
Datatech Accounting Software

Webinar Training

Day 3 – Payroll Tasks/Processing



Datatech

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Datatech
1911 North Fine Ave
Fresno, CA 93727

Toll free (888) 222-DATA
Fax (559) 226-5418

www.DatatechAg.com
support@DatatechAg.com

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Employee Lists

This is a good list to use for quick reference. The Abbreviated list prints employee information, such as name and social security number, the pay rate, last check and total wages for the period you select. In addition to this information, the Detailed report includes the employees address, hired and terminated dates, and any current loan or deduction on the employee's account.

The screenshot shows the 'Employee List' application window. It contains several sections for configuring the report:

- Print Order:** Radio buttons for ☒ Alphabetic, ☐ Account #, ☐ Social Security #, and ☐ Crew #/Alpha.
- Wages Selection:** Radio buttons for ☐ Quarter to Date Wages, ☐ Year to Date Wages, ☒ All Employees, and ☐ Employees With Notes.
- Select...:** Checkboxes for ☐ Invalid S.S. #'s, ☐ Not Rehirable, ☐ Unverified S.S. #'s, ☐ Need I9 #, ☐ S.S. # Not Matched, and ☐ Labor Analysis Report.
- Employee Status:** Radio buttons for ☐ Active, ☐ Inactive, and ☒ All.
- Employee Type:** Radio buttons for ☐ Regular (941), ☐ Agricultural (943), and ☒ All.
- Report Type:** Radio buttons for ☒ Abbreviated-Portrait, ☐ Custom, ☐ Abbreviated-Landscape, and ☐ Detail. A 'Customize...' button is next to the Custom option.
- Filters:** Fields for State, Crew #, Department, and Employment Type. Date pickers for 'Select by Check Issued After', 'Starting Date Hired', and 'Ending Date Hired'. A checkbox for 'Include Rehire Dates'.
- Other Options:** ☐ Print Employee Notes and a 'Security Level' dropdown set to 0.
- Filename:** A text field with a file icon button.
- Buttons:** Preview, Print Setup, Print, and Cancel at the bottom.

Print Order

Select alphabetical, account number, social security number, or crew number/alphabetic order.

Wages Selection

You can all employees, or select employees based on whether they have year-to-date or quarter-to-date wages, or select employee accounts with notes. (When using the latter option, be sure to check the Print Notes checkboxes.)

Invalid S.S

When this box is checked, the report will only include employees that have invalid (or temporary) social security numbers.

Need I9#

When this box is checked, the report will only include accounts that you have checked the Need Alien Reg. # box.

No-Match Letter

When this box is checked, the report will include only employees that have the "S.S. # Not Matched" box checked.

H-2A Employees

When this box is checked, the list will only include H-2A employees.

Not Rehirable

When this box is checked, the list will only include employees that have the “Not Rehirable” box checked. This option can be used if you need to generate a list of employees that should not be rehired to give to crew supervisors.

Employee Status

Select Active, Inactive, or All.

Employee Type

Select Regular employees (941), Agricultural employees (943), or All.

Report Type

The Abbreviated options print a single line per employee (the landscape option will include the employee’s mailing address). The Detail option will print multiple lines and includes more information (including the address and deduction information). The Custom option can be used to select which columns appear on the report and export the report data to Excel.

State

Enter the state to select employees by.

Crew #

You may print this report for one crew or all crews. If you want a list for only one crew, enter the crew number. If you want to print all crews leave the field blank.

Department

If you want the list to include employees assigned to a specific department, enter the department name or select it from the lookup. Leave this entry blank to print all departments (or if you do not assign employees to departments).

Select by Check Issued After

You may enter a date to print only employees who have received a check after a certain date. If you are printing a report for quarter to date or year to date wage information, leave this entry blank.

Starting Date Hired/Ending Date Hired

This selection allows you to print only employees that have been hired since a certain date.

Include Rehire Dates

When this box is checked, the employee list will include employees that have been rehired since the hire date that you have entered. Otherwise, the program will only select employees for the list based on their original hire date.

Print Employee Notes

When this box is checked, the list will print any employee notes that have been entered.

Filename

If you are printing the Custom report, you have the option of exporting the employee list data to an Excel spreadsheet. Enter the filename that you want the employee information exported to here, or click on the button to the right to select a filename.

Preview

Click on this button to see a preview of the report on the screen.

Print Setup

Click on this button to select a printer to use for this report. If you do not select a printer, the report will automatically be printed to the current default printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

Print

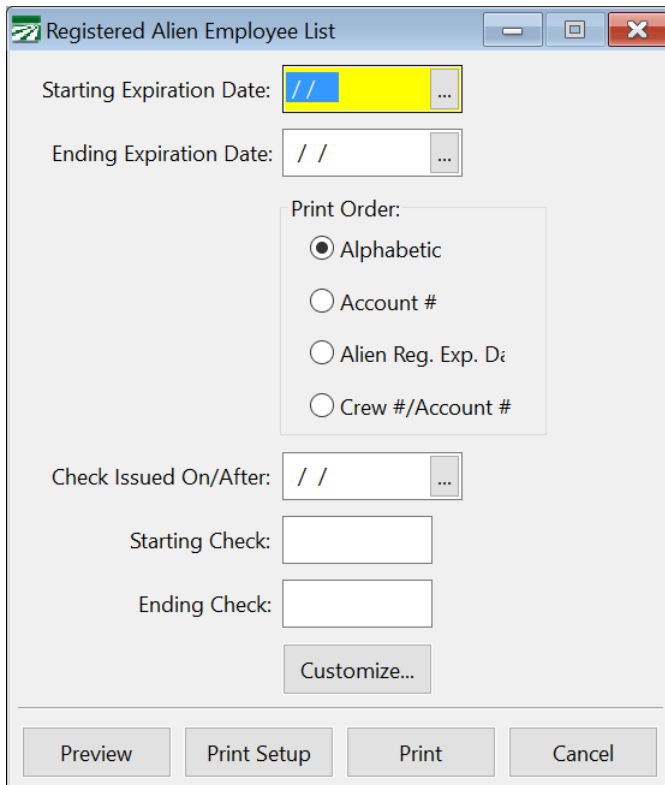
Click on this button to print the report to the current printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

Cancel

Click on this button to close the window.

Registered Alien Employee List

This will print a report of all employees who have a registered alien number with an expiration date in the range that you specify.



Starting Expiration Date/Ending Expiration Date

Enter a date range to print the report for.

Print Order

You may print the report in alphabetic, account number, expiration date, or crew #/account # order.

Check Issued On/After

Enter a date if you want to print a report only for employees who have received a check on or after a particular date.

Starting Check / Ending Check

Enter a range of check numbers here to only include employees whose last check # is within that range. For instance, if you print checks by crew, you might want to print out a separate report for each crew's checks to give to the crew supervisor.

Preview

Click on this button to see a preview of the report on the screen.

Print Setup

Click on this button to select a printer to use for this report. If you do not select a printer, the report will automatically be printed to the current

default printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

Print

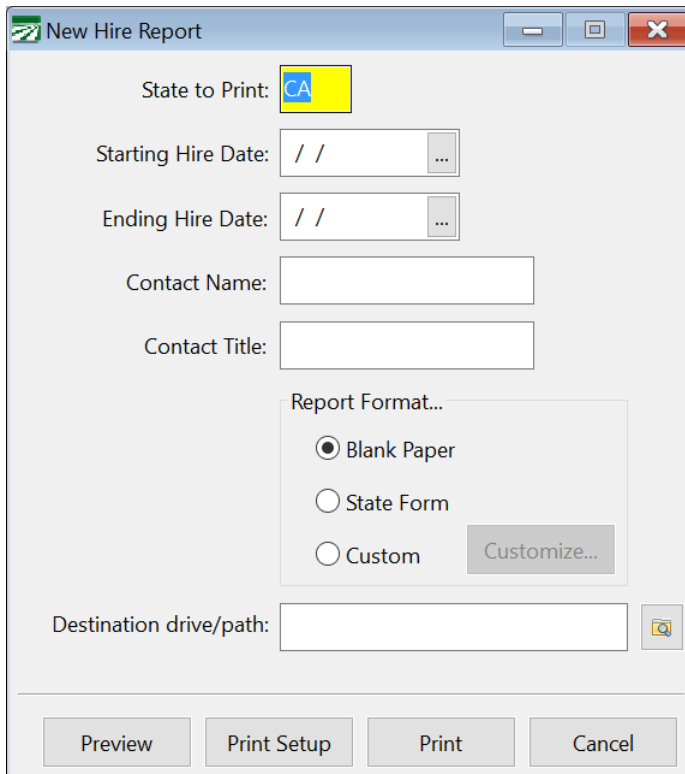
Click on this button to print the report to the current printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

Cancel

Click on this button to close the window.

New Hire Report

The New Hire Report prints the required information for reporting new hires to the state. (In California, this is form DE-34) The report prints on blank paper and should be suitable for submitting to any state.



State to Print

Enter the two letter postal abbreviation of the state to print

Starting Hire Date / Ending Hire Date

Enter the date range to print new hires for.

The report will print all employees with a Date Hired that falls within this range, or who has a "Rehire" line in this history file that falls within this date range.

Contact Name / Contact Title

Type in the contact name and title of the person at your company that handles the payroll.

Report Format

Select either blank paper (a generic report that can be used for any state) or the California DE-34 Form. The DE-34 option is designed to print the new hire information on blank paper in precise locations for the state to scan the report automatically.

Destination drive/path

If you want to send the New Hire information to the state on diskette, enter the path to save the file to. It is not necessary to specify the actual file name, as most states have specific naming conventions for the files that you

submit. After generating the file, the program will display a message showing the complete path and filename that was created containing the new hire information.

Currently, the program can generate a new hire file for California, Florida, Michigan, Arizona, Oregon and Georgia.

Preview

Click on this button to see a preview of the report on the screen.

Print Setup

Click on this button to select a printer to use for this report. If you do not select a printer, the report will automatically be printed to the current default printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

Print

Click on this button to print the report to the current printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

Cancel

Click on this button to close the window.

Rehire Reporting

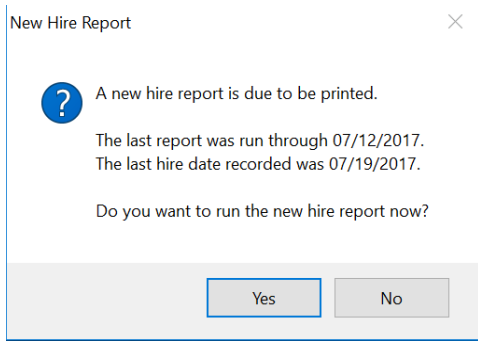
In addition to new hires, employers are required to report employees who have previously worked and are being rehired. Reporting requirements may vary between states. In California, employers are required to report anyone who has not worked in the previous 60 days on the New Hire report.

The New Hire Report will include any employees that have a rehire record in the Employee History file with a date in between the starting and ending dates used for the report. Any history record that has a code which has been designated as a rehire code will result in the employee being included on the New Hire Report. See the [Employee History Code](#) setup section for more information.

New Hire Reporting Deadline and Automatic Reminders

Federal legislation requires that new hires be reported within 20 days of the hire date. It also states that if you use electronic filing, you must submit new hire data in two monthly transmissions not less than 12 or more than 16 days apart. However, your state agency may have more stringent requirements.

The program will keep track of the ending date used on the last new hire report that you run, as well as the most recent hire date entered on a new employee account (and/or the most recent rehire dates when you use the **Rehire** button on the Employee setup window). When fifteen days have elapsed since the ending date of the last new hire report and new employees have been hired/rehired since that date, the program will automatically remind you to run a new hire report. It performs this check during startup. You will see a message similar to the following when a new hire report is due to be printed.



Clicking Yes will open the New Hire Report window. The dates to run the report will be entered automatically for you.

If there is a single person responsible for printing and submitting new hire information, you can enter that operator name in the Program Setup window as shown here:

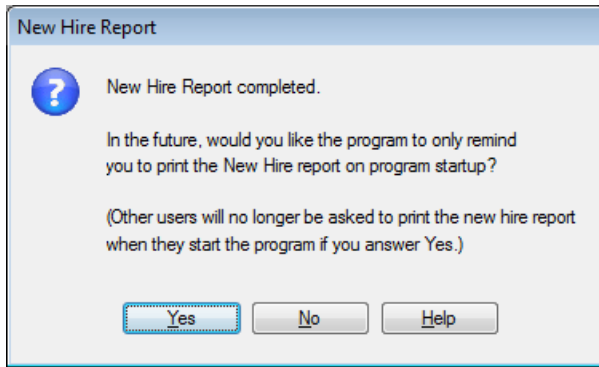
 The "Program Setup" window with the "Payroll Control Numbers..." tab selected. The window has a menu bar with "Main", "Payroll", "Payables", "Receivables", "General Ledger", "Farm", "Labor Contractor", and "Inventory". Below the menu bar are tabs for "Settings", "Entry Settings", "Check Printing", "Check Messages", "Control Numbers", "Benefits", "Magnetic Media", "Minimum Wage/Overtime", and "External Programs". The "Control Numbers" tab is active. The form contains the following fields and controls:

- Last Check Control #:** Text box with value "3".
- Auto-number Employee Accounts:** Checked checkbox.
- Last date tax rates checked:** Text box with value "12/24/2012" and a calendar icon.
- Check for new rates every:** Text box with value "3" and "day(s)".
- Tax Rate Operator Name:** Text box with value "MATT" and a calendar icon.
- Last Employee Account #:** Text box with value "2".
- Last Safety Meeting #:** Text box with value "2".
- Last Daily Payroll Serial #:** Text box with value "1".
- Next Crew Sheet #:** Text box with value "1".
- Last New Hire Report Date:** Text box with a calendar icon.
- Latest Hire Date:** Text box with value "07/17/2017" and a calendar icon.
- New Hire Report Operator Name:** Text box with value "MATT" and a calendar icon.
- Last Crew Ctrl #:** Text box with value "0".
- Federal Tax Rate Datestamp:** Text box with value "01/03/2017" and a calendar icon.
- State Tax Rate Datestamp:** Text box with value "01/03/2017" and a calendar icon.
- Payroll Journal Filename:** Empty text box.

 At the bottom right, there are "Ok" and "Cancel" buttons.

Once an operator name is entered here, the program will only remind that user to run the new hire report on program startup.

If you have not specified a user responsible for running the new hire report, after running the new hire report, the program will ask you the following question:



If you answer **Yes** to this question, your operator name will be entered as the “New Hire Report Operator Name” and from that point forward, the program will only ask you to print the report when it is due.

If you are not the only person responsible for new hire reporting, answer **No** to this question. All users will continue to get reminders to print the new hire report during program startup when it is due.

Payroll Check Introduction

Batch Check Entry vs. Daily Payroll Entry

There are two different ways to enter your weekly payroll information. The method that you use will depend on your payroll requirements.

Batch Check Entry. With the batch check entry window, you enter the wage information for each employee one at a time. This is most suitable if each employee has their own time card where they have recorded the work performed.

Daily Payroll Entry. The daily payroll window is much more suited to crew payrolls, where typically the hours and/or pieces for each employee in the crew is listed, and each crew sheet covers one day

Employee Loan Checks

If you advance or loan money to employee that is subsequently paid back through deduction from their paychecks, the program can print checks for the loans, track the outstanding loan balance for each employee, and take deductions from the employees' checks until the loan is paid off.

After the Fact Checks

The After the Fact check entry window is used for entering payroll history. Normally it is only used when you first start using the program, to get employee totals caught up to date.

Payroll Workflow For Each Pay Period

Workflow for using the daily payroll check entry system:

1. Set up any new employee accounts.
2. Enter time/crew sheets as you receive them on the Daily Payroll entry window.
** Data Collection Users - Import payroll file
3. CA & WA users with piecework – Add Breaks
4. Print all reports as required to check your entries.
 - a. Daily Payroll Report by Entry order or Time Sheet to review entries by Time Sheet
 - b. Daily Payroll Batch Report to review all entries by employee for the pay period (includes deductions)
 - c. If needed – Custom Daily Payroll report to review by Crop, Job, Department or other ordering format.
5. Create Checks – Use the Daily Payroll Batch Report reviewed in Step 2. Select options to:
 - a) Calculate Minimum Wage Adjustments.
 - b) Calculate Rest & Recovery Report Pay Rates
 - c) Calculate Overtime Premium
6. Print Checks.
If any checks are damaged and need to be reprinted, use the Reprint Checks option.
7. Optional Reports: Print the Check Signoff Sheet and Payroll Check Vouchers.
8. Print the current batch Payroll Journal. Update the general ledger if the report is ok.
9. If you are using the Labor Contractor option, print your Grower Labor Reports & Invoices.
10. Issue checks for tax deposits as required by your federal and state deposit schedules.

Workflow for entering batch payroll checks:

1. Set up any new employee accounts.
2. Enter payroll checks on the Batch Payroll Check window.
3. Print Batch Report. Check for entry errors and correct them.
4. Print Checks.
If any checks are damaged and need to be reprinted, use the Reprint Checks option. Checks must be reprinted before the Payroll Journal is printed and updated.
5. Optional Reports: Print the Check Signoff Sheet and Payroll Check Vouchers.
6. Print the current batch Payroll Journal. Update the general ledger if the report is ok. This will post the transactions to the general ledger, and checks will then show up on the Checkbook Register window.
7. If you are using the Labor Contractor option, print your Grower Labor Reports.
8. Issue checks for tax deposits as required by your federal and state deposit schedules.

Daily Payroll Entry

The Daily Payroll program is designed to provide a fast, easy to use way of entering payroll on a daily basis. This program uses a different work flow than the check entry program, and entries that are made with this program cannot be edited with the check entry program.

This program is well suited to entry of harvest payroll. Employee wage information can be entered in any order, from daily crew or harvest sheets. At the end of the week, check records are then created, and checks are printed.

Payroll can be entered for more than one pay period at a time, and at the time of check generation you specify the days you wish to pay.

To open the Daily Payroll Entry window, go to the Payroll menu, select Checks, then Daily Payroll, then Daily Payroll Entry. You may also have a button on the toolbar that will open the Daily Payroll Entry window (the button is faster than going through the menu).

[illegible]

Time Sheet Numbers

Each crew sheet can be assigned a *time sheet number*. This number identifies the source of the entries that you make, and groups those entries together. (This is similar to a batch number used in some systems.)

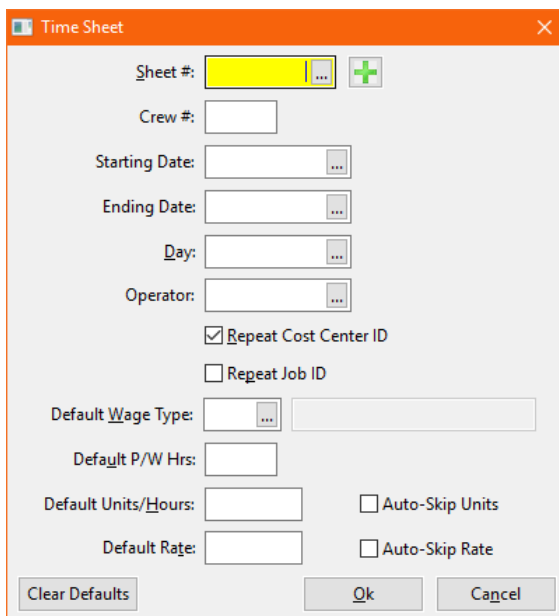
There are two primary uses for the time sheet number. First, when you assign time sheet numbers to your entries, the Daily Payroll window will only display entries for the current time sheet number that you are entering. Second, time sheet numbers provide traceability. Time sheet numbers are recorded on each payroll check line item. If an employee raises a question about his pay, you can find out what the time sheet number is for that any line on his check, and quickly find the time that was the source for that line.

Time sheet numbers can be assigned in one of three ways:

- If you have pre-printed time sheets, they may have a time sheet number pre-printed on them. The time sheet number is pre-assigned for you in this case.
- If you print Crew Sheets from the payroll system, the program can automatically assign a unique time sheet number and print this in the heading of each crew sheet.
- You can manually assign a crew sheet number during data entry. The program keeps track of the next time sheet number to assign for you. When you start entry for a new Crew Sheet, write the time sheet number assigned by the program on the time sheet.

How to use Time Sheet Numbers

You need to tell the program what time sheet number you are entering before you start entering any lines for that crew sheet. This way, all entries will be saved under that time sheet number. To do this, right click on the Daily Payroll entry grid and select the **Time Sheet...** option, or use the keyboard shortcut, Ctrl+I. The following window will open:

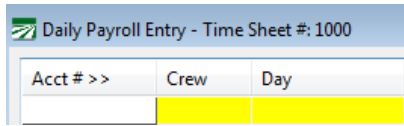


The screenshot shows a 'Time Sheet' dialog box with the following fields and options:

- Sheet #: [Yellow highlighted text box]
- Crew #: [Text box]
- Starting Date: [Date picker]
- Ending Date: [Date picker]
- Day: [Day picker]
- Operator: [Text box]
- ☒ Repeat Cost Center ID
- ☐ Repeat Job ID
- Default Wage Type: [Text box]
- Default P/W Hrs: [Text box]
- Default Units/Hours: [Text box]
- Default Rate: [Text box]
- ☐ Auto-Skip Units
- ☐ Auto-Skip Rate
- Buttons: Clear Defaults, Ok, Cancel

At a minimum, you can simply enter the time sheet number and press the Ok button to start using that Time Sheet number for your entries. The title bar of

the Daily Payroll window will change to display what the current time sheet number is.



All entries that you make while the sheet number is displayed in the title bar will be saved under that time sheet number. The grid will only display entries for that time sheet number.

In addition to the crew sheet number, you can enter the crew number, starting and ending pay period dates, the date for this time sheets entries (if the time sheet is for a single day), and the operator name. The crew number and day will be used as defaults during entry. The starting and ending pay period dates are mainly provided for your reference.

To change to a different time sheet number, simply activate the Time Sheet window again, and enter a different time sheet number. If you want to display entries for all time sheets, activate the Time Sheet window and click on the Cancel button. The title bar will then change back to just “Daily Payroll Entry”.

If all entries will be using the same crew, general ledger #, cost center, wage type, hours, units, or rates, you can set up defaults that will automatically enter these on each line to speed up the daily entry process. Click on the Defaults button at the bottom of the window to set the defaults.

As you make entries on the Daily Payroll window, the total gross wages will be displayed at the bottom right corner.

Daily Payroll Report

When you use time sheets, the Daily Payroll Report will add a selection for the Time Sheet # to print. This allows you to print individual reports for each time sheet.

View Finalized Payroll Check

When viewing a finalized payroll check, you can place the mouse pointer over any line item and a tooltip will appear showing the time sheet number for that entry. If there was no time sheet number associated with that line item, no tooltip will appear. This allows you to track entries on payroll checks that you have issued back to the original crew sheets that the check was entered from.

Daily Payroll Entry Default Settings

The Entry Defaults for Daily Payroll can help speed up entry of payroll information.

The screenshot shows a dialog box titled "Daily Payroll Entry Default Settings". It contains several configuration options:

- Crew #:** A dropdown menu set to "Repeat Previous".
- Dates...:** Two radio buttons: "Always Repeat Date" (selected) and "Increment for Same Employee, Otherwise Repeat".
- G/L #:** A dropdown menu set to "Repeat Previous".
- Repeat Cost Center:** A checked checkbox.
- Increment Row #:** A checked checkbox.
- Repeat Grower #:** A checked checkbox.
- Repeat Job ID:** A checked checkbox.
- Wage Type:** A text field with a small icon to its right.
- Default Piecework Hours:** A text field with "0.0000" and a "Repeat" checkbox.
- Default Hours/Units:** A text field with "0.0000", a "Repeat" checkbox, and an "Auto-Skip" checkbox.
- Default Rate:** A text field with "0.0000", a "Repeat" checkbox, and an "Auto-Skip" checkbox.
- Repeat Deduction:** An unchecked checkbox.
- Auto-Skip Day, G/L #, Pay Type:** A checked checkbox.
- Auto-Skip Crew #, Crop Year, Grower #:** An unchecked checkbox.

At the bottom are three buttons: "Save Defaults", "Ok", and "Cancel".

Crew

Select the behavior for entering the crew #. The program can use the employee's assigned crew number automatically, repeat the previous line's crew number, not use a default (stopping for you to enter the crew number), or skip the crew number without entering anything.

Dates

Under the default option, Always Repeat Date, the program will repeat the date entered on the previous line automatically. This option works well when you have a crew sheet for a single day and you are entered a different employee on each line.

If your crew sheet includes multiple days, you may want to enter all of the lines for each employee. The second option, Increment for Same Employee, Otherwise Repeat, will work better in this situation. When entering a new line with the same employee as the previous line, the program will automatically enter the next day instead of repeating the date from the previous line. Then when you enter a line for a different employee, the program will switch back to the earliest date previously entered.

G/L

Select the behavior for entering the general ledger account. The program can repeat the previous line's general ledger account, use the employee's general ledger account for wages, or not use a default.

Repeat Cost Center

Check this box to repeat the cost center from the previous line. You can override this of course when switching to payroll for a different cost center.

Increment Row #

Check this box to increment the row number from the previous line. This is useful if your crew sheet has information listed by row # order. If you are not using Row Counts or the Row # entry, this option has no effect.

Repeat Grower #

Check this box to repeat the grower account number from the previous line (for use by labor contractors only).

Repeat Job ID**Wage Type**

Select the wage type to use by default here.

Repeat Piecework Hours

Check this box to automatically repeat the piecework hours from the previous line.

Default Piecework Hours

Enter a default value for the piecework hours here.

Default Hours/Units

Enter a default value for the hours/units column.

Default Rate

Enter the rate here to use for all entries. (You can override this on individual entries if necessary.)

When you are done making changes to the Daily Payroll Defaults, click on the Ok button to apply the changes, or click on Cancel to make no changes (retains the original settings).

You can also click on the Save Defaults button. This will save the default settings in a permanent file so that they will be retained the next time you start the program. If there are multiple users entering time in the Daily Payroll Entry window, each one will have his or her own default settings file.

Repeat Deduction**Auto-Skip Day, G/L #, Pay Type****Auto-Skip Crew #, Crop Year, Grower #**

Entering Line Items

Acct

Enter the employee's account #, press [F4], or click on the Acct #: heading for a look up list of employees.

Crew

Enter the crew number the employee worked in.

Day

Enter the date in MM/DD/YYYY format. (When checks are generated, the day of the month will be used for Day entry.)

Days

This is an optional entry, enabled in the program setup. It is used when you are entering totals for a week and need to record the # of days worked.

Cost ID (Crop ID)

Enter the cost ID that the wages will be expensed to, press [F4], or click on the Cost ID heading to get a look up list of the Cost Centers. By default, the program will repeat the cost center from the previous line, although you can turn off this behavior in the Defaults dialog.

Year

For farm cost accounting, if this is a direct crop expense (which means that you have entered a cost center), you must also enter the Crop Year. This allows you to keep track of direct crop expenses by crop year rather than calendar or fiscal year.

The current crop year, from either the Program Setup window or the Cost Center Setup window, will be entered here automatically. If you need to use a different year, enter the full four digit year, i.e., "2005", "2006", etc.

This entry will be skipped if you did not enter a cost center. Also, this column will not appear for labor contractors.

Job ID

Enter the Job ID number, press [F4], or click on the Job heading for a look up list of Job ID's.

G/L

Enter the general ledger the wages will be expensed to, press [F4], or click on the G/L # heading for a look up list of general ledger numbers.

Grower

Labor contractors may enter the account number of the grower that the employee worked for in this column. The grower # will be used to group wages together for the grower labor reports and for billing purposes. (This column is not enabled for The Farmer's Office 2000.)

Press [F4] or click on the Grower column heading to get a lookup list of growers.

Type

The wage type will be automatically entered for you, either based on the wage type selected on the Defaults dialog or based on the employee's

default pay type. If you need to select a different wage type (for instance, you need to enter overtime for an employee that normally receives hourly wages), enter the wage type, press [F4], or click on the Type heading for a look up list of wage types.

P/W Hours

If this employee is being paid by piecework, enter the number of hours worked. For non-piecework wages, this entry will be skipped automatically.

Units

Enter the units of piecework, or the number of hours worked if being paid hourly.

Rate

Enter the rate per piece, or if paid hourly enter the rate per hour. If you are entering overtime or doubletime hours, enter the regular hourly rate. Do not enter the time-and-a-half or doubletime rate. The program will automatically multiply the rate you enter here by 1.5 or 2.0 according to the pay type entered.

A default rate will be entered for you automatically, according to the following rules:

1. If you have entered a default rate to use on the Defaults dialog, this rate will be used.
2. If this line is entered with a Salary or Hourly wage type, then the default rate from the employee's account will be used (assuming the employee's default pay type is also Salary or Hourly).
3. If the Pay Rate table has an entry which match this line, the rate from the pay rate table will be used.
4. If this line is entered with a Piecework wage type, and the employee's default pay type is Piecework, then the default rate from the employee's account will be used.

After each line is completed the system will automatically advance to the next line for the next entry.

The Popup Menu

To access any of the Daily Payroll options, use the right-click, or popup menu. To access this menu, click the right mouse button while the mouse pointer is over either an existing entry or over a new line that you are entering.

Defaults...	Ctrl+D
Time Sheet...	Ctrl+I
Pay Crew...	Ctrl+P
Change Crew #...	
Find...	Ctrl+F
Crew Sheet Entry Wizard	Ctrl+Z
Delete Line	Shift+F2
Save Line	F2
Undo Changes to Line	F5
Delete All Lines	
Display Options	▶
Settings...	
Apply Overtime Rules...	
Allocate Piecework Units...	
Reports	▶
Create Checks	Ctrl+K
Undo Create Checks	
Generate Labor Report	
Add Employee...	[F12]

On the right-click menu you will also see several keyboard shortcuts that you can use to access the options without using the right click menu. For example, pressing Ctrl+D will open the Defaults window, and pressing Ctrl+P will open the Pay Crew window.

Crew Sheet Entry Wizard

The Crew Sheet Entry Wizard may be used to quickly enter time or pieces for an entire crew into the Daily Payroll file. This option is typically used in conjunction with the Crew Sheets printed by the software. To activate the wizard, press [Ctrl]+[Z] or select the option from the popup menu.

Changing the Display Order

Daily payroll entries can be displayed in date, account number, or cost center order. The Display Order setting is located at the bottom in the middle of the window. You can also right click on the daily payroll grid and select the display order from the popup menu.

Viewing Other Users' Entries

This is only used for multi-user systems, where more than one person is entering payroll information at the same time.

By default, when you open the Daily Payroll window, you only see the entries that you have made. You can click on the Viewing entry at the bottom right, and enter another user's name and their entries will be displayed. (Your entries

will disappear.) Clear the name in the Viewing entry and entries for all operators will be displayed.

If you move the mouse pointer over the Viewing: entry, a tooltip will appear showing the user name that you logged into the program with. This is useful at times because you may sit down at someone else's computer with the program already loaded and you may want to check the name used to log into the program.

You should not enter new lines when you are viewing someone else's entries. As soon as you finish entering new lines or click on another line, the grid will be refreshed. The program checks each entry that is displayed to make sure the username for those entries matches the username entered at the bottom of the window. The entries you just made will disappear because they were saved with your operator name, but you are currently viewing another operator's entries. The entries are still in the daily payroll file. To view them, just enter your operator name in the Viewing entry.

Viewing a Single Crew

Type in a crew number at the bottom right of the window and only entries for that crew will be displayed. The crew number that you enter will also be entered as the default crew number on new entries.

If you are viewing one crew and you save entries using a different crew number, those entries will disappear when the display is refreshed. This is similar to the situation described in the previous section, where you enter new lines while viewing entries for a different operator and those entries disappear when the display is refreshed.

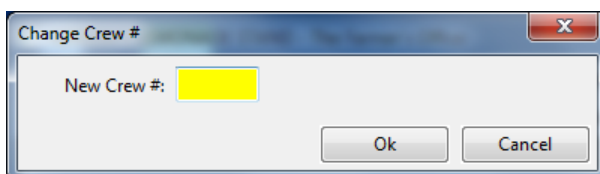
Enabling the Amount Column

The Daily Payroll Entry window was originally designed for a screen resolution of 800x600, which was not wide enough to include an Amount column. If your screen resolution is higher than that (i.e. 1024x768 or higher) you can enable the Amount column. This column will show you the total for each line item. Right click on the Daily Payroll Entry, select Display Options, and on the Display Options sub-menu, select Show Amount Column. The Amount column will be added to the entry grid.

Note that you cannot enter the Amount column manually or edit the amount that appears here. The Amount column is always a calculated total (units times rate).

Changing the Crew # on Entries

In situations where you have a series of entries that were entered under the wrong crew number, an option is available to change the crew number on those entries to a new crew number. To use this option, right click on the daily payroll grid and select the **Change Crew Number...** option. The following window will appear.

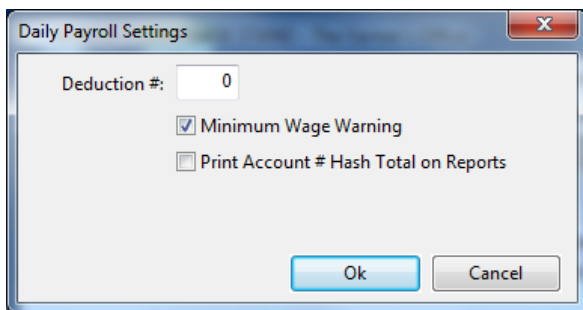


Enter the new crew number that you want to assign to the daily payroll entries and click Ok to begin. This option will change the crew number on all of the entries that are currently displayed.

Entering a Deduction Amount

In some cases, you may need to enter a deduction amount for employees on a crew, sometimes on a daily basis. The Daily Entry window can accommodate entering an amount for a single deduction type on each line. Normally, the deduction amount entry is disabled. To enable this entry, you first must first tell the program what deduction number you want to use.

Right click on the Daily Payroll Entry window, and select the Settings option from the popup menu. The following window will open:



Enter the deduction number to use and click on the Ok button. Keep in mind that only one deduction type can be used at a time. You cannot enter amounts for one deduction number, then come back to this window, change the deduction number, and enter other amounts for that deduction. Whichever deduction number is in effect when the Create Checks option is used is what will be appear on the checks, regardless of what deduction number you entered the amounts under.

After selecting the deduction number to use, right click on the Daily Payroll Entry window and select Display Options on the popup menu. On the Display Options sub-menu, select Show Deduction option. A new column will be added to the window after the Amount column. You should see the miscellaneous deduction description in the heading for this column. Enter amounts that are to be deducted from the employee wages in this column.

Printing Hash Totals on Reports

Several of the Daily Payroll Reports can print a hash total at the bottom of the report. This is simply a total of the account numbers that appear on the report, which can be compared to a hash total printed on a crew sheet or calculated manually. This can help you quickly determine if the correct account numbers have been entered. If the hash totals do not agree, either an incorrect account number was entered, or there is an extra or missing line.

To print the hash total on the Daily Payroll Reports, right click on the Daily Payroll Entry window and select the Settings option from the popup menu. Check the "Print Account # Hash Total on Reports" and click on the Ok button.

"Pay Crew" Feature

A single line can be automatically copied to each employee that is assigned to the same crew number. To do this, right click on the entry you wish to copy. On the popup menu, select the Pay Crew option. A window will appear showing the crew number and the units/rate/amount that will be copied to each employee. Click on the Ok button to create the copies.

If there are any variations for any employees, you can of course edit the entries that are generated by the Pay Crew feature.

Allocating Piecework to a Crew

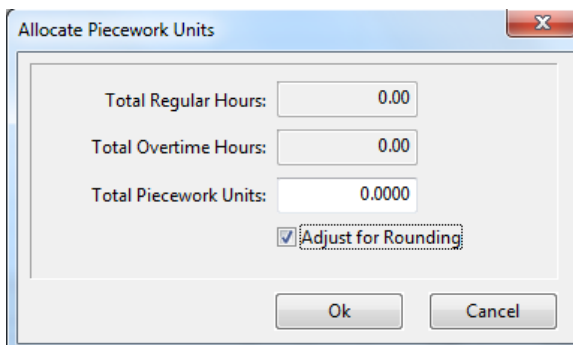
In some situations, the total production for a crew is added up and divided proportionately between the crew members. Instead of figuring out how much should be allocated to each employee and then entering those amounts, you can enter the time each employee worked, then enter the total piecework units for the crew, and the program will allocate the total among the employees based on how much time they worked.

In a crew where all employees worked the exact same number of hours, all employees will receive the same amount of pieces. If some employees worked more or less than others, they will receive a proportionate share of the total pieces. For instance, an employee who worked six hours would receive 50% more pieces than an employee who worked only four hours.

To use this feature, enter lines for the entire crew using the PW wage type, and enter the number of hours worked in the Units column. Note that this procedure is different than entering standard piecework. Standard piecework is entered with the number of hours in the P/W Hrs column and the number of pieces in the Units column. In this situation though, the program will calculate the total number of units for each employee, so you only need to enter the number of hours worked. The Units column cannot be left blank, so you must enter the hours there.

In the Rate column, you will enter the piecework rate.

Once you have entered all employees, right click on one of the entries and select the Allocate Piecework option from the popup menu. The following window will open:

A screenshot of a software dialog box titled "Allocate Piecework Units". The dialog box has a light blue border and a close button (X) in the top right corner. Inside, there are three input fields: "Total Regular Hours" with a value of 0.00, "Total Overtime Hours" with a value of 0.00, and "Total Piecework Units" with a value of 0.0000. Below these fields is a checkbox labeled "Adjust for Rounding" which is checked. At the bottom of the dialog box are two buttons: "Ok" and "Cancel".

Verify that the total number of hours shown is correct, and then enter the total piecework units that you need to divide up among the employees in this crew. Click on the Ok button to proceed with the allocation, or click on the Cancel button if you need to make some adjustments before doing the allocation. The program will allocate the total pieces only among the line items that have the

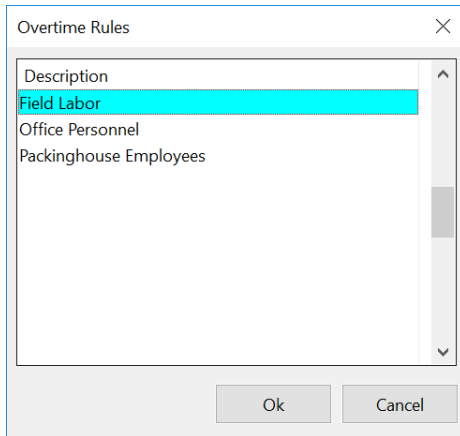
same date, cost ID, job ID, grower and crew number as the line that you right-clicked on.

The program will calculate the number of pieces for each employee. On each of the lines that you entered, it will move the number of hours the employees worked from the Units column to the P/W Hrs column, and replace the units with the piece count that it has calculated for that employee.

Applying Overtime Rules

This option is used for changing entries which have been entered under the regular hour wage type to overtime and doubletime depending on the number of hours worked by each employee and the particular overtime rules that you have set up. To use this option, you should first enter all payroll for a crew as regular hours, and each day should be entered on a separate line for each employee (in other words, you would not want to enter a total amount of hours, say 40, on one line for the entire week for an employee).

Use the right click menu and select the Apply Overtime Rules... option. You will then get a selection list showing the rules that you have set up:



Choose the rules to apply and then click on the Ok button. The rules will be applied and new entries will be created where necessary for overtime and doubletime wages.

The Daily Payroll Hour Report is useful when entering crews with hourly wages to check your entries both before applying the rules and after they have been applied.

How to Use the “Add Breaks” Feature in Daily Payroll

There is a feature on the Daily Payroll Check entry used for automatically adding line items for breaks that employees take. **This feature is accessed using the *Breaks* submenu of the *Right-Click Menu*.** This option allows you to enter the total time the employee worked without having to subtract out the break time when entering the hours and manually entering the break time on separate lines.

This feature can be used on a daily or weekly basis. However, if it is used on a daily basis, the line items entered for break will only be estimates until they are finalized using the *Rest and Recovery Pay Rate Report* or the *Daily Batch Check Report*.

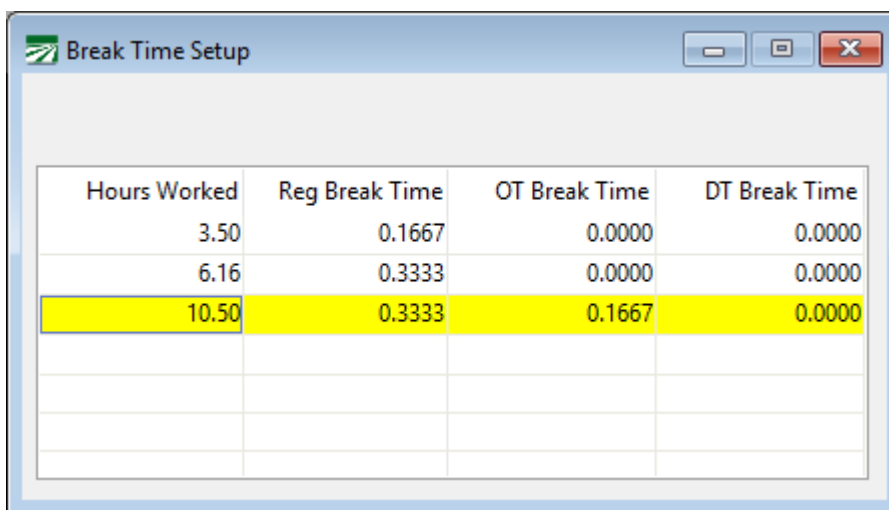
Setting Up the “Breaks” Feature for Batch Payroll Entry

To create the break lines, the program needs to know two things:

1. How much break time should be paid to employees
2. What the break line items should look like.

Break Time Setup

To set up the table defining how much break time employees should get, navigate to **Daily Payroll Entry->Right-Click Menu->Breaks->Setup Break Time Amounts**. The following window will appear:



Hours Worked	Reg Break Time	OT Break Time	DT Break Time
3.50	0.1667	0.0000	0.0000
6.16	0.3333	0.0000	0.0000
10.50	0.3333	0.1667	0.0000

When this table is first accessed, no data will be entered. The Break Time is calculated per hour as a decimal. So, as seen in the example above, a 10 minute break is entered as .1667 ($60 \times .1667 = 10$ minutes). You will need to set up the hours worked and break time amounts **according to your companies break time policies**. For instance, if you give employees fifteen minute breaks, you would enter .25 and .50 instead of .1667 and .3333 as shown in the example above.

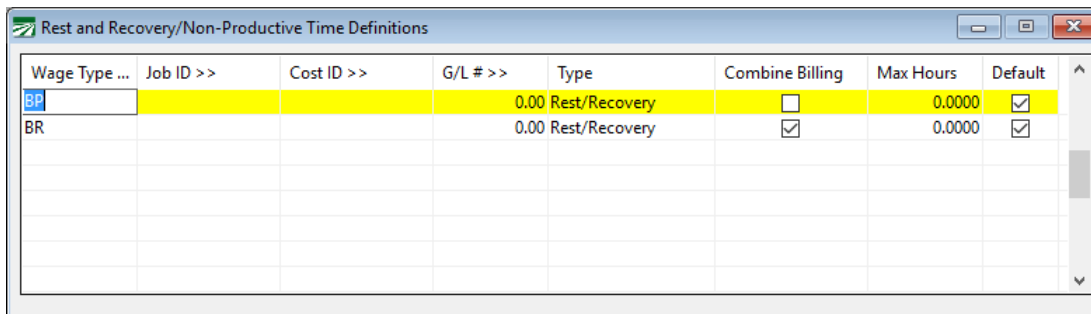
When creating the break lines, the program simply looks up how much time the employee worked in the Hours Worked column of the break table. If the employees worked at least the number of hours that you entered in this column,

then the employee is due the number of regular and overtime breaks entered in the 2nd and 3rd columns.

Customizing How “Break” Line Items Look

The program also must know what a break line should look like. This can include what wage type, job code, cost center and G/L # should be used on the break lines. This is handled by a new *Default* checkbox on the *Rest and Recovery/Non-Productive Time Definitions* table

To find this table navigate to **Daily Payroll Entry->Right-Click Menu->Breaks->Define Rest and Recovery Time.**



Wage Type ...	Job ID >>	Cost ID >>	G/L # >>	Type	Combine Billing	Max Hours	Default
BR			0.00	Rest/Recovery	<input type="checkbox"/>	0.0000	<input checked="" type="checkbox"/>
BR			0.00	Rest/Recovery	<input checked="" type="checkbox"/>	0.0000	<input checked="" type="checkbox"/>

This table lets you define what you Rest and Recovery line items look like in terms of the wage type, job code, cost center and G/L # used on the line item. It has been used by the Daily Payroll options that update the pay rates for rest and recovery lines. The **Default** checkbox needs to be checked on a single line to tell the program what template it should use to create the break lines. If you have separate wage types for overtime or double time breaks, then you should check the Default box on the line to use for those breaks.

The **Default** checkbox only applies to lines items that are set to *Rest/Recovery*. It will not have any effect if you check it on a line that is set to *Non-Productive* time.

Here is a typical check entry screen with both hourly and incentive piecework pay entered.

Daily Payroll Entry - Time Sheet #: 40

Acct # >>	Crew ID >>	Day	Cost ID >>	Job ID >>	G/L # >>	Grower >>	Type >>	P/W Hrs	Units	Rate	Amount
101 JA	10/02/2017	15-1	HA	601.00	0 BH	0.0000	8.5000	10.5000	89.25		
104 JA	10/02/2017	15-1	HA	601.00	0 BH	0.0000	8.5000	10.5000	89.25		
115 JA	10/02/2017	15-1	HA	601.00	0 BH	0.0000	8.5000	10.5000	89.25		
116 JA	10/02/2017	15-1	HA	601.00	0 BH	0.0000	8.5000	10.5000	89.25		
101 JA	10/02/2017	15-1	HA	601.00	0 IP	0.0000	21.0000	0.4000	8.40		
104 JA	10/02/2017	15-1	HA	601.00	0 IP	0.0000	22.0000	0.4000	8.80		
115 JA	10/02/2017	15-1	HA	601.00	0 IP	0.0000	24.0000	0.4000	9.60		
116 JA	10/02/2017	15-1	HA	601.00	0 IP	0.0000	19.0000	0.4000	7.60		

Employee: AYALA, JOHN Rate: 11.00 Reg/OT/DT Hrs: 34.00 0.00 0.00 Total: 391.40

G/L: Field Labor Pieces/Hours: 86.00 0.00 Viewing: [dropdown]

Crop: BLOCK 15 SECTION 1 Crew ID: JA [dropdown]

Job ID: HARVESTING Display Order: Entry Order [dropdown]

Grower: (no grower) Defaults [button]

Once everything is entered into the window, you can then access the **Add/Update Break Lines** feature using the right-click menu as seen in the following screenshot.

Daily Payroll Entry - Time Sheet #: 40

Acct # >>	Crew ID >>	Day	Cost ID >>	Job ID >>	G/L # >>	Grower >>	Type >>	P/W Hrs	Units	Rate	Amount
101 JA	10/02/2017	15-1	HA	601.00	0 BH	0.0000	8.5000	10.5000	89.25		
104 JA	10/02/2017	15-1	HA	601.00	0 BH	0.0000	8.5000	10.5000	89.25		
115 JA	10/02/2017	15-1	HA	601.00	0 BH	0.0000	8.5000	10.5000	89.25		
116 JA	10/02/2017	15-1	HA	601.00	0 BH	0.0000	8.5000	10.5000	89.25		
101 JA	10/02/2017	15-1	HA	601.00	0 IP	0.0000					
104 JA	10/02/2017	15-1	HA	601.00	0 IP	0.0000					
115 JA	10/02/2017	15-1	HA	601.00	0 IP	0.0000					
116 JA	10/02/2017	15-1	HA	601.00	0 IP	0.0000					

Employee: AYALA, JOHN Rate: 11.00 Reg/OT/DT Hrs: 34.00 0.00 0.00 Total: 391.40

G/L: Field Labor Pieces/Hours: 86.00 0.00 Viewing: [dropdown]

Crop: BLOCK 15 SECTION 1 Crew ID: JA [dropdown]

Job ID: HARVESTING Display Order: Entry Order [dropdown]

Grower: (no grower) Defaults [button]

Right-click menu options:

- Defaults... (Ctrl+D)
- Time Sheet... (Ctrl+I)
- Pay Crew... (Ctrl+P)
- Change Crew #...
- Find... (Ctrl+F)
- Crew Sheet Entry Wizard (Ctrl+Z)
- Breaks**
 - Add/Update Break Lines** (highlighted)
 - Setup Break Time Amounts
 - Define Rest & Recovery Time
 - Rest & Recovery Pay Rate Report
- Delete Line (Shift+[F2])
- Save Line ([F2])
- Undo Changes to Line ([F5])
- Delete All Lines (Ctrl+[F2])
- Display Options
 - Settings... (Ctrl+T)
- Apply Overtime Rules... (Ctrl+Y)
- Allocate Piecework Units... (Ctrl+U)
- Reports
 - Create Checks (Ctrl+K)
 - Undo Create Checks (Ctrl+Shift+K)
 - Generate Labor Report (Ctrl+G)
 - Search and Replace... (Ctrl+H)
- Import Data
- Add Employee... ([F12])

When you select the **Add/Update Break Line Items** option, line items for breaks will then automatically be entered and calculated. As seen in the following screenshot:

The screenshot shows the 'Daily Payroll Entry - Time Sheet #: 40' window. The table contains the following data:

Acct # >>	Crew ID >>	Day	Cost ID >>	Job ID >>	G/L # >>	Grower >>	Type >>	P/W Hrs	Units	Rate	Amount
101 JA		10/02/2017	15-1	HA	601.00		0 BH	0.0000	8.1700	10.5000	85.79
104 JA		10/02/2017	15-1	HA	601.00		0 BH	0.0000	8.1700	10.5000	85.79
115 JA		10/02/2017	15-1	HA	601.00		0 BH	0.0000	8.1700	10.5000	85.79
116 JA		10/02/2017	15-1	HA	601.00		0 BH	0.0000	8.1700	10.5000	85.79
101 JA		10/02/2017	15-1	HA	601.00		0 IP	0.0000	21.0000	0.4000	8.40
104 JA		10/02/2017	15-1	HA	601.00		0 IP	0.0000	22.0000	0.4000	8.80
115 JA		10/02/2017	15-1	HA	601.00		0 IP	0.0000	24.0000	0.4000	9.60
116 JA		10/02/2017	15-1	HA	601.00		0 IP	0.0000	19.0000	0.4000	7.60
101 JA		10/02/2017	15-1	BT	601.00		0 RR	0.0000	0.3300	11.4900	3.79
104 JA		10/02/2017	15-1	BT	601.00		0 RR	0.0000	0.3300	11.5400	3.81
115 JA		10/02/2017	15-1	BT	601.00		0 RR	0.0000	0.3300	11.6300	3.84
116 JA		10/02/2017	15-1	BT	601.00		0 RR	0.0000	0.3300	11.3900	3.76

The 'Create Break Lines' dialog box is open, displaying the following message:

Create Break Lines

Break lines have been updated with estimated pay rates.

Use either the Rest and Recovery Pay Rate Report or the Daily Payroll Batch Check Report to calculate the final pay rates for break time.

OK

By entering the total time that the employee worked on each day, the program can consult a table that tells it how much break time the employee is due based on the hours worked. (Of course you will need to set up that table yourself based on your company's break policies—see below.) Then it subtracts out the break time due to the employee from each of the days and creates a new line with the break time.

NOTICE: The program generates a warning that informs you that these rates entered are estimated rates. When you do this on a daily basis, the program calculates estimated rates. But once the entire week is entered, you can update and finalize these rates using the *Rest and Recovery Pay Rate Report* or the *Daily Payroll Batch Check Report*.

Recalculating the Rest and Recovery Pay Rate

After adding the break lines, any further edits to the check line items may change the employee's average hourly pay rate. If this happens, click on the Add/Update Break Lines option again. The program will recalculate the employees' average hourly rate and update the break lines accordingly.

Editing Hours After Adding Break Lines

If you change any hours on piecework or regular hour line items after you have created the break lines, just remember that you are not editing the total hours worked anymore. Once the break lines have been created, the hours left on the line items will be the time spent working exclusive of breaks.

Suppose you discover an entry error where you entered 8.5 hours instead of 9.25 hours after you have created the break lines. After a break line for twenty minutes has been created, you will have 8.1667 on the original line item. Do not change this to 9.25 to correct your error! Instead you will need to subtract the break time from the total time worked and enter that number. Since $9.25 - .3333 = 8.9167$, the line item should have 8.9167.

In some cases, editing the number of hours might change the amount of break time due to an employee. If that happens, you can use the Add/Update Break Line Items option again to recalculate the break time on the check. The total time worked by the employee will remain the same, but the break time may be adjusted up or down depending on whether the hours were increased or decreased.

How Are Breaks Calculated When There are Multiple Piecework Entries?

You can still use this feature when entering checks with multiple piecework lines. The program will automatically take from whichever line has more units. If they are equal, the program will select which line items the break is taken from. See the following screenshots.

Acct # >>	Crew ID >>	Day	Cost ID >>	Job ID >>	G/L # >>	Grower >>	Type >>	PAW Hrs	Units	Rate	Amount
101 JA	10/03/2017	ORANGES	PI	601.00	1 Pw	3.0000	2.0000	42.0000	84.00		
104 JA	10/03/2017	ORANGES	PI	601.00	1 Pw	3.0000	1.5000	42.0000	63.00		
108 JA	10/03/2017	ORANGES	PI	601.00	1 Pw	3.0000	2.5000	42.0000	105.00		
115 JA	10/03/2017	ORANGES	PI	601.00	1 Pw	3.0000	2.0000	42.0000	84.00		
116 JA	10/03/2017	ORANGES	PI	601.00	1 Pw	3.0000	1.0000	42.0000	42.00		
101 JA	10/03/2017	LEMON	PI	601.00	1 Pw	2.0000	2.0000	38.0000	76.00		
104 JA	10/03/2017	LEMON	PI	601.00	1 Pw	2.0000	2.0000	38.0000	76.00		
108 JA	10/03/2017	LEMON	PI	601.00	1 Pw	2.0000	1.5000	38.0000	57.00		
115 JA	10/03/2017	LEMON	PI	601.00	1 Pw	2.0000	3.0000	38.0000	114.00		
116 JA	10/03/2017	LEMON	PI	601.00	1 Pw	2.0000	2.5000	38.0000	95.00		

Employee: FUENTES, GUADALUPE Rate: 11. Reg/OT/DT Hrs: 0.00 0.00 0.00
 G/L: Field Labor Pieces/Hours: 20.00 25.00
 Crop: LEMONS
 Job ID: PICKING
 Grower: DATATECH

In this example there are entries for oranges and lemons. We see that the employees spent more time on the oranges so the program will subtract the break from those items, as seen in the following screenshot.

Daily Payroll Entry - Time Sheet #: 41

Acct # >>	Crew ID >>	Day	Cost ID >>	Job ID >>	G/L # >>	Grower >>	Type >>	P/W Hrs	Units	Rate	Amount
101	JA	10/03/2017	ORANGES	PI	601.00		Pw	2.8300	2.0000	42.0000	84.00
104 JA	10/03/2017	ORANGES	PI	601.00		1 Pw	2.8300	1.5000	42.0000	63.00	
108 JA	10/03/2017	ORANGES	PI	601.00		1 Pw	2.8300	2.5000	42.0000	105.00	
115 JA	10/03/2017	ORANGES	PI	601.00		1 Pw	2.8300	2.0000	42.0000	84.00	
116 JA	10/03/2017	ORANGES	PI	601.00		1 Pw	2.8300	1.0000	42.0000	42.00	
101 JA	10/03/2017	LEMON	PI	601.00		1 Pw	2.0000	2.0000	38.0000	76.00	
104 JA	10/03/2017	LEMON	PI	601.00		1 Pw	2.0000	2.0000	38.0000	76.00	
108 JA	10/03/2017	LEMON	PI	601.00		1 Pw	2.0000	1.5000	38.0000	57.00	
115 JA	10/03/2017	LEMON	PI	601.00		1 Pw	2.0000	3.0000	38.0000	114.00	
116 JA	10/03/2017	LEMON	PI	601.00		1 Pw	2.0000	2.5000	38.0000	95.00	
101 JA	10/03/2017	ORANGES	BT	601.00		1 RR	0.0000	0.1700	32.0000	5.44	
104 JA	10/03/2017	ORANGES	BT	601.00		1 RR	0.0000	0.1700	27.8000	4.73	
108 JA	10/03/2017	ORANGES	BT	601.00		1 RR	0.0000	0.1700	32.4000	5.51	
115 JA	10/03/2017	ORANGES	BT	601.00		1 RR	0.0000	0.1700	39.6000	6.73	
116 JA	10/03/2017	ORANGES	BT	601.00		1 RR	0.0000	0.1700	27.4000	4.66	

Employee: AYALA, JOHN Rate: 11.00 Reg/OT/DT Hrs: 0.85 0.00 0.00 Total: 823.07

G/L: Field Labor Pieces/Hours: 20.00 24.15 Viewing: [...]

Crop: ORANGES Crew ID: JA [...]

Job ID: PICKING Display Order: Entry Order [v]

Grower: DATATECH Defaults

If you would like to specify which entry the breaks get taken from (If, for example, you want it entered on a specific cost ID), it is recommended that you enter those items on a separate time sheet and add the breaks from there.

Importing Payroll Time/Piece Data

Datatech's Payroll system can import payroll data into the Daily Payroll file eliminating the need for you to manually enter the employees that worked along with their time and pieces. (This is an extra cost option.)

An important thing to remember is that the import process only adds to the existing entries in the Daily Payroll file. This means that if you have entered some payroll manually for employees, and they also have time or pieces imported into the Daily Payroll file, the manual and imported entries will be combined together. It also means that if you import the same file twice, the payroll information will be duplicated.

If for some reason there is a problem with the data that is imported, you must delete the entries that are imported before re-importing the data.

When data is imported, it is saved under the user name that you logged into the program under. This means that the imported data may be separated from any data entered manually by other operators by the user name. If you import data and need to delete it, you can use the Delete All option from the Daily Payroll popup menu to delete all of the imported data.

However, if you have also entered anything manually under your user name, the Delete All option will delete your manual entries as well. In this situation, the only way to safely use the Delete All option is if the imported entries are all for the same crew number, and you did not manually enter anything for that crew. In this case, you can enter the crew number at the bottom of the Daily Payroll window and use the Delete All option to delete only the entries for your username and that crew #.

If you manually enter data into the Daily Payroll window and import data, you may find it easier to create a username to use specifically for importing payroll data (e.g. username "IMPORT"). This way, you can always keep the imported daily payroll entries separate from your manual entries.

There are two different import options available. The first is used solely for importing from the Handtrak data collection system. The other is used for importing from all other data collection systems, including DataTrack, PET TIGER, PhytoTrack, and all time clock systems. When the data collection option is enabled, you will need to select the system that you are using:

The screenshot shows the 'Program Setup' window with the 'External Programs' tab selected. The 'External Program Settings...' section contains the following fields and controls:

- Data Collection System:** A dropdown menu currently set to 'None'.
- Client #:** A text input field with a yellow background.
- Database Directory:** A text input field with a folder icon button to its right.
- Web Service/Server Name:** A text input field.
- Web Service/Username:** A text input field.
- Web Service/Password:** A text input field.
- ID Card Database Type:** A small, empty square checkbox.
- Database Path/File:** A text input field with a folder icon button to its right.
- Update DSNs:** A button located to the right of the Database Path/File field.

Datatech will normally supply you with a configuration file for the system that you are using that will tell the program how to interpret the data contained in the file exported by your data collection system.

If you are using multiple data collection systems that produce files in different formats, you may use multiple configuration files to import the data from each system.

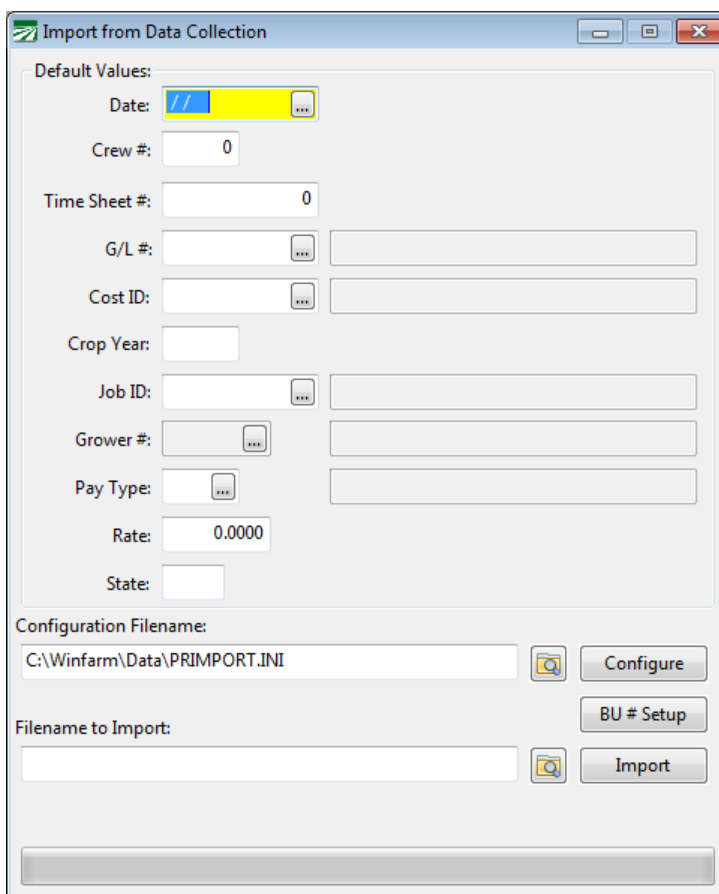
Importing Payroll Data

Datatech's Payroll system can import payroll data into the Daily Payroll file eliminating the need for you to manually enter the employees that worked along with their time and pieces. The payroll data that is imported may be generated by a time clock or a data collection system from a third party vendor.

(The Payroll Import feature is an optional cost module. If you have not purchased this option, it will not appear on your menu.)

To import data into the Daily Payroll file, go to the Payroll menu, select the Checks option, then select Daily Payroll, then Import Data. (Your menu option may read "Import Data from ADS" or "Import Data from Handtrak" if your program is configured to import from a specific vendor.)

The following window will appear:



The top section allows you to specify default values in case the payroll data that you are importing does not include certain information. For instance, if you are importing data that does not include a data worked field, then you would want to supply a default date to use on the entries that are being imported. This would of course change from week to week, as you would pick a date that is in each week's pay period.

After entering any default entries that are needed, you must select the configuration file that will control the import of the data. Normally, the configuration file is supplied by Datatech and is customized for the data that you

will be importing. The default filename for the configuration file is “PRIMPORT.INI” and it is located in the Data directory by default.

If you need to import payroll data from more than one system, each one will have its own configuration filename. You must remember to select the appropriate configuration file depending on which system generated the data that you are importing. If you are importing payroll data from only one system, use the default filename.

If you need to edit the configuration file, you can click on the Configure button next to the filename entry. This will display the configuration file in a text editor where you can view the settings and make changes if necessary.

Finally, you will need to enter the path and name of the file to import. In many cases, the file will always be located in the same place, and it may be the same name from week to week. In other cases, a filename is created that identifies which week’s payroll the file contains. In any case, you must tell the program the path and filename of the file that you want to import. Click on the button with the yellow folder to select the file using the Windows File Open dialog.

Once you have supplied any required default values, selected the configuration file, and entered the path and filename of the file to import, you can click on the **Import** button to begin the process. The progress bar at the bottom of the window will show the progress of the import operation, and when it is done, the program will display a message indicating how many records were entered.

Payroll data is always imported directly into the Daily Payroll file. The entries will be imported with the operator name of the person who imported them. This means that if one person imported entries and someone else needs to view or edit them, the other person will need to enter the operator name of the person who did the import in the **Viewing** entry at the bottom right corner of the Daily Payroll window.

Once in the Daily Payroll file, you can run all of the standard reports to check the entries, and you may use the Create Checks option on the imported entries just as you would entries that are entered manually. If there is a problem with the entries that have been imported, you may use the Delete All option when viewing them to remove them from the Daily Payroll file, and import them again after the problem has been corrected.

Importing Multiple Files At The Same Time

You can select multiple files to import at the same time as long as they are located in the same folder. Click on the Browse Folder button next to the Filename to Import window to open the file selection dialog. Navigate to the folder where the files are located, and click on the first file to import, and then hold down the Ctrl key while clicking on each of the other files that you want to import. Each file will remain highlighted as you click on it as long as you hold the Ctrl key while you are clicking. You can also click on a file, and then Shift + Click on another file to select the two files plus all of the files listed in between them.

Once you have finished selecting the files you want to import, click on the Open button. The file names will appear in the Filename to Import entry, but you cannot edit them once they have been selected. If you want to clear or change the files that you have selected, click on the Browse Folder button again.

Configuration File Setup

Datatech will normally supply you with a configuration file for the system that you are using that will tell the program how to interpret the data contained in the file exported by your data collection system.

If you are using multiple data collection systems that produce files in different formats, you may use multiple configuration files to import the data from each system.

Default Pay Rates

Normally the data collection software will supply the pay rates in the import file. In some cases, you may want to maintain the pay rates in the Datatech payroll system. When no pay rate is supplied in the file, the program will use three methods to determine a pay rate.

First, if the employee account has a pay rate, and the pay type on the employee account matches the pay type from the import file, the program will use the pay rate from the employee file. For instance, if you have an employee that has the Pay Type set to Hourly and the Pay Rate set to 7.75, when the import file contains a line with a piecework wage type, the program will not use 7.75 as the pay rate. If the import file has a line with an hourly pay type, then the program will use the 7.75 rate.

If the program cannot get the pay rate from the employee file, it will next check the Pay Rate table to find a rate to pay the employee. The pay rate file must have an entry that matches the Crop ID, G/L #, Job ID, and Pay Type that is in the import file. If these fields do not match, the program will not be able to choose a pay rate from the table.

Finally, if the program has not been able to determine a pay rate from either the employee account or the pay rate file, and the employee is being paid on an hourly basis, the program will use the minimum wage (the higher of either the state or federal minimum wage).

After the rate has been determined (from whatever source), the program will add the shift differential amount (if any) from the wage type file.

Automating the Import Process

By using command line parameters, you can automate the import process. You can run the program from a batch or script file and include the configuration file to use as well as the file or files to import. The file(s) will be imported without any further user interaction.

The file(s) will be validated and imported if it passes the validation process. A log file records all activity and a printed report will be printed with the same information that is recorded to the log file.

The log file will either include errors or the total number of records processed and imported. If the file that you are trying to import contains validation errors, these errors will be included in the log file.

If you are importing multiple files in one operation, all files must pass the validation process, otherwise the program *will not import any of the files*. During an automatic import, the program will validate each file. If there are any validation errors, the program will record them in the log file. You must correct the validation errors for each file before you can complete the import process.

You can import either a single file or multiple files in one import operation. Since you may specify only one configuration file on the command line, all of the files that are imported must use the same configuration file. If you need to import multiple files that have different formats, you will need to do this in separate operations.

Reports

These are the most common reports used to review and double-check your payroll entries.

All reports are accessible from the right click menu in the Daily Payroll window and on the Payroll > Daily Payroll menu.

Daily Payroll Report

This report will organize and print a list of your daily payroll entries. You can print a report for one day, one time sheets (to reconcile to your time sheets) or for the entire pay period and/or by time sheet.

Daily Payroll Batch Report

The Daily Payroll Batch Report lists the gross wages, tax and miscellaneous deductions, and the net check amount for each employee. It is also used to create checks. You may print this report for any pay period date range; if there are entries in the Daily Payroll file that are outside the pay period that you specific, those entries will not be included on the report.

This report is almost identical to the Batch Payroll Report in terms of the layout and information printed. The difference is this report will only print information contained in the daily payroll file. If you have entered checks in the Batch Payroll Check window, these checks will not print on the Daily Batch Report. Also, if you have used the Create Checks option (legacy option) to generate payroll checks from the daily payroll entries, the Daily Payroll Batch Report will not print anything for those checks that have been created. The Create Checks option deletes the information in the daily payroll file once it has create a payroll check.

There are two ways to open the Daily Payroll Batch Report window: You can go through the Payroll menu, select the Checks sub-menu, then select the Daily Payroll sub-menu, and then select the Daily Payroll Batch Report option. If you already have the Daily Payroll entry window opened, you can right click on the grid and then select the Print Batch Report option on the popup menu.

Hours/Piecework Report by Day

This report will print either the hours worked or the total units for each day of the pay period in separate columns, along with totals for each day at the end of the report and totals for each employee for the entire pay period. The following window will open when you select the Employee Report by Day option from the Daily Payroll popup menu:

Custom Daily Payroll/Batch Report

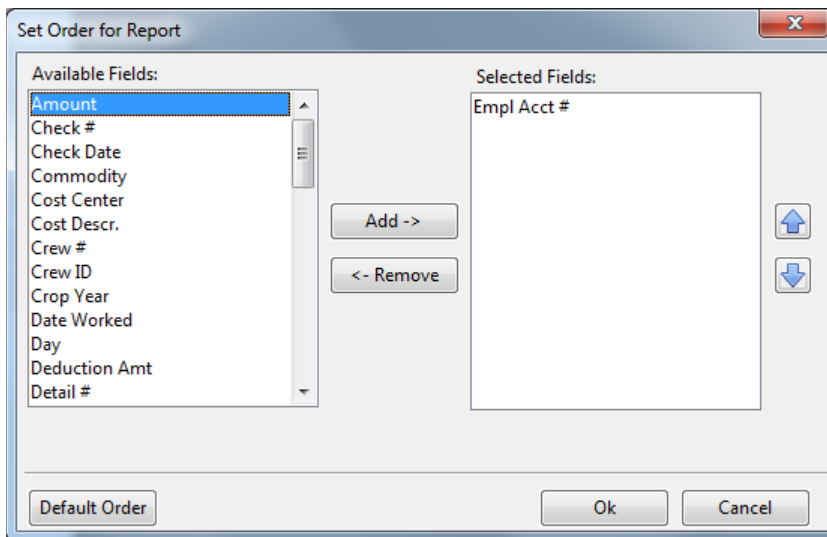
The Custom Payroll Report allows you to define and customize reports for daily payroll or batch check entry data. The Custom Report has no defined report specifications, so no report will be generated until you have setup and customized your selections. This report provides a wide range on selection criteria and lets you select the ordering of the report, which subtotal(s) will be printed, and whether the report is printed in summary or detail mode.

In addition to selection criteria, ordering and subtotals, this report also allows you to select the columns that appear on the report. This means this

one report can be used to obtain payroll entry data in many different ways. For instance you may want to proof your payroll sorted by field or job. Another time, you may have deductions entered through Daily Payroll and need a report to check your deduction totals. You may also just want to see summary totals of all the crews that worked. This one custom report will allow you to review your payroll entries in numerous ways.

Ordering

Click on this button to select the order that you want to print the report in. When you click on the Ordering button the following window will appear:



The list on the left side of the window shows you the fields that are available for ordering the report. The list on the right side of the windows shows you the fields that are currently selected for ordering the report.

To add a new field to the selected list, first highlight it, and then click on the Add button. To remove a field from the selected list, highlight it and then click on the Remove button.

If you want to change the order of the fields in the selected list, highlight a field in the list and then click on the Move Up and Move Down buttons.

Customize

Click on this button to tell the program which columns you want to see on the report. See the section below for more details about selecting the columns and changing the appearance of the report.

Subtotal Level

This setting allows you to pick which field(s) the report will print subtotals for. Each field that has been added to the ordering sequence for the report will appear here, in the order that you selected.

The report always includes subtotals for any fields that come before the field you select as the Subtotal Level. For example, if the report order is Crop Center, Job ID, Check Date and you select Job ID as the Subtotal Level, the report will print subtotals by Job ID and by Cost Center.

If the report order is Crop Center, Job ID, Wage Type, Rate and you select Wage Type as the subtotal level, you will get a report with subtotals for Wage Type, Job ID, and Cost Center.

Customizing the Report

The Custom Daily Payroll/Batch Reports does not have a predefined report set up. This means that the first time you select this option, you will need to add columns to print on the report, or nothing will be printed at all!

Click on the Customize button to add columns to your report. This option is designed to save your selections when you give the program a title for the report that you are setting up. You can set up and save multiple reports definitions. At the present time, the report definition only includes the ordering and column information. In the future, you will be able to customize report settings for sub-headings and sub-totals.

When you click on the Customize button the following window will appear:

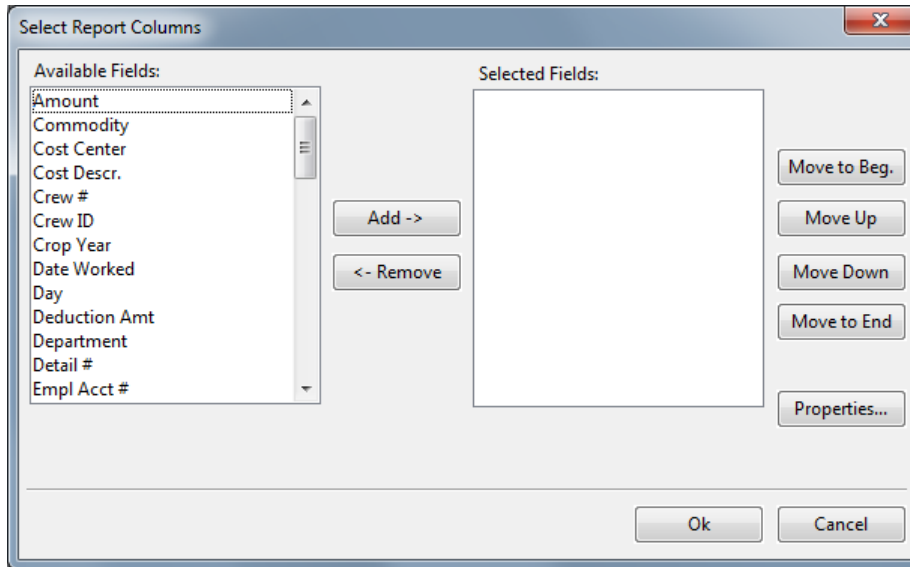
Title

Enter a name for the report. If you are setting up a new report and there is already a title appearing, click on the New Report button to clear the selections and start a new report. The Title that you enter here will appear at the top of each page.

To select an existing report definition, click on the lookup button or press [F4] to select the report title from the lookup list.

Columns

When setting up a new report you will need to select the information that will appear in columns on the report. When you click on the Columns button the following window will appear:



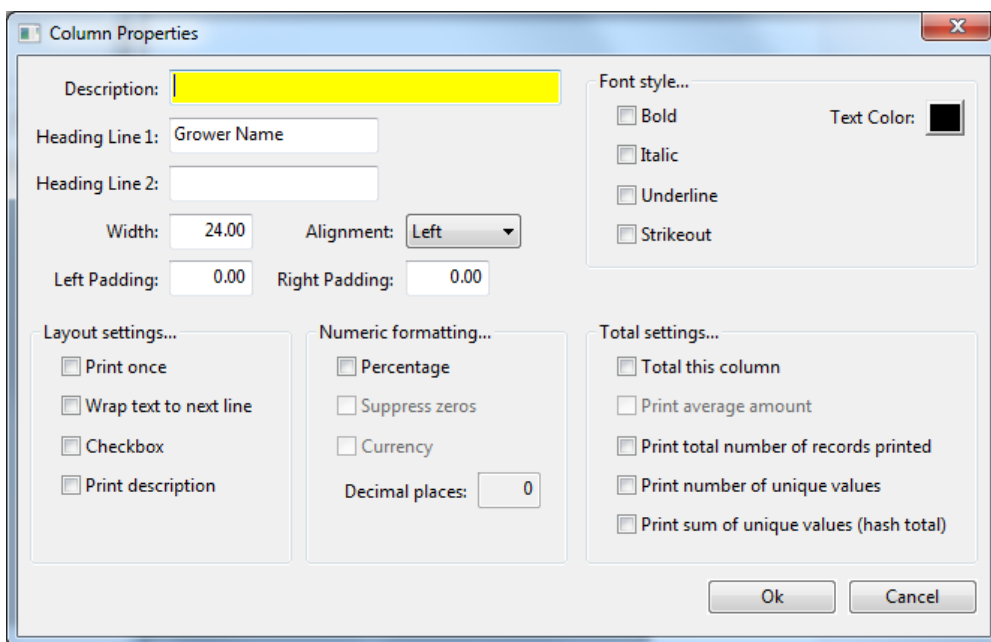
Double click on the field name in the Available Fields list to add it to the Selected Fields list. You may also highlight an available field click on the Add button or press Ctrl+A to add it to the list of Selected Fields.

The order you select the fields will determine the order they will appear on the report.

If you want to change the order of the fields in the selected list, highlight a field in the list and then click on the Move Up, Move Down, Move to Beg., or Move to End buttons.

Column Properties

Click on the Properties button to edit the settings for the currently selected column. In the Properties window you can control the appearance of each column on the report. The following window will appear:



Description

The Description field will start out blank. The Description does not appear on the report, but if you enter something here it will be used to label this column. When the description is blank, the Heading text will appear for the description for this column in the list of Available and Selected Fields.

For instance, if you want to use “Code” for the heading for the Wage Type field, you might want to put “Wage Type” in for the description, so it is obvious what information prints in this field.

Heading / Heading 2

The Heading is the column description that will appear on the report. For longer headings, use the Heading 2 entry to print part of the heading on a second line.

Width

The width is the number of characters the column will use. The program will default the width based on the standard width for a particular selection. If you need to increase the column width you can increase this entry.

The actual space used on the report depends on the font size used for the report and the total width of all of the columns that appear on the report.

Alignment

Left Padding / Right Padding

The padding entries will provide additional blank space between the columns. The report will automatically provide a standard amount of space between columns. These entries can be used to increase that blank space. For instance, you might want to set off a group of columns by adding more blank space before and after them.

Bold/Italic/Underline/Strikeout

These options are font settings that you may select.

Click on the Ok button when you have completed your Column settings.

Print Once

Wrap Text to Next Line

This box can be used for description fields. When it is not checked, a description that is too long to fit in the space allocated by the Width will simply be truncated. If you check this box, the description will wrap to a second line so the entire description can be read on the report.

Checkbox

The Checkbox option enables a printed checkmark for fields that may be a Yes or No setting. (This is not currently used for any fields on the Custom Payroll Batch Report).

Print Description

Percentage

The Percentage will print the value as a percentage. There are currently no columns on the custom payroll batch report that would use a percentage.

Suppress Zeros

For numeric columns, check this box if you don't want anything to appear in this column when the number is zero.

Currency**Decimals**

The Decimals is the number of decimals that appear at the end of a numeric field. For Hours, Pieces, Rate and Amount columns you may need 2 to 4 digits depending on your entries.

Total This Column

For numeric amounts, check this box to print a subtotal on both subtotal lines and at the end of the report. You may want subtotals on Piecework Hours, Hours/Units and Amount.

Print Average Amount**Print Total Number of Records Printed****Print Number of Unique Values****Print Sum of Unique Values (Hash Total)****Overtime Premium Report**

The Overtime Premium Report can be used to calculate the number of overtime hours each employee should be paid, calculate the employees' Regular Rate of Pay, and create overtime premium line items in the Daily Payroll file to pay employees the overtime/doubletime premium amounts.

Note: Regulations for paying overtime may vary from one state to another, and may vary for employees that are covered under different wage orders. It is your responsibility to know what regulations cover the specific situations for your company. The purpose of this report is to handle situations where employees are paid different rates (including mixed piecework and hourly worked) within the same pay period and are supposed to be paid overtime wages based on a weighted average (the "regular rate of pay") of their wages.

The report is available on the Daily Payroll right click menu. Go to the Reports sub-menu, and select the Overtime Premium Report option. The following window will open:

Overtime Premium Report

Starting Date: Starting Time Sheet #:

Ending Date: Ending Time Sheet #:

Crew(s):

Department:

Operator:

Overtime Rules:

Min. Hour to Prorate:

Minimum Wage Verification:
☐ Daily Basis
☒ Weekly Basis

Calculate:
☐ Regular Rate of Pay
☒ Average Piecework Rate/Hour

☐ Create Adjustments

Preview Print Setup Print Cancel

To run this report, you select which Daily Payroll entries will be included on the report and which Overtime Rules to apply.

Overtime Premium Report Examples

Using the Overtime Premium method of paying overtime is different from using different wage types to pay overtime rates. When an employee is being paid on an hourly basis, you may enter “RH” lines to pay regular hourly rates up to the daily or weekly limit. If the employee exceeds those limits then you enter “OT” or “DT” lines to pay overtime and doubletime rates.

To use the Overtime Premium method to pay overtime, enter all time using the regular wage types: RH, PW, BH, IP, etc. Do not use the hourly overtime or piecework overtime wage types. Once you have entered all of the time/pieces, you can run the Overtime Premium Report to apply a set of overtime rules to the Daily Payroll Entries.

The Overtime Premium Report will calculate the total overtime for the pay period and for each day. Overtime Premium lines are created for each day and allocated across all line items (different Job ID’s, Crop ID’s, etc) for each day on a pro-rated basis. Some examples are helpful in understanding exactly what this means. Consider the following simple examples:

Acct...	Sheet #	Crew	Day	Job I...	G/L # >>	Cost ID...	Year	Grower...	Type...	P/W Hrs	Units	Rate	Amount	Equip #...
10	0	0	11/23/2012	238	501.00	5010	2012	11	PW	8.00	310.0000	0.2500	77.50	
10	0	0	11/23/2012	237	501.00	5021	2012	21	PW	4.00	150.0000	0.2500	37.50	

In total, the employee shown above worked 12 hours in one day for two different Growers, Crop ID’s and Job ID’s, with different piece rates and effective hourly rates on each line. There is a 10 hour limit before paying overtime for field labor, so when the Overtime Premium Report is run, it shows two hours of overtime should be paid to the employee:

Datatech Vineyard Services Inc.												Page #: 1
Overtime Premium Report												
12/14/2012 13:30												
Starting Date: 11/23/2012												
Ending Date: 11/29/2012												
Acct#	Employee Name	Total Hours	Total Wages	Average Pay Rate	Piece Hours	Piece Wages	Min Wage Adjustment	Reg. Rate of Pay	Total OT Hrs	Total DT Hrs	Overtime Premium	OT Prem. Adjustment
10	Barrera, Hector Manuel Garcia	12.00	115.00	9.58	12.00	115.00	0.00	9.58	2.00	0.00	4.79	9.58

The Regular Rate of Pay is calculated at 9.58 (this is the average pay the employee received in that pay period). After running the Overtime Premium Report with the Create Adjustments box checked, the Daily Payroll file contains the following entries:

Daily Payroll Entry

Acct ...	Sheet #	Crew	Day	Job I...	G/L # >>	Cost ID...	Year	Grower ...	Type...	P/W Hrs	Units	Rate	Amount	Equip #...
10	0	0	11/23/2012	237	501.00	5021	2012	21	Pw	4.00	150.0000	0.2500	37.50	
10	0	0	11/23/2012	238	501.00	5010	2012	11	Pw	8.00	310.0000	0.2500	77.50	
10	0	0	11/23/2012	238	501.00	5010	2012	11	OP	0.00	1.3300	4.7900	6.37	
10	0	0	11/23/2012	237	501.00	5021	2012	21	OP	0.00	0.6700	4.7900	3.21	
										0.00	0.0000	0.0000		

Two line items are created, one for each of the original line items paying the employee for the “half-time” portion of the two overtime hours that he is due. The pay rate for these lines is \$4.79/hour, which is half of the Regular Rate of Pay calculated on the report.

Why create two line items? Since the start and stop times are not entered, the program has no way of knowing which crop/job/grower “should” be charged for the overtime. Therefore it allocates the overtime hours proportionally based on the hours worked on each line item.

To calculate the regular rate of pay, the program generates lines to bring the employee’s wages up to minimum wage. The program does a similar proportional allocation when it generates minimum wage adjustment lines, but it is based on the dollar amount that the employee is short of minimum wage on each line. Consider the following example:

Daily Payroll Entry

Acct ...	Sheet #	Crew	Day	Job I...	G/L # >>	Cost ID...	Year	Grower ...	Type...	P/W Hrs	Units	Rate	Amount	Equip #...
10	0	0	11/23/2012	237	501.00	5021	2012	21	Pw	4.00	100.0000	0.2500	25.00	
10	0	0	11/23/2012	238	501.00	5010	2012	11	Pw	4.00	110.0000	0.2500	27.50	
10	0	0	11/23/2012	240	501.00	5021	2012	21	Pw	4.00	130.0000	0.2500	32.50	

On the first two lines, the employee did not make minimum wage (4 hours at \$8/hour = \$32). Since the employee worked 12 hours, at minimum wage, he would make \$104 total for the day (10 hours @ \$8/hour plus 2 hours @ \$12/hour). To calculate the employee’s Regular Rate of Pay, the Overtime Premium Report needs to factor in the minimum wage adjustments as shown below:

Starting Date: 11/23/2012

Ending Date: 11/29/2012

Datatech Vineyard Services Inc.

Overtime Premium Report

12/14/2012 14:03

Page #: 1

Acct #	Employee Name	Total Hours	Total Wages	Average Pay Rate	Piece Hours	Piece Wages	Min Wage Adjustment	Reg. Rate of Pay	Total OT Hrs	Total DT Hrs	Overtime Premium	OT Prem. Adjustment
10	Barrera, Hector Manuel Garcia	12.00	85.00	7.08	12.00	85.00	11.00	8.00	2.00	0.00	4.00	8.00

For a total of twelve hours, the employee should make a total of \$96, plus the overtime premium of \$8 (2 hours @ \$4/hour) for a total of \$104. The report shows that the total piecework wages are \$85, so the minimum wage adjustments will total \$11.

On the Daily Payroll window, you will see two minimum wage adjustment lines and three overtime premium lines:

Daily Payroll Entry

Acct ...	Sheet #	Crew	Day	Job I...	G/L # >>	Cost ID...	Year	Grower ...	Type...	P/W Hrs	Units	Rate	Amount	Equip #...
10	0	0	11/23/2012	237	501.00	5021	2012	21	PW	4.00	100.0000	0.2500	25.00	
10	0	0	11/23/2012	238	501.00	5010	2012	11	PW	4.00	110.0000	0.2500	27.50	
10	0	0	11/23/2012	240	501.00	5021	2012	21	PW	4.00	130.0000	0.2500	32.50	
10	0	0	11/23/2012	238	501.00	5010	2012	11	MW	0.00	1.0000	4.3000	4.30	
10	0	0	11/23/2012	237	501.00	5021	2012	21	MW	0.00	1.0000	6.7000	6.70	
10	0	0	11/23/2012	238	501.00	5010	2012	11	OP	0.00	0.6700	4.0000	2.68	
10	0	0	11/23/2012	240	501.00	5021	2012	21	OP	0.00	0.6700	4.0000	2.68	
10	0	0	11/23/2012	237	501.00	5021	2012	21	OP	0.00	0.6600	4.0000	2.64	

Why only two minimum wage adjustment lines? Since the third piecework line was not short at all, no adjustment is created for that line. Only the first two lines need to have minimum wage made up. The first line is short by \$7, and the second by \$4.5. Since the third line item is \$.50 over the minimum wage, the net adjustment amount that is needed for this day is \$11 (\$7.00+\$4.50-\$0.50).

The adjustment is allocated proportionally based on how short each line item is and the total of all short amounts. So 60.9% (\$7/\$11.50) is allocated to the first line and 39.1% (\$4.5/\$11.50) to the second line. The result is one adjustment amount for \$6.70 (60.9% of \$11) and one for \$4.30 (39.1% of \$11).

For additional information consult the online help for the Overtime Premium Report and the Summer and Fall 2012 Newsletters that discuss the requirements paying overtime.

Minimum Hours to Prorate

Normally the Overtime Premium Report will pro-rate the overtime hours across all of the line items on each day, so that the overtime will be applied proportionally to each Cost ID, Job Code, G/L # and Grower used. Here is an example of line items on one day with five different hour amounts:

Daily Payroll EntryTime Sheet #: 100 - Day = 05/19/2014											
Acct # >>	Crew ID >>	Day	G/L # >>	Job ID >>	Cost ID >>	Year	Type >>	P/W Hrs	Units	Rate	Amount
200202	V16	05/19/2014	500.10	28310	2121970	2012	RH	0.00	0.2500	9.0000	2.25
200202	V16	05/19/2014	500.10	25500	2121970	2012	BK	0.00	0.2500	8.5000	2.13
200202	V16	05/19/2014	500.10	25001	2121970	2012	BH	0.00	2.2500	3.7500	8.44
200202	V16	05/19/2014	500.10	25001	2121970	2012	IP	0.00	3.0000	2.4500	7.35
200202	V16	05/19/2014	500.10	25001	2111972	2011	IP	0.00	11.2500	2.4500	27.56
200202	V16	05/19/2014	500.10	25500	2111972	2011	BK	0.00	0.5000	8.5000	4.25
200202	V16	05/19/2014	500.10	25001	2111972	2011	BH	0.00	8.7500	3.7500	32.81

The employee worked for a total of 12 hours on this day, and should be paid for two hours of overtime. The hours are entered on a total of five lines using the following wage types: one RH, two BK, and two BH. When the Overtime Premium Report is run, the following lines will be generated:

Daily Payroll Entry - Time Sheet #: 101											
Acct # >>	Crew ID >>	Day	G/L # >>	Job ID >>	Cost ID >>	Year	Type >>	P/W Hrs	Units	Rate	Amount
200202	V16	05/19/2014	500.10	28310	2121970	2012	OP	0.00	0.0417	4.0300	0.17
200202	V16	05/19/2014	500.10	25001	2121970	2012	OP	0.00	0.3750	4.0300	1.51
200202	V16	05/19/2014	500.10	25500	2121970	2012	OP	0.00	0.0417	4.0300	0.17
200202	V16	05/19/2014	500.10	25500	2111972	2011	OP	0.00	0.0833	4.0300	0.34
200202	V16	05/19/2014	500.10	25001	2111972	2011	OP	0.00	1.4583	4.0300	5.88

Because hours were entered on five different lines, the report has generated five lines with the two overtime hours allocated proportionally across all five, totaling \$8.07. You may decide that you don't want to bother allocating such small amounts for short periods of time. The more line items that are generated with small amounts, the more likely it is that unavoidable discrepancies due to rounding will occur. (Note that the program will make sure that the employees are paid for the correct amount of overtime hours, even if it is necessary to adjust the units or pay rate to do so.)

This example illustrates the rounding discrepancies that are possible: The employee should be paid for two hours at \$4.03 overtime premium rate, or \$8.06. However, because five separate calculations are done and the result of each is rounded to the nearest cent, the employee is actually paid one cent more.

To minimize the number of line items that are generated (and that will print on the check stub) as well as the potential for rounding discrepancies, you can enter a minimum number of hours to filter out line items with a small number of hours from the pro-rating calculations. Employees will still be paid for the same number of hours on the overtime premium lines, it's just that fewer lines items are generated (spreading the overtime costs over a smaller set of lines).

Using the above example, if the overtime premium report is run with a minimum hour to prorate of 1, only two line items are generated (from the lines with the BH wage type):

Daily Payroll Entry - Time Sheet #: 101											
Acct # >>	Crew ID >>	Day	G/L # >>	Job ID >>	Cost ID >>	Year	Type >>	P/W Hrs	Units	Rate	Amount
200202	V16	05/19/2014	500.10	25001	2121970	2012	OP	0.00	0.4091	4.0300	1.65
200202	V16	05/19/2014	500.10	25001	2111972	2011	OP	0.00	1.5909	4.0300	6.41

The RH and BK lines are not used when generating the overtime premium lines. The two BH lines are allocated proportionally; 2.25 and 8.75 with a total of 11 hours results in 20.45% and 79.55% respectively. The employee is still paid for

two hours of overtime at \$4.03/hour, and the entries that are generated total \$8.06 (20.45% of \$8.06 is \$1.65 and 79.55% of \$8.06 is 6.41).

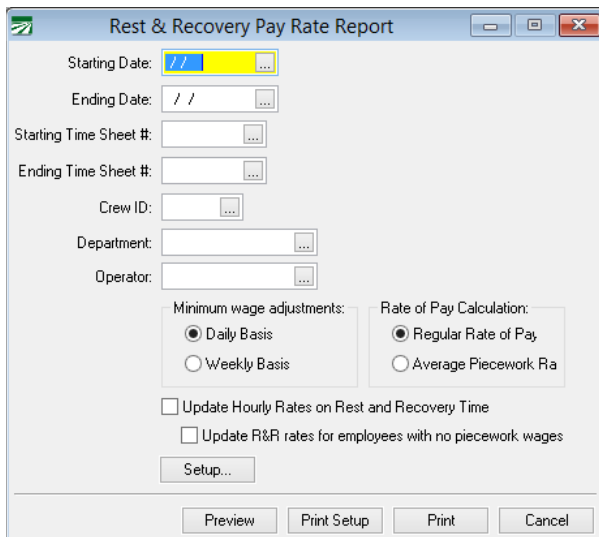
Rest & Recovery Pay Rate Report

This report will calculate each employee's average hourly piecework or regular rate of pay and apply that rate of pay to line items entered for rest breaks. **You don't have to run this report in order to calculate rates, the Daily Payroll Batch Report will also make the final calculations to the rates when checks are created.**

To use this option, entries for the breaks should already have been made in Daily Payroll for the breaks/non-productive time (see Add/Update Break Lines). These lines must use a specific wage type, or a specific combination of wage type, job ID, Cost Center, and /or G/L # so that the program can identify these items as rest break lines and update them with the average hourly piece rate.

If you run this report to calculate the rates on rest break time and then delete, modify or add to the daily payroll entries, you should run the report again to recalculate the average hourly piecework rates based on your changes.

This option is available on the Daily Payroll Reports sub-menu. Right click on an entry in the Daily Payroll file, select Reports, then Average Piece Rate Report. (The shortcut key combination for this report is **Ctrl+R, A.**) When you select this option, the following window will open:



The report includes several selection criteria; in most cases we recommend that you only use the starting and ending dates. Using additional selection criteria may exclude some daily payroll entries from the calculations, resulting in incorrect pay rates. If you do need to use the Time Sheet, Crew # or Operator selections, make sure you know what you are doing!

Starting Date/Ending Date

Enter the pay period starting and ending dates to calculate the average rate of pay for.

Starting Time Sheet #/Ending Time Sheet

If you want to calculate the average rate of pay for entries that are entered under specific time sheet numbers, you can enter a range of time sheet numbers.

Crew #/Crew ID

To calculate average pay rates for a specific crew, enter the crew number/ID here. Note: If employees work on multiple crews within the same week, selecting a single crew may exclude piecework wages for other crews from the average hourly pay rate calculation.

Department

This selection can be used to calculate average piece rates only for all employees assigned to a specific department.

Operator

The Operator entry can be used to calculate average piece rates only for entries made by a single operator. Leave this entry blank to include entries made by all operators on the report.

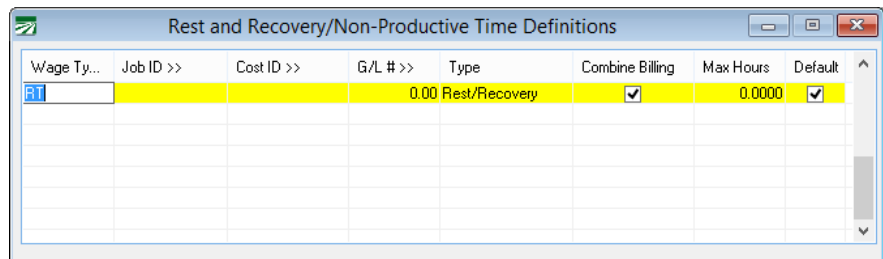
Minimum wage adjustments

Because minimum wage adjustments effect the employee's regular rate of pay, select whether the Minimum Wage Adjustments are made on a daily or weekly basis.

Rate of Pay Calculation

Rates can be calculated on the Regular Rate of Pay method (average hourly including hourly wages) or Average Piecework Rate. In California you should use the Regular Rate method and in Washington you should use the Average Piecework Rate method.

Setup/Identifying Break Lines



The Setup button will take you to the Rest & Recovery Pay Rate Time Definition file. This can also be accessed from the Payroll > Setup menu.

The software will look for an matching entry to identify which payroll rates should be updated.

At a minimum you would want to enter a line with the Wage Code for Rest & Recovery, the Type must be set to Rest/Recovery. Additional settings have been used in the past for AB 1513 reporting, used for labor contractor billing and the automatic break creation features.

Payroll Data Collection Systems

Your payroll data collection system may need to be reconfigured to record the start and stop time of the breaks and subtract this time from the total piecework hours worked. When exporting payroll information to Datatech's payroll system, the export file should contain an extra line with the non-productive wage type code and total time to be paid. Even though it will be overridden by the Average Piece Rate Report, a rate should be supplied. For instance the

minimum wage could be included on the line items generated by the data collection system. The data collection system may send either a single line per day with the total break time for that day or a single line for the entire week for all of the break time during that week. Which option you use may depend on regulations in your state pertaining to how break time must be listed on the check stub.

If your data collection system is not capable of subtracting break time from the total piecework hours, you may need to edit the piecework hours that are imported manually or use the Daily Payroll Search and Replace option to subtract the break time from the total time spent working at piece rates, then add additional line for each employee with their break time.

If you must manually add lines for employees' break time, the Pay Crew option on the Daily Payroll window may be helpful. Using this option, you can enter a single line for the break time and then copy that to each employee that is assigned to the crew.

Example

In the following example, the employee has time entered for two different days. Break times are entered using the RT wage type.

Daily Payroll Entry												
Acct # >>	Crew ID >>	Day	Cost ID >>	Job ID >>	G/L # >>	Row #	Grower >>	Type >>	P/W Hrs	Units	Rate	Amount
110 75		04/07/2018	CHERRY	PI	601.00	0		1 Pw	10.5000	57.0000	2.5000	142.50
931 75		04/07/2018	CHERRY	PI	601.00	0		1 Pw	10.5000	55.0000	2.5000	137.50
110 75		04/07/2018	CHERRY	BT	601.00	0		1 RT	0.0000	0.5000	11.0000	5.50
931 75		04/07/2018	CHERRY	BT	601.00	0		1 RT	0.0000	0.5000	11.0000	5.50

The Average Piecework Rate Report run on a weekly basis results in the following:

Webinar Training Files Rest & Recovery Time Pay Rate Report											
Starting Date: 04/06/2018 Ending Date: 04/07/2018		Reg. Rate of Pay									
Acct #	EmployeeName	Total Reg. Hours	Total Reg. Wages	Piece Hours	Reg. Piece Wages	Min Wage Adjustment	Guar Wage Adjustment	R & R Pay Rate	R & R Hours	R & R OT Hrs	R & R Wages
110	GONZALES, MARIA	10.50	142.50	11.00	150.60	0.00	0.00	13.57	0.50	0.00	6.79
931	NUNO PEREZ, JORGE	10.50	137.50	11.00	143.82	0.00	0.00	13.10	0.50	0.00	6.55
Report Totals		21.00	280.00	22.00	294.42	0.00			1.00	0.00	13.34

All of the piecework hours and wages are totaled for the week to determine the average hourly rate earned.

Payroll Search and Replace

A Search and Replace option has been added to modify information in the Daily Payroll File and/or the current batch (including checks entered directly into the current batch and entries that have been created from Daily Payroll).

The option is located under Payroll->Utilities->Search and Replace.

Payroll Search & Replace

Search for transactions matching...

Starting Date: // ...

Ending Date: / / ...

Starting G/L #: 0.00 ...

Ending G/L #: 0.00 ...

Wage Type: ...

Job ID: ...

Cost Center: ...

Crop Year:

Units: 0.00

Rate: 0.00

Crew #: 0

Operator: ...

Time Sheet #: ...

Replace with...

G/L #: 0.00 ...

Job ID: ...

Cost Center: ...

Crop Year:

Wage Type: ...

Units: 0.00

Rate: 0.00

Crew #: 0

Time Sheet #: ...

Replace in...

☐ Daily Payroll File

☐ Payroll Check Line Items

Start

This option does not operate on any checks that have been printed and finalized.

It is important to note that this option does not have an undo option at this time. Used incorrectly, this option can seriously damage your payroll check information, requiring you to re-enter/correct entries that have had information changed. Making a backup of your files before using this option is the only way to restore your payroll data after using this option.

Another caution: this option does not check to see if the resulting changes match the worker's comp table entries. This means that it is possible to make replacements that the program will not be able to determine a worker's comp rate to apply to the wages.

System administrators may want to restrict access to this option for general/data entry users. The View Name for this option is PR.SearchAndReplace. Add this view to the security options on Operator Setup and leave the Open checkbox unchecked to restrict access.

To use this option, enter the search criteria on the left side of the window. The program will select records based on what you enter here. The more entries that you fill in the better, as this will narrow the search to just the records you need to modify.

Next, enter the replacement options on the right side. If you do not enter anything on any of these entries, no replacement will be made.

Last, check either the Daily Payroll File and/or the Payroll Check Lines Items to tell the program which file(s) you want to do the search and replace in. Then click the Start button.

Create Checks

You can use the Daily Payroll Batch Report to create checks. The Daily Payroll Batch Report also lists the gross wages, tax and miscellaneous deductions, and the net check amount for each employee. You may print this report for any pay period date range; if there are entries in the Daily Payroll file that are outside the pay period that you specify, those entries will not be included on the report.

This report is almost identical to the Batch Payroll Report in terms of the layout and information printed. In addition to generating a report with all of the check information, this option can also be used to create checks. This new feature provides improved performance over the older stand-alone **Create Checks** option.

There are multiple ways to open the Daily Payroll Batch Report window:

1. **Payroll->Daily Payroll Entry->Daily Payroll Batch Report.**
2. If you already have the **Daily Payroll** entry window opened, you can right click on the grid and then select the **Reports->Print Batch Report** option on the popup menu.
3. The shortcut key **Ctrl+B** will also work from the **Daily Payroll** window.

Daily Payroll Batch Report

Starting Date: / / ...

Ending Date: / / ...

Crew #: 0 Department: ...

Operator: ...

Grower Acct #: ...

Starting Time Sheet #: ...

Ending Time Sheet #: ...

Employee Acct #: ...

Report Layout Settings...

Report Order: Account #

☐ Print Totals Only

☒ Print Check Detail

☐ Print Time Sheet #'s

☐ Print Recap by Grower

☒ Verify Minimum Wage on Each Line

☐ Create Checks

Crew #: Use last crew worked

Check Calculation Options...

☐ Calculate Minimum Wage Adjustments

☒ Calculate Rest and Recovery Pay Rate

☐ Calculate Overtime Premium Hours/Rate

Overtime Rules: ...

☒ Calculate Miscellaneous Deductions

☐ Adjust Miscellaneous Deductions on Negative Checks

☒ Include Wages from Batch Checks

Minimum Wage Verification:

☒ Daily Basis

☐ Weekly Basis

Rest & Recovery Pay Rate:

☒ Regular Rate of Pay

☐ Ave. Hourly Piece Rate

Preview Print Setup Print Cancel

Daily Payroll Selection Settings

Starting Date / Ending Date

Enter the dates of the pay period to print the report for. Any entries in the Daily Payroll file that are outside this date range will not be included on the report.

Crew #

If you only want employees on a specific crew printed, enter the crew number here. Otherwise leave this entry blank to print all crews.

Department

You can enter a department description or select the department from the lookup to print a report that includes only the employees assigned to a specific department. Otherwise leave this entry blank to include all employees.

Operator

If you have multiple users entering daily payroll information, you can print a separate report for each user by entering their user name here. Otherwise, leave this entry blank to print all daily payroll entries regardless of who entered them.

Grower Acct #

If you want to print a report that includes only entries for a single grower, enter the grower's account number here or use the lookup to select a grower account. If this entry is left blank then the report will include entries for all growers.

Starting Time Sheet # / Ending Time Sheet #

You can enter starting and ending time sheet numbers to include only the entries for those time sheets. Otherwise leave these entries blank to include entries for all time sheets.

Employee Account Number

You can print a report for a single employee by selecting the account here.

Report Layout Settings

Report Order

Select the order you want employees to be listed on the report. When you select crew # order, if an employee worked on multiple crews, the check will be listed under the last crew # that the employee worked under.

Print Totals Only

If this box is checked, the report will not print each individual checks. Only the totals for the entire report and the summary totals will be printed.

Print Check Detail

If this box is checked, the total wages and deduction amounts will be printed for each check, but the line items will not be printed.

Print Time Sheet Numbers

If this box is checked, the report will print the time sheet numbers to the right of the amount for each line item. If this box is not checked, then the Crew # will be printed in that position.

Print Recap by Grower

When this box is checked, the summary totals that print after the main report will be grouped and subtotaled by grower account.

Verify Minimum Wage on Each Line

When this box is checked, the report will check each line item by itself to see if the employee made minimum wage. If the employee did not make minimum wage on that line, an asterisk will be printed next to the amount.

Note: This option does not affect the minimum wage verification at all. Amounts on some line items may make up for shortfalls on other line items, which will affect the total minimum wage adjustment that is needed.

Check Calculation Options

Calculate Minimum Wage Adjustments

When this box is checked, the program will perform a verification for all piecework wages to make sure that employees are paid at the minimum legal hourly rate. Any wages that have been entered that are subject to a guaranteed minimum hourly rate will also be checked. The report will create and print adjustment line items to bring employee pay up to the legal minimum or guaranteed minimum hourly rates.

When the Create Checks box is checked, this box will be checked automatically.

Calculate Rest and Recovery Pay Rate

When this box is checked, a **regular rate of pay** calculation will be performed and applied to any wages paid for rest and recovery periods. The calculation will be performed according to the Rest & Recovery Pay Rate option that is selected in the bottom right corner of the window.

Calculate Overtime Premium Hours/Rate

When this box is checked, you must select one of the overtime rules to apply to checks. The overtime rules will be used to determine how many hours of overtime each employee is due, and one or more overtime premium lines will be created to pay employees for their overtime hours.

Calculate Miscellaneous Deductions

This box is normally checked and disabled. A security setting allows it to be enabled on an operator by operator basis. In some situations, you may need to uncheck this box. For instance, if you are issuing correcting checks, you may not want normally scheduled deductions to be taken out (because those amounts were already taken out of the employees regular checks).

Adjust Miscellaneous Deductions on Negative Checks

If an employee has more miscellaneous deductions than wages after taxes, the net check amount may be negative. In this situation, the program will not print a check for negative wages and the check will be left in the batch after you print your payroll checks. When this option is checked, the program will adjust the amounts of the miscellaneous deductions, starting with the first deduction until the net check amount comes out to zero.

A zero check can be processed by the Print Payroll Checks option, so using this option will keep the check from being left in the batch.

Include Wages From Batch Checks

Each employee may only have one check in the payroll batch at a given time. If an employee has a check in the batch when this report is run, and this box is checked, then the entries that are already in the batch will be included on this report along with the entries from the Daily Payroll file. This will provide an accurate total of the employees check for when checks are created, because the entries in the Daily Payroll file will be combined with the entries that are sitting in the batch.

If you uncheck this box, then the report will only include information from the Daily Payroll file. You may want this in some situations where you are comparing totals on this report to the totals on the Daily Payroll entry window or from other daily payroll reports, which do not include any information from the current check batch.

Minimum Wage Verification

Select either Daily or Weekly. Wages will be added up for the period selected and adjustments if needed will be generated either for each day or for the entire week.

The Weekly option may result in adjustments being create with smaller amounts than the Daily option. This is because wages that exceed the minimum wage on one day could offset a shortfall on another day.

When the Daily option is selected, wages are added up separately for each day and checked to see if the employee made minimum wage for each day.

Rest & Recovery Rate of Pay

Select either **Regular Rate of Pay** (for California) or **Average Hourly Piece Rate** (for Washington state).

Create Checks Options

Create Checks

When this box is checked, the report will delete the entries from the daily payroll file and create entries in the Batch Payroll Check file. Any necessary minimum wage adjustments, pay rate adjustments for sick pay, rest and recovery, and overtime premium wages will be added to employees checks that are created.

Since the report can perform several calculations in one operation, you should find this more efficient than running individual reports to determine rest and recovery pay rates, overtime premiums, etc. and using the stand-alone Create Checks option.

Crew #

Each payroll check that is created is assigned to a crew number. This crew number determines which crew the check prints out with when you print checks in crew number order (and by extension, which crew number the check prints on the Check Signoff Sheet). This setting controls which crew number will be assigned to the batch check entry that is created. There are four options available:

Always use employee crew #. This option will always use the crew # that the employee account is assigned to on the employee setup window.

Use first crew worked. This option will use the first crew # that the employee worked on in the pay period.

Use last crew worked. This option will use the last crew # that the employee worked on in the pay period.

Use employee crew # or last crew worked. This option will use the crew # that the employee account is assigned to, unless the employee is not assigned to a crew. In that case, the program will use the last crew # that the employee worked on for the check.

Preview

Click on this button to see a preview of the report on the screen.

Print Setup

Click on this button to select a printer to use for this report. If you do not select a printer, the report will automatically be printed to the current default printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

Print

Click on this button to print the report to the current printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

Cancel

Click on this button to close the window.

Creating Check Exceptions

The stand along Create Checks option will generate an exception report in several cases. The Daily Payroll Batch Report will generate a similar exception report, but it will simply add the exception information to the end of the main report document. Check the Preview window for exception information if you previewed the report. If you preview the report and then close the Preview window, the exception information will be lost.

Exception information includes the following:

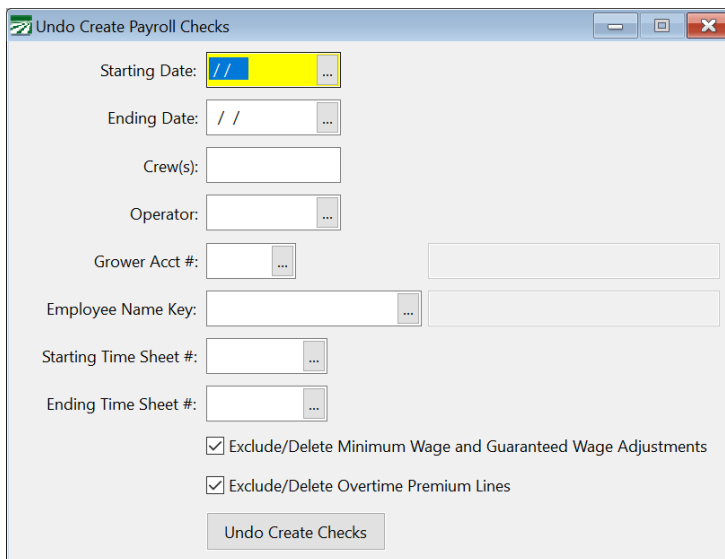
- Sick Pay Payment errors
- A list of the employees and amounts required for minimum wage adjustments.
- Employees that have deductions that are set to “Adjust Each Check”.
- Employees that have zero or negative net check amounts.

Undo Create Payroll Checks

The Undo Create Payroll Checks allows you to reverse the Create Checks process for some of all of the entries in the current payroll check batch. Line items that are on the checks in the current payroll batch are transferred back to the Daily Payroll File and deleted from the checks. Once this is done, you may edit, delete, and add to these entries in Daily Payroll file, print reports based on the revised information, and finally use the Create Checks option again to prepare checks for printing.

In in the process of reversing the Create Checks operation, it is possible to move all of the line items on a check back into the Daily Payroll file. When this happens, the entry in the current payroll batch will be deleted, rather than leaving an entry in the file with no line items/no wages.

This option is available on the right click menu on the Daily Payroll window. The following window will open when you select this option:



Starting Date / Ending Date

Enter the date range to select the entries in the batch check file to transfer back to the Daily Payroll file. This date range selects based on the date worked. This means if you select a date range that include only some of the line items on the checks in the current batch, only those lines will be moved back to the Daily Payroll file. The remaining lines will remain in the current check batch.

Crew ID

If you only want to select employees that worked on a specific crew, enter the crew number here. To create checks for multiple crews, list the crews separated by commas, for example "1,2,6". If you want to create checks for a range of crews, enter the crews separated by a dash, for example "5-10" would create checks for employees that worked on crews 5, 6, 7, 8, 9, and 10. You may also combine a range and list of crews, for example, "1, 5-7, 15" would create checks for crews 1, 5, 6, 7, and 15.

Operator

If you need to select only the entries created by a single operator, you can select the operator name here.

Grower Acct #

If you want to select line items for the entries for employees that worked for a particular grower, enter the grower's account number or use the lookup to select a grower account here. The grower name will appear to the right of this entry.

Employee Name Key

If you only want to select the entries for a check for a single employee, enter the employee's name key here or use the lookup to select an employee account. The employee's name will appear to the right.

Starting Time Sheet # / Ending Time Sheet #

You can enter a range of time sheet numbers and only entries from those time sheets will be moved back to the Daily Payroll file. Entries that do not fall in this range will be left in the current check batch.

Exclude/Delete Minimum Wage and Guaranteed Wage Adjustments

The box will be checked by default. This is normally what you will want to do.

During the Create Checks process, the program will create additional line items to bring piecework wages for employees that are below the minimum hourly wage or below a guaranteed hourly wage up to that rate. When reversing the Create Checks process, normally you do not want these lines to be transferred back to the Daily Payroll File. Leaving this box checked will delete any adjustments for these lines.

Undo Create Checks

Click on this button when you are ready to reverse the Create Checks process.

Payroll Check Entry

The Batch Payroll Check window allows you to enter all the information required for each employee's check. On the payroll menu select the Checks submenu, and then select Check Entry to access this window.

Date	Cost ID ...	Year	Job ID...	G/L # >>	Grower >>	Type >>	P/W Hrs	Units	Rate	Amount	Equip #1...
								0.0000	0.0000		

Account

Enter the employee account # or click on the look up button (or press [F4]) for a look up list of employees.

To bring up an employee account by the employees name key, social security number, or control number, simply hit enter on the account number field and advance to field of choice.

Name Key

If the employee's account number is entered the name key will appear automatically you should hit enter past this field.

If the name key is incorrect press [F4] to get a look up list of employees.

Social Security

If the employee's account number or name key is entered the social security number will appear automatically. If the account brought up is incorrect you may press [F4] in this field to get a look up list of employees.

Control

The program will automatically assign a control number to the check entry, so if this is a new check, leave this field blank.

If you are looking for a check previously entered to edit enter the control # and hit [F9], press [F4], or click on the look up button for a look up list of check entries.

Pay Period Starting and Ending

Enter the starting date for the pay period. The ending date will be calculated automatically by the program based on the Pay Cycle setting on the employee account.

Gross Wages

You now enter the gross wages for this employee. You may enter multiple lines of data to pay the employee for any combination of, hourly, overtime, piecework, etc., or to charge the employee's wages to different crops or fields.

Day

If you are entering payroll by day, which will print the hours by day on the payroll check stub, enter the first two digits of the day, i.e., Monday = MO, Tuesday = TU, etc. You can also use the day of the month, entered as number.

If you are not paying by day leave this field blank.

Cost ID

Enter the cost ID number to which the payroll wages will be expensed to, press [F4], or click on the 'Cost ID' heading to get a look up list of cost centers.

Year

If this is a direct crop expense (which means that you have entered a cost center), you must also enter the Crop Year. This allows you to keep track of direct crop expenses by crop year rather than calendar or fiscal year. Enter the full four digit year, i.e., "2003", "2004". Leave this entry blank if this is not a direct crop expense.

Job ID

Enter the job number for which the employee worked, press [F4], or click on the 'Job' heading for a look up list of Jobs.

General Ledger #

Enter the general ledger number the wages are to be expensed to, press [F4], or click on the 'G/L#' tab for a look up list of general ledger numbers. If you have entered a default general ledger number in the employee's profile it will automatically appear here.

In any event, the general ledger number used must be defined in the Worker's Comp. Rates Table for the proper tracking of payroll tax expense and worker's compensation expense accruals.

Grower #

Labor contractors may enter the account number of the grower that the employee worked for in this column. The grower # will be used to group wages together for the grower labor reports and for billing purposes. (This column is not enabled for The Farmer's Office.)

Press [F4] or click on the Grower column heading to get a lookup list of growers.

Type of Wages

If the wage employee's wage type is set up in the employee's profile then it will automatically appear here. If not enter the wage type, press [F4], or click on the 'Type' heading for a look up list of wage types.

Piecework Hours

If you are entering piecework for this employee, enter the number of hours the employee worked for minimum wage calculation.

If the employee is being paid hourly, leave this field blank.

The screen will display the minimum wage total based on the number of hours worked. If the piecework wages do not meet minimum wage, the program will alert you when the check is saved, you can then tell the system to add a line to meet the minimum wage.

Hours/Units

Enter the number of hours worked, or units if you are paying piecework.

Rate

If this employee has a pay rate in his file, the rate will automatically appear. If not, enter the pay rate.

If you are paying an employee overtime or double-time, enter the normal rate of pay for the employee. The program will figure the amount of overtime or double-time based on the pay type you have selected.

X (Multiplier)

This column displays the multiplier factor from the pay type file, normally 1.0 for regular hours, 1.5 for overtime, and 2.0 for doubletime. The pay rate that you entered in the rate column is multiplied by this number to calculate the total for this line.

This column is optional and may be turned off by unchecking the "Show Multiplier" checkbox on the Program Setup window.

Amount

The program will automatically calculate the total wage amount for this line.

EQ Units

If enabled, this column allows you to enter the units (typically hours) to charge for equipment usage. This can be useful for instance in situations where you need to pay the employee for more hours than the equipment needs to be charged to the field.

Equipment

If you want the program to record a charge out for equipment usage enter the Equipment ID number, press [F4], or click on the 'Equip. #' heading to get a look up list of equipment.

Rate

Enter the cost of usage per hour.

The program will calculate the total cost of usage and will create a memo entry transaction to appear on crop reports.

The check entry screen allows you to enter up to two Equipment usage's per line on each payroll check.

Batch Check Recap

Once you have entered the gross wage information, you can click on the Recap tab page to see the gross wage totals, tax deductions, miscellaneous deductions, and the net check amount.

Batch Payroll Check

Account #: ... Name Key: ... S.S #: ... Control #: ...

Name: ... Pay Period Starting: ...

Pay Type: ... Rate: ... Type: ... Ending: ...

Gross Wages Recap

Gross Wages:

Salary: ...

Regular: 0.00 ...

Overtime: 0.00 ...

Doubletime: 0.00 ...

Piecework: ...

Bonus: ...

Commission: ...

Vacation: ...

Sick Pay: ...

Holiday: ...

Memo Wages: ...

Total Gross Wages: ...

Tax Deductions:

SDI: ...

FICA: ...

Medicare: ...

Federal Income Tax: ...

State Income Tax: ...

Withholding: ...

EIC Credit: ...

Recalc Total: 0.00

Miscellaneous Deductions:

Advances:	0.00
None	0.00
None	0.00
None	0.00
None	0.00
None	0.00
None	0.00
None	0.00
None	0.00
None	0.00
None	0.00
None	0.00
Total Deductions:	0.00

Net Check: 0.00

Copy Check Defaults Save Delete Clear

Gross wages are listed by wage type on the left, tax deductions are listed in the middle, and miscellaneous deductions are listed on the right side.

You can manually adjust tax deductions and any miscellaneous deductions that are set up for the employee. If an employee does not have a miscellaneous deduction type set up, the entry will be disabled and labeled “None”.

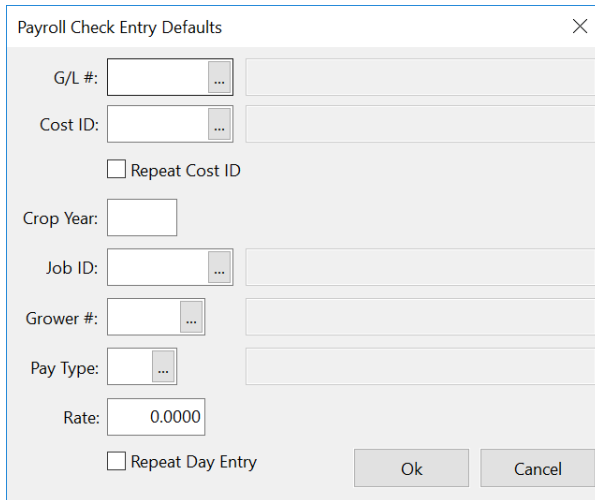
If an employee has a deduction set up that is based on a percentage, you cannot edit the deduction without changing the calculation method. This is because the program will always recalculate the deduction amount when the check is saved. If you need to change the calculated amount to a minimum or maximum amount, you should enter these amounts on the employee account and the program will automatically use them. Otherwise, you can temporarily change the deduction method to “Flat” on the employee account. This will allow you to edit the deduction amount on the check.

As you make changes to either the gross wages (by editing or adding line items) or to the deductions, the net check will be updated accordingly.

If all deductions are correct, you click on the Save button, or press [Ctrl]+[S] to save the payroll check entry.

Batch Check Entry Default Settings

While entering batch payroll checks, you can make several defaults setting which will speed up the entry of the checks. Click on the Defaults button at the bottom of the check entry window, and this dialog will appear:



The dialog box is titled "Payroll Check Entry Defaults" and contains the following fields and options:

- G/L #: [Text Field]
- Cost ID: [Text Field]
- ☐ Repeat Cost ID
- Crop Year: [Text Field]
- Job ID: [Text Field]
- Grower #: [Text Field]
- Pay Type: [Text Field]
- Rate: [Text Field] (0.0000)
- ☐ Repeat Day Entry
- Ok button
- Cancel button

If you enter anything on this dialog window, it will be used as a default value when you are entering payroll check information. For instance, if you payroll some employees for pruning, and they all worked in the same field for the same hourly rate, you could set the G/L # to your pruning wage expense account, the cost ID to the field they were working in, the pay type to RH (Regular Hours), and enter the rate they are being paid.

Click on the Ok button to save the default settings, or click on the Cancel button to ignore any changes you have made.

Batch Check Entry Popup Menu

There is a popup menu with shortcuts for several options that you can access by right clicking on a blank area of the Batch Check Entry window.

Defaults...	Ctrl+U
Copy Prior Check Entry	Ctrl+H
Copy Employee's Last Check	Ctrl+K
Create Salary Checks	Ctrl+Y
Override Crew Numbers	
Use Last Crew Number	
Change Pay Period Dates	
Delete All Checks in Batch	
Print Batch Report...	Ctrl+B
Print Payroll Checks...	Ctrl+P
Print This Check...	Ctrl+1
<input checked="" type="checkbox"/> Weekly Minimum Wage Verification	
Daily Minimum Wage Verification	
Automatic Min. Wage Adjustments	
Reverify All Batch Checks	
Recalc. Deductions on All Checks	
Import Miscellaneous Deductions	

Several of the menu options have keyboard equivalents. For instance, if you want to print the payroll check that is currently displayed, press Ctrl+[1] to open the Print Payroll Checks window with that employee's check already selected to print.

Create Salary Checks

This option will create a check in the current batch for every active employee that is set to Salary for their Pay Type. This option can be accessed from the popup menu as well as the shortcut key Ctrl+Y.

Before you use this option, make sure to enter a starting and ending date for the pay period. Whatever dates are currently entered will be used for the salary checks. If you have already entered checks, the pay period dates will be retained from those entries. If the pay cycle for salary employees is different, make sure you change the dates. For instance, if you were entering checks for weekly employees and the salary employees are paid on a biweekly basis, you would need to change the pay periods before creating the salary checks.

If a check has already been entered for an employee that is paid on a salary basis, the program will skip that employee. It will not modify the existing check or create another check.

Salary employees must also have a Default G/L # and a Pay Rate entered on their account for the program to automatically create a check using this option.

Copy Check

The popup menu on the Batch Check Entry window has two options for copying checks. The first option is Copy Prior Check Entry. This is useful if you have several employees that have the same (or very similar) wages. To use this option, first select the employee account. Then select the option from the popup menu and the program will copy the line item details from the previous check that you entered. You can make changes if needed, and save the check when you are done.

In addition to selecting this option from the popup menu, you can click on the Copy Check button at the bottom left corner of the window or use the keyboard shortcut Ctrl+H.

The second option is Copy Employee's Last Check. This can be useful if an employee is paid the same wages each pay period, and you want to simply copy the employee's prior check detail for the current pay period.

Override Crew Numbers

Checks that were created by the Daily Payroll Entry will be assigned to the last crew number that the employee worked on. In some cases, you may not want the checks to be printed by that crew number. This option will allow you to automatically override the crew numbers assigned to employee checks in the current batch before they are printed with the crew number assigned on the employee account.

Change Pay Period Dates

There may be times when you accidentally enter the wrong date for the starting and/or ending date of the pay period. Because the pay period dates are retained between entries, when a wrong date is entered it may go unnoticed for some time. When you do finally notice the error, you may have a lot of checks with the wrong date. The Change Pay Period Dates option can be used to quickly correct checks that have been entered with the wrong pay period dates.

Right click on the Batch Payroll Check entry window and select the Change Pay Period Dates option from the popup window. A window similar to the following will appear:

Edit Pay Period Dates

Starting Date	Ending Date	# of Checks	New Starting	New Ending

Ok

Cancel

In the first two columns, the window will show the starting and ending dates of all checks currently in the batch. The third column shows the number of checks that have those dates. The fourth and five columns are where you can enter the new starting and ending pay period dates to use.

You can enter a correction to just the starting date, just the ending date, or corrections for both dates. Click on the Ok button to make the changes or click on the Cancel button if you do not want to change the pay period dates.

Delete All Checks in Batch

The Delete All option is available on the Batch Payroll Check Entry popup menu. It should be used with care, because once checks are deleted from the current batch, there is no way to recover them.

The Delete All Checks option can be disabled through security settings in the Operator setup file.

Using the “Add Breaks” Feature in Batch Payroll Entry

There is a feature on the Batch Payroll Check window used for automatically adding line items for breaks that employees take. **This feature is accessed using the Breaks button on the Batch Payroll Check screen.** This option allows you to enter the total time the employee worked without having to subtract out the break time when entering the hours and manually entering the break time on separate lines.

This feature is extremely similar to the “Add Breaks” feature of Daily Payroll, but they differ in some key ways. If you are looking for information on that tool, see the section: [The “Add Breaks” Feature in Daily Payroll Entry](#)

To determine if you would like to use this feature, let’s see an example of how this works. Here is a check that was entered where the employee worked on four separate days:

Batch Payroll Check

Account #: 1000 Name Key: HOLMESSHER S.S #: Control #: 1863284

Name: HOLMES, SHERLOCK Pay Period Starting: 01/23/2017

Pay Type: Hourly Rate: 0.00 Type: Agricultural (943) Ending: 01/29/2017

Gross Wages Recap

Date	G/L # >>	Operat...	Cost ID >>	Year	Grower >>	Type ...	P/W Hrs	Units	Rate	Amount
01/23/2017	600.00	11	1000	99	1000	RH	0.0000	5.0000	10.5000	52.50
01/24/2017	600.00	11	1000	99	1000	PW	10.0000	150.0000	0.8000	120.00
01/25/2017	600.00	11	1000	99	1000	PW	5.0000	88.0000	0.7500	66.00
01/25/2017	600.00	11	1000	99	1000	PW	4.0000	75.0000	0.7250	54.38
01/26/2017	600.00	11	1000	99	1000	PW	8.0000	60.0000	0.9000	54.00

G/L: Base Wage Wage Type: Piecework Gross Wages: 346.88

Cost Center: PHIL GIBA FARMS Piece Hrs/Units: 27.0000 373.00 Piecework Wages: 294.38

Operation: HARVEST Reg/OT/DT Hrs: 5.0000 Ins. Hrs: Minimum Wage: 270.00

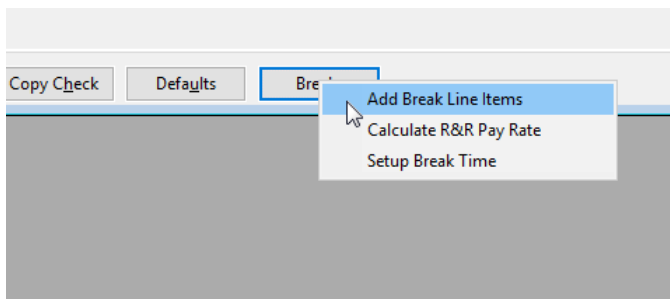
Grower: PHIL GIBA FARMS Total Hours: 32.0000 Jan.: 32.00 Crew ID: 142E

☐ Hold

Copy Check Defaults Breaks Save Delete Clear

Based on the hours worked, the employee should have taken one break on the first day (23rd) and two breaks on the other days.

Clicking on the Breaks button at the bottom of the window will activate a popup menu with three options:



When you select the **Add Break Line Items** option, line items for breaks will then automatically be entered and calculated. As seen in the following screenshot:

Batch Payroll Check

Account #: 1000 Name Key: HOLMESSHER S.S #: Control #: 1863284

Name: HOLMES, SHERLOCK Pay Period Starting: 01/23/2017

Pay Type: Hourly Rate: 0.00 Type: Agricultural (943) Ending: 01/29/2017

Gross Wages Recap

Date	G/L # >>	Operat...	Cost ID >>	Year	Grower >>	Type ...	P/W Hrs	Units	Rate	Amount
01/23/2017	600.00	11	1000	99	1000	RH	0.0000	4.8333	10.5000	50.75
01/24/2017	600.00	11	1000	99	1000	PW	9.6667	150.0000	0.8000	120.00
01/25/2017	600.00	11	1000	99	1000	PW	4.6667	88.0000	0.7500	66.00
01/25/2017	600.00	11	1000	99	1000	PW	4.0000	75.0000	0.7250	54.38
01/26/2017	600.00	11	1000	99	1000	PW	7.6667	60.0000	0.9000	54.00
01/23/2017	600.00	11	1000	99	1000	BR	0.0000	0.1667	11.9300	1.99
01/24/2017	600.00	11	1000	99	1000	BR	0.0000	0.3333	11.9300	3.98
01/25/2017	600.00	11	1000	99	1000	BR	0.0000	0.3333	11.9300	3.98
01/26/2017	600.00	11	1000	99	1000	BR	0.0000	0.3333	11.9300	3.98
01/26/2017	600.00	11	1000	99	1000	MW	0.0000	1.0000	22.6700	22.67

G/L: Base Wage Wage Type: Regular Hours Gross Wages: 381.73

Cost Center: PHIL GIBA FARMS Piece Hrs/Units: 26.0001 374.00 Piecework Wages: 317.05

Operation: HARVEST Reg/OT/DT Hrs: 5.9999 Ins. Hrs: Minimum Wage: 260.01

Grower: PHIL GIBA FARMS Total Hours: 32.0000 Jan.: 32.00 Crew ID: 142E

☐ Hold

Copy Check Defaults Breaks Save Delete Clear

By entering the total time that the employee worked on each day, the program can consult a table that tells it how much break time the employee is due based on the hours worked. (Of course you will need to set up that table yourself based on your company's break policies—see below.) Then it subtracts out the break time due to the employee from each of the days and creates a new line with the break time.

Day by day, here is what happens:

1/23/2017

The employee worked 5 hours, and is due one break. A break line is created for 10 minutes (.1667) using the BR wage type, and the 5 hours is changed to 4.8333. (Remember that if an employee has **any** piecework wages in the pay period, *all breaks* must be paid at the average hourly pay rate according to AB 1513. That is why the breaks time is subtracted from the hourly wages and paid separately for this day.)

1/24/2017

The employee worked 10 hours earning piece wages, so the employee should have a total of two breaks. The piecework hours amount is reduced from 10 to 9.6667, and a break line is added for 20 minutes (.3333).

1/25/2017

The employee worked a total of 9 hours earning piece wages at two different rates. Again, 20 minutes of break time is due for the total hours worked. The program takes the break time out of the line with most number of hours, so the line for 5 hours is reduced to 4.6667 and a break line is added for this day for 20 minutes (.3333). The piecework line for four hours is not changed at all.

1/26/2017

On this day, the employee didn't make minimum wage. Before the program can determine the employee's average hourly pay rate, it must perform the minimum wage verification and add in any needed minimum wage adjustments. That is why the MW line is added on this day for \$22.67. As on the other days, the break time while earning piecework wages is 20 minutes, and this is subtracted from the total of eight hours worked on this day.

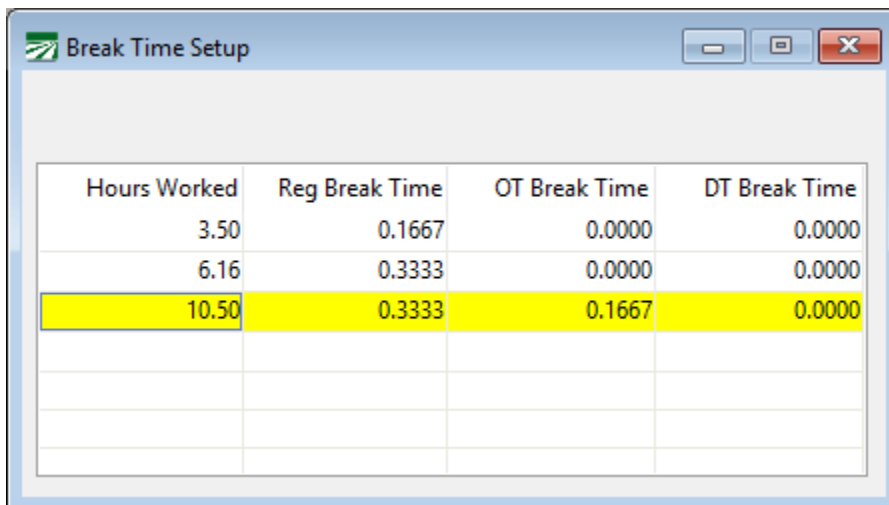
So now that you see how this feature works, you may decide to use it. If so, continue on to the *Setting Up the "Breaks" Feature for Batch Payroll Entry* section.

Break Time Setup

To create the break lines, the program needs to know two things:

1. How much break time should be paid to employees
2. What the break line items should look like.

To set up the table defining how much break time employees should get, click on the Breaks button and select the Setup Break Time option. The following window will appear:



Hours Worked	Reg Break Time	OT Break Time	DT Break Time
3.50	0.1667	0.0000	0.0000
6.16	0.3333	0.0000	0.0000
10.50	0.3333	0.1667	0.0000

When this table is first accessed, no data will be entered. The Break Time is calculated per hour as a decimal. So, as seen in the example above, a 10 minute break is entered as .1667 ($60 \times .1667 = 10$ minutes). You will need to set up the

hours worked and break time amounts **according to your companies break time policies**. For instance, if you give employees fifteen minute breaks, you would enter .25 and .50 instead of .1667 and .3333 as shown in the example above.

When creating the break lines, the program simply looks up how much time the employee worked in the Hours Worked column of the break table. If the employees worked at least the number of hours that you entered in this column, then the employee is due the number of regular and overtime breaks entered in the 2nd and 3rd columns.

Customizing How “Break” Line Items Look

The program also must know what a break line should look like. This can include what wage type, job code, cost center and G/L # should be used on the break lines. This is handled by a new **Default** checkbox on the **Rest and Recovery/Non-Productive Time Definitions** table:

Wage Type ...	Job ID >>	Cost ID >>	G/L # >>	Type	Combine Billing	Max Hours	Default
BP			0.00	Rest/Recovery	<input type="checkbox"/>	0.0000	<input checked="" type="checkbox"/>
BR			0.00	Rest/Recovery	<input checked="" type="checkbox"/>	0.0000	<input checked="" type="checkbox"/>

This table lets you define what you Rest and Recovery line items look like in terms of the wage type, job code, cost center and G/L # used on the line item. It has been used by the Daily Payroll options that update the pay rates for rest and recovery lines. The **Default** checkbox needs to be checked on a single line to tell the program what template it should use to create the break lines. If you have separate wage types for overtime or double time breaks, then you should check the Default box on the line to use for those breaks.

In our example, the break lines are simply set up to use the BR (regular breaks) or BP (overtime breaks, which was not used because there was no overtime). Because this table does not specify a Job ID, Cost ID, or G/L # to use on break lines, when the break lines are create the same Job ID, Cost ID an G/L # entered on the original lines are used for the break lines.

The **Default** checkbox only applies to lines items that are set to *Rest/Recovery*. It will not have any effect if you check it on a line that is set to *Non-Productive* time.

The example above is very simple, there are only two lines in the table. In some cases though, customers have multiple Rest and Recovery entries in this table. There may be different wage types or phases used for regular breaks vs. heat illness prevention breaks, or there may be other definitions set up for breaks for other reasons. In those cases, having the **Default** checkbox allows you to tell the program what you want the breaks lines to look like when you have multiple entries.

Recalculating the Rest and Recovery Pay Rate

After adding the break lines, any further edits to the check line items may change the employee's average hourly pay rate. If this happens, click on the Breaks button again and select the Calculate R&R Pay Rate option. The program will recalculate the employees average hourly rate and update the break lines accordingly.

Editing Hours after Adding Break Lines

If you change any hours on piecework or regular hour line items after you have created the break lines, just remember that you are not editing the total hours worked anymore. Once the break lines have been created, the hours left on the line items will be the time spent working exclusive of breaks.

Suppose you discover an entry error where you entered 8.5 hours instead of 9.25 hours after you have created the break lines. After a break line for twenty minutes has been created, you will have 8.1667 on the original line item. Do not change this to 9.25 to correct your error! Instead you will need to subtract the break time from the total time worked and enter that number. Since $9.25 - .3333 = 8.9167$, the line item should have 8.9167.

In some cases, editing the number of hours might change the amount of break time due to an employee. If that happens, you can use the Add Break Line Items option again to recalculate the break time on the check. The total time worked by the employee will remain the same, but the break time may be adjusted up or down depending on whether the hours were increased or decreased.

Payroll Check Batch Report

The Batch Report is designed for proofing your payroll check entries so that any mistakes can be caught and corrected before checks are actually printed.

Payroll Batch Report

Report Order:

- ☒ Alphabetic
- ☐ Entry
- ☐ Account #
- ☐ First Name

Print:

- ☒ All Checks in Batch
- ☐ Checks to Print
- ☐ Checks On Hold
- ☐ Checks w/Misc. Ded.
- ☐ Direct Deposit Checks

Crew #:

Operator:

Department:

Position:

☐ Print by Crew

☒ Print Line Items

☐ Print Totals Only

☐ Print Totals by Wage Type

☐ Print Equipment Charge Report

Orientation:

- ☒ Portrait
- ☐ Landscape

Preview Print Setup Print Cancel

Report Order

Select either Alphabetic, Entry, Account #, or First Name for the order you wish the report to appear.

Print

Select which checks to print in the report.

Crew

If you enter a crew number here, only checks for the specified crew will print on the report.

Operator

In a multi-user system with more than one person entering payroll check information, you can enter an operator name here and only checks entered by that operator will be printed on the report.

Department

Select which department to print the report for. If you wish to print the report for all departments then leave this section blank.

Position

Select which position to print the report for. If you wish to print the report for all positions then leave this section blank.

Additional Options

Control what is printed on the report using these options. These are Print by Crew, Print Line Items, Print Totals Only, Print Totals by Wage Type, Print Equipment Charge Report.

Preview

Click on this button to see a preview of the report on the screen.

Print Setup

Click on this button to select a printer to use for this report. If you do not select a printer, the report will automatically be printed to the current default printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

Print

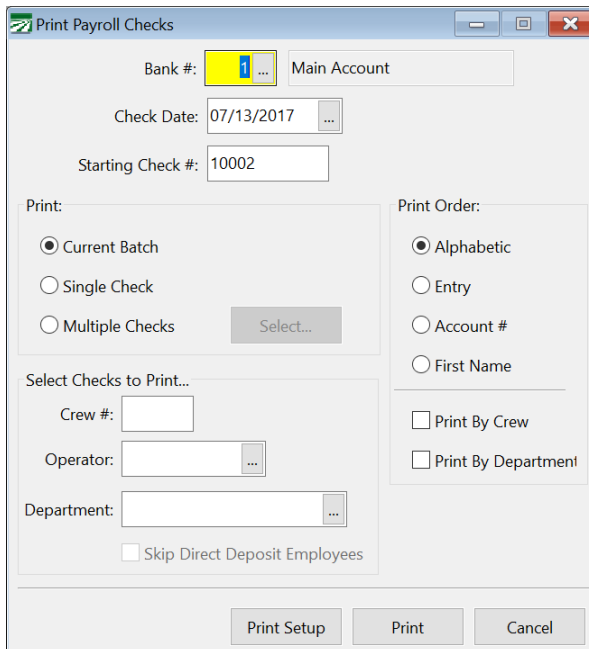
Click on this button to print the report to the current printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

Cancel

Click on this button to close the window.

Print Payroll Checks

Once you have entered all payroll check information and verified it is correct, you can print the payroll checks. On the main menu, select Payroll, then Checks, then Print Payroll Checks and this will open:



Bank

This will default to the bank account number for payroll checks that is set in the Program Setup. You can override this if you need to print checks from a different bank account.

Check Date

This will default to today's date. The check date must always fall within the current quarter.

Starting Check

The program keeps track of the starting check number automatically. Verify that the starting check number is correct. If it is not, you can just type in the correct starting number. (If the starting check number gets off, you can also change the setting for the next check number on the Bank Account Setup window.)

Print

Select Current Batch to print all checks that are in the current batch. This includes all checks entered through the Batch Payroll Check Entry window or that were created from the Daily Payroll Entry window.

If you want to print a check for only one employee, select Single Check. Then select the employee that you want to print. A lookup is available to select a check from the current batch.

If you want to print checks for multiple employees that are in the current batch, select Multiple Checks, and then click on the Select button to the right to choose which checks you want to print.

Print Order

Select either Alphabetic, Entry, Account # or First Name order. If you are printing a single check, the print order does not matter, so it is disabled.

Print by Crew

If you have entered checks for employees on different crews, checking this box will print out the checks grouped by crew #, in the print order (alphabetic or entry order) that is specified below.

The following four selection criteria are only enabled when you select the Current Batch option. These options allow you to select certain checks in the current batch to print.

Crew #

If you have entered check for employees on different crew and you only want to print the checks for single crew, type in the crew number here. All other checks will not be printed or finalized, and can be printed later. Leave this entry blank to print all checks, or if you do not have multiple crews or do not assign employees to crews.

Operator

In a multi-user system, you can print checks entered by a specific operator. If checks were created from Daily Payroll, they will have the operator name of the person who created the checks, which may be different from the operator(s) who originally entered the check information.

Department

If you want to print checks only for employees that belong to a particular department, enter the department name here or click on the lookup

Skip Direct Deposit Employees

If some of your employees are set up for direct deposit, you do not need to print a check for them and you should check this box.

There may be some cases where you still want to be able to print a check for a direct deposit employee. For instance, if you are issuing a check for a bonus, vacation or sick pay. In these situations, make sure this checkbox is not checked.

If you do not have the direct deposit option enabled, this entry will be disabled.

Print Setup

Click on this button to select a printer to use for check printing. If you do not select a printer, the report will automatically be printed to the default printer in your Printers folder. To see what the current printer selected, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

The program will maintain a separate printer setup file for payroll checks. This means that checks can automatically be printed to one printer and reports can be printed to a different printer. You can also change the printer used for payroll check printing by going to the Program Setup option on the Tools menu. Click on the Payroll button, then the Check Printing button. You'll see the name of the currently selected printer for payroll checks, and you can select a different printer from this window.

On a network, each user will have their own printer setup files. This means that it is possible for different users to print checks to different printers. It also means that if you do want everyone to print checks to the same printer, each user will need to select that printer on their computer.

Print

Click on this button to print the report to the current printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

Cancel

Click on this button to close the window.

After the first check is printed, the program will ask if the alignment was ok. If the check is not aligned correctly, you can answer No and stop the check printing process or you can fix the problem and continue printing. When the first check is not printed correctly, that check will be reprinted. Make sure you void the first check that printed out so there is no possibility of two checks being given to that employee.

Selecting Multiple Employees

When you select the Multiple Checks option and click on the Select button, you will get a selection list similar to the following:

Acct #	Name Key	Employee Name	Crew #	Gross Wages	Hold	Operator

Clear Selections Ok Cancel

All of the checks in the current batch will be listed in this grid. Check the box in the first column to select the checks that you want to print. You can resize the window to view more checks.

You can change the order that the employees are listed in by clicking on any of the column headings of the grid.

To select a range of entries, check the box for the first employee, then check the box for the last employee while holding down the Shift key. All of the entries in between the first and last selections will be checked.

Click on the Ok button to close the window. Click on Cancel to clear all of your selections and close the window.

If you place the mouse cursor over the Select button, a tooltip will appear showing how many checks have been selected to print. You can click on the Select button again and add to or remove checks to be printed.

After checks have been printed, the list of checks will be refreshed. Any checks that were printed will no longer appear in the list.

Printing Checks on a Network

For various technical reasons, each workstation on a network maintains its own set of printer default files. If you normally print checks from the same workstation each week, then you don't need to worry about this. The default printer for printing payroll checks will always be set to the correct printer. But if you print checks from a different workstation (where you've never printed

checks before) then the payroll check printer may not be set up on this workstation. You can either click on the Print Setup button or go to the Payroll page on the Program Setup option and select the printer.

The reason that each workstation has its own printer setup files is due to incompatibilities with these files between different versions of windows. Also, the port that that is used for the printer may be different. For instance, on a Windows network, the check printer may be a local port on one computer (e.g. LPT1:) but a network UNC port on all other computers (e.g. \\WS1\HP2200). Since the printer setup file contains the port (in addition to other information that is printer driver/operating system specific) a single printer setup file on the network server for all workstations will not work.

Printing Checks to a Dot Matrix Printer

To print checks to a dot matrix printer, a printer definition must be set up that will tell the program which port to print the checks to. This is done on the Program Setup window. From the Tools menu, select Program Setup, and then click on the Printers & Fonts button on the second row of buttons at the top of the window:

The screenshot shows the 'Program Setup' window with the 'Printer & Font Settings' tab selected. The window is divided into several sections:

- Reports:** Includes a 'Default Printer' dropdown set to 'Microsoft Print to PDF', a 'Click to Select Printer' button, a 'Bottom Margin' input field set to '0.5000', 'Report Font' and 'Checks Font' dropdowns both set to 'Arial' with 'Select' buttons, a checkbox for 'Show Company Name in Title Bar of Print Preview Window', and 'Calibrate Printer' and 'Reset Printers...' buttons.
- Label Printers:** Includes 'Mailing Labels', 'Folder Labels', and 'Shipping Labels' dropdowns, each with a 'Click to Select...' button, and an 'Install 3 of 9' button.
- Fax Printer:** Includes a 'Fax' dropdown with a 'Click to Select...' button.
- Printer Definitions for Dot Matrix Forms:** A table with columns: 'Printer Name >>', 'Printer Type >>', 'Printer Port >>', 'Description', and 'Capture Command'. The first row is highlighted in yellow and contains the text 'CHECK_PRINTER'.
- Buttons:** 'Printer Codes...' and 'Test Page' buttons are located below the table. 'Ok' and 'Cancel' buttons are at the bottom right.

On the Printer Definitions for Dot Matrix forms, you must have an entry with CHECK_PRINTER as the printer name. In the Printer Type column, press [F4] to select the printer codes used by your printer. Under the Printer Port column, enter the printer port to print the labels to. This is usually a UNC path to a

shared printer, in the form of \\computer_name\printer_name. You can also enter a LPT port (LPT1, LPT2, etc.).

If you are using Window XP and printing to a local printer, it is usually best to set up a shared printer and print to the UNC path for that printer instead of the LPT port. Windows XP sometimes has problems with applications that print directly to the LPT port.

If you have a network and may be printing checks from any workstation to a single shared printer, a UNC path must be used so anyone can print checks from any workstation.

Reprinting Checks

At times, you may need to reprint checks. For instance, the checks may jam in the printer, or you may have forgotten to load the checks in the printer, or loaded them upside down, spilled coffee on them after printing, etc. The Reprint Payroll Checks option is used to reprint checks. If you need to reprint checks, then you need to do this before printing and updating the Payroll Journal. Once the Payroll Journal is updated, the checks are considered to be finalized, and so they cannot be reprinted. At that point, you must void the checks that were finalized and re-enter them.

Printing Messages on the Check Stub

When using a custom check format, you can define an area on the check stub for messages to print. A standard message can be set up to print on all check stubs. Several other messages can be set up that will print when certain conditions are met. You can also set up a message for each individual employee account. These messages can be set up to always print or to print on the check stub one time.

The custom check format option can only be used with full page checks on a laser or ink jet printer.

To set up a message for an individual employee, bring up the employee account and click on the History/Benefits tab at the top of the window. The entry for the employee's check stub message is at the bottom right corner. Below the message, a checkbox controls whether the message will be printed once. If the box is checked, the message that you enter will be printed on the employee's next check, then the program will clear the message so it will not appear on subsequent checks.

One thing to keep in mind is that the message will be cleared immediately after the check has been printed. This means that if you need to reprint a check, the message will not appear on the reprinted payroll check.

Employees

Account #: Name Key: S.S. #: ? ☒ Active

Employee Info Deductions Totals **Benefits/History** Check Profile Archive Direct Deposit

Sick Pay/Vacation:

Sick Pay Plan ID:

Accrued Sick Pay:

YTD SP Accrued: Anniversary:

Prior YR SP Carryover: YTD Paid:

Date Available:

Sick Pay Rate:

Vacation Rate:

Accrued Vacation:

Employer 401(k) Contributions...

Percentage:

Max. Contribution/Year:

YTD Contributions:

Miscellaneous Settings...

Ins. Coverage Through:

☐ S.S. # No Match

Employee History:

Date	Type Absence	Notes/Descr/Job Title	Pay Rate	Per

Notes:

Emergency Contacts:

Name	Relationship	Phone #1	Comments

Add...

Terminate Rehire Print Save Clear Delete

To set up the messages that can be printed on the check stubs for all employees, go to the Program Setup option on the Tools menu, click on the Payroll button at the top of the window, and then click on the Check Messages button below that.

Program Setup

Main Payroll Payables Receivables General Ledger Farm Labor Contractor Inventory

Settings Entry Settings Check Printing Check Messages Control Numbers Benefits Magnetic Media Minimum Wage/Overtime External Programs

Custom messages to print on checks...

Message to Print on All Checks:

Alien Registration # Expired:

User Defined #1:

Invalid or Missing Social Security #:

Need W-4:

User Defined #2:

Missing Date of Birth:

No Health Benefit Records:

User Defined #3:

Need I9:

Overflow Stub Message:

Ok Cancel

It is possible for multiple messages to be printed on the check. For instance, if an employee has a message set up on their account, has a bad social security number, and you have a message set up to print on all employees' checks, all three messages will be printed. In the setup for your custom check format, you should take care to provide enough room for your messages to print on the check stub.

If any employee has a message set up on their account, that message will print first, followed by the conditional messages in the order that they appear on the Check Messages setup window. The Message to Print on All Checks will be printed last.

In any of the messages that you enter, you can included data from the employee account within the message by including a field name surrounded by a less than and greater than sign. For instance, including "<LICENSE_NUM>" in a message will cause the program to print the employee's driver's license number. The following table lists the field names that can be used in the check messages:

Field Name	Description
NAME_KEY	Employee name key.
CREW_NUM	Crew number that the employee is assigned to.
LAST_NAME	Employee's last name

FIRST_NAME	Employee's first name and middle name/initial
MAIL_ADDRESS	Employee's mailing address
ALIEN_REG_NUM	I-9 number
ALIEN_EXP_DATE	I-9 expiration date
PHONE_NUM	Employee's telephone number
DATE_BIRTH	Employee's date of birth
DATE_HIRE	Date employee was originally hired
DATE_TERM	Employee's termination date
REASON_TERM	Reason for termination
MARITAL_STATUS	Marital status for tax calculation purposes (M or S)
FED_DEP	Number of exemptions claimed for federal withholding
STATE_DEP	Number of exemptions claimed for state withholding
ADDL_FED_WHT	Additional federal withholding amount requested
ADDL_ST_WHT	Additional state withholding amount requested
PAY_TYPE	Type of pay: H=Hourly, P=Piecework, S=Salary
PAY_RATE	Employee's default pay rate
DATE_LAST_RAISE	Date of employee's last raise
VAC_RATE_NUM	Employee's vacation accrual rate
SICK_RATE_NUM	Employee's sick pay accrual rate
LOAN_AMOUNT	Current balance of employee's loan/advance
LOAN_DEDUCTION	Default deduction for loan/advance
ACCT_NUM	Employee's account number
PIN	Employee's PIN
LICENSE_NUM	Employee's driver's license number
DL_EXP_DATE	Employee's driver's license expiration date
INSURANCE_DATE	Insurance coverage thru date
LAST_MED_EXAM	Date of employee's last medical exam
POSITION	Name of employee's position
DEPARTMENT	Name of department employee is assigned to
CELL_PHONE	Employee's cell phone number
PAGER_NUM	Employee's pager number
EMAIL_ADDRESS	Employee's email address
H2A_HRS_OFFERED	Number of hours offered to H-2A workers

Reprint Payroll Checks

If there are problems during check printing, the Reprint Payroll Checks window can be used to print new copies of any checks that didn't come out correctly for any reason.

This window will list all checks that the program considers "printed", but which haven't been updated on the Payroll Journal. (Once a check has been updated on the Payroll Journal, it cannot be reprinted anymore. The only recourse to correct or reprint checks is to void the check and re-enter the information.)

[illegible]

Check the box in the Reprint column for each check that you need to reprint.

If you also want to record the original check number as a void, check the box in the Void column. When the check is reprinted with a new check number, the number in the "Check #" column will be recorded as a voided check.

Once you have selected all of the checks you want to be reprinted, click on the **Reprint** button.

If you only need to renumber the checks without actually printing new copies, first select the checks that need to be renumbered, then click on the **Renumber** button in the bottom left corner of the window.

Here are some scenarios illustrating how you would use the option on the Reprint Payroll Checks window.

Scenario 1: The checks printed out ok, except that you put the checks in upside down in the printer. You notice it after the first four checks print out, and managed to get the printer off-line and fix the checks, so the rest of them are ok.

Solution: Go to the Reprint Payroll Checks window. Check both the Reprint boxes and the Void boxes on the first four checks. (The original check numbers will not be used, so you want to record them as voids.) Verify that the starting check number is correct. Assign New Check numbers should be checked, because these checks will be on different check numbers. Click on Reprint to print them out.

Scenario 2: You forgot to put the checks in the printer, so all of the checks printed out on blank paper.

Solution: Go to the Reprint Payroll Checks window. Click on the Reprint All button to check all Reprint boxes for all checks. Uncheck the Assign New Check Numbers box. Verify that the Starting Check # is correct, and put the checks in your printer. Click on Reprint. The checks will be reprinted with all the same check numbers.

Scenario 3: When you printed checks, you didn't realize that a check was missing, and so the starting check number was not correct. Now all of the check numbers that the program shows as printed are one number off from what was actually printed.

Solution: Go to the Reprint Payroll Checks window. Click on the Reprint All button to check all Reprint boxes for all checks. Check the Assign New Check Numbers box, and enter the actual starting check number. Then click on the Renumber button to renumber all of the checks without printing new copies.

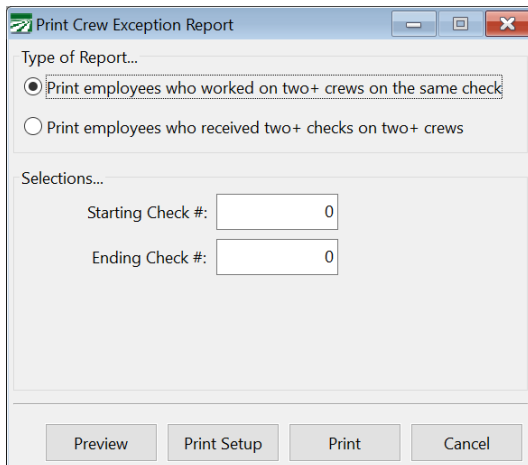
Crew Exception Report

The Crew Exception Report can be printed to check for situations where a single employee account is used by multiple people, resulting in either more than one check being issued on the same employee account in the same period, or an employee getting paid for working on two different crews for the same days in a single pay period.

The Crew Exception Report must be run after checks have been printed. You can run it before distributing checks to employees to catch errors. It is designed for workflow situations where it is difficult to detect duplicate payments on an employee account. For instance, if individual users are responsible for entering payroll information and printing checks for each crew, two people could work on different crews using the same account number and they would each receive separate checks.

In some cases, an employee might move between crews in the same pay period, so it may be normal for a single employee to receive multiple checks if individual checks are issued by crew. This report can help filter out legitimate cases of multiple checks being issued to the same employee from situations where there may be a problem.

The Crew Exception Report is on the Payroll, Checks submenu. The following window will appear when you select this option:



Type of Report

There are two different reports that can be run. You can run a report that checks for employees that worked on two more crews on the same check, or you can run a report for employees that received two or more checks on two or more different crews.

You will have different report selections to enter depending on which report you choose.

Starting Check # / Ending Check

Enter the starting and ending check # to run the report for. These selections appear when you are running the report for employees that worked on two or more crews on the same check.

The following selections appear when you print the report for two or more checks on two or more crews:

Starting Check Date / Ending Check Date

Enter the date range that checks were issued for.

Minimum Hours Worked

Enter the minimum hours worked for an employee to appear on this report. For instance, if workers should not have more than 60 hours in a weekly pay period, you could enter 60. If two people were working under different crews using the same employee account, their total hours would likely exceed this threshold and the check information would appear on the report.

Minimum Gross Wages

Enter the minimum gross wages worked for an employee to appear on this report.

Preview

Click on this button to see a preview of the report on the screen.

Print Setup

Click on this button to select a printer to use for this report. If you do not select a printer, the report will automatically be printed to the current default printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

Print

Click on this button to print the report to the current printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

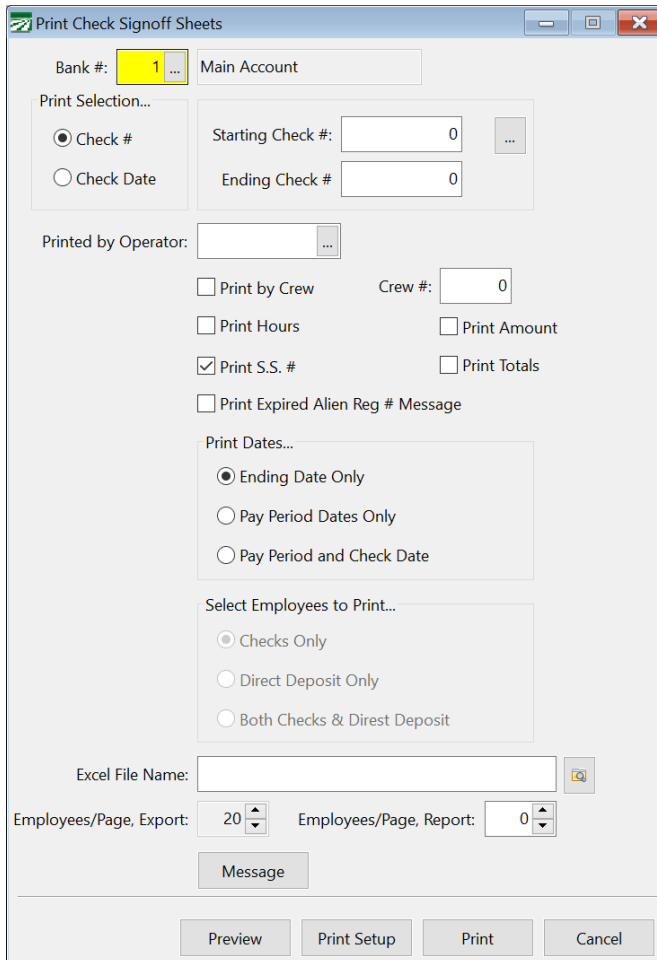
Cancel

Click on this button to close the window.

Payroll Check Signoff Sheet

The Check Signoff Sheet report can be printed after you have printed checks. A space is provided next to each check for the employees to sign when they pick up their checks.

To open this window, go to Payroll on the main menu, select Checks, then select Payroll Check Signoff Sheet.



Bank

The program will default to your payroll bank account. Change the account number if you have issued checks from a different bank account.

Print Selection...

Select whether you want to select the checks to be printed by entering a starting and ending Check # or a Check Date range.

Starting Check # / Ending Check

Enter the range of check numbers that you want to print.

Starting Date / Ending Date

Enter the date range of the checks that you want to print.

Print by Crew

If you selected "Print by Crew" when you printed the checks out, check this box. A page break will then be done between crews.

Print by Hours**Print Amount**

Check this box to print the check amount. Some employers want the amount to show on the report so that the employee can verify his check total is correct. Others don't want the total to print because the employees can see the net check amounts of everyone else on the report.

Print S.S. #

Uncheck this box if you do not want the social security number printed on the Signoff Sheet. A setting in the Program Setup window controls whether the entire social security number or only the last four digits are printed.

Print Expired Alien Reg # Message

Check this box if you want the program to print a message on the Signoff Sheet for employees whose alien registration number has expired.

Print Totals

Check this box if you want the total number of employees to be printed at the end of the report. If the Print by Crew box is checked, then the program will also print the total number of employees for each crew. If the Print Amount box is checked, then the check amounts will also be totaled for the crew and for the entire report.

Print Dates

Select whether you want to print only the ending pay period dates, both the starting and ending pay period dates, or both pay period dates and the check date.

Select Employees to Print

Normally employees that receive their pay via direct deposit instead of a check do not need to be printed on the Signoff Sheet. The default for this setting is to only print employees that are receiving a check. You can change this to also include direct deposit employees, or to print a signoff sheet only for direct deposit employees.

Excel File Name

The Signoff Sheet can be exported to an Excel spreadsheet, where you can modify and/or add to it and then print the signoff sheets from Excel.

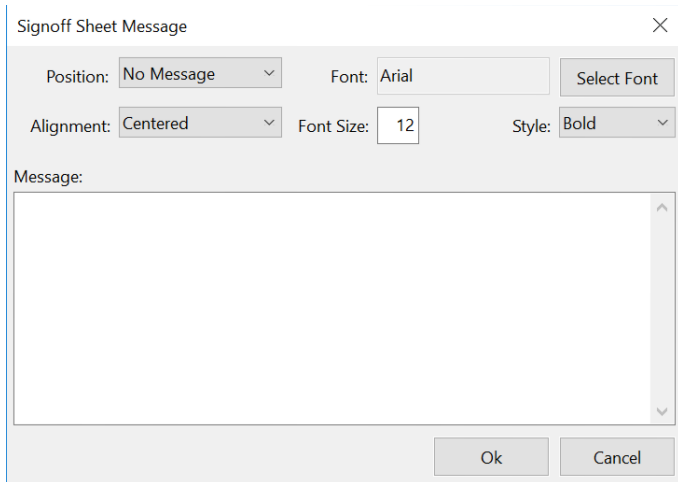
Employees/Page

The default number of employees per page that will be exported to Excel is 20. If you want more employees to print per page, you can increase this, but it may require adjusting font sizes and/or row heights in the spreadsheet prior to printing. Page breaks will be inserted before headings for each page.

This only affects the exported signoff sheet, not the printed signoff sheet.

Message

A custom message can be printed on all pages of the signoff sheet. Click on this button to open the Signoff Sheet Message window:

A screenshot of a 'Signoff Sheet Message' dialog box. The dialog has a title bar with a close button (X). Inside, there are four controls: 'Position' (a dropdown menu showing 'No Message'), 'Font' (a text box showing 'Arial' and a 'Select Font' button), 'Alignment' (a dropdown menu showing 'Centered'), and 'Font Size' (a text box showing '12'). To the right of 'Font Size' is a 'Style' dropdown menu showing 'Bold'. Below these controls is a large text area labeled 'Message:'. At the bottom of the dialog are 'Ok' and 'Cancel' buttons.

The message may be printed in either the header or the footer of the page, depending on the option you select for the Position.

Preview

Click on this button to see a preview of the Signoff Sheet on the screen.

Print Setup

Click on this button to select a printer to use for this report. If you do not select a printer, the report will automatically be printed to the current default printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

Print

Click on this button to print the report to the current printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

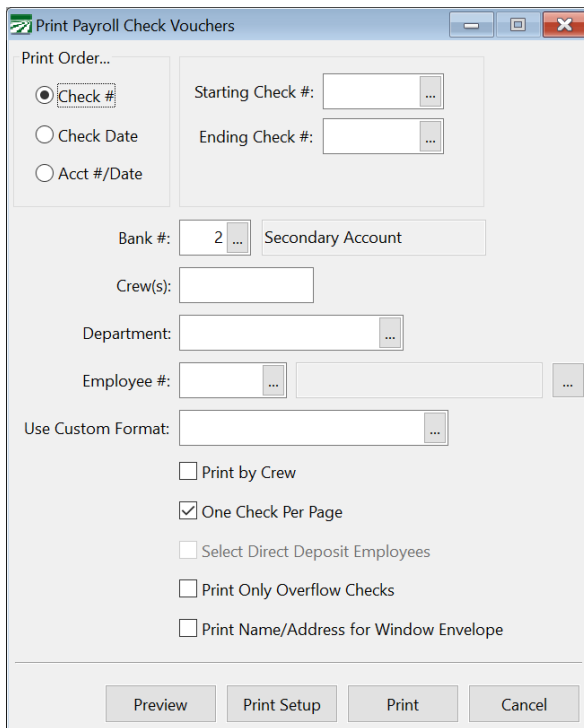
Cancel

Click on this button to close the window.

Payroll Check Vouchers

The Payroll Check Voucher report provides an alternative check stub for employees. This report may be used if the gross wage information does not all fit on the check stub, or if you are using a check format that does not have stubs (i.e. the Quicken checks format which lacks a stub.) This report must be printed after payroll checks have been printed.

The Payroll Check Vouchers option is on the Payroll, Checks menu. When you select the option, this window will open:



Print Order

Select printing either by Check #, Check Date, or Account #/Date.

Starting Check # or Date / Ending Check # or Date

The entries allow you to make the selection for the report. This is based on the Print Order option that you select.

Bank

The default bank account for payroll checks will appear here automatically. If you are issuing checks from a different account, change the bank number to the account that you used.

Crew(s)

Use this entry to print vouchers only for employees assigned to a particular crew or crews. Leave it blank to print all employees regardless of crew.

Department

Use this entry to print vouchers only for employees assigned to a particular department. Leave it blank to print all employees regardless of department.

Employee #

Use this entry to select particular employees to print the vouchers for.

Use Custom Format

You can use the Custom Check Format option to create a customized check voucher. Select the custom check format name here to use that instead of the standard check voucher layout.

The custom check format selection should be used by farm labor contractors that need to print the grower name and address on the check voucher. The standard check voucher does not include this information. Setting up a custom check format is the only way to print this information on the voucher.

Print by Crew

Select this option to sort the vouchers by crew.

One Check Per Page

Check this box if you only want one employee per page. This option will take more paper, but you won't have to tear pages apart to separate employee information.

Select Direct Deposit Employees

Check this box to print vouchers only for employees that are set up for direct deposit. These employees will not get a printed check, so normally you will need to print a voucher for these employees.

Print Only Overflow Checks

Check this box if you only want to print vouchers for employees that had more detail on their payroll checks than could fit on the check stub.

When the stub is not big enough to list all of the check detail, a message will print at the bottom of the check stub. The stub overflow message is set up under Tools->Program Setup->Payroll->Check Messages. The default message is "(See voucher for complete detail)".

Print Name/Address for Window Envelope

If you are mailing checks to employees, you can select this option and the program will print the regular headings plus the employee name and address positioned for a window envelope. The check detail will print so that it not visible in the window.

Preview

Click on this button to see a preview of the report on the screen.

Print Setup

Click on this button to select a printer to use for this report. If you do not select a printer, the report will automatically be printed to the current default printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

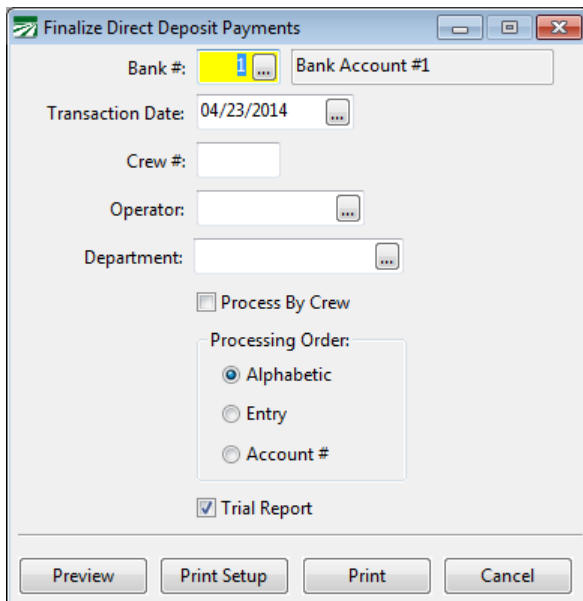
Print

Click on this button to print the report to the current printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

Finalize Direct Deposit Payments

Since payroll check entries for employees on direct deposit are not printed, this option provides a way to finalize the payments that have been entered. A report is printed when this is done, and the status is changed on the check entries so that they will appear on the Payroll Journal. Once entries have been finalized, you cannot edit them using the Batch Payroll Check window.

To finalize direct deposit entries, go to the Payroll->Checks->Finalize Direct Deposit Payments option. The following window will appear:



Bank

Your default payroll bank account will appear here automatically. If direct deposit payments will be paid from a different bank account, change the bank number.

Transaction Date

The transactions date should be the date the payments are deducted from your bank account.

Crew

Operator

Department

If you want to finalize direct deposit payments for employees by department, you can select a single department with this entry. Otherwise all employees that have been set up for direct deposit will be finalized.

Process by Crew / Processing Order

These two settings determine the order that employees are printed on the report. It will also determine the order that the Check Vouchers are printed in.

Trial Report

This box is checked automatically. Running the report in trial mode will allow you to preview the employees and amounts that will be finalized,

without actually finalizing the payments. Uncheck this box when you are ready to run a final report. Once a final report is run, direct deposit payments will show up on a current batch Payroll Journal.

Preview

Click on this button to see a preview of the report on the screen.

Print Setup

Click on this button to select a printer to use for this report. If you do not select a printer, the report will automatically be printed to the current default printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

Print

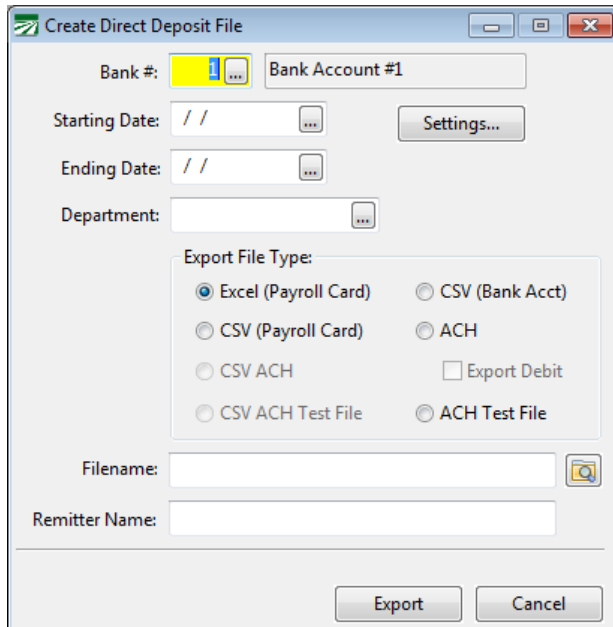
Click on this button to print the report to the current printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

Cancel

Click on this button to close the window.

Create Direct Deposit File

After you have finalized the direct deposit payments, you can create a file with the direct deposit information to upload to your bank or direct deposit service provider with the payment information. Select the Payroll->Checks->Create Direct Deposit File option to create his file. The following window will open:



Bank

The default payroll bank account will appear here automatically. Change the bank account if needed.

Settings

Click on this button to change the settings used for the ACH file type option.

Starting Date / Ending Date

Enter the date range to use when exporting entries.

Department

You can specify a department if you need to export payment information for different departments in separate files. Otherwise leave this entry blank to select all employees.

Export File Type

The options that you have available here will depend on the Direct Deposit setting found under Tools->Program Setup->Payroll->External Programs.

If your Direct Deposit option is set to TS CSV File, you will have the CSV ACH and CSV ACH Test File options enabled. These options are for use with the Treasury Software direct deposit software, which creates the ACH file for you from the data included in the direct deposit file generated by the Datatech payroll software.

When the ACH option is selected, the program will create an ACH file. The Export Debit box will be enabled. Some banks may require that you

include a debit transaction to your own bank account for the total of the direct deposit entries. If that is the case, check the Export Debit box.

The Export File type and the status of the Export Debit box will be remembered by the program. The next time the Create Direct Deposit option is used, these selections will automatically default to the settings that were used the last time you used this option.

Filename

Enter the path and filename to write the direct deposit information to.

Remitter Name

This entry is for use with the Payroll Card export options. Enter the remitter name or ID provided by your payroll card company.

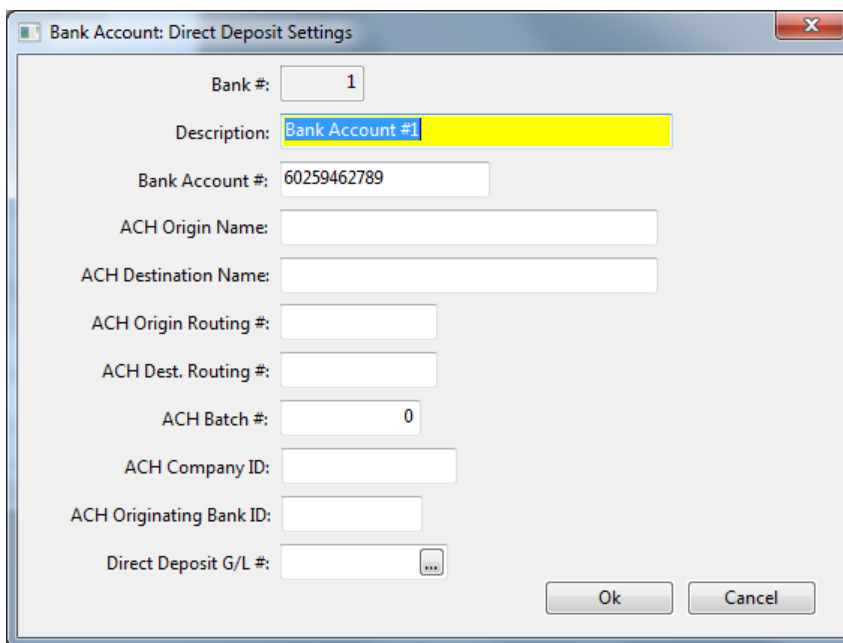
Export

Click on this button to start the export process. The program will display a message when it is done telling you how many entries were exported.

ACH Settings

The program can produce a standard ACH file format suitable for uploading direct to your bank. The Settings button allows you to enter several settings that are necessary to generate a valid ACH file.

When you click on the Settings button, the following window will appear:



The image shows a Windows-style dialog box titled "Bank Account: Direct Deposit Settings". It contains several input fields for configuring ACH settings. The "Bank #" field has the value "1". The "Description:" field is highlighted in yellow and contains the text "Bank Account #1". The "Bank Account #" field contains "60259462789". The "ACH Origin Name:", "ACH Destination Name:", "ACH Origin Routing #:", "ACH Dest. Routing #:", "ACH Company ID:", and "ACH Originating Bank ID:" fields are empty. The "ACH Batch #" field has the value "0". The "Direct Deposit G/L #" field is empty and has a small button with three dots to its right. At the bottom right, there are "Ok" and "Cancel" buttons.

Bank #:	1
Description:	Bank Account #1
Bank Account #:	60259462789
ACH Origin Name:	
ACH Destination Name:	
ACH Origin Routing #:	
ACH Dest. Routing #:	
ACH Batch #:	0
ACH Company ID:	
ACH Originating Bank ID:	
Direct Deposit G/L #:	

The settings are specific for each bank account. If you need to create direct deposit transactions from different bank accounts, or you close an account and open a new one, you will need to enter the settings for each account.

The Bank Number is displayed at the top of the window, along with the bank account description. Enter the following information for the ACH file:

Bank Account

If you have already entered your bank account number on the Bank Account Setup window, it will appear here.

ACH Origin Name

Used on the “1” header record (positions 64-86).

ACH Destination Name

Used on the “1” header record (positions 41-63).

ACH Origin Routing #

Used on the “1” header record (positions 14-23).

ACH Destination Routing #

Used on the “1” header record (positions 4-13).

Consult with your bank for the correct values for these fields.

ACH Batch #

This entry is not used at this time.

ACH Company ID

If entered, this will be used on the “5” (header) and “8” (control) records. Otherwise, the program will use your Federal Employer ID # from payroll.

On the “5” record, the ACH Company ID is in positions 41-50.

On the “8” record, the ACH Company ID is in positions 45-54.

ACH Originating Bank ID

If entered, this will be used on the “5” (header), “6” (transaction) records and the “8” (control) record. If not entered, the program will use the first eight digits of the ACH Origin Routing # entry for the Originating Bank ID field on these records.

On the “5” record, the ACH Originating Bank ID is in positions 80-87.

On the “6” records, the ACH Originating Bank ID is in positions 80-87 as part of the Trace Number field.

On the “8” record, the ACH Originating Bank ID is in positions 80-87.

Direct Deposit G/L #

This entry is not specific to the ACH file type. Entering a G/L # here allows you to handle situations where the bank debits your account for the total direct deposit payments instead of creating an individual debit for each payment.

When the Payroll Journal is updated to the General Ledger, it always creates a credit transaction to your cash in bank general ledger account for each check/direct deposit payment. If you specify a Direct Deposit G/L #, instead of crediting the cash in bank account, it will credit this general ledger account only for the direct deposit payments. Payroll checks will continue to generate credit to your cash in bank account.

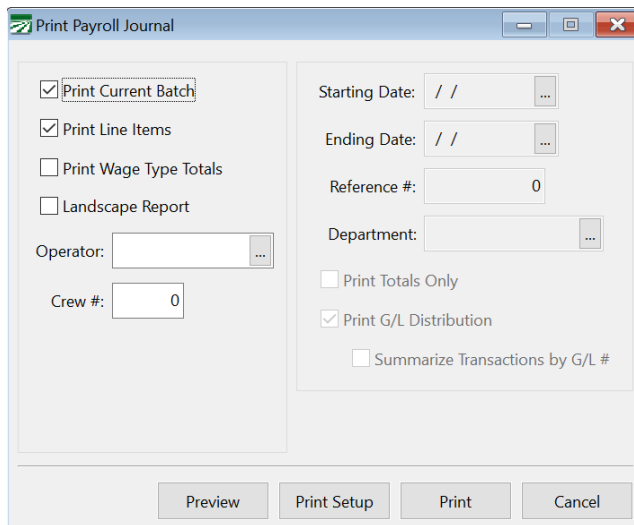
The Payroll Journal will also debit the Direct Deposit G/L account for the total direct deposit payments. That means that this account will never have a balance, since the program always posts a debit to offset the credits. To offset this debit, it posts a credit to the cash in bank account for the total of the direct deposit payments. This transaction then should match up with your bank statement.

Payroll Journal

The Payroll Journal finalizes checks that have been printed, updating journal transactions to the General Ledger. This update process also updates the Checkbook Register, Tax Deposit window, payroll tax and worker's comp liability accounts, and cost accounting/equipment costing records.

A Payroll Journal report actually consists of two sections. The first section lists all payroll checks, and the totals at the end. The next section is the General Ledger Distribution Report, which lists the transactions that will be updated to the general ledger.

The Payroll Journal option is found on the Reports sub-menu of the Payroll menu:



Print Current Batch

When this option is checked, the "current batch" is printed. As checks are printed, they are added to the current batch, and they will stay in the batch until updated on the payroll journal. If there are checks in the current batch with dates in two or more months, a separate report will be printed for each month's checks.

If you do not print the current batch, then you will be able to select the other settings for this report, which control what checks are selected and what information is printed.

Print Line Items

Normally this box is checked to print the full detail entered on each payroll check. If you want to get a report listing only the gross wages and deductions, check this box.

Print Wage Type Totals

When this box is checked, the report will include a "Totals by Wage Type" section at the end listing the wage type description, total units and total dollar amount.

Landscape Report

When you check this box, the report will be printed in landscape instead of portrait orientation. The wider page when printing in landscape mode

allows the program to print all of the deduction amounts on a single line instead of two lines and separate columns are printed for the Social Security and Medicare deductions instead of combining them into one total.

Operator

Enter an operator name to print checks that were entered by a single operator. Check entered by other users will be left in the current batch.

Crew #

Enter a crew # to print the report for a single crew. When printing a current batch report, checks for employees in other crews will be left in the current batch.

Starting Date / Ending Date

For a non-current batch report, you must specify a date range to print the report for.

Reference #

Each payroll journal report that is updated to the general ledger is assigned a reference number. By entering the reference number of a report that has already been updated, you can reprint a specific payroll journal, even if other journals were updated with other checks that fall in the date range you specify.

Department

Enter a department or select one from the lookup to print checks for employees that belong to a single department.

Print Totals Only

If you select this option, the report does not list each check. Instead, the totals are listed on one page. This can be useful for comparing totals to the Wage Detail Report.

Print G/L Distribution

When you are not printing the current batch, you have the option of not printing the General Ledger Distribution section.

In order to reconcile quarterly and year end wage totals in the employee file, you can print a payroll journal for any quarter or the entire year, and select totals only, no distribution report, and get the totals on one page.

Summarize Transactions by G/L #

Preview

Click on this button to see a preview of the report on the screen.

Print Setup

Click on this button to select a printer to use for this report. If you do not select a printer, the report will automatically be printed to the current default printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

Print

Click on this button to print the report to the current printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

Cancel

Click on this button to close the window.

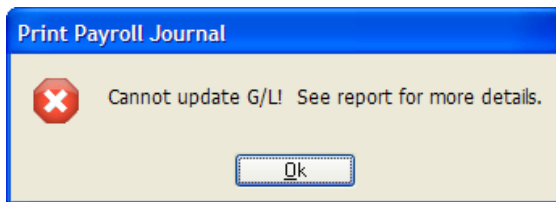
Fix Options

To re-update a payroll journal, press Ctrl+U.

To unfinalize a payroll journal, press Ctrl+Y. Note: You must enter starting and ending dates and a reference number to unfinalize. The unfinalize option will change the check status back to Printed (so checks will appear in the Reprint Checks window) and the program will delete the journal transactions that match the date range and transaction reference number.

Diagnosing Problems Updating the Payroll Journal

At times the program may be unable to update the current batch payroll journal. There are normally two situations where this can happen. First, the journal transactions on the Distribution Report could be out of balance. Second, there could be a missing or invalid general ledger account. In either case, the program is not able to post the transactions to the general ledger and the checks will remain unfinalized. The following message will appear on the screen instead of the “Ok to Update?” question:



The out of balance situation is rare and normally caused by database corruption. If your Payroll Journal is out of balance, call Datatech Customer Support.

If there is a missing or invalid general ledger account, you can correct it by entering the correct account in one of the setup windows. This type of problem is more common when you are doing your first payroll, especially if you have changed the chart of account setup.

Examine the report to help determine what account(s) may be missing. The Payroll Journal will print a message after each check if there is a missing or bad account number. For instance, if the Federal Income Tax Withheld account is not set up for 943 employees, the report will print “Bad GL #, Ag Federal Income Tax Withheld” on the report.

The amounts that appear on the Distribution Report may also give you some hints as to what the problem is. Examine the account number, description and amount for each transaction listed on the report that has a problem. For instance, if you are missing an account number for a miscellaneous deduction, the Distribution Report will list a line with a zero general ledger account but you should be able to match up the amount to the totals that print after the checks, telling you when deduction is missing an account number.

If you are missing a federal or state tax liability account, you can enter the account by using the Federal Tax Rate Table and State Tax Rate Table options on the Payroll, Setup menu. Both windows will automatically display the settings for the current year. Click on the G/L Accounts tab page to enter or change the general ledger accounts.

If a general ledger account is missing for a miscellaneous deduction, it can be entered under the Miscellaneous Deductions option also on the Payroll, Setup menu.

Employer taxes and the worker's comp insurance expense will get expensed to accounts based on the settings on the Worker's Comp Table, also on the Payroll, Setup menu.

The Program Setup window has account numbers for posting employee advances and worker's comp payable. These settings are found under Tools, Program Setup, General Ledger, Account Numbers, Payroll.

Credits for each check will be posted to the account defined in the bank account setup. This is set up under the Payables, Setup, Bank Account Setup option.

Export Checks to QuickBooks

If you are using the Datatech Accounting software just to do your payroll and using QuickBooks for the rest of your bookkeeping and accounting, the payroll check information can be exported to a standard IIF file suitable for importing into QuickBooks.

The QuickBooks export feature is an extra cost option, so if you have not purchased it, the option will not appear on your menu. Normally the QuickBooks export option will be enabled during the initial installation and setup of your Datatech Accounting Software. If you purchase the option at a later time, Datatech Support personnel will provide you with instructions for enabling the option or will enable the option for you.

Three methods of exporting check information are supported. Normally the method that you use is set when the Quickbooks Export is enabled and not changed, although it is possible to switch from one method to another.

The first method exports only cash in bank entries to QuickBooks. For each credit to the cash in bank account, there is a debit posted to an offset account. Use this method if you are going to post a set of journal entries for labor expense, payroll taxes, and other transactions related the payroll manually.

The second method will post a complete set of journal entries for the payroll, including credits to cash in bank, credits to payroll tax liabilities, debits to the payroll labor account(s), tax expense account(s), and worker's comp expense account (if you have enabled the accrual of worker's comp insurance), and any credits for miscellaneous deductions. To use this option, you must set up the general ledger account descriptions in the Datatech software to match your account descriptions in QuickBooks. **This method is now considered obsolete.**

The third method combines the other two methods. An independent set of journal entries is posted for each check, with an offsetting debit posted to a "payroll clearing account". Then a separate set of journal entries is posted for the payroll tax liabilities, deductions, labor expense, tax expense, and worker's comp expense. This set of entries includes an offsetting credit to the "payroll clearing account". This is the preferred method for posting a complete set of journal entries to Quickbooks.

If you need to change the method used for exporting the checks to QuickBooks, you may change this setting on the Program Setup window.

To enable the QuickBooks option, go to the Tools menu and select Program Setup, then click on the Payroll button at the top of the window.

Program Setup

Main | Payroll | Payables | Receivables | General Ledger | Farm | Inventory

Settings | Check Printing | Check Messages | Control Numbers | Benefits | Magnetic Media | Minimum Wage | External Programs

Payroll Settings...

Current Payroll Quarter: 3 Year: 2002

Payroll Checks Bank #: 1

Tax Deposits Bank #: 1

Federal Employer ID #:

State for Withholding: WA

Union/Insurance Report: No

Crew Sheet Type: Excel Template

S. S. # Printing: Print full S.S. #

Memo Column Label: Memo

Payroll Journal Update: Summary

Multi-State UI Reporting: Employee State for UI

☒ Row Counts

☐ Alphanumeric Row #'s

☐ Enable Memo Entry on Line Items

☒ Calculate Deductions on ATF Checks

☒ Show Employee Notes During Check Entry

☒ Workflow Auto-Prompting

☒ Accrue Employer Taxes

☐ Auto-update Crew #'s

☐ Alphanumeric Crew #'s

☐ Show Multiplier

☐ Multi-State Withholding

☐ Print Wage & Tax Summary After Updating Payroll Journal

☐ Security Levels

☐ Enable Job Entry

Check Files Update Data Files Calibrate Printer Check Max Records Reset Printers... Ok Cancel

Program Setup

Main | Payroll | Payables | Receivables | General Ledger | Farm | Inventory

Settings | Check Printing | Check Messages | Control Numbers | Benefits | Magnetic Media | Minimum Wage | External Programs

External Program Settings...

Data Collection System: Other Client #:

Database Directory: Database Directory

ID Card Database Type:

Database Path/File: Update DSNs

Direct Deposit: No

Quickbooks: No

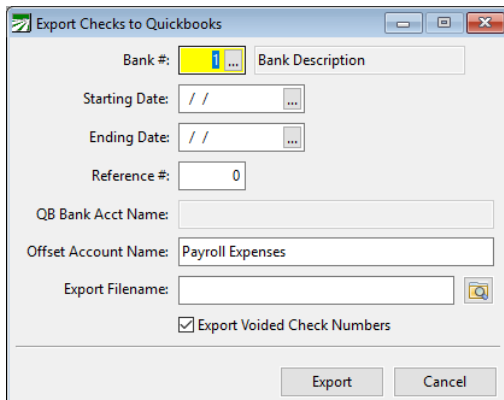
☐ Positive Pay

☐ H-2A Employees

Click on the Database Directory entry (highlighted in yellow in the above screenshot) and then hold down the Control key and press the letter "O". Enter the Security Code provided by Datatech (or contact customer support if you do not have a security code) and then click on the Ok button. The QuickBooks setting will be enabled. Choose "Checks Only" if you want to use the first method, or "Journal Trans" if you want to use the second method. Click on the Ok button at the bottom of the Program Setup window to save your changes.

After you have enabled the QuickBooks Export option for the first time, you will need to restart the program for the change to take effect. Once enabled, you

will have an **Export Checks to QuickBooks** option appear on the **Payroll, Reports** menu. When you select that option, the following window will appear:



To export the checks, enter the following information:

Bank #

The default payroll bank account will appear here automatically. Change the account # if you need to export checks written from a different bank account.

Starting Date / Ending Date

Enter the starting and ending dates to select the checks to be exported. Checks are selected based on the check date, not the pay period dates. The check date must fall within the date you provide.

Reference #

QB Bank Acct Name / Offset Account Name

When using the first method, enter the names of the accounts in the QuickBooks General Ledger that you want to post the checks to. The names must match exactly the account names used in QuickBooks, or else QuickBooks will create new entries in the Chart of Accounts when it imports the transactions.

Once you have entered the account names once, the program will remember the names used and they will appear automatically the next time you export checks.

If you are using the second method to export checks to QuickBooks, these entries are not used and will be disabled. Instead, the program will use the account descriptions in the Chart of Accounts.

If you are using the third method to export checks to Quickbooks, the Offset Account Name entry will be enabled, but the QB Bank Acct Name entry will not. Enter your “payroll clearing account” name in the Offset Account Name.

Export Filename

Enter the path and filename of the IIF file to export the information to. You may want to use the check date as part of the filename or you may choose to use the same name each time, overwriting the previous file each time you export the transactions.

Remember where you export the file to because you will need to select this file when you use the Import option in QuickBooks.

Export Voided Check Numbers

This option is only available when using the third method for exporting checks. When this box is checked, the export file will include any check numbers that were voided during the payroll check printing (or reprinting) process. This will result in the check number that was voided being exported to Quickbooks.

Important: Check numbers that are voided are not the same thing as payroll checks that are voided. Check numbers that are voided during the printing process are simply checks that are recorded with a zero amount, indicating that that check number was not used for a payroll check. This option is provided so that you have a way of exporting a record for every check number to Quickbooks, instead of having to manually record unused check numbers in Quickbooks.

This box will be checked by default, but there may be some situations where need to exclude voided check numbers. For instance, suppose you print a batch of checks and needed to void a check number because the first payroll check did not print properly. Then you export the checks to Quickbooks (including the voided check number) and import them into Quickbooks. After doing this, you get a late time card for one employee, enter the time, print the check (using the same check date as your first batch), and export the check to Quickbooks.

When exporting to Quickbooks, you can isolate the single check by entering the payroll journal reference number. This will result in an export file that includes only the new check that you printed. However, voided check numbers *are not recorded under a payroll journal reference number*. The program does not keep track of whether a voided check number was already exported to Quickbooks, and even if it did, it would have no idea whether you had actually imported it into Quickbooks. Because of this, all voided check numbers for the date range that you select when generating the export file are exported every time the export is done.

In this scenario, when you create an export file for the single check, you would uncheck this checkbox so the voided check number is not re-exported. If you do re-export the voided check number, Quickbooks will display a message telling you another check number already has that number.

Export

Click on this button to create the export file.

Cancel

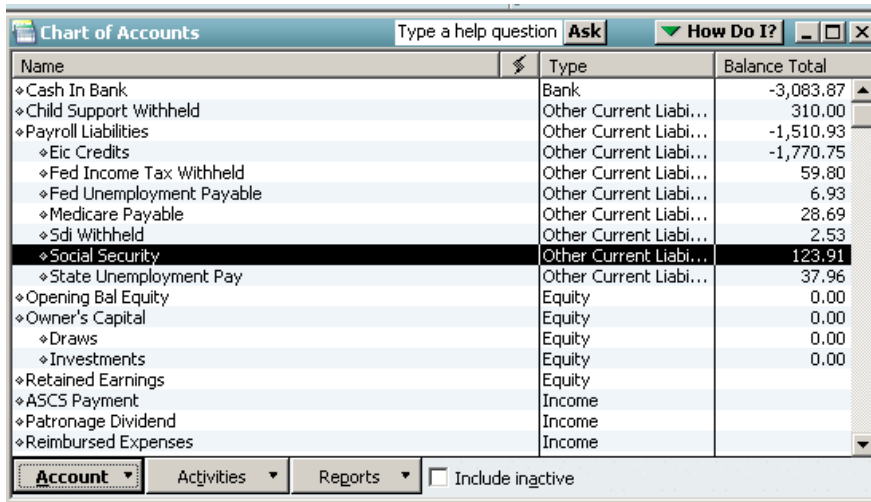
Click on this button to close the window without creating an export file.

General Ledger Account Setup

When using the second and third methods to export checks to QuickBooks, the Payroll Journal will create a full set of journal transactions in the Datatech General Ledger module. These transactions are then exported to QuickBooks “as-is”. The accounts descriptions in the Datatech Chart of Accounts are in the IIF file to tell QuickBooks where to post the transactions.

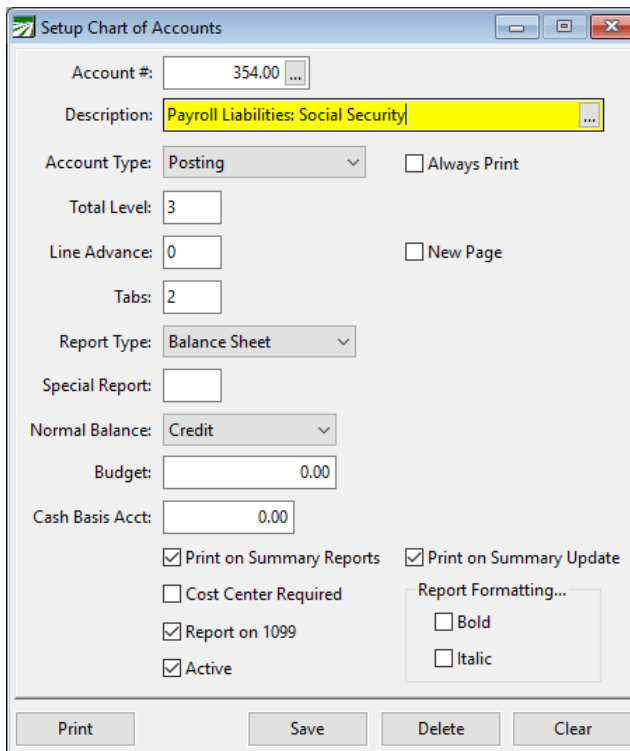
As noted above, you must make sure that the account descriptions in the Datatech chart of accounts match the account descriptions in the QuickBooks chart of accounts. If you have sub-accounts on your QuickBooks chart of accounts, it is important to set up the descriptions in the Datatech chart of accounts correctly.

For example, suppose the individual accounts for each payroll tax liability are sub-accounts of an account called “Payroll Liabilities”:



Name	Type	Balance Total
♦Cash In Bank	Bank	-3,083.87
♦Child Support Withheld	Other Current Liabi...	310.00
♦Payroll Liabilities	Other Current Liabi...	-1,510.93
♦Eic Credits	Other Current Liabi...	-1,770.75
♦Fed Income Tax Withheld	Other Current Liabi...	59.80
♦Fed Unemployment Payable	Other Current Liabi...	6.93
♦Medicare Payable	Other Current Liabi...	28.69
♦Sdi Withheld	Other Current Liabi...	2.53
♦Social Security	Other Current Liabi...	123.91
♦State Unemployment Pay	Other Current Liabi...	37.96
♦Opening Bal Equity	Equity	0.00
♦Owner's Capital	Equity	0.00
♦Draws	Equity	0.00
♦Investments	Equity	0.00
♦Retained Earnings	Equity	
♦ASCS Payment	Income	
♦Patronage Dividend	Income	
♦Reimbursed Expenses	Income	

For sub-accounts, QuickBooks identifies them by using the following notation “Main Account Name:Sub-Account Name”. Therefore in your Datatech chart of accounts, you will need to set up account descriptions with the main account name, a colon, and then the sub-account name. For example:



Account #: 354.00

Description: Payroll Liabilities: Social Security

Account Type: Posting ☐ Always Print

Total Level: 3

Line Advance: 0 ☐ New Page

Tabs: 2

Report Type: Balance Sheet

Special Report:

Normal Balance: Credit

Budget: 0.00

Cash Basis Acct: 0.00

☒ Print on Summary Reports ☒ Print on Summary Update

☐ Cost Center Required ☐ Bold

☒ Report on 1099 ☐ Italic

☒ Active

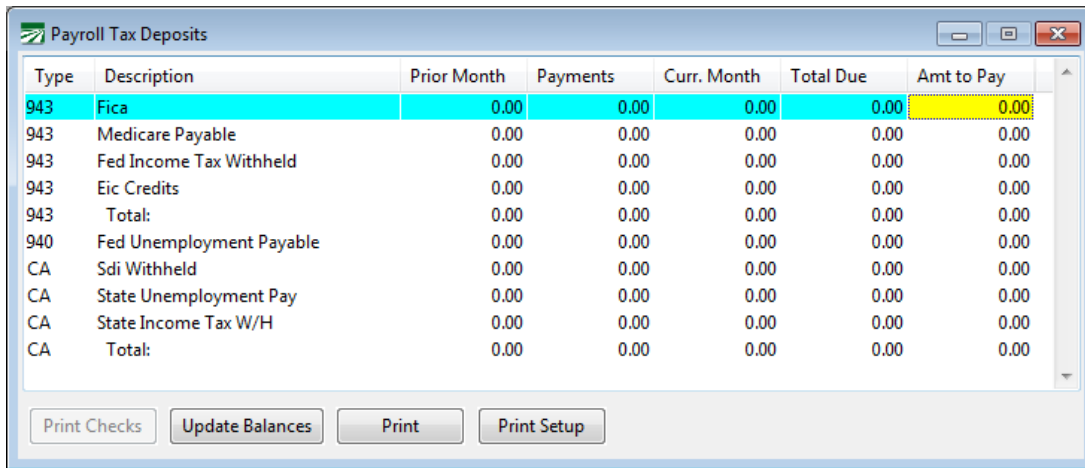
Buttons: Print, Save, Delete, Clear

If you do not set up your chart of accounts this way in the Datatech software, QuickBooks will create new entries in your chart of accounts (usually as bank accounts) so that it can import the transactions. If this happens, you may want to restore a backup or delete the imported transactions along with the new accounts that QuickBooks created. Then make changes to the Datatech chart of accounts and try the import again.

If you are having trouble with account names not matching between QuickBooks and Datatech, you may find it helpful to export the Chart of Accounts in QuickBooks to an IIF file, and then view the account descriptions that appear in this file. (You can use Excel to view the IIF file.) If you can't resolve the discrepancies, contact Datatech Customer Support for assistance.

Tax Deposits

The Payroll Tax Deposits window keeps track of your current federal and state payroll tax liabilities:



Type	Description	Prior Month	Payments	Curr. Month	Total Due	Amt to Pay
943	Fica	0.00	0.00	0.00	0.00	0.00
943	Medicare Payable	0.00	0.00	0.00	0.00	0.00
943	Fed Income Tax Withheld	0.00	0.00	0.00	0.00	0.00
943	Eic Credits	0.00	0.00	0.00	0.00	0.00
943	Total:	0.00	0.00	0.00	0.00	0.00
940	Fed Unemployment Payable	0.00	0.00	0.00	0.00	0.00
CA	Sdi Withheld	0.00	0.00	0.00	0.00	0.00
CA	State Unemployment Pay	0.00	0.00	0.00	0.00	0.00
CA	State Income Tax W/H	0.00	0.00	0.00	0.00	0.00
CA	Total:	0.00	0.00	0.00	0.00	0.00

Print Checks Update Balances Print Print Setup

Type

The type column displays the type of tax deduction (941/943/940 for federal, the state abbreviation for state taxes). If you have both regular and agricultural employees, or have employees in multiple states, then you may need to scroll down to see all tax amounts.

Description

The tax description (obtained from the general ledger account description) is listed here.

Prior Month

This is the balance due at the end of the prior month.

Payments

This amount shows what payments have been made in the current month.

Curr. Month

This is the amount of payroll tax liability incurred in the current month.

Total Due

This is the total amount due at this time. This is calculated by taking the balance at the end of the prior month, subtracting payments made in the current month, and adding payroll liability incurred in the current month.

Amt to Pay

In this column, type in the amounts that you want to pay for each tax category.

Once you have entered the amounts to pay, the Print Checks button will be activated. Click on this button once you have entered all amounts to pay.

Tax Deposit Check Printing

When you click on the Print Checks button, this window will open:

Taxes Paid:	
Fica-Ee:	2703.49
Medicare-Ee:	632.47
Fed Income Tax Withheld:	238.43
Eic Credits:	0.00
Rounding Adjustment:	0.00
Check Total:	3574.39

The title bar of the window will indicate which tax you are paying (in this case, the federal Form 943 taxes.) Most of the entries necessary to print the check are already done, however you can change or override some settings:

Bank #

This is the bank account number to write the tax deposit check from. This will default to the bank account number for tax deposits in the Program Setup.

Name Key

The payee (either your bank or the state agency that collect taxes) must be set up in the vendor file. This federal and state tax rate files allows you to set up the vendor to use here, so that you don't need to type in the vendor's name key each time.

Transaction Type

Select either a check or an electronic transfer. If this is an electronic transfer, a miscellaneous charge will be created instead of a check. You will also be able to enter the EFT Confirmation number, and you won't need to enter a check number.

Check #

The next check number to use will appear automatically. You can override the check number if you need to.

Check Date

This will default to today's date.

Rounding Adjustment

Because FICA, Medicare, SDI, SUI, and FUI rates use fractions of percents, the payroll tax accrual can develop rounding errors than can be corrected here. Enter a positive or negative amount here to correct the check total if necessary.

Save/No Print

Click on this button if you don't need a check printed out, but just need to record the payment.

Save & Print

Click on this button to save and print the check.

Cancel

Click on this button to close the window without saving the payment/check information.

Frequently Asked Questions***I use electronic payments for my tax deposits instead of writing checks. How do I enter the tax deposits?***

Click on the Print Checks button on the Tax Deposit window as if you were writing a check. Then on the check entry window, select the Electronic Transfer option. This will create a miscellaneous transaction instead of a check.

The amount that shows in the total due column is not correct. Why?

The amounts that appear on the Tax Deposit window are obtained directly from the general ledger. Normally, problems with balances in the Tax Deposit window are due to transactions that have been entered incorrectly in the general ledger. Possibilities include:

4. Beginning balances were entered incorrectly. Because the correct amount was not entered, a balance could be left over or the Tax Deposits window might show an overpayment incorrectly. Check to make sure the beginning balances you entered when you started using the system are correct, and that the tax liability payments you made were expensed to the liability accounts where the starting balances were posted.
5. A tax deposit check was entered manually and expensed to the wrong account. A common mistake is to expense a tax liability check to the tax expense account, when the amounts for taxes due have already been posted to the liability accounts.
6. A current batch Payroll Journal needs to be printed and finalized. General Ledger transactions are not posted until the Payroll Journal is finalized. Therefore the liability for the last batch of payroll checks will not appear until the journal is finalized.
7. A vendor invoice was entered for payroll taxes and expensed to the tax liability accounts. This is incorrect, since the payroll journal takes care of accruing the liabilities for payroll taxes. Vendor invoices should never be entered for the purpose of issuing a payroll tax check.
8. Manual journal entries were posted to the payroll tax liability accounts. Be very careful when entering manual journal entries. It may be necessary at times to post manual transactions, for instance, if you forget to change your SUI rate at the beginning of the year causing the program to accrue the wrong amounts.

9. A direct expense check or a vendor invoice was entered and expensed to the tax liability accounts when it should have been expensed to a different account.

Normally you can diagnose problems with the payroll tax balances by running a general ledger update on the account in question. This will show you the prior balance, all transactions during the month and the ending balance.

How do I void or delete a tax deposit payment?

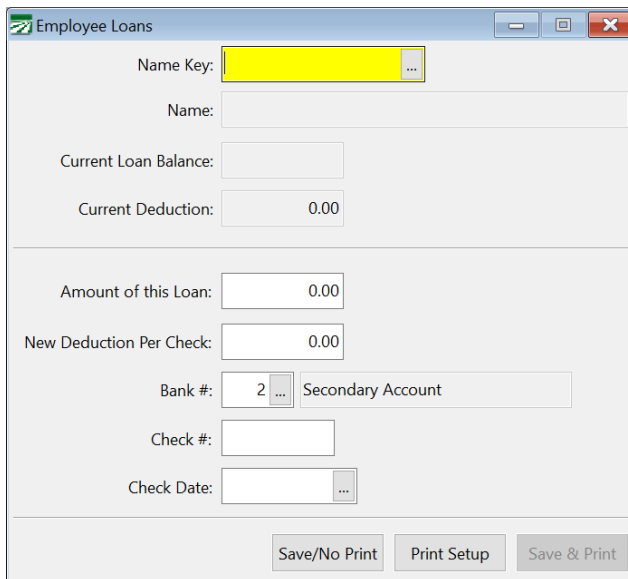
Payroll tax deposit checks are direct expense checks. If the tax payment was entered as an electronic transaction, it will be a miscellaneous charge. You can view, delete, or void a payroll tax deposit check or miscellaneous charge just like any other direct expense check from the Checkbook Register window.

Employee Loans

Employee Loans

The payroll system can keep track of money loaned to or advanced to employees. The Employee Loans option can print a check for an employee loan, as well as update the employee account with the new loan balance and a deduction per check to take out to pay back the loan.

This window will open when you select the Employee Loans option on the Payroll Checks menu:



Name Key

Enter the Name Key for the employee who is receiving the loan. You can press [F4] or click on the look up button to get a look up list of employees.

After the employee is found, the employee name, current loan balance, and current deduction per check will be displayed.

Amount of this Loan

Enter the amount of the loan.

New Deduction per Check

Enter the amount of the deduction to be made on each of the employee's payroll checks to pay off this advance and any previous balances. If a deduction is currently being made on this employee's check for a previous loan, the amount you enter here will replace the current deduction.

To change this deduction after the check has been issued, refer to Employee File Maintenance Program to edit this entry.

Bank Number

Specify which bank account you want the check to be written from.

Check Number

Enter the next check number in the printer, or if the check is being entered after the fact enter the check number that was written.

Check Date

Enter the check date.

Save/No Print

Click on this button to save the check information without printing.

Print Setup

Click this button to open the Print Setup window. There you can make modifications to how it will be printed.

Save & Print

Click on this button to save a check and print it.

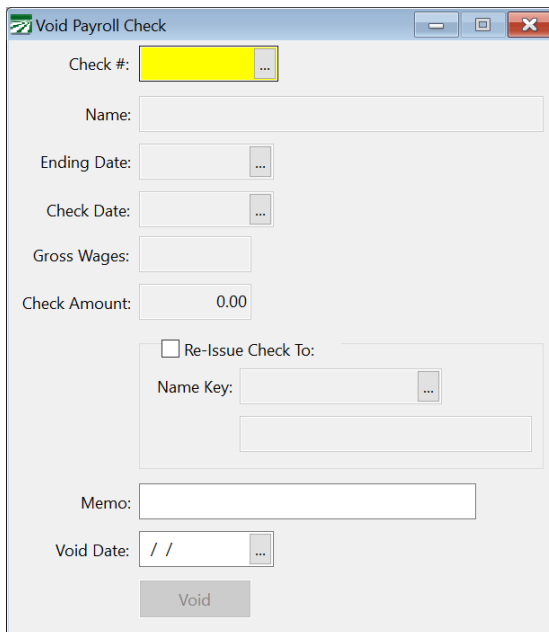
Void Payroll Check

This option is used to void a payroll check or advance check that has already been entered and printed through the check entry program.

In some cases, you do not need to use the void check option. For instance, if a check is messed up during check printing (i.e. printer jams) you can simply reprint the check instead of voiding it, re-entering it, and reprinting it. Another situation where checks should not be voided is unclaimed payroll checks.

Cases where you would use the void check option might include:

- A check was printed using the wrong employee account. The check should be voided to correct the wrong employee account and the check re-entered and re-printed on the correct employee account.
- Wages or deductions are incorrect on an employee check and the employee hasn't received the check yet, or has returned the check for corrections.
- A check was printed incorrectly or is unusable, and you updated the payroll journal by mistake (once the payroll journal is updated, the Reprint Checks option cannot be used for those checks).



Simply enter the check number you want to void. You can also click on the lookup button or press [F4] to get the selection list. The check information will be displayed, and you can click on the Void button to record the void.

In cases where a check is issued to the wrong employee account, or corrections need to be made to the wages and/or deductions, check the box labeled "Re-Issue Check To" before you click on the Void button. You may then select the employee account that you want to re-issue the check to. When you click on the Void button, the Batch Payroll Check window will appear with a copy of the original check. You can then make changes to this check and print it when you are done.

When you void a check, the program creates a void entry that will appear on the payroll journal. This is exactly the same as the original check, except it is negative. This will result in the employee account totals being reduced as well as all journal transactions being reversed for this check.

When you void a payroll check, the void entry will not appear on your Checkbook Register window until the Payroll Journal is run and updated to the General Ledger.

Checks in a prior quarter or year may not be voided. Therefore, you should make sure that all checks are correct before closing the quarter and year.

Move Payroll Checks

Move Payroll Checks

This option allows you to move one or more payroll checks from one employee account to another. This can be useful in situations where a check was issued to the wrong employee account (perhaps because of similar names or a data entry error), but the employee went ahead and cashed the check. If no other details on the check are wrong, this option can be used instead of voiding and re-issuing the check on the correct account.

This window can be found by navigating to **Payroll -> Checks -> Move Checks to New Employee**.

Important: We recommend only using this option for checks in the current quarter/year. Moving checks in prior quarters that have already been reported to the state/federal government may require filling amended/corrected returns. It is best if you make sure that all checks are on the correct employee accounts before filing your quarterly reports.

If you move checks in prior quarter that has already been closed, the program will update the total wages and deductions in the quarterly archive file. If the employee account that checks are being moved to did not have any wages in that quarter, the program will create a new record in the archive file for those wages.

Once wages have been changed in the archive file, it is your responsibility to re-file any corrected quarterly returns that are affected.

The program maintains a log of all checks that have been moved from one account to another. You can use the Transaction log and select "PRJNLHDR" as the file and Move as the transaction type to view this information.

The security setup for this window allows you to prevent users from moving checks that are in prior quarters or years.

There are two ways of moving checks. The first is to move one check; the second is to move a group of checks based on date range.

Moving One Check

The first way to move checks is to move one check at a time. Do this in the "Move One Check" tab of the Move Payroll Check window. The following screenshot depicts this.

To move a check, simply select the check in the Check Number box and then enter the Account # of the employee to which you want to move this check.

Check

Select the check to move here. Enter the Check # or select the check using the lookup menu. Access the lookup menu by pressing [F4] in this box.

New Account

Select the new employee by entering the account # or selecting the employee from the lookup by pressing [F4] in this box.

Move Checks by Date Range

The second method of moving checks is to move an entire group of checks based on date range.

Select the employee that you want to move checks from, enter the date range, select the new employee to which you want to move the checks, and then press “Move Checks.”

Account

Enter the Account # of the employee from which to take the check. This is the origin employee. Press [F4] to access the lookup.

Starting / Ending Check Date

Enter the date range of the checks you want to move. This will move all checks within this range for this employee. Press [F4] to open a date picker.

New Account #

Enter the Account # of the employee to which you want to move the checks. This employee will now have a record of these checks. Press [F4] to access the lookup.

Pay Rates

The pay rate table is used to define standard pay rates for specific jobs. These rates can be used when all employees performing a job are paid at the same rate.

The check entry program will find the correct pay rate by the information you have set up on this table. It will look up entries in the table in the following order:

During payroll data entry, the program will check this table to see if there is an entry that matches the G/L #, Cost ID, Job ID, and Wage Type that you entered on the check line item. If a matching entry is found, the pay rate from that entry will be used automatically.

If no matching entry is found, the program will next check to see if there is an entry that matches the G/L #, Job ID, and Wage Type that you entered on the check line item, and that has no Cost ID. This allows you to set up one entry for a specific job that applies to all Cost Centers.

If a matching entry is not found, then the program will look for an entry that matches the G/L #, Job ID, and Wage Type that you entered on the check line item, and that has a Starting and Ending Cost ID that includes the Cost ID.

To open the Pay Rates window, go to the Payroll option on the main menu, then go to the Setup sub-menu, and select Pay Rates:

[illegible]**G/L #**

Enter the wage account number for which you are entering a pay rate. You can press [F4] or click on the column heading to get a selection list of general ledger account numbers.

Cost ID

Enter the cost center ID for this entry. This entry can be left blank if you are either setting up a default rate for a job that you want to apply to all cost centers, or you are setting up a default rate that will apply to a range of cost centers.

Start Cost ID / End Cost ID

To set up a pay rate entry that applies to a range of cost centers, enter the starting and ending Cost ID's in these columns.

Job ID

Enter the Job ID for this pay rate entry. If you are not using Job Codes this entry can be left blank. For instance, if you are using a different G/L # for different jobs, then there is no need to use Job ID's.

Unit

Enter a unit type, if applicable, for piecework wages. For instance, for pruning you might enter "Vines" or "Trees", depending on what cost center you are entering this rate for. For rolling or tuning raisin grapes, you could enter "Trays". This unit description will print on the employees' payroll check stubs. For hourly wages, no unit type is necessary.

Type

Select the pay type. Press [F4] or click on the column heading to get a list of pay types. Commonly used pay types are PW (piecework) and RH (regular hourly).

Rate

Enter the default pay rate.

Min Rate/Hr

This entry is used if you are guaranteeing employees a minimum pay rate per hour for piecework wages that is higher than the legal hourly minimum wage. Enter the minimum rate per hour the employees are guaranteed here. If an employee does not make the guaranteed hourly rate, a line will be added to their check to make up the difference.

Note that it is not necessary to enter the legal minimum wage here. The program always performs a minimum wage verification. *You only need to enter a rate in this column if you are guaranteeing an hourly rate that is higher than the legal minimum wage.*

Bill Rate

This column is only enabled for labor contractors and farm management companies. This is the rate that the grower will be billed for the labor.

This is used if the labor contractor contracts with the grower to do work for a specific piece rate, and is paying the employees another rate. To use the Bill Rate from the Pay Rate file, the grower account must have the Billing Method set to "Fixed Rate".

For instance, if the grower is charging \$1.00 per tree to the grower, and paying .75 per tree to the employee. This does not work out to an even commission percentage, so using the billing method of labor plus commission will not work in this instance. By using the pay rate file, however, the labor contractor can specify both the pay rate and the billing rate for any particular job for individual crops.

Bill**O/H**

After the Fact Payroll

The After the Fact payroll check window is used to enter payroll checks that have already been written. It is normally only used when you first start using the program, if you need to enter payroll checks that have already been issued. By entering the check history, the employee totals will be brought up to date.

If you are getting caught up with payroll checks that you've issued through other payroll software, refer to the After the Fact Workflow instructions for more information.

When you select the After the Fact option on the Payroll, Checks menu, this window will appear:

[illegible]

Entries for the after the fact payroll checks are nearly identical to the Batch Payroll Check entry window. After the Fact checks allow you to enter the check number and check date of each check however.

Account #

Enter the employee account # or click on the look up button (or press [F4]) for a look up list of employees.

To bring up an employee account by the employee's name key, social security number, or control number, simply hit enter on the account number field and advance to field of choice.

Name Key

If the employee's account number is entered the name key will appear automatically you should hit enter past this field.

If the name key is incorrect press [F4] to get a look up list of employees.

Social Security #

If the employee's account number or name key is entered the social security number will appear automatically. If the account brought up is incorrect you may press [F4] in this field to get a look up list of employees.

Control**Check #**

Enter the check number. This is a required entry.

If you want to edit a check that you have already entered, you can press [F4] or click on the lookup button to get a selection list of checks already entered. Once a check has been updated on the Payroll Journal however, you may not edit it.

Pay Period

Enter the starting and ending dates of the pay period for this check

Check Date

Enter the date the check was issued. The check date must fall within the current year and quarter currently set in the Program Setup.

Gross Wages

You now enter the gross wages for this employee. You may enter multiple lines of data to pay the employee for any combination of, hourly, overtime, piecework, etc., or to charge the employee's wages to different crops or fields.

Day

If you are entering payroll by day, enter the first two digits of the day, i.e., Monday = MO, Tuesday = TU, etc. You can also use the day of the month, entered as number.

If you are not paying by day leave this field blank.

General Ledger #

Enter the general ledger number the wages are to be expensed to, press [F4], or click on the 'G/L#' tab for a look up list of general ledger numbers. If you have entered a default general ledger number in the employee's profile it will automatically appear here.

In any event, the general ledger number used must be defined in the Worker's Comp. Rates Table for the proper tracking of payroll tax expense and worker's compensation expense accruals.

Job Number

Enter the job number for which the employee worked, press [F4], or click on the 'Job' tab for a look up list of Jobs.

Cost ID

Enter the cost ID number to which the payroll wages will be expensed to, press [F4], or click on the 'Cost ID' tab to get a look up list of cost centers.

Year

If this is a direct crop expense (which means that you have entered a cost center), you must also enter the Crop Year. This allows you to keep track of direct crop expenses by crop year rather than calendar or fiscal year. Enter the last two digits of the year, i.e., [1999], [2000]. Leave this entry blank if this is not a direct crop expense.

Type of Wages

If the wage employee's wage type is set up in the employee's profile then it will automatically appear here. If not enter the wage type, press [F4], or click on the 'Type' tab for a look up list of wage types.

Piecework Hours

If you are entering piecework for this employee, enter the number of hours the employee worked for minimum wage calculation.

If the employee is being paid hourly, leave this field blank.

The screen will display the minimum wage total based on the number of hours worked. If the piecework wages do not meet minimum wage, the program will alert you when the check is saved, you can then tell the system to add a line to meet the minimum wage.

Hours/Units

Enter the number of hours worked, or units if you are paying piecework.

Rate

If this employee has a pay rate in his file, the rate will automatically appear. If not, enter the pay rate.

If you are paying an employee overtime or double-time, enter the normal rate of pay for the employee. The program will figure the amount of overtime or double-time based on the pay type you have selected.

Amount

The program will automatically calculate the total wage amount for this line.

Equipment

If you want the program to record a charge out for equipment usage enter the Equipment ID number, press [F4], or click on the 'Equip. #' tab to get a look up list of equipment.

Rate

Enter the cost of usage per hour.

The program will calculate the total cost of usage and will create a memo entry transaction to appear on crop reports.

The check entry screen allows you to enter up to two Equipment usage's per line on each payroll check.

Recap Page

Once you have entered the gross wage information, you can click on the Recap tab page to see the gross wage totals, tax deductions, miscellaneous deductions, and the net check amount.

Gross Wages		Recap	
Gross Wages:		Tax Deductions:	
Salary:	<input type="text"/>	SDI:	<input type="text"/>
Regular:	<input type="text"/>	FICA:	<input type="text"/>
Overtime:	<input type="text"/>	Medicare:	<input type="text"/>
Doubletime:	<input type="text"/>	Federal Income Tax:	<input type="text"/>
Piecework:	<input type="text"/>	State Income Tax:	<input type="text"/>
Bonus:	<input type="text"/>	Withholding:	<input type="text"/>
Commission:	<input type="text"/>	EIC Credit:	<input type="text"/>
Vacation:	<input type="text"/>	Total:	<input type="text" value="0.00"/>
Sick Pay:	<input type="text"/>		
Holiday:	<input type="text"/>		
Total Gross Wages: <input type="text"/>			
		Miscellaneous Deductions:	
		Advances:	<input type="text" value="0.00"/>
		None	<input type="text" value="0.00"/>
		None	<input type="text" value="0.00"/>
		None	<input type="text" value="0.00"/>
		None	<input type="text" value="0.00"/>
		None	<input type="text" value="0.00"/>
		None	<input type="text" value="0.00"/>
		None	<input type="text" value="0.00"/>
		None	<input type="text" value="0.00"/>
		None	<input type="text" value="0.00"/>
		None	<input type="text" value="0.00"/>
		Total Deductions:	<input type="text" value="0.00"/>
		Net Check: <input type="text" value="0.00"/>	

Gross wages are listed by wage type on the left, tax deductions are listed in the middle, and miscellaneous deductions are listed on the right side.

The tax and miscellaneous deductions (if any) will be calculated automatically, but you will need to adjust the deduction amounts to match the actual check that was issued. As you make changes to either the gross wages (by editing or adding line items) or the deductions, the net check will be updated accordingly. After you have adjusted the deductions, make sure that the amount shown for the Net Check is correct.

If all deductions are correct, you click on the Save button, or press [Ctrl] + [S] to save the payroll check entry.