

Setup Reports

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Class Codes

This report lists the information entered for Class 1, Class 2, Class 3, and Class 4 in the Class Codes form. (This information includes the class codes and descriptions assigned to each class code.)

6/9/2009 9:10:54AM		ZSI/ABC SYSTEMS, INC
Classes (UPCLASS1)		
<u>Class</u>	<u>Class Code</u>	<u>Description</u>
Class 1	CORP	Corporate
	ENG	Engineering
	FIN	Finance
	OPER	Operations
	OTHER	Other
	SLSMKT	Sales and Marketing
Class 2	ACCT	Accounting
	ADMIN	Administration
	BID	Bidding
	FIN	Finance
	HR	Human Resources
	HWARE	Hardware
	MAT	Materials
	MFG	Manufacturing
	MKTG	Marketing
	OPER	Operations
	OTHER	Other
	QA	Quality Assurance
	SALES	Sales
SWARE	Software	
Class 3	DC	Washington, DC
	EAST	East Division Office
	FIELD	Field Consultant
	HQ	Headquarters
	MIDWES	Midwest Sales Office
3 classes printed		

Earnings and Deductions

You can print a report for each of the following:

Accruals - The Accruals report lists the information entered for the selected accruals on the Earnings and Deductions form. It includes maximum amounts for annual accruals and carry-overs, taxes to which the accruals are subject, and G/L distribution accounts.

Advances - The Advances report lists the information entered for the selected advances on the Earnings and Deductions form. It includes the calculation method, frequency, starting and ending dates, G/L distribution accounts, and amounts for the advances.

Benefits - The Benefits report lists the information entered for the selected benefits on the Earnings and Deductions form. It includes the calculation method, frequency, starting and ending dates, taxes to which the benefits are subject, G/L distribution accounts, and amounts or percents for the benefits.

Deductions - The Deductions report lists the information entered for the deductions on the Earnings and Deductions form. For each selected deduction, it includes frequency, starting and ending dates, employee and employer calculation methods, and G/L distribution accounts.

Earnings - The Earnings report lists the information entered for the selected earnings on the Earnings and Deductions form. This information includes the employee calculation methods, frequencies, starting and ending dates, G/L distribution accounts, and amounts/percents for the earnings.

Expense Reimbursements - The Expense Reimbursements report lists the information entered for the selected expense reimbursements on the Earnings and Deductions form. This information includes the frequencies, starting and ending dates, G/L distribution accounts, and amounts for the expense reimbursements.

6/9/2009 9:12:26AM		ZSI/ABC SYSTEMS, INC	
Earnings (UPEARN1)			
From Earning Code	[REG]	To [REG]	
Earning/Deduction:	REG	Regular Hourly Rate	
Short Description:		Regular Pay	Last Maintained: 12/9/2008
Type:		Salary and Wages	Inactive as of:
Employee Calculation Method:		Hourly Rate	Subject to Workers' Comp: Yes
Frequency:		Biweekly	Level: 10
Starts:		Date of Hire	Print Earn/Ded on Check: Yes
Month:			
Day:			Rate/Amount/Percent: 0.00
Ends:			Annual Maximum: 0.00
Min/Max Based On:		Not Applicable	Lifetime Maximum: 0.00
			Include in FLSA OT Calc: Yes
Subject to the Following Taxes (Base Earnings)			
CASDI			
CASIT			
CASUTA			
USFIT			
USFUTA			
USMED			
USSS			
G/L Distribution Code:	REGPAY	Regular Pay	
Regular Expense:	7250	Overtime Expense:	7252
Shift Expense:	7253	Employer Liability:	Not Applicable
1 earning record printed			

EFT Options

This report lists the information entered on the EFT Options form under the Payroll Setup folder. This includes the information required by your company's bank to enable direct deposit of paychecks to your employees' bank accounts.

6/9/2009 9:23:39AM		ZSI/ABC SYSTEMS, INC			Page 1		
EFT Options Report (UPEFTOPT)							
Bank ID:	BOFA	Bank Format:	ACH (NACHA) Standard	Originator Status Code:	Bound	Last Maintained:	8/15/2008
Originator No.:	061036000	Abbreviated Name:		Discretionary Name:	ZSI Payroll	Service Class Code:	200
Originator DFI ID:	061036000	Immediate Dest ID:	061036000	Immediate Dest Name:			
		Immediate Origin No.:		Immediate Orig Name:			
Append CR/LF:	Yes	Deposit File Name:	UPDIRECT.ACH				
Deposit File Header:				Deposit File Footer:			

G/L Integration

Print the G/L Integration report to verify the information that you entered on the G/L Integration page.

6/9/2009 9:04:21AM Payroll G/L Integration (UPGLOPT1)		ZSI/ABC SYSTEMS, INC	Page 1
Integration			
Create G/L Transactions: Journal Entry Date: Create G/L Transactions By: Consolidate G/L Batches: Salary Payable Account: Suspense Account:	During Posting Check Date Adding to an Existing Batch Do Not Consolidate 7250 9999		
Segments			
Use Cost Center Overrides:	No		
Transactions			
System Checks:			
G/L Transaction Field	Segment Separator	Segments	
G/L Entry Description	- Hyphen	Pay Period End Date Class 1 Value Class 2 Value Class 3 Value	
G/L Detail Reference	* Asterisk	Employee Number Employee Name Class 1 Value Class 2 Value Class 3 Value	
G/L Detail Description	. Period	Check Date Check Number Class 1 Value Class 2 Value Class 3 Value	
G/L Detail Comment	# Number Sign	Class 1 Value Class 2 Value Class 3 Value	
System Checks Detail:			
G/L Transaction Field	Segment Separator	Segments	
G/L Detail Reference	- Hyphen	Employee Number Employee Name Class 1 Value Class 2 Value Class 3 Value	
G/L Detail Description	* Asterisk	Check Number Class 1 Value Class 2 Value Class 3 Value	
G/L Detail Comment	. Period	Class 1 Value Class 2 Value Class 3 Value	
Manual Checks:			
G/L Transaction Field	Segment Separator	Segments	
G/L Entry Description	- Hyphen	Pay Period Start Date Pay Period End Date	
G/L Detail Reference	- Hyphen	Employee Number Employee Name	
G/L Detail Description	- Hyphen	Check Number	
Manual Checks Detail:			
G/L Transaction Field	Segment Separator	Segments	
G/L Detail Reference	- Hyphen	Employee Number Employee Name	
G/L Detail Description	- Hyphen	Check Number	

Options

This report lists the information entered in the Options form. This information includes the years of history to keep, pay periods per year and hours per pay frequencies for each pay frequency you use, and integration options.

6/9/2009 9:03:02AM	ZSI/ABC SYSTEMS, INC	
Payroll Options (UPOPSHN1)		
<u>Company Data</u>		
Company Name:	ZSI/ABC SYSTEMS, INC	
Address:	523 VALLEY VIEW DRIVE	
City:	SAN JOSE	
State:	CA	
Zip Code:	95014	
Country:	USA	
Contact Name:	Mary Johnson	
Telephone:		
Fax Number:		
<u>Processing Options</u>		
Minimum Wage:	6.55	
Years of History to Keep:	7	
Enter Timecard Fractional Hours As:	Minutes	
Number of Decimals for Hourly Rates:	2	
Maximum Annual Part Time Hours:	1,000.00	
Default Bank:	BOFA Bank Of America	
Default MC Check Stock Code:	BOTH Checks and Advices	
Use Original Dates When Reversing Checks:	No	
Print SNN on Cheques:	Yes	
<u>Pay Frequency</u>		
<u>Frequency</u>	<u>Pay Periods per Year</u>	<u>Hours per Frequency</u>
Daily	260	8.00
Weekly	52	40.00
Biweekly	26	80.00
Semi-Monthly	24	86.66
Monthly	12	173.33
Quarterly	4	0.00
10 Times per Year	10	0.00
13 Times Per Year	13	0.00
22 Times Per Year	22	0.00

Overtime Schedules

This report lists the information entered for the selected overtime schedules in the Overtime Schedules form.

6/9/2009 9:20:39AM		ZSI/ABC SYSTEMS, INC		Page 1
Overtime Schedules (UPOT1)				
Overtime Schedule:	ADM	Administration OT	Last Maintained:	6/16/2008
Pay Overtime As:	Overtime Rate Pay		Inactive as of:	
Pay Regular Hours Shortage From Compensatory Time:		No		
<u>Hours Over</u>	<u>For Period of Days</u>	<u>Rate Multiplier</u>		
40.00	7	1.50000		
Overtime Schedule:	MFG	Manufacturing OT	Last Maintained:	6/16/2008
Pay Overtime As:	Overtime Rate Pay		Inactive as of:	
Pay Regular Hours Shortage From Compensatory Time:		No		
<u>Hours Over</u>	<u>For Period of Days</u>	<u>Rate Multiplier</u>		
8.00	1	1.50000		
12.00	1	2.00000		
40.00	7	1.50000		
60.00	7	2.00000		
2 overtime schedules printed				

Shift Differential Schedules

This report lists the information entered for the selected shift differential schedules in the Shift Differential Schedules form. (This information includes shift differential rates for Shift 1, Shift 2, Shift 3, and Shift 4.) You can print the Employee Listing for a selection list or a range of employee numbers.

6/9/2009 9:22:03AM	ZSI/ABC SYSTEMS, INC	Page 1
Shift Differential Schedules (UPSHIFT1)		
Schedule: ADM	Administration Shift Differ	Last Maintained: 7/14/2008
		Inactive as of:
<u>Shift</u>	<u>Differential Rate</u>	
1	0.00	
2	0.50	
3	0.00	
4	0.00	
Schedule: MFG	Manufacturing Shift Differ	Last Maintained: 8/15/2008
		Inactive as of:
<u>Shift</u>	<u>Differential Rate</u>	
1	0.00	
2	0.50	
3	0.75	
4	1.00	
2 shift differential schedules printed		

Tax Profiles

This report lists the information entered for the selected taxes in either the Federal and State Taxes form or the Local and Other Custom Taxes form. (This information includes W-2 reporting instructions, G/L distribution accounts, base earnings, base deductions, and associated taxes.) You can print the Employee Listing for a selection list or a range of employee numbers.

6/9/2009 9:23:05AM	ZSI/ABC SYSTEMS, INC	Page 1
Tax Profiles - Federal and State (UPTXPRO2)		
From Tax Code	[CASIT] To [CASUTA]	
CASIT	California Income Tax	
Short Description:	CA SIT	Last Maintained: 7/14/2008
Type:	Income Tax	Inactive as of:
Reporting ID:	8768577656	
Level:	20	
<u>Base Earnings Include</u>		
BON		
CAR		
COMM		
HOLI		
ILLN		
PERS		
REG		
RTIP		
XLIFE		
XLIFEH		
<u>Base Deductions Include</u>		
401AMT		
401K		
401KCU		
DENT		
DEPEND		
DRUG		
GTLHD		
LIFE		
MED		
RLIFE		
VIS		
G/L Distribution Code:	TAX	Taxes
Employer Liability:	Not Applicable	Employer Expense: Not Applicable
Employee Liability:	2205	
CASUTA	California Unemployment Tax	
Short Description:	CA SUTA	Last Maintained: 7/14/2008
Type:	Unemployment Tax	Inactive as of:
Reporting ID:	232325423	
Level:	20	
Percentage	0.80000	
Annual Maximum Earnings:	7,000.00	
<u>Base Earnings Include</u>		
BON		
CAR		
COMM		
HOLI		
ILLN		
PERS		
REG		
RTIP		
XLIFE		
XLIFEH		
G/L Distribution Code:	TAX	Taxes
Employer Liability:	2250	Employer Expense: 2250
Employee Liability:	Not Applicable	
2 tax profile records printed		

Work Classification Codes

This report is available in two formats:

- **Detail** - shows the information entered on the Work Classification Codes setup form.
- **Employee Listing** - shows the employees who are assigned to each work classification code reported. You can print the Employee Listing for a selection list or a range of employee numbers.

6/9/2009 9:21:27AM		ZSI/ABC SYSTEMS, INC	
Work Classification Codes (UPWRKC1)			
Work Classification	Description	Last Maintained	Comments
ADM	Administration Employees	6/16/2008	
MFG	Manufacturing Employees	6/16/2008	
SALES	Sales Employees	6/16/2008	
3 work classification codes printed			

Workers' Compensation Codes

This report lists the information entered for the workers' compensation groups and codes in the Workers' Compensation Codes form. This information includes the workers' compensation group, codes, descriptions, and rates (current and previous).

6/9/2009 9:38:26AM		ZSI/ABC SYSTEMS, INC	Page 1
Workers' Compensation Codes (UPWCCOD1)			
Workers' Compensation Group:	ADM	Last Maintained:	6/9/2009
Policy Number:	2773829930-2		
Policy Description:	Administration Worker's comp		
Calculation Method:	Rate per \$100		
Current Start Date:	6/16/2008		
Current Ceiling:	0.00		
Adjust Overtime Pay to Regular Rate:	[Yes]		
Code	Description	Current Rate	
1101	Office / Admin	7.5000000	
1120	Outside Sales	9.0000000	
8742	Outside Sales	1.4500000	
8810	Office/Clerical	0.5900000	
4 Workers' compensation codes printed			
Workers' Compensation Group:	MFG	Last Maintained:	6/16/2008
Policy Number:	2773829930-1		
Policy Description:	Manufacturing Workers Comp		
Calculation Method:	Rate per \$100		
Current Start Date:	6/16/2008		
Current Ceiling:	0.00		
Adjust Overtime Pay to Regular Rate:	[Yes]		
Code	Description	Current Rate	
7400	Super / Foreman	12.0000000	
7420	Assembly	15.0000000	
7430	Machine Oper	17.5000000	
3 Workers' compensation codes printed			
2 Workers' compensation groups printed			