* Tax Reporting & Requirements

Paula Thornton
AASBO

February 2021

Virtual Program

*MONTHLY REQUIREMENTS

*1. 941 Tax Deposit

*2. State Withholding

941 INFORMATION

Deposit Due Date:
Date of Paycheck (i.e. 12/18/2020)

Deposit Penalty:
2% - Deposits made 1 to 5 days late
5% - Deposits made 6 to 15 days late
10% - Deposits made 16 or more days late, but before 10 days from the date of the first notice the IRS sends
10% - Amounts paid directly to IRS instead of deposited
15% - Amounts still unpaid more than 10 days after the date of the first notice from the IRS

HOW COSTLY IS THE PENALTY

Monthly Wages: $4 Million
Average Monthly Deposit: $945,000.00

- 1 to 5 days late (2%) $18,900
- 6 to 15 days late (5%) $47,250
- 10% scenarios $94,500
- 15% $141,750

- Remember this is for one month…..double the amounts if you are two months behind, triple the amounts if you only filed quarterly

GENERATING QUARTERLY REPORTS (941)

- Payroll
  - Quarterly Reports
    - 941 Report
      - Enter Quarter/Year

Harris DSN: ngsqlsvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Change Property Save Inquire List Detail Favorites Search PrtScr Exit

Menu

- MCAI
  - Budget Work
  - Human Resources
  - Payroll
    - PR Setup
    - Employee Maintenance
    - PR Check Processing
    - Monthly Procedures
    - Quarterly Procedures
    - Calendar YE Procedures
    - Fiscal YE Procedures
    - Miscellaneous Procedures
    - Payroll Site Specific
    - Remote PR
  - System Control

Application or Transaction Name

- 941 Report
- Quarter / YTD Report
- Quarter / YTD Total Report
- Worker Compensation Report
- Unemployment Compensation Rpt
- Multi Worksite Report

Friday 1/19/2018 2:11 PM

2:11 PM 1/19/2018

Harris DSN: ngsqlsvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Default Last Delete Save Inquire Next Back Clear Search PrtScr Exit

PR/941R: 941 Report (v3.06)

- [ ] Report All Quarters

Quarter 1

Calendar Year 2017

- [ ] Include 3rd Party Sick Pay

Report Destination

- (•) To Report Viewer
- ( ) To Grid
- ( ) To File
- ( ) To Printer — Color Xerox - RIGHT PS (redirected) — Setup

Enter Selection Criteria, Click Enter(F1) To Generate Report

Me...

Friday 1/19/2018 | 941 Report Ready to Execute | 2:40 PM

2:40 PM
1/19/2018

RUN DATE: MCAI PAYROLL SYSTEM

43119

RUN TIME: 941 REPORT

0.593704

PELHAM CITY SCHOOL SYSTEM

FIRST QUARTER

	SS WAGES		Medicare Wages		Federal Wages	
GRAND TOTALS	$ 3,728,503.35	**SS Withheld**	$ 3,728,503.35	**Med Withheld**	$ 3,425,106.11	**Fed Withheld**
		$ 231,167.59		**$ 54,063.24**		**$ 361,671.13**
		x 2		**X 2**		Less 1st Mth
*** END OF REPORT ***		**$ 462,335.18**		**$ 108,126.48**		Less 2nd Mth
		Less 1st Mth		Less 1st Mth		Amt due 3rd Mth
		Less 2nd Mth		Less 2nd Mth		
		Amt Due for 3rd Mth and should total your checks		Amt Due for 3rd Mth and should total your checks		

STATE WITHHOLDING INFO

DUE DATE:
Due by the 15th of the following month

LATE FILING OF A RETURN:
10% of tax due

DEPOSIT PENALTY:
10% of tax due

INTEREST:
As of 12/16/2020: 5% annual computed daily

Subject to change – call Withholding Section
334-242-1300

HOW COSTLY IS THE PENALTY

$180,000 monthly liability

LATE FILING PENALTY = $18,000

LATE DEPOSIT PENALTY = $18, 000

PLUS INTEREST

Great resource for Withholding Agents/Employers:

https://revenue.alabama.gov/wp-content/uploads/2019/01/whbooklet_0119.pdf

Harris DSN: ngsqlsvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Change Property Save Inquire List Detail Favorites Search PrtScr Exit

Menu

- MCAI
  - Budget Work
  - Human Resources
  - Payroll
    - PR Setup
    - Employee Maintenance
      - Employee Check & Input Queries
    - PR Check Processing
    - Monthly Procedures
    - Quarterly Procedures
    - Calendar YE Procedures
    - Fiscal YE Procedures
    - Miscellaneous Procedures
    - Payroll Site Specific
    - Remote PR
  - System Control

Application or Transaction Name	Ap	Tran
Employer Paid Benefits		
Retirement Procedures		
Bank Statement Reconciliation		
Insurance Procedures		
Third-Party Deduction Import	PR	PHIP
MTD Check Register	PR	MTDR
MTD Deduction Report	PR	MTDD
MTD Combined Deduction Rpt	PR	MCND
MTD Matching Deductions by ...	PR	MNDJ
MTD Wage Base % Ded Rpt	PR	MTDW
Bond & Limit Deduction Rpt	PR	BLDR
New Hire Report	PR	NEWH

Friday 1/26/2018 12:45 PM

12:45 PM 1/26/2018

Harris DSN: ngsqlsvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Default Last Delete Save Inquire Next Back Clear Search PrtScr Exit

PR/MTDR: MTD Check Register (v3.08)

Check Dates From 12/01/2017 Thru 12/31/2017

Can enter a 3 month range to get quarter total

Check Types

Type	Description
☑ Deduction	Employee Deduction Payment
☑ DirDepChk	Direct Deposit Stmt on Check
☑ DirectDeposit	Direct Deposit Statement
☑ Employee	Regular Employee Check

PR Run Types

No.	Description
☑ 1	Regular
☑ 2	Suppl
☑ 3	Offline
☑ 4	Vend_Ded

- ◉ Show Direct Deposits in 'Other Deductions'
- ○ Show Direct Deposits in 'Net Pay'
- ☐ Print Location Subtotals
- ☐ Mask SSN on Report

Check Statuses

Type	Description
☑ P	Paid
☑ D	Deleted
☑ S	Spoiled

Report Destination

- ◉ To Report Viewer
- ○ To Grid
- ○ To File
- ○ To Printer

Color Xerox - RIGHT PS (redirected) Setup

Report Criteria Loaded

Me...

Friday 1/26/2018 MTD Check Register Ready to Execute 12:46 PM

12:46 PM 1/26/2018

Crystal Reports Viewer 9

Preview

RUN DATE: 01/26/2018
RUN TIME: 12:07 pm

MCAI PAYROLL SYSTEM
MONTH TO DATE CHECK REGISTER
PELHAM CITY SCHOOL SYSTEM
PRINTING CHECK TYPES: ALL
DATED FROM 12/01/2017 TO 12/31/2017

PRID: 1217bonus2 SUPPLEMENTAL CHECKS DATED: 2017-12-11 CHECK TYPE: VendorDed ITEM TYPE: CHECKS

ALL VOIDED ITEMS COUNT: 0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DIRECT DEPOSIT AMOUNTS SHOWN IN 'OTHER'	1,500,669.67	50,883.43	2,933.37	103.89			
ALL ITEMS: PAID GRAND TOTALS: 783	124,261.69	107,912.90	1,217,507.76				

VENDOR CHECKS GRAND TOTAL ==========> 1,068,309.09

: OF EMPLOYEES	GENDER SUMMARY		CERTIFICATION SUMMARY		ETHNICITY SUMMARY	
373	Female	288	Certified	239	UNKNOWN	0
	Male	85	Non-Certified	126	Asian	1
	Other	0	Substitute	8	African American	30
	UNKNOWN	0			Hispanic	4
					Indian/Eskimo	0
					UNKNOWN	0
					UNKNOWN	6
					Caucasian	332

* * * * END OF REPORT * * * *

12:41 PM
1/26/2018

1. 941 Paper Form – Due by last day of following month

2. State Withholding – Due by the last day of the month following Quarter (Form A-3) Quarterly procedure is basically the same as the month procedure.

3. Unemployment – Dept of Labor

4. Multi Worksite Report

*QUARTERLY REQUIREMENTS

941 PAPER FORM

- www.irs.gov **Search 941 Form or**
- https://www.irs.gov/pub/irs-pdf/f941.pdf
- Complete, Print, Sign and Mail

941 Schedule B

https://www.irs.gov/pub/irs-pdf/f941sb.pdf

- Enter monthly deposit on actual date payment was made

Example of Schedule B

960311

Schedule B (Form 941):

Report of Tax Liability for Semiweekly Schedule Depositors

(Rev. January 2017) Department of the Treasury — Internal Revenue Service

OMB No. 1545-0029

Employer identification number (EIN) | –

Name *(not your trade name)* City School System

Calendar year 2 0 1 8 (Also check quarter)

Report for this Quarter...
(Check one.)

- [x] **1:** January, February, March
- [ ] **2:** April, May, June
- [ ] **3:** July, August, September
- [ ] **4:** October, November, December

Use this schedule to show your TAX LIABILITY for the quarter; don't use it to show your deposits. When you file this form with Form 941 or Form 941-SS, don't change your tax liability by adjustments reported on any Forms 941-X or 944-X. You must fill out this form and attach it to Form 941 or Form 941-SS if you're a semiweekly schedule depositor or became one because your accumulated tax liability on any day was $100,000 or more. Write your daily tax liability on the numbered space that corresponds to the date wages were paid. See Section 11 in Pub. 15 for details.

Month 1

1		9		17		25	
2		10		18		26	
3		11		19		27	
4		12		20		28	
5		13		21		29	300000 . 00
6		14		22		30	
7		15		23		31	
8		16		24			

Tax liability for Month 1

300000 . 00

Month 2

1		9		17		25	
2		10		18		26	
3		11		19		27	
4		12		20		28	
5		13		21		29	
6		14		22		30	
7		15		23		31	300000 . 00
8		16		24			

Tax liability for Month 2

300000 . 00

Month 3

1		9		17		25	
2		10		18		26	
3		11		19		27	
4		12		20		28	
5		13		21		29	
6		14		22		30	300000 . 00
7		15		23		31	
8		16		24			

Tax liability for Month 3

300000 . 00

Fill in your total liability for the quarter (Month 1 + Month 2 + Month 3) ▶

Total must equal line 12 on Form 941 or Form 941-SS.

Total liability for the quarter

900000 . 00

For Paperwork Reduction Act Notice, see separate instructions. IRS.gov/form941 Cat. No. 11967Q **Schedule B (Form 941)** (Rev. 1-2017)

UNEMPLOYMENT COMP REPORT

- Generate report from NextGen – refer to slides 4 and 5
- Upload file on AL Dept of Labor website
- No payment at this time – they send CR4-G
- https://www.labor.alabama.gov/egov/login.aspx

ALABAMA DEPARTMENT OF LABOR

< back

Welcome to the Alabama Department of Labor eGov Login

What is eGov?

eGov (Electronic Government Services) is an online, Internet application area inside the Alabama Department of Labor web site. Its purpose is to provide employers and citizens of Alabama new avenues for delivering and receiving information important to their success.

Who can use the eGov application area?

Currently, only employers can sign in to the application area. This will change in the future to include applications pertinent to citizens as well but,

What applications are available in eGov?

Employer Registration / Account Status

Register for a state unemployment insurance (SUI) account number (Form SR-2, Application to Determine Liability), change your UC Employer mailing address, or view the UC Account Summary.

Wage and Tax Reporting

File a quarterly unemployment compensation report, Forms UC-CR-4 and UC-10-R, both as an individual or as a third party filer with Power of Attorney (POA) on file with this Department, or bulk file as a third party filer with POA.
See Upload and Bulk File Formats Here!

Electronic Funds Transfer (EFT)

All employers, Tax Rated and **now Reimbursable (NEW)**, are required to pay amounts due to this agency via Electronic Funds Transfer (EFT) - Ref: Administrative Rule No. 480-4-2- 17. This system is safe, secure and allows

eGov Login Here

User ID: pelhamcity

Password: ••••••••••

Login

I forgot my User ID!
I forgot my password!
Help me, please!

Approved for >

Quarterly Reporting / EFT [Payments] File/correct quarterly unemployment compensation report (hand-key or upload), submit EFT / UC Employer Tax Payments. Click link below to continue to specific application. For more information, please click here for file format specifications.

- Correction of Wages (Form UC-10 C)
- Electronic Funds Transfer (EFT) / UC Employer Tax Payments
- Multiple Employer Representative Set-Up
- Quarterly Benefit Cost / Charge Statements (Forms UC-212, UC-212-A)
- Reimbursable Notice (Forms CR-4 G, UC-212-G, CR-4 N)
- Wage and Tax Reporting (Handkey)
- Wage and Tax Reporting (Upload)

Approved for >

SIDES UC Electronic Correspondence (Ben-241) Respond to requests for information on unemployment compensation claims. Ben241 instructions (pdf)

MULTI WORKSITE REPORT

- Generate report from NextGen – refer to slides 4 and 5
- https://idcf.bls.gov/authentication/login
- Some systems may still receive the paper request and if so just print the Multi Worksite Report, sign, date and mail. Data does not have to be transferred to their form.

You have completed entering data for 1 of 1 accounts.

Enter data for another UI Account: Continue

Worksite	Quarter ending December 31, 2017			
	Number of Employees			Quarterly Wages
	Oct	Nov	Dec	
PELHAM BOARD OF EDUCATION 3162 PELHAM PKWY PELHAM, AL 35124 2029 CENTRAL OFFICE	17	18	19	$280,318.00
PELHAM RIDGE 251 APPLEGATE PARKWAY PELHAM, AL 35124 1375 ELEMENTARY	93	93	93	$1,015,010.00
PELHAM OAKS 2200 HIGHWAY 33 PELHAM, AL 35124				

ANNUAL REQUIREMENTS

- W-2 Forms – Due January 31st
- ACA Forms – Due to the IRS by Feb 28th and to employees by March 2nd
- Truth In Salary Forms – Due to employees by January 31st
- All dates subject to change so check each year

W-2 INFORMATION

Penalty: Internal Revenue Service
$50.00 per form if you file correctly within 30 days – maximum penalty of $565,000.000

430 x $50.00 = $21,500.00

$110.00 per form if you file correctly after 30 days but before August 1st – max penalty $1.696 Million

430 x $110.00 = $47,300.00

$280.00 per form after August 1st – max penalty $3.392 Million

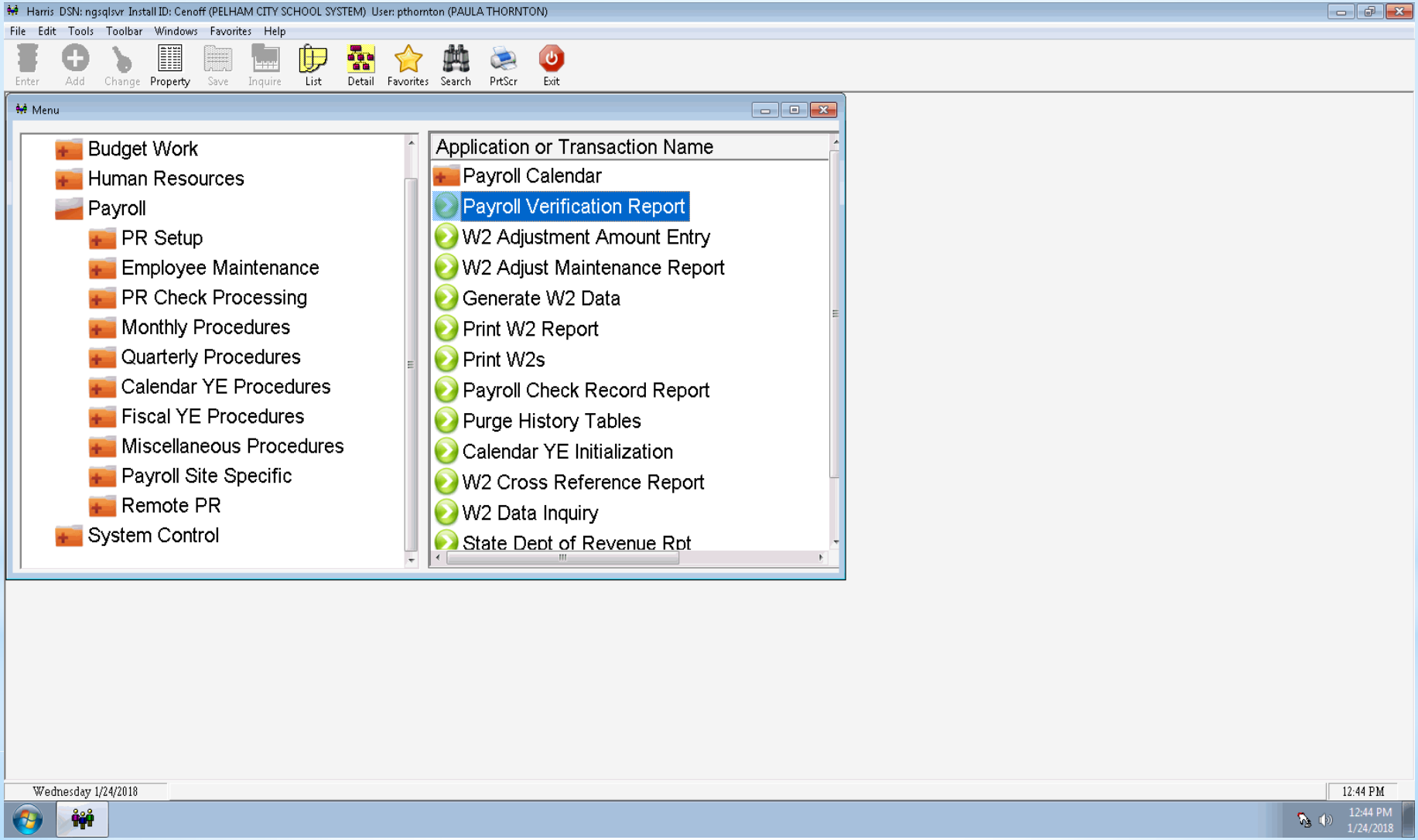
430 x $280.00 = $120,400.00

State – wasn't able to get penalty info

W-2 INFORMATION

- Payroll Verification Report – run monthly/quarterly
- Import PEEHIP file/3rd Party Sick Pay file
- Totals from all 941 and State Reports
- Follow guidelines sent each year by Harris
  - Provide instructions on BSO submission and State submission
  - Provide instructions on setting up next calendar year files

VERIFICATION REPORT



Harris DSN: ngsqlsvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Default Last Delete Save Inquire Next Back Clear Search PrtScr Exit

PR/PRVR: Payroll Verification Report (v3.09)

Verification Options

- Calendar Year to Date Totals
- Fiscal Year to Date Totals

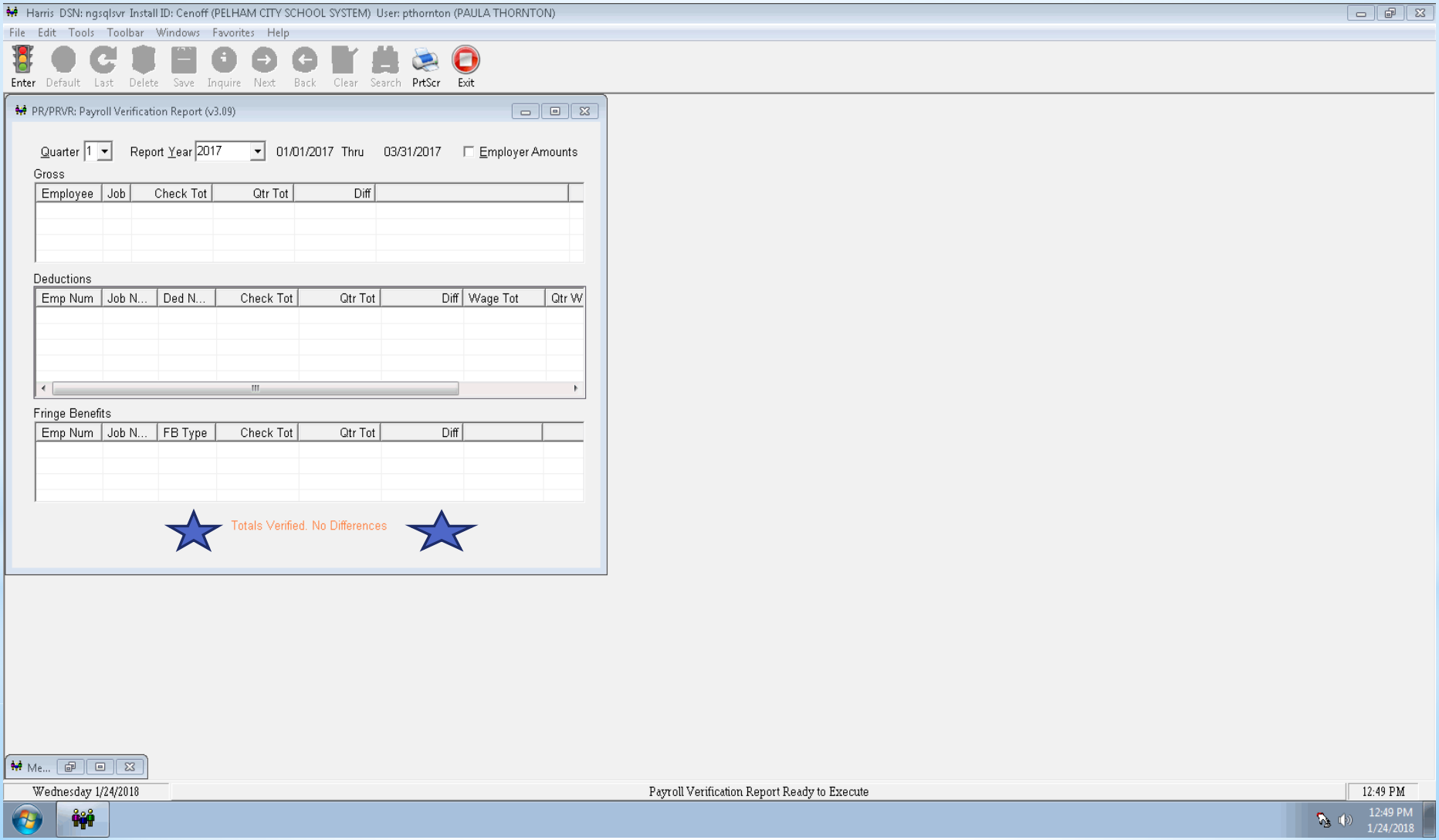
Enter Selection Criteria, Click Enter(F1) To Generate Report

Me...

Wednesday 1/24/2018 | PR/PRVR Payroll Verification Report Ready to Execute | 12:56 PM

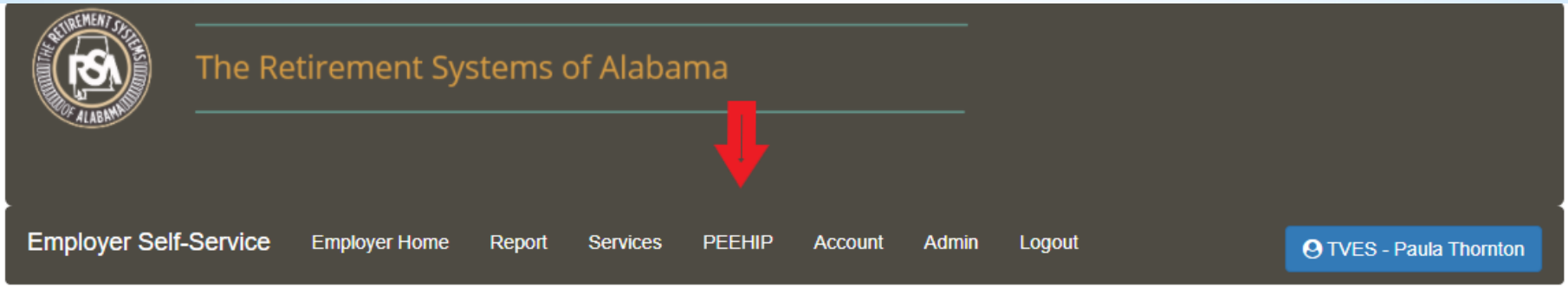
12:56 PM
1/24/2018

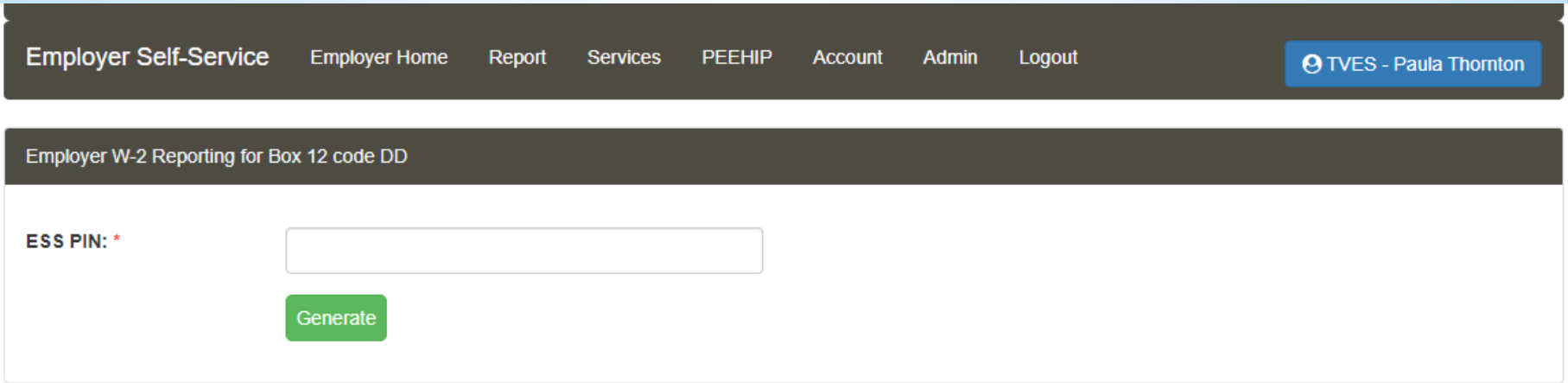
- Run monthly or quarterly
- Easier to find/remember errors



PEEHIP IMPORT

Log into RSA ESS Portal
Under PEEHIP select Employer W-2 Reporting for Box 12
Enter your PIN
Select Generate





Harris DSN: ngsqlsvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Change Property Save Inquire List Detail Favorites Search PrtScr Exit

Menu

- MCAI
  - Budget Work
  - Human Resources
  - Payroll
    - PR Setup
    - Employee Maintenance
      - Employee Check & Input Queries
    - PR Check Processing
    - Monthly Procedures
    - Quarterly Procedures
    - Calendar YE Procedures
    - Fiscal YE Procedures
    - Miscellaneous Procedures
    - Payroll Site Specific
    - Remote PR
  - System Control

Application or Transaction Name	Ap	Tran
Payroll Calendar		
Payroll Verification Report	PR	PRVR
W2 Adjustment Amount Entry	PR	W2AA
W2 Adjust Maintenance Report	PR	W2AR
Generate W2 Data	PR	GW2D
Print W2 Report	PR	PW2R
Print W2s	PR	PW2F
Payroll Check Record Report	PR	PCRR
Purge History Tables	PR	PHIS
Calendar YE Initialization	PR	CYEI
W2 Cross Reference Report	PR	W2XR
W2 Data Inquiry	PR	W2DI
State Dept of Revenue Rpt	PR	SDRR
Local Tax Report	PR	LTXR

Friday 1/26/2018 11:05 AM

11:05 AM 1/26/2018

Harris DSN: ngsqlsvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Change Delete Save Inquire Next Back Clear Search PrtScr Exit

PR/W2AA: W2 Adjustment Amount Entry (v3.04)

Calendar Year 2017 Social Sec. # [redacted]

Code Z 12: Empr Spnsrd Health-Both

Wage Amt 13,418.16

Add To ☐ Federal Wages ☐ State Wages ☐ SS Wages ☐ MC Wages ☐ City Wages ☐ County Wages

	Federal	State	Social Sec	Medicare	City	County
Enter Taxes W/H	0.00	0.00	0.00	0.00	0.00	0.00

Import Options
- (•) Replace
- ( ) Add To

Import TTRS Amounts

Import Employer Paid Benefits

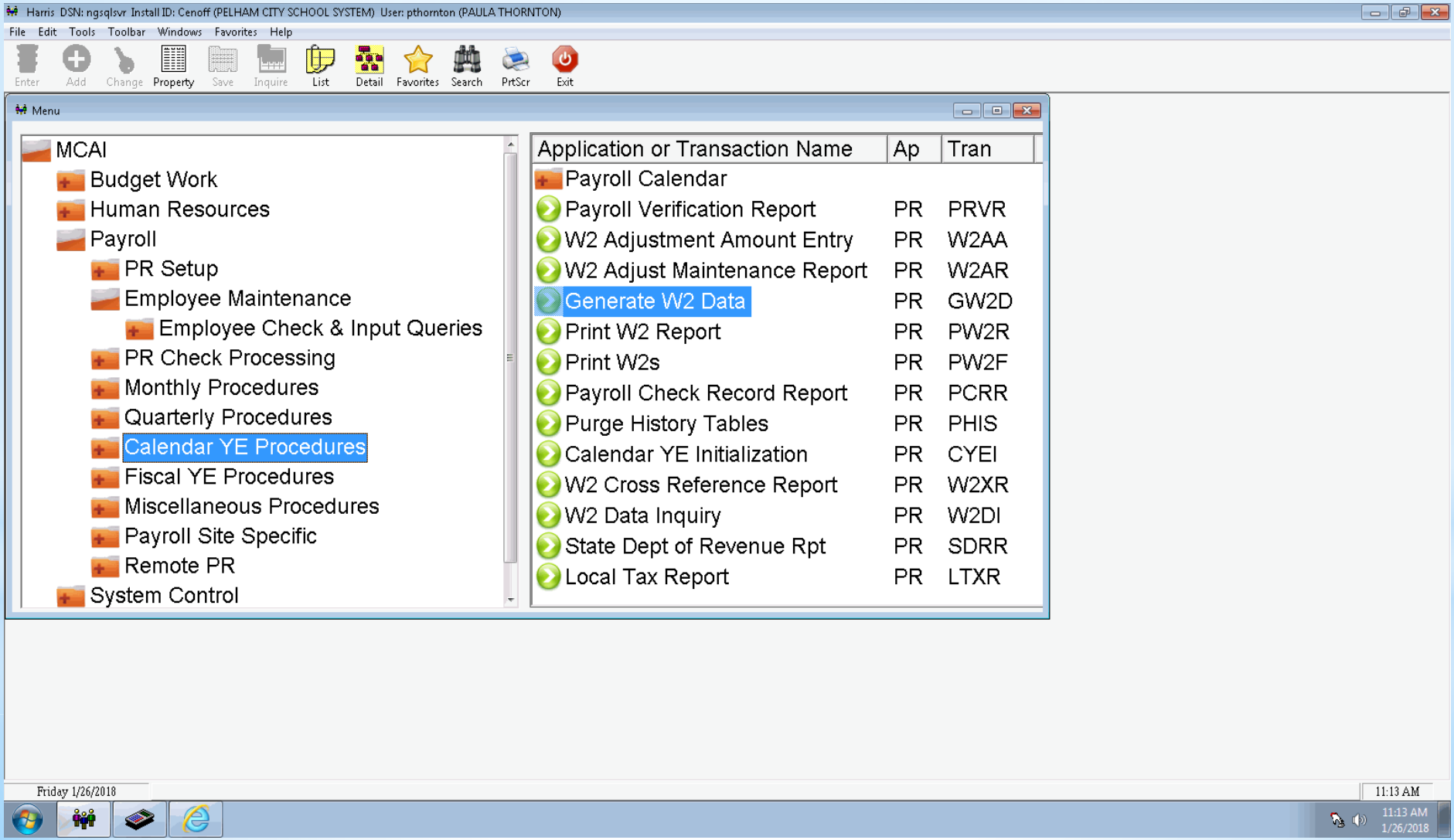
Inquire Mode: Enter the Key Word for the Desired Record

Me...

Friday 1/26/2018 W2 Adjustment Amount Entry Ready to Execute 11:07 AM

11:07 AM 1/26/2018

GENERATING W-2'S



Harris DSN: ngsqlsvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Change Delete Save Inquire Next Back Clear Search PrtScr Exit

PR/GW2D: Generate W2 Data (v3.18)

Calendar Year for W2's 2017

Income Tax Withheld by 3rd Party

Authorized Pin Number

UserName from BSO login

Address Type Home

Address Type

Submitting Magnetic Media to State

Magnetic Media File C:\W2REPORT Browse

Generate W2 Data and Magnetic Media

ReGenerate Magnetic Media Only

XML Data File C:\W2XMLFILE Browse

Me...

Friday 1/26/2018 PR/GW2D Generate W2 Data Ready to Execute 11:14 AM

11:14 AM 1/26/2018

Make sure to check Submitting Magnetic Media to State

Harris DSN: ngsqlsvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Change Delete Save Inquire Next Back Clear Search PrtScr Exit

PR/GW2D: Generate W2 Data (v3.18)

Number of W2's	430
Federal Wages	14,152,989.76
Federal Income Tax	1,491,605.67
Social Security Wages	15,316,445.68
Social Security Contribution	949,620.57
Medicare Wages	15,397,104.24
Medicare Contributions	223,328.97
Advance EIC Payments	0.00
State Wages	15,318,681.11
State Income Tax	595,845.94
City Wages	0.00
City Tax	0.00
County Wages	0.00
County Tax	0.00

Back

W2 Deduction	Amount
Dependent Care	2,389.98
Group Life Fringe Benefit	37,968.72
Empr Spnsrd Health-Both	3,282,352.08
Section 403(b) Plan	28,440.00
Section 457 Plan	46,240.00
Section 414(h) Plan	1,165,999.50
Section 125 (Cafeteria Plan)	1,070,186.26
Charitable Contributions	2,230.69
Professional Dues	70,042.14

Error Occurred Trying to Create Export File - Please Verify Your Path Is Correct

Me...

Friday 1/26/2018 | Generate W2 Data Ready to Execute | 11:20 AM

11:20 AM
1/26/2018

ACA FORMS (1095-C)

Unknown if there are penalties for late filing

Best Guidance – Harris Power Point

Safe Harbor Codes – for any individual showing 1H as Offer of Coverage you must have insert a safe harbor code. Most frequently used code is 2A – employee not employed during the month.

Offer of Coverage Codes and Safe Harbor Codes: https://www.irs.gov/site-index-search?search=instructions+for+1095&field_pup_historical_1=1&field_pup_historical=1

FRINGE BENEFITS

https://www.irs.gov/pub/irs-pdf/p5137.pdf

- What are Fringe Benefits?

A benefit provided on behalf of an employee or employee's family, but does not affect basic wage rate.

- When are they computed?
  - IRS states you can compute them by pay period (monthly), quarterly, semi-annual, or annually.
  - Most systems compute by pay period or annually. Advantage to pay period – employees less likely to notice change. If you compute annually it is most often done on December check – CHRISTMAS MONEY!

Two Most Common Types of Fringes

- Life Insurance
- Employer Owned Vehicle

Other Types

- Uniforms
- Health and Medical Benefits

LIFE INSURANCE

- Set up in NextGen by Harris
  - State pays $15,000 for full time active employees. Less than full time active employees receive a pro-rated amount
  - Some Boards provide Board Paid Life Insurance. Will need to know what your system offers and get Harris to help set up the software

EMPLOYER OWNED VEHICLE

- If an employee drives an employer owned vehicle to and from work they should be charged a fringe benefit.
- If they drive a personal vehicle to and from work but drive a employer owned vehicle during the day it is not a fringe benefit.
- An occasional trip home is considered a nontaxable de minimis fringe benefit.

COMPUTING VEHICLE FRINGE

IRS Publication 5137 states “commuting may be valued at $1.50 each way”. There are alternate ways to commute so be sure to find which applies to your system

Contract Days x $3.00 (to and from) = Fringe Benefit

If more than one employee commutes in the vehicle, the $1.50 each-way rule apples to each employee. *Reg. 1.61-21(f)*

Add to employee Job Leave/Fringe screen before computing fringes.

Harris DSN: ngsqlsvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter | Add Pers | Change | Mail | Save | Inquire | Next | Back | Clear | Search | PrtScr | Exit

PR/EMNT Name: [redacted] HQ: Not Approved Cert: Non-Certified (v3.85)

Employee #	Name (Last, First M)	SSN	Person Id	Current Form	Document
5	[redacted]	[redacted]	777	Job Leave/Fringe	

Job Number 1 Employee Type: PR PAYROLL MANAGER Job Status: Active

Fringe Benefit Information

Code V VEHICLE FRINGE BENEFIT

Amount 350.00 Active

Add/Update Item

Code	Description	Amount	Active
L	GTL FRING...	14.70	Yes

View Leave Data

Me...

Friday 1/26/2018 Employee Maintenance Ready to Execute 1:55 PM

1:55 PM 1/26/2018

Harris DSN: ngsqlsvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Change Property Save Inquire List Detail Favorites Search PrtScr Exit

Menu

- MCAI
  - Budget Work
  - Human Resources
  - Payroll
    - PR Setup
    - Employee Maintenance
      - Employee Check & Input Queries
    - PR Check Processing
      - Regular Checks
      - Supplemental Checks
      - Vendor Deduction Checks
      - Offline Checks
      - Void Checks
      - Miscellaneous PR Procedures
      - PR Check Reports
    - Monthly Procedures

Application or Transaction Name	Ap	Tran
Payroll Run ID Maintenance	PR	PRID
Input Pay and Leave	PR	IPAY
Input Pay & Leave Edit Rpt	PR	IPYR
Overtime Exceptions Report	PR	OTEX
Calc Taxable Fringe Benefit	PR	CTFB
Pre- Compute Exceptions	PR	PCOM
Compute Payroll	PR	COMP
Payroll Register	PR	PREG
DS Print Checks	PR	PRPC
Payroll Check Register	PR	CREG
Generate ACH Direct Dep	PR	GACH
Post Payroll to GL	PR	PPGL
PR Check Update	PR	UEPT
Computed Reports		

Friday 1/26/2018 2:37 PM

2:37 PM 1/26/2018

Harris DSN: ngsqlsvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Default Last Delete Save Inquire Next Back Clear Search PrtScr Exit

PR/CTFB: Calc Taxable Fringe Benefit (v3.15)

Effective Date 12/31/2018 Employment Date 10/01/2016

Scholastic Year 2017 07/01/2016 Thru 06/30/2017

Update Fringe Benefit

Run report without Updating the first time to see how the fringes calculate

Calculate Amount

Pay Period

Annual

Other Months

If you choose other you have to enter the number of months you want to use

Report Destination

To Report Viewer To Grid To File

To Printer Color Xerox - RIGHT PS (redirected) Setup

Enter Selection Criteria, Click Enter(F1) To Generate Report

Me...

Friday 1/26/2018 Calc Taxable Fringe Benefit Ready to Execute 2:42 PM

2:42 PM 1/26/2018

QUESTIONS?? COMMENTS??

Paula B Thornton
Vestavia City Schools
thorntonpb@Vestavia.k12.al.us
205 402 5100