CheckMark Payroll

User's Manual

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Part 1
Getting Started

CheckMark Payroll is an automated payroll software program designed for the small to medium sized business to calculate and print payroll. This program will process hourly and salaried pay rates and tracks regular, overtime, double-time, sick and vacation hours. CheckMark Payroll will calculate Federal and State withholding as well as other taxes that may not necessarily be set up for you upon installation depending on your locale. Use CheckMark Payroll to define deductions, additional incomes, calculate and create checks, generate tax liability reports and print W-2s, W-3s, Form 940, 941, 943 and 944reports.

Before jumping into the set-up of your company payroll, please read through the manual. General set up and payroll procedures are covered as well as how you can receive additional support directly from CheckMark, Inc.

System Requirements

CheckMark Payroll can be installed on a computer running either Macintosh or Windows operating systems. The software is a single-user application and not designed for multiple user access of the data files. DO NOT install the application program on a server, but locally on the user's computer hard drive even if you save the data on a server.

Users will need to have a personal computer running an operating system of either Windows 8 or higher, or Macintosh OS X 10.6 or higher.

Along with a compatible printer, the latest version of Adobe Reader is also required to properly print certain forms from the program. You can download a free copy of Adobe Reader from Adobe's website at www.adobe.com.

Whichever computer you choose, a fundamental knowledge of the operating system is essential. For more information about the basics and navigation of your operating system, see the user manual that came with your computer.

Software Updates

Each year the program is issued with the latest Federal and State withholding tax information as well as added features. Program patches are released as needed throughout the year for the current version of the software. Patches are available online at www.checkmark.com. Hard copy CDs can be purchased by calling the sales department at 800-444-9922.

Renewal notices are sent out each year, generally late summer to early fall, announcing the next update. Updates must be purchased each year to receive support and the ability to install patches for changes including withholding tables and reports that occur throughout the year.

How to Get More Help

This manual covers general Payroll set up, calculation and reporting. There may be items that are specific to your company that are not addressed here except in general terms. For these times, CheckMark Software, Inc. offers additional support for users that wish to purchase a support plan.

Only registered users can receive technical support so please, take a moment and read the License Agreement, fill out the Registration Card and send it in.

Support is offered via internet submission, email, fax or telephone. Whenever you contact support, have your customer number OR product registration number available. It is important that you are at your computer with CheckMark Payroll running when speaking with support to best resolve your question/problem.

Support Plans

CheckMark Software offers several additional support plans to meet your needs:

Priority Support

300 minutes with your annual subscription, with an 800 phone number exclusively for priority support customers and top of the queue assistance. Phone, email or fax support

Professional Support

90 minutes with your annual subscription. Phone, email or fax support.

Before Contacting Support/Other Resources

Check For Latest

Users with internet access can check to be sure that they are up-to-date as often as they wish by selecting Check for Latest Version under Help in the program. If you wish the program to check this for you every time it is launched, select the Preference to Check for Latest Version on Launch. If necessary, download and install the latest update (may require purchase if not using the current year version).

Payroll Manual

Users can access the Payroll Manual from the Help menu while in the CheckMark Payroll program. An updated manual is installed with each upgrade.

Online Knowledge Base

Users with internet access can check the online data base for Answers to common questions. Access to the Knowledge Base can be obtained by going to the Help menu and selecting CheckMark Knowledge Base. You can also access the Knowledge Base directly from the CheckMark website at www.checkmark.com.

Online Tutorials

These short movies are valuable for new users and seasoned pros alike. Each topic is easy to understand as you are taken step-by-step through features and procedures. You can access the tutorials under the Help menu in the program or by going to the CheckMark website at www.checkmark.com.

Contact CheckMark Inc

Suggestions

Our program continues to improve with the input of our users. If you wish to see a feature considered for possible implementation into the Payroll program, please send us your suggestions.

Sales - 800-444-9922 or sales@checkmark.com

Support - 970-225-0387 or support@checkmark.com

Customer Service - 970-225-0522 or info@checkmark.com

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Fort Collins, CO 80526

Chapter 1 Installation and Basic Use

Installing CheckMark Payroll

Macintosh Install

1 Close all programs including disabling of anti-virus software.

2 Insert the CheckMark Payroll CD-ROM into your computer's drive.

3 When the CD icon appears on the Desktop, open by double-clicking on it and double-click the CheckMark Payroll installer.

4 Follow the on-screen instructions to complete installation.

> The default install location on the hard drive for CheckMark Payroll is:
> Macintosh
> HD\Applications\CheckMark\Payroll\(year)\CheckMark Payroll.
> Users can install the program in any location, however, it is recommended to install the program on the local drive in the default location.

Note   The (year) folder represents the current calendar year. Each new year, a new folder pertaining to that year will be created.

Windows Install

1 Close all programs including disabling of anti-virus software.

2 Insert the CheckMark Payroll CD-ROM into your computer's drive.

3 The installer will start automatically.

> If the installer does not start automatically after a minute, click your Start menu and then select Run.
>
> Type in the path and filename in the Run box. That would be the drive name, colon (:), backslash (\), filename. For example: D:\setup. Then click OK.

4 Follow the on-screen instructions to complete installation.

> The default install location on the hard drive is C:\Program Files\CheckMark\Payroll\(year)\pay.exe. It is recommended to install the program on the local hard drive in the default location.

Note The (year) folder represents the current calendar year. Each new year, a new folder pertaining to that year will be created.

Note CheckMark Payroll for Windows should not be installed on a file server. Install the application onto the local hard drive of any computer in your company that will need to access payroll files. Then save your company database to a file server. If you choose to save your data files on a server, you need to map your network drive. Each operating system handles this differently. For more information, see the documentation that came with your operating system.

Keep in mind, the payroll application is still a single user program. Only one user should access the database at a time.

Command Center

When you open up CheckMark Payroll, the Command Center appears on the screen.
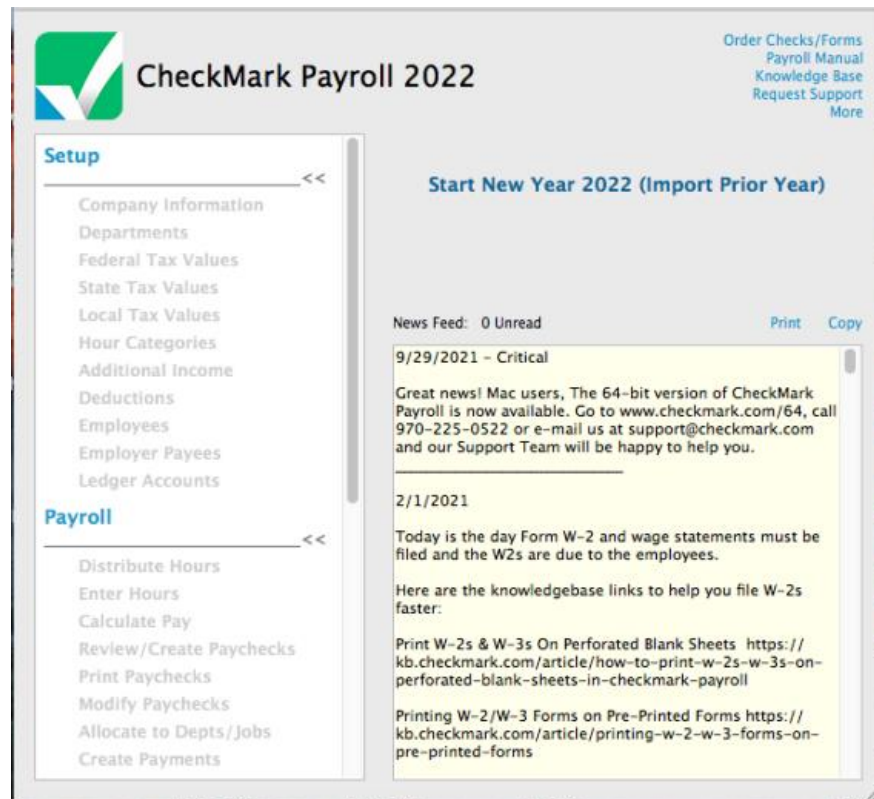
The Command Center is divided into three sections: Setup, Payroll and Reports. To use the Command Center, first click the section you wish to open, then click the option you want. If no company is open, the options for each section will appear greyed out and inactive. When a company is open, the options for each section will appear bold and the payroll year, company name, as well as the type of filer the company is and the number of active employees will appear on the right of the Command Center. You can click the Show Database Path link and a dialog will appear that shows the path to the company's database files.

The Command Center also has links to important support information, knowledge base articles, the user manual, as well as links to order checks and forms from CheckMark Software, Inc. The newsfeed at the bottom of the Command Center is a great way to keep up with the latest information from CheckMark.

Note   Not all menu commands are represented on the Command Center. Some dialogs, such as those under the File menu, can only be accessed using the pull-down menus or CTRL key (Windows) or COMMAND key (Macintosh) shortcuts from the keyboard.

Changing Command Center View

You can easily change the Command Center view back to CheckMark Payroll's Classic Command Center by selecting Change View from the View menu.

Database Manager

CheckMark Payroll stores company data in a database. When you initially open CheckMark Payroll, a database named Default Payroll Company Database is created (the path is as follows: HD/Documents/CheckMark/Payroll/[year]/ DefaultPayrollCompanyDatabase[year]).

If you process payroll for only one company, this is probably the only database you'll ever need.

If, however, you process payroll for more than one company, you should consider the following scenarios to manage your companies correctly. You can either store all your company files in the same database, or you can create two or more separate databases and store individual companies in them.

Storing All Company Files in the Same Database

Each database can contain multiple companies. The advantage to storing all your different company files in one database is that when you Backup Database, Restore Database, Close Database, or advance to a New Year, all companies stored in that database will be backed up, restored, closed or advanced to a New Year at the same time, saving you time.

Storing Company Files in Separate Databases

The advantage to storing each of your company files in separate databases is that you have more control over where each database is stored on your computer, as well as when you want to Backup Database, Restore Database, Close Database, or advance companies to a New Year.

Using the Database Manager

Choose Database Manager from the File menu.
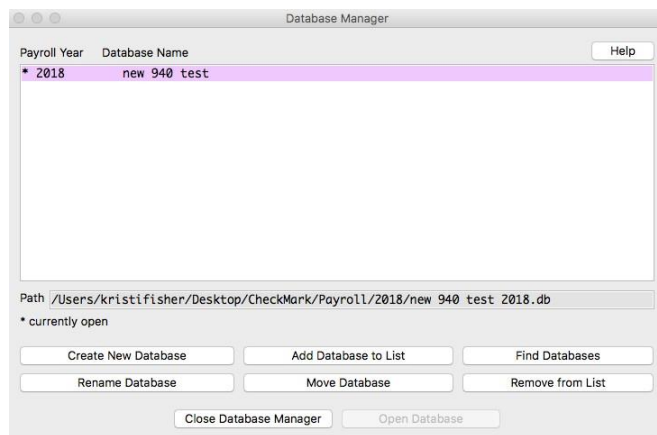
Create New Database

This option allows you to create and save a new database in any location you wish. Keep in mind that each database can store multiple companies.

1   Click Create New Database.
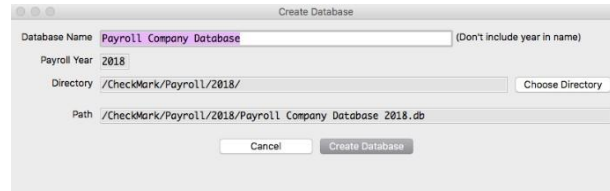
2   Enter a Database Name and Payroll Year. Click the Browse button to select a new location to save the database.

3   Click Create Database to save the new database.

Add Database to List

This button allows you to add an already-existing database to the list. For example, if you copied over a database from another computer and the Database Manager does not list this database, you can choose Add Database to List and browse to that location to update the Database Manager's list.

1   Click Add Database.

An Open dialog box appears.

2   Browse to the location where the database is saved.
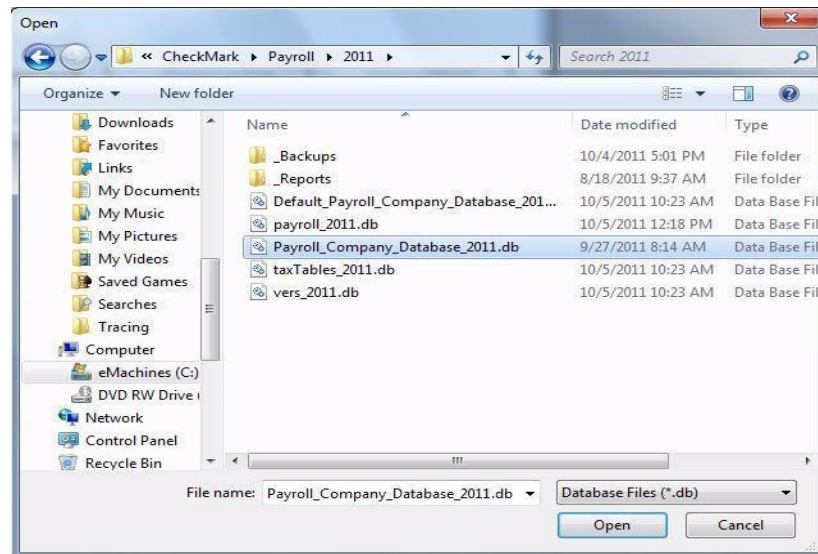
3   Select the database and click Open.

The database is added to the list in the Database Manager.

Rename Database

This option allows you to rename the database. It is recommended you use only alpha-numeric characters.

1   Click Rename Database.

The following alert appears:

The Rename Database window appears.
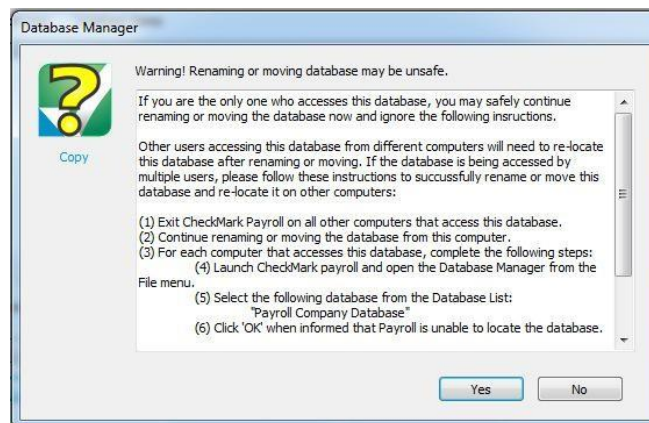
2   Click Yes.
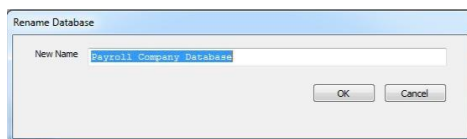
3   Enter the new name and click Rename Database to Save.

Remove From List

This option allows you to remove a database from the list.

Note This only removes the listing in the Database Manager. It does not delete the database file from the saved location. To delete a database, you will need to manually delete the database (.db) file from your hard drive or saved location.

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1 Click Remove From List.

A warning message appears.
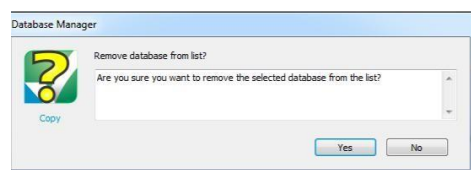
2 Click Yes to remove the database from the Database Manager list.

You can add the database again at any time by using the Add Database command.

Open Database

This option allows you to choose a different database and open it up to view all saved payroll companies in that particular database.

1 Select the database you want to open and press Open Database.

The new database is now open and all companies stored in this database are available under the Open Company command under the File menu.

Close Database Manager

This option closes the Database Manager window.

Open Company

This command allows you to choose a specific company in an available database. Once the program is launched, choose Open Company from the File menu. Select the database, if necessary, then select the payroll company to open and click Open Company.

Delete Company

You can also choose to delete a company from the database list by going under the File menu and selecting Delete Company. Select the company you wish to delete and click the Delete Company button. If you delete a set of files in this way, they cannot be recovered without a previously saved backup archive.

Exiting CheckMark Payroll

To exit or quit CheckMark Payroll:

- Choose Exit from the File menu (Windows)

- Choose Quit from the CheckMark Payroll menu (Mac)

Tips for Navigating Windows Within Payroll

You can enter information in any order you like by clicking in each field's edit box.

To move the cursor from one field to the next field, you could click in the field box. However, often the quickest way to move the cursor to another field is to press the following keys on your keyboard:

Keystroke	Result
TAB	Next field or control
SHIFT+TAB (While holding down the SHIFT key, press TAB)	Previous field or control

Making Selections in a List Box

While using CheckMark Payroll, you often select items from a list box. You can make your selections in the following ways:

- In most list boxes, you can choose a consecutive range of items by holding down the SHIFT key while clicking the first and last desired items in the list. For example, here is a consecutive range of checks selected on the Print Paychecks window:

- In most list boxes, you can also select a consecutive range of items in a list by dragging through the list to highlight the desired items. Simply select the first item in the selection and, while holding down the mouse button, move the mouse pointer through the list.

- To deselect an item in a list, position your mouse pointer over the selected item and click the mouse button. To retain other selections in the list while deselecting an item, hold down the CTRL key (Windows) or COMMAND key (Mac) while clicking the item.

- In some lists, you can make non-consecutive selections by holding down the CTRL key (Windows) or COMMAND key (Mac) while clicking the desired items in the list. The example below shows a non-consecutive range of checks selected.

Using Drop-Down Lists

Drop-down lists make data entry fast and easy. When you click the down arrow button in a drop-down list, a list of choices appears:
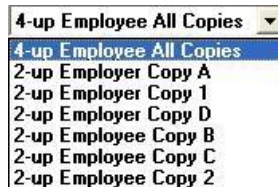
CheckMark Payroll offers you several ways to quickly find an item in a drop-down list.

- Use your mouse to select the item. Drag up or down through the list and select a name when it scrolls into view.

- Type the first character of the item. This automatically selects the first occurrence of the character at the beginning of an item name. On Windows, typing the character again will select the next item that starts with that character.

- Press the UP ARROW or DOWN ARROW keys on your keyboard to move through the list.

After the item you want is highlighted, press Enter to enter the item into the field.

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Chapter 2 Sample Company

Starting CheckMark Payroll for Windows and Opening the Sample Company

Note   A sample company is NOT included if you are installing a full version for the first time. If you have downloaded a Trial version or for any reason would like to see a sample company, contact CheckMark and we can send you the database that contains the Sample Company for review.

The following steps show you how to start CheckMark Payroll for Windows and open a sample company file called PRSample.pr0. If you would rather start setting up your own company right away, see "Chapter 3 Creating a New Company" on page 25.

1   Once you've received the database containing the sample company and saved it to your hard drive, launch CheckMark Payroll by clicking the shortcut on the desktop or from the Start menu.

2   Choose Open Company from the File menu. If the Sample Co is not listed, use the Database Manager to open the correct database containing the Sample Company. For information on the Database Manager, see "Database Manager" on page7.

3   Select the PR Sample Co, Inc and click Open Company.
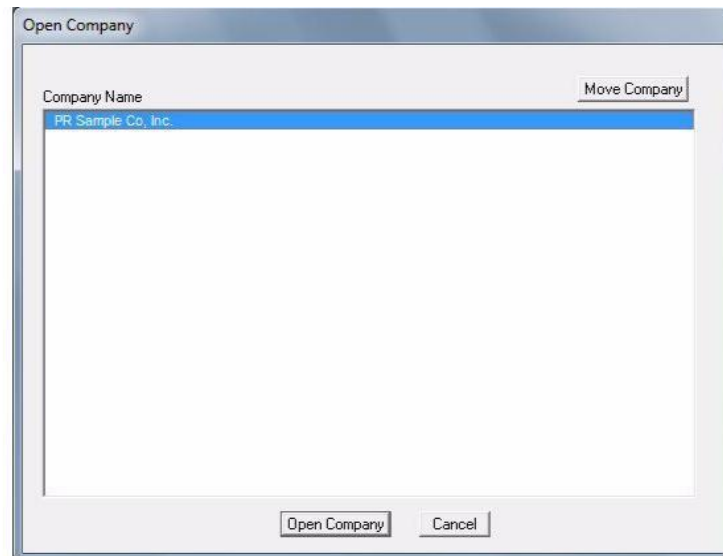
4   The PR Sample Co, Inc is now open and all sections are active on the Command Center.

Note   Do not enter your own company data in the PR Sample Co, Inc. You should create a new company if you plan to process payroll for your own company.

Starting CheckMark Payroll for Macintosh and Opening the Sample Company

The following steps show you how to start CheckMark Payroll for Macintosh and open a sample company file called PR Sample Co, Inc. If you would rather start setting up your own company right away, go to "Creating a New Company File" on page 25.

1   Double-click the alias on the dock or desktop. You can also launch Payroll by opening the folder where CheckMark Payroll was installed and double-clicking on the CheckMark Payroll icon.

2   Select Open Company from the File menu.

3   Select the PR Sample Co, Inc then click Open Company.

4   The PR Sample Co, Inc is now open and all sections are active on the Command Center.

Note   Do not enter your own company data in the PR Sample Co, Inc. You should create a new company if you plan to process payroll for your own company.

Part 2
Setting Up a Company

Setup of your company's payroll data set is key to ease of use and accuracy in your calculation and reporting. Read through the chapters ahead and evaluate each item to determine which items will be essential to your company setup. Depending on your company's needs, not all windows in CheckMark Payroll may be used. It is recommended that you follow the setup chapters in order so that all necessary items are available when setting up Employees, Employer Payees and Ledger Accounts.

Some things to consider before starting:

- Do you have an accounting program you wish to post payroll to and how do you wish the payroll to post? By department? By MultiLedger Job?

- Are there special taxes in your local area that you need to verify the setup? How are they reported to the taxingentity?

- Do I have all the documents I need to setup a company; ID numbers, SUTA rate, Employee W-4forms?

Steps to Setting Up a Company

The following is a checklist that you can follow for setting up your company.

Steps for Creating a New Company	Payroll Screen
▯ Create or Open the Database where you want to store your company files	Database Manager ,under the File menu
▯ Create a New Company file	New Company, under the File menu
▯ Setup Company Information and select Payroll Year	Company Information
▯ Setup Departments(optional)	Departments
▯ Add the appropriate state tax tables and parameters to your company	State Tax Values
	State Tax Values
▯ Enter the State ID and SUTA % for each state in which you process a payroll	
▯ Setup Local taxes (if required)	Local Tax Values
▯ Setup Hour Categories(optional)	Hour Categories
▯ Setup Additional Income items (optional)	Additional Income
▯ Setup Deduction items(optional).	Deductions
▯ Setup Employee information	Employees
▯ Setup Employer Payees (optional).	Employer Payees
▯ Setup Ledger Accounts(optional)	Ledger Accounts

Chapter 3 Creating a New Company

This chapter shows you how to create a new company file and enter basic company information.

Creating a New Company File

1   In Windows, Double click the Payroll shortcut on the Desktop or click the Start menu, select Programs, then select CheckMark Payroll from the CheckMark Payroll group.
On Macintosh, Double-click the CheckMark Payroll alias in the dock or on your Desktop or double-click the CheckMark Payroll icon located in the install folder that was installed on your hard drive.

2   Choose New Company from the File

menu. The following window appears:

3   Select how you want to save the new company.

Save the new company in the currently open database

If you already have created a database already from the database

manager, you can create a new company in that same database.

Choose an existing database in which to save the new company

If you want to create a new company in a different database that you have previously created, choose this option. Once you click OK, you'll be prompted with an Open Dialogue box to browse and select the database you want to use.

Create a new database for the company

If you are just starting CheckMark Payroll for the first time or what to create a new database for the company, choose this option.

Note   If this is a first-time setup, you won't have an existing CheckMark

> Payroll company to copy from. The sample company that is provided contains example information only and it is not recommended for copying setup information. If you want to copy setup information from an existing CheckMark Payroll company, see "Copying From an Existing Payroll Company" on page 27.

4   Click OK.

5   Enter a name Company Name and Trade Name (If applicable).
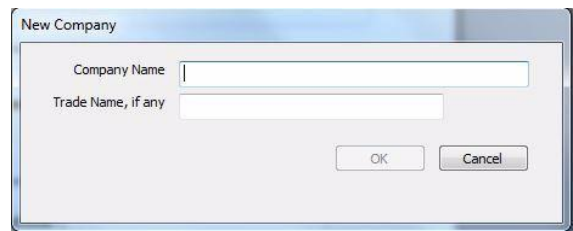
An alert appears asking if you want to copy setup data from an existing company. See, "Copying From an Existing Payroll Company" on page 27 for more information.

6   Finish entering the Company Information.

For more information on the fields on the Company Information window, see "Setting Up Company Information" on page 29.
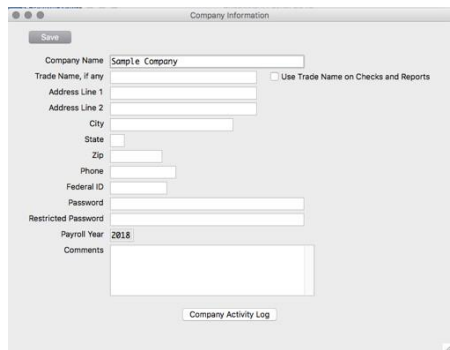
Once you've entered the basic Company Information, click Save and close the window. All sections should now be active on the Command Center.

Copying From an Existing Payroll Company

When you create a new Payroll Company, you have the option to copy certain setup data from an existing CheckMark Payroll company. You can copy Income and Deduction Categories, Departments, Hour Descriptions, Tax Tables, and Ledger Accounts.

Important You can also import employee information. For more information on importing employee information, see "Import Employee Information" on page103.

1   Open CheckMark Payroll.

2   Choose New Company from the File menu.

An alert asking if you want to copy setup data from an existing company appears.

Note   The Default Payroll Company Database will be used to save your company information. If you wish to use a different database or rename the database, see "Database Manager" on page7.
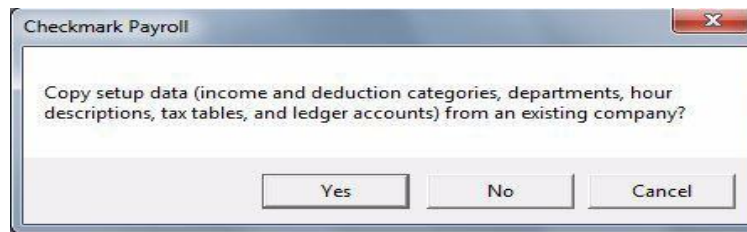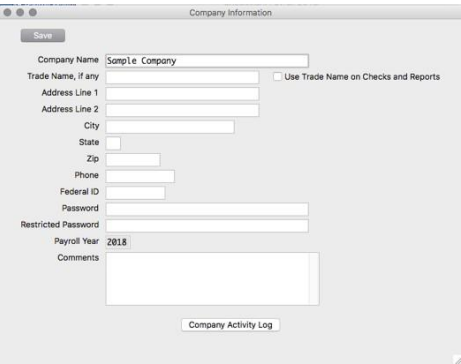
3   Click Yes. An Open dialog box appears.

:
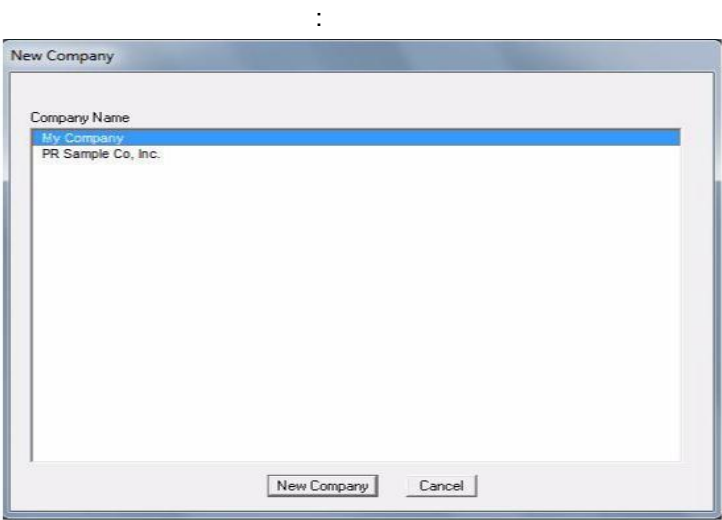
Note   Typically, you would not copy setup information from the "PR
        Sample Co, Inc." since it contains only example information.

---

4   Select the company you wish to copy information from. Once that
     company is selected, click the New Company button.

5   Begin setting up your Company Information in the Company
     Information window.

Chapter 4 Company Information

Setting Up Company Information

Use the Company Information window to enter your starting payroll year and basic company information, such as your company's name, address, and federal employer identification number.

1   Click Setup in the Command Center, then select Company Information.

2   Enter your company's name and press TAB to move to the next field.

3   Complete all necessary fields and click Save.

Note   Press SHIFT-TAB (hold down the SHIFT key and press TAB) to move the cursor to the previous field and highlight any previously entered information.

Items in the Company Information Window

Company Name   Enter your company's legal name.

Trade Name   Enter your company's Trade Name, if any.

Use on Checks&   Check this box if you want the Trade Name you entered to be used

Reports   on checks and reports. If this box is not checked, CheckMark Payroll will use your Company Name on checks and reports.

Address Lines 1& 2   Enter your company's street address, city, your state's two-

letter postal City, State, Zip abbreviation, and zip code.

Note	Only Address 1 information prints on Forms 940, 941, 944, and W-2/W-3s; the information in Address 2 will not print on these reports.
Phone	Enter your company's telephone number, including area code.
Federal ID	Enter your federal employer identification number. This number prints on 940, 941, 944 and W-2/W-3sreports.
Password	Enter up to 40 characters for a password if you want to restrict access to your company's files. The password is not case sensitive. For example, an upper case "T" is treated the same as a lower case "t." For more details, see "Setting Up a Password" on page242.
Payroll Year	The payroll year you enter appears on checks and reports and limits the check dates you can enter. CheckMark Payroll works with one year of data at a time. The current year is automatically entered based on the year the database is in.
	To modify the year, you must create a new database to change it to an earlier year. However, you can advance it to the next year with the New Year command. For details, see "Starting a New Year" on page 245
Comments	The Comments field allows you to type text to keep track of items like dates and addresses for filing or other pertinent information that might relate to your company.

Company Activity Log Click the Company Activity Log button.
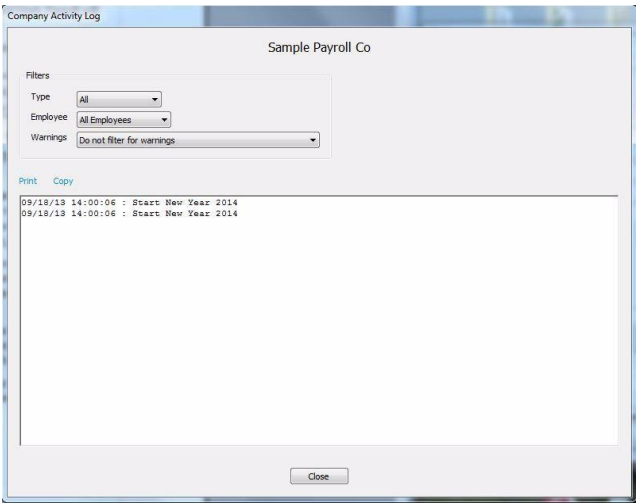
This screen displays a list of all activities performed in the payroll software. You can filter those activities by Type, Employee and Warnings. This helps give an idea of the daily, weekly, monthly, etc. transactions that are entered, modified or deleted.

Chapter 5 Setting Up Departments

CheckMark Payroll will accommodate up to 99 departments for your company's payroll distribution. Once defined on the Departments window, you can assign a default department to an employee and/or define the particular departments that an employee's wages will be distributed to on the Employees, Distribute Hours or Allocate Dept/ Jobs windows. CheckMark Payroll allows you to create new departments, modify or delete existing departments.

Note: Tenant Pro   Departments in CheckMark Payroll are Properties in Tenant Pro. Your Users Department list MUST match the Property ID report from Tenant Pro in order to post from CheckMark Payroll into Tenant Pro. See your Tenant Pro manual for more information.

Setting Up Departments

1   Click Setup in the Command Center, then select Departments.

New
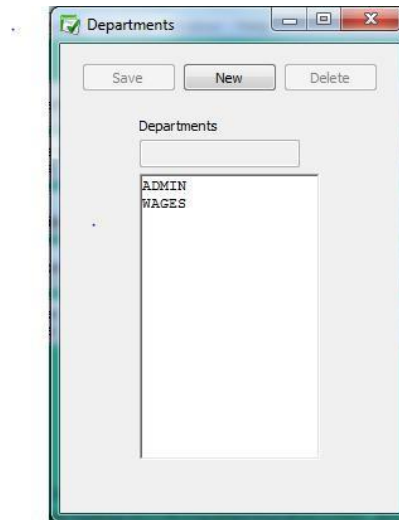
2 Click New.

3 Enter a name for the department in the edit box, and click

OK. Department names can be up to 17characters.

Modify Departments

1 Click Setup in the Command Center, then select Departments.

2 Select the department from the list.

3 Modify the department name in the edit box.

4 Click Save.

Deleting Departments

You can delete a department provided it is not assigned to any employees and has not been used on any existing checks. To delete a department:

1 Click Setup in the Command Center, then select Departments.

2 Select the department from the list.

3 Click Delete. An alert appears asking you to verify that you wish to delete the department.

4 Click Yes to delete the department.

Chapter 6 Federal Tax Values

Important   While CheckMark attempts to maintain up-to-date and accurate tax information, we cannot be responsible for changes or discrepancies in tax values. Please check your Circular E, Employer's Tax Guide or state or local tax publication if you are in doubt as to the accuracy of any tax value.

CheckMark has an annual tax update to make sure you are kept up to date on all the latest tax changes and software changes. See the flyer that came with your CheckMark Payroll package or check our web site, www.checkmark.com, for more information on updating.

Users of the current year's version should check online for updates and download available patches to make sure they're always up to date. For details about this, see "Software Updates" on page 2.

Setting Up Federal Tax Values

When you create a new company, or advance an existing company to a New Year, the following federal tax tables and parameters are already set up:

- Federal Single

- Federal Married

- Annual W/H Allowance

- FUTA (Federal Unemployment TaxAct)

- Social Security

- Medicare

Note   FUTA rate includes the credit of 5.4% for payment of SUTA taxes to your state. If your state is a credit reduction state, the rate may need to be modified.

You assign the appropriate federal table to each employee on the Employees window. see "Setting Up Employee Taxes" on page 78.

CheckMark Payroll uses the annual percentage method to calculate Federal withholding. To verify the tax tables that your company is using for calculation:

1   Click Setup in Command Center, then select Federal Tax Values.
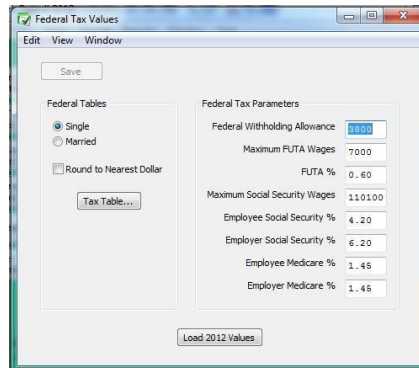
2   Select the radio button next to the desired table to view.

3   Click the Tax Table button.

To reload the Federal withholding tables and tax parameters in the company data files:

1   Select Setup in Command Center, then select Federal Tax Values.

2   Click the Load "year" Values button.

3   When prompted to replace existing values, click OK.

Chapter 7 State Tax Values

Setting Up State Tax Values and SUTA Values

Important: While CheckMark Inc attempts to maintain up-to-date and accurate tax information, we cannot be responsible for changes or discrepancies in tax values. There may also be additional taxes for your specific state that will need to be setup and maintained by you. Please check your state's current tax publication if you are in doubt as to the accuracy of any tax value.

State taxes, along with the employee's earnings and withholding allowances, determine how much state tax is withheld from an employee's check.

Even if your state doesn't have a tax table, you still need to add your state to the State Taxes list, so you can enter your state ID and State Unemployment Tax Authority (SUTA %).

After a state tax has been added to your company, you can assign it to an employee on the Employees window. see "Setting Up Employee Taxes" on page 78.

Adding Pre-defined State Taxes to Your Company

CheckMark Payroll accommodates up to 30 state tax tables in your State Taxes list. Each employee can be assigned one SUTA and one withholding state at a time

1   Click Setup in the Command Center, then select State Tax Values.

Load Latest Values... 2   Click Load Latest Table...

      3   Select one or more states from the list.

           Select a state by clicking it in the list or by typing the first letter of its name.

           If you need to select more than one table, drag through the list to highlight the desired names. To select non-consecutive states, hold down the CTRL (Windows) key or Command key (Macintosh) and click the desired names.

OK 4   Click OK.
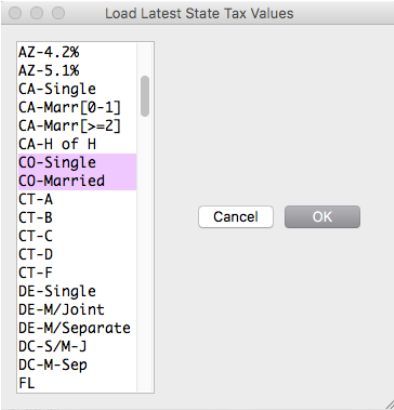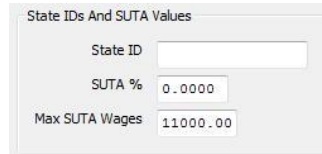
Note   When possible, the Exemption Total or Tax Credit total, if applicable for the selected state(s), is calculated for you. If the parameters for this calculation cannot be calculated within the program, you will receive an alert advising you to see the information available by clicking the Additional Web Information button. This button is a link that will launch a page on Checkmark's website that contains details on manual calculators, as well as other information about your state taxes. An internet connection is required. If you do not have an internet connection, information is available in your state tax guide.

Setting Up Your State ID and SUTA Values

After you've added the appropriate states to your company, do the following:

1   Select a state from the State Taxes list.

If you don't see the state you need, add it with the Load Latest Tables...button.

2   Click in the State ID edit box, and enter your state employer identification number. This is the State ID that prints on W-2s. Then press TAB.

State IDs And SUTA Values

State ID	
SUTA %	0.0000
Max SUTA Wages	11000.00

3   Enter your SUTA % and press TAB.

This is the rate you pay as an employer that has been given to you by your state and is based on an experience rating. If the state has presented this number as a rate rather than a percentage, convert it to a percentage by moving the decimal point two places to the right. For example, the rate of .004 should be entered as .4 in the SUTA % edit box.

4   Verify that the value shown for the Max SUTA Wages is correct.

The Max SUTA Wages amount for the selected state is automatically entered; however, you should use your state tax guide or your company's state unemployment report to verify that it's correct.

Note   Assigning the State ID, SUTA %, and Max SUTA Wages for a   state tax table automatically assigns those values to all tables for that state.
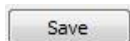
Save   5   Click Save in the upper left-hand corner.

If you are processing a multistate payroll, repeat steps 1– 5 for each state.

Chapter 8 Local Tax Values

Setting Up Local Tax Values

Important: While CheckMark Inc attempts to maintain up-to-date and accurate tax information, we cannot be responsible for changes or discrepancies in tax values. There may also be additional taxes for your locality that will need to be setup and maintained by you. Please check your locality's current tax publication if you are in doubt as to the accuracy of any tax value.

If necessary, local taxes can be configured for your company. The local tax tables, along with the employee's earnings, and the number of withholding allowances (if necessary), determine how much local tax is withheld from an employee's check. CheckMark Payroll accommodates up to 10 local tax tables, but each employee can be assigned only one.

After a local tax has been added to your company, you can assign it to an employee on the Employees window. see "Setting Up Employee Taxes" on page 78.

Note   If you have more than one local tax per employee, you can also   set up a local tax as a deduction. For instructions on setting up deductions see "Creating a New Deduction Category" on page62.

Creating a New Local Tax Category

You can add a new Local tax category if the local tax is a Fixed % or Fixed Amount.

Note   You cannot create a new Local Tax that uses a tax table for calculation.

1   Click Setup in the Command Center, then select Local Tax Values.

2   Click the New button at the top of the screen.

3   Enter a name for the new Local Tax.
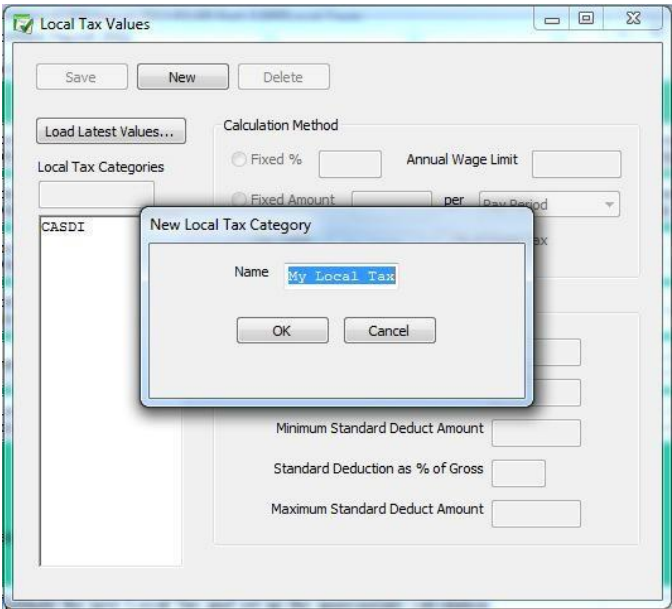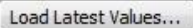
4   The new Local Tax should now be added to the list of taxes
     available. Highlight the new Local Tax and set up the
     appropriate calculation parameters.
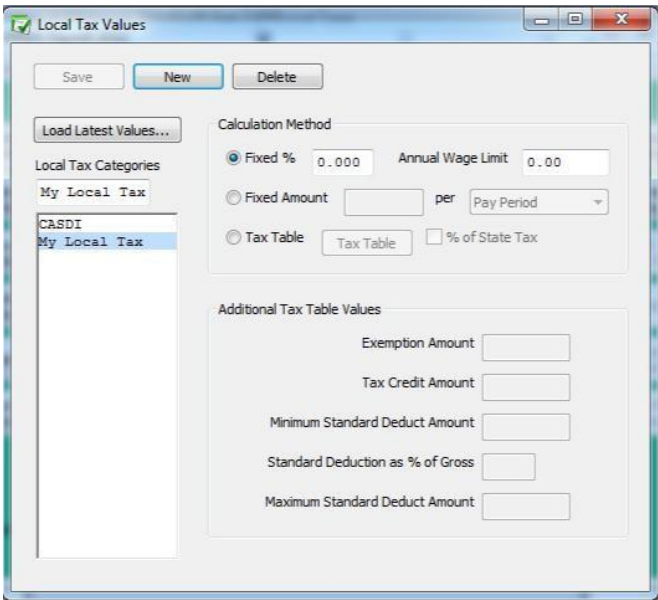
5   Click Save. For assigning a local tax to the employee(s), see "Local Taxes" on page82.

Adding Pre-Defined Local Taxes to Your Company
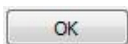
1   Click Setup in the Command Center, then select Local Tax Values.

Load Latest Values...   2   Click Load Latest Values.

3   Select one or more local taxes from the list.

Select a local tax by clicking its name in the list or drag to select consecutive tax names. To select non-consecutive local taxes, hold down the CTRL(Windows) key or Command(⌘)key (Macintosh) and click the desired names.

Load Latest Local Tax Values

Aurora-CO
CASDI
Denver-CO
Grnwd Vlge-CO
Kansas City
NYC-Res-SGL
NYC-Res-MAR
St Louis MO
Wilmngtn-DE
Yonkers-SGL
Yonkers-MAR

Cancel   OK
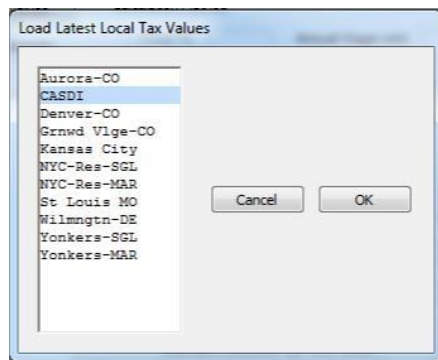
OK   4   Click OK.

Setting Up CASDI for California Employees

California's State Disability Insurance (CASDI) should be set up as a Fixed %. Please verify the current rates with EDD or visit the website atwww.edd.cahwnet.gov/taxind.htm.

Note   You can also set up CASDI as a Deduction Category. For more
        information, see "Creating a New Deduction Category" on page62

Chapter 9 Setting Up Hour Categories

Use the Hour Categories window to set up the types of hours that your company uses to calculate pay for hourly employees. You can also set up accrued hour categories, such as sick and vacation.

You can define up to twelve-hour categories for your company; all of which can be used for any employee.

Important

You should carefully choose the order of the hour categories in the Hour Categories list because it determines the order of their appearance on the Distribute Hours and Enter Hours windows. Setting up hour categories according to their frequency of use with the most used hour category first is recommended.

Once you've created at least one set of payroll checks or set up beginning year-to-date balances with the YTD view mode on the Employees window, you should not change the order, delete or modify the names since this could adversely affect these balances.

CheckMark Payroll comes with several pre-defined hour categories. Click the Add from List button in the Hour Categories window for a complete list. You can add a pre-defined hour category to your company, and then use it as is or change its definition.

Adding a Pre-Defined Hour Category to Your Company

1   Click Setup in the Command Center, then select Hour Categories.

2   Click Load fromList.
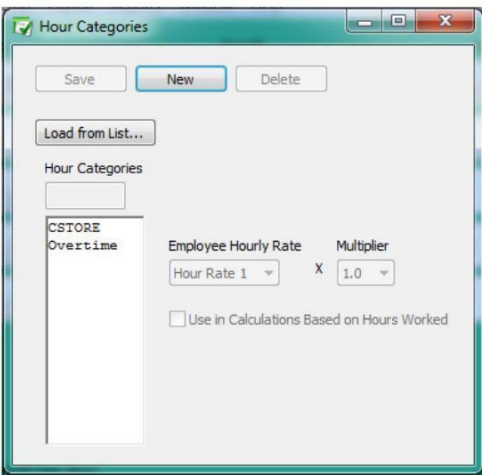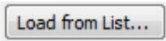
3   Select one or more hour categories from the list
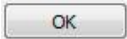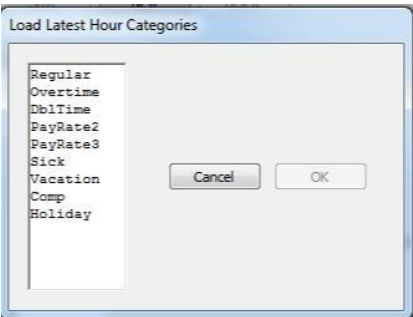
4   Click OK.

Creating a New Hour Category

If you need an hour category that isn't pre-defined in CheckMark Payroll, use the New button to create a new one.

New   1   Click New.

New Hour Category

Name

OK   Cancel
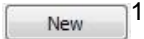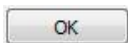
OK   2   Enter a name, up to eight characters, for the hour category and click OK.

3   Define the new hour category.

Employee Hourly Rate: Use this drop-down list to select whether Hour Rate 1, 2, 3, or 4 should be used for the hour category. The hourly rate is assigned to each employee on the Employees window.

Multiplier: Use this drop-down list to select the multiplier (1, 1.5, 2, 0.5) by which an employee's hourly rate should be multiplied.

For example: Regular would be defined as Hour Rate 1 x 1. Overtime would be defined as Hour Rate 1 x 1.5. Employee Brian makes $8/ hour. Regular hours would be paid at $8/hour (1 x $8) and overtime at $12/hour (1.5 x $8).

Use in Calculations Based on Hours Worked: Check this option if the hours in this category should be included for income and deduction calculations based on Fixed Amount/Hour Worked. An example would be Labor & Industry taxes in the state of Washington.

You should also check this option if you plan on accruing hours such as vacation or sick based on hours worked. For example, you wish to accrue vacation on regular hours worked. Check this option on Regular so that each hour worked by those employees would accrue vacation on them at the rate set on the Employee window.
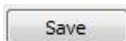
Save   4   Click Save.

Modifying an Hour Category

Once you have created at least one check or setup YTD balances on the Employee window, modifying an hour category is NOT recommended since it could adversely affect balances.

1   Click Setup in the Command Center, then select Hour Categories.

2   Select the hour category from the Hour Categories list.

3   Use the Employee Hourly Rate and Multiplier drop-down lists to change the hour category's definition.

4   Click Save.
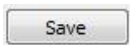
Deleting an Hour Category

You can delete an hour category as long as there are no employee checks or employee year-to-date balances associated with it.

Important   Once you've created at least one set of payroll checks or set up beginning year-to-date balances with the YTD view mode on the Employees window, you should not change the order, delete or modify the names since this could adversely affect these balances.

1   Select the hour category from the Hour Categories list.
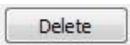
2   Click Delete.

CheckMark Payroll asks you to verify that you want to delete the hour category.
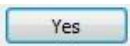
3   Click Yes.

Chapter 10 Setting Up Additional Income

The Additional Income window allows you to set up the types of income, such as mileage or tips, that your company uses in addition to a salary or hourly wages to calculate an employee's pay. You can set up your own or add pre-defined categories which can be modified if need be.

Note	You can assign ledger accounts to each Additional Income category for transferring or posting Additional Income amounts to an accounting system. See "Chapter 14 Setting Up Ledger Accounts" on page97.

You can add up to 40 Additional Income categories for your company and assign up to eight per employee.

Once set up on the Additional Income window, a category can be assigned to an employee on the Employees window. See "Setting Up Employee Additional Income" on page 83.

Important	Do not delete any Additional Income categories once the first check for the year has been created. The only time a category should be deleted is after the New Year file has been created, but before any checks have been created.

Important	Do not change the tax status on any Additional Income category once the first check of the year has been created. To make a change to the tax set up mid year, stop the category from being applied by simply modifying the amount/rate to zero. Then create a new category with the correct tax set up to be applied.

Adding Pre-Defined Additional Income Categories to Your Company

Important Pre-defined incomes are setup using general tax guidelines.   Verify the tax setup with current tax laws including your state and/or locality. You can modify any pre-defined income.

1   Click Setup in the Command Center, then select Additional Income.

2   Click Load fromList...

3   Select one or more categories from thelist.

4   Click OK.

Creating a New Additional Income Category

If you need an Additional Income category that's not pre-defined, use the New button to create a new one.

Note   When adding a new income (not applicable for Variable calculation) or modifying a rate or amount, you will be prompted to "Change Amount/Rate for all employees assigned this income category?" when you click Save. If this is a new income category setup, selecting either Yes or No will have no effect. If you modify an existing income category:

- Clicking Yes overrides any specific amount entered on the Employees window to the amount/rate entered and saved on the additional Income window.

- Clicking No leaves the specific amount entered on the Employees window.

1   Click Setup in the Command Center, then select Additional Income.

2   Click New.

New Income Category

Name |

OK   Cancel
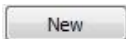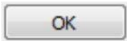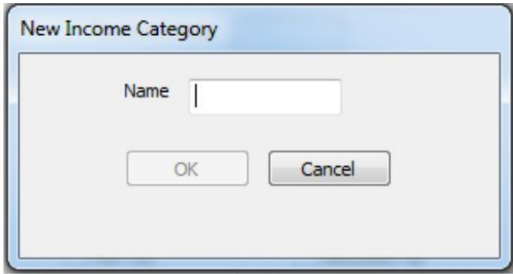
OK   3   Enter a name, up to 12 characters long, for the category and click OK.

4   Select the calculation method for the Additional Income

category. See "Calculation Methods" on page54.

5   Define the Additional Income parameters. For more information on what each parameter means, See "Items in the Additional Income Window" on page54.

Tip   If the rate/amount of the Additional Income is the same for ALL employees - enter the rate/amount in the edit box on this window. Then, that amount will be entered on the Calculate Pay window for all employees you assign the Additional Income to on the Employees window.

If the rate/amount of the Additional Income is different for each employee - enter zeroes on this window. Then, modify the rate/amount on the Employee window when you assign the income to the employee.
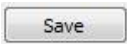
Save   6   Click Save when you have finished defining the category.

Modifying an Additional Income Category

Important   Do not change the tax status on any Additional Income category once the first check of the year has been created. To make a change to the tax set up mid year, stop the category from being applied by simply modifying the amount/rate to zero. Then create a new category with the correct tax set up to be applied.

1   Click Setup in the Command Center, then select Additional Income.

2   Select the category from the Additional Income list.

3   Make the necessary changes to the category's definition.

Save   4   Click Save.
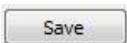
5   When modifying a rate or amount, you will be prompted to change for all employees. Select yes or no.
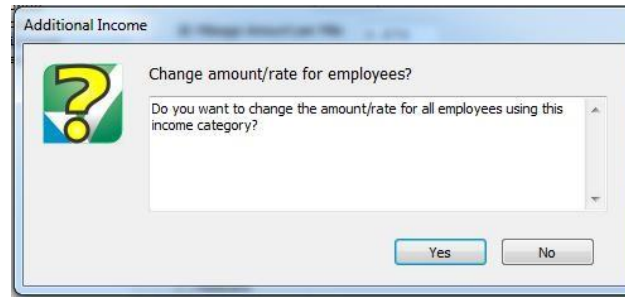
Yes   Clicking Yes overrides any specific amount entered in the Employee Set Up window under the employees Income Tab screen

under the employees Income Tab screen as previously entered

1   Example 1: You update the amount of mileage reimbursement from .445 cents/mile to .565 cents/mile in the Additional Income window and click Save. When prompted to Change Amount/Rate, clicking Yes will update all employees that have the mileage category assigned and update those values regardless of what value was entered previously.

2   Example 2: You set up a category for commissions based on percent of sales. Each employee this applies to might have their own specific amount. When saving this category, selecting No upon this Change Amount/Rate screen, all values entered in the Employee Set Up screen under the Income tab will remain and each person will continue to have specific amounts.

Note   If no employees have this category assigned to them in the Employee Set Up window, selecting Yes or No will have no effect

Deleting an Additional Income Category

You can delete an Additional Income category as long as there aren't any employee checks or year-to-date balances associated with it and it is not assigned to any employees.

Important Do not delete any Additional Income categories once the first check for the year has been created. The only time a category should be deleted is after the New Year file has been created, but before any checks have been created.

1   Click Setup in the Command Center, then select Additional Income.

2   Select the category from the Additional Income list.

3   Click Delete.

    CheckMark Payroll asks you to verify that you want to delete the
    Additional Income category.
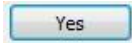
4   Click Yes to delete the category.

Items in the Additional Income Window

Calculation Methods

Variable Amount	Amount paid to an employee varies with each pay period. If this option is selected, the amount that appears on the Calculate Pay window will always be 0.00 until you override and enter the amount of the additional income.
Fixed Amount per Pay Period, Hour Worked, 1st Chk of Month, or 1st Chk of the Quarter	Select Fixed Amount per Pay Period if the amount paid to an employee is the same each pay period. Select Fixed Amount per Hour Worked, if the amount paid to an employee is multiplied by the number of hours worked that pay period. Hour Categories defined with Use in Calculations Based on Hours Worked are used in this calculation. Select Fixed Amount per 1st Check of Month if the amount paid to an employee is the same each month. The amount will be added to the first paycheck created for the month. Select Fixed Amount per 1st Check of the Quarter if the amount paid to an employee is the same each quarter. The amount will be added to the first paycheck created for the quarter.

There are two ways to handle a Fixed Amount income category:

Fixed % of Sales	Select Fixed % of Sales if the Additional Income should be calculated as a fixed percentage of an employee's total sales, such as a commission. The value entered here should be a percent, not a decimal value. For example, a decimal value of .015 should be entered as 1.5.
Apply to Wages	With option Fixed % of Sales selected, select Apply to Wage check box if the Additional Income should be calculated as a fixed percentage of an employee's total wages. The value entered should be a percent, not a decimal value. For example, a decimal rate of .15 should be entered as1.5.

There are two ways to handle a Fixed % of Sales or Fixed % of Wages income category:

If the Fixed % is the same for all employees:

You can enter the rate/amount in the edit box on this window.

If the Fixed % is the different for each employee:

You can modify the amount for each employee on the Income tab of the Employee Setup window. For more information, see "Setting Up Employee Additional Income" on page 83.

Mileage Amount

Select Mileage Amount/Mile if the Additional Income should be Per Mile calculated on the number of miles an employee drives.

Once you've assigned the category to an employee, you can enter the number of miles on the Calculate Pay window.

Piecework Rate Select Piecework Rate if the Additional Income should be calculated on a rate an employee receives for a quantity you enter.

Once you've assigned the category to an employee, you will enter the number of pieces on the Calculate Pay window.

Other Options

Omit from Net

Check this option if the income category should only be added to an employee's wages for taxing purposes but not included in the net of the employee's check. An example where this would be used is Reported Tips. Incomes with this selected will not post into your accounting program.

Include in Wages for

Check this option if the income category amount should be included in Dept/Job Posting the Department or Job wage distribution when posting to your accounting program.

Tip Income Options

You can check either Allocated Tip or Reported Tip but not both.

Important

When either Reported Tip or Allocated Tip is checked, other checkboxes, such as Tax Status options, are automatically set. However, you should verify these settings according to current tax laws.

Allocated Tip

Check Allocated Tip if the income should not be included in net pay nor subject to any employee withholding taxes. The Allocated Tip amount will appear in the Allocated Tips box of the employee's W-2 at year end.

Reported Tip

Check Reported Tip if the income should not be included in net pay, but is subject to Social Security and Medicare, federal, state, and local withholding taxes. Reported tips are also subject to employer taxes.

Exempt From Options

By checking the appropriate options, you can classify an Additional Income category as exempt from any combination of the following taxes: See your Circular E, Employer's Tax Guide, state or local tax guide to determine the correct handling of individual income items. While all Additional Income categories will appear as part of Gross Wages, how they are reported on reports such as Form 941, State Wages Summary or W-2 Statements is determined by your setup here.

Federal Tax	Check Federal Tax if the income should be exempt from Federal Withholding tax.
Social Security	Check Social Security if the income should be exempt from Social Security Withholding.
Medicare	Check Medicare if the income should be exempt from Medicare Withholding.
FUTA	Check FUTA if the income should be exempt from Federal Unemployment tax.
State Tax	Check State Tax if the income should be exempt from State Withholding tax.
SUTA	Check SUTA if the income should be exempt from State Unemployment tax.
Local Tax	Check Local Tax if the income should be exempt from Local Withholding tax.
Deduction(%)	Check Deduction (%) if the income should not have a Fixed % Deduction item applied to it. For example, you may not want to take a 401(k) deduction out of a bonus. Setting this up in CheckMark Payroll is a two-step process. The following instructions explain how:

Step 1—Set up the Additional Income Item

1   Highlight an Additional Income item in the list.

You can also click Add from List to add an Additional Income item, or click New to create one from scratch.

2   Check the Deduction (%) option in the Exempt From list.

3   If necessary, continue setting up the Additional Income item. Then, when you're finished, click Save.

4   Close the window.

Step 2—Set up the Deduction Item

1   Click Deductions in the Command Center.

2   Highlight an existing Fixed % Deduction item in the list.

You can also click Add from List to add a Deduction item, or click New to create one from scratch.

3   Choose Wages-Exempt Income from the Apply to drop-down list.

4   If necessary, continue setting up the Deduction item. Then, when you're finished, click Save.

5   Close the window.

See your Circular E, Employer's Tax Guide or state tax guide to determine the correct handling of individual income items.

W-2 Options

Box 10-Dependent Check this option if you want the Additional Income amount to print in Care Benefits Box 10, Dependent Care Benefits, on the W-2.

Box 11   Check this option if you want the Additional Income amount to print in Box 11, Non-Qualified Deferred Compensation, on theW-2.

Sec457   Check this option if you have selected Box 11 and the non-qualified deferred compensation is a section 457(b)plan.

Box 12   Check this option if you want the Additional Income's code and amount to   print in Box 12 of the W-2 Statement. A Code must also be entered when this is selected. Refer to the Instructions for Form W-2 from the IRS for the code to be entered here. Codes are entered as capital letters.

Box 12 Code Enter the one-letter code using a capital letter. Refer to the "Instructions for Form W-2" section of the IRS publication Federal Employment Tax Forms for guidelines about what codes to use for Box12.

Box 14-OtherCheck this option if you want the Additional Income category's amount and description to be included in Box 14 on the W-2form.

Chapter 11 Setting Up Deductions

Use the Deductions window to setup deductions from employee's pay in addition to setting up tax categories. Depending on your location, deductions can be setup for special tax categories required to be withheld. CheckMark Payroll allows you to add pre-defined deductions, create new deductions, modify existing deductions or delete deductions not being used in the Deduction list. Pre-defined deductions can be modified once they are in the Deduction list.

Note

You can assign ledger accounts to each Deduction category for transferring or posting Deduction amounts to an accounting system. See "Chapter 14 Setting Up Ledger Accounts" on page97.

You can define up to 60 Deduction categories for your company and assign up to 16 per employee.

Important

DO NOT delete any Deduction categories once the first check for the year has been created. The only time a category should be deleted is after the New Year file has been created, but before any checks have been created.

DO NOT change the tax status on any Deduction category once the first check of the year has been created. To make a change to the tax set up mid year, stop the category from being applied by simply modifying the amount/rate to zero. Then create a new category with the correct tax set up to be applied.

Adding Pre-Defined Deduction Categories to Your Company

1   Click Setup in the Command Center, then select Deductions.

2   Click Load from List....

3   Select one or more categories from the list.

Load Deductions

401(k)
403(b)
457(b)
Cafe Plan
ChildSupport
ETT
Flex Plan
Garnishment
HSA-Em
Life Ins
Loan
Medical Ins
NJDI
NJFLI
PASUI
Reimburse
RITDI
Roth 401K

Cancel   OK

4   Click OK.

Important Pre-defined Deductions are setup using general tax guidelines. Verify the tax setup with current tax laws including your state and/or locality. You can modify any pre-defined deduction.

Creating a New Deduction Category
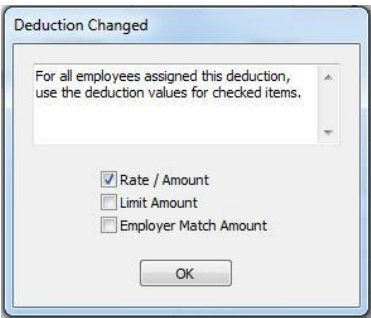
If you need a Deduction category that's not pre-defined, use the New button to create a new one.

1 Click Setup in the Command Center, then select Deductions.

New

2 Click New.

3 Enter a name for the category, up to 12 characters, and click OK.

New Deduction Category

Name

OK   Cancel
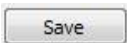
4 Define the Deduction parameters. For further description of each parameter see "Items in the Deductions Window" on page64.

Save

5 Click Save when you've finished defining the category.

6 You will be prompted to change selected items for all employees assigned this deduction. Click OK.

Deduction Changed

For all employees assigned this deduction, use the deduction values for checked items.

☑ Rate / Amount
☐ Limit Amount
☐ Employer Match Amount

OK

Change All pop up message: For each checkbox marked, the number entered in the Employee Setup under the Deductions tab will be overridden to the number set in this screen.

Example: A 401(k) annual deduction limit has changed for the payroll year and you modify the limit amount and hit the Save button. When the Change All pop up box comes up, select the Limit Amount checkbox the click OK. You will only have to modify any employee with a different limit amount rather than, most likely, the majority of employees.

Modifying a Deduction Category

Important   Do not change the tax status on any Deduction category once the first check of the year has been created. To make a change to the tax set up mid year, stop the category from being applied by simply modifying the amount/rate to zero. Then create a new category with the correct tax set up to be applied.

1   Click Setup in the Command Center, then select Deductions.

2   Select the category from the Deduction list.

3   Make the necessary changes to the category's definition.

4   Click Save.

5   You will be prompted if the deduction values (Rate/Amount, Limit Amount, or Employer Match Amount) should apply to all employees assigned the deduction. Select the appropriate check boxes and click OK to make changes for all employees using the deduction.

Deleting a Deduction Category

You can delete a Deduction category as long as there are no employee checks or year-to-date balances associated with it and it is not assigned to any employees.

Important Do not delete any Deduction categories once the first check for the year has been created. The only time a category should be deleted is after the New Year file has been created, but before any checks have been created.

1   Click Setup in the Command Center, then select Deductions.

2   Select the category from the Deduction list.

3   Click Delete.

CheckMark Payroll asks you to verify that you want to delete the Deduction category.
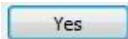
4   Click Yes to delete the category.

Items in the Deductions Window

Calculation Methods

Variable Amount

Select Variable Amount if the Deduction amount for an employee varies with each pay period. If this option is selected, the amount that appears on the Calculate Pay window will always be 0.00 until you override and enter the amount of the deduction.

Fixed Amount per Pay Period, Hour Worked, 1st Chk of Month, or 1st Chk of the Quarter

Select Fixed Amount per Pay Period if the deduction amount is the same each pay period. Select Fixed Amount per Hour Worked if the amount deducted from an employee is multiplied by the number of hours worked of that pay period. Hour categories defined with the option to Use in Calculations Based on Hours Worked are used in this calculation.

Select Fixed Amount per 1st Check of Month if the deduction amount is the same each month. The income will be deducted from the first paycheck created for the month.

Select Fixed Amount per 1st Check of Quarter if the deduction amount is the same each quarter. The income will be deducted from the first paycheck created for the quarter.

There are two ways to handle a Fixed Amount deduction category:

If the Fixed Amount is the same for all employees:

You can enter the amount in the edit box on this window. This amount will be entered automatically on the Calculate Pay window for all employees who are assigned this deduction.

If the Fixed Amount is the different for each employee:

You enter 0.00 here and modify the rate/amount for each employee on the Deduction tab of the Employee Setup window. For more information on this, see "Setting Up Employee Deductions" on page 85.

Fixed%

Select Fixed % if the amount deducted from an employee is calculated as a percentage of their wages. You can have this Fixed % be deducted from total wages, federal withholding wages, state withholding wages, Wages-Exempt Income, or SUTA wages by selecting the appropriate option from the Apply to: drop down list. The value entered here should be a percent, not a decimal value. For example, a decimal value of .015 should be entered as 1.5.

There are two ways to handle a Fixed % deduction category:

If the Fixed % is the same for all employees:

You can enter the amount in the edit box on this window. This amount will be entered automatically on the Calculate Pay window for all

employees who are assigned this deduction.

If the Fixed % is the different for each employee:

Enter 0.00 here and modify the rate/amount for each employee on the Deductions tab of the Employee Setup window. For more information on this, see "Setting Up Employee Deductions" on page 85.

Note   If you have a deduction based on disposable wages you will need to choose Disposable Wages under the drop down for Apply to. This basic setup is subtracting all deductions required by law (Federal, State, Local, SS and Med are already included) from the employee's gross earnings.
There are certain rules and situations on what is to be included or not included. For example, tips are not included for disposable earnings while state unemployment or disability tax is included. The Deduction and Additional Income setup screens both contain a checkbox for Include in Disposable Wages Calculations to include the calculation of disposable wages.

Deduction Limit Options

Limit Type   You can set the Limit Type for a deduction defined as Fixed Amount (per Pay Period, 1st Check of Month, or Hour Worked) or Fixed % by selecting the appropriate Limit Type from the pop-up list. You can choose a deduction limit type of Annual Wages, Loan Amount, Annual Deduction Amount, Pay Period, or Monthly.

Note   As with the calculation methods in the last section, if the limit amount is the same for all employees, enter the amount in this screen. If it is a different amount for each employee, insert 0.00 in this screen and modify the deduction limit amount in the Employee Setup under the Deduction tab.

- If you choose Annual Wages as the Limit Type, the deduction will be taken out of the employee's pay each pay period until the employee's annual wages meet or exceed the amount you enter in the edit box or the limit setup in the Deduction tab of the Employee Setup.

- If you choose Loan Amount as the Limit Type, the deduction will be taken out of the employee's pay each pay period until the loan amount you enter in the edit box is reached.

- If you choose Annual Deduction Amount as the Limit Type, the deduction will be taken out of the employee's pay until the annual deduction limit you enter in the edit box is reached.

- • If you choose Pay Period as the Limit Type, the deduction will be taken out of the employee's pay up to the maximum deduction limit for the pay period.

- • If you choose Monthly as the Limit Type, the deduction will be taken out of the employee's wages for each paycheck of the month until the deduction limit you enter in the edit box is reached for the month.

Employer Match Options

Employer Match Type   You can set the matching type for a deduction by selecting either Fixed Amount, Fixed %, or Hour Worked from the drop-down list.

Amount/Rate   Enter the amount or rate for the employer match. If you have Fixed Amount or Hour Worked selected as the Employer Match Type, the amount you enter in the Amount/Rate edit box is treated as a dollar amount.

If you have Fixed % selected as the Employer Match Type, the amount you enter in the Amount/Rate edit box is treated as a percentage of the employees' wages. The rate entered can be modified for each employee in the Deductions tab in Employee Setup.

Wage Limit   If necessary, enter the employee wage at which the employer match should stop calculating. This cannot be entered or overridden in the Employee Setup.

Match if No Employee   Use this box if a deduction has no employee portion, but should still Deduction have an employer portion. An example of using this box is for California's ETT, Employer Training Tax. ETT does not have an employee deduction, but does have a Fixed % the employer contributes, so the Match if no Employee Deduction box should be checked.

Deduct Before Options

By checking the appropriate options, a deduction will be deducted before the following taxes:

- Federal Tax

- Social Security

- Medicare

- FUTA

- State Tax

- SUTA

- Local Tax

See your Circular E, Employer's Tax Guide or state tax guide to determine the correct handling of individual deduction items.

W-2 Box Selections

You should refer to the "Instructions for Form W-2" section of the IRS publication Federal Employment Tax Forms for guidelines about where deductions and codes should print on W-2s.

Box 10-Dependent — Checking causes the year-to-date total for the dependent care benefits Care Benefits deduction to appear in Box 10 of an employee'sW-2.

Box 12 — Checking causes the deduction's code and amount to be included in Box 12 on a W-2form.

Box 12 - Code — Check this option if you wish the Deduction amount to print in Box 12 of the W-2. A Code must also be entered when this is selected. Refer to the Instructions for Form W-2 from the IRS for the code to be entered here. Codes are entered as capital letters.

Box 14 – Other — Checking causes the deduction's name and amount to be included in Box 14 on a W-2 form.

Box 18 -20 — Check this option if you wish the Deduction and description to print in Local Tax Boxes 18-20 - Local Tax. Wages reported in box 18 are YTD wages even if the deduction was created and assigned mid-year.

Chapter 12 Setting Up Employees

The items you assign to individual employees will have been set up previously in the prior sections. If you have not setup all items you will need, for example deductions, additional incomes, etc., set those up prior to setting up the employees.

CheckMark Payroll does NOT limit the number of employees in your company. The number of employees in the employee list is displayed in the Number of Employees: field.

Using the Employee View Tabs

View tabs allow you to quickly access different information about an employee.

Viewing different information about your employees is as easy as clicking the appropriate tab.

Personal   Use this view tab to enter information such as name, address, social security number, employee #, and default department.

Wages   Use this view tab to set up wage information, such as salary or hourly rate, pay frequency, hire/terminate dates, last raise date, and department/job distribution percentages.

Taxes Use this view tab to set up an employee's W-4 options, advance EIC payments, and federal, state, and local tax withholdings.

Income Use this view tab to assign up to eight Additional Income categories to an employee.

Deductions Use this view tab to assign up to 16 Deduction categories to an employee.

Accrued Hours Use this view tab to assign up to three accrued hour categories, such as sick or vacation, for an employee. Employees can earn a set amount by month, year, hour worked or pay period.

YTD Use this view tab to enter an employee's beginning year-to-date balances for wages, Additional Income categories, Deduction categories, and taxes, if necessary. For more information, see "Setting Up Employee YTD Balances Mid Year" on page89.

How to Set Up an Employee

Since the employee list is available in all view tabs, you can set up your employees in one of three ways:

- Set up all your employees within the same view tab and then select the next view tab.

Important SUTA State must be selected for each employee before saving employee information or a default SUTA State will be assigned to the employee.

The default state will be the state you have setup in the Company Information window. If you don't have a state setup in Company Information, the default will be the first state listed in the State Taxes Setup. If you don't have any states setup in the State Taxes Setup, you will not be able to save any information in the Employee Setup other than Personal Information.
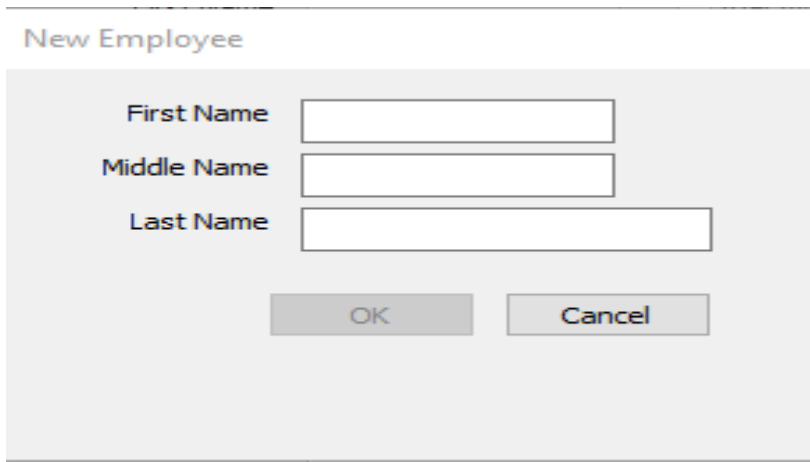
- Set up an employee completely within all the view tabs and then start setting up the next employee.

- Import employees personal or wage information from another software program. For more information on importing employee information, see "Import Employee Information" on page103

Setting Up a New Employee

You can start setting up a new employee from within any of the view tabs on the Employees window.

1 Click Setup in the Command Center, then select Employees.

2   Click New in the toolbar.

New Employee

First Name [   ]

Middle Name [   ]

Last Name [   ]

[OK]   [Cancel]

3   Enter the employee's first name and press TAB.

4   Enter the employee's middle name (Not mandatory)
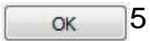
[OK] 5   Enter the employee's last name and click OK or press ENTER.

Warning Punctuation marks such as a comma (,) in an employee's name for items such as suffixes can cause errors when posting payroll information into certain accounting programs.

The employee's name is added to the employee list.

You can either continue setting up the employee in the current view mode, or you can change to another view mode.

Saving an Employee's Setup

Click Save to update the employee's record when you've finished setting up an employee.

Click Save when you're finished
———————— updating an employee.   [Save] [New] [Delete]
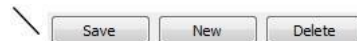
If no SUTA State is selected, an alert appears reminding you that a SUTA State has not been selected and a default SUTA State will be assigned to the employee
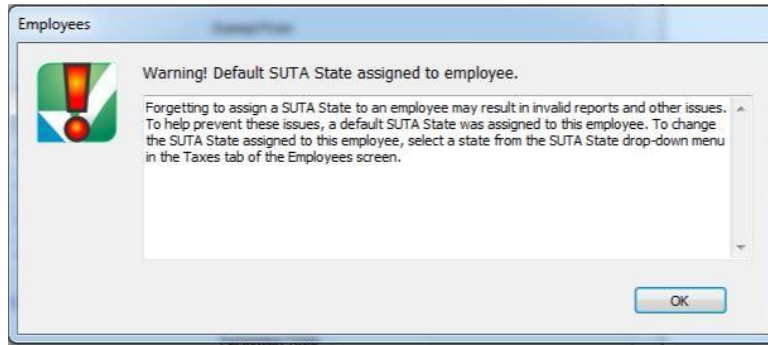
Note   You will not be able to setup your employees until your company state tax tables are setup.

Deleting an Employee

Note   You can mark a terminated employee as inactive by checking the Inactive checkbox on the Personal view tab. When you start the new year, employees marked as Inactive are automatically deleted.

You can delete an employee as long as there aren't any year-to-date balances associated with the employee.

To delete an employee, do the following:

1   Click Setup in the Command Center, then select Employees.

2   Select the Personal view tab.

3   Select the employee from the employee list.
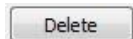
4   Click Delete.

CheckMark Payroll asks you to verify that you want to delete the employee.
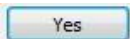
5   Click Yes to delete the employee.

Setting Up Employee Personal Information

1   Select the Personal view tab on the Employees window.

2   Select an employee from the employee list.

     If you are setting up a new employee, click New in the tool bar.

3   Enter the personal information for employee.

4   Click another view tab after you've finished entering the employee's personal information to continue setting up the employee, or click Save, after assigning a SUTA State on the Taxes View Tab.
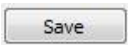
Fields in the Employee Personal View Tab

FirstName	For a new employee, click the New button in the tool bar to enter the employee's first name, up to 15characters.
Middle Name	Enter the Employees Middle name (Optional)
Last Name	For a new employee, click the New button in the tool bar to enter the employee's last name, up to 20characters.
AddressLines1	The address that you enter (including City, State, and Zip) will appear on the employee's paychecks and W-2s.
AddressLine2	This is the employee's delivery address. Address Line 2 will accommodate up to 30 characters. If both Address Line 1 and Address

	Line 2 are filled in, both lines will print on employee checks and reports.
City	Enter the employee's city up to 25characters.
State &Zip	Enter the 2-letter postal code for the state and the 5-digit ZIP code. The ZIP code field can also accommodate the 4-digit extension.
Social Security	Enter the employee's social security number. You must include the Number hyphens.

Email Address	Enter the employee's email address to send the employee's paycheck stub to them electronically. You can enter up to 40characters.
Phone Number	Enter the employee's phone number, including an area code.
Birth Date	Enter the employee's birth date in the MM/DD/YY format. However, you do not need to enter any leading zeros. For example, enter March 7, 1960 as3/7/60.
Employee#	The employee number must be greater than 0 and can accommodate up to 6 digits. If assigned, an employee's number will print on the check stub. Tip: In states such as CA that don't allow the full social security number to print, you can have the last 4 digits print or use a unique employee number. You can use the last 4 digits of the social security number as the employee number and this will print on the paycheck stub under the employee name. Use the Suppress SS# Print option located in the Print Paychecks screen to completely suppress the Social Security number. For information on sorting employee lists and reports by employee number, see Chapter 21, Setting Preferences.
Department	The department assigned here will determine which department heading the employee will appear under in lists and reports. Employee wages will default to this department for posting and department reports.
Inactive (Deleted when Creating New Year)	Choose this option for employees that no longer work but have YTD balances. Inactive employees (such as terminated employees) appear after active employees in employee lists and reports and are marked by an asterisk (*) preceding their names. You can print W-2s for inactive employees and inactive employees are included in the employee count for W-3s when in the previous year. When you start the new year, all inactive employees are automatically deleted from your new year company files.

Direct Deposit Paycheck

Setup these options if you wish to use either ACH Direct Deposit through your own financial institution or Web Direct Deposit through National Payment Corporation. For more information, see "Using CheckMark Payroll for ACH Direct Deposit" on page 247.

Direct Deposit	Check this option for employees set up for either Direct Deposit with your own financial institution or for Web Direct Deposit through National Payment Corporation. You should contact your financial institution for more information on getting set up for direct deposit. Once you are set up with your financial institution, see "Using CheckMark Payroll for ACH Direct Deposit" on page 247. For more information on signing up for Web Direct Deposit, please contact National Payment Corporation atwww.directdeposit.com.
Prenote	Check this option if the employee is joining an existing direct deposit program. Prenote is used to test that the routing and account information go through the electronic banking system without problems. Prenoting an employee will zero their direct deposit check, but you are able to print a check for the employee on the Print Paychecks window.
Checking/Savings	Select either Checking or Savings on the drop-down list depending on the type of account the employee is depositing into. If the employee is depositing into 2 accounts, this will need to be set on each account.
Routing#1	Enter the 9-digit routing number for the employee's account. If the employee is depositing into 2 accounts, this is the routing number to the account that the remainder of the paycheck will be deposited. Account #2 has a specified amount entered.
Account#1	Enter the account number for the direct deposit. Up to 16 digits are accommodated in this field.
Routing#2	Enter the 9-digit routing number for the employee's account.
Account#2	Enter the account number for the employee's account.
Acct.#2 Amount	Enter the amount that is to be deposited in the second account. The remainder of the paycheck will be direct deposited into Account#1.
Routing#3	Enter the 9-digit routing number for the employee's third account.
Account#3	Enter the account number for the employee's account.
Acct.#3 Amount	Enter the amount that is to be deposited in the 3rd account. The gross amount of the check must cover all allocations or any remainder will be allocated to Account1.

Setting Up Employee Wages

1   Select the Wages view tab on the Employees window.
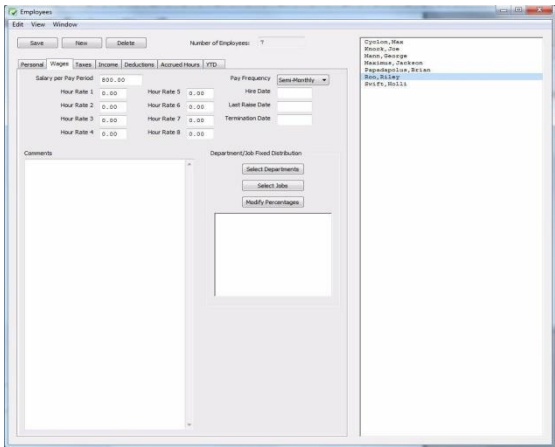
2   Select an employee from the employee list if one is not already selected.

3   Enter the amount of salary that the employee receives each pay period in the Salary per Pay Period edit box if the employee is salaried.

4   Enter the amount per hour in the Hour Rate 1 edit box if the employee is paid by the hour.

> An employee can be paid up to 8 different hourly rates. These hourly rates, along with the hour categories set up on the Hour Categories window, are used to calculate wages for hourly employees. For details about hour categories, see "Chapter 9 Setting Up Hour Categories" on page 45.

Note   Don't enter hourly rates, such as overtime or double-time, since these are defined on the Hour Categories window.

5   Select how often the employee is paid from the Pay Frequency drop-down list.

6   Continue entering employment information, such as the employee's hire date, last raise date, and department/job distribution percentages.
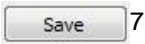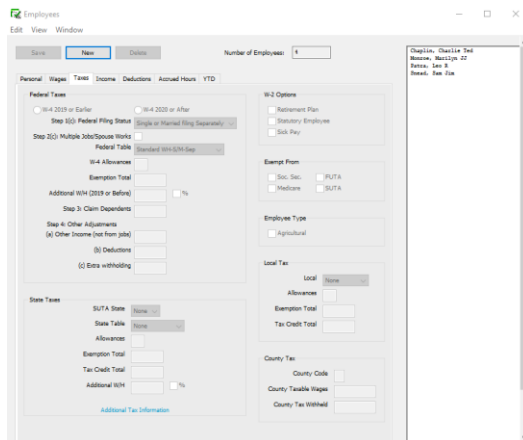
7   Click another view mode to continue setting up the employee or click Save after you've finished entering the employee's wage information and assigning a SUTA State on the Taxes View Tab.

Items in the Wages View Tab

Salary per Pay Period	If the employee is paid a salary, enter the amount that the employee receives each pay period.
Hour Rate 1, 2, 3& 4	If the employee is paid by the hour, enter the amount per hour in the edit box. You don't have to enter .00 for whole dollar rates.
	Hour Categories and Hour Rate 1-4 calculate together to determine gross wages for an hourly employee. Hour Categories are set up on the Hour Categories window.
Pay Frequency	Use this drop-down list to choose how often the employee is paid. You can choose Daily, Weekly, Bi-Weekly (every two weeks), Semi-Monthly (twice a month), Monthly, Quarterly, Semi-Annually (twice a year) and Annually.
Hire Date	Enter the date that the employee was hired.
Last Raise Date	Enter the date that the employee last received a raise.
Termination Date	Enter the date that the employee's employment ended.
Comments	Use this text area for recording comments (such as dates of pay raises or prior pay rates) about the employee.
Department/Job Distribution %	You can distribute an employee's pay to as many as 10 departments or MultiLedger Jobs by percentages. Percentages are automatically assigned based on the number of departments or Jobs assigned. For example, if two departments are assigned, the distribution percentage is 50% for each department. If the percentages are incorrect, you can click Modify Percentages and enter the correct values. The sum of the percentages must equal 100%.
	Percentage distributions will not sort your employee list, this is based on the default department assigned on the Personal Tab. This distribution, however, does override the default department assigned on the Personal tab.

Setting Up Employee Taxes

1   Select the Taxes view tab on the Employees window.

2   Select an employee from the employee list if one is not already selected.

3   Choose Radio button "W-4 2019 or earlier OR "W-4 2020 or After

4   Select the appropriate federal tax table for the employee from the Federal Tax Table drop-down list.

5   Enter the number of federal allowances that the employee is claiming based on your W-4 form selection.

>   You can also withhold additional federal withholding per paycheck as a dollar amount or as a percentage of wages.

6   Select the state for SUTA reporting from the SUTA State drop-down list.

7   Select the appropriate state tax table for the employee from the State Tax Table drop-down list.

Important   Even if you do payroll in a state with no state withholding, such as Texas, you still need to assign both the SUTA State and State Table to every employee for correct quarterly wage reports. SUTA State must be selected for each employee before saving employee information or a default SUTA State will be assigned to the employee.

If the employee is exempt from taxes, choose the appropriate checkbox ender the Exempt From area. Employee wages marked Exempt From do not need to be reported to SUTA, State or Federal government agencies. However, if the employee is exempt from allowances, you can change the withholding to "99" so no taxes are taken out.

Note   For more information on state taxes, click the Additional Web Information button. This will open a page on CheckMark's website. An internet connection is required.

8   Enter the number of state allowances that the employee is claiming.

For most states, after the cursor leaves the State Allowances field, CheckMark Payroll automatically calculates the Exemption or Tax Credit Totals.

You can also withhold an additional amount per paycheck as a dollar amount or as a percentage of wages.

9   Check any appropriate W-2 Options for the employee.

10   Check any appropriate Exempt From options for the employee.

11   If the employee qualifies for the HIRE Act, mark the Qualified checkbox.

12   If the employee is an agricultural employee, mark the Agricultural (943) checkbox.

13   Select a local tax for the employee from the Local Tax drop-down list if necessary.

14   Enter the number of local allowances that the employee is claiming if needed.

For some local taxes, after the cursor leaves the Local Allowances field, CheckMark Payroll automatically calculates the Exemption or Tax Credit Totals.

15   Select another view mode to continue setting up the employee or click Save after you've finished entering the employee's tax information, including the SUTA State.

Items in the Taxes View Tab

Federal Taxes

Federal Table   Use the drop-down list to select the appropriate federal tax table for the employee that coincided with the status claimed on the W-4. If Exempt is selected, federal tax will not be withheld when the employee's pay is calculated.

W-4 Allowances   Enter the number of allowances claimed on the employee's Form W-4.

Additional W/H   If you want to withhold additional federal withholding for the employee (beyond the calculated amounts), enter the additional amount that you want to withhold per pay period. You can also enter the amount as a percentage of wages if the % checkbox is checked.

State Taxes

SUTA State	Use the drop-down list to select the appropriate state for SUTA reporting. The states that appear are those that have been added to the company with the State Taxes window.

Important	SUTA State must be selected for each employee before saving employee information or a default SUTA State will be assigned to the employee.

State Table	Use the drop-down list to select the appropriate state tax table for the employee. The tables that appear in the list are those that have been added on the State Taxes window.
	If "None" is selected, state tax will not be withheld when the employee's pay is calculated and employee information will not appear on the state wage reports or W-2 reports including the EFW2 State File.
	Note: If your employee is exempt from state withholding but you need to report employee's wages, DO NOT leave the State Table as "None". Create a state table on the State Taxes window under Setup of zero. For example: You have an employee that is exempt from state w/h and you are in MD. You can create a table and call it something such as "MD-Exempt". Select this table on the Employees setup screen.

Allowances	Enter the number of state allowances that the employee is claiming (usually, this is the number of federal allowances claimed on the employee's Form W-4, Employee's Withholding Allowance Certificate). CheckMark Payroll uses this number, when possible, to calculate the Exemption Total or Tax Credit Total for a selected state tax table.

Exemption and Tax	When possible, the Exemption Total or Tax Credit Total is calculated Credit Total for you and placed in the correct edit box. The total equals the annual exemption or tax credit amount for the selected table times the number of state allowances entered for State Allowances. This is not applicable for all states and there are some states where this information must be manually calculated and entered. In the State Taxes window when selecting your state, the program will give a message for those states telling you to manually calculate and enter the figure in the Employee Set Up. More details are available by opening up the State Taxes window and selecting the Additional Web Information button. An internet connection is required to use the Additional Web Information button.

Important	Exemption Total does not refer to the number of allowances claimed by an employee. The number of state allowances claimed by an employee should be entered in the State Allowances edit box.

Additional W/H	If you want to withhold additional state withholding for the employee (beyond the calculated amounts), enter the additional amount that you

want to withhold each pay period. You can also enter the amount as a percentage of wages if the % checkbox is checked.

W-2 Options
You should use a Circular E, Employer's Tax Guide to verify the requirements for the following W-2 options.

Retirement Plan   If Retirement Plan is checked, an 'x' will be printed in the appropriate box on the employee's W-2Statement.

Statutory Employee   If Statutory Employee is checked, an 'x' will be printed in the appropriate box on the employee's W-2 Statement.

Sick Pay   If Sick Pay is checked, an 'x' will be printed in the appropriate box on the employee's W-2Statement.

Exempt from Options
You should use a Circular E, Employer's Tax Guide to verify the requirements for the following federal withholding options.

Soc.Sec.   Check the Soc. Sec. Exempt option if an employee is exempt from Social Security.

Medicare   Check the Medicare Exempt option if an employee is exempt from Medicare.

FUTA   Check the FUTA Exempt checkbox if the employee is exempt from Federal unemployment tax.

SUTA   Check the SUTA Exempt checkbox if the employee is exempt from State unemployment tax.

Local Taxes

Local	Use the drop-down list to select the appropriate local tax for the employee.
	The taxes that appear in the list are those that have been set up on the Local Taxes window under Setup.
	If "None" is selected, local tax will not be withheld when the employee's pay is calculated and employee earnings will not appear on the local taxes report.
Allowances	Enter the number of local allowances that the employee is claiming.
Exemption and Tax Credit Total	This amount should be calculated and entered into the correct box depending on how the local tax has been setup.
Note	Many local taxes are fixed amounts or percentages of wages and not all fields are necessarily applicable to your local tax. This is dependent upon how the local tax has been setup on the Local Taxes window under Setup.

Setting Up Employee Additional Income

Use the Additional Income view tab to set up income other than salary or hourly wages for your employees. Before an Additional Income category can be assigned to an employee, it must be set up on the Additional Income window. For more information on setting up Additional Income categories, see "Chapter 10 Setting Up Additional Income" on page49.

Assigning Additional Income Categories to an Employee

You can assign a maximum of eight Additional Income categories to each employee.

1   Select the Income view tab on the Employees window.
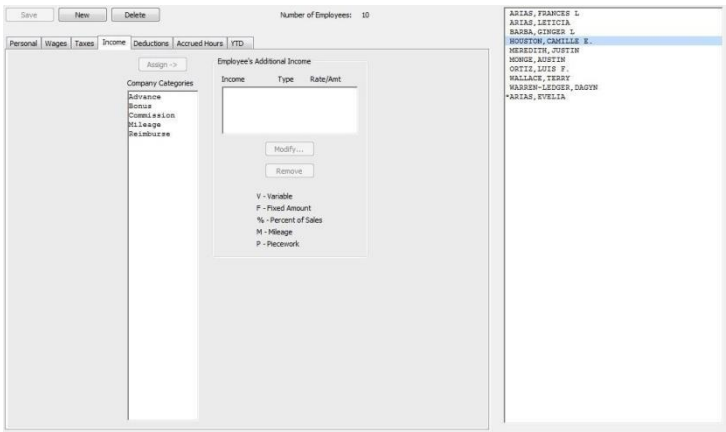
2   Select an employee from the employee list if one is not already selected.

3   Select the Additional Income category for the employee from the Company Categories list.

> The categories that appear in the Company Categories list are those that were set up with the Additional Income window.

4   Click Assign.

Tip   You can also double-click an Additional Income category to assign it to an employee.

Modify...

Select the category assigned to the employee and click Modify to modify a category's values. Modify the rate/amount in the edit box and click OK.

The value for a Variable Amount Additional Income category is entered when you calculate the employee's pay on the Calculate Pay window.

Save   5   Click another view tab to continue setting up the employee or click Save after you have finished setting up Additional Income for this employee.

Modifying an Additional Income Category from an Employee

You can change the amount of an existing Income category if it's not setup as V-Variable. This amount is entered when you calculate the employee's pay on the Calculate Pay screen.

1   Highlight the employee you want to adjust.

2   Select the Additional Income category from the list of incomes already assigned to an employee.

3   Click Modify and adjust the rate/amount.

4   Click OK.

Removing an Additional Income Category from an Employee

You can remove an Additional Income from an employee as long as the employee does not have any income associated with it. The only time to remove an Income category from an employee is after you have started a new year, but before you have created a payroll in the new year. To stop the category from being applied mid year, simply modify the amount/rate to zero in the Employee setup.

1   Select the Additional Income category from the Employee's Additional Income list.

Remove   2   Click Remove.

3   Click Save.

Setting Up Employee Deductions

In addition to tax deductions, you can set up Deduction categories for an employee.

Assigning a Deduction to an Employee

You can assign a maximum of 16 Deduction categories to each employee. Before a Deduction category can be assigned to an Employee, it must be set up on the Deductions window. For more information on setting up deductions, see "Chapter 11 Setting Up Deductions" on page 59.

1   Select the Deductions view tab on the Employees window.

2   Select an employee from the employee list if one is not already selected.

3   Select the Deduction category for the employee from the Company Categories list.

   The categories that appear in the Company Categories list are those that were set up with the Deductions window.

4   Click Assign.

   Tip   You can also double-click a Deduction category to assign it to an employee.

Select the category assigned to the employee and click Modify to change a category's values. Modify the rate/amount, limit, or employer match in the edit box and click OK.

The value for a Variable Amount Deduction is entered when you

calculate the employee's pay on the Calculate Pay window.

Save

5   Click another view tab after you've finished assigning deductions to this employee to continue setting up the employee or click Save.

Modifying a Deduction Category from an Employee

You can change the amount of an existing Deduction category if it's not setup as V-Variable. This amount is entered when you calculate the employee's pay on the Calculate Pay screen.

1   Highlight the employee you want to adjust.

2   Select the Deduction category from the list of incomes already assigned to an employee.

3   Click Modify and adjust the rate/amount, limit (if applicable) and match (if applicable).

4   Click OK.

Removing a Deduction Category from an Employee

You can remove a Deduction category from an employee as long as the employee doesn't have any paychecks associated with it. The only time to remove a Deduction category from an employee is after you have started a new year, but before you have created a payroll in the new year. To stop the category from being applied mid-year, simply modify the amount/rate to zero in the Employee set up.

1   Select the Deduction from the Employee's Deduction list.

Remove

2   Click Remove.

3   Click Save.

Note   If you want to zero out a deduction for just one paycheck, you can use the Disable Deductions feature in the Calculate Pay window instead of changing it in the employee setup, "Disable Calculation" on page127.

Setting Up Employee Accruals

CheckMark Payroll accommodates up to six accrued hours per employee. Accrued Hours are hour categories where you track hours earned and used for each employee such as vacation or sick.

Assigning Accruals to an Employee

1   Select the Accrued Hours view tab on the Employees window.

.

2   Select an employee from the employee list if one is not already selected.

3   Select the hour category for the employee from the Company Categories list.

>   The categories that appear in the Company Categories list are those that were set up with the Hour Categories window.

Assign ->   4   Click Assign.

Tip   You can also double-click an hour category to assign it to an employee.

5   Define the accrued hour category.

6   Repeat steps 3–5 for each accrued hour category for the employee.

7   Click another view tab after you've finished setting up the accrued hours

Save   for this employee to continue setting up the employee or click Save.
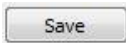
Modifying an Accrual

You can modify an existing accrual assigned to an employee.

1 Select the employee from the list.

2 Highlight the accrual you want to modify.

3 Change the status of the accrual information.

4 Click Save.

Remove an Accrual from an Employee

1 Highlight the employee from the list.

2 Select the hour category from the Employee Hours Accrual list.

3 Select Remove.

4 Click Save

Items in the Accrued Hours View Tab

Total Accrued Hours Setup

Total Accrued Hours Available for Use – This is a current total of accrued hours available. It will include the carry over hours plus the hours accrued in the current year. Hours that are used will deducted from the value.

Total Accrued Hours Maximum – Select the checkbox if there are a maximum number of hours that an employee can have. If the checkbox is not selected, then the hours will not have a cap and continue to grow until hours are used.

Continue to Accrue after Hours are Used– Select this checkbox if the hours should begin to accrue again after an employee has reached a maximum for the Total Accrued Hours. An employee will begin to accrue hours again after some time has been used and they their total accrued hours drops below the maximum. (Example – Allowed to carry over 4 weeks PTO. Employee has 160 hours PTO. He can start accruing again after PTO hours have been used and he drops below the maximum. It would not reward retro time, but would only start accruing after time has been used.) If an employee has reached the Annual Maximum, then no additional hours will accrue, even if this box is checked.

Carry-Over Hours Limit – Select the checkbox if there is a limit for the number of hours that carry over after the Carry-Over Date. Carry-over hours can be based on the payroll year or on an anniversary date. If the checkbox is not selected, then all hours will carry over. If the Total Accrued Hours Available for Use is larger than the Carry-Over Hours Limit, the employee will lose the hours over the limit.

Carry-Over Date - Enter the date that the carry over hours will be based on. The 1st check that is created after the carry-over date, will remove any additional hours over the number of Carry-Over Hours Limit that is entered. **Note:** The Carry-Over Date is a required field if you have the checkbox selected for Carry-Over Hours Limit.

Annual Accrued Hours Setup

Current Year Accrued Hours – This is the accrued hours that have been earned in the current payroll year.

Annual Accrual Maximum – Select the checkbox if there are a maximum number of hours that an employee can accrue in a calendar or payroll year. If the checkbox is not selected, then the hours will not have a cap and continue to grow until hours are used in the current year. Once a maximum is reached in the year, it will not continue to accrue after hours have been used.

Annual Use Maximum – Select this checkbox if an employer chooses to limit the number of hours that an employee can use in a year. Many Sick Time laws have a minimum amount that an employer must allow in a

year. An alert would be given in Calculate Pay if an employee tries to use more than the maximum allowed in a year. The employer can override and allow the hours to be used.

Calculation Method

Start Receiving Date – Hours will begin to accrue on the first check after this date. If no date is entered, the accrual will begin on the next check.

Hours Available for Use – Select this checkbox if an employer chooses set a minimum requirement before an employee can use the accrued time. From the drop-down, choose either Date or # of Hours Worked. If you select Date, you will need to enter the date that an employee can begin to use the hours that are accrued. Many sick time policies stipulate that hours must begin to accrue immediately, but are not available to use until after 90 to 120 days. If # of Hours is selected, you will need to enter the minimum number of hours that an employee must work before the accrued time is available. If the checkbox is not selected, then the accrued hours are available for use as soon as they are earned. An alert would be given in Calculate Pay if an employee tries to use hours before the setup requirement. The employer can override and allow the hours to be used.

When importing Prior year data (Year 2021 and after)
1. Current Year Accrued Hours will be set to zero.
2. If Carry-Over Hours Limit is selected, then the Total Accrued Hours Available for Use will carry over up to the Carry-Over Hours Limit.
   Note: If there is no limit to the hours that are carried over, you will not select the Carry-Over Hours Limit checkbox. All hours will carry over.
3. If Carry-Over Hours Limit is selected, then the employer has a "Use It or Lose It" policy and Total Accrued Hours Available for Use will be adjusted, depending on the limit that is set.
4. All other setup items will carry forward to the new payroll year.

Earn Hours Per	Enter the number of hours the employee should had added onto their Current Accrued Hours based on the frequency selected in the Per drop down list. Choose from 1st Check of Month, Year, Hour Worked, Pay Period or Quarter.
1st Check of Month	If you choose Month, the employee will receive the number of accrued hours entered in the edit box on the first paycheck of each month. The employee will start receiving the accrued hours on the first paycheck after the date entered in the Start Receiving box. If no date is entered, the employee will start receiving the accrued hours on the next paycheck.
Year	If you choose Year, the employee will receive the number of accrued hours entered in the edit box at one time. The employee will start receiving the accrued hours on the first paycheck after the date entered in the Start Receiving box. A Start Receiving date in the current payroll year is required.

Hour Worked   If you choose Hour Worked, the employee will receive the number of hours entered in the edit box per hour worked. You can also limit the maximum hours that are used to determine the earned hours for each pay period. The employee will start receiving the accrued hours on the first pay period dated after the date in the Start Receiving box. If no date is entered, the employee will start receiving the accrued hours on the next paycheck.

If you choose Hour Worked as the accrual calculation method, you should select the Use in Calculations Based on Hours Worked option on the Hour Categories window for each Hour Category that should be included in the accrual. For example, let's say that you have two-hour categories defined as Regular and Vacation and you would like Vacation to accrue at a rate of .025 hours for every hour worked. You should check the Use in Calculations Based on Hours Worked option for the Hour Category Regular in order for the Regular hours to be included in the Vacation accrual.

Pay Period   If you choose Pay Period, the employee will receive the number of accrued hours entered in the box each paycheck. The employee will start receiving the accrued hours on the first paycheck after the date entered in Start Receiving. If no date is entered in the Start receiving date box, the employee will start receiving the accrued hours on the next paycheck.

Quarter   If you choose Quarter, the employee will receive the number of accrued hours entered in the box on the 1st check or the quarter. The employee will start receiving the accrued hours on the first paycheck after the date entered in Start Receiving. If no date is entered in the Start receiving date box, the employee will start receiving the accrued hours on the next paycheck.

Setting Up Employee YTD Balances Mid-Year

Depending on when you process your first payroll with CheckMark Payroll, you might need to set up year-to-date balances for your employees' income and deductions.

You don't need to enter year-to-date balances if:

- The first payroll you process with CheckMark Payroll is the first payroll of the year.

- You are using CheckMark Payroll to process the first payroll for a new business.

- You aren't using CheckMark Payroll for keeping employee records.

By carefully setting up your employees' year-to-date balances and entering after-the-fact paychecks from the current quarter, you can help ensure accurate records for reports, such as 941s and W-2s. Here's a brief overview of what to do:

Note   YTD balance figures in the Employee Set Up tab affect annual reports. Quarterly reports are calculated on the actual paychecks created in CheckMark Payroll. YTD balances are needed for accurate calculation of taxes with an annual wage limit such as SS, FUTA and SUTA taxes.

1   Enter starting balances as of the last completed quarter in the current year.

For example, if you are going to process your first payroll with CheckMark Payroll on August 16th, enter the starting balances as of June 30th.

2   Calculate and Save after-the-fact paychecks that were issued in the current quarter.

After-the-fact paychecks are paychecks that were issued prior to using CheckMark Payroll.

Again, if you are going to process your first payroll with CheckMark Payroll on August 16th, enter after-the-fact paychecks issued between July 1st and August 15th.

For details, see "Calculating Pay for After-the-Fact Checks" on page 133.

If you are going to process your first payroll with CheckMark Payroll at the beginning of a quarter, you don't have any after-the-fact paychecks in the current quarter.

3   Create the after-the-fact payroll checks in CheckMark Payroll.

Paycheck calculations do not affect an employee's record until you create the paycheck in CheckMark Payroll.

For details, see "Creating Payroll Checks" on page 138.

Entering Year-to-Date Income and Deductions

1 Select the YTD view tab on the Employees window.

2 Select an employee from the employee list if one is not already selected.

3 For a salaried employee, enter the employee's year-to-date salary as of the last completed quarter in the Salary edit box.

4 Fort an hourly employee, click the Hours Detail button and enter the year-to-date hours and amounts for each hour category as of the last completed quarter.

Hours Detail

Tip   If you don't want to enter the year-to-date amounts in for each hour category, you could enter the total amount in the Salary edit box.

Note   When setting up, you don't have to enter year-to-date hours to calculate

> the value shown for Amount on the YTD Totals view tab.

Save

5   Click Save to close the Hours Detail window and update the Hours and Amount fields on the YTD view tab.

6   Enter the year-to-date amounts for the Additional Income categories.

The Additional Income categories that appear are those that were assigned to the employee in the Additional Income view tab.

7   Enter the year-to-date amounts for the Deduction categories.

The Deduction categories that appear are those that were assigned to the employee in the Deductions view tab.

Note   The Additional Income or Deduction categories will not show in the YTD tab unless the Save button has been selected for the employee. If the categories do not show up in the YTD tab, click Save, then re-select the employee from the list.

8   Enter the year-to-date amounts for each tax category.

The state and locality names that appear are those that were set up for the employee with the Taxes view tab.

Save

9   Click Save or select another view tab and continue setting up the employee when you've finished entering the year-to-date balances.

Chapter 13 Setting Up Employer Payees

This chapter shows you how to set up the payees for employer payments, such as Federal, State and Local taxes as well as other employee deductions. Setting up and using employer payees is optional as using this feature in CheckMark Payroll in no way affects any report in the program.

You can pay multiple items to the same payee, but the payee will need to be setup separately in the list, once for each item. You can combine up to 5 items on an employer payment check with the exceptions of 940 and 941 payments. For more information, see "Creating Employer Payments" on page 155
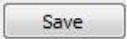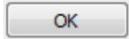
CheckMark Payroll allows you to add new payees, modify payees and delete payees as long as there are no payment checks associated with the payee in the current year.

Setting up a New Payee

1   Click Setup in the Command Center, then select Employer Payees.

2   Click New.

OK

3   Enter the name of the payee that will receive the payment and click OK.

4   Click Save after you've finished setting up the Payee Information and

Save

Type of Payment.

After you've set up an employer payee, you can use the Create Payments to calculate the amount of the payment. For details, "Creating Employer Payments" on page 155.

Note   Punctuation marks such as a comma (,) or period (.) in a payee's name and address can cause errors when posting payment information into certain accounting programs.

Payee Information

Address Line 1	Address Line 1 will accommodate up to 30 characters. It is recommended that you use postal service guidelines when entering address information
Address line 2	Address line 2 will accommodate up to 30 characters.
City	Enter the employee's city. City will accommodate up to 25 characters.
State	Enter the 2-letter postal abbreviation for your employee's state.
ZIP	Enter the 5-digit ZIP code, plus 4-digit Extension.
Reference/ID#	Enter account #, identification #, federal or state ID number to print on the payment check. Reference/ID # will accommodate up to 17characters.

Type of Payment

Routing #1	Enter the Routing #
Account #1	Enter the Account #
Federal Tax	Federal withholding, Social Security and Medicare taxes.
940 Tax - FUTA	Federal unemployment tax.
State Withholding	The drop-down displays the states that are available in the State Taxes list. Select the state(s) that you withhold taxes in. A separate payee must be setup for each state in your list.

Local Withholding	The drop-down list displays local taxes that are available on the Local Taxes list. Select the local tax that you withhold taxes for. A separate payee must be setup for each local tax in your list.
SUTA	The drop-down displays the states that are available in the State Taxes list. SUTA refers to the state unemployment tax. A separate payee must be setup for each state in your list.
Employee Deduction	The drop-down list displays deductions that are on the Deduction list. A separate payee must be setup for each deduction in your list.

Modifying an Employer Payee

1 Click Setup in the Command Center, then select Employer Payees.

2 Select the name from the Payee list.

3 Modify the information for the payee.

4 Click Save.
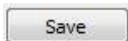
Deleting an Employer Payee

You can delete a payee as long as no checks in the current year are associated with the payee.

1 Click Setup in the Command Center, then select Employer Payees.

2 Select the name from the Payee list.

3 Click Delete in the toolbar.

An alert appears asking you to verify that you want to delete the payee.

4 Click OK.

Import Employer Payees

You can now Import Employer Payees

1 Choose Import Employer Payees from the File menu.

2 Copy each field that you want to import in the order that it appears in the text file. Import.

3 After selecting the appropriate fields for the Selected Fields list, click Import TXT OR Import CSV.

4 An Open dialog appears. Select the appropriate text file to import and click Open

5   The Import Preview window appears. This window allows you to see the Selected Fields list with the contents of the selected text file by record. This can help you find any trouble spots before you actually import the data.

You can click the Next Employee button to see more information in the text file

6   When you're finished previewing the text file, click Import.

Export Employer Payees

You can now Export Employer Payees

1   Choose Export Employer Payees from the File menu

2   Select the Employer Payees names you want to export.

3   Copy each field that you want to export in the order that it appears in the text file.

4   After selecting the appropriate fields for the Selected Fields list, click Export TXT OR Export CSV.

5   An Open dialog appears. Select the folder on your local computer to save the file and click Save.

Types of Employer Payments

Here are the types of employer payments that you can set up.

Federal Tax   This refers to the deposit that you make for federal income tax withheld, Social Security, and Medicare taxes.

940 Tax -FUTA   This refers to the deposit that you make for the Federal unemployment tax (FUTA).

State Withholding   The drop-down list shows the states that were added to your company on the State Taxes window. If you don't see the state you need, you can add the state to your company using the State Taxes window. For details, see "Setting Up State Tax Values and SUTA Values" on page 37

Local Withholding   The drop-down list shows the local taxes that have been added to your company. If you don't see the local tax that you need, you can add the local tax to your company using the Local Taxes window. For details, see "Setting Up Local Tax Values" on page 41

SUTA This refers to the deposit that you make for the state unemployment tax. The drop-down list shows the states that were added to your company on the State Taxes window.

Employee   This refers to the deposits that you make for employee Deductions deductions, such as United Way or Health Insurance. The drop-down list shows your company's Deduction categories that were added on the Deductions Setup window.

Chapter 14 Setting Up Ledger Accounts

This chapter shows you how to set up accounts that allow you to post your payroll to an accounting program.

If you won't be posting your payroll to an accounting program, or your accounting program doesn't use account numbers, you don't need to set up ledger accounts. However, you might find ledger accounts useful on Posting Summary reports to manually transfer your payroll data to an accounting system.

You can assign accounts to the following payroll categories:

- General, such as the cash account for employee paychecks

- Additional Income, such as tips or mileage

- Employee Taxes, such as federal, state, and local withholding and Social Security and Medicare

- Deductions, such as 401(k) plans or health insurance

- Employer Taxes, such as employer portions of Social Security and Medicare, FUTA, and SUTA

- Department wages and tax expense

- Job wages and tax expense (can be used only with CheckMark's MultiLedger)

Assigning the Posting Accounts

Items displayed under the Payroll Categories radio buttons are directly affected by the setup on other windows on the Command Center.

1   Click Setup in the Command Center, then select Ledger Accounts.
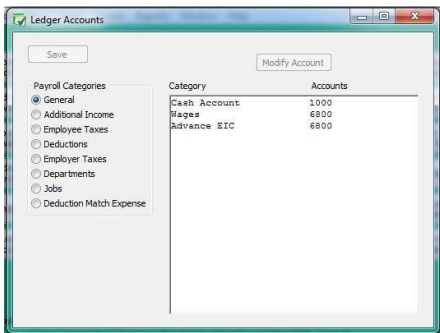
2   Select an option under Payroll Categories.

    After selecting the payroll category, items associated with the
    category appear in the Items list:

3   Select an item from the Items list box.

4   Click Modify Account...

Tip   You can also double-click an item to open the Modify Account
      Number dialog.

---

5   Enter an account for the selected item and click OK.
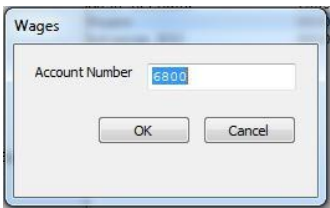
    Accounts can be up to 16 alpha-numeric characters.

6   Repeat steps 3–5 for each item in the payroll category.

7   Click Save after you have finished entering the accounts in a
    payroll category.

    Repeat steps for 2–7 for each payroll category.

Modifying a Posting Account

1   Select an option under Payroll Categories.

2   Select an item from the Items list.

[Modify Account]

4   Modify the account number in the edit box and click OK.

5   Repeat steps 2–4 for each account in the payroll category.

[Save]

6   Click Save after you've finished modifying accounts in the payroll category.

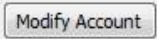7   Repeat steps 1– 6 for each payroll category.

Deleting a Posting Account

1   Select an option under Payroll Categories.

2   Select an item from the Items list.

[Modify Account]

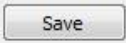4   Press the DELETE key on your keyboard.

5   Click OK.

6   Repeat steps 3–5 for each account in the payroll category.

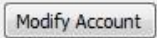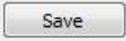[Save] 7   Click Save after you've finished deleting accounts in the payroll category.

8   Repeat steps 1–7 for each payroll category.

Posting Account Descriptions

General

Cash Account	The cash account from which payroll checks are paid.
Wages	An expense account for gross wages.
EIC	An expense account for Earned Income Credit.

Additional Income

The Additional Income items that appear in the list are those that were set up on the Additional Income window. You can assign an account to each item, typically an expense account.

Employee Taxes

Federal	A liability account for employee federal taxes withheld.
Social Security	A liability account for the Social Security tax withheld.
Medicare	A liability account for the Medicare tax withheld.

Liability accounts for employee state and local taxes withheld also appear in the list.

Deductions

The Deduction items that appear in the list are those that were set up on the Deductions window. You can assign an account to each item, typically a liability account.

Employer Taxes

Cash Account	The cash account from which employer expenses and liabilities are paid.
Social Security Liability	A liability account for the employer portion of Social Security.
Social Security Expense	An expense account for the employer portion of Social Security.
Medicare Liability	A liability account for the employer portion of Medicare.
Medicare Expense	An expense account for the employer portion of Medicare.
FUTA Liability	A liability account for employer federal unemployment tax.
FUTA Expense	An expense account employer federal unemployment tax.
SUTA Liability	A liability account for State Unemployment appears for each state.

SUTA Expense — An expense account for State Unemployment appears for each state.

Departments

Wages — An expense account for department wages.

Tax Expense — An expense account for department taxes for employer portions of Social Security and Medicare, FUTA, and SUTA.

Note — Department or job wage and tax expense accounts override general wage expense and employer tax expense accounts.

Note If department or jobs are setup, the employer taxes will not be posted by tax expense, but by department/job liability and will be broken out by tax for the entire payroll.

Jobs

Note — Use this option if you distribute employee wages to jobs in MultiLedger.

Wages — An expense account for job(s)wages.

Tax Expense — An expense account for job(s) taxes for employer portions of Social Security and Medicare, FUTA, and SUTA.

Note — Department or job wage and tax expense accounts override general wage expense & employer tax expense accounts.

Deduction Match Expense

Expense — An expense account for the employer deduction expense, that is not broken out by department/job expense, for deductions set up with an employer matching amount or percentage.

Chapter 15 Importing and Exporting

This chapter shows you how to import and export employee information. For information on importing hours, see Chapter 13.

Import Employee Information

You can import employee personal and wage information into your CheckMark Payroll company. The employee information that you import must be in a text file, with tabs between fields and a return after each employee record.

Note   Before importing information into your payroll company, you should make a backup of your company files.

To import employee information:

1   Choose Import Employees from the File menu. The following window appears:
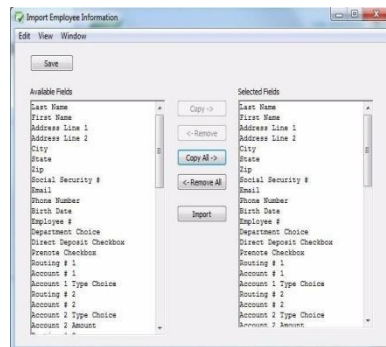
2   Copy each field that you want to import in the order that it
     appears in the text file.

     Highlight the field in the Available Fields list, then click Copy.
     You can also double click a field in the Available Fields list to
     copy it to the Selected Fields list. The only required fields for
     importing are Last Name and First Name.

     To copy all fields in the order that they appear in the Available
     Fields list to the Selected Fields list, click the Copy All button.

     Since there are no field names in a text file, you should carefully
     determine the order that you want to import the data.

     As you copy each field, it appears in the Selected Fields list
   on the right:

     To remove a field from the Selected Fields list, highlight the
     field and click Remove. You can also double click a field in the
     Selected Fields list to remove it. Fields below the removed field
     will automatically move up in the Selected Fields list.

3   (optional) Click Save if you want to save the order that the fields
     appear in the Selected Fields list for future importing.

4   After selecting the appropriate fields for the Selected Fields list,
     click Import.

An Open dialog appears:
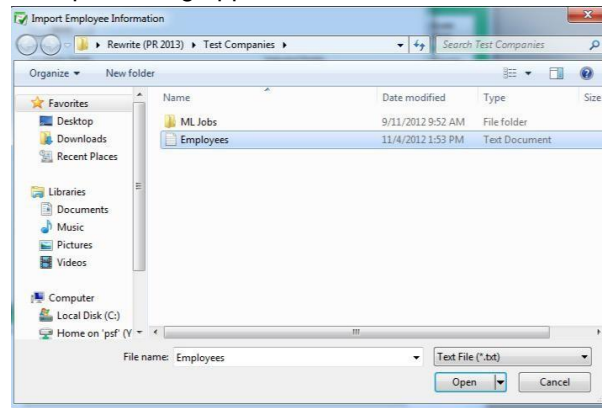
5   Select the appropriate text file to import and click

     Open. The Import Preview windowappears:
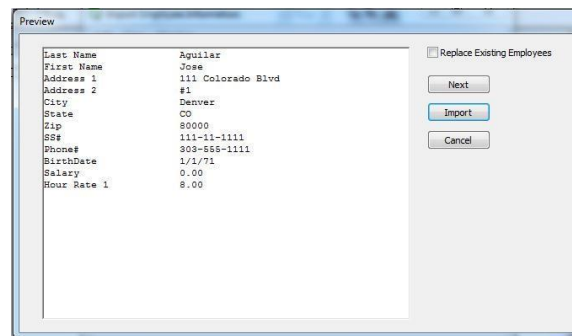
This window allows you to see the Selected Fields list with the contents of the selected text file by record. This can help you find any trouble spots before you actually import the data.

You can click the Next Employee button to see more information in the text file.

6   (optional) Check the Replace Existing Employees checkbox if you want the information in the text file to replace existing employee information in your company.

7   When you're finished previewing the text file, click Import to read the information into your company.

Note   If you intend to import employee hours, in the Enter Hours window, and use employee name as part of your import parameter(s), exporting employee names from your time clock program and importing into CheckMark Payroll is one way of assuring that they are identical and avoid errors. Or you can export employee names from CheckMark Payroll and import into your timeclock program if the program allows.

Warning   Importing an employee's department choice only works if a department with the same name is already setup in the Deductions screen.

Export Employee Information

You can export employee information to a text file, allowing you to import the information into other programs or into another CheckMark Payroll company.

To export employee information:

1   Choose Export Employees from the File menu.

2   Select the employee names you want to export.

To select a consecutive or non-consecutive series of employees, see "Making Selections in a List Box" on page 13.

If no employee names are highlighted, information for all employees will be exported.

Copy each field that you want to export in the order that you want it to appear in the text file.
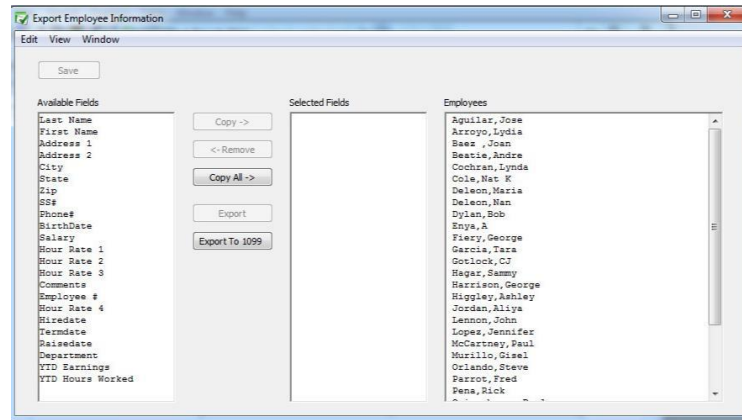
Highlight the field in the Available Fields list, then click Copy. You can also double click a field in the Available Fields list to copy it to the Selected Fields list.

To copy all fields in the order that they appear in the Available Fields list to the Selected Fields list, click the Copy All button.

Note   If your intent is to export employee information for import into another CheckMark Payroll company, take note that there are more fields available for exporting than there are for importing.

Since there are no field names in a text file, you should carefully determine the order that you want to export the data.

As you copy each field, it appears in the Selected Fields list on the right:

To remove a field from the Selected Fields list, highlight the field and click Remove. You can also double click a field in the Selected Fields list to remove it. Fields below the removed field will automatically move up in the Selected Fields list.

3   (optional) Click Save if you want to save the order that the fields appear in the Selected Fields list for futureexporting.

4   ClickExport.

A Save As dialog appears:
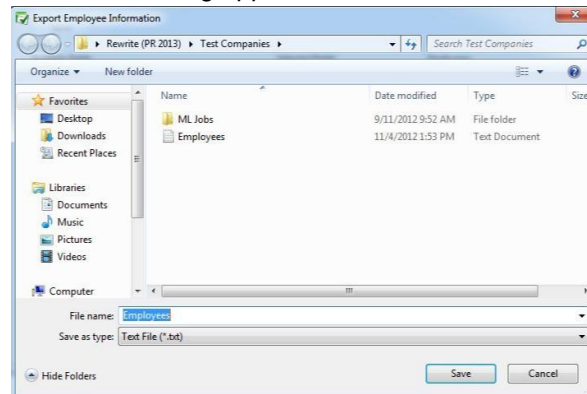
5   Enter a name for the text file, choose where you want to save the
     text file, then click Save.

       The extension ".txt" is automatically added to the file name.

Export Employee Information into CheckMark Forms 1099

CheckMark Payroll allows you to export employee information into
the CheckMark Forms 1099 application. To learn more about the
CheckMark Forms 1099 software, please call our sales department
at 800-444-9922 or visit our website at www.checkmark.com.

To export employee information:

1   Choose Export Employees from the File menu.

2   Select the employee names you want to export.

       To select a consecutive or non-consecutive series of
   employees, see "Making Selections in a List Box" on page 13.

       If no employee names are highlighted, information for all
       employees will be exported.

       Note: If the recipients to be imported are using different types of 1099
       forms, you should create multiple export files for each type of form.
       Example, one export file for 1099 MISC, one file for 1099 INT, etc.

       ---

3   Click the Export to 1099button.
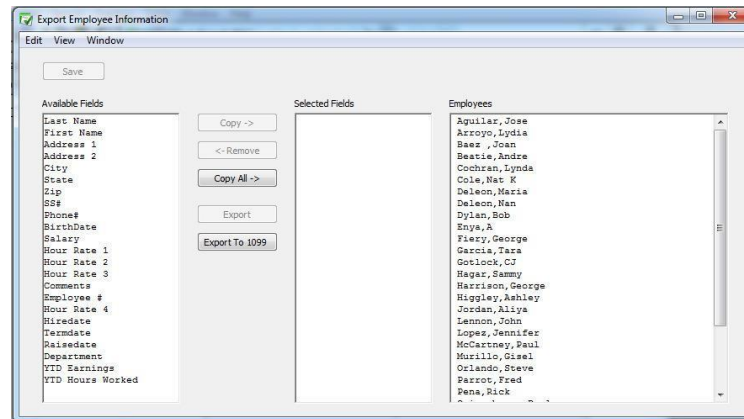
A Save As dialog appears.
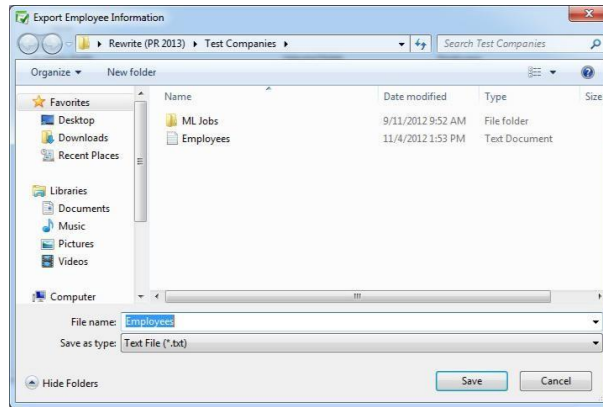
4   Enter a name for the text file, choose where you want to save the text file, then click Save.

   The extension ".txt" is automatically added to the file name

5   The file is now ready to be imported into the CheckMark Forms 1099application.

Warning   Exporting employee comments may have an adverse effect on the generated file if there are tabs or carriage returns within the text of the comments.

Warning   You can export more fields out of CheckMark Payroll than you can import. If you are importing/exporting data between companies, make sure your import and export field lists are the same.

Part 3

Processing Your Payroll

Now that you have everything setup, it is time to process payroll. Almost all the windows under Payroll on the Command Center are optional with the exception of Calculate Pay. You are able to calculate and create a pay check all within the Calculate Pay window. CheckMark Payroll does not require that you print a pay check to affect employee YTD balances or payroll reports. You only have to create a check.

Steps to Processing a Payroll

|		
Optional	1	Enter or Import employee hours.
		or
Optional	2	Distribute Hours by Department or Job.
	3	Calculate Pay.
Optional	4	Review pay calculations.
	5	Create paychecks.
Optional	6	Allocate Wages or Re-allocate Hours to Departments or Jobs.
Optional	7	Print paychecks.
Optional	8	Modify paychecks.
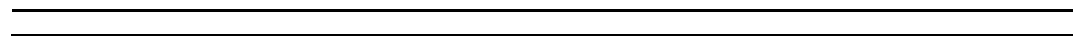
Chapter 16 Distribute Hours

To distribute hours by department or MultiLedger Job, use the Distribute Hours window on the Command Center. Hours distributed on the Distribute Hours window cannot be edited on the Calculate Pay window. If you need to edit an employee's hours, you will need to return to the Distribute Hours window.

Distribute Hours

1 Click Payroll in the Command Center, then select Distribute Hours.
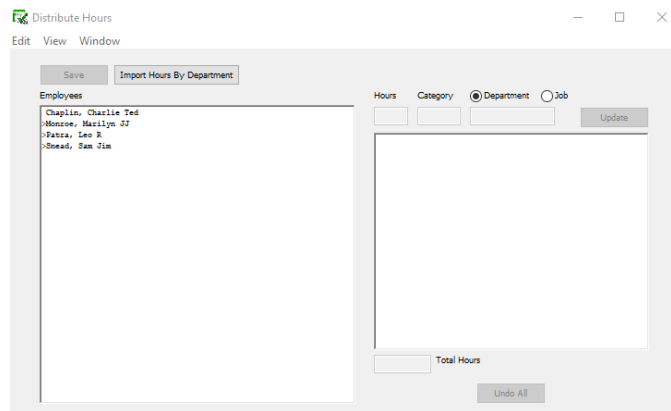
2 The default is to distribute hours by Department. If you are paying by MultiLedger job, select the Job radio button.

3 You can also import data through text file by selecting "Import Hours By department".

4 Select an employee in the list and enter the number of hours for the department/job and click the TAB key.

  Hourly employees are indicated by a" greater than" symbol (>).

5 Select the Hour Category that coincides with the hours you just entered. Click OK or press ENTER.

6 Select the Department/Job that coincides with the hours you just entered and click OK or press ENTER.

Note   If you selected Job when you entered the window and jobs have not been previously loaded during this payroll session, you will be prompted to select and open the MultiLedger company job list that you wish to use during this payroll session.

7   Continue with the selected employee until distribution is complete. Click

Save.

Employees whose hours have been distributed and saved are marked with an asterisk (*).

7   Repeat steps 3-6 for each employee.

Note   The Hour Categories and Department lists that appear while distributing hours are the Hour Categories and Departments that were setup on their respective windows on the Command Center. If you do not see an Hour Category or Department, you will need to set those up in the appropriate window.

Modifying a Distribution

1   Select the employee name in the list.

Employees whose hours have been distributed are marked with an asterisk (*).

2   Select the line you want to modify.
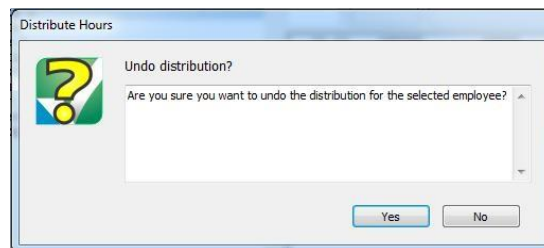
3   Modify the Hours, then click Update.

Undoing a Distribution

1   Select the employee name in the list.

Employees whose hours have been distributed are marked with an asterisk (*).

2   Click Undo.

The following alert appears:

3   Click Yes to delete the employee's hours distribution, or click No to leave the distribution unchanged.

Moving Around the Hour Fields

You can use your mouse to highlight any field by simply clicking the

field, or you can press the following keys on your keyboard:

Keystroke	Result
TAB or RIGHT ARROW	Next hour field to the right
SHIFT + TAB or LEFT ARROW	Next hour field to the left
ENTER (WIN)/RETURN (MAC) or DOWN ARROW	Next hour field below
SHIFT + ENTER(WIN)/RETURN (MAC) or UP ARROW	Next hour field above
CTRL(WIN)/COMMAND (MAC) + ENTER	First hour field for next employee below

A total column will show you total hours per employee and total hours entered for the period.

Note	You can also allocate wages to Departments or Jobs after checks have been created. For more information, see "Allocating Wages After Paychecks are Created" on page151
Important	If you've changed any hours for an employee whose calculated pay has already been saved, CheckMark Payroll will automatically undo the saved calculation. You must recalculate the employee's pay with the new hours on the Calculate Pay window.
Important	Hours distributed on Distribute Hours cannot be edited on the Calculate Pay window. If you need to edit the hours, you must close the Calculate Pay window and edit the hours in Distribute Hours.

Chapter 17 Entering Employee

Hours

This chapter shows you how to enter the number of hours employees use for such hour categories as regular, overtime, sick, and vacation. You can also import hours from third party program using a tab-delimited text file.

Note   If you open this window and do not see your employee list or header columns, you have not setup Hour Categories for your company. You must first set up Hour Categories. For more information on setting up Hour Categories, see "Chapter 9 Setting Up Hour Categories" on page45

Moving Around the Hour Fields

You can use your mouse to highlight any field by simply clicking the field, or you can press the following keys on your keyboard:

Keystroke	Result
TAB or RIGHT ARROW	Next hour field to the right
SHIFT + TAB or LEFT ARROW	Next hour field to the left
ENTER (WIN)/RETURN (MAC) or DOWN ARROW	Next hour field below
SHIFT + ENTER(WIN)/RETURN (MAC) or UP ARROW	Next hour field above
CTRL(WIN)/COMMAND (MAC) + ENTER	First hour field for next employee below

Entering Hours for an Employee

1 Click Payroll in the Command Center, then select Enter Hours.

A total column will show you total hours per employee and total hours entered for the period.

2 Select an hour category for an employee.

Hourly employees are indicated by a "greater than" symbol (>). The hour categories that were set up with the Hour Categories window appear across the top of the hour fields. These categories appear in the order that you set them up in the Hour Categories window.

Note To show hourly employees first in the list, check the Sort Hourly Employees First When Entering Hours option on the Preferences window.

3 Enter the number of hours for the category.

Numbers to the right of the decimal point are treated as hundredths of an hour. For example, enter "30.75" for an employee who worked thirty hours and forty-five minutes. For detailed information on the decimal equivalent to how many minutes an employee worked see "Conversion Chart: Number of Minutes and Decimal Equivalent" on page 120.

4 Continue entering employee hours.

5 Click Save in the tool bar after you've finished entering employee hours for the pay period.

After the hours are saved, they can be used for pay calculations on the

Calculate Pay window.

Fill Down Column
You can quickly enter the same number of hours, such as eight hours of holiday pay, for each employee. First, select the first hour field under Holiday. Next, enter "8" and click the Fill Down Column button. A message appears asking if you want to replace values for all cells; click Yes. Starting with the currently selected employee, each value in the column is replaced with"8".

Retain Hours for Next Pay Period
If you want the same number of hours for each employee to automatically appear for the next pay period, check the Retain Hours for Next Pay Period option.

Important
If you've changed any hours for an employee whose calculated pay has already been saved, CheckMark Payroll will automatically undo the saved calculation. You must recalculate the employee's pay with the new hours on the Calculate Pay window.

Importing Employee timeclock Hours
CheckMark Payroll can import hours from a spreadsheet or program, as long as the hours have been saved in a tab-delimited text file format. The hours you import should be total hours for the pay period. The order of the hours in the text file must match the order in which they appear on the Enter Hours window. If an employee does not have any hours for a particular hour category, you still need to separate the categories by a tab or enter a zero (0). The text file must have a TAB between each field and a RETURN at the end of each employee record. Hours can have up to two places to the right and three places to the left of the decimal point (000.00).

Important
You cannot import hours directly to Jobs or Departments, but you can allocate the pay to the appropriate Jobs or Departments after you have created a paycheck. For more information, see, "Allocating Wages After Paychecks are Created" on page151.

You can choose to import hours by the following match.

Employee Name - Employees in your text file are saved in alphabetical order with the last name first, first name and then employee hours for each hour category.

Social Security # - Employees in your text file are saved by Social Security Number followed by hours for each hour category.

Employee Name and Social Security # - Employees in your text file are saved in alphabetical order with last name, first name, Social Security Number followed by the hours for each hour category.

Here is an example of an acceptable text file format, if the Employee

Name option is selected:

Browne[TAB]Jennifer[TAB]32[TAB]2[TAB]3.25[TAB]8[TAB]40[RETURN]
Wilcox[TAB]James[TAB]40[]3.5[TAB][TAB][TAB]40[RETURN]

Conversion Chart: Number of Minutes and Decimal Equivalent

# of Minutes	Decimal Equivalent	# of Minutes	Decimal Equivalent
1	0.02	31	0.52
2	0.03	32	0.53
3	0.05	33	0.55
4	0.07	34	0.57
5	0.08	35	0.58
6	0.10	36	0.60
7	0.12	37	0.62
8	0.13	38	0.63
9	0.15	39	0.65
10	0.17	40	0.67
11	0.18	41	0.68
12	0.20	42	0.70
13	0.22	43	0.72
14	0.23	44	0.73
15	0.25	45	0.75
16	0.27	46	0.77
17	0.28	47	0.78
18	0.30	48	0.80
19	0.32	49	0.82
20	0.33	50	0.83
21	0.35	51	0.85
22	0.37	52	0.87
23	0.38	53	0.88
24	0.40	54	0.90
25	0.42	55	0.92
26	0.43	56	0.93
27	0.45	57	0.95
28	0.47	58	0.97
29	0.48	59	0.98
30	0.50	60	1.00

To import employee hours into CheckMark Payroll

1 Click Setup in the Command Center, then select Enter Hours.

2 Select the appropriate Import Hours using the following match option.

   You can choose Employee Name, Social Security #, or Employee Name & Social Security #.

3 Click the Import Hours button.

4 Select the appropriate text file to import, then click Open.

Note If an employee's information appears in the text file, but is not found in CheckMark Payroll, a message appears telling you that the employee could not be found. Click OK to continue importing or click Cancel to stop the import process.

5 After the employees' hours have imported, click Save.

Chapter 18 Calculating Employee Pay
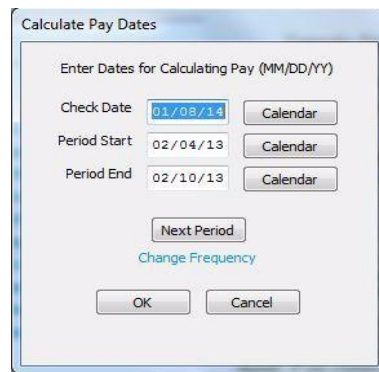
This chapter shows you how to calculate the pay for employee paychecks and special checks, such as bonuses and after-the-fact paychecks.

CheckMark Payroll can calculate the pay for one employee at a time or all employees for any combination of pay frequencies at one time.

After you've entered employee hours with the Enter Hours or Distribute Hours window (you can also enter hours on the Calculate Pay window), the next step is to have CheckMark Payroll calculate employee wages, additional income and deduction amounts, taxes, and net pay for the current pay period.

Check Dates

When you first open the Calculate Pay screen, you will see the Calculate Pay Dates window. You need to enter the Check Date, Period Start and Period End dates. Use the DOWN ARROW buttons to the right of the Check Date, Period Start and Period End fields to use the pop-up calendars. Click on the date of the calendar window for the date to fill in the appropriate field. When the dates are filled in, Click OK to continue to the Calculate Pay window. Dates entered in the Check Dates window are displayed on the Calculate Pay window while you are calculating your employee paychecks.

Next Period   This button will calculate Check Date, Period Start and Period End based on the pay frequency set on the first employee in the employee list and dates currently being displayed.

| Change Frequency | If you have multiple pay frequencies, you can click the Change Frequency link to open up an option to change the pay frequency when selecting the Next Period button. |

Calculate Pay

Once you are in the Calculate Pay window, you will see all employees in your employee list displayed on the right side of the screen. Employee names displayed in "black" indicate that there is no calculation saved for that employee. If the employee name is displayed in "green" with a "$" on the left side, there is a saved calculation for that employee. If that calculation is not correct, or needs to be modified, you must first Undo the saved calculation.

Make any changes to the payroll on the Calculate Pay window by clicking the box with the field you need to modify and insert the change. Save changes and review the calculation on the Review/ Create Paychecks window.
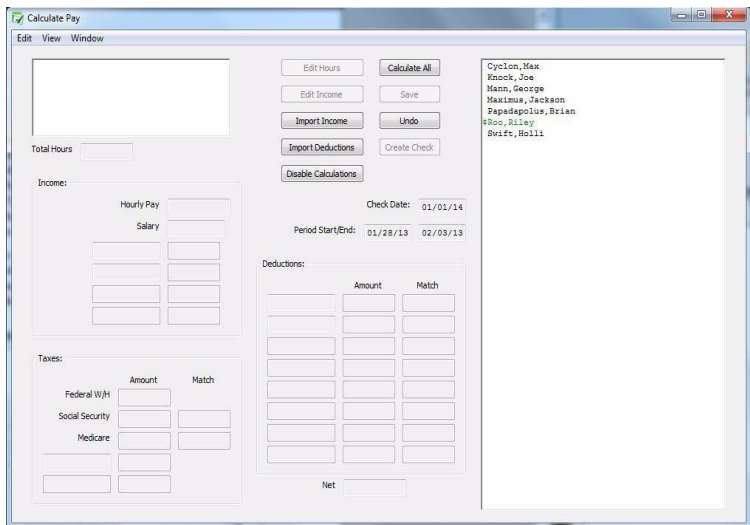
| Edit Hours | Select Edit Hours if you need to adjust the number of hours or wage per hour for the pay period. Hours entered on the Enter Hours window can be edited directly in Calculate Pay, but if hours were entered in Distribute Hours, you will need to edit hours on the Distribute Hours window. An employee name must be selected before this option is available. |
| | Changing the hourly rate on the Edit Hours window affects only the |

current calculation and does not change the employee's hourly rate for future pay calculations.

Edit Income Select Edit Income if you need to enter information for an additional income that is setup to calculate based on further information, such as mileage, commission, piecework or tips. An employee name must be selected before this option is available.

Import Income Select Import Income if you wish to import the additional incomes for your employees using a tab-delimited text file. An example is listed below for two employees. One employee, Jennifer Brown, has additional Commission and the other, James Wilcox, has additional Piecework and Mileage.

Brown[TAB]Jennifer[TAB]Commission[TAB]2500.00[RETURN]
Wilcox[TAB]James[TAB]Piecework[TAB]127.5[TAB]Mileage[TAB]105.9[RETURN]

Import Deduction Select Import Deductions if you wish to import the variable deductions for your employees using a tab-delimited text file. An example is listed below for two employees. One employee, Jennifer Brown, has a reimburse deduction and the other, James Wilcox, has Office supplies.

Brown[TAB]Jennifer[TAB]reimburse[TAB]2500.00[RETURN]
Wilcox[TAB]James[TAB]Office[TAB]127.5[RETURN]

Numbers that are imported in this way will be used in calculations setup on the Additional Income window or as the number used as additional income in the payroll calculation. These numbers can be modified, if necessary under the Edit Income option.

Disable Calculation

Select this option if you wish a deduction to be turned off for this payroll, for hour accrual to not accrue on this check or to disable all the calculations when entering checks such as after-the-fact payroll checks. Items selected in this window will affect all calculations made while you are in the Calculate Pay window. To deselect any or all of the options in this window, close Calculate Pay and re-enter the window.

If this option is unavailable, you probably have an employee selected in the list. Deselect the employee and try again.
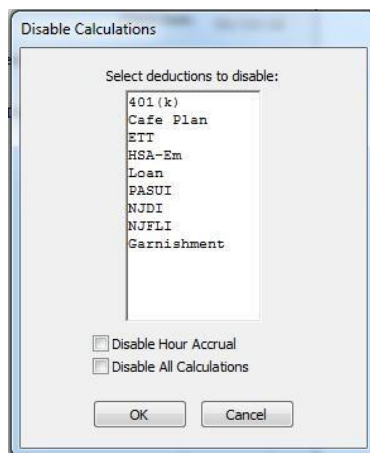
Select any or all deductions that you do NOT wish to calculate on this paycheck. For example, when calculating special checks such as bonus checks, you may not wish for items such as health insurance or 401(k) to be deducted. Select those items from the list then click OK.

Disable Hour Accrual - Select this option if you are doing a special check and do not wish employee accruals to calculate on this check. An example is an employee that has accrual based on a per pay period basis and you are calculating a bonus check in addition to a regular paycheck on the same check date.

Disable All Calculations - Select this option if you wish to manually enter all of the employee income, tax and deduction fields such is the case when entering after-the-fact checks.

Note	An employee's Social Security and Medicare withholding are exact computations based on values shown for Federal Tax Parameters on the Federal Taxes Setup window and should NOT be manually changed for an individual check. There are, however, times when this is necessary specifically when entering after-the-fact checks since items already distributed MUST be matched exactly. CheckMark Payroll will warn you that these items do not match the calculated value, even when Disable Calculations is selected, BUT will allow the change to be saved.
Calculate All	Select this option if you wish to have CheckMark Payroll calculate all employees in the pay period at one time based on your company and employee setup. When you select this option, a list of possible pay frequencies appears. Select any or all pay frequencies that you wish to calculate pay. All frequencies enabled are those that appear and have been assigned to employees on the Wages tab of the Employees window.
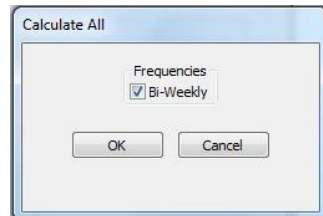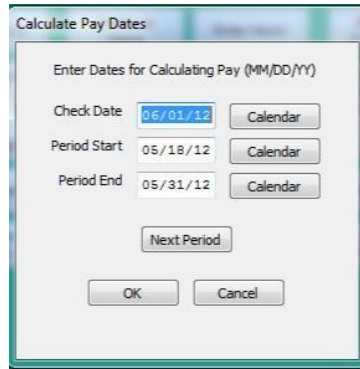
Save	Select this option after you have finished editing the employee's pay calculation.
Undo	Select this option if you wish to undo an employee's saved calculation. CheckMark Payroll deletes the saved calculation and removes the "$" from the employee's name turning from "green" to "black" again. If you select Undo with no employee name selected from the employee list, ALL calculations that have been saved will be deleted.

Create Check   Select this option if you wish to create the employee's paycheck directly in this window and not on the Review/Create Paychecks window. CheckMark Payroll will not affect employee YTD balances or create reports without creating an employee paycheck. Once the check or direct deposit number is entered, click Create.

Calculating Pay for an Employee

1   Click Payroll in the Command Center, then select Calculate Pay.

2   Enter the check date for this payroll and press TAB.

3   Enter the pay period start date and pay period ending date and click OK.

Note   To make date entry more accurate, you can select the down arrows next to Check Date, Period Start, and Period End date fields to reveal a calendar. Then, simply click the date on the calendar to fill in the appropriate date field. You can also use the Next Period advance button to move ahead one pay period at a time. The Next Period button will calculate check date, period start and end dates based on the pay frequency set on the first employee in the employee list and dates currently being displayed.

The Calculate Pay Window appears.
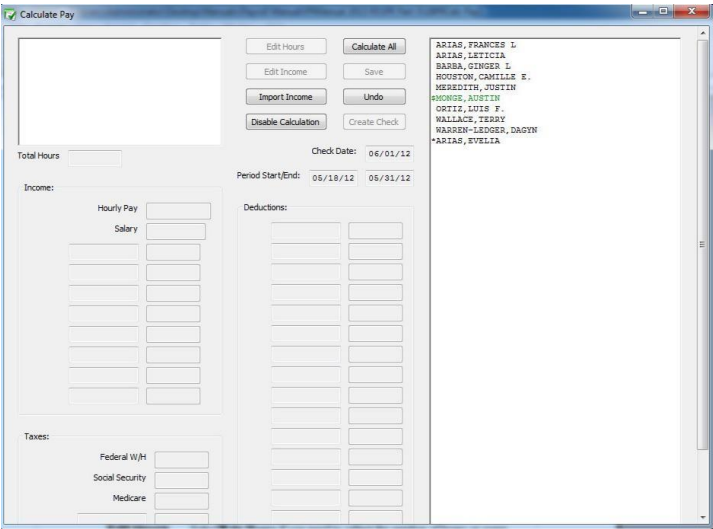
4   Select an employee from the Employees list.

Important An employee's Social Security and Medicare withholding are exact computations based on values shown for Federal Tax Parameters on the Federal Taxes window and typically should not be manually changed for an individual check.

CheckMark Payroll calculates the tax withholding amounts using a percentage method, which is more accurate than manual calculations based on the bracket method used in the Circular E, Employers Tax Guide or state tax guide. You might find small differences (up to one or two dollars for federal or state withholding) between manual calculations and CheckMark Payroll's calculations. You don't need to be concerned about these minor differences.

The employee's net pay is shown at the bottom of the window.

5   Make any necessary changes to the wages shown for the employee.

To enter or modify hours for the employee, click the Edit Hours button.

Note Hours entered in the Distribute Hours screen cannot be modified on the Calculate Pay screen. Close the Calculate Pay screen and modify in the Distribute Hours screen.

Hours shown for salaried employees do not affect the wage calculations unless the employee has also been set up with hourly pay rates.

6   Make any necessary changes to the Additional Income amounts.

Don't forget to enter amounts for any Variable Amount Additional Income for this pay period.

Whenever a taxable Additional Income amount is changed, CheckMark Payroll recalculates the appropriate taxes and net pay when the cursor leaves the edit box or the calculated pay is saved.

7   Make any necessary changes to Deduction amounts.

Don't forget to enter amounts for any Variable Amount Deductions for this pay period.

Whenever a pre-tax Deduction amount is changed, CheckMark Payroll recalculates the appropriate taxes and net pay when the cursor leaves the edit box or the calculated pay is saved.

Important   Do not enter negative amounts to account for mistakes made in prior payrolls. Example, if you over paid or over deducted someone on the prior payroll, don't enter a negative amount to compensate for the over deduction or payment. This will adversely affect the tax reporting. You should create a new Deduction or Additional Income category to properly handle the misappropriated amount.

Employer Match Fields in Calculate Pay Screen

Modifying hours worked and other income amounts will force employer match amounts to recalculate. Changing a regular deduction amount will also force the employer match amount to recalculate, even if disabling deduction calculations. You can modify match amounts for Deductions, but not Taxes.

Fixed % employer matches cannot be modified, unless disabling calculations (which works the same as regular Deduction amounts.

The match amount cannot be modified on a deduction where the deduction amount is zero, and the "match if no employee deduction" checkbox is NOT checked, unless using Disable Calculations.

Note   Employer match amounts for taxes are calculated at the time reports   are generated, not when checks are created. Changing employer tax rates though Federal Tax Values at any time will result in the employer match amounts for all previously created checks to change as well.

8   Click Save after you've finished editing the employee's pay calculations.

Employees whose calculated pay has been saved are shown in green and prefaced with a dollar sign ($):

```
 Crawford,Alex
 Dickens,Chuck
$Griffin,Marj
$Hill,Allison
$Morrison,Leila
```

You can verify these calculations on the Review/Create Paychecks window before creating the paychecks. For details, see "Reviewing Payroll Calculations" on page 137.

After calculating employee pay, you can create the paychecks with the Review/Create Paychecks window. For details, see "Creating Payroll Checks" on page 138.

Note   CheckMark Payroll does not add the calculated pay to employee records until you create the paychecks.

Calculating Pay for Special Checks
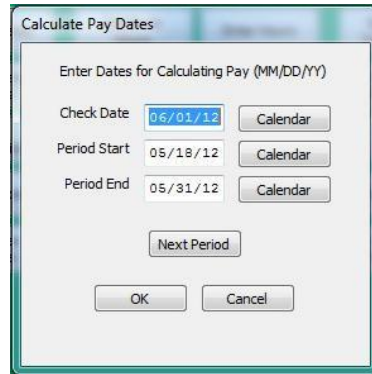
You can use the Calculate Pay window to calculate the pay for special checks, such as after-the-fact or bonus checks.

Calculating Pay for After-the-Fact Checks

After-the-fact paychecks are paychecks that were issued in the current quarter prior to using CheckMark Payroll. If you have started using CheckMark Payroll mid-year and have used another program or service for previous payrolls, any check in the current quarter needs to be calculated and created in order to get accurate quarterly reports. If you want CheckMark Payroll to keep accurate records for quarterly reports, such as 941s and state reports, you should record these paychecks.
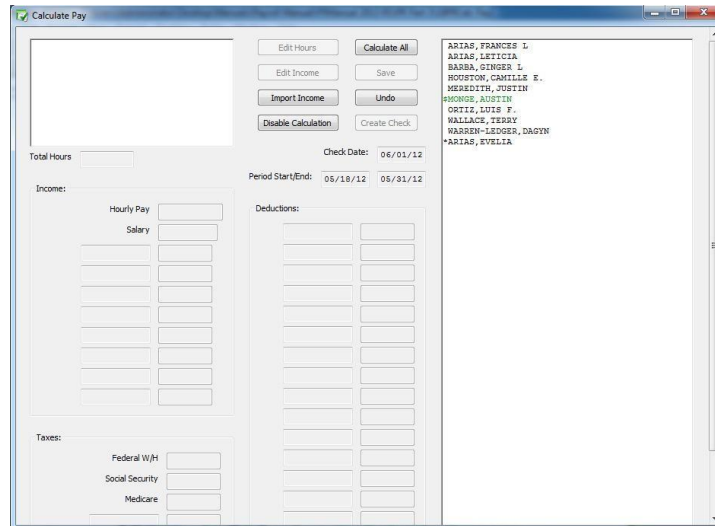
CheckMark Payroll automatically calculates net pay based on the amounts you enter for Wages, Additional Income, Deductions, and Taxes.

1   Click Payroll in the Command Center, then select Calculate Pay.

2   Enter the check date from the original paycheck and press TAB.

3   Enter the period start date and period ending date from the original paychecks and click OK.

4   The Calculate Pay windowappears.

5   Select Disable Calculations, then choose the Disable All Calculations checkbox.

6   Select an employee from the list.

7   Enter the check amounts from the employee's paycheck in the appropriate fields.

> If you don't want to enter the hours to calculate the wages for hourly employees, you can enter the amount in the Salary edit box.

Note   Social Security and Medicare are exact computations based on values entered for Federal Tax Parameters on the Federal Taxes window. If you enter Social Security and Medicare amounts that differ from what the federal tax parameters calculate, CheckMark Payroll warns you that Social Security and Medicare are not correct. Typically, you would override the amount to reflect what was actually paid, but you should know that the difference will appear in the Fractions of Cents line on the 941. For more information, see "Types of Federal Tax Reports" on page186

8   Click Save after you have finished filling in the paycheck amounts.

> Employees whose calculated pay has been saved are shown in green and prefaced with a dollar sign ($).

Important Do not forget to use the Review/Create Paychecks window to create the paycheck since CheckMark Payroll updates employee records after the paycheck is created. Use the same check number that was originally disbursed for accuracy. For details, see "Creating Payroll Checks" on page 138.

Calculating Pay for a Bonus Check
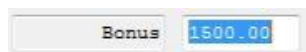
Before calculating a bonus check, the bonus should have been set up for employees as an additional income category. For details, see "Adding Pre-Defined Additional Income Categories to Your Company" on page 50

To calculate the pay for a bonus check, do the following:

1   Click Payroll in the Command Center, then select Calculate Pay.

2   Enter the date for the bonus check and press TAB.

3   Enter the period start and period ending date and Click OK.

4   Select Disable Calculations and select any deductions that don't apply to this bonus.

> Note: It may be necessary to select the Disable Accrual check box while on the Disable Calculations window. If you accrue hours such as vacation on a per pay period basis and you are doing a regular paycheck with a bonus check on the same check date, this check box will prevent accruals to occur twice, once for each check created.

5   Select an employee from the list.

6   If necessary zero out the salary and/or saved hours.

7   Enter the bonus amount in the edit box for the Additional Income category that was set up for the bonus and press TAB.

8   Change the amounts shown for federal, state, or local taxes if necessary.

> For guidelines about how much federal tax should be withheld, consult the "Supplemental Wages" section in your Circular E, Employer's Tax Guide.
>
> For guidelines about how much state or local tax should be withheld, consult your state or local tax guides.

9   Click Save.

> Employees whose calculated pay has been saved are shown in green and prefaced with a dollar sign ($).

10   Repeat steps 4–8 for each employee who is receiving a bonus for the pay period.

Chapter 19 Review/Create

Paychecks

After you've calculated the pay for the pay period on the Calculate Pay window, use the Review/Create Paychecks window to check saved calculations for your employees and create paychecks. Once paychecks are created, CheckMark Payroll updates employee records with the new paycheck information.

Reviewing Payroll Calculations

1   Click Payroll in the Command Center, then select Review/Create Paychecks.
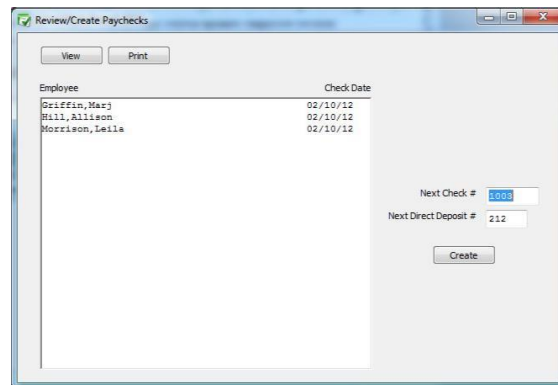
2   Select one or more employees from the list.

If no names are highlighted, all employees listed will be reported.

You can select a consecutive or non-consecutive series of employees.

Note   Only those employees whose pay has been calculated and
saved on the Calculate Pay window appear in the list. If you
don't see the employee you want, go to the Calculate Pay
window and make sure that the employee's calculated pay has
been saved. Employees with calculated pay are shown in green
and prefaced by a dollar sign ($) on the Calculate Pay window.

If any information is incorrect, you must return to the Calculate
Pay screen and make the changes. For more information on
calculating pay, see "Calculate Pay" on page 124

3   Click View or Print.

Creating Payroll Checks

You can create one paycheck at a time or all of them at the same time.

1   Click Payroll in the Command Center, then select
Review/CreatePaychecks.
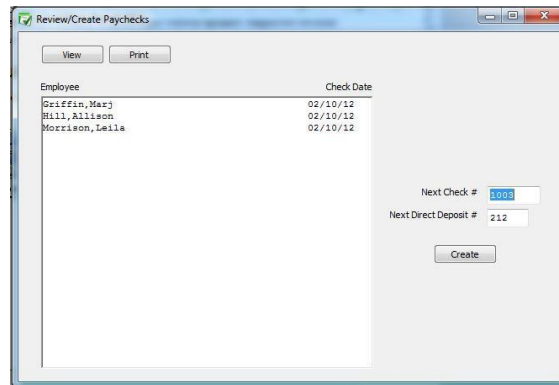
2   Select one or more employees from thelist.

If no names are highlighted, paychecks for all employees listed
will be created.

You can select a consecutive or non-consecutive series of employees.

Note   Only those employees whose calculated pay has been saved on the Calculate Pay window appear in the list. If you don't see the employee you want, go to the Calculate Pay window and make sure that the employee's pay has been saved. Employees whose pay has been saved are shown in green and prefaced by a dollar sign ($) on the Calculate Pay window.

3   Change the Next Check # or Next Direct Deposit #, if necessary.

When creating multiple checks, CheckMark Payroll consecutively assigns check numbers starting with the check number entered. Pay calculations for employees set up with Direct Deposit are consecutively numbered starting with the direct deposit number entered.

Keeping Check # and Direct Deposit # numbering systems different allows for easier identification of what items print on which stock when printing.

Note   Review Calculations is displaying/printing the calculation saved at the time it is viewed/printed. Calculations can still be modified and do not affect employee YTD totals until the paycheck is created. There are no company totals in Review Calculations.

4   Click Create.

Creating checks updates the year-to-date totals to include the current check calculations. The employee names for which paychecks have been created no longer appear in the list since the paycheck's calculation data has been used.

You can print the check with the Print Paychecks window.

Once created, a paycheck's calculations cannot be changed. However, you can use the Modify Paychecks window to modify the check number, delete or void the check.

Chapter 20 Print Paychecks

Printing the Payroll Checks

After you've created the paychecks, you can print them with the Print Paychecks window. Printing paychecks is an optional step because it's not necessary for posting check information to the employee's earnings records.

Paychecks can be printed or reprinted. Reprinting a paycheck doesn't affect employee records. In the list, checks that have already been printed have an asterisk (*) after the check number.

You can select the print font and size for printing checks on the Select Print Font window located under the File menu.

1   Click Payroll in the Command Center, then select Print Paychecks.
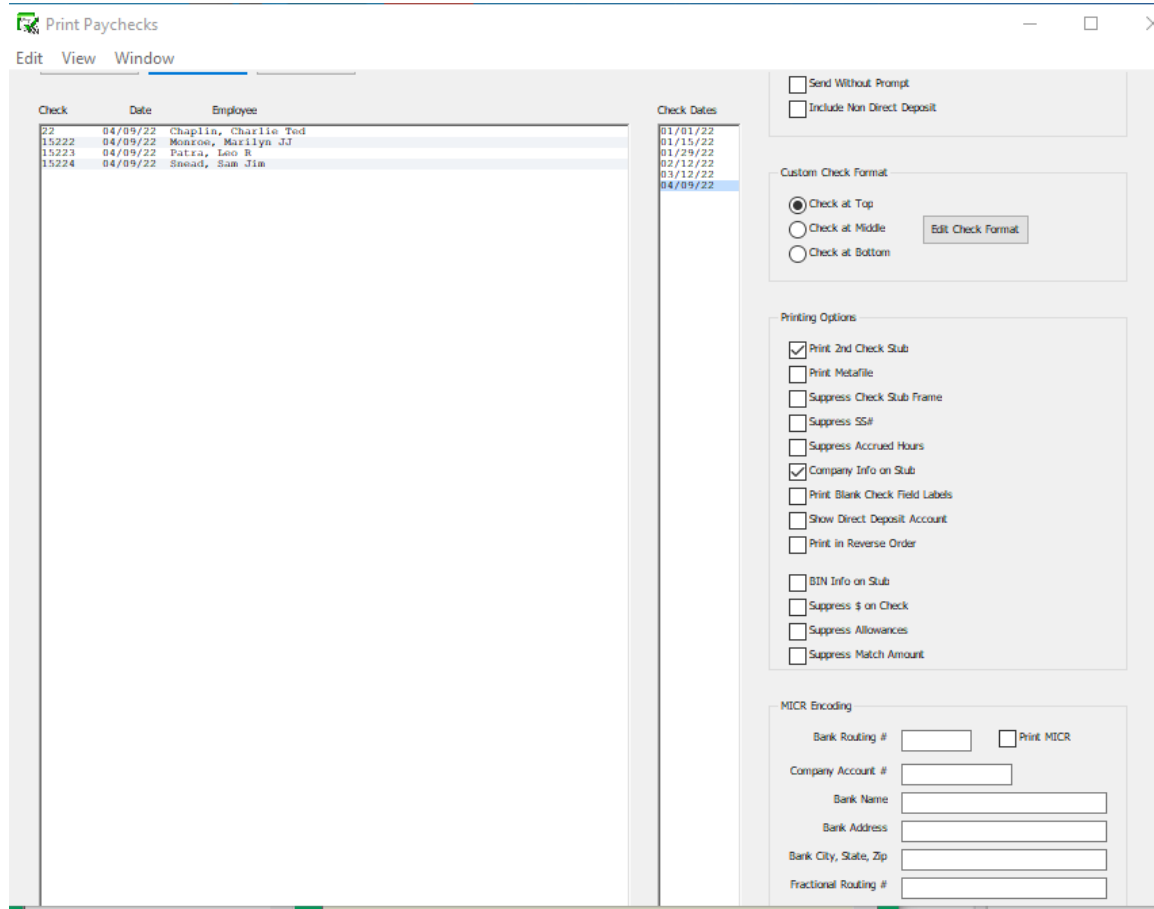
2   Select the check date for the checks that you want to display in the list.

3   Select one or more checks from the list.

If no checks are highlighted, all checks listed will be printed.

Note   If you have some employees set up for ACH or Web Direct Deposit, you should make sure they are not selected. Otherwise, you will print actual checks for them unnecessarily. You can always print their check information on blank paper, separate from the check run. Or select the Email button to email a stub to those employees.

4   Select and set any necessary email, format and print options and click Print.

   If one or more checks jam in your printer, you can reprint the check with a new check number. For details, see "Modifying Payroll Checks" on page 147.

Emailing Paystubs to Employees

You may wish to send paystubs to employees via email, especially employees who participate in direct deposit.

1   Click Payroll in the Command Center, then select Print Paychecks.

2   Select check date(s).

3   Select check or series of checks from list.

4   Review the different Printing Options and Email Options. Select or change as needed.

5   Click the Email button.

   An alert will appear for any paystub you try and send where no email address is entered in the employee setup window. The alert will include the employee's last name.
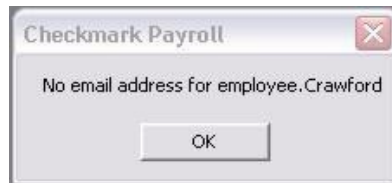
Windows: Uses Messaging Application Program Interface (MAPI) that is a part of the Windows operating system. This feature may require additional setup in your email program. This feature does not necessarily interface with an internet-based email program.

Macintosh: Emailing paystubs will only work with the Apple Mail program. To set Mail as the default mail program first launch the Mail program. Under the Mail menu, select Preferences. On the General tab, select the Mail program as the default. Close the Preferences window.

Email Options

Send Without Prompt — If you would like to have the email sent automatically without having to select the Send button in your email program for each employee, select this option. (Windows users may require some preference selection in your email program.)

Include Non Direct Deposit — Allows you to email paystub information to employees not set up as direct deposit employees.

Check Format

Default — Select this option if you use pre-printed laser checks that have the check positioned in the middle third of the page. Stubs are positioned top and bottom.

Check at Top — Select this option if you use a laser check that has the check positioned in the top third of the page, but you would like to align the printing fields on the check to coincide with pre-printed positions OR your check stock is blank and your are printing all fields on the check. If you have more than four Additional Incomes and/or eight Deductions for an employee, we recommend using check stock with the check on top.

Check at Middle — Select this option if you use a laser check that has the check positioned in the middle third of the page, but you would like to align the printing fields on the check to coincide with a pre-printed position OR your check stock is blank and you are printing all fields on the check.

Check at Bottom — Select this option if you use a laser check that has the check positioned in the bottom third of the page, but you would like to align the printing fields on the check to coincide with a pre-printed position OR your check stock is blank and you are printing all fields on the check.

Edit Check Format — This option is only available when Custom - Check in Middle or Custom - Check at Top is selected. Click this button to access the printing fields and be able to adjust their position and/or enable or disable the fields from printing. For details, see "Formatting Checks, W-2s, and W-3s" on page227.

Printing Options

Print 2ndCheck Stub — If Print 2nd Check Stub is checked; a second stub will be printed on the bottom third of an 8 1/2 by 11 inch laser check.

Print Metafile(Win)or — If Print Metafile or Print PDF/PICT File is checked, an Open dialog will appear when you print checks that allows you to

Print PDF/PICT File (Mac) — select a Metafile or PDF/PICT to print along with the check.

Note: Windows Metafiles and Mac PICT files are graphic files created outside the Payroll program using a graphics/drawing type program. These files can be created by you to add items to your checks such as company logos or special messages. Mac will also read/print a PDF file. When selected, the Metafile or PDF/PICT file will print on all checks selected.

Suppress Check Stub Frame	If Suppress Check Stub Frame is checked, the frame around the check stub that normally prints will be omitted.
Suppress SS#	If Suppress SS# is checked, employees' Social Security numbers will not print on the check stub.
Suppress Accrued Hours	If Suppress Accrued Hours is checked, the accrued Hours Available and YTD Used hours will not print on the check stub.
Company Info on Stub	If Company Info on Stub is checked, your company's name, address, city, state, zip and phone number from the Company Information window will appear across the top of the check stub.

Note: If check box "Use on reports and checks" on the Company Information screen is selected, the Trade Name will print on the check stub.

Print Blank Check Fields	If Print Blank Check Fields is checked, "Pay", "To the Order of", "Amount", and "Authorized Signature" field labels on blank check stock used for MICR encoding will print. Available with middle check layout only.
Show Direct Deposit Account	If Show Direct Deposit Account is checked.

MICR Encoding

CheckMark Payroll will print the MICR Encoding information on blank check stock. To enable MICR printing, you must select the print MICR checkbox and fill in the appropriate bank information fields.

MICR Encoding

Bank Routing #	123456789 ☑ Print MICR
Company Account #	1328562512
Bank Name	My Bank
Bank Address	100 Main Street Plaza
Bank City, State, Zip	Anytown USA
Fractional Routing #	12-354/56

Note	The MICR encoding will not print on checks for employees who are marked to receive direct deposit.
Bank Routing#	This is a nine-digit number to identify your bank. It is usually the first nine digits at the bottom on a pre-printed check.
Company Account#	This is your company account number at the bank. This field will accommodate up to 15 digits.
Bank Name, Bank Address, Bank City State, Zip	This is the information that identifies your bank.
Fractional Routing#	Almost all checks have a fraction at the top right side of the check. Some do not. The fraction is shown as a hyphenated numerator (top) over a three to four-digit denominator (bottom. This number is also called a Non-MICR ACH#.
Note	In most cases, the MICR software automatically prints the symbols. Manually enter the symbols as:
	Enter a "D" (capital D) to type a MICR hyphen: Ds
	Enter a "C" (capital C) to type this symbol: C
	Enter an "A" (capital A) to type this symbol: A

Chapter 21 Modifying Paychecks

Modifying Payroll Checks

Once paychecks have been created, you can use the Modify Paychecks window to modify check numbers, modify and void check numbers, change period start and end dates, void or delete employee paychecks.

When you open the Modify Paychecks window, checks already created in CheckMark Payroll are listed on the left with the coordinating check date selected. By default, the last check date created is the date selected when entering the window. To see details of an individual check, select the check on the left and details will be displayed on the right side under Check Details.
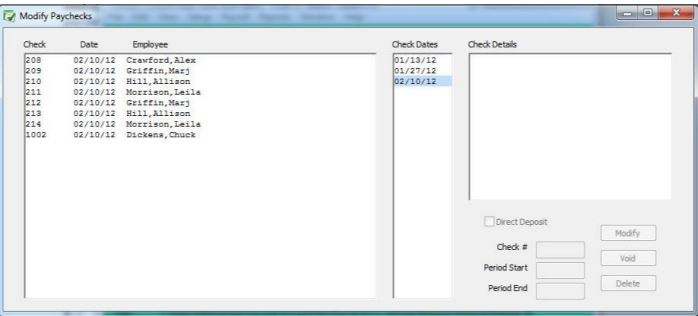
Once selected, a check's calculations appear in Check Details. Items displayed in this part of the screen cannot be modified. If more than one check is selected, nothing will be displayed in Check Details.
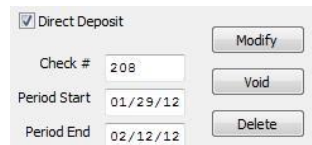
Modifying a Check Number

1   Click Payroll in the Command Center, then select Modify Paychecks.

2   Select the check date for the check(s) that you want to display in the list.

3   Select one or more checks to modify.

    You can select a consecutive range of checks from the list.

4   Enter the new starting check number in the Check # edit box,
    then click Modify.

Note   An alert will appear if duplicate check numbers are entered
        in the current list.

Note   If you selected a range of checks, they will all be renumbered
        consecutively. If the checkbox for Direct Deposit is checked,
        make sure you use the numbering sequence for your Direct
        Deposit checks.

        If you need to print this check on check stock, de-select t5he check
        box, change the Check # displayed in the Check # box and then
        select Modify. When prompted, select whether you wish to save
        the direct deposit number as a void item in your list.

Note   An alert appears asking if you want to retain existing check
        number as "Void" before renumbering.

Modifying Period Start and End Dates

1   Click Payroll in the Command Center, then select Modify Paychecks.

2   Select the check date for the check(s) that you want to display in the list.

3   Select one or more checks to modify.

     You can select a consecutive range of checks from the list.

4   Enter the new Period Start and/or Period End dates in the
     Date(s) edit box, then click Modify.

Note   If a check date was entered incorrectly, you must delete checks with

        incorrect date and then re-enter the paycheck with correct check date.

Voiding a Check

     You can void an employee's paycheck, which retains the check
     number, replaces the employee's name with "Void," and subtracts
     the check amounts from the employee's year-to-date balances.

1   Select the check date for the check(s) that you want to display in the list.

2   Select one or more checks to void.

     You can select a consecutive range of checks from the list.

3   Click Void.

     An alert appears asking if you want to mark the check(s) as void.

4   Click Yes.

Note   There is not a general ledger in CheckMark Payroll. Voided paychecks

        may still need to be recorded in your accounting program as certain

        programs will not allow for posting of a $0.00item.

Deleting a Check

     Deleting a check removes all information associated with the

     check and subtracts the values from the employee's year-to-

     date balances.

1   Select the check date for the check(s) that you want to display in the list.

2   Select one or more checks to delete.

     You can select a consecutive series of checks from the list.

3   Click Delete.

An alert appears asking if you want to remove the amounts from the employee's YTD balances.

4   Click Yes.

Note   If you Void or Delete a check for an employee after another check has been created for that same employee, you will receive an alert warning that the limits for Social Security, SUTA and FUTA could be adversely affected.
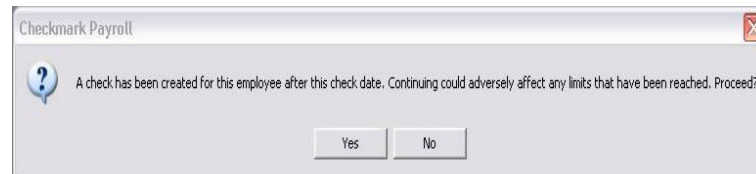
Chapter 22 Allocate to Dept/Job

Allocating Wages After Paychecks are Created

You can use the Allocate to Depts/Jobs window to allocate an employee's wages and employer taxes to more than one Department or MultiLedger Job after a check has been created.

You can also use the Allocate to Depts/Jobs window to re-allocate an employee's hours that were allocated using the Distribute Hours window. If you re-allocate hours for hourly employees on this window, the employee's wages are re-allocated automatically as well.

Please note that re-allocating hours for salaried employees does not automatically allocate their wages by department or job.

Re-allocating Hours for Hourly Employees

If you created a check for an employee after entering hours by Department or Job on the Distribute Hours window, you can re-allocate those hours to Departments or Jobs on the Allocate to Depts/ Jobs window without having to delete the check and recalculate pay for that employee.

1   Click Payroll in the Command Center, then select Allocate to Depts/ Jobs.

2   Select Department or Job.

3   Select the appropriate check date from the Check Dates list.

4   Select the appropriate check from the list on the left.

Checks that have already been allocated to Departments or Job on the Distribute Hours window are prefaced with an asterisk (*). A window similar to the following appears

:

5   Select the hours you want to change, enter the correct hours for each Department or Job, then press TAB.

6   If Department is selected, a list of Departments appears.
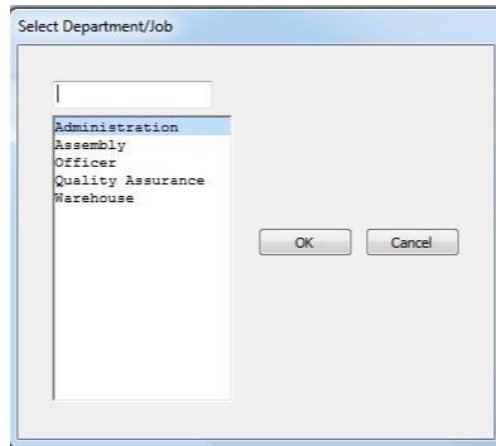
If Job is selected, an Open File dialog appears when you tab to the Job number field. Locate the MultiLedger company containing the Jobs you wish to use, then click Open.

You may have to change folders in the dialog box to locate the MultiLedger company. The MultiLedger company you select must be closed in order for the Jobs to be loaded into your Payroll company.

7   When you are finished re-allocating hours, press TAB to leave the last field, then click Save.

When you re-allocate hours, the employee's wages are re-allocated automatically too.

Allocating Wages and Taxes for Salaried Employees

You can allocate a salaried employee's wages and employer taxes to Departments or MultiLedger Jobs using the Allocate to Depts/Jobs window after a check has been created.

1   Click Payroll in the Command Center, then select Allocate to Depts/ Jobs.

2   Select Department or Job.

3   Select the appropriate check date from the Check Dates list.

4   Select the appropriate check from the list on the left.

Checks that have already been allocated to Departments or Jobs are prefaced with an asterisk (*).

If the check has been allocated already, you'll need to select the amount to be re-allocated. If the check has not been allocated, the amount appears in the edit box.

If you are allocating by Department, skip to step 5.

If you are allocating by MultiLedger Job, and you have not already loaded the jobs into your Payroll company, an Open File dialog appears.

You may have to change folders in the dialog box to locate the MultiLedger company. The MultiLedger company you select must be closed in order for the Jobs to be loaded into your Payroll company.

Click Open to load the Jobs into your Payroll company.

5   Enter the wage amount that you want to allocate to a Department or Job, then press TAB.

Important	The Wage amount that appears consists of salary wages only, and does not include any Additional Income amounts, unless the Additional Income category is set up with the Include with Wages for Dept/Job Posting option checked.

If you are editing an existing allocation, you can select the desired line of allocation for editing, then enter the correct wage amount.

To delete a line of allocation, select the line, then click Delete Line. You will need to re-allocate the remaining wages amounts.

6   Select the Department or Job from the list and click OK.

7   When the remaining wages amount is zero, click Save.

Deleting Allocations

1   Click Payroll in the Command Center, then select Allocate to Depts/ Jobs.

2   Select the appropriate check date from the Check Dates list.

3   Click Undo.

Checks that have already been allocated to Departments or Jobs are prefaced with an asterisk (*).

The check will no longer have an asterisk next to it indicating that it no longer has allocated amounts.

Chapter 23 Create Payments

After an employer payee is setup on the Employer Payees window and at least one paycheck has been created, you can calculate the amount of liability based on a single check date or range of check dates and create payment checks on the Create Payments window. CheckMark Payroll allows you to override the amount of liability by selecting the amount box and changing the amount you wish to submit on the payment check. Calculations are based on the paychecks created for the check date(s)selected.

You can select up to five payee categories at one time, but types Fed and 940 payments have to be made as individual checks and cannot be combined with each other or any other liability payment.

Important   Creating payment check in the CheckMark Payroll program in no way affects your employerreports.

Creating Employer Payments

1   Click Payroll in the Command Center, then select CreatePayments.
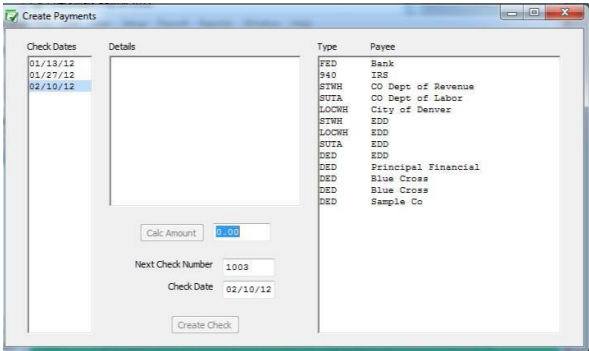
2   Select the date or range of dates for the employer payment calculation from the Check Dateslist.

3   Select the Payee(s) for the payment from the Payees list.

>   You can select up to five different payees per check by dragging through the list for consecutive selections, or using the CTRL key (Windows) or Command (▣) key (Mac) for a non-consecutive selection. If you don't see the payees you want in the list, they haven't been set up on the Employer Payees window. For details, see "Chapter 13 Setting Up Employer Payees" on page93

Note   You cannot combine 941 and 940payments.

4   Click Calc Amount.

>   The calculated amount appears in the edit box.

Note   You can override the calculated amount shown for the payment by editing the value in the Amount edit box. However, if you override the calculated amount on this window, it will not change any reports, as they are based solely on paychecks created.

>   Once calculated, an employer payment's calculations appear in the middle box. You cannot edit the calculation details. The calculation details for State W/H do not appear, only the amount due.
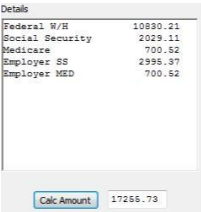
5   Verify the check number and date and change if necessary.

>   Check numbers can be up to 8 numbers in length. Letters and other characters entered will be truncated.

6   Click Create Check.

Important   Employer Payments can only be created with a check date in the current payroll year.

Chapter 24 Print Payments

Printing Employer Payment Checks

After you've created the employer checks, you can print them with the Print Payments window. Printing checks is optional because it's not necessary for employer check reports.

Checks can be printed or reprinted. Reprinting a check doesn't affect employer check reports. In the list, checks that have already been printed have an asterisk (*) after the check number.

You can select the print font for printing checks on the Select Print Font window located under the File menu.

Note   Formatting and printing options for payments are based on format and printing options set in Print Paychecks including the MICR encoding.

1   Click Payroll in the Command Center, then select Print Payments.
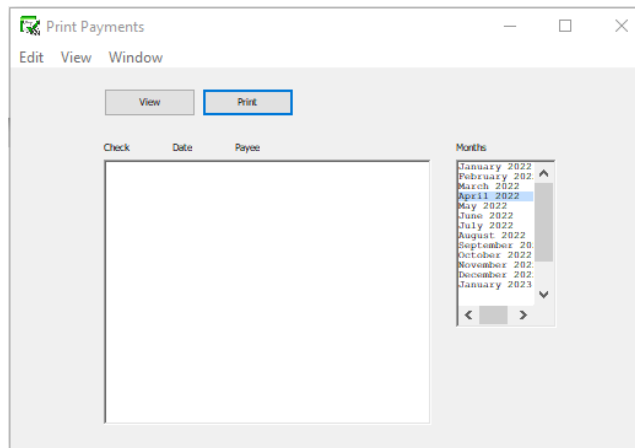
2   Select the month for the checks that you want to display in the list.

3   Select one or more checks from the list.

If no checks are highlighted, all checks listed will be printed.

You can select a consecutive or non-consecutive series of checks.

4   Make sure you've loaded checks (or blank paper) into your printer.

5   Click Print.

Tip To verify the print alignment on your specific printer, print a check on a blank piece of paper. Then hold a blank check underneath the printed check values to test the alignment.

Chapter 25 Modify Payments

Modifying Employer Payment Checks

The Modify Payments window allows you to modify check numbers, change dates, void or delete employer payment checks.

When you open the Modify Payments window, payments already created in CheckMark Payroll are listed on the left with the month of the last payment selected.

Check Number   consecutively. When prompted, select whether you wish to save the "old" check number(s) as void in your list.

Check Date   The Check Date field displays the dates entered on the Check Dates window when you entered the Calculate Pay window. You can change the month and day, but the year must coincide with the payroll year displayed on the Company The Check Number field displays the number of the items selected. If more than one item has been selected, the check number displayed will coincide with the first item in the list selected. If a group has been selected, all checks will be renumbered Information window.
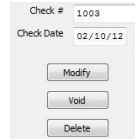
Important: You cannot modify the Check Date of a paycheck. If the Check Date was entered incorrectly, you will need to delete the checks with the incorrect Check Date and re-enter the paycheck with the correct check date.
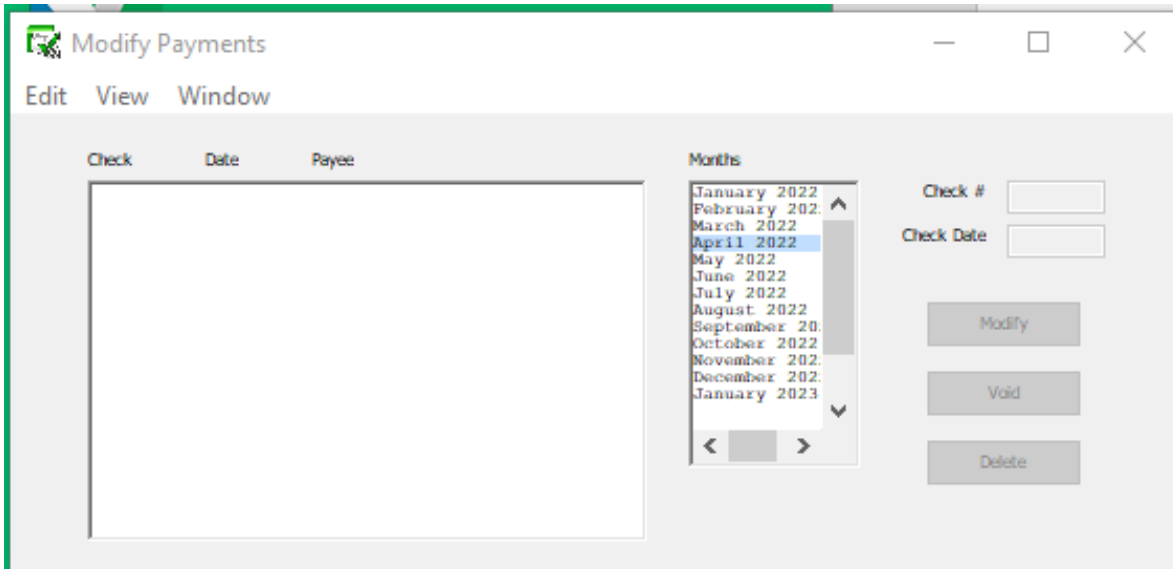
Modifying the Check Number or Date for an Employer Check

1   Click Payroll in the Command Center, then select Modify Payments.

2   Select the month for the check that you want to display.

3   Select the check that you want to modify from the list.

4   Modify the check number or check date in the edit boxes.

5   Click Modify.

Voiding an Employer Check

Voiding an employer check retains the check number, replaces the payee's name with "Void," and subtracts the amounts from the employee's YTD balances.

1   Select the month for the check that you want to display.

2   Select the check from the list.

3   Click Void.

An alert appears asking if you want to mark the check as void.

4   Click Yes.

Deleting an Employer Check

Deleting removes all information associated with the selected check and subtracts the amounts from the employee's YTD balances.

1   Select the month for the check that you want to display.

2   Select the check from the list.

3   Click Delete.

 An alert appears asking if you want to delete the check.

4   Click Yes.

Note If you Void or Delete a check for an employee after another check   has been created for that same employee, you will receive an alert warning that the limits for Social Security, SUTA and FUTA could be adversely affected.

Chapter 26   Posting Payroll Information to MultiLedger

This chapter shows you how to post employee check and employer payment information to CheckMark's MultiLedger accounting package.

Posting Employee Checks to MultiLedger

Employee check information from CheckMark Payroll can be posted to MultiLedger by following these instructions. Paychecks post to MultiLedger as two general journal entries.

Set up Ledger Accounts in CheckMark Payroll

Before posting to MultiLedger, you should assign account numbers to payroll categories in CheckMark Payroll.

1   In CheckMark Payroll, click Setup in the Command Center, then select Ledger Accounts.

2   Assign MultiLedger account numbers to all applicable Payroll Categories.

For more information on setting up Ledger Accounts, see "Chapter 14 Setting Up Ledger Accounts" on page 97

Review Posting Summary

After you have calculated payroll and created checks in CheckMark Payroll, you should review the Posting Summary to make sure the information is correct before you post to MultiLedger.

3   In CheckMark Payroll, click Reports in the Command Center, then select Employee Paychecks, then select Posting Summary.

4   Select the appropriate Check Date(s).

5   Highlight the checks that you want to review from the list on the left.

If no checks are highlighted, information for all checks will be reported.

6   Click View or Print.

> The Posting Summary report shows check information in a summarized format. The net for each check is shown, along with totals for wages, income, taxes, and deductions. Employer payroll taxes are shown as an entry at the bottom of the report. These are accrued tax liabilities and total expense for Social Security, Medicare, FUTA, and SUTA.

7   Verify that all ledger accounts are assigned correctly.

Posting to MultiLedger

8   Make sure you have your MultiLedger company files open.

9   In CheckMark Payroll, click Reports in the Command Center, then select Employee Paychecks if you haven't already.

10   Select the appropriate Check Date(s).

11   Select CheckMark from the Format drop-down list.

12   Highlight the checks that you want to post to MultiLedger from the list on the left.

> If no checks are highlighted, all checks will be posted/sent to MultiLedger to be posted.

13   If you distribute wages or hours to jobs, you should check the Include Jobs in Post Summary option.

14   Check the Mark Posted Checks option.

> That way, checks that have been posted to MultiLedger will be marked with an "x". Using this feature does not prevent posting again if you delete the general journal entries in MultiLedger.

15   Verify that the Checks Reference #, Taxes Reference #, Checks Posting Date, and Taxes Posting Date are correct.

You can use these edit boxes to enter reference numbers and posting dates for checks posted to MultiLedger. The default name for the Checks Reference # is "PR" followed by the date of the first unmarked check in the list. The default name for the Taxes Reference # is "ET" followed by the date of the first unmarked check in the list. For information on marking checks that have been posted to MultiLedger, see step 13 above.

The default date for the Checks Posting Date and Taxes Posting Date is the date of the first unmarked check in the list. If necessary, you can change the information in these edit boxes.

Note   If you need to post payroll checks that have the same date as checks you've already posted, you should change the Checks Reference # and Taxes Reference #. Otherwise, you will receive an error message and the posting will fail, as MultiLedger cannot accept entries with both the same reference number and same date.

16 Click Post to MultiLedger. When the posting is complete, a message appears, "Post command sent to MultiLedger". The checks will be posted to the general journal in MultiLedger.

Voided checks will also post over to MultiLedger as 0.00 in the general journal entry and appear as 0.00 in the bank reconciliation window.

17 Click OK.

Note   When you receive the message that the posting has been sent, it does not necessarily mean that the posting was successful. The posting process sends information from CheckMark Payroll to MultiLedger, but does not send information from MultiLedger back to CheckMark Payroll. You should check the General Journal in MultiLedger to make sure the PR and ET entries were sent correctly. You should see two entries in the General Journal in MultiLedger. A PR-[date] entry for employee paychecks and an ET-[date] entry for employer taxes.

Posting Employer Checks to MultiLedger

Employer payment checks from CheckMark Payroll can be posted to MultiLedger by following these instructions. Employer Payments post to MultiLedger's Disbursements journal.

Set up Ledger Accounts in CheckMark Payroll

Before posting to MultiLedger, you should assign account numbers to payroll categories in CheckMark Payroll.

1   In CheckMark Payroll, click Setup in the Command Center, then select Ledger Accounts.

2   Assign MultiLedger account numbers to all applicable Payroll Categories.

Review Posting Summary

After you have created employer payment checks in CheckMark Payroll, you should review the Posting Summary to make sure the information is correct before you post to MultiLedger.

3   In CheckMark Payroll, click Reports in the Command Center, then select Employer Payments, then select Posting Summary.

4   Select the month.

5   Highlight the checks that you want to review from the list on the left.

If no checks are highlighted, information for all checks will be reported.

6   Click View or Print.

7   Verify that all ledger accounts are assigned correctly.

Posting to MultiLedger

8   Make sure you have your MultiLedger company files open.

9   In CheckMark Payroll, click Reports in the Command Center, then select Employer Payments if you haven't already.

10   Select the month or series of months.

11   Highlight the checks that you want to post to MultiLedger from the list on the left.

If no checks are highlighted, all checks will be posted/sent to be posted to MultiLedger.

12   Select CheckMark from the Format pull-down menu.

13 Click Post to MultiLedger.

If a vendor does not exist in MultiLedger, you will be asked to add the vendor. When the posting is complete, a message appears, "Post command sent to MultiLedger". The checks will be posted to the Disbursements Journal in MultiLedger.

14 Click OK.

Note When you receive the message that posting has been sent, it does not necessarily mean that the posting was successful. The posting process sends information from CheckMark Payroll to MultiLedger, but does not send information from MultiLedger back to CheckMark Payroll.

You should check the Disbursements Journal in MultiLedger to make sure the checks were sent correctly.

Part 4
Reports

CheckMark Payroll offers a variety of reporting options. Most reports can be viewed on screen, printed, saved as a text or .xls file.

Using the Report Windows

This brief section shows you how to use the tool bar on the report windows and how to look for items in lists and on-screen reports with the Find command.

Using CheckMark Payroll's Tool Bar with Reports

When you click View, the report appears on your screen. You can then use the Find command under the Edit menu to look for specific items on the report. To close an on-screen report, choose Close from the window's Control menu or click the close box in the corner of the report window.

When you click Print, a Print dialog appears. Select the print options that you want, and click Print.

When you click Text File, a Save dialog appears. Enter a name for the text file and choose a directory in which to save it. Then, click Save.

When you click XLS File, a Save dialog appears. Change the name of the .xls file if you want and click Save. It is recommend that you use the import function, instead of just opening, the .xls file into a spreadsheet program. This can provide better formatting.

Using the Find Command with Reports

Some on-screen reports allow you to use the Find and Find Again commands under the Edit menu. You can search for anything that can be entered from your keyboard, such as check numbers, names, or amounts.

You can also use the Find and Find Again commands for screens that list your employee list such as the Employee Set Up screen or the Employee Earnings window.

When you choose Find from the Edit menu, the following window appears:
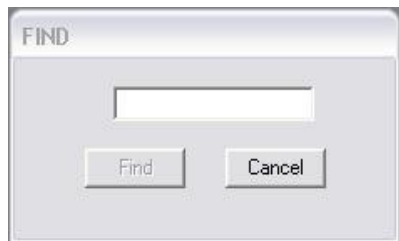
Enter the characters that you want to search for and click Find. The report line containing those characters is highlighted. The Find command is not case sensitive.

Find Again looks for the next occurrence of the last characters entered in the Find edit box.

Note   If the report is long enough to create a scroll bar along the right hand side of the report, you can scroll down using your mouse's scroll wheel.
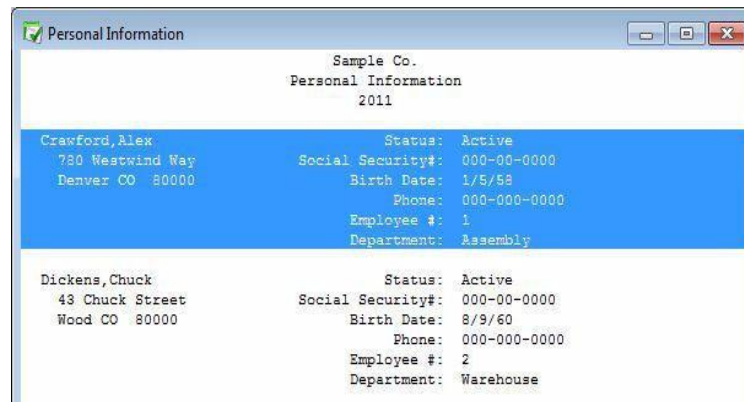
Copy and Paste Report Information

For each report, you can use the View command button to view the information. Using your mouse, you can highlight all or any specific information listed in the report and Copy that information to your computer's clipboard. You can then open up any word processing or spreadsheet program and Paste the information into that system for further modification.

This can be helpful if you want to create a report on specific information in a report instead of exporting all the information as a .txt or .xls file.

Example of Employee's Information Copy and Paste

1   Open up the Employee Information report screen. Select the Personal Information option and clickView.

2   Using your mouse, highlight the information you want to Copy by holding down the mouse button and dragging the cursor until all content ishighlighted.

3   Go under the Edit menu at the top of the screen and selectCopy.
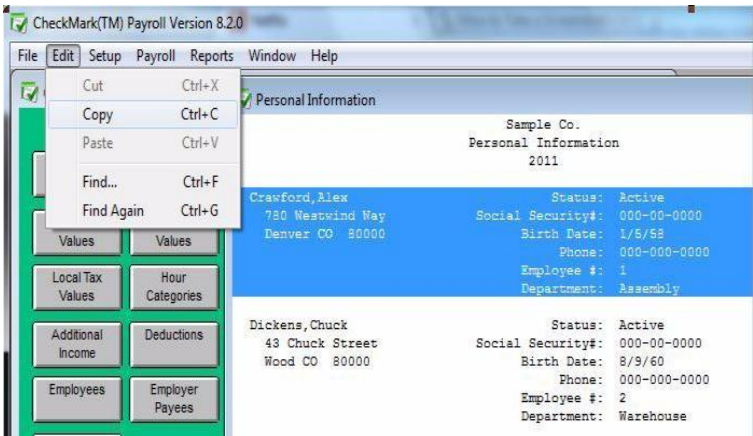
4   Open up a word processor or spreadsheet program and use the Paste function in that program to insert theinformation.

Chapter 27 Employee Information

Types of Employee Information Reports

Personal Information	The Personal Information report shows the employee personal data, including name, address, phone number, Social Security number, birth date, employee number, employment status, email address and default department.
Wage Information	The Wage Information report shows the employee's salary or hourly rates, pay frequency, hire date, last raise date, termination date, accrued hours available, and department/job distribution percentages, and direct deposit if marked.
Tax Information	The Tax Information report shows the tax set up for the employee including, W-2 options, selected federal, state, SUTA state, local tables, and more.
Income/Deduction Information	The Income/Deduction Information report shows the Additional Income and Deduction categories and their associated definitions that have been set up for the selected employees.

Creating Employee Information Reports

1   Click Employee Information in the CommandCenter.
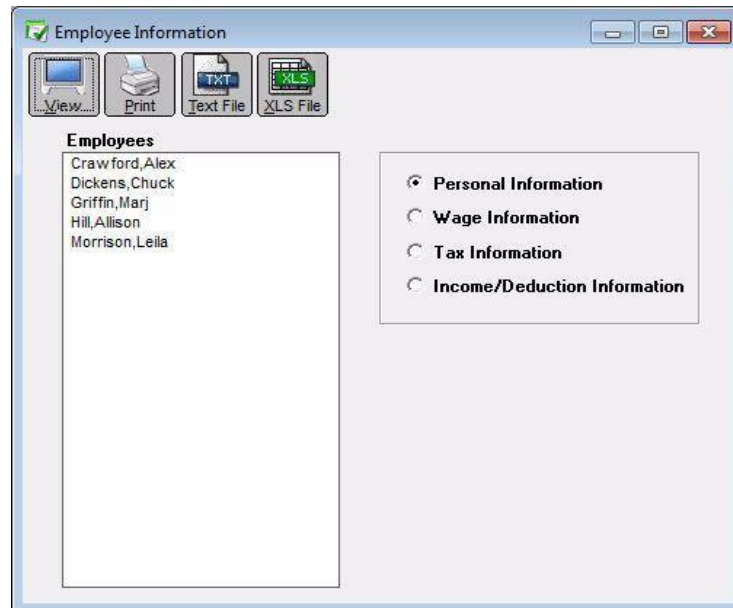
2   Select the employee or employees for the report.

You can select a consecutive or non-consecutive series of
employees from the list by dragging through the list or using
the CTRL key(Windows)or Command(⌘) key(Mac).

If no employee names are highlighted, all employees will be reported.

3   Select the type of report.

4   Click View, Print, Text File or XLS File.
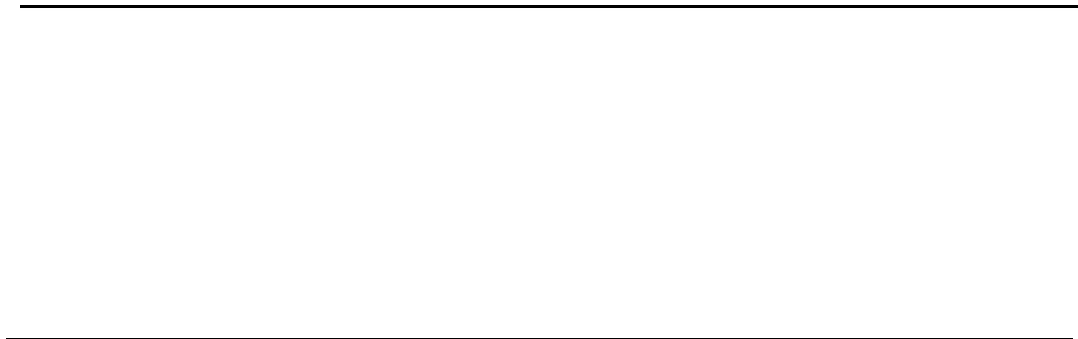
Chapter 28 Employee Earnings

Types of Employee Earnings Reports

Earnings Register
For the range of check dates selected, the Earnings Register report shows the employee's selected check period along with YTD income, deductions, taxes, and net pay, as well as any employer matching amounts. Totals for the company are listed at the end of the report. You can see this report arranged by department by selecting the By Department check box. You can also Sort Employees by their Last Name or Social Security #

Hours Register
For the range of check dates selected, the Hours Register report shows the employee's selected check period and year-to-date hours for hour categories as well as accrued hours available. You can also Sort Employees by their Last Name or Social Security #

You can also get an Hours Register report that contains only Hours Worked. Simply check the Hours Worked Only box. This report is helpful in filling out worker's compensation reports or SUTA reports in states where this information is required.

Check Summary
 The Check Summary report shows an employee's income, taxes, deductions, and net, vacation and sick pay for each check in the selected check dates. Totals for all categories are also shown by employee.

Check Details
The Check Details report shows income, tax amounts, deductions, total tax amounts, total deductions, and net pay by check for each selected employee for the selected check dates. Totals for selected employees are listed at the end of the report.

Creating Employee Earnings Reports

1   Click Employee Earnings in the Command Center.

2   Select the employee or employees for the report.

You can select a consecutive or non-consecutive series of employees from the list by dragging through the list or by using the CTRL key(Windows) or COMMAND (⌘)key (Mac).

If no employee names are highlighted, all employees will be reported.

3   Select the type of report.

4   Choose one or more check dates.

You can select a consecutive series of check dates from the list by dragging through the list. For details, see "Making Selections in a List Box" on page13

5   Click View, Print, Text File or XLS File.

Chapter 29 Employee Paychecks

Types of Employee Paycheck Reports

Check Register
The Employee Check Register report shows check data for the selected check dates, including number of hours, hourly rates, income, deductions, net pay, and department/job distribution percentages and amounts. Company totals are shown at the bottom of the report, including 941 liability and the number of checks in the selected period.

Posting Summary
The Posting Summary report shows check information in a summarized format and can be used to create manual journal entries in your accounting system. (You can also save the posting summary information as a text file that can be imported into an accounting program.)

The net for each check is shown, along with totals for wages, income, taxes, and deductions.

Ledger accounts are also shown with their associated amounts. If you have ledger accounts set up for department or job wages and taxes, then the ledger accounts and amounts for each department or job are shown. The total debits and credits are shown on the last two lines.

ACH Direct Deposit
CheckMark Software allows you to utilize direct deposit for your employees through your financial institution. Payroll creates an ACH file that you can submit directly to your bank. For more information on setting up CheckMark Payroll for Direct Deposit, see "Using CheckMark Payroll for ACH Direct Deposit" on page247.

The ACH Direct Deposit text file contains only checks created for employees who are set up as Direct Deposit employees on the Personal tab of the Employees window.

Web Direct Deposit
You can export a file for use with National Payment Corporation's Web Direct Deposit. For more information on Web Direct Deposit, see "Using CheckMark Payroll for Web Direct Deposit" on page 250.

The Web Direct Deposit text file contains only checks for employees who are set up as Direct Deposit employees on the Personal tab of the Employees window.

ACH NPC Direct
You can export a file for use with National Payment Deposit Corporation's Direct Deposit. For more information on ACH NPC Direct Deposit, see "Using CheckMark Payroll for ACH NPC Direct Deposit" on page 251.

The ACH NPC Direct Deposit text file contains only checks for employees who are set up as Direct Deposit employees on the Personal tab of the Employees window.

Employee Checks Report Options

Include Jobs in Post Summary	If you distribute wages or hours to MultiLedger Jobs, you should check this box before posting to MultiLedger. For more information on posting to MultiLedger, see "Chapter 26 Posting Payroll Information to MultiLedger" on page 163
Mark Posted Checks	If you post paychecks to one of the accounting packages listed in the Format menu, you can check this box so that each time you post paychecks, they will be marked with an "x."
Use Employee #	If using Web Direct Deposit and you would rather use an employee ID number instead of the Social Security number, you can mark this checkbox. You must also set up to use Employee ID # on National Payment Corporation's Web Direct Deposit set up page. For more information on using Web Direct Deposit, see "Using CheckMark Payroll for Web Direct Deposit" on page250.
Checks Reference #	These boxes are for posting information to Multiledger. For Taxes

Posting File Formats

Quicken(QIF)	You can export posting information to Intuit's Quicken. Select the Quicken (QIF) option and click Text File. Enter Bank Account Name and whether you want to print checks from Quicken. A Save dialog appears. Enter a name for the text file and choose a directory in which to save it. Then, click Save.
QuickBooks(IIF)	You can export posting information to Intuit's QuickBooks program.

1   Select the QuickBooks Format option from the dropdown menu and click Text File. A pop-up screen opens with a list of Expense and Liability accounts. You can use the Default Account Names or if you want to post to your current QuickBooks accounts, you can change the QuickBooks Account Name. To change the name, click the account you want to change under the QuickBooks Account Name column and type in a newname.
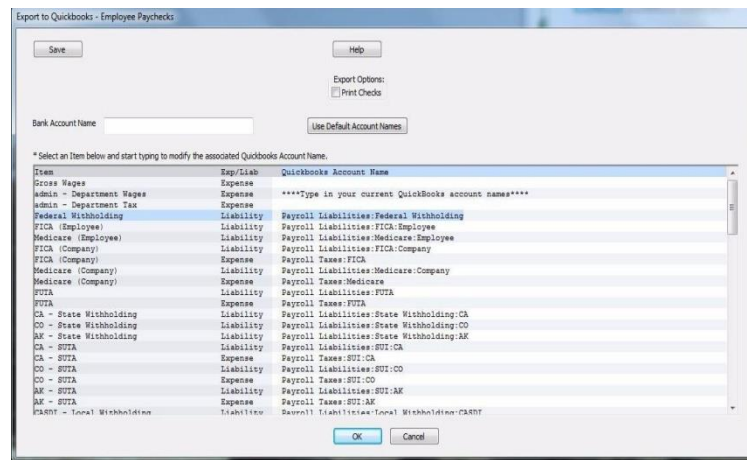
2   Enter Bank Account Name and check the box if you want to print
     checks from QuickBooks.

3   Click Save once you have finished entering your data.

4   Click Ok. Enter a name for the text file and choose a directory in
     which to save it. Then, click Save.

Money works   You can export posting information to Money works. Select
               the Money works format option and click Text File. A Save
               dialog appears. Enter a name for the text file and choose a
               directory in which to save it. Then, click Save.

Peachtree3.0   (Windows only) You can export posting information to
               Peachtree Accounting for Windows, version 3.0. Select the
               Peachtree 3.0 Format option and click Text File. A Save dialog
               appears. Enter a name for the text file and choose a directory
               in which to save it. Then, click Save.

Peachtree3.5,5.0	(Windows only) You can export posting information to Peachtree Accounting for Windows, version 3.5 or 5.0. Select the Peachtree 3.5, 5.0 Format option and click Text File. A Save dialog appears. Enter a name for the text file and choose a directory in which to save it. Then, click Save.
Sage 50/Peachtree	You can export posting information to Sage 50. Select the Sage 50 format option and click Text File. A Save dialog appears. Enter a name for the text file and choose a directory in which to save it. Then, click Save.
M.Y.O.B.	You can export posting information to Best! Ware's M.Y.O.B.™ Select the M.Y.O.B. Format option and click Text File. A Save dialog appears. Enter a name for the text file and choose a directory in which to save it. Then, click Save.
Big Business	You can export posting information to Big Business. Select the Big Business Format option and click Text File. A Save dialog appears. Enter a name for the text file and choose a directory in which to save it. Then, click Save.
CheckMark	You can post information to CheckMark's MultiLedger program. For more details about exporting to CheckMark's MultiLedger, see "Chapter 26 Posting Payroll Information to MultiLedger" on page163.
Rakefet	(Windows only) You can export posting information to Rakefet. Select the RAKEFET Format option and click Text File. A Save dialog appears. Enter a name for the text file and choose a directory in which to save it. Then, click Save.
DBA Software	(Windows only) You can export posting information to DBA Software. Select the DBA SOFTWARE Format option and click Text File. A Save As dialog appears. Enter a name for the text file and choose a directory in which to save it. Then, click Save.
POS/OE 4	You can export posting information to POS/OE 4. Select the POS/OE 4 Format option and click Text File. A Save dialog appears. Enter a name for the text file and choose a directory in which to save it. Then, click Save.
Connected	You can export posting information to Connected accounting. Select the Connected Format option and click Text File. A Save dialog appears. Enter a name for the text file and choose a directory in which to save it. Then, click Save.

Creating Employee Paycheck Reports

1   Click Employee Paychecks in the Command Center.

2   Select one or more consecutive check dates for the report.

You can select a consecutive or non-consecutive series of checks from the list.

3   Select the type of report.

4   Click View, Print, Text File or XLS File.

Chapter 30 Departments /Jobs

Types of Department Job Reports

Wages& Hours   This report shows wages and number of hours for each department or job for each income category, including salary, all hour categories, and other income amounts. Totals for wages and hours for the selected report range appear after each department/job, and company totals appear at the end of the report.

Check Summary   This report shows detail for each department's or job's expense for wages and employer taxes (employer portions of Social Security, Medicare, FUTA, and SUTA). Details include employee name, check date, check number, hours, wages and employer taxes. Totals for wage expense and employer tax expense for the selected report range appear after each department/job, and company totals appear at the end of the report

Creating Department/Job Reports

1   Click Departments/Jobs in the Command Center.

2   Select either the Departments or Jobs radio button. If you selected Departments, proceed to step3.

       If you selected Jobs, an open dialog appears. Locate your MultiLedger company, then click Open. The Jobs from the MultiLedger company appear in the list.

3   Select the departments or jobs for thereport.

       You can select a consecutive or non-consecutive series of departments or jobs from the list.

       If no departments or jobs names are highlighted, all departments or jobs will be reported.

4   Select one or more consecutive check dates for thereport.

5   Select the type ofreport.

       You can select either Wages & Hours or Check Summary for the report.

6   Click View, Print, Text File or XLSFile.

       .

Chapter 31 Federal Taxes

You can print forms 941, 943 and 944 from the Federal Taxes window along with a Tax Summary report.

Note	The latest version of Adobe Acrobat Reader must be installed and set as the default .pdf application on your system to print forms 941, 943 and 944 from CheckMark Payroll.

Setting an Application as the Default Program

Mac OS X Users: You set the default in the Get Info screen on any .pdf file you have on your computer. Select any .pdf file and then go under the File menu to Get Info. Under the Open With section, select the Adobe Reader program and then select the box that will have wording similar to 'use the application to open all documents like this'. The wording may vary depending on which version of OS X you are using.

You may also have to set the actual files to open with Adobe Reader. CheckMark Payroll creates .pdf and .fdf files when printing forms such as 940, 941, 943 and 944. These files are generated in the folder where you save your data files. Select these files and assign Adobe Reader as the default program to open correctly. Refer to your operating system's owner's manual for more detail about setting defaults.

Windows 7 or higher: Open the Control Panel and/or select Default Programs. Choose Associate file type or protocol with a program. Scroll down to .fdf in the list. If necessary, select, choose program and browse for Adobe Reader. Repeat steps for .pdf file extension. Close. Refer to your operating system's owner's manual for more information.

Types of Federal Tax Reports

Tax Summary   The Tax Summary report shows tax information, including employee names, total wages and tips, federal withholding, Advance EIC, Social Security wages, Social Security tips, and Medicare wages and tips for the selected quarter or current payroll year. You can use this tax data for filling out the Federal 941 form or use the annual report for filing form 943 or944.

Each type of withholding is summarized and the total taxes due are shown after the employee list. An amount shown for Adjustment for Fractions will print on line 7a of the 941 (6a on Form 944) report in the Fractions of Cents field. An amount on the Adjustment for Fractions line is usually due to Social Security and Medicare rounding and is typically less than one dollar. If the amount is larger, a warning will come up and you should research the cause. For more information, see "What can cause an amount to appear on the "Adjustment for Fractions" line?" on page 192.

The second half of the report is the Employer's Record of Federal Tax Liability. This section shows tax liability information based on actual payroll checks that have been created for the quarter only. If you view the annual Tax Summary report, this part of the report gives monthly liabilities.

State Withholding amounts, as well as the number of employees for each month of the quarter are shown at the bottom of each quarterly tax summary report.

No. of Employees	8	0	0
State withholding			
CO	879.00	0.00	0.00
CA	45.14	0.00	0.00

Form 941   Choose this option to print the 941 on plain paper.

Form 943   Choose this option to print the 943 on plain paper.

Form 944   Choose this option to print the 944 on plain paper.

Creating 941 Reports

The Federal Taxes window prints the Form 941, Employer's Quarterly Federal Tax Return form and gives you information that's useful for filling out the form manually.

1 Click Federal Taxes under Reports in the Command Center.

2 Enter the 2 letter state postal code where you make your deposits or MU if you make deposits in multiple states.

3 If necessary, enter information for Third-party designee and/or For paid preparers only(optional).

4 Select the quarter for which you are reporting.

5 Select the Form 941 Report Option.

6 Click Print. A pop up window appears.

Note   Be sure to change the amount in the Line 11 Total Deposits field, if different than the program calculation.

If you change the Total Deposit to a number $0.40 higher or lower than the program calculation, the difference will show in fractions of cents (line 7a 941, or 6a 944). If the difference is more than $0.40, it will show as either a balance due (line 12) or an overpayment (line13).

7   Fill in all appropriate fields. When finished, click OK. The filled in Form will open in Acrobat Reader. If necessary, modify/edit any field in Acrobat Reader, save the file if you wish, and/or print out pages from Acrobat Reader.

Changes made to Form 941 in the Adobe Reader program are not reflected in Payroll.

Creating 943 Reports

The Federal Taxes window prints the Form 943, Employer's Annual Federal Tax Return for Agricultural Employees and gives you information that's useful for filling out the form manually.

1   Click Federal Taxes under Reports in the Command Center.

2   If necessary, enter information for Third-party designee and/or For paid preparers only(optional).

3   Select the Form 943 Report Option.

4   Click Print. A pop up window appears.

Form 943

1: Number of agricultural employees employed in the pay period that includes March 12 — 0
2: Wages subject to social security tax — 0.00
2a: Qualified sick leave wages — 0.00
2b: Qualified family leave wages — 0.00

10: Current Year's Adjustments
Sick Pay — 0.00
Adjustments for tips and group-term life insurance — 0.00
NOTE: The total on line 10 will include 'Fractions of Cents' which we compute for you.

12a: Qualified small business payroll tax credit for increasing research activities. Attach Form 8974 — 0.00
12b: Nonrefundable portion of credit for qualified sick and family leave wages from Worksheet 1 — 0.00
12c: Nonrefundable portion of employee retention credit from Worksheet 1 — 0.00
14a: Total deposits for 2020, including overpayment applied from a prior year and overpayment applied from Form 943-X — 0.00
14b: Deferred amount of the employer social security tax — 0.00
14c: Deferred amount of the employee share of social security tax — 0.00
14d: Refundable credit portion of credit for qualified sick and family leave wages from Worksheet 1 — 0.00
14e: Refundable portion of employee retention credit from Worksheet 1 — 0.00
14g: Total advances received from filing Form(s) 7200 for the year — 0.00
18: Qualified health plan expenses allocable to qualified sick leave wages — 0.00
19: Qualified health plan expenses allocable to qualified family leave wages — 0.00
20: Qualified wages for the employee retention credit — 0.00
21: Qualified health plan expenses allocable to wages reported on line 20 — 0.00
22: Credit from Form 5884-C, line 11, for the year — 0.00
1f: Employer share of social security tax remaining from Worksheet 1 — 0.00

☐ Semiweekly schedule depositor (Print 943-A)
☐ Address changed from prior year
☐ If you don't have to file returns in the future

Overpayment
⦿ Apply to next return
◯ Send a refund

[OK]   [Cancel]

5   Fill in or change all appropriate fields if needed.

6   Click Ok.

The filled in Form will open in Acrobat Reader. If necessary, modify/ edit any field in Acrobat Reader, save the file if you wish, and/or print out pages from Acrobat Reader.
Changes made in Adobe Reader are not reflected in Payroll.

Creating 944 Reports

The Federal Taxes window prints the Form 944, Employer's Annual Federal Tax Return and gives you information that's useful for filling out the form manually.

1   Click Federal Taxes under Reports in the Command Center.

2   Enter the two letter state postal code where you make your deposits or MU if you make deposits in multiple states.

3   If necessary, enter information for Third-party designee and/or For paid preparers only(optional).

4   Select the Form 944 Report Option.

5   Click Print. A popup window appears.

If applicable, enter amounts into the fields corresponding to:

- 10. Total deposits for the year, including overpayment from prior year
- 14. If your business has closed or you stopped paying wages… you need to check this box and fill in the final date you paid wages.

6   Click Ok.

The filled in Form will open in Acrobat Reader. If necessary, modify/ edit any field in Acrobat Reader, save the file if you wish, and/or print out pages from Acrobat Reader.

Changes made in Adobe Reader are not reflected in Payroll.

What can cause an amount to appear on the "Adjustment for Fractions" line?

Any amount on the Adjustment for Fractions line on the Tax Summary report will be printed on Line 7a of the 941 on the Fractions of Cents field or 6a, Current Year's Adjustments, of the 944. If the amount is under one dollar, the difference is probably due to rounding and is nothing to be concerned about. If the amount is large, however, you should research the discrepancy. Amounts of more than one dollar can be caused by the following:

- After checks have been created, a deduction or income category defined as exempt has been re-defined as non-exempt. Or a deduction or income item defined as non-exempt has been re-defined as exempt.
- Social Security or Medicare amounts have been manually adjusted on the Calculate Pay window to override the calculated amounts. These amounts are exact calculations and should not be manually adjusted.
- An employee who was marked as Exempt from Social Security and/or Medicare was changed to Non-exempt. Or an employee who was set up as Non-exempt from Social Security and/or Medicare was changed to Exempt.
- If you change the Total Deposit to a number $0.40 higher or lower than the program calculation, the difference will show in fractions of cents (line 7a 941). If the difference is more than $0.40, it will show as either a balance due(line 12) or an overpayment (line 13).

Reporting of Third-Party Sick Pay

Since no checks have been calculated and created in the CheckMark Payroll program for employees receiving third-party sick pay, their wages are not included in reports such as the Form 941, Form 944 and W-2/W-3 statements. Information regarding sick pay and federal reporting also applies to state reports. For more information about how your state requires reporting of third- party sick pay, see your state instructions or contact your state for more information.

The information included here is for employers where the liability has been transferred to the employer and no optional rules for W-2 have been implemented. For more details about reporting sick pay with special rules, see IRS Publication 15A.

Form 940 Annual Report

Include all wages paid to each employee, including third-party sick pay paid to any employee during the year on your annual Form 940 up to the maximum wages. Wages entered in the Employee window YTD tab are included when calculating Form 940 annual report. These wages will not show on the quarterly breakdown report unless you modify YTD totals for each employee prior to printing the report for 940 deposits.

Form 941 Quarterly report or Form 944 Annual report

Third-party sick pay must be reported on the Form 941 quarterly report (Form 944 annual report) of wages. You will need to report both the employer and the employee parts for both Social Security tax (up to the maximum wages) and Medicare tax for sick pay on lines 5a and 5c of the Form 941 (lines 4a and 4c of Form 944). On line 7b of the Form 941 (line 6a of Form 944) you will need to show a negative adjustment for the employee portion of the Social Security and Medicare taxes withheld from sick pay by the third-party payer. You will also need to report federal withholding wages on line 2. There is more information in Publication 15, Publication 15A or 941 instructions at www.irs.gov.

Steps for Form 941 (Form 943 or 944) reporting in Payroll

1   Open Federal Taxes on the Command Center.

2   Select Form 941, 943 or 944 and applicable quarter or annual.

3   If necessary, fill in Third-Party Designee information and/or Paid Preparer information and state abbreviation.

4   Select Print, a setup screen opens. Enter Social Security and Medicare amount withheld by third-party as a negative number in edit box 7b. (See Publication 15A at www.irs.gov for more information about reporting Third-Party Sick Pay) Adjust amount of deposits on line 11 for the quarter if you have already deposited the employer amount of the Social Security and Medicare taxes. Click OK. The form opens in the Adobe Reader program.

5   Modify line 2, federal withholding wages to include sick pay.

6   DO NOT modify line 3 to include federal withholding withheld by third-party on sick pay wages. This will be reconciled later on the W-3statement.

7   Modify lines 5a and 5c (on Form 944, lines 4a and 4c) to include sick pay wages paid by third-party payer. Include sick pay wages on line 5a (4a on Form 944) up to the Social Security maximum taxable wages for the year.

Note   Modifications made in the Adobe Reader fill-in form will not automatically carry through the form. Adjust calculations through the end of all pages of the form. If necessary, you will also need to adjust deposits recorded on page 2 of Form 941 (also Form 944) if you are a monthly depositor for employer portions of Social Security and Medicare taxes that were reported to you by the third-party payer.

8   If you are a semi-weekly depositor, you will need to make adjustments for any deposits made on the Schedule B.

Note   Calculations made in the Adobe Reader program do not automatically calculate through the form. Be sure to make any necessary adjustments to calculations throughout all pages.

Chapter 32 940 FUTA Tax

CheckMark Payroll can produce form 940 as well as a wage summary and quarterly liability report.

Note   A newer version of Adobe Acrobat Reader must be installed and set as the default .pdf application on your system to print form 940 from CheckMark Payroll.

Setting an Application as the Default Program

Mac OS X Users: You set the default in the Get Info screen on any .pdf file you have on your computer. Select any .pdf file and then go under the File menu to Get Info. Under the Open With section, select the Adobe Reader program and then select the box that will have wording similar to 'use the application to open all documents like this'. The wording may vary depending on which version of OS X you are using.

You may also have to set the actual files to open with Adobe Reader. CheckMark Payroll creates .pdf and .fdf files when printing forms such as 940, 941, and 944. These files are generated in the folder where you save your data files. Select these files and assign Adobe Reader as the default program to open correctly. Refer to your operating system's owner's manual for more detail about setting defaults.

Windows 7 or higher: Open the Control Panel and select Default Programs. Choose Associate file type or protocol with a program. Scroll down to .fdf in the list. If necessary, select, choose program and browse for Adobe Reader. Repeat steps for .pdf file extension. Close. Refer to your operating system's owner's manual for more information.

Types of 940 FUTA Tax Reports

Wage Summary | This report shows the total annual wages, wages exempt from FUTA, wages over the annual limit, and total taxable wages by employee.

Quarterly Liability | This report shows total taxable wages per quarter by employee. In addition, this report shows total FUTA liability per quarter.

Form 940 | Choose this option to print the Form 940 on plain paper.

Creating 940 Reports

The 940 FUTA Taxes window prints the Form 940, Employers Annual Federal Unemployment (FUTA) Tax Return and gives you information that is useful for filling out the return manually.

1   Click 940 FUTA Tax in the Command Center.

2   Select Form 940 Report Option.

3   Fill in necessary information in the 940 FUTA Tax Window as appropriate for your report. For more information see "Fields on the 940" on page197.

4   Click Print. The filled in form will open in Acrobat Reader. If necessary, modify/edit any field in Acrobat Reader, save the file if you wish, and/or print out pages from Acrobat Reader.

Changes made in Adobe Reader are not reflected in Payroll.

Fields on the 940

1a   Mark this box if you pay unemployment tax (SUTA) in only 1 state. Also, fill in the two (2) letter postal abbreviation in the box to indicate which state you pay the unemployment taxes in.

If box 1a is not selected, CheckMark Payroll will automatically mark box 1b on Form 940 indicating that you pay unemployment taxes to more than one (1) state. You are then required to fill in Part 1 Schedule A (940) and submit with your Form 940. Schedule A (940) is not printable from CheckMark Payroll directly so you will need to download from irs.gov (press link above), or fill in this form that was sent to you by the IRS in the mail.

9   Check this box if all FUTA wages were exempt from state unemployment (SUTA).

If line 9 is selected, line 10 does NOT apply.

10   Enter the amount to print on Line 10 if some of the FUTA wages you paid were excluded from state unemployment or if you paid any state unemployment tax (SUTA) late. This amount is from line 7 of the worksheet included in the Form 940instructions.

13   Enter an amount to print on Line 13 for your FUTA tax deposited for the year.

Part6-Third-party Designee   Enter information that will print in the appropriate section on the 940 if you use a third-party designee.

Part8:For paid preparers only (optional)   Enter information here that will print in the appropriate section on the 940 if you are a paid preparer.

Overpayment   If there is an overpayment on Line 15, select whether it is to Apply to next return or Send a refund.

Chapter 33 State Taxes

The State Taxes window allows you to produce a SUTA report, wage summary, California DE-6 Form and the MMREF file for NY and CA DE-6.

Creating SUTA Taxes Reports

The SUTA report shows wages exempt from SUTA (state unemployment), wages subject to SUTA, wages in excess of the SUTA maximum, and SUTA taxable wages. It also shows your SUTA rate, SUTA tax amount, number of employees per month and number of employees in the pay period including the 12th of the month for each month of the quarter.

1 Click State Taxes in the Command Center.

2 Select one or more states for the SUTA report.

You can select a consecutive or non-consecutive series of states from the list.

If no states are highlighted, all states will be reported.

3 Make sure that the SUTA radio button is selected.

4 Select the quarter for which you are reporting, or select Annual.

5   Select the Sort Employees by option.

If Last Name is selected, the report will be organized by employees' last name.

If Social Security # is selected, the report will be organized by employees' Social Security Number.

6   Click View, Print, or Text File.

Note   You can omit social security number for employees on all reports by selecting Omit SS# on Reports in the Preferences option located under the File menu. For information on setting preferences see "Chapter 39 Setting Preferences" on page 231

Creating State Withholding Reports

The Wage Summary report shows the employee's Social Security number, employee name, total wages, wages subject to state withholding, and state withholding by employee for the selected quarter, with a subtotal after each state.

1   Click State Taxes in the Command Center.
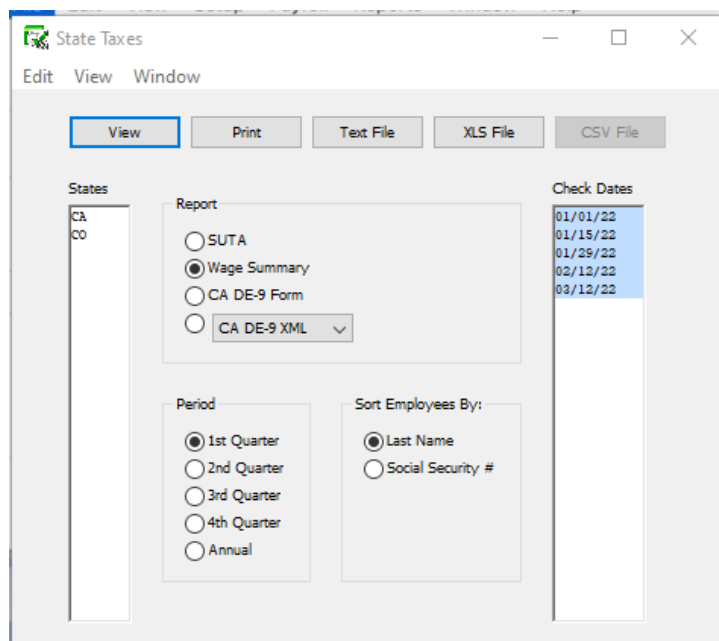
2   Select one or more states for the Wage Summary report.

You can select a consecutive or non-consecutive series of states from the list.

If no states are highlighted, all states will be reported.

3   Select the Wage Summary radio button.

4   Select the quarter for which you are reporting, or select Annual. A list of check dates appears for the selected quarter. Check dates in the quarter are selected by default. If wage reporting for less than the full quarter is required, select the desired range of check dates.

5   Select the Sort Employees By option.

> If Last Name is selected, the report will be organized by employees' last name.
>
> If Social Security # is selected, the report will be organized by employees' Social Security Number.

6   Click View, Print, or Text File.

Note   You can omit the Social Security number from these reports by choosing Omit SS# on Reports in the Preferences section under the File menu.

Creating California DE-9 Form for Printing

You can print a DE 9 form for filing with the EDD directly from CheckMark Payroll.

To print the DE-9 Form, do the following:

1   Click State Taxes in the Command Center.

2   Select the CA DE-9 Form option and select the desired Period option.

3   Select CA in the States list.

4   Click Print. A popup window appears.

5   Fill in all appropriate fields and click OK.

Note   Even if the Preference to Omit SS# on Reports is selected
        under the File menu, the Social Security number for each
        employee will still appear when printing this report.

Creating California DE-9 XML File

Employers who are set up with California's EDD to file their
Quarterly Wage and Withholding Reports electronically, can
save a file from CheckMark Payroll to submit to the EDD in the
DE-9 XML format. For more information on submitting the DE-9
XML information electronically, contact the EDD.

To save the report as an XML file, do the following:

1   Click State Taxes in the Command Center.

2   Select the CA DE-9 XML option and the desired Period.

3   Select CA in the States list.

4   Click Text File. The following dialog appears:

5   Fill in all appropriate fields and click OK.

6   A Save As dialog box opens. Chose a save location and click Save.

Creating California DE-9C MMREF File

Employers who are set up with California's EDD to file their Quarterly Wage and Withholding Reports electronically, can save a file from CheckMark Payroll to submit to the EDD in the DE-9C MMREF format. For more information on submitting the DE-9C MMREF information electronically, contact the EDD.

To save the report as an MMREF file, do the following:

1   Click State Taxes in the Command Center.

2   Select the CA DE-9C MMREF option and the Period.

3   Select CA in the States list.

4   Click Text File.

The following dialog appears:

5   Fill in all appropriate fields and click OK.

6   A Save As dialog box opens. Chose a save location and click Save.

Creating New York MMREF File

CheckMark Payroll can create the New Work MMREF file. New York requires submission of the test file with notification that the test was certified and successfully processed. Contact the New York State Department of Tax and Finance for complete filing instruction. Additional information is included in NY Publication 911 availablewww.tax.state.ny.us.

1   Click State Taxes in the Command Center.

2   Select the NY MMREF option in the drop down menu under the Report section.

3   Select NY in the States list and choose what Quarter you want to save from the Period section (annual option not available).

4   Click the Text File button and choose the location where you want to save the file. The file is named MMREF by default.

Note   Even if the Preference to Omit SS# on Reports is selected under the File menu, the Social Security number for each employee will still appear when printing this report.

5   Enter the appropriate information for your company in the edit boxes, then click OK.

If you are filing the MMREF file on behalf of another company, you can enter your own information in Submitter fields. Otherwise, CheckMark Payroll will use the Federal ID, Company, and Address information from the Company Information window.

A Save dialog appears. The file is named MMREF by default.

6   Choose where you want to save it.

7   Contact the EDD for complete instructions on filing.

Note   Even if the Preference to Omit SS# on Reports is selected
under the File menu, the Social Security number will still be
included in the MMREF file.

Creating Mississippi ICESA File

CheckMark Payroll can create the Mississippi ICESA file.
Mississippi requires submission of the test file with notification
that the test was certified and successfully processed. Contact
the Mississippi Department of Tax and Finance for complete
filing instruction.

1   Click State Taxes in the Command Center.

2   Select the MS ICESA option in the dropdown menu under the
Report section. If required enter the NAISC code

3   Select MS in the States list and choose what Quarter you
want to save from the Period section (annual option not
available).

4   Click the Text File button and choose the location where you want
to save the file. The file is named UIWAGE by default.

Note   Even if the Preference to Omit SS# on Reports is selected
under the File menu, the Social Security number for each
employee will still appear when printing this report.

5   Enter the appropriate information for your company in the edit
     boxes, then click OK.

         If you are filing the ICESA file on behalf of another company,
         you can enter your own information in Submitter fields.
         Otherwise, CheckMark Payroll will use the Federal ID, Company,
         and Address information from the Company Information window.

Chapter 34 Local Taxes

Creating Local Taxes Reports

This report shows the employee social security number, employee name, wages exempt from local taxes, total wages, wages subject to local tax and amount of the local tax withheld. There are totals by local tax at the bottom of the report.

1   Click Local Taxes in the Command Center.
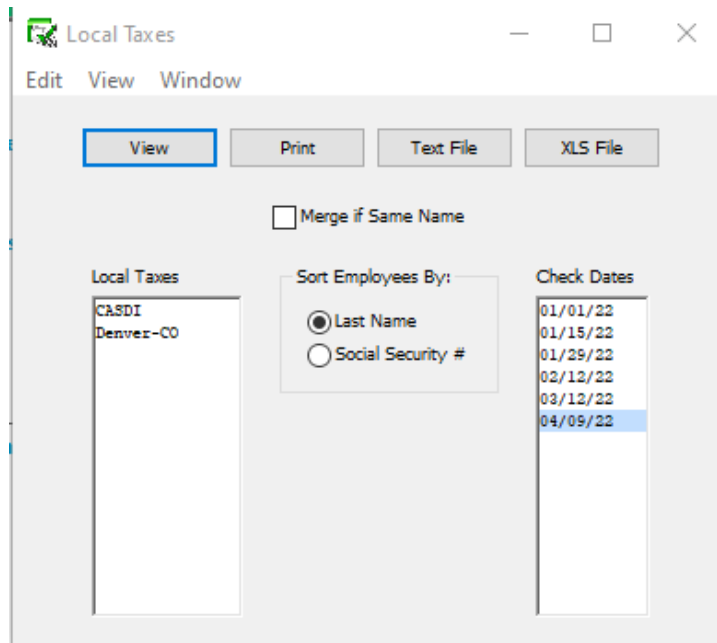
2   Select one or more local taxes for the report.

You can select a consecutive or non-consecutive series of local taxes from the list.

If no local taxes are highlighted, all taxes will be reported.

3   Select one or more check dates for the report.

You can select a consecutive series of check dates from the list.

4   Click View, Print, or Text File.

Note   You can omit the Social Security number from these reports by choosing Omit SS# on Reports in the Preferences section under the File menu.

Chapter 35 Income and Deductions

Types of Income and Deduction Reports

Deduction Detail	The Deduction Detail reports shows the deduction name, employee SSN, employee name, employee deduction amount and employer match amount for individual checks, along with the total for each deduction. To view employee wages and employer wages in the same report, select the checkbox "Emp Wages & Empr Wages."
Income Detail	The Income Detail report shows income name, employee social security number, employee name, check number, check date and total amount of income.
Deduction Summary	The Deduction Summary report shows the deduction name, employee SSN, employee name, deduction amount, match and total for the selected period. You can also sort the list by Last Name or Social Security #
Income Summary	The Income Summary report shows the income name, employee social security number, employee name, income amount for selected period and total for the selected period
Note	To suppress the Social Security number from the report, go to the File menu and select Preferences. Choose the Omit SS# on Reports option.

Creating Income and Deduction Reports

1   Click Income & Deductions in the Command Center.

2   Select either the Deduction or Income radio button.

3   Select one or more items for the report.

4   Select either the Detail or Summary radio button.

5   Select one or more consecutive check dates for the report.

6   Click View, Print, or Text File.

Chapter 36 Employer Payments

Types Employer Payments Reports

Check Register   The Check Register report shows check data for the selected month, including check number, check date, payee, payment description, and the check amount.

Posting Summary   The Posting Summary report shows check information in a summarized format and can be used to create manual journal entries in your accounting system. (You can also save the posting summary information as a text file that can be imported into an accounting program.)

Ledger accounts are shown with their associated amounts.

The total debits and credits are shown on the last two lines.

Posting File Formats

Quicken(QIF)   You can export posting information to Intuit's Quicken. Select the Quicken (QIF) option and click Text File. A Save dialog appears. Enter a name for the text file and choose a directory in which to save it. Then, click Save.

For Quicken 2005 for Windows and higher users: CheckMark Payroll creates a QIF file for importing into Quicken. Quicken will no longer accept QIF importing directly into a bank/checking account; it will only accept Open Financial Exchange (OFX) file formats used for downloading information directly from the internet. This file format is not available in CheckMark Payroll.

QuickBooks (IIF) You can export posting information to Intuit's QuickBooks. Select the QuickBooks (IIF) Format option and click Text File. A Save dialog appears. Enter a name for the text file and choose a directory in which to save it. Then, click Save.

CheckMark Payroll creates an Informational Interchange Format (IIF) file for importing checks into QuickBooks. The posting file format includes account names and account types to post all payroll information into the general ledger. The accounts named in the file are based on the set up of your payroll company in CheckMark Payroll. If these accounts DO NOT exist in your QuickBooks chart of accounts list, QuickBooks by default, will create the accounts upon import. Inserting ledger accounts into the Payroll program will not override the accounts created in the IIF file. We suggest that before importing payroll the first time you make a backup of your QuickBooks data. After successfully importing payroll into QuickBooks, carefully look through the transaction(s) imported and also evaluate the changes, if any, to your chart of accounts. If you do not wish these changes to occur, restore your QuickBooks backup and manually post your payroll data to QuickBooks.

Peachtree2.0 (Windows only) You can export posting information to Peachtree Accounting for Windows, version 2.0. Select the Peachtree 2.0 Format option and click Text File. A Save dialog appears. Enter a name for the text file and choose a directory in which to save it. Then, click Save.

Peachtree3.0 (Windows only) You can export posting information to Peachtree Accounting for Windows, version 3.0. Select the Peachtree 3.0 Format option and click Text File. A Save dialog appears. Enter a name for the text file and choose a directory in which to save it. Then, click Save.

Peachtree3.5,5.0 (Windows only) You can export posting information to Peachtree Accounting for Windows, version 3.5 and 5.0. Select the Peachtree 3.5, 5.0 Format option and click Text File. A Save dialog appears. Enter a name for the text file and choose a directory in which to save it. Then, click Save.

M.Y.O.B. You can export posting information to Best ware's M.Y.O.B.™ Select the M.Y.O.B. Format option and click Text File. A Save dialog appears. Enter a name for the text file and choose a directory in which to save it. Then, click Save.

Big Business You can export posting information to Big Business. Select the Big Business Format option and click Text File. A Save dialog appears. Enter a name for the text file and choose a directory in which to save it. Then, click Save.

CheckMark	You can post information to CheckMark's MultiLedger. For more information on posting to MultiLedger see "Posting Employer Checks to MultiLedger" on page166
Rakefet	(Windows only) You can export posting information to Rakefet. Select the RAKEFET Format option and click Text File. A Save As dialog appears. Enter a name for the text file and choose a directory in which to save it. Then, click Save.
DBA Software	(Windows only) You can export posting information to DBA Software. Select the DBA SOFTWARE Format option and click Text File. A Save dialog appears. Enter a name for the text file and choose a directory in which to save it. Then, click Save.
POS/OE 4	You can export posting information to POS/OE 4. Select the POS/OE 4 Format option and click Text File. A Save dialog appears. Enter a name for the text file and choose a directory in which to save it. Then, click Save.
Connected	You can export posting information to Connected accounting. Select the Connected Format option and click Text File. A Save dialog appears. Enter a name for the text file and choose a directory in which to save it. Then, click Save.

Creating Employer Payments Reports

1   Click Employer Payments in the Command Center.

2   Select the month(s) for the report.

3   Select the checks for the report.

   You can select a consecutive or non-consecutive series of
   checks from the list.

   If no checks are highlighted, all employer checks will be reported.

4   Select the type of report.

5   Click View, Print, or Text File.

Chapter 37 W-2 & W-3 Statements

Types of W-2/W-3 Reports

W-2 on Blank Paper	Select from this drop-down list, according to the following guidelines:
	4-up Employee All Copies- This is for printing employee Copies B, C, and 2 on 4-up blank, perforated paper.
	2-up Employer Copy A- This is for printing employer Copy A on plain paper (minimum 20 lb. weight).
	2-up Employer Copy 1- This is for printing employer Copy 1 on 2-up blank, perforated paper.
	2-up Employer Copy D- This is for printing employer Copy D on 2-up blank, perforated paper.
	2-up Employee Copy B- This is for printing employee Copy B on 2-up blank, perforated paper.
	2-up Employee Copy C- This is for printing employee Copy C on 2-up blank, perforated paper.
	2-up Employee Copy 2- This is for printing employee Copy 2 on 2-up blank, perforated paper.
W-2 On Preprinted	This is for printing employee and employer W-2s on preprinted W-2forms.
W-3 On Plain Paper	Select this option for printing on a W-3 form on plain paper (minimum 20 lb. weight).
W-3 On Preprinted	Select this option if you are printing on a preprinted W-3form.
EFW2File	Select this option if you are required to file electronically with the Social Security Administration or your state.

Note	Not all states are supported using the EFW2method.

Creating W-2 and W-3 Reports

The W2 & W3 Statements window allows you to print W-2 and W-3 information on blank perforated sheets or pre-printed forms. You can also save your W-2/W-3 information in the EFW2 file format for electronic filing.
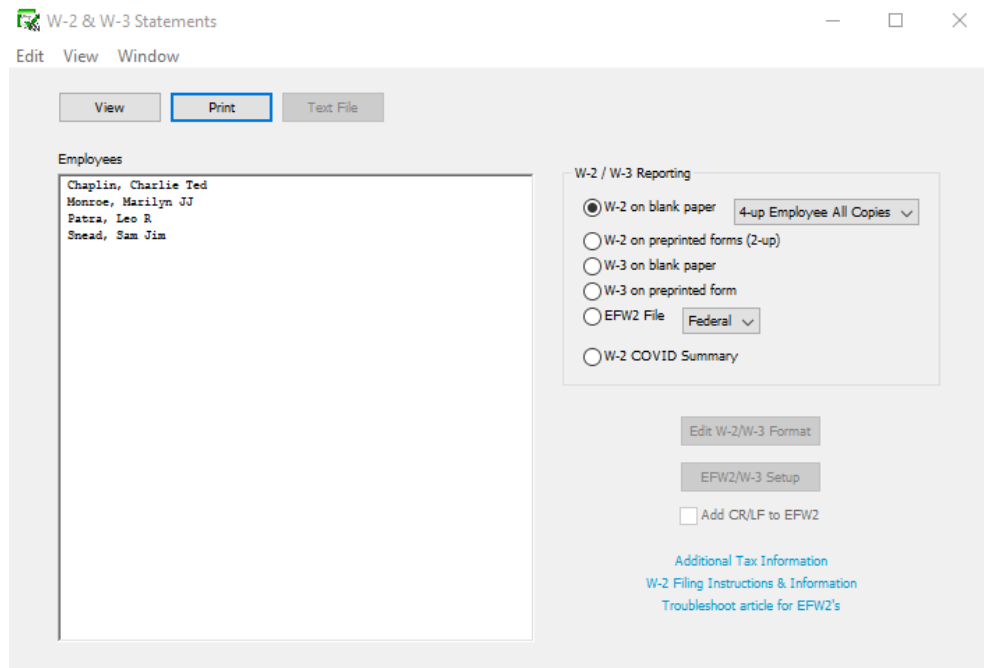
Withholding for Two States

CheckMark Payroll will print State wages and State withholding for up to two states as long as you have not started mid-year or edited YTD totals on Employee Setup. If an employee has income in two states, at least one state needs to have at least $0.01 withheld for the program to recognize both states. If you have withheld for more than two states, you need to prepare multiple W-2s. This can be accomplished by setting up a new employee for each state requiring wages and withholding.

Verify Company Information

Before printing W-2s, you should verify your company name, address and Federal ID are correctly entered on the Company Information window. Your State ID can be verified by selecting State Taxes under the Setup menu. Select each state table from the State Taxes section and verify the State ID.

Dependent Care Benefits - Box 10

If you have a dependent care assistance program (section 129 or section 125 cafeteria plan), the expenses paid or fair market value of those services should be shown in Box 10. Check the applicable box in Additional Income or Deduction setup.

Non-Qualified Plans - Box 11

This box shows distributions to an employee from a non-qualified plan, or deferrals under a non-qualified plan, that became taxable for social security or Medicare taxes during the year, but were for services in a prior year. Check this box under the Additional Income set up screen. Also, in the Additional Income set up, mark the check box if plan is a Section 457(b) plan.

Deductions Appearing in W-2 Boxes 12a - 12d

Certain deductions should be listed in Box 12 with their appropriate letter code. Refer to the IRS publication Instructions for Form W-2 for a reference guide of Box 12 Codes.

The code "D" that is associated with the 401(k) contribution does not have any bearing on the position in box 12 that the information prints. From the IRS W-2/W-3 instructions: "Box 12-Codes. Complete and code this box. Note that the codes do not relate to where they should be entered for boxes 12a-12d on Form W-2."

If you wish more explanation regarding printing of your W-2 information, there is a copy of the W-2/W-3 instructions in .pdf format located in the IRS forms folder inside the Payroll folder on the hard drive of your computer, or you can download a copy from the IRS website at www.irs.gov.

Box 13 Check Boxes

On the Employee Setup window, under the Taxes tab, check the box Statutory Employee for employees whose earnings are subject to social security and Medicare taxes but not subject to Federal income tax withholding. There are workers who are independent contractors under the common-law rules but are treated by statute as employees. These are called statutory employees. See Pub. 15-A for details.

Check the box Retirement plan if the employee was an "active participant" (for any part of the year) in any of the following retirement or annuity plans: 401(a), 401(k), 403(a), 403(b), 408(k) (SEP), 408(p) (SIMPLE), 501(c)(18), or a plan for Federal, state, or local government employees. Do not check this box for contributions made to a nonqualified or section 457(b) plan.

Check the box Sick Pay if any employee received sick pay benefits during the year from a third party.

Box 14 – Other

Box 14 can be used for information (Income or Deduction items) that you wish to identify for your employees. Examples include state disability insurance taxes withheld, union dues, uniform payments, health insurance premiums deducted, nontaxable income, educational assistance payments, or a clergy's parsonage allowance and utilities. Check the Box 14 W-2 Options in the Setup window for the Additional Income or Deduction you wish to report.

On the W-3 in Box 14, employers that had employees with Federal withholding by a third-party payer will show amount withheld on sick pay of all employees this applies to. This amount is also included as part of the total in box 2 for the W-3. This amount must be reported in both places.

Box 15

Box 15 shows State/State ID#. If you withhold in more than one state, there will be an 'X' showing in this box and no state ID entered.

An 'X' will appear on the W-3 in box 15 if you withhold for more than one state in a single payroll company.

Furnishing Copies B, C, and 2 to Employees

Furnish copies B, C, and 2 of Form W-2 to your employees, generally, by January 31st. You will meet the "furnish" requirement if the form is properly addressed and mailed on or before the due date.

If employment ends before December 31st, you may furnish copies to the employee at any time after employment ends, but no later than January 31st. If an employee asks for Form W-2, give him or her the completed copies within 30 days of the request or within 30 days of the final wage payment, whichever is later. If you terminate a business or are unable to furnish W-2s by the due date, see the IRS Instructions for Forms W-2 andW-3.

Printing on Blank, Perforated W-2s and W-3s

Note   A laser or high-quality printer is needed for printing W-2/W-3s on blank paper.

1   Click W-2 & W-3 Statements in the Command Center.

2   Select the employees from the list.

> You can select a consecutive or non-consecutive set of employees in the list. For a non-consecutive series of employees, hold down the Ctrl (Windows) key or Command(⌘) key (Mac) while clicking individual employees in the list.
>
> If no employees are selected, W-2s for all employees will be printed.

Note   Employees with no wages paid in the calendar year will not be reported nor have a W-2printed.

3   Load your printer's paper tray with 4-up perforated blank sheets.

> 4-up perforated blank sheets are used to print the employee W-2 copies.

Note   You may want to select one employee to print a sample 4-up perforated blank sheet first before printing all your employees to make sure that the sheets are loaded into your printer correctly.

4   Make sure the W-2 on Plain Paper radio button is selected and 4-up Employee All Copies is selected in the drop-down list.

5   Click Print.

Note   You can also print Employee Copies B, C and 2 on 2-up perforated paper by selecting the desired item in the drop-down menu. 2-up perforated blank sheets print two different employees per page.

6   After you have printed the employee W-2 copies on the 4-up perforated blank sheets, load the 2-up perforated blank sheets into your printer's paper tray.

> 2-up perforated blank sheets print two different employees per page and are used for employer W-2 copies D and 1.

7   (for 4-part, 6-part, & 8-part W-2s) Select the W-2 on Plain Paper radio button then select 2-up Employer   Copy 1 from the drop-down list.

8   Click Print.

9   (for 6-part & 8-part W-2s) When Copy 1 is done printing, select 2-up Employer Copy D from the drop-down list.

10 Click Print.

11 (for 8-part W-2s) When Copy D is done printing, select 2-up Employer Copy 1 from the drop-down list.

12 Click Print.

| Note | If you are filing using EFW2 you do not need to complete steps 13-15, as you do not need to submit Copy A. For more information on EFW2, see "Saving Federal and State Electronic Information in the EFW2 Format" on page224. |

13 (for 4-part, 6-part & 8-part W-2s) Load your printer's paper tray with plain paper*.

14 Select 2-up Employer Copy A from the drop-down list.

15 Click Print.

Printing the W-3 Form

1   Make sure your printer's paper tray is loaded with plain paper*.

2   Select the W3 on plain paper radio button.

3   Click the EFW2/W3 Setup button.

4   Enter your company's contact, phone, fax, and email information in the fields.

5   Click OK.

6   Click Print.

| Note | * Plain Paper: Use to print the W-2 Federal Copy A and W-3 Transmittal Copy. Red printed copies are no longer required for these two forms. CheckMark does not sell Plain Paper. You can use the 20 lb. white paper found in most offices for copiers orprinters. |

| Important | To print W-2s and W-3 on blank perforated paper, the most current version of CheckMark Payroll must be installed to be assured that the format being printed is acceptable for submission. If you are running an older version, the pre-printed forms option is available. Pre-printed forms for prior years can be obtained from the IRS. |

Printing on Preprinted W-2s and W-3s

Important   Print a Sample W-2 andW-3

Before you print the W-3 and W-2s for all of your employees, you should print a sample W-2 and a sample W-3 on blank paper to make sure that the alignment is correct, and that the amounts are printing in the correct boxes. Each type of printer will print slightly different, and you may need to adjust the fields for your specific printer. If the alignment is incorrect, see the section below, "Fixing Alignment Problems."

Resetting the Default

You can reset the default on the pre-printed W-2 or W-3 form by going into the W-2 & W-3 Statements window, clicking on either the W-2 on preprinted forms or W-3 on preprinted form option, hold down the Shift key on the key board and click the Edit Format button.

Fixing Alignment Problems

If the alignment on the sample W-2 or sample W-3 you printed above is incorrect, follow these steps:

1   Click W-2 & W-3 Statements in the Command Center.

2   Select the W-2 on preprinted forms or W-3 on preprinted form radio button, then click Edit Format.

The Format window appears.

3   Move the field or fields that need adjustment.

For more information on repositioning fields on the Format window, see "Formatting Checks, W-2s, and W-3s" on page 227

Printing W-2s with a Laser or Ink-jet Printer

1   Click W-2 & W-3 Statements in the Command Center.

2   Select the employees from the list.

You can select a consecutive set of employees.

If no employees are selected, W-2s for all employees will be printed.

3   Load your printer's paper tray with the appropriate set of forms.

Laser and ink-jet printers can't print on multiple-part forms. You need to print each set of forms individually. For example, if you are printing 4-Part Laser forms, you would load the set of Copy As into the paper tray and print Copy A for all of your employees. Then, when Copy A is finished, you would load the set of Copy Bs into the paper tray and print Copy B for all of your employees. Then you would repeat this process with Copy C and Copy D.

4   Select the W-2 on preprinted forms radio button.

5   Click Print.

6   Repeat steps 3–5 for each set of forms.

> Printing W-2s with a Dot Matrix Printer

1   Click W-2 & W-3 Statements in the Command Center.

2   Select the employees for theW-2s.

> You can select a consecutive set of employees.

> If no employee names are highlighted, all employees will be reported.

3   Load your printer's paper tray with the appropriate set of forms.

> Dot matrix printers are impact printers and can print multiple copies at once. W-2 forms for dot matrix printers come as Twin Sets. One set is the employee set and the other is the employer set. You will make two passes through your printer.

4   Select the W-2 on preprinted forms radio button.

5   Click Print.

> A Windows Print dialog appears. Select All for the Print Range. Set the Print Quality to the appropriate dpi and set the number of Copies to 1.

6   Load the other set of W-2s into the printer and print them the same way as the first set.

> Printing on the Form W-3

1   Load the pre-printed W-3 form into your printer.

2   Select the W3 on preprinted form radio button.

3   Click the EFW2/W3 Setup button.

4   Enter your company's contact, phone, fax, and email information in the fields.

5   Click OK.

6   Check the Preprinted W-3checkbox.

7   Click Print.

Third-Party Sick Pay Reporting on the W-2 and W-3 Statements

1   Select Additional Income on the Command Center window.

2   Select New. Enter a description of the income such as "Sick Pay". You are limited to 12 characters. Set the Calculation Method as Variable. Close Additional Income window.

3   Select Employees on the Command Center window.

4   Select an employee from the list on the right and then select the Taxes tab at the top.

5   Mark check box for the W-2 box 13 Sick Pay.

6   Select Income tab. Under Company Categories select "Sick Pay" then Assign and Save.

7   Reselect the same employee from the list and the YTD tab. In the box labeled "Sick Pay" modify the amount from 0.00 to gross wages paid by third-party payer. Also, modify Social Security and Medicare amounts to amount shown plus the amount withheld by third-party payer. If necessary, enter the amount of federal withholding withheld on sick pay in the box labeled "3rd Party Federal W/H" .Save.

8   Repeat steps 3-7 for all employees paid sick pay by a third-party payer.

9   Select W-2/W-3 Statements on the Command Center window.

10   Print W-2's and W-3 statements. For more information on printing W-2s and W-3s see "Creating W-2 and W-3 Reports" on page216

Creating Electronically Filed Reports

You can save a file from CheckMark Payroll that you can use to submit W-2 information to the SSA electronically in the EFW2 format. For more information on submitting W-2 information electronically, see the Social Security Administration (SSA) publication about Electronic Filing (EFW2) online athttp://www.ssa.gov/employer.

CheckMark Payroll also allows you to save State information for filing electronically. For a list of available states, click the pull-down list next to the EFW2 File button.

Saving Federal and State Electronic Information in the EFW2 Format

Before you save the information as a file, you should verify some information for your company and your employees. Generally, if you've already printed W-2s for your employees and all of the information is correct, you can save the information as a file. You should make sure that:

- Your company name, address, and Federal and State ID numbers are correct on the Company Information and State Taxes windows.

- Each employee should have a valid 9-digit Social Security Number.

- Any deferred compensation or pension plans have been setup correctly in CheckMark Payroll and correctly assigned to the employees. For more information, see Chapters 7, 8, and 9.

When you're ready to save the electronic file information in the EFW2 format, do the following:

1   Click W-2 & W-3 Statements in the Command Center.

2   Select the EFW2 File radio button.

3   Select Federal or your state from the pull-down list.

Note   Some states require <CR><LF> between each record in order to file electronically. If necessary, select check box Add CR/LF to EFW2 before creating your state's EFW2 file. For more information, check with your state or see your states website.

4   Click the EFW2/W3 Setup button.

EFW2/W-3 and MMREF Setup

☐ Resubmit
☐ Terminating Business
◉ 941 Payer   ○ 943   ○ 944   ○ Schedule H

User ID [ ]
Contact [ ]
Phone (no hyphens) [ ]
Phone Extension [ ]
Fax (no hyphens) [ ]
Email [ ]
WFID [ ]
CA Wage Plan Code [ ]

Submitter if other than company:
Submitter EIN [ ]
Submitter Company [ ]
Submitter Address [ ]
City [ ]
State [ ]
Zip [ ]
Notify By: [Email ▾]
Preparer Code [O: Other ▾]

Kind of Employer
◉ None Apply   ○ 501c non-govt.   ○ State / Local non-501c
○ State / Local 501c   ○ Federal Govt.

[OK]   [Cancel]

5   Enter the correct data for your company, then click OK.

> If you are filing the EFW2 file on behalf of another company, you can enter your own Submitter information in the Submitter EIN, Submitter Company, Submitter Address, City, State, and Zip fields. Otherwise, CheckMark Payroll will use the Federal ID, Company, and Address information from the Company Information window.

6   Click Text File.

> A Save dialog appears. The default name for the file is "W2REPORT.TXT." Do not change this name unless your state requires a different file name.

7   Choose the directory in which you want to save the text file.

8   Click Save.

> Follow the instructions in the SSA publication about Electronic Filing (EFW2) or your state publication for complete instructions on filing.

Note   For Federal Filing: After saving the W2REPORT.TXT text file, you should run the Social Security Administration's software, AccuWage, to make sure that the information is correct before submitting the file. For more information on AccuWage, see http://www.ssa.gov/ employer/accuwage/index.html. Available for Windows computers only.

Chapter 38 Customizing Checks and Reports

Formatting Checks, W-2s, and W-3s

You can reposition items that print on checks, or pre-printed W-2s, and W-3s to align printing for your particular printer or form.

1 Click the Edit (Win) or Edit Check Format (Mac) button on the appropriate window.

To format employee paychecks and employer payment checks, use the Print Paychecks window. To format W-2s and W-3s, use the W-2 &W-3 Statements window.

A format window appears that allows you to reposition the fields.

For example, clicking the Edit button (Win) associated with the Custom Check Format area on the Print Paychecks window opens the following window:

Use this Format window to position the fields that print on checks. Employer checks use the field positions set up for employee paychecks.

2   Drag the print fields to their new positions.

To move a single field to a new position, position your mouse pointer over the field, hold your mouse button down and move your mouse in the direction of the new position. You can also use the directional arrows on your keyboard to move the selected field.

To select a group of print fields, hold down the SHIFT key while clicking individual fields or drag over the fields until all the desired items are at least partially contained within the box. The selected fields should be highlighted. Holding down the SHIFT key and moving one field will move the entire group.

To restrict movements to vertical positioning, hold down the ALT key (Windows) or OPTION key (Mac) while moving dragging the field or fields. To restrict movements to horizontal positioning, hold down the CTRLkey(Windows)or Command(⌘)key(Mac) while dragging the field or fields.

To prevent a field from printing, double-click the field or select the field and press the space bar. The field's name will become red. To re-enable the field for printing, double-click the field again or select the field and press the space bar. Its name will become black.

3   When you've finished repositioning the print fields, close the window.

4   Click Yes to save the format changes.

Resetting the Default

You can reset the default format placement for checks and W-2/W-3 reports.

Checks

To reset the default check format, open the Print Paychecks window. Click either the Custom-Check in Middle or Custom-Check on Top option. Hold down the Shift key on the keyboard and click the Edit... button.

W-2 and W-3

You can reset the default on the pre-printed W-2 or W-3 form by going into the W-2 & W-3 Statements window, clicking on either the W-2 on preprinted forms or W-3 on preprinted form option, hold down the Shift key on the key board and click the Edit Format button.

Part 5
Customizing and Maintaining CheckMark Payroll

In Part 5, you'll find out how to do the following:

- Position print fields to format checks, W-2s, andW-3s

- Set preferences and select the print font for reports

- Change the Command Center's color

- Increase or Decrease the font size for windows

- Make a backup

- Restore a backup

- Set up a password

- Find Payroll datafiles

- Start a new year

Chapter 39 Setting Preferences

This chapter shows you how to set various CheckMark Payroll preferences and view options and select the font for printing.

Payroll Preferences

You can use the Preferences window under the File menu to set various CheckMark Payroll options.

1 Choose Preferences from the File menu.
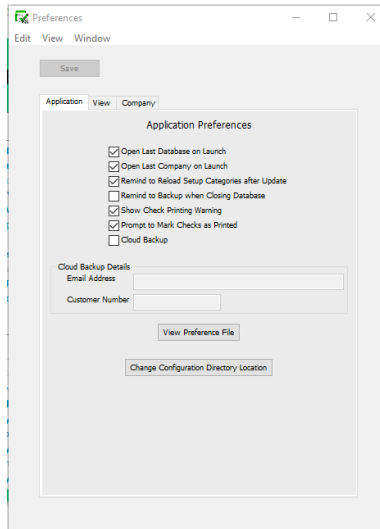
2 Check or uncheck the preferences.

3 When you have finished setting the preferences, close the window, then click Yes when prompted to save changes.

Application Preferences

Open Last Database When checked, the last used Payroll database will open on Launch automatically on Launch when you launch CheckMark Payroll.

Open Last Company When checked, the last used Payroll company will open on Launch automatically on Launch when you launch CheckMark Payroll.

Remind to Reload This option will prompt you to reload all setup categories after an Setup Categories after update making sure you stay current with any tax table, deduction or Update income changes.

Remind to Backup When checked, you will be prompted to make a backup of the database when Closing you're in when you close. Database

Show Check Printing warning   When checked, a warning appears if you have Middle Check selected on the Print Paychecks window and you have more than four Additional Incomes or eight Deductions assigned to an employee. If you have more than four Additional Incomes and/or eight Deductions for your employees, we recommend you buy check stock with the check on top.

Prompt to Mark   When checked, you will see a prompt when you print checks   asking if Checks as Printed you want to mark the checks as printed. You can select Yes or Not o mark or not mark the checks as printed .If this preference is NOT checked, all checks will be automatically marked as printed after you print them

.

Show Critical News   When checked, the newsfeed on the Command Center window will
Only   show only critical information posts.

View Preference File   Select this option to view all the Preferences settings for the open company.

Change Configuration

Whenselected,youcanmovethe"CheckMark"DirectorythatcontainsDirectoryLocation   the company database to anotherlocationofyourchoosing.

View Preferences

1   Choose Preferences from the File menu.

2   Click the View tab. Check or uncheck the preferences.

3   When you have finished setting the preferences, close the window, then click Yes when prompted to save changes.

Show Employer Matches in Calculate Pay	When checked, this option will display the employer matches in t the calculate Pay screen when creating checks.
Display Font Size	You can customize the window size in CheckMark Payroll by increasing or decreasing the font size for all windows. Simply enter a number, a lower number will decrease the window size and a higher number will increase the window size.
Change Display Font	You can change the size and display font for most screens throughout payroll. Click on the Change Display Font button and choose which font and size, you would like.
Command Window	You can change the Command Screen (main screen) from the new command view or use the classic view by clicking the corresponding radio button.
Change Background color	Clicking on the Change Background Color button allows you to change Color of reset to the default tcolor for the Command Screen view.
Save Command List Drop-Downs(New .View)	With the New Command Screen View, you can select this box to save whatever drop down menus you had open before closing Those will re-open automatically when you open Payroll back
Save Window Placement	When selected, if you reposition windows within the payroll program, the new positions are saved.
Manage Window Placement	When selected, you can choose the following option from the drop-down menu: Center on Screen (Default)-When selected, the Command Center will appear in the center of your screen and all report windows when open will appear one on top of the other. Cascade from Right (Classic)-When selected, the Command Center appears in the top left of screen and reports appear to the right of the command center cascading from left to right down the screen. Cascade from Left-When selected, the Command Center appears in top left of screen and reports appear on top of command center cascading from left to right down the screen.
Save Window Size	When checked, if you resize windows within the payroll program, the new sizes are saved.

Company Preferences

1   Choose Preferences from the Filemenu.
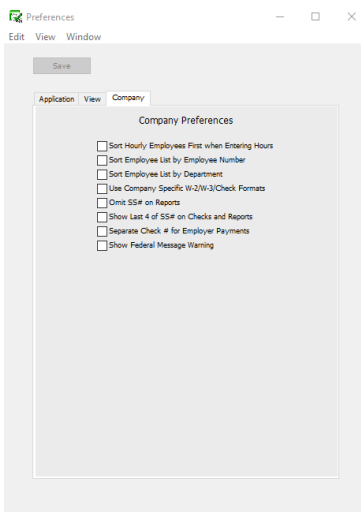
2   Click the Company tab. Check or uncheck the preferences.

3   When you have finished setting the preferences, close the
     window, then click Yes when prompted to save changes.

Sort Hourly When checked, CheckMark Payroll shows hourly employees first
in Employees First When the employee list on the Enter Hours window.
Entering Hours

Sort Employee List by When checked, the employee number will appear before the
employee Number name. Lists and reports will be sorted by employee number.

Sort Employee List by When checked, the Department assigned on the Personal view tab
(on Department the Employees window) will appear above employee names
(employees will be listed alphabetically within the department),
and employee lists and reports will be sorted by department.

Note   If both the Sort Employee List by Employee Number and Sort
        Employee List by Department options are checked, employee lists and
        reports will be sorted by department first, then by employee number
        within each department. Employees with no department or employee
        number assigned will appear alphabetically at the top of the list.

Use Company Specific Select this option if you keep separate formats for each separate
W2/W3/Check Formats company. If this option is not checked, one format will be used for all
companies within the database.

Omit SS# on Reports   When checked, employee social security numbers will not appear on any reports except W-2 reporting and the California DE-6.

Show Last 4 of SS# on When selected, this option will only show the last 4 digits of the Social Checks and Reports Security number on Checks and Reports.

Selecting the Print Font

You use the Select Print Font window under the File menu to select the font for printing checks and reports.

1   Choose Select Print Font from the File menu.
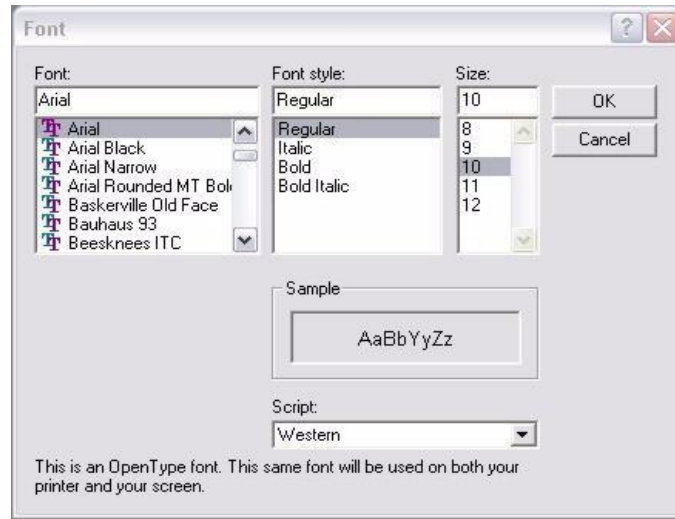
2   Select the font, font style, and font size.

The fonts listed are the fonts installed in your system. You can use fonts sizes from 8 to 14 points with CheckMark Payroll. To install or remove fonts, see your computer's owner's guide.

3   Click OK.

View Menu Options

You can use the options under the View menu to set the Command Center Window color, as well as increase or decrease the screen font size for Payroll windows.

Changing the Window Font Size

You can customize the window size in CheckMark Payroll by increasing or decreasing the font size for all windows.

1   Choose Increase Font Size CTRL=(Windows) or COMMAND=(Mac) from the View menu.

Or, choose Decrease Font Size CTRL - (Windows) or COMMAND - (Mac) from the View menu.

Changing the Display Font

You can change the display font for better, more customized viewing on your screen for most areas.

1   Choose Change Display Font... from the View menu.

2   Select which font from the list you would like to change to. You can also select the Font Size.

3   Click OK.

Changing the Command Center Window Color

1   Choose Change Color from the View menu.

The Choose Color window appears:
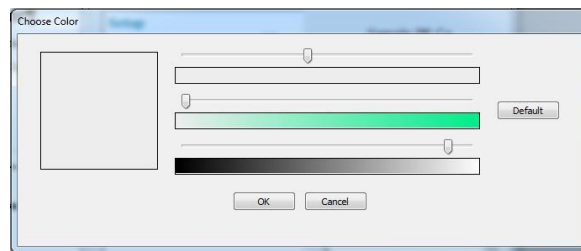
2   Use the arrows to move change the color as youlike.

3   Click OK to save the color, or click Cancel to leave the window without changing thecolor.

NOTE   You can always reset to the default Command Center Color by clicking Default, thenOK.

Chapter 40 Protecting Your Files

This chapter shows you how to protect your company files by backing them up, setting up a password and helping you locate payroll files.

Backing Up Your Company Files

There are two types of people: those who make back ups and those who wish they had. Backing up your database is not only prudent, but it's easy to do on a regular basis.

CheckMark Payroll makes an automatic backup of the database every time you quit out of the software. This backup is saved in the _Backups folder located in the default database location. The default database backup location is:

Windows - C:\CheckMark\Payroll\"year"_Backups

Mac - HD/CheckMark/Payroll/"year"/_Backups

Important | We cannot stress enough the importance of making frequent backups. Backups are sometimes the only way restore data that is lost due to a crash or power failure. CheckMark highly recommends you make additional backups on a flash drive or CD that are not stored on the same computer as payroll in case of computer failure.

Suggestions for Backing Up

At a minimum, we suggest that you make a back up after each pay period.

You can use the Create Backup... to create your own backups. You should back up to a disk other than the drive that contains the original company files, such as a server, another hard drive, a CD, or a flash drive.

Making a Backup

1   Choose Backup Database from the File

menu. On Windows, it will look like this:

.

Use the pop-up menu and list below to choose where you want to save the backup.

The default name for your backup is an auto generated name from the software. You can change this name if you want.

On Macintosh, it will look like this:

The default name for your backup is an auto generated name from the software. You can change this name if You want.

Use the pop-up menu to choose where you want to save the backup. You can even backup o a CD or flash drive
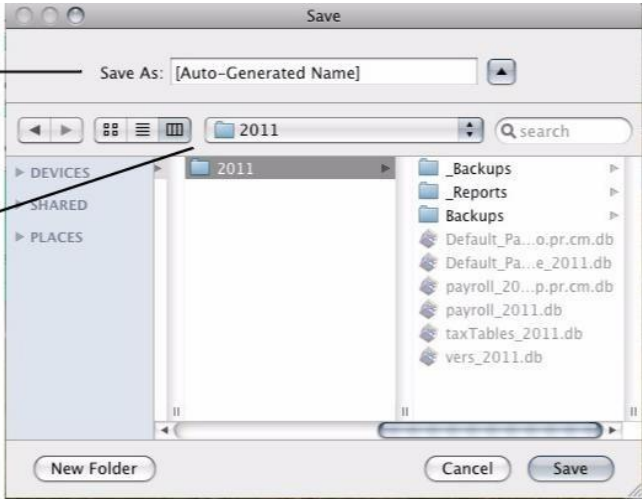
2   The default name for the archive is auto generated by the software.

You can change the name of the backup archive, but you cannot change the file type.

3   Choose where you want to save the backup archive.

Be sure to pay attention to where you save the backup. You may want to change the folder using the pull-down menu and list below. You can

save the backup archive anywhere, such as on your hard drive, an external drive, a flash drive or burn to a CD ROM.

4   Click Save.

When the backup is complete you will receive a message showing the location where the backup database was saved.
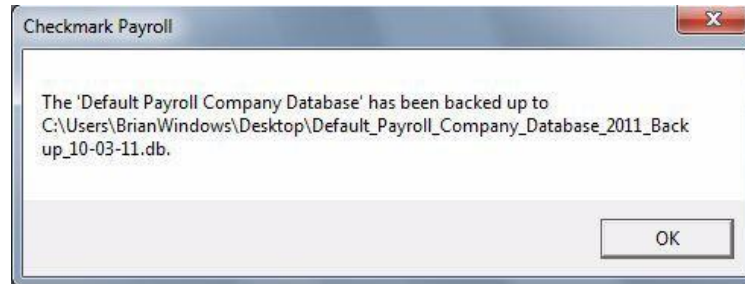
Restoring Backup Database

Important   If you try to double click the ".db" backup file to open, you will most likely get the message that it can't find an application to open. The .db files must be opened using the "Restore Backup..." command as described below before they can be opened.

1   Launch the Payroll program.

2   Choose Restore Backup from the File

menu. An Open dialog appears.

Note   If there are no existing databases in the database manager, you will receive a message that you need to Create a New Database and the create database screen will open.

Restore over the Choosing this option will allow you to select the backup .db file
and currently open overwrite the current database that is open.
        database

   1   Locate the backup .db archive using the dialog box.

If you backed up your company files on a CD, flash drive, or
other external media you should insert it now. Use the Look in
pop-up menu and list below to locate the backup archive.

Note   Payroll makes automatic backups of the database each time you
quit out of the program. These are saved in the _Backups folder.

On Windows, it will look like this:

You may have to use
the pop-up menu and
list to locate the .db
backup archive saved
using the Create
Backup...
command, then
click Open
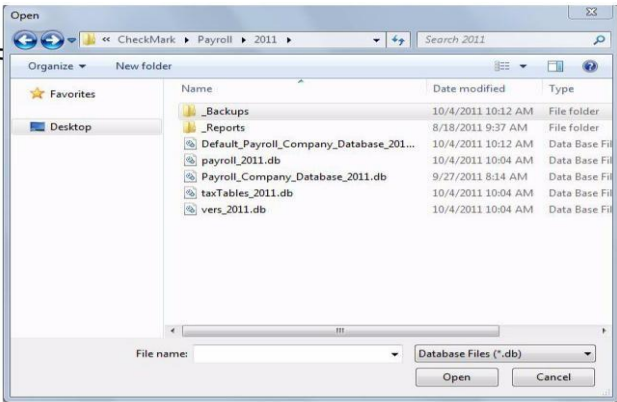
On Macintosh, it will look like this:

You may have to use the pop-up menu and list to locate the .db backup archive saved using the Create Backup... command, then click Open
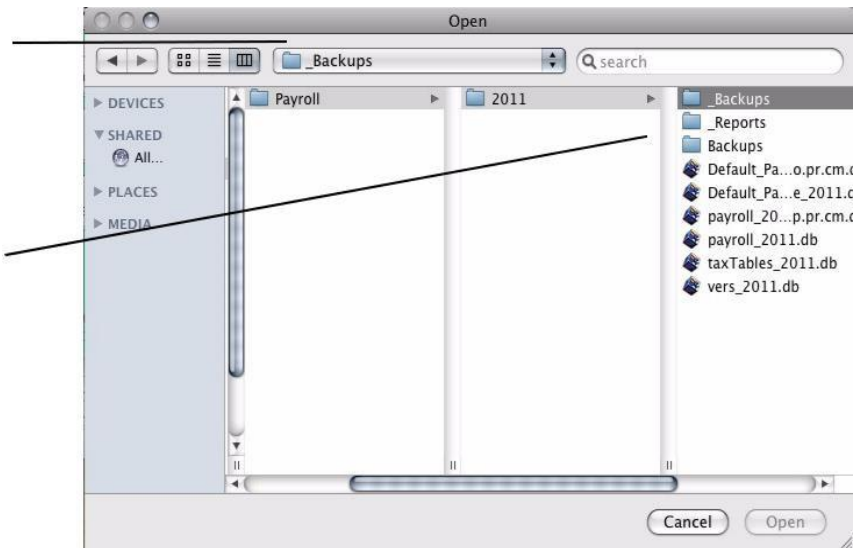
Note   If your backups are stored on a CD, it may be necessary to copy and paste the backup file to your computer before restoring the archive.

2   Click Open. A warning message appears about overwriting all data in the current database.
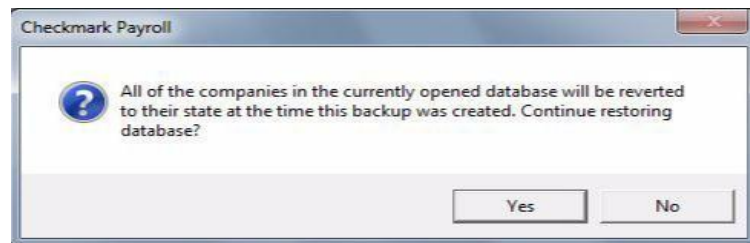
Important   Unless your intent is to replace your current database with the restored backup, you should avoid continuing with the restore. Restoring the backup .db will replace the current database along with all set up companies within that database.

If you do not want to replace the entire database and all set up companies, you can add the database for viewing using the Database Manager command. For information on using the Database Manager,

see "Exiting CheckMark Payroll" on page 13.

I
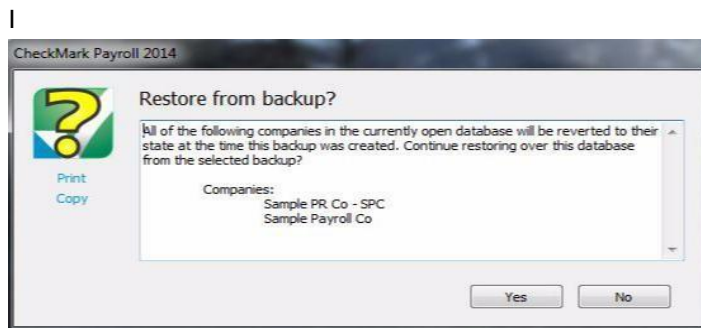
Do Not click Yes if you do not want to overwrite the current database and all set up companies in that database. To view a backup database without overweighting the current database, you can add the database to open in the Database Manager. For information on using the Database Manager, see "Exiting CheckMark Payroll" on page 13.

3   Click Yes to restore the backup database.

4   Click OK to begin working in the restored database.

Setting Up a Password

You can set up a password to restrict access to your company files. The password is not case sensitive. For example, an upper case "T" is treated the same as a lower case "t".

1   Click Company Information in the Command Center.

2   In the Password edit box, enter a password up to 40 characters long.

3   Close the window and save changes when prompted.

When you open the company, you will be prompted for the password.
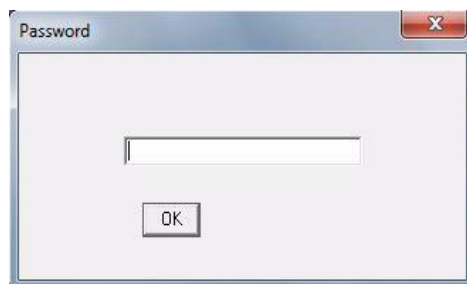
Enter the password and click OK. As you enter the password, the characters in the edit box appear as asterisks (*) to prevent the password from being seen by others.

Chapter 41 Starting a New Year

The Start New Year (Import Prior Year) command automatically advances your payroll to next year and retains your previous payroll files for easy access.

When you start a new year for a company, the following happens:

• The payroll year is incremented to the next year for all companies in the current database.

• A new database is created from the current database for the new year. The new year database is saved in the same location as the current database.

• You can access prior year databases under the Database Manager located under the File menu.

• All employee and employer checks are cleared.

• All employee earnings are zeroed.

• All employees marked as Inactive in the Employee setup screen are deleted.

• Checks for the new year can be entered.

Starting a New Year

1 Choose Start New Year [year] (Import Prior Year) from the File menu.

An alert appears to let you know you are starting a new year.

Checkmark Payroll

New Year will create a new 'Default Payroll Company Database' database for Payroll Year 2012. Inactive employees will be removed, and you can start entering checks in the new year for ALL of the companies in this database. Proceed?

OK   Cancel
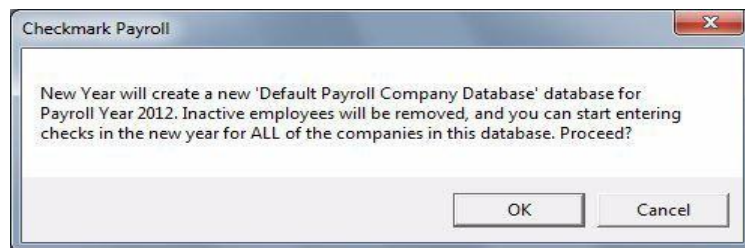
2 Click OK.

An alert appears describing what happens when the New Year process is completed

.

Checkmark Payroll   x

The existing payroll information will remain accessible by switching to the
'Default Payroll Company Database' database for Payroll Year 2011. Please be
patient, this may take several minutes.

OK   Cancel

3   ClickOK.

Checkmark Payroll   x

ⓘ You are now ready to process payrolls in the new year.
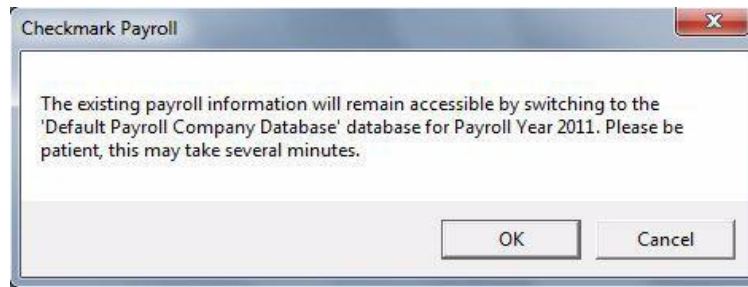
OK
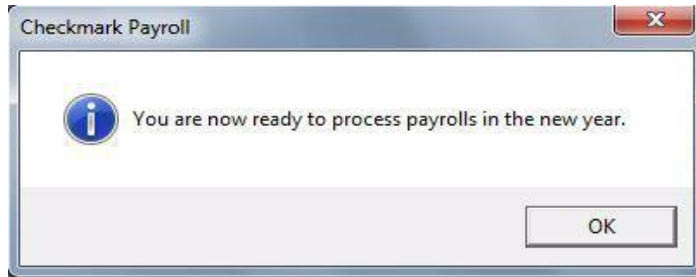
4   An alert appears telling you that you are ready to process payroll in
the new year. Click OK toproceed.

Before you create employee or employer checks in the New
Year, you can do the following:

- Change the hour categories order in Setup.

- Delete Additional Income or Deduction categories that
  are no longer used.

- Delete employer payees that are no longer used.

Important   Make Frequent Backups. Because there is always a risk of computer
failure, it's highly recommended that you make frequent backups to an
external device (See "Backing Up Your Company Files" on page237.).

Keep Your Payroll Current. Install any updates or patches
that are available.

Appendix A Direct Depos it

CheckMark Payroll allows you to utilize direct deposit for your employees through your financial institution using ACH Direct Deposit or through National Payment Corporation using Web Direct Deposit.

Using CheckMark Payroll for ACH Direct Deposit

CheckMark Software allows you to utilize direct deposit for your employees through your financial institution. Payroll creates an ACH file that you can submit directly to your bank.

Tip   CheckMark Payroll also handles Web Direct Deposit via the internet through National Payment Corporation. For more information on getting set up for Web Direct Deposit, please contact National Payment Corporation at www.directdeposit.com. For more information, see" Using CheckMark Payroll for Web Direct Deposit" on page250.

Before setting up information in CheckMark Payroll, you should contact your financial institution to see if they allow for direct deposit to employee accounts using the ACH format. Your bank will give you specific instructions and information you need to set up CheckMark Payroll for direct deposit.

After you have contacted your bank, follow these instructions to set up information in CheckMark Payroll:

Set Up Employees for ACH Direct Deposit

1   Click Employees in the Command Center.

2   Select an employee from the list on the right.

3   Check Direct Deposit, then select Checking or Savings.

Select Checking if the employee wants his/her wages to be deposited in a checking account or select Savings if the employee wants his/her wages to be deposited in a savings account.

4   Enter the employee's nine-digit routing number for his/her bank in the Routing #1field.

This number is 9 digits.

5   Enter the employee's account number for his/her bank in the Account #1field.

This number can be up to 17 digits.

6   If the employee is depositing into two accounts, enter the routing number of the second account into Routing #2 field.

7   Select whether this account is a Checking or Savings account.

8   Enter the account number of the second account into the Account #2field.

9   Enter the amount to be deposited into the second account into the Amount field.

10 If necessary, check Prenote.

> Prenote is typically only selected the first time that the employee paycheck is created for direct deposit. When your bank notifies you that the deposit went through correctly, you will deselect the Prenote option and click Save.

Note   If you're using ACH Direct Deposit for the first time, you don't need to check the Prenote box for employees. Instead, use the Prenote checkbox in the Direct Deposit setup window under the Employee Paychecks window.

Set Up ACH Direct Deposit Information
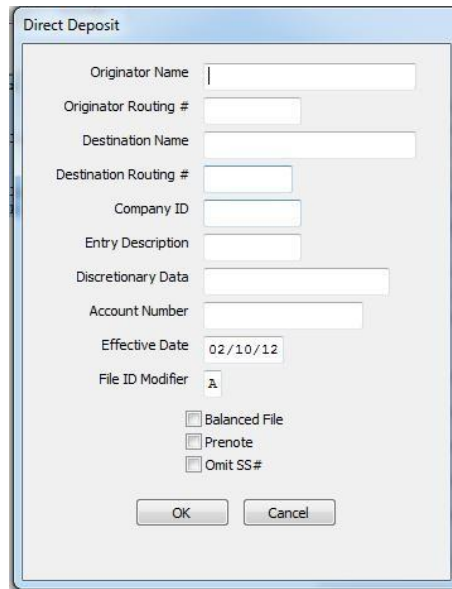
After you have set up employees for direct deposit as described earlier in this section, then processed payroll and created checks, you are ready to create the ACH file for submission to your bank.

1   Click Employee Paychecks in the Command Center.

2   Select ACH Direct Deposit.

3   Select one or more check dates.

> The only checks that will be included in the ACH file are those for employees who are set up as Direct Deposit employees on the Personal tab of the Employees setup window.

4   Click Text File.

> The following window appears:

Your bank or ACH provider should supply you with the information for this window.

For more information about the Direct Deposit fields, see "Fields on the ACH Direct Deposit Window" on page 249.

5   Once the information is entered, click OK.

After you have entered this information the first time it will be saved for future use. The only information you may have to edit each time is the Effective Date.

A Save dialog appears. The file is named Deposit by default. If your bank requires a different file name, you can change it.

6   Choose where you want to save the file, then click Save.

Check with your bank for information on submitting the deposit file that was created.

Fields on the ACH Direct Deposit Window

Originator Name   This is usually your company name, but you should contact your bank to make sure of the exact name to enter. This field is limited to 23characters.

Originator Routing#   This is the nine-digit routing number of your bank, and is printed at the bottom of your checks. This field can accommodate up to ten characters.

Destination Name	This is the name of the institution receiving the ACH file. This field is limited to 23 characters. Your bank should provide you with this information.
Destination Routing#	This is the nine-digit routing number of the institution that will receive the ACH file. Your bank should provide you with this information.
Company ID	This is the ID number that identifies your company during the transaction. Check with your bank for the correct ID number to enter. This field can accommodate up to ten characters.
Entry Description	This entry will appear on employee's bank statement when his pay is posted to his account. This field is limited to 10 characters. Examples for this include PAYROLL, DIRECT PAY, or DIRDEPOSIT.
Discretionary Data	This is for information your bank may have asked you to insert in your ACH file. Limited to 20 characters or 16 if all letters are capitalized.
Account Number	This is the offsetting account number used in a balanced file. If your bank requires a balanced file, enter the necessary account number in this field. This field allows 17numbers.
Effective Date	This is the date you would like the transaction to take place. Typically it is one to two banking days after you have posted your ACH file. Your bank should let you know what the lead time is for the deposit.
File ID Modifier	The default value is an "A." Increment to "B", "C", and so on for additional files sent on the same day, if you are instructed to do so by your bank.
Balanced File	If your bank requires a balanced file, place a checkmark in this box.
Prenote	If necessary, check Prenote. This option zeroes out all records. Prenote is typically only selected the first time that your company submits an ACH direct deposit. When your bank notifies you that the deposit was processed correctly, you will no longer need to check Prenote.
Omit SS#	This option omits the social security number on the ACH direct deposit file.

Using CheckMark Payroll for Web Direct Deposit

National Payment Corporation can use either the Web Direct deposit option or the ACH NPC Direct Deposit option. Contact National Payment Corporation for details on which format to use at www.directdeposit.com.

Designate Employees for Web Direct Deposit

1   Click Employees in the Command Center.

2 Select an employee who receives Web Direct Deposit from the list on the right.

3 Check the Direct Deposit check box. Click Save.

4 Repeat steps 2-3 for each employee who receives direct deposit.

Create an Export File for Web Direct Deposit

After you have set up employees for direct deposit as described earlier in this section, then processed payroll and created checks, you are ready to create the Web Direct Deposit file for submission to National Payment.

1 Click Employee Paychecks in the Command Center.

2 Select one or more check dates.

3 Select the Web Direct Deposit radio button.

4 If desired, select the Use Employee # checkbox to use the employee's ID number instead of the Social Security number. You must have the Employee Number set up with National Payment Corp. to use this option.

5 Click Text File.

A save dialogue appears. The file is named Web Direct Deposit by default. You can change the file name if necessary.

6 Choose where you want to save the file, then click Save.

Be sure to remember where you saved the text file, as you will need it to import into the National Payment website.

Using CheckMark Payroll for ACH NPC Direct Deposit

National Payment Corporation can use either the Web Direct deposit option or the ACH NPC Direct Deposit option. Contact National Payment Corporation for details on which format to use at www.directdeposit.com.

Designate Employees for ACH NPC Direct Deposit

1 Click Employees in the Command Center.

2 Select an employee who receives ACH NPC Direct Deposit from the list on the right.

3 Check the Direct Deposit check box. Click Save.

4 Repeat steps 2-3 for each employee who receives direct deposit.

Create an Export File for ACH NPC Direct Deposit

After you have set up employees for direct deposit as described earlier in this section, then processed payroll and created checks, you are ready to create the ACH NPC Direct Deposit file for submission to National Payment.

1   Click Employee Paychecks in the Command Center.

2   Select one or more check dates.

3   Select the ACH NPC Direct Deposit radio button.

4   If desired, select the Use Employee # checkbox to use the employee's ID number instead of the Social Security number. You must have the Employee Number set up with National Payment Corp. to use this option.

5   Click Text File.

A save dialogue appears. The file is named Deposit.txt by default. You can change the file name if necessary.

6   Choose where you want to save the file, then clickSave.

Be sure to remember where you saved the text file, as you will need it to import into the National Payment website.

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