand.

Enter transmittal adjustments

1. Open **Clarity Payroll > Transmittals > Enter Transmittal Adjustments**.
2. Use the **Journal** drop-down list to select the journal code for Cash Disbursements - Payroll Transmittals.
3. Use the **Transmittal** field to select the name of the transmittal vendor.
4. Next, select the pay code and GL account, followed by the adjustment amount. Press **Enter** again to save the transmittal adjustment.

Edit properties on an existing transmittal adjustment

1. Open **Clarity Payroll > Transmittals > Enter Transmittal Adjustments**.
2. Click **Edit** (Ctrl+E).
3. Select a transmittal from the Transmittals grid. The transmittal properties display in the top portion of the form.
4. Now, you can edit the transaction properties.

Delete a transmittal adjustment

1. Open **Clarity Payroll > Transmittals > Enter Transmittal Adjustments**.
2. Select a transmittal from the Transmittals grid. The transmittal properties display in the top portion of the form.
3. Click **Delete** (Ctrl+D).

Amount

Use *Amount* to enter the transmittal amount.

Check issue date

The *check issue date* is the date the transmittal amount was recorded.

Check number

A *check number* is a unique number that is assigned to the transmittal check.

Current pay period

The *current period* is the period the system will use to record transactions.

Description

A *description* is a word or phrase that describes the character or features of the record.

GL account

A *GL account* is an account in the General Ledger that records the manual check entry.

Journal

The *journal* is the place where you will record transactions for transmittal adjustments. Usually, it's the CDPT (Cash Disbursements - Payroll Transmittals).

Pay code

A *pay code* is an account in payroll that records hours worked for an activity. Use *Pay Code* to enter the pay code number that belongs to the transaction that is being adjusted.

Period number

A *period number* is the number assigned to each pay period.

Reference

In New mode, the *Reference Number* is a read only number. In Edit mode, you can type in reference number to look up a transaction.

Transmittal

Use *Transmittal* to enter the name

Transmittals (transaction grid)

The *Transmittals grid* displays the transactions that have been recorded for the selected employee.

Transmittal Checks

A *transmittal check* is a check that is issued to a vendor who has amounts which originated in Payroll, for example, health insurance. Use the *Transmittal Checks Report* to print transmittal checks directly from the Payroll application. Once done, the checks are ready to send to the appropriate vendors.

Print Transmittal Checks

1. Open **Clarity Payroll > Reports > Transmittal Checks**.

2. Select a report title.

3. What is the check issue date?

- I want to use the current date. This is the default. Continue to the next step.
- I want to use a different check issue date. Use the **Check Issue Date** field to enter another date.

4. What is the check number on the first check that will print? Use the **Beginning Check Number** field to enter the check number that is assigned to the first check on the stack of un-printed checks.

5. Do you want to print transmittal checks for a group?

- I want to select all groups. Press and hold **Ctrl**, while holding down the Ctrl button, click on each item in the **Group** field.
- I want to modify the selected groups. Press and hold **Ctrl**, keep pressing the Ctrl button, and then click on an item to select it.

6. Do you want to print new checks or reissue checks?

- I want to print all transmittal checks. Select **All Checks** as the **Print** option.
- I only want to print reissued checks. Select **Reissued Checks** as the **Print** option.

7. Load the printer check stock in the printer.

8. Click **Print** (Ctrl+P).

Reprint Transmittal Checks

After you print transmittal checks, you can re-open Reports > Transmittal Checks and view a list of the printed transmittal checks on the Reprint tab.

You can use the options on the Reprint tab to reprint transmittal checks that printed with the wrong information, or void transmittal checks that have been destroyed or damaged.

Has the transmittal check been updated to the General Ledger?

- Yes, the transmittal check has been updated to the General Ledger. Use the options on the Reprint tab to select the check number. The entire row is highlighted. Then, click **Void Check Number and Reset for Reprint**.
- No, the transmittal check has NOT been updated to the General Ledger. Use the options on the Reprint tab to select the check number. The entire row is highlighted. Use **Reset for Reprint**.

Beginning check number

The *beginning check number* is the number the system will use to begin numbering the printed checks.

What is the beginning check number?

- I want to use the check number that is displayed. Continue to the next step.
- I want to use a different check number. Click on the **Beginning Check Number** field, then type in a new number. **Warning!** Choose a beginning check number that is greater than the last check number that was printed on the last batch.

Check issue date

The *check issue date* is the date the check was issued.

Do you want to use the default date as the check issue date?

- Yes, I want to use the default date as the check issue date. Continue to the next step.
- No, I want to use a different date as the check issue date. Click the Calendar button to choose a different date.

Forms

A *form* is a document that has been set up to print information, such as text, titles, or variables.

Do you want to use the current form?

- Yes, I want to use the current form. Continue to the next step.
- No, I want to use a different form. Click on the Forms tab > Form Options subtab. Then, select a different form name from the **Form** drop-down list.

Groups

A *group* is a category for tracking transmittal invoices with similar characteristics, features, or functions. You can use a group to track and report transmittal invoices.

What do you want to do?

- I want to select all groups. Press and hold **Ctrl**, while holding down the Ctrl button, click on each item in the **Group** field.
- I want to modify the selected groups. Press and hold **Ctrl**, keep pressing the Ctrl button, and then click on an item to select it.

Print

Which type of checks do you want to print?

- I want to print taxing entity checks and reissued taxing entity checks. Select **All Checks** as the **Print** option.
- I only want to print reissued taxing entity checks. Select **Reissue Checks Only** as the **Print** option.

Transmittal Inquiry

Use *Transmittal Inquiry* to view Payroll information for transmittal vendors.

View transmittal transactions

1. Open **Clarity Payroll > Transmittal Inquiry**.
2. Use the Look up bar to enter a transmittal number.
3. Now, click a tab to view the transmittal properties.

Summarize transmittal transactions

Click the Transaction tab. In the Show field: Select Detail, Pay Code Summary, Pay Period Summary.

View transmittal transactions by type

Click the Transaction tab. In the Show field: Select Detail, Pay Code Summary, Pay Period Summary.

View employee/employer pay codes

Click the Transmittal tab. Click the Pay Codes subtab.

View additional transmittal vendor information not included on the Pay Codes subtab

Click the Transmittal tab. Click the Detail subtab. Right-click the viewing area and click Select Columns.

View transmittal attachments

Click the Transmittal tab. Click the Attachments subtab. Click the item to view in the Attachments list.

Add a note to a transmittal vendor

Click the Notes tab. Click the white space at the bottom of the viewing area. Type the note text. Click the **Add** button.

Transmittal Register

Use the *Transmittal Report* to verify the amounts that will be used to create the transmittal invoices or print the transmittal checks.

Print Transmittal Register

1. Open **Clarity Payroll > Reports > Transmittal Register**.
2. Select a report title.
3. Fill in the report options.
4. Click **Print** (Ctrl+P).

Print paid transmittals

A *paid transmittal* is a transmittal transaction that has a check number or invoice number linked to it.

Print unpaid transmittals

An *unpaid transmittal* is a transmittal transaction that does not have a check number or invoice number.

Report dates

Report Dates is the report date range.

Do you want to use the current pay period as the report date range?

- Yes, I want to use the current pay period. Continue to the next step.
- No, I want to use a different pay period. Change the Report Date, or click **Advanced Options**.

Troubleshooting

How do I create a report that totals amounts paid for a pay code from the beginning of the fiscal year to the current period?

Print the Pay Code Transaction Report for the calendar quarter date. Use the options on the Pay Codes tab to add the pay codes to include on the report.

Note: If the report is set up to print by department and you would also like the report to total pay codes by department, then change the Total column for the department field to **Yes**.

Void Transmittal Checks/Invoices

Use *Void Transmittal Checks/Invoices* to void the transmittal check/invoice and create a reversing entry in the current pay period.

A *transmittal check* is a check that is issued to a vendor who has amounts which originated in Payroll, for example, health insurance. Use Payroll to print transmittal checks directly from the Payroll application. Once done, the checks are ready to send to the appropriate vendors.

A *transmittal invoice* is an invoice that is created in Payroll for Accounts Payable, which permits you to use Accounts Payable to issue the actual check. This option is available if the interface to Accounts Payable is enabled. Your accounts payable clerk would then take responsibility for paying the vendor.

When to use the Void Transmittals routine:

- If the transmittal check/invoice has been created and updated to the General Ledger or Accounts Payable system.

When to use the Void Transmittal options:

- Use Void and Correct to recompute the transmittal and create a new transmittal invoice or print a transmittal check.
- Use Void and Reissue if transmittal is lost and needs to be replaced.
- Use Void Only if the transaction will not be reissued or dealt with in the future.
- Tip! If the transmittal was not updated to the General Ledger, use the Void and Reset Options on the Transmittal report.

Void transmittal checks/invoices

1. Open **Clarity Payroll > Transmittals > Void Transmittal Checks/Invoices**.

The routine will create transmittals in the current pay period. The Transmittals Transactions grid displays the transmittals that have been created in the current pay period.

Important! You can only void transmittals in the current pay period.

2. What do you want to do?

- I want to recompute the transmittal and create a new transmittal invoice/check. Click **Void and Correct**.
- I want to create a new transmittal to replace a lost transmittal invoice/check. Click **Void and Reissue**.
- I want to void the transmittal; the transmittal will not be reissued. Click **Void Only**.

Current pay period

The *current pay period* is the period the system will use to record transactions.

Period number

A *period number* is the number assigned to each pay period. The *Pay Number* displays the period number that is assigned to the current pay period.

Selection criteria

In Caselle, the *Selection Criteria* allows you to choose which information to include in routines and reports and display in transaction grids.

Transmittal transactions

The *Transmittal Transactions grid* displays the transmittal transactions that have been created during the current pay period. Use the Transmittal Transactions grid to select a transmittal check/invoice to void. The entire row is highlighted when an item is selected.

Transmittal transactions:

Transmittal Number	Transmittal	Check	Issue Date	Amount
1	First State Bank	13725	04/16/2012	4,456.64
2	State Retirement Systems	13726	04/13/2011	2,240.20

Void and correct

Use *Void and Correct* to recalculate the transmittal and create a new transmittal invoice/check.

Void and reissue

Use *Void and Reissue* to create a new transmittal invoice/check to replace a lost transmittal invoice/check.

Void only

Use *Void Only* to void a transmittal invoice/check when the transmittal will NOT be reissued.

Transactions

Close Pay Period

Run *Close Pay Period* to set up dates for the next pay period and future pay period. Review the calendar to identify holidays that may affect pay period ending dates or check issue dates. You can use the Close Pay Period routine to change the pay period ending date or check issue date.

Close pay period

1. Open **Clarity Payroll > Organization > Close Pay Period**.
2. Fill in the options in the Future Pay Period.
3. Click **GO** (Ctrl+G).

Check issue date

The *check issue date* is the date the check was issued.

Do you want to use the default date as the check issue date?

- Yes, I want to use the default date as the check issue date. Continue to the next step.
- No, I want to use a different date as the check issue date. Click the Calendar button to choose a different date.

Pay period begin/end date

The *pay period begin date* is the first date assigned to the pay period. While the *pay period end date* is the last day in the pay period.

Example: This example shows the current, next, and future pay periods for April through May 2012.

Caselle Clarity® **Close Pay Period**

Current pay period

Pay period begin date: 04/10/2012

Pay period end date: 04/23/2012

Check issue date: 04/30/2012

Period number: 2

Next pay period

Pay period begin date: 04/24/2012

Pay period end date: 05/07/2012

Check issue date: 05/14/2012

Period number: 1

Future pay period

Pay period begin date: 05/08/2012

Pay period end date: 05/21/2012

Check issue date: 05/28/2012

Period number: 2

What is the starting date for the future pay period?

Use the **Pay Period Begin Date**, in the Future Pay Period section, to enter the starting date.

What is the finishing date for the future pay period?

Use the **Pay Period End Date**, in the Future Pay Period section, to enter the ending date.

Period number

A *period* is a portion of time, usually equal to a calendar month. The *period number* is the numerical digit that is assigned to a period.

What is the period number for the future pay period?

Use the **Period Number**

Warning message

A warning message displays when the new check issue date falls on a weekend.

Do you want to change the check issue date to the next business day?

- Yes, change the check issue date to the next business day. Click **OK** to continue. Then, use the Check Issue Date field, in the Future Pay Period, to enter a different check issue date.
- No, keep the new check issue date. Click **OK** to continue. Now, run the routine as usual.

Troubleshooting

How do I change the default pay period check issue date?

The default setting is stored in Organization > Organization > Set Check Date [_] Days After the Pay Period Ends.

Use the end of your current pay period to calculate the number of days to enter in this field. For example, if the current setting is 3 days and the check issue date falls on a Sunday, then using 4 days will force the check issue date to the following Monday.

How do I print reports for a prior pay period date?

There are two ways to print reports for a prior pay period date:

- (Recommended) Change the Report Dates to select the prior pay period. Try using the "tall" buttons to change both the To and From dates.
- Set the Current Pay Period Date in Organization to the desired pay period. Make sure you change the Current Pay Period Date back to the actual current pay period date when you have finished running the report.

Close Year-end

Use *Close Year-end* to restrict access to the transactions that were created in the year being closed. Users cannot add, edit, or remove transactions, such as pay checks, timesheets, and so on, unless the closed year is unlocked.

This routine is part of the Payroll Year-end checklist.

Do this...

1. Open **Clarity Payroll < Organization > Close Year-end**.
2. Click **GO** (Ctrl+G).

Delete Payroll History

History refers to transactions that are created through normal use of the Payroll application. Use *Delete Payroll History* to (1) delete transactions that occurred prior to a specific date and (2) delete terminated pay codes from the employee files. A *terminated pay code* is a pay code that is not tied to any transactions.

Step 1: Back up the Payroll database

Before proceeding, back up the current files. Always make a back up of the database BEFORE running routines that modify or delete transactions.

Do this...

1. Open **Clarity System Management > System Tools > Exchange Data**.
2. Click **Send Data**.
3. Click **Full**.
4. Use the **File Name** field to enter a name for your backup file. Example: **AnycityUT.PR0.Backup**.
5. Click **Data Path**.
6. Click **Browse**. Use the options in **Browse for Folder** to locate your **CSLDATA/BACKUP** folder. Click **OK**.
7. Click to select **Compress Data**.
8. Click the **Databases tab**.

9. In the **Tasks** area, click **Add a Database**. Use the options on the **Add Database** form to select your server and database. For example, **PRO_AnycityUT**. Click **OK**.

What if I don't know the server name? Click the **Options tab**, then click **Load Data to Server**. The server name will display in the **Load Data to Server** field. **Remember!** Switch the form settings back to **Send Data BEFORE** continuing.

10. Click **GO** (Ctrl+G).

11. When the backup is finished, click **Yes** to exit.

Step 2: Delete payroll history

1. Open **Clarity Payroll > Organization > Delete Payroll History**.

2. Fill in the options to run the routine.

3. Click **GO** (Ctrl+G).

Delete terminated pay codes from employees if no history exists

A *terminated pay code* is a pay code that is not tied to any transactions. Use this option to remove pay codes from an employee record as long as the pay code is not being used to create payroll transactions. Not choosing this option means the pay code will remain in the employee record even though it is not being used.

Do you want to delete terminated pay codes?

- Yes, I want to delete terminated pay codes. Click to select **Delete Terminated Pay Codes...**
- No, I do not want to delete terminated pay codes. Click to deselect **Delete Terminated Pay Codes...**

Delete transactions prior to and including

Use this option to delete a transaction when the transaction date occurs on or before the date that appears here. The routine uses the properties from the **Organization > Keep 2 Years of History** field to calculate the date.

Do you want to delete transactions?

- Yes, I want to delete transactions. Click to select **Delete Transactions Prior To and Including**. Then, make sure the date that appears in the **...Prior To and Including** field is correct. If the date is not correct, use the drop-down list to change the date.
- No, I do not want to delete transactions. Click to deselect **Delete Transactions Prior To and Including**.

Payroll Register – Detail

Print a Payroll Register – Detail to print the general employee information and a detailed list of all pay codes for each employee for the selected pay period. This report includes the following items:

- General employee information
- Detailed list of pay codes for each employee
- Employee hash and count
- Summary of hours, units, and types

- Summary of pay code totals
- Summary of GL accounts, GL funds, and activities
- Net GL summary (summarize GL accounts by debit and credit)

Review the Payroll Register to verify the Payroll data is entered correctly.

Print Payroll Register – Detail

1. Open **Clarity Payroll > Reports > Payroll Register – Detail**.
2. Select a report title.
3. Fill in the report options.
4. Click **Print** (Ctrl+P).

Include grand totals

A *grand total* is the sum of the sums of several amounts or numbers. This option prints grand totals for hours/units/types, pay codes, account, and fund. The grand totals will print at the end of the report.

Do you want to print grand totals?

- Yes, I want to print grand totals. Click to select **Include Grand Totals**.
- No, I do not want to print grand totals. Click to deselect **Include Grand Totals**.

Include net GL summary

The *Net GL Summary* is total for each credits and debits in each GL account.

Do you want to print credits and debits?

- Yes, print credits/debits. Click to select **Include Net GL Summary**.
- No, do not print credits/debits. Click to deselect **Include Net GL Summary**.

Report dates

Report Dates is the report date range.

Do you want to use the current pay period as the report date range?

- Yes, I want to use the current pay period. Continue to the next step.
- No, I want to use a different pay period. Change the Report Date, or click **Advanced Options**.

Payroll Register – Pay Code Summary

Print a *Payroll Register – Pay Code Summary* to print the general employee information and four groups that list all of the pay codes for each employee for the selected pay period. The four groups are Gross/Expense, Taxes, Deductions, and Net/Info.

This report includes the following information:

- General employee information
- Employee hash and count
- Summary of hours, units, and types

- Summary of pay code totals

Print the Payroll Register – Pay Code Summary

1. Open **Clarity Payroll > Reports > Payroll Register – Pay Code Summary**.
2. Select a report title.
3. Fill in the report options.
4. Click **Print** (Ctrl+P).

Include employee totals

The *employee totals* includes total gross/expense, taxes, deductions, and net/info for each employee.

Do you want to print employee totals?

- Yes, print employee totals. Click to select **Include Employee Totals**.
- No, do not print employee totals. Click to deselect **Include Employee Totals**.

Report dates

Report Dates is the report date range.

Do you want to use the current pay period as the report date range?

- Yes, I want to use the current pay period. Continue to the next step.
- No, I want to use a different pay period. Change the Report Date, or click **Advanced Options**.

Payroll Register – Single-line Summary

Print a *Payroll Register – Single-line Summary* to print general employee information and a summary of all pay codes for each employee for the selected pay period.

This report includes the following information:

- General employee information
- Summary of all pay codes for each employee
- Summary of pay codes by hours, units, and types

Print a Payroll Register – Single-line

1. Open **Clarity Payroll > Reports > Payroll Register – Single-line Summary**.
2. Select a report title.
3. Click **GO** (Ctrl+G).

W2 and 1099 Reporting

1099 Recipients

A *1099 recipient* is any vendor that will be sent a 1099. A *1099* is a tax form, also known as an *information return* by the IRS, that documents certain business transactions with the IRS. Use *1099 Recipients* to add, edit, or remove 1099 recipients from the list of individuals, or organizations, that will be sent a 1099 form.

Add a 1099 recipient

1. Open **Clarity Payroll > W-2 and 1099 Reporting > 1099 Recipient**.
2. Click **New** (Ctrl+N).
3. Fill in the fields on the General tab and the related 1099 information.
4. Click **Save** (Ctrl+S).

Change properties on an existing 1099 recipient

1. Open **Clarity Payroll > W-2 and 1099 Reporting > 1099 Recipient**.
2. Use the Lookup bar to enter an account number.
3. Now, update the properties on the 1099 recipient.

Delete a 1099 recipient

1. Open **Clarity Payroll > W-2 and 1099 Reporting > 1099 Recipient**.
2. Use the Lookup bar to enter an account number.
3. Click **Delete** (Ctrl+D).

Note: The fields are listed in alphabetical order. Use IRS.gov for more information on how to complete each field.

1099 Dividend

A *1099-DIV* is sent to individuals that receive stock distribution payments, such as dividends, capital gain distributions, nontaxable distributions, or liquidation distributions paid on stock.

Use the information provided by the IRS to fill in the fields on the 1099-Dividend tab.

Cash liquidation distribution

Use *Cash Liquidation Distribution* to enter the amount of cash distributed as part of a liquidation.

Collectibles (28%) gain

Use *Collectibles (28%) Gain* to enter any amount included in the Total Capital Gain Distribution field that is a 20% rate gain from sales or exchanges of collectibles.

Federal income tax withheld

Use *Federal Income Tax Withheld* to enter the backup federal income tax withholding. *Backup withholding* will apply

1. If the payee fails to furnish his or her taxpayer identification number (TIN) to you.
2. For interest dividend, and broker and barter exchange accounts or instruments acquired after 1983, the payee fails to certify, under penalties of perjury, that the TIN provided is correct.
3. The IRS notifies you to impose backup-withholding because the payee furnished an incorrect TIN.
4. For interest and dividend accounts or instruments, you are notified that the payee is subject to backup withholding.
5. For interest and dividend accounts opened or instruments acquired after 1983, the payee fails to certify to you, under penalties of perjury, that he or she is not subject to backup withholding.

Foreign country

Use *Foreign Country* to enter the name of the foreign country or U.S. possession to which the withheld tax applies.

Foreign tax paid

Use *Foreign Tax Paid* to enter the amount of foreign tax withheld and paid on interest.

Investment expenses

Use *Investment Expenses* to enter the amount of stockholder's pro rata share of certain amounts deductible by a non-publicly offered regulated investment company.

Noncash liquidation distribution

Use *Noncash Liquidation Distribution* to enter the amount of non-cash distributions made part of liquidation.

Nondividend distributions

Use *Nondividend Distributions* to enter the amount of nondividend distribution.

Qualified dividends

Use *Qualified Dividends* to enter the dividends that qualify for 5% and 15% Capital Gains Rates.

Section 1202 gain

Use *Section 1202 Gain* to enter any amount included in the Total Capital Gain Distribution field that is a section 1202 gain from certain qualified small business stock. See Qualified Small Business Stock – RICs on page DIV-1.

Total capital gain distribution

Use *Total Capital Gain Distribution* to enter the amount of capital gain distribution.

Total ordinary dividends

Use *Total Ordinary Dividends* to enter the amount of ordinary dividends.

Unrecaptured section 1250 gain

Use *Unrecaptured Section 1250 Gain* to enter any amount included in the Total Capital Gain Distribution field that is an unrecaptured section 1250 gain from certain depreciable real property.

1099 Interest

A *1099-INT* is sent to individuals that receive interest income on bonds, money market accounts, and savings accounts.

Use the information provided by the IRS to fill in the fields on the 1099-Interest tab.

Early withdrawal penalty

Use *Early Withdrawal Penalty* to enter the amount of interest or principal forfeited because of an early withdraw of time deposits that are deductible from gross income by the recipient.

Federal income tax withheld

Use *Federal Income Tax Withheld* to enter the backup federal income tax withholding. *Backup withholding* will apply

1. If the payee fails to furnish his or her taxpayer identification number (TIN) to you.
2. For interest dividend, and broker and barter exchange accounts or instruments acquired after 1983, the payee fails to certify, under penalties of perjury, that the TIN provided is correct.
3. The IRS notifies you to impose backup-withholding because the payee furnished an incorrect TIN.
4. For interest and dividend accounts or instruments, you are notified that the payee is subject to backup withholding.
5. For interest and dividend accounts opened or instruments acquired after 1983, the payee fails to certify to you, under penalties of perjury, that he or she is not subject to backup withholding.

Foreign country

Use *Foreign Country* to enter the name of the foreign country or U.S. possession to which the withheld tax applies.

Foreign tax paid

Use *Foreign Tax Paid* to enter the amount of foreign tax withheld and paid on interest.

Investment expense

Use *Investment Expense* to enter the regular interest holder's pro-rata share of investment expenses deductible by a single-class REMIC.

Interest income

Use *Interest Income* to enter the amount of interest paid or accrued to the regular interest holder.

Specified private activity bond interest

Use *Specified Private Activity Bond Interest* to enter interest of \$10 or more of interest from specified private activity bonds. Generally, "specified private activity bond" means any private activity bond defined in section 141 and issued after August 7, 1986. See section 57 (a)(5) for more details. Also see the instructions for Form 6251, Alternative Minimum Tax-Individuals. Include exempt-interest dividends paid by RIC on a specific private activity bonds to the extent that the dividends are attributable to interest on the bonds received by the RIC minus an allocable share of the expenses.

Tax-exempt interest

Use *Tax-exempt Interest* to enter interest of \$10 or more that is credited or paid to the person's account if that interest is used to finance government operations and is issued by a state, the District of Columbia, a U.S. possession, an Indian tribal government, or a political subdivision.

A political subdivision includes port authorities, community redevelopment agencies, and qualified volunteer fire departments. Include in Box 8 any accrued interest on these bonds sold between interest dates (or on a payment date). Also include any exempt-interest dividends from a regulated investment company (RIC). Do not include any exempt-interest dividends on Form 1099-DIV, Dividends and Distributions. Original issue discount (OID) on tax-exempt state or local government bonds is treated as tax-exempt interest and is included in Box 8. Included specified private activity bond interest in Box 9 and in the total for Box 8.

U.S. savings bond

Use *U.S. Savings Bond* to enter the amount of interest on U.S. Savings Bonds, Treasury bills, bonds, and notes.

1099 Miscellaneous

A *1099-MISC* is sent to individuals that work for you, such as independent contractors or consultants, but are not employees.

Use the information provided by the IRS to fill in the fields on the 1099-Miscellaneous tab.

409A deferral

Use *409A Deferral* to enter the yearly deferral and earnings for Section 409A.

409A income

Use *409A Income* to enter the amounts includible if the plan fails to satisfy Section 409A.

Direct sales

Use *Direct Sales* if direct sales were \$5,000 or more of consumer goods for resale.

Crop insurance

Use *Crop Insurance* when crop insurance proceeds paid to farmers by insurance companies of \$600 or more.

Excess golden parachute payments

Use *Excess Golden Parachute Payments* to enter any excess golden parachute payments.

Federal income tax withheld

Use *Federal Income Tax Withheld* to enter the backup federal income tax withholding. *Backup withholding* will apply

1. If the payee fails to furnish his or her taxpayer identification number (TIN) to you.
2. For interest dividend, and broker and barter exchange accounts or instruments acquired after 1983, the payee fails to certify, under penalties of perjury, that the TIN provided is correct.
3. The IRS notifies you to impose backup-withholding because the payee furnished an incorrect TIN.

4. For interest and dividend accounts or instruments, you are notified that the payee is subject to backup withholding.

5. For interest and dividend accounts opened or instruments acquired after 1983, the payee fails to certify to you, under penalties of perjury, that he or she is not subject to backup withholding.

Fishing boat proceeds

Use *Fishing Boat Proceeds* to enter fishing boat proceeds from the sale of the catch.

Gross proceeds paid to an attorney

Use *Gross Proceeds Paid to an Attorney* to report gross proceeds paid to an attorney in connection with legal services (regardless of whether the services are performed by the payer.)

Medical/health care payments

Use *Medical/Health Care Payments* to enter medical and health care payments of \$600 or more in the course of a trade or business to each physician, or other supplier or provider of medical and health care services, including payments made by medical and health care insurers under health, accident, and sickness insurance programs.

Nonemployee compensation

Use *Nonemployee Compensation* to enter non-employee compensation payments \$600 or more for services performed for a trade or business by people not treated as employees.

Other income

Use *Other Income* to enter prizes and awards of \$600 or more that are not for services rendered, such as winnings on TV or radio shows. Report any payment required to be reported on Form 1099-MISC that should not be reported in one of the other boxes on the form.

Other information

Use *Other Information* to provide any additional information required by the recipient.

Rents

Use *Rents* to enter the amounts paid to the recipients for all types of rent \$600 or more.

Royalties

Use *Royalties* to enter gross royalty payments of \$10 or more.

States

Use the options on the States tab to enter the state or local income tax withheld from the payments. First, click **Add a New State**. Then, fill in the **Tax Withheld** and **Income**.

Substitute payments

Use *Substitute Payments* to enter substitutes payments in lieu of dividends. A broker is required to furnish a Form 1099-MISC of payment of \$10 or more to affected customers.

1099 Retirement

A 1099-R is sent to individuals that will receive distributions from retirement plans. For example, profit-sharing plans, any type of IRA (Individual Retirement Account), insurance contracts, or IRA recharacterizations.

Use the information provided by the IRS to fill in the fields on the 1099-Retirement tab.

1st year of designated ROTH contributions

Use this field to enter distributions from a designated Roth account under section 401(k) plan or a section 403(b) plan are reportable on Form 1099-R. Basis in your account is reported in Box 5. Type the first year of the 5-year holding period in this field.

Capital gain

Use *Capital Gain* for lump-sum distributions from qualified plans only. Then, enter the amount that is eligible for the capital gain election in the Taxable Amount field.

Distribution code

Select the appropriate *distribution code*:

1. Early distribution, no known exception
2. Early distribution, exception applies (as defined in section 72(q), (y), or (v))
3. Disability
4. Death
5. Prohibited transaction
6. Section 1035 exchange
7. Normal distribution
8. Excess contributions plus earnings/excess deferrals and/or earnings taxable in 2001
9. PS 58 costs
 - A. May be eligible for 10-year tax option
- D. Excess contributions plus earnings/excess deferrals taxable in 1999
- E. Excess annual additions under section 415, certain excess amounts under section 403(b) plans
- F. Charitable gift annuity
- G. Direct rollover to IRA
- H. Direct rollover to qualified plan or tax-sheltered annuity
- J. Early distribution from a Roth IRA, no known exception
- L. Loans treated as deemed distributions under 72 (p)
- M. Distribution from an education IRA (Ed IRA)
- N. Re-characterized IRA contribution made for 2001

R. Re-characterized IRA contribution made for 2000

S. Early distribution from a SIMPLE IRA in first 2 years, no known exception

T. Roth IRA distribution, exception applies

Employee contributions

Use *Employee Contributions* to enter the employee's contribution to a profit-sharing or retirement plan, or insurance premium that the employee may recover tax-free this year.

Federal income tax withheld

Use *Federal Income Tax Withheld* to enter the backup federal income tax withholding. *Backup withholding* will apply

1. If the payee fails to furnish his or her taxpayer identification number (TIN) to you.
2. For interest dividend, and broker and barter exchange accounts or instruments acquired after 1983, the payee fails to certify, under penalties of perjury, that the TIN provided is correct.
3. The IRS notifies you to impose backup-withholding because the payee furnished an incorrect TIN.
4. For interest and dividend accounts or instruments, you are notified that the payee is subject to backup withholding.
5. For interest and dividend accounts opened or instruments acquired after 1983, the payee fails to certify to you, under penalties of perjury, that he or she is not subject to backup withholding.

Gross distribution

Use *Gross Distributions* to enter the total amount of distributions before income tax or other deductions before income tax or other deductions were withheld.

IRA/SEP/SIMPLE

Select the *IRA/SEP/SIMPLE* checkbox if the distribution is from a traditional IRA, SEP, or SIMPLE IRA.

Localities

Use the options on the Localities tab to enter the local income tax withheld from the payments. First, click **Add a New Locality**. Then, fill in the **Tax Withheld** and **Income**.

Net unrealized appreciation

Use *Net Unrealized Appreciation* to enter an amount in this field if a distribution includes securities of the employer corporation (or a subsidiary or parent corporation) and you can compute the net unrealized appreciation.

Other

Use *Other* to enter the current actuarial value of an annuity contract that is part of a lump-sum distribution.

Percentage of total distribution

Use *Percentage of Total Distribution* if an annuity contract is part of a multiple recipient lump-sum distribution, enter the percentage of the total annuity contract each Form 1099-R represents.

States

Use the options on the States tab to enter the state or local income tax withheld from the payments. First, click Add a New State. Then, fill in the Tax Withheld and Income.

Taxable amount

Use *Taxable Amount* to enter the taxable amount. However, leave this field blank if you are unable to reasonably obtain the needed data to compute the taxable amount.

Taxable amount not determined

Select the *Taxable Amount Not Determined* checkbox if you are unable to reasonably obtain the data needed to compute the taxable amount.

Total distribution

Select the *Total Distribution* checkbox if the payment shown in the Gross Distribution field is a total distribution.

Total employee contributions

Use *Total Employee Contributions* if this is a total distribution and it is made to more than one person. Enter the percentage received by the person whose name appears on Form 1099-R.

2nd TIN notice

The *TIN Notice* is sent by the IRS when the taxpayer identification number (TIN) is not correct. The *2nd TIN Notice* is the second notice sent by the IRS in three calendar years. When the *2nd TIN Notice* checkbox is selected, the IRS will stop sending you TIN notices on the current account. Like the Void and Corrected options, this option also appears on each 1099 type.

Do you want to stop receiving notices to correct the taxpayer identification number?

- Yes, I want to stop receiving the TIN notices. Navigate to the 1099 type by clicking the corresponding tab, then click to select **2nd TIN Notice**.
- No, I want to continue receiving the TIN notices. Navigate to the 1099 type by clicking the corresponding tab, then click to deselect **2nd TIN Notice**.

Account number

An *account number* is the primary identifier for ownership of an account.

Address, telephone, and email

An *address* is a set of directions for delivery of letters and packages. Use a ten-digit telephone number (801) 555-5555 to enter telephone and fax numbers. Use a typical name@organization.org format to enter the email address.

Corrected

Use *corrected* when the 1099 has been updated or modified. The Corrected checkbox appears on each tab for Miscellaneous, Retirement, Interest, and Dividend.

Have you corrected the 1099 form?

- Yes, the 1099 form is corrected. Navigate to the 1099 type by clicking the corresponding tab, then click to select **Corrected**.

- No, the 1099 form has not been corrected. Navigate to the 1099 type by clicking the corresponding tab, then click to deselect **Corrected**.

Name

A *name* is a word or phrase that constitutes the distinctive designation of a person.

Source

Use *Source* to select the name of the application that is providing the vendor information to create the 1099.

Taxpayer ID number

An *employer identification number (EIN)* is a nine-digit number issued to a sole proprietor, partnership, or corporation by the IRS or Social Security Administration for filing business taxes.

Void

Use *void* when the 1099 form cannot be submitted. The option to void the 1099 appears on each 1099 type: Miscellaneous, Retirement, Interest, and Dividend. Void a 1099 when there

Do you want to void the 1099?

- Yes, void the 1099 form. Navigate to the 1099 type by clicking the corresponding tab, then click to select **Void**.
- No, do not void the 1099 form. Navigate to the 1099 type by clicking the corresponding tab, then click to deselect **Void**.

Year

Use *Year* to enter the four-digit number assigned to the year being processed.

Checkout 1099 Recipients

Use *Checkout 1099 Recipients* to search for errors in the 1099 Recipient database.

Step 1: Run Checkout

1. Open **Clarity Payroll > W-2 and 1099 Reporting > Checkout 1099 Recipients**.
2. Select the options on the routine.
3. Click **GO** (Ctrl+G).

Step 2: Review the Checkout report

Use the instructions on the Checkout report to fix the errors in the database.

Step 3: Rerun the Checkout report

When you're done fixing the errors listed on the Checkout report, rerun the Checkout report to make sure all of the errors have been resolved. When the Checkout report shows that the database is error free, then you're done.

Print totals

Use *Print Totals* to verify 1099 totals.

Recipient numbers

In Caselle, the *Recipient Numbers* allows you to choose which information to include in routines and reports and display in transaction grids.

Report invalid recipient ID numbers

Use *Report Invalid Recipient ID Numbers* to search for 1099 recipients that have an invalid identification number stored in the ID Number field.

Report invalid states

Use *Report Invalid States* to search for 1099 recipients with an invalid two-character state code in the State field.

Report recipients with negative amounts

Use *Report Recipients With Negative Amounts* to search for recipients that have a 1099 amount that is less than zero (0).

Report recipients without amounts

Use *Report Recipients Without Amounts* to search for recipients that do NOT have any 1099 amounts.

Checkout W-2 Employees

Use *Checkout W-2 Employees* to search for errors in the W-2 Employees database.

Step 1: Run Checkout

1. Open **Clarity Payroll > W-2 and 1099 Reporting > Checkout W-2 Employees**.
2. Select the options on the routine.
3. Click **GO** (Ctrl+G).

Step 2: Review the Checkout report

Use the instructions on the Checkout report to fix the errors in the database.

Step 3: Rerun the Checkout report

When you're done fixing the errors listed on the Checkout report, rerun the Checkout report to make sure all of the errors have been resolved. When the Checkout report shows that the database is error free, then you're done.

Print totals

Use *Print Totals* to search for invalid totals on W-2 amounts.

Report employees with negative amounts

Use *Report Employees with Negative Amounts* to search for employees that have amounts that are less than zero on the W-2.

Report employees without amounts

Use *Report Employees Without Amounts* to search for employees that do not have any W-2 amounts.

Report invalid Social Security numbers

Use *Report Invalid Social Security Numbers* to search for employees that have a Social Security number that is missing digits or contains formatting errors.

Report invalid states

Use *Report Invalid States* to search for employees that have an invalid two-character state code recorded in the State field.

Convert Year-end Tax Information

When it's time to print W-2 and 1099 forms, you can use the *Convert Year-end Tax Information* routine to import the employee information from the Payroll application into the W-2 and 1099 Reporting application.

Convert year-end tax information

1. Open **Clarity Payroll > W-2 and 1099 Reporting > Convert Year-end Tax Information**.
2. Fill in the options on the form.
3. Click **GO** (Ctrl+G).

Convert payroll information for the tax year

This field displays the tax year that will be converted when you run this routine.

Is the tax year correct?

- Yes, the tax year is correct. Continue to the next step.
- No, the tax year is not correct. Use the **Convert Payroll Information for the Tax Year** drop-down list to select a different tax year.

Employees

An *employee* is any individual that receives a W-2 or 1099 form for work done for the employer.

Do you want to include all payroll employees?

- Yes, I want to include all payroll employees. Use the **Employees** field to enter **ALL**.
- No, I want to select specific payroll employees. Click **Values**. Use the Values form to enter the employee numbers. Use a comma (,) to separate employee numbers. Use a dash (-) to separate a range. Then, click **OK**. (**Note:** You can also type the employee numbers directly into the Employees field.)

Maximum wage limits

The *Maximum Wage Limit* is the upper limit allowed or allowable by the governing body. Use the fields in the Maximum Wage Limits section to enter the upper limit allowed for

- Social Security
- Medicare
- 1099 dividend
- 1099 interest
- 1099 retirement

- 1099 miscellaneous

Create Electronic W-2 File

A *W-2 Form* is the form that an employer sends to the employee and the IRS at the end of the year. The *W-2 Form* reports the employee's annual wages and taxes withheld from the employee's paycheck. Use *Create Electronic W-2 File* to save the *W-2 Forms* in an electronic file, also known as *magnetic media*.

Additional information:

- Any income tax withheld by a third party needs to be loaded in the Organization table.
- The Social Security Administration has free software available to test the magnetic media *W-2* file. Go to www.socialsecurity.gov/employer/accu wage

Create electronic W-2 File

1. Open **Clarity Payroll > W-2 and 1099 Reporting**.
2. Fill in the options on the form.
3. Click **GO** (Ctrl+G).

Authorized employee's PIN

The *authorized employee's PIN* is the personal identification number (PIN) is assigned to the employee by the Social Security Association (SSA).

What is the PIN number?

Use the **Authorized Employee's PIN** field to enter a valid PIN number.

File name

A *file name* is the name assigned to a computer file. When the file name is entered by itself, the routine will create the file in the default Caselle directory.

Example: filename.txt

When the file name is accompanied by a drive letter and directory, the routine will create the file at the designated location.

Example: a:/filename.txt

What do you want to do?

- I want to save the file to the default directory. Use the **File Name** field to enter the file name followed by the extension. Example: filename.txt
- I want to save the file to a different directory. Use the **File Name** field to enter the path and directory. Then, enter the file name followed by the extension. Example: a:/filename.txt

Include

When you run this routine you can print a detail report, print a limited report that shows the report totals, or opt to not print a report at all. Use the *detail report* to include the employee information and totals. Use the *Totals Only Report* to totals and leave out the employee information.

What do you want to do?

- Create the electronic file. Use the **Include** drop-down list to select **No Report**.
- Create the electronic file and print a detail report. Use the **Include** drop-down list to select **Detail Report**. Next, select the type of information that you want to include in the Detail Report.
- Create the electronic file and print a totals only report. Use the **Include** drop-down list to select **Totals Only Report**.

Include federal wage/tax information

Use this option to include the federal wage/tax information found in the RW record.

Include other federal information (W-2) codes

Use this option to include the W-2 code disbursements in the report (Codes J, K, L, and P are not reported in the electronic file).

Include state information

Include state and local information found in the RS record.

Include U.S. territories

Include Puerto Rico, Virgin Islands, American Samoa, Guam, and Northern Mariana information found in the RO record.

Resubmitted

When information changes on a W-2 the updated W-2 File needs to be recreated and sent to the Social Security Association (SSA) again. Use *Resubmitted* to indicate to the SSA that this file will replace the electronic file that was submitted previously.

Are you creating the electronic file to submit for the first time?

- Yes. Do not select the **Resubmitted** checkbox.
- No. Click to select the **Resubmitted** checkbox.

Tax year

The *tax year* is the period of time that is covered by a particular tax return. The routine will include all of the W-2 Forms in the selected year in the electronic file.

What is the reporting range?

Use the **Tax Year** field to enter a four-digit (YYYY) year.

EFTPS Report

Report EFTPS tax deposit information. The EFTPS report includes step-by-step instructions to file the report.

Print an EFTPS Report

1. Open **Clarity Payroll > Reports > EFTPS Report**.
2. Select a report title.
3. Fill in the date range, PIN number, and telephone number.

4. Click **Print** (Ctrl+P).

Phone number

The *phone number* is the telephone number of the individual at the organization who is responsible for answering questions about the EFTPS Report. Use the *Phone Number* field to enter a ten-digit telephone number. Example: (801) 555-5555

PIN number

The *PIN number* is the Personal Identification Number that is assigned to the organization by the Social Security Association.

Report dates

Report Dates is the report date range.

Do you want to use the current pay period as the report range?

- Yes, I want to use the current pay period. Continue to the next step.
- No, I want to use a different pay period. Change the Report Date, or click **Advanced Options**.

Electronic File Formats

An *electronic file*, or e-file, is a report or document that is sent to a filing agency through the Internet or Email. An *electronic file format*, like a form layout, tells a report where and how to print information such as text, titles, fields, and variables in the electronic file. Use *Electronic File Formats* to create, edit, and delete electronic formats for state retirement reports.

Add an electronic file format

1. Open **Clarity Payroll > Organization > Electronic File Formats**.
2. Click **New** (Ctrl+N).
3. Use the options on the Add New Format form to select the format properties.
4. Select the format, report title, export section, field delimiter, and text delimiter. If you need help filling in these fields, there's a description for each field listed below in alphabetical order.
5. Click **Select Fields**. Use the Selection form to move the fields to include in the electronic file to the Selected Fields list. Click **OK**.



6. Now, set up the field properties for each field. Click to select a field from the list, located on the left side of the screen. Then, use the options on the Properties tab to define the field properties.

7. Click **Save** (Ctrl+S).

Edit properties on an existing electronic file format

1. Open **Clarity Payroll > Organization > Electronic File Formats**.

2. Select a format and report title.
3. Next, select a report section from the **Export Section** drop-down list. The fields in the selected section will display in the area below the Export Section field.
4. Click on a field to select it.
5. Use the options on the Properties tab to modify the field properties.

Delete an electronic file format

1. Open **Clarity Payroll > Organization > Electronic File Formats**.
2. Select a format and report title.
3. Click **Delete** (Ctrl+D).

Case

The *case* refers to UPPERCASE or lowercase letters. Use *All Upper* to use all UPPERCASE letters. Use *All Lower* to use all lowercase, including the first letter in the word or phrase. Use *As Is* to leave the text in the field exactly as it appears.

Caselle master

The *Caselle Master* checkbox is selected when the master format that you have selected is one of the original master formats that came from Caselle with the application.

Custom format

Use *Custom Format* to create a unique mask to format the field contents. See the section titled *Format*. Use the Custom Format menu to view an expanded list of field formats, or use the Custom Format field to enter a new mask.

Date mask:

DD 2-digit date, example: 10

MM 2-digit month, example: 12

MMM 3-character month, example: Dec

YY 2-digit year, example: 12

YYYY 4-digit year, example: 2012

Number mask:

a single digit, any number.

0 a single digit, trailing zero.

Symbols (Dates and Numbers):

(.) decimal

(,) comma

(\$) dollar sign

(-) dash

(/) slash

Description

A *description* is a word or phrase that describes the character or features of the record.

Do you want to use the default description?

- Yes, I want to use the default description. Continue to the next field.
- No, I want to use a different description. Click on the **Description** field, and then type in a new description.

Existing masters

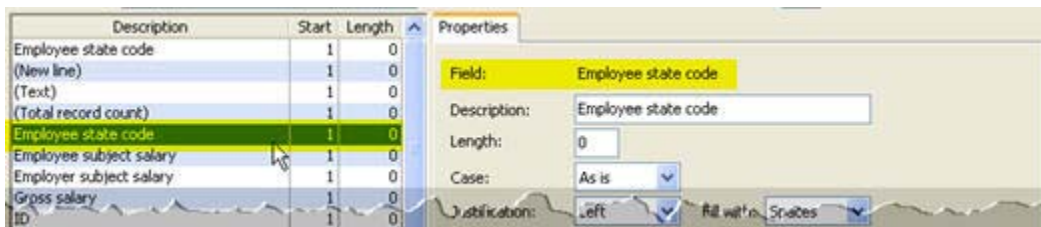
Use *Existing Masters* to view a list of master report definitions that have already been created and saved. If you are creating a new master, it may be quicker to update a format that is similar to the format that you would like to create than to begin from scratch.

Export section

A *section* is a unit, or group of information, in the report. Each section has a name and you can use the *Export Section* drop-down list to select a report section so you can set up the section properties. The report sections are defined in the report properties, which means if you want to change the name of a report section that you need to modify the original report settings.

Field

On the Properties tab, the *Field* displays the field name of the field that you selected from the list of fields.



Field delimiter

A *delimiter* is a character that marks the beginning or end of a unit of data. A *delimited file* is a variable-length field where the field length is based on the field's contents. Commonly used delimiters in export files include the comma (,), semicolon (;), and colon (:).

Which delimiter does this import file use?

- Use the **Delimiter** field to enter a character.

Fill with

When a field is blank, you can use *Fill With* to fill the blank field with blank spaces or a string of zeroes.

Format (File)

The *Format* displays the format name.

Format (Field)

The *format* is a mask, composed of a series of symbols and characters, to format the value that is stored in a field. The values that display in the Format drop-down list are based on the field type. For example, if the field in the positive pay format stores a date then the **Format** drop-down list will display the commonly used mask for formatting a date field.

Format name

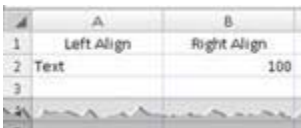
Use *Format Name* to assign a unique name to the format properties.

Format type

The *format type* refers to the manner in which data is saved in the file. You have two options: Fixed-length or Delimited. When the field length is limited to a set number of characters the field has a *fixed length*. A *delimiter* is a character that marks the beginning or end of a unit of data. A *delimited file* is a variable-length field where the field length is based on the field's contents. Commonly used delimiters in export files include the comma (,), semicolon (;), and colon (:).

Justification

Use *justification* to determine how the field value is aligned. In this example, the *text* is left aligned while *100* is right aligned.



	A	B
1	Left Align	Right Align
2	Text	100
3		

Length

Use *length* to define the number of characters allowed in a field. This field only applies when the file type is fixed-length.

Report title

The *Report Title* is the name of the report that will use the electronic file format to create an electronic file. Only one report can be assigned to an electronic file format.

Report type

The *report type* determines the type and quantity of information to print on the report. This option is located on the Add New Format form that displays on the screen when you set up a new format.

What is the report type?

Use the **Report Type** drop-down list to select a report title. The drop-down list stores the names of reports that have an electronic format.

Selection criteria

In Caselle, the *Selection Criteria* allows you to choose which information to include in the report.

Text delimiter

A *text delimiter*, like a field delimiter, marks the beginning or end of text in a field. Commonly used delimiters in export files include the comma (,), semicolon (;), and colon (:). **Note:** Do not choose the same delimiter for the text delimiter and field delimiter.

Which delimiter does this import file use?

- Use the **Text Delimiter** field to enter a character.

Value

Use the *value* field when the field value is known.

Employee Tax Summary

An *Employee Tax Summary* shows the employee's income and the tax paid by the employer for a tax year. Use the *Employee Tax Summary* to find out if an employee has overpaid and is due a refund or underpaid and needs to pay an additional amount.

Print an Employee Tax Summary

1. Open **Clarity Payroll > Reports > Employee Tax Summary**.
2. Select a report title.
3. Fill in the report options.
4. Click **Print** (Ctrl+P).

Include terminated employees

A *terminated employee* is an employee who has a date recorded in the Termination field in the employee's record. Conditions: (1) The *termination date* must occur before the report date range, and (2) the employee record must include amounts.

Do you want to include employees that have been terminated?

- Yes, I want to include terminated employees. Click to select **Include Terminated Employees**.
- No, I do not want to include terminated employees. Click to deselect **Include Terminated Employees**.

Report dates

Report Dates is the report date range.

Do you want to use the current pay period as the report date range?

- Yes, I want to use the current pay period. Continue to the next step.
- No, I want to use a different pay period. Change the Report Date, or click **Advanced Options**.

W-2s

A *W-2 Form* is the form that an employer sends to the employee and the IRS at the end of the year. The *W-2 Form* reports the employee's annual wages and taxes withheld from the employee's paycheck.

- Print *W-2 forms* from employee records that were imported from the Payroll or Accounts Payable application.
- Print the *W-3 summary* to be used when the organization needs to fill out their *W-3 form*.

A *W-3 Form* is a transmittal form that includes total earnings, Social Security wages, Medicare wages, and withholding for all employees for the previous year. The *W-3 Form* is sent to the Social Security Administration (SSA). To prepare a *W-3 Form*, add wages for all employees in each category.

The W-2s report includes the following report definitions.

W-2 Form Types:

- Double-wide by Name/Number
- Double-wide Mailer by Name/Number
- Laser 3-Up by Name/Number
- Laser 4-Up by Name/Number
- Single-wide by Name/Number
- Single/wide Mailer by Name/Number

Print W-2s

1. Open **Clarity Payroll > W-2 and 1099 Reporting > W-2s**.
2. Select a report title.
3. Fill in the tax year and select the form layout.
4. Click **Print** (Ctrl+P).

Include W-3 summary report

The *W-3 Summary Report* lists the total of all of the amounts that are reported on the W-2 Forms for all of the employees. Use the *W-3 Summary Report* to confirm income is reported correctly.

Forms

A *form* is a document that has been set up to print information, such as text, titles, or variables.

Do you want to use the current form?

- Yes, I want to use the current form. Continue to the next step.
- No, I want to use a different form. Click on the Forms tab > Form Options subtab. Then, select a different form name from the **Form** drop-down list.

Tax year

The *tax year* is the period of time that is covered by a particular tax return.

What is the reporting year?

Use the Tax Year field to select the reporting year. If the tax year is not included in the drop-down list, make sure that you have completed all of the prior steps in the Payroll Year-end Checklist.

Troubleshooting

How do I know if there are any changes on the W-2s?

Go to www.caselle.com/support/index.php to log on to the Caselle support website. Any changes to the W-2's can be found on this page.

Which W-2/1099 forms are compatible with the Caselle program?

To obtain a list of W-2/1099 forms that are compatible with Caselle, go to www.caselle.com/support/index.php and log in to the Caselle support website.

Locate and click on W2/1099 Form Names to view a PDF that lists the supported form types.

We recommend laser forms.

If laser forms are not an option, then the most commonly purchased W2 forms that are supported by Caselle Clarity are:

- Laser W-2 Copy A Employers Federal LW2A (this form has two W-2s on a page with red print; the black form should be sent to the IRS).
- Laser W-2 Copy 1/D Employers LW21D (this form has two W2's on a page and this is the employer's copy to keep).
- Laser W-2 3-Up Employee Copy L3UP (this form has three W-2's on a page and this is the employee's copy).

How do I verify wage limits on social security calculations?

1. Open **Clarity Payroll > Organization > Pay Codes**.
2. Enter a pay code in the Lookup bar. Press **Enter**.
3. Go to the Employee > Used in Calculations tab to verify the employee's amounts. Note: Make sure the field has the correct limit for the current tax year.

Where do I order the W-2 and 1099 forms?

Use your local phone directory to contact a forms vendor or visit an office supply store.

How do I create an electronic W-2 File (Electronic W2/1099)?

The Government Reporting module must be installed to continue. Contact Caselle for more information on how to purchase Government Reporting.

The Social Security Administration has free software available to test the magnetic media W-2 file. The AccuWage software is available at <http://www.socialsecurity.gov/employer/accuwage/>

1. Open W-2 and 1099 Reporting > [Create Electronic W-2](#).

Glossary

P

Pay codes used for calculation: A list of other pay codes that are used when the system computes amounts for the pay code. For example, when a 401k percentage calculation is based on the amounts in the earnings pay codes for Regular, Vacation, Sick, and so on.

Pay codes used in calculation: The name of a list that shows all of the pay codes that will be included in the calculation.

Index

1	
1099 Recipients	186, 194

9

940 Report.....	49
945 Report.....	49

A

Accounts Payable Interface	69
ACH File, Creating	46
ACH, Activate Prenotification	46
Activate ACH Prenotification	46
Add a New Calculation	41
Add Pay Codes to Employees	129
Adding a department.....	68
Adjust Leave Carryover Hours.....	56
Adjustments	29, 58, 173
Allocation Information, Setup	6
Amount	38
Amount, Def	38

B

Benefits	28, 29
Benefits Register Detail Report.....	27
Benefits Register Summary Report	28
Bonus Checks	113

C

Calculate Benefit Amounts.....	28
Calculate Leave Time	57
Calculate Rate Changes	15
Calculate Schedule Changes.....	20, 94
Calculate Transmittal Amounts	171
Calculation Formulas	36
Calculation Glossary	38
Calculation Name, def.....	38
Calculation Tables.....	39
Calculation, def	38
Calculations.....	41
Calculations, Examples.....	43
Change Check Issue Date	102
Check Issue Date.....	102
Check Register.....	102
Checkout	194, 195
Checks	103, 108, 113, 116, 118, 121, 174
Checks, voiding.....	127
Checks, voiding transmittals	178
Close Pay Period	180
Close Year-end	182
Contact Information, Setup	6
Convert Year-end Tax Information.....	196

Create ACH File.....	46
Create Electronic W-2 File.....	197
Create Transmittal Invoices	171

D

Dates, Set Defaults	69
Delete a Calculation.....	41
Delete Inactive Employees	16
Delete Payroll History	182
Deleting a pay code	77, 132
Deleting payroll history	182
Departments	68
Direct Deposit Information, Setup.....	6
Direct Deposit, Setup	69
Double-posted Payroll Journals.....	52

E

Edit an Existing Calculation	41
Editing a department.....	68
Editing a pay code	77, 132
EFTPS Report.....	198
Electronic File Formats	199
Employee Compensation Report.....	17
Employee Inquiry	18
Employee List	19
Employee Pay Codes	129
Employee Tax Summary	203
Employees	6, 16
Employees, pay code options.....	77, 132
Employer, pay code options	77, 132
Enter Benefit Adjustments	29
Enter Leave Time Adjustments.....	58
Enter Manual Checks	103
Enter Payroll Checks	108
Enter Supplemental Checks	113
Enter Termination Checks	116
Enter Transmittal Adjustments.....	173
Exceptions	121
Expensing amounts to the GL, set up pay code	77, 132
Export File, General Ledger.....	52

F

Federal Reports	50
Field Modifier, def	38
Formulas	36
FUTA Report.....	50

G

General Ledger Interface.....	69
General Ledger, Updating	52

Clarity Payroll

H		Payroll Prelist Worksheet.....	24
History	23	Payroll Register Detail Report	183
History, deleting	182	Payroll Register Pay Code Summary	184
Hourly Rate Change.....	15	Payroll Register Single-line Summary	185
I		Percentage, def.....	38
Import a Master Formula.....	36	Prelist	24
Import Hours from Timekeeping	169	Project Accounting Interface.....	69
Initial Setup.....	1	Project Accounting, Updating	100
Interfaces, Setup	69	R	
Invoices voiding transmittals	178	Rate, def	38
J		Rates, Calculation.....	39
Job Information, Setup	6	Registers.....	65, 177, 183, 185
Jobs, updating transactions	100	Remove a Rate	39
L		Report, General Ledger Update	52
Leave Hours	56, 57, 58, 60, 65	Reports.....	17, 19, 23, 24, 27, 28, 31, 32, 49, 50, 65, 102, 121, 129, 150, 154, 155, 157, 163, 164, 165, 166, 170, 174, 177, 183, 184, 185, 186, 198, 203
Leave Levels	60	Re-posting Payroll Journals.....	52
Leave Rates	60	Retirement Information, Setup.....	6
Leave Register	65	S	
Leave Report.....	65	Schedules, pay	20, 94
Leave, updating levels	66	Setup a Calculation Rate	39
Levels, updating leave levels	66	Setup New Employees	6
Lists	31, 155	Sick Pay, Third Party	30
M		State Combined Report	154
Manual Checks	103	State Combined Wage List.....	155
Method, def	38	State Retirement Report.....	150, 157
Modify Payroll Checks.....	118	State Unemployment Information, Setup.....	6
N		State Withholding Tax Report.....	166
Number, def	38	States	97, 160
O		Steps Checklist, Initial Setup	1
Option, def.....	38	Summary.....	185
Organization	69	Supplemental Checks.....	113
P		SUTA Report.....	163
Pay by Exception Report.....	121	SUTA Wage List	164
Pay Code Change.....	15	SUTA Worksite Report	165
Pay Code Transaction Report.....	129	SWT Report	166
Pay Code Type, def	38	T	
Pay Codes.....	15, 77, 129, 132, 184	Terminated Employees, Deleting.....	16
Pay Codes, Setup	6	Termination Checks.....	116
Pay codes, third party sick pay	30	Third Party Sick Pay	30
Pay Period Dates, Defaults	69	Timekeeping, Importing Hours.....	169
Pay Period, Closing.....	180	Timesheets	170
Pay Schedules	20, 94	Transactions, updating GL.....	52
Payroll Checks	108, 118, 121	Transmittal Amounts	171
Payroll checks, voiding.....	127	Transmittal Checks	174
Payroll Dates, Defaults.....	69	Transmittal Inquiry	176
Payroll History	23	Transmittal Register.....	177
		Transmittals	171, 173, 174, 176, 177, 178
		Transmittals, voiding checks.....	178
		Transmittals, voiding invoices.....	178

Type, def38

U

Update General Ledger.....52

Update Leave Levels66

Update Pay Schedules to Employee Records 20,
94

Update Project Accounting.....100

Updating general ledger52

Updating leave levels66

V

Variables Button, def.....38

View Employee Information 18

View Transmittals176

Void Payroll Checks127

Void Transmittal Checks/Invoices178

Voiding transmittal checks178

Voiding transmittal invoices.....178

Voiding, payroll checks 127

W

W-2 and 1099 Recipients 197, 203

W-2 and 1099 Reporting..... 186, 196

W-2 Employees Checkout 195

W-2 File, Creating Electronic File 197

W-2's 203

Wage Information, Setup 6

Workers Compensation List.....31

Workers Compensation Report32

Workers Compensation, Setup..... 6

Worksheet.....24

Y

Year-end Tax Information, Converting..... 196

Year-end, Closing 182

Years of History, Defaults 69