

## **CORPORATION MAINTENANCE & INQUIRY (ML)**

This program ('ML') lets you set up corporation name & address information needed to run the payroll. The screen will prompt the following:

- 1 CORP#** Enter a number, up to four digits, to be used to identify a corporation for the running of payroll.
- 2 NAME** Enter the corporation's name.
- 3 STREET** Enter the street address.
- 4 CITY/ST/ZIP** Enter the city then press (CR). Enter a two character state code & press (CR). Enter a ten character zip code.
- 5 STATE ID#** Enter the corp's state number.
- 6 FED. ID#** Enter the corp's federal number.
- 7 STATE UC#** Enter the corp's state unemployment number.

The screen will prompt "DO YOU WANT TO ADD, DELETE, OR INQUIRE? (A,DELETE,<CR>)". If you made no changes on a existing corporation record, press (CR). If changes were made or you added a new record, enter 'A'(CR) to accept your entries. If you want to delete this record, enter 'DELETE'(CR). To exit the program, press (CR) instead of entering a corporation code.

## **EMPLOYEE MAINT & INQUIRY (ME)**

This program ('ME') lets you create, modify, or delete employee records. The screen will prompt the following:

- 1 CORP** Enter the corp. number the employee is assigned to.
- 2 EMP.CODE** You can use up to eight (8) characters to create an employee code. We suggest you use the first four (4) characters of the employee's last name followed by the first two (2) characters of the first name. For example, if the employee's name is Tom Jones, the code would be JONETO. Using this method is easy for remembering employee codes and it keeps the employee list in alphabetical order.
- 3 NAME** Enter the employee name.
- 4 STREET** Enter the employee's street address.
- 5 C/S/ZIP** Enter the city (CR), followed by a two character state code (CR), followed by the zip code (CR).
- 6 PHONE** Enter employee's home phone# using area code and dashes.
- 7 POSITION** Enter position hired for.
- 8 L/RAISE** Enter the date of the last raise given to the employee.
- 9 HR/SAL (HS)** If the employee is paid on a hourly basis, press 'H'; if salaried, press 'S'.
- 10 PAY PER(WMBS)** If the pay period is weekly, press 'W'; if monthly, press 'M'; if bi-weekly, press 'B'; if semi-monthly, press 'S'.
- 11 SEX (M/F)** Press 'M' if male or 'F' is female.

<b>12 MARITAL (MS)</b>	If married, enter 'M'; if single, enter 'S'.
<b>13 ST. TAX CODE</b>	If state tax is deducted and it is based on married or single, enter the two character state code followed by 'M' for married or 'S' for single. i.e. if the employee lives in New Jersey and is married, the state tax code would be 'NJM'. If the state tax is not based on married or single just enter the two character state code.
<b>14 CTY.TAX CODE</b>	If city tax is deducted, enter the two character city code.
<b>15 OTH.TX1 CODE</b>	If a local area tax is deducted, enter the two character local tax 1 code.
<b>16 OTH.TX2 CODE</b>	This field allows for an additional local tax deduction; enter the two character tax 2 code..
<b>17 ST-EMPLOYED</b>	Enter the two character code of the state the employee is employed by.
<b>18 UN.DUES (Y/N)</b>	This field is not usually used in retail. If union dues are deducted enter 'Y'. If not, enter 'N'.
<b>19 FICA (Y/N)</b>	If FICA is to be deducted from the employees pay, press 'Y'. If not press 'N'.
<b>20 PENS(Y/N)</b>	If the company has a pension plan, press 'Y'. If not press 'N'.
<b>21 SS#</b>	Enter the employee's social security number.
<b>22 GL#</b>	Enter the general ledger number the employee's pay is to be updated to.
<b>23 D-HIRE</b>	Enter the date hired.
<b>24 D-TERM</b>	Enter the date the employee the employee was terminated.
<b>25 BIRTHDAY</b>	Enter the employee's birthday.
<b>26 SHIFT RATE</b>	This field is usually not used in retail. If an employee gets paid a different rate for working night turn, enter the additional rate per hour. i.e. If a rate was regularly \$10.00/hr and the shift differential was \$.50, the shift rate would be \$.50.
<b>27 WAGE RATE</b>	Enter the employee's hourly wage rate.
<b>28 SICK LEFT</b>	Enter the number of sick hours the employee has yet to use.
<b>29 VAC. LEFT</b>	Enter the number of vacation hours the employee has yet to use.
<b>30 LOAN BAL</b>	If the employee has a outstanding loan and the loan is being paid back by deducting a portion from his pay each pay period, enter the balance of the loan.
<b>31 LOAN PYMT</b>	Enter the loan amount to be deducted from this pay.
<b>32 INIT-FEE</b>	This field is usually not used in retail. It is union related.
<b>33 UNION DUES</b>	This field us usually not used in retail. This is the dollar amount deducted for union dues.
<b>34 GARN-BAL</b>	If the employee has a garnishment being deducted from his pay, enter the balance left to be paid.
<b>35 GARN-PYMT</b>	Enter the garnishment amount to be deducted from each pay.
<b>36 INS-BAL</b>	This balance gets added to per pay.
<b>37 INS-PYMT</b>	Enter the insurance amount to be deducted per pay period.
<b>38 MED-DEDUCT</b>	Enter the medical amount to be deducted from payroll.

<b>39 DEP(FED)</b>	Enter the number of dependents claimed for the calculation of federal taxes.
<b>40 DEP(OTH)</b>	Enter the number of dependents claimed for the calculation of states taxes.
<b>41 EX-FED/D</b>	If the employee wants extra federal tax deducted from his pay, enter the amount.
<b>42 EX-ST/D</b>	If the employee wants extra state tax dedycted from his pay, enter the amount.
<b>43 BASE-WKS</b>	Skip this field.
<b>44 PER.COV</b>	Enter the period covered for regular payroll. Weekly=1 Bi-weekly=2. If payroll is done on a semi-monthly or monthly basis and is calculated on a rate/hr basis Semi-Monthly=2.1667 Monthly=4.3333. If it is calculated on a salary basis Semi-Monthly=.5 Monthly=1 (but make sure the wage rate '#24' has the monthly gross pay as a wage rate).
<b>45 L/R-AMT</b>	Enter the last raise dollar amount.
<b>46 GR\$-NO-SS</b>	Enter dollar amount to be added to Gross where no Social Security was deducted.
<b>47 FSA-DED</b>	This field is used when the company has a special medical plan and the medical amount (the amount entered here) is deducted from the gross pay for the calculation of taxes.
<b>48 INC\$/PAY</b>	If extra income is being paid to the employee each pay period (i.e. use of the employee's car), enter the extra income amount to be added per pay period.
<b>49 MISC/DED</b>	If the employee wishes to have an additional deduction to be taken from his pay.
<b>50 IRA-%</b>	If the company has a 401k type pension plan, and the employee has a certain percentage of his pay deducted, enter the percentage.
<b>51 IRA-\$</b>	If The employee wishes to have an IRA dollar amount deducted in stead of a percentage, enter it here.
<b>52 EIC (S/B)</b>	If employee is eligible for EIC, enter type (Single/Both).
<b>53 DIR.DEP(Y)</b>	If employee payroll is automatically bank deposited, press 'Y'. if not press (CR).
<b>54 W/COMP#</b>	If workmen's compensation reports are required, enter the W/C number for the employee.
<b>55 ID#</b>	If you are using the system time clock entry, enter the employee's S-ID#/OP#.
<b>56 UC OFFICER</b>	.....
<b>57 VAC-USED</b>	The number of vacation hours used YTD.
<b>58 MSC-TAX-DED</b>	Enter if an additional tax deduction is wanted.
<b>59 BRVM-USED</b>	The number of hours paid for bereavement time taken.
<b>1 Y-GROSS</b>	Enter the gross wages paid to the employee YTD. If the company has a special medical plan or 401k plan where these amounts are deducted before taxes are calculated, enter the adjusted gross wages (gross wages - spec.med plan deduct - 401k) YTD.
<b>2 Y-FED.TAX</b>	Enter the federal tax deduction YTD.
<b>3 Y-FICA</b>	Enter the FICA deduction YTD.
<b>4 Y-S I</b>	Enter the state unemp/disability deduction (if applicable) YTD.
<b>5 Y-ST. TAX</b>	Enter the state tax deduction YTD.

<b>6 Y-CTY.TAX</b>	Enter the city tax deduction YTD.
<b>7 Y-OTH.TAX</b>	Enter the local tax deduction YTD.
<b>8 Y-OTH.TAX2</b>	Enter the local tax deduction 2 YTD.
<b>9 Y-MED</b>	Enter medical deduction YTD.
<b>10 Y-FSA</b>	Enter Flexible Spending Medical deduction YTD
<b>11 Y-SS2</b>	Enter Social Security portion deducted after reaching maximum full S/S deduction.
<b>12 Y-EX.INC.</b>	Enter the extra income paid YTD.
<b>13 Y-IRA</b>	Enter the pension plan amount deducted YTD.
<b>14 Y-EIC</b>	Enter the earned income credit added YTD.
<b>15 Y-W/C.DED</b>	Enter the workmen's comp. deduction YTD.
<b>16 Y-HRS/REG</b>	Enter the regular time hours worked YTD.
<b>17 Y-HRS/OVT</b>	Enter the over-time worked YTD.
<b>18 Y-MISC/D</b>	Enter the misc. deduction amount deducted from the employee's pay YTD.
<b>19 Y-HRS/HOL-PD</b>	Enter holiday hours paid YTD.
<b>20 Y-BASE WKS</b>	Enter # of base weeks worked YTD.
<b>21 Y-INCOME 1,2</b>	Enter Total Income 1 & 2 Amount YTD.
<b>22 Y-MISC-TAX/DED</b>	Enter misc. tax amount deducted YTD.
<b>23 Q-GROSS</b>	Enter the gross wages paid to the employee QTD. Use the same method for determining the amount as Y-GROSS.
<b>24 Q-FED.TAX</b>	Enter the federal tax deduction QTD.
<b>25 Q-FICA</b>	Enter the FICA deduction QTD.
<b>26 Q-S I</b>	Enter the state unemp/disability deduction QTD.
<b>27 Q-ST. TAX</b>	Enter the state tax deduction QTD.
<b>28 Q-CTY.TAX</b>	Enter the city tax deduction QTD.
<b>29 Q-OTH.TAX</b>	Enter the local tax deduction QTD.
<b>30 Q-OTH.TAX 2</b>	Enter second local tax deduction QTD
<b>31 Q-MEDICAL</b>	Enter the medical deduction QTD.
<b>32 Q-FSA</b>	Enter the special medical plan deductions made QTD.
<b>33 Q-SS2</b>	If the employee has earned less than the social security FICA maximum, (currently \$108,000.00), skip this field & the next. Otherwise, enter only the medicare portion deducted QTD.
<b>34 Q-EX-INCOME</b>	Enter extra income dollars paid YTD.

<b>35 Q-IRA</b>	Enter the pension plan amount deducted QTD.
<b>36 Q-EIC</b>	If the employee has any earned income credits added to his pay, enter the amount added QTD.
<b>37 Q-W/C DED</b>	Enter the workman comp. deduction QTD
<b>38 Q-HRS/REG</b>	Enter the regular time hours worked QTD.
<b>39 Q-HRS/OVT</b>	Enter the over-time hours worked QTD.
<b>40</b>	Extra
<b>41</b>	Extra
<b>42</b>	Extra
<b>43</b>	Extra
<b>44 Q-MISC TAX DED</b>	Enter the misc. tax deduction QTD

If you are entering a new employee, the screen would now prompt 'ENTER LAST NAME, FIRST'.

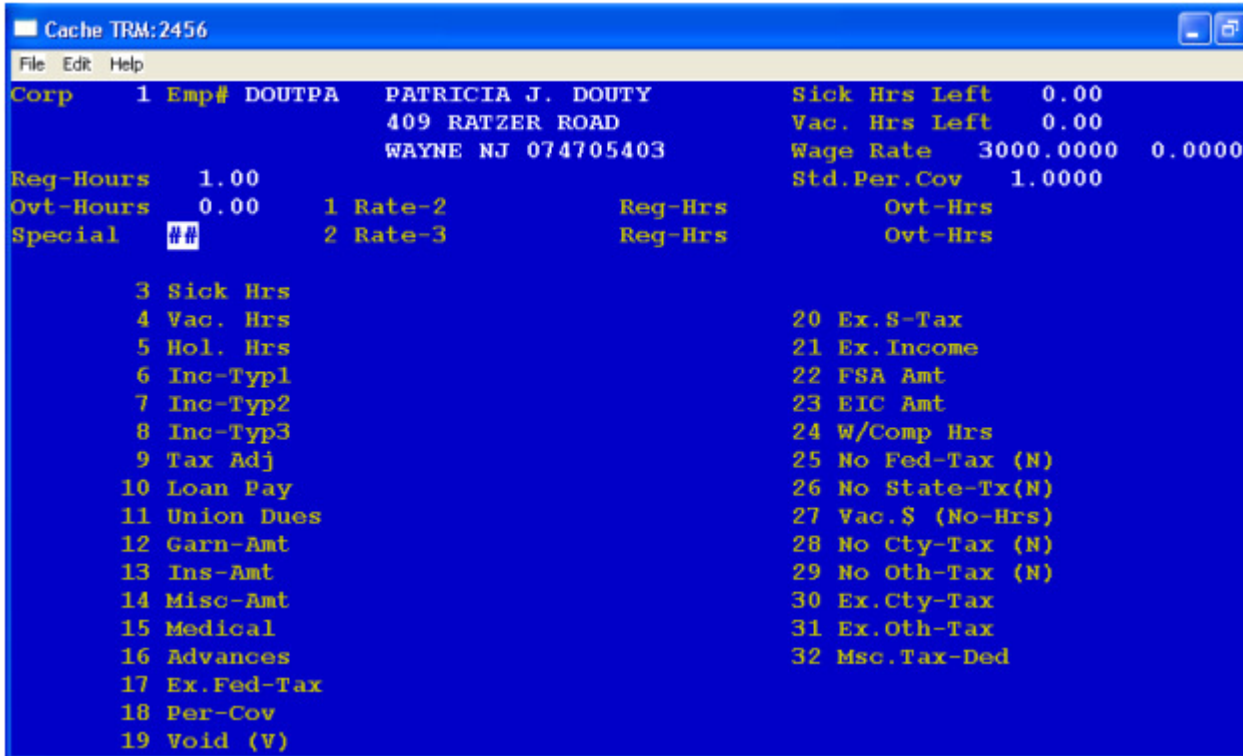
At this point, the screen would prompt 'DO YOU WANT TO ADD, DELETE, OR INQUIRE? (A/DELETE/<CR>)'. If you are only looking at an employee's record, press (CR) and the prompt will return you to the beginning where you can display another record or (CR) to end the program. To accept the entries as displayed, enter 'A'(CR)'. To delete an employee you must do it in the following manner:

1. Display the employee to be terminated on screen.

The screen will ask what number you want to change. Enter #24, then enter the date the employee was terminated. When the screen asks if you want to add, delete or inquire, press 'A' to accept. This leaves the employee record on file for year end 'W2' processing, but no longer allows payroll to be processed. After W2's have been printed you can now display the employee to be deleted on screen and when the prompt asks if you want to add, delete, or inquire, enter 'DELETE' and the record will be deleted from the employee file.

## PAYROLL ENTRY (EP)

This program ('EP') lets you enter pertinent information to process payroll. The main thing to remember about this program is that it is an additive program and not an over-layer program. What this means is, let's say the employee worked forty (40) hours this week and instead of entering 40 you entered 50 by mistake. To correct the record, you would call up the employee again and in REG.HRS you would enter -10 hours to reduce the hours worked to 40 hours. The screen is displayed below.



The screen will prompt the following:

- PERIOD ENDING**      Enter the payroll period ending date.
- UNION DUES**        If union dues are automatically to be deducted this pay, press 'Y'. If not, press 'N'.
- LOAN PAYMENTS**    If loans are automatically to be deducted this pay, press 'Y'. If not, press 'N'.
- MEDICAL DEDCT**    If medical is automatically to be deducted this pay, press 'Y'. If not, press 'N'.
- INSURANCE AMT**    If insurance is automatically to be deducted this pay, press 'Y'. If not, press 'N'.
- MISC.DEDUCT**      If misc. deductions are automatically to be deducted this pay, press 'Y'. If not, press 'N'.
- FSA PAY**            If special medical deductions are automatically to be deducted this pay, press 'Y'. If not, press 'N'.
- Garnishment Deduct.** If a garishment amount is to be automatically deducted this pay, press 'Y'. If not, press 'N'.
- CORP**                Enter the corporation number you want to process payroll for.
- EMP#**                Enter the employee's code or press (CR) to end the program.
- REG.HOURS**         Enter the number of regular hours the employee worked.
- OVT.HOURS**         Enter the number of over-time hours worked.

## SPECIAL

If there is nothing additional to be added or subtracted from the employee's pay, press (CR) and the prompt will return to EMP# to process another employee or end the program. If, however, you want to enter vacation hours taken or add commission to the employee's pay, enter the # of the line you wish to modify.

The following is a brief description of what the special means.

<b>1 RATE-2</b>	Used for multiple pay rates in same pay period.
<b>2 RATE-3</b>	Same as RATE 2.
<b>3 SICK HRS</b>	# of sick hours +/- used this pay.
<b>4 VAC. HRS</b>	# of vacation hours +/- used this pay.
<b>5 HOL. HRS</b>	# of holiday hours +/- used this pay.
<b>6 INC.TYPE1</b>	Enter additional income amount +/- such as commission amount to be added to this pay. Calculates at regular tax.
<b>7 INC.TYPE2</b>	Enter the amount +/- . Usually used for very large bonuses. Calculates federal tax @ 28% and regular on all other taxes.
<b>8 INC.TYPE3</b>	Enter the amount +/- . Usually used for expense re-imburement. Calculates no taxes and does not add to employee gross wages YTD.
<b>9 TAX ADJ</b>	Lets you make a tax adjustment +/- for this pay. (Check with Empire the first time you try to used this field).
<b>10 LOAN PAY</b>	Enter loan payment amount +/- to be deducted this pay.
<b>11 UNION DUES</b>	Enter the amount to be deducted +/-for un.dues this pay
<b>12 GARN.AMT</b>	Enter the garnishment amount +/- to be deducted this pay.
<b>13 INS.AMT</b>	Enter the insurance amount +/- to be deducted this pay.
<b>14 MISC-AMT</b>	Enter the Misc. amount +/- to be deducted this pay.
<b>15 MEDICAL</b>	Enter the medical amount +/- to be deducted this pay.
<b>16 ADVANCES</b>	Enter the advance amount +/- to be deducted this pay.
<b>17 EX.FED-TAX</b>	Enter the additional amount +/- to be deducted this pay
<b>18 PER-COV</b>	Enter the period covered for this pay. (Check with EMPIRE the first time you use this field).
<b>19 VOID (V)</b>	To be used only for the voiding a printed check. (Check with EMPIRE the first time you use this field).
<b>20 EX.S-TAX</b>	Enter the additional state tax amount +/- to be deducted this pay.
<b>21 EX. INC</b>	Enter the extra income amount +/- to be added this pay.
<b>22 FSA AMT</b>	Enter the special medical amount +/- to be deducted this pay.
<b>23 EIC AMT</b>	Enter the earned income credit amount +/- to be added this pay.
<b>24 W/COMP HRS</b>	Enter the Workman's Comp.# of hours (Check with Empire the first you use this field).
<b>25 NO FED.TAX (N)</b>	If no federal tax is to be deducted this pay, press 'N'
<b>26 NO STATE TX(N)</b>	If no state tax is to be deducted this pay, press 'N'
<b>27 VAC\$-NO HRS</b>	Enter vacation \$ amount. (Check with Empire the first time you use this field).
<b>28 NO CTY TAX (N)</b>	If no city tax is to be deducted this pay, press 'N'
<b>29 NO OTH TAX (N)</b>	If no other tax is to be deducted this pay, press 'N'
<b>30 EX.CTY TAX</b>	If you want to add to the city tax deduction, enter the amount +/- to be added.
<b>31 EX.OTH TAX</b>	If you want to add to the other tax deduction, enter the amount +/- to be added.
<b>32 MSC.TAX-DED</b>	Enter additional misc. tax +/- to be deducted this pay
<b>33 BEREAV-HRS</b>	Enter # of hours being paid for bereavement time

## PAYROLL PROOF (EC)

This program ('EC') calculates and prints, by corporation and pay period, employee payroll processed in ('EP'). The print will include employee gross information as well as the individual taxes and deductions. The print will give totals by corporation. If payroll corrections are made after the printing of the proof, the proof must be printed again before processing the payroll distribution and printing payroll checks.

## **PAYROLL DISTRIBUTION (PD1)**

**\*\*Important\*\*** This program only gets processed when you are sure everything on the proof ('EC') is correct!! This program, ('PD1'), prints the same as ('EC') excepts that it prints by corporation and in general ledger code order. It must be printed before you print checks. The screen will prompt 'PRINT REPORT OR UPDATE ONLY? (P/U)' If you choose to update only, the program will update the monthly payroll distribution file with the current payroll information.

## **PAYROLL CHECK WRITING (CW)**

This program ('CW') prints payroll checks. The program processes by corporation and pay period and will ask you to enter the starting check#. The program does not allow, for security reasons, for the reprinting of checks so be careful when setting the check forms in the printer.

## **PAYROLL CHECK REGISTER (CR)**

This program ('CR') prints by corporation and check#, the payroll check breakdown for each employee and gives total corporation totals as well as grand totals. At the end the screen will ask "REPRINT? (Y/N)". If you want to reprint the check register, press 'Y' and the program will end. If you do no want to reprint, press 'N' and the register data will be blanked and the program will end.

## **MONTHLY PAYROLL CHECK REGISTER (MCR)**

This program ('MCR') prints, by corporation, the totals from each of the check registers printed during the month. At the end, the screen will ask "REPRINT? (Y/N)". If you want to reprint, press 'Y' and the program will end. If not, press 'N' and the screen will display "THIS WILL PURGE THE FILE. ARE YOU SURE YOU WANT TO DO THIS? (Y/N)". Press 'Y' to blank the file and end the program. Press 'N' only if you want to reprint the register again.

## **MONTHLY PAYROLL DISTRIBUTION (MPD1)**

This program ('MPD1') prints, by corporation, the totals from each of the payroll distribution reports printed during the month and, if you have the integrated general ledger in place, sends across to the general ledger, the payroll transactions for the month. At the end of the report the screen will ask "REPRINT? (Y/N)". To reprint, press 'Y' and the program will end. If you press 'N' the screen will display "THIS WILL PURGE THE FILE. ARE YOU SURE YOU WANT TO DO THIS? (Y/N)". If you press 'Y' the file will be blanked and the program will end.

## **MONTHLY PENSION REPORT (RK)**

This program ('RK') prints in corporation and employee order, the pension plan contributions made for the month. At the end of the report the screen will ask "REPRINT? (Y/N)". To reprint, press 'Y' and the program will end. If you press 'N' the screen will display "THIS WILL ZERO THE FILE. ARE YOU SURE YOU WANT TO DO THIS? (Y/N)". If you press 'Y' the file will be blanked and the program will end.



## **MONTHLY UNION REPORT (UR)**

This program ('UR') prints in corporation and employee order, union dues deductions and total hours worked per employee for the month. At the end of the report the screen will ask "REPRINT? (Y/N)". To reprint, press 'Y' and the program will end. If you press 'N' the screen will display "THIS WILL ZERO THE FILE. ARE YOU SURE YOU WANT TO DO THIS? (Y/N)". If you press 'Y' the file will be blanked and the program will end.

## **QUARTERLY EMPLOYEE CHECK LEDGER (RL)**

This program ('RL') prints employee payroll checks history. The report can be printed for an individual employee or for an entire corporation. The screen will prompt the following:

- SELECTIVE PRINT? (Y/N)**      If you only want to print a check history for only an employee or two, enter 'Y'. If not, enter 'N'.
- CORP#**                              Enter the corporation wanted or press (CR) to end the program.
- SOCIAL SECURITY#**              If you press (CR) instead of entering a value, the program will end. If you are printing on a selective basis, enter the exact social security# of the employee you want to print. If not, enter '1', to start from the beginning, or the actual social security# you want to start from. If the report is not printed on a selective basis, at the end of the report the screen ask "REPRINT? (Y/N)". To reprint, press 'Y' and the program will end. If you press 'N' the screen will display "THIS WILL ZERO THE FILE. ARE YOU SURE YOU WANT TO DO THIS? (Y/N)". If you press 'Y' the file will be blanked and the program will end.

## **QUARTERLY PENSION REPORT (QPR)**

This program ('QPR') prints in corporation and employee order, the pension plan contributions made for the quarter. The screen will ask you to enter the corporation you wish to print and will list all the employees in the corporation that contribute to a pension plan.

## **QUARTERLY EMPLOYER WORKMEN'S COMP. REPORT (QW)**

This program ('QW') prints by corporation, in workmen comp# order, quarterly employee payroll information and calculates the employer's amount due. The screen will ask the following:

- CORP#**                              Enter the corporation you want to print or press (CR) to end the program. At the end of the report, the screen will ask "DO YOU WANT TO ZERO THIS CORP? (YES/NO)". If you enter 'YES'(CR) the file will be blanked and the program will end.

## **QUARTERLY EMPLOYEE WORKMEN'S COMP. REPORT**

This program ('QW2') prints by corporation, in workmen comp# order, quarterly employee payroll information and employee workmen's comp. deductions. The screen will ask the following:

- CORP#**                              Enter the corporation you want to print or press (CR) to end the program. At the end of the report, the screen will ask "DO YOU WANT TO ZERO THIS CORP? (YES/NO)". If you enter 'YES'(CR) the file will be blanked and the program will end.

## **QUARTERLY FEDERAL 941 REPORT (QT)**

This program ('QT') prints by corporation, in employee code order, quarterly employee gross wages. The screen will ask the following:

**CORP#** Enter the corporation you want to print or press (CR) to end the program.

## **QUARTERLY EMPLOYER'S STATE REPORT (EST)**

This program ('EST') prints by corporation, in employee code order, both QTD and YTD information on wages paid. The screen will ask the following:

**CORP#** Enter the corporation you want to print or press (CR) to end the program.

## **QUARTERLY STATE TAX REPORT (QST)**

This program ('QST') prints by corporation, in employee code order, QTD gross wages and state taxes withheld. The screen will ask the following:

**CORP#** Enter the corporation you want to print or press (CR) to end the program.

## **QUARTERLY 'NJ' EMPLOYER REPORT (WR30)**

This program ('WR30') is for New Jersey companies only. It prints by corporation, in employee code order, and fits the WR30 form format.

## **QUARTERLY TAX REPORT (QR)**

This program ('QR') should be the last quarterly program processed. It prints by corporation, in employee code order, gross QTD wages paid to each employee as well as the taxes withheld. The screen will ask the following:

**CORP#** Enter the corporation you want to print or press (CR) to end the program. At the end of the report, the screen will ask "DO YOU WANT TO ZERO THIS CORP? (YES/NO)". If it is at the end of the quarter you should answer 'YES' to this question (as long as you do not need to reprint the report). The computer will zero only the QTD data on each employee within the corporation so that it can be tracked for the next quarter.

## **W2 FORMS (SW2)**

This program ('SW2') prints employee W2's on 1 wide, 3 ply W2 forms. If you need to print 6 ply copies, simply run this program twice. It is recommended that you print an employee status report ('DE') so that you have a year end copy of payroll information per employee prior to printing the W2's. The screen will ask the following:

**ENTER CORP** Enter the corporation number you want to process or just press (CR) to end the program.

**STATE ID#** Enter the state number to be printed on the form.

The W2's will print for the corporation chosen and will sub-total on every forty second one. After printing the corporation the screen will ask "DO YOU WANT TO CLOSE THE YEAR? (Y/N)". If you do not need to print W2's again, press 'N' and the screen will zero all year to date information on each employee in the corporation. It will not, however, zero the sick hour and vacation hours left. If you want to zero these fields as well, process the program ('ZME') next. At this point you can make any new year tax changes in ('TM') and be set for processing payroll in the new year.

## **TAX TABLE MAINTENANCE & INQUIRY (TM)**

This program ('TM') lets you create, modify, or delete the different payroll tax tables needed to process the payroll. The federal and social security rates are taken directly from the Circular E guide sent from the federal government. The state and local tax rates are taken from the booklet usually sent from the state. Check with Empire on how to set up these tables.

## **EMPLOYEE STATUS REPORT (DE)**

This program ('DE') lets you print, either by corporation or on a selective employee basis, employee QTD & YTD payroll information. It is recommended that this program be processed at least once each quarter and at the end of the year prior to the printing of the W2 forms.

## **SET BASE WEEK \$ AMOUNT (BWK)**

This program ('BWK') is used primarily for those companies based in New Jersey to set the minimum dollar amount needed for unemployment purposes.

## **SET 401K MAXIMUM (SET401K)**

This program ('SET401K') lets you set the maximum dollar amount allowed for pension plan contributions.

## **AUTOMATIC EMPLOYEE DELETE**

This program ('YED') is usually processed at the end of the year after the W2's have been printed. It will remove those employees from the employee file that have been terminated during the year. The screen will ask:

**CORP**                      Enter the corporation number you want to process or press (CR) to end the program.