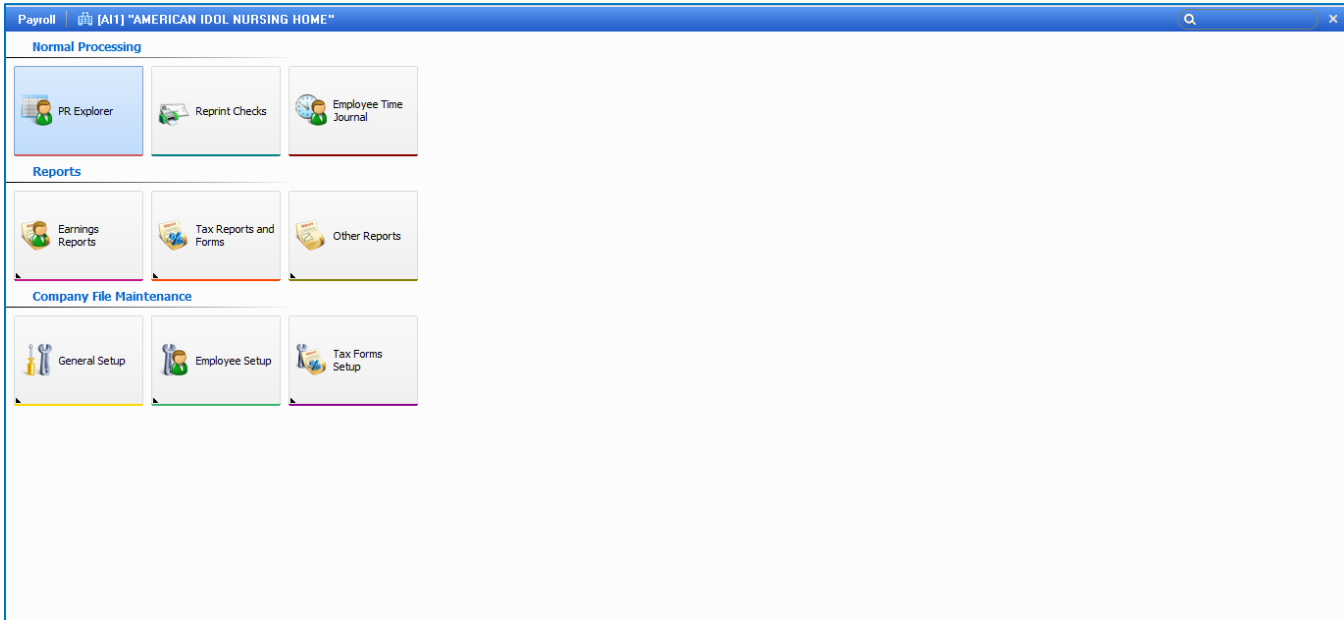


Galaxy Hosted Software
Payroll
Normal Processing
Instructional & Informational Guide

Payroll Main Screen:



Normal Processing is divided into 3 categories:

Payroll Explorer

Reprint Checks

Employee Time Journal

Payroll Explorer:

Batch #	Check Date	Posting Date	Begin Date	End Date	Cash Credit	Pay Period	Payroll of Month	Regular Hours	Holiday Hours	Description
1000158	02/19/2014	02/19/2014	01/24/2013	02/06/2013	[10-1020.00] Cash in Bank - General	B - BiWeekly	2	80	0	
1000154	02/11/2013	02/19/2014	01/24/2013	02/06/2013	[10-1020.00] Cash in Bank - General	B - BiWeekly	2	80	0	
1000127	07/02/2012	06/17/2011	06/14/2012	06/27/2012	[10-1020.00] Cash in Bank - General	B - BiWeekly	1	80	0	
1000122	06/18/2012	05/10/2011	05/31/2012	06/13/2012	[10-1020.00] Cash in Bank - General	B - BiWeekly	3	80	0	
1000113	06/04/2012	05/10/2011	05/17/2012	05/30/2012	[10-1020.00] Cash in Bank - General	B - BiWeekly	2	80	0	
1000111	05/21/2012	05/10/2011	05/03/2012	05/16/2012	[10-1020.00] Cash in Bank - General	B - BiWeekly	1	80	0	
1000101	05/07/2012	12/16/2010	04/19/2012	05/02/2012	[10-1020.00] Cash in Bank - General	B - BiWeekly	2	80	0	
1000095	04/23/2012	11/19/2010	04/05/2012	04/18/2012	[10-1020.00] Cash in Bank - General	B - BiWeekly	1	80	0	
1000094	04/09/2012	11/19/2010	03/22/2012	04/04/2012	[10-1030.00] Cash in Bank - Payroll	B - BiWeekly	2	80	0	
1000092	03/26/2012	11/18/2010	03/08/2012	03/21/2012	[10-1030.00] Cash in Bank - Payroll	B - BiWeekly	1	80	0	
1000091	03/12/2012	11/05/2010	02/23/2012	03/07/2012	[10-1030.00] Cash in Bank - Payroll	B - BiWeekly	2	80	0	
1000087	01/30/2012	10/22/2010	01/12/2012	01/25/2012	[10-1030.00] Cash in Bank - Payroll	B - BiWeekly	1	80	0	
1000086	01/16/2012	10/26/2010	12/29/2011	01/11/2012	[10-1030.00] Cash in Bank - Payroll	B - BiWeekly	3	80	0	
1000085	01/02/2012	10/20/2010	12/15/2011	12/28/2011	[10-1030.00] Cash in Bank - Payroll	B - BiWeekly	2	80	0	
1000143	07/06/2011	08/19/2011	07/06/2011	07/06/2011	[10-1030.00] Cash in Bank - Payroll	B - BiWeekly	1	8	0	
1000139	06/15/2011	06/15/2011	03/08/2012	03/21/2012	[10-1030.00] Cash in Bank - Payroll	B - BiWeekly	1	80	0	
1000132	05/24/2011	05/24/2011	01/12/2012	01/25/2012	[10-1030.00] Cash in Bank - Payroll	B - BiWeekly	1	80	0	
1000131	05/24/2011	05/24/2011	03/08/2012	03/21/2012	[10-1030.00] Cash in Bank - Payroll	B - BiWeekly	1	80	0	
1000130	05/24/2011	05/24/2011	02/12/2011	02/25/2011	[10-1030.00] Cash in Bank - Payroll	B - BiWeekly	1	80	0	
1000083	03/02/2011	10/13/2010	02/12/2011	02/25/2011	[10-1030.00] Cash in Bank - Payroll	B - BiWeekly	1	80	0	
1000082	02/16/2011	10/08/2010	01/29/2011	02/11/2011	[10-1030.00] Cash in Bank - Payroll	B - BiWeekly	2	80	0	
1000077	02/02/2011	09/10/2010	01/15/2011	01/28/2011	[10-1030.00] Cash in Bank - Payroll	B - BiWeekly	1	80	0	

This is the **Payroll Explorer** screen where that will hold all the payroll batches a facility has created. This screen gives a snapshot view of the Payroll batches – Check date, Posting date, Begin/End date, Cash Credit account #, Pay Period, Payroll of Month, Regular hours, Holiday hours and Description information processed in the system.

FUNTION TAB/BUTTONS ON SCREEN

Display Batches

- **Unposted** – batches that have not been posted/updated to the system yet
- **Posted** – batches that have been posted/updated to the system
- **All** - will display all posted/unposted batches, you can select the arrow in the drop down box to select a specific batch

Red means that there are checks there that have not yet been printed

Black means all checks in the batch are printed correctly

Gray shading it means there is a voided check in that batch



Print Posting Report – this allows the user to post a selected batch directly from the master screen. This option will only be available under Unposted batch display option.



Print Checks – this allows the user to print the checks for the displayed batch directly from the master screen. This option will only be available under Posted batch display option.

Export – this allows the user to create direct deposit file to send to their bank



View/Edit Checks – this allows the user to view the printed checks or edit the check before print

New – used to create the records for PR Explorer (new Payroll batch)

Edit – used to edit the records within the master list or in the pre-posting process

Delete – used to remove records that are erroneous/invalid prior to posting

Clone – used to duplicate information allowing user to make changes

Print – allows the user to print selected PR transaction details

Close – used to exit from PR Explorer back to PR Normal Processing screen

Advance Filter – used to locate records quickly in the master list

Refresh Data – used to update the master list when records have been created but are not appearing on the list

To create a Payroll batch, double click the **NEW** button and a box will appear on the screen prompting the user to select batch type.

The screenshot shows a software window titled "Payroll / Batch" with a subtitle "[A11] AMERICAN IDOL NURSING HOME". The main area is titled "Entering Type" and contains two radio button options: "Manual Entry" (which is selected) and "Import Time Clock". Under "Import Time Clock", there is a dropdown menu currently showing "RTC-1000 Export" and an "Options" button. Below these is a text input field and a "Browse" button. At the bottom right of the window, there are three buttons: "Cancel", "< Back", and "Next >".

Payroll Batch – this is the first screen the user will see when it comes to creating a payroll batch.

- **Manual Entry** – if you are manually entering employees' hours
- **Import Time Clock** – if you are importing employees' hours from a time clock

Click the **Next** button to go to the next screen.

Payroll Batch Detail - This is where you will enter the batch specific details:

- **Pay Period** – this will be determined from the Default Pay Period set in the PR Module Master
- **Period Beginning Date** – the beginning date of the pay period
- **Period Ending Date** – the end date of the pay period
- **Check Date** – the date the checks will be dispersed
- **Payroll of Month** – this will be determined from the Default Pay Period set in the PR Module Master. You will need to determine which pay of the pay cycle you are entering employee hours.
Ex: if Pay Period is set as Bi-Weekly – there may be three pay periods in a month, denotes which pay this batch is in
- **Current Period Days** – how many days of pay period are in current period
- **Regular Hours** – how many regular hours in this pay period
- **Prior Period Days** – how many days of pay period are in prior period
- **Holiday Hours** – how many holiday hours in this pay period
- **Cash Credit** – enter Cash Credit Account used for Payroll (*default set up in PR Module Master*)
- **Description** – description specific to payroll batch (*this is not required, you can leave blank*)

Employee Filter

- **Pay Type** – select which employee types are to be included in this payroll batch
 - H-** Hourly; will include only Hourly Employee Types
 - S** – Salary; will include only Salary Employee Types
 - B** – Both; will include both Hourly and Salary Employee Types
- **Department** – select which departments are to be included in this payroll batch
 - All Departments or individually select departments from drop down menu

- **Order By**

Employee Name – sort order by employee name

Employee ID – sort order by employee ID number

Department + Employee Name - sort order by department then employee name

Department + Employee ID - sort order by department then employee ID number

Accept Batch with Defaults – allow the system use the default entries made in the master file set up during the input of employee hours

Manual Enter Employee Info – manually enter the employee information

After all the information has been entered for this payroll batch, click the **ACCEPT BATCH** button.

Payroll Entry:

The screenshot shows a software window titled "Payroll / Batch" for "AMERICAN IDOL NURSING HOME". The main header displays "Payroll Batch: 1000160 Check Date: 02/25/2013 (B - Bi-Weekly)". Below this, the employee information is shown as "Check # 1" and "Employee (click on the name to select) Mr. Aiken, Clay Rufus". There are buttons for "Payroll Specifics...", "Withholding Info...", "View Log...", and "Skip This Employee".

The "Earnings" section contains two tables:

Earning	Hours	Amount
[6000] Registered Nurse Distinct		
[E] Regular	80	2,750.00
[E] Overtime	0	0.00
[E] Bonus	0	500.00
[E] Holiday	0	0.00
[E] Sick Pay	0	0.00
[E] Paid Time Off	0	0.00
[E] Bereavement	0	0.00
[E] Shift Differential	0	0.00
[E] Shift Diff. OT	0	0.00
[E] Special	0	1,375.00
[E] Anniversary Bonus Time	0	0.00
[E] VACATION	0	0.00

Earning Category	Hours	Amount	Hours Available
[E] Regular	80	2,750.00	
[E] Overtime	0	0.00	
[E] Bonus	0	500.00	
[E] Holiday	0	0.00	
[E] Sick Pay	0	0.00	48
[E] Paid Time Off	0	0.00	232
[E] Bereavement	0	0.00	0
[E] Shift Differential	0	0.00	
[E] Shift Diff. OT	0	0.00	
[E] Special	0	1,375.00	
[E] Anniversary Bonus Time	0	0.00	16
[E] VACATION	0	0.00	232
Total	80	4,625.00	

At the bottom of the window, there are buttons for "Go To Deductions", "Accept & Go To Next Employee", and "Accept & Exit".

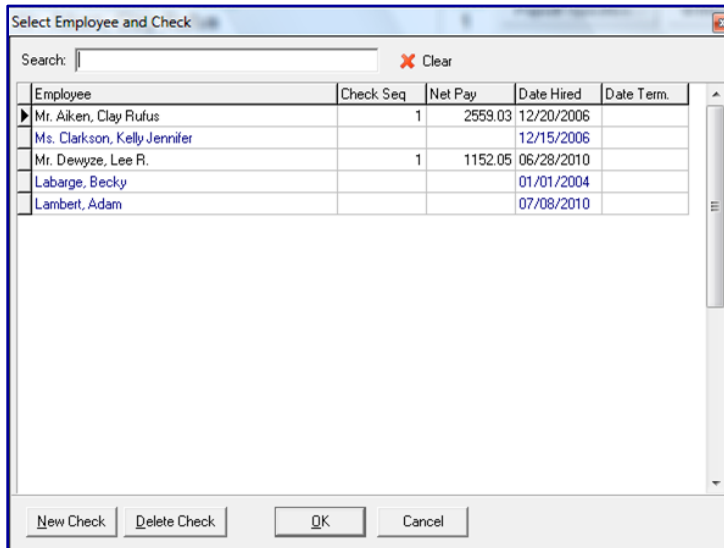
This is the **Payroll Batch Entry** where you enter/review the employee information specific to this pay period.

The Payroll entry will allow you to enter/modify the following information for each employee:

Earnings, Deductions, Employer Taxes, Benefits, Direct Deposit.



At the top of the screen you will see the **Payroll Batch #** and **Check Date**, this is assigned by the system when you entered the payroll specific information on the previous screen.

- **Check #** - this will allow you to create more than one check for this employee within the current batch. If you need to assign another check, click in the **Check #** box, a system message will appear: ***“Would you like to create one more check for this employee within the current batch?” YES/NO.*** If you select **YES**, a confirmation message will appear on screen: ***“The check has been changed. Accept changes? YES/NO***
- **Employee [click on the name to select]** – this will allow you to select an employee and check from a selection window. You can select the employee and check you want to work on within this batch. You can create a new check for this employee by clicking on the **New Check** button or you can delete a check by for this employee by clicking on the **Delete Check** button.



- **Pay Periods** - refers to how many pay periods to calculate the taxes (federal and state) for the earnings entered on the input screen for this employee.
- **Payroll Specifics** – if you need to make changes to the employee’s pay earnings, deductions and benefits. This is a shortcut to the Employee Payroll Specifics on the Company File Maintenance screen.
- **Withholding Info** – if you need to make changes to the employee’s exemptions. This is a shortcut to the Employee’s Withholding Information on the Company File Maintenance screen.
- **Skip This Employee** – click this button to move to the next employee, no entry will be recorded for this employee

The employee Earnings Screen:

Earnings – will list all the earnings for the specified employee under the home department. The Home Department of the employee will be noted by the  icon. Employee may have worked in multiple departments; in that case, you can add another department by clicking the  button. This will bring up a selection screen to select the additional department the employee worked in.

Hours – will list the hours the employee worked for this pay period

The employee Earnings Category Screen:

Earnings Category – will list all the earnings for the specified employee for this pay period

Hours – will list the hours for each earnings category for this pay period

Amount – will list the dollar amount and/or hours used for each earnings category for this pay period

Hours Available – will list the available hours for earnings categories that accrue time the employee has available

If the user manually changes any of the information in the **Hours** and/or **Amount** columns the were auto-populated by the system or brought in from a time clock interface, you can right click in the column and a **Recalculate** option will appear on screen to recalculate the information.

The button on the lower right of the screen:

Go to Deductions button – will process the specified employee's earning information and go to the Deduction screen for the specified employee.

Accept & Go to Next Employee button – will process the specified employee's record and go to the next employee record

Accept & Exit button – will process the specified employee's record and exit out of the Payroll batch

When you click on **the Go to Deduction button**, the following screen will appear:

The screenshot shows a software window titled "Payroll / Batch" with a subtitle "[A11] 'AMERICAN IDOL NURSING HOME'". The main header displays "Payroll Batch: 1000160 Check Date: 02/25/2013 (B - Bi-Weekly)". Below this, there are fields for "Check # 1" and "Employee (click on the name to select) Mr. Aiken, Clay Rufus", along with "Periods 1" and several buttons: "Payroll Specifics...", "Withholding Info...", "View Log...", and "Skip This Employee".

The main area is titled "Deductions" and contains two tables. The left table lists individual deductions with columns for "Deduction", "Hours", and "Amount". The right table shows a summary of "Category" and "Amount".

Deduction	Hours	Amount
[D] Health Insurance	-	100.00
[D] United Way	-	231.25
[T] Federal Income Tax	-	943.36
[T] FICA	-	280.55
[T] Medicare	-	65.61
[T] EIC Payment	-	0.00
[T] State Income Tax-OH	-	195.43
[T] State Income Tax (IL)	-	0.00
[T] City Income Tax-Beachwood	-	90.50
[T] City Income Tax	-	135.75
[T] School District Tax	-	45.25

Category	Amount
Gross Pay	4,625.00
Deductions	(331.25)
Employee Taxes	(1,756.45)
Direct Deposits	(253.73)
Net Pay	2,283.57
Employer Taxes	(676.76)
Benefits	(600.00)

At the bottom right, there are four buttons: "Go To Employer Taxes", "Accept & Go To Next Employee", "Go Back To Earnings", and "Accept & Exit".

The employee Deduction Screen:

Deductions – will list all the deductions and amounts for the specified employee

Category/Amount– will summarize the employee’s Gross Pay total, Deductions total, Employee Taxes total, Direct Deposit amount, Net Pay amount, Employer Taxes total and Benefits total for this employee check for this pay period

If the user manually changes any of the information in the **Amount** columns that were auto-populated by the system or brought in from a time clock interface, you can right click in the column and a **Recalculate** option will appear on screen to recalculate the information.

The button on the lower right of the screen:

Go to Employer Taxes button – will process the specified employee’s deduction information and go to the employer’ tax screen for the specified employee.

Accept & Go to Next Employee button – will process the specified employee’s record and go to the next employee record

Accept & Exit button – will process the specified employee’s record and exit out of the Payroll batch

Go back to Earnings button – this will allow you to go back to specified employee’s earning information to make any changes

When you click on the **Go to Employer Taxes button**, the following screen will appear:

Payroll / Batch [A11] AMERICAN IDOL NURSING HOME

Payroll Batch: 1000160 Check Date: 02/25/2013 (B - Bi-Weekly)

Check # 1 Employee (click on the name to select) Mr. Aiken, Clay Rufus Periods 1

Payroll Specifics... Withholding Info... View Log... Skip This Employee

Employer Tax	Amount
[R] FICA	280.55
[R] Medicare	65.61
[R] FUI	14.85
[R] SUI	89.50
[R] WC	226.25

Category	Amount
Gross Pay	4,625.00
Deductions	(331.25)
Employee Taxes	(1,756.45)
Direct Deposits	(253.73)
Net Pay	2,283.57
Employer Taxes	(676.76)
Benefits	(600.00)

Go To Benefits Accept & Go To Next Employee

Go Back To Deductions Accept & Exit

The Employer Taxes screen:

Employer Taxes – will list all the employer taxes and amounts for the specified employee

Category/Amount – will summarize the employee’s Gross Pay total, Deductions total, Employee Taxes total, Direct Deposit amount, Net Pay amount, Employer Taxes total and Benefits total for this employee check for this pay period

If the user manually changes any of the information in the **Amount** column that were auto-populated by the system or brought in from a time clock interface, you can right click in the column and a **Recalculate** option will appear on screen to recalculate the information.

The button on the lower right of the screen:

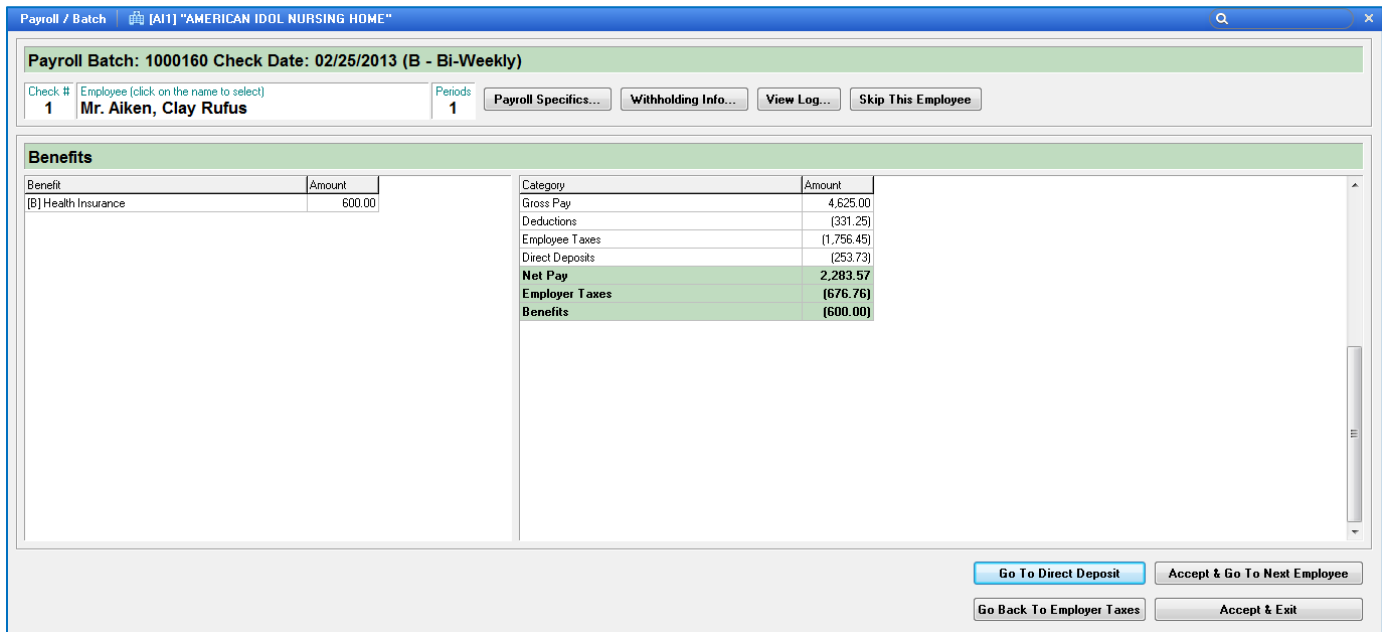
Go to Benefits button – will process the specified employee’s deduction information and go to the employee’s benefit screen for the specified employee.

Accept & Go to Next Employee button – will process the specified employee’s record and go to the next employee record

Accept & Exit button – will process the specified employee’s record and exit out of the Payroll batch

Go back to Deductions button – this will allow you to go back to specified employee’s deduction information to make any changes

When you click on the **Go to Benefits button**, the following screen will appear:



The Employee Benefit screen:

Benefits – will list all the benefits and amounts for the specified employee

Category/Amount– will summarize the employee’s Gross Pay total, Deductions total, Employee Taxes total, Direct Deposit amount, Net Pay amount, Employer Taxes total and Benefits total for this employee check for this pay period

If the user manually changes any of the information in the **Amount** column that was auto-populated by the system or brought in from a time clock interface, you can right click in the column and a **Recalculate** option will appear on screen to recalculate the information.

The button on the lower right of the screen:

Go to Direct Deposit button – will process the specified employee’s benefit information and go to the employee’s direct deposit screen for the specified employee.

Accept & Go to Next Employee button – will process the specified employee’s record and go to the next employee record

Accept & Exit button – will process the specified employee’s record and exit out of the Payroll batch

Go back to Employer Taxes button – this will allow you to go back to specified employer’s tax information to make any changes

When you click on the **Go to Direct Deposit button**, the following screen will appear:

The screenshot shows a software window titled "Payroll / Batch" for "AMERICAN IDOL NURSING HOME". The main header displays "Payroll Batch: 1000160 Check Date: 02/25/2013 (B - Bi-Weekly)". Below this, there are fields for "Check # 1" and "Employee (click on the name to select) Mr. Aiken, Clay Rufus", along with "Periods 1" and several action buttons: "Payroll Specifics...", "Withholding Info...", "View Log...", and "Skip This Employee".

The "Direct Deposit" section contains two tables:

Bank Name	Percentage	Amount
First Savings and Trust Bank	10 %	253.73

Category	Amount
Gross Pay	4,625.00
Deductions	(331.25)
Employee Taxes	(1,756.45)
Direct Deposits	(253.73)
Net Pay	2,283.57
Employer Taxes	(676.76)
Benefits	(600.00)

At the bottom right of the window, there are three buttons: "Accept & Go To Next Employee", "Go Back To Benefits", and "Accept & Exit".

The Employee Direct Deposit screen:

Bank Name – will list all the banks the employee has set up for direct deposit

Percentage – will show the percent amount of the check that is being deposited into the account for the specified employee’s account. If the amount is a flat dollar amount there will be nothing listed in this column.

Amount – will list the actual dollar amount that is being deposited into the account for the specified employee’s account


If the user manually changes any of the information in the **Percentage/Amount** columns the were auto-populated by the system or brought in from a time clock interface, you can right click in the column and a **Recalculate** option will appear on screen to recalculate the information.

The button on the lower right of the screen:

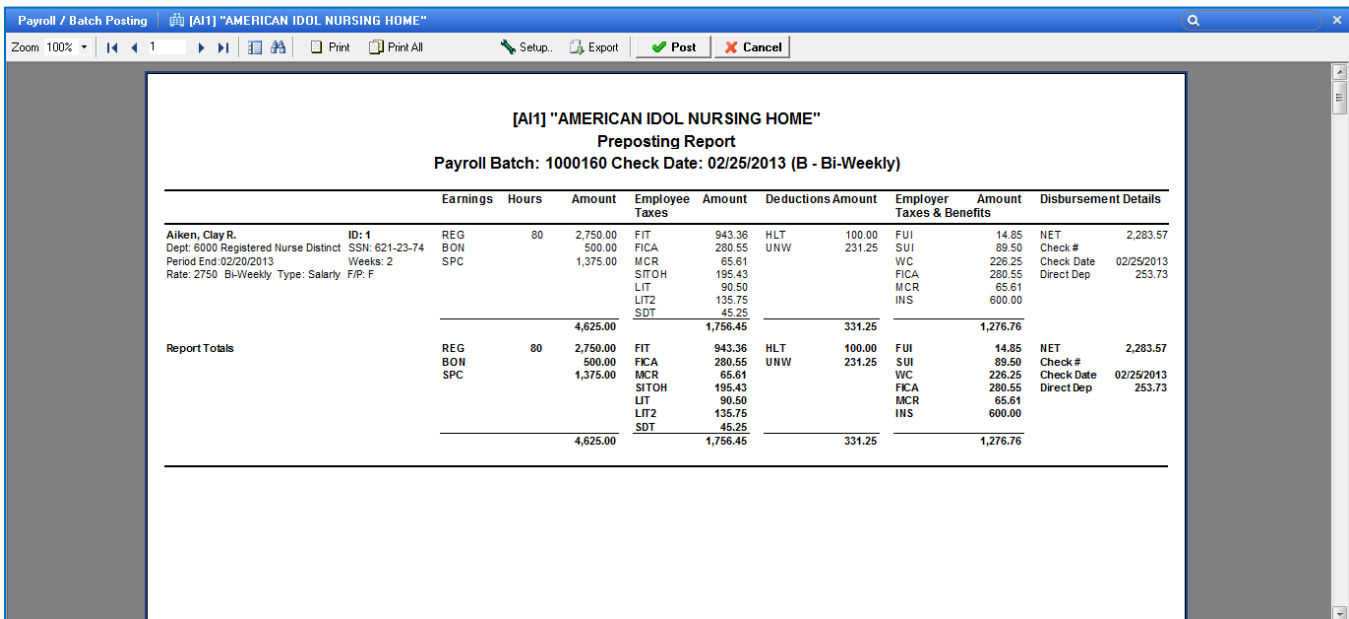
Accept & Go to Next Employee button – will process the specified employee’s record and go to the next employee record

Accept & Exit button – will process the specified employee’s record and exit out of the Payroll batch

Go back to Benefits button – this will allow you to go back to specified employee’s benefit information to make any changes

If all the employees’ information is entered into the payroll batch, you will click on the **Accept & Exit** button to go back to the Payroll Explorer screen. To run the posting list, you can click the  **Post** from the Payroll Batch screen. The system will generate a Payroll Pre-Posting Report of the employees’ information entered for the specified pay period. If you need to go back into the Payroll batch to add or modify employee information you can double click on the batch appearing in the Payroll Explorer screen or you can click on the **View/Edit Check** button.

When clicking on the **Post** button, the system will generate a series of payroll Pre-posting reports.



The screenshot shows a window titled "[A11] 'AMERICAN IDOL NURSING HOME'" with a menu bar containing "Zoom: 100%", navigation arrows, "Print", "Print All", "Setup...", "Export", "Post", and "Cancel". The main content area displays a "Preposting Report" for "Payroll Batch: 1000160 Check Date: 02/25/2013 (B - Bi-Weekly)".

[A11] "AMERICAN IDOL NURSING HOME"												
Preposting Report												
Payroll Batch: 1000160 Check Date: 02/25/2013 (B - Bi-Weekly)												
		Earnings	Hours	Amount	Employee Taxes	Amount	Deductions	Amount	Employer Taxes & Benefits	Amount	Disbursement Details	
Aiken, Clay R. ID: 1												
REG			80	2,750.00	FIT	943.36	HLT	100.00	FUI	14.85	NET	2,283.57
BON				500.00	FICA	280.55	UNW	231.25	SUI	89.50	Check #	
SPC				1,375.00	MCR	65.61			WC	226.25	Check Date	02/25/2013
Period End: 02/20/2013 Weeks: 2												
Rate: 2750 Bi-Weekly Type: Salary F/P: F												
					SITOH	195.43			FICA	280.55	Direct Dep	253.73
					LIT	90.50			MCR	65.61		
					LIT2	135.75			INS	600.00		
					SDT	45.25						
				4,625.00		1,756.45		331.25		1,276.76		
Report Totals												
REG			80	2,750.00	FIT	943.36	HLT	100.00	FUI	14.85	NET	2,283.57
BON				500.00	FICA	280.55	UNW	231.25	SUI	89.50	Check #	
SPC				1,375.00	MCR	65.61			WC	226.25	Check Date	02/25/2013
					SITOH	195.43			FICA	280.55	Direct Dep	253.73
					LIT	90.50			MCR	65.61		
					LIT2	135.75			INS	600.00		
					SDT	45.25						
				4,625.00		1,756.45		331.25		1,276.76		

The **Earnings Report** will list the following information in for each employee: Employee ID, Employee Name, Period Ending, Social Security number, F/P, Type, Frequency, Federal Tax, State Tax, Rate and Department. Earnings category(s), Hours, Employee and Employer Taxes and Deductions for employees will print on this report. Under the **Disbursements Details**, the Check # will not print on the Pre-posting report, the Check # will only print after the checks have been printed and the user print the posting report from that batch process.

[A11] "AMERICAN IDOL NURSING HOME"							
Preposting Report							
Payroll Batch: 1000160 Check Date: 02/25/2013 (B - Bi-Weekly)							
Employee ID	Employee Name	SSN	Gross	Taxable Gross	Percent	Tax Withheld	Tax Liability
FEDERAL TAXES							
FUI							
1	Mr. Aiken, Clay Rufus	621-23-74	4,625.00	2,475.00			14.85
			4,625.00	2,475.00	0.60	0.00	14.85
940 Total							14.85
FIT							
1	Mr. Aiken, Clay Rufus	621-23-74	4,625.00	4,525.00		943.36	
			4,625.00	4,525.00		943.36	943.36
EIC							
1	Mr. Aiken, Clay Rufus	621-23-74	4,625.00	4,625.00			
			4,625.00	4,625.00		0.00	0.00
FICA EE							
1	Mr. Aiken, Clay Rufus	621-23-74	4,625.00	4,525.00		280.55	
			4,625.00	4,525.00	6.20	280.55	280.55
FICA ER							
1	Mr. Aiken, Clay Rufus	621-23-74	4,625.00	4,525.00			280.55
			4,625.00	4,525.00	6.20	0.00	280.55
Social Security Wages			4,625.00	4,525.00		280.55	561.10
MCR EE							

The **Payroll Tax Detail** report will list the following information in for each employee:

- **Employee ID** – employee number assigned to employee
- **Employee Name** – employee name
- **Social Security number** – employee SSN#
- **Gross** – personal income before taxes
- **Taxable Gross** – gross income less allowable tax deductions
- **Percent** – percentage amount of tax deduction
- **Tax Withheld** – government required withholding tax on employment income
- **Tax Liability** – total amount of tax a company is legally obligated to pay

Payroll / Batch Posting [A11] "AMERICAN IDOL NURSING HOME"

Zoom 100% 6

Print Print All Setup... Export Post Cancel

[A11] "AMERICAN IDOL NURSING HOME"
Preposting Report
Payroll Batch: 1000160 Check Date: 02/25/2013 (B - Bi-Weekly)

Employee Name	Gross	Taxable Gross	Percent	Tax Liability
FEDERAL TAXES				
FUI	4,625.00	2,475.00	0.60	14.85
940 Total				14.85
FIT	4,625.00	4,525.00		943.36
EIC	4,625.00	4,625.00		0.00
FICA EE	4,625.00	4,525.00	6.20	280.55
FICA ER	4,625.00	4,525.00	6.20	280.55
Social Security Wages	4,625.00	4,525.00		561.10
MCR EE	4,625.00	4,525.00	1.45	65.61
MCR ER	4,625.00	4,525.00	1.45	65.61
Medicare Wages	4,625.00	4,525.00		131.22
941 Total				1,635.68
STATE TAXES				
WC				
WC	4,625.00	4,525.00		226.25
WC Total				226.25
SIT				
State Income Tax (IL)	4,625.00	4,525.00		0.00
State Income Tax-OH	4,625.00	4,525.00		195.43

The **Payroll Tax Summary** report will list the all the taxes and the total amounts for each tax without listing all the employees details that accumulate the total.

- **Gross** – personal income before taxes
- **Taxable Gross** – gross income less allowable tax deductions
- **Percent** – percentage amount of tax deduction
- **Tax Liability** – total amount of tax a company is legally obligated to pay

Payroll / Batch Posting [A11] "AMERICAN IDOL NURSING HOME"

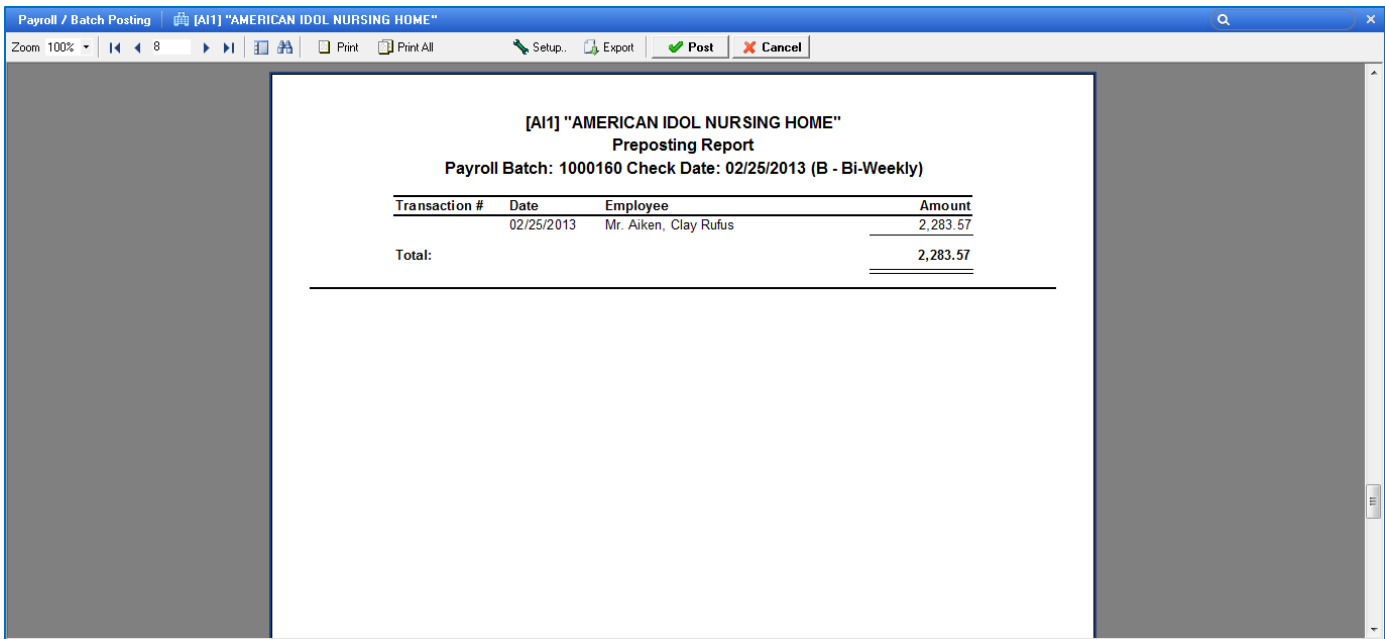
Zoom 100% 7

Print Print All Setup... Export Post Cancel

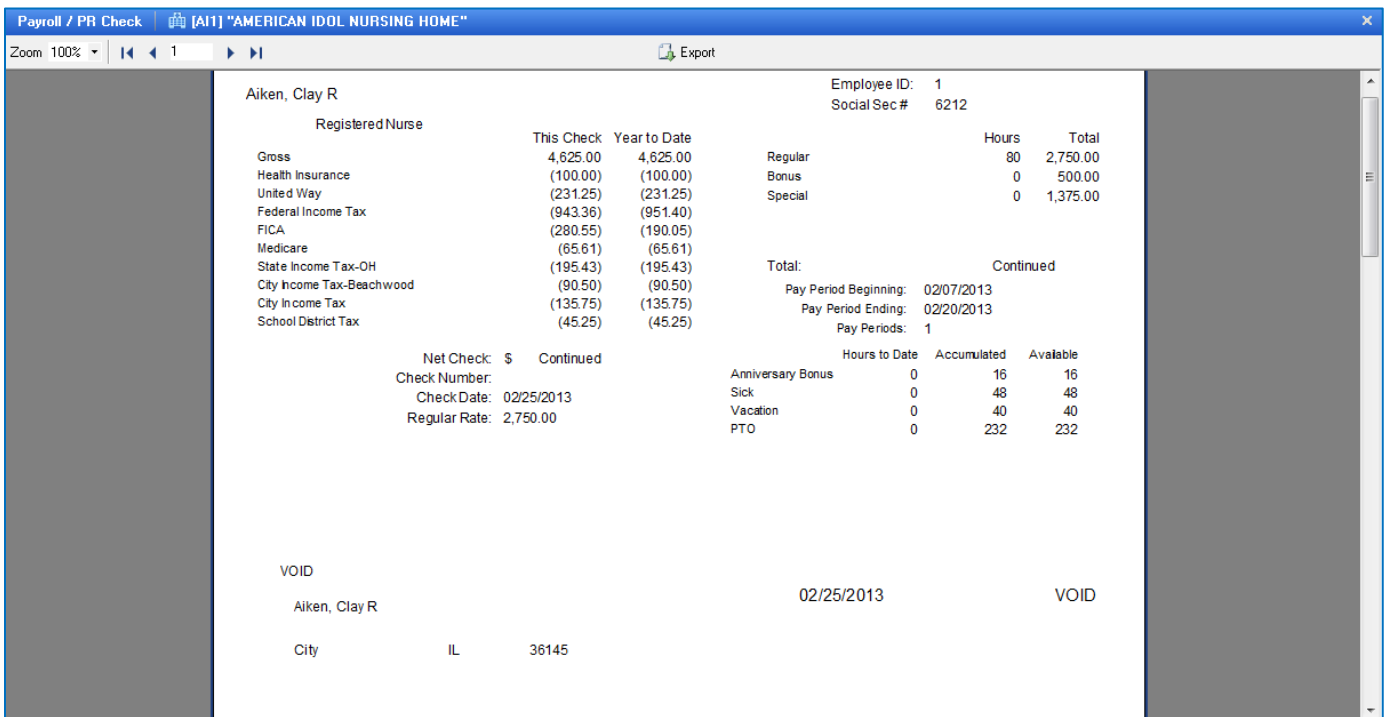
[A11] "AMERICAN IDOL NURSING HOME"
Preposting Report
Payroll Batch: 1000160 Check Date: 02/25/2013 (B - Bi-Weekly)
Entries were accrued for 14 current period days, 0 prior period days.

Account	Feb, 2013		Prior Period	
	Debit	Credit	Debit	Credit
[10-1020.00] Cash in Bank - General		2,537.30		
[20-3010.00] 941 Tax Payable		1,635.68		
[20-3020.00] State Withholding Tax Payable		195.43		
[20-3030.00] City Withholding Payable		271.50		
[20-3040.00] Federal Unemployment Tax Payable		14.85		
[20-3050.00] State Unemployment Tax Payable		89.50		
[20-3060.00] Workers Comp. Payable		226.25		
[20-4110.00] Health Insurance Payable		700.00		
[20-4120.00] United Way Payable		231.25		
[51-1030.00] Registered Nurses Cert	4,625.00			
[51-2520.00] Nursing Hab Payroll Taxes Cert	676.76			
[51-2530.00] Nursing Hab Benefits Cert	600.00			
Totals:	5,901.76	5,901.76	0.00	0.00

The **PY GL Journal Report** will list all General Ledger accounts used in Payroll with the amount in the debit/credit column. Any accounts used for accrual processing will show the amounts for current and next month.



The **Check Register** will show the employee check information. When the blue line appears on the report, this is a drill down function that allows the user to drill down to view the actual check print.



This is the screen shot of the drill down to the employee's check print.

Payroll / Batch Posting [A11] "AMERICAN IDOL NURSING HOME"

Zoom: 100% | Print | Print All | Setup... | Export | Post | Cancel

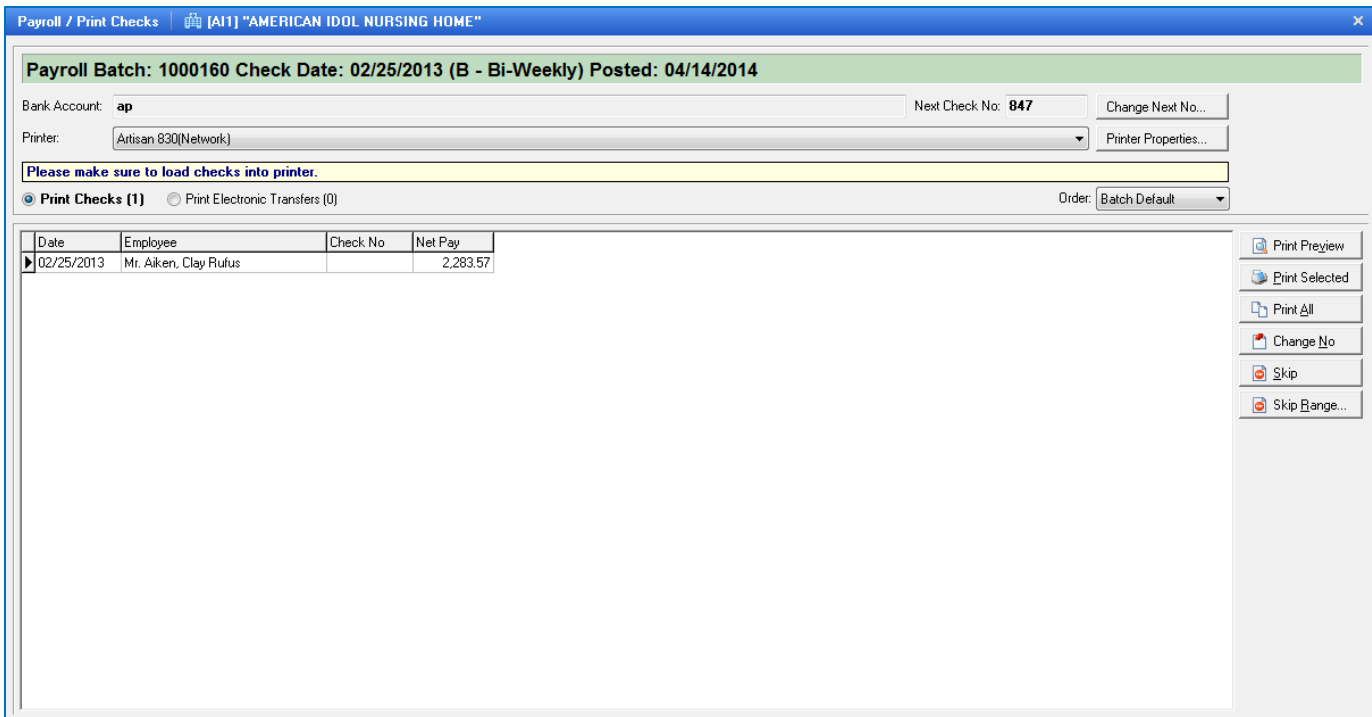
[A11] "AMERICAN IDOL NURSING HOME"
Preposting Report
Payroll Batch: 1000160 Check Date: 02/25/2013 (B - Bi-Weekly)

Employee	Deposit Amount	Bank Name	Account No	Routing No
Mr. Aiken, Clay Rufus	253.73	First Savings and Trust Bank	98498498	651651654
Total:	253.73			

The **Payroll Direct Deposit** report will show all the employees that are set up in the Employee Master - Direct Deposit along with the Deposit Amount, Bank Name, Account Number and Routing Number for each employee.

After the user reviewed the Pre-Posting Report and confirmed all the information is correct, the user will check the **Post** button to post the transactions. If there is a problem on the Pre-Posting Report, the user will select **Cancel** and go back into the transactions and make the appropriate change(s) to the transaction(s) requiring corrections. After all corrections have been made the user will repeat the posting process.

You can now print the Payroll checks for this Payroll batch from this processing step.



At the top of the screen you will see the **Payroll Batch #** and **Check Date**, this batch identification information for the checks you are about to print.

Bank Account – system will display the bank account information for the payroll checks

Next Check No – system will display the next check number assigned to print

Printer – system will display the printer the payroll checks will print on

Change Next Check No - if the check number is incorrect, click in the **Next Check No** box and enter in the correct check number for this check, then click the **OK** button.

Printer Properties - if the default printer is not the correct printer to print the checks, then you can select the appropriate printer by clicking on the Printer Properties button.

Print Checks – will display the number of payroll checks to print on actual check forms

Print Electronic Transfers – will display the number of vouchers to print on plain paper for direct deposits

Order – this will allow the user to select the order the checks will print:

- **Batch Default** – the order the employees show up in Payroll batch entry (*default option*)
- **Employee** – will print alphabetically by employee name
- **Check Number** – will print by check number order
- **Net Pay** – will print by net pay order start will lowest amount to highest amount
- **Creation Order** – will print in the timeclock interface order

The system will prompt you with a message before printing the checks to **“Please make sure to load checks into the printer.”** You will notice multiple options to print the checks:

Print Preview - the system will allow you to view the checks on screen

Print Selected – the system will only print checks you selected to print

Print All – the system will print ALL check listed on the screen

Change No – the system will allow you to check the Check No

Skip – the system will allow you to skip check numbers


Skip Range – the system will allow you to skip a range of check numbers

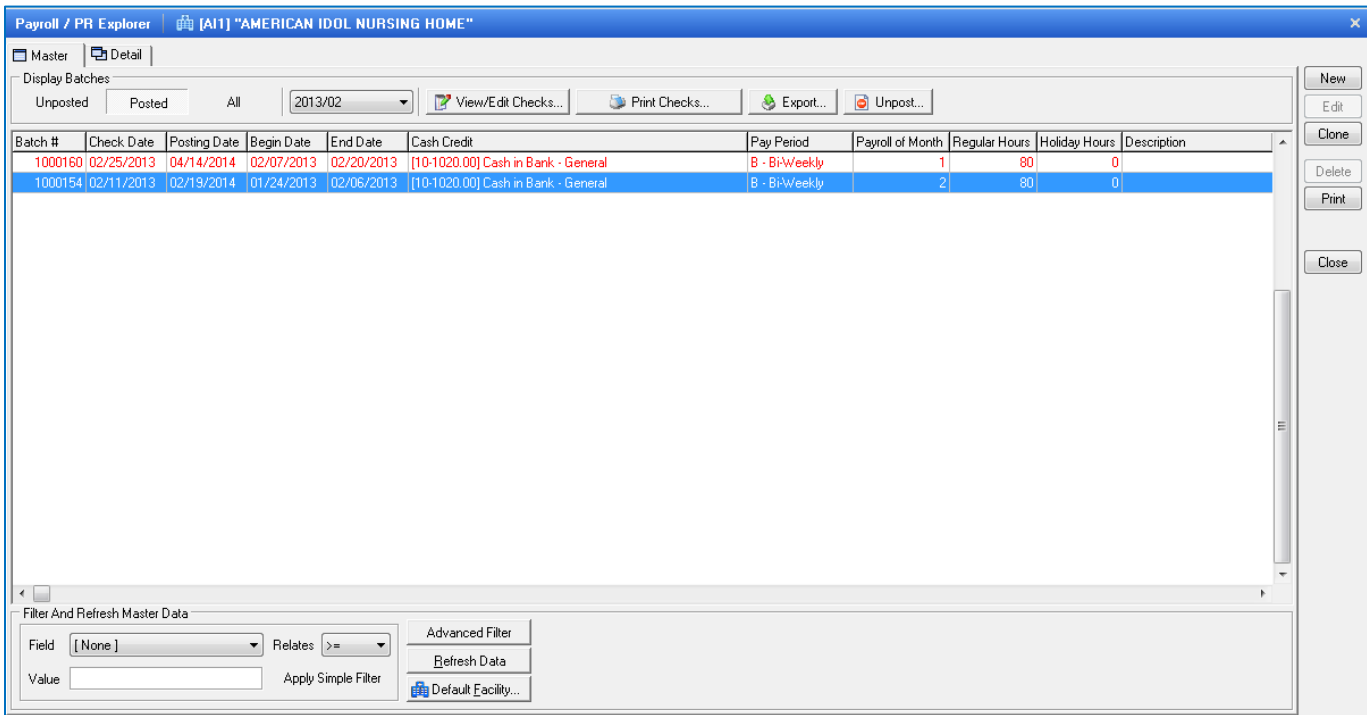
After you selected the appropriate print option, the system will show the progress of the print queue by placing a black arrow beside the check that it is currently printing.

*****NOTE:** If the checks did not print properly, you would select **NO** to the message **“Did the checks print properly”** and the following message would appear on screen to select the checks that did not print properly. Select all the checks that did not print properly. Check the **Generate new numbers** if you need to print the checks with a new check number. Then check **Start from Check No** box to indicate to the system that the new starting check number will be. Click the **Done** button.

	This Check	Year to Date	Hours	Total		
Gross	4,625.00	9,250.00	80	2,750.00		
Health Insurance	(100.00)	(200.00)	0	500.00		
United Way	(231.25)	(462.50)	0	1,375.00		
Federal Income Tax	(943.36)	(1,894.76)				
FICA	(280.55)	(470.60)				
Medicare	(65.61)	(131.22)				
State Income Tax-OH	(195.43)	(390.86)				
City Income Tax-Beachwood	(90.50)	(181.00)				
City Income Tax	(135.75)	(271.50)				
School District Tax	(45.25)	(90.50)				
Regular						
Bonus						
Special						
Total:			Continued			
Pay Period Beginning:	02/07/2013					
Pay Period Ending:	02/20/2013					
Pay Periods:	1					
Net Check:	\$	Continued	Hours to Date	Accumulated	Available	
Check Number:	#		Anniversary Bonus	0	16	16
Check Date:	02/25/2013		Sick	0	48	48
Regular Rate:	2,750.00		Vacation	0	40	40
			PTO	0	232	232
						#
VOID						
Aiken, Clay R			02/25/2013			VOID
City	IL	36145				

This is a Print Preview of the actual Payroll check the system will print on your payroll check forms loaded into the printer.

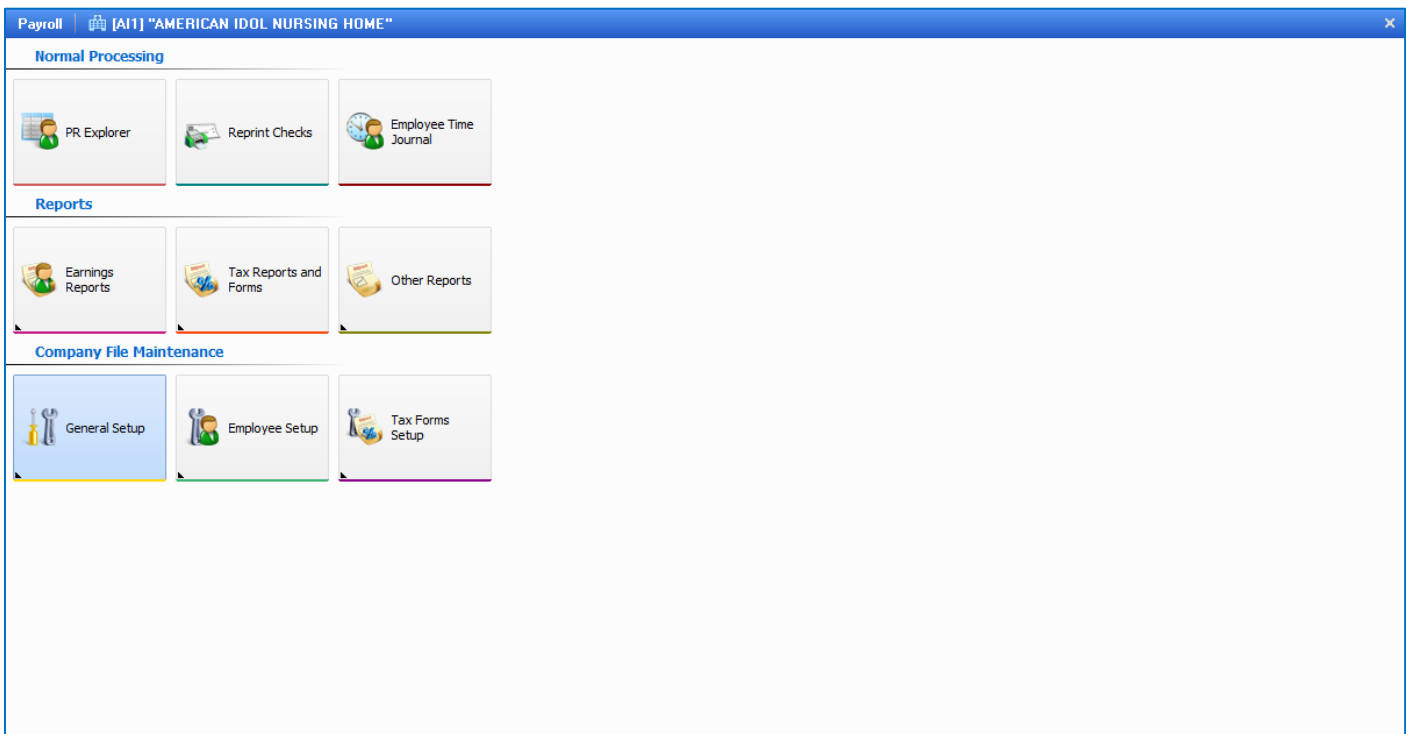
Another way the user can print payroll check in the system is to press the  **Print Checks** button at the top to the PR Explorer screen, if the batch information in **red**.



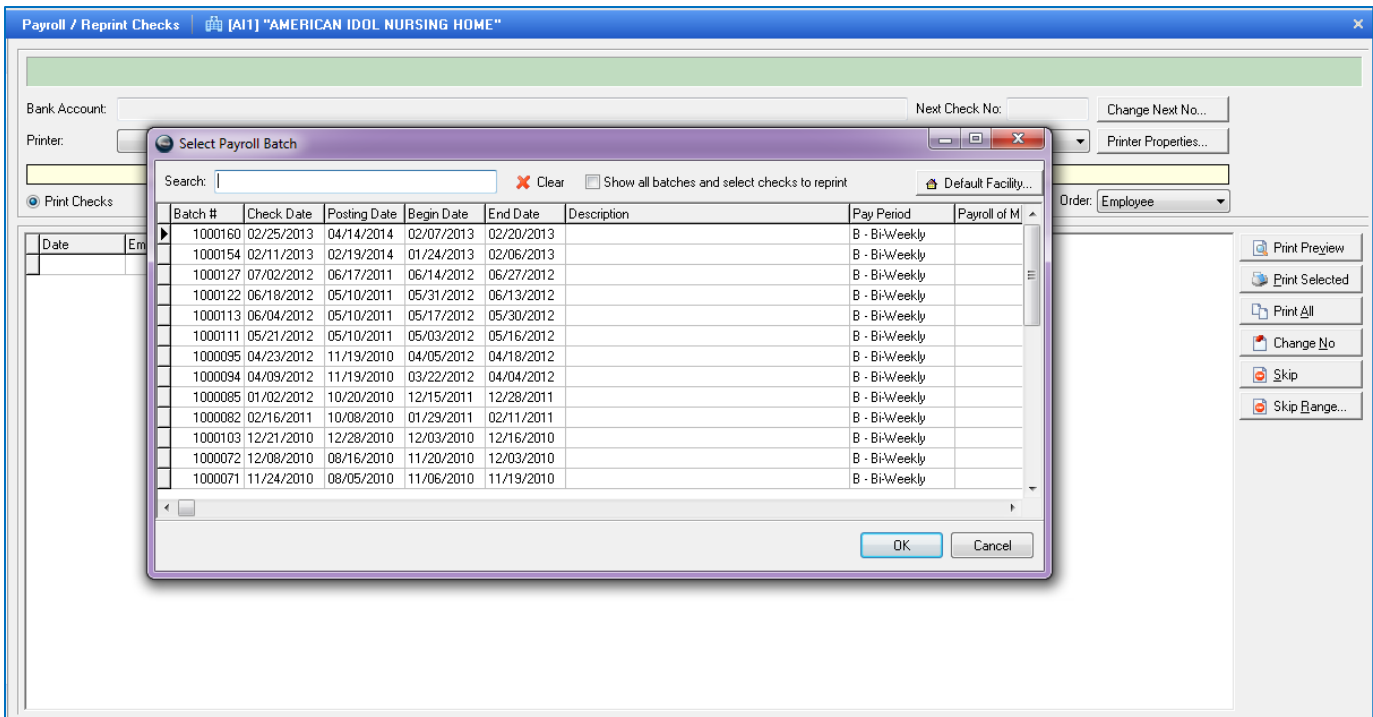
The screenshot shows the 'Payroll / PR Explorer' window for facility '[A11] "AMERICAN IDOL NURSING HOME"'. The window has a 'Master' and 'Detail' tab. Below the tabs is a 'Display Batches' section with buttons for 'Unposted', 'Posted', 'All', a date dropdown set to '2013/02', and buttons for 'View/Edit Checks...', 'Print Checks...', 'Export...', and 'Unpost...'. A table displays payroll batches with columns: Batch #, Check Date, Posting Date, Begin Date, End Date, Cash Credit, Pay Period, Payroll of Month, Regular Hours, Holiday Hours, and Description. Two rows are visible, with the first row highlighted in red. The first row contains: 1000160, 02/25/2013, 04/14/2014, 02/07/2013, 02/20/2013, [10-1020.00] Cash in Bank - General, B - BiWeekly, 1, 80, 0. The second row contains: 1000154, 02/11/2013, 02/19/2014, 01/24/2013, 02/06/2013, [10-1020.00] Cash in Bank - General, B - BiWeekly, 2, 80, 0. On the right side of the window, there are buttons for 'New', 'Edit', 'Clone', 'Delete', 'Print', and 'Close'. At the bottom, there is a 'Filter And Refresh Master Data' section with a 'Field' dropdown set to '[None]', a 'Relates' dropdown set to '>=', a 'Value' input field, and buttons for 'Advanced Filter', 'Refresh Data', 'Apply Simple Filter', and 'Default Facility...'. A vertical scrollbar is on the right side of the table.

Batch #	Check Date	Posting Date	Begin Date	End Date	Cash Credit	Pay Period	Payroll of Month	Regular Hours	Holiday Hours	Description
1000160	02/25/2013	04/14/2014	02/07/2013	02/20/2013	[10-1020.00] Cash in Bank - General	B - BiWeekly	1	80	0	
1000154	02/11/2013	02/19/2014	01/24/2013	02/06/2013	[10-1020.00] Cash in Bank - General	B - BiWeekly	2	80	0	

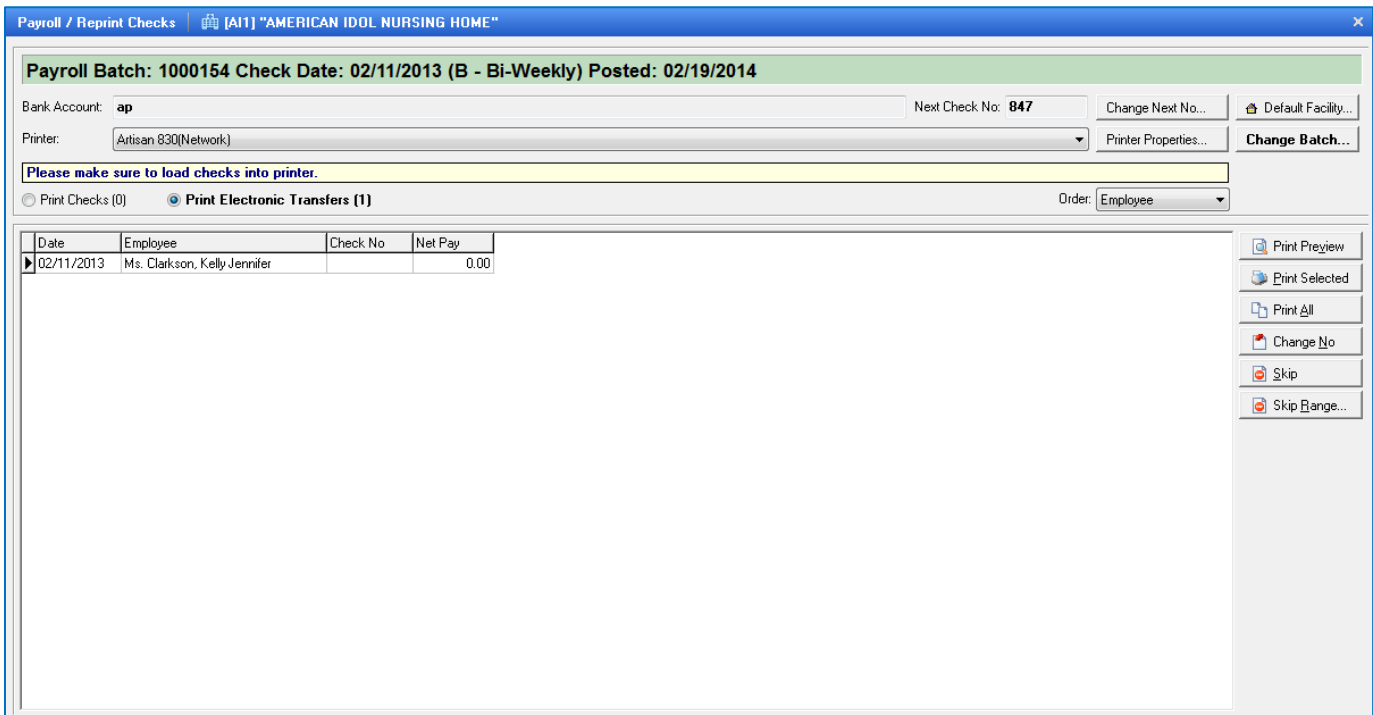
The user can also select the Reprint Checks option from the Normal Processing menu to print/reprint checks.



The screenshot shows the 'Payroll / Normal Processing' menu for facility '[A11] "AMERICAN IDOL NURSING HOME"'. The menu is organized into three sections: 'Normal Processing', 'Reports', and 'Company File Maintenance'. The 'Normal Processing' section contains three buttons: 'PR Explorer', 'Reprint Checks', and 'Employee Time Journal'. The 'Reports' section contains three buttons: 'Earnings Reports', 'Tax Reports and Forms', and 'Other Reports'. The 'Company File Maintenance' section contains three buttons: 'General Setup', 'Employee Setup', and 'Tax Forms Setup'. Each button has a small icon representing its function.



With the Reprint Checks option, the user will need to select the specific batch number of the checks to reprint. If the batch number is not showing on the screen, check the **box "Show all batches and select checks to reprint"**, then click **OK**.



Again this will show the at the top of the screen you will see the **Payroll Batch #** and **Check Date**, this batch identification information for the check(s) you are about to print.

Bank Account – system will display the bank account information for the payroll checks

Next Check No – system will display the next check number assigned to print

Printer – system will display the printer the payroll checks will print on

Change Next Check No - if the check number is incorrect, click in the **Next Check No** box and enter in the correct check number for this check, then click the **OK** button.

Printer Properties - if the default printer is not the correct printer to print the checks, then you can select the appropriate printer by clicking on the Printer Properties button.

Print Checks – will display the number of payroll checks to print on actual check forms

Print Electronic Transfers – will display the number of vouchers to print on plain paper for direct deposits

Order – this will allow the user to select the order the checks will print:

- **Batch Default** – the order the employees show up in Payroll batch entry (*default option*)
- **Employee** – will print alphabetically by employee name
- **Check Number** – will print by check number order
- **Net Pay** – will print by net pay order start will lowest amount to highest amount
- **Creation Order** – will print in the timeclock interface order

The system will prompt you with a message before printing the checks to “***Please make sure to load checks into the printer.***” You will notice multiple options to print the checks:

Print Preview - the system will allow you to view the checks on screen

Print Selected – the system will only print checks you selected to print

Print All – the system will print ALL check listed on the screen

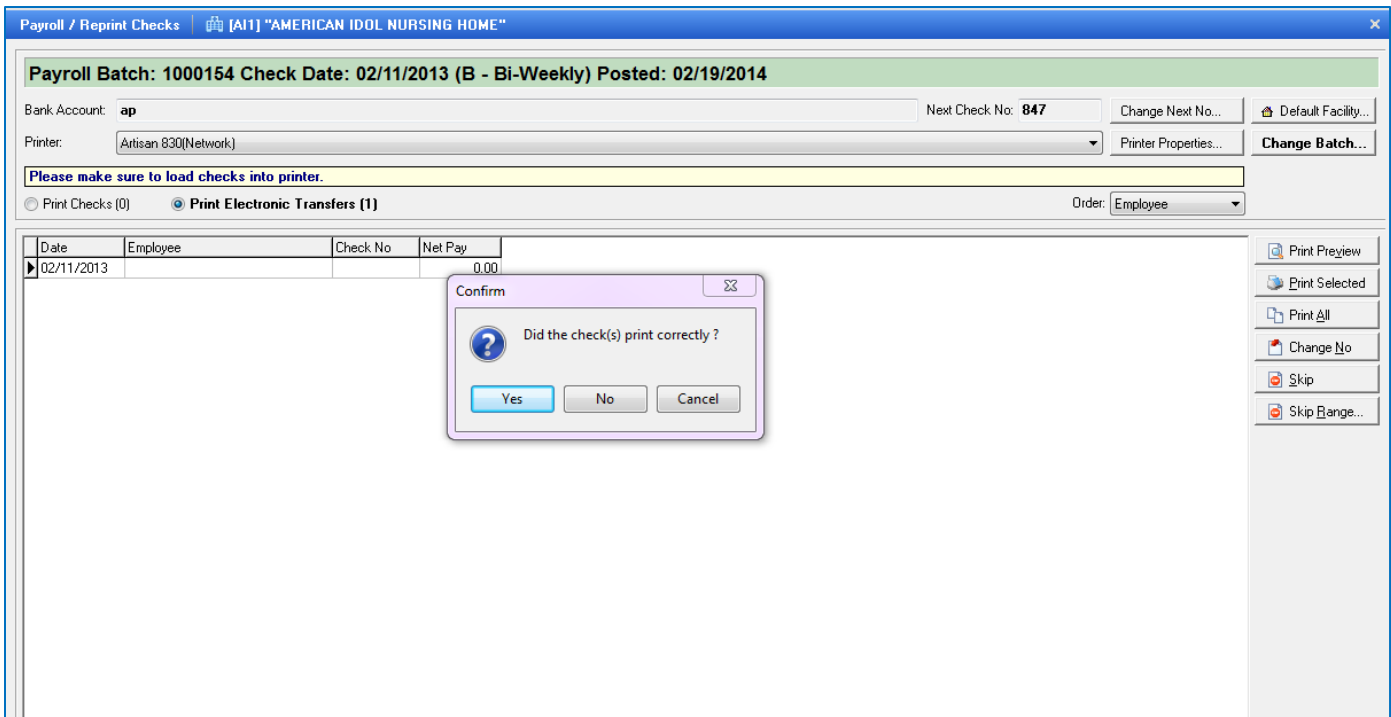
Change No – the system will allow you to check the Check No

Skip – the system will allow you to skip check numbers

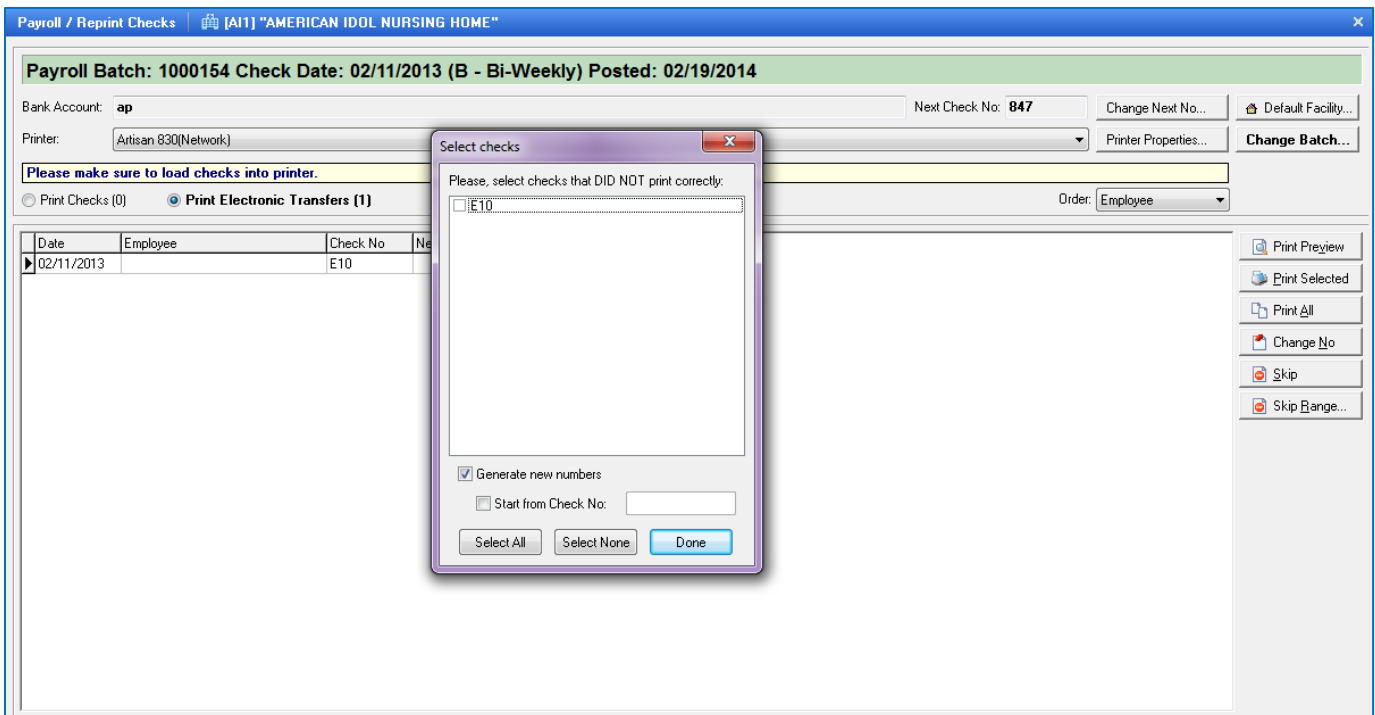
Skip Range – the system will allow you to skip a range of check numbers

After you selected the appropriate print option, the system will show the progress of the print queue by placing a black arrow beside the check that it is currently printing.

*****NOTE:** If the checks did not print properly, you would select **NO** to the message “***Did the checks print correctly***” and the following message would appear on screen to select the checks that did not print properly. Select all the checks that did not print properly. Check the **Generate new numbers** if you need to print the checks with a new check number. Then check **Start from Check No** box to indicate to the system that the new starting check number will be. Click the **Done** button.

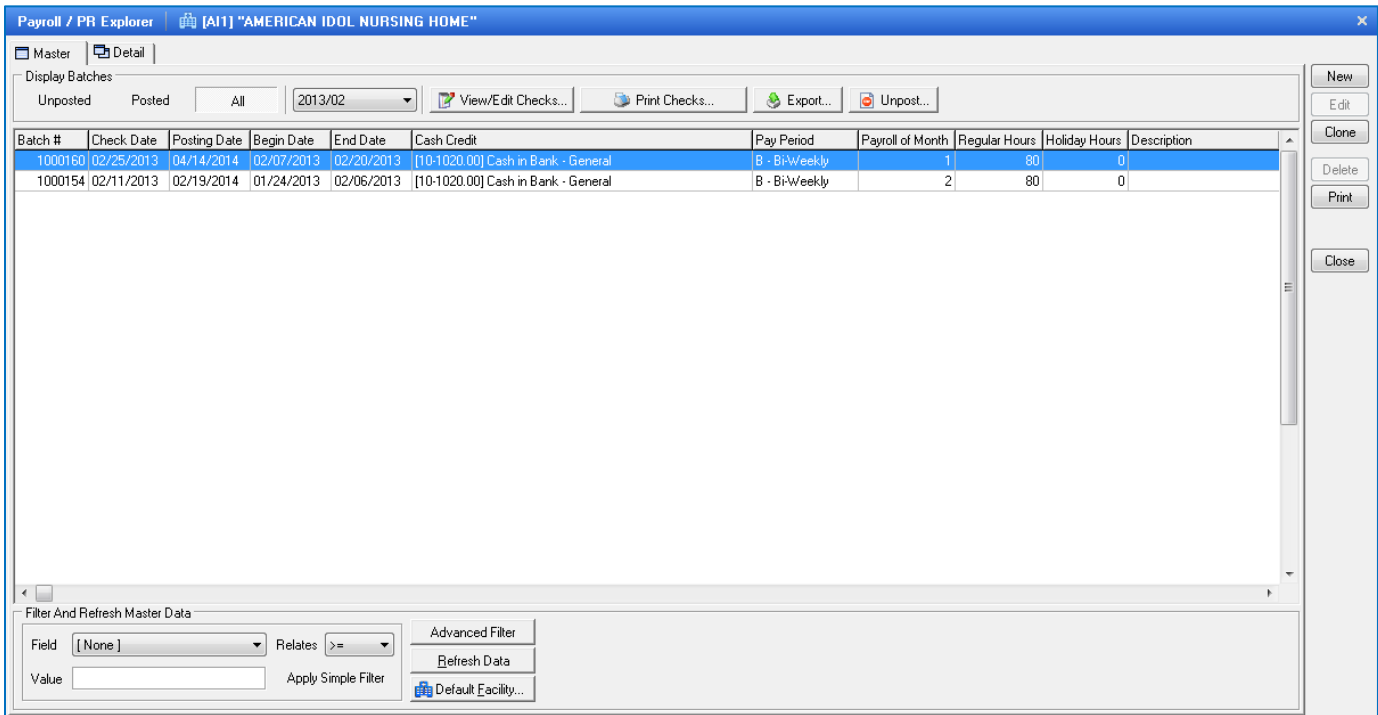


If the ALL the checks printed correctly, then select Yes. If the checks did NOT print correctly, then select **NO**. The following screen will appear:

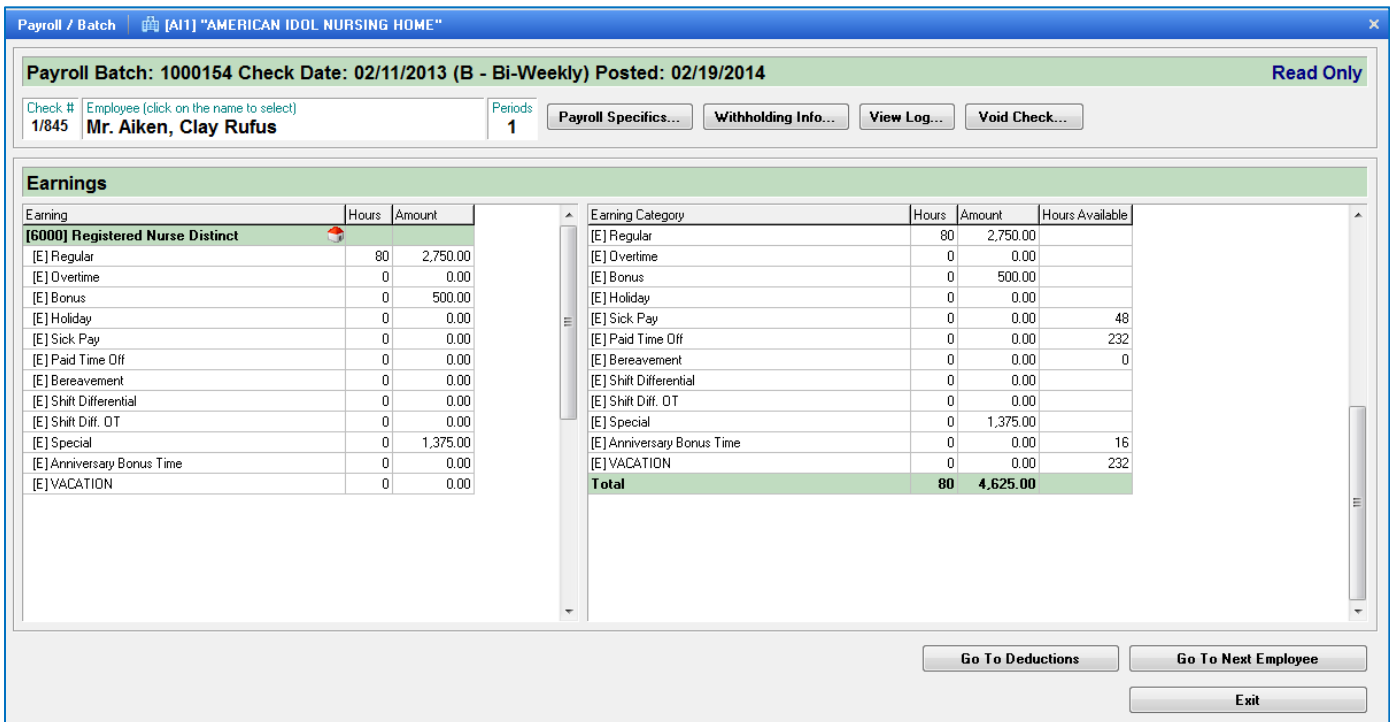


Here you will tell the system if you need to generate new checks numbers, select/unselect box according to your situation. If there are only some checks that need to be reprinted, then check the box **“Start from Check No”** and enter in the starting check number. If ALL checks need to be selected, then click the **“Select All”** button. When finished, click **Done** button. The now you can select the print option to allow the checks to be reprinted.

Void Payroll Check(s):

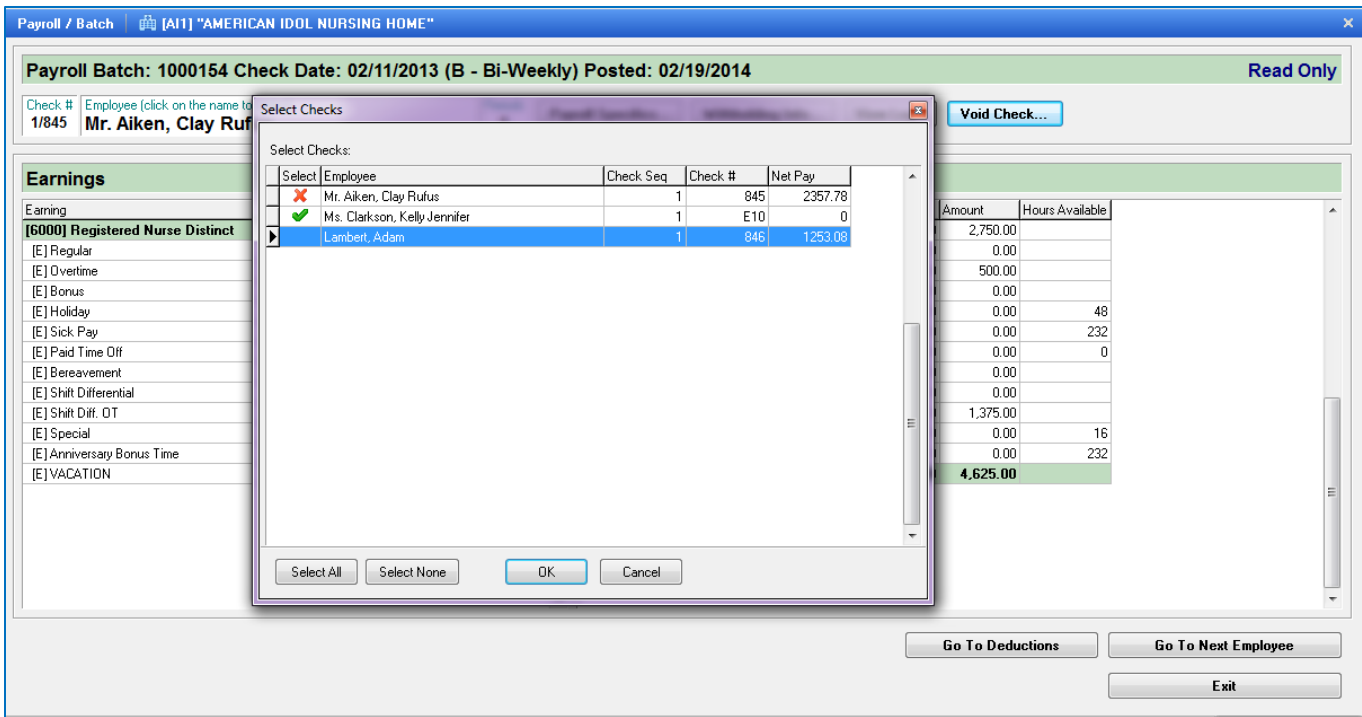


To void a Payroll check, the user would go in PR Explorer, double click on the payroll batch that contains the payroll checks to be voided. The following screen will appear:



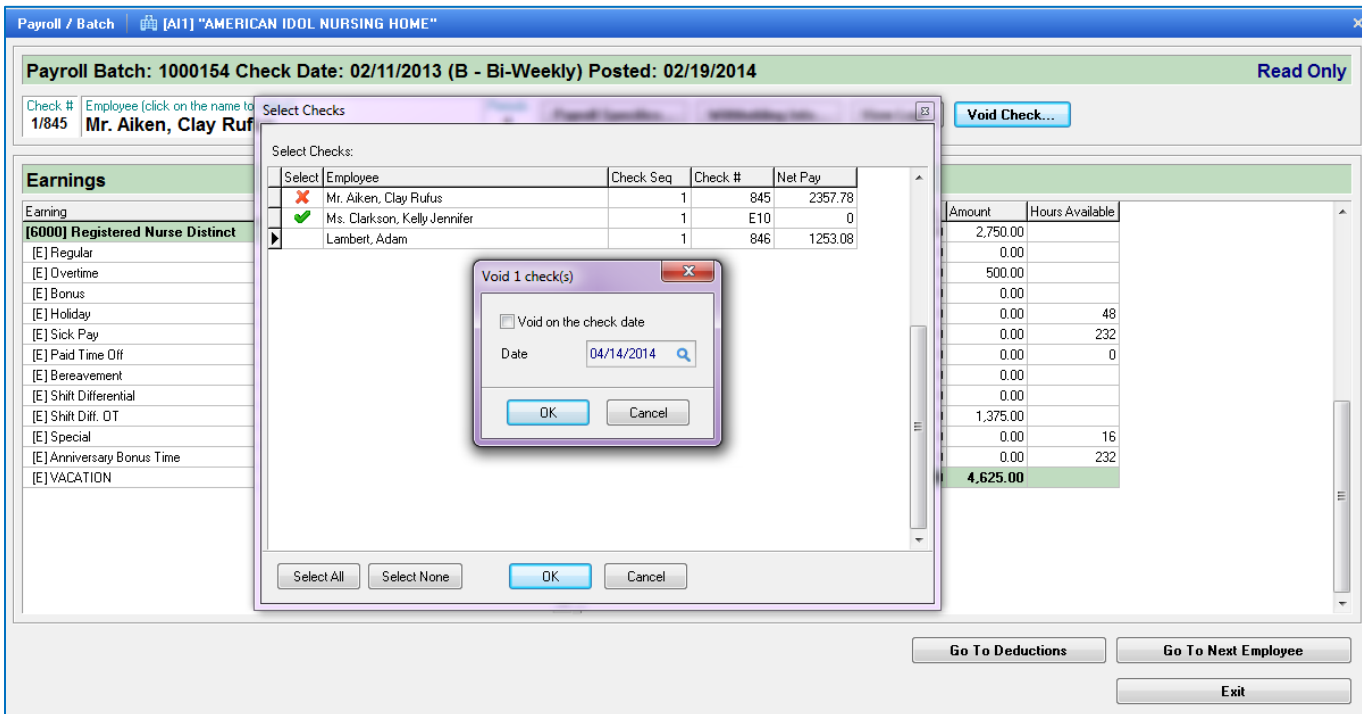
The user would click the **Void Check** button at the top right of the screen.

The following screen will appear:



The user will select the check(s) the user wants to void in the system. After the check(s) have been selected, click **OK**. The check(s) that has been selected to be voided will have a ✓ beside it.

The following screen will appear:



A message will appear on the screen indicating how many checks were selected to be voided in the system and also prompting the user to enter a date of the voided check batch. The system will default to the current date. After the appropriate date has been entered in, click **OK**.

The following screen will appear:

Payroll / Batch [A11] "AMERICAN IDOL NURSING HOME"

Payroll Batch: 1000154 Check Date: 02/11/2013 (B - Bi-Weekly) Posted: 02/19/2014 Read Only

Check # 1/845 Employee (click on the name to select) Mr. Aiken, Clay Rufus Periods 1 Payroll Specifics... Withholding Info... View Log... Void Check...

Earnings

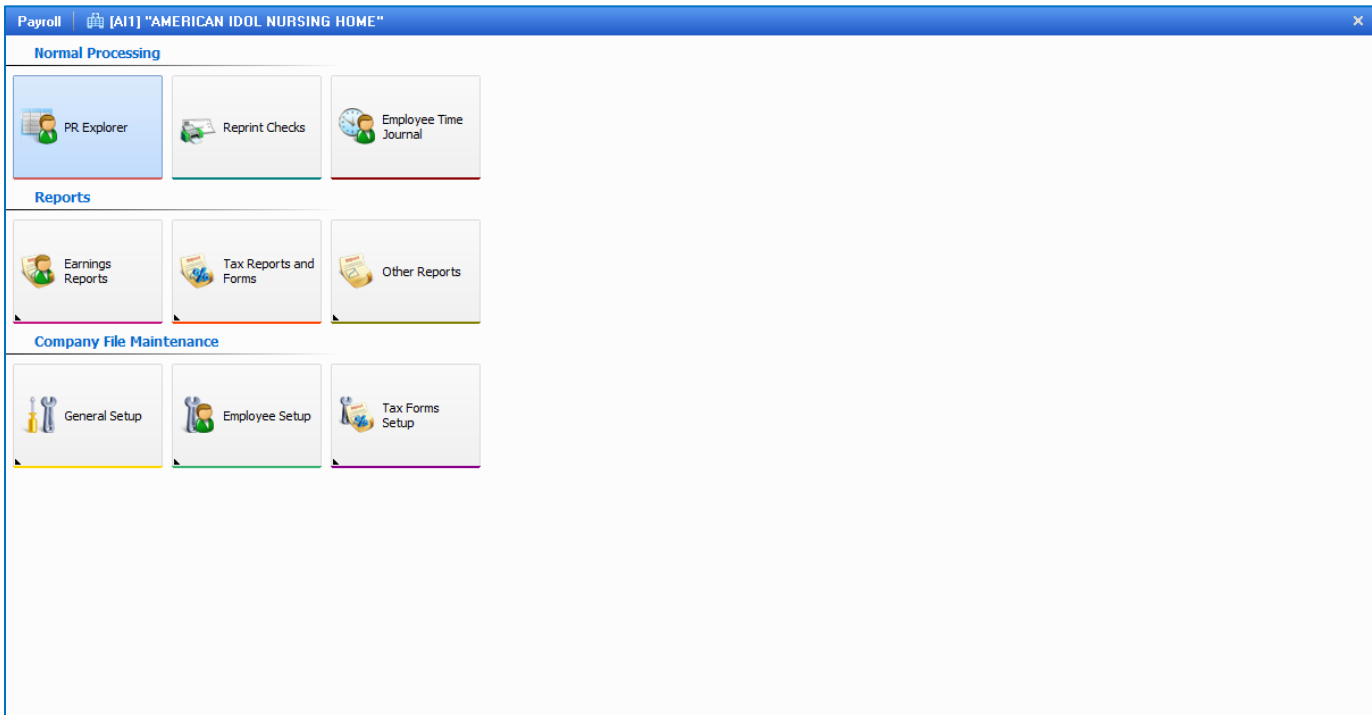
Earning	Hours	Amount	Earning Category	Hours	Amount	Hours Available
[6000] Registered Nurse Distinct			[E] Regular	80	2,750.00	
[E] Regular	80	2,750.00	[E] Overtime	0	0.00	
[E] Overtime	0	0.00	[E] Vacation	0	500.00	
[E] Bonus	0	0.00	[E] Anniversary Bonus Time	0	0.00	48
[E] Holiday	0	0.00	[E] VACATION	0	0.00	232
[E] Sick Pay	0	0.00	Total	80	4,625.00	
[E] Paid Time Off	0	0.00				
[E] Bereavement	0	0.00				
[E] Shift Differential	0	0.00				
[E] Shift Diff. OT	0	0.00				
[E] Special	0	1,375.00				
[E] Anniversary Bonus Time	0	0.00				16
[E] VACATION	0	0.00				232

Confirm

Would you like to see/print Posting Report?

A confirmation message will appear on the screen ***"Would you like to see/print the Posting Report?"*** Click **Yes**, if you want to see/print the posting report or click **No**, if you do not want to see/print the posting report.

Employee Time Journal:



Employee Time Journal is where the user can add/remove hours from employees' Sick/Vacation/PTO time. If the user is using the Time Accrual process within Galaxy, then the user would enter in the beginning balances and the system will accrual the time based on the time accrual rules set up in the system. You can go in here to see how much to time the employees' have accrual and/or used.

Payroll / Employee Time Journal [A11] "AMERICAN IDOL NURSING HOME" [1] Aiken, Clay R

Master Detail

Select Employee

Date Entered	Time Category	Add Accrue	Available Hours Limit	Source	Rule	Batch/Check	Affect Accrued Hours	Affect Rule Limit	Affect Hours Used
10/20/2013	[P] PTO	-48	-48	R - Rule	PTO Time FTSAL		T	T	F
12/20/2012	[N] Anniversary Bonus	8	8	R - Rule	Anniversary Bonus Time		T	T	F
12/20/2012	[P] PTO	24	24	R - Rule	PTO Time FTSAL		T	T	F
11/01/2012	[S] Sick	8	0	R - Rule	Sick Time2 FTSAL		T	T	F
10/20/2012	[P] PTO	24	24	R - Rule	PTO Time FTSAL		T	T	F
09/01/2012	[S] Sick	8	0	R - Rule	Sick Time2 FTSAL		T	T	F
08/20/2012	[P] PTO	24	24	R - Rule	PTO Time FTSAL		T	T	F
05/07/2012	[S] Sick	-8	-8	C - Check		Batch #: 1000101; Check No: 771	T	T	T
01/02/2012	[P] PTO	-8	-8	C - Check		Batch #: 1000085; Check No: 1004	T	T	T
06/20/2011	[P] PTO	24	24	R - Rule	PTO Time FTSAL		T	T	F
05/01/2011	[S] Sick	8	0	R - Rule	Sick Time2 FTSAL		T	T	F
04/20/2011	[P] PTO	24	24	R - Rule	PTO Time FTSAL		T	T	F

Total Hours and Limits

Time Category	Total Accrued Hrs	Available Hours Limit	Used Hours YTD
[N] Anniversary Bonus	16	16	0
[P] PTO	184	184	0
[S] Sick	48	48	0
[V] Vacation	40	40	0

Filter And Refresh Master Data

Field: [None] Relates: >= Advanced Filter

Value: Apply Simple Filter Refresh Data Default Facility...

This screen will display time categories in which the employee used hours or when hours became available to the employee. The system will display the individual time categories, when the time was taken or became available, amount of hours, limit, source of the hours, batch/check.

Date Entered

- check date of the pay period the hours were taken
- date the hours were added to employee's available hours by Rule
- date the hours were added manually to the employee's available hours

Time Category – the specific time category code/description

Add Hours – the amount of the hours taken or added from/to a specific time category

- **hours taken** will be displayed as a negative number
- **hours added** will be displayed as a positive number

Source – the source of the action of the hours

- if hours were taken on check – C-Check is the source
- if hours were added to time category base on rule set up – R-Rule is the source
- if hours will added manually to time category – M- Manual is the source

Rule – list the description of the Rule the added hours

Batch/Check – the Batch # and Check # the time category hours were taken, will only appear on check transactions

Affect Accrued Hours – if the hours should affect the accrued hours totals

Affect Accrued Limit – if the hours should affect the accrued limit totals

Affect Hours Used – if the hours should affect the hours used totals

Bottom portion of the screen will display **Total Hours** and **Limits**. This will show the hours the employee has accrued and amount of hours that can be used for each time category for that specific employee.

Time Category – the specific time category code/description

Total Accrued Hours – total hours the employee has accrued

Used Hours YTD – total hours the employee used year to date

Available Hours Limit – total hours the employee is allowed to have

You cannot **Edit** the information on the top portion of the screen. A message will appear:

The screenshot displays a software window titled "Payroll / Employee Time Journal" for "AMERICAN IDOL NURSING HOME" and employee "[1] Aiken, Clay R". The main area contains a table of time journal entries with columns: Date Entered, Time Category, Add Accrue, Available Hours Limit, Source, Rule, Batch/Check, Affect Accrued Hours, Affect Rule Limit, and Affect Hours Used. Below this table is a "Total Hours and Limits" summary table.

Time Category	Total Accrued Hours	Available Hours Limit	Used Hours YTD
[N] Anniversary Bonus	16	16	0
[P] PTO	184	184	0
[S] Sick	48	48	0
[V] Vacation	40	40	0

An error dialog box is overlaid on the screen, stating: "This record cannot be edited. Only the records that are manually added can be edited. Use New button to increase or decrease the number of hours manually." The dialog has an "OK" button.

To adjust the employee's hours you will need to click the **New** button. The following screen will appear:

Date Entered – the date manually increasing or decreasing the hours

Time Category – the specific time category adjusting the hours for

Add Accrued Hours – the amount of accrued hours adjusting for specific time category



- to make the amount a positive amount



- to make the amount a negative amount

Add Hours Limit – how much employee can use

Affect Accrued Hours – if the hours should affect the accrued hours

Affect Rule Limit – if the hours should affect the Max Limit in the Rule setup

Affect Hours Used – if the hours should affect the Hours Used

Click the **ACCEPT** button after entering the information on the screen.