

## How to set up an Employee Payroll Template

Information specific to each employee at the Entity Level can be set up in Employee Settings and, for commissioned employee.

### **Employee Payroll information is entered in two sections of Partner XE.**

- Company Contract Numbers (in Administration module only) – to enter producer sub-codes by company
- Accounting Setup (in Accounting module)

### **To access the Employee Settings for Accounting Setup:**

1. Accounting  > Employee (in Transaction Parties on left navigation)

- Select Employee from dropdown menu
- Click on [Accounting Setup](#)

### **OR**

2. Partner XE Administration > Employee Settings (if multi-entity, select entity first in Entities and then Employee Settings under the entity name)

- Select Employee from dropdown menu
- Click on [Accounting Setup](#)

## How to set up Payroll for an Employee

1. Choose an Employee from the dropdown list.

NOTE: This list comes from the Employees that have been added to the Employee List in the Enterprise section of the Administration module and have been assigned to the selected Entity.

Once an employee is selected, a profile summary will display in HTML format (Read Only) with the following:

- ✓ Employee Name
- ✓ Address (Address Line 1; Address Line 2; City, St, Zip)
- ✓ Phone (Primary phone from Address Book)
- ✓ Fax
- ✓ Email Address
- ✓ Website
- ✓ Emergency Contact Name and Phone

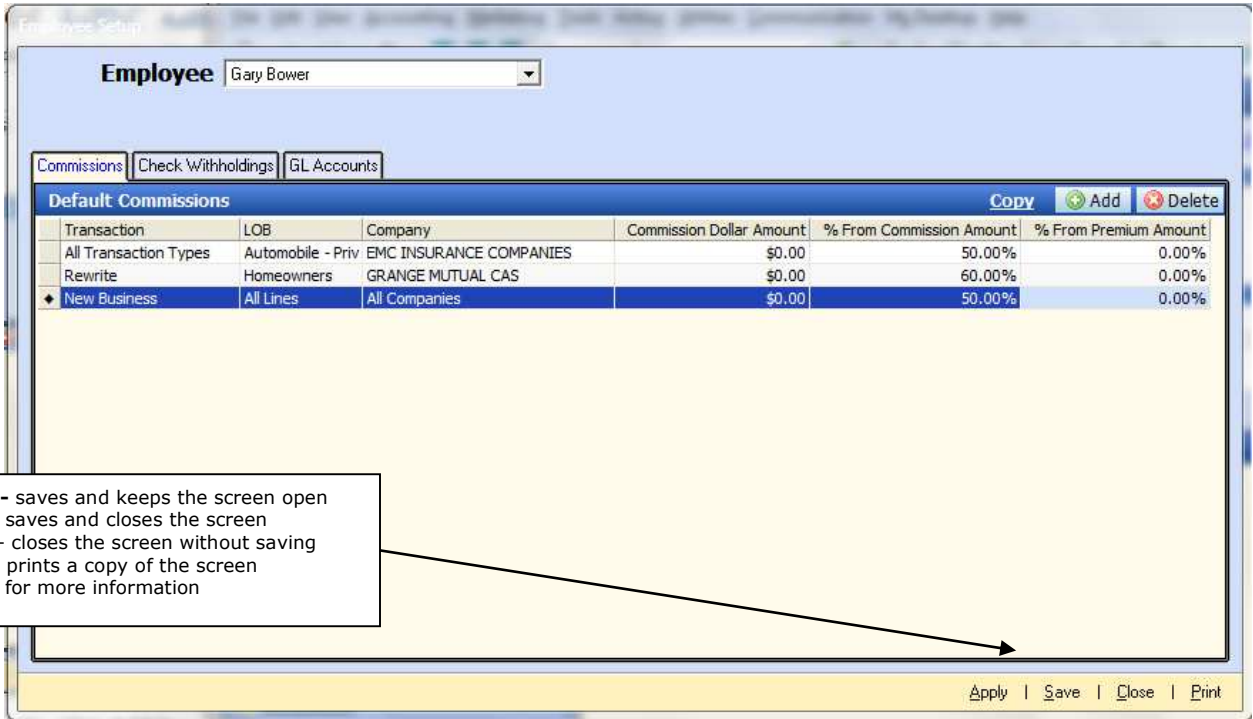
Employee	
Select Employee	Gary P. Bower <span style="float: right;"><b>Accounting Setup</b></span>
<b>Primary Address</b>	<b>Contact Info</b>
<a href="#">Gary P. Bower</a>	Active Phone (614) 192-3950 x23
123 Alphabet Lane	Fax
Elmton, OH 43929	E-Mail <a href="mailto:gbower27@scottaqency.com">gbower27@scottaqency.com</a>
	Web Site
<b>Emergency</b>	
Contact Anna Ferris	
Phone (614) 583-2271	

Click on the hyperlink displayed next to the Employee Name for [Accounting Setup](#).

The Accounting Setup Screen has 3 tabs: Commissions, Check Withholdings and GL Accounts.

**How to set up Commission Defaults:**

A Commission schedule is defined here to automatically have the producer (employee) commissions calculated for Transactions within Accounting.



- Apply (Alt+A)** - saves and keeps the screen open
- Save (Alt+S)** - saves and closes the screen
- Close (Alt+C)** - closes the screen without saving
- Print (Alt+P)** - prints a copy of the screen
- Help (Alt+H)** - for more information

A grid will display allowing the user to Add and Delete Commission Defaults. Click **Add** for each row to be added and select the appropriate defaults for each column.

- ✓ **Transaction** - a dropdown list including all Transactions that have been setup in Accounting Tools > Tables Setup > Transactions.
  - a) To select a transaction, type the first letters of the Transaction Type and the system will scroll down to the Transactions beginning with the letters that have been typed.
  - b) The option to select *All Transaction Types* for a particular LOB or Company is also available.
- ✓ **LOB** - A dropdown list including all Lines of Business (LOB) that have been setup in the Line of Business Table setup in the Administration module (Settings > Line of Business tab).
  - a) To select a transaction, type the first letters of the LOB and the system will scroll down to the LOB Codes beginning with the letters that have been typed.
- ✓ **Company** - A dropdown list including all companies that have been setup is available
  - a) To select a company from the list, type the first letters of the Company and the system will scroll down to the Company beginning with the letters typed. Select a company if the commission is based on a certain company.

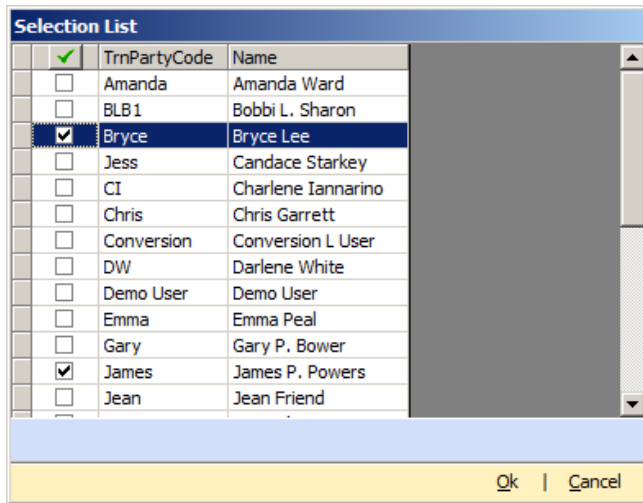
- ✓ **Commission Dollar Amount** – provides option to type in a Dollar Amount for the Commission.
- ✓ **% From Commission Amount** – provides option to define a Commission Percent where the Producer Commission Amount will be determined based on the Agency’s Commission Amount.
- ✓ **% From Premium Amount** – provides option to determine producer commission based on the Premium Amount.

**IMPORTANT:** Only one of these 3 columns can be used. If an amount in one field is entered after entering an amount in another, the first entry will be cleared out.

**How to copy/paste a commission schedule from one employee**

The commission schedule from one employee can be copied and pasted to another employee.

1. Click on **Copy**. A selection list of all other Employees will appear.
2. Select 1 or more employees to copy the Commission Schedule to their settings.



3. A pop-up message appears indicating that this will overwrite any existing Commission Defaults for those employees. Click on Yes or No.

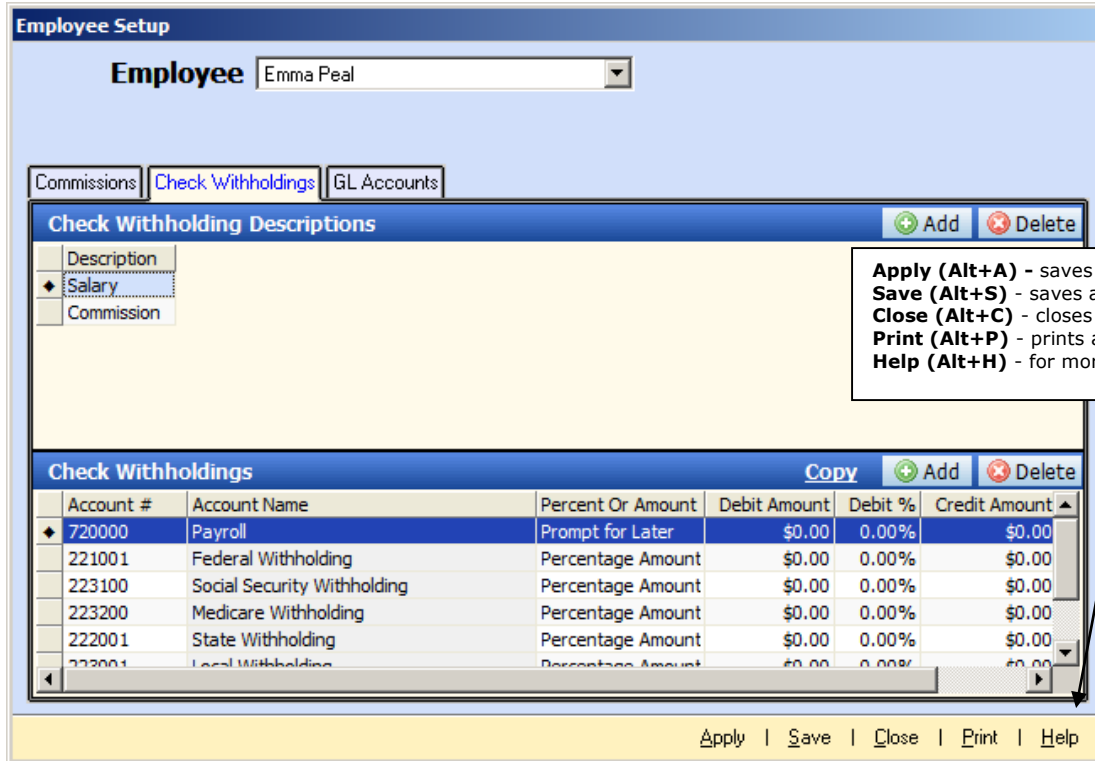
**How to set up Check Withholdings:**

Check Withholding templates are defined for employees so that when issuing a check, the pre-tax and post-tax information will automatically be calculated.

✓ **Check Withholding Descriptions:**

A grid will display allowing the user to add a template description (i.e. salary, commission, draw).

1. Click **Add** to enter each template description.
2. Highlight this template description when adding line items to the Check Withholdings section.



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**3. Define Check Withholdings template:**

- ✓ In the **Check Withholdings** section, click **Add**. A grid will display allowing the user to Add or Delete check Withholding Details.
- ✓ The grid will include the following columns:

**Account #:**

- A dropdown list including a list of accounts from the Chart of Accounts will be displayed for the user to select the appropriate account.
- The user can begin to type the first numbers of the Account and the system will scroll down to the Account beginning with the numbers that have been typed.

**Account Name:**

- The Account Name will flood to the column based on the Account # that was selected in the first column.

**Percent or Amount** – Select from the following:

- ✓ Dollar Amount - Determines the Gross Amount for the check.  
 All Pre-Tax items must be calculated on this Dollar Amount prior to any Percentage After-Tax Amounts.
- ✓ Percentage Amount - Calculates the determined % based on the Gross Amount after all Pre-Tax items have been calculated
- ✓ Prompt for Later - This selection can only be used once per template. When used, the debit and credit amounts should remain as \$0.
- ✓ Pre-Tax Dollar Amount - Calculates this amount with the Gross Dollar Amount prior to calculating any items marked as Percentage Amounts  
 If a Credit/Debit% Amount is entered, the Debit/Credit Amount fields cannot be used. One or the other is a required field for the row.

- ✓ Pre-Tax Percentage Amount - There must be a separate entry using the Prompt for Later amount in order for this option to be used.  
 The system will calculate this amount with the Gross Amount (which will be prompted for when the check is issued) prior to calculating any items marked as Dollar Amount or Percentage Amount.  
 If a Debit/Credit Dollar Amount is entered, the Commission Debit/Credit % field cannot be used. One or the other is a required field for the row.

**Debit Amount:**

- Dollar Amount to be debited from the selected Account
- The Percent or Amount Column will determine if the amount is pre-tax or not.

**Debit %:**

- Percentage Amount to be debited from the selected Account
- The Percent or Amount Column will determine if the amount is pre-tax or not.

**Credit Amount:**

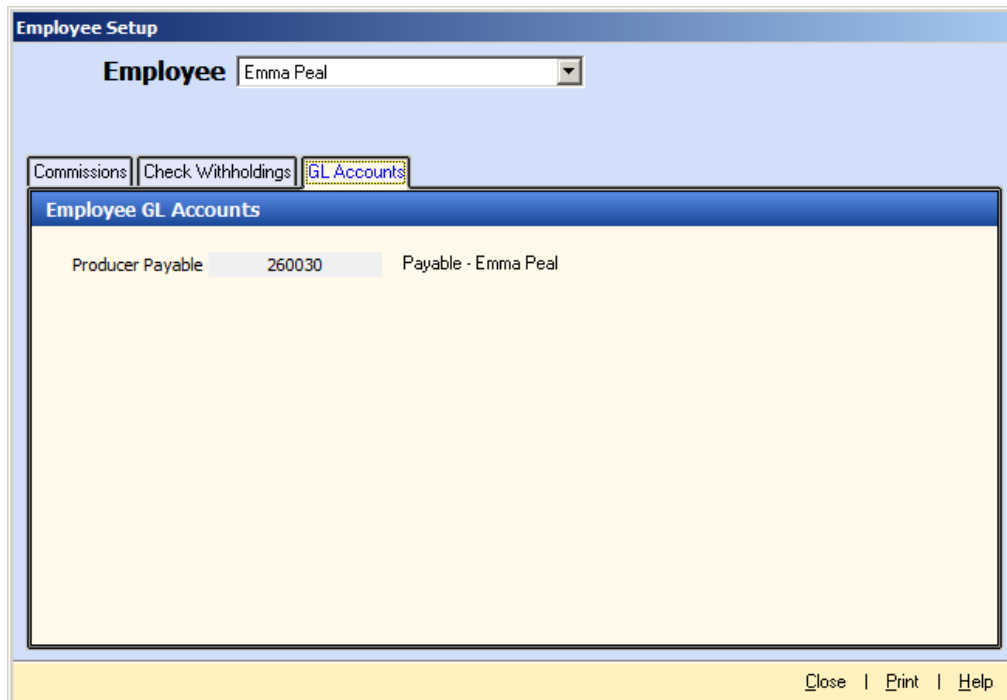
- Dollar Amount to be credited from the selected Account
- The Percent or Amount Column will determine if the amount is pre-tax or not.

**Credit %:**

- Percentage Amount to be credited from the selected Account
- The Percent or Amount Column will determine if the amount is pre-tax or not.

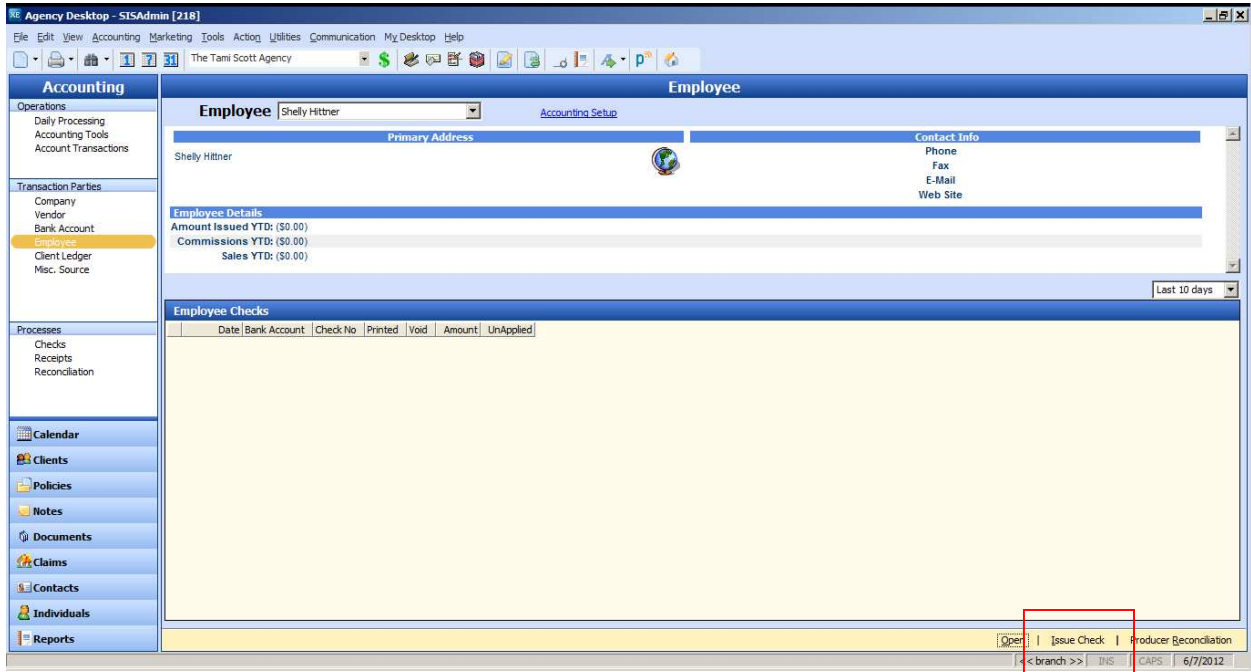
**GL Accounts**

General Ledger Default Account- displays the GL Account associated with the selected Employee. This Account is a system generated number that was assigned to the Employee at the time they were assigned to an Entity after being added to the system in the Employee List.

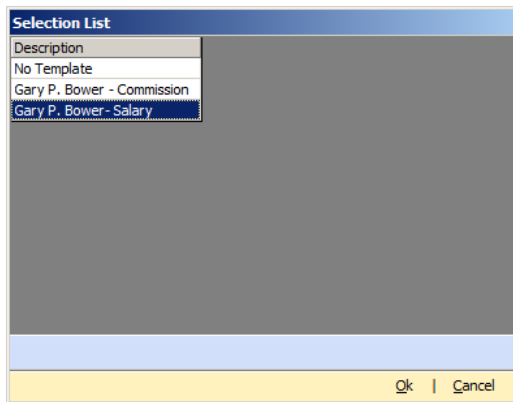


## How to Issue an Employee Check

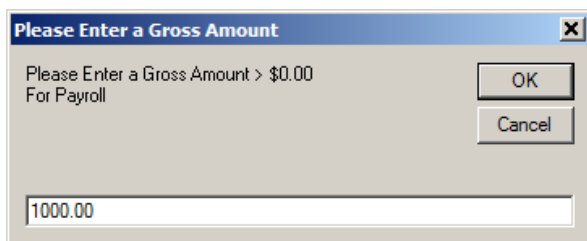
1. From the Employee screen in Accounting, select Issue Check (bottom right of screen).



2. A Selection List appears. Select template. Click Ok.



3. If Prompt for Later was selected in the Check Withholding section, a prompt appears here to enter the gross amount. Enter the amount.



3. Check is generated with all appropriate withholding amounts as set up in the Employee Set up.

**Check**

Company | Vendor | **Employee** | Client Refund | Misc. Source

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**The Tami Scott Agency**      Document # 98858  
 123 State St      Date 06/07/2012  
 Gahanna, OH 43230

**Pay To** Gary P. Bower      \$711.50  
*seven hundred eleven and 50/100 Dollars*

**Bank Account**  
 Account 111000  
 Current Balance  
 Check Amount \$711.50  
 Balance After  
 Payment Method Computer Generated

Memo

Remarks

GL Accounts				
Account #	Account Name	Debit Amt	Credit Amt	Effect
720000	Payroll	\$1,000.00	\$0.00	Increase
221000	Payroll Taxes Payable-Employers Portion	\$0.00	\$124.00	Increase
221001	Federal Withholding	\$0.00	\$110.00	Increase
222001	State Withholding	\$0.00	\$50.00	Increase
223001	Local Withholding	\$0.00	\$10.00	Increase
223100	Social Security Withholding	\$0.00	\$76.50	Increase
223200	Medicare Withholding	\$0.00	\$42.00	Increase
725000	Payroll Tax Expense	\$124.00	\$0.00	Increase

Post | Close | Print | Help

4. Enter a Memo if desired. To issue check, click on Post.