Payroll

Payroll Overview

AccuBuild's Payroll system is a complete payroll package providing comprehensive time tracking, payroll tax reporting and W-2 printing.

Payroll System Setup

Payroll Activity Flow

Frequently Asked Questions

Payroll Setup

- The Payroll Properties option in the Payroll system must be set up prior to creating any time card entries or handwritten checks. This option contains the tax rates information, the interface with the Ledger, the check stub defaults, the certified payroll format defaults, Direct Deposit account information.

- Payroll Controls option of the Payroll system should be set up before any employee information is entered into the system. This option contains the master lists for department codes, union codes (or prevailing wage codes), workers comp codes, local deduction codes, a link to the job master list, department codes, labor distribution code, Aatrix settings, chart of accounts, health insurance plans, agencies, W2 settings.

- After the payroll properties and the payroll controls have been set up, then the employee information can be added to the **Employee Screen** by selecting the Employees menu option. Be sure to also set up employee health insurance information using the ACA Info Tab option, if applicable. The employee file contains all of the basic employee information including tax withholding, base pay rate, direct deposit account information, and miscellaneous pay and deduction rates.hguguy

- If the payroll data is set up at the beginning of a new calendar year before any payroll checks have been written, then the Payroll Flow can be started immediately. However, if your data conversion starts after payroll checks have been written in the current calendar year, then beginning balances for each employee will need to be established before normal timecard entries and checks can be processed.Beginning balances are established for each employee by entering a Handwritten Checks for each employee to represent the period-to-date earnings. The suggested method is to enter a single handwritten check for each employee for each quarter and then proceed with the normal timecard entry process.

Payroll Flow

The normal flow of activity in the Payroll system consists of creating time card entries for each employee, printing and posting the payroll checks, and printing the various payroll reports.

- **<u>Entering time card data</u>** - The time card data for a single pay period may be entered for each employee with as many transactions as necessary to accurately reflect the jobs and phases (cost descriptions) that an employee has worked. Time card entries can be Timecard Worksheet Screen entered or pushed from AB Timeclock App. **Note**: If you use an outside service to process your payroll, you may enter the timecard and check information in detail through the Handwritten Checks option on the Payroll Menu.

- **<u>Calculating taxes and printing checks</u>** - After all of the timecard transactions have been entered, Submit Payroll and Submit Payroll are performed. Once the checks have been printed, then the batch is posted through the system. The Job Cost, Ledger and historical payroll files are not updated with the timecard information until the posting routine is performed. If the Direct Deposit feature is enabled, then the NACHA File can be processed once the check batch has been posted.

- **<u>Voiding checks</u>** - Once a check has been posted, it may be completely reversed through the system by selecting the Void Checks option.

- **<u>Printing payroll reports</u>** - There are numerous Payroll Reports within payroll to provide you with employee earnings, deductions and burden costs on an employee, job or department basis. The list of reports also includes workers compensation insurance reports, certified payroll and union reports, job detail reports, and payroll tax reports.

- **<u>Printing W2s</u>** - AccuBuild issues a final payroll update at the end of each calendar year. Once the update is installed, and all payroll entries have been completed for the calendar year, the W2 Settings can be printed and reconciled to the four quarterly payroll tax returns submitted to the state and federal governments. Once reconciled, the W2s can be printed.

- **<u>Printing ACA Forms</u>** - If you are an Applicable Large Employer (ALE) and are required to file Affordable Care Act forms, then print the required forms through the ACA Forms/ E-File option after you have completed your W-2 filing.

Payroll Controls

The **Controls** option provides access to the following master files and update options: This may be accessed by clicking on **three dot icon** on the top of the header.

Union Codes

Workers Comp Codes

Department Codes

Local Deduction Codes

Chart of Accounts

Labor Distribution Codes

Health Insurance Plans

Aatrix Settings

Agencies

Agencies Types

W2 Settings

- The **union code** file is used to set up labor classifications with the various base pay rates and benefit schedules for either union or prevailing wage employees. The **Update Employees with Union Rates** option which can be found on Employee list screen, may then be used to automatically update all employees linked to a specific union code with the rates currently in the union table.

- The **workers comp codes** are set up with a rate that is used to automatically calculate the workers comp burden for each timecard entry. An optional rate field is included with each code to create an expense amount for general liability insurance if your insurance is based on your gross wages.

- **Department codes** are primarily used to direct the gross pay and burden amounts to specific accounts in the General Ledger System but may also be used without the account link. In either case, detailed payroll compensation reports are available by department code that will assist you in analyzing your payroll expenditures.

- **Local Deduction Codes** allow you to create multiple deductions and link them to any of the six deduction accumulators. These employee deductions can be set up to be state or vendor specific and can be set up with cutoff limits.

- **Chart of Accounts** allows you to set up a new account information. Almost every transaction entered into any of the AccuBuild modules will automatically post to the general ledger. In order to do this, the *Chart of Accounts* must first be established and then the ledger interface may be set up in each module. The list of accounts is unique for each company so be sure to check with your company's accountant before setting up this list.

- The **Labor Distribution Codes** option allows you to define a default workers comp code, department code, union code (prevailing wage) and state code for each labor job cost phase. This option can be used with both the Phase Master list as well as the Job Cost Phases for each individual job. Predefined this information should help to eliminate data entry errors in any time card screen.

- **Health Insurance Plans** options allows you to set up policy coverage information.

- **Aatrix Settings** allows you to used to add and maintain Applicable Large Employer (ALE) Information and Designated Government Entity Information for ACA Reporting.

- **Agencies** allows you to add company information to whom the jobs needs to be billed to.

- **W2 Settings** allows you to print a W-2 for each employee in the system that has year to date earnings for the selected calendar year. Boxes d, 7, 8, 9, 10 and 11 of each W-2 will be left blank. If you need to print amounts in boxes 12, 13 and 14, then review the employee settings found on the Federal Tab. Please refer to the IRS instructions for W-2s to see if any of the above mentioned boxes apply to your employees.

Union Codes

The **Union Codes** screen is used to maintain the various union or prevailing wage pay rates that will be utilized by your company. The union code file will keep a historical list of the union codes with their rates as of the rate effective date. This historical list will then enable you to print a single union report for any monthly period even when there has been a rate change during that reporting period. The following screen can reached by clicking on the **Three dot icon on the top right > Controls > Union Codes**

Create a New Union Code

Select **+Union Code** button and enter the basic union code information to create a new union code.

- **Union Code** - The union code is user defined and AccuBuild will allow up to 999 different numeric union codes with up to 99 different codes within each code (up to five digits plus two decimals: 1010.00, 1010.99, 20101.00, etc). The union codes should be assigned based on the union local or prevailing wage area.

- **Name** - The name of the union is also used as the employee classification description whenever a **certified payroll report** is printed.

- **Department Code** - Each union code may be optionally linked to a department code. Department codes are used to define the general ledger accounts and the job cost phase that will be used when posting the payroll expense.

- To **Edit the Union Code**, Click on the Edit icon under the Actions Column. The details of the Union Code can be edited in the Edit Union Code screen. Click on Save to save the changes.

- To **Duplicate a Union Code**, Click on the New Rates icon under the Actions column and click on Duplicate. In the New Union Rates screen, enter the Effective Date for New Rates and click OK. When the dialog screen is closed, the new codes will be available on the union codes screen.

- Any union code may be removed from the Payroll system by selecting the Delete button under the Actions column, but once a code has been removed, it will not appear in any union reports, and any reference made to it will be rejected by the system.

- To access the **Pay/Ded Rates**, **Benefit Schedule** and **Certified Payroll** click on the desired **Union Code number** from the list displayed.
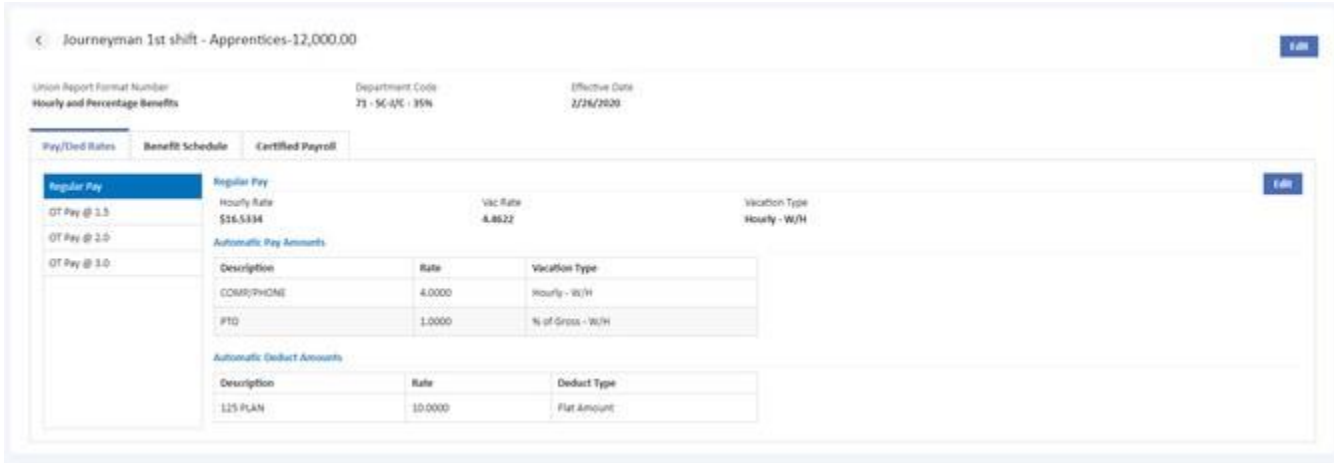
The **Union Report Format Number, Department Code** and **Effective Date** is shown above the tabs. The **Union Code, Name, Union Report Format Number** and **Department Code** can be changed using the **Edit** option.
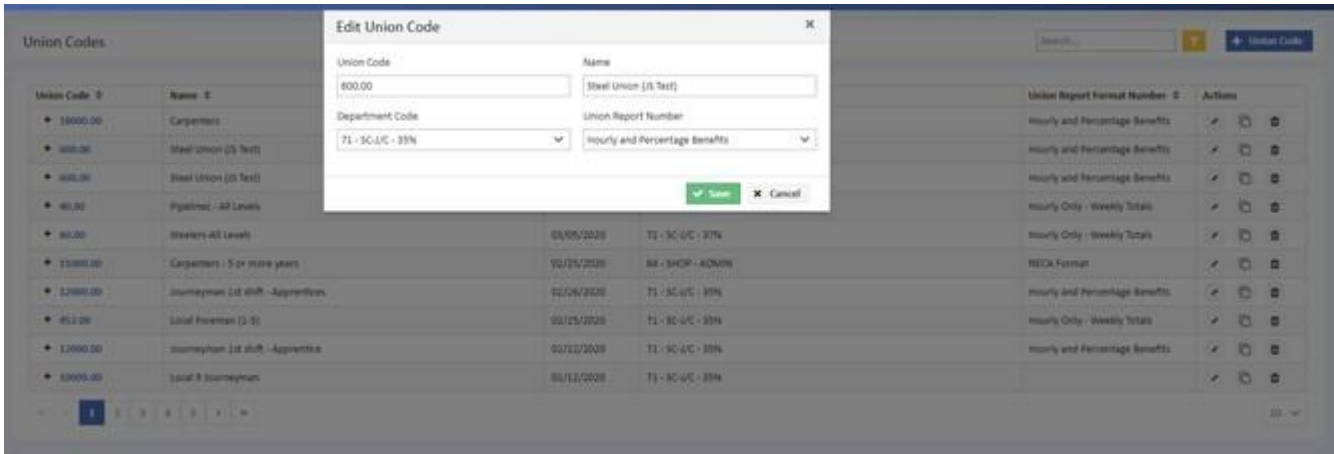
- Pay/Ded Rates Tab
- Pay Per Day
- Benefit Schedule Tab
- Certified Payroll Tab

Pay/Ded Rates Tab

- The **Pay/Ded Rates Tab** contains three tabs for the regular and overtime rates. Starting with the **Regular Pay Tab**, enter the rate information as follows:

Hourly Rate - Enter the **base** hourly rate to be paid to any employee linked to this union code.

Master Codes (.00) - Unless you only have one classification of labor per union local or prevailing wage area, then the master code **should not** be set up with the base rate of pay (leave this amount as zero.)

Child Codes (.01 - .99) - Enter the base hourly rate. Set the hourly rate to zero if you wish to pay different hourly rates to employees belonging to the same union (child) code. Each employee's hourly rate is then set up on the Employees screen.

Vac Rate - Enter the vacation rate to be paid to any employee linked to this union code. If there is no vacation pay for employees belonging to this union, then this field may be skipped.

Vacation Type - If a union pay is set up to be withheld, which means that it is paid on the check, taxed and then deducted from the check in order to pay the amount to a third party, then it is required that you have the corresponding deduction field available to hold the amount deducted. For example, if Misc Pay 1 is used as the 'Hourly - W/H' field, then Misc Ded 1 must be used to hold the deducted amount. Please take that into consideration when you are setting up your pay accumulators in the **Edit > Rate Update** screen.

- **Hourly – W/H**: The miscellaneous pay amount will be computed at the hourly rate for each hour entered on the timecard screen for the employee. This amount will be added to the gross pay amount and then withheld from the check.

- **% of Gross – W/H**: The miscellaneous pay amount will be calculated as a percentage of gross pay for each timecard transaction entered for the employee and added to the gross pay amount. The amount will then be withheld from the check. Enter the percentage as a whole number (5% would be entered as '5.0000').

- **Hourly – Not W/H**: The miscellaneous pay amount will be computed at the hourly rate for each hour entered on the timecard screen for the employee. This amount will be added to the gross pay amount but will NOT be withheld from the check.

- **% of Gross – Not W/H**: The miscellaneous pay amount will be calculated as a percentage of gross pay for each timecard transaction entered for the employee and added to the gross pay amount. The amount will NOT be withheld from the check. Enter the percentage as a whole number (5% would be entered as '5.0000').

Pay Per Day

There are specific business rules that are required in order to use the 'pay per day' feature.

- **Pay Per Day - Withheld** - The flat amount will be added to the gross pay amount. The amount will then be withheld from the check. This option will require that you have the corresponding deduction field available to hold the deducted amount. For example, if Misc Pay 1 is used as the 'pay per day' field, then Misc Ded 1 must be used to hold the deducted amount.

- **Pay per Day - Not W/H** - The flat amount will be added to the gross pay amount. The amount **will not** be withheld from the check.

- These amounts MUST be set up on the Union Table and cannot be set up at the employee level.

- This type of pay will only work with transaction codes that pull the pay rates from the union table which include 21-24 and 121-124.

- These transaction codes are compatible with the Mobile Time Card entries.

- The pay amounts entered for these transactions must be entered to a job and certified by distributing the time for each day.

- Whenever any hours are detected on a day of the week, the automatic pay per day transaction will be created and, if multiple entries are made for the same day, only one pay per day transaction will be generated.

- **Automatic Pay Amounts** - The descriptions and taxable status of these fields are defined on the **Payroll > Properties >** Misc Pays/Deds Tab screen. Only the first three misc pay fields may be used for union pays.

- **Automatic Deduct Amounts** - The descriptions of these fields are defined on the **Payroll > Properties >** Misc Pays/Deds Tab screen. Only the first three misc deduction fields may be used for union deductions. These amounts will be deducted from the employee's check.

- **Hourly** - The deduction amount will be computed at the hourly rate for each hour entered on the timecard screen for the employee.

- **% of Gross** - The deduction will be calculated as a percentage of gross pay for each timecard transaction entered for the employee. Enter the percentage as a whole number (5% would be entered as "5.000").

- **Pays that are withheld** - If a union pay has been set up to be withheld, which means that it is paid on the check, taxed and then deducted from the check in order to pay the amount to a third party, then it is required that you have the corresponding deduction field available to hold the amount deducted. For example, if Misc Pay 1 is used as the 'Hourly - W/H' field, then Misc Ded 1 must be used to hold the deducted amount.

ⓘ **Do not enter the amount or rate to be deducted in this field; AccuBuild will do this for you**.

Benefit Schedule Tab

The **Benefit Schedule Tab** is used to itemize the employee contributions and employer-paid benefits (union burden) such as health and welfare contributions, pension plan contributions, and apprenticeship training contributions, as required by the union. This schedule is then used in printing the **monthly union reports** and for pulling any union burden rates during the calculation of automatic payroll checks.


- The **Pay/Deduct Rates Tab** and the **Benefit Schedule Tab** both contain separate rate fields for regular pay and overtime pay. Set up of the union codes will be easier if you complete **all** of the **regular rates** on both tabs **BEFORE** you save the code. AccuBuild will then copy the regular rates to the overtime rate fields which can then be individually edited as needed.

- A maximum of fifteen benefits may be itemized on this screen. The benefits should include both employee contributions as well as employer paid benefits.

Benefit Description - Enter the name of the union benefit. This description will appear on the monthly union report.

Benefit Description - Enter the name of the union benefit. This description will appear on the monthly union report.

Type - Select the pay type for the benefit item. The pay types may be based on an hourly rate, a percentage of gross wages, or on a flat amount per day, week or month. If the amount of the benefit item is paid by the employer, then it should be included with the payroll burden. AccuBuild will calculate the expense and post it with the other payroll burden to the job, and the liability will be accrued to the account as defined on the Ledger Interface of the **Payroll > Properties** screen. If the amount is paid by the employee as part of the hourly rate, or as a miscellaneous pay or deduction on the employee's check, then it should be listed as a benefit item but for **report purposes only**. Hourly or percentage benefits may be included as part of the payroll burden expense calculation. Flat amount benefits can not be included in the payroll burden calculation but will be included on the union report. A general journal entry can then be created to make an accrual for the flat amount benefits at the end of the month.

ⓘ Flat amount benefits for per day, per week and per month cannot have different rates for regular pay and overtime pay. Any flat amount entered in the overtime rate fields will be ignored and only the regular rate amount will be used to calculate the benefit.
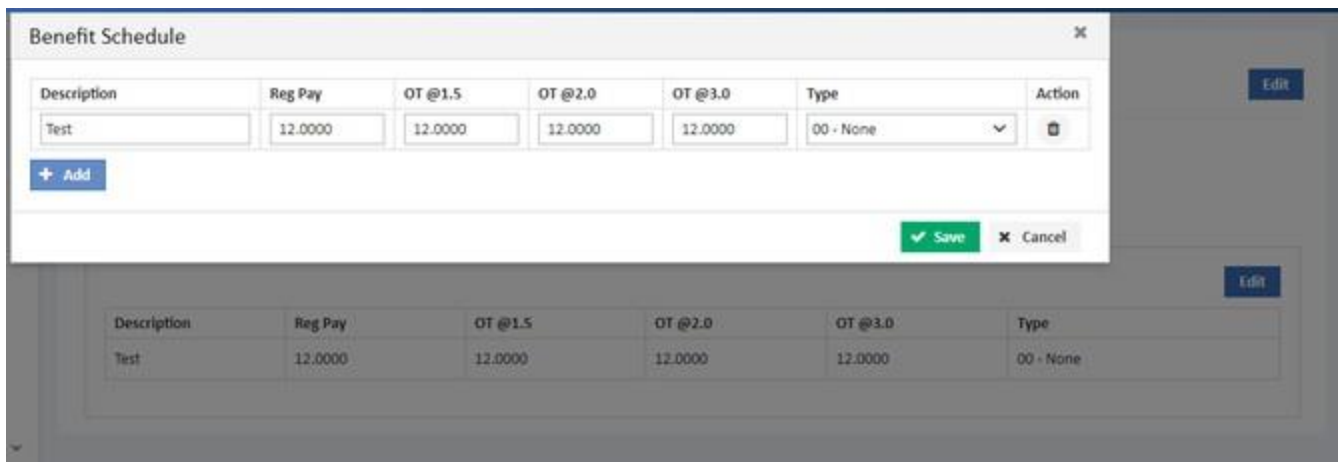
Each benefit item may be linked to a certified payroll report description if you wish to include the benefit breakdown on the report. The 'Include Benefits' option of the certified payroll report displays ten user-defined headings that are first set up on the **Certified Payroll Tab** of the **Payroll > Properties** screen.
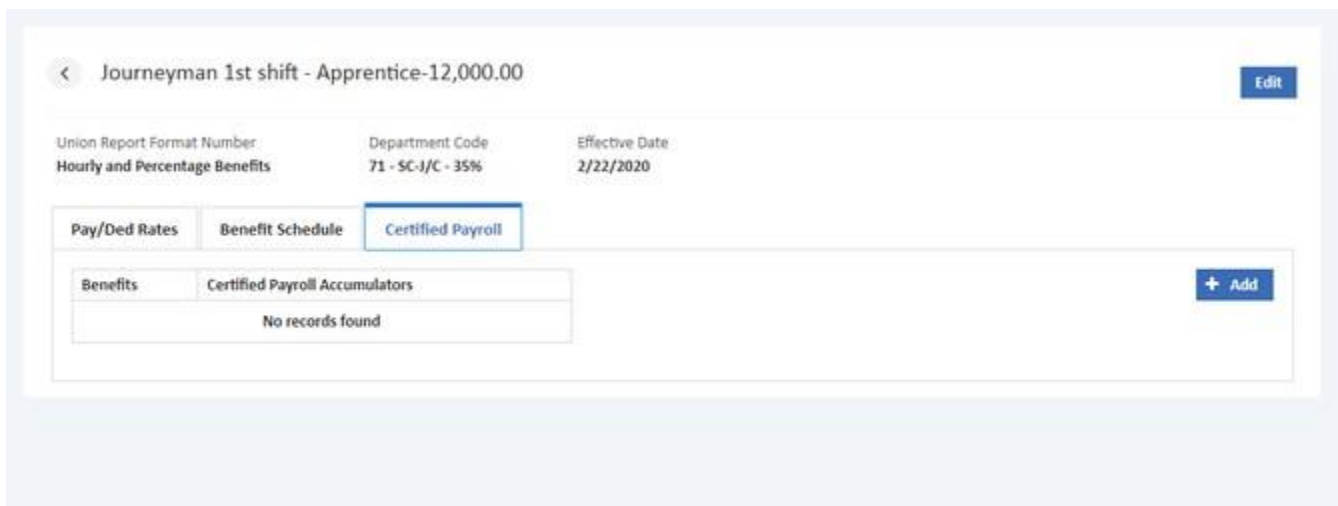
- If you are setting up a new union code and the system is in **Add Mode**, then select the desired heading from the **Certified Payroll Accumulators** drop down list to assign a benefit item to the certified payroll report. If you have already saved the code, then select **Edit** before attempting to link the benefits to the accumulators.

- Select the **Add Button** to add new benefits and certified payroll accumulators and click on **save** to save your records.
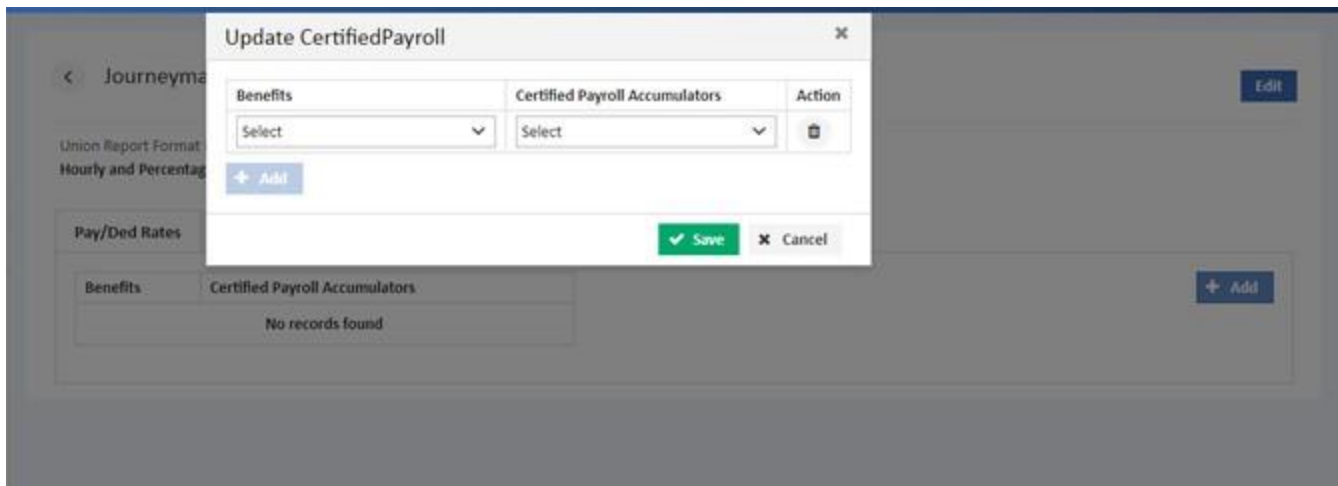
Workers Comp Codes

- Workers compensation codes are used to store the various workers compensation insurance rates applicable to your company in order to calculate a workers comp expense amount for each timecard entry processed through the payroll system.

- If the rate is not zero, then AccuBuild will expense the calculated amount to the general ledger account defined by either the associated department code (as entered on the timecard screen) or to the default labor burden accounts as defined on the Ledger Interface of the **Properties > Payroll > Ledger Interface tab** .

- If a timecard transaction is linked to a job number, then the payroll burden calculated for that one transaction will be expense to the job. In addition, AccuBuild will accrue the liability in the account that has been set up in the **Workers Comp Insurance** field on the aforementioned screen.

> ⓘ Please refer to the documentation on the Workers Comp - System Rules for workers comp codes located in the Frequently Asked Questions section of the Payroll Manual for additional information.

Workers Compensation Codes

Search...   **+ Comp Code**

Code ⇕	Description ⇕	Comp Rate (per $100) ⇕	Liability Rate (per $1,000) ⇕	Actions
100.00	Executive	$25.00	$10.00	✎ 🗑
9900.00	SAFETY MEETINGS	$2.11	$15.71	✎ 🗑
8810.00	8810 ADMIN/CLERICAL	$2.11	$15.71	✎ 🗑
8742.00	8742 SALES	$2.11	$15.71	✎ 🗑
8227.00	8227 CONTRACTOR YARD	$2.11	$15.71	✎ 🗑
7380.00	7380 MOBILIZATION/TRUCK DRS	$2.11	$15.71	✎ 🗑
6252.00	6252 COFFERDAM	$2.11	$15.71	✎ 🗑
6217.00	6217 EXCAVATION	$2.11	$15.71	✎ 🗑
6003.00	6003 PILE	$2.11	$15.71	✎ 🗑
5606.00	5606 EXECUTIVE	$2.11	$15.71	✎ 🗑

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- To set up a new workers comp code, select the **+Comp Code** button. Information on an existing code can be changed at any time by selecting **Edit**. Workers comp codes can be deleted by selecting the **delete** button. Add Comp code, Description, Compensation Rate and Liability Rate to configure a new comp code.

- **Comp Rate** - Enter the workers comp rate as per $100 of payroll wages. If the rate is $15.75 per $100 of payroll wages, then enter the rate as $15.75; do not enter the rate as $0.1575. Be sure to consider any experience modification factor when entering the rate. For example, if your company's experience modification factor is 85%, and the workers comp rate as stated on the policy is $15.75, then enter $13.39 as the rate in AccuBuild.

- **Liability Rate** - This field is optional, but if used, then a liability insurance amount will be calculated and added to the payroll burden expense amount.

> ✔ Hint - If your workers compensation insurance on a project is carried by the project owner, then set up a separate code with a rate of zero and link the code directly to the job. AccuBuild will use the job's workers comp code instead of the employee's code or department code to calculate the workers comp expense. The transaction detail will still be reported on the Workers Compensation under the code classification along with the zero rate.

Local Deduction Codes

- The **Local Deduction Codes** (LDC) are used to set up and maintain a list of user-defined employee deductions such as insurance, child support, 401K plans, and local taxes. The codes are linked to a general ledger account and to one of the six deduction accumulators on the payroll check stub Misc Pays/Deds Tab . Up to twenty LDCs may be linked to a single employee.

- Use the LDCs to set up local payroll tax deductions which may be applicable to a job site location and the LDC may then be linked to the specific job. As time card records are coded to the job, the system will automatically pick up the local tax deduction and add it to the employee's time card. LDCs cannot be used for employer only taxes.

ⓘ   Union or prevailing wage deductions should only be set up under the Union Codes option.

- Local County, City, or School District Taxes
- Set Up a Local Deduction Code
- Business Rules for Flat Amount or Pre-Tax Flat Amount Deductions

Local County, City, or School District Taxes

Depending on the state(s) that your company does business in, your employees may be subject to various local taxes for city, county or school district tax. Each code should be linked to the proper state code. If the local tax has a reciprocal agreement with another agency, then the **Reciprocal Agreement** option must be enabled on both codes and an appropriate reciprocal percentage must be entered.

ⓘ   Please refer to the document titled Understanding Reciprocal Agreements in the Frequently Asked Questions section of the Payroll Manual for an example.

Note: *Only those deductions set up with a deduction type of 'Hourly' or '% of Gross' can be set up with the reciprocal option. AccuBuild will default all reciprocal agreements to 100%.*

ⓘ   If your company is located in New York , New Mexico or Indiana , or if you have employees that live or work in those states, then be sure to read the documentation in the Frequently Asked Questions section of the Payroll Manual in order to properly set up the Payroll system for the specific tax requirements for those states.

- Each local tax code is then linked to the proper master file. Three local tax codes may be linked to each job. Twenty local tax codes may be linked to each employee and two local tax codes may be linked to your company's default payroll information. When calculating the local taxes, AccuBuild will look first to the job list, then to the employee's file, and then finally to your company's default information for the local tax code information.

Note: *If the job site and your company's office are located in the same city, then only link the local tax code to the company's payroll properties; DO NOT link the local tax code to the job.*

OTHER DEDUCTIONS

- Non-tax deductions for various garnishments can be set up using the local deduction codes as well. The benefits to setting up the deductions in this manner is the ability to list up to twenty local deductions on the Employee Information Screen, the ability to set annual cutoff limits for each deduction, and the detailed reporting on deductions which is available by employee name, collection agency and general ledger account.

- Below screen displays the list of configured Local Deduction Codes. The codes can be searched using **search box . Filter** option is used to filter State, GL account, Collection Agency, Deduction type and Local Deduction Code Filters. Clicking on apply will apply the filter values and the filter can be closed using the X at the top. The refresh icon is used to reset the filter values.

Local Deduction Codes

Code ⇅	Description ⇅	State ⇅	Rate ⇅	G/L Account ⇅	Collection Agency ⇅	Type ⇅	Actions
52.00	401 Flat Amount	North Carolina	0.0001	2324.00	-	Pre-Tax Ded – Flat Amount	✏ 🗑
8596.00	OneTime Tax	California	58.2536	1000.00	CENTRA CARE	Hourly	✏ 🗑
2350.00	DeductionTest	Colorado	0.1223	1000.00	CENTRA CARE	% of Gross	✏ 🗑
35.00	2-CHARITABLE DONATION	Alabama	0.2345	9999.98	CATO STEEL COMPANY	Flat Amount	✏ 🗑
29.00	CHARITABLE DONATION	California	0.2378	9999.98	UNITED INFRASTRUCTURE GROUP	Flat Amount	✏ 🗑
4.00	ADMIN FEE	-	0.785	9150.00	CENTRA CARE	Flat Amount	✏ 🗑
14.00	125 DENTAL	-	0.0001	2327.00	DELTA DENTAL OF MO LOCKBOX	Pre-Tax Ded – Flat Amount	✏ 🗑
3.00	UNUM - STD	-	0.0001	2329.00	PROVIDENT LIFE & ACCIDENT INSURANCE	Flat Amount	✏ 🗑
2.00	UNUM - LTD	-	0.0001	2380.00	PROVIDENT LIFE & ACCIDENT INSURANCE	Flat Amount	✏ 🗑
28.00	UNUM - ACC,CI,HI	-	0.0001	2381.00	PROVIDENT LIFE & ACCIDENT INSURANCE	Flat Amount	✏ 🗑

Set Up a Local Deduction Code

To add a new deduction code, select the **Three dot icon > Payroll Controls > Local Deduction Codes** option and then select **+ Local Deduction Code.**

- **Deduction Code** - The user defined deduction code is a numeric field that may contain up to five digits. You may want to assign a code number based on the type of deduct. Grouping the codes in this manner will make it easier to scroll through the list when searching for a specific code. For example, group all deductions for child support together in one numbering sequence (1101 - 1115), and group all deductions for health insurance in another numbering sequence (2001 - 2015).

- **Deduction Description** - Enter the description of the deduction; this field cannot be blank.

- **Timecard Desc** - An abbreviated version of the deduction description is stored with the time card entries. This field may contain up to 10 alpha /numeric characters.

- **Enable for All States** and **State Code** - If the deduction code is set up for a local payroll tax (city, county, school district tax, etc.), then it should be linked to the proper state code.

Employee: Jack Smith

California	10 hours @ $25/hr	$250
Health Ins Ded		$50
California	19 hours @ $25/hr	$250
Arizona	20 hours @ $25/hr	$500

If the **Enable for All States** option is checked, then the deduction will be taken **once for each state** that the employee works in during the current period.

Employee: Jack Smith

California	10 hours @ $25/hr	$250
Health Ins Ded		$50
California	19 hours @ $25/hr	$250
Arizona	20 hours @ $25/hr	$500
Health Ins Ded		$50

- **G/L Account (CR)** - Each deduction code must be linked to a general ledger account. The LDC account will overwrite the deduction accumulator account as defined on the **Properties >Payroll** screen. Therefore, you may have similar deductions (such as Child Support and Tax Levies) linked to a single deduction accumulator (such as Garnishment) with each LDC posting to a different g/l account.

- **Collection Agency** - The name of the collection agency (ie. IRS, the County Court) may be noted. The collection agency must be set up in the Clients list before linking it to the LDC. The **Employee Local Deduction Report** may be printed in order by this field.

- **Min Age Limit** - Some local payroll taxes may have an age minimum (ie. employees over the age of 16) and this should be recorded in the Age Limit field.

- **Cutoff Limit** - Set up a cutoff limit (calendar year) on this screen only if it is applicable to all employees, such as for a local county tax. For deductions such as tax levies that have cutoff amounts specific to each employee, set the cutoff limit to zero on this screen and define the limit on the Employee screen. Remember, this field represents the current **CALENDAR YEAR** limit therefore the cutoff limits will need to be adjusted at the beginning of every payroll year in order to reflect the remaining balance.

- For deductions where cutoff limits are applicable, it may be necessary to set up multiple codes for the same type of deduction. This is necessary to keep the cutoff limits from combining as one limit when there are **multiple deductions** of the **same type** for **one employee**.

- For example, Employee #1 has two tax levies payable to the IRS but each has a different cutoff amount. Tax Levy 1 and Tax Levy 2 will be linked to the same employee and the applicable rate, deduction type and cutoff limit will be defined on the employee screen. If Tax Levy 1 is simply listed twice, the system will stop calculating the deduction after the first cutoff limit is reached even if the cutoff limits are different.

- **Cutoff Limit Type** - In order to enable a local deduction to be set up for automatic year end balance adjustments, you will need to set the Cutoff Limit Type to **Reducing Balance** BEFORE you roll your payroll totals for the Calendar Year. All existing local deductions that were set up prior to release 9.5.0.2 will default to a **Fixed Balance** cutoff type so that these types of local deduction balances will not be adjusted unless the Cutoff Limit Type is changed by the user.

Fixed Balance - This type of cutoff limit will remain the same each year as the starting balance for the calendar year such as a 401K Contribution Limit.

Reducing Balance - This type of cutoff limit will be recomputed at the start of each calendar by reducing the loan balance by the amount withheld in the previous year. NOTE: An audit record will be created for each employee that has this type of local deduction cutoff limit so that there is a record each year of the opening balance and the deduction activity against the balance. This type of Cutoff Limit is used for Employee Loans, Tax Levies, etc. where the amount is a decreasing balance with each withheld amount from the employee.

- **Deduct Rate** - If the deduction rate is the same for all employees, then enter the rate on this screen. If the deduction rate will vary for each employee, then set the rate to a default amount (such as .01) and then enter the appropriate rate on the employee screen.

- **Deduction Type** - Select the default deduction method from the following list. This deduction type will be overwritten if a different deduction type is selected in the employee screen.

Hourly – The deduction amount will be computed at the hourly rate for each hour entered on the timecard screen for the employee. This deduction type can be flagged as a reciprocal agreement.

% of Gross - The deduction will be calculated as a percentage of gross pay for each timecard transaction entered for the employee. Enter the percentage as a whole number (5 % would be entered as "5.000"). This deduction type can be flagged as a reciprocal agreement.

Gross Wage Override - The following options will change the behavior of the '% of Gross' deduction type and cannot be used with any other deduction type. Instead of basing the deduction on the gross wage, you may base the deduction on the State Withholding Wages, Federal Withholding Wages or Medicare Wages.

SWH Wages - Some local tax codes are based on a % of Gross, however, if the employee has a pre-tax deduction that reduces the State Withholding Wage, then the local tax code should based on the SWH wages instead of the higher gross wage. **(Be sure to verify with your company's CPA on the wage base of a deduction.)**

The following restrictions are applicable to this option: The Enabled for All States option cannot be checked. Only Single State selections are allowed. Cutoff limits will be IGNORED with this option as the Subj Wages are based on SWH Wages ONLY.

FWH Wages and **Medicare Wages** - These two federal wage settings will allow deductions to work properly on wages that have exemptions for 401K etc. but the employee has no state wages in that state.

> (i) Example – Employees living in New Jersey and working in Philadelphia **do not** have to pay NJ State Tax however they do have to pay Philadelphia City Tax but NO Pennsylvania SWH tax. A local deduction code for the Philadelphia City Tax is created as a **% of Gross**, marked as 'FWH Wages' and the state code is set for PA. The local deduction code is then added to the employee's file. There will be no SWH Wages for PA but there will be FWH wages for PA. In the employee's file, the **State Code** and **SUI State Code** are set for PA but all tax exempt checkboxes are checked (SWH, SUI, ETT, SDI). **(Be sure to verify with your company's CPA on the wage base of a deduction.)**

Flat Amount – The dollar amount entered will be deducted from each paycheck produced for the employee.

AATRIX TAX TYPE SETTINGS

- Select the EFile service provider tax type from the dropdown and enter the Tax ID Account No in the field and check the box if its the Collection Agency Account No for Tax ID.

- Select **Save** to record the new code or select **Cancel** to delete your entries. Codes may be edited or deleted at any time.

Business Rules for Flat Amount or Pre-Tax Flat Amount Deductions

- **Single State Deduction** – When a flat amount deduction is set up for a single state, the deduction will be taken ONE TIME if there are earnings for that state. If there are NO earnings in that state, the deduction will not be taken. The State Name should be displayed in the State Code field and the corresponding State Code for that state will be displayed in the field to the right side of the State Code field.

- **Multi State Deduction** – If a deduction needs to be taken for ALL States, you will need to check the box titled **Enable for All States**. When this option is selected, the deduction will be taken one time for each state that the employee has time charged to. The State Name should be BLANK in the State Code field and the field to the right side of the State Code field will be set to -1 which represents ALL states.

- **One Time Deduction** – If a deduction needs to be taken ONE TIME ONLY regardless of the state that the employee works in, then you will need to leave the State Code field blank AND un-check the **Enable For All States** checkbox. The State Name should be BLANK in the State Code field and the field to the right side of the State Code field should be blank as well. When this option is selected, the deduction will be taken ONE TIME ONLY for each employee's set of time card entries.

IMPORTANT NOTE: This type of deduction is only processed the on the first time card entry for each employee. If you delete the deduction and make more entries, for the employee, this deduction type will not be recreated again unless you have deleted all employee entries and start over.

- **% of Disposable** – This type of deduction is used for such things as IRS tax levies and child support where the deduction percentage is based on the amount the employee is allowed as 'take home' pay. Please note that the system will stop on all deductions of this type when calculating payroll taxes to allow the user to change the calculated amount prior to printing check

- **Pre-Tax Deductions** – Select a flat amount, percentage of gross or an hourly pre-tax deduction to reduce the amount of 'subject wage' of one or more payroll taxes as defined on the State Tax Settings Tab. The employee's gross wage will not be changed.

> (i) Refer to the notes in the Flat Amount section of this document for the business rules that are applicable to Pre-Tax Flat Amount deductions.

- **Ded Accum** - Assign the local deduction code to one of the six miscellaneous deduction accumulators. The employee's check will reflect this deduction under the selected miscellaneous deduction description.

- **Include Auto Pays** - By default, a percentage of gross wage deduction does not include any miscellaneous pays in the calculation of the total wage amount. If you wish to include miscellaneous pay amounts in the calculation of the total wage, then click on the Include Auto Pays option.

Please note: Only Hourly or % of Gross automatic pay amounts will be included in this options.

- Understanding Reciprocal Agreements and Reciprocal % - Some local taxes, such as city taxes, may have reciprocal agreements between the tax entities. This means that an employee would not have to pay the full tax to both entities. If two local taxes have reciprocal agreements with each other, then be sure to flag both local tax codes as having the reciprocal agreement. By default, the reciprocal percentage will be set to 100 but this may be changed as required.

Department Codes

The **Department Codes** option is used to create and maintain a list of up to 999 department codes. Department codes are optional in most cases but they offer a multitude of choices for fine tuning your accounting system.

- Reasons to Use Department Codes
- Business Rules for Department Code
- Create a Department Code

Code ⇕	Description ⇕	Job Cost Phase ⇕	Equipment Cost ⇕	Pay Accumulator ⇕	Pay Type ⇕	Actions
1500.00	Human Resources	SC 277 OVER I-77	-	COMP/PHONE	None	✏ 🗑
1202.00	Human Resources	SC 277 OVER I-77	-	COMP/PHONE	None	✏ 🗑
21000.00	Information System	-	-	PER DIEM	None	✏ 🗑
20000.00		-	-	PTO	None	✏ 🗑
1000.00	Health	-	-	PTO	None	✏ 🗑
211.00	BD: PURSUIT COMP/PHO	CAMP HALL RAIL	Non Applicable	COMP/PHONE	-	✏ 🗑
210.00	BD: PURSUIT TK ALLOW	-	Non Applicable	-	-	✏ 🗑
209.00	BUS DEV - PURSUITS	-	Non Applicable	-	-	✏ 🗑
208.00	NC-CON OPS-FORMEN<40	-	Non Applicable	-	-	✏ 🗑
207.00	FL-CON OPS-FORMEN<40	-	Non Applicable	-	-	✏ 🗑

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Reasons to Use Department Codes

Department codes give you flexibility to group your entries by cost center even if they post to the same expense account in the general ledger. If no department codes are used, then the time card entries will be posted to the general ledger based on two default account settings:

- Job Related Time Card Entries
- Non Job Related Time Card Entries

The default account settings are found on the Ledger Interface. Department codes allow you to assign different account numbers for each department code as necessary for income statement purposes.

Equipment Operators and Mechanics - If you own the Equipment system, then time card entries may be used to allocate an additional cost of operating the equipment to each job. In order to use this feature, a department code must be created for equipment operators and linked to each of their time card entries. Equipment mechanics must also have their own department code in order for their time to be allocated to a piece of equipment and logged as maintenance in the equipment file.

Payroll Burden Calculation - You may optionally elect to change **how the burden amounts are calculated and posted to the job cost system** for each department code:

Actual Burden Only - By default, the payroll burden attached to each time card entry will be based on actual rates of four key items:

- Employer Payroll Taxes (FICA, FUTA, State Unemployment Ins, Employment Training Tax (California only)
- Workers Comp Insurance
- General Liability Insurance
- Union Benefits

Percentage Burden Debit Account - This feature will allow you to expense labor burden as a **fixed percentage rate of gross pay** for "cost plus" type projects where the labor burden allowance is based on a fixed rate instead of the actual labor burden. The actual burden is still computed and expensed, however the percentage burden is the only amount that will be job costed.

Both - This option will also allow you to calculate a percentage of gross pay as burden **in addition to the actual burden amounts** in order to allocate overhead expenses to the jobs.

Whenever a time card is entered with a department code, the accounting system will look to the department code for the **default job cost phase**, **workers compensation code**, **general ledger expense accounts,** and **payroll burden calculation method**. If the workers comp code field is blank, then the system will look to the employee's file for this information.

> ⓘ **Note**: *If a job number is entered on the time card entry, and the job has a default workers comp code, then the workers comp code found in the job file will be used to update the time card entry screen even if the employee file and/or the department file contains a default workers comp code.*

Create a Department Code

Go to Department Codes. Click **Add** to create a new code. Select **Save** to record your entries or select **Cancel** to erase your entries. Information on an existing code can be changed at any time by selecting **Edit**.

Enter the new department information as follows:

- **Dept Code** and **Description** - The department code field is numeric only and will accept numbers 1 through 999. The description field may contain up to 35 characters.

- **General Ledger (G/L) Accounts** - The general ledger expense accounts (gross wages and burden) give you more flexibility in reporting payroll costs on the income statement. For example, *Corporate Officer Salaries* may be reported separately from *General Office Salaries* on the financial statement by using different accounts with each department. Time card entries not associated with a department code will be posted to the default accounts as set up on the Ledger Interface of the **Payroll - Properties** option.

> ⓘ **Note:** Job related time card entries should be posted to general ledger accounts that have been set up with a type of 'Job Cost Account' in the Chart of Accounts.

- If you will be using a % of gross wages to calculate your payroll burden (see below), then be sure to set the Actual Labor Burden Account field to an **overhead expense account** because the actual burden will not be included on the jobs.

> ⓘ **Note**: If you **have not** purchased the General Ledger System, then leave the account fields blank. Detailed compensation reports by department are still available to you to assist in analyzing your payroll expenditures.

- **Job Cost Controls** - Linking a job cost phase to the department code is another way to ensure that time card entries are posted to the correct cost center in the job cost reports. If the department code is not related to a job, then skip the *Default Job Cost Phase* field.

- **Equipment Cost Controls** - A department code may also be linked to a transaction type that will control how the payroll updates the various systems when the timecard entry is linked to an **equipment** code. (If your software package does not include the Equipment system, then these options may be ignored.)

- **Non Applicable** - Entries will not be posted to the Equipment system even if the timecard entry is linked to an equipment code.

- **Equipment Maintenance & Repairs** - This will create two records (transaction type 10) in the Equipment system, representing gross pay and payroll burden amounts, on each piece of equipment that has been linked to the timecard entries. These entries are not typically linked to a job /phase code. If the entry cannot be coded to a specific piece of equipment due to the nature of the maintenance performed, then simply skip the equipment field. This expense can be allocated to the various pieces of equipment later if the general ledger accounts associated with the department code have been set up as indirect equipment cost type accounts.

- **Equipment Rental - In House** - This will create a record (transaction type 21) in the Equipment system with a description of 'Rent - (Equip Desc)' using the in-house rental rate without an operator. This entry will use the associated debit and credit accounts, along with the associated job cost phase, that are found in the equipment category fields for **In-house Rentals**. This entry will also update the hours meter on the equipment. This entry will also create additional job cost and general ledger records with the description 'Rent - (Equip Desc)' for the equipment rental amounts (employee hours multiplied by the rental rate).

- **Equipment Rental - Outside (3rd Party)** - This entry is identical to the **Equipment Rental - In House** transaction except that it uses the outside (3rd Party) rental rates without an operator. This entry will create a record in the Equipment system with a transaction type of 26.

- **Default Workers Comp Insurance Code -** Each department code may be optionally linked to a Workers Comp Codes. Please refer to the documentation on the Workers Comp - System Rules for workers comp codes located in the Frequently Asked Questions section of the Payroll Manual.

PAYROLL BURDEN CONTROLS

- **Actual** - The actual calculation of payroll burden will be used. This may include the employer payroll taxes (FICA, FUTA, SUI, ETT), workers compensation insurance, general liability insurance, and union benefits. This is the default setting and will be used if another burden method is not selected. If the actual calculations are used, then the entry will debit the account listed in the Actual Labor Burden Account field at the top of the screen. The credit portion of the entry will be determined by the liability fields found on the Ledger Interface screen.

- **Department Percentage Burden Only -** This feature will allow you to expense labor burden as a **fixed percentage rate of gross pay** for "cost plus" type projects where the labor burden allowance is based on a fixed rate instead of the actual labor burden. The actual burden is still computed and expensed, however the percentage burden is the only amount that will be expensed to the job.

- **Both -** This option will also allow you to calculate a percentage of gross pay as burden **in addition to the actual burden amounts** in order to allocate overhead expenses to the jobs.

- If you select **Percentage** or **Both**, then you will need to fill in the following fields:

Burden Percentage – Enter the department burden percentage. For example, 7.25% would be entered as 7.25.

Percentage Burden Debit Account – Enter the general ledger expense account to be used for the percentage burden amount.

Percentage Burden Credit Account – Enter the general ledger credit account to be used for the percentage burden amount. Remember that the percentage burden is an estimated burden amount and not an actual expense so we suggest that you set up an overhead account specifically for the credit portion of this entry (ie. 'Indirect Labor Burden Applied to Jobs'). This will help you to isolate the entries that are being made for the burden for any reporting period.

Job Cost Actual Labor Burden – This is a checkbox and is used to indicate when the actual labor burden amounts will be expensed to the jobs.

> ⓘ If you have a need to change the labor burden methods from project to project based on owner requirements, you can set up multiple department codes with various burden calculation methods and then use the Labor Distribution Codes to assign department codes to specific cost phases on specific jobs. Please refer to the information on Labor Distribution Codes for more information.

- **Other Pay Accumulator -** This field is used to assign the other pay accumulator that will be used for the pay transaction. The Other Pay transactions are defined on the Misc Pays/Deds Tab of the Payroll Properties Screen.

Chart of Accounts

Almost every transaction entered any of the AccuBuild modules will automatically post to the general ledger. In order to do this, the **Chart of Accounts** must first be established and then the ledger interface may be set up in each module. The list of accounts is unique for each company so be sure to check with your company's accountant before setting up this list. AccuBuild also has built-in company templates that can be used when setting up a new company. The templates install a variety of master lists including the Chart of Accounts and all the property settings in all of the modules which dictate how the modules interface with the general ledger.

Click on the **Three dot** icon on the top right > **Controls > Chart of Accounts** to get to the Chart of Account screen.

Account Number ⇕	Description ⇕	Group no ⇕	Account Type ⇕	1099 code ⇕	Current Year's Balance ⇕	Actions
4000.02	BONUS - PRODUCTION	6	Income(profit/loss)	None	$0.00	✏ 🗑
4000.01	BONUS	6	Income(profit/loss)	None	$0.00	✏ 🗑
5000.00	bonus	6	Income(profit/loss)	None	$0.00	✏ 🗑
4000.00	Bonus	6	Income(profit/loss)	None	$0.00	✏ 🗑
1234.00	2434we	34	-	-	$0.00	✏ 🗑
612.00	Health	6	Balance Sheet	Rents	$0.00	✏ 🗑
4356576876.00	Tset	1	-	None	$0.00	✏ 🗑
2384.00	RESTITUTION PMT - COURT	2	Income(profit/loss)	None	$0.00	✏ 🗑
2412.00	IBNR - CIGNA GROUP HEALTH	2	Balance Sheet	None	$0.00	✏ 🗑
7482.00	INSURANCE: PROTECTION & INDEMNITY	7	Income (Profit/Loss)	NEC	$0.00	✏ 🗑

SETTING UP A CHART OF ACCOUNT

Select the **+ Account** button to go to the **Add Chart of Account** screen.

- **Account Number** -This field is numeric only and may contain up to five digits plus two decimal places.

The decimal places may be used to insert an account between two existing accounts, or they may be used to denote 'sub' accounts of a primary account. For example, accounts 10101.00, 10101.01, and 10101.02 may all represent different checking accounts.

- **Description** – This field has the account description.

- **Group** - The group number is used to control the subtotals that are printed on the trial balance report. The group numbers should be set up in such a way that similar account types are grouped together. For example, the asset accounts can be assigned to group '1', the liability accounts can be assigned to group '2', and so on.

- **Account Type** - The chart of accounts is made up of two types of accounts: Balance Sheet and Income Statement. The balance sheet accounts include the assets, liability and owner's equity accounts and will NEVER be rolled to zero at the end of the fiscal year. The income statement accounts include income, direct job expense and overhead expense accounts. The income statement accounts will ALWAYS be rolled to zero at the end of the fiscal year, and the profit or loss amount will be posted to the company's retained earnings account (a balance sheet account).

- **1099 Code** - This code is used to indicate whether or not any expenses that are charged to this account are subject to 1099 reporting. Select 'NEC' if this account represents a non-employee compensation expense account, or select 'Rent' if this account represents some type of rental expense for such things as equipment rentals, office rents, etc. Note: Please refer to the I.R.S. instructions for processing 1099s to determine which type of expenses are subject to 1099 reporting.

- **Annual Budget** - This field can be used to enter an annual budget amount on any general or administrative expense account. The financial statement generator may be used to build a report that would compare the accounts' annual budget to the total annual actual costs.

- **Current Year's Balance** - This field represents the current fiscal year balance of the account and this field may not be edited.

- **Account Type for Financial Reporting** – Select the account classification from the drop down list.

- **Prior Year's Balance** - This field can be edited and, in most circumstances, should only be changed when setting up a company for the first time as this field will be automatically updated by AccuBuild when the fiscal year end is closed. The amount represents the ending balance as of the prior fiscal year for each balance sheet account. The alternate method for establishing the beginning balances is to enter a post-closing journal entry dated the last day of the prior fiscal year.

- **Next Year's Balance** - This field represents the total of all activity on an account including those entries posted into a future fiscal year. Entries can still be made into a future fiscal period even though the fiscal year end has not been closed. The Next Year's Balance field is read-only and may not be edited.

- **Next Year's Activity** - This field is the total of all entries that have been posted to a future fiscal year. This field may not be edited.

- **Job Cost and Equipment Cost Controls** - If the account will be used in conjunction with either a job/phase code and/or with an equipment code, then be sure to click on the Job Cost Account and/or Equipment Cost Account options as applicable. You may then select whether each type of cost account is a direct cost or an indirect cost. (Indirect cost accounts are those accounts that may accumulate costs that are job cost or equipment cost related but not charged DIRECTLY to a job or to a piece of equipment. These accounts may be later used to allocate a portion of the indirect cost to each job or to each piece of equipment.)

- The Chart of Account can be edited or deleted by using the **Edit** and **Delete** icon under the **Action** column.

Chart of A...

Edit Chart of Account ✕

Account
| 4000.02 |

Description
| BONUS - PRODUCTION |

Group
| 6 |

Account Type
○ Balance Sheet   ● Income(profit/loss)

1099 Code
● None   ○ NEC   ○ Rents

Annual Budget
| 0 |

Account Type for Financial Reporting
| 2010105 Bank Accounts ⌄ |

☐ Exempt Jobs Cost control

Current Fiscal Year Balance
0

Prior Fiscal Year Balance
0

Next Fiscal Year Balance
0

Next Fiscal Year Activity
0

✔ Save   ✕ Cancel

Account Nu...				Current Year's Balance ⬍	Actions
4000.02				$0.00	✏ 🗑
4000.01				$0.00	✏ 🗑
5000.00				$0.00	✏ 🗑
4000.00				$0.00	✏ 🗑
1234.00				$0.00	✏ 🗑
612.00				$0.00	✏ 🗑
435657687				$0.00	✏ 🗑
2384.00				$0.00	✏ 🗑
2412.00	IBNK - CIGNA GROUP HEALTH	2	Balance Sheet	None	$0.00	✏ 🗑
7482.00	INSURANCE: PROTECTION & INDEMNITY	7	Income (Profit/Loss)	NEC	$0.00	✏ 🗑

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Labor Distribution Codes

In order to facilitate the time card entry process, you may create a **Labor Distribution Codes (LDC)** which consists of linking a labor cost phase to one or more payroll control items including Workers Comp Codes, Department Codes, State Codes, and Union Codes. This set up is strictly optional but it should help you save time in your data entry and prevent coding errors by employees that have access to any of the time card entry screens (**Time Card Entry Screen**, **Time Card Worksheet** and **AB Timeclock 400**). LDCs will be especially helpful in the **AB Timeclock 400** application when users may be limited to viewing only specific fields such as hours, job and phase. These entries will automatically update the **Time Card Worksheet** with the associated LDC settings and prevent the need for the payroll supervisor to make additional entries.

The **Labor Distribution Codes Screen** may be accessed through these options:

- **Payroll > Controls > Labor Distribution Codes**

- **Project Management > Phases**

- **Payroll > Timecard Worksheets**

The **Labor Distribution Codes Screen** is used to set up the phase master list or the cost phases on a specific job with default payroll control codes including Union, Workers Comp, Department and State codes.

Record ID ⇕	Job ⇕	Phase ⇕	Workers Comp Code ⇕	Employee ⇕	Union Code ⇕	State ⇕	Dept Code ⇕	Phase Group	Phase Category	Actions
57428	1200-01 - Cantilever Bridge - Austin (1 mile)	12100.00	100	Jessica Farkas	1	CO	0	12100	00	☰
57427	1200-01 - Cantilever Bridge - Austin (1 mile)	2.00	5040	Rock Murdock	18000	FL	0	2	00	☰
57425	13008 - NC Job	13008.00	100		40	NC	72	13008	00	☰
57421	11004 - ** New Job **	25.00	100		1000	FL	74	25	00	☰
54412	T-35 - Template 3 5% Labor Burden	750237.02	5222		0		71	750237	02	☰
54411	T-35 - Template 3 5% Labor Burden	750236.48	5222		0		71	750236	48	☰
54410	T-35 - Template 3 5% Labor Burden	750236.41	5222		0		71	750236	41	☰
54409	T-35 - Template 3 5% Labor Burden	750236.32	5222		0		71	750236	32	☰
54408	T-35 - Template 3 5% Labor Burden	750236.31	5222		0		71	750236	31	☰
54406	T-35 - Template 3 5% Labor Burden	750236.25	5222		0		71	750236	25	☰

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- Use the options at the top of the screen **+ Code** to create an LCD.

- **Phase Master List** – When this option is selected, you will be able to set up LDCs for one or more phases on the *Phase Master List*.

- **Job Cost Master List** – When this option is selected, you will be able to set up LDCs for specific job cost phases that exist on the job. Use the Current Job drop down list to switch between jobs.

- **Job** – This field is only available when the *Job Cost Master List* has been selected.

- The **Labor distribution Code** screen has two views. On opening the page by default the List phase view will be displayed and it can be changed by selecting Non Listed Phase view radio button and click on apply.

- **Linked Phases** - This tab contains the phases that are linked to LDCs.

- **Non Linked Phases** - This tab contains the phases that are **not linked** to LDCs.

- In List phase view, under action edit, delete, copy, remove from linked phases options will be found.

Delete - Delete the entire record
Edit - Make changes to the existing values
Remove - Once a phase is removed it will automatically pushed to non linked phase if there are no phases which exists already.
Copy - A pop-up will be displayed with all the details auto-populated which can be edited.

- **Phase Group** – This is the integer portion of the phase code (all the digits to the left of the decimal point on the phase code). Use the filter option on this column to quickly filter the grid for a group of related phase codes so that you can change all the LDCs at one time.
- **Phase Category** – This is the decimal portion of the phase code (all the digits to the right of the decimal point on the phase code). Use the filter option on this column to quickly filter the grid for a group of related phase category codes so that you can change all the LDCs at one time. For example, if you use ".01" for all your labor phases, you can select this filter to quickly set up your LDC codes as a group at one time, using the filter in combination with the group selection feature.

LDC Business Rules

ⓘ LDCs will override any other time card entry Business Rules including the default codes set up for each employee in the employee screen.

- Workers Comp Codes - When a comp code is linked to an LDC, the code will be automatically updated on the time card entry with the comp code associated with the phase. This link is very useful when you have separate cost phases for each type of labor and you want to insure that the workers comp code matches the type of labor being performed.

ⓘ For example, if your company self-performs concrete and framing, you might set up two labor phase codes to track these labor costs and then attach the appropriate workers comp code to each phase.

- Department Codes - When a department code is linked to an LDC, it will control the general ledger expense accounts for Labor and Labor Burden expenses.

> (i) For example, if you have separate cost phases for supervision and field labor, and you want to track these labor types to separate general ledger accounts for financial statement reporting, you can link different department codes to each phase.

- **State Code** - When a state code is linked to an LDC, the code will be automatically updated on the time card entry to the associated state code. This can be very useful when you have projects in other states and you need to charge onsite labor to the state where the job is located and you need to charge manufacturing labor to your home state where the manufacturing is being performed.

> (i) • For example, a cabinet manufacturer has production labor in the shop that needs to be charged to their home state as well as jobsite installation labor and supervision that needs to be coded to the state that the job is located.

- Union Codes - The union code is used for both union and prevailing wage work where certified payroll reporting is required.

> (i) • For example, if your company self-performs concrete and framing, and you track each type of labor as a separate phase, you could link the appropriate union code to each phase to make sure the work classification is correct for certified payroll and union reports.

- **Union Code Option** - If you set up your union codes to consistently utilize the decimal position of the code to represent the different classifications of labor, then you may optionally assign the MASTER CODE (any union code ending in '.00') to the LDC and then assign the classification of labor to the employee on the **Payroll > Employees >** Payments Tab. When time card entries are coded to the phase, the union field will be updated with the union master code from the LDC plus the labor classification from the employee file to pull in the proper rate classification into the time card.

Example:

Union	Concrete Union Group	Job Cost Phase	Union	Framing Union Group	Job Cost Phase
301.00	Cement Mason	3300.00	501.00	Carpentry (Master Code)	5400.00
301.01	Period 1 Apprentice	3300.00	501.01	Period 1 Apprentice	5400.00
301.02	Period 2 Apprentice	3300.00	501.02	Period 2 Apprentice	5400.00
301.10	Journeyman	3300.00	501.10	Journeyman	5400.00
301.20	Foreman	3300.00	501.20	Foreman	5400.00

- Create two LDCs: One for the concrete labor phase and one for the framing labor phase. Link the concrete LDC to union code 301.00 (master code) and link the framing LDC to union code 501.00 (master code). Set up individual labor classifications for each employee (ie. Joe Smith is linked to labor classification .10 for Concrete Journeyman). When Joe's time is entered to phase 3300.00, the union code will be automatically updated to 301.10. If no labor classification is set up for the employee, then the default union code of 301.00 will be used.

- If you need union codes for different regional areas, then you can quickly Union Codes to a new group which can then be edited as needed with rate changes. The LDC would be then be set up using the **Job Cost** on each job rather than the *Phase Master List* so that the proper union master code could be assigned to the job. The employee's labor classification will work with any union master code assigned to an LDC.

Union	Concrete Union Group *	Job Cost Phase	Union	Concrete Union Group **	Job Cost Phase
301.00	Cement Mason - Riverside	3300.00	302.00	Cement Mason - San Diego	3300.00
301.01	Period 1 Apprentice	3300.00	302.01	Period 1 Apprentice	3300.00
301.02	Period 2 Apprentice	3300.00	302.02	Period 2 Apprentice	3300.00
301.10	Journeyman	3300.00	302.10	Journeyman	3300.00
301.20	Foreman	3300.00	302.20	Foreman	3300.00

- Job 1 Phase 3300.00 LDC set up with Union Code 301.00 for Riverside County

- Job 2 Phase 3300.00 LDC set up with Union Code 302.00 for San Diego County

Health Insurance Plans

This screen is used to add all Health Plans that are offered to employees each year and the related fields required for W-2 Reporting and the Affordable Care Act (ACA) Reporting for each calendar year. A new set of Health Plan records should be set up for each year at renewal or whenever insurance plans are changed. Once the plans has been configured here, you will be able to assign the policy plan types to the employees in the Payroll. This screen can be accessed on the *Three dot icon on top right > Controls > Health Insurance Plans* menu. The fields contained in each Health Plan Record are documented below.

+ Plan – Use this button to add a new health plan record to the list.

Edit Button - Use this Button to update plan information.

Delete Button - Use this button to delete plan records.

Policy Plan ID ⇕	Calendar Year ⇕	Start Month ⇕	End Month ⇕	Total Monthly Premium ⇕	Employee's Share of Monthly Premium ⇕	Actions
Care	2020	January	December	$100.00	$20.00	✎ 🗑
AllMedicalCare	2020	January	November	$120,000.00	$12,000.00	✎ 🗑
3543255	2013	January	February	$200.00	$100.00	✎ 🗑
345789	2018	January	May	$50.00	$20.00	✎ 🗑
M01 SINGLE DEPS 02	2020	February	June	$2,500.00	$2,780.00	✎ 🗑
MARRIED EMPLOYEE 2 019	2019	January	June	$1,500.00	$150.00	✎ 🗑
(Copy) M01A MARRIED SPOUS	2016	January	December	$1,105.67	$682.31	✎ 🗑
M02B MARRIED FAMIL Y	2016	January	December	$1,580.02	$1,156.66	✎ 🗑
S02A SINGLE DEPS	2016	January	December	$529.20	$105.84	✎ 🗑
S01B SINGLE NO DEPS	2016	January	December	$529.20	$105.84	✎ 🗑

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MASTER RECORD FIELD DEFINITIONS

- **Policy Plan ID** – This is a user defined field that you will use to identify each policy plan type and can contain up to 25 characters. Each Policy Plan ID must be unique in the same Calendar Year. You may wish to use a code provided by your health insurance carrier when applicable, or you may want to create your own code.

> ⓘ   For example, if the insurance carrier code for a Family Plan including the employee, spouse and family is "FMD2015", you can use that code by itself or add some additional characters for a more descriptive code such as "FMD2015-Family" which will make it easier to identify the meaning of the Plan ID. Once a Policy Plan ID has been added, you will NOT be able to change the description.

> Note - If your insurance policy period does NOT follow the Calendar Year, you will need to set up two distinct sets of policy plan ID codes for each year. This is due the the fact that each policy period may have a different set of rates, and the reporting requirements are based on a calendar year. Be sure to set up the Starting Month and Ending Month of each plan so that there is no overlap in the same calendar year AND all months of the calendar year are covered. The following screen samples show two family policies: "FMD2014" and "FMD2015" which are based on a policy period of April through March. The last 3 months of policy "FMD2014" cover the first 3 months of calendar year 2015, and the first 9 months of policy "FMD2015" covers the last 9 months of calendar year 2015. In this example, two codes ("A" and "B") are set up for each policy in order to cover the entire calendar year for 2015:

- **Calendar Year** – Enter the Calendar Year covered by the Policy Plan.

- **Start Month** – Enter the Starting Month of the Plan (1-12).

- **End Month** – Enter the Ending Month of the Plan (1-12).

- **Offer Of Coverage Code** – This code is required for ACA Reporting on Form 1095-C Part II-14 (1A – 1I). Please refer to the IRS Instructions on Form 1095-C for more information.

- **Safe Harbor Code** – This code is required for ACA Reporting on Form 1095-C Part II-16 (2A – 2I). Please refer to the IRS Instructions on Form 1095-C for more information.

- **Policy Origin** – This code is required for ACA Reporting on Form 1095-B Part I-8 (A – F). Please refer to the IRS Instructions on Form 1095-B for more information.

- **Plan Cost Amounts** – These amount fields are used mainly for internal record keeping can be very useful for W-2 Reporting at the end of the year. These amount fields are NOT required for ACA Reporting.

- **Total Monthly Premium for Plan** – Enter the total cost of the plan (Employer and Employee Portions).

- **Employee's Share of Total Monthly Premium Amount** – Enter the total cost of the plan for the Employee's Share (if any). If the employee does not pay any part of the insurance premium, then set this field to zero.

- **Lowest Cost Monthly Premium for Self-Only Minimum Value Coverage** – These amount fields are used for ACA Reporting Purposes.

- **Lowest Cost Monthly Premium Amount** - Enter the lowest-cost monthly premium for self-only minimum essential coverage providing minimum value that is offered to the employee.

- **Employee Share of Lowest Cost Monthly Premium** – Enter the Employee's Share of the above lowest-cost monthly premium for self-only minimum essential coverage providing minimum value. If the employee does NOT pay any portion of the above amount, then set this field to zero.

- **Important Note:** This amount is used for ACA Reporting on Form 1095-C – Part II-15. Please refer to the IRS Instructions on Form 1095-C for more information.

- **Default Plan Settings** – These are additional fields required for ACA Reporting and represent the default settings. NOTE: These are default settings only and each employee record can be updated individually for these fields after the plan ID has been assigned.

- **Self Insured Employee Status** – If the Employer is Self-Insured, then this field indicates if the employee is participating in the Self-Insured Plan.

- **Electronic Only Consent** –This field is used to indicate if the employee has consented to an electronic statement.

- **Codes for Form 1905-C:** Please refer to the IRS Instructions for Forms 1094-C and 1095-C for detailed information on the *Policy Origin Code*, *Offer of Coverage Code*, and *Safe Harbor Code*. In addition, please check with your CPA or an expert consultant on the ACA for guidance on setting up your employee health insurance information and the associated codes and amounts related to the health insurance information.

POLICY ORIGIN CODE

A	Small Business Health Options Program (SHOP)
B	Employer-sponsored coverage
C	Government-sponsored program
D	Individual market insurance
E	Multi-employer plan
F	Miscellaneous minimum essential coverage

OFFER OF COVERAGE CODE

1A	Qualifying Offer: Minimum essential coverage providing minimum value offered to full-time employee with employee contribution for self-only coverage equal to or less than 9.5% mainland single federal poverty line and at least minimum essential coverage offered to spouse and dependent(s).
1B	Minimum essential coverage providing minimum value offered to employee only.
1C	Minimum essential coverage providing minimum value offered to employee and at least minimum essential coverage offered to dependent(s) (not spouse).
1D	Minimum essential coverage providing minimum value offered to employee and at least minimum essential coverage offered to spouse (not dependent(s)).
1E	Minimum essential coverage providing minimum value offered to employee and at least minimum essential coverage offered to dependent(s) and spouse.
1F	Minimum essential coverage NOT providing minimum value offered to employee, or employee and spouse or dependent(s), or employee, spouse and dependents.

1G	Offer of coverage to employee who was not a full-time employee for any month of the calendar year and who enrolled in self-insured coverage for one or more months of the calendar year.
1H	No offer of coverage (employee not offered any health coverage or employee offered coverage that is not minimum essential coverage).
1I	Qualifying Offer Transition Relief 2015: Employee (and spouse or dependents) received no offer of coverage, received an offer that is not a qualifying offer, or received a qualifying offer for less than 12 months.

SAFE HARBOR CODE

2A	Employee not employed during the month.
2B	Employee not a full-time employee.
2C	Employee enrolled in coverage offered.
2D	Employee in a section 4980H(b) Limited Non-Assessment Period.
2E	Multiemployer interim rule relief.
2F	Section 4980H affordability Form W-2 safe harbor.
2G	Section 4980H affordability federal poverty line safe harbor.
2H	Section 4980H affordability rate of pay safe harbor.
2I	Non-calendar year transition relief applies to this employee.

Aatrix Settings

This screen is used to maintain Applicable Large Employer (ALE) Information and Designated Government Entity Information for ACA Reporting.

- Applicable Larger Employer (ALE) Info Tab
- ALE Group Members Tab
- Government Entity Tab

Applicable Larger Employer (ALE) Info Tab

- Calendar Year – Enter the Calender Year for the Record Information. You will need a separate record for each calendar year reporting.

- Designated Government Entitiy

- Aggregated ALE Group Member

- Self Insured Employer

- Qualifying Offer Method Transition Relief

- Section 4980H Transition Relief

- 98% Offer Method

Aatrix Settings

| ALE Info | ALE Group Members | Government Entity |

History   Add

Calendar Year	Designated Government Entity	Aggregated ALE Group Member	Self Insured Employer	Qualifying Offer Method	Qualifying Offer Method Transition Relief	Section 4980H Transition Relief	98% Offer Method	Action
2020	☐	☐	☑	☑	☑	☐	☐	✏ 🗑
2020	☐	☐	☑	☑	☑	☐	☐	✏ 🗑
2020	☐	☐	☑	☑	☑	☐	☐	✏ 🗑
2020	☐	☐	☑	☑	☑	☐	☐	✏ 🗑
2020	☐	☐	☑	☑	☑	☐	☐	✏ 🗑
2020	☐	☐	☑	☑	☑	☐	☐	✏ 🗑
2020	☑	☑	☑	☐	☑	☑	☐	✏ 🗑
2018	☑	☐	☑	☐	☑	☐	☑	✏ 🗑
2016	☑	☑	☑	☑	☐	☐	☐	✏ 🗑

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- The History tabs displays the values of all the fields along with the calendar year.

- ALE Info can be added using the add button on the top.

- The fields in the ALE Info can be edited or deleted using the icons in the actions tab.

ALE Group Members Tab

This tab contains calendar year, Member Name, Member Federal Employer ID Number (FEIN), Highest Monthly Average of Full Time Employees.

- Member Name – Members Name.

- Member Federal Employer ID Number (FEIN): Member's Federal ID Number.

- Highest Monthly Average of Full Time Employees – This field is used to sort the list of ALG Group Members on the IRS Form 1094-C in order by the Highest Monthly Average of Full Time Employees.

- The **Add Group Member** button can be used to add new ALE group member by providing the above details.

Government Entity Tab

- Designated Government Entity Tab – These fields are used for Form 1094-C – Part I – Boxes 9-16 if your company is a Designated Government Entity:

- The Company details can be edited using **Edit Button.**

Agencies

Click on the **Three dot** icon on the top right **> Controls > Agencies,** to access the **Agencies** screen. A new customer can be setup using this option.

- New **Agency** can be added using **+Agency** button.

- **Code –** This field takes only numerical values. Manually assign a number to the Agency. Numbers may not be duplicated and may not equal zero.

- **Name –** Provide a name to the Agency.

- **Type -** Choose from the list whether the client is a **PR Collection Agency (COLAG)** or **Client/Customer (NOAG).**

- **Contact Name –** Enter the default **Contact Name** for the **Agency.**

- The **Address**, **Phone** and **Email** are self-explanatory.

- The details of the **Agency** can be accessed by clicking on the **Code** and **Agency Contact** cab be added using **+Agency Contact** button**.**

- The existing Agency may be edited or deleted through the **Edit** and **Delete** options under **Actions** column. Note the **Code** of an existing **Agency** cannot be edited.

- Each Job can be assigned to Agency using the Bill To option while creating the Job under **Project Management >** Jobs.

Agencies

Search...   **+ Agency**

Edit Agency   ✖

Code
2019

Name
THE MAINTENANCE TEAM

Type
Client/Customer (NOAG)   ⌄

Account

Contact Name

Phone
(704) 319-8326

Email

Address1
4015 SHOPTON RD.

Address2
4015 SHOPTON RD.

City
CHARLOTTE

State
NC North Carolina   ⌄

Zip
28273

Notes

✔ Save   ✖ Cancel

Code ⇕			Email ⇕	Actions
2027		93	-	✏ 🗑
2026		38	-	✏ 🗑
2025			-	✏ 🗑
2024		00	mohammad.rabi@freyssinetusa.com	✏ 🗑
2023		01	-	✏ 🗑
2022		46	-	✏ 🗑
2021		38	-	✏ 🗑
2020		39	-	✏ 🗑
2019		26	-	✏ 🗑
2018			-	✏ 🗑

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Agency Types:

Click on the **Three dot icon** on the top right > **Controls > Agency Types** to come to the **Agency Types** Screen.

Code	Name	Actions
COLAG	PR Collection Agency	✏ 🗑
NOAG	Client/Customer	✏ 🗑

ADD AGENCY Type

- New **Agency Type** can be added using **+Type** button.

Add Type

Code

Name

✔ Add   ✖ Cancel

- **Code** – This field takes Alphanumerical values. Manually assign a Code to the Agency. Code may not be duplicated and may not equalzero.

- **Name** – Provide a name to the Agency Type.

Update Type

Code

NOAG

Name

Client/Customer

✔ Save   ✖ Cancel

W2 Settings

Click on the **Three dot icon** on the top right > **Controls > W2 Settings** to come to the **W-2 Settings** Screen. This screen has five tabs.

- Printed W-2 Settings Tab
- EFW2 Company Info Tab
- EFW2 Submitter Info
- EFW2 Employer Info
- EFW2 State Settings

Printed W-2 Settings Tab

The **Printed W-2 Setting** tab displays the company information as it will appear on the printed form. In addition to the company information, the **Printed W-2 Settings Tab** contains the custom margin settings that you will use to print the W-2s.

- **Box 1 - Wages, Tips** and **Box 16 - State Wages -** AccuBuild will default to use the wages subject to SWH but the employees' gross wages can be used instead.

- You may also select the **W-2 Print Order** in which the W-2s are printed; either Alphabetical by Employee Name or Numerical by Employee Number.

- These information and settings can be changed in the **Update Printed W-2 Setting** by clicking the **Edit** icon.

EFW2 Company Info Tab

AccuBuild uses the Federal EFW2 Magnetic Media Reporting Format for annual W-2 reporting. This tab contains the **Company Information (RA)** and **Contact Information (RA)** which appears on the **W-2.** This information can be changed in the Update Company Info screen by clicking the Edit icon.

W-2 Settings

| Printed W-2 Settings | EFW2 Company Info | EFW2 Submitter Info | EFW2 Employer Info | EFW2 State Settings |

Edit

Company Information (RA)

Company Name	Location Address	Delivery Address	City
United Infrastructure	234 Preston	PO BOX 268	GREAT FALLS

State	Zip Code	Zip Extension	Foreign State
32	29055	-	-

Foreign Postal Code	Country Code
-	-

Contact Information (RA)

Contact Name	Phone Number	Extension	Fax Number
-	803-581-6000	-	8035810553

Email	Notify Method	Preparer Code
-	E-Mail/Internet	Self Prepared

EFW2 Submitter Info

The **EFW2 Submitter Info** tab has the **Submitter Info (RA)** which appears on the **W-2.** This information can be changed in the **Update Submitter Info** screen by clicking the **Edit** icon.

W-2 Settings

| Printed W-2 Settings | EFW2 Company Info | EFW2 Submitter Info | EFW2 Employer Info | EFW2 State Settings |

Edit

Submitter Information (RA)

EIN (Employer Identification Number)	User Identification Number (User ID)	Submitter Name	Location Address
57067729		UNITED INFRAESTRUCTURE GROUP INC	1208 NW Street

Delivery Address	City	State	Zip
-	-	35	29055

Zip Extension	Foreign State	Foreign Post Code	Country Code
-	-	-	-

EFW2 Employer Info

The **EFW2 Employer Info** tab has the **Employer Info (RA)** which appears on the **W-2**. This information can be changed in the **Update Employer Info** screen by clicking the **Edit** icon.

W-2 Settings

| Printed W-2 Settings | EFW2 Company Info | EFW2 Submitter Info | **EFW2 Employer Info** | EFW2 State Settings |

Edit

Employer Information (RA)

Agent Indicator Code	Employer / Agent EIN	Agent For Employer's EIN	Terminating Business Indicator
3504 Agent	570677291	-	N/A
Establishment Number	Other EIN	Employer Name	Kind of Employer
-	-	UNITED INFRAESTRUCTURE GROUP INC	F - Federal Governme
Location Address	Delivery Address	City	State
-	PO BOX 268	GREAT FALLS	40
Zip	Zip Extension	Foreign State	Foreign Postal Code
29055	-	-	-
Country Code	Employment Code	Tax Jurisdiction Code	Third Party Sick Pay Indicator
-	Regular(all others)	N/A	N/A

EFW2 State Settings

The **EFW2 State Settings** tab has the **California Setting (Wage Plan Code & Branch Code)** and options, **Override DE6 Total Subject Wages with SUI Wages** and **Override DE6 PIT Wages with SWH Wages.** This information can be changed in the **Update State Settings** screen by clicking the **Edit** icon.

W-2 Settings

| Printed W-2 Settings | EFW2 Company Info | EFW2 Submitter Info | EFW2 Employer Info | **EFW2 State Settings** |

Edit

California Settings

Wage Plan Code	Branch Code
-	-

☑ Override DE6 Total Subject Wages with SUI Wages

☑ Override DE6 PIT Wages with SWH Wages

Override DE6 Total Subject Wages with SUI Wages - If this option is enabled then the Total Subject **Wages** column of the DE6 will report the wages as the full amount of wages that would be subject to the SUI tax *regardless of the taxable wage limit*.

> For example, if your company has both a 125 Cafeteria Plan and a 401K plan, the 125 Cafeteria plan reduces the SUI Subject Wages but the 401K does not. Though the SUI tax is subject to a wage limit, the Total Subject Wages field must be calculated as though the limit is zero. This subject wage calculation can be compared to the FICA - Medicare Subject Wages column on the **Tax Information Report** as the Medicare tax does not have a cutoff limit and is subject to the same pre-tax rules as the SUI wages. Be sure to review this feature with your company's accountant to confirm whether your company should choose this option.

Override DE6 PIT Wages with SWH Wages - If this option is enabled then the **PIT Wages** column of the DE6 will report the wages as they appear in **SWH** column of the **Tax Information Report**. This option is usually required for companies offering 401K and 125 Cafeteria Plans, etc. where the contribution amount is exempt from California personal income tax. Be sure to review this feature with your company's accountant to confirm whether your company should choose this option.

Payroll Properties

The **Payroll Properties** screen contains several tabs of data which control the default settings for the payroll system and these settings must be established before any transactions can be entered. Please refer to the documentation on each section for a complete description of each field.

General Tab

Tax Rates Tab

State Tax Settings Tab

Ledger Interface

Misc Pays/Deds Tab

Certified Payroll

Direct Deposit

Note: If your company is located in Delaware , Indiana , Maryland , New Jersey , New Mexico , New York, Oregon or Puerto Rico , or if you have employees that live or work in those states, then be sure to read the documentation in the Frequently Asked Questions section of the Payroll Manual in order to properly set up the Payroll system for the specific tax requirements for those states.

General Tab

Payroll Period

This section of the **Payroll Properties Screen** establishes the frequency in which payroll checks are normally written and, therefore, which tax table to select for each paycheck.

- **Different Pay Periods** - For those cases where certain employees may be paid on a different schedule, such as monthly instead of weekly, the number of payroll periods per year for each check may be changed by selecting the **Override Automatic Tax Calculations** option on the Federal Tab on the **Payroll > Employees > Employee details** option. When the payroll taxes are calculated, AccuBuild will allow the user to override the normal tax calculation for the employee without affecting any of the other employees in the payroll batch.

> ⓘ You can reduce the default pay period temporarily for an entire batch of checks by changing the period on the **Properties > Payroll > General Tab**. This is helpful when you write a batch of bonus checks to reduce the amount of taxes taken out of each check. **Remember to change the pay periods back to the default after you have posted the bonus checks.**

- **Automatic Employee Number Assignments -** This option lets the system assign the next sequential employee number to each employee added in the system and is automatically enabled when a new company is set up. In cases were employee earnings are initially being set up from another system where employee numbers already exist, this option may be disabled at first to allow the operator to manually enter the employee number so that it remains the same as in the old system. Once all the existing employees have been entered, the employee number option can be enabled so that all future employees can be assigned an employee number automatically.

- **Time Card Employee Lookup by Name -** Enable this option to view timecard transactions in employee name order.

- **Print Time Card Listing by Name -** By default, AccuBuild will print the Time Card Listing for an unprocessed batch in the order of the employee number. Enable this option to print the report in order by employee name

- **Printing the Social Security Number on the Check Stub -** For security reasons, AccuBuild (Enterprise Edition Only) will **not** automatically print the employee's social security number on the check stub. Check the '**Include Employee Social Security Number on Check Stub**' box to include the FULL nine digit social security number on the check stub OR Check the '**Only Show Last Four Digits of Social Security Number**' box to include a partial SSN on the check stub.

> **Note**: For Small Business Edition users, the social security number can be omitted from the check stub by changing a setting in the Abcitrix.ini file located in the AccuBuild program directory. Please contact AccuBuild's technical support staff for assistance.

- **Print Payroll Reports during Posting Process -** This option will allow the system to automatically print the Check Register and Burden Report, Payroll Detail by Job Report, and the Employee Transaction Report (Totals Only) when an automatic payroll batch is posted.

- **Limit Time Card Entry to Open Jobs ONLY -** This option will help to prevent charging payroll entries to older jobs that have been closed.

- **Unique Check Number Sequence for Direct Deposit Checks -** This option will allow you to print paper checks only and skip printing any direct deposit payments during the check printing process. When this option is enabled, the direct deposit payroll checks will be automatically sequenced using a unique check number starting at 700,000,000 in order to separate direct deposit checks from printed paper checks. The check number will be assigned during the check printing process.

- **Traditional Check Format Users -** If the 'Unique Check Number' option is enabled and you are using the traditional check format, then the direct deposit checks will NOT be printed.

- **MAR Check Format Users** - If the 'Unique Check Number' option is enabled and you are using the MAR check format, then you will need to modify MAR Check Form in order to prevent the direct deposit checks from printing. On the "PAYROLLCHECKBATCHEMPLOYEETOTALS" data pipe, create a filter for *IsDirectDeposit = False*. After the payroll check batch has been posted, create the NACHA file for the direct deposit. You may then print 'Employee Direct Deposit Statements' to plain paper or email them directly to the employee.

Tax Rates Tab

- Tax Rates and Cutoff Limits
- Federal Taxes

Below screen display Tax rates settings in payroll properties.

Payroll Properties

| General | Tax Rates | State Tax Settings | Ledger Interface | Misc Pays/Deds | Certified Payroll | Direct Deposit | Checks | STE |

Federal Tax Settings   [Edit]

	Tax Rate (Employee)	Cutoff Limit	Tax Rate (Employer)
FICA- Social Security	6.2 %	$137,700	6.2 %
FICA -Medicare	1.45 %		1.45 %
Fed Unemployment(FUTA)		$7,000	6.00 %

	Tax Rate (Employee)	Exempt Wage Cutoff	Tax Rate (Employer)
Additional Medicare	0.9 %	$200,000	0 %

Tax Rates and Cutoff Limits

- This section of the screen must be manually updated at the beginning of every year (or any other time there is a change in the tax rates) to reflect the current federal and state tax rates and limits. Tax rates, which are based on a percentage of gross wages, must be entered as real numbers. For example, 6.2% would be entered as 6.2 (not as a decimal .0062). The cutoff amounts are used by the system to determine when the program will discontinue calculating the various taxes for individuals who earnings for the calendar year have met the cutoff limits. **Be sure to enter the current rates BEFORE you process the first payroll check for the new calendar year**. Please check with your company's accountant prior to updating these fields to insure that the correct information is entered.

- If your company is located in Delaware , Indiana , Maryland , New Jersey , New Mexico , New York , Oregon or Puerto Rico or if you have employees that live or work in those states, then be sure to read the Frequently Asked Questions section of the Payroll Manual in order to properly set up the Payroll system for the specific tax requirements for those states.

Federal Taxes

- **FICA (Social Security) -** For 2013, please enter the employee rate of 6.2%; AccuBuild will automatically use 6.2% for the employer contribution rate.

> "The Temporary Payroll Tax Cut Continuation Act of 2011 reduced the Social Security payroll tax rate by 2% on the portion of the tax paid by the worker through the end of February 2012. The Middle Class Tax Relief and Job Creation Act of 2012 extended the reduction through the end of 2012. Under current law, this temporary reduction expires at the end of December 2012." (http://www.ssa.gov/pressoffice/factsheets/colafacts2013.htm)
>
> Due to the FICA tax cut in 2011, the employer portion of the FICA Social Security and Medicare taxes will be stored separately

FICA (Additional Medicare) - Beginning 1/1/2013, the new Additional Medicare tax is applicable to any employee who has exceeded the $200,000 wage limit.

Additional Medicare - Tax Rate (Employee) – The tax rate for 2013 is 0.9%; enter 0.9 in this field.

Additional Medicare - Exempt Wage Cutoff – This field contains the amount of Medicare Wages that must be reached **before** the Additional Tax is required. In 2013, the Exempt Wage Cutoff amount is $200,000 which means that the Additional Medicare Taxes are only due on Medicare Wages that exceed $200,000 for the payroll year. Once this limit is reached, the Additional Medicare tax will be withheld from the employee's check.

> ⓘ Due to the additional Medicare tax in 2013, this employee deduction will be stored separately

Additional Medicare – Tax Rate (Employer) – This field is a READ ONLY field and contains the Additional Medicare Tax rate for the Employer. Currently for 2013, there is NO required tax for the employer tax burden so a rate of zero is shown

Federal Unemployment Tax - The FUTA tax rate is 6.0% but generally you can take a credit for the amount that you pay into a state unemployment fund. If you are entitled to the maximum 5.4% credit and the state **is not** determined to be **credit reduction state**, then the tax rate is 0.6%.

"A state that has not repaid money it borrowed from the federal government to pay unemployment benefits is a "credit reduction state." The Department of Labor determines these states. If an employer pays wages that are subject to the unemployment tax laws of a credit reduction state, that employer must pay additional federal unemployment tax when filing its Form 940." (http://www.irs.gov/pub/irs-pdf/p15.pdf)

If you have payroll in only one state, and your state is a credit reduction state, then enter the proper tax rate in the FUTA field.

If you have payroll in multiple states, and one or more of the states is a credit reduction state, use 0.6% as the FUTA tax rate. Due to the fact that there is only one FUTA tax rate field, you will need to manually adjust the FUTA tax rate accrual with a general journal entry.

You may utilize the FUTA Tax Liability Report to help you determine the tax amount due. This report will compare the accrued FUTA (posted with each pay check) and the calculated FUTA (based on the Federal rate of 0.6%) to calculate an over/under accrued amount which may then be adjusted with a general journal entry. Again, if you are in a credit reduction state, refer to the single state/multiple states notations above and consider how this may impact the report. Please check with your CPA if you are uncertain of the FUTA tax rate for your company.

State Tax Settings Tab

This screen is used to set up of the tax rates, cutoff limits, reciprocal SUI agreements and the general ledger accrual accounts for each state. Select each state for which you will be processing payroll and then select the **Edit** button to enter the state tax information. Be sure to select **Save** to record your entries or select **Cancel** to erase your entries.

ⓘ If your company is located in Delaware , Indiana , Maryland , New Jersey , New Mexico , New York , Oregon or Puerto Rico or if you have employees that live or work in those states, then be sure to read the documentation in the Frequently Asked Questions section of the Payroll Manual in order to properly set up the Payroll system for the specific tax requirements for those states.

- **State Tax ID Number** and **State Unemployment ID Number** - This information will appear on the W-2 Forms and on the California DE6.

- **Reciprocal SUI Wage Agreement** - When this option is enabled, AccuBuild will calculate the unemployment tax for the selected state by taking into consideration **all wages subject to SUI** no matter the number of states in which the employee has worked. This will prevent your company from over paying state unemployment tax on an employee that works in more than one state (if reciprocal agreements exist in those states). The default SUI state code and the reciprocal agreement flag may be overridden in the employee's file, if applicable. Be sure to thoroughly read the documentation on the **Employees > Employee Name > State** tab on reciprocal agreements.

ⓘ Some states, such as California, have an Employee Training Tax that is related to the State Unemployment Insurance tax. Therefore, the ETT component will accrue in the same manner as the SUI if the SUI Reciprocal Agreement is enabled.

- **G/L Accounts** - The general ledger account fields control how the state payroll tax information is posted to the general ledger when checks are processed through the system. Amounts charged to these accounts will normally post with a credit entry. If your accounting package does not include the Ledger system, then the G/L Account fields may be skipped.

- **State Withholding (SWH)** - This account will accumulate all of the state income tax withheld from the employees' checks.

- **State Disability (SDI)** - This account will accumulate all of the state disability tax withheld from the employees' checks.

- **State Unemployment (SUI)** - This account will hold the total of all of the state unemployment tax payable that the employer pays on top of the gross wages.

- **Employment Training (ETT)** - This account will hold the total of all of the employment training tax payable that the employer pays on top of the gross wages.

- **Tax Rates and Cutoff Limits** - Enter the tax rates and cutoff limits as applicable. Any state tax that is based on a percentage of the payroll wages must be entered as a real number. For example, 5.4% would be entered as 5.4 (**not** as a decimal .054).

- **Taxes Exempt on Pre-Tax Deductions** - A pre-tax deduction will reduce the total taxable wages for the payroll check and this is used for such items as 401K plans and 125 Cafeteria plans. A pre-tax deduction may be based on a percentage-of-gross, an hourly rate or a flat amount and must be set up on the Local Deduction Codes. Before a local deduction code may be established, the Misc Pays/Deds Tab must first be established through the **Payroll > Properties Screen** and then the exemption status must be set up for the pre-tax deduction on the State Payroll Tax Info Screen.

- **For W2 reporting purposes, all pre-tax plans must be set up with their own miscellaneous deduction accumulator.** Not all pre-tax deductions are fully tax exempt so be sure to verify with your CPA which items should be marked as exempt for each pre-tax deduction that you may have. Only one exemption definition can be set up per deduction accumulator.

  On clicking the **Edit** button, the values can be changed in the **Update State Tax Settings** screen.

Ledger Interface

If the Ledger system has been included with the accounting package, then the user must update all of the associated general ledger accounts that tie in or interface with the payroll system. These accounts control how the payroll information is spread to the general ledger when checks are processed through the system. The account numbers must exist in the **Chart of Accounts** before they can be selected from the drop-down lists.

Cash in Bank

Payroll Account - This field will be used for the net amount of the payroll checks whenever checks are processed through the payroll system. This amount will normally be a credit ('CR') to the account for the net amount of all the payroll checks being processed. The only time that this amount would be a debit ('DR') is when a payroll check is voided out of the system.

Expenses - The following default expense accounts will only be applicable for timecard entries that are entered without a department code. Timecard entries can consist of a combination of entries that exclude or include department codes. Department codes are used primarily to set up a more detailed interface to the general ledger system. Whenever a payroll check is spread through the accounting system, the general ledger will be updated based on the accounts associated with each department code or based on the following default accounts if department codes are not used. Amounts charged to these accounts will normally post with a debit entry.

- **Direct Labor** - Labor that is charged to a job are called direct labor. The gross pay portion of the direct labor entry will be charged to this account if the department code is zero.

- **Direct Labor Burden** - The employer's labor burden expense will be posted to this account for labor that is entered with a department code of zero and is charged to a job. The burden amount will include all of the taxes, insurance, and union expenses that are paid by the employer. The burden amount will vary with each payroll transaction, depending on whether workers comp codes or union codes are entered with the transaction.

- **Overhead Labor** - Labor that is NOT charged to a job is called overhead labor. The gross pay portion of the overhead labor entry will be charged to this account if the department code is zero.

- **Overhead Labor Burden** - The employer's labor burden expense will be posted to this account for labor that is entered with a department code of zero and is NOT charged to a job. The burden amount will include all the taxes, insurance, and union expenses that are paid by the employer. The burden amount will vary with each payroll transaction, depending on whether workers comp or union codes are entered with the transaction.

Liability Accounts - These accounts are used to hold the accrued liability amounts of the payroll taxes, union benefits, and workers compensation and general liability insurance. Amounts charged to these accounts will normally post with a credit entry. Any amount that is part of the employer's burden will also debit the labor burden account as dictated by the timecard entry.

- **Union Burden** - This account will accumulate the employer's portion of the union payable amounts. These amounts, which are paid directly to the union, include such items as pension funds, health and welfare, apprentice training programs etc. This field may be left blank if your company is non-union.

- **Workers Comp Insurance** - For each timecard entry that is linked to a workers comp code, the system will calculate a liability amount that will credit the account listed in this field. When the workers comp code is entered during the timecard process, the system will calculate the liability expense by multiplying the liability rate by the gross pay amount. Overtime earnings will be converted to straight time earnings before calculating the accrual amount.

- **General Liability Insurance** - If the company's general liability insurance is based on gross payroll wages, a general liability rate may be set up in association with a workers comp rate. The calculated liability amount will credit the account listed in this field.

- **Soc Sec & Medicare (FICA)** - This account will hold the total of all of the withheld FICA taxes along with the FICA burden taxes that are paid by the employer.

- **Fed Unemployment (FUTA)** - This account will hold the total of all of the federal unemployment tax payable that the employer pays on top of the gross wages.

- **Fed Withholding (FWH)** - This account will accumulate all of the federal income taxes withheld from the employees' checks.

- **Union W/H (Vac)** - If the union vacation pay is paid to the employee and then withheld from the employee's check, then the withheld amount will be posted to this account. The withheld amount will then be paid to the union by the employer. This field may be left blank if your company is non-union.

General Ledger Posting Options - Once the payroll is submitted the general ledger posting will be updates depending on the option selected under general ledger posting options in the below screen. On clicking the **Edit** button, the values for each field can be changed in the **Update Ledger Interface** screen.

Misc Pays / Deds Tab

The **Misc Pays / Deds Tab** is used for defining the descriptions of the six miscellaneous pay fields and the six miscellaneous deduction fields that are found on the **Properties > Payroll**. These descriptions will also be printed on payroll check stubs and on various payroll reports.

- Employer Contribution Cap Percentage
- Miscellaneous Pays
- Miscellaneous Deductions

Payroll Properties

General	Tax Rates	State Tax Settings	Ledger Interface	Misc Pays/Deds	Certified Payroll	Direct Deposit

Employer Contribution Cap Percentage   [Edit]

Ded Account No (1-6)   Match Contribution Percentage (%)
4   48

Miscellaneous Payments   [+ Add]

S.No	Description	W2	Union	W/Cmp	FWH	SWH	FICA	SDI	FUTA	SUI	ETT	G/L Accounts	
1	PTO	☑	☐	☑	☐	☐	☐	☐	☐	☐	☐	-	✎
2	COMP/PHONE	☐	☑	☑	☑	☑	☑	☑	☑	☑	☑	6275.10 - SC-CON OPS: CELL PHONES	✎
3	PER DIEM	☐	☑	☑	☑	☑	☑	☑	☑	☑	☑	6214.10 - SC-CON OPS: PER DIEM	✎
4	TK ALLOW	☐	☑	☑	☑	☑	☑	☑	☑	☑	☑	6210.10 - SC-CON OPS: ALLOCATED LABOR BURDEN	✎
5	BONUS	☑	☐	☑	☐	☐	☐	☐	☐	☐	☐	-	✎
6	MISC	☐	☑	☑	☑	☑	☑	☑	☑	☑	☑	9999.99 - Computer Use Account	✎

Miscellaneous Deductions   [+ Add]

1	125 PLAN	2326.00 - GROUP HEALTH INSURANCE	✎
2	UNUM	2320.00 - UNUM INS-PRIOR TO MAY 2017	✎
3	125 AFLAC	2320.00 - UNUM INS-PRIOR TO MAY 2017	✎
4	401K ROTH	2324.00 - 401K EMPLOYEE/EMPLOYER	✎
5	401K	2324.00 - 401K EMPLOYEE/EMPLOYER	✎
6	OTHER	2322.00 - TAX GARNISHMENT	✎

Employer Contribution Cap Percentage

- This section of the screen can be used to compute the employer's maximum matching contribution when employers have plans such as Simple IRAs where employee contributions are matched by the employer. These fields can define the specific deduction accumulator that is used for the employees' contribution as well as note the employer's maximum matching contribution percentage.

> Please note that a deduction accumulator for the Simple IRA must be established and a Local Deduction Codes must be created to link with the accumulator. The local deduction code may then be linked to each employee. The Simple IRA deduction accumulator MUST NOT be linked with any other local deduction code other than the code(s) established for the Simple IRA.

Miscellaneous Pays

- If a miscellaneous pay item is not set up to be part of the gross wages (the W-2 field is not checked), then the item must be linked to a general ledger account. When the payroll checks are posted through the system, the ledger account linked to the item will be updated with the miscellaneous pay amount.

- If the pay item is set up to be part of the gross wages (the W-2 field is checked), then the amount will post in the general ledger according to the associated department code or to the default Direct Labor or Overhead Labor account, depending on whether the item was coded to a job. The **G /L Account** fields may be skipped for companies who have not purchased the Ledger system.

- Miscellaneous pay items (those that will be included in gross wages as well as those that are not) may also be set up to be exempt from union benefits and workers compensation insurance.

> For example, if you have a misc pay set up for a reimbursement of an expense, the time card entry for this transaction **will include** the employee's default workers comp code and will calculate workers comp on this pay item, unless you specifically set up this item as exempt from workers comp. If the pay amount is included with the payroll wages (the W-2 field is checked), then the pay item may be set up to be exempt from any of the payroll taxes. Be sure to check with your company's accountant before setting up any pay item as exempt.

> ⓘ Due to the limited space for misc pay items, it is generally recommended that all reimbursements to employees be made through accounts payable rather than the payroll system.

- If your company is union or if you pay prevailing wage, then reserve the first three miscellaneous pay fields and the first three miscellaneous deduction fields for union/prevailing wage items that the employee would receive on their check.

> ⓘ If a pay item, such as union dues, is set up to be withheld from an employee's check, then a corresponding deduct item must also be set up. For example, the Misc Pay 1 field is set up with a description of 'Union Dues'. The Misc Deduct 1 field is set up with a description of 'Dues W/H'. In the Payroll > System > Union option, the union code is set up with a '% of Gross Pay – W/H' pay type for the dues. When a paycheck is processed, the union dues paid to the employee are posted to the 'Union Dues' miscellaneous pay accumulator and the withheld amount is automatically posted to the 'Dues W/H' miscellaneous deduct accumulator.

Other Pay Types: These additional settings help to define how the other pay is processed for the payroll check calculations

> **Hourly - W/H - This option represents the hourly and withheld setting. With this option, the pay amount is included as pay on the employee check, and then also withheld as a deduction. These are typically referred to as In and Out Pay types where the amount shows up as a pay amount on the payroll check and is then deducted from the net amount of the payroll check.**

> **Hourly - Not W/H** - This option represents the hourly and NOT withheld setting and is typically how the other pay transactions are set up. The amount of the other pay is included in the pay amount on the payroll check and NOT withheld from the net amount of the check.

Transaction Type Settings: The Department Code *Advanced Settings* are stored in the Department Master Table using the associated time card transaction type for other pays. The various transaction type settings are listed below and are stored Department Master Table:

- 0 -Not Enabled
- 11 - Misc Pay 1 - Hourly - W/H
- 17 - Misc Pay 1 - Hourly - Not W/H
- 12 - Misc Pay 2 - Hourly - W/H
- 18 - Misc Pay 2 - Hourly - Not W/H
- 13 - Misc Pay 3 - Hourly - W/H
- 19 - Misc Pay 3 - Hourly - Not W/H
- 71 - Misc Pay 4 - Hourly - W/H
- 77 - Misc Pay 4 - Hourly - Not W/H
- 72 - Misc Pay 5 - Hourly - W/H
- 78 - Misc Pay 5 - Hourly - Not W/H

Miscellaneous Deductions

- The miscellaneous deduct items may be used in conjunction with the Local Deduction Codes which can be used to set up a total of twenty deductions per employee. Be sure to read the documentation on these codes before setting up the six deduction accumulators.

> ⓘ For W2 reporting purposes, pre-tax deductions such as 125 Cafeteria Plans and 401K plans, must be set up with their own miscellaneous deduction accumulator.

Certified Payroll

The **Certified Payroll Tab** contains fields to set up the accumulators for the **Certified Payroll Report** as well as the information for the **Statement of Compliance** which is required with any certified payroll report. If your company does not include the detail of the benefits on the certified payroll report, then most of these fields may be ignored.

- The fringe benefit and **Report Signature Information** portions of the screen are used to set up some of the information required on the **Statement of Compliance** form. Most of the information contained on this form, such as the project description and payroll period dates, are based on the job and date parameters entered by the user when the certified payroll report is printed.

> ⓘ There are ten accumulator descriptions that may be customized for your company. The accumulator description fields will serve as the actual column headings on the certified payroll report.

- Customization of the report involves linking the seven pay fields (six miscellaneous pay amounts and one vacation pay amount), the seven deduction fields (six miscellaneous deduction amounts and one vacation deduct amount) to any of the ten accumulator descriptions.

- To exclude an amount from the report, set the accumulator assignment number to 0. To pull the pay or deduction amount based on the total check, link the pay or deduction to the accumulator by using numbers 1 through 10. To calculate the pay or deduction based on a rate in the employee file which will then calculate the amount based on the total job hours (or total job pay, depending on the pay type), then use numbers 21 through 30.

- In addition to the miscellaneous pay and deduction amounts, the benefits that are set up in the union file can also be assigned to any of the 10 accumulators. If the benefits are mapped to the certified payroll report through the union file, then do NOT assign the same miscellaneous pays or deductions to the certified payroll report via the Properties > Payroll Screen, **otherwise, the amounts will be included twice on the report**.

- On clicking the **Edit** button, the values can be changed in the **Edit Certified Payroll** screen.

Edit Certified Payroll ✕

Fringe Benefits

◉ Approved Plan   ◯ Paid in Cash

Report Signature Information

Name	Title
KATICJA REED-MINOR	PAYROLL ADMINISTRATOR

Misc Pay Assignments

From Employee

☑	PTO	Vac/Hol	∨
☑	COMP/PHONE	Vac/Hol	∨
☐	PER DIEM	Per Diem	∨
☑	TK ALLOW	Tk Allow	∨
☑	BONUS	Bonus	∨
☐	MISC	Select	∨
☑	VAC PAY	Vac/Hol	∨

Misc Ded Assignments

From Employee

☑	125 PLAN	Health	∨
☑	UNUM	Health	∨
☐	125 AFLAC	Other	∨
☐	401K ROTH	Vac/Hol	∨
☑	401K	Pension	∨
☐	OTHER	Other	∨
☑	VAC W/H	Vac/Hol	∨

✔ Save ✖ Cancel

Direct Deposit

In order to use the direct deposit payroll feature in AccuBuild, you must provide the following information which will be used to create the NACHA file that will be sent to the bank:

- **Enable Multiple Employee Bank Accounts for Direct Deposit** - this option must be selected for the system to recognize more than one account per employee. If this option is **not** enabled, then the employee's secondary account information will be ignored and only the primary account information will be used for direct deposit.

- **Fill Unused Block Space with 9s** - The NACHA Specification states that the blocking factor for the file is 10 records per block and if the last block in the file does not contain 10 records, then all unused record space needs to be filled with the value '9'. This is NOT required by all banks and if your bank DOES require this, then be sure to check this box.

File Header Record

Immediate Destination - This is Field 3 of the File Header Record and represents the 9 digit number that identifies your bank as the destination of your direct deposit file information. Your bank will provide this information. (Usually the **Bank Routing Number**)
Immediate Origin - This is Field 4 of the File Header Record and represents the 10 digit number assigned to your company by your bank. Your bank will provide this information. (Usually your **Bank Account Number**; may also be your **9 digit Federal Tax ID Number preceded with 1**).
1st Position Blank - Check this box to put a blank character as the first character of the Immediate Origin field which overrides the first digit of this field followed by the remaining 9 digits of this field.
Destination Name - This is Field 11 of the File Header Record and indicates the **name of your bank**. Your bank will provide this information.
Origin Name - This is Field 12 of the File Header Record and holds **your company's name** up to 23 characters.

Company / Batch Header Record Settings

Company Name - This is Field 3 of the Company / Batch Header Record and represents **your company's name** up to 16 characters as it will appear on the payee's bank account statements.

Company ID - This is Field 5 of the Company / Batch Header Record and represents the 10 digit number assigned to your company by your bank. Your bank will provide this information. **Note**: AccuBuild does not support multiple batches in the same NACHA File so this field will always be the **same as Field 4 of the File Header Record**.

ⓘ An Advanced Setting is available to allow Field 4 to be different than Field 5. Go to **File > System Administrator > Configuration > Accounting > Advanced Settings** to enable the 'AllowDirDepositField4andField5Mismatch' option.

Originating DFI ID - This is Field 12 of the Company / Batch Header Record and represents the 8 digit Originating DFI Identification Number. Your bank will provide this information. (Usually the **Bank Routing Number without the last digit).**

Company / Batch Control Record Settings

- **Company ID** - This is Field 7 of the Company / Batch Control Record and will be identical to Field 5 of the Company / Batch Header Record. This field is read-only and **will be filled in automatically**.

- **Originating DFI ID** - This is Field 10 of the Company / Batch Control Record and will be identical to Field 12 of the Company / Batch Header Record. This field is read-only and **will be filled in automatically**.

Trace Number Format for PPD Record

Some bank requires a unique 15 digit 'trace' number be assigned to each employee record in each batch which is similar to a check number. Choose from the following options:

- All Zeros (Default Setting)

- 9 Digit Routing Plus 6 Digit Trace Number

- 8 Digit Routing Plus 7 Digit Trace Number

Balanced Nacha File Settings for Bank DEBIT Record

- A "balanced" file includes an additional bank DEBIT Record which represents the total of all the direct deposit check amounts along with your bank account number and routing number. In addition, the Batch Control Record totals and the File Control Record totals will include the DEBIT amount when this new option is enabled.

- To enable this feature, check the **Enable "Balanced" NACHA File** option, and fill in your payroll bank account number and routing number, along with a description for the Bank DEBIT Record. This description field can be any description that helps you identify the record in the NACHA file such as "BANK OFFSET" or "BANK DEBIT" etc.

Service Class Code

- The Service Class Code setting has been added to override the default class code of "200" in the batch control records. Setting this field to "220" may be required by some banks to indicate that the file only contains "Credit" entries and NO Debit entries.

- On clicking **Edit** button, the values can be changed in the **Edit Direct Deposit** screen.

Payroll Prop

General

☐ Enable N

File Header R

Immediate De
071006486

Company Bat

Company Nan
UIG

Company Bat

Company ID
1570677291

Trace Numbe

○ All Zeros

Balanced Nac

☑ Enable B

Service Class

● 200 Mixed Batch ○ 220 Credits Only

Edit

Origin Name
UIG

No

Edit Direct Deposit   ✖

☐ Enable Multiple Employee Bank Accounts for Direct Deposit   ☑ Fill Unused Block Space With 9's

File Header Record

Immediate Destination	Immediate Origin		Destination Name
071006486	1570677291	☐ 1st Position Blank	PRIVATE BANK

Origin Name

UIG

Company Batch Header Record

Company Name	Company ID	Originating DFI ID
UIG	1570677291	07100648

Company Batch Control Record

Company ID	Originating DFI ID
1570677291	07100648

Trace Number Format for PPD Record

✔ Save   ✖ Cancel

Global Settings

Company Info / Accounting

Time card Settings

Company Info / Accounting

- Click on the **Three dot icon** on the top right > **Global Setting > Company Info/Accounting** to come to the **Company Info/Accounting** Screen. The **Company Info, Mailing Info** and **Shipping Info** are self-explanatory and can be **edited** by clicking on the **Edit** icon.

Company Info / Accounting   [Edit]

Company Info

Company Name	Phone	Fax
United Infrastructure Group	(123) 456-7892	3455665

Mailing Info

Address	City	State	Zip
P.O. Box 268	Great Falls	South Carolina	29055

Shipping Info

Address	City	State	Zip
P.O. Box 268	Great Falls	Ohio	29055

Accounting

Client No.	Workers Comp Policy No	Federal Tax ID	Contractor's License No
		562566577	

First Name	Last Name	Phone	Email
Jacob Johnson	Mathew	(665) 365-6565	john@gmail.com

System Dates

Fiscal Year End	Payroll Cutoff	System Cutoff Date	Transaction Date Limit Months
12/20/2019	12/15/2019	01/21/2019	0

Accounting Method

☒ Accrual ☐ Cash

Accounting Controls

☑ Allow Prior Period Transactions ☑ Use Job Master for Phase Lookup

ACCOUNTING

- The **Accounting Tab** contains crucial information about how transactions are processed through AccuBuild. The user should have a thorough understanding of each of the fields contained on this tab before entering any of the data.

- The Client Number, Federal Tax ID, Workers Comp Policy Number and the Contractor's License Number fields are mostly self-explanatory. The client number represents your company's client number and is primarily used when setting up a new job. The federal tax identification number will be used when printing the 1099 and W-2 forms. Both the workers compensation policy and the contractor's license number are strictly optional. If these fields are completed, the data will be included on all the **Certified Payroll Reports**.

SYSTEM DATES

⚠ **EXTREME CAUTION** should be used when setting up or updating this field as a wrong entry could cause the data files to become corrupt or an unwanted year-end roll to occur. To change the date manually, click on the 'unlock' icon to disable the read-only status of the field. Click on the 'lock' icon or the OK button on the screen to save any change you have made to the date field. Be sure to thoroughly read the documentation in this manual on closing a fiscal year.

- If your fiscal year should change for tax reasons, please make sure to carefully follow the documentation titled Change the Fiscal Year. This is a complex procedure and should be reviewed with AccuBuild's support staff before attempting to make the change.

- **System Cutoff and Payroll Cutoff** - The system cutoff date indicates the current month of each accounting module except for payroll. The Payroll module uses the payroll cutoff date to determine the current month. The dates in these two fields are entered with the **first day** of the month, such as 01/01/2009 or 12/01/2009. The system dates are automatically updated as each month is closed during the **month end** routine. The dates are used by the various modules to indicate whether or not the post routines should update the master data files.

ⓘ For example, if the check date for a batch of payroll checks is 12-31-2008 and the payroll cutoff date is 01-01-2008, then the Employee Year-to-Date Earnings File (wagemast.adt) will be updated with the check amounts because the two dates are in the same calendar year. However, if the check date is 01-07-2009, then the system would prevent you from posting the check because the payroll cutoff date is in a different calendar year.

- **Transaction Date Limit** - This field is used in conjunction with the System Cutoff date to determine how far into the future you wish to be able to post an entry. By default, AccuBuild will allow you to post up to 25 months beyond the System Cutoff date but you may set this option from 1 to 60 months.

ACCOUNTING METHOD

In order to produce more meaningful reports and to take advantage of more features in the software, AccuBuild only uses the accrual method of accounting. The accrual option will ensure that the general ledger is updated with the payables and receivables as they are processed. You or your CPA may make the appropriate general journal entry adjustments in the system to reflect cash basis financial statements, or you can export the accrual basis financial statement to Excel or Word and make your adjustments to cash basis through those programs.

Accounting Controls

ALLOW PRIOR PERIOD TRANSACTIONS

If this option is enabled, it will allow transactions to be spread through the system with a prior period date. A prior period date is defined as a date that precedes the System Cutoff or Payroll Cutoff date. For example, if the system cutoff date is 03/01/2009, and an accounts payable check is processed with a check date of 01/01/2009, then AccuBuild will not allow the check to be posted. The System Cutoff date and the Payroll Cutoff date fields are automatically updated to the next period when you close a period via the **Month End** option, but these fields can be manually updated as well.

USE JOB MASTER FOR PHASE LOOKUP

- This option ensures that all job cost entries are posted to phases (cost categories) that have been specifically set up for each job. This option limits the display of cost phases to just those phases which exist as an item in the estimate detail file (estdetl.adt) with or without an estimated cost, and to phases not set up in the estimate detail file but that do have actual costs posted to them.

- All the above settings can be changed in the following screen by clicking on the **Edit** icon.

Time card Settings

Time card settings has three tabs using which time card settings can be modified.

- Mobile App
- Time Clock Rounding Rules
- Time card Worksheet Fields

This setting can be accessed via **Global Settings > Time card Settings > Mobile App.** Mobile App tab has time card transaction settings and cost phase decimal settings. Using this the the user can define/filter to allow what transaction codes are visible and limit phase decimals in mobile app.
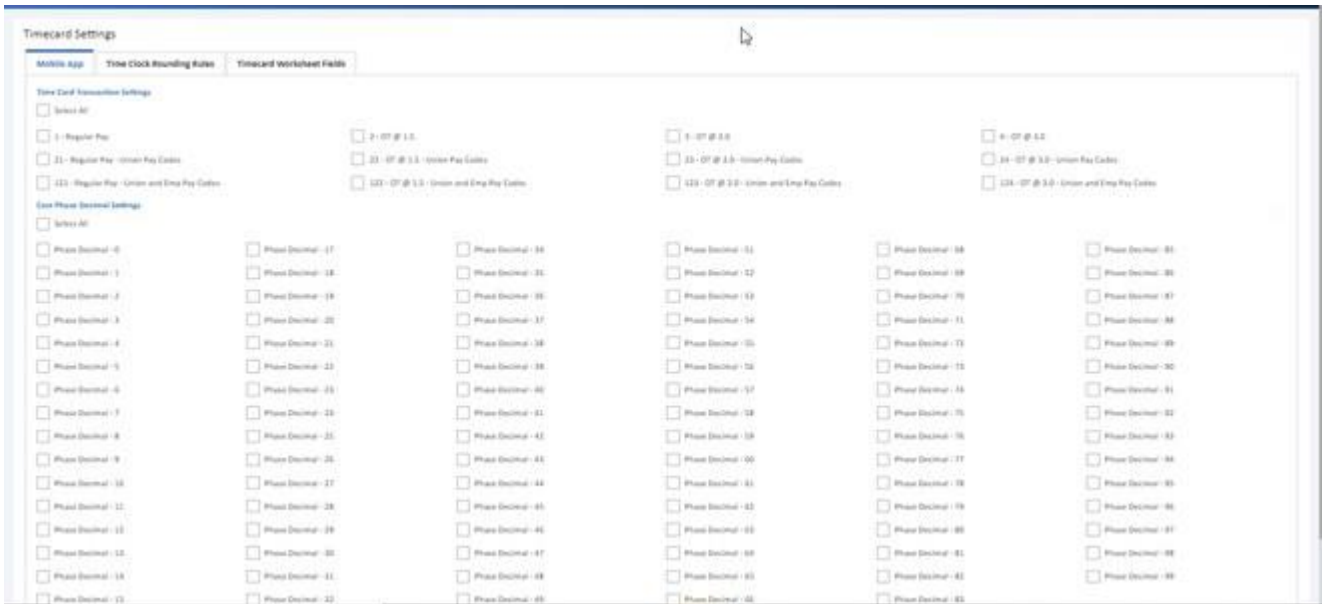
Rounding rules for AB Timeclock can be configured in this screen **Global Settings > Time card Settings > Time Clock Rounding Rules**. The rounding rules can be **Edited** and **Deleted** using the options available in the Actions Column.

Timecard Settings

Round Method	Start Time	End Time	Rounding Time	Actions
0 - General Rounding	12:20 AM	12:50 AM	00:30	✏️ 🗑️
0 - General Rounding	12:50 AM	12:10 AM	12:00	✏️ 🗑️
1 - Absolute Rounding	05:45 AM	06:15 AM	06:00	✏️ 🗑️
1 - Absolute Rounding	07:00 AM	09:00 AM	08:00	✏️ 🗑️
2 - Clock Time Rounding	12:55 PM	12:10 PM	12:10	✏️ 🗑️
3 - Lunch Break - Work time	07:00 AM	12:30 AM	01:00	✏️ 🗑️
4 - Lunch Break - Work time - General	11:59 AM	11:59 PM	00:30	✏️ 🗑️

+Rounding Rule is used to add a new rounding rule by specifying the name of the method, Start time, End time and Rounding time. Rounding method can be selected from drop down available and start time and end time can be selected using the time picker. On clicking **Save** the new rounding rule is added and on clicking **Cancel** the data entered will be lost and redirected to the list page displaying the rounding rules.
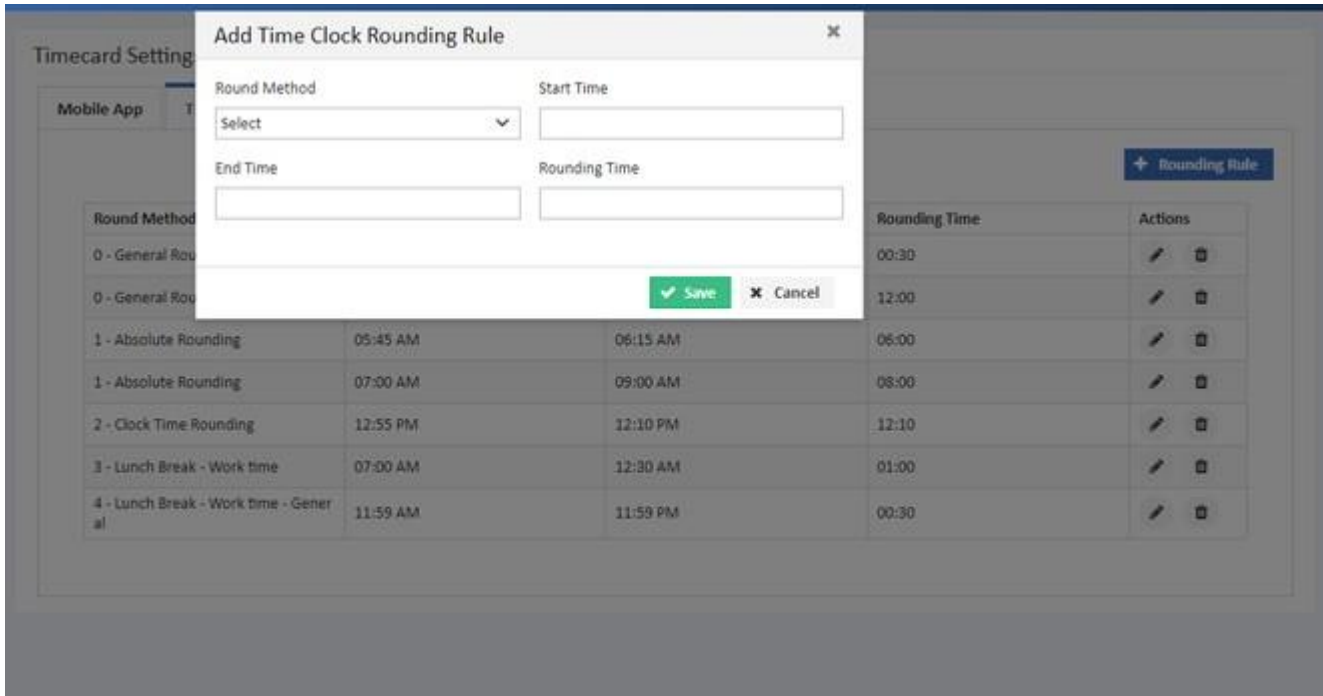
TIME CARD WORKSHEET FIELDS

The Fields displayed under time card worksheets can be managed using this setting **Global Settings > Time card Settings > Time card Worksheet Fields.** If the fields are checked it will be displayed in the Time card worksheet screen, if unchecked it will not be displayed. The boxes can be checked or unchecked by clicking on **Edit Button.**
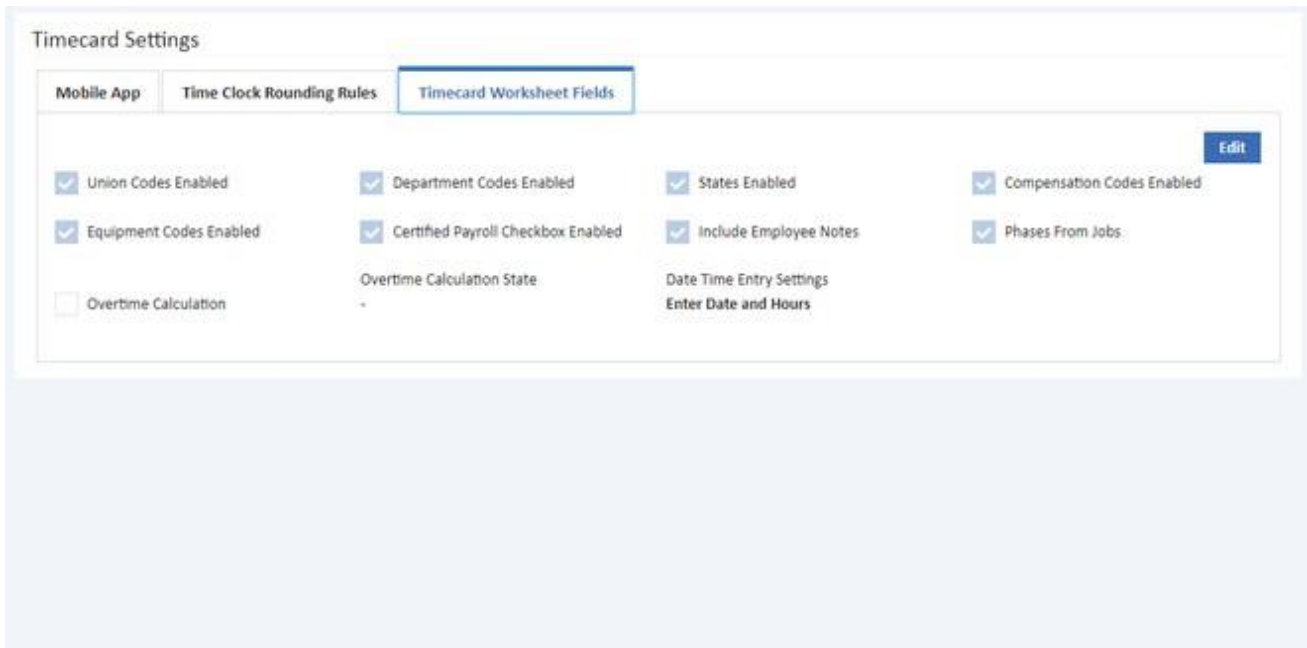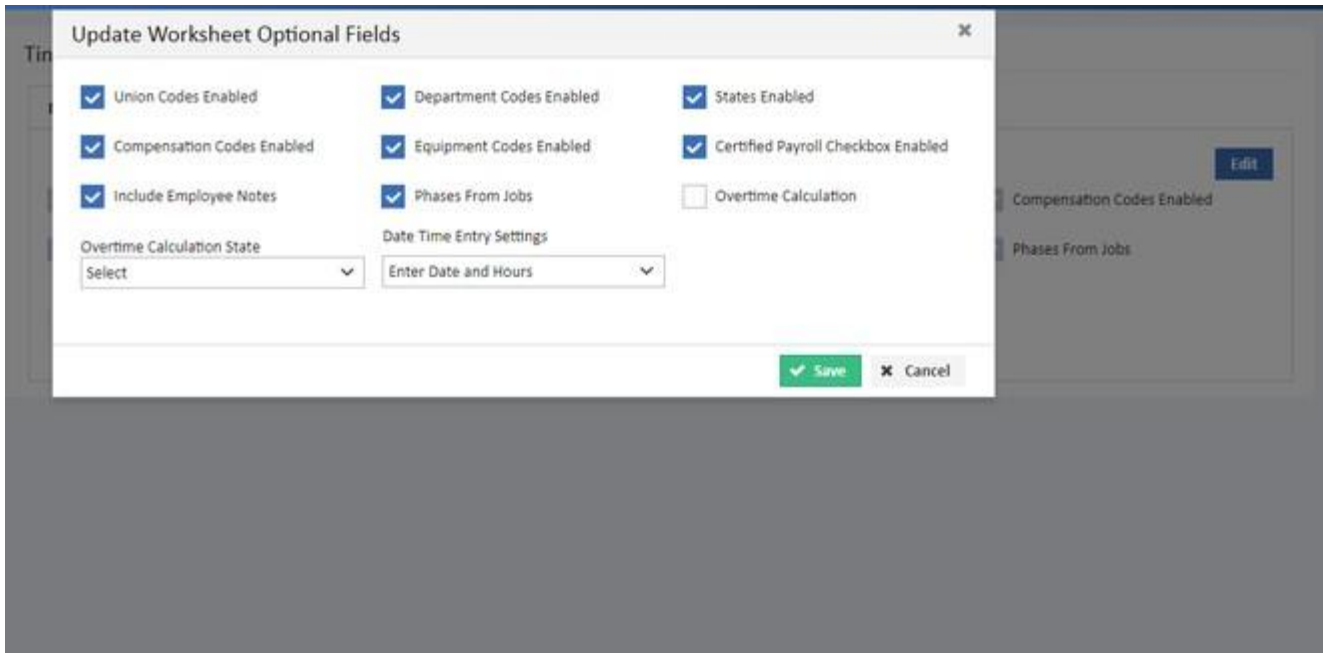
The state for which **Overtime Calculation** needs to be performed can be selected using the **overtime calculation state** field. **Date Time Entry Settings** is used to select how the date and time field need to be displayed in the timecard worksheet. If **Enter date and hours** is selected, only work date and hours filed will be displayed i the timecard worksheets. If **Enter Start Time and End Time** is selected, user can enter the exact start time and end time.

Employees

The **Payroll > Employees** menu option provides access t list of employees. The **Employees Menu** is used to add and store all employee personal information as well search and filter the employees.

- A new employee can be added by clicking on the **+ Employee** option.
- The **Refresh Icon** on the top right corner is used to **apply Union Rates** for all the employees assigned with Union codes. When a rate in the **Controls > Union Code > Pay/Ded** Rates is updated, on clicking the refresh icon in employees page will refresh the corresponding union rates for the assigned employees.
- **Search** option can be used across all the columns by typing the value in the search field.
- **Filter option** can be used to filter employees with their union codes, dept codes, pay method by selecting the values from the drop down. Multiple values can be selected for each fields by clicking on the checkbox.
- The **refresh icon** on on the top right of the filter box allows the user to reset the fields in the filter. Click on **Apply button** will apply the values specified and display the filtered results.
- Click on the column header to change the sort order.
- The Actions option can be used to edit employee details, add a new timecard, delete the employee record, add checks for an employee.

Employee Screen Buttons

+ Employee	Select the **+ Employee** option to create a new employee master record.
Add	Select **Add** option save the employee details added in **+ Employee**
Edit	Select the **Edit** option to edit the details captured during add employee.
Delete	Select the **Delete** option to remove an existing employee record from the list .
Refresh	Select the **Refresh** option to update the **Union Rates** for all the employees assigned with Union codes with latest union rates updated in **Controls > Union Code > Pay/Ded**
Save	Select the **Save** option to save your changes to an existing record.
Cancel	Select **Cancel** to ignore your changes.

Search	Enter characters in the **Search Option** field and hit enter to display a list of master records where the search value is found in any of the following fields: • Employee Number • Pay Method • Payroll Frequency • Union Code • Department Code
Filter	Select **Filter option** to filter employees with their union codes, dept codes, pay method by selecting the values from the drop down.

Employee Screen - Please refer to the documentation for each data tab for a complete description of all fields.

Personal Tab

Federal Tab

State Tab

Payments Tab

Deductions Tab

Documents Tab

Direct Deposit Tab

ACA Info Tab

> ⓘ *If your company is located in* New York *,* New Mexico *or* Indiana *, or if you have employees that live or work in those states, then be sure to read the documentation in the* Frequently Asked Questions *section of the Payroll Manual in order to properly set up the Payroll system for the specific tax requirements for those states.*

Personal Tab

The **Personal Tab** contains fields for the employee's name, Emp Number, social security number, driver's license number, email, birth date, gender, hire date, termination date, ethnic code, union code, EEO Job Category ,address, phone numbers, emergency contacts.

- Use the **Edit Button** on the right corner of the fields to update all the above mentioned employee fields.

- The Employee number number cannot be updated once assigned.

- **Date Fields:** The birth date , hire date and termination date can be updated by selecting the dates from the calendar by clicking on the respective fields.

- When an employee's termination date is not blank, the employee status is considered 'Inactive' and the system utilizes this status to 'hide' terminated employees from the default view. Inactive employees are also hidden from time card entry screens including the AB Mobile and TimeClock apps. The termination date may be erased on an employee if an employee is rehired.

- The ethnic code, union code, EEO Job category can be updated by selecting values from the drop down.

Ethnic Codes - The ethnic codes are made up of two letters with the first letter of the code representing the nationality (ethnic code) and the second letter representing the worker class level (J=Journeyman (non trainee), A=Apprentice, & T=Trainee). These codes are used by the Equal Employment Opportunity Report. These code have been updated as of the 8.4.0.5 (August 2009) release and you may need to update your employee list with these new codes.

Ethnic Codes for EEO Report		
IJ	Native American or Alaskan	
IA	Native American or Alaskan	Apprentice
IT	Native American or Alaskan	Trainee
AJ	Asian	
AA	Asian	Apprentice
AT	Asian	Trainee
BJ	Black	
BA	Black	Apprentice
BT	Black	Trainee
FJ	Two or more races	
FA	Two or more races	Apprentice

FT	Two or more races	Trainee
HJ	Hispanic	
HA	Hispanic	Apprentice
HT	Hispanic	Trainee
PJ	Native Hawaiian or Pacific Islander	
PA	Native Hawaiian or Pacific Islander	Apprentice
PT	Native Hawaiian or Pacific Islander	Trainee
WJ	White	
WA	White	Apprentice
WT	White	Trainee

The **Union Codes** are used to maintain the various union or prevailing wage pay rates that will be utilized by your company. The union code file will keep a historical list of the union codes with their rates as of the rate effective date.

- **Union Codes** contains Pays / Deds rates , **Benefit Schedule**, Certified Payroll

- The **Pay/Deduct Rates Tab** and the **Benefit Schedule Tab** both contain separate fields for regular and overtime rates. Depending on the List of Payroll Transaction Codes , AccuBuild will use the appropriate regular or overtime rates for each union code to calculate the wages, deductions and burden amounts. Set up of the union codes will be easier if you complete **all** of the **regular rates** on both tabs **BEFORE** you save the code. AccuBuild will then copy the regular rates to the overtime rate fields which can then be individually edited as needed.

Note: *If the overtime base rate field is zero, then the system will use the base hourly rate found on the Regular Pay Tab and then multiply the rate by the overtime factor. If the regular base rate field is zero in the union file, then the system will use the base hourly rate found in the employee file.*

EEO Job Category - [Version 10.1] - This field in used in conjunction with the Ethnic Code field to supply the Federal *Equal Employment Opportunity Employer Information Report* (**Payroll > Tax Forms / Efile / W2s** EEO-1 Component 2 option).

The EEO Job Category defines the employee's job description from a drop list:

Executive/Senior Level Officials and Managers
First/Mid-Level Officials and Managers
Professionals
Technicians
Sales Workers
Administrative Support Workers
Craft Workers
Operatives
Laborers and Helpers
Service Workers

- While some of the fields on *Equal Employment Opportunity Employer Information Report* will require manual entries during processing, the employee detail information (page 2 and subsequent pages) regarding ethnic code, work category, wage bracket and hours will be fed by the AccuBuild data.

- The **Address Tab** contains fields for the employee's address, their various phone numbers. The employee name and address as it is displayed on this screen is how this information will appear on the employee's paycheck and W-2.

- **Create User** option allows to configure an username and assign role to an employee by clicking on the check box.

- The role can be selected from the existing values in the drop down.

- On clicking the **Save button**, all the changes made to the employee fields will be updated.

- On Clicking **Cancel button,** all the changes made to the employee fields will be lost and retain the old information.

Emergency Contacts displays the contact details to contact in case of an emergency. The emergency contacts contains Name, email, phone fields.

- The **actions** field has option to edit and delete the contact.

- **Edit Contact** will allow to modify first name, middle name, last name, email, phone.

- On clicking the **Save button**, all the changes made to the employee fields will be updated.

- On Clicking **Cancel button,** all the changes made to the employee fields will be lost and retain the old information.

- **Delete Icon** will allow to delete the contact.

- A new contact can be added by clicking on **+Contact** on the right top.

Federal Tab

The **Federal Tab** contains fields for the employee's federal withholding information and various W-2 box information.

FEDERAL WITHHOLDING STATUS

Federal W/H Status - As of 2020, a new W-4 Setting field has been added which allows you to choose the new 2020 W-4 or later format for new hires or the 2019 W-4 or earlier formats for existing employees. The 2020 W-4 format is designed to help employees more accurately calculate their federal withholding tax amounts.

> You do NOT have to use the new W-4 settings for 2020 and may continue to use the current employee settings from 2019 or previous years. In other words, if you do nothing to change an employee's W-4 setting, AccuBuild will continue to compute the federal withholding taxes as normal for 2020. However, if an employee fills out the new 2020 W-4, you can make the change for the employee on an individual basis and Accubuild will calculate the federal withholding taxes using the new 2020 W-4 Settings. The latest update from the IRS regarding this form is that employees will be required to fill out the new 2020 W-4 by October 1, 2020.

- **2019 W-4 or earlier**: This is the default option and has been used for federal withholding calculations for all years prior to 2020. For existing employees, this setting **may appear as blank which also represents the default setting** so that no changes are necessary if you choose to continue with the '2019 W-4 or earlier' version. There are no field changes for this option as the fields are the same as they have always been.

- Enter the employee's federal withholding information as stated on the **Employee's Withholding Allowance Certificate (Form W-4)**. The Additional W/H Amount field contains the amount the employee may elect to have withheld from their paycheck in addition to the amount calculated by the withholding tax tables.

- **Nonresident Alien** - Effective January 1, 2010, employers must implement a new withholding guideline for nonresident aliens. The new guideline is designed to offset withholding reductions for the **Making Work Pay Credit** already built into the federal withholding tables. Refer to IRS Publication 15 for more information.

- **2020 W-4 or later**: Please review the 2020 W-4 Instructions from the IRS for details on each of the fields and how they are used in the federal withholding tax calculations. Note: If you change the W-4 Setting, you will need to click on another field on the screen before the Federal W/H Status group box changes based on the new setting. The new Federal Withholding Tax tables for 2020 will now handle both methods of tax calculations based on each employees individual W-4 Setting. These new settings will only be applicable if you receive a new 2020 W-4 form or a revised 2019 W-4 form from an employee, otherwise you can continue into 2020 without making any changes to the employee settings.

- Marital Status: In addition to the Single and Married options, and new Head of household option has been added for the 2020 W-4.

- Multiple Jobs or Spouse Works: Check this box if it is checked under step 2c of the W-4 Form. NOTE: Make sure the checkmark is dark black as a dimmed checkmark is the same as a blank checkmark:

- Dependents Amount: Enter the Dependents Amount Total (if any) under step 3 of the W-4 Form.

- Other Income Amount: Enter the Other Income Amount (if any) under step 4a of the W-4 Form.

- Deductions Amount: Enter the Deductions Amount (if any) under step 4b of the W-4 Form.

- Extra Withholding: Enter the Extra Withholding Amount for each pay period (if any) under step 4c of the W-4 Form. This field works the same as the Additional W/H Amount field from the 2019 or earlier W-4.

- Nonresident Alien: This field is not part of the W-4 fields but is included with the Federal W/H Status group box in order to be compatible with the 2019 or earlier field group box.

An employee may be set up to be fully exempt from federal withholding (FWH), social security and Medicare taxes (FICA) or federal unemployment insurance (FUTA). Once an employee is set up to be exempt from any of the federal taxes, AccuBuild will ignore the selected taxes when calculating future paychecks for the employee. These exemption fields can be changed back at any time to a non-exempt status by disabling the options. Once the exemption is removed, AccuBuild will then begin calculating tax for all future payroll checks.

> Be sure to check with your company's CPA before marking any employee as exempt from any tax.

HIRE Act (HR 2847) Employer FICA Tax - The 2010 HIRE Act will exempt employer's portion for Social Security Tax for qualified Employees on wages PAID from March 19, 2010 through December 31, 2010. If you have an employee(s) who qualifies under this Act, be sure to check this box to allow the system to accurately calculate your companies portion of the FICA tax. The exempt tax must be reported in **Box 12** of the 2010 W-2s. Be sure to read the documentation in the FAQ section of the payroll manual for complete information on this issue.

OVERRIDE AUTOMATIC TAX CALCULATIONS

- This option will display a screen during payroll check processing to may be used to manually adjust employee and employer tax amounts including the wage amounts that are subject to each tax. In addition, the number of payroll periods per year for each payroll check can be adjusted for those employees who might have a different pay schedule than the system default.

    FICA - Medicare: As of 1/1/2013, an additional medicare tax is due on any amount paid over $200,000 to a single employee. This additional tax is deducted from the employee and is NOT matched by the employer as are the medicare taxes on the first $200,000. When overriding the automatic tax calculations, the additional tax and the related subject wages must be entered in separate fields than the 'normal' tax and wages.

    Normal Medicare (Tax Amount and Subject To Wages) – These fields represent the normal medicare amount ONLY and does NOT include any of the Additional Medicare Tax. (ie. $10,000 x 1.45%)

    Additional Medicare (Tax Amount and Subject To Wages) – These fields represent the additional medicare amount ONLY and does NOT include any of the normal medicare tax. (ie. $10,000 x 0.9%)

W-2 BOX 12 INFO

> Be sure to review the Internal Revenue Service publication for Form W-2 before completing the following W-2 box information:

- This section of the screen allows you to assign up to four miscellaneous deduction accumulators to print in Box 12 of the W-2s. Each item must print with the proper code as defined by the IRS. Items that will appear in Box 12 should be assigned to their own deduction accumulator on the **Three dot icon on top right > Properties > Payroll >**Misc Pays / Deds Tab. For example, if your company has a 401K plan and a 125 Cafeteria Plan, each plan should be set up with its own deduction accumulator (check stub description).

- To set up a deduction item to automatically print in Box 12 of the W2, click the Ded Accum box and select the associated deduction accumulator. AccuBuild will then calculate the amount from the employee's file when generating the W-2s. Alternatively, the total deduction amount may be manually entered in the Amount field as long as the Ded Accum box is not checked.

- Box 12 has the new option 'CC' for **2010 W-2s** which is used to report the exempt FICA wages under the **2010 HIRE ACT**. When option 'CC' is selected for any of the Box 12 Fields (A-D), the system will calculate the FICA wages for all payroll checks that were written within the qualified period which runs from 03/19/2010 through 12/21/2010 and update the Box 12 amount automatically. The display of this amount on this screen is for reference purposes only and the amount will be recalculated when W-2s are created. If you make changes to the historical check records AFTER setting the Box 12 to 'CC', you can drop down the Box 12 Letter control and close it back up to refresh the displayed amount on this screen.

- Box 12 has a new option 'DD' for **2011 W-2s** to report the **'Cost of Employer Sponsored Health Coverage'**. This controls the RW record and the RT Record in the magnetic media filing.

- Box 12 has a new option 'EE' for **2011 W-2s** to report the **'Designated Roth Contributions under a governmental section 457(b) plan'**. This controls the RO record and the RU Record in the magnetic media filing.

W-2 BOX 13 INFO

Check all boxes that apply:

> **Statutory Employee** - Statutory employees are workers who are independent contractors under the common-law rules but are treated by statute as employees. Check this box for statutory employees whose earnings are subject to social security and Medicare taxes but not subject to Federal income tax withholding. Do not check this box for common-law employees.

> **Retirement Plan** - Check this box if the employee is an active participant in a qualified retirement plan. Do not check this box for contributions made to a non qualified or section 457 plan.

> **Third-Party Sick Pay** - Check this box only if you are a third-party sick pay payer filing a Form W-2 for an insured's employee or are an employer reporting sick pay payments made by a third party.

W-2 BOX 14 INFO

- Use Box 14 to report a fringe benefit or any other information that you want to give to your employee.

Fringe Benefit - A fringe benefit is a form of pay for the performance of services. For example, you provide an employee with a fringe benefit when you allow the employee to use a company owned vehicle to commute to and from work. The lease value of a vehicle provided to your employee and reported in box 1 must be reported here or on a separate statement to your employee.

Other (Manual Entry) - Enter a description and amount of the item.

- **Spouse's Social Security Number**

State Tab

The **Payroll** > **Employees > Click on employee name > State Tab** contains fields for the employee's state withholding information.

- States can be added to the employee profile by clicking on **+ Start.**

- Details of each state can be modified by click **Edit button** on the right corner.

Multi-State or Single State Payroll

- **Multi-State Payroll** - If you own the multi-state payroll option, then you must add each state code and withholding information on the employee screen for each state in which the employee will work. Each state in the list has a numeric number associated with it, and the lowest state code number found in the employee's file will be the default state code used when entering time cards. To prevent the wrong state code from being used, set up each current job with the appropriate state code on the **Project Management >** Jobs **> Actions > Edit Job**. The employee's file MUST contain the same state code as the job's payroll state code in order for an employee's time to be charged to that job.

- **Single State Payroll** - If you own the single state payroll option, then the State Code on the employee screen will default to the state code selected on the Three dot Icon > Properties > Payroll > State Tax Settings Tab.

> **Note**: Each job does not have to be set up with a payroll state code in a single state payroll environment.

State Withholding Status

This section of the screen basically consists of the following items:

- **Marital Status-** Select 'Married', 'Single' or 'Head of Household'. Choose 'Single' if employee has selected 'Married, but withhold at higher Single rate' on his/her W-4 Form.

- **Exempt from the following Taxes -** An employee may be set up to be fully exempt from state withholding (SWH), state disability insurance (SDI), state unemployment insurance (SUI) or employment training tax (ETT).

- **Additional Withheld Amount** - Enter an amount to be withheld in addition to the calculated state withholding amount.

- **State Unemployment Controls** - State unemployment Controls consists of fields like SUI State Code and Reciprocal SUI Wage Agreement.

- **State Work Status** - State Work Status consists of two fields allowances and additional W/H amount.

Exempt from the Following Taxes

An employee may be set up to be fully exempt from state withholding (SWH), state disability insurance (SDI), state unemployment insurance (SUI) or employment training tax (ETT) . Once an employee is set up to be exempt from any of the state taxes, AccuBuild will ignore the selected taxes when calculating future paychecks for the employee. These exemption fields can be changed back at any time to a non-exempt status by disabling the options. Once the exemption is removed, AccuBuild will then begin calculating tax for all future payroll checks.

> Be sure to check with your company's CPA before marking any employee as exempt from any tax.

State Unemployment Controls

This section allows for the default SUI State Code and the Reciprocal SUI Wage Agreement to be changed for a selected employee. The system will default these fields based on the state that is defined on the Three dot Icon > Properties > Payroll > State Tax Settings Tab.

The reciprocal checkbox only applies when the State Code for SWH tax is different from the SUI State code . All SUI Cutoff limits are based on the SUI State Code for all earnings and are accumulated in the <u>SubjSUIWages</u> field. If the box is checked, then SUI Wages for that state code will be combined with SUI Wages from another state code to arrive at the cutoff limit faster and this would be the normal setting. If the box is unchecked, then each state's earnings will be based on the single state and not combined with other state earnings even if the SUI State Codes are the same.

Some states, such as California, have an Employee Training Tax that is related to the State Unemployment Insurance tax. Therefore, the ETT component will accrue in the same manner as the SUI if the SUI Reciprocal Agreement is enabled.

Reciprocal Example:	**NON Reciprocal Example:**
$4,000 earnings for California; State Code = California, SUI State Code = Arizona (reciprocal checked) $4,000 earnings for Arizona; State Code = Arizona, SUI State Code = Arizona Arizona SUI Cutoff Limit = $7,000 SUI Wages for California = $0 SUI Wages for Arizona = $7,000	$4,000 earnings for California; State Code = California, SUI State Code = Arizona (reciprocal NOT checked) $4,000 earnings for Arizona; State Code = Arizona, SUI State Code = Arizona Arizona SUI Cutoff Limit = $7,000 SUI Wages for California = $0 SUI Wages for Arizona = $8,000 - Without reciprocal agreement, earnings in each state (state code) much reach the cutoff limit so in this case, the SUI Wages for Arizona could reach $14,000 ($7,000 each state) before the cutoff is reached.

Default State Code

If the new Default State feature is applied to an employee, then the Business Rules for all new time entries, from any entry point (Enter/Update Time Card entries, Time Card worksheet and Mobile) will be as follows:

1. Use the State as indicated in a Labor Distribution Code. If none exists, then

2. Use the State as indicated on the **Project Management >** Jobs **> Job Number > Payroll Tab**. If none exists, then

3. Use the Default State as indicated on the **Employee > State Tab**

To Set Up the **Default State Code:**

- **Payroll > Employees > Employee Name > State Tab**

- Select **Edit** at the top of the screen

- Select Job from SUI State code drop down

- Check the box labeled "Default State"

- Select **Save**.

Payments Tab

The **Payments Tab** contains fields for the employee pay rates, other miscellaneous pays and accrued pay amounts. The employee may be optionally linked to a Department Code , a Workers Comp Code and a Union Code (or prevailing wage). These codes will be displayed each time a transaction is made on the timecard entry screen (refer to the 'Business Rules ' documentation), however, these codes may be changed or deleted during the timecard entry process. **Note**: The union pay information can be updated from **Controls > Union Codes > Click on Respective Union Code > Pay/Ded Rates.**

- Payment Settings
- Automatic Pay Amounts
- Accrued Pay Amounts

Payment Settings

- **Payment Information** can be updated by clicking **Edit Button** on the right top of the screen.

Payment Details

- Payment details has following fields Union Code, Union work class, Vac Rate, Vacation Type, Workers Compensation Code, Department Code, Executive Employee.

- **Union** - If the employee is a union employee, the union code will automatically populated if entered when an employee is created and can be modified in this screen using **Edit Button.** The hourly rate, vacation rate , vacation type, Workers Comp code, Department Code, Executive employee can be updated using the **Edit Button.**

- **Union Work Class** - Assign the labor classification based on the decimal position of the union code. This is used in conjunction with the **Labor Distribution Codes**.

Salary details

- Salary details can be assigned to an employee by selecting the Values from Pay Method drop down, Pay Period drop down and entering the payment rate in hourly rate field.

- **Hourly -** Enter the payment rate in the **Hourly Rate** field and set the pay period like 'weekly', 'biweekly'.

- **Salary - No Hours** - Enter the fixed pay amount in the **Pay** field that corresponds to the **Pay Period**. For example, Jack Price is a salaried employee that earns $60,000 each year and he receives that income in $2,500 increments twice per month. Enter '2500' in the **Pay** field and select 'Bi-Weekly' in the **Pay Period** field. This payment method will not post any hours with the timecard entry.

- **Salary - Fixed Hours** - Similar to the **Salary - No Hours** method except that the hours entered on this screen will be posted with the timecard entry.

> When beginning a new batch of timecard entries, the system will prompt whether to include salaried employees in the batch. If you answer 'yes', then time card entries will be automatically created for you for all salaried employees EXCEPT those that are set up as **Salary - Distributed Hours** (see below).

> Salaried employees entered with a fixed pay amount cannot be set up for multi-state payroll. The need for multi-state payroll on a salaried employee would indicate that hours need to be distributed to various jobs. Please refer to the payment option below.

- **Salary - Distributed Hours** - This option is used for employees that have a fixed pay amount but their hours need to be distributed to various jobs or work classifications. The add timecard screen will change dynamically for this payment method allowing the timecard hours to be entered to each classification before any other entries may be made for this employee. AccuBuild will then pro-rate the fixed pay amount to each classification based on the hours allocated. For example, Jack Price is a salaried employee that receives $1,000 each week. This week, Jack spent 20 hours on Job 2001, 20 hours on Job 2004, and 10 hours on Job 2010. AccuBuild will allocate $400 each to jobs 2001 and 2004 and $200 to job 2010.

- **Executive Employee** - Users can be further restricted from viewing specific employees by utilizing the **Executive Employee** option (personal. MiscBoolean1). Users that are restricted from viewing executive employees will not be able to view information of any kind on the Employee List Screen on any employee that has the Executive Employee option enabled. In addition, users will not be able to enter time card entries, print automatic payroll checks, create handwritten payroll checks, or void payroll checks for executive employees.

> Please note that the restrictions that this option applies to is limited to those listed above. It is highly recommended that users who do not have access to executive employee information also be restricted from all payroll reports, as well as all browse data and modify data options.

- **Department Code -** Each employee can be linked to a default department code which controls the general ledger expense accounts, job cost phase, equipment cost control, and workers comp code that the timecard transactions are coded to.

- **Workers Comp** - Each employee can be linked to a default workers compensation insurance code. If a department code has been linked to the employee, and the department code has been set up with a workers comp code, then the Workers Comp field will display the comp code as dictated by the department code. Please refer to the documentation on the system rules for workers comp codes located in the Frequently Asked Questions section of the Payroll Manual for more information.

Automatic Pay Amounts

Automatic Pay Amounts consist of one vacation pay field and six miscellaneous pay fields. The miscellaneous pay fields are used for such items as union pay, car allowance, subsistence, etc. The automatic pay fields must first be defined on the Misc Pays / Deds Tab of the **Payroll Properties** screen before entering the amount sin the employee file. Each of these fields may be set up to be exempt from such things as payroll wages, workers comp insurance, union benefits, and any of the payroll taxes. In addition, pay amounts that are marked as exempt from payroll wages (such as reimbursements) may be linked to any general ledger account.\

> For union companies, the first three automatic pay fields should be reserved for union pay amounts only. If a valid union code has been entered for an employee, then the first three automatic pay fields will be automatically updated by the system with the information as set up in the union table.

Each automatic pay amount must be defined as to how the amount will be calculated. There are currently eight different pay types available.

- **Hourly – W/H -** The miscellaneous pay amount will be computed at the hourly rate for each hour entered on the add timecard screen for the employee. This amount will be added to the gross pay amount and then withheld from the check.

- **% of Gross – W/H –** The miscellaneous pay amount will be calculated as a percentage of gross pay for each add timecard transaction entered for the employee and added to the gross pay amount. The amount will then be withheld from the check. Enter the percentage as a whole number (5% would be entered as '5.0000').

- **Hourly – Not W/H -** The miscellaneous pay amount will be computed at the hourly rate for each hour entered on the add timecard screen for the employee. This amount will be added to the gross pay amount but will NOT be deducted from the check.

- **% of Gross – Not W/H –** The miscellaneous pay amount will be calculated as a percentage of gross pay for each add timecard transaction entered for the employee and added to the gross pay amount. The amount will NOT be withheld from the check. Enter the percentage as a whole number (5% would be entered as '5.0000').

> When a miscellaneous pay is set up as a withheld amount, then the corresponding miscellaneous deduction field should be reserved to hold the withheld amount. For example, if the miscellaneous pay #2 field is set up to be paid as a percentage of gross wages and withheld, then the miscellaneous deduct #2 field should be set up with the description of the withheld amount. Do not enter the withheld percentage nor the deduct type as the amount will be automatically posted to this deduct accumulator.

- **Flat Amount - Not W/H** - This miscellaneous pay amount will be added **once per pay period** to the gross pay amount but will NOT be deducted from the check.

- **Flat Amount - Week 1-4 - Not W/H** - This miscellaneous pay amount will be added to the gross pay amount **once per month** depending on the week ending date and will NOT be deducted from the check. Week 1 pay amounts will be included in timecard entries that have a week ending date that is on or before the 7th day of the month. Week 2 pay amounts will be included in entries that have a week ending date that falls on or between the 8th and the 14th day of the month. Week 3 pay amounts will be included in entries that have a week ending date that falls on or between the 15th and the 21st day of the month. Week 4 pay amounts will be included in entries that have a week ending date that falls on or after the 22nd day of the month.

- **Flat Amount - W/H** - This miscellaneous pay amount will be added once per pay period to the gross pay amount and then will be deducted from the check.

- **Flat Amount - Week 1-4 - W/H** - This miscellaneous pay amount will be added to the gross pay amount **once per month** depending on the week ending date and then **will be deducted** from the check. Week 1 pay amounts will be included in timecard entries that have a week ending date that is on or before the 7th day of the month. Week 2 pay amounts will be included in entries that have a week ending date that falls on or between the 8th and the 14th day of the month. Week 3 pay amounts will be included in entries that have a week ending date that falls on or between the 15th and the 21st day of the month. Week 4 pay amounts will be included in entries that have a week ending date that falls on or after the 22nd day of the month.

Accrued Pay Amounts

These fields are used to accrue hours and pay for such items as vacation, holiday and sick pay. These accrued amounts are only calculated within the MAR report Accrued Pay Amounts and do not update any general ledger accounts or any other fields within AccuBuild.

The Accured Pay Amounts has following fields payment config, accured hours rate, accured rate type, pay period effective date, starting Hrs. Balance, accured Hrs Cap. The Accured Pay configuration can be **Added, updated, deleted** by clicking on the **Edit button** on the right top of the screen.

Deductions Tab

The **Automatic Deduction Amounts** section of this tab displays the six deduction categories that have been defined on the Misc Pays / Deds Tab of the **Payroll Properties Screen**. These six categories can be used in conjunction with up to twenty Local Deduction Code for each employee. Although originally designed for setting up various local payroll tax rates, the local deduction codes are now the preferred method of setting up most deductions because the local deductions offer more set up options including annual cutoff limits as well as more detailed reporting with the Employee Local Deduction Report.

> *Pre-tax issues such as 401K plans and Cafeteria plans must be set up as a local deduction if the contribution is based on either an hourly rate or a percentage-of-gross wages.*

Automatic Deduction Amounts

Local Deductions

> (i) *If a company is union or pays prevailing wage, then the first three automatic deduction fields should be reserved for union or prevailing wage deductions only. If a valid union code has been entered for an employee, then the first three deduction fields will be automatically updated by the system with the information as set up in the union table.*

> *When a miscellaneous pay is set up as a withheld amount, then the corresponding miscellaneous deduct field should be reserved to hold the withheld amount. For example, if the miscellaneous pay #2 field is set up to be paid as a percentage of gross wages and withheld, then the miscellaneous deduct #2 field should be set up with the description of the withheld amount. Do not enter the withheld percentage nor the deduct type as the amount will be automatically posted to this deduct accumulator.*

Automatic Deduction Amounts

When a deduction is set up, the system will automatically withhold the amount from the employee's paycheck. Each of the six **Automatic Deduct Amount** fields has a field that defines how the deduction amount will be calculated.

- Deduction amount can be edited anytime by clicking on the **Edit Button** on the top right inside the grid. Deduction mount can be edited in the Rate/Amount/Percent field and Deduct type can be selected form the drop down.

- **Save button** will save the changes made and update the deduction and **Cancel button** will not update any changes.

The deduction type values can be selected from drop down. There are currently five different deduction types available.

- **Hourly** – The deduction amount will be computed at the hourly rate for each hour entered on the timecard screen for the employee .

- **% of Gross** - The deduction will be calculated as a percentage of gross pay for each timecard transaction entered for the employee. Enter the percentage as a whole number (5 % would be entered as "5.000").

- **Flat Amount** – The dollar amount entered will be deducted from each paycheck produced for the employee. This type of deduction will be calculated ONCE for each check regardless of the number of Pay transactions entered on the time card screen.

- **% of Disposable** – This type of deduction is used for such garnishments as IRS tax levies and child support where the deduction is a percentage of disposable wages which is defined as the total gross pay less the total of the payroll tax deductions. Please note that the system will stop on all deductions of this type when calculating payroll taxes in order for the operator to change the deduction amount prior to printing checks if required.

- **Pre-Tax Deduction Amount** - This is a flat amount deduction that reduces the amount of 'subject to' wages for all payroll taxes and is not subject to any tax calculations. The employee's gross wage is left unchanged, however the wages subject to FWH, FICA, FUTA, SWH, SDI, SUI and ETT are all reduced by this amount.

> If your pre-tax deduction must be a percentage of gross, then you must set up your deduction using the Local Deduction Codes.

Local Deductions

Local deductions can be set up using the Local Deduction codes from the configuration or by clicking on **Edit Button** and hit on **+Add** to set up a new deduction. **Automatic Deduction Amounts** (as noted above) only allow for a total of six employee deductions whereas the Local Deduction Code allow up to twenty deductions per employee.

Due to the fact that employees can have multiple deductions of the same type with varying cutoff limits, such as child support or tax levies, it is important to keep each deduction separate with a different local deduction code (Child Support 1, Child Support 2, etc.).
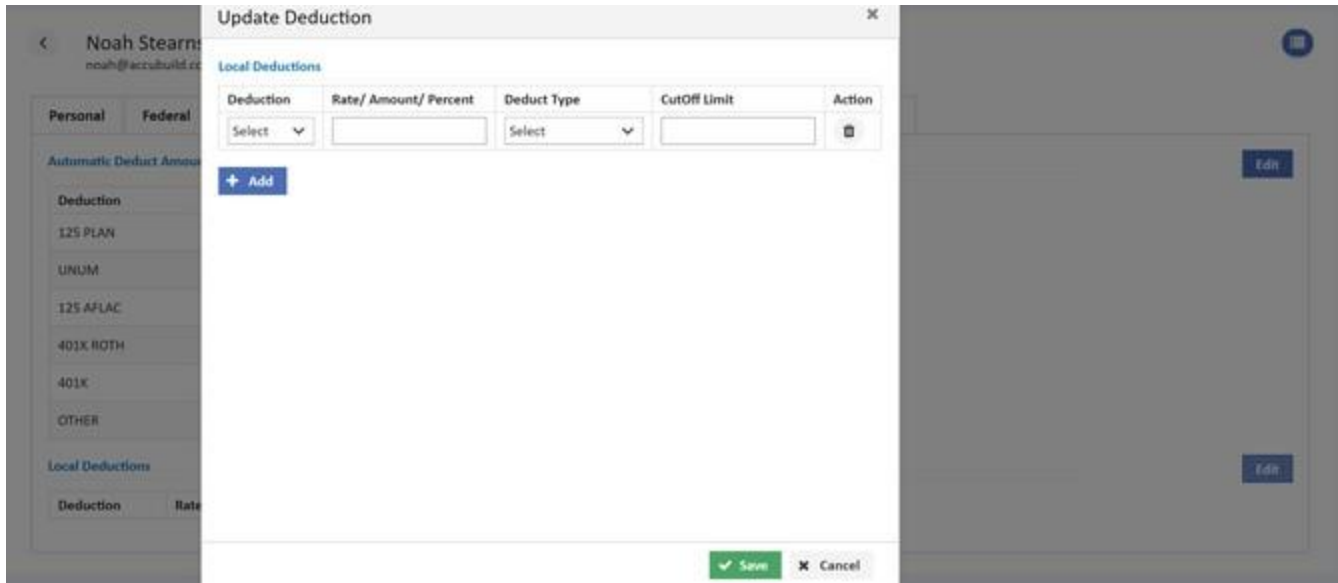
There is a new setting in the Local Deduction Codes screen that you can designate whether a cutoff limit should be recalculated at the beginning of the year. If the LDC is set to 'Reducing Balance' and if the Payroll Cutoff Date is changed in the **Company/Accountinf Info screen**, a test will be performed to see if the year is being moved forward to a new calendar year and if so, the employee local deduction cutoff limits will be updated automatically. NOTE: This process is only done one time for each Calendar Year so if you need to re-open a year for W-2 Adjustments etc, the rolled balances are preserved. The LDC balances are maintained in a new local deduction audit table called "*LocalDedCutoffHistory*" and the **'Payroll Deductions Cutoff Limits - Year End Log'** report will recap the employees that were updated with new cutoff limits. The report will include the *Open Cutoff Balance* before any changes were made, the *Yearly Activity* (deduction total) for the year being rolled, and the *Year End Balance* which will be **the new cutoff balance in the employee file**. If the computed balance for the new calendar year is zero (amount is paid in full), the deduction will be flagged as **"*Paid in Full*"** automatically. This setting allows for the local deduction information to be left remaining on the employee file without the need to clear the local deduction code from the employee file. You may also manually set the deduction to "Paid In Full" if you know that a deduction limit has already been reached during the year.

Employee Deductions and Multi-State Payroll

If you have an employee that works in multiple states during one pay period, AccuBuild will calculate all flat amount employee deductions just once for the check. However, deductions that are based on a % of gross, % of disposable income or hourly will be automatically added to the add time card screen with each Pay transaction. A percentage of disposable income deduction will be calculated based on the disposable income for each state. For example, if an employee works 30 hours in California and 10 hours in Arizona and has a 20% of disposable income garnishment, the system will calculate the total gross wage for California with the tax calculations applicable to those earnings and will then system does the disposable wage calculation based on those amounts. Likewise Arizona wages are also calculated and the calculated total amount should be deducted from the check if it were calculated based on the check totals.

Documents Tab

This tab shows all documents related to the employee. The documents can be uploaded or 'dragged and dropped' onto this screen. The documents uploaded will be displayed in that box with an option to delete.
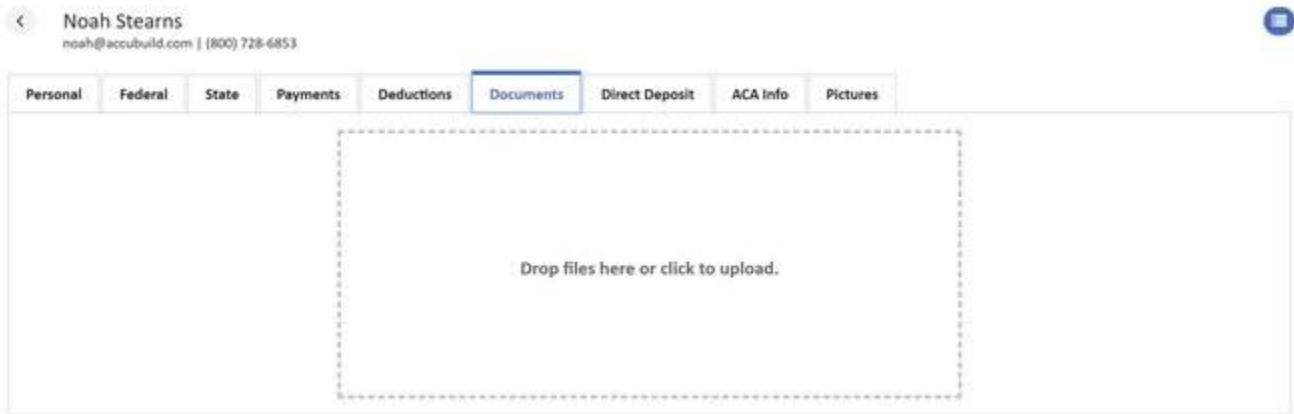
The *Documents Tab* on the *Employee List* can be secured to prevent access to employee documents by unauthorized persons. Secure this tab using the **users and roles** options in the *Admin Menu*.

Direct Deposit Tab

Direct deposit is a transaction that deposits an employee's payroll check directly into designated accounts. The employee may choose to distribute their net pay into as many as eight separate checking or savings accounts. As an example, an employee may elect to deposit specific amounts into a regular savings account and a health savings account (HSA), with the balance of the check to be deposited into their checking account.
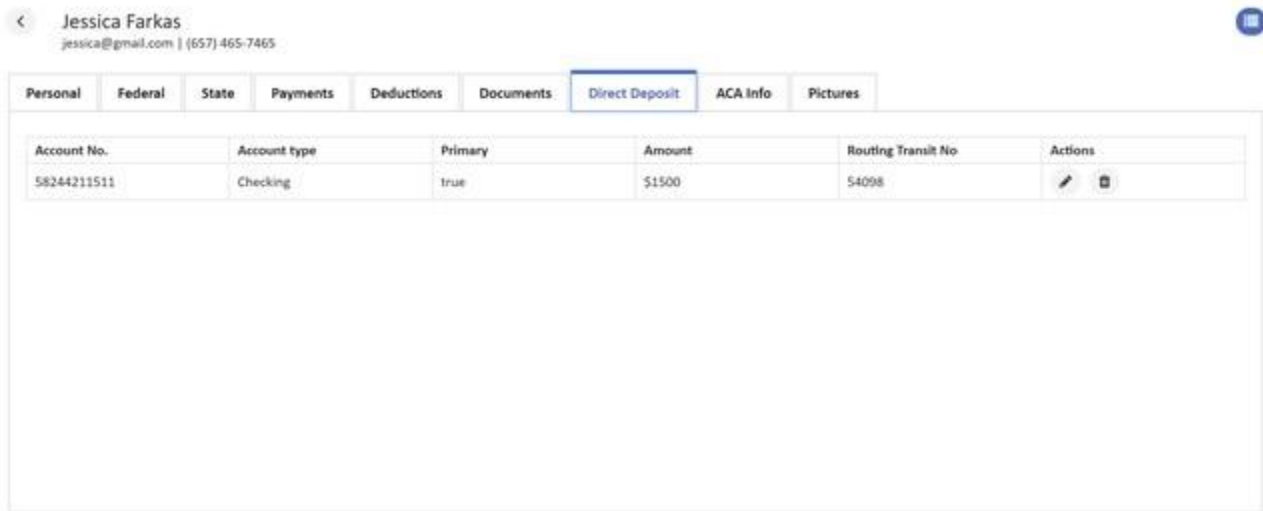
Using the completed **Direct Deposit Authorization Form** signed by the employee, complete the account information on the **Direct Deposit** tab of the employee's file. This tab contains the **Accounts** of the employee. You **must select** either **Pre-Notification** or **Direct Deposit** on **each** account as applicable or else the account will be ignored. This can be done using **Edit** under **Actions** column.
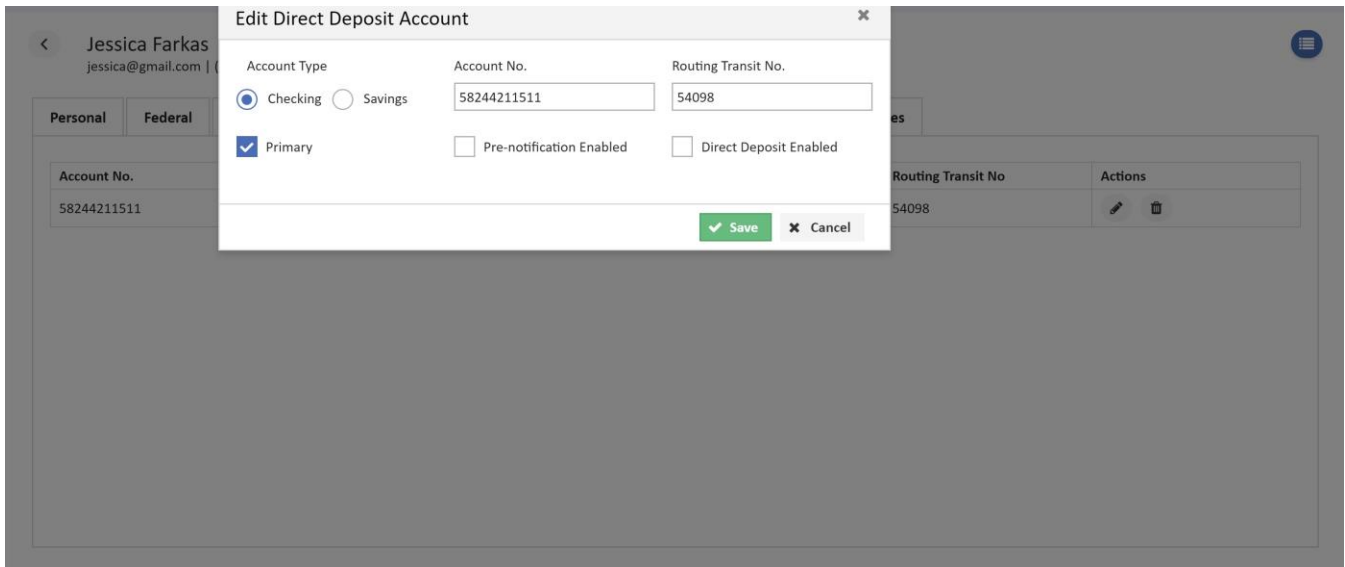
Multiple Direct Deposit Accounts – At least **one account** must be selected as **Primary account** for any employee participating in direct deposit pay. If the primary account information is **not** set up, then the secondary account information will be ignored for that employee.

Example of multiple direct deposit accounts: The employee's net pay is distributed to the multiple accounts starting with account 2 working up to account 8. The remaining net pay balance, which is deposited into the primary account, is based on whether the secondary accounts are linked to a Local Deduction Code **.**

Example 1:

Net Pay = $500.00 (Net pay already includes the local deduction)
DD Account 2 - Local Deduction (pre-tax) = $55.00 (Net pay already includes this deduction)
DD Account 3 - Flat Amount = $75.00
Primary Account will get $425.00 (Net pay less all non-pre tax deposits)

To **Add Direct Deposit** to an employee click on the **+Add** button.

- **Bank Account Type** – Select **Checking** or **Savings**. If the account type is not selected, the system will use **Checking** as the default.

- **Primary Acct** – When an account is set to **Primary** by checking the checkbox, the **Net Pay Amount** defaults to the **Primary Account** and cannot be changed. The primary account will receive the full net amount of the payroll check unless multiple accounts have been set up. If multiple accounts exist for an employee, the secondary account amounts will be processed first starting with account 2 working up to account 8. If there is a remaining net pay balance after all secondary accounts have been fulfilled, the amount will be placed in the primary account.

- **Non-primary Account** – If an **Account** is not checked as **Primary,** enter a **flat amount** in the **Amount** field.

- **Pre-notification Enabled** – Check this box to create a pre-notification record in the **NACHA** file that is sent to your bank.

- **Direct Deposit Pay Enabled** – Check this box when you are ready to begin processing an employee's check as a direct deposit transaction.

> **Note**: If an employee wishes to **discontinue** the direct deposit payroll, simply uncheck the **Direct Deposit Pay Enabled** box and the employee will receive a regular printed payroll check on all subsequent payroll batches.

- **Routing Transit No.** – Enter the employee's bank account routing number.

- **Bank Account No.** - Enter the employee's bank account number.

> ⓘ **See Also -** Set up Direct Deposit Information on the Payroll Properties Screen

ACA Info Tab

The **Employee ACA Information** is divided into three sections: **Primary Coverage Information**, **Dependents**, and **Other Coverage**.

- A new coverage, dependents, other coverage can be added using the **+Add** button. On selecting the policy plan all details configured for the plan will be retrieved.

- **Policy Plan** – Select the desired plan ID from the drop down list. The policy list is maintained in the *Health Insurance Plans* which can be accessed in the **controls**. After a policy is selected, all of the related fields will be copied to the field controls in the upper half of the screen.

- *Copy* **Button** – Use this button to copy the policy plan settings to each setting control in the *Monthly Coverage Settings* section of the screen.

> If your policy plans are not based on a calendar year, then only the months that are represented by the plan are updated. The *Start Month* and *End Month* settings of each plan will dictate which fields are updated on the template screen.

- **Monthly Coverage Settings Section** – once the policy fields have been copied, you can still manually edit the fields in this section of the screen. This may be necessary for situations where certain employees have not been covered for the entire policy period.

Add Dependents

The purpose for this feature is for self-insured plans where the ACA reporting requirement need to have the employee listed as a dependent in addition to any other dependents on the employee's health plan. This routine will check to make sure that all employee plans listed in the *Employee Coverage Information* are added to the *Employee Dependents* if they are missing.

Each new dependent record will include the plan information along with the employee name, social security number, birth date and coverage months.

For ACA reporting on Self-Insured plans, the dependent list requires the social security number for each dependent. If the social security number is not provided, the birth date of the dependent can be used. Therefore, if you need to add multiple dependents for the same employee where the social security numbers are not available, this option will allow you to add these dependents without getting a duplicate index violation error message.

Other Coverage

This section lists any other coverage providers for the employee for reporting on Form 1095-B – Part III. All the field should be filled to add a new coverage using the below screen.

ACA Setup

This outline will help you to set up your company's health insurance information for the affordable Care Act. The health insurance plans can be set up in *Three dot Icon on top right corner > Controls > Health Insurance Plans* which will be listed under employee details **ACA Info** tab.

Only Applicable Large Employers (ALE) are required to report so be sure to check with your CPA, Controller or ACA Consultant to verify if your company qualifies as an ALE. Please keep in mind that there are very significant fines for not reporting this information in a timely manner.

- Health Insurance Plans - Go to *Three dot Icon on top right corner > Controls > Health Insurance Plans*. All the details of the plan can be set up using this Add plan. The plan details can be edited using the edit icon in the action and the record can be deleted using the delete icon found in the action.

- If the health plans are not renewed on a calendar year basis, then you will need to set up two sets of codes for each calendar year. For example, code "A" for the first part of the calendar year and code "B" for the second part of the calendar year.

- ACA Related Reports - Go to *Reports > ACA-Employee Coverage Information*. This report is to help you identify any missing information on the health plans you have created.

- Aatrix Settings - Go to *Payroll > Controls > Aatrix Settings*.

- ACA Related Reports - Go to *Reports > Payroll Reports > ACA Company Settings Information.* This report shows you the information that was entered through the Aatrix Company Settings.

ACA Related Reports

- Two Payroll Reports exist in the MAR Library for reporting on the new employee health insurance information for the Affordable Care Act:

- **ACA Employee Coverage Information** – This Report lists all of the employee plan information including dependent records and other coverage records where applicable.

- **ACA Company Settings Information** – This report lists all of the company settings for ACA including the ALE Monthly Settings and Controls, Aggregated ALE Group Members, and Designated Government Employer Information. Error codes are included in the report for validating field information.

> The above report totals the employee hours by month but you will need to audit each employee's totals to make sure the totals are accurate. If an employee has multiple checks per pay period or has several voided and re-issued checks, then the total hours can be skewed when computing your monthly hours for ACA Reporting. Additional factors include employees that are paid on a salary basis for a diffent pay perid or paid with no hours included.

> ⓘ **BE SURE to check with your company CPA or Controll or an ACA Consulting Expert when determining your ALE Status for ACA and filling in the various fields on the Aatrix Settings Screen.**

> ⓘ ACA Error Code Reference List

Timecard Worksheets

The **Time Card Worksheet** option will allow you to rapidly enter payroll time into a global time card file that all users can share at the same time. In addition, the **Personal** Information from the **Employees** have been integrated with the **Time Card Worksheet**. Union Code, Workers Comp Code, Dept Code do not have to be manually entered in the time card worksheet as well. Instead, these fields will automatically appear in the timecard worksheet.

Time card records that have been entered through **AB Timeclock** will be accessible from Timecard worksheet screen and Timecard Worksheet entries report. These records automatically update the Time Card Worksheet in real time as well. If these time card records are edited in the **Time Card Worksheet** screen, then the records in **AB Timeclock** and the **Timecard Worksheet entries report** will also be updated. However, if new entries are generated in the **Time Card Worksheet**, they will not appear in the **AB Timeclock** or **Timecard Worksheet entries report** screens.

> All records that are in the **Time Card Worksheet** will ultimately be imported into the Time Card Batch for payment processing.
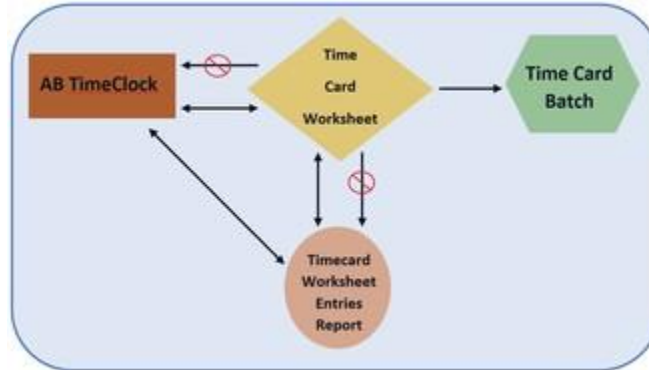
Additional Timecard Worksheets can be entered using **+Worksheet** button. The below screen displays the Add Timecard Worksheet through which the timecard can be added.

Timecard Worksheet Screen

The **Time Card Worksheet Screen** is presented to you in an excel style and has several features that should make the data entry of time cards easier and faster. This screen allows multiple users into the screen at the same time and each transaction that a user makes is recorded with the user's ID. Entering new time card records can be easily done by entering values across the screen in each cell. Field values in each cell can be selected using the drop down (by clicking the arrow in the right corner of each cell). Reviewing the time card records is easy when you filter, group the records on any of the desired fields. For instance, on clicking the drop down from Employee cell employee names will be listed from which we can select.
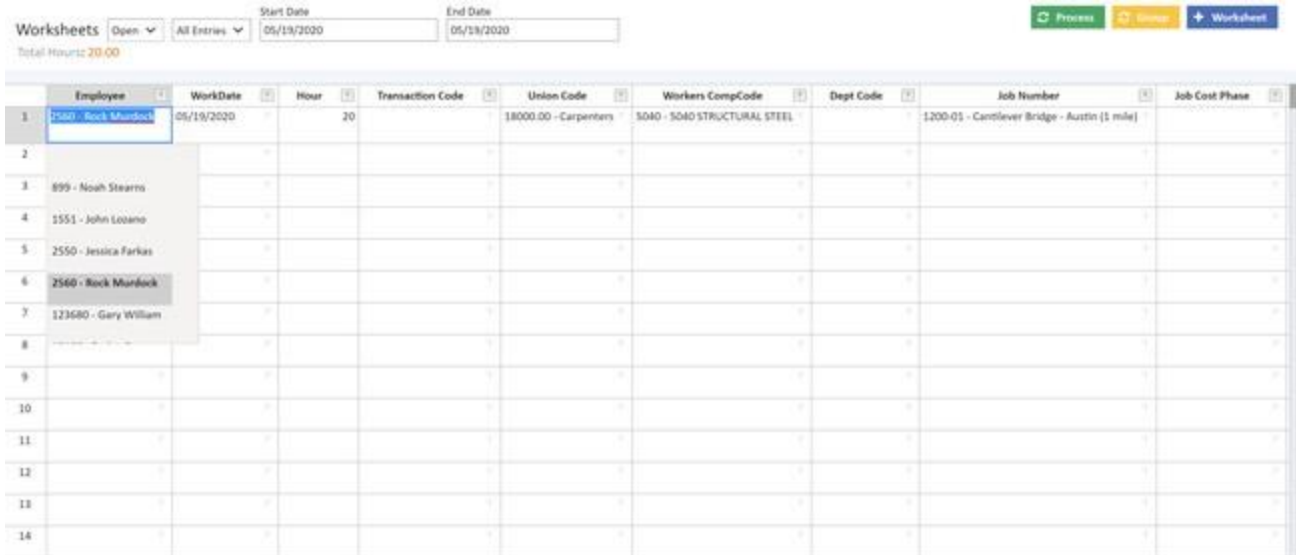
- On clicking the work date field, drop down arrow a calendar will be displayed from which the date can be picked.
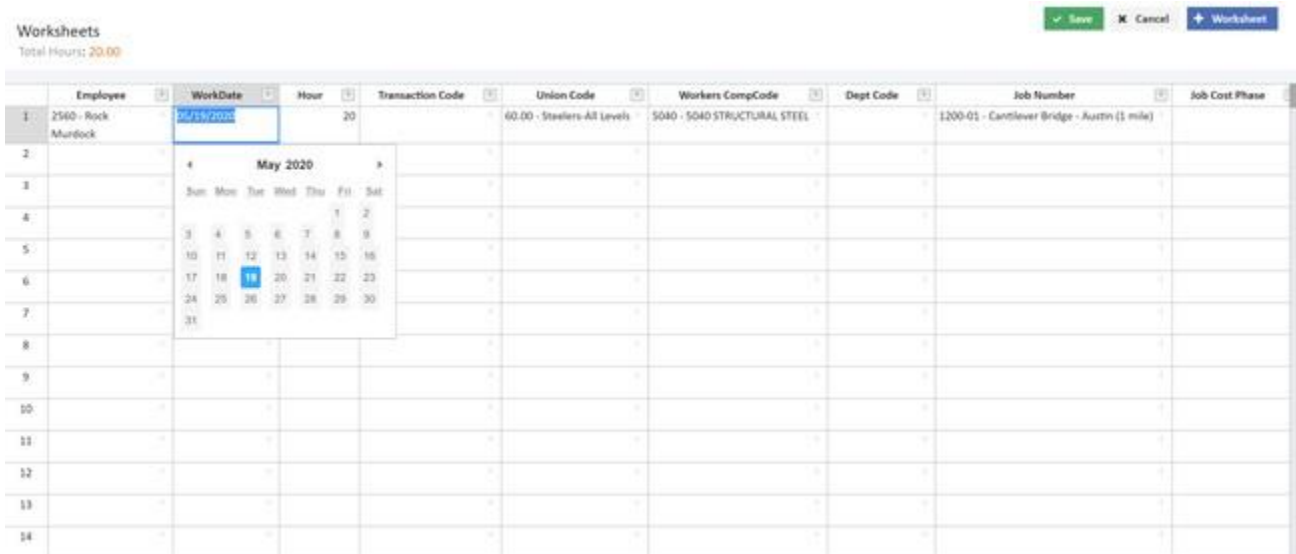
- On clicking the Transaction Code field, drop down arrow the available transaction codes are selected from which we can pick the type of the transaction code.

Similarly all the fields can be selected using the drop down in each cell to fill the values. The user can also type the values in the cell.

- Navigating the Screen
- Time Card Worksheet Buttons
- Data Fields

Navigating the Screen

Filtering – Click on the column header to view the filters available for each field. The column can be filtered by value by entering the values in the search box. The checkbox next to each value can be checked and clicking on **OK button** will display all the timecard records of all the checked values. **Select all** option in the filter box will allow the user to select all the available values. **Clear option** is used to clear all the selected values. **Cancel button** is used to close the filter pop-up. The screen below shows the filter pop-up.

The timecard worksheet records can be filtered using the fields available at the top of the screen. On the clicking the first field will list two options, Open and Processed. On clicking **open option,** the timecard worksheet records which are added or records pushed from AB Timeclock which are not yet processed will be displayed. On clicking the **processed** option, the records which are processed for a specific payroll will be displayed.

The next field is used to filter records using two options. **My Entries** will display only the timecard worksheet records added by the person who is logged in. **All Entries** will display all the available timecard worksheet records between the dates mentioned in Start Date and End Date fields.

Start Date and **End Date fields** are used to display the records between the specified dates. The timecard worksheet screen will display the records only between the dates mentioned in the start date and end date fields. For example, the screen below displays the timecard worksheet records from the dates (05/05/2020 - 05/06/2020) and the open entries which are not processed.

Time Card Worksheet Buttons

Add Worksheet – This option is used to create a new record. The Add Timecard Worksheet contains all the fields available in timecard worksheet like workdate, hours, transaction code, Employee, union code, workers comp code, Dept. code, Job Number, Job cost phase, State code, equipment number. A checkbox is available to select Job master for phase lookup. When this option is check the phase list will be displayed from the job master. Below screen displays the Add worksheet. On filling the values in all the field and clicking on **Add button** a new timecard worksheet entry will be created. On clicking cancel the pop-up will be closed and redirected to timecard worksheet screen.

Save - This option is used to save the entered timecard worksheet records. On clicking on save button a confirmation pop-up will be displayed, clicking on **yes** will save the changes and clicking on **no** will redirect to the timecard worksheet screen and changes will not be saved.

Cancel - This option will redirect back to the timecard worksheet screen without any changes done to the records. On clicking on **cancel** button a warning pop-up will be displayed, clicking on **ok** will redirect back to the timecard worksheet screen without any changes done to the records and clicking on **cancel** will retain in the same screen.

Process - This option allows to process the timecards once the timecards records are saved. On clicking the **Process Button,** a pop-up screen asks for the pay period. On clicking the pay period value drop down the user can selected the existing pay period or add a new pay period by clicking **Add Pay Period.** Add Pay period button will ask to select the Begin data and end date.
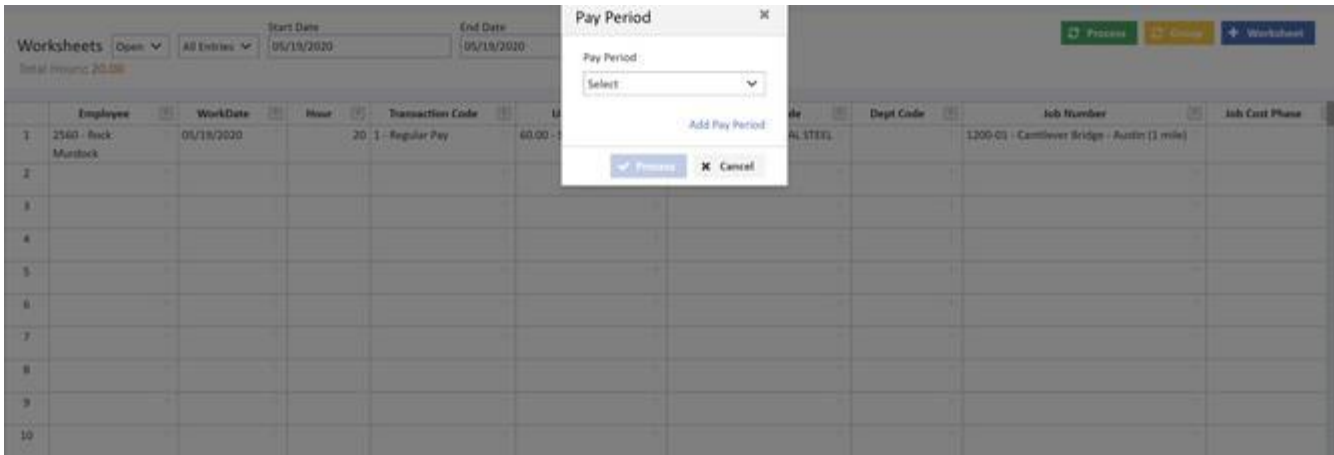
- Add Pay period button will ask to select the Begin data and end date. On clicking Begin date, End date field a calendar will pop-up from which dates can be selected and on clicking save new pay period will be added. If end date is not selected, the system will directly select the date seven days from the begin date.
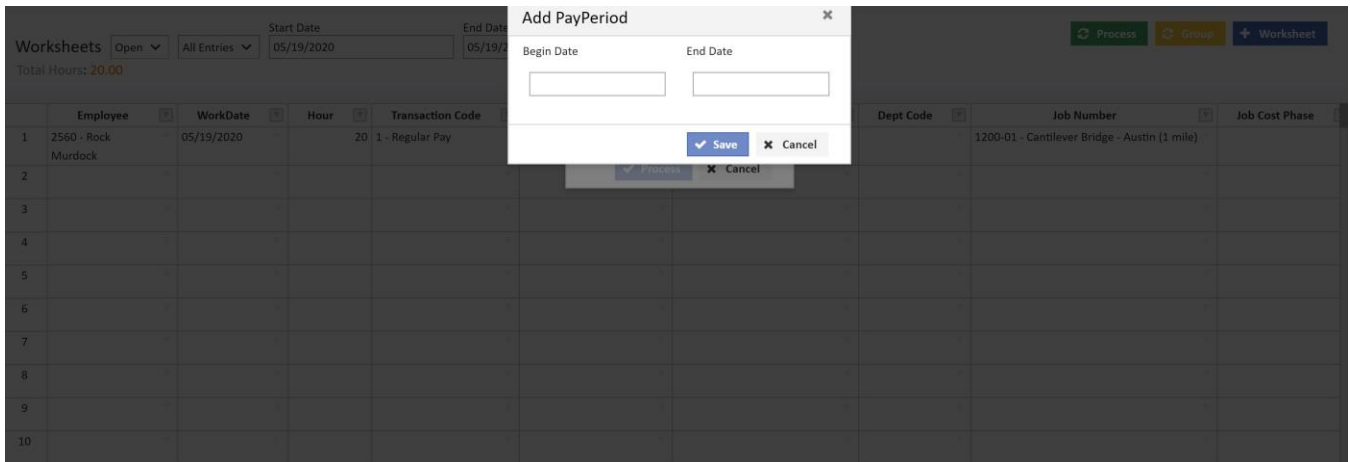
- After adding or selecting the pay period, click on **Process button** if there are no process worksheets for the selected pay period an error will be displayed. If the timecard worksheets are present for the selected pay period , all the records created will be displayed and on clicking **yes** the timecards will be processed and moved to Submit Payroll page.

Group - Group option is used to review the timecard worksheets by groups. Four group options are available. Under each field the user can select the value with which they like to group. For instance, the the records can be grouped by work date in Group 1 , by Employee in group 2, by Job in group 3 and by phase in group 4 like shown in the below screen.
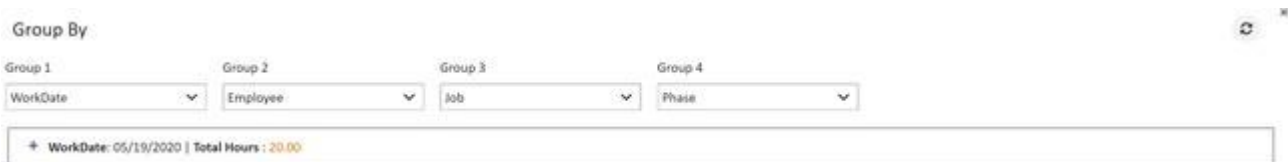
OT Rules - This option is for performing **overtime calculation.** When an employee worked for more than 8 hours a day and the hours field in the timecard worksheet shows more than 8 hours then on applying the OT Rules button the record will be split as 8 hrs in one record and apply regular pay as transaction code and for the remaining hours transaction code will be applied as overtime depending on the state. For example, if an employee worked for 10 hrs on a given day, on applying OT Rules the record will be split as 8 hrs with regular pay as one record and 2 hrs with overtime pay as another record.

Copy – This option will copy the highlighted record and create a new record with the same values which can then be modified as needed. The records can be selected in bulk or individual record and can be copied via right click copy or control+C to copy the selected records anywhere in the timecard worksheet screen.

Paste - The records can be selected, copied and pasted.

Right Click Options - Right click on the cells will have options to **Insert Row above, Insert row below, Remove row, Undo, Copy, Cut.** Using Insert above and below row can be added respectively. **Undo** option reverts the previous option and **cut** option is used to cut the records and **paste** a nywhere using the **Control+v** option.

Delete – The records can be selected and deleted using **delete** option on the keyboard or using right click and **remove rows.**

Recall - This option is used to mark a 'processed' time card record as 'open' so it can be modified. Click on the 'Processed' option in the **Filter field ,** all the processed records will be displayed. On Clicking Recall button, all the records which will be recalled would be display for User confirmation. On clicking **yes** , the processed records will be changed to open and changes can be made.

Data Fields

The following fields may be made visible on the **Time Card Worksheets** or disabled by checking or unchecking the fields in the **Global Settings > Time card Settings > Time card Worksheet Fields.**

- **Employee -** The employee for which the time card needs to be entered can be selected from the employee field drop down. When an employee is selected the union code, workers comp code, dept code fields will automatically be filled if the employee is already configured with those details.

- **Work Date** - The time card entries should be entered with a date for which the employee worked on.

- **Hour** - The time card entries should be entered with amount of hours the employee worked on that specific date entered in the work date field or enter the exact start time and end time of the working hours. This settings can be changed in the **Global Settings > Time card Settings > Time card Worksheet Fields** screen.

- **Trans Code** - Select from the list of regular pay and overtime pay using the drop down arrow. Any other type of transaction code, such as for Vacation, Holiday or Sick pay, will require that you to enter those transactions through add time card under submit payroll menu.

- **Union Code -** Select from the list of current union codes using the drop down arrow. to pull in hourly pay rates from the union table. If the time card entry does not fill the Union comp code field automatically, user can select from the drop down.

- **Workers Comp Code -** Select from the list of workers comp codes using the drop down arrow. If the time card entry does not fill the workers comp code field automatically, user can select from the drop down.

- **Dept Code** - Select from the list of department codes using the drop down arrow.

- **Job Number -** Select from the list of current jobs using the drop down arrow. The certified payroll flag will be automatically updated based on the job list setting whenever the job number is changed on a time card entry. This setting will determine if you will pick from the phase master list or the list of phases that are specific to the job.

- **Job Cost Phase** - Select phases from the master list or from phases that are specific to the job. If the user has been given access to the option, they may change the settings by checking or unchecking the **'Phase from Jobs'** option on Time card settings screen. If you select a phase number that has been set up with a Labor Distribution Code , then the non-blank LDC fields will be automatically updated. For example, if you enter time to a phase code that has a workers comp code and union code set up on the LDC phase list, the record will be updated with those values from the LDC record.

- **Job Number** - Select from the list of current jobs using the drop down arrow. The certified payroll flag will be automatically updated based on the job list setting whenever the job number is changed on a time card entry.

- **State Code** - This field is only necessary for companies that own the multi-state payroll feature. In most cases, companies that do business in multiple states will set the payroll state code on each job. In this case, do NOT include the state code field on the time card worksheet screen; let the system do the work for you. If you have not set up the payroll state codes on each job (again, this is only necessary if you work in multiple states), then you will need to include the state code field on the worksheet so that the user can identify the proper state; the transaction should reflect the state in which the job is located.

- **Equipment** - If you own the Equipment system, then you will be able to link a piece of equipment to the time card record.

- **Notes -** Any comments about that timecard entry can be added to the notes field.

- **Created By -** This fields displays the name of the user who created the time card.

Submit Payroll

This screen is used to **Add New Time card** manually or import processed time card records from **Time card Work sheet screen.** This screen also provides the user an option to view the time card records for which the payroll is not submitted by clicking on **Open** button in the toggle switch and the **Sub mitted** button will display the list of submitted time sheet records for the payroll for the selected pay period. The following functions can be performed in this screen.

Add Time card records for Salary Employees

AccuBuild will scan the employee list for any employee set up with a pay method of **Salary - No Hours** or **Salary - Fixed Hours**. If any such employee is found, then the system will ask if you want to include the salaried employees in the payroll batch as soon as you open submit payroll screen or a new pay period is added in submit payroll screen. If answered 'Yes', then the system will display a pop up Select Employee List with a drop down, listing of all salaried employees (this does not include Salaried - Distributed Hours) so that you can choose which employees should be included in the batch. Once you have selected the employees to be included in the batch, click the **Create Salary Records** button and the system will automatically create the time card entries for you.

Timecard entries for salaried employees cannot be automatically added to a batch more than once. AccuBuild will only prompt to automatically add the timecard entries if the batch is new and there are no existing records found.
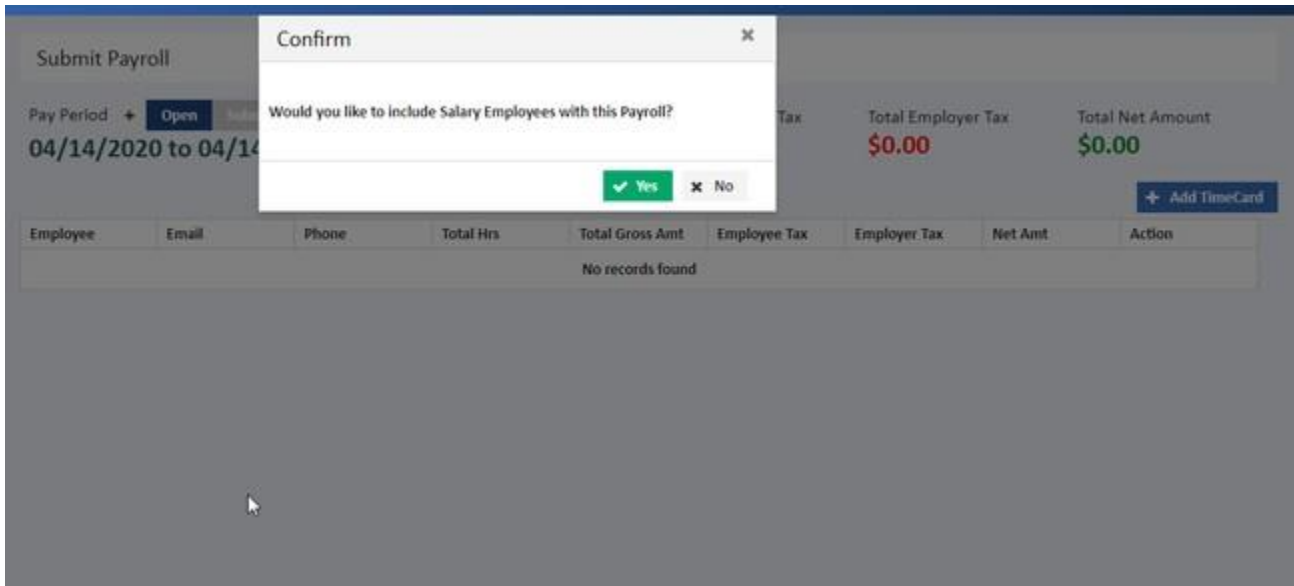
Add Time card for selected Pay Period

- The User can select a pay period from the already added pay periods using the drop down or add a new pay period using the **+button** next to pay period and **Add Time card** for the selected pay period using **+Add Time card button**.

- Enter the period beginning and ending dates. Only one set of payroll period dates may be selected for each batch of time card records. The union reports and the certified payroll reports are based on the week ending date so be sure to enter the proper dates.

- Each employee's time is entered under a series of transaction codes, depending on the type of pay, and may be allocated to various departments, unions, workers comp insurance classifications, state codes, equipment codes, jobs and job cost phases. There is no limit as to the number of transactions that may be entered for each employee, therefore, your cost accounting may be as detailed as desired.Employee's time card can be added using the below screen.
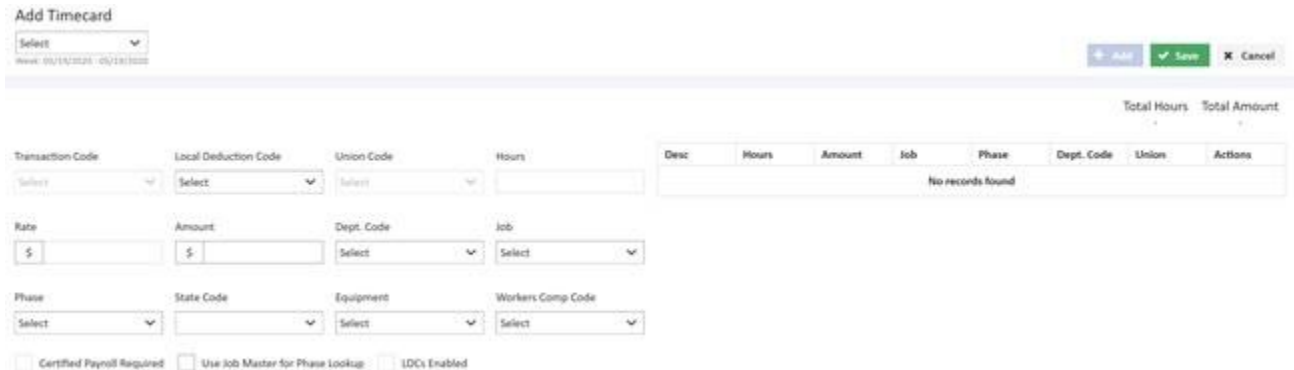
- When add time card is selected for a given pay period, the pay period displays by default and the employee for whom the time card needs to be add can be selected from the drop down on the top left corner of the screen.

- The first field of entry on the time card screen will depend on the employee's payment method i.e select the transaction code for that employee. If the employee has a pay type of **Hourly**, then select the code from the drop down list i.e **1 – Regular Pay** which pulls the rate information from the employee's personal file. Please refer to the List of Payroll Transaction Codes for more information.

Add Timecard

1551 - John Lozano

Total Hours   Total Amount

Transaction Code	Local Deduction Code	Union Code	Hours		Desc	Hours	Amount	Job	Phase	Dept. Code	Union	Actions
Select	Select	Select						No records found				

Amount   Dept. Code   Job
$ 72 - SC-L/C - 37%   Select

State Code   Equipment   Workers Comp Code
North Carolina Select   5040 - 5040 STRUCTURA

Select
1 - Regular Pay
2 - Overtime Pay @ 1.5
3 - Overtime Pay @ 2.0
4 - Overtime Pay @ 3.0
51 - Pay 1 - PTO - Not Withheld
52 - Pay 2 - COMP/PHONE - Not

☐ Use Job Master for Phase Lookup   ☐ LDCs Enabled

- If the employee has been set up with a pay method of **Salary - Distributed Hours**, then the various allocations of the employee's hours must be entered first by clicking on **+ Distributed Salary Hours** and then the **Compute Salary Totals** button must be selected. This calculation pro-rates the employee's total salary to the various jobs and/or other allocations based on the hours entered. This function will also automatically add any miscellaneous pays and deductions set up in the employee file to the time card entries. Additional entries may be added to the employee's time card.

Add Timecard

12100 - Pedro Guzman

+ Distributed Salary Hours   + Compute Salary Totals   ✕ Cancel

Total Hours   Total Amount

Local Deduction Code	Union Code	Hours	Rate		Desc	Hours	Amount	Job	Phase	Dept. Code	Union	Actions
Select	1.00 - CARPENTER		$ 0					No records found				

Amount   Dept. Code   Job   Phase
$ 76 - SC-CON OPS - ADMI   Select   Select

State Code   Equipment   Workers Comp Code
North Carolina Select   5040 - 5040 STRUCTURA

☐ Certified Payroll Required   ☐ Use Job Master for Phase Lookup   ☐ LDCs Enabled

If a **Local Deduction Code** needs to be entered manually, then it may be entered as a **flat amount** using transaction code 99. If the deduction is pre-tax, then be sure to use trans code 98 instead of 99; enter the amount as a **flat amount**. The **Local Deduction Code** field on this screen is only enabled when a Trans Code 98 or 99 is entered.

- **Union Code** - If the employee has a default Union Code in the employee file, then this union code will be displayed on the screen.

> *If you need to select another union code (or prevailing wage code) other than the union code set up in the employee's file, then you must use transcodes 21 through 24 to pull the rate and benefit information from the union table. Transcodes 121 - 124 will pull the same rates from the union table and will also pull the automatic pays and deductions from the employee file as well.*

- **Hours** - Enter the hours worked for this transaction. This field will be automatically skipped if the transaction type is a 'flat amount deduction'. If you wish to enter a flat pay amount, then use a 'manual rate' type transaction (31, 32, 33, 34 or 41, 42, 43, 44) and skip the **Hours** field.

- **Rate** - If the selected transaction code is for regular or overtime pay based on either the employee file or union file, then AccuBuild will automatically update the **Rate** field with the rate found in the specified employee details > payment tab. If the transaction type is a 'manual rate' entry, then you may enter an amount in the field or skip the field to enter a flat amount.

- **Amount** - If the system automatically updated the rate field, then the **Amount** field is automatically calculated. If the transaction type is a 'flat amount' entry, then you must enter the amount in this field.

> If the extended amount or the flat amount entered is zero, AccuBuild will ignore the entry and return to the transaction field.

- **Dept.code** - This field is not mandatory but it may be used to link a default job cost phase, workers comp code and the general ledger expense accounts to the timecard entry. If the timecard entry includes a union code, and the union code has been linked to a Department Code, then the D ept field will be automatically updated. If a union code is not entered, or if the union code has not been linked to a department code, then AccuBuild will look to the employee's file for a default department code.

> If this timecard entry represents vacation pay, sick pay or holiday pay, then the department codes may be used to track these pay types.

- **Job** - If the timecard transaction should be expensed to a job, then enter the appropriate job number in the Job field. All payroll burden expense calculated by the system for this transaction will also spread to the job. If the transaction should not be posted to a job, then the job field should be left blank.

> The job field also functions as a flag for spreading the transaction to a certified payroll file so that certified payroll reports can be generated at a future time. A job must be designated as a certified job prior to beginning a payroll run and is added to the certified payroll job list by enabling the **Certified Payroll Reports Required?** option on the **Project Management > Jobs** on the **payroll tab** or enabling the flag in the bottom of the add timecard page.

- **Phase** - If a job number was entered, a phase (cost category) number **must** also be entered. The **Use Job Master for Phase Lookup** option may be enabled on the **Controls > Global Settings > Company Info/Accounting** option in order to force the payroll entries to be coded to only those phases that have been set up on the specified job. If this option is not enabled, then the timecard entry may be posted to any phase contained in the phase master file (a list of phases applicable to all jobs).

- **Labor Distribution Codes** - LDCs are coding rules that can be created based on the phase in order to prevent user entry errors. LDCs may include a specific workers comp code, union code, state code, and department code. If any LDCs have been created, then the **LDCs Enabled** check box on the time card screen will be checked (this box cannot be checked by the user). If a phase is entered on the time card screen that is linked to an LDC, then the time card entry will be updated with the linked values of the LDC which will override any other coding already entered including values that may be linked to the employee. (Refer to the 'Business Rules' documentation for more information). The fields that are associated with the LDC will be highlighted in yellow and will remain highlighted until the next transaction is entered.

- **State Code** - If the employee has multiple states and the timecard entry has been charged to a job, then the State Code field will default to the state code as set up in the job file but only if the employee's file has been set up with the same state code. Otherwise, the state code field will only display the states that have been set up in the employee's file. Be sure to select the proper state code for each entry so that taxes are calculated properly.

- **Workers Comp Insurance Code** - This field will default with a workers comp code based on the Workers Comp - System Rules which is documented in the Frequently Asked Questions section of the Payroll Manual. You may enter through this field by selecting from the drop down or leave 'as is'. If this transaction is not subject to workers compensation insurance, then be sure to leave this field blank.

- **Equipment** - This field is used to charge maintenance time to a piece of equipment in order to keep a historical record of expenses. If the timecard transaction is not associated with a piece of equipment, then this field should be left blank.

> The Equip field is only enabled if you have purchased the Equipment system.

- **Certified Payroll Report Required** - By default, every new job that is set up will also be set up for certified payroll reporting. This setting is reflected on the timecard screen by the check mark in the box labeled Certified Payroll Report Required. The transaction's hours are then entered in the **Daily Hours Distribution** area of the timecard screen. Note that the actual dates have been displayed below each day in case your payroll period is not a standard Sunday through Saturday period. Only hours that are charged to a job may be distributed in the daily hours fields. If the hours charged to a job should not be included in the certified payroll report, then uncheck the box.

> The setup of certified payroll reporting may be removed from a job completely by disabling the option found on the **Project Management > Jobs**. This option can be re-enabled at any time, however, reports cannot be generated on payroll that has been already posted without the setting.

Save and Add new timecards

- Select **Save** to add the timecard transaction to the batch file. A recap of the transaction type, hours and gross amount will appear in the timecard entry along with any automatic pays and deducts associated with the entry. On the top of this, displays a total of the hours and the gross amount for all transactions entered in the current batch for the given employee.

- Once an entry is saved, the system automatically show +**Add** in anticipation of entering another timecard entry for the same employee. If there are more timecard transactions for the current employee, then repeat the above process until all of the current employee's transactions have been entered. If you have made an error in entering a timecard transaction, or if an automatic pay or deduction was erroneously pulled from the employee's file, then you must delete the particular record using **delete icon** under actions column and re-enter the transaction.

- Once all entries are correct, click on **Close** button to return to submit payroll screen. The timecard batch is now ready to begin the **Calculate Taxes** process, however, the entries may remain in the screen until you are ready to begin the process.

Calculate tax for added Time cards

- The **Calculate Taxes** option automatically calculates all payroll taxes for the user's current timecard batch based on a combination of the state codes for each transaction, individual withholding information, and tax rates and cutoff limits as set up through the **Properties > Payroll** option.

- The screen will display the current setting for the Payroll Period. This display is useful for companies that have to run multiple types of payroll, such as weekly for field employees and bi-weekly for office staff. The payroll period may only be changed in the **Properties > Payroll > General** screen.

- Select **Calculate Tax** to begin the tax calculations. When calculating taxes if there are any errors it will be displayed in the error log, else the tax will be calculated and total gross tax, total employee tax, total employer tax, total net amount will be displayed at the top of the screen.

- Once the tax calculation is completed the calculate taxes button will be replaced by **Print Checks.** Taxes may be re-calculated if corrections or additions to the time card batch file have been made.

Override Payroll Tax Calculation

If an employee has the <u>Override Automatic Tax Calculation</u> option enabled in the employee's file, then the system will display the tax information for the employee on a state by state basis. The **Override Payroll Tax Calculations** screen allows you to change the number of pay periods per year and/or change the tax amounts as well as the 'subject to' wage amounts for all of the federal and state taxes. The operator should use **EXTREME CAUTION** when using this feature of the software, as any changes to these taxes will affect the payroll check register and the quarterly payroll tax reports.

Print Checks

Once the payroll taxes have been calculated, the **Print check** option is enabled. On clicking Print Check, the user will be redirected to print check screen as shown below.

Enter the check date. This date is applicable to all checks, including direct deposits, within the batch.

Enter a starting check number. The system will default with the next available check number based on the last payroll batch that was posted but any value between 100 and 99,999,999 can be selected from the calendar popup.

> If the Unique Check Number Sequence for Direct Deposit Checks option in the **Payroll Properties** is enabled (recommended), then the direct deposit items will be assigned a unique number starting with 700,000,000 but they **will not be printed** during this process. Please read the full documentation in the **Properties > Payroll > General Tab** section of this manual for complete information on this topic BEFORE attempting to print your checks the first time.

This screen shows the employee who are set up as direct employee, pre-notification employee. For example, if an employee's pre-notification record has already been transmitted to the bank, but the employee is still marked for pre-notification, you can cancel the check printing and change the employee setting so that the employee's check will be processed as a direct deposit check. If you need to make any changes to the employee settings for direct deposit payroll, simply click on the Cancel Button and make the desired changes in the employee's file and process again.

- **Pre-notification Employee List** – Employees on this list will still receive a printed paycheck until they are set up for direct deposit payroll. A pre-notification record will be created as a test record for these employees when the NACHA File is produced for the current payroll run.

- **Direct Deposit Employee List** – This types indicates employees who are currently set up for direct deposit payroll.

On clicking **print** the system will ask for a confirmation pop-up. On clicking **ok**, the checks will be generated. The checks can be printed using print PDF option.

A|B ACCUBUILD

Payroll Check - Stub Report

PayType	Hrs	Rate	Amount	Pay Desc	Current	Year To Date	Deduct Desc	Current	Year To Date	Pay Period
Reg Pay	$8.00	$28.50	$228.00	GrossWage	$228.00	$15,561.00	Federal W/H	$0.00	$0.00	05/19/2020 To 05/19/2020
				VacPay	$0.00	$0.00	FICA	$0.00	$784.91	
				VacWH	$0.00	0.00	STATE W/H	$0.00	$599.31	
				Fringe	$0.00	$0.00	SDI	$0.00	$0.00	Check No 700050173
				PTO	$0.00	$0.00	125 PLAN	$12.00	$819.00	
				COMP/PHONE	$0.00	$0.00	UNUM	$0.00	$1,500.00	
				PER DIEM	$0.00	$0.00	125 AFLAC	$16.00	$972.00	Check Date 12/12/2019
				TK ALLOW	$0.00	$0.00	401K ROTH	$0.00	$0.00	
				BONUS	$0.00	$0.00	401K	$100.00	$1,668.40	
				MISC	$0.00	$0.00	OTHER Dep	$15.00	$330.00	
				Rock Murdock H			Pay : $228.00	Deducts:$143.00	Net: $85.00	

Clicking on **back button** it brings back to submit payroll screen where we have the option to **Reprint Checks. Preview** option is used to view the pre check tax register report.

ⓘ The automatic checks are printed with a **control number** that corresponds to the check number. The control number will be used as the check number when the data is spread through the system. Be sure these two numbers match before going on to the next step.

Submit Payroll

Once the payroll checks have been printed, **submit** option is enabled. When this option is selected, the timecard entries should be posted through the accounting system. At this point you may still add a pay period to return to the **submit payroll** screen. The last added pay period will be listed by default. Submitted Button next to pay period can be used to see the submitted timecard records for selected pay periods.

+ Pay Period

✔ **Success**

Payroll processed for pay period 05/19/2020 to 05/19/2020

Total Employees	Total Amount
3	$1,622.04

Go to Submit Payroll	Go to Reports

Payroll Reports

The following is a list of payroll-related reports. All of these reports can be found through the Accubuild Payroll Web Application under the Payroll option on the main menu (titled Reports). Please note that not all of these reports can be accessed through the Payroll system itself.

Since payroll transactions are posted to the general ledger based on the payroll check date, and the tax liability is based on the check date, it is recommended that most reports in the payroll system be printed with the **transaction date** (check date) option. Certified payroll reports and union reports are printed based on the **week ending date**. Please check with your company's CPA if you are not sure which date option to use.

Employee Information Report

Detail Compensation Report

Workers Compensation Report

Monthly Union Reports

Certified Payroll Reports

Equal Employment Opportunity Report

Quarterly Payroll Tax Reports

State Unemployment (SUI) Reports

Details Report By Department

Details Reports By Job

Reports of Wages Subject To Earnings

Check Register & Burden Report

Employee Transaction Report

Employee Local Deductions Report

Employer Contribution Worksheet Report

New York Taxes and Wages Report

New York City Tax and State Withholding Tax Wage Differences Report

New York Metro Commuter Transportation Mobility Tax Report

Accrued Pay Report

Timecard Worksheet Entries

Employee Local Deduction Reports

ACA Reports

Although these reports are pre-designed, most of the reports have options to generate reports with special partial run and range-of-date features.

> **Note**: *When printing a summary report, only the summary information will be printed. The 'drill-down' detail may only be printed by selecting a detail report.*

The partial run option generates a report for selected records only. When this option is enabled, a list of the records within the available selection criteria will be displayed. Click the box on the left side of each record to select the items that will appear on the report. The selection flag may be removed by clicking the box once more. Select **OK** to record your selections and to return to the report options screen.

> (i) When printing a detail report, a beginning date and an ending date must be selected. The data range may be any period such as one day, one week, one month, one year, etc. To print the report for only one day, use the same date for both the beginning and ending dates. To print a report that includes all periods, enter the date range as 01/01/1900 through today's date.

Employee Information

The **Employee Information Report** prints the information contained on the **Personal**, **Exemptions**, and **Payments Tabs** of the **Payroll - Employees** screen. This report may be printed in either a **Summary** or **Detail** format. The detail report contains most of the information entered into the employee profile and can be exported to PDF.

The summary report, contains only the employee number, name, address, phone number, hire date, hourly and vacation rates, the Federal W-4 status, and the union code, workers compensation code, and department code defaults for each employee. The detail report, contains the employee number, name, SSN, address, phone number, Birth date, drivers license, gender, emergency info, pay rates, classifications - workers comp code, dept. code, union code; override taxes flag, w-4 status and exemptions.
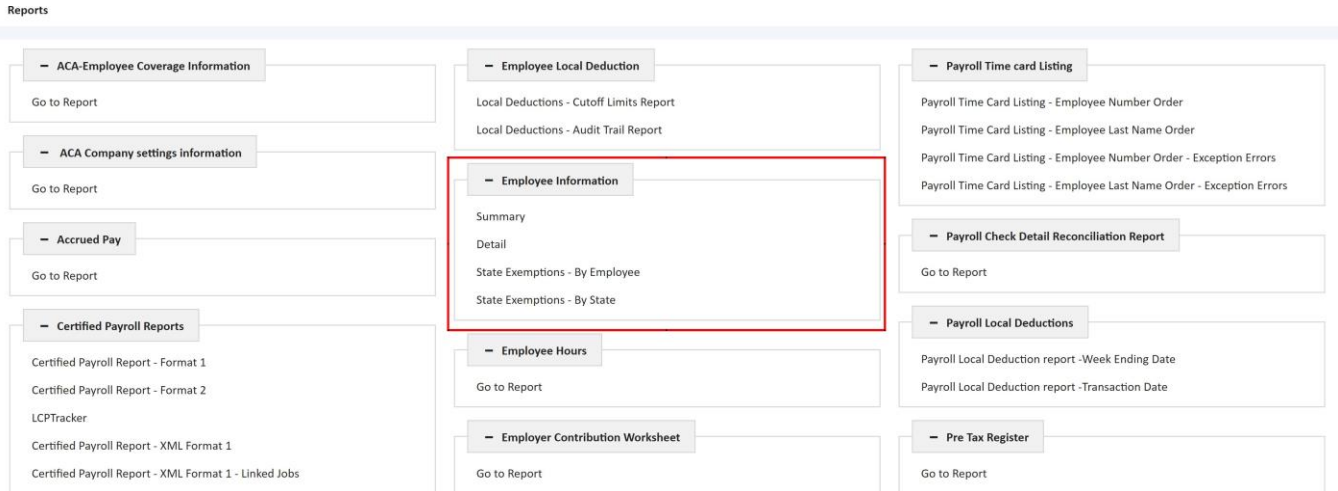
Employee Information format also contains options for the **Employee Address List** and the **Employee State Exemptions** reports. The **Employee Address List** is a simple report of the employee number, name, address and phone number, as entered on the **Personal Tab** of the Payroll > Employees screen. The **State Exemptions** report displays the withholding status of each employee including any additional withholding tax amounts and any state tax exemptions. If the employee is set up for multiple payroll states, each state withholding status will be reported on a separate line. The report can be generated/ exported to PDF in order by state code or by employee.
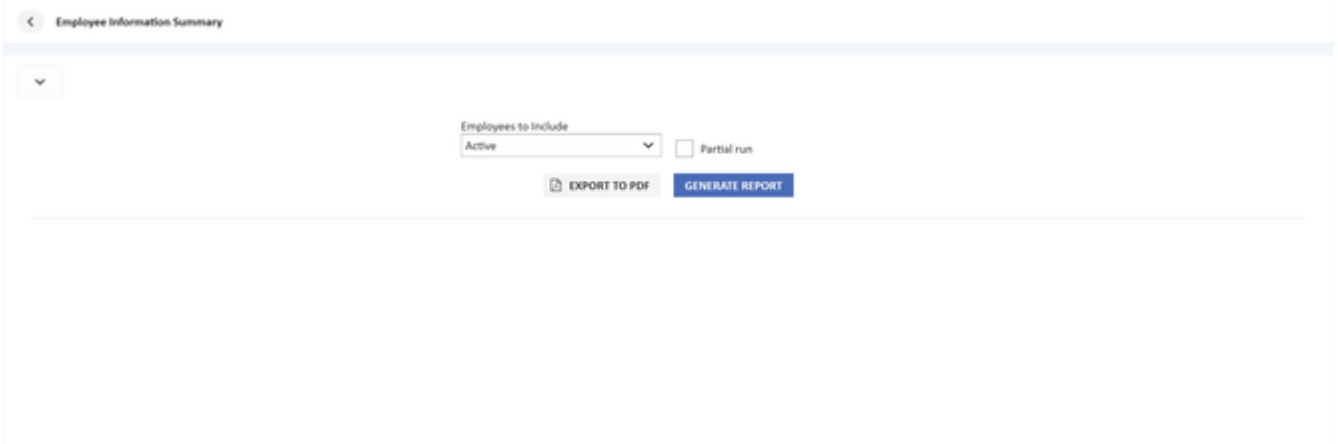
The **State Exemptions** report is a simple report showing the withholding status of each employee including any additional withholding tax amounts and any state tax exemptions. If the employee is set up for multiple payroll states, each state withholding status will be reported on a separate line. The report can be generated/ exported to PDF in order by state code or by employee. Report options include sorting the report by employee last name or employee number, partial employee listings, and a selection for current employees only, terminated employees only, or all employees (both current and terminated).

Detail Compensation

The **Employee Detail Compensation Report** prints the earnings of all employees in the system for a specific date range and is available in a **Summary** or **Detail** format. The detail report lists each check paid to the employee for the specified date range. The detail records consist of two lines for each check written for each employee. The first line details the wages paid and the second line details the amounts deducted from the gross pay. The summary report will subtotal the amounts for all checks paid to each employee within the specified date range. Two subtotal lines are displayed for each employee with one line for wages and one line for deductions.

Note: *Since payroll transactions are posted/submitted to the general ledger based on the payroll check date, and the tax liability is based on the check date, it is recommended that most reports in the payroll system be printed with the* **transaction date** *(check date) option. Certified payroll reports and union reports are printed based on the* **week ending date**. *Please check with your company's CPA if you are not sure which date option that you should use.*

Workers Compensation

The **Workers Compensation Report** is used to report the amount of payroll wages that are subject to each worker's compensation insurance code. This report is available totaled by each employee or by each transaction type (regular pay, overtime pay, etc.). Both reports show subtotals for each worker's comp code and both reports detail the regular earnings, overtime earnings, and the earnings subject to workers comp insurance.

This report is typically generated on a monthly basis as a backup to the monthly audit report supplied by your insurance company. This report should be based on the transaction date (check date) as this is the date of your liability.

The amounts in the **Subj Amount** column are calculated by taking the regular pay and calculating the overtime pay on a straight time basis. In other words, all the overtime hours are multiplied by the regular hourly rate and the resulting amount is added to the regular pay.

The amounts in the **Comp Amount** column are calculated by multiplying the wages in the **Subj Amount** column by the **current** rates found in the worker's compensation code file.

> ✅ **Hint**: The totals from the **By Employee – Summary** report are more helpful when completing the monthly audit forms from your insurance company. The totals from the **By Trans Type – Summary** report are more helpful for the auditors that review the report figures on an annual basis.

> **Note**: As this report is dependent on the current rates in the Workers Comp table, be aware that as your rates change, reports for the same period will have different Comp Amount calculations depending on when the rates were updated and the reports were generated.

Equal Employment Opportunity Report - EEO

Enhancement Note: As of December 2019 (Version 10.1), a new form has been added by Aatrix for the **Equal Employment Opportunity Employer Information Report EEO-1 Component 2** data:

The **Equal Employment Opportunity Report** recaps the employee count or hours on each project based on the employee **gender** and ethnic code as set up in the employee list. In addition, each employee **must** have either a Department Code or Union Code linked to their employee file depending on the report option selected.

 Note: The EEO report will be based on the CURRENT department code or union code in the employee file and NOT on the timecard entries. Once you have determined which report option you will use, based on either the department code or union code, you should continue to print the report in the same manner from month to month.

Details By Department

The **Detail Report by Department** is used to display a list of payroll checks that were expensed to each department for a specified date range. Time cards that were not expensed to a department code will be grouped at the top of the report. Columns on this report include gross pay and payroll burden items. The detail records may consist of multiple lines for each check written in order to list all the various pay types that may exist for each check.

The transaction date version of this report is excellent for reconciling the payroll wages and burden amounts to the general ledger. The department code descriptions will include the general ledger account numbers where these amounts were expensed, and this report will itemize the individual components of that burden calculation.

> **Note**: Union burden will be listed as a total amount per each check. You will need to refer to the union code benefit schedule for an itemized list of these charges.

Detail Report by Department Options:

*Detail Report by Department **% Burden** - W/E Date* (prrep12c.633)
*Detail Report by Department **% Burden** - Trans Date* (prrep12d.634)

The following reports do not include the *% Burden* feature that was introduced with software version 9.1.0.1. This feature will allow you to compute a burden amount for each department code based on a percentage of the gross payroll wages. These reports should only be used for transactions that were created prior to installing version 9.1.0.1.

Detail Report by Department - W/E Date (prrep12a.633)
Detail Report by Department - Trans Date (prrep12b.634)

> **Note**: Payroll transactions are posted to the general ledger based on the payroll check date. Your payroll tax liability is also based on the check date, therefore, it is recommended that most reports in the payroll system be printed with the **transaction date** (check date) option. Certified payroll reports and union reports are printed based on the **week ending date**. Please check with your company's CPA if you are not sure which date option that you should use.

Details By Job

The **Detail Report by Job** is used to display a list of payroll checks that were expensed to each job for a selected date range. Time cards that were not charged to a job will be grouped together at the top of the report. Columns on this report include gross pay and payroll burden items. Subtotals on this report include job, phase and employee. The detail records may consist of multiple lines for each check written in order to list all the various pay types that may exist for each check. The payroll burden will be expensed to the same job / phase combo as the base pay is charged, and this report will itemize the individual components of that burden calculation.

Check Register & Burden	Equal Employment Opportunity	Quarterly Payroll Tax Reports
Go to Report	Go to Report	Quarterly Payroll Tax Liability Report
		Quarterly Payroll Tax Information Report
Detail Compensation	**Federal Tax Liability**	Quarterly Payroll SUI Report
Summary	Go to Report	
Detail		**Subject to Earnings**
	FUTA Tax Liability	Summary - Week Ending Date
Detail Report by Job	Go to Report	Summary - Transaction Date
By Job - Week Ending Date		Detail - Week Ending Date
By Job - Transaction Date	**Health Plan Master list (ACA)**	Detail - Transaction Date
By Job % Brdn - Week Ending Date	Go to Report	
By Job % Brdn - Transaction Date		**State Unemployment (SUI)**
	New York Metro Commuter Report	State Unemployment - Week Ending Date
Detail Report by Department	Go to Report	State Unemployment - Transaction Date
By Department - Week Ending Date		
By Department - Transaction Date	**NY City and SWH Tax Wage Difference Report**	**Timecard Worksheet Entries Report**
By Brdn - Transaction Date	Go to Report	Timecard Worksheet Pictures- Actual Time
By Brdn - Week Ending Date		Timecard Worksheet - Employee Pictures

> **Note**: Union burden will be listed as a total amount per each check. You will need to refer to the union code benefit schedule for an itemized list of these charges.

Detail Report by Department Options:

Detail Report by Department % Burden - W/E Date (prrep13e.636)
Detail Report by Department % Burden - Trans Date (prrep13f.637)

The following reports do not include the *% Burden* feature that was introduced with software version 9.1.0.1. This feature will allow you to compute a burden amount for each department code based on a percentage of the gross payroll wages. These reports should only be used for transactions that were created prior to installing version 9.1.0.1.

Detail Report by Job - W/E Date (prrep13c.636)
Detail Report by Job - Trans Date (prrep13d.637)

> **Note**: Payroll transactions are posted to the general ledger based on the payroll check date. Your payroll tax liability is also based on the check date, therefore, it is recommended that most reports in the payroll system be printed with the **transaction date** (check date) option. Certified payroll reports and union reports are printed based on the **week ending date**. Please check with your company's CPA if you are not sure which date option that you should use.

Subject To Earnings

The **Subject to Earnings Report** is used to show how much of each employee's wages are subject to the various payroll taxes. The report shows both the 'Subject to Wages' along with the withheld and accrued tax amounts. If you suspect that the payroll taxes were calculated for the wrong amount or beyond the required cutoff limits, this report will help to identify the problem.

Check Register & Burden	Equal Employment Opportunity	Quarterly Payroll Tax Reports
Go to Report	Go to Report	Quarterly Payroll Tax Liability Report
		Quarterly Payroll Tax Information Report
Detail Compensation	Federal Tax Liability	Quarterly Payroll SUI Report
Summary	Go to Report	
Detail		Subject to Earnings
	FUTA Tax Liability	Summary - Week Ending Date
Detail Report by Job	Go to Report	Summary - Transaction Date
By Job - Week Ending Date		Detail - Week Ending Date
By Job - Transaction Date	Health Plan Master list (ACA)	Detail - Transaction Date
By Job % Brdn - Week Ending Date	Go to Report	
By Job % Brdn - Transaction Date		State Unemployment (SUI)
	New York Metro Commuter Report	State Unemployment - Week Ending Date
Detail Report by Department	Go to Report	State Unemployment - Transaction Date
By Department - Week Ending Date		
By Department - Transaction Date	NY City and SWH Tax Wage Difference Report	Timecard Worksheet Entries Report
By Brdn - Transaction Date	Go to Report	Timecard Worksheet Pictures- Actual Time
By Brdn - Week Ending Date		Timecard Worksheet - Employee Pictures

> **Note**: The payroll tax cutoff limits **are not** automatically updated by AccuBuild. The various federal and state tax rates and cutoff limits are maintained by the user through the Payroll Properties option. The AccuBuild annual updates **will only update** the **federal withholding** and **state withholding** tables.

Subject to Earnings Report Options:

Summary - The summary report provides a summary for employees of all checks paid or voided for the specified date range.

- *Subject to Earnings Report - Summary - Trans Date (*prrep14a.644)
- *Subject to Earnings Report - Summary - W/E Date (*prrep14a.645)

Detail - The detail report provides a list of each check paid to each employee for the specified date range.

- *Subject to Earnings Report - Detail - Trans Date (*prrep14b.644)
- *Subject to Earnings Report - Detail - W/E Date (*prrep14b.645)

> **Note**: Payroll transactions are posted to the general ledger based on the payroll check date. Your payroll tax liability is also based on the check date, therefore, it is recommended that most reports in the payroll system be printed with the **transaction date** (check date) option. Certified payroll reports and union reports are printed based on the **week ending date**. Please check with your company's CPA if you are not sure which date option that you should use.

Check Register & Burden

The **Check Register and Burden Report** lists all payroll checks written for a specific date range in check number order. This report is the same check register that may be optionally printed during the posting of automatic payroll checks, however, this version of the report also includes all voided checks and all handwritten checks entered within the specified date range.

> **Note**: 2011 payroll checks will use the TaxAmount3 and TaxAmount4 fields to store the Employer FICA Tax amounts.

> (i) **Note**: Payroll transactions are posted to the general ledger based on the payroll check date. Your payroll tax liability is also based on the check date, therefore, it is recommended that most reports in the payroll system be printed with the **transaction date** (check date) option. Certified payroll reports and union reports are printed based on the **week ending date**. Please check with your company's CPA if you are not sure which date option that you should use.

Check Register and Burden Report (prrep15b.644)

- This report is only available in Accubuild Web Portal under **Payroll > Reports** by transaction date. The traditional version of the report may be printed by Month, Quarter and Year selection, however, the traditional version does not include the 2011 (and later) FICA tax changes.

Employee Transaction

The **Employee Transaction Report** is a complete report of all earnings, deductions, 'subject to' earnings and payroll burden amounts for any employee. This report is very useful in obtaining daily, month-to-date, quarter-to-date or year-to-date information on any employee, at any time.

By Job - Transaction Date
By Job % Brdn - Week Ending Date
By Job % Brdn - Transaction Date

Detail Report by Department

By Department - Week Ending Date
By Department - Transaction Date
By Brdn - Transaction Date
By Brdn - Week Ending Date

Employee Transaction

Details - Week Ending Date
Details - Transaction Date
Employee Totals - Week Ending Date
Employee Totals - Transaction Date
Totalsonly - Week Ending Date
Totalsonly - Transaction Date

Health Plan Master list (ACA)

Go to Report

New York Metro Commuter Report

Go to Report

NY City and SWH Tax Wage Difference Report

Go to Report

Payroll Checks

Payroll Check - Stub - Check - Stub With Accruals
Payroll Check - Stub - Check- Stub - Dept Report
Payroll Check - Check - Stub - Stub Report
Payroll Check - Stub - Check - Stub Report

Detail - Transaction Date

State Unemployment (SUI)

State Unemployment - Week Ending Date
State Unemployment - Transaction Date

Timecard Worksheet Entries Report

Timecard Worksheet Pictures- Actual Time
Timecard Worksheet - Employee Pictures
Timecard Worksheet - All Entries
Timecard Worksheet - My Entries

Union Reports

Union Report - Detailed Format
Union Report - Summary Format

Workers Compensation

By Employee - Transaction Date
By Employee - Week Ending Date
By Transaction Type - Transaction Date
By Transaction Type - Week Ending Date

Note: If you own the **Multi-State Payroll** option, then do not use this report to calculate the SUI amount. Please print the State Unemployment (SUI) Report for each state.

Note: 2011 payroll checks will use the TaxAmount3 and TaxAmount4 fields to store the Employer FICA Tax amounts.

Note: As of 01/012013, payroll checks will use the TaxAmount5 field to store the Employee Additional Medicare Tax on wages exceeding $200,000.

Employee Transaction Report Options:

Detail - The detail report lists each check paid to each selected employee for the specified date range.

- *Employee Transaction Report - Trans Date - Detail* (prrep16a.644)
- *Employee Transaction Report - W/E Date - Detail* (prrep16d.645)

Employee Totals - The employee totals report produces a subtotal for each selected employee as well as a grand total. No individual checks would be listed under this option.

- *Employee Transaction Report - Trans Date - Employee Totals* (prrep16b.644)
- *Employee Transaction Report - W/E Date - Employee Totals* (prrep16e.645)

Totals Only - This format produces only the grand total for the selected employees for the specified date range. No employee subtotals would be listed under this option.

- *Employee Transaction Report - Trans Date - Totals Only* (prrep16c.644)
- *Employee Transaction Report - W/E Date - Totals Only* (prrep16f.645)

Note: Payroll transactions are posted to the general ledger based on the payroll check date. Your payroll tax liability is also based on the check date, therefore, it is recommended that most reports in the payroll system be printed with the **transaction date** (check date) option. Certified payroll reports and union reports are printed based on the **week ending date**. Please check with your company's CPA if you are not sure which date option that you should use.

Employee Local Deductions

The **Employee Local Deduction Report** prints a list of each local deduction categorized by the miscellaneous deduction accumulator fields. This report is helpful in reconciling each accumulator total to the related general ledger accounts and is also useful in providing each employee with a breakdown of each deduction. Print the report in order by the collection agency to use as backup for the accounts payable check.

Include Subject-to Wages

This option includes the wage amount that the local deduction is based on. This option is helpful when reconciling the local tax information on the W-2s when the local wages are required.

− ACA-Employee Coverage Information	**− Employee Local Deduction**	**− Payroll Time card Listing**
Go to Report	Local Deductions - Cutoff Limits Report	Payroll Time Card Listing - Employee Number Order
	Local Deductions - Audit Trail Report	Payroll Time Card Listing - Employee Last Name Order
− ACA Company settings information		Payroll Time Card Listing - Employee Number Order - Exception Errors
Go to Report	**− Employee Information**	Payroll Time Card Listing - Employee Last Name Order - Exception Errors
	Summary	
− Accrued Pay	Detail	**− Payroll Check Detail Reconciliation Report**
Go to Report	State Exemptions - By Employee	Go to Report
	State Exemptions - By State	
− Certified Payroll Reports		**− Payroll Local Deductions**
Certified Payroll Report - Format 1	**− Employee Hours**	Payroll Local Deduction report -Week Ending Date
Certified Payroll Report - Format 2	Go to Report	Payroll Local Deduction report -Transaction Date
LCPTracker		
Certified Payroll Report - XML Format 1	**− Employer Contribution Worksheet**	**− Pre Tax Register**
Certified Payroll Report - XML Format 1 - Linked Jobs	Go to Report	Go to Report

> **Note**: Since payroll transactions are posted to the general ledger based on the payroll check date, and the tax liability is based on the check date, it is recommended that most reports in the payroll system be printed with the **transaction date** (check date) option. Certified payroll reports and union reports are printed based on the **week ending date**. Please check with your company's CPA if you are not sure which date option that you should use.

Employer Contribution Worksheet

The **Employer Contribution Worksheet** is used to calculate the employer's maximum matching contribution on such plans as a Simple IRA where employee contributions are matched by the employer. This report can be printed by transaction date (check date) or week ending date and the report will list all payroll checks for each employee along with total deductions for each of the six deduction accumulators. The specific deduction accumulator for the Simple IRA must be defined on the Misc Pays / Deds Tab of the **Payroll Properties Screen** along with the maximum employer contribution percentage. The worksheet can then be used to make a journal entry to accrue the liability.

New York Taxes and Wages Report

This report will list each check with the state code, gross pay, net pay, federal and state taxes along with NY City and Yonkers taxes. This report is available by transaction date (prsumny.648) and by week ending date (prsumny.649)

New York City Tax and State Withholding Tax Wage Differences

This report (prrep17d.644) compares the **New York City Tax Wages** and **New York State Wages** to identify any differences between the two. These wage differences can occur for several reasons: For example, a handwritten payroll check that is processed through the system without the city taxes being included. Another reason could be an employee is updated for New York City taxes after they have had several payroll checks processed without the city tax enabled in their employee file, such as a change in address, or simply being missed in the initial setup. Another reason could be that the tax overrides were made on the employee during the payroll processing.

Regardless of how these difference occur, this report will identify payroll batches where the city tax wages and state tax wages are not the same. Additional columns are also included in red to show the suggested time card record id that could be used for wage adjustments if these two wage amounts need to match.

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New York City Tax and State Withholding Tax Wage Difference
Report Date Range: 01/01/2020 thru 12/31/2020

Batch No	Trans Date	City Wages	State Wages	Difference	TimeCardKey	Batch No	Current City Wages	Projected City Wages	Difference
					No Data Found				

New York Metro Commuter Transportation Mobility Tax Report

This report will list each check with the state code, gross pay, subject medicare wages along with a calculation taxes.

○ Month — May

○ Quarter — 2

● Year — 2020

From
01/01/2020

To
12/31/2020

☐ Partial run

EXPORT TO PDF   GENERATE REPORT

A|B ACCUBUILD

NY Metro Commuter Transportation Mobility Tax Report
Report Date Range: 1/1/2020 thru 12/31/2020

Check No	Check Date	Week End	Gross Pay	Sub Wages	Trans Date	State Code	Batch
				No Data Found			

Accrued Pay Report

The **Accrued Pay Report** recaps all employee accrued pay totals as set up under the new Accrued Pay Tracking Features in the Employee List. The accrued pay fields are used to track such items as Vacation, Sick and Holiday pay.

Employees to Include	Cut of Date
Active	05/20/2020

☐ Partial run

⬀ EXPORT TO PDF   GENERATE REPORT

A|B ACCUBUILD

Accrued Pay Report
Report Total as of 05/20/2020

Employee Name	Employee Number		PTO		COMP/PHONE		PER DIEM		TK ALLOW		BONUS		MISC	
			Hours	Amounts	Hours	Amounts	Hours	Amounts	Hours	Amounts	Hours	Amounts	Hours	Amounts
Adams,Matthew	2213	Effective Dates	12/30/2018		N/A		N/A		N/A		N/A		N/A	
		Rate / Rate Type	$0.00000 Pay Period											
		Hours Worked/Pay Periods Worked	1,745.00 / 43		0.00 / 0		0.00 / 0		0.00 / 0		0.00 / 0		0.00 / 0	
		Starting Balance	$104.00		$0.00		$0.00		$0.00		$0.00		$0.00	
		Accrued	$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	
		Paid	$40.00	$840.00	$0.00	$0.00	$0.00	$4,575.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Computed Balance	$64.00		$0.00		$0.00		$0.00		$0.00		$0.00	
		Capped Balance	$64.00		$0.00		$0.00		$0.00		$0.00		$0.00	

Timecard Worksheet Entries

These reports are used to print the time card records that are entered through **AccuBuild Mobile** or directly into the **Time Card Worksheet Screen**. These reports will **not** include the time card entries that are manually entered into the **Enter/Update Time Card Screen** (time card batch).

- **Time Card Worksheet Entries** - *My Entries Only* (Prrep19.641) - This report was renamed to make it clear that this will only show worksheet entries that were entered by the current user. A report dialog has been added so that you can select your Open (Non-Processed) entries by a date range and for selected employees.

- **Time Card Worksheet Entries** - *All Entries* (Prrep19.642) - This new report can filter both 'Open' and 'Processed' worksheet entries, regardless of the user who entered the data, for any date range and for selected employees.

By Job - Transaction Date	− Health Plan Master list (ACA)	Detail - Transaction Date
By Job % Brdn - Week Ending Date	Go to Report	− State Unemployment (SUI)
By Job % Brdn - Transaction Date		State Unemployment - Week Ending Date
− Detail Report by Department	− New York Metro Commuter Report	State Unemployment - Transaction Date
By Department - Week Ending Date	Go to Report	− Timecard Worksheet Entries Report
By Department - Transaction Date		Timecard Worksheet Pictures- Actual Time
By Brdn - Transaction Date	− NY City and SWH Tax Wage Difference Report	Timecard Worksheet - Employee Pictures
By Brdn - Week Ending Date	Go to Report	Timecard Worksheet - All Entries
− Employee Transaction		Timecard Worksheet - My Entries
Details - Week Ending Date	− Payroll Checks	− Union Reports
Details - Transaction Date	Payroll Check - Stub - Check - Stub With Accruals	Union Report - Detailed Format
Employee Totals - Week Ending Date	Payroll Check - Stub - Check- Stub - Dept Report	Union Report - Summary Format
Employee Totals - Transaction Date	Payroll Check - Check - Stub - Stub Report	− Workers Compensation
Totalsonly - Week Ending Date	Payroll Check - Stub - Check - Stub Report	By Employee - Transaction Date
Totalsonly - Transaction Date		By Employee - Week Ending Date
		By Transaction Type - Transaction Date
		By Transaction Type - Week Ending Date

- **Time Card Worksheet Pictures** - This report is used to get the records of pictures, of employees clock In/Clock Out performed via Time clock and the records are pushed to time card worksheets screen in Accubuild Web Application.

- **Time Card Worksheet Pictures** - Actual time - This report is used to get the records of clock In/Clock Out (time) performed by employees via Time clock and the records are pushed to time card worksheets screen in Accubuild Web Application.

Employee Local Deduction

A new audit trail feature has been added for all of the Local Deduction Fields (1-20) that will capture any change to a local deduction setting. Any time a field is changed on a local deduction, a log will be kept of the "Before" and "After" values of each field for existing local deduction changes, as well as new values for local deductions that are set up for the first time. These changes can be viewed in the report called **Employee Local Deduction**. The report will include all of the field changes on local deductions including the timestamp of the change and the user name of the user that made the change

ACA-Employee Coverage Information	Employee Local Deduction	Payroll Time card Listing
Go to Report	Local Deductions - Cutoff Limits Report	Payroll Time Card Listing - Employee Number Order
	Local Deductions - Audit Trail Report	Payroll Time Card Listing - Employee Last Name Order
ACA Company settings information		Payroll Time Card Listing - Employee Number Order - Exception Errors
Go to Report	**Employee Information**	Payroll Time Card Listing - Employee Last Name Order - Exception Errors
	Summary	
Accrued Pay	Detail	**Payroll Check Detail Reconciliation Report**
Go to Report	State Exemptions - By Employee	Go to Report
	State Exemptions - By State	
Certified Payroll Reports		**Payroll Local Deductions**
Certified Payroll Report - Format 1	**Employee Hours**	Payroll Local Deduction report -Week Ending Date
Certified Payroll Report - Format 2	Go to Report	Payroll Local Deduction report -Transaction Date
LCPTracker		
Certified Payroll Report - XML Format 1	**Employer Contribution Worksheet**	**Pre Tax Register**
Certified Payroll Report - XML Format 1 - Linked Jobs	Go to Report	Go to Report

ACA Reports

The ACA reports can be run in **Employee Coverage** and **Company Settings** format. The employee coverage format contains the ACA coverage information recorded under **Payroll > Employees > ACA Info** tab. for selected employees (in report). The report can be exported to PDF. The company settings format contains ACA settings for the company recorded under **Controls > Health Insurance Plans**

The Reports for ACA Reporting reference a variety of error codes as shown below:

Health Insurance Plan Error Codes (500–511) - These error codes are related to the records in the *AatrixECVTemplate* Table which are set up via the *Health Insurance Plan Master List* Screen:

- 500 - Policy Plan ID Field is blank.

- 501 - Policy Plan is MISSING the Starting Month.

- 502 - Policy Plan is MISSING the Ending Month.

- 503 - Policy Plan is MISSING the Policy Origin Code.

- 504 - Policy Plan is MISSING the Self Insured Employee Status.

- 505 - Policy Plan is MISSING the Offer of Coverage Code.

- 506 - Policy Plan is MISSING the Safe Harbor Code.

- 507 - Policy Plan is MISSING the Employee Share of Total Cost of Coverage Amount.

- 508 - Policy Plan is MISSING the Total Cost of Coverage Amount.

- 509 - Policy Plan is MISSING the Lowest Cost of Self Only Coverage Amount.

- 510 - Policy Plan is MISSING the Employee Share of Lowest Cost of Self Only Coverage Amount.

- 511 - The Health Plan Self-Insured Setting does NOT match the Employer Self-Insured Setting (Aatrix Company Settings Screen).

Employee Insurance Coverage Information Errors (1000–5500) - These error codes are related to the records in the *AatrixECVInfo* Table which are set up via the *Employee ACA Health Insurance Information* Screen in the *Employee Coverage Information* Grid

- 1000 - Offer of Coverage OVERLAP - Multiple Offer of Coverage Codes for the same month.

- 1100 - Safe Harbor OVERLAP - Multiple Safe Harbor Codes for the same month.

- 1200 - Employee Share of Coverage OVERLAP - Multiple Employee Share of Coverage Amounts for the same month.

- 1300 - Total Cost of Coverage OVERLAP - Multiple Total Cost of Coverage Amounts for the same month.

- 2000 - Offer of Coverage MISSING - WARNING that Offer of Coverage Code is missing for the month.

- 2100 - Safe Harbor MISSING - WARNING that Safe Harbor Code is missing for the month.

- 2200 - Employee Share of Coverage MISSING - WARNING that there is no Employee Share of Coverage for the month.

- 2300 - Total Cost of Coverage MISSING - Warning that there is no Total Cost of Coverage for the month.

- 3000 - The Employee Setting for the Offer of Coverage Code DOES NOT MATCH the Policy Plan Master Setting.

- 3100 - The Employee Setting for the Employee Share Of Lowest Cost Self Only Coverage DOES NOT MATCH the Policy Plan Master Setting.

- 3200 - The Employee Setting for the Lowest Cost Self Only Coverage DOES NOT MATCH the Policy Plan Master Setting.

- 3300 - The Employee Setting for the Safe Harbor Code DOES NOT MATCH the Policy Plan Master Setting.

- 3400 - The Employee Setting for the Policy Origin Code DOES NOT MATCH the Policy Plan Master Setting.

- 3500 - The Employee Setting for the Self Insured Employee Status DOES NOT MATCH the Policy Plan Master Setting.

- 3600 - The Employee Setting for the Plan Start Month DOES NOT MATCH the Policy Plan Master Setting.

- 5000 - The Employee Setting for the Safe Harbor Code Should Be Blank per the Policy Plan Master Setting.

- 5100 - The Employee Setting for the Offer of Coverage Code Should Be Blank per the Policy Plan Master Setting.

- 5200 - The Employee Setting Amount for the Employee Share Of Minimum Coverage Should Be Zero per the Policy Plan Master Setting.

- 5300 - The Employee Setting Amount for the Total Cost Of Minimum Coverage Should Be Zero per the Policy Plan Master Setting.

- 5400 - WARNING - The employee has earnings for Reporting Period (Year), but there are NO Employee Coverage Information Records for ACA Reporting.

- 5500 - The Employee Self-Insured Setting does NOT match the Employer Self-Insured Setting (Aatrix Company Settings Screen).

Employee Dependent Setting Errors (6000–7700) - These error codes are related to the dependent records in the *AatrixECIInfo* Table which are set up via the *Employee ACA Health Insurance Information* Screen in the *Employee Dependents* Grid:

- 6000 - The Dependent should NOT be Covered for the month per the Policy Plan Master Settings for the Policy Period Dates.

- 6100 - The Dependent setting for the Safe Harbor Code should not be set per the Policy Plan Master Settings for the Policy Period Dates.

- 6200 - The Dependent setting for the Offer of Coverage Code should not be set per the Policy Plan Master Settings for the Policy Period Dates.

- 7000 - The Dependent entry is MISSING the Policy Plan ID.

- 7100 - The Dependent entry has an INVALID social security number. Social Security Number MUST be entered with format of 999-99-9999 unless birth date is provided.

- 7200 - The Dependent entry has NO social security number and NO birth date. One of these two fields MUST be provided for self insured plans.

- 7300 - The Dependent entry is missing the FIRST Name field.

- 7400 - The Dependent entry is missing the LAST Name field.

- 7500 - The Dependent entry is missing the YEAR field.

- 7600 - A Dependent entry exists for an employee that is not listed in the Coverage Information.

- 7700 - The Employee Dependent Record is missing in the Employee Dependent List. For Self-Insured Plans, a list of employee dependents is required and the Employee (identified by the social security number) MUST be included in this list.

Employee Other Coverage Information Errors (14000-14600) - These error codes are related to the other coverage provider records in the *AatrixOCPInf* Table which are set up via the *Employee ACA Health Insurance Information* Screen in the *Other Coverage* Grid:

- 14000 - The Other Coverage Provider Record is missing the Company Name field.

- 14100 - The Other Coverage Provider Record is missing the Federal Employer ID No (FEIN) field.

- 14200 - The Other Coverage Provider Record is missing the Address 1 field.

- 14300 - The Other Coverage Provider Record is missing the City field.

- 14400 - The Other Coverage Provider Record is missing the State field.

- 14500 - The Other Coverage Provider Record is missing the Zip Code field.

- 14600 - The Other Coverage Provider Record is missing the Contact Phone Number.

Company Settings Information Errors (9000–13600) - These error codes are related to the records in the *AatrixCompanyInfo* Table (Designated Government Entity Info), the *AatrixALEInfo* Table (Company ALE Settings Info), and the *AatrixAGGInfo* Table (List of ALE Aggregated Group Members). All of the field information for these tables are set up in the *Aatrix Company Settings* Screen:

Designated Government Entity Errors:

- 9000 - The Designated Government Entity Setting is ENABLED (Aatrix Company Settings Screen) - But the Designated Government Entity NAME field is blank.

- 9100 - The Designated Government Entity Setting is ENABLED (Aatrix Company Settings Screen) - But the Designated Government Entity FEDERAL EMPLOYER TAX ID field is blank.

- 9200 - The Designated Government Entity Setting is ENABLED (Aatrix Company Settings Screen) - But the Designated Government Entity ADDRESS 1 field is blank.

- 9300 - The Designated Government Entity Setting is ENABLED (Aatrix Company Settings Screen) - But the Designated Government Entity CITY field is blank.

- 9400 - The Designated Government Entity Setting is ENABLED (Aatrix Company Settings Screen) - But the Designated Government Entity STATE field is blank.

- 9500 - The Designated Government Entity Setting is ENABLED (Aatrix Company Settings Screen) - But the Designated Government Entity ZIP CODE field is blank.

- 9600 - The Designated Government Entity Setting is ENABLED (Aatrix Company Settings Screen) - But the Designated Government Entity CONTACT FIRST NAME field is blank.

- 9700 - The Designated Government Entity Setting is ENABLED (Aatrix Company Settings Screen) - But the Designated Government Entity CONTACT MIDDLE NAME field is blank.

- 9800 - The Designated Government Entity Setting is ENABLED (Aatrix Company Settings Screen) - But the Designated Government Entity CONTACT LAST NAME field is blank.

- 9900 - The Designated Government Entity Setting is ENABLED (Aatrix Company Settings Screen) - But the Designated Government Entity CONTACT PHONE field is blank.

- 10000 - The Designated Government Entity Setting is ENABLED (Aatrix Company Settings Screen) - But the Designated Government Entity RECORD COUNT is invalid - Must have 1 Record per Company.

Aggregated ALE Group Member Errors:

- 11000 - The Aggregated ALE Group Member Setting is ENABLED (Aatrix Company Settings Screen) - But there is no related ALE Member Record for the company. ALE Member Record must have a MATCHING Federal Tax ID.

- 11100 - The Aggregated ALE Group Member Setting is ENABLED (Aatrix Company Settings Screen) - But there are MULTIPLE related ALE Member Record for the company. Only 1 ALE Member Record is allowed that has a MATCHING Federal Tax ID.

Company General Setting Errors:

- 13000 - The Certificate of Eligibility Setting for 4980 Transaction Relief DOES NOT Match the Monthly Setting for 4980 Transaction Relief Indicator.

- 13100 - The Minimum Essential Coverage is NOT CONSISTENT for all 12 Months on Employer ALE Record Settings.

- 13200 - The Aggregated ALE Group Member Setting is NOT CONSISTENT for all 12 Months on Employer ALE Record Settings.

- 13300 - WARNING - The Total Employee Count is zero for the specified month.

- 13400 - WARNING - The Full Time Employee Count is zero for the specified month.

- 13500 - The Total Employee Count is LESS THAN the Full Time Employee Count for the specified month.

- 13600 - WARNING - ALE Group Member has less than 50 Full Time Employees for the specified month.

Certified Payroll Reports

Certified Payroll Reports and the **Statement of Compliance** are weekly labor reports used for federal and state projects where the contractor must state that the employees that have worked on the project have been paid the proper wage rates as dictated by the prevailing wage determination for the project.

 The information for the report is pulled from each employee's check that has worked on the specified project. During time card entry, hours are allocated to the job and the number of hours worked each day are entered at the bottom of the time card screen. Once the checks have been posted through the system, certified reports may be printed for any period.

 By default, all new jobs are set up to allow certification of hours. If the **Certified Payroll Reports Required?** setting on the **Job Cost > Update Jobs > Payroll Tab** has been disabled, then the hours cannot be allocated and a certified payroll report cannot be generated. Although the job setting can be changed at a later date to enable the certified payroll reporting, transactions that have already been posted to the job cannot be modified, therefore, a certified payroll report cannot be printed for that period. Therefore, if certified payroll reports are required on one or two jobs, it is recommended that ALL jobs should be set up with the reporting requirement so that no transactions are accidentally skipped when entering the time cards.

 If you work in California and need to report certified payroll information to the California Department of Industrial Relations, then you will need to upload the information via an XML file to their website. Complete instructions for job set up and XML file creation is contained in the Payroll > Frequently Asked Questions section of this manual. Please use the link below to jump to the FAQs page.

− ACA-Employee Coverage Information	− Employee Local Deduction	− Payroll Time card Listing
Go to Report	Local Deductions - Cutoff Limits Report	Payroll Time Card Listing - Employee Number Order
	Local Deductions - Audit Trail Report	Payroll Time Card Listing - Employee Last Name Order
− ACA Company settings information		Payroll Time Card Listing - Employee Number Order - Exception Errors
Go to Report	− Employee Information	Payroll Time Card Listing - Employee Last Name Order - Exception Errors
	Summary	
− Accrued Pay	Detail	− Payroll Check Detail Reconciliation Report
Go to Report	State Exemptions - By Employee	Go to Report
	State Exemptions - By State	
− Certified Payroll Reports		− Payroll Local Deductions
Certified Payroll Report - Format 1	− Employee Hours	Payroll Local Deduction report -Week Ending Date
Certified Payroll Report - Format 2	Go to Report	Payroll Local Deduction report -Transaction Date
LCPTracker		
Certified Payroll Report - XML Format 1	− Employer Contribution Worksheet	− Pre Tax Register
Certified Payroll Report - XML Format 1 - Linked Jobs	Go to Report	Go to Report

CPR - Format 1 & Format 2

The certified payroll reports are accessed through the **Payroll> Reports> Certified Payroll Reports** option. There are two versions of the report:

Format 1 - This option will include all employees that have time certified on the job for a specific week.

Format 2 - This option will exclude any employee that has time certified on the job but has a union code of zero. For example, employees that are delivering materials to the job site could be coded to the job and their time captured on a day by day basis but excluded from the certified payroll report as long as their time card entries are not coded to a union code.

- **Report Cutoff Date -** The certified payroll reports are generated on a weekly basis and require the **payroll week ending date**, not the check date (transaction date). If no payroll is found for the week ending date, then AccuBuild will automatically print the reports with the statement '**No payroll for this pay period**'.

- **Partial Run List** - The application automatically prints a report for all jobs for the specified week ending date. If this works in conjunction with the job typesetting: **In Progress** or **Completed or All Jobs**. The default setting is to print reports for jobs that are currently marked as In Progress but you may choose Completed or **All Jobs** instead. Use the **Partial Run List** to create a report for a single job.

Certification Date - The last page of the certified payroll report will print the **Statement of Compliance**. This statement confirms that the employees listed on the certified payroll report have worked on the project and have been paid the wages as stated on the report. Enter the date in which you wish to date this statement. AccuBuild will automatically print the name and title of the person who will be signing the report based on the information on the **Payroll > Properties** > Certified Payroll . Please review the wording of the statement for accuracy before submitting the completed form to the proper party.

Traditional vs. MAR

Please note that there are differences between the original (traditional) version of the certified payroll report and the MAR version. Most notably, the traditional version only looks to the most current version of the union code to pull in benefit rates regardless of the week ending date of the report. For example, if you tried to print an old report from 2009, the benefits would be listed with the rates found on the most current version of the union code which may not be correct. The MAR version of the certified payroll report looks for the union code effective date that is compatible with the selected week ending date.

In addition, the mapping of the benefits to the certified payroll report from the union code screen differs between the MAR and traditional versions of the report. In the traditional version, if the benefit mapping is 'NONE' , then the report doesn't pick up the benefit in the contribution column but it does includes it in the Hourly or % of Gross Fringe Benefit Total. The MAR version of the report will not include the benefit in either total if the mapping is set to 'NONE'.

Union Reports

Union reports are generated on a monthly basis and are used as support documentation for the forms submitted to the unions with the monthly benefit payments. These reports are date sensitive and will accurately report the benefit rates based on the historical effective dates on the union code. Both of these reports summarize the hours, wage amounts and benefit calculations by employee for all regular and overtime pay. Either of these two reports should provide all of the detail needed for any union reporting.

To print union reports, select the master union code. The report will print the master code (100.00) as well as all related sub codes (100.01, 100.02, etc). The union reports are based on the payroll **week ending date**. Enter the first week ending date and the last week ending date to be included on the report.

The are two basic formats available: **Summary** and **Detailed**.

Summary - The summary report will display all of the benefits across the top of the page and provide subtotals for regular and overtime hours, earnings and benefits for each employee. Up to 13 benefits can be printed in landscape mode on letter size paper (prrep5x.rpt) otherwise legal size paper must be used (prrep5xl.rpt).

Weekly Totals - The weekly report format will display a summary of regular and overtime hours and earnings for five weeks across the page for each employee. **Note**: *If the period selected contains more than five weeks, then the additional weeks will be included with the Week 5 totals*. This report is printed in portrait mode on letter-size paper (prrep5y.rpt). If the reconciliation totals are included then the report will be printed in landscape mode on letter size paper (prrep5yp.rpt).

By Job - Transaction Date	− Health Plan Master list (ACA)	Detail - Transaction Date
By Job % Brdn - Week Ending Date	Go to Report	− State Unemployment (SUI)
By Job % Brdn - Transaction Date		State Unemployment - Week Ending Date
− Detail Report by Department	− New York Metro Commuter Report	State Unemployment - Transaction Date
By Department - Week Ending Date	Go to Report	− Timecard Worksheet Entries Report
By Department - Transaction Date		Timecard Worksheet Pictures- Actual Time
By Brdn - Transaction Date	− NY City and SWH Tax Wage Difference Report	Timecard Worksheet - Employee Pictures
By Brdn - Week Ending Date	Go to Report	Timecard Worksheet - All Entries
− Employee Transaction	− Payroll Checks	Timecard Worksheet - My Entries
Details - Week Ending Date	Payroll Check - Stub - Check - Stub With Accruals	− Union Reports
Details - Transaction Date	Payroll Check - Stub - Check- Stub - Dept Report	Union Report - Detailed Format
Employee Totals - Week Ending Date	Payroll Check - Check - Stub - Stub Report	Union Report - Summary Format
Employee Totals - Transaction Date	Payroll Check - Stub - Check - Stub Report	− Workers Compensation
Totalsonly - Week Ending Date		By Employee - Transaction Date
Totalsonly - Transaction Date		By Employee - Week Ending Date
		By Transaction Type - Transaction Date
		By Transaction Type - Week Ending Date

If the reporting period covers more than 5 weeks, then the system would ask for the following confirmation when the user clicks on the generate report button. The user needs to provide confirmation to the pop-up in order to proceed ahead with the report generation. - **please confirm the requirement here.**

⌄

○ Month
○ Quarter
◉ Year

Confimation ✖

The Report Period covers more than 5 weeks - Any earnings occuring after week ending: 29/01/2020 will be included in Week 5 Totals - Do you still want to continue?

✔ Yes ✖ No

| 2020 ⌄ | To 12/31/2020 |

🗎 EXPORT TO PDF   **GENERATE REPORT**

FUTA Tax Liability Report

The **FUTA Tax Liability Report** (*formerly titled 2011 FUTA Tax Liability Report*) will help you make the proper tax deposit amounts when they become due. This report will recap the FUTA wages and taxes for any reporting period.

FUTA Tax Notes for 2011

- **FUTA Wages** – Wages Subject to FUTA Tax for the reporting period.

- **Accrued FUTA** – This is the tax amount that was posted with each paycheck as a debit to the Payroll Burden account and a credit to the FUTA tax liability account. The FUTA tax rate is located on the **Payroll > Properties >** Tax Rates Tab . In 2012 and 2013, the FUTA tax rate is 6.0% but generally you can take a credit for the amount that you pay into a state unemployment fund. If you are entitled to the maximum 5.4% credit and the state **is not** determined to be **credit reduction state**, then the tax rate is 0.6%.

> ⓘ "A state that has not repaid money it borrowed from the federal government to pay unemployment benefits is a "credit reduction state." The Department of Labor determines these states. If an employer pays wages that are subject to the unemployment tax laws of a credit reduction state, that employer must pay additional federal unemployment tax when filing its Form 940." (http://www.irs.gov/pub/irs-pdf/p15.pdf)

> **If you have payroll in only one state**, and your state is a credit reduction state, then enter the proper tax rate in the FUTA field.

> **If you have payroll in multiple states**, and one or more of the states is a credit reduction state, use 0.6% as the FUTA tax rate. Due to the fact that there is only one FUTA tax rate field, you will need to manually adjust the FUTA tax rate accrual with a general journal entry.

- **Actual FUTA** – This is the actual tax amount that is due based on the Federal FUTA tax rate of 0.6% for wages with a check date of July 1, 2011 or after. For wages with a check date prior to July 1, 2011, the tax amount will be calculated at a rate of 0.8%.

- **Over/(Under)** – This amount will be the difference between what has been accrued as an expense and what is actually due. You can make a general journal entry to adjust the accrued liability amount as needed and offset it to your payroll burden expense account. Again, if you are in a credit reduction state, refer to the single state/multiple states notations above and consider how this may impact the report. Please check with your CPA if you are uncertain of the FUTA tax rate for your company.

State Unemployment (SUI)

State Unemployment Report Options:

- *State Unemployment (SUI) Report - Trans Date* (prrep14c.644)

- *State Unemployment (SUI) Report - Week Ending Date* (prrep14c.645)

As of Version 9.1.0.1, the application version of the State Unemployment Reports show the new state wage amount based on the new calculations for the Aatrix SUI Tax Forms (see below) so **be sure to use this version of the SUI reports going forward.** The **traditional report will not be modified** for the wages column and will still show the federal totals for the wages column.

> **Note**: Aatrix Tax Forms - *Computation Change for SUI Total Wages* - The *Total Wages for SUI Reporting* was using the Federal Totals for Section 125 and other pre-tax deduction amounts. **For some states**, the Section 125 pre-tax deductions are **not exempt**. The *SUI Subject To Wages* were always being reported correctly base on the pre-tax deduction settings, however the *Total Wages* were using the federal wages amounts. The Aatrix calculations have been changed for the *Total Wages for SUI Reporting* to check all six pre-tax deductions for each individual state and compute the wages based on those settings at the time the report is printed. This should insure that each individual state settings are considered for all *State SUI Total Wages*.

Quarterly Payroll Tax Reports

The IRS **Form 941: Employer's Quarterly Federal Tax Return** is used to report total employee tax amounts withheld for federal income tax, Social Security tax and Medicare tax for a specific quarter. Employer contributions for Social Security tax and Medicare tax are also included in these totals. Although this report is filed quarterly, you must pay the taxes much more frequently, and the frequency will by determined by a 'look back' period. Be sure to ask your CPA to help you determine how frequently you should make your payroll tax deposits. The amount of tax payments you have made for a quarter are also reported on the 941 which will then be compared to the reported tax amounts and determine whether you have deposited sufficient funds or if you still owe tax to the IRS.

A new **Draft Only** version of the **941 Quarterly Payroll Report** has been added for the new 2011 format changes. Use this draft to assist you in filling out the official 941 Form from the IRS. The IRS has still not provided an updated version of Publication 4436 which allows for substitute forms to be created for the 941 return. The current publication on the IRS Website is outdated and was last revised in 2008. The new MAR 941 Form for 2011 is entitled Payroll Quarterly 941 (Rev 1-2011).

The **941** and **941: Schedule B** can only be printed from the **Reports system (MAR)** as a DRAFT ONLY copy which you can use to assist you in filing out the official forms. DO NOT SUBMITTED the DRAFT ONLY document to the IRS. To print either form, select the tax quarter and then click the **Preview Calculations** button. The amounts are calculated from your company payroll totals for the selected quarter. It is up to the end user to review these amounts and make any necessary adjustments. All fields on this screen can be manually adjusted at your discretion. The **Tax Liability Schedule** section on the report can be drilled down to view the various check dates and payroll calculations. If you have any questions on filling out the required information on the form, please contact your company's accountant for help.

> ⚠ DO NOT FORGET TO PRINT BOTH FORMS. Only the form that you selected from the Reports menu will print. For example, if you selected Form 941, then only Form 941 will print and NOT Schedule B. **Any manual changes that you have made should be made on both forms.**

When printing the reports, a warning will display if the **Computed Tax Liability** does NOT match the **Monthly Liability Totals** which would indicate the amounts have been manually modified. Be sure to review the Calculated Fields section and the **Tax Liability Schedule** section on the screen and make your corrections before printing the form. A warning will also be displayed if the tax deposit amount is equal to zero. Remember to update this field on the screen before printing the form. **Again, any manual entries that you have made should be made on both forms.**

Amounts are calculated from your company payroll totals for the selected quarter. It is up to the end user to review these amounts and make any necessary adjustments as well as the total tax deposit amount to complete the form properly. In addition, one the form is printed, additional information will need to be entered on the form in order to complete it. if you have any questions on filling out the required information on the form, please contact your company accountant (CPA) for help.

All fields on this screen can be manually adjusted at your discretion. The *Tax Liability Schedule* section on the report can be drilled down to view the various check dates and payroll calculations.

Click the **Report** button to preview and print the form. Only the form that you selected from the Reports menu will print. For example, if you selected Form 941, then only Form 941 will print and NOT Schedule B. Do not forget to print both forms. ***Any manual entries that you have made should be made on both forms.***

When printing the reports, a warning will display if the *Computed Tax Liability* does NOT match the *Monthly Liability Totals* which would indicate the amounts have been manually modified. Be sure to review the *Calculated Fields* section and the *Tax Liability Schedule* section on the screen and make your corrections before printing the form. A warning will also be displayed if the tax deposit amount is equal to zero. Remember to update this field on the screen before printing the form. ***Again, any manual entries that you have made should be made on both forms.***

As with all reports in AccuBuild, this form can be exported to Excel, PDF, HTML, and Word. If your company has purchased the Document Management system, then the form can also be tagged and filed in ADMS.

Aatrix Forms

The **Aatrix Web Interface** is used to print and e-file your Federal and State payroll forms and 1099s.

Getting Started with Aatrix Forms

How to use Aatrix Forms

Frequently Asked Questions

Getting Started with Aatrix Forms

The **Aatrix Software** is accessed through the **Tax Forms / E-File** option on either the **Payroll** menu. There is no need to install the Aatrix software separately. Construction Payroll software has inbuilt feature to connect with Aatrix software (web version) to help with e-filing. However, user need to make sure the configuration is made as show below.

> **Note**: *Failure to perform this step may result in an error when displaying a tax form.*

- Go to **Controls > W2 Settings**

- Make sure the Federal Tax ID for Payroll Forms and 1099 Forms has been set up under the following screens

How to use Aatrix Forms

Creating Tax Forms and Viewing Tax Form History:

- The tax forms are accessed through the **Tax Forms / E-File** menu option on either the **Payroll** menu.

- Select the form you want to process. The type of the form is shown in a separate column as shown

- Use **SEARCH** bar or **FILTER** button to shortlist the forms by type, state, date range (if application)

- Once a form has been selected, you can either choose **Display Form** or **Open History.**

- Click on the **Open History** button to launch the *Aatrix Program* and view a list of historical tax forms previously created.

- Click the **Display Form** button to process the form. The Contruction Payroll system will then begin creating all of the necessary data required for the selected form and will then open the *Aatrix Web Interface and request for user login. User has to enter valid Aatrix username and password* to continue from here -
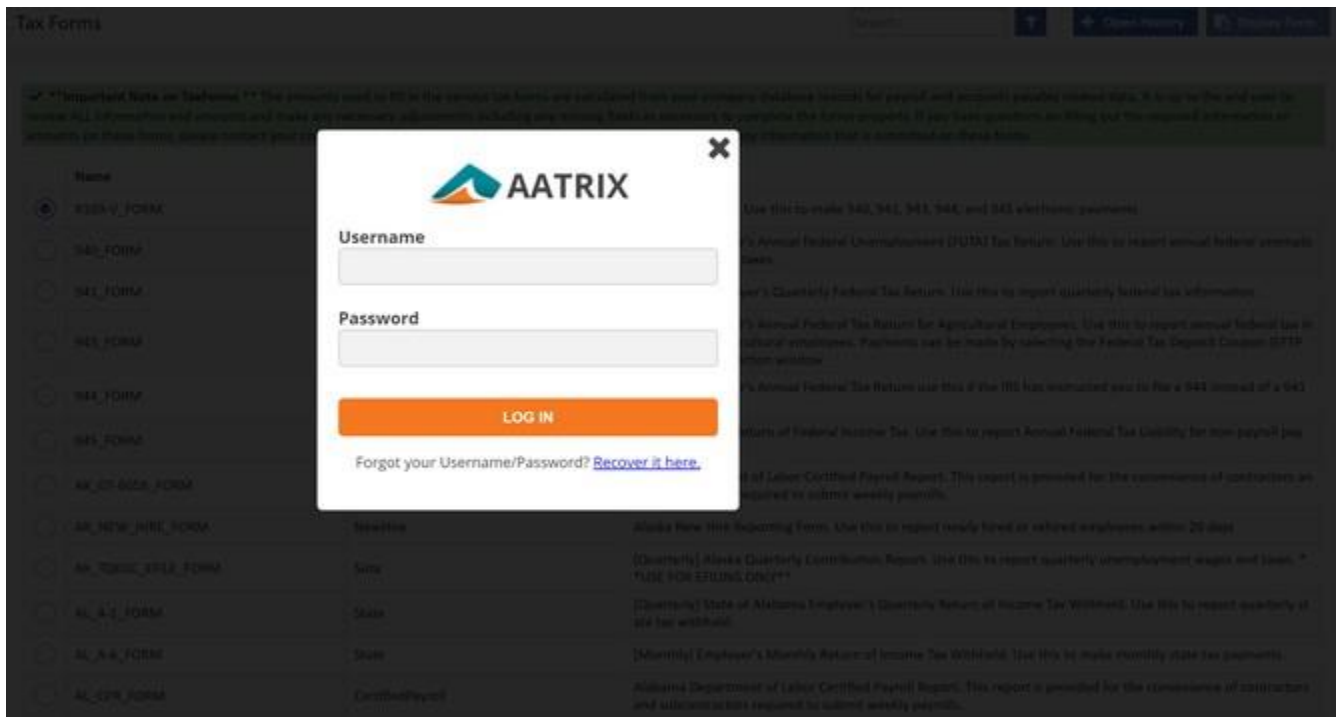
- Upon successful user validation, the Construction payroll platform automatically sends the necessary data for Aatrix to process selected form and the data validation is performed on Aatrix end.

- Once the processing is complete, if using the *Aatrix Web Interface* for the first time, or when you are generating W-2s or 1099s, the system will display the **Company Setup Wizard** where you will confirm and/or type in additional information necessary for processing the tax forms.
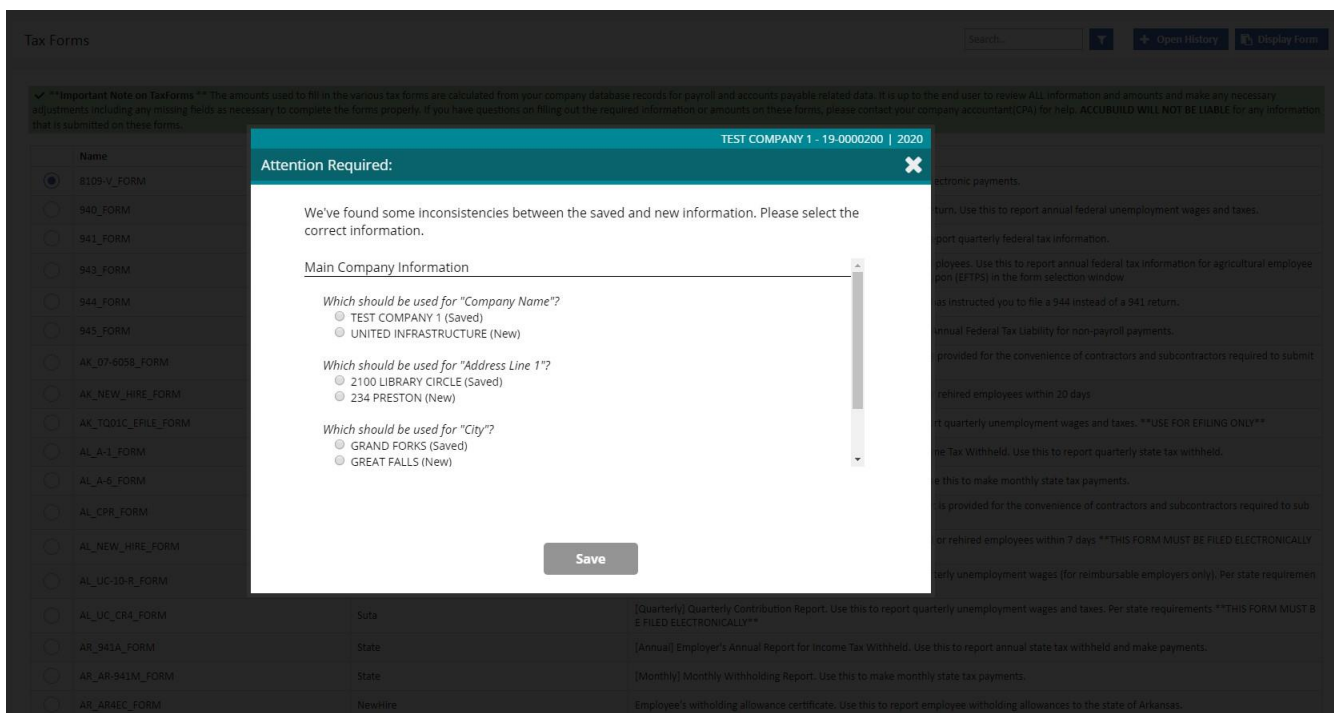
- **Open History** button to launch the *Aatrix Web Interface* and view a list of historical tax forms previously created.

- **Federal Tax Identification** - Aatrix will display your company's federal tax id that you have already entered into Contruction Payroll when you set up the system. If this information is not correct, please change this information on the **Controls > W2 Settings** screen.

- **Company Information** - Complete the requested information on the company information screen; click **Next**.

- **Tax Preparer Type** - There are two preparer types to choose from:

1. You are filing the forms for your company or employer

2. You are a 3rd party, paid Tax Preparer, filing for one or more companies. If you choose this option, then there will be additional information that you need to fill out about yourself.
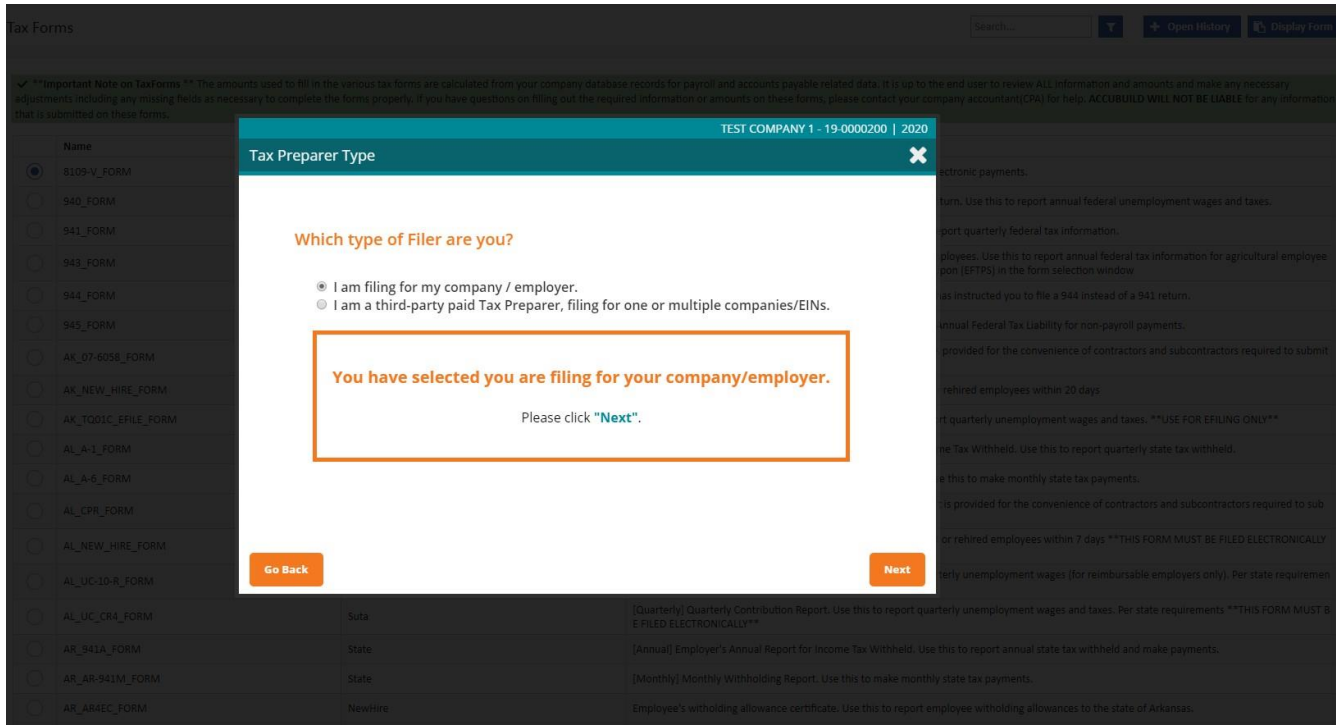
- **State and Local Tax Items** - Aatrix will display the state tax identification numbers that you have already entered into Construction Payroll system when you set up the system. Be sure to review the settings and make any changes on this screen as needed.

State & Local Tax Items

Properly formatted tax account numbers are required for quarterly and year-end forms. **Avoid rejected forms and eFiles!**
Most filing errors are due to incorrectly formatted withholding or unemployment account numbers.

State Tax Items

● Add 🖉 Edit ⊖ Delete

State	Tax Name	Account Number	
AK	State Unemployment	0001233444	▲
			▼

Local Tax Items

● Add 🖉 Edit ⊖ Delete

State	Group	Tax Name	W-2 Name	Tax Type	Account Number	
						▲
						▼

Go Back   **Next**

- Once the **Company Wizard** has been completed, the *Aatrix Web Interface* will display the most latest version of selected form automatically.

ADD PAGE

Red Fields must be filled before eFiling

COMPANY SETUP

RED FIELD: This field requires an input. *Click to navigate to the error on the report.*

PAGES

Aatrix Rev. 4/22/20

Check the Type of Tax to calculate Amount of Deposit

AMOUNT OF DEPOSIT (Do NOT type, please print)

DOLLARS   CENTS

Darken only one TYPE OF TAX

Darken only one TAX PERIOD

941   940   1st Quarter

943   945   X 2nd Quarter

944   3rd Quarter

EIN 19-0000200

4th Quarter

TEST COMPANY 1
2100 LIBRARY CIRCLE

62

GRAND FORKS   ND 5820

**FOR RECORDS PURPOSES ONLY
DO NOT MAIL OR TAKE TO BANK**

29 6 Telephone number   (803) 581-6000

Federal Tax Deposit Coupon
Form 8109 (Rev. 12-2002)

* **Below is a breakdown of the amounts making up your payment.**

Employer Medicare	0.00
Employee Medicare	0.00
Additional Medicare	0.00
Employer SS	0.00
Employee SS	0.00
Federal Withholding Tax	0.00
Federal Unemployment Tax	0.00

Please note: Allow approximately 5 business days to process your initial payment.

The eFile center must receive an electronic PIN number for you from the IRS.

- All steps on the form should be filled/ completed without any errors. *Aatrix Web Interface* will check for any errors on save of each step to make sure all the necessary information is provided.

- To save the work on the Aatrix form, click on SAVE button.

- To close the *Aatrix Web Interface* and go back to Construction Payroll system, click on CLOSE button.

- To go back to Aatrix company setup, click on COMPANY SETUP button.

Checks

Handwritten Checks

Void Checks

Handwritten Checks

Select the **Payroll > Checks** screen to enter a payroll check into the system that was not generated through the automatic checks in Construction Payroll app. The handwritten payroll check routine is similar to the automatic payroll check routine with the exception that the withheld payroll tax amounts and the net amount of the check are entered by the user instead of being calculated by the system. The program will verify that the check amounts are correct by subtracting all of the deductions from the total gross pay which must match the net amount of the check as entered by the user. The program will not allow the user to post the check information through the system until all of the check amounts are correct.

> ⚠️ *Payroll checks may not be printed through this option.*

> ⓘ *Please also refer to the* Frequently Asked Questions *section of the payroll manual for information on how to enter a fringe benefit adjustment through the handwritten payroll check option.*

1. Select the **Handwritten Check** option on the Payroll menu.

2. Enter check information

- **Payroll Period** - Enter the week beginning and week ending period that applies to the check.

- **Employee** - Select the employee by either their last name or by their employee number using either Employee number or Employee Name.

- **Check Number** - Enter the check number. This field is numeric only and may contain any value between 100 and 99,999,999. Construction Payroll will automatically check for duplicate check numbers in the system. This option may be disabled by clicking on the **Check for Duplicate** C hecks option on this screen.

- **Check Date** - Enter the check date. This date is used to determine the date of the payroll tax liability.

- **Amount** - Enter the net amount of the check.

- **State Code** - The payroll state code will default based on the state code entered in the employee file but may be changed as needed. More than one state may be selected for each check.

- **Tax Fields** - Enter the federal and state tax withheld amounts in the appropriate fields.

> **FICA - Medicare**: As of 1/1/2013, an additional medicare tax is due on any amount paid over $200,000 to a single employee. This additional tax is deducted from the employee and is NOT matched by the employer as are the medicare taxes on the first $200,000. In order to segregate this additional tax from the employer burden calculation, the user must enter the TOTAL medicare tax calculated for the check as well as the amount calculated for the additional tax. For example, if the employee is paid $10,000 over the $200,000 limit, the total medicare tax would be calculated as ($10,000 x 1.45%) plus ($10,000 x 0.9%) for a sum of $235.00 and this amount would be entered in the 'FICA - TOTAL Medicare' field. The additional medicare amount of $90.00 must also be entered in the 'FICA - Additional Medicare' field even though it is included in the total medicare field.

3. Select the **Timecard** button to enter the timecard transactions. Please refer to the **Timercard Entry documentation** for detailed instructions on how to enter timecard transactions. Once all of the transactions have been entered, select **Back** to return to the **Handwritten Checks** screen.

4. The net amount of all of the gross pay amounts entered through the timecard screen less the miscellaneous payroll deductions and the payroll tax amounts must equal the amount entered as the net amount of the check before the **Process** option becomes active. Select **Process** to submit the check to the system. Since only one handwritten check may be entered at a time, all data entered for the current check, including timecard entries, will be lost if the **Cancel > OK** option is selected at this point.

> If an employee has the **Override Automatic Tax Calculations** option enabled in the employee profile then the program will allow the operator to override the number of payroll periods per year for this check, the 'subject to' earnings and the FUTA, SUI, and the ETT taxes. Please use EXTREME CAUTION when changing the tax amounts as they will affect the totals produced in the quarterly payroll tax reports.

5. Once created, the check is listed under **Payroll > Checks.**

Void Checks

Select the **Void Payroll Check** option to reverse all entries in all systems for any payroll check that was previously posted through the payroll program. Please follow the steps below to void a payroll check. For more information, please refer to these frequently asked questions:

- Select the **Void Payroll Checks** option from the Payroll menu.

- Click on Void Check button against the check that you would like to void.

- **Check No** - Search the check number in **Check No**. drop-down. The app will auto populate check date, employee name and number, net amount of the check and pay period start and end dates. This list also displays the transaction type as either an automatic check, handwritten check or voided check.

- **Transaction Date** - Enter the date to be used with the voided check. The transaction date controls the posting date of the void entry through the entire system.

- **Account** - Verify that the correct **cash-in-bank** account is displayed in this field. This field is based on the general ledger account defaulted in the **Payroll Properties**.

Select **OK** and Construction Payroll will search the payroll transaction files to see if the check number is valid. If the check is found, then the system will display the check information on the screen. If the check is not found in the historical payroll checks file, then verify that the check number and the account number were entered correctly.

> If the system finds a valid check number, then the **Review Time Cards** button is enabled. Select this option to view all related timecard entries for this check. If you own the **Multi-State Payroll** option, and the check was coded to more than one state, then you can select each state to review the deductions for each state.

Select the **Void Check** button to submit the reversing entries in the system. Voided payroll checks are processed one at a time, therefore, and no audit reports will be printed, however, the detail of the check can be viewed at any time on a variety of payroll reports or in the check register.

Tax Forms/ E-File/ W-2s

The **Aatrix Web Interface** is used to print and e-file your Federal and State payroll forms and 1099s.

Getting Started with Aatrix Forms

How to use Aatrix Forms

W2's

Frequently Asked Questions

ACA Forms/ E-File

If you are an ALE, then you are responsible for filing Forms 1094-C Transmittal and 1095-C Health Coverage with the IRS. If your company is self-insured, then you are also responsible for filing Forms 1094-B and 1095-B.

> The ACA reporting is in addition to the health insurance reporting found on the W-2s. Again, ACA reporting is only applicable to ALE and/or self-insured companies. The health insurance information on the W-2s is applicable to **ALL EMPLOYERS**.

The ACA information is entered into AccuBuild using the Controls > Health Insurance Plans and the Controls > Aatrix Settings screens. The forms can be eFiled or printed through the **Payroll > ACA Forms / E-File** option.

Project Management

The AccuBuild's **Project Management (PM)** module contains **Jobs** and **Phases** list and all the details related to Jobs and Phases.

Jobs

Phases

Jobs

- The **Project Management > Jobs** menu option provides access to the **Job** where the list of jobs in maintained. All the Information related to Jobs can be found by clicking on the **Job Number.**

- The below screen displays the list of Jobs. Using **Search Box** any record can be searched.

- A **New Job** can be added by clicking on **+Job.**

- Using the **Add Phase, Edit, delete** options in **actions** , a New Phase can be added to the Job, existing job details can be edited and record can be deleted. Below screen displays the Add Phase to job.

- Please refer to the below pages for each tab for complete descriptions.

Job Info

Billing

Payroll

GPS Settings

Job Cost

Job Cost Estimate

Job Info
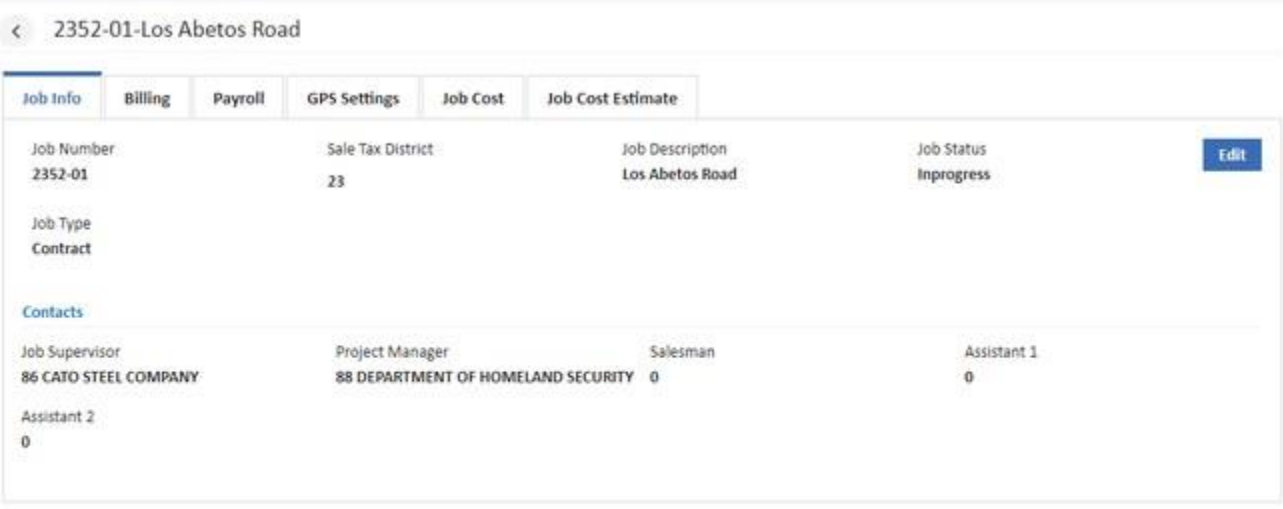
The **Job Info Tab** contains fields for the job name, sale tax district, Job description, Job status, Job Type job site address and contact information.

- **Job Number -** Job numbers are assigned by the user and may consist of alpha/numeric characters. Job numbers may also include a decimal or hyphen but may not exceed eight characters in length. Jobs with invalid characters may cause exception errors .

> ⚠ Invalid characters include: ~ ! @ # $ % ^ & * ( ) = { } [ ] > / " ; < > , ? '

- **Job Description -** Description of the job can be added using this job description field.

- **Job Status** - Status of the job can be marked as **In-progress** or **complete.**

- **Job Type** - Type of the job can be selected as **Contract** or **other**.

- **Sales Tax District -** This field has been added to the job master list for future reporting purposes.

- **Contacts -** Information for the Job Supervisor, Project Manager, Salesman, Assistant 1, and Assistant 2 fields must be set up in the Clients master list before they can be added to this screen. These fields can be used to secure access to specific jobs.

> For example, if user Joe and user Tom have been linked to job 04-1001 as the Project Manager and Assistant 1 respectively, but they have not been linked to any other jobs, then they will only have access to job 04-1001 in the PM module if it has been restricted in this fashion. Please refer to the **User Maintenance** option with the System Administrator (File) module for more information.

- Job Info can be updated using Edit Option as shown in the below screen.

Update Job ✕

Job Number
2352-01

Sale Tax District
575 - Colombia, MO ⌄

Job Description
Los Abetos Road

Job Type
Contract ⌄

Job Status
Inprogress ⌄

Contacts

Job Supervisor
86 - CATO STEEL C ⌄

Project Manager
88 - DEPARTMEN' ⌄

Salesman
Select ⌄

Assistant 1
Select ⌄

Assistant 2
Select ⌄

✔ Save   ✖ Cancel

Billing

The **Billing Tab** contains the basic information about the job that will then appear on the contract billings.

- **Preliminary Info -** This group of fields is used to reference the <u>Lender</u>, <u>Owner</u> and <u>Original Contractor</u> (as applicable) on the job. These various contacts must be set up in the clients database before entering them in the fields on this screen.

BILLING INFO

- **Billing Day** - The **Billing Day** field is used to reference the normal day of each month that the job should be billed. Valid entries for this field are any number between zero and thirty-one. Please note that this field is for reference only and does not prevent billings from being generated on any other day.

- **Retention Adjustment %** - This field is used to adjust the retention percentages on contract billings and can be very useful for handling retention reductions during the course of a project and for handling fractional retention percentages such as 2.5%. The detail items in AccuBuild only handle whole numbers for retention percentages so you must use the **Retention Adjustment %** field in order to calculate fractions. The setting in this field is a percentage that must be between 1 and 99.

- This field will work in conjunction with the retention percentage field of each contract line item by multiplying the item's retention percentage times the adjustment percentage. For example, if you need to hold 2.5 % retention on each line item, set up each detail item as 10% retention and then enter 25% in the Retention Adjustment % field which would then compute the retention at 2.5% (25% of 10%).

BILLING CONTACT INFO

- This section of the screen contains fields to define the customer (<u>Bill To</u>), the <u>Contractor</u> (your company), and the architect. These various contacts must be set up in the clients database before entering them in the fields on this screen.

- **Bill To** - Enter the name of the customer.

- **Contractor** - This field will be automatically filled with your company information as found in the **Global Settings > Company Info/Accounting**.

- **Signature Fields** - There are four signature fields available including one for the building inspector for billing approval purposes and are used in conjunction with the **AIA**, **Standard 1** and **Standard 2** billing formats. To exclude any signature line from the billing, simply leave the corresponding signature line blank.

- **Project No** - If an AIA or Standard billing format was selected, then the architect's project number can be entered in this field and will then be printed on the contract billing under the architect's name and address.

BILLING FORMAT

- The **Billing Format** allows you to assign one of eight different billing formats to each job.

- **Billing Certification -** The three billing certification lines may be used on the AIA (default version) and Standard billing formats and will print above the signature lines. Each of these certification lines may contain up to fifty-five (55) alpha/numeric characters.

- **AIA Formats -** The AIA format is the only billing format that provides a field for 'Materials Stored'.

- **Standard 1 & 2 -** The standard formats are similar to the AIA format with the exception that the 'Materials Stored' field is not available. Both of these formats will always be printed out on two or more pages, depending on the number of line items on the schedule of values. The difference between Standard 1 (jcbill2.rpt) and Standard 2 (jcbill3.rpt) is simply whether or not the billing summary page is printed as the first page of the billing or as the last page of the billing. On a Standard 1 billing, the billing summary is printed on the last page of the billing, whereas on a Standard 2 billing, the billing summary is printed on the first page.

- **Subcontractor - JCBILL4.141 -** The subcontractor format is the most basic billing design and will not include any signature or certification lines. This billing will print on one page unless the number of billing items requires multiple pages.

Payroll (Job)

The data on the **Payroll Tab** is mostly used to control whether certified payroll may be entered on a job but this screen also contains other fields that control job related payroll deductions and certified payroll Info. The info can be undated using **Edit** and **XML Edit** options.

- Payroll Timecard Controls
- Certified Payroll Info
- Local Payroll Deductions

Payroll Timecard Controls

- **Workers Comp Insurance Code** - This field is only used in situations where another entity is providing the workers comp insurance for your company and is billing you for the cost. A special workers comp code is set up for the job with a rate of zero. Any timecard entry charged to this job would default with this special workers comp code thus preventing AccuBuild from creating a workers comp expense amount for this job. This information will be detailed on the **Workers Compensation Report**.

- **State Code** - A timecard entry that is entered for a job that contains a state code is processed with that state code as long as the employee has been set up with the same state code. Otherwise, the timecard entry can only be charged to a state code that is set up in the employee's file.

Certified Payroll Info

Each new job that is added to the job list is automatically set up for certified payroll. If certified payroll is required on a job then the **Certified Payroll Info** section of the screen should be completed as this information will be printed on the certified payroll report. The **Contractors License Number**, the **Workers Comp Policy Number** and **the Employer's Fed Payroll I.D. No.** fields are automatically updated with the data that has been entered on the **Global Settings >** Company Info / Accounting screen. If you do not want this information to print on your certified payroll report, then simply delete the data from each field on this screen using **Edit** option. If certified payroll reports are not required on a job, then click on the Certified Payroll Reports Required ? box to enable or disable this feature.

> **Note**: *If you disable the certified payroll function on a job and then process payroll checks for that job, then you cannot produce certified payroll reports on those checks even if you later enable the certified payroll function. The checks would have to be either voided and reissued or a handwritten payroll check would need to be entered to reverse the original timecard entries and then post the entries correctly.*

Local Payroll Deductions

A job may be set up with up to three local payroll deductions. These deductions are for such items as city or county taxes that are applicable to projects located in a specific area. These tax amounts must be deducted from an employee's check when timecard entries are coded to the specific job. The Payroll system will scan the job file first when searching for local payroll deductions.

GPS Settings

- The **AB Time Clock 400** software package integrates seamlessly with the AccuBuild Payroll system and the AccuBuild Mobile product which allows employees to clock in and out from the jobsite using an inexpensive table device for the punch in clock. This solution can provide more accurate time tracking and provide legal documentation for employees punch in and punch out times including the employee's picture at each punch in / out operation along with the GPS Location where the time was recorded. The time card data can then be cost coded by the job supervisor for the various cost phases and then uploaded directly the AccuBuild payroll time card spreadsheet in real time. This can result in thousands of dollars in savings per year for late arrivals and early departures to and from the job site by your workforce, along with the savings in administrative time to enter the time cards manually. Please contact the AccuBuild Sales Department to purchase the Time Clock product.

- The **GPS Settings** allows you to enter in the GPS coordinates and GPS Radius of the job site.

- **GPS Coordinates -** These coordinates are entered as latitude and longitude numbers up to seven decimal places and radius of the job site.

- **Calculate Distance -** Use this field to set up a radius border for the job site to be used in distance calculations between the job site GPS location and the location of the punch in clock device when the worker clocked in. This setting will then be used in the future to indicate if the time entries were made outside the job site boundaries.

Job Cost

The **Project Management > Job Cost** option provides access to the **Job Cost** where the list of job cost phases are displayed.
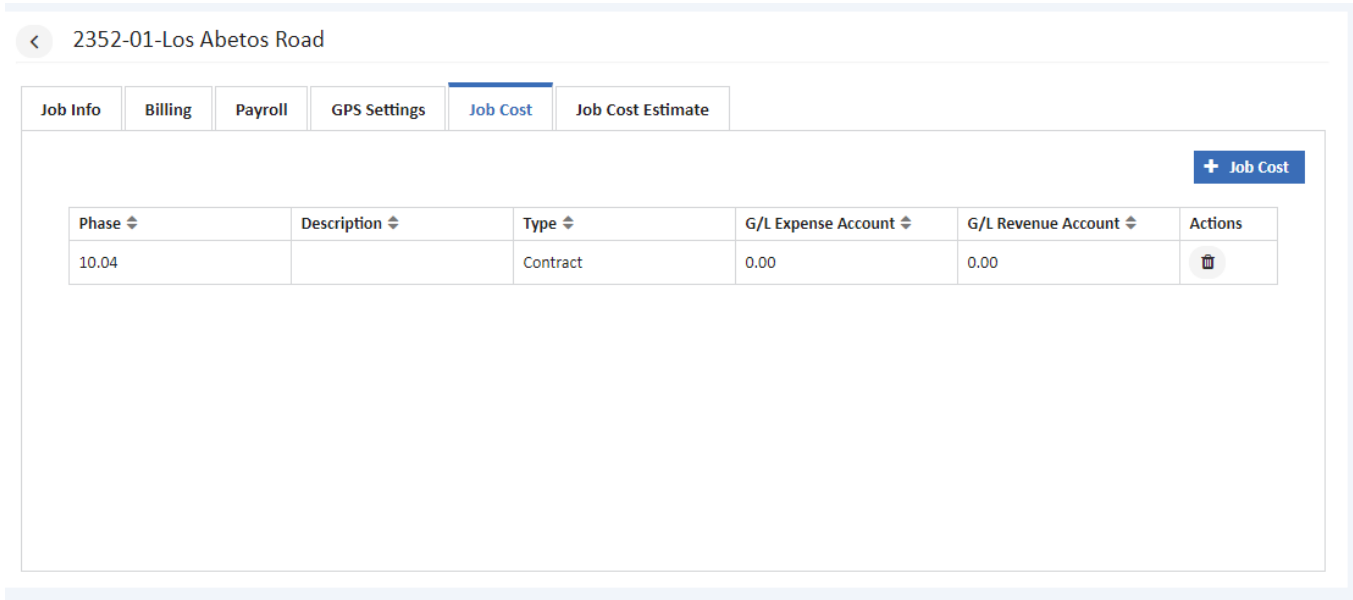
Add Job Cost - Job cost can be added using **+Add Job Cost button,** which is displayed in the below screen.
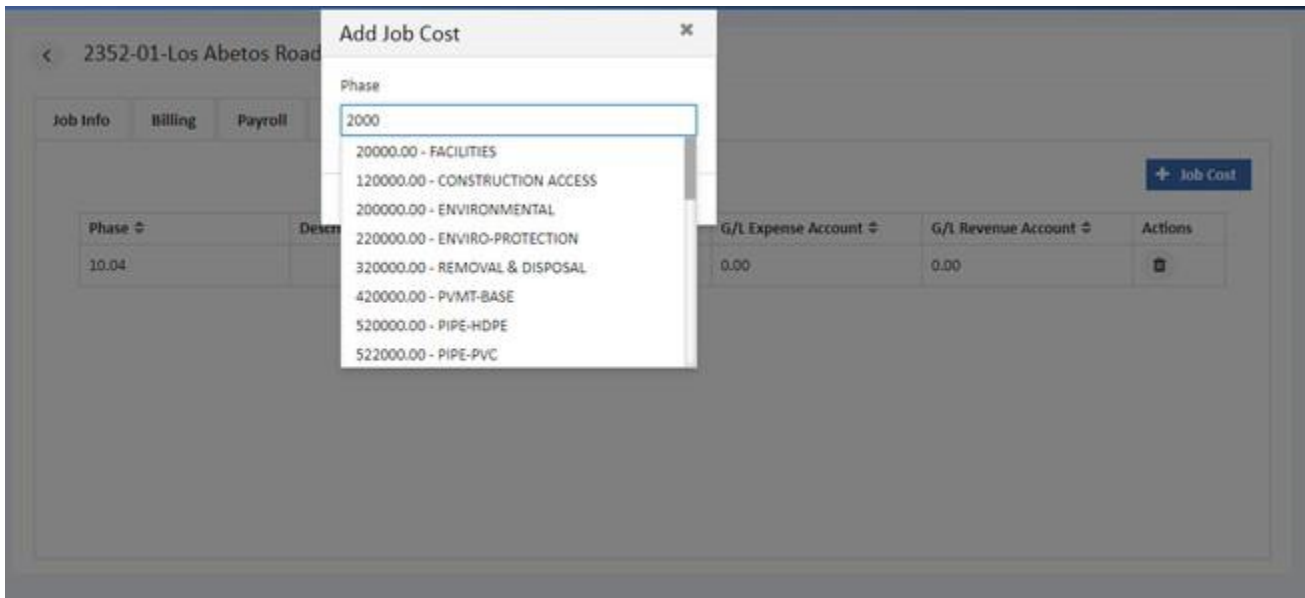
Job Cost Phase - Enter the job cost phase number. Only those phases set up with a phase type of **Job Cost** or **Both** in the **Phase Master** will be displayed on the drop down list. The job cost phase represents the description of the work task, such as labor, materials, Concrete, Drywall, etc. The job cost phase indicates where the estimated cost for this item should appear on the job cost reports.

> ⓘ Please note that multiple estimate items can be assigned to the same job cost phase. If the job cost phase field is left blank, then the estimated cost for this item will not be reflected in any job cost reports.

- **Description** - The phase description will be displayed in this field but the description may be modified as needed. This field may contain up to 35 characters.

- **G/L Expense Account** - This field is optional and is used to compare estimates on job/phase/expense account combos to actual expenses for those job/phase/accounts.

- **G/L Revenue Account** - Each billing item must be linked to a general ledger account. This account represents the revenue account that will be posted with the gross amount billed on each contract billing. Each billing item may be linked to a different revenue account depending on your chart of accounts.

Job Cost Estimate

The items entered on this tab represent a detailed list of budget items that make up the total anticipated cost of the job. These items should include labor, materials, subcontracts, etc. The amounts on this tab should represent the projected actual costs and should **NOT** include any markup for overhead and profit.

- **Job Cost Phase** - Enter the job cost phase number. Only those phases set up with a phase type of Job Cost or Both in the Phase Master will be displayed on the drop down list. The job cost phase represents the description of the work task, such as labor, materials, Concrete, Drywall, etc. The job cost phase indicates where the estimated cost for this item should appear on the job cost reports.

- **Date** - The date field is used to keep the contract billing amounts and the estimated cost amounts 'date driven' for the contract status reports. New items will default with the current calendar date. Enter original budgets and billing amounts with the date of the contract. Enter change orders with the date of the individual change order (not the approval date).

- **Units** and **Unit cost** - If the job has been set up to use the **Unit Billing** invoice format, then the Units and Unit Price fields will be enabled. (Note that the Amount field will be automatically updated under this billing format.)

- **Change Order** - If the item represents a change to the original job estimate and/or contract amount, then select this field. AccuBuild uses this field to summarize the original budget/contract amounts from the change order amounts on the contract billing and various job cost reports

- **Approved** - If the change order has been approved, then click on this field.

> **Note**: Any change order items that are not marked as approved **will not** be included on a contract billing. However, the **Contract Billing** will show all contract items including all change order items and will reflect which items have not been approved. This report is extremely helpful in preparing your contract billings and will prevent losing track of unapproved change orders.

- **Approval Date -** The approval date is for documentation purposes only and may be left blank.

- A new Job Cost Estimate can be added using **+Job Cost Estimate** option.

- **Edit** Option under action can be used to edit the existing record info and **delete** option can be used to delete the existing record.

Phases

All the phases and the details are listed in this screen and **Edit option** is used to edit the existing details and **delete option** is used to delete the existing record.

- **Phase Number -** The phase number is a user-defined numeric field and may contain up to six digits plus two decimals. If the phase number entered already exists on the phase master file, then AccuBuild will prevent you from adding a duplicate phase number.

- **Phase Description -** This field may contain up to 35 alpha/numeric characters.

- **Type of Phase** - Select whether the new phase is a **Job Cost** phase (cost estimates and expenses may be posted to this type of phase), a **Billing** phase (billing amounts may be assigned to this type of phase) or **Both** (a job cost and billing phase).

Associated G/L Expense Account

- If the new phase has been designated as either 'Job Cost' or 'Both', then the phase may be linked to a general ledger account. The account number link is optional, but if it is used, it will become the default expense account that will appear whenever expenses are charged to this particular phase on any job.

> For example, if a payable invoice is charged to a job and phase, then the general ledger account number associated with the phase will automatically be displayed on the a/p invoice entry screen. The user may override this default account during the invoice entry. Note: If the phase is a labor category, then the Payroll module will dictate which general ledger account will be used as the expense account. In addition, if a vendor has been set up with a default general ledger account, the vendor's default account will take precedence over the account number linked to the job cost phase.

- To add a new phase to a list click on **+Phase** option.

- To change information on an existing phase, select the phase and then select **Edit**. All fields on the phase list screen with the exception of the phase number itself, may be changed at any time.Select **Save** to add the new phase to the master list.To delete an existing phase from the master list,select **Delete**.

Admin

Account Info

Billing Info

Users

Roles

Account Info

Click on the **Admin** button **> Account Info** to open the **Account Info** page.

- **Apps** - This tab shows the **Apps** that are assigned for the User.

- **Details** - This tab contains the details of the **Plan** such as **Status, Subscribed From** and **Amount.** The **Plan** can be changed by clicking on the **Edit** icon > **Edit Subscription**.
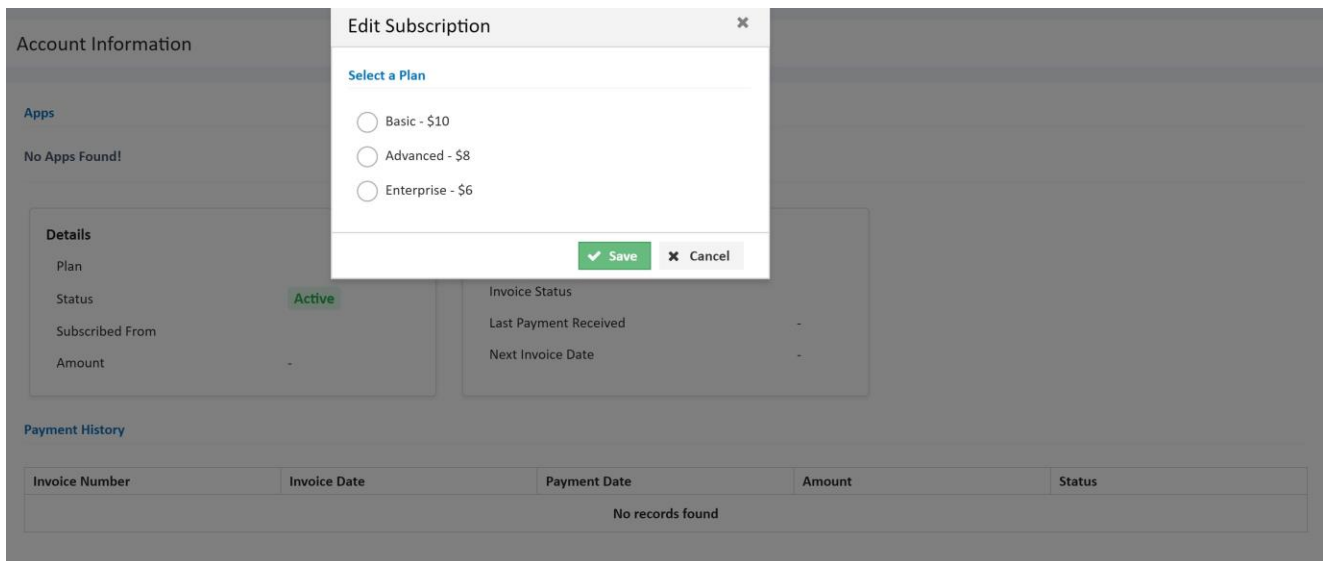
- **Billing Details** - This tab contains the **Account ID, Invoice Status, Last Payment Received** and **Next Invoice Date.**

- **Payment History** - This tab contains the records of all the **Payment History.**

Billing Info

Click on the **Admin** button **> Billing Info** to open the **Billing Info** page.

Error rendering macro 'toc' : The minLevel (21) is greater than the maxLevel (2)

Company Information

- **Company Name** - This field may contain up to 35 alphanumeric characters including spaces. The company name does not have to be the legal name of the company but can be an abbreviated version of the name. The system will create a company directory under the \accubld8\ program folder based on the information entered in this field.

> **Note**: *AccuBuild will not allow more than one company to be stored in the same directory.*

- The **Federal Tax ID, Email, Phone, Fax** and **Account Type** fields are mostly self-explanatory.

- **Fiscal Start** and **Fiscal End** - If your fiscal year should change for tax reasons, please make sure to carefully follow the documentation titled Change the Fiscal Year. This is a complex procedure and should be reviewed with AccuBuild's support staff before attempting to make the change.

- **Payroll Cutoff** - The Payroll module uses the payroll cutoff date to determine the current month. The system dates are automatically updated as each month is closed during the **month end** routine. The dates are used by the various modules to indicate whether or not the post routines should update the master data files.

- The **Company Information** can be edited by clicking on the **Edit** icon > **Update Company Info.**

Billing Information

- The fields under **Billing Information** are self explanatory and can be edited by clicking on the **Edit** icon > **Update Billing.**

Payment Information

- The saved payment information are displayed under **Payment Information.** These information can be edited or deleted by using the **Edit** and **Delete** buttons next to the payment information.

- To add a payment information, click on the **+Add** button > **Add New Card.**

Note: While adding a new card, the payment information can be made **Primary** by enabling the **Is Primary** toggle switch in the **Add New Card** page.

Users
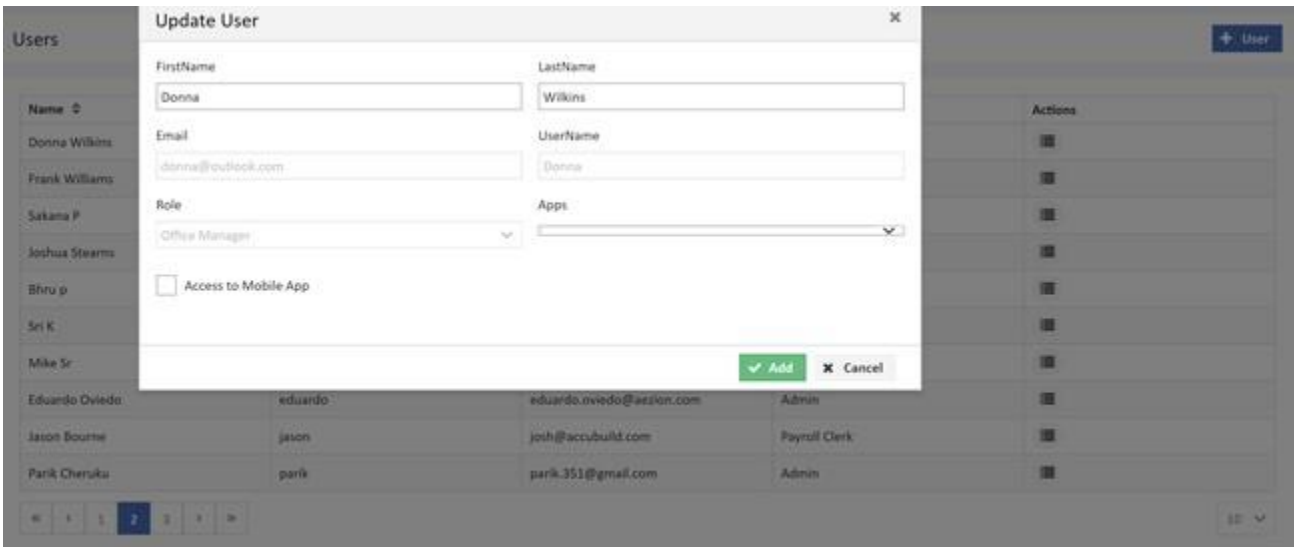
Click on the **Admin** button **> Users** to open the **Users** page.

- **User Name -** Enter the unique 'login' name of the new user. This field is alpha/numeric and may contain up to 31 characters including spaces.

- The **Name, Email** and **Role Name** are self explanatory.

- The **Name,** assigned **Apps** can be edited and the user can be given access to the **Mobile App** by clicking on the **Edit** from the **Action** drop down box in the **Update User** pop-up.

- The **User** can be deleted by clicking on the **Delete** option from the **Actions** drop down.

- **Reset Password:** The password can be reset by clicking on the **Reset Password** option from the **Actions** drop down. The **User** will receive an Email to the registered Email ID with the **Temporary Password.** The user can then Log In with the Temporary Password and change the password in the profile settings.

Create a New User

To create a **New User,** click on the **+Add** button to open the **Add User.**

- **Role** - Different **Roles** can be created using the **Roles** page. Based on the roles selected from the drop down list, the user will be given permission to access different modules accordingly.

Roles

Click on the **Admin** button **> Roles** to open the **Roles** page. This page shows the list of existing **Roles.**

Role Name	Permissions	Actions
Admin	🔧	✏️ 🗑️
Payroll Clerk	🔧	✏️ 🗑️
HR Manager	🔧	✏️ 🗑️
Project Manager	🔧	✏️ 🗑️
Supervisor	🔧	✏️ 🗑️
Office Manager	🔧	✏️ 🗑️
Admin Clerk	🔧	✏️ 🗑️
Super Admin	🔧	✏️ 🗑️
Payroll Admin	🔧	✏️ 🗑️
Test	🔧	✏️ 🗑️

- The **Roles** can be edited or deleted using the **Edit** and **Delete** icon under the **Actions** column.

- By clicking the **Manage Permissions** icon under the **Permissions** column, the permissions for that particular role can be managed.

- Roles can be added in the **Add Role** pop-up by clicking on the **+Add** button.

Roles

Role Name		Actions
Admin		✏ 🗑
Payroll Clerk		✏ 🗑
HR Manager	🔧	✏ 🗑
Project Manager	🔧	✏ 🗑
Supervisor	🔧	✏ 🗑
Office Manager	🔧	✏ 🗑
Admin Clerk	🔧	✏ 🗑
Super Admin	🔧	✏ 🗑
Payroll Admin	🔧	✏ 🗑
Test	🔧	✏ 🗑

+ Role

Add Role ✖

Role Name

[   ]

✔ Add   ✖ Cancel

Frequently Asked Questions

How do I set up a 401K plan in AccuBuild?

Access to Payroll

Business Rules

Certified Payroll

Understanding Reciprocal Agreements

Direct Deposit NACHA Specifications

Bonus Pay

How do I correct the coding of a job number on a payroll check?

Correct Pay Rates on a Check

Paid Family Leave Act

List of Payroll Transaction Codes

ACA Error Code Reference List

How do I enter a fringe benefit amount?

State Related Tax Items

How do I set up a 401K plan in AccuBuild?

- This scenario assumes that the 401K contribution is based on a percentage of the gross wages and is subject to all taxes, except federal withholding (FWH) and state withholding (SWH), and is subject to union and workers compensation insurance accruals.

- Set up in the **Chart of Accounts** a general ledger account number for the 401K payable.

- On the **Misc Pays / Deds Tab** of the **Payroll Properties Screen**, assign two miscellaneous pay accumulators and one corresponding miscellaneous deduct accumulators.

- The first miscellaneous pay will back off the amount to be contributed to the 401K from the gross wages. This amount will be calculated as a negative pay amount. Enter **401K (-)** as the description for this miscellaneous pay. (In the employee file, this item will be set up as a **'% of gross and NOT withheld'** pay type).

- The second miscellaneous pay will add back to the gross wages the amount to be contributed to the 401K but is set up to be **exempt from FWH and SWH**. (In the employee file, this item will be set up as a **% of gross AND withheld** pay type.) Because the 401K (+) amount is withheld, a corresponding miscellaneous deduct must be set up. For example, if **Misc Pay 3** is set up as the 401K (+), then **Misc Ded 3** must be reserved for the automatic 401K deduction. Enter **401K** as the description for this miscellaneous deduct and enter the new account number for the 401K payable (Step 1).

- On the **Payment Tab** of the **Employees** screen, enter the percentage of contribution in the 401K fields. Remember, percentages are entered as whole numbers. For example, 4% would be entered as 4.000.

- Enter the percentage of contribution as a **negative amount** in the **401K (-)** pay field. Select **% of Gross – Not W/H** as the pay type.

- Enter the percentage of contribution as a **positive number** in the **401K(+)** pay field. Select **% of Gross – W/H** as the pay type.

- On the **Deductions Tab** of the **Employees** screen, the miscellaneous deduct assigned as 401K will be displayed. No amount is entered for this deduct and a deduction type is not assigned. AccuBuild will automatically accrue the deduct amount in this accumulator when the employee's payroll check is generated.

- Repeat steps 3 and 4 for each employee participating in the 401K program. Payroll checks generated from this point on will now include the 401K contributions automatically.

Access to Payroll

Access to the Payroll system and its various menu options can be controlled by setting access levels on the options and then setting the user's security level. Be sure to read all the documentation on setting security levels, user group settings, and user security levels.

Users can be further restricted from viewing specific employees by utilizing the Executive Employee option. If this option is enabled, then users with lower access levels than the menu security setting assigned to the **Executive Employee Access Menu** option will not be able to view or access executive employee information of any kind on the **Employee List Screen**. In addition, users will not be able to enter time card entries, print automatic payroll checks, create handwritten payroll checks, or void payroll checks for executive employees. Please note that the restrictions that this option applies to is limited to those listed above.

> ⓘ It is highly recommended that users with lower access levels also be restricted from all payroll reports, including the Report BuilderPro option, as well as all browse data and modify data options.

Business Rules

Business Rules for Time Cards

- **Labor Distribution Codes -** LDCs are used to facilitate time card entry by linking one or more of the following items to a labor phase: department code, union code, workers comp code, or state code. If an LDC exists, then the system will apply the LDC business rules once the job and phase have been entered.

A check is made to see if a LDC code exists for the job entry with the following hierarchy of order:

Matching Job, Phase, and Employee (Employee override on Job Specific Phase)

Matching Job and Phase (Job Specific Phase)

Matching Phase (Phase Master Only)

ⓘ If an LDC code is found, then the time card record will be updated with one or more of the default codes from the associated LDC codes. Furthermore, any fields that are updated from the LDC defaults will be highlighted in yellow as a visual indicator of the field change(s) (visible when entering time through the time card batch file only). The LDC default fields will be run through a validation check as follows before the time card fields are updated:

- **Worker Comp Code** – The default LDC comp code must exist on the workers comp master list or else it will NOT be changed.

- **Department Code** – The default LDC department code must exist on the department code master list or else it will NOT be changed.

- **State Code** – A state exemption withholding record for the specified state must exist in the employee file in order for the time card record to be updated with the LDC state. If a withholding record does NOT exist, then the state code will not be changed and a pop up message indicating a LDC State Code error will be displayed.

- **Union Code** – The union code has multiple business rules to follow: First, the default LDC union code must exist on the Union Master Table or else it will not be changed. If the union code does exist, then a second process will be run to see if the employee has a specific union class code set up on his or her employee file (valid class codes are 01-99 and represent the decimal position of the union code.) If a union class code does exist, then the union master table will be checked to see if a union code exists for the employee's union class code. If a union code exists for the employee's union class, then it will be used, otherwise the original default LDC union code will be used. For example, if the original LDC union code is 200.00 and the employee's union class code is '02', then the time card union code will be changed to 200.02 provided this code exists on the union master table.

ⓘ If a specific LDC field is blank, then it will look to the employee file for the field value. The LDC value will not trigger a change to other fields like the change of a field on the time card screen. For example, if the LDC contains a department code and a workers comp code, but the department code is linked to a different workers comp code than the code on the LDC, only the workers comp code that is contained on the LDC will be used; the system will NOT attempt to update the WC field based on the department code default UNLESS you update the department code on the time card screen itself.

Department Codes

- **No Department Code** - If department codes are not used in a transaction, then the gross pay and labor burden expense accounts are determined by the **Payroll Properties -** Ledger Interface settings. If the time card contains a job number, then the system will use the **Direct Labor** set of accounts. If the time card does not contain a job number, then the **Overhead Labor** set of accounts will be used.

- **With Department Codes** - The department code linked to the time card transaction will determine the general ledger expense accounts used on the transaction

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When the time card entry is first created, the system will update the record based on the department code found in the employee's file, if any.

The department code can be changed on the time card entry as needed. If the department code is changed on the time card screen, and the department code is linked to a workers comp code, then the workers comp field will also be updated. This will override the default workers comp code from the employee's file, if one exists.

If the time card transaction has been entered with a union code, and the union code contains a department code, then the department code will also be updated. This will override the default department code from the employee's file, if one existed. Remember, as stated in Step 2 above, the workers comp field may also automatically change if the department code is linked to a workers comp code.

If an LDC (which is based on a job cost phase) is applied to the time card entry, then the department field will be updated with the LDC department code, if one exists. If no department code is linked to the LDC, then the system will look to the employee's file for a department code.

Union Codes

- When the time card entry is first created, the system will update the record based on the union code found in the employee's file, if any. If the employee file contains a union code and the employee file has been updated with the related misc pays and deductions, then the time card will be automatically add the related pays and deductions into the time card batch.

- The union code can be changed on the time card entry as needed. If you change the union code on the time card entry screen, be sure to utilize List of Payroll Transaction Codes 21 - 24 or 121 - 124 to be sure that the union's miscellaneous pays and deductions are also added to the time card batch file.

- If the union code is changed on the time card screen, and the union code is linked to a department code, then the department field will also be updated. This will override the default department code from the employee's file, if one exists.

- If the union code was changed on the time card entry, and the union code is linked to a department code, AND the department code is linked to a workers comp code, then the workers comp field will also be updated. This will override the default workers comp code from the employee's file, if one existed.

- If an LDC (which is based on a job cost phase) is applied to the time card entry, and the LDC contains a union code, then the union field will be updated based on the LDC. If no union code is linked to the LDC, then the system will look to the employee's file for a union code.

If the union code utilizes the Vacation Pay field with a pay type of 'withheld', then the amount will expense the job and to the direct labor (gross pay) expense account and credited to the account listed in the Union W/H (Vac) field on the **Payroll Properties - Ledger Interface** screen.

If the union code has items on the benefit schedule that are listed as 'include with burden', then the amount will be expensed to the job and to the direct labor burden general ledger account as dictated by the department code business rules. The amount will be credited to the g/l account listed in the Union Burden field on the **Payroll Properties - Ledger Interface** screen.

Workers Compensation Code

- When the time card entry is first created, the system will update the record based on the workers comp code found in the employee's file. The workers comp code can be changed on the time card entry as needed.

- If the department code is changed on the time card screen, and the department code is linked to a workers comp code, then the workers comp field will also be updated. This will override the default workers comp code from the employee's file, if one exists.

- If the time card transaction has been entered with a union code, and the union code contains a department code, then the department code will also be updated. This will override the default department code from the employee's file, if one exists. Remember, as stated in Step 2 above, the workers comp field may also automatically change if the department code is linked to a workers comp code.

- If the time card transaction has been entered with a job number, and the job list contains a workers comp code, then the workers comp code will be updated based on the job info. This will override the default workers comp code from the employee's file, if one exists.

- If an LDC (which is based on a job cost phase) is applied to the time card entry, then the workers comp field will be updated with the LDC workers comp code, if one exists. If no union code is linked to the LDC, then the system will look to the employee's file for a union code.

The system will calculate the liability based on the associated rate. This amount will be expense the labor burden account as dictated by the department code business rules. The amount will be credited to the g/l account listed in the Workers Comp field on the **Payroll Properties - Ledger Interface** screen.

If the time card record contains a job number, and the job has been set up with a default workers comp code, then the time card record will be updated with the job's workers comp code.

State Code

- For multi-state users, be sure to link the state code on the **Job Cost > Update Jobs > Payroll Tab** on the job set up to be sure that the proper state code is pulled into the time card entry.

- If the state code field is blank on the job, and an LDC does not exist, then the system will utilize the default state in the employee file, and if a default state does not exist, then the system will utilize the first state code it finds in the employee's file(lowest numbered code).

Business Rules for Time Card Worksheet

The **AccuBuild Mobile Settings** screen allows you to choose which time card transaction codes may be selected by the mobile user. If the payroll clerk changes the time card transaction code to a type that the mobile user does not have access to, then the record will no longer be available for viewing or editing by the mobile user, however, it may still be viewed on the mobile time card report.

- Miscellaneous pay transactions, such as for Vacation, Holiday or Sick pay, will require that you to enter those transactions through the Submit Payroll add timecard screen (the payroll batch file).

- For multi-state users, be sure to link the state code on the **Employee > State** on the job set up to be sure that the proper state code is pulled into the time card entry.

- If the state code field is blank on the job, and an LDC does not exist, then the system will utilize the default state in the employee file, and if a default state does not exist, then the system will utilize the first state code it finds in the employee's file(lowest numbered code).

Note: *If you assign the wrong state code on the time card wosrksheet and the employee has not been set up for that particular state, then the entry will be imported with NO state code and you will get the error message:* **'Check Record Missing for Employee No: xx State Code: xx'** *when calculating payroll taxes. You will need to delete and re-enter the time card entry*

Workers Comp - System Rules

One of the great tools within AccuBuild is the ability to accurately track your workers compensation insurance expenses quickly and easily. Due to the nature of the construction industry, the workers comp insurance rate can be affected by various factors including whether you pay prevailing wage on certain jobs and whether another party is covering the workers comp for you on a project. Therefore, the employee master file, the department code master file, and the job master file each contain a workers comp code field. The timecard transaction screen then utilizes the system rules to determine which workers comp code to use for each transaction.

 A specific workers comp code is usually created for the project with a rate of zero so that a workers comp liability is not accrued with each timecard transaction. The job workers comp code will take precedent over any other workers comp code.

If the job is not linked to a workers comp code then the system will use the workers comp code that has been linked to the department code. Department codes are used to dictate the general ledger expense accounts, job cost phase, equipment cost control as well as the workers comp code. Union / prevailing wage codes may be optionally linked to a department code, therefore, be careful when changing union codes on the timecard screen as this may change the department code and the workers comp code.

> If the union / prevailing wage code is not linked to a department code, then the workers comp code entered in the employee's master file will be used in each timecard transaction.

> ⚠ Keep in mind that regardless of the system rules, the Workers Comp Code field on the timecard screen may be manually overridden with any comp code as desired.

Understanding Reciprocal Agreements

Some states have local city taxes that are based on where the company office is located, where the job site is located and where the employee lives. If an employee works on a jobsite that is NOT located in the same city where the company office is located or in the same city where the employee lives, then the employee's wages may be fully subject to all of the local taxes. If the cities have reciprocal agreements, then the employee's wages are still subject to the local taxes, however, the amount paid to one entity is also credited to the other entity. Keep in mind that when searching for the local taxes during timecard entry, AccuBuild will first search the job file, then the employee file and then the company file for the local tax codes.

 Example:

MJS Construction is located in Akron, Ohio and has a job site in Beechwood, Ohio. The local tax for Beechwood is 1.5% and the local tax for Akron is 2%. A separate local tax code must be set up for each city. The Beechwood local tax code is linked to the job and the Akron local tax code is linked to the company's payroll properties. If the two cities did not have a 100% reciprocal agreement, and the employee worked at the jobsite in Beechwood, then the employee's wages would be subject to a total of 3.5% local tax. However, Akron and Beechwood do have a 100% reciprocal agreement which means that the employee's wages are only subject to a total of 2% in local taxes. Following the local tax search sequence, AccuBuild will calculate 1.5% for the Beechwood city tax (job file first) and then calculate the 2% Akron city tax. But due to the reciprocal agreement, AccuBuild will credit the job tax to the Akron city tax leaving only .5% for the Akron tax.

> ⚠️ **Important Reminder**: If your job site is located in the same city that your company office is located, then DO NOT link the same city tax in the job file, otherwise the tax will be calculated twice.

> **Note**: Some states, such as California, have an Employee Training Tax that is related to the State Unemployment Insurance tax. Therefore, the ETT component will accrue in the same manner as the SUI if the SUI Reciprocal Agreement is enabled.

Direct Deposit NACHA Specifications

- **AccuBuild Direct Deposit Payroll Specifications -** The following information represents the specific record formatting for NACHA Files produced by the AccuBuild System. Please review this information in order to gain a full understanding how Direct Deposit NACHA Files are produced in the AccuBuild System:

File Header Record

- *File ID Modifier Field (Field 7*) - will be set to "A" always – No support for multiple input files.

- *Reference Code (Field 13)* – This field will reference the AccuBuild Batch Number of the Payroll Records being processed for audit trail purposes.

Batch Header Record

- *Service Class Code (Field 3*) - will be set to "200" always – allows for debits, credits and pre-notification entries.

- *Company Discretionary Data (Field 4)* – can be edited for each file created or may be left blank by default.

- *Standard Entry Class Code (Field 6)* – will be set to "PPD" always for Prearranged Payments and Deposits.

- *Company Entry Description (Field 7)* – will be set to "PAYROLL" always for AccuBuild's Direct Deposit Payroll.

- *Company Descriptive Date (Field 8)* – will be set to the Week Ending Date of the Payroll using the "YYMMDD" format.

- *Effective Entry Date (Field 9)* – will be set to the Check Date of the Payroll Run and is used for the date that the funds are posted to the payee's account.

- *Originator Status Code (Field 11)* – will be set to "1" always representing the originator as a depository financial institution (bank).

- *Batch Number (Field 12)* – will be set to "1" always since only one batch is produced per NACHA File.

Entry Detail (PPD) Record

- *Individual Identification Number (Field 7*) - will be set to the six digit AccuBuild employee number and an 8 digit check number with a dash in between: "eeeeee-cccccccc".

- *Individual Name (Field 8*) - will be set to the employee's "LastName, FirstName" up to 22 characters.

- *Discretionary Data (Field 9)* – will be left blank.

- Addenda Record (Field 10) – will be set to "0' always as NO addenda records will be generated by the AccuBuild System.

Batch Control Record

- *Service Class Code (Field 2*) - will be set to "200" always – allows for debits, credits and pre-notification entries.

- *Company Discretionary Data (Field 4)* – can be edited for each file created or may be left blank.

Bonus Pay

Bonus pay should be set up as one of the six miscellaneous pays on the **Properties > Payroll >** Misc Pays/Deds Tab tab. Make sure that the W2 box is checks so that it will be included in gross wages. Typically, the bonus pay is not marked as exempt from any taxes nor as exempt from workers comp but check with your CPA. The g/l account on this line does not need to be filled in because the system will use the associated department code in the time card entry for the g/l account.

Go to **Three dot Icon on top right > Controls > Department Codes** to set up a code specifically for the bonus pay. Most companies accumulate bonuses into one expense account. Be sure to choose this department code on the time card entry otherwise it will use the department code found in the employee's file.

There are a couple of ways to manipulate the calculation of the Federal Withholding and State Withholding taxes on the bonus check:

One way is to turn on the **Override Auto Tax Calc** option on the **Payroll > Employee > Federal** tab. When taxes are calculated you will be able to manually type in the specific tax amount that you want deducted from the check.

The other method is to temporarily change the default pay period from weekly to monthly or annual on the Payroll Properties screen. This will reduce the amount of tax calculated on the entire batch of checks. Refer to the IRS and State publications for withholding table calculations.

> ⓘ **Be sure to reset your pay periods after the bonus checks have been posted, otherwise all other checks will be calculated incorrectly.**

When you enter your time card entries, use the transaction code associated with the bonus pay. This will be code 51 - 56 (misc pay NOT withheld). The term not withheld on this screen has nothing to do with the taxable status of the item; the status is defined in the payroll properties as described in step 1. Instead, 'not withheld' on this screen simply means that the employee will be receiving the amount on his check. (Do not use transaction codes 81-86 for the bonus pay. The term 'withheld' on this screen is used to pay an amount on the check, tax it, then deduct the amount from the check in order to give it to a 3rd party such a union or approved benefit plan).

Calculate the taxes as usual. If you chose the override auto tax calculations in the employee file then you will need to manually fill in the FWH and SWH fields with the proper amounts. If you chose to change the payroll periods, then review the tax calculations using the Pre-Check Tax Register.

Print and post your checks as usual.

How do I correct the coding of a job number on a payroll check?

If a payroll check has been posted through the system with an incorrect job or phase or general ledger account number, then there are several options available to correct the error.

The first and best option would be to void the payroll check and then to re-issue the check using the same check number and check date. By voiding the check, AccuBuild will automatically generate entries that will reverse all postings of the invoice from all systems. Be sure to void and re-issue the check with the same dates so that the net affect is zero for the day.

The second option would be to make a general journal entry to reclassify the expense. Keep in mind that a general journal does not reference the employee number or check number except in the description field. Therefore, **the reports generated for the payroll system will NOT reflect the change**.

The third option would be to enter a handwritten check to reclassify the expense amount from one set of cost codes to another. This option will provide a better record of all transactions related to the specific check, however, **this option will NOT remove all related payroll burden associated with the check**. Payroll burden is calculated on the total gross wage of the check and then pro-rated out to the individual time card entries. Therefore, if the gross wage netst to zero, then the burden calculation will also be zero and the original burden will not be removed from the job/phase/expense account.

The handwritten check entry should reference the same check number, check date, pay period and employee information as the original check, however, the net amount of the check and the tax deductions will be zero. In the timecard entry screen, enter the complete transaction with the job, phase and general ledger account that the original entry should have been charged to. Enter a second timecard transaction with the same hours as a negative number (for example: -8) with the expense information that the original entry was charged to. Once posted, these entries will leave an audit trail of both the original entries and the reclassification of the cost.

Correct Pay Rates on a Check

Under payment of Wages

If a payroll check has been posted through the system with the wrong pay rate, and the check has already been given to the employee, then the difference that is owed to the employee should be issued on a separate check and **not** included in the next pay period's check. If your company is union or pays prevailing wage, then the union reports and the certified payroll reports would be affected by the date given as the week-ending period, therefore, the correction should be issued on a separate check.

The correction is entered into the time card entry screen with two separate entries. The first entry will represent the **total** hours (entered as a positive number) at the correct rate and the **total** hours will be certified on one specific day, such as Monday. The original check entry may have disbursed the total hours to various days but for this purpose you will certify them on one day only. The second entry will represent the **total** hours (entered as a negative number) at the old rate, and the total hours are certified on another day, such as Tuesday. Use transcode 121 on this entry in order to manually enter the old rate. It is very important to certify the hours in such a way that the net hours for any given day do not net to zero, otherwise, the certified payroll report will not print the check information. You may also want to manually note on the certified payroll report that the entry is an adjustment of pay to avoid confusion when the report is submitted.

> ⓘ   The two entries noted above will serve two purposes. First, the net of the total hours are zero so the overall hours for the pay period are not overstated. Second, the system automatically calculates the net difference to the employee. Third, any miscellaneous pays associated with the union/prevailing wage code will be picked up by the system. Dating the entries in the same original week ending will properly reflect the information on the union report and/or the certified payroll report.

Over payment of Wages

If a payroll check has been posted through the system with the wrong pay rate resulting in an over payment of wages, and the check has already been cashed by the employee, then the difference that is owed to your company should be deducted from the next check issued to that employee. This can be accomplished by creating a Local Deduction Codes and attaching this deduction to the employee's file. This is especially helpful if you need to deduct a portion of the total amount over several pay periods and need to establish a cutoff limit.

The correction is automatically entered onto the time card entry screen by the system once you save your first time card entry for the employee. If you do not set up the local deduction code in the employee file, then you may manually enter the correction on the time card entry screen by selecting transaction code 99, and the local deduction code, and then entering the flat amount. Enter the amount as a positive amount, not a negative amount.

> ⓘ   If your company is union or pays prevailing wage, then the union reports and the certified payroll reports will not be affected by this entry.

Paid Family Leave Act

Only a few states currently require paid family leave (PFLA). California and Rhode Island fund their programs through an employee payroll tax, while some states impose PFLA tax on both employees and employers.

In 2019, three states have implemented new laws for handling Family Leave for employees which include the District of Columbia (DC), Massachusetts, and Washington. The set up for handling the Family Leave amounts will be handled on the **Properties > Payroll > Tax Rates > State Tax Settings Screen**.

The ETT field on the State Tax Setting Screen will be utilized to handle the employer portion of the Family Leave tax, if applicable. As of 2019, California is the only state to have an Employee Training Tax (employer burden) so no other states should be affected by utilizing the ETT field for the employer portion of the PFLA , if an employer tax is required by the state.

> Note: If the ETT field has been utilized to accrue a different tax in your company setup, please contact AB for instructions on how to move the tax to a different burden accumulator.

PFLA California

PFLA District of Columbia

PFLA Massachusets

PFLA New Jersey

PFLA New York

PFLA Rhode Island

PFLA Washington

PFLA California

- **California** - Effective 2004, The Family Leave tax is actually a component of the California SDI tax rate (employee tax) and no additional set up is required for reporting.

PFLA District of Columbia

District of Columbia - Effective July 2020, the Paid Family Leave tax is paid by the employer only and therefore will be accrued as a payroll tax burden. The PFLA for the District of Columbia does not need to be reported on the employee's W-2.

The ETT Tax in AccuBuild will be used to track the Family Leave amount which should be set up as shown in the following screen:

Employer Family Leave (ETT) - The accrued Family Leave amount will be tracked under the ETT Tax field in the PRCHECKS table:

- **G/L Account** - A new G/L Account should be set up to track the family leave amount.

- **Tax Rate** - The initial tax rate is 0.62 % for 2019, however you will need to verify this rate and update as needed according to DC Tax regulations.

- **Cutoff Limit** - Currently there is no cutoff limit and this tax applies to all employee gross wages. Leave this field set to zero.

The Family Leave Tax Amounts will be included in the Aatrix Tax Form for the DC Quarterly Reporting (DC DOES UC-30):

ACA Forms

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	Name	Type	Description
◯	8109-V_FORM	Federal	EFTPS Form 8109. Use this to make 940, 941, 943, 944, and 945 electronic payments.
◯	940_FORM	FUTA	[Annual] Employer's Annual Federal Unemployment (FUTA) Tax Return. Use this to report annual federal unemployment wages and taxes.
◯	941_FORM	Federal	[Quarterly] Employer's Quarterly Federal Tax Return. Use this to report quarterly federal tax information.
◯	943_FORM	Federal	[Annual] Employer's Annual Federal Tax Return for Agricultural Employees. Use this to report annual federal tax information for agricultural employees. Payments can be made by selecting the Federal Tax Deposit Coupon (EFTPS) in the form selection window
◯	944_FORM	Federal	[Annual] Employer's Annual Federal Tax Return use this if the IRS has instructed you to file a 944 instead of a 941 return.
◯	945_FORM	Federal	[Annual] Annual Return of Federal Income Tax. Use this to report Annual Federal Tax Liability for non-payroll payments.
◯	AK_07-6058_FORM	CertifiedPayroll	Alaska Department of Labor Certified Payroll Report. This report is provided for the convenience of contractors and subcontractors required to submit weekly payrolls.
◯	AK_NEW_HIRE_FORM	NewHire	Alaska New Hire Reporting Form. Use this to report newly hired or rehired employees within 20 days
◯	AK_TQ01C_EFILE_FORM	Suta	[Quarterly] Alaska Quarterly Contribution Report. Use this to report quarterly unemployment wages and taxes. **USE FOR EFILING ONLY**
◯	AL_A-1_FORM	State	[Quarterly] State of Alabama Employer's Quarterly Return of Income Tax Withheld. Use this to report quarterly state tax withheld.
◯	AL_A-6_FORM	State	[Monthly] Employer's Monthly Return of Income Tax Withheld. Use this to make monthly state tax payments.
◯	AL_CPR_FORM	CertifiedPayroll	Alabama Department of Labor Certified Payroll Report. This report is provided for the convenience of contractors and subcontractors required to submit weekly payrolls.

PFLA Massachusets

Massachusetts - Effective July 2019, the Family Leave tax is paid by both the employee and the employer with the employee portion being handled with the SDI accumulator and the employer portion being handled with the ETT accumulator as shown:

Employee Family Leave (SDI) - The employee Family Leave amount will be withheld from the employee's pay amount and tracked under the SDI Tax field in the PRCHECKS table:

- **G/L Account** - A new G/L Account should be set up to track the family leave amount for the employee.

- **Tax Rate** - The initial tax rate is 0.318 % for 2019, however you will need to verify this rate and update as needed according to Massachusetts Tax regulations.

- **Cutoff Limit** - Currently the cutoff limit is based on the social security cutoff limit and this field will need to be updated as necessary according Massachusetts Tax regulations.

Employer Family Leave (ETT) - The accrued Family Leave amount will be tracked under the ETT Tax field in the PRCHECKS table:

- **G/L Account** - A new G/L Account should be set up to track the family leave amount for the employer.

- **Tax Rate** - The initial tax rate is 0.312 % for 2019, however you will need to verify this rate and update as needed according to Massachusetts Tax regulations.

- **Cutoff Limit** - Currently the cutoff limit is based on the social security cutoff limit and this field will need to be updated as necessary according Massachusetts Tax regulations.

> A|B will automatically print the Massachusets PFLA deduction in Box 14 of the W-2; no Box 14 setup is necessary.

> ⓘ At this time, the state of Massachusetts has not released any official form for reporting the Family Leave Tax Amounts and therefore the Aatrix Tax Form generator in AccuBuild does not provide a form yet.

The AccuBuild MAR Library Report has been updated with two new Subject Earnings Reports that can be used to obtain the Family Leave totals for the SDI (employee deduction) and ETT (employer portion) totals for Massachusetts. This report is different from the other Subject Earning Reports in that the report grouping are based on the combined STATE_CODE and SUISTATECODE fields for each payroll check record so that both state codes are included in each group. For multi-state payroll situations, this new grouping method will make sure that separate groups are created when the state code and the SUI State code are NOT the same which occurs when employees have state earnings in another state but need to report state unemployment earnings to their home state.

- Subject Earnings - StateSUICombo Group - Summary - Trans Date

- Subject Earnings - StateSUICombo Group - Detail - Trans Date

PFLA New Jersey

New Jersey - The Family Leave tax is handled through a local deduction code that needs to be implemented and is reported on quarterly returns in Aatrix form NJ-927/WR-30.

> Note: The New Jersey PFLA does not have to appear on the employee's W-2.

PFLA Rhode Island

Rhode Island - The Family Leave tax is handled via the SDI Tax on the State Payroll Tax Information Screen and reported on quarterly returns in Aatrix on form TX-17 under the TDI Taxable Wages section.

Note: The Rhode Island PFLA does not have to appear on the employee's W-2.

PFLA New York

New York - The Family Leave tax is handed through a local deduction code that needs to be implemented and the amount is reported annually on the employee W-2. A|B will automatically print this amount in Box 14 of the W-2; no Box 14 setup is necessary.

PMID 8111 - New York State Disability Tax- Paid Family Leave

As of January 1, 2018, New York introduced the Paid Family Leave Act.

Paid family leave basics. Paid Family Leave provides coverage for:

- Parents during the first 12 months following the birth, adoption, or fostering of a child;

- Employees caring for a spouse, domestic partner, child, parent, parent-in-law, grandparent, or grandchild with a serious health condition; and

- Employees assisting loved ones when a spouse, child, domestic partner, or parent is deployed abroad on active military duty.

Employee eligibility:

- Employees with a regular work schedule of 20 or more hours per week are eligible after 26 weeks of employment.

- Employees with a regular work schedule of less than 20 hours per week are eligible after 175 days worked.

<u>Insurance coverage.</u> Paid Family Leave coverage will typically be included as a rider to an employer's existing disability insurance policy, and will be fully funded by employees through payroll deductions. In 2018, the maximum employee contribution is 0.126% of an employee's weekly wage up to 0.126% of the annualized New York State Average Weekly Wage. The program is mandatory for nearly all private employers. Public employers may opt into the program.

<u>Phase-in schedule.</u> Paid Family Leave will be phased in over four years, beginning January 1, 2018. In 2018, employees may take up to eight weeks of paid leave at 50% of an employee's average weekly wage up to 50% of the New York State average weekly wage. That increases to 12 weeks of paid leave in 2021 paid at 67% of an employee's average weekly wage up to 67% of the New York State average weekly wage. (New York State Office of the Governor, Press Release, July 19, 2017, *http://www.governor.ny.gov/news/governor-cuomo-announces-regulations-implementing-new-yorks-nation-leading-paid-family-leave.*)

Accubuild can help you handle this contribution in the following manner:

- Set up a Local Deduction as follows, and hook to Aatrix in the section called Aatrix Tax code:

If the company is located in the state of New York, set up the local tax in the payroll properties which will work for all New York entries. Set the local tax for Family Leave in the Payroll Properties>Tax Rates.

> ⓘ Pursuant to the Department of Tax Notice No. N-17-12, employers should report employee contributions on Form W-2 using Box 14 – State disability insurance taxes withheld. Benefits should be reported by the State Insurance Fund on Form 1099-G and by all other payers on Form 1099-MISC. If the local deduction code has been correctly set up, Aatrix will handle this for you as shown in the following screen shot:

PFLA Washington

Washington - Effective January 2019 but not The Family Leave tax is paid by both the employee and the employer with the employee portion being handled with the SDI accumulator and the employer portion being handled with the ETT accumulator as shown:

Employee Family Leave (SDI) - The employee Family Leave amount will be withheld from the employee's pay amount and tracked under the SDI Tax field in the PRCHECKS table:

- **G/L Account** - A new G/L Account should be set up to track the family leave amount for the employee.

- **Tax Rate** - The initial tax rate is 0.253 % for 2019, however you will need to verify this rate and update as needed according to Washington Tax regulations.

- **Cutoff Limit** - Currently the cutoff limit is based on the social security cutoff limit and this field will need to be updated as necessary according Washington Tax regulations.

Employer Family Leave (ETT) - The accrued Family Leave amount will be tracked under the ETT Tax field in the PRCHECKS table:

- **G/L Account** - A new G/L Account should be set up to track the family leave amount for the employer.

- **Tax Rate** - The initial tax rate is 0.147 % for 2019, however you will need to verify this rate and update as needed according to Washington Tax regulations.

- **Cutoff Limit** - Currently the cutoff limit is based on the social security cutoff limit and this field will need to be updated as necessary according Washington Tax regulations.

List of Payroll Transaction Codes

This list is a reference for the various transaction codes used on the add time card and time card worksheet screens.

	A	B	C	D	E
	Employee	Union	Union & Employee	Manual Rates	
				Calcs	No Calcs
Regular Pay	1	21	121	31	41
Overtime Pay @ 1.5	2	22	122	32	42
Overtime Pay @ 2.0	3	23	123	33	43
Overtime Pay @ 3.0	4	24	124	34	44

A. The hourly rate and the miscellaneous pay and deduction amounts will be pulled from the employee's file.

- Overtime transcodes 2 - 4 will only apply the overtime factor to the base hourly rate found in the employee file and **will not** affect vacation or misc pay rates. Codes 2 - 4 would be sufficient for unions where the hourly benefits, including vacation pay, are applied at a straight time rate on overtime hours.

- If the hourly rate on benefits, including vacation pay, are subject to the overtime factor (ie. 1.5, double time, triple time), then be sure to enter those rates on the overtime tabs in the union code screen (ie. $1 on regular vacation pay, $1.5 on vacation pay @ 1.5, $2 on vacation pay @ double time). You must then use transcodes 22 - 24 or 122 - 124 for overtime in order for the system to pick up the correct overtime rates on these items.

B. The hourly rate and the miscellaneous pay (misc pays 1, 2, 3) and deduction amounts (misc deds 1, 2, 3) will be pulled from the union master file. The system will also pull any flat amount, pre-tax, or percentage-of-disposable-wage deductions from the employee file.

- Use transcodes 22 - 24 or 122 - 124 if overtime is needed on a union code where the hourly rates on vacation pay, misc pay or benefits are increased based on the overtime factor.

- If the **base** hourly rate field is set to zero in the union file, then the hourly rate will be pulled from the employee's file. This **does not** apply to miscellaneous pay rates.

C. Similar to 'B' except that the **all** misc pays and misc deductions are **also** pulled from the employee file. This may result in duplicate misc pays or deductions that are found in both files. Simply delete one of the duplicate transactions on the timecard screen. Use transcodes 22 - 24 or 122 - 124 if overtime is needed on a union code where the hourly rates on vacation pay, misc pay or benefits are increased based on the overtime factor.

D. The hourly rate or a flat amount must be entered manually. All of the miscellaneous pay and deduction amounts will be pulled from the employee's file.

E. The hourly rate or a flat amount must be entered manually. All of the miscellaneous pay amounts will be excluded. All of the miscellaneous deduction amounts will be included.

Miscellaneous Pays				Miscellaneous Deductions		
Description	Not W/H	Withheld		Description	Flat Amount	Pre-Tax
Vacation Pay	88	188	89	189		
Fringe Benefit Pay	70	170		Local Deductions	99	
Misc Pay 1	51	151	81	181	Misc Ded 1	61	91
Misc Pay 2	52	152	82	182	Misc Ded 2	62	92
Misc Pay 3	53	153	83	183	Misc Ded 3	63	93
Misc Pay 4	54	154	84	184	Misc Ded 4	64	94
Misc Pay 5	55	155	85	185	Misc Ded 5	65	95
Misc Pay 6	56	156	86	186	Misc Ded 6	66	96

- **Miscellaneous Pay - Not W/H -** The amount is paid on the employee's check and taxed as dictated by the Payroll Properties.

- **Miscellaneous Pay - Withheld -** This is used for union pay issues in most cases. The amount is paid on the check, taxed as dictated by the Payroll Properties, and then deducted from the check so that the amount may be paid to the union or bonafide plan.

- **Vacation Pay** – This vacation pay field should be used for union employees only if you want to use the '**Accrued Pay**' reporting feature. Set up a misc pay accumulator for vacation for non union employees.

- **Trans Code 88 & 89 -** Enter a lump sum vacation amount.

- **Trans Code 188 & 189** - Enter hours and rate or lump sum vacation amount; all misc pays and deductions from the employee file will be pulled into the time card entry.

- **Fringe Benefit Pay** – A flat amount entered as this type of pay will be added to the fringe benefit accumulator field in the employee's file. These amounts will be reported as separate earnings on the W2.

- **Trans Code 70 -** Enter a lump sum fringe amount.

- **Trans Code 170** - Enter hours and rate or lump sum fringe amount; all misc pays and deductions from the employee file will be pulled into the time card entry.

- **Miscellaneous Pay** – There are six miscellaneous pay accumulators in the employee master file. Select the appropriate miscellaneous pay and the accumulator will be updated with the flat amount.

- **Trans Code 51-56 & 81-86 -** Enter a lump sum pay amount

- **Trans Code 151-156 & 181-186** - Enter hours and rate or lump sum pay amount; all misc pays and deductions from the employee file will be pulled into the time card entry.

- **Local Deductions -** These deductions must be entered as a flat amount when entered through the timecard screen. **Do not** enter any pre-tax deductions using transcode 99. All pre-tax deductions **must** be entered using transcodes 91-96.

- **Miscellaneous Deduction** – There are six miscellaneous deduction accumulators in the employee master file. Select the appropriate deduction and enter the deduction as the flat amount.

- **Pre-tax Deduction** – This is a flat amount deduction that reduces the amount of 'subject-to' wages for all applicable payroll taxes as dictated by the **Payroll > Properties > State Tax Settings**.

ACA Error Code Reference List

The new MAR Payroll Reports for ACA Reporting reference a variety of error codes which relate to the new ACA Screens in AccuBuild. These error codes are documented below:

Health Insurance Plan Error Codes (500–511) - These error codes are related to the records in the *AatrixECVTemplate* Table which are set up via the *Health Insurance Plan Master List* Screen:

- 500 - Policy Plan ID Field is blank.

- 501 - Policy Plan is MISSING the Starting Month.

- 502 - Policy Plan is MISSING the Ending Month.

- 503 - Policy Plan is MISSING the Policy Origin Code.

- 504 - Policy Plan is MISSING the Self Insured Employee Status.

- 505 - Policy Plan is MISSING the Offer of Coverage Code.

- 506 - Policy Plan is MISSING the Safe Harbor Code.

- 507 - Policy Plan is MISSING the Employee Share of Total Cost of Coverage Amount.

- 508 - Policy Plan is MISSING the Total Cost of Coverage Amount.

- 509 - Policy Plan is MISSING the Lowest Cost of Self Only Coverage Amount.

- 510 - Policy Plan is MISSING the Employee Share of Lowest Cost of Self Only Coverage Amount.

- 511 - The Health Plan Self-Insured Setting does NOT match the Employer Self-Insured Setting (Aatrix Company Settings Screen).

Employee Insurance Coverage Information Errors (1000–5500) - These error codes are related to the records in the *AatrixECVInfo* Table which are set up via the *Employee ACA Health Insurance Information* Screen in the *Employee Coverage Information* Grid:

- 1000 - Offer of Coverage OVERLAP - Multiple Offer of Coverage Codes for the same month.

- 1100 - Safe Harbor OVERLAP - Multiple Safe Harbor Codes for the same month.

- 1200 - Employee Share of Coverage OVERLAP - Multiple Employee Share of Coverage Amounts for the same month.

- 1300 - Total Cost of Coverage OVERLAP - Multiple Total Cost of Coverage Amounts for the same month.

- 2000 - Offer of Coverage MISSING - WARNING that Offer of Coverage Code is missing for the month.

- 2100 - Safe Harbor MISSING - WARNING that Safe Harbor Code is missing for the month.

- 2200 - Employee Share of Coverage MISSING - WARNING that there is no Employee Share of Coverage for the month.

- 2300 - Total Cost of Coverage MISSING - Warning that there is no Total Cost of Coverage for the month.

- 3000 - The Employee Setting for the Offer of Coverage Code DOES NOT MATCH the Policy Plan Master Setting.

- 3100 - The Employee Setting for the Employee Share Of Lowest Cost Self Only Coverage DOES NOT MATCH the Policy Plan Master Setting.

- 3200 - The Employee Setting for the Lowest Cost Self Only Coverage DOES NOT MATCH the Policy Plan Master Setting.

- 3300 - The Employee Setting for the Safe Harbor Code DOES NOT MATCH the Policy Plan Master Setting.

- 3400 - The Employee Setting for the Policy Origin Code DOES NOT MATCH the Policy Plan Master Setting.

- 3500 - The Employee Setting for the Self Insured Employee Status DOES NOT MATCH the Policy Plan Master Setting.

- 3600 - The Employee Setting for the Plan Start Month DOES NOT MATCH the Policy Plan Master Setting.

- 5000 - The Employee Setting for the Safe Harbor Code Should Be Blank per the Policy Plan Master Setting.

- 5100 - The Employee Setting for the Offer of Coverage Code Should Be Blank per the Policy Plan Master Setting.

- 5200 - The Employee Setting Amount for the Employee Share Of Minimum Coverage Should Be Zero per the Policy Plan Master Setting.

- 5300 - The Employee Setting Amount for the Total Cost Of Minimum Coverage Should Be Zero per the Policy Plan Master Setting.

- 5400 - WARNING - The employee has earnings for Reporting Period (Year), but there are NO Employee Coverage Information Records for ACA Reporting.

- 5500 - The Employee Self-Insured Setting does NOT match the Employer Self-Insured Setting (Aatrix Company Settings Screen).

Employee Dependent Setting Errors (6000–7700) - These error codes are related to the dependent records in the *AatrixECIInfo* Table which are set up via the *Employee ACA Health Insurance Information* Screen in the *Employee Dependents* Grid:

- 6000 - The Dependent should NOT be Covered for the month per the Policy Plan Master Settings for the Policy Period Dates.

- 6100 - The Dependent setting for the Safe Harbor Code should not be set per the Policy Plan Master Settings for the Policy Period Dates.

- 6200 - The Dependent setting for the Offer of Coverage Code should not be set per the Policy Plan Master Settings for the Policy Period Dates.

- 7000 - The Dependent entry is MISSING the Policy Plan ID.

- 7100 - The Dependent entry has an INVALID social security number. Social Security Number MUST be entered with format of 999-99-9999 unless birth date is provided.

- 7200 - The Dependent entry has NO social security number and NO birth date. One of these two fields MUST be provided for self insured plans.

- 7300 - The Dependent entry is missing the FIRST Name field.

- 7400 - The Dependent entry is missing the LAST Name field.

- 7500 - The Dependent entry is missing the YEAR field.

- 7600 - A Dependent entry exists for an employee that is not listed in the Coverage Information.

- 7700 - The Employee Dependent Record is missing in the Employee Dependent List. For Self-Insured Plans, a list of employee dependents is required and the Employee (identified by the social security number) MUST be included in this list.

Company Settings Information Errors (9000-13600) - These error codes are related to the records in the *AatrixCompanyInfo Table* (Designated Government Entity Info), the *AatrixALEinfo Table* (Company ALE Settings Info), and the *AatrixAGGinfoTable* (List of ALE Aggregated Group Members). All of the field information for these table is set up in the *Aatrix Company Settings Screen*:

Designated Government Entity Errors:

- 9000 - The Designated Government Entity Setting is ENABLED (Aatrix Company Settings Screen) - But the Designated Government Entity NAME field is blank.

- 9100 - The Designated Government Entity Setting is ENABLED (Aatrix Company Settings Screen) - But the Designated Government Entity FEDERAL EMPLOYER TAX ID field is blank.

- 9200 - The Designated Government Entity Setting is ENABLED (Aatrix Company Settings Screen) - But the Designated Government Entity ADDRESS 1 field is blank.

- 9300 - The Designated Government Entity Setting is ENABLED (Aatrix Company Settings Screen) - But the Designated Government Entity CITY field is blank.

- 9400 - The Designated Government Entity Setting is ENABLED (Aatrix Company Settings Screen) - But the Designated Government Entity STATE field is blank.

- 9500 - The Designated Government Entity Setting is ENABLED (Aatrix Company Settings Screen) - But the Designated Government Entity ZIP CODE field is blank.

- 9600 - The Designated Government Entity Setting is ENABLED (Aatrix Company Settings Screen) - But the Designated Government Entity CONTACT FIRST NAME field is blank.

- 9700 - The Designated Government Entity Setting is ENABLED (Aatrix Company Settings Screen) - But the Designated Government Entity CONTACT MIDDLE NAME field is blank.

- 9800 - The Designated Government Entity Setting is ENABLED (Aatrix Company Settings Screen) - But the Designated Government Entity CONTACT LAST NAME field is blank.

- 9900 - The Designated Government Entity Setting is ENABLED (Aatrix Company Settings Screen) - But the Designated Government Entity CONTACT PHONE field is blank.

- 10000 - The Designated Government Entity Setting is ENABLED (Aatrix Company Settings Screen) - But the Designated Government Entity RECORD COUNT is invalid - Must have 1 Record per Company.

Aggregated ALE Group Member Errors:

- 11000 - The Aggregated ALE Group Member Setting is ENABLED (Aatrix Company Settings Screen) - But there is no related ALE Member Record for the company. ALE Member Record must have a MATCHING Federal Tax ID.

- 11100 - The Aggregated ALE Group Member Setting is ENABLED (Aatrix Company Settings Screen) - But there are MULTIPLE related ALE Member Record for the company. Only 1 ALE Member Record is allowed that has a MATCHING Federal Tax ID.

Company General Setting Errors:

- 13000 - The Certificate of Eligibility Setting for 4980 Transaction Relief DOES NOT Match the Monthly Setting for 4980 Transaction Relief Indicator.

- 13100 - The Minimum Essential Coverage is NOT CONSISTENT for all 12 Months on Employer ALE Record Settings.

- 13200 - The Aggregated ALE Group Member Setting is NOT CONSISTENT for all 12 Months on Employer ALE Record Settings.

- 13300 - WARNING - The Total Employee Count is zero for the specified month.

- 13400 - WARNING - The Full Time Employee Count is zero for the specified month.

- 13500 - The Total Employee Count is LESS THAN the Full Time Employee Count for the specified month.

- 13600 - WARNING - ALE Group Member has less than 50 Full Time Employees for the specified month.

Employee Other Coverage Information Errors (14000-14600) - These error codes are related to the other coverage provider records in the *AatrixOCPInf* Table which are set up via the *Employee ACA Health Insurance Information* Screen in the *Other Coverage* Grid:

- 14000 - The Other Coverage Provider Record is missing the Company Name field.

- 14100 - The Other Coverage Provider Record is missing the Federal Employer ID No (FEIN) field.

- 14200 - The Other Coverage Provider Record is missing the Address 1 field.

- 14300 - The Other Coverage Provider Record is missing the City field.

- 14400 - The Other Coverage Provider Record is missing the State field.

- 14500 - The Other Coverage Provider Record is missing the Zip Code field.

- 14600 - The Other Coverage Provider Record is missing the Contact Phone Number.

How do I enter a fringe benefit amount?

- A fringe benefit is a form of payment for services by an employer to an employee beyond the stated pay. Fringe benefits for employees are taxable wages unless specifically excluded by an Internal Revenue Code. Examples of a fringe benefit include but are not excluded to: personal use of a company-owned vehicle; reimbursed moving expenses; health insurance paid to a shareholder (2% or more) in an S corp.

> **Note**: *Be sure to enter any fringe benefit pay adjustment **BEFORE** rolling the calendar year for the Payroll system. Otherwise, the adjustment will not be included in the appropriate year's W2 totals. When entered correctly, the amount will print in the appropriate box of the W2s.*

- The following is an example of how to record a fringe pay for the personal usage of a company vehicle.This can be handled as a year-end adjustment to the employee's wages using a hand-written payroll check. The fringe pay will be automatically included as part of the Gross Wages as well as all of the Subj Wages for each tax. If the fringe pay is not subject to a specific tax, change the subject wage amount as applicable. (To change the subject wages, you must enable the 'Override Auto Tax Calculations' option found on the Fed Tab of the employee file.) Please check with your company's CPA about which taxes may be applicable before processing the check.

- In the **Properties >Payroll** option, select the **Misc Pays / Deds Tab** and set up a miscellaneous deduct to use as an offset to the fringe benefit pay. You may want to set the deduct description to **Auto Fringe** or something similar as this description will appear on the payroll checks. This deduct can be linked to your auto expense account so the deduct amount offsets some of the total auto expenses for the year.

- Select the **Handwritten Checks** option in the Payroll system. Please refer to the handwritten check documentation for basic instructions on how to enter handwritten payroll checks. The following fields will be unique for the fringe benefit entry:

No. - Since this is not an actual check, you may wish to enter a unique check number series for the fringe benefit checks.

Amount - Enter the amount of the check as zero.

Payroll Periods - Enter the period beginning and ending dates (you may wish to use the last week of the payroll year).

Payroll Tax Deductions - These fields represent the EMPLOYEE tax deductions only; they should not include the employer tax contributions. Because this is a hand-written payroll check, AccuBuild will not automatically calculate the payroll tax amounts for you. Be sure to check with your company's accountant before calculating any of the taxes on this check as this pay amount may be exempt from certain taxes. If taxes are due on the fringe benefit amount, then adjustments must be made by reducing the state and federal withholding taxes. For example, an employee is to receive an adjustment for fringe benefit pay in the amount of $1,000.00. Per the company's CPA, the amount is subject to all taxes except state and federal withholding. Therefore, the taxes must be calculated for FICA, FUTA, SDI, SUI, and ETT (as applicable to your state). First, verify whether the employee has met any of the tax limits. Remember that the FICA tax is a combination of social security and Medicare taxes, and that the Medicare portion does not have a wage limit. If the employee's year-to-date earnings have met the social security wage limit, and the Medicare rate is 1.45%, then $14.50 will be entered as the amount of Medicare tax for this check. But due to the fact that the net check amount must be zero, a credit amount of ($14.50) must be entered in the federal withholding field. The same process would be followed for each state tax but the cumulative adjustment would be made to the state withholding field.

- Select the **timecards** button and select <u>Trans</u> code **' 70 – Fringe Benefit Pay '**. Enter the amount of the fringe benefit pay. The rest of the timecard entry fields may be skipped.

- Remember, the employee's default union code and workers comp code will be automatically entered in this transaction. Check with your company's CPA to verify whether the fringe benefit amount should be subject to union and workers compensation insurance accruals. If the employee has any automatic pays or deducts in their employee file, then these entries will automatically be added to the list of timecard entries. These entries should be individually deleted.

- Select **Add** and select the <u>Trans</u> code that represents the **AutoFringe** deduction (61 through 66). Enter the amount of the fringe benefit pay, select **Save** and then **Close** the add timecard screen.

- Select Calculate taxes and submit payroll button to post the entries through the accounting system. During the posting process, AccuBuild will calculate the employer's portion of the taxes.

> If you enabled the override of the automatic tax calculations in the employee file, then you will be able to change the tax amount and the subject wage amount at this time.

- <u>**W2 Information**</u> - The amount of the fringe pay will be printed in Box 14 of the W2. You may need to update the **Payroll > Employees > Federal Tab > Box 14 Info** with the proper description of the fringe pay.

Please note: When you print the W2s, you will have an option to use Gross Wages or Subj Wages for federal and state wages. If you do NOT have any pre-tax deductions other than the fringe pay, then you can use the Gross Wage option. This will ensure that the fringe pay is included in the federal and state wages. If you DO have pre-tax deductions such as for a 401K, then be sure to print your W2s with the Subj Wage option to ensure that the proper LOWER wage is reported. However, this will mean that you will need to EDIT the W2 for any person with the fringe pay and increase their Box 1 and/or Box 16 wages by the amount of the fringe pay.

State Related Tax Items

California - Payroll Tax Items

Connecticut - Payroll Tax Items

Delaware - Payroll Tax Items

Indiana - Payroll Tax Items

Georgia - Payroll Tax Items

District of Columbia - Payroll Tax Items

Minnesota - State Unemployment Insurance

Maryland - Payroll Tax Items

Illinois - Payroll Tax Items

Missouri - Payroll Tax Items

New Jersey - Payroll Tax Items

New Mexico - Payroll Tax Items

New York - Payroll Tax Items

North Carolina - Payroll Tax Items

North Dakota - Payroll Tax Items

Oregon - Payroll Tax Items

Puerto Rico - Payroll Tax Items

Massachusetts - Payroll Tax Items

California - Payroll Tax Items

State Withholding

The state withholding settings have been updated for the **2020 California State Withholding** controls in order to support the additional allowances setting from the California Form DE 4 - 'Additional Allowances (DE 4)' for payroll tax calculations:

Connecticut - Payroll Tax Items

The **Exemptions** settings for Connecticut have been updated to include the letter 'E' option for Exempt settings. This setting will always compute the withholding tax to zero for Connecticut but will keep the original amount of state 'subject' wages.

Delaware - Payroll Tax Items

If your company is located in the state of Delaware or if your employees work in Delaware, then be sure to follow these instructions in order to properly set up the Payroll system.

- **Employee Information** - On the State Tab of the **Employee List Screen**, select the Delaware state code. Using the information from the *Employee's Withholding Allowance Certificate*, fill in the employee's withholding status and personal exemption information.

Note: AccuBuild uses the *Integer1* field in empstate.adt to represent the withholding status (0=single, 1=married joint returns, 2=married separate returns). The *ST_DEPS* field in empstate.adt is used to hold the number of personal exemptions.

Indiana - Payroll Tax Items

If your company is located in the state of Indiana or if your employees work in Indiana, then be sure to follow these instructions in order to properly set up the Payroll system.

- **Payroll Properties** - For check stub purposes, miscellaneous deduction accumulator #6 should be set up with a description of 'County' or 'Local' through the Misc Pays/Deds Tab option.

> **AccuBuild will always use deduction #6 for the Indiana county taxes**. AccuBuild will accrue all of the county tax in the account specified on the **State Tax Settings Screen**.

- **Local Deductions** - AccuBuild will automatically set up codes -1001 through -1092 in the local deduction table for the various county taxes. These codes are not visible on the Local Deduction Codes**.** The Indiana county tax codes are maintained internally by AccuBuild so if the user attempts to change any of these codes, AccuBuild will automatically reset the table values according to the current Indiana tax laws.

- **Employee Information** - On the State Tab of the **Employee**, select the Indiana state code. Using the information from the *Employee's Withholding Allowance Certificate (Form W-4)*, fill in the employee's exemption information and the County of Residence and County of Employment fields. The employee's county information is established only once every year and represents the employee's county status as of January 1. The county settings **must** remain intact for the entire year regardless of any change in the employee's status.

- **Enter Employee Beginning Balances** - To establish existing year-to-date totals for Indiana county taxes, use timecard transaction code 99 and select the proper county tax from the local deduction code list.

> **Note**: *If your default state is not Indiana, then you will need to skip the local deduction code first, then select the state code for Indiana. This will allow the system to display the Indiana county tax codes in the local deduction code field.*

- **Payroll Processing** - When taxes are calculated for Indiana, the county tax is calculated based on the state wages after deducting the personal and dependent exemptions. The Indiana State Withholding tax is calculated in the same manner.

Georgia - Payroll Tax Items

New state withholding settings have been added to the Georgia State Withholding controls on the Employee Center Screen which are used to adjust the personal allowance settings for both single and married employees:
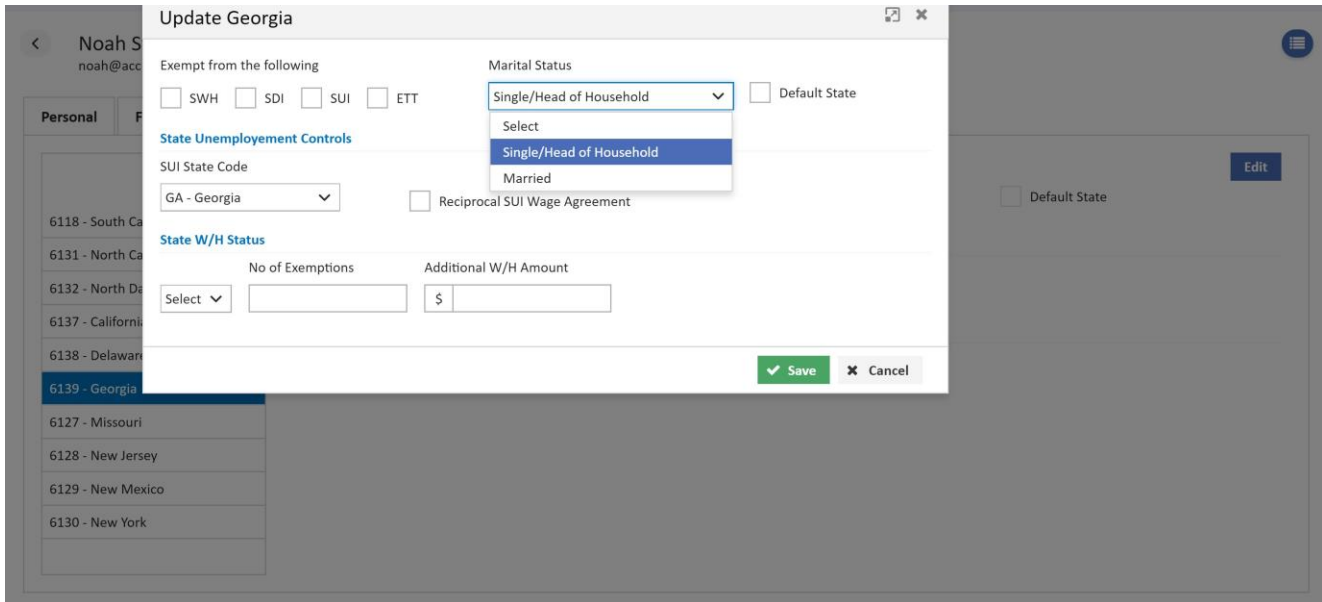
- **Married Status Settings** - The drop down option for 'Joint Return - One Working' has been expanded to support options for either 1 or 2 personal allowances under this setting:
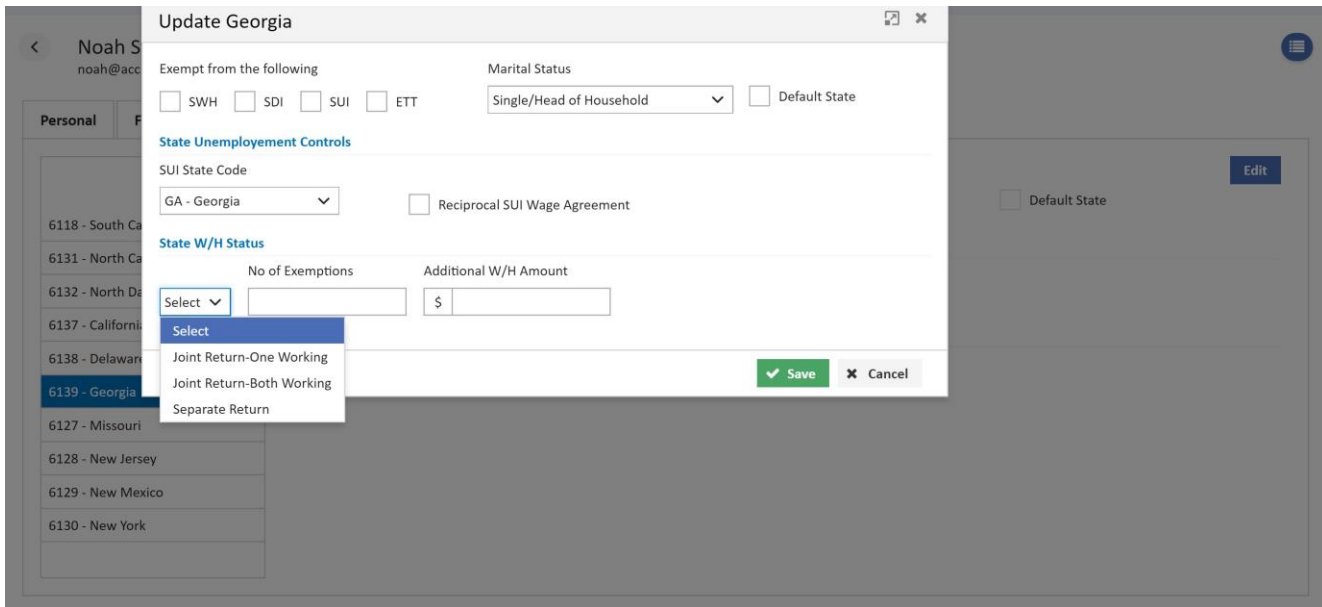
District of Columbia - Payroll Tax Items

PFLA District of Columbia

Minnesota - State Unemployment Insurance

According to Aatrix, the owner/officer of a company that is exempt from state unemployment insurance must still be reported on the Minnesota Unemployment Insurance form. The wages for the exempt employee will appear in the Non Taxable Wages field on page 1. On page 2 wher ethe employee information is listed, you MUST check the 'code' box on the Aatrix screen in order to denote the employee as Exempt. The state of Minnesota will recalculate the taxable wages to exclude this employee when the form is submitted.

Maryland - Payroll Tax Items

> ⓘ If your company is located in the state of Maryland or if your employees work in Maryland, then be sure to follow these instructions in order to properly set up the Payroll system.

- **Employee Information** - On the State Tab of the **Employee List Screen**, select the Maryland state code. Using the information from the *Employee's Withholding Allowance Certificate*, fill in the employee's tax district information. The **Married / Single** status field is used to determine the proper exemption amounts. An employee marked as **Married** will have the exemptions calculated based on the following category: *Taxpayers Filing Joint*, *Surviving Spouse*, or *Head of Household*. An employee marked as **Single** will have exemptions computed under the *All Others* category.

Note: *AccuBuild uses the Integer1 field in empstate.adt to represent the withholding percentage/status.*

Illinois - Payroll Tax Items

The state withholding settings have been updated for the **2020 Illinois State Withholding** controls in order to support the additional allowances from Line 2 of the Illinois Form IL-W-4

Missouri - Payroll Tax Items

The Missouri payroll tax settings have the following options

New Jersey - Payroll Tax Items

If your company is located in the state of New Jersey or if your employees work in New Jersey, then be sure to follow these instructions in order to properly set up the Payroll system.

- **Employee Information** - On **Employees Details > States > Add State**, select the New Jersey state code. Using the information from the *New Jersey Employee Tax Withholding Certificate (Form NJ-W4)*, fill in the employee's tax letter and dependent exemption information.

- **Payroll Processing** - When the payroll taxes are calculated for New Jersey, the withholding tax is calculated based on the tax letter and dependent exemptions as set up in the employee file.

New Mexico - Payroll Tax Items

- **Employee Information** - On **Employees Details > States > Add State**, select the New Mexico state code.

New York - Payroll Tax Items

If your company is located in the state of New York or if your employees work in New York, then be sure to follow these instructions in order to properly set up the Payroll system.

- **Payroll Properties** - For check stub purposes, miscellaneous deduction accumulator #6 should be set up with a description of 'City' or 'Local' through the **Payroll Properties > Misc Pays / Deds** option. **Construction Payroll will always use deduction #6 for the New York City and Yonkers taxes**. Construction Payroll will accrue all of the city tax in the account specified on the **State Payroll Tax Information Screen**.

- **Local Deductions** - Construction Payroll will automatically set up codes for Yonkers / Non Resident (-2001), New York City (-2002) and Yonkers / Resident (-2003). The default account for these deductions will be the same as the account set up for the New York SWH taxes in the **Payroll > Properties**. The New York local deduction codes are maintained internally by Construction Payroll so if the user attempts to change any of these codes, Construction Payroll will automatically reset the table values according to the current New York tax laws. These codes are not visible on the **Local Deduction Codes Screen** or the **Deductions Tab** of the **Employee Details Screen** but they are visible on the **Payroll Tab** of the **Job Details Screen** in order to designate a job as being subject to the Yonkers tax. All wages paid for work performed in the city of Yonkers, regardless of employee residence, are subject to the Yonkers tax.

- **Employee Information** - On the **States Tab** of the **Employee Details Screen**, Add a state with New York state code. Using the information from the *Employee's Withholding Allowance Certificate (Form W-4)*, fill in the employee's exemption information and whether the employee lives or works in New York City or Yonkers.

- **Enter Employee Beginning Balances** - To establish existing year-to-date totals for New York taxes, use timecard transaction code 99 and select the New York tax from the local deduction code list.

- **Payroll Processing** - When taxes are calculated for New York, the county tax is calculated based on the state wages after deducting the personal and dependent exemptions.

 New York - Payroll Business Rules

The payroll business rules for New York employees who have been set up for local city taxes have been enhanced to notify the user when business rules are being violated. These new rules apply for employees that are set up for New York Payroll and have one or more of the following local city taxes enabled:

New York City Tax
Yonkers Resident City Tax
Yonkers Non-Resident City Tax

These new business rules are enforced for both Automatic Payroll Checks as well as Hand-Written Payroll Checks as outlined below:

- **Automatic Payroll Checks** - When time cards are entered, the local city tax records are generated automatically just as they always have been. However, the new rules are now enforced:

If the user deletes the automatic city tax records, an error will now be displayed during the payroll tax calculations and the process will be canceled until these city tax records are created.

When entering the time card records for automatic checks, the system will automatically recreate any deleted city tax records.

If a group time card record is deleted that contains associated city tax records, the city tax records will no longer be deleted with the group of records. You will need to delete these records separately.

- **Hand-Written Payroll Check** - Because handwritten payroll checks require the user to enter all amounts manually, the local tax records are never generated automatically and must be entered on the time card screen using the transaction type of 99. However, new features have been added to remind the user if the local taxes are missing from the entries for any employee that is set up for the New York local city taxes. This warning will then allow the process to be cancelled if needed.

North Carolina - Payroll Tax Items

- **Employee Information** - On **Employees Details > States > Add State**, select the North Carolina state code.

North Dakota - Payroll Tax Items

- **Employee Information** - On **Employees Details >** States **> Add State**, select the North Dakota state code.

Oregon - Payroll Tax Items

County Taxes

Oregon requires the **employer** to pay county taxes based on a percentage of wages. The workers comp codes can be used to represent each county and then linked to each job on the **Jobs > Payroll Tab**. This way, the county taxes can be accrued with each time card entry. Keep in mind that the workers comp rate is based on $100 of gross wages so the rate must be entered accordingly. Be sure to note that the Workers Comp Accrual account field on the **Payroll Properties Screen** must be set up to represent the county tax accrual account.

> If you do not wish to accrue the county taxes in the manner listed above, then the *Detail Report by Job* report could be used on a partial run basis for jobs that fall within a selected county in order to get the gross wage exposure and to calculate the total tax amount. A general journal entry or an accounts payable invoice can be entered to create the accrual and to expense the appropriate jobs.

Workers Compensation Insurance

Oregon's workers compensation insurance is currently based on $ 0.015 per hour and for the employer and employee. The employee's portion can be set up as a local deduction based on an hourly rate with the local deduction report being used to recap the withheld amounts. The employer portion **cannot** be accrued as burden through normal workers comp insurance codes as these calculations are based on a percentage of gross.

> The union codes may be used to accrue the employer portion for workers comp, however the burden amount will be accrued to *union benefits payable* instead of *workers comp payable* and the amount will be included on the union reports. The accrual is not substantial and will not hurt job costing totals if it is missing. For example, 100 employees at 40 hours per week would only amount to $60.00 of employer burden so it is not extremely critical to accrue this amount.

Puerto Rico - Payroll Tax Items

If your company is located in Puerto Rico or if your employees work in Puerto Rico, then be sure to follow these instructions in order to properly set up the Payroll system.

- **Payroll Properties -** Puerto Rico has a SDI tax for the employee and the employer.

Note:*Construction Payroll uses the ETT field in states table to handle the employer's portion of SDI since there is no ETT tax in Puerto Rico.*

Massachusetts - Payroll Tax Items

PFLA Massachusets