

PAYROLL SYSTEM

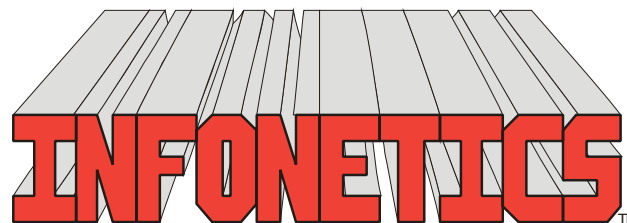
PAYROLL
SYSTEM



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

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

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



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PAYROLL SYSTEM MENU

TIME RECORDS

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

PAYROLL ANALYSIS

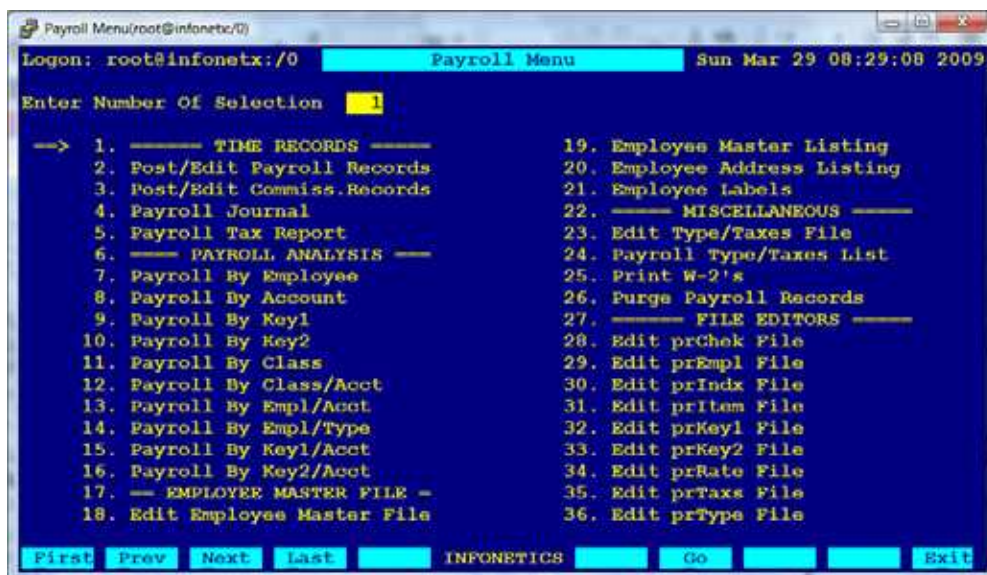
- The **PAYROLL ANALYSIS** programs sort payroll data in a variety of ways and ages it into monthly columns on a spreadsheet.

EMPLOYEE MASTER FILE

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

MISCELLANEOUS

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



PAYROLL MENU SCREEN

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

FILE EDITORS

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



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

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

Post/Edit Payroll Records/root@infonetix/15

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

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

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

First Prev Next Last Comput INFONETICS Clear Update View Delete Exit

EDIT SCREEN: POST/EDIT PAYROLL RECORDS

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

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

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

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

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

PAYROLL JOURNAL

PAYROLL
SYSTEM



Payroll Journal(root@infonetix:/0)

Logon: root@infonetix:/0 Payroll Journal Sun Mar 29 13:34:31 2009

SMARTVIEW AND EXCLUSIVE RANGES IN EFFECT!

Check Number 0

Date Ranges Check 0 Work 0

Check Codes 999999

Detail (Y/N)

Output Device

Empl Type Key1 Key2 Ordre 0

INPNETICS Go View Exit

The PAYROLL JOURNAL program produces a numerical listing of payroll records (checks).

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

Logon: root@infonetix:/0

INFONETICS, Inc.

Payroll Journal

Sun Mar 29 13:53:39 2009

Page: 1

Pay Period 03/31/09

Check#	--Date--	Employee-----	-----Employee-----	-TaxBasis	-Employer	
-----	--/--/--	Type-----	Key1-----	Key2-----	-Order	
					Hours	
					Rate	
					Earnings	
					Deduction	
					Net Pay	
					Expenses	
2525	03/31/09	RPN NORMAN/ROSE P.				
	03/31/09	H HOURLY	0	50.00	10.500	525.00
	03/31/09	125 125 INS.	0			-36.78
	03/31/09	CAR COMPY CAR	0			20.00
	03/31/09	FED-SI	0			47.61
	03/31/09	FICA-M MEDICARE	0			7.61
	03/31/09	FICA-S S.S. TAX	0			32.55
	03/31/09	OH-1 OH W/H	0			10.85
	03/31/09	LOCAL CITY TAX	0			10.50
	03/31/09	FICA-S S.S. EXP.	0			525.00
	03/31/09	FICA-M MED. EXP.	0			525.00
		CHECK TOTAL *	50.00			488.22
						129.12
						359.10
						40.16
2526	03/31/09	GNP NELSON/GEORGE P.				
	03/31/09	H HOURLY	0	42.50	12.000	510.00
	03/31/09	125 125 INS.	0			-58.60
	03/31/09	CS CHILD SUPP	0			96.00
	03/31/09	FED-M FED W/H	0			451.40
	03/31/09	FICA-M MEDICARE	0			7.40
	03/31/09	FICA-S S.S. TAX	0			31.62
	03/31/09	OH-4 OH W/H	0			3.05
	03/31/09	LOCAL CITY TAX	0			10.20
	03/31/09	FICA-S S.S. EXP.	0			510.00
	03/31/09	FICA-M MED. EXP.	0			510.00
		CHECK TOTAL *	42.50			451.40
						148.27
						303.13
						39.02
		GRAND TOTAL **	92.50			939.62
						277.39
						662.23
						79.18

Account-----	Hours	Earnings	Deduction	Net Pay	Expenses
2131 FEDERAL W/H	0.00	0.00	47.61	0.00	0.00
2131-M F.I.C.A. MEDICARE W/H	0.00	0.00	15.01	0.00	0.00
2131-S F.I.C.A. S.S. TAX W/H	0.00	0.00	64.17	0.00	0.00
2132 STATE W/H	0.00	0.00	13.90	0.00	0.00
2133 CITY W/H	0.00	0.00	20.70	0.00	0.00
2135 CHILD SUPPORT	0.00	0.00	96.00	0.00	0.00
6200 AUTO & TRUCK EXPENSE	0.00	0.00	20.00	0.00	0.00
6530 SALARY & WAGES	92.50	939.62	0.00	0.00	0.00
701010 FICA MEDICARE EXPENSE	0.00	0.00	0.00	15.01	0.00
701020 FICA SOC. SECUR. EXPENSE	0.00	0.00	0.00	64.17	0.00
TOTAL *	92.50	939.62	277.39	662.23	79.18

Page: 1

Payroll Journal

Sun Mar 29 13:53:39 2009

SETUP SCREEN: PAYROLL JOURNAL (top)
SAMPLE OUTPUT: PAYROLL JOURNAL (bottom)



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

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

Payroll By Account(root@infonetx:/0) Sun Mar 29 19:42:29 2009

Report Completed

Check Number 0

Date Ranges Check 10108 Work 999999

Employee Codes Empl 123108 Key1 999999 Key2

Check Codes Type Acct Key1 Key2

Fields To Print Hours Earnings Deduction TaxBasis Expenses Checks

Page Break (Y/N)

Detail (Y/N)

Output Device

INFORMATICS Go View Exit

SETUP SCREEN: PAYROLL BY ACCOUNT

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

SAMPLE OUTPUT: PAYROLL BY ACCOUNT



Edit Employee Master File (root@infonetix/0)

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

Record Updated

Employee I.D. **GPN**

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

Address 1 6585 W. ROSE STREET Start Date 21592

Address 2 Terminate 0

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

Note Line 1 Ins Date 51592

Note Line 2 Pays Per Year 52

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

Default Key1 (Subsid)

Default Key2 (State)

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

First Prev Next Last INFONETICS Clear Update View Delete Exit

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

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

EDIT SCREEN: EDIT EMPLOYEE MASTER FILE

Logon: root@infonetix:/0 INFONETICS, Inc. Sun Mar 29 20:08:34 2009 Page: 1

Employee Master Listing

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

SAMPLE OUTPUT: EMPLOYEE MASTER LISTING



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

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

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

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

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

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

Payroll Type/Taxes List

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

FED FED W/H 2131 0.00 0.00 0.001
FED-M0 FED W/H 2131 0.00 0.00 0.001
8000.00 0.00 10.000
23950.00 1595.00 15.000
75650.00 9350.00 25.000
144800.00 26637.50 28.000
216600.00 46741.50 33.000
380700.00 100894.50 35.000
FED-M1 FED W/H 2131 0.00 0.00 0.001
11650.00 0.00 10.000
27600.00 1595.00 15.000
79300.00 9350.00 25.000
148450.00 26637.50 28.000
220250.00 46741.50 33.000
384350.00 100894.50 35.000
FED-M2 FED W/H 2131 0.00 0.00 0.001
15300.00 0.00 10.000
31250.00 1595.00 15.000
82950.00 9350.00 25.000
152100.00 26637.50 28.000
223900.00 46741.50 33.000
388000.00 100894.50 35.000
FED-M3 FED W/H 2131 0.00 0.00 0.001
18950.00 0.00 10.000
34900.00 1595.00 15.000
86600.00 9350.00 25.000
155750.00 26637.50 28.000
227550.00 46741.50 33.000
391650.00 100894.50 35.000
FED-M4 FED W/H 2131 0.00 0.00 0.001
22600.00 0.00 10.000
38550.00 1595.00 15.000
90250.00 9350.00 25.000
159400.00 26637.50 28.000
231200.00 46741.50 33.000
395300.00 100894.50 35.000
FED-M5 FED W/H 2131 0.00 0.00 0.001
26250.00 0.00 10.000
42200.00 1595.00 15.000
93900.00 9350.00 25.000
163050.00 26637.50 28.000

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

Payroll Type/Taxes List

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

FED FED W/H 2131 0.00 0.00 0.001
FED-M0 FED W/H 2131 0.00 0.00 0.001
8000.00 0.00 10.000
23950.00 1595.00 15.000
75650.00 9350.00 25.000
144800.00 26637.50 28.000
216600.00 46741.50 33.000
380700.00 100894.50 35.000
FED-M1 FED W/H 2131 0.00 0.00 0.001
11650.00 0.00 10.000
27600.00 1595.00 15.000
79300.00 9350.00 25.000
148450.00 26637.50 28.000
220250.00 46741.50 33.000
384350.00 100894.50 35.000
FED-M2 FED W/H 2131 0.00 0.00 0.001
15300.00 0.00 10.000
31250.00 1595.00 15.000
82950.00 9350.00 25.000
152100.00 26637.50 28.000
223900.00 46741.50 33.000
388000.00 100894.50 35.000
FED-M3 FED W/H 2131 0.00 0.00 0.001
18950.00 0.00 10.000
34900.00 1595.00 15.000
86600.00 9350.00 25.000
155750.00 26637.50 28.000
227550.00 46741.50 33.000
391650.00 100894.50 35.000
FED-M4 FED W/H 2131 0.00 0.00 0.001
22600.00 0.00 10.000
38550.00 1595.00 15.000
90250.00 9350.00 25.000
159400.00 26637.50 28.000
231200.00 46741.50 33.000
395300.00 100894.50 35.000
FED-M5 FED W/H 2131 0.00 0.00 0.001
26250.00 0.00 10.000
42200.00 1595.00 15.000
93900.00 9350.00 25.000
163050.00 26637.50 28.000

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



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

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

Form **W-2** Wage and Tax Statement **2009** Department of the Treasury—Internal Revenue Service
Copy A For Social Security Administration — Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.
For Privacy Act and Paperwork Reduction Act Notice, see back of Copy D.
Cat. No. 10134D

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

SAMPLE OUTPUT: W-2



**PAYROLL
SYSTEM**

