

# 21st Annual Symposium

## Payroll – New User

Presenter: Monica Skarha

Monday 9/12/2022, 12:30 – 4:00

### ❖ Payroll Setup

- [Payroll Periods](#)
- [Pay Codes](#)
- [Modify Existing Employees](#)
  - Change Address
  - Change Wage
  - Change Allocation
  - Add Pay Code to Employee
  - Change Deduction
  - Change Direct Deposit
  - Add Contact
  - Add Attachment
  - Copy Employee

### ❖ Payroll Processing

- [Enter Payroll Checks](#)
  - Review Current Pay Proof Report
- Calculate Payroll Checks
  - Review Payroll Register
- Compute Benefits
  - Review Benefits Register

### ❖ Payroll Processing cont.

- Computing Leave Balances
  - Update Leave Levels
  - Calculate Leave Time
  - [Leave Time Adjustments](#)
  - Review Leave Time Report
- Pay Code Transaction Report
- Print Checks/Direct Deposit Advices
- Create Direct Deposit File
- Computing [Transmittals](#)
  - Calculate Transmittals
  - Transmittal Register
  - Print Transmittal Checks or Create Transmittal Invoices
- Check Register
- [Checkout](#)
- Update to GL

### ❖ [Employee inquiry](#)

### ❖ Quarterly Reporting

- [Employee Tax Summary](#)
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## PAYROLL PERIODS

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Payroll periods refer to the recurring time schedule that determines the frequency at which an employer will pay their employees. Some common examples of standard pay frequencies are annually, weekly, bi-weekly, quarterly and monthly.

All payroll periods must have the following:


1. Pay Period begin date: is the first date assigned to the pay period. Typically this refers to the beginning date worked.
2. Pay Period end date: is the last date assigned to the pay period. Typically this refers to the ending date worked.
3. Check issue date: is the date the check will be issued for the pay period begin thru end dates dates within that pay period cycle
4. Period number: is the numerical digit that is assigned to a period. For example, if there are 3 pay dates in a month, period #1=first pay date, period #2=second pay date, and period #3=third pay date.

Begin Date	End Date	Check Issue Date	Period	
9/4/2022	9/17/2022	9/23/2022	2	^
8/21/2022	9/3/2022	9/9/2022	1	
8/7/2022	8/20/2022	8/26/2022	2	
7/24/2022	8/6/2022	8/12/2022	1	
7/10/2022	7/23/2022	7/29/2022	3	
6/26/2022	7/9/2022	7/15/2022	2	≡
6/12/2022	6/25/2022	7/1/2022	1	
5/29/2022	6/11/2022	6/17/2022	2	
5/15/2022	5/28/2022	6/3/2022	1	
5/1/2022	5/14/2022	5/20/2022	1	

### ❖ Close Pay Period

[Payroll>Organization>Close Pay Period](#)

At the end of each payroll cycle, the next pay period needs to be opened in order to be able to enter payroll data for the next payroll period. The Current and Next pay period dates will automatically default from previously entered information.


To advance the Future pay period: review for accuracy and select  from the menu.

File Zoom Help

Close     

Caselle Connect® > Payroll > Organization > Close Pay Period

Caselle Connect®

Close Pay Period 

### Current pay period


Pay period begin date: 08/21/2022


Pay period end date: 09/03/2022


Check issue date: 09/09/2022

Period number: 1

### Next pay period


Pay period begin date: 09/04/2022 


Pay period end date: 09/17/2022 


Check issue date: 09/23/2022 

Period number: 2

### Future pay period

Pay period begin date: 09/18/2022 

Pay period end date: 10/01/2022 

Check issue date: 10/07/2022 

Period number: 1

### History of Period Dates

Begin Date	End Date	Check Issue	Pay Period
04/05/2022	04/18/2022	04/24/2021	2
04/19/2022	05/02/2022	05/08/2021	1
05/03/2022	05/16/2022	05/23/2021	2
05/17/2022	05/30/2022	06/06/2021	1
05/31/2022	06/13/2022	06/20/2021	2
12/26/2022	01/08/2022	01/14/2022	1
01/09/2022	01/22/2022	01/29/2022	2
01/23/2022	02/05/2022	02/12/2022	1
05/15/2022	05/28/2022	06/03/2022	1
05/29/2022	06/11/2022	06/17/2022	2
06/12/2022	06/25/2022	07/01/2022	1
06/26/2022	07/09/2022	07/15/2022	2
02/06/2022	02/19/2022	02/25/2022	2
02/20/2022	03/05/2022	03/11/2022	1
03/06/2022	03/19/2022	03/25/2022	2
03/20/2022	04/02/2022	04/08/2022	1
04/03/2022	04/16/2022	04/22/2022	2
04/17/2022	04/30/2022	05/06/2022	1
05/01/2022	05/14/2022	05/20/2022	1
07/10/2022	07/23/2022	07/29/2022	3
07/24/2022	08/06/2022	08/12/2022	1
08/07/2022	08/20/2022	08/26/2022	2
08/21/2022	09/03/2022	09/09/2022	1
09/04/2022	09/17/2022	09/23/2022	2

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## PAY CODES

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### ❖ Update Pay Codes

Payroll>Organization>Pay Codes

Pay codes are used to define how an employee's earnings, withholdings, benefits or taxes will be calculated. There are various types of pay codes. Pay codes must be assigned to each employee in order to calculate payroll checks (See Modify Existing Employees section for instructions).

Below are some common pay code types (note: setup may vary depending on municipality):

Types	Abbreviation	Examples	Pay Codes #'s
Gross Regular Gross Overtime Gross Miscellaneous	GR GO GM	Wages, Overtime, Additional pay, Leave pay, Meeting pay	01-19
Expense Fringe Benefits	E FB	Mileage Reimbursements, Wellness, Life Insurance, Vehicle Use	20's
Deductions	D	Deferred Comp, Insurance, Union dues, Garnishments, Retirement	40-69
Taxes	FW, SW, SS, MD	Federal, State, SSI/Medicare	70-79
Net Pay	N	Printed Payroll check	85
Direct Deposit	DN	Net Pay deposited to EE bank account	86
Informational	SU, WC	SUTA, Workers Comp	90-99

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## MODIFY EXISTING EMPLOYEES

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### ❖ Update Employee Records

Payroll>Employees>Modify Existing Employees

Select Employee from the Employee search bar or by using the binoculars and selecting Employee



☐ **Address**

- ☐ Address resides on the employee tab
- ☐ Select the field you want to change and type in new information, make change, and enter out of the field being changed.
- ☐ Change is effective immediately (no saving required)

Caselle Connect® Modify Existing Employees

Employee: 1002 ("BAILEY, GEORGE", GEORGE) Employee 94 of 95

Employee: 1002 - BAILEY, GEORGE Social Security number: 977-96-2334

Employee Positions Job Pay Codes Direct Deposit Contacts Attachments User-Defined Notes

Employee number: 1002 Birth date: 06/30/1986 Age: 33

Name: BAILEY, GEORGE Driver license number: G9707070707

Address line 1: 320 SYCAMORE Gender: Male

Address line 2: Maiden name:

City: BEDFORD FALLS ☐ Mail check

State/Province: WI

Zip/Postal code: 98080 Delivery point:

Country/Region:

Telephone 1: 999-888-7777

Telephone 2:

Fax:

Email: GBAILEY@CIVICSYSTEMS.COM

Social Security number: 977-96-2334

## • Employee Wage

- Wage resides on the “wage” tab located on the positions tab
- Enter either the hourly rate or the annual wages. If you enter the hourly rate, the annual wage will automatically calculate by multiplying the estimated hours by the hourly rate. If you enter the annual wage, the hourly rate will automatically calculate by dividing the annual wage by the estimated hours.

Caselle Connect® Modify Existing Employees

Employee: 1002 ("BAILEY, GEORGE", GEORGE) Employee

Employee: 1002 - BAILEY, GEORGE Social Security number: 977-96-2334

Employee Positions Job Pay Codes Direct Deposit Contacts Attachments User-Defined Notes

Position	Department	Start Date
CREWMAN	PUBLIC WORKS	08/03/2015

Position Wage Allocations Pay History Workers Compensation

Pay period frequency: Biweekly

Employee type: 941

Estimated annual hours: 2,080.00

Hourly rate: 21.0000

Annual wage: 43,680.00

Pay schedule:

Pay grade:

Pay step:

## • Employee GL Allocations

- General Ledger allocations resides on the “allocations” tab located on the positions tab
- Modify existing allocation
  - Highlight the account number you want to change and change the percent in the “percent” box on the bottom section of screen.
  - Note: manual allocations must = 100 % in total

Casele Connect® > Payroll > Employees > Modify Existing Employees

Employee:  Employee

Employee: 1001 - SNOW, JOHN SR. Social Security number: 544-98-3455

Employee **Positions** Job Pay Codes Direct Deposit Contacts Attachments User-Defined Notes

Position	Department	Start Date
ST SUPERINTENDENT	PUBLIC WORKS	02/01/2010

Position Wage **Allocations** Pay History Workers Compensation

☐ Show manual allocations

Percent	GL Account	Workers Compensation	GL Activity
0.00	100-5330-O000	STREETS / SNOW - 10	
50.00	200-5610-O000	W & S - 11	
50.00	200-5810-O000	W & S - 11	
100.00			

Allocation Notes

Percent:

GL account:  Partial Account

Workers compensation:

GL activity:

Job number:

## AFTER CHANGES

Casele Connect® > Payroll > Employees > Modify Existing Employees

Employee:  Employee

Employee: 1001 - SNOW, JOHN SR. Social Security number: 544-98-3455

Employee **Positions** Job Pay Codes Direct Deposit Contacts Attachments User-Defined Notes

Position	Department	Start Date	End Date
ST SUPERINTENDENT	PUBLIC WORKS	02/01/2010	

Position Wage **Allocations** Pay History Workers Compensation

☐ Show manual allocations

Percent	GL Account	Workers Compensation	GL Activity
25.00	100-5330-O000	STREETS / SNOW - 10	0
25.00	200-5610-O000	W & S - 11	0
50.00	200-5810-O000	W & S - 11	0
100.00			

Allocation Notes


Percent:

GL account:  Partial Account

Workers compensation:

GL activity:

Job number:

- Adding new allocation
  - Select the add  button in the allocation section
  - Enter the percent and GL account

- **Select Save**

Employee: 1001-SNOW, JOHN SR. Social Security number: 544-98-3455

Employee Positions Job Pay Codes Direct Deposit Contacts Attachments User Defined Notes

Position	Department	Start Date	End Date	Priority
ST SUPERINTENDENT	PUBLIC WORKS	02/01/2010		Yes

Position Wage Allocations Pay History Workers Compensation

☐ Show manual allocations

Percent	GL Account	Workers Compensation	GL Activity	Job Number
25.00	100-5330-0000	STREETS / SNOW - 10	0	
5.00	100-5520-5006		0	
25.00	200-5610-0000	W & S - 11	0	
50.00	300-5810-0000	W & S - 11	0	
105.00				

Allocation Notes

Percent: 5.00


GL account: 100-5520-5006 PARKS/PUB LANDS - SEEDING

Workers compensation:

GL activity: 0





Job number:

- **Adding Pay Code to Employee**

- Pay codes reside within the “Pay Codes” tab
- From the menu use the “Select Pay Code” button 

Employee: 1001-SNOW, JOHN SR.

Employee Positions Job Pay Codes

- Select the Pay code to add from the left side and either double click or Choose the “Select” button in the middle to move it to the Selected Pay codes section on the right.
- Select OK
- Pay code is now available for use and modified if needed

Selection
 ✕

Please select the appropriate Pay codes...

Available Pay codes:

- 49-00 HI - MER K
- 50-00 UNION-GEN
- 51-00 UNION-POL
- 52-00 CHILD SUP
- 53-00 COL-NDEF
- 54-00 HLTH-ARISE
- 55-00 HLTH-HEALT
- 57-00 GARNISH
- 60-00 WKMS
- 61-00 3RDREV
- 64-00 ROTH
- 65-01 GENERAL
- 65-02 GENERAL
- 66-01 PROTECTIVE
- 66-02 PROTECTIVE
- 66-03 PROT-Non
- 69-00 MISC
- 85-00 NET PAY
- 98-00 SUTA98

Select ->

Select All ->

<- Deselect

<- Deselect All

Selected Pay codes:

- 1-00 REGULAR
- 3-00 SICK LEAVE
- 4-00 VACATION
- 5-00 HOLIDAY
- 6-00 FL HOLIDAY
- 9-03 MEETNG \$30
- 11-00 COMP TIME
- 21-01 IMP INC LF
- 42-00 HLTH-DEAN
- 45-00 LIFE INSUR
- 56-00 OPTICAL
- 65-03 GEN-Non
- 74-00 SOCIAL SEC
- 75-00 MEDICARE
- 76-00 FWT
- 77-00 SWT
- 86-00 DIRECT DEP
- 90-00 SUTA
- 99-00 WC

Help

OK

Cancel

- **Employee Deduction**

- Deductions resides within the “Pay Codes” tab
- Select the correct pay code, double click on deduction and the detail of that pay code will open in the right side of screen.
- In below example, we are modifying the employee’s federal tax withholding because he filled out a new 2020 W-4 after getting married. We are changing it from Single with 2 exemptions to Married Filing Jointly Standard with an extra amount of 50.00. Refer to “Connect Tax Rate and WRS Rate Changes – 2020” documentation for details on completing the tax information section on federal and state withholding deduction pay codes.



Caselle Connect® Enter Supplemental Checks Modify Existing Employees ✕

Employee:

Employee: 50 - Gilson, Marvin Social Security number: 555-88-3872

Employee Positions Job Pay Codes Direct Deposit Contacts Attachments Notes

Pay Code

1-01 Regular
2-01 Overtime
3-00 Vacation
4-00 Sick Leave
7-00 Holiday
8-02 Misc Pay
9-00 Comp Time
45-00 Health
74-00 Soc Sec
75-00 Medicare
76-00 FWT
77-00 SWT
85-00 Net Pay
86-00 Dir Dep
90-00 PERA
92-00 LTD Ins
98-00 SLITA

Employee Limits Employer Employer Limits Leave Rates General

ARP type: Calculation

Amount: .0000

Extra amount: .00

GL account: 02-22220 Federal W/H Payable

GL activity: 0

Allocation method: Do not allocate

Calculation: Federal - Single

Standard hours: .00

☐ Exclude hours

Monthly period numbers

1	2	3	4	5
A	A	A	A	A

Begin date:

End date:

Tax information

Exemptions: 2

Additional exemptions: 0

Dependents: .00

Other dependents: .00

Other income: .00

Deductions: .00

Additional withholding: .00

## After Change

Caselle Connect® Enter Supplemental Checks Modify Existing Employees ✕

Employee:

Employee: 50 - Gilson, Marvin Social Security number: 555-88-3872

Employee Positions Job Pay Codes Direct Deposit Contacts Attachments Notes

Pay Code

1-01 Regular
2-01 Overtime
3-00 Vacation
4-00 Sick Leave
7-00 Holiday
8-02 Misc Pay
9-00 Comp Time
45-00 Health
74-00 Soc Sec
75-00 Medicare
76-00 FWT
77-00 SWT
85-00 Net Pay
86-00 Dir Dep
90-00 PERA
92-00 LTD Ins
98-00 SLITA

Employee Limits Employer Employer Limits Leave Rates General

ARP type: Calculation

Amount: .0000

Extra amount: 50.00-

GL account: 02-22220 Federal W/H Payable

GL activity: 0

Allocation method: Do not allocate

Calculation: Federal - Married Filing Jointly Standard

Standard hours: .00

☐ Exclude hours

Monthly period numbers

Begin date:

End date:

Tax information

Exemptions: 0

Additional exemptions: 0

Dependents: 4,000.00



Other dependents: 500.00

Other income: 10,000.00

Deductions: 5,000.00
















Additional withholding: .00

- **Employee Direct Deposit**

- Direct Deposit resides within the “Direct Deposit” tab
- Select the 
- Select the bank by using dropdown box   
Note: to setup new banks go to Payroll>Organization>Banks
- Enter employee bank account number
- Status: Select Active, Inactive, or Prenote.
- Type: Select an amount or percent of net paycheck to go to this bank
- Amount: enter amount or percent
- In below example, \$50.00 will go to JP Morgan and the remainder of check will go to Bank of America. The last account with a \$0.00 amount will be the final distribution of net paycheck.

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File Edit Search Inquiry Document Management Zoom Help

Close               

Caselle Connect® > Payroll > Employees > Modify Existing Employees





Caselle Connect® Modify Existing Employees


Employee:  Employee  10 of 28

Employee: 50 - Gilson, Marvin Social Security number: 555-88-3872

Employee Positions Job Pay Codes Direct Deposit Contacts Attachments Notes

Bank	Routing Number	Account Number	Transaction Type	Status	Type	Amount
JP MORGAN CHASE	064644646	55555566	Checking Deposit	Active	Amount	50.00
Bank of America	003346464	31333131	Checking Deposit	Active	Amount	0

Bank:  

Account number:


Transaction type:

Status:

Type:


Amount:

- **Contacts**

- Contacts resides within the “Contacts” tab
- Select the 
- Fill out contact information
- Note: fields in blue are “self-validating” fields, which means whatever you enter into these fields will be stored for future use in the dropdown.


Contact Notes  
 Name: SNOW, WHITE  
 Address line 1: 46464 FOREST LANE  
 Address line 2:  
 City: ORLANDO  
 State/Province: FL  
 Zip/Postal code: 646446 Delivery point:  
 Country/Region:  
 Telephone 1: 6082402600  
 Telephone 2:  
 Fax:  
 Email: SWHITE@GMAIL.COM  
 Relationship: SPOUSE

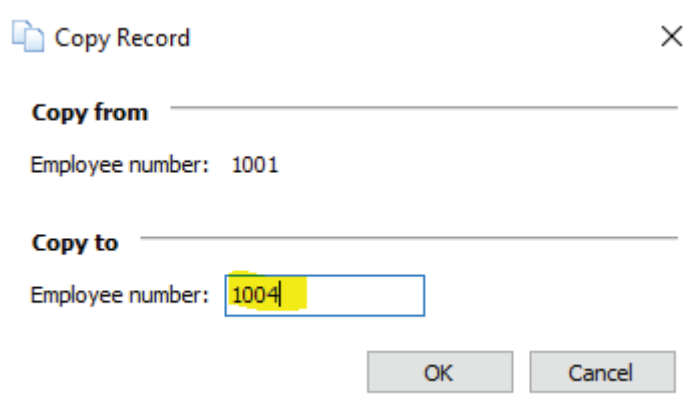
- **Attachments**

- Attachments resides within the “Attachments” tab
- Select the 
- Enter a description of the type of attachment; example below will be an I9
- File name: browse to your network files to locate the file you want to attach  
NOTE: It is recommended to store any confidential images/files in a secured location on your network. Links to the file can be broken if the files are moved out of the original location on network.

Description: I9  
 File name: C:\Users\W20141\Desktop\emason - 25131-60EmployeeIDSpotifyin-Ruston.pdf  
 Click to open

- **Copy Employee**

- You can copy an employee record to create a new employee. This process will duplicate the Position, Job, and Pay code information. It will NOT copy personal information, such as address, social security, driver's licenses, and direct deposit information. It is VERY IMPORTANT that you double check deductions, taxes, leave levels to ensure accuracy of new employee.
- Find the employee you want to copy
- Select the  from menu
- Enter employee number of the employee to copy TO.
- Select OK



**Copy Record** [X]

**Copy from** \_\_\_\_\_

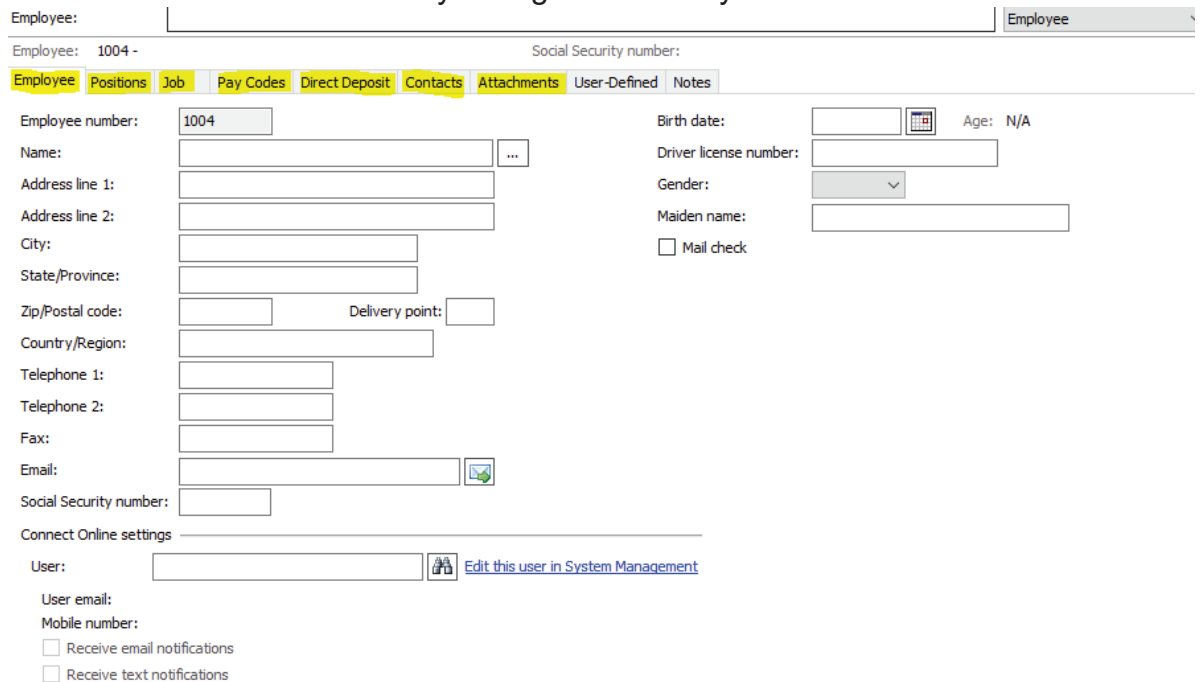
Employee number: 1001

**Copy to** \_\_\_\_\_

Employee number:

OK Cancel

- Go into each tab and make any changes necessary



Employee:  Social Security number:

Employee: 1004 - Social Security number:

**Employee** Positions Job Pay Codes Direct Deposit Contacts Attachments User-Defined Notes

Employee number:

Name:  ...

Address line 1:

Address line 2:

City:

State/Province:


Zip/Postal code:  Delivery point:

Country/Region:


Telephone 1:

Telephone 2:

Fax:

Email:  

Social Security number:

Birth date:   Age: N/A


Driver license number:

Gender:

Maiden name:

☐ Mail check

Connect Online settings

User:   [Edit this user in System Management](#)

User email:

Mobile number:

☐ Receive email notifications

☐ Receive text notifications

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## ***ENTER PAYROLL CHECKS***

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### **❖ Enter Payroll Checks**

**Payroll>Employees>Enter Payroll Checks**

Beginning with Connect release number 2020.05.147, the Enter Payroll Checks screen has a different look.

- ☐ Current Payroll period will default in from setting in the Organization tab.
- ☐ Check type: There are four types available:
  - Payroll (default) – Used to calculate the normal payroll check runs
  - Manual – Used to only record an employee's check amount and the withholdings and deductions or if you want to estimate an employee's check. The manual check entry does not print.
  - ☐ Supplemental - Used to calculate types of pay such as vacation payouts, bonuses, commissions, etc. that are paid at a different time from the regular payroll. The decision to pay the supplemental wage as an extra check or include it as part of the paycheck is up to you.
  - Termination – Used to calculate an employee's final paycheck. A termination check may, or may not include, regular deductions, payout for leave time and/or compensation time, regular hours, and severance amounts.
- ☐ Entry Mode: There are two entry modes;
  - Exceptions (default) – this is when an amount or quantity that is used to calculate an employee's payroll check needs to be updated with a different amount or quantity than what is appearing on the employee's pay code for that pay code type.
  - Single Check – this mode can be used when you want to calculate an individual's entire check at the time of data entry.



Employee: 1001 - Pan, Peter

Social Security number: 999-99-9999

Employee Positions Job Pay Codes Direct Deposit Contacts Attachments User-Defined Notes



Pay Code
1-00 REGULAR
3-01 SICK LEAVE
4-00 VACATION
5-00 HOLIDAY
6-00 FL HOLIDAY
9-03 MEETING \$30
11-00 COMP TIME
21-01 IMP INC LF
42-00 HLTH-DEAN
45-00 LIFE INSUR
56-00 OPTICAL
65-03 GEN-Non
74-00 SOCIAL SEC
75-00 MEDICARE
76-00 FWT
77-00 SWT
86-00 DIRECT DEP
90-00 SUTA
99-00 WC

Employee Employee Limits Employer Employer Limits Leave Rates General

ARP type:	Hourly	Begin date:	<input type="text"/>	
Rate:	100.0000	End date:	<input type="text"/>	
Extra amount:	.00			
GL Account:	FFF-DDDD-1000			
	Partial Account			
Allocation method:	Use employee allocations			
Calculation:				
Standard hours:	80.00			
<input type="checkbox"/> Exclude hours				
Monthly period numbers				
1	2	3	4	5
A	A	A		..

Position Wage Allocations Pay History Workers Compensation

☐ Show manual allocations



Percent	GL Account	Workers Compensation	GL Activity	Job Number
0.00	100-5330-0000	STREETS / SNOW - 10	0	
50.00	200-5610-0000	W & S - 11	0	
50.00	200-5810-0000	W & S - 11	0	
100.00				

### Example of Peter Pan's time sheet:

<b>Time Sheet</b>		
<b>EE#</b>	<b>1001- Peter Pan</b>	
Pay Period Beginning	3/15/2020	
Pay Period Ending	3/28/2020	
Pay Date	4/3/2020	
<b>Pay Code</b>	<b>Description</b>	<b>Total</b>
1-00	Regular Hours	52.00
3-01	Sick Hours	8.00
4-00	Vacation	6.00
5-00	Holiday	8.00
6-00	Fl Holiday	6.00
<b>Totals</b>		<b>80.00</b>
	Exception hours	28.00

Since Peter Pan has standard hours of 80 setup on Pay Code 01, when entering his time worked on the Enter Payroll Checks screen we only have to enter the hours for the Non-Regular hours pay codes (3-01,4-00,5-00,6-00). The system will automatically reduce the 80 hours from pay code 1-00 for those hours to arrive at 52 hours for that pay code.

- Employee – Select employee by typing name or EE#
- Position – If an employee has more than one position on their employee record you may select which position you are entering hours for.
- Description – This is optional
- Pay Code – Enter pay code from time sheet
- Comment – This is optional
- Job number - Only used with Project Accounting module
- GL Account – Since Peter has GL allocations no GL needs to be entered here
- GL Activity – Only used if you have GL activities turned on and are setup in the GL module
- Workers compensation – Only used if you have worker's comp codes setup in the employee records
- Hours – If paycode is setup as an hours pay code, Enter # of hours by pay code
- Units – If paycode is setup as a units pay code, Enter # of units by pay code
- Rate – If you want to override the rate that is on the employee record, enter the rate, otherwise, leave blank.
- Amount – If paycode is setup as an amount pay code, enter an amount here, otherwise, leave blank
- Enter

When done entering all time you will see the Exceptions in the grid to the right. Each GL allocation will appear in the list. You can edit any line by selecting the pencil  or delete  button.



Current period: 03/15/2020 - 03/28/2020

Check type: Payroll

Entry mode: Exceptions ☐ Estimate

Check issue date: 04/03/2020

Employee: 1001 ("Pan, Peter")

Position: ST SUPERINTENDENT (PUBLIC WORKS)

Description:

Pay code:

Comment:

Job number:

GL account:

GL activity: 0

Workers compensation:

Hours:

Units:

Rate:

Amount:

Employee pay codes:

	Pay C...	Title	Type	Code	Period	Entry Type	Hours	Rate	Amount	
		1-00	REGULAR	GR	%H	1	Calc	80.0000	21.6346	1,730.77
		3-01	SICK LEAVE	GR	%H	1	Excp	0.0000		
		3-01	SICK LEAVE	GR	%H	1	Excp	4.0000		
		3-01	SICK LEAVE	GR	%H	1	Excp	4.0000		
		4-00	VACATION	GR	%H	1	Excp	0.0000		
		4-00	VACATION	GR	%H	1	Excp	3.0000		
		4-00	VACATION	GR	%H	1	Excp	3.0000		
		5-00	HOLIDAY	GR	%H	1	Excp	0.0000		
		5-00	HOLIDAY	GR	%H	1	Excp	4.0000		
		5-00	HOLIDAY	GR	%H	1	Excp	4.0000		
		6-00	FL HOLIDAY	GR	%H	1	Excp	0.0000		
		6-00	FL HOLIDAY	GR	%H	1	Excp	3.0000		
		6-00	FL HOLIDAY	GR	%H	1	Excp	3.0000		
		9-03	MEETING \$30	GM	RH	1	Calc	0.0000	30.0000	.00
		11-00	COMP TIME	GO	%H	1	Calc	0.0000	32.4519	.00
		21-01	IMP INC LF	FB	\$A		Calc	0.0000	.0000	100.00
		42-00	HLTH-DEAN	D	\$A	1	Calc	0.0000	.0000	150.00
		45-00	LIFE INSUR	D	\$A	1	Calc	0.0000	.0000	15.96
		56-00	OPTICAL	D	\$A	1	Calc	0.0000	.0000	.00
		65-03	GEN-Non	D	%A	1	Calc	0.0000	.0000	.00
		74-00	SOCIAL SEC	SS	%A	1	Calc	0.0000	.0000	.00
		75-00	MEDICARE	MD	%A	1	Calc	0.0000	.0000	.00
		76-00	FWT	FW	CA	1	Calc	0.0000	.0000	.00

Exception hours: 28.00
Total hours: 80.00

When done entering you can select the “Calculate Payroll Checks” option from the menu. This will launch the “Calculate Payroll Checks” Program. Current pay period will default in from Organization tab. In below example, I am choosing to only calculate employee number 1001 and since Exception mode was selected I am going to calculate those entries only. The display payroll detail grid will show you the employee’s check calculation by pay code.

Current pay period: 03/15/2020 - 03/28/2020

Pay period number: 1

Check issue date: 04/03/2020

Payroll

☒ Calculate payroll checks
☒ Calculate checks for exception entries
☐ Recalculate single check entries
☒ Display payroll detail grid

Selection criteria:

Column	Value	Compare
Employee.Employee number	1001	Entire field
Department.Department	All	Entire field

When this is run it will reduce pay code 1-00 by the exception hours of 28.

Name	Employee Number	Entry Type	Pay Code	Title	Hours	Units	Amount
Pan, Peter	1001	Excp	1-00	REGULAR PAY	52.0000	0.0000	1125.00
Pan, Peter	1001	Excp	3-01	SICK LEAVE	8.0000	0.0000	173.08
Pan, Peter	1001	Excp	4-00	VACATION PAY	6.0000	0.0000	129.80
Pan, Peter	1001	Excp	5-00	HOLIDAY	8.0000	0.0000	173.08
Pan, Peter	1001	Excp	6-00	FLOATING HOLIDAY	6.0000	0.0000	129.80
Pan, Peter	1001	Excp	42-00	HEALTH INSURANCE - DEAN	0.0000	0.0000	-150.00
Pan, Peter	1001	Excp	45-00	LIFE INSURANCE	0.0000	0.0000	-15.96
Pan, Peter	1001	Excp	65-03	GENERAL-Non Union D/B	0.0000	0.0000	-113.36
Pan, Peter	1001	Excp	74-00	SOCIAL SECURITY	0.0000	0.0000	-97.02
Pan, Peter	1001	Excp	75-00	MEDICARE	0.0000	0.0000	-22.69
Pan, Peter	1001	Excp	76-00	FEDERAL WITHHOLDING	0.0000	0.0000	-50.00
Pan, Peter	1001	Excp	77-00	STATE WITHHOLDING	0.0000	0.0000	-72.38
Pan, Peter	1001	Excp	86-00	DIRECT DEPOSIT NET	0.0000	0.0000	-1209.35
					80.0000		.00

Close

## The payroll register report shows the GL distributions of Peter Pan's time by pay code

CITY OF EVERYWHERE

Payroll Register - Detail - Detail by EE - Symposium

Page: 1

Pay Period Dates: 03/15/2020 - 03/28/2020

Aug 25, 2020 12:40PM

Report Criteria:

Including employee hash and count

Employee: Employee number = 1001

Employee Number	Payee	Social Security Number	Reference Number	Check Number	M	Pay Period End Date	Check Issue Date	Net
1001	Pan, Peter	XXX-XX-9999	1	0		03/28/2020	04/03/2020	1,209.35-


PC	Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	REGULAR PA	26.00	21.6346	562.50		200-5610-1000		1-00	REGULAR PA	26.00	21.6346	562.50		200-5810-1000	
3-01	SICK LEAVE	4.00	21.6346	86.54		200-5610-1200		3-01	SICK LEAVE	4.00	21.6346	86.54		200-5810-1200	
4-00	VACATION PA	3.00	21.6346	64.90		200-5610-1200		4-00	VACATION PA	3.00	21.6346	64.90		200-5810-1200	
5-00	HOLIDAY	4.00	21.6346	86.54		200-5610-1200		5-00	HOLIDAY	4.00	21.6346	86.54		200-5810-1200	
6-00	FLOATING H	3.00	21.6346	64.90		200-5610-1200		6-00	FLOATING H	3.00	21.6346	64.90		200-5810-1200	
42-00	HEALTH INSU	.00	.0000	150.00-		100-20406-00		45-00	LIFE INSURA	.00	.0000	15.96-		100-20410-00	
65-03	GENERAL-No	.00	.0000	113.36-		100-20416-00		74-00	SOCIAL SEC	.00	.0000	97.02-		100-20402-00	
75-00	MEDICARE	.00	.0000	22.69-		100-20402-00		76-00	FEDERAL WI	.00	.0000	50.00-		100-20401-00	
77-00	STATE WITH	.00	.0000	72.38-		100-20403-00		86-00	DIRECT DEP	.00	.0000	1,209.35-D		001-10131-00	

Total 1001:Employee Hash: 1001Employee Count: 1

1001 Hours Units Types Summary

PC	Title	Hours	Units	Net Type	Amount	D	Info Type	Amount
1-00	REGULAR PAY	52.00	.00	Direct Deposit Net	1,209.35-	D	Informational	.00
3-01	SICK LEAVE	8.00	.00	Net	.00		Info Tips Reported	.00
4-00	VACATION PAY	6.00	.00				Fringe Benefit	.00
5-00	HOLIDAY	8.00	.00					
6-00	FLOATING HOLIDAY	6.00	.00					
Totals:		80.00	.00		1,209.35-			.00





2. Dino Flintstone – EE#1002; does NOT have standard hours setup on pay code 1-00 and wages/benefits allocations are setup to show manual allocations when entering payroll data. He has multiple GL accounts he could charge against.

Caselle Connect® Modify Existing Employees 

Employee:

Employee: 1002 - Flintstone, Dino Social Security number: 999-99-9999



Employee Positions Job Pay Codes Direct Deposit Contacts Attachments User-Defined Notes


   

**Pay Code**


1-00 REGULAR
2-00 OVERTIME
3-01 SICK LEAVE
4-00 VACATION
5-00 HOLIDAY
6-00 FL HOLIDAY
17-00 MISC
42-00 HLTH-DEAN
52-00 CHILD SUP
56-00 OPTICAL
65-03 GEN-Non
74-00 SOCIAL SEC
75-00 MEDICARE
76-00 FWT
77-00 SWT
85-00 NET PAY
86-00 DIRECT DEP
90-00 SUTA
99-00 WC


Employee Employee Limits Employer Employer Limits Leave Rates General


ARP type: Hourly  Begin date:  

Rate: 100.0000 End date:  

Extra amount: .00

GL Account: FFF-DDDD-1000   
Partial Account

Allocation method: Use employee allocations 


Calculation: 


Standard hours: .00

☐ Exclude hours

Monthly period numbers

1	2	3	4	5
A	A	A		







Casele Connect® Modify Existing Employees 

Employee:

Employee: 1002 - Flintstone, Dino Social Security number: 999-99-9999

Employee Positions Job Pay Codes Direct Deposit Contacts Attachments User-Defined Notes

Position	Department
CREWMAN	PUBLIC WORKS

Position Wage Allocations Pay History Workers Compensation

☒ Show manual allocations

Percent	GL Account	Workers Compensation
0.00	100-5170-0000	BLDG. MAINT - 9
0.00	100-5320-0000	STREETS / SNOW - 10
0.00	100-5330-0000	STREETS / SNOW - 10
0.00	100-5370-0000	SOLID WASTE - 16
0.00	100-5520-0000	PKS / PUB LANDS - 7
0.00	100-5610-0000	FORESTRY - 15
0.00	200-5610-0000	W & S - 11
0.00	200-5810-0000	W & S - 11
0.00		

### Example of Dino Flintstone's time sheet:

Time Sheet		
EE#	1002- Dino Flintstone	
Pay Period Beginning	3/15/2020	
Pay Period Ending	3/28/2020	
Pay Date	4/3/2020	
Pay Code	Description	Total
1-00	Regular Hours	-
	100-5170-0000	41.00
	100-5320-0000	35.00
		76.00
2-00	OT	4.00
	100-5330-0000	4.00
3-00	Sick Hours	4.00
4-00	Vacation	2.00
	100-5520-0000	6.00
		-
5-00	Holiday	-
6-00	Fl Holiday	2.00
	200-5610-0000	2.00
		-
Totals		88.00

Since Dino Flinstone doesn't have standard hours of 80 and he charges against various GL's all time will need to be entered.

- Employee – Select employee by typing name or EE#
- Pay Code – Enter pay code from time sheet
- At this point, the manual allocations pop up grid appears. Enter the appropriate hours for each GL account from timesheet.
- Select “OK”
- Repeat steps until all timesheet is entered.

Caselle Connect® > Payroll > Employees > Enter Payroll Checks

Caselle Connect® Enter Payroll Checks

Current period: 03/15/2020 - 03/28/2020

Check type: Payroll

Entry mode: Exceptions ☐ Estimate

Check issue date: 04/03/2020

Employee: 1002 ("Flinstone, Dino")

Position: CREWMAN (PUBLIC WORKS)

Description:

Pay code: 1-00 (REGULAR PAY) ☐ Payout

Comment:

Job number:

GL account:

GL activity: 0

Workers compensation:

Hours:

Units:

Rate:

Amount:

Manual Allocations



Employee: Flinstone, Dino  
Position: CREWMAN  
Pay code: 1-00 REGULAR PAY

Current period: 03/15/2020 - 03/28/2020  
Check issue date: 04/03/2020

Allocate based on: Hours ☐ Use these allocations for remaining entries

GL Account	Workers Compensation	Job Number	GL Activity	Allocation Perce...	Hours	Rate	Amount
100-5170-1000 BLDG MAINT - SAL...	BLDG. MAINT-9			53.95	41.0000	24.0385	985.58
100-5320-1000 STREETS - SALARI...	STREETS / SNOW-10			46.05	35.0000	24.0385	841.35
100-5330-1000 STREETS - SALARI...	STREETS / SNOW-10				0.0000	24.0385	0.00
100-5370-1000 SWP - SALARIES	SOLID WASTE-16				0.0000	24.0385	0.00
100-5520-1000 PARKS/PUB LAND...	PKS / PUB LANDS-7				0.0000	24.0385	0.00
100-5610-1000 FORESTRY - SALA...	FORESTRY-15				0.0000	24.0385	0.00
200-5610-1000 WATER - WAGES ...	W & S-11				0.0000	24.0385	0.00
200-5810-1000 SEWER - WAGES ...	W & S-11				0.0000	24.0385	0.00
				100.00	76.0000		1,826.93

Help OK Cancel

When done entering all time you will see the Exceptions in the grid to the right. Each GL allocation will appear in the list. You can edit any line by selecting the pencil  or delete  button.

Caselle Connect® > Payroll > Employees > Enter Payroll Checks

Caselle Connect® Enter Payroll Checks

Current period: 03/15/2020 - 03/28/2020

Check type: Payroll

Entry mode: Exceptions ☐ Estimate

Check issue date: 04/03/2020

Employee: 1002 ("Flinstone, Dino")

Position: CREWMAN (PUBLIC WORKS)

Description:

Pay code: ☐ Payout

Comment:

Job number:

GL account:

GL activity: 0

Workers compensation:

Hours:

Units:


Rate:

Amount:

Employee pay codes:

Pay Code	Title	Type	Code	Period	Entry Type	Hours	Rate	Amount
1-00	REGULAR	GR	%H	1	Excp	41.0000	24.0385	985.58
1-00	REGULAR	GR	%H	1	Excp	35.0000	24.0385	841.35
2-00	OVERTIME	GO	%H	1	Excp	4.0000	36.0378	144.23
3-01	SICK LEAVE	GL	%H	1	Excp	4.0000	24.0385	96.15
4-00	VACATION	GR	%H	1	Excp	2.0000	24.0385	48.08
5-00	HOLIDAY	GR	%H	1	Calc	0.0000	24.0385	.00
6-00	PL HOLIDAY	GR	%H	1	Excp	2.0000	24.0385	48.08
17-00	MISC	GM	%H	1	Calc	0.0000	.0000	.00
42-00	HEALTH-DEAN	D	%A	1	Calc	0.0000	.0000	70.00
52-00	CHILD SUP	D	%A	1	Calc	0.0000	.0000	110.00
56-00	OPTICAL	D	%A	1	Calc	0.0000	.0000	5.00
65-03	GEN-Non	D	%A	1	Calc	0.0000	.0000	.00
74-00	SOCIAL SEC	SS	%A	1	Calc	0.0000	.0000	.00
75-00	MEDICARE	MD	%A	1	Calc	0.0000	.0000	.00
76-00	PWT	PW	CA	1	Calc	0.0000	.0000	.00
77-00	SWT	SW	CA	1	Calc	0.0000	.0000	.00
85-00	NET PAY	N	%A	1	Calc	0.0000	.0000	.00
86-00	DIRECT DEP	DN	%A	1	Calc	0.0000	.0000	.00
99-00	WC	WC	%A	1	Calc	0.0000	.0000	.00

Exception hours: 88.00 Total hours: 88.00

When the  “Calculate Payroll Checks” option from the menu. This will launch the “Calculate Payroll Checks” Program. When this is run it summarizes hours by pay code.

Calculate Payroll

Name	Employee Number	Entry Type	Pay Code	Title	Hours	Units	Amount
Flintstone, Dino	1002	Excp	1-00	REGULAR PAY	76.0000	0.0000	1826.93
Flintstone, Dino	1002	Excp	2-00	OVERTIME PAY	4.0000	0.0000	144.23
Flintstone, Dino	1002	Excp	3-01	SICK LEAVE	4.0000	0.0000	96.15
Flintstone, Dino	1002	Excp	4-00	VACATION PAY	2.0000	0.0000	48.08
Flintstone, Dino	1002	Excp	6-00	FLOATING HOLIDAY	2.0000	0.0000	48.08
Flintstone, Dino	1002	Excp	42-00	HEALTH INSURANCE - DEAN	0.0000	0.0000	-70.00
Flintstone, Dino	1002	Excp	52-00	CHILD SUPPORT	0.0000	0.0000	-110.00
Flintstone, Dino	1002	Excp	56-00	OPTICAL INSURANCE - OPTICAL	0.0000	0.0000	-5.00
Flintstone, Dino	1002	Excp	65-03	GENERAL-Non Union D/B	0.0000	0.0000	-141.71
Flintstone, Dino	1002	Excp	74-00	SOCIAL SECURITY	0.0000	0.0000	-129.49
Flintstone, Dino	1002	Excp	75-00	MEDICARE	0.0000	0.0000	-30.28
Flintstone, Dino	1002	Excp	76-00	FEDERAL WITHHOLDING	0.0000	0.0000	-234.21
Flintstone, Dino	1002	Excp	77-00	STATE WITHHOLDING	0.0000	0.0000	-107.16
Flintstone, Dino	1002	Excp	85-00	NET PAY	0.0000	0.0000	-1335.62
					88.0000		.00

Close

The payroll register report shows the GL distributions of Dino Flintstone’s time by pay code

CITY OF EVERYWHERE

Payroll Register - Detail - Detail by EE - Symposium

Page: 1

Pay Period Dates: 03/15/2020 - 03/28/2020

Aug 25, 2020 1:06PM

Report Criteria:

Including employee hash and count

Employee.Employee number = 1002

Employee Number	Payee	Social Security Number	Reference Number	Check Number	M	Pay Period End Date	Check Issue Date	Net
1002	Flintstone, Dino	XXX-XX-9999	2	0		03/28/2020	04/03/2020	1,335.62-

PC	Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	REGULAR PA	41.00	24.0385	985.58		100-5170-1000		1-00	REGULAR PA	35.00	24.0385	841.35		100-5320-1000	
2-00	OVERTIME P	4.00	36.0578	144.23		100-5330-1000		3-01	SICK LEAVE	4.00	24.0385	96.15		100-5520-1200	
4-00	VACATION PA	2.00	24.0385	48.08		100-5520-1200		6-00	FLOATING H	2.00	24.0385	48.08		200-5610-1200	
42-00	HEALTH INSU	.00	.0000	70.00-		100-20406-00		52-00	CHILD SUPP	.00	.0000	110.00-		100-20415-00	
56-00	OPTICAL INS	.00	.0000	5.00-		100-20407-00		65-03	GENERAL-No	.00	.0000	141.71-		100-20416-00	
74-00	SOCIAL SEC	.00	.0000	129.49-		100-20402-00		75-00	MEDICARE	.00	.0000	30.28-		100-20402-00	
76-00	FEDERAL WI	.00	.0000	234.21-		100-20401-00		77-00	STATE WITH	.00	.0000	107.16-		100-20403-00	
85-00	NET PAY	.00	.0000	1,335.62-		001-10131-00									

Total 1002:

Employee Hash: 1002

Employee Count: 1

1002 Hours Units Types Summary

PC	Title	Hours	Units	Net Type	Amount	D	Info Type	Amount
1-00	REGULAR PAY	76.00	.00	Direct Deposit Net	.00		Informational	.00
2-00	OVERTIME PAY	4.00	.00	Net	1,335.62-		Info Tips Reported	.00
3-01	SICK LEAVE	4.00	.00				Fringe Benefit	.00
4-00	VACATION PAY	2.00	.00					
6-00	FLOATING HOLIDAY	2.00	.00					
Totals:		88.00	.00		1,335.62-			.00

- Johnny Bravo – EE#1003; Johnny is a Council member and gets paid his hourly rate for attending council meetings under pay code 1-00. In addition, he gets paid \$30.00 for other meetings on pay code 9-03. 100% of wages goes to GL 100-5110-1000.

Caselle Connect®

Modify Existing Employees

Employee:

Employee: 1003 - Bravo, Johnny Social Security number: 999-99-9999

Employee

Positions

Job

Pay Codes

Direct Deposit

Contacts

Attachments

User-Defined

Notes

Position	Department
ALDERPERSON	COUNCIL

Position

Wage

Allocations

Pay History

Workers Compensation

Pay period frequency:

Monthly

Employee type:

941

Estimated annual hours:

12.00

Hourly rate:

87.5000

Annual wage:

1,050.00

Pay schedule:

Pay grade:

Pay step:

Position

Wage

Allocations

Pay History

Workers Compensation

☐ Show manual allocations

Percent	GL Account
100.00	100-5110-1000

100.00
--------

Caselle Connect®

Modify Existing Employees
 ✕

Employee:

Employee: 1003 - Bravo, Johnny
 Social Security number: 999-99-9999

Employee
 Positions
 Job
 Pay Codes
 Direct Deposit
 Contacts
 Attachments
 User-Defined
 Notes

Pay Code
 

1-00 REGULAR
 9-03 MEETNG \$30
 74-00 SOCIAL SEC
 75-00 MEDICARE
 76-00 FWT
 77-00 SWT
 85-00 NET PAY
 86-00 DIRECT DEP
 99-00 WC

Employee
 Employee Limits
 Employer
 Employer Limits
 Leave Rates
 General
 

ARP type:
 

Hourly

 Rate:
 

100.0000

 Extra amount:
 

.00

 GL Account:
 

FFF-DDDD-1000

▼

Partial Account

 Allocation method:
 

Use employee allocations

▼

 Calculation:
 

▼

 Standard hours:
 

.00

☐ Exclude hours

Monthly period numbers
 

1

2

3

4

5

..

A

A

A

Begin date:
 
 End date:



Caselle Connect® Modify Existing Employees

Employee: 1003 - Bravo, Johnny Social Security number: 999-99-9999

Employee Positions Job Pay Codes Direct Deposit Contacts Attachments User-Defined Notes

Pay Code

1-00 REGULAR  
9-03 MEETNG \$30  
74-00 SOCIAL SEC  
75-00 MEDICARE  
76-00 FWT  
77-00 SWT  
85-00 NET PAY  
86-00 DIRECT DEP  
99-00 WC

Employee Employee Limits Employer Employer Limits Leave Rates General

ARP type: Rate per hour Begin date: End date:

Rate: 30.0000

Extra amount: .00

GL Account: FFF-DDDD-1000 Partial Account

Allocation method: Use employee allocations

Calculation:

Standard hours: .00

☐ Exclude hours

Monthly period numbers



1 2 3 4 5  
A A A ..

### Example of Johnny Bravo time sheet:

Time Sheet					
EE#	1003- Johnny Bravo				
Pay Period Beginning	3/15/2020				
Pay Period Ending	3/28/2020				
Pay Date	4/3/2020				
		March			
Pay Code	Description	3/1-3/31/2020			
1-00	Regular Pay	2 meeting @ \$87.50 per hour = \$175.00			
9-03	Meeting Pay - \$30	1 hours @ \$30.00 = \$30.00 total			
Totals		3 meetings			

To Enter Johnny's meeting times:

- Employee – Select employee by typing name or EE#
- Pay Code – Enter pay code 1-00
- Hours – Enter 2 for # of hours attended regular council meeting
- Repeat steps until both Pay codes are entered

When done entering all time you will see the Exceptions in the grid to the right. Each GL allocation will appear in the list. You can edit any line by selecting the pencil  or delete  button.

Caselle Connect® Enter Payroll Checks

Current period: 03/15/2020 - 03/28/2020

Check type: Payroll

Entry mode: Exceptions ☐ Estimate

Check issue date: 04/03/2020

Employee: Bravo, Johnny (1003)

Position: ALDERPERSON (COUNCIL)

Description:

Pay code:  ☐ Payout

Comment:

Job number:

GL account:

GL activity: 0

Workers compensation:



















Hours:

Units:


Rate:

Amount:

Employee pay codes:

	Pay Code	Title	Type	Code	Period	Entry Type	Hours	Rate	Amount
 	1-00	REGULAR	GR	%H	1	Excp	2.0000		
 	9-03	MEETING \$30	GM	RH	1	Excp	1.0000		
 	74-00	SOCIAL SEC	SS	%A	1	Calc	0.0000	.0000	.00
 	75-00	MEDICARE	MD	%A	1	Calc	0.0000	.0000	.00
 	76-00	FWT	FW	CA	1	Calc	0.0000	.0000	.00
 	77-00	SWT	SW	CA	1	Calc	0.0000	.0000	.00
 	85-00	NET PAY	N	\$A	1	Calc	0.0000	.0000	.00
 	86-00	DIRECT DEP	DN	\$A	1	Calc	0.0000	.0000	.00
 	99-00	WC	WC	\$A	1	Calc	0.0000	.0000	.00

Exception hours: 3.00 Total hours: 3.00

When the  "Calculate Payroll Checks" option from the menu. This will launch the "Calculate Payroll Checks" Program. When this is run it summarizes hours by pay code.

Calculate Payroll

Name	Employee Number	Entry Type	Pay Code	Title	Hours	Units	Amount
Bravo, Johnny	1003	Excp	1-00	REGULAR PAY	2.0000	0.0000	175.00
Bravo, Johnny	1003	Excp	9-03	MEETING PAY - \$30	1.0000	0.0000	30.00
Bravo, Johnny	1003	Excp	74-00	SOCIAL SECURITY	0.0000	0.0000	-12.71
Bravo, Johnny	1003	Excp	75-00	MEDICARE	0.0000	0.0000	-2.97
Bravo, Johnny	1003	Excp	85-00	NET PAY	0.0000	0.0000	-189.32
					3.0000		.00

Close

The payroll register report shows the GL distributions of Johny Bravo's time by pay code

CITY OF EVERYWHERE Payroll Register - Detail - Detail by EE - Symposium Page: 1  
Pay Period Dates: 03/15/2020 - 03/28/2020 Aug 25, 2020 3:14PM

Report Criteria:

Including employee hash and count

Employee Employee number= 1003

Employee Number	Payee			Social Security Number			Reference Number	Check Number	M	Pay Period End Date	Check Issue Date	Net			
1003	Bravo, Johnny			XXX-XX-9999			3	0		03/28/2020	04/03/2020	189.32-			
PC	Title	Hr/Un	Rate	Amount	D	GLAccount	FT	PC	Title	Hr/Un	Rate	Amount	D	GLAccount	FT
1-00	REGULAR PA	2.00	87.5000	175.00		100-5110-1000		9-03	MEETING PA	1.00	30.0000	30.00		100-5110-1000	
74-00	SOCIAL SEC	.00	.0000	12.71-		100-20402-00		75-00	MEDICARE	.00	.0000	2.97-		100-20402-00	
85-00	NET PAY	.00	.0000	189.32-		001-10131-00									

Total 1003: Employee Hash: 1003 Employee Count: 1

#### 1003 Hours Units Types Summary

PC	Title	Hours	Units	Net Type	Amount	D	Info Type	Amount
1-00	REGULAR PAY	2.00	.00	Direct Deposit Net	.00		Informational	.00
9-03	MEETING PAY - \$30	1.00	.00	Net	189.32-		Info Tips Reported	.00
							Fringe Benefit	.00
Totals:		3.00	.00		189.32-			.00

## LEAVE TIME ADJUSTMENTS

### ❖ Update Employee Leave Balances

Payroll>Employees>Enter Leave Time Adjustments

The current pay period and reference number will default in

Enter Employee #

Enter Pay Code #

Enter Total hours to be adjusted: Note a positive amount will add to their bank and a negative will subtract from their bank. Example 1 below is adding to bank and Example 2 is subtracting from bank

Caselle Connect® Leave Report Enter Leave Time Adjustments

Reference number: 30 Current pay period: 03/15/2020 - 03/28/2020 Period number: 1

Employee: 34 ("Cat, Tom")

Pay code: 4-00 (VACATION PAY)

Comments: Adjust Vacation hours from previous pay period s/b Sick

Hours: 3.00

Caselle Connect® Leave Report Enter Leave Time Adjustments



Reference number: 31 Current pay period: 03/15/2020 - 03/28/2020 Period number: 1

Employee: 34 ("Cat, Tom")

Pay code: 3-01 (SICK LEAVE)

Comments: Adjust Sick hours from previous pay period orig as Vacation

Hours: 3.00-

To modify the adjustments if needed select the pencil  or delete  button and make the change and select "Enter." Entry Type of Calculated is the system accruals and Manual is a manual adjustment to the leave balances.

Caselle Connect® Leave Report Enter Leave Time Adjustments

Reference number: 32 Current pay period: 03/15/2020 - 03/28/2020 Period number: 1









Employee:

Pay code:

Comments:

Hours: .00

Leave transactions:

	Reference Number	Employee Number	Name	Pay Code	Comments	Entry Type	Hours
 	8	34	Cat, Tom	3-01		Calculated	8.00
 	9	34	Cat, Tom	4-00		Calculated	6.67
 	30	34	Cat, Tom	4-00	Adjust Vacation hours from previous pay period s/b Sick	Manual	3.00
 	31	34	Cat, Tom	3-01	Adjust Sick hours from previous pay period orig as Vacation	Manual	3.00-

At this point, you can review the employee leave balances thru employee inquiry or by running a leave time report to see the change. Manual adjustments will be combined in the Accrued section along with the Calculated Accruals.

Employee:

34 Cat, Tom Telephone 1: 608 547-0804 Pay type: HOURLY Position: DEPUTY CLERK/TREAS  
 XXX-XX-9999 29 Terrace Court Telephone 2: Pay frequency: Biweekly Manager:  
 Madison WI 53708 Email:

Employee Pay Positions Contacts Leave

Value		Year	End Date						
		2020							2020 Total
Pay Code	Type	03/28/2020	03/14/2020	02/29/2020	02/15/2020	02/01/2020	01/18/2020	01/04/2020	
03-01 SICK LE...	Beginning	118.00	110.00	102.00	94.00	86.00	78.00	70.00	70.00
	Accrued	5.00	8.00	8.00	8.00	8.00	8.00	8.00	53.00
	Used	.00	.00	.00	.00	.00	.00	.00	.00
03-01 SICK LEAVE Total		123.00	118.00	110.00	102.00	94.00	86.00	78.00	123.00
04-00 VACATI...	Beginning	60.01	60.01	53.34	53.34	46.67	46.67	40.00	40.00
	Accrued	9.67	.00	6.67	.00	6.67	.00	6.67	29.68
	Used	.00	.00	.00	.00	.00	.00	.00	.00
04-00 VACATION PAY Total		69.68	60.01	60.01	53.34	53.34	46.67	46.67	69.68
06-00 FLOATI...	Beginning	24.00	24.00	24.00	24.00	24.00	24.00	.00	.00
	Accrued	.00	.00	.00	.00	.00	.00	24.00	24.00
	Used	.00	.00	.00	.00	.00	.00	.00	.00
06-00 FLOATING HOLIDAY Total		24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00
Grand Total		216.68	202.01	194.01	179.34	171.34	156.67	148.67	216.68

## TRANSMITTALS

### ❖ Modify Existing Transmittals

Payroll>Transmittals>Modify Existing Transmittals

Transmittals are payments that need to be remitted to outside entities for employee deductions and employer contributions, such as taxes, deferred comp, health care, flexible spending etc. Some transmittals are paid by a check while others are paid by authorizing withdrawals from your bank account.

There are 3 ways to process transmittals in Caselle:

#### 1. Journal entries thru General Ledger

Debit - Expense or liability for specific transmittal

Credit – Cash GL account

This would be used for those transactions withdrawn out of bank account, not paid by check thru A/P or Payroll. Journal entries are processed under the General Ledger menu. It is recommended to use a “CD” journal code that is tied to the correct bank account

## 2. Create invoices/checks that will be printed thru Payroll

- Setup
  - a. Payroll>Organization>Organization

Ensure interface and create transmittal invoice is not selected

The screenshot shows the Caselle Connect application window. The menu path is Payroll > Organization > Organization. The 'Interfaces' tab is selected, showing options like Direct Deposit, Passwords, Tracking, User-Defined, and Notes. Under the 'Accounts Payable' section, the 'Interface' dropdown is set to 'None' and the 'Create transmittal invoice' checkbox is unchecked. These two elements are circled in yellow.

### b. General Ledger>Organization>Journal Codes

Setup journal code CDPT if not already setup; Make sure to select appropriate Bank # and that the Allocations section is completed. Contact support if you need assistance with this step.

The screenshot shows the Caselle Connect application window for the General Ledger > Organization > Journal Codes path. The 'Journal code' is CDPT, 'Title' is CASH DISBURSEMENTS - PAYROLL TRANSMITTALS, 'Type' is Check, 'Normal balance' is Debit, 'Bank' is GENERAL CHECKING, 'Offset reference' is 99999999, 'Offset account' is 001-10131-00, and 'Offset description' is TOTAL CHECKS & OTHER CHARGES - COMBINED. The 'Include all users' checkbox is checked, and the 'Create fund allocations' checkbox is also checked. The 'Account number' is FFF-11100-00 and the 'Destination journal' is CA-CDP.

c. Payroll>Transmittals>Setup New Transmittals (for new ones) or Modify Existing Transmittals (for changing existing ones)

- Select a transmittal #; can be set by client but has to be unique
- Enter Vendor #; Note – if no check needs to be sent leave vendor # blank and in the address line enter \*\*\*\*\*DO NOT SEND\*\*\*\*\*

The screenshot shows the 'Modify Existing Transmittals' window for Transmittal 1, titled 'EMPLOYEE TRUST FUNDS'. The window has tabs for 'Transmittal', 'Pay Codes', 'Attachments', and 'Notes'. The 'Transmittal' tab is active. The form contains the following fields:

- Transmittal number: 1
- Standard description: (empty)
- Vendor: 3261
- Group: (empty)
- Remittance: (empty)
- Name: EMPLOYEE TRUST FUNDS
- Address line 1: P.O. Box 78761
- Address line 2: (empty)
- City: Milwaukee
- State/Province: WI
- Zip/Postal code: 53278-0761
- Delivery point: (empty)
- Country/Region: (empty)
- Telephone 1: (empty)
- Telephone 2: (empty)
- Fax: (empty)
- Email: (empty)

The screenshot shows the 'Modify Existing Transmittals' window for Transmittal 2, titled 'STATE OF WI'. The window has tabs for 'Transmittal', 'Pay Codes', 'Attachments', and 'Notes'. The 'Transmittal' tab is active. The form contains the following fields:

- Transmittal number: 2
- Standard description: STATE W/H
- Group: Bi-Weekly
- Vendor: (empty)
- Remittance: (empty)
- Name: STATE OF WI
- Address line 1: \*\*\*\*\*DO NOT SEND\*\*\*\*\*
- Address line 2: (empty)
- City: (empty)
- State/Province: (empty)
- Zip/Postal code: (empty)
- Delivery point: (empty)
- Country/Region: (empty)
- Telephone 1: (empty)
- Telephone 2: (empty)
- Fax: (empty)
- Email: (empty)

- Select the Pay code tab and select both the employee and employer pay codes that relate to this particular transmittal

Caselle Connect® > Payroll > Transmittals > Modify Existing Transmittals

Caselle Connect® Modify Existing Transmittals

Transmittal:

Transmittal: 1 EMPLOYEE TRUST FUNDS

Transmittal Pay Codes Attachments Notes

Pay codes used for transmittal calculations

Employee:

74-00 SOCIAL SECURITY  
75-00 MEDICARE  
76-00 FWT

Select...

Employer:

74-00 SOCIAL SECURITY  
75-00 MEDICARE

Select...

- Processing Transmittals

Payroll>Transmittals>Calculate Transmittal Amounts

Journal code: will default in as CDPT

Selection criteria: Can be changed to only select certain ones or select "all"

Select  to process

Caselle Connect® > Payroll > Transmittals > Calculate Transmittal Amounts

Caselle Connect® Journal Codes Transmittal Checks Payroll Checks Calculate Transmittal

Current pay period: 8/4/2019 - 8/17/2019 Period number: 2

Journal: CDPT CASH DISBURSEMENTS - PAYROLL TRANSMITTALS

Selection criteria:

Column	Value	Test
TransmittalVendor.Transmittal number	All	Entire field

- Print Transmittal Register Report  
Payroll>Transmittals>Transmittal Register  
Review report for accuracy



CITY OF EVERYWHERE

Transmittal Register - Checks

Page: 1

Pay Period Dates: 8/4/2019 to 8/17/2019

Aug 30, 2019 11:32AM

Report Criteria:

Paid transmittals included

Unpaid transmittals included

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount
1							
1	EFTPS - ELECTRONIC	0	08/17/2019	74-00	EFTPS CHECK SOCIAL SECURITY Pa	100-20402-00	236.23
1	EFTPS - ELECTRONIC	0	08/17/2019	74-00	EFTPS CHECK SOCIAL SECURITY Pa	100-20402-00	236.23
1	EFTPS - ELECTRONIC	0	08/17/2019	75-00	EFTPS CHECK MEDICARE Pay Period	100-20402-00	55.25
1	EFTPS - ELECTRONIC	0	08/17/2019	75-00	EFTPS CHECK MEDICARE Pay Period	100-20402-00	55.25
1	EFTPS - ELECTRONIC	0	08/17/2019	76-00	EFTPS CHECK FEDERAL WITHHOLDI	100-20401-00	337.36
Total 1:							920.32
2							
2	STATE OF WI	0	08/17/2019	77-00	STATE WIH STATE WITHHOLDING Pa	100-20403-00	174.70
Total 2:							174.70
Grand Totals:							1,095.02

- Print Transmittal Checks

Payroll>Transmittals>Transmittal Checks

- Check issue date: enter date that the checks should be dated
- Beginning check number: For those transmittals that need a physical check you will enter the check #. For those that are directly withdrawn from bank account, it is up to the municipality on the numbers to use.
- Selection criteria: you can select individual ones or select all

Caselle Connect® > Payroll > Transmittals > Transmittal Checks

Caselle Connect® Journal Codes Transmittal Register Transmittal Checks

Title: Transmittal Checks [Caselle Master]

Report Options Reprint Forms Print Settings

Check issue date: 08/30/2019

Beginning check number: \$

Groups:


Print: All checks

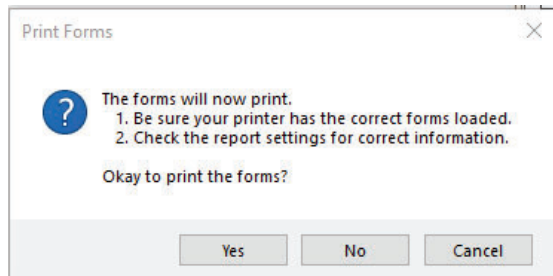
Selection criteria:

Column	Value	Test
Transmittal Vendor Transmittal number	All	Entire field

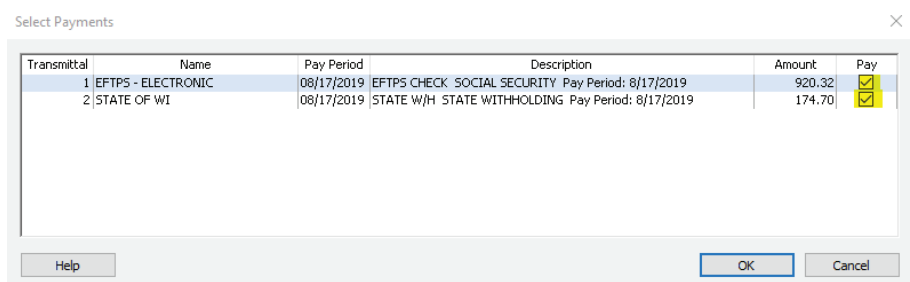
Report order:

Column	Sort	Title	Total	Page	Test
Transmittal Vendor Name	Ascending				Entire field

- Select Print 
- Load printer with check form and make sure settings above are correct
- Select "Yes" when ready to print form

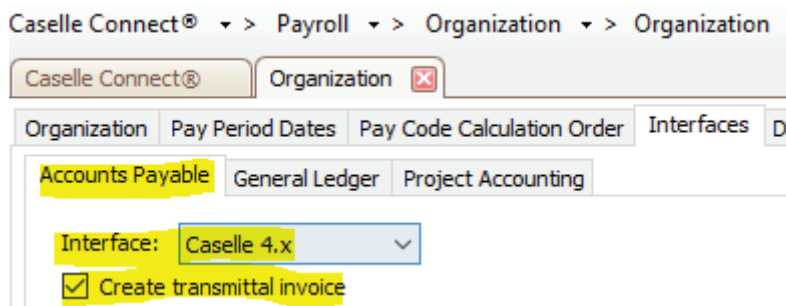


- The "Select Payments" screen will appear with the available transmittals to pay. At this point, you can select/deselect those you want to pay by checking the box in the Pay column. If you choose to not pay a transmittal at this time, the next time you run this program, those will be available to select.



### 3. Create invoices/checks that will be printed thru A/P

- Setup
  - a. Payroll>Organization>Organization
    - Ensure Interface on the Accounts Payable tab is set to Caselle 4.x and create transmittal invoice is selected



- b. General Ledger>Organization>Journal Codes

Setup journal code CDPT if not already setup; Make sure to select appropriate Bank # and that the Allocations section is completed. Contact support if you need assistance with this step.

Caselle Connect® > General Ledger > Organization > Journal Codes

Caselle Connect® Journal Codes

Journal code:

Journal code: CDPT CASH DISBURSEMENTS - PAYROLL TRANSMITTALS

Journal Attachments Notes

Journal code:

Title:

Type:

Normal balance:

☒ Activate journal

Bank:

Offset reference:

Offset account:

Offset description:

Budget level:

Journal submitters

☒ Include all users

Approvals

☐ Use

Allocations

☒ Create fund allocations

Account number:

Destination journal:

- c. Payroll>Transmittals>Setup New Transmittals (for new ones) or Modify Existing Transmittals (for changing existing ones)
- Select a transmittal #; can be set by client but has to be unique
  - Enter Vendor #; Note – if no check needs to be sent leave vendor # blank and in the address line enter \*\*\*\*\*DO NOT SEND\*\*\*\*\*

Caselle Connect® > Payroll > Transmittals > Modify Existing Transmittals

Caselle Connect® Modify Existing Transmittals

Transmittal:

Transmittal: 1 EMPLOYEE TRUST FUNDS

Transmittal Pay Codes Attachments Notes

Transmittal number:

Standard description:

Vendor:

Group:

Remittance:

Name:

Address line 1:

Address line 2:

City:

State/Province:

Zip/Postal code:  Delivery point:

Country/Region:

Telephone 1:

Telephone 2:

Fax:

Email:

Caselle Connect® Modify Existing Transmittals

Transmittal:  Lookup: Transmittal 2 of 3

Transmittal: 2 STATE OF WI

Transmittal Pay Codes Attachments Notes

Transmittal number: 2

Vendor:

Remittance:

Name: STATE OF WI

Address line 1: \*\*\*\*\* DO NOT SEND \*\*\*\*\*

Address line 2:

City:

State/Province:

Zip/Postal code:  Delivery point:

Country/Region:

Telephone 1:

Telephone 2:

Fax:

Email:

Standard description: STATE W/H

Group: Bi-Weekly

- Select the Pay code tab and select both the employee and employer pay codes that relate to this particular transmittal

Caselle Connect® > Payroll > Transmittals > Modify Existing Transmittals

Caselle Connect® Modify Existing Transmittals

Transmittal:

Transmittal: 1 EMPLOYEE TRUST FUNDS

Transmittal Pay Codes Attachments Notes

Pay codes used for transmittal calculations

Employee:

74-00 SOCIAL SECURITY  
75-00 MEDICARE  
76-00 FWT

Employer:

74-00 SOCIAL SECURITY  
75-00 MEDICARE

Select... Select...

- Processing Transmittals

Payroll>Transmittals>Calculate Transmittal Amounts

Journal code: will default in as CDPT

Selection criteria: Can be changed to only select certain ones or select "all"

Select  to process

Caselle Connect® > Payroll > Transmittals > Calculate Transmittal Amounts

Caselle Connect® Journal Codes Transmittal Checks Payroll Checks Calculate Transmittal

Current pay period: 8/4/2019 - 8/17/2019 Period number: 2

Journal: CDPT CASH DISBURSEMENTS - PAYROLL TRANSMITTALS

Selection criteria:

Column	Value	Test
TransmittalVendor.Transmittal number	All	Entire field

- Print Transmittal Register Report  
Payroll>Transmittals>Transmittal Register  
Review report for accuracy

CITY OF EVERYWHERE

Transmittal Register - Checks

Page: 1

Pay Period Dates: 8/4/2019 to 8/17/2019


Aug 30, 2019 11:32AM

Report Criteria:

Paid transmittals included

Unpaid transmittals included

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount
1							
1	EFTPS - ELECTRONIC	0	08/17/2019	74-00	EFTPS CHECK SOCIAL SECURITY Pa	100-20402-00	238.23
1	EFTPS - ELECTRONIC	0	08/17/2019	74-00	EFTPS CHECK SOCIAL SECURITY Pa	100-20402-00	238.23
1	EFTPS - ELECTRONIC	0	08/17/2019	75-00	EFTPS CHECK MEDICARE Pay Period	100-20402-00	55.25
1	EFTPS - ELECTRONIC	0	08/17/2019	75-00	EFTPS CHECK MEDICARE Pay Period	100-20402-00	55.25
1	EFTPS - ELECTRONIC	0	08/17/2019	78-00	EFTPS CHECK FEDERAL WITHHOLDI	100-20401-00	337.36
Total 1:							920.32
2							
2	STATE OF WI	0	08/17/2019	77-00	STATE WIH STATE WITHHOLDING Pa	100-20403-00	174.70
Total 2:							174.70
Grand Totals:							1,095.02

- Create Transmittal Invoices  
Payroll>Transmittals>Create Transmittal Invoices
  - Select the transmittals #'s or leave default of "All" to create all transmittal invoices
  - Invoice Date: Note payroll uses the current date as the invoice date and the paycheck date as the payment due date. These dates can be changed according to site.
  - Select the pay period of transmittals
  - Select the group if not defaulted in already
  - Select 

Caselle Connect® > Payroll > Transmittals > Create Transmittal Invoices

Caselle Connect® Create Transmittal Invoices

Transmittal numbers:  
 Values...

Invoice date: 08/30/2019

Payment due date: 08/23/2019

☐ Create invoices that have already been created

Pay periods:  
  
 07/21/2019 - 08/03/2019  
 07/07/2019 - 07/20/2019

Group:

☐ Print report only

At this point, the invoices have been sent over to Accounts payable and are waiting in the “Select Invoices for Payment” session.

## CHECKOUT

### ❖ Run Checkout

Payroll>Employees>Checkout

Checkout is a program that finds errors in data in an application. It should be run after creating/adding transactions to tables such as creating employee checks, benefits and transmittals in Payroll and after invoices and checks are created in AP. It does not change any data so it can be run at any time. Also, it can be accessed from multiple menus within the application but it is the same program.

Common Errors:

Error Message	Reason for error	Resolution
Social Security deduction amount of xxx.xx differs from calculated amount of xxx.xx by more than \$1.00	This error is caused by adding a pay code to the <b>Used for Calculation</b> tab of pay code 74-00 Social Security and/or 75-00 Medicare when there is employee history for this pay code.	Payroll>Employee>Modify Employees 1. Determine which pay code was added to SSI/Medicare pay codes 2. Remove that pay code from the <b>Used for Calculation</b> tab on the <b>Employee</b> and <b>Employer</b> tabs on pay code 74-00 and 75-00.

		<ol style="list-style-type: none"> <li>3. Create new pay code using the <b>Copy</b> icon of a similar pay code. Don't forget to click <b>Sort A-Z</b> in the Calculation Order window.</li> <li>4. Add the new pay code to the Used for Calculation tab on the <b>Employee</b> and <b>Employer</b> tabs on pay codes 74-00 and 75-00.</li> <li>5. Add the new pay code to the employee(s) in <b>Payroll &gt; Employee &gt; Modify Employees</b>.</li> <li>6. To correct the employee history add an exception to reverse the YTD amount in the pay code in Enter Payroll Checks.</li> <li>7. Add exception for the new pay code which includes the current pay period's amount and the YTD amount of the old pay code.</li> <li>8. Recalculate the employee(s) pay checks.</li> </ol> <p>This will correct the tax calculation for the year as well as getting rid of the checkout error.</p>
Missing Social Security Number	Not entering the <b>Social Security</b> number on a new employee.	Populate the Social Security number on the employee at the bottom of the <b>Employee tab in Payroll &gt; Employees &gt; Modify Existing Employees</b> .
Pay code should be specified as a "Summarization Code"	This is caused by having multiple sub codes for a pay code with one of them being 00.	Payroll>Organization>Pay Codes Enter pay/sub code Click padlock to unlock field and change the <b>Sub Code</b> to a non-zero 2 digit number.
Pay period has transactions that have not been updated to GL	This error occurs if the Update General Ledger step at the end of the payroll steps is missed.	Payroll>Organization>Update GL Select pay period Select GO
Multiple checks found for employees	<ol style="list-style-type: none"> <li>1. Voiding and reissuing a check in the current pay period.</li> <li>2. Creating a supplemental/second check for an employee.</li> <li>3. Computing all employees after checks have been printed</li> </ol>	<ol style="list-style-type: none"> <li>1. Error can be treated as a <b>warning</b> and nothing needs to be corrected</li> <li>2. Error can be treated as a <b>warning</b> and nothing needs to be corrected</li> <li>3. Delete duplicate references Payroll&gt;Organization&gt;Enter Payroll Checks</li> </ol>

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## EMPLOYEE INQUIRY

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### ❖ Employee Inquiry

#### Payroll>Employees>Employee Inquiry

Employee inquiry is a great resource to find out information about an employee, such as their personal information, pay, position, contacts, and leave.

- ☐ The employee tab provides information about the employee: address, phone, email, key dates such as birth date, hire, start date. In addition, their current exemptions for Federal and State withholdings

Caselle Connect® > Payroll > Employees > Employee Inquiry

Caselle Connect® Create Transmittal Invoices Checkout Employee Inquiry 

Employee:

1002 XXX-XX-2334	BAILEY, GEORGE 320 SYCAMORE BEDFORD FALLS WI 98080	Telephone 1: 999-888-7777 Telephone 2: Email: GBAILEY@CIVICSYSTEMS....	Pay type: HOURLY Pay frequency: Biweekly	Position: CREWMAN Manager:
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Employee Pay Positions Contacts Leave

Employee Attachments Notes

Birth date:	06/30/1986	Work state:	WI
Gender:	Male	Work site:	
Direct deposit:	No	SUTA type:	Regular
Hire date:	08/03/2015	FWT calculation:	Single - Federal Withholding
Start date:	08/03/2015	FWT exemptions:	0
Termination date:		SWT calculation:	Single - Wisconsin State Withholding
Job class:		SWT exemptions:	0
Status:	FULL-TIME	EIC calculation:	

Additional Information:

Field
-------

- The Pay tab provides information about the employee's pay history. There are multiple views; pay periods, checks and pay summary.
  - ☐ Pay PeriodsThe pay period view shows the hours/amounts calculated for each pay period.



1002 BAILEY, GEORGE  
XXX-XX-2334 320 SYCAMORE  
BEDFORD FALLS WI 98080

Telephone 1: 999-888-7777  
Telephone 2:  
Email: GBAILEY@CIVICSYSTEMS....

Pay type: HOURLY  
Pay frequency: Biweekly

Position: CREWMAN  
Manager:

Employee Pay Positions Contacts Leave

Pay Periods Checks Pay Summary

Pay Code	Amount		Hours		Year		End Date	
	08/17/2019		08/03/2019		07/20/2019		07/06/2019	
	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours
01-00 REGULAR PAY	1,826.93	76.00	1,826.93	76.00	1,554.00	74.00	.00	.00
02-00 OVERTIME PAY	144.23	4.00	144.23	4.00	63.00	2.00	.00	.00
04-00 VACATION PAY	96.15	4.00	96.15	4.00	84.00	4.00	.00	.00
06-00 FLOATING HOLIDAY	48.08	2.00	48.08	2.00	42.00	2.00	.00	.00
42-00 HEALTH INSURANCE...	(70.00)	.00	(70.00)	.00	(70.00)	.00	.00	.00
52-00 CHILD SUPPORT	(110.00)	.00	(110.00)	.00	(110.00)	.00	.00	.00
56-00 OPTICAL INSURANC...	(5.00)	.00	(5.00)	.00	(5.00)	.00	.00	.00
65-03 GENERAL-Non Union...	(138.56)	.00	(138.56)	.00	(114.17)	.00	.00	.00
74-00 SOCIAL SECURITY	(126.50)	.00	(126.50)	.00	(103.42)	.00	.00	.00
75-00 MEDICARE	(29.59)	.00	(29.59)	.00	(24.19)	.00	.00	.00
76-00 FEDERAL WITHHOL...	(226.96)	.00	(226.96)	.00	(161.46)	.00	.00	.00
77-00 STATE WITHHOLDING	(104.01)	.00	(104.01)	.00	(79.57)	.00	.00	.00
85-00 NET PAY	(1,304.77)	.00	(1,304.77)	.00	(1,075.19)	.00	.00	.00
Grand Total	.00	86.00	.00	86.00	.00	82.00	.00	.00

Amount type: Employee

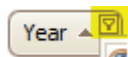
Years: 1

Display: Both

Features such as filtering and summarizing data are available

- Filtering

To filter out data, you can select the field you want to filter on and select the funnel



in the top right corner of box and select/deselect the data for that field

Employee Pay Positions Contacts Leave				
Pay Periods Checks Pay Summary				
Amount	Hours	Year	End Date	
Pay Code	Amount			
01-00 REGULAR PAY				
03-00 SICK LEAVE				
04-00 VACATION PAY				
05-00 HOLIDAY				
06-00 FLOATING HOLIDAY				
09-03 MEETING PAY - \$30				
12-00 RETRO PAY	.00	.00	.00	.00
14-00 BONUS PAY	.00	.00	.00	.00
15-00 VACATION (RETIRE)...	8,102.28	251.00	.00	.00
		2019	Grand Total	
		Hours	Amount	Hours
			10,823.49	336.00
			508.95	16.00
			1,032.96	32.00
			508.95	16.00
			.00	.00
			90.00	3.00
			.00	.00
			.00	.00
			8,102.28	251.00

In the above example, the employee had pay for 2018 and 2019, however we only wanted to see 2018 data. In this case, we deselected 2019.

Year End Date

(Show All)


2018



2019


OK Cancel

Pay period is now filtered/summarizes for 2018

Pay Periods Checks Pay Summary				
Amount	Hours	Year	End Date	
Pay Code	Amount	2018		
01-00 REGULAR PAY	10,823.49			336.00
03-00 SICK LEAVE	508.95			16.00
04-00 VACATION PAY	1,032.96			32.00
05-00 HOLIDAY	508.95			16.00
06-00 FLOATING HOLIDAY	.00			.00
09-03 MEETING PAY - \$30	90.00			3.00
12-00 RETRO PAY	.00			.00
14-00 BONUS PAY	.00			.00
15-00 VACATION (RETIRE)...	8,102.28			251.00
16-00 SICK LEAVE PAY-OUT	4,551.48			141.00
17-00 MISCELLANEOUS PAY	.00			.00
21-02 GIFT CARD	.00			.00
40-00 DEFERRED COMP	(250.00)			.00
41-00 HEALTH INSURANCE...	.00			.00
42-00 HEALTH INSURANCE...	(845.24)			.00
47-00 AFLAC (DEFERRED)	(82.44)			.00
48-00 AFLAC (NOT DEFER...	(174.72)			.00
64-00 WRS-ROTH DEDUCTIN	(300.00)			.00
74-00 SOCIAL SECURITY	(1,530.81)			.00
75-00 MEDICARE	(358.01)			.00
76-00 FEDERAL WITHHOL...	(4,508.84)			.00
77-00 STATE WITHHOLDING	(1,185.29)			.00
85-00 NET PAY	(16,382.76)			.00
Grand Total	.00			795.00

To expand all of 2018 to see each payroll period in that year select the  next to the year.

Year  End Date 

 2018

Amount	Hours
--------	-------

This expands the year menu to be by pay periods

2018							
12/22/2018		12/08/2018		11/24/2018		11/10/2018	
Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours

## ☐ Checks

The checks view shows the hours/amounts calculated for each pay check. Note: the check numbers appear under the check issue date. If more than one check in payroll period it will list them separately but total them together in the Total column.

1002  
XXX-XX-2334

BAILEY, GEORGE  
320 SYCAMORE  
BEDFORD FALLS WI 98080

Telephone 1: 999-888-7777  
Telephone 2:  
Email: GBAILEY@CIVICSYSTEMS....

Pay type: HOURLY  
Pay frequency: Biweekly

Position: CREWMAN  
Manager:

Employee Pay Positions Contacts Leave

Pay Periods Checks Pay Summary

AmountHours

YearCheck Issue DateCheck Number

2019

08/23/201908/23/2019 Total08/09/2019

100002010000217777

Pay Code

AmountHoursAmountHoursAmountHoursAmountHours

01-00 REGULAR PAY	1,554.00	74.00	1,826.93	76.00	3,380.93	150.00	1,826.93	76.00
02-00 OVERTIME PAY	63.00	2.00	144.23	4.00	207.23	6.00	144.23	4.00
03-00 SICK LEAVE	.00	.00	.00	.00	.00	.00	.00	.00
04-00 VACATION PAY	84.00	4.00	96.15	4.00	180.15	8.00	96.15	4.00
05-00 HOLIDAY	.00	.00	.00	.00	.00	.00	.00	.00
06-00 FLOATING HOLIDAY	42.00	2.00	48.08	2.00	90.08	4.00	48.08	2.00
17-00 MISCELLANEOUS PAY	.00	.00	.00	.00	.00	.00	.00	.00
42-00 HEALTH INSURANCE...	(70.00)	.00	(70.00)	.00	(140.00)	.00	(70.00)	.00
52-00 CHILD SUPPORT	(110.00)	.00	(110.00)	.00	(220.00)	.00	(110.00)	.00
56-00 OPTICAL INSURANC...	(5.00)	.00	(5.00)	.00	(10.00)	.00	(5.00)	.00
65-03 GENERAL-Non Union...	(114.17)	.00	(138.56)	.00	(252.73)	.00	(138.56)	.00
74-00 SOCIAL SECURITY	(103.42)	.00	(126.50)	.00	(229.92)	.00	(126.50)	.00
75-00 MEDICARE	(24.19)	.00	(29.59)	.00	(53.78)	.00	(29.59)	.00
76-00 FEDERAL WITHHOL...	(161.46)	.00	(226.96)	.00	(388.42)	.00	(226.96)	.00
77-00 STATE WITHHOLDING	(79.57)	.00	(104.01)	.00	(183.58)	.00	(104.01)	.00
85-00 NET PAY	(1,075.19)	.00	(1,304.77)	.00	(2,379.96)	.00	(1,304.77)	.00
86-00 DIRECT DEPOSIT NET	.00	.00	.00	.00	.00	.00	.00	.00
90-00 SUTA	.00	.00	.00	.00	.00	.00	.00	.00
99-00 WORKERS COMP	.00	.00	.00	.00	.00	.00	.00	.00
Grand Total	.00	82.00	.00	86.00	.00	168.00	.00	86.00

## □ Pay Summary

The pay summary view shows the hours/amounts by Category such as Gross Regular, Deductions, Taxes, and Net Pay. This can be used for requests of employment verification. Note: this can be broken down by various time frames such as Year, Quarter, and Month etc.

1002

BAILEY, GEORGE  
320 SYCAMORE  
BEDFORD FALLS WI 98080

Telephone: 999-888-7777  
Telephone 2:  
Email: GBAILEY@CIVICSYSTEMS....

Pay type: HOURLY  
Pay frequency: Biweekly

Position: CREWMAN  
Manager:

Employee

Pay

Positions

Contacts

Leave

Pay Periods

Checks

Pay Summary

Amount

Hours

Year

Quarter

Month

2019

Q1

Q2

Q3

Q4

2019 Total

Category

Type

Pay Code

Amount

Hours

Amount

Hours

Amount

Hours

Amount

Hours

Amount

Hours

Gross

Gross Overtime

Gross Regular

Gross Regular Total

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01-00 REGULAR ...

04-00 VACATIO...

06-00 FLOATIN...

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## • Leave

The Leave view shows the employees leave activity such as beginning balances, accruals, hours used, and ending balances

1002  
XXX-XX-2334

BAILEY, GEORGE  
320 SYCAMORE  
BEDFORD FALLS WI 98080

Telephone 1: 999-888-7777  
Telephone 2:  
Email: GBAILEY@CIVICSYSTEMS...

Employee Pay Positions Contacts Leave

Value

Year ▾

End Date ▾

☐

Pay Code ▴	Type	08/17/2019	08/03/2019	07/20/2019
<input type="checkbox"/> 03-00 SICK L...	Beginning	.00	.00	.
	Accrued	.00	.00	
	Used	.00	.00	
03-00 SICK LEAVE Total		.00	.00	.
<input type="checkbox"/> 04-00 VACAT...	Beginning	30.00	36.00	.
	Accrued	.00	(2.00)	40.
	Used	(4.00)	(4.00)	(4.
04-00 VACATION PAY Total		26.00	30.00	36.
<input type="checkbox"/> 06-00 FLOAT...	Beginning	20.00	22.00	.
	Accrued	.00	.00	24.
	Used	(2.00)	(2.00)	(2.
06-00 FLOATING HOLIDAY Total		18.00	20.00	22.
Grand Total		44.00	50.00	58.

## QUARTERLY REPORTING

### ❖ Quarterly Federal Tax Reporting

Payroll>Employees>Employee Tax Summary

- ☐ Change the dates to reflect the quarter to be reported
- ☐ Select Preview

Caselle Connect® > Payroll > Employees > Employee Tax Summary

Caselle Connect® 941 Report Employee Tax Summary

Title: Employee Tax Summary [Caselle Master]

Report Options Columns Sections Print Settings

Report dates

From: 04/01/2020 To: 06/30/2020

Advanced options...

☒ Include terminated employees

Selection criteria:

Column	Value	Test

Report order:

Column	Sort	Title	Total	Page	Test
[Report].Name	Ascending				Entire field

CITY OF EVERYWHERE Employee Tax Summary Page: 1  
Check Issue Dates: 4/1/2020 to 6/30/2020 Aug 25, 2020 04:13PM

Report Criteria:  
Terminated employees included

Employee Number	Name	Social Security Number	Gross Earnings Benefits	Federal Taxable Tax	State Taxable Tax	Social Security Taxable Tax	Medicare Taxable Tax	Subject To FUTA SUTA
	Termination							
1003	Bravo, Johnny	999-99-9999	205.00 15.68	205.00 .00	205.00 .00	205.00 12.71-	205.00 2.97-	.00 .00
1002	Flintstone, Dino	999-99-9999	2,163.47 581.48	1,946.76 234.21-	1,946.76 107.16-	2,088.47 129.49-	2,088.47 30.28-	.00 2,163.47
1001	Pan, Peter	999-99-9999	1,730.76 1,002.97	1,451.44 50.00-	1,451.44 72.38-	1,564.80 97.02-	1,564.80 22.69-	.00 1,730.76
Grand Totals:			4,099.23 1,600.13	3,603.20 284.21-	3,603.20 179.54-	3,858.27 239.22-	3,858.27 55.94-	.00 3,894.23

Compare this report to the 941 Report for Taxable wages and Tax amounts. Note: SSI and Medicare Tax amounts on this report are only the Employee portion. The 941 form will include the Employee and the Employer amounts combined.

## Payroll>Employees>941 Report

Select the reporting quarter from/to dates

There are two reports that can be printed from this menu; Employee detail report and the 941 from that mirrors the IRS fillable form.

Caselle Connect® > Payroll > Federal Reports > 941 Report

Caselle Connect® 941 Report

Title: 941 Report [Caselle Master]

Report Options Fields Forms Columns Sections Print Settings

Report dates

From: 04/01/2020 To: 06/30/2020

Advanced options...

☒ Print detail report

☒ Print form

Selection criteria:

Column	Value	Test
--------	-------	------

Report order:

Column	Sort	Title	Total	Page	Test
Employee.Name	Ascending				Entire field

CITY OF EVERYWHERE 941 Report Page: 1  
Federal ID: 39-6007979 Check Issue Dates: 4/1/2020 to 6/30/2020 Aug 25, 2020 04:02PM  
Detail Report

Report Criteria:  
Social Security / Tips limit is \$ 137,700.00  
Medicare limit is \$ 999,999.99

Employee Number	Name	Social Security Number	Type	Total Wages and Allowances	Fringe Benefits	Not Subject Amount	Subject Amount	Amount Over Limit	Taxable Amount
1003	Bravo, Johnny	999-99-9999	Fed With	205.00	.00	.00	205.00	.00	205.00
			Soc Sec	205.00	.00	.00	205.00	.00	205.00
			Tips	.00	.00	.00	.00	.00	.00
			Medicare	205.00	.00	.00	205.00	.00	205.00
			Med Prem	.00	.00	.00	.00	.00	.00
1002	Flintstone, Dino	999-99-9999	Fed With	2,163.47	.00	216.71	1,946.76	.00	1,946.76
			Soc Sec	2,163.47	.00	75.00	2,088.47	.00	2,088.47
			Tips	.00	.00	.00	.00	.00	.00
			Medicare	2,163.47	.00	75.00	2,088.47	.00	2,088.47
			Med Prem	.00	.00	.00	.00	.00	.00
1001	Pan, Peter	999-99-9999	Fed With	1,730.76	.00	279.32	1,451.44	.00	1,451.44
			Soc Sec	1,730.76	.00	165.96	1,564.80	.00	1,564.80
			Tips	.00	.00	.00	.00	.00	.00
			Medicare	1,730.76	.00	165.96	1,564.80	.00	1,564.80
			Med Prem	.00	.00	.00	.00	.00	.00
Grand Totals:			Fed With	4,099.23	.00	496.03	3,603.20	.00	3,603.20
			Soc Sec	4,099.23	.00	240.96	3,858.27	.00	3,858.27
			Tips	.00	.00	.00	.00	.00	.00
			Medicare	4,099.23	.00	240.96	3,858.27	.00	3,858.27
			Med Prem	.00	.00	.00	.00	.00	.00

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)		0
2	Wages, tips, and other compensation		3,603.20
3	Federal income tax withheld from wages, tips, and other compensation		284.21
4	If no wages, tips, and other compensation are subject to social security or Medicare tax	<input type="checkbox"/>	Check and go to line 6.
		Column 1	Column 2
5a	Taxable social security wages	3,858.27	478.43
5ai	Qualified sick leave wages	.00	.00
5a(ii)	Qualified family leave wages	.00	.00
5b	Taxable social security tips	.00	.00
5c	Taxable Medicare wages & tips	3,858.27	111.89
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	.00	.00
5e	Add Column 2 from lines 5a, 5a(i), 5a(ii), 5b, 5c and 5d		590.32
5f	Section 3121(q) Notice and Demand - Tax due on unreported tips (see instructions)		.00
6	Total taxes before adjustments (add lines 3, 5e, and 5f)		874.53
7	Current quarter's adjustments for fractions of cents		.00
8	Current quarter's adjustments for sick pay		.00
9	Current quarter's adjustments for tips and group-term life insurance		.00
10	Total taxes after adjustments. Combine lines 6 through 9		874.53
11a	Qualified small business payroll tax credit for increasing research activities. Attach Form 8974		.00
11b	Nonrefundable portion of credit for qualified sick and family leave wages from Worksheet 1		.00
11c	Nonrefundable portion of employee retention credit from Worksheet 1		.00