

Computer Data Resources (CDR) Ltd.

Visual Payroll User Guide: Table of Contents

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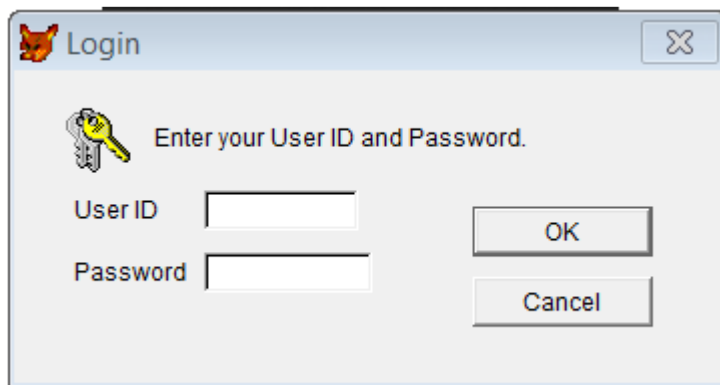
Visual Payroll Help: Basic Operations

The items covered in this section are:

- Logging In to Payroll
- Selecting a Company
- Main Menu of Payroll
- Screen Controls

Logging In

When you run Payroll, you will see the Log-in screen, which asks you to enter your user ID and your password. Both are case-sensitive.



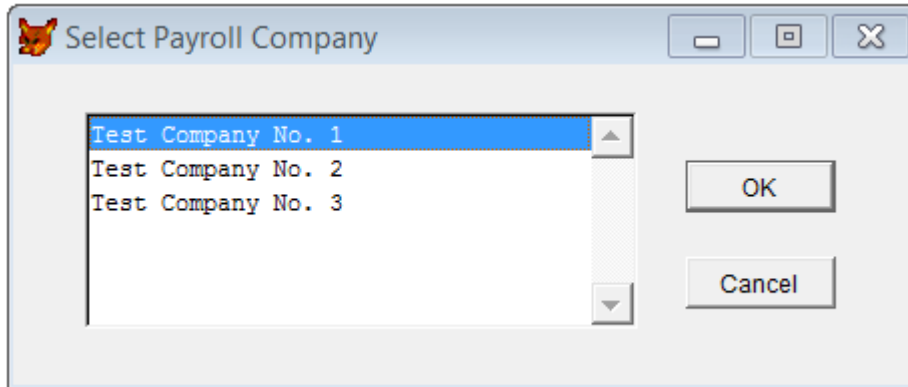
The User ID and password will be assigned to you by the System Administrator (or CDR if a new installation). You will most likely be assigned a temporary password and then asked to create a new password.

Selecting a Company

It is possible to run Payroll for multiple companies. If you are running Payroll for a single company, you will be automatically logged onto that company when you log in. If you are running Payroll for multiple companies, you will automatically log on to the first company in the company list and you will need to know how to change companies. At the top of the screen, you will see the following screen controls just below the main menu:



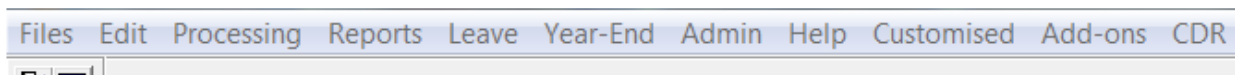
The button that looks like a door is a quick way to close the program. The button the has a blue bar at the top is known as the list button and in this case, will open a list of installed companies, as below:



To select a company, simply highlight it and click on the OK button.

Main Menu

The Main Menu of Payroll is always visible at the top of the screen:



Your System Administrator will determine which menu functions you are authorized to access. Some of the menu options may be disabled (greyed out) if you are not authorized to access them. The Main Menu consists of the following submenus:

- FILES -- setting up and maintaining the key tables within Payroll
- EDIT -- standard Windows edit functionality
- PROCESSING -- the functions to process a payroll run
- REPORTS -- monthly Government forms and on-request reports and lists
- LEAVE -- functions related to managing employee leave
- YEAR-END -- functions related to closing a payroll year
- ADMIN -- security and other system functions
- HELP -- access to documentation
- CUSTOMISED -- client-specific functions
- ADD-ONS -- additional functionality available at an additional cost
- CDR -- system support functions used by CDR staff

Screen Controls

There are three types of screens to be found in Visual Payroll. These are:

- Data Entry Screens (for tables with multiple records)
- Data Entry Screens (for tables with just one record)
- Data Processing Screens (such as reports)

The controls for data-entry screens of tables with multiple records, such as employees, are located at the top of the screen:



And consist of the following buttons:

Find



This button opens a dialog screen that enables you to find a record using a specific known piece of data, such as employee social security number.

List



This button opens a list of the records in the table. Using employees as an example, the list looks like this:

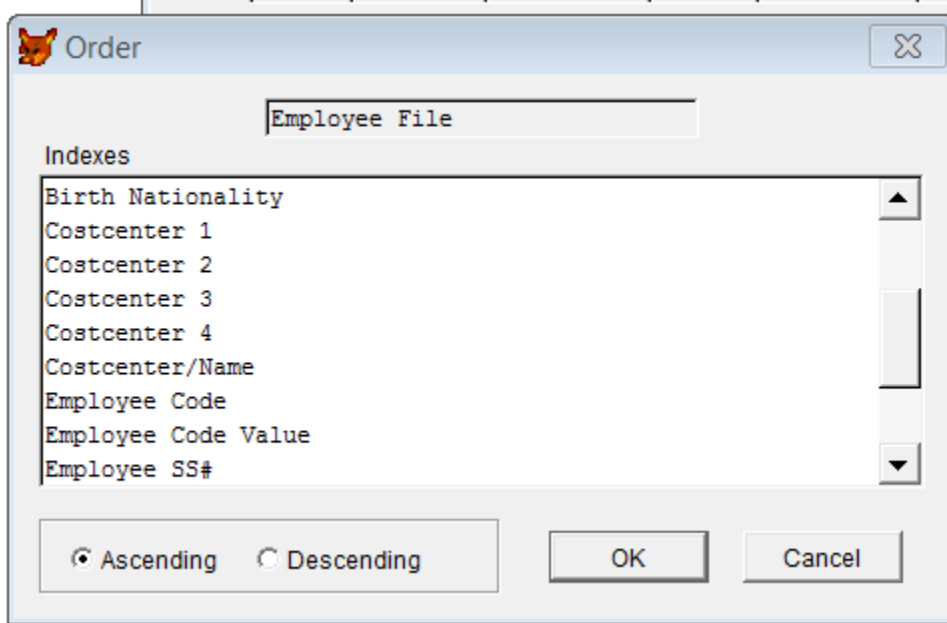
Last Name	First Name	Employee Code	Employee SS#	Employee Type	How Paid	Active	Costcenter(1)
Devonshire	James	18166	70191	H	WEEK	T	ADMIN
Drayson	Kayla	1000	10122	S	MONTH	T	ADMIN
Hopkins	Joseph	016953		H	WEEK	T	ADMIN
Klein	Calvin	49457	12345	H	WEEK	T	ADMIN
Lancashire	Evan	17028		H	WEEK	T	ADMIN
Rudolph	James	021477		H	WEEK	T	ADMIN
Winter	Sam	0404		H	WEEK	T	HOTEL
Yontella	Gloria	GY		S	MONTH	T	HOUSE

Any of the columns in the list that display contents in regular font (as opposed to italic) can be sorted by positioning your mouse in that column and typing text. The list above is sorted by the last name. If you click into the First Name column and type E, for example, the list will resort itself by first name and locate the first instance of a first name starting with E. Likewise, you could position yourself in the How Paid column, type M, and the employees would then be sorted by How Paid.

Sort Order



Some screens allow you to change the automatic sort order of the records in the table. In the example of Employees, if you click on this button you get these options:



Choosing a new sort order changes the order of walking through the employees.

Print



The print button will display a report appropriate to the table in use.

First



This button takes you to the first record in the table (based on your sort order).

Previous



This button takes you to the previous record (based on sort order).

Next



This button takes you to the next record (based on sort order).

Last



This button takes you to the last record (based on sort order).

New / Add



This button adds a record to the file that is currently open.

Edit



This button opens the current record for editing. This button only appears on some data-entry screens. Other data-entry screens are automatically in edit mode when the file is opened.

Delete



This button deletes the current record after asking for confirmation.

Save



This button is used to save changes.

Cancel



This button is used to cancel changes.

Exit / Close



This button closes the file and exits.

Visual Payroll Help: Setting Up Users

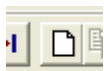
Adding a New User

To add a new user to the Visual Payroll system, your user profile must have administrator status. If it does, you will have access to the Security submenu of the Admin Menu.

Start by selecting Security on the Admin menu, and then Users from the Security submenu. This will open the User form and the first user in the list will be shown (user CDR in the example below).

A screenshot of the 'Users' form in the Visual Payroll application. The form is titled 'Users' and has a blue header. It contains several sections: 'Identification' with fields for 'Number' (01) and 'ID' (CDR); 'Authorization' with a checked 'F3 Edit' checkbox and a 'Status' field (AASH); 'Name' with fields for 'First' (Computer), 'Middle' (Data), and 'Last' (Resources); 'Permissions' with a 'Group' field (SYS) and a 'Permissions' field; and 'Password' and 'Envir' sections partially visible on the right.

Note that, unlike with most forms within Visual Payroll, the control buttons on the toolbar are not on the screen itself, but on a separate toolbar just under the main menu. To create a new user, click on the New button which looks like a blank white page.



Then add the fields as below:

Identification

- Number – this is an arbitrary numbering sequence. If you want to know the last number that has been used, you can click on the Last button which looks like a red right arrow with a vertical line.



- ID – this is an arbitrary designation for the user, often the user's initials or first name. This is entirely up to you and is case-sensitive.

Authorization

- F3 edit – tick this box so that the user can add items “on the fly”, like place names (for example) while entering employees.
- Status – type in AASH. The SH at the end stands for access to Salaried and Hourly employees. This field can also be used to control access to multiple companies, which is discussed in a separate document.

Login

- Status and Multiple – these boxes are ticked automatically, no need to change this.

Name

Enter the self-explanatory fields shown.

Password

- Temporary -- enter XX, which will be a temporary password. Make sure you enter it in all caps. When the user you are setting up logs in for the first time, s/he will enter the user code and XX as the password, and will be prompted to set up a new password.
- Last Change – leave this field blank. If you want to force the user to periodically change the password, you can do so by entering the number of days in the next field and this field will then show the last date that the password was changed.
- Period (days) – enter the number of days after which the user must change his/her password. If you leave this empty, the user will not be prompted to change his/her password.

Permissions

- Control: Group – enter SYS
- Field: Group – enter SYS
- Menu: Group – enter a 3-letter code to identify the menu group. Visual Payroll comes installed with two menu groups, SYS (system administrator - all access), and OP (operator – limited access). Enter either one of these or the 3-letter code of a menu group that you have set up. (See discussion of menu groups below.)

Environment

No changes to this section.

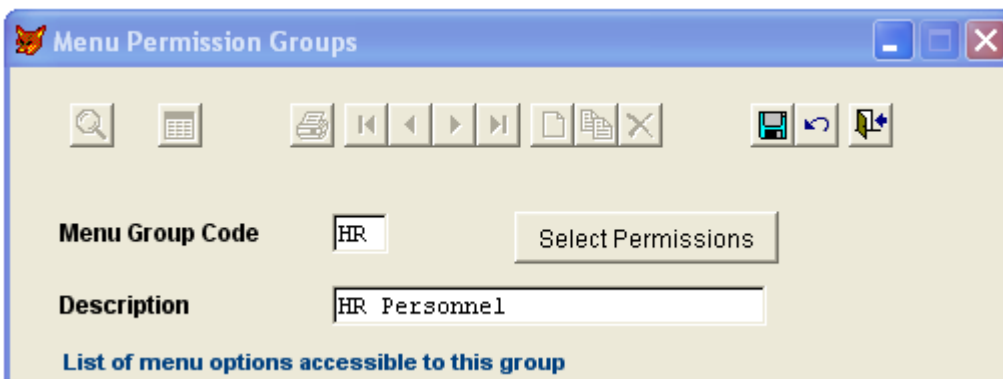
When you are finished, click on the Save button from the toolbar, which looks like this:



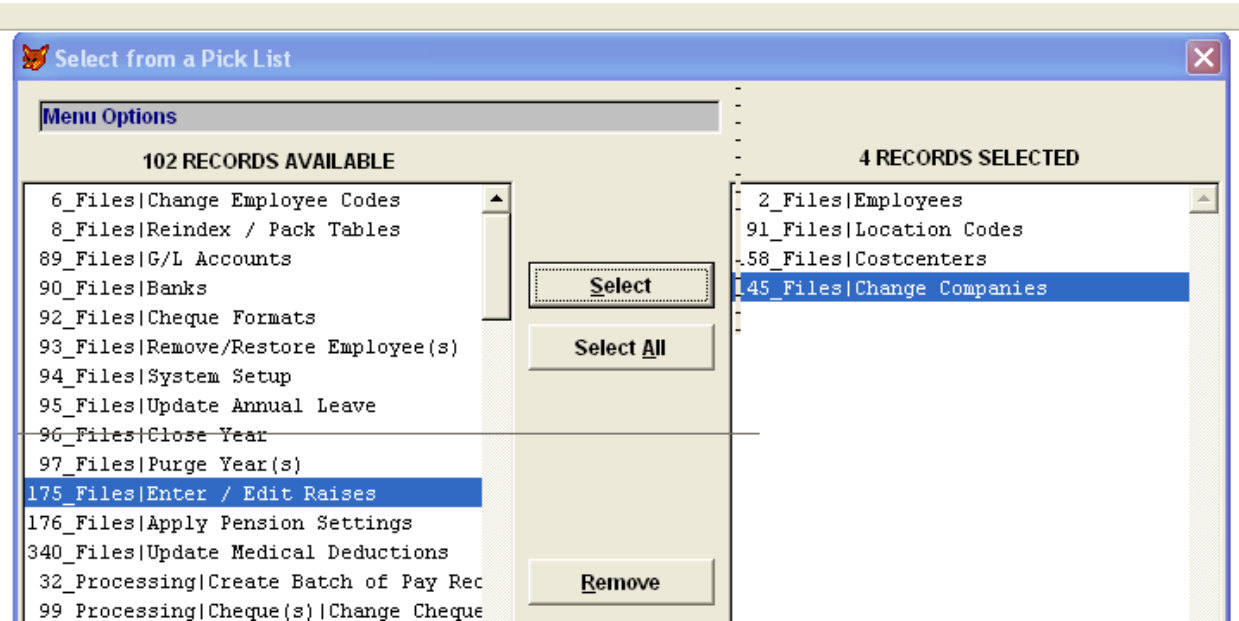
Menu Permission Groups

Placing a user in a menu permission group controls which menu options are available to the user. As noted above, Visual Payroll is installed with two user groups: SYS (system administrators) and OP (operators). The SYS group has access to all options (except those items on the Customised, Add-ons and CDR menus, which are controlled by version codes, etc).

To set up a new menu group, click on the New button, and type in a unique code and description for the menu group. In the sample below, we have entered the HR menu group.

A screenshot of a software dialog box titled "Menu Permission Groups". The window has a blue title bar with standard Windows window controls (minimize, maximize, close). Below the title bar is a toolbar with various icons including a magnifying glass, a calendar, a printer, navigation arrows, a document, a list, a close button, a floppy disk (save), a refresh button, and a double-headed arrow. The main area of the dialog contains two text input fields. The first is labeled "Menu Group Code" and contains the text "HR". To its right is a button labeled "Select Permissions". The second field is labeled "Description" and contains the text "HR Personnel". Below these fields is a section header that reads "List of menu options accessible to this group".

Then click on the Select Permissions button. This brings you to a list selection screen showing menu options on the left. Move the menu options from Available to Selected and then click on OK to return to the main setup screen.



Finally, you must click on the Save button to save your entries.

Visual Payroll Help: Employees

Setting Up New Employees


Comprehensive data-collection for the employee includes details presented in a 11-page form. The pages of the form are labeled Basic, Rates, Misc Pay, Deductions, Bank, Pay History, Loans, Pension, Leave, User Fields and NHI. Each form is shown below.


Screen 1: Basic

The screenshot shows the 'Employee Maintenance' application window. The 'Basic' tab is active, displaying a form with the following fields and controls:

- Employee Code: [Text Box]
- Last Name: [Text Box]
- First Name: [Text Box]
- Employee SS#: [Text Box]
- Start Date: [Date Picker]
- End Date: [Date Picker]
- Address: [Text Area]
- Address #2: [Text Area]
- Notes: [Text Area]
- Birth Date: [Date Picker]
- Place of Birth: [Dropdown]
- Nationality: [Dropdown]
- Gender: [Dropdown]
- Position: [Text Box]
- Employee Type: [Dropdown]
- Pay Frequency: [Dropdown]
- Phone#: [Text Box]
- Phone #2: [Text Box]
- Work Permit#: [Text Box]
- Work Permit Expires: [Date Picker]
- Active:
- Self Employed:
- Full-Time:
- Second Job:
- Show on P11 Form:
- Show Audit Trail: [Button]

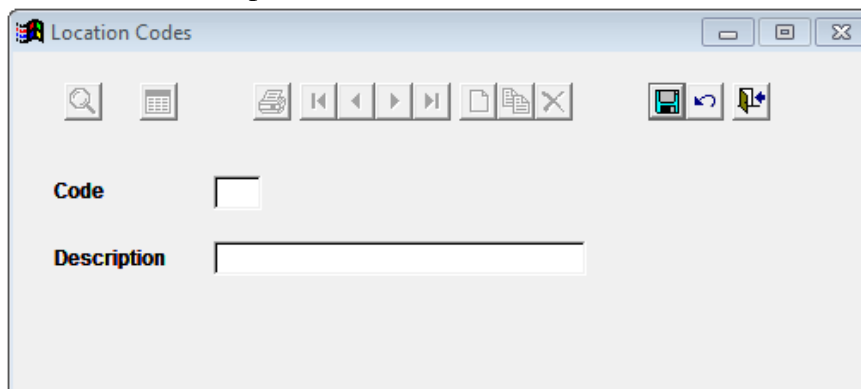
Adding a New Employee



To add a new employee click on the 'New' button , located on the tool bar; a new, blank employee record will be displayed on the screen (see above). The fields to be entered on screen 1 are listed below. Unless indicated, many fields are optional.

- Employee Code: this is a mandatory field. Throughout the system, the employee will be identified by this code. The code is defined by the user and can be a combination of letters and numbers.
- Last Name: mandatory
- First Name: mandatory
- Employee SS#: BVI Social Security Number (required on the monthly Social Security Return).
- Start Date:
- End Date: this is filled in automatically when the Details of Employee Leaving Form is printed for an employee that has left the company, but can also be manually entered.
- Address:
- Address #2:
- Notes:
- Birth Date: this is mandatory if the employee is under 15 or over 65, because it affects the Social Security contributions calculation.
- Place of Birth: select a place of birth from an existing list of locations by clicking on the drop-down button  assigned to this field.

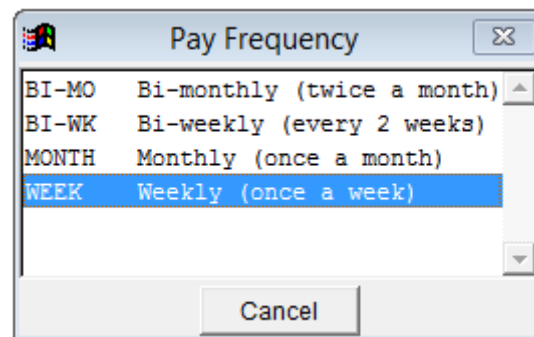


If you are unable to find the desired place of birth, you may add it at this point by clicking on the Add button, which produces this form:



In the 'Code' field, enter a place/country code with a maximum of 3 letters; enter the full name of the place/country in the 'Description' field. To save the entry, click on the Save button , and then the Exit button  to return to the previous screen.

- Nationality: functions like 'Place of Birth'
- Gender: F for Female, M for Male
- Position:
- Employee Type: this is a mandatory field. For salary paid employees select 'S' and 'H' for Hourly-paid.
- Pay Frequency: This field is mandatory field and it refers to how often the employee is paid within a given month. Click on the drop-down button assigned to this field and choose from the following choices:



- Position:
- Active: if a checkmark appears beside this field, the employee is considered Active. When an employee is first added, this field is checked automatically. Only employees flagged as Active will appear on the employee list when creating pay records. To set an employee as inactive, click on the 'Active' field and the checkmark will be removed.
- Self-employed:
- Full-time: this is use to distinguish full-time from part-time employees. Automatically ticked when adding a new employee.
- Phone#:
- Phone# 2:
- Work Permit #:
- Work Permit Expires: (date)
- Show on P11 Form: used for self-employed persons
- Audit Trail Button: displays any changes made to the employee record over the course of their term of employment

Once the information is entered the Basic page should look similar to the one below.

Employee Maintenance

Basic Rates Misc Pay Deductions Banks Pay History Loans Pension Leave User Flds NHI

TESTING, FOR

Employee Code 3 Last Name TESTING First Name FOR

Employee SS# 3 Start Date 28/11/2016 End Date / /

Address P.O. Box 000
Road Town
Tortola
VG1110

Address #2

Notes

Birth Date 01/01/1950 Employee Type S Pay Frequency MONTH

Place of Birth BVI Nationality BVI Gender M

Position Accountant

Active Self Employed Full-Time Second Job

Phone# Phone #2 Work Permit# Work Permit Expires / /

Show on P11 Form

Show Audit Trail

Screen 2: Rates

Employee Maintenance

Basic Rates Misc Pay Deductions Banks Pay History Loans Pension Leave User Flds NHI

Base Pay Rate 2600.00 Annual Pay 31200.00

Base #Hours Last Raise Date / /

Salary HR Rate 15.00 Last Raise Amount

Day Rate 120.00 Pending Pay Raise / Effective Date / /

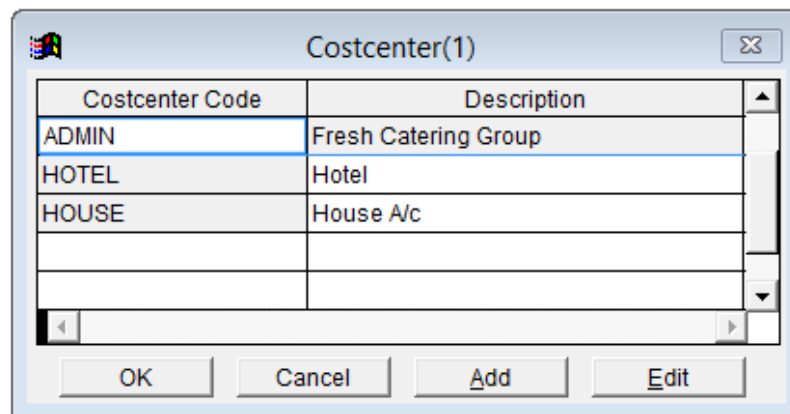
Distribution Option 1

Costcenters	Rates	Percentages
(1) ACCT2	2600.00	100.00
(2)		
(3)		
(4)		

(raise represents increase per pay period) ==>

Salary & Wage Notes

- Base Pay Rate: if a Salaried employee, the rate refers to the amount paid per period. If an Hourly employee, the rate is the amount paid per hour. For example, if the employee is paid twice a month, this should be the amount paid each time.
- Base #Hours: for hourly employees only; the normal amount of hours to be paid per pay period.
- Salary HR Rate: the hourly rate for a salaried employee. If salaried employees are paid overtime, the system will use the Salary HR Rate to automatically calculate the overtime pay for the hours worked. This field is optional.
- Day Rate: the day rate for a salaried employee. This rate is used in calculating sick and vacation pay for Salaried employees. (Also see information on calculating the day rate option on the CDR Files menu)
- Annual Pay: this pay is automatically calculated and displayed.
- Last Raise Date:
- Last Raise Amount:
- Pending Pay Raise: this is the amount that the pay rate will be increase by when the raise takes effect. (Also see Enter/Edit Raises on the Files menu.)
- Effective Date: the date that the pending pay raisewill take effect. Once a pay record is created on or later than this date the system increases the base pay rate accordingly. A note is made in the Salary and Wage Notes field, and the Last Raise Date and Amount fields are updated.
- Distribution Option: an employee's pay can be distributed up to 4 costcenters with the option to distribute the pay by percentages or multiple rates/hours. If option 1 – Distribution Percentages is chosen, the pay is allocated by percentage among the costcenters, with the total adding up to 100%. Option 2 - Multiple Rate Distribution is used for Hourly employees to distribute the pay based on the number of hours the employee worked in each costcenter at different pay rates. The distribution options affect the costcenterreports that show the salaries/wages paid from each costcenter.
- Costcenters: To assign an employee to a costcenter, click on the drop-down button and select a costcenter from the list provided.



If you are unable to find the desired costcenter, you may add it at this point by clicking on the Add button (see Costcenters section of this manual for more information on costcenters).

- Rates: the system will automatically enter the base rate as rate #1 for the first costcenter. For hourly employees, you can enter different rates for each costcenter.
- Percentages: for multiple costcenters, you can optionally allocate the pay on a percentage basis. Please note that all percentages entered must add up to 100%.

Screen 3: Misc Pay

The Miscellaneous Pay page handles addition pay that the employee receives. There are 9 miscellaneous pay fields with corresponding note fields that can be set up as standing amounts for each employee. The information set up on this page will automatically be included in each pay record that is created. Please note that miscellaneous pay fields 8 and 9 may not be available for use if your company pays either taxes or Social Security on behalf of the employee, as the system will then use these fields to reimburse the employee accordingly.

It should also be noted that the labels for the Miscellaneous pay fields are controlled by the System Administrator (see System Setup).

	Amount	Notes
Bonus		
Benefits		
Travel Allowance		
Reimbursement		
COMPANY MISC 1		
COMPANY MISC 2		
COMPANY MISC 3		
COMPANY MISC 4		
COMPANY MISC 5		

Screen 4: Deductions

There are 6 deduction fields with identifying notations that can be set up as standing deductions for each employee. The information set up on this page will automatically be included in each pay record that is created. As with miscellaneous pay fields, the labels for the deductions are controlled by the System Administrator (see System Setup).

You will notice that in the example below, a deduction has been reserved for loan repayments. Although loans are handled on a separate screen, if loans are set up then at least one deduction field should be reserved for it (more on Loans below).

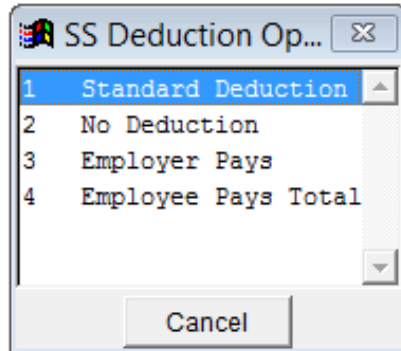
	Amount	Notes	Medical Deductions	
Advance	0.00		Employee	
Charges			Employer	
Loans			Pending Medical Deductions (will take effect when posted)	
Courier			Employee	
Deduction (5)			Employer	
Deduction (6)				

Soc Sec Option [1] [v] Tax Option [1] [v] Flat Tax% []

Other fields on this page:

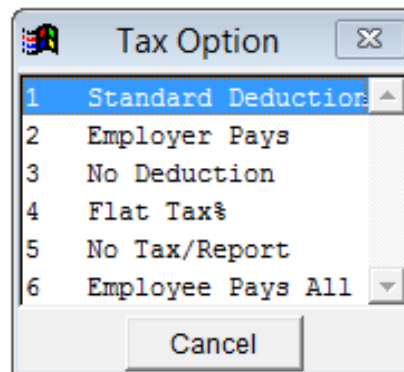
- **Medical Deduction Employee:** this refers to the amount that the employee is contributing to a medical plan that is setup with a secondary Health Insurer. Note that National Health Insurance is considered as the primary health insurer. The amount entered in this field will be automatically deducted from the employee's pay.
- **Medical Deduction Employer:** the amount entered in this field will show for reporting purposes only.
- **Pending Medical Deductions:** Please see information on 'Update Medical Deduction' on the Files Menu.

- Social Security Deduction option: this refers to the method that is used in the calculation of contributions for Social Security. The default option is set as 1 – Standard Deduction (4% - employee and 4.5% - employer, based on the maximum insurable earnings). The other options that are available are shown below.



If you choose the Employer Pays option, the Social Security contribution will be deducted from the employee's pay and then reimbursed to the employee using the miscellaneous pay field #9.

- Tax Option: this refers to the method that is used in the calculation of the payroll taxes for Inland Revenue. The default option is set as 1- Standard Deduction. The other options that are available are shown below.



If you choose the Employer Pays option, the tax will be deducted from the employee's pay and then reimbursed to the employee using the miscellaneous pay field #8.

- Flat Tax %: this is the percentage that is used to calculate the taxes for an employee whose Tax Option is set as 4 – Flat Tax%. In such a case, tax will be deducted from the

very first pay record (the employee will not receive the tax exemption on the first \$10,000 earnings). Note that this option is mainly used for part-time employees.

Screen 5: Bank Accounts

This screen allows the employee's pay to be distributed up to 6 banks for direct deposit. The distribution is done by percentages or by flat amount to a specific account.

Bank Codes	Account Numbers	Percentages	Amounts	
SCOTIA	1111	0.00	500.00	<input type="checkbox"/> balancing a/c
CIBC	2222	0.00	9999999.99	<input checked="" type="checkbox"/> balancing a/c
		0.00	0.00	
		0.00	0.00	
		0.00	0.00	
		0.00	0.00	

If using amounts rather than percentages, enter 9999999.99 in the amount field to identify the balancing a/c, or tick the box beside the amount field and let the system fill it in.

To distribute the employee's pay by percentages, select the bank using the drop-down list; enter the bank account number and the percentage of pay. Repeat this for each bank account. Note that if more than one bank account is used, the total percentage must add up to 100%.

If an employee desires to have a specific amount deposited to a given bank account, you must click on the 'Use Amounts' field (a checkmark will appear). This will make the Amounts fields available for entry. When using amounts, one of the bank accounts must be set up as the balancing account. To setup a bank account as the balancing account, you must first select the bank then enter the account number. Click on the 'balancing a/c' field (a checkmark will appear) and the system will fill the amount field with 9999999.99 (see above example). This setting will be incorporated in new pay records for the employee.

Note that the system handles the E-pay option for FCIB, Scotia, and the Nacha system for Banco Popular.

Screen 6: Pay History

The Pay History screen enables viewing of the pay records for the current or previous years. The year will default to the current year but it can be changed to show a previous year. To view the details of a pay record, double-click on a pay date.

Displayed on this screen is a break-down of the employee's YTD pay and deductions; the employer YTD expenses are also shown.

The screenshot shows the 'Employee Maintenance' window with the 'Pay History' tab selected. The employee name is 'TESTING, FOR'. The year is set to 2016, and the date is 17/08/2016. The screen displays a summary of YTD pay and deductions for the employee and employer.

Category	Amount
YTD Gross Pay	5400.00
YTD Taxable Pay	5400.00
YTD Untaxed Pay	0.00
YTD Pay (for SocSec)	5400.00
YTD Tax Paid (Employee)	0.00
YTD SS Paid (Employee)	206.33
YTD Medical (Employee)	0.00
YTD Pension (Employee)	100.00
YTD NHI (Employee)	202.50
YTD Deductions	508.83
YTD Net Pay	4891.17

Category	Amount
Previous YTD Pay	0.00
Previous YTD Tax (EmplE)	0.00
Previous YTD Tax (EmplR)	0.00
YTD Tax Paid (Employer)	0.00
YTD SS Paid (Employer)	232.13
YTD Medical (Employer)	0.00
YTD Pension (Employer)	100.00
YTD NHI (Employer)	202.50

This screen is also used to enter the previous employer information for a new employee who previously worked with a BVI employer in the current year. The Previous YTD Pay and Tax (EmplE) must be entered before the first pay record is created for this employee. This information is needed for the accurate calculation of taxes. Previous YTD Tax (EmplR) is not mandatory and is only used for information purposes.

Screen 7: Loans

Seq#	Start Date	End Date
17 Personal Loan	01/09/2016	/ /

Total deducted for highlighted loan: 0.00

One or more loans can be set up for each employee. To add a loan, click on the Add button and a new loan form will be displayed (see next page).

To edit a given loan, highlight the loan in the list and click on Edit button. Also, when a loan is highlighted, the 'Deductions' field will display a list of the loan amounts that have been deducted and the corresponding pay date.

To delete a loan that does not have deductions attached to it, click on the Delete button. To delete a loan that has deductions attached to it will require editing the loan and clicking on the Terminate button to end the loan. The loan will continue to exist for reporting purposes but deductions will cease.

Adding a Loan:

3 TESTING, FOR

Loan Description: Personal Loan

Start Date: 01/09/2016

End Date: / /

Loan Total: 2000.00

Deduction Amount: 250.00

Deduction No.: 3 <== enter the deduction no. (1 to 6) for loan deduction (see below for deduction labels)

Deductions that have been set up for employee-----

1) Advance	0.00
2) Charges	
3) Loans	
4) Courier	
5) Deduction (5)	
6) Deduction (6)	

Buttons: OK, Cancel, Terminate Loan, Reopen Loan

When adding a loan the following information must be entered:

- Loan description: the information entered in this field will appear as the loan description on the payslip.
- Start date: this date represents the date that the system will begin deducting the loan payments
- End Date: the system automatically fills this date in when the total loan has been paid
- Loan Total: the amount of the total loan
- Deduction Amount: the amount to be deducted each pay period
- Deduction No.: this is the number that corresponds with the deduction field that will be used for the loan deduction. There are 6 deduction fields that are listed based on the deduction labels that have been setup. Enter the number of the deduction field that has been identified for loans.

To save your entries, click on the 'OK' button .

Screen 8: Pensions

The screenshot displays the 'Employee Maintenance' application window with the 'Pension' tab active. The main area contains the following fields and controls:

- TESTING, FOR**: A text input field.
- Pension Option (Employee)**: A dropdown menu set to '1'.
- Pension Contribution: Employee**: A numeric input field set to '100.00'.
- Pension % Employee**: A numeric input field set to '0.00'.
- Start Date**: A date input field with a calendar icon.
- Pension Option Employer**: A dropdown menu set to '1'.
- Pension Contribution: Employer**: A numeric input field set to '100.00'.
- Pension % Employer**: A numeric input field set to '0.00'.
- Start Date**: A date input field with a calendar icon.
- Show Deductions from**: Two date input fields, the first set to '01/01/2016' and the second to '31/12/2016'.
- Employee Contributions**: A list box containing one entry: '17/08/2016: 100.00'.
- Employer Contributions**: A list box containing one entry: '17/08/2016: 100.00'.
- Total:** Two numeric input fields, both set to '100.00'.

This screen allows you to set up pension arrangements and view pension deductions. Both the employee and employer pension deductions can be set up as flat amounts (an amount to be deducted is specified) or as percentages of the gross pay (a percentage is specified). The standard arrangement (whether flat amount or percentage) will have been set up by the System Administrator (System Setup on the Files menu). As each new employee is added, the employee will inherit that standard arrangement but you can change it for an individual employee. Also available is a third pension deduction option that combines a flat amount and a percentage.

Please note the start date for both the employee and employer contributions. If blank, the deductions will be calculated on the next pay record created. If dates are entered, the deductions will be calculated for pay records on or after the date entered.

To view and total the pension deductions for a specific period, enter a range of dates in the 'Show Deductions from' fields.

Screen 9: Employee Leave

Employee Maintenance

Basic | Rates | Misc Pay | Deductions | Banks | Pay History | Loans | Pension | Leave | User Flds | NHI

TESTING, FOR

Vacation Days per Year: 12 Vacn Days Carried Forward: 9.00 (at beginning of current payroll year)

Sick Days per Year: 12

Sick Days Adj:

01/01/2016 to 31/12/2016 Print Leave Report

Vacation Days
17/08/2016: 15.00 days - paid

Sick Days
17/08/2016: 1.00 days - unpd

Absent Days

Total Pd: 15.00 Total Pd: 0.00 Unpd: 1.00 Unpd: 0.00

For each employee you can enter the number of vacation and sick days allowed per year. If your company also allows for vacation days to be carried forward, this number can be entered when you first set up an employee.

Sick Days Adjustment is an option that allows you to adjust the amount of sick days allowed for employees who started employment during the year. If you have entered an allocation of 12 sick days per year, you can enter a negative number in the Sick Day Adjustment field to reduce the number of sick days available in the current payroll year.

Also displayed on the screen are vacation, sick, and absent days taken. These fields display the number of days taken and the pay records in which the days were paid.

Screen 10: User-defined Fields

For each employee, there are 9 user-defined fields available: 3 character fields, 3 date fields, 3 check box fields, and 3 numerical fields. These fields are used to capture specific information about the employee that is unique to the employer. The captions or labels for these fields are assigned by the System Administrator (see System Setup on the Files menu for more information).

The screenshot shows the 'Employee Maintenance' application window. The title bar reads 'Employee Maintenance'. Below the title bar is a toolbar with various icons including search, calendar, file operations, navigation, and a 'Help' button. A menu bar contains the following items: Basic, Rates, Misc Pay, Deductions, Banks, Pay History, Loans, Pension, Leave, User Flds (which is currently selected), and NHI. The main content area has a text box at the top containing 'TESTING, FOR'. Below this, there are nine rows of user-defined fields. Each row consists of a label box on the left and an input field on the right. The labels are: 'Not Used', 'Not Used', 'Email Address', 'Not Used', 'Not Used', 'Not Used', 'Not Used', 'Not Used', and 'Not Used'. The input fields are: a long text box, a long text box, a long text box, a date field (// /), a date field (// /), a date field (// /), a text box, a text box, and a text box. To the right of the date fields are three checkboxes labeled 'Married', 'Not Used', and 'Not Used' respectively.

Screen 11: National Health Insurance

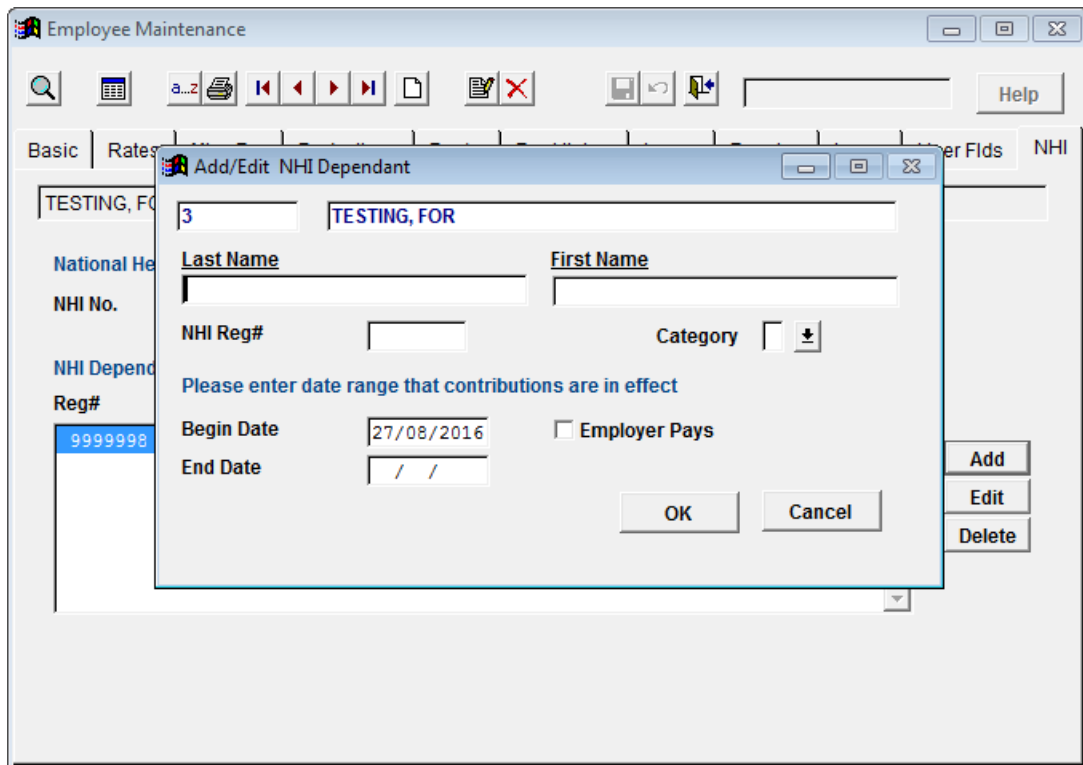
This screen stores the information that pertains to the employee's NHI contributions.

The screenshot shows the 'Employee Maintenance' window with the 'NHI' tab selected. The window title is 'Employee Maintenance'. The menu bar includes: Basic | Rates | Misc Pay | Deductions | Banks | Pay History | Loans | Pension | Leave | User Flds | NHI. A search field contains 'TESTING, FOR'. Below this, the 'National Health Insurance (NHI)' section has 'NHI No.' set to '9999999' and 'NHI Option' set to '1'. The 'NHI Dependants' section has a table with columns 'Reg#' and 'Begin Contributions'. One entry is visible: '9999998 TESTING, MARY' with '01/09/2016 Spouse/Partner'. To the right of the table are 'Add', 'Edit', and 'Delete' buttons.

Reg#	Begin Contributions
9999998 TESTING, MARY	01/09/2016 Spouse/Partner

- Registration number:
- Deduction option: new employees are setup with deduction option 1 - Standard. The deduction option may be change to any of the following options:
 - 1=Standard – standard 3.75% deduction
 - 2=No deduction
 - 3=Std – employer pays – standard 3.75% deduction but employer reimburses employee
- NHI Dependant(s):this relates to the employee's unemployed spouse. When the system was written to include NHI contributions, additional dependants were covered under the employee (based on the information given by the NHI office) but that has since changed to unemployed spouses only. The options have been given to Add, Edit, and Delete a dependant.

To add a dependant, click on the Add button to produce the following screen.



The details to be entered for a dependant include:

- Dependant's Last Name:
- Dependant's First Name:
- NHI Registration#:
- Dependant Category: this should be set as 1 – Unemployed Spouse
- Begin Date: the date that starts the deduction of contributions
- End Date: the date that contributions for the dependant should end (if applicable)
- Employer Pays: if the employer pays the contribution for the employee's spouse, tick this box. The contribution will be deducted from the employee's pay but then reimbursed.

Click on the 'OK' button to save the new dependant entry.

Visual Payroll Help: Creating Pay Records


Creating Pay Records

When generating pay records, the system uses the employer information and the information in each employee record to put together the detailed pay records. Pay records can be generated as a batch or can be entered individually. If you choose to create a batch, you have the option to edit the pay records to make any adjustments.

Create a Batch Pay Records

The introductory screen for creating pay records requires that you enter the pay date. You must also indicate the pay and deduction categories to be included in the payroll run.

Create Pay Record Batch

Enter Pay Date  15/08/2016 15 August 2016

Include Weekly Paid

Include Paid Every Two Weeks

Include Paid Twice a Month

Include Paid Monthly

Include Pension Contributions

Include Medical Deductions

Include NHI

Include Loans

Include Advance

Include Charges

Include Deduction (3)

Include Deduction (4)

Include Deduction (5)

Include Deduction (6)

Include Bonus

Include Benefits

Include Travel Allowance

Include Reimbursement

Include COMPANY MISC 1

Include COMPANY MISC 2

Include COMPANY MISC 3

Include COMPANY MISC 4

Include COMPANY MISC 5

Select Employees by Name

Select by Costcenter

OK Cancel

Include Pay and Deduction Items in the Batch

Based on what boxes have been ticked in the above example, only employees who have been set up to be paid twice a month or monthly will be included. The system will also check employee records for standing amounts in miscellaneous pay fields 1 thru 9 (labeled here as Bonus, Benefits, Travel Allowance, Reimbursement, and Company Misc 1-5), miscellaneous deduction fields 1-6 (labeled here as Advance, Charges, and Deduction 3 -6), in addition to the medical and pension deductions and include them in the pay records.

Select Employees to be paid in the Batch

Once all the pay items needed for the current payroll are ticked select the employees to be included in the batch by clicking on the 'Select Employees by Name' button or the 'Select by Costcenter' button. From the Pick List screen you may select all the employees or individual employees to be included in the batch.

To include all employees in the payroll batch, click on the 'Select all' button. To individually select employees, find the employee to be selected and double-click on the name or click on the 'Select' button. To remove all selected employees and start over your selection, click on the 'Remove all' button. To individually remove selected employees, find the employee to be removed and double-click on the name or click on the 'Remove' button. Once you are satisfied with your selection of employees, click on the OK button which will return you to the introductory screen.

Create the batch

Once the employees, pay items, and deduction items are selected, the batch is ready to be created. To create the batch, click on the OK button which creates a pay record for each employee selected. If a pay record for the date indicated already exists for a given employee, you will be notified and that employee will not be included in the batch.

To edit the pay records that were created in the batch, use Enter/Edit Pay Records (discussed below).

Enter/Edit Pay Records

The Enter/Edit Pay Records option is used to enter individual pay records as well as edit records that were previously created. This option shows the same introductory screen as Create a Batch of Pay Records (detailed above). However, it does not include the 'Select Employees' button or the 'Select by Costcenter' button for selecting multiple employees.

Click on the 'OK' button to go to the pay record entry/edit screen.


Adding a Pay Record

To add a pay record, click on the 'New' button located on the toolbar. A list of employees will appear that represents only the employees flagged as active and who are paid in the pay frequency (weekly, every two weeks, twice a month, or monthly) that was selected on the introductory screen. The list is in alphabetical order by last name. To locate an employee on the

list, you may type the first letter of the last name which will locate last names beginning with that letter. Alternatively you may use the arrow keys or the mouse.

If you attempt to add a pay record for a specific date for a given employee and one already exists, the system will inform you that a record already exists. You will then be asked if you want to create a second pay record for the same date. Sometimes this may be valid, for example, if you want to issue two separate cheques.

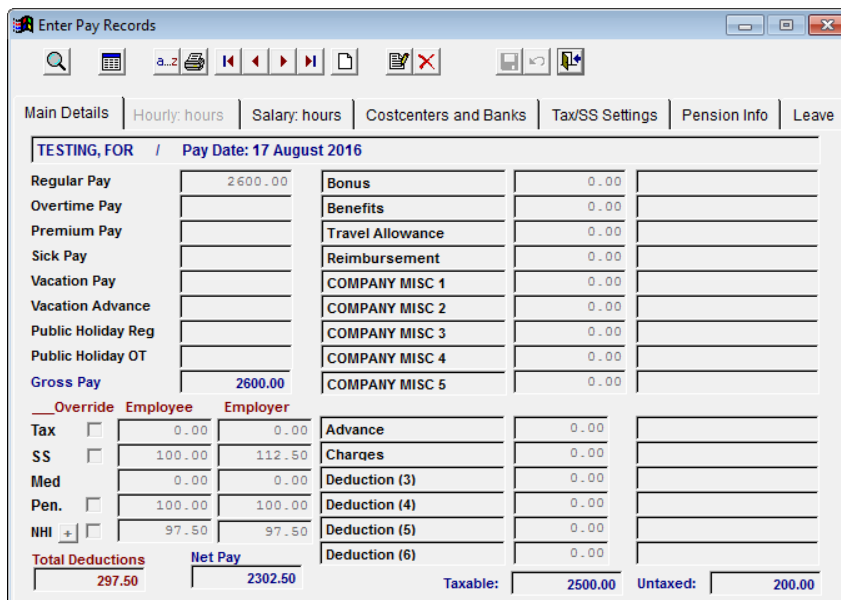
Editing an Existing Pay Record

If the pay record already exists either because you created it with the batch method or entered it previously, you can locate it by using the List button  which produces a list of employees with pay records for the date specified. To locate an employee on the list, you may type the first letter of the last name which will locate last names beginning with that letter. You may then use the arrow keys or mouse to assist in locating the specific employee. Once the name is found, press the enter key or double-click on the name to display the employee's record.

Alternatively you may sequentially move through the pay records by using the 'Next' button or any of the navigation buttons located on the tool bar.

To open the record for editing, click on the Edit button  and make the necessary changes.

Page 1 – Main Details



Main Details		Hourly: hours	Salary: hours	Costcenters and Banks	Tax/SS Settings	Pension Info	Leave
TESTING, FOR / Pay Date: 17 August 2016							
Regular Pay		2600.00		Bonus		0.00	
Overtime Pay				Benefits		0.00	
Premium Pay				Travel Allowance		0.00	
Sick Pay				Reimbursement		0.00	
Vacation Pay				COMPANY MISC 1		0.00	
Vacation Advance				COMPANY MISC 2		0.00	
Public Holiday Reg				COMPANY MISC 3		0.00	
Public Holiday OT				COMPANY MISC 4		0.00	
Gross Pay		2600.00		COMPANY MISC 5		0.00	
___Override	Employee	Employer		Advance		0.00	
Tax	<input type="checkbox"/>	0.00	0.00	Charges		0.00	
SS	<input type="checkbox"/>	100.00	112.50	Deduction (3)		0.00	
Med	<input type="checkbox"/>	0.00	0.00	Deduction (4)		0.00	
Pen.	<input type="checkbox"/>	100.00	100.00	Deduction (5)		0.00	
NHI	<input type="checkbox"/>	97.50	97.50	Deduction (6)		0.00	
Total Deductions		297.50	Net Pay				
			2302.50	Taxable:	2500.00	Untaxed:	200.00

Page 1 of the pay record screen is the complete pay record; the other pages show supporting details.

In the screen example above, the employee is a Salaried employee and therefore the page labeled Hourly: hours is not available, but the page labeled Salary: hours is available.

When a pay record is first entered, the system will base the pay details on the information that was set up in the employee record. This will control regular pay, standing miscellaneous pay amounts and notes, standing deductions, loans, costcenter distributions and bank accounts.

Note: If changes are made in the employee record after you have created a pay record, the pay record will not be automatically changed. You will not see those changes reflected in pay records that were created prior to the change.

Any of the fields that are not disabled (grayed out) can be edited. Note that tax, social security, national health insurance, and pension deductions (employee and employer) are disabled for editing. If you tick the override box to the left of any of these fields, you will be able to override the system calculations to enter your own figures. Every time a figure is entered on this screen, the system will recalculate tax, Social Security, national health insurance, (and possibly pension, depending on how it has been set up), unless you have chosen to override the automatic calculations.

Page 2 – Hourly: hours

The ‘Hourly:hours’ page is use to enter hours for hourly paid employees.

	OFFICE				
Pay Rates	7.50	0.00	0.00	0.00	
Regular hours	40.00				300.00
Overtime hours					0.00
Premium hours					0.00
Public Holiday Reg					0.00
Public Holiday OT					0.00

Click on the LEAVE page to enter sick, vacation and absent hours / days

Days worked

Date last saved / / Time last saved

Located at the top of the page (just below the employee's name) are four costcenterfields that allow the employee's hours/pay to be distributed among costcenters/departments. The fields are automatically filled by the information set up in the employee file but can be changed from the 'Costcenters and Banks' page.

This particular example shows only one costcenter (Office), as only one costcenter has been set up for this employee.

Directly under the costcenterfields are the pay rate fields for the costcenters. In the case of multiple costcenters, there will also be multiple pay rates. The pay rate fields are also filled automatically by the information set up in the employee file but can be edited to reflect a different pay rate.

Note: If a change is made to a pay rate from within the pay record, the change will only affect the present pay record and not the information in the employee file.

Below each costcenter column are fields for regular, overtime, premium, public holiday regular and public holiday overtime hours. Again, there can be up to four sets of these numbers for employees spending time in multiple costcenters.

Premium hours are usually calculated at double time; overtime at time and a half; public holiday OT at time and a half; however, these settings are controlled by the System Administrator (see System Setup).

The 'Days worked' field is used to enter the actual number of days worked within the pay period. This field is optional and is only used if employers desire to track the number of days worked by employees.

Page 3 – Salary: hours

The 'Salary: hours' page captures the information for instances where employees are paid for overtime

Enter Pay Records

Main Details | Hourly: hours | **Salary: hours** | Costcenters and Banks | Tax/SS Settings | Pension Info | Leave

TESTING, FOR / Pay Date: 17 August 2016

Overtime Hours	<input type="text"/>	0.00	Hourly Rate	<input type="text"/>	15.00
Premium hours	<input type="text"/>	0.00	Day Rate	<input type="text"/>	120.00
Public Holiday OT	<input type="text"/>	0.00			

Click on the LEAVE page to enter sick, vacation and absent days

Days worked

Date last saved 18/08/2016 Time last saved 11:39:50

hours' page information where salaried are paid for work.

Overtime hours are calculated at time and a half (1.5); premium at double time; public holiday OT at time and a half; however, these settings are controlled by the System Administrator (see System Setup).

The Hourly Rate is used in the calculation of the overtime, premium, and public holiday pay. If a hourly rate was setup in the employee file that rate will populate on the Salary: hours page and it can be edited to reflect a different pay rate.

Page 4 – Costcenters and Banks


This page allows the employee’s pay to be distributed up to four costcenters and six bank accounts. The costcenter and banks information that was setup in the employee record is populated on this page and can be edited to reflect new distributions for the pay record.

The screenshot shows the 'Enter Pay Records' window with the 'Costcenters and Banks' tab selected. The employee name is 'TESTING, FOR' and the pay date is '17 August 2016'. The 'Costcenters' section has a table with columns for Costcenter, Distribution %, and Cheque No. The 'Banks' section has a table with columns for Bank, Account Nos., Distribution %, and YTD Taxable Pay. There are also fields for YTD Tax Paid (EmpIE) and YTD Tax Paid (EmpIR). A 'Recalculate bank amounts' button is at the bottom.

Costcenters	Distribution %	Cheque No.
OFFICE	100.00	
	0.00	
	0.00	
	0.00	

Banks	Account Nos.	Distribution %	YTD Taxable Pay
SCOTIA	1111	0.00	500.00
CIBC	2222	0.00	1802.50
		0.00	0.00
		0.00	0.00
		0.00	0.00

YTD Taxable Pay: 2500.00
YTD Tax Paid (EmpIE): 0.00
YTD Tax Paid (EmpIR): 0.00

In the Costcenter section, a drop-down button  is located at each costcenter field. To make changes to the costcenter information, click on the drop-down button and select a costcenter from the list provided. To change the distribution percentage, click in the percentage field and manually change the amount. Note that if more than one costcenter is used, the total percentage must add up to 100%.

The employee’s pay can also be allocated to one or more bank accounts for direct deposit. If more than one bank account is used, the pay can be split by percentage or by amount.

To distribute the pay by percentages, select the bank using the drop-down list; enter the bank account number and the distribution percent. Repeat this for each bank account. Note that if more than one bank account is used, the total percentage must add up to 100%.

To distribute the pay by amount, click on the Use Amounts box and a checkmark will appear. Setup the amount for each bank account and indicate which account will be used as the balancing account/field.

In the above example, the netpay is \$1,902.50 of which \$500 is allocated to Scotia's account # 1111. The second bank account is used as the balancing account for the deposit of the remaining net pay. To setup a bank account as the balancing account, you must first select the bank then enter the account number, followed by the balancing field number (the row number of the bank account – eg. The balancing field number in the above example is 2 because the balancing account is in row 2). Click on the button 'Recalculate bank amount' and the system will automatically enter the remaining balance in the amount field of the second bank account.

If the employee is paid by cheque instead of direct deposit, the first bank should be set as NO_DEPOSIT, which indicates that the pay will not be deposited and a cheque will be printed. Once a cheque has been printed, this screen will show the cheque number and date. This page also shows the YTD taxable pay and tax deducted.

Page 5 – Tax/SS Settings

Each pay record inherits the settings of the employee and system defaults records but the settings can be overridden within each pay record.

This page allows the user to modify the deductible and non-deductible tax and social security settings that are linked to the miscellaneous pay fields, pension contributions, and medical deductions (the ability to override the National Health Insurance deductible and non-deductible options have been added and are available in the next software update).

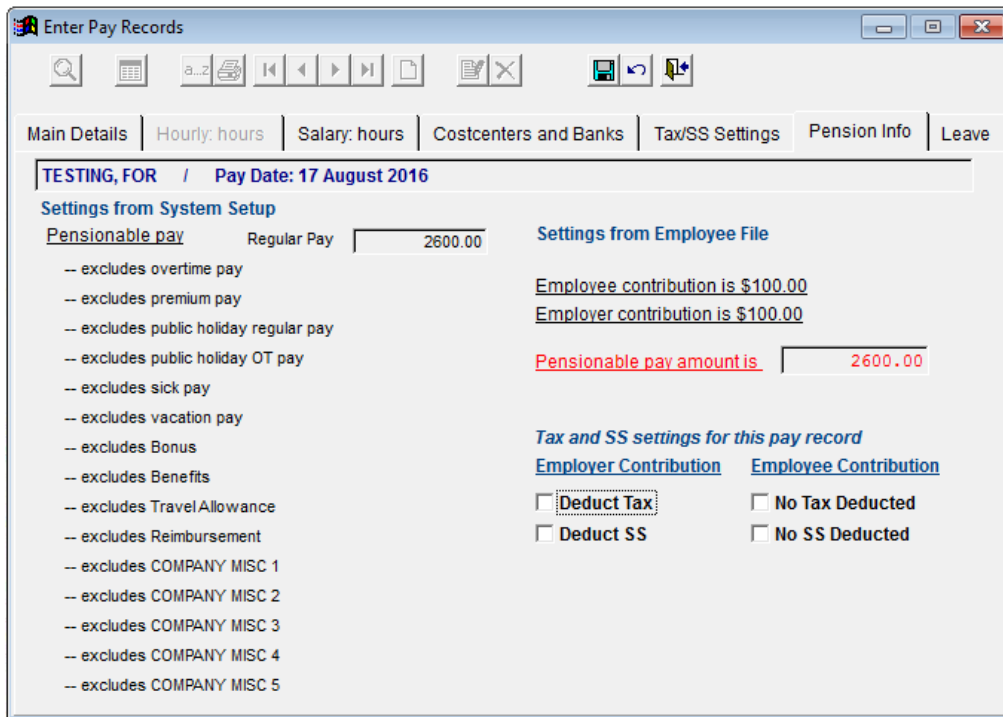
Item	Deduct Tax	No Tax Deducted	Deduct Social Security	No SS Deducted
Bonus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Benefits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travel Allowance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reimbursement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMPANY MISC 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COMPANY MISC 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COMPANY MISC 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COMPANY MISC 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COMPANY MISC 5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pension Scheme				
Employer Contribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Contribution	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Deductions				
Employer Contribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Contribution	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

When overriding the settings for deductible and non-deductible tax and social security contributions, **please note that this should be used in compliance with Government regulations.**

[Page 6 – Pension Info](#)

The Pension Info page gives the user a concise picture of how the pension is handled as it relates to the employee’s current pay.

Shown on the page is a break-down of the pay that will be included in or excluded from the calculation of the pension. It also shows the total pension contributions for the employee and the employer, in addition to the deductible and non-deductible tax and social security settings.



Page 7 – Leave

If the employer requires that the pay associated with vacation and sick leave be separated from the regular pay, the leave days and hours must be entered on this page to calculate the pay.

The screenshot shows the 'Enter Pay Records' application window. The 'Leave' tab is selected, displaying the following sections:

- Sick Leave:** Fields for Hours, Days Paid, Pd % (100.00), Sick Pay (0.00), and Days Unpaid. A 'Recalc Regular Pay' button is present. A checkbox for 'Calc Sick Pay' is unchecked. A note on the right states: 'Click on the above to subtract sick pay and vacation pay this pd from employee standard pay to get new regular pay.'
- Vacation Leave:** Fields for Hours, Days Paid, Vacation Pay (0.00), and Day Rate (120.00). A checkbox for 'Calc Vacn Pay' is unchecked. Below, 'Next pay pd' is also shown with a 'Calc Vacn Adv' checkbox.
- Other Leave (Absent):** Fields for Days Unpaid and Notes.

Sick Leave

To calculate the sick pay for hourly employees, the hours and days must be entered; salaried employees require only days to be entered. The sick pay is immediately calculated for hourly employees but the calculation for salaried employees requires the user to click on the 'Calc Sick Pay' field (a checkmark will appear). The sick pay for salaried employees is calculated as day rate times sick days. If a day rate was not previously set up for the salaried employee, the user can manually enter a rate in the 'Day Rate' field. The calculated sick pay will also show in the Sick Pay field on the Main Details page of the pay record. Notes referencing the sick days taken are entered in the 'sick notes' field. Unpaid sick days are entered on this page and tracked in the Employee file.

Vacation Leave

Vacation is split into two rows representing 'This pay pd' and 'Next pay pd'. 'This pay pd' refers to vacation days that occurred in the present pay period. For hourly employees, the hours and days must be entered; salary employees require only days to be entered. The vacation pay is

immediately calculated for hourly employees but the calculation for salaried employees requires the user to click on the 'CalcVacn Pay' field (a check mark will appear). The vacation pay for salaried employees is calculated as day rate times vacation days. If a day rate was not previously set up for the salaried employee, the user can manually enter a rate in the 'Day Rate' field. The calculated vacation pay will also show in the Vacation Pay field on the Main Details page of the pay record. Notes referencing the vacation days taken are entered in the 'vacation notes' field.

To adjust the regular pay to exclude the payments for vacation pay and sick pay, click the button labeled Recalc(ulate) Regular Pay. The regular pay will be calculated as the standard pay minus the Vacation Pay and Sick Pay.

'Next pay pd' refers to vacation days that will occur in future pay period(s). The vacation pay associated with 'Next pay pd' is treated as a separate payment by Social Security; therefore, the system handles the calculation of social security contributions based on a separate payment. In the example below the employee is paid 15 days for vacation that will occur in the next pay period. The vacation pay is calculated as 15 (vac days) times 120 (day rate) = 1800.00.

On the Main Details page the total employee social security contributions is calculated as: Regular pay + bonus (2600 + 1000) = 3600 x 4% = 144.00 (the total of 144.00 is more than the social security contributions monthly cap, so the cap of 134.33 will be used).

The system then calculates the contributions for Vacation Advance (1800 x 4% = 72).

The total Social Security contributions is 134.33 + 72.00 = 206.33

The screenshot shows the 'Enter Pay Records' application window. The 'Main Details' tab is active, displaying the following information:

TESTING, FOR / Pay Date: 31 July 2016

Sick Leave

Hours	Days Paid	Pd %	Sick Pay	Days Unpaid
		100.00	0.00	

Calc Sick Pay

Vacation Leave

Hours	Days Paid	Vacation Pay	Day Rate
This pay pd:		0.00	120.00

Calc Vacn Pay

Recalc Regular Pay

Click on the above to subtract sick pay and vacation pay this pd from employee standard pay to get new regular pay.

Enter Pay Records

Main Details | Hourly: hours | Salary: hours | Costcenters and Banks | Tax/SS Settings | Pension Info | Leave

TESTING, FOR / Pay Date: 31 July 2016

Regular Pay	2600.00	Bonus	1000.00
Overtime Pay	0.00	Benefits	0.00
Premium Pay	0.00	Travel Allowance	0.00
Sick Pay	0.00	Reimbursement	0.00
Vacation Pay	0.00	COMPANY MISC 1	0.00
Vacation Advance	1800.00	COMPANY MISC 2	0.00
Public Holiday Reg		COMPANY MISC 3	0.00
Public Holiday OT	0.00	COMPANY MISC 4	0.00
Gross Pay	5400.00	COMPANY MISC 5	0.00

Override	Employee	Employer	Advance	Charges
Tax	<input type="checkbox"/>	0.00	0.00	0.00
SS	<input type="checkbox"/>	206.33	232.13	0.00
Med	<input type="checkbox"/>	0.00	0.00	0.00
Pen.	<input type="checkbox"/>	100.00	100.00	0.00
NHI	<input type="checkbox"/>	202.50	202.50	0.00

Total Deductions 508.83 **Net Pay** 4891.17


Taxable: 5300.00 Untaxed: 200.00

If you are using costcenters, note that the sick and vacation pays are allocated to the first costcenter.


Other Leave (Absent)

Days absent are days without pay. The days are entered in the field provided 'Days Unpaid' and are tracked in the Employee file.

Saving a Pay Record

Once all adjustments have been made to the pay record, the record must be saved. To save the record click on the savebutton .

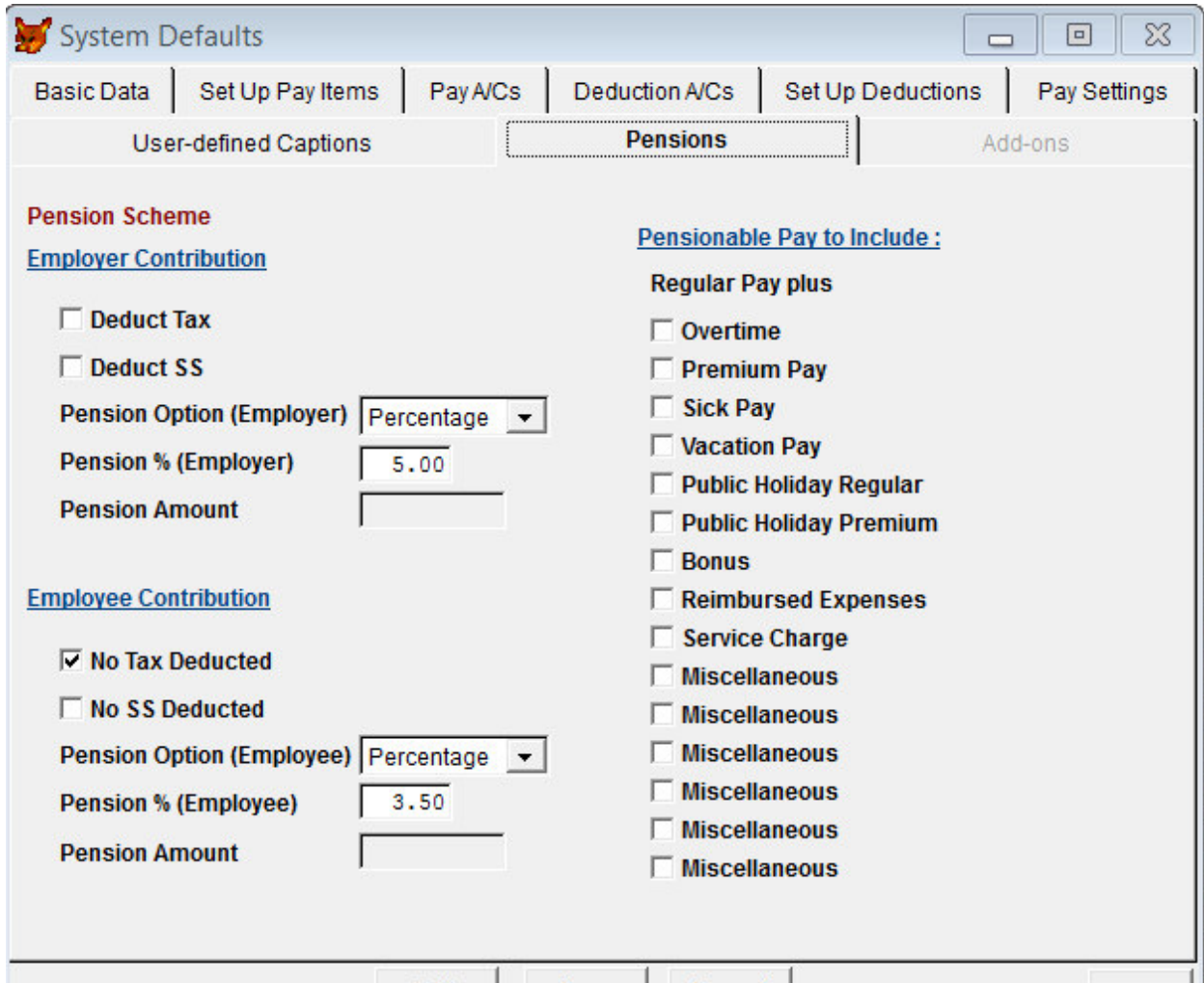
Deleting a Pay Record

To delete an existing pay record, first locate the record (using the List button or the arrow navigation buttons). Once the record has been found, click on the delete button . The system will ask if you are sure you would like to delete the record; if you click 'Yes', the pay record will be permanently removed.

Visual Payroll Help: Pensions

Setting Up

Before you start using pensions, you need to set up the parameters for how the pension is calculated. To do this, select *System Setup* from the Files menu, click on the Edit button at the bottom of the screen, and then click on the Pensions tab.



On this screen, you are entering the default pension calculation options and percentages (or dollar amounts). You can choose between percentage of gross pay or flat dollar amount. If you choose percentage, you are asked to enter the percentage. If you choose dollar amount, you are asked to enter the amount. Note that these are the defaults that get carried over into **new** employee records only. What you enter here does not automatically update existing employee records (see Apply Pension Settings below).

On this screen you also enter the default tax deduction states for both the employer and employee contributions. If your pension scheme has been approved by Inland Revenue, the employer contribution

will not be considered taxable (nor will it be subject to SS deductions). Therefore the Deduct Tax and Deduct SS boxes under Employer Contribution will remain unticked.

Whether the employee contribution is tax-exempt depends on what has been communicated to you by Inland Revenue upon approval of your pension scheme. If you have been advised that your employee contribution will be tax-exempt, tick the box under Employee Contribution labeled No Tax Deducted. You will note another box labeled No SS Deducted. Based on our conversations with the contributions department of Social Security, there is no exemption from Social Security that applies to the employee pension contribution. Given that information, the No SS Deducted box should remain unticked. If you choose to do otherwise, you should be aware that you may be called upon to defend your position with the Social Security Board.

On the right-hand side of the screen, you'll see the components of gross pay. Regular pay is automatically considered to be pensionable (for percentage-based calculations). The other components of gross pay are optional. To include any of these components into the pension base, tick the appropriate box.

Applying Pension Settings to Employees

As noted above, the pension settings in System Defaults do not automatically apply to all employees and do not automatically update existing employees. In each employee record, there is a place to set up the pension options that apply to the employee. These can be found on the Pensions tab of the Employee screen.

The screenshot shows the 'Employee Maintenance' window for James Devonshire. The 'Pension' tab is active. The interface includes a menu bar with options: Basic, Rates, Misc Pay, Deductions, Banks, Pay History, Loans, Pension, Leave, User Flds, and NHI. A search bar contains '9000' and a 'Help' button is present. The main form area is divided into two columns for Employee and Employer settings. The Employee side shows Pension Option 0, Pension Contribution 0.00, Pension % Employee 0.00, and Start Date 19/09/2015. The Employer side shows Pension Option 2, Pension Contribution 3.00, Pension % Employer 3.00, and Start Date 01/11/2015. Below these are sections for 'Employee Contributions' and 'Employer Contributions' with lists of dates and amounts, and 'Total' fields showing 10.00 and 20.00 respectively.

On this page, you can enter the employee and employer contribution options that should apply for this particular employee. In addition to the options of percentage or flat amount, at the employee level you also have the option of percentage plus flat amount.

You will note a start date for each of the contribution types. If left blank, the contributions will start at the next pay record. Otherwise, the contributions will start in pay records dated on or after the start date.

Updating Multiple Employees

On the Files menu, you will see a menu option labeled *Apply Pension Settings*. This menu option allows you to apply either employee or employer contribution settings (or both) to multiple employees.

Apply System Pension Settings

Current Settings in System Setup **Help**

Employee Option

Pension Option (Employee)
 Sort by name
 Sort by costcenter

Pension % (Employee)

Pension Amount

Apply 3.50% of pensionable pay

Apply Employee Start Date **Select Employees**

Employer Option

Pension Option (Employer)

Pension % (Employer) **OK**


Pension Amount

Apply 5.00% of pensionable pay

Apply Employer Start Date **Cancel**

On this screen you will see that the settings from System Setup are shown and can also be updated from here. Underneath each of the Employee and Employer options, you will see checkboxes that give you control over what to apply. Once you choose what you are going to apply, select the employees (sorted by name or costcenter) to be included in the update. Clicking on OK produces a message asking if you want to proceed:

Apply Pension Settings ✕

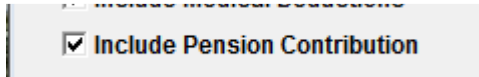
 If you proceed, you will set the pension options of each selected employee to both the EMPLOYEE and EMPLOYER pension options you have indicated in System Setup. Do you want to proceed?

If you say yes, the employees will be updated as per your selections and a report showing the new employee settings will be displayed for option printing.

Test Company			Employee Pensions Settings					
			Employee -----			Employer -----		
Employee Code			Option	Percentage	Flat Amount	Option	Percentage	Flat Amount
18166	Devonshire	James	Percentage	3.50%	0.00	Percentage	5.00%	0.00
			Start Date: 4 Nov 2015			Start Date: 4 Nov 2015		
49457	Klein	Calvin	Percentage	3.50%	0.00	Percentage	5.00%	0.00
			Start Date: 4 Nov 2015			Start Date: 4 Nov 2015		
0404	Winter	Sam	Percentage	3.50%	0.00	Percentage	5.00%	0.00
			Start Date: 4 Nov 2015			Start Date: 4 Nov 2015		

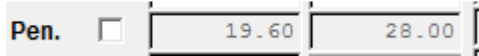
Pensions on Pay Records

When you create a batch of pay records or enter them individually, you will see a setting on the initial screen where you enter the pay date to control whether pension contributions are included on the pay records. If this box is not ticked, pension contributions will not be included even if they have been set up in the employee records to start at a particular date.



Note that once you turn pension contributions on by ticking this box, the setting will be saved for future pay record runs.

On the pay record screen, you will see the pension contribution amounts on the Main Details screen in the deductions section. As with other deductions that are automatically calculated by the system, you cannot edit these amounts unless you specifically tick the override box to the left of the contribution amounts.



The pay record includes a tab labeled Pensions. On this page, you can see how the pension was calculated and also, you can change the tax and SS settings for the pension contributions.

Enter Pay Records

[Main Details](#) |
 [Hourly: hours](#) |
 [Salary: hours](#) |
 [Costcenters and Banks](#) |
 [Tax/SS Settings](#) |
 [Pension Info](#) |
 [Leave](#)

DEVONSHIRE, JAMES / Pay Date: 4 November 2015

Settings from System Setup

Pensionable pay Regular Pay

- excludes overtime pay
- excludes premium pay
- excludes public holiday regular pay
- excludes public holiday OT pay
- excludes sick pay
- excludes vacation pay
- excludes Bonus
- excludes Reimbursed Expenses
- excludes Service Charge
- excludes Miscellaneous
- excludes Miscellaneous
- excludes Miscellaneous
- excludes Miscellaneous
- excludes Miscellaneous
- excludes Miscellaneous

Settings from Employee File

Employee contribution is 3.50% of pensionable pay
 Employer contribution is 5.00% of pensionable pay

Pensionable pay amount is

Tax and SS settings for this pay record

<u>Employer Contribution</u>	<u>Employee Contribution</u>
<input type="checkbox"/> Deduct Tax	<input checked="" type="checkbox"/> No Tax Deducted
<input type="checkbox"/> Deduct SS	<input type="checkbox"/> No SS Deducted

Visual Payroll Help: Electronic Banking

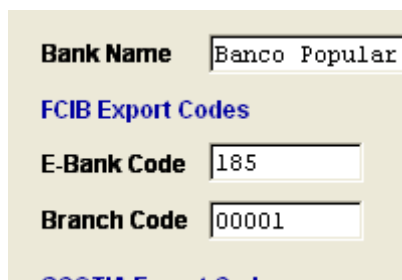
Setting Up the Banks

Visual Payroll is installed with a pre-loaded banks file. If you need to add, edit or delete records in the banks file, you can access it from the Files menu.

At present, Visual Payroll supports electronic banking with CIBC First Caribbean, Scotiabank and Banco Popular and FirstBank (using the NACHA short format). Each system has its own requirements, which are detailed below.

CIBC-FCIB

CIBC First Caribbean uses an electronic bank code (shown as E-bank code on the screen) and a branch code.



Bank Name

FCIB Export Codes

E-Bank Code

Branch Code

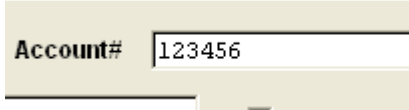
SCOTIA Export Codes

The codes are:	<u>E-Bank Code</u>	<u>Branch Code</u>
Banco Popular	185	00001
CIBC-FCIB	010	09101
First Bank VI	728	00001
National Bank VI	186	00001
Scotiabank-Tortola	002	10645
Scotiabank-VG	002	45005

If you are using the extended version of the export file (which went into effect July 2011), you must also

- a) identify the bank you are paying out of by ticking the checkbox labeled Control A/c and

b) enter the bank account number of your payment account in the field labeled Account# on the top right-hand side of the screen.



Account# 123456

FirstBank and Banco Popular

The NACHA system used by FirstBank and Banco Popular can only transact with banks that are part of the US Federal Reserve system. In the BVI, that means on FirstBank and Banco Popular. They use the ABA routing number as identification.

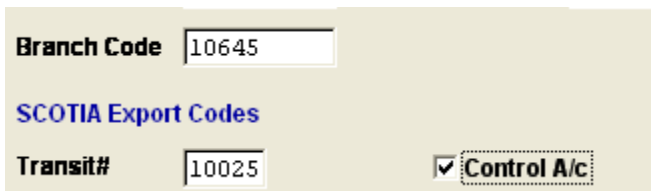


NACHA Export Codes
Routing# 221571473

The codes are: ABA Routing#
Banco Popular 021502011
FirstBank VI 221571473

Scotiabank

Scotiabank uses the branch codes mentioned above for CIBC-FCIB, as well as transit codes.



Branch Code 10645
SCOTIA Export Codes
Transit# 10025 **Control A/c**

The codes are: Transit Code Branch Code
Banco Popular 10038 00001
CIBC-FCIB 10012 09101

First Bank VI	10041	00001
National Bank VI	10054	00001
Scotiabank-Tortola	10025	10645
Scotiabank-VG	10025	45005

Note that Scotiabank Virgin Gorda has a different branch code from Scotiabank Tortola. You must therefore add a bank record for Scotiabank Virgin Gorda if your employees bank there.

The Scotiabank bank records must be flagged as control accounts, so the Control A/c checkbox must be ticked, as shown above. If you have two Scotia bank records, it must be done for both. And finally, you must enter the account number of your Scotiabank account out of which funds are being paid to the employees. Again, this account number must be entered in both Scotiabank bank records. This field is located at the top right-hand corner of the screen.

The screenshot shows a form with the following fields and values:

- Bank Name: SCOTIA
- Account#: 123456
- Branch: Scotiabank Tortola
- Control A/c: Savings A/c

Scotiabank: Setting Up the Employees

The Scotiabank import system prohibits the use of names that have more than two parts. For example, if an employee is set up in payroll with a middle initial, the name will have three parts to it and be rejected by the Scotiabank software. Visual Payroll handles this in the following way.

First, you need to set up a label for a user-defined field in the employee record. Go to System Setup on the Files menu, click on Edit at the bottom of the screen, click on the tab labeled User-defined Captions, and enter the label *Bank Export Name* at character field (2).

Captions for Character Fields	
(1)	Not Used
(2)	Bank Export Name
(3)	Not Used

Then click on Save at the bottom of the screen to save your changes.

The next step is to review all employee names. Go to the Employees menu option on the Files menu and walk through the employee records using the Next button. If you find an employee that has more than two names, you need to click on the Edit button, go to the User Flds page, and type in a 2-word version of the name (first and last name). For example, suppose your employee is in the payroll as John E. Smith. You would edit the record as follows:

Basic	Rates	Misc Pay	Deductions	Bank Accounts	Pay History	Loans	Pension	Leave	User Flds
Smith, John E.									
Not Used									
Bank Export Name		John Smith							

Please note that you only need to enter a Bank Export Name for employees that have more than two names. Also note that a hyphenated name such as Smith-Jones is counted as one word.

Processing the Bank Deposit

To process the electronic bank file, you use the same menu option that is used to generate the lists of employee deposit amounts for each bank. This is on the Processing menu and is called Print Bank Deposit Forms. The steps are as follows:

STEP 1: SELECT PAY DATE(S)

The system will automatically show the pay date that you are currently working with or last worked on. If this is not the date that you want, you can change the year and month as needed and then click on

Select Pay Dates to choose the appropriate date(s).

STEP 2: ENTER EXPORT PARAMETERS

Next, choose your export type. If you are a CIBC-FCIB customer, you will note that there are two export options for FCIB. Please use version 1 unless you have been instructed otherwise by the CIBC support personnel.

STEP 4: SELECT BANKS TO BE INCLUDED

The banks that will be listed will depend on what you have previously selected.

If you are exporting to CIBC-FCIB, only banks that have an E-Bank Code and Branch Code will be shown in the available list.

If you are exporting to Banco Popular or First Bank, only banks that have a Federal Reserve ABA Routing Number will be available.

If you are exporting to Scotiabank, only banks that have a Transit Code will be available.

(It is important that your banks be set up as needed before running this option. Please see the Setting Up Banks section below.)

CLICK ON OK TO PROCEED

When you click on OK, the system will create the export file. If you are creating an export file, an information message will appear followed by a dialog box asking you to name your export file.

Once the file has been created, you need to follow the instructions of your banking software as to how the file should be processed.

Visual Payroll Help: Setting Up GL

Visual Payroll: Setting Up General Ledger Links

Background

Visual Payroll provides the ability to create links between costcenters and a basic chart of accounts, which in turn enables the user to produce a report of the journal entries to an external accounting package.

Visual Payroll also supports the creation of an export file to some external accounting packages such as Quickbooks, and this feature is available as an add-on for a one-time fee.

Setting Up the Links

Chart of Accounts

The Chart of Accounts in Visual Payroll is a simple file consisting of account code (or number) and account description. You need only enter the accounts that are used in payroll transactions, such as wages expense, tax expense and liability, etc.

Costcenters

You must set up costcenters if you want to generate a G/L Transfer Report. It is at the costcenter level that you link accounts to the components of a pay record. These components are:

- **Bank Account** -- the BANK account out of which salaries are paid (for employees in the costcenter)
- **Wages and Salaries** -- EXPENSE account for wages and salaries (regular pay, overtime pay, premium pay, sick pay, vacation pay, public holiday pay)

- **Miscellaneous Pay Accounts** -- the EXPENSE account for each of the nine miscellaneous pay items
- **Tax Liability Account** -- the LIABILITY account to hold the employer and employee tax deductions (you will debit this account and credit the bank account when you pay the taxes to Government)
- **Social Security Liability Account** -- same as above for employer and employee SS deductions
- **Medical Insurance Liability Account** -- same as above for employer and employee medical insurance deductions
- **Pension Liability Account** -- same as above for employer and employee pension deductions
- **Employer Tax Expense Account** -- the EXPENSE account for the employer tax contribution
- **Social Security Employer Expense Account** -- the EXPENSE account for the employer SS contribution
- **Medical Employer Expense Account** -- the EXPENSE account for the employer medical contribution
- **Pension Employer Expense Account** -- the EXPENSE account for the employer pension contribution
- **Miscellaneous Deduction Accounts** -- the G/L account for each of the six miscellaneous deduction items

System Setup

You can set up a default set of accounts in the System Setup record for these items:

- bank account to pay employees
- miscellaneous pay items
- miscellaneous deduction items
- liability accounts

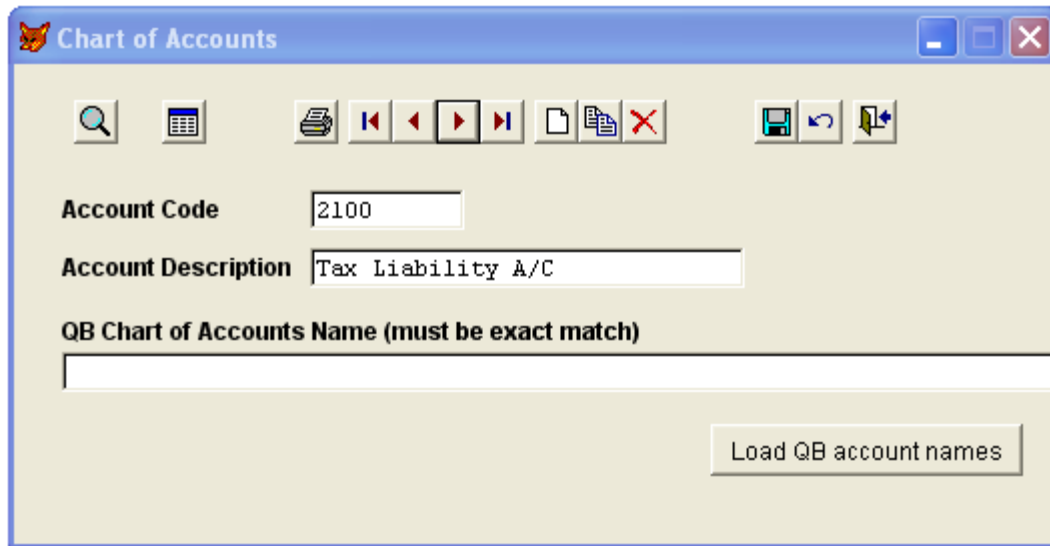
Once default accounts have been set up in System Setup, they are automatically loaded into any NEW costcenters that are set up. Adding these accounts after costcenters have been set up will not update existing costcenters.

Quickbooks: Special Requirements

Quickbooks allows the import of transactions through the use of an Intuit Interchange Format (IIF) file, which is a pre-defined structure. Even though Quickbooks does allow the use of account numbers within Quickbooks, in an IIF file Quickbooks uses the account name to identify the account. *The format of the account name must be an exact match with how the account name is stored internally within Quickbooks.* For example, if the account is a sub account, the Quickbooks format for the account name

will include the name of the main account and the sub account separated by a vertical bar. If you get the account name wrong, Quickbooks does not reject the import transaction. Instead, it creates a bank account for the account name it could not identify.

As you can see, it is therefore very important to get the account name right. The only way to ensure that this happens is to 1) export the Quickbooks chart of accounts to an Excel file and 2) cut and paste the account name from the Excel file to the Visual Payroll chart of accounts file. You can do this one entry at a time by pasting into the QB Chart of Accounts Name field as shown in the screen below (and then clicking on Save) or ...



You can click on the Load QB account names button as shown on the screen above and cut and paste to a list format.

Account	Description	QB Account Name
1000	Bank Account	
2100	Tax Liability A/C	
2200	SS Liability A/C	
2300	Med. Insurance Liability A/c	
2400	Pension Liability A/c	
4100	Bonuses	
5000	Wages and Salaries	
5100	Tax Expense	
5200	SS Expense	
5300	Medical Expense	
5400	Pension Expense	

Printing the G/L Transfer Report

The G/L Transfer Report analyzes each pay record to make the following distributions:

	<u>Debit</u>	<u>Credit</u>
Wages (regular pay, overtime, premium, Sick, vacation, public holiday)	Wages expense a/c	Bank a/c
Misc Pay amounts 1-9	Misc Exp A/c	Bank a/c
Tax – employee	Bank a/c	Tax liability a/c
Tax – employer	Emp/r tax exp a/c	Tax liability a/c
SS – employee	Bank a/c	SS liability a/c
SS – employer	Emp/r SS exp a/c	SS liability a/c
Med. Ins – employee	Bank a/c	Med. Ins. liability a/c
Med. Ins – employer	Emp/r Med exp a/c	Med. Ins. liability a/c
Pension – employee	Bank a/c	Pension liability a/c

Pension – employer

Emp/r Pension exp a/c Pension liability a/c

Deductions 1-6

Bank a/c

Deduction a/c

As you can see, the sum of debits and credits to the bank will equal a credit to the bank in the amount of the net pay.

You can print the Transfer to G/L Report even though you have not set up costcenters and a chart of accounts. What you will see on the report is the above distributions but they will not be associated with accounts.

You can also choose to sort the distributions by either employee or description (where description is the pay component description). The report can be printed in either detail or summary format.

Visual Payroll Add-on: Exporting to Quickbooks

The Add-ons menu contains an option for generating a Quickbooks IIF file that can then import transactions into Quickbooks. The method for creating the distributions is the same as that described above for the G/L Transfer Report. When you select the Export to G/L option from the Add-ons menu, you will see that there are two entries for Quickbooks in the Export Options list. They are:

- 1) Quickbooks GL Export
- 2) Quickbooks Cheque Export

Quickbooks GL Export

This export creates an IIF file that is formatted to be imported into Quickbooks as general journal entries. The distributions (as explained above) are transferred in either detail format or summary format

(one total per account). If you choose summary format, you will note that you can optionally choose to detail the payments to the bank.

The screenshot shows a software interface with two main sections. The first section, titled "Step 2: Select format", contains two radio buttons: "Detailed" (which is unselected) and "Summary" (which is selected). The second section, titled "Step 3: Select export option", contains a dropdown menu labeled "Export Option" with "Quickbooks GL expc" selected. Below this is a section titled "Quickbooks GL Export" with an "Export Date" field containing "11/02/2014" and a checkbox labeled "Detail Payments from Bank" which is currently unchecked.

This means that you will get one total per account but the net pay amounts for the employees will be handled as follows:

- Employees who received cheques or were allocated to NO_DEPOSIT will be shown individually
- Direct deposits to banks will show a total for each bank deposit

Quickbooks Cheque Export

This export creates an IIF file that is formatted to be imported into Quickbooks as cheque entries. If you want to use this format, you need to set up the employee names to match their format as payees in the Quickbooks system. The first thing you will need to do is allocate one of Visual Payroll's user-defined fields to hold this information. To do this:

- 1) Run System Setup from the Files menu, click on the Edit button at the bottom of the screen
- 2) Click on the User-defined Captions tab
- 3) Enter *QB Payee Name* at the caption entry for the first character field.

Basic Data	Set Up Pay Items	Pay A/Cs
Tax Details	User-defined Captions	

Captions for Character Fields

(1)	<input type="text" value="QB Payee Name"/>
(2)	<input type="text" value="Bank Export Name"/>
(3)	<input type="text" value="Not Used"/>

Click on Save at the bottom of the screen.

You will now see a text field called QB Payee Name on the User Flds page of the employee screen, which is where you need to enter the employee name in the format that Quickbooks will recognize.

When you run either Export to Quickbooks option, you will be asked to enter the location and name of the IIF file that will be generated. After the system has generated the file, it will display a report showing the contents of the file, which can be printed for your records.