

1. Extra Pay Journal:
Periodically run an extra pay journal, Menu [3,9,7]. Gives analysis on employees who may or may not have had pay subject to KPERS, Federal W/H, State W/H, FICA, Medicare, etc. The report is also helpful in tying out W2's and payroll.
2. Verifying Payroll Deductions:
You can verify payroll deductions prior to posting the payroll by running a Deduction Register, Menu [3,6,5] and selecting 'Current'.
3. Direct Deposit Master File:
Do not remove employees who have left your employment and received pay through direct deposit from the direct deposit file (DIDMF). You can remove them after they have been gone for 2-years (calendar). Just inactivate them in the Payroll Master File. The reason for this is that a direct deposit cannot be recovered if an employee has been removed from the DIDMF.
4. Deleting An Employee:
To determine whether an employee can be deleted from the system, run Menu [3,13,9]. Select both Active and Inactive employees, press [ENTER] at the starting and ending check fields, and enter 0.00 in the minimum and maximum salary fields. This provides a payroll report 'PRREP' showing which employees have zero earnings for the past 2 calendar years.
5. Canceling Payroll Checks:
 - a. Example...You need to cancel a December payroll check that was issued incorrectly and the calendar year-end rollover has already been done...the system will ask whether you plan to re-write the check. Answer 'Yes' and the deductions will go back to the standard liability accounts. If you answer 'No' those deductions will all go to the 0995 liability account and you will have to journal entry them to their appropriate accounts.

If you are re-writing the check, use the original December date when you are calculating the payroll, Menu [2,5,1]. The system will prompt a reminder message that this is a 'LAST YEAR' check.

In both the cancellation and new check, the correct quarter-to-date will be adjusted and the prior year-to-date file. This also means that if you have already issued W-2's, you will have to prepare a new one for the person. If you have already submitted your Magnetic Media, you will have to re-prepare and re-submit it. Thus, another reason not to issue W-2's any sooner than necessary or submit the Magnetic Media until closer to the due date.
 - b. When canceling a Current Calendar year check that was issued in the Previous Budget year, the deductions (including taxes) will be posted to the original liability account and the net will be posted to the bank. Be mindful that you may need to take into consideration those liability accounts affected, especially taxes that have already been remitted, and short your next

remittance.

Since this is a Previous Budget year check, it was expensed against the prior year's budget; therefore, when cancelled it is technically 'new' money coming into the Current Budget year. This is the reason the system prompts you to Credit a SACCT, which must be a Revenue account.

- c. Canceling a Previous Calendar year check will prompt a 'CAUTION' message. For Kansas entities, per K.S.A. 58-3935, prior calendar checks should not be cancelled and brought back as revenue to the district. The statute states that unclaimed wages in excess of \$100 is intangible property and if dormant for a period of one year becomes unclaimed property; thus must be sent to the State Treasurer who serves as custodian until the property is claimed. Consult your auditor if you need to cancel this type of check.

If this type of check is cancelled, the Gross plus the FICA match will post as revenue to a designated account, Deductions plus FICA match will post to the 0995 Prior Year Payroll Liability account, and the Net will post to the Bank. If your intentions are to remit the unclaimed wage to the State Treasurer, write a Voucher check from the revenue account for the Net amount. From the same revenue account, Journal Entry the amount of the deductions and FICA match to the 0995 liability account (Debit revenue and Credit 0995). If you are not returning the wage but claiming it as revenue to the district, Journal Entry the amount of the deductions and FICA match to the 0995 liability account (Debit revenue and Credit 0995).

- d. The process for canceling Direct Deposits is the same as Checks. NOTE: In order to cancel a direct deposit, the status must be Outstanding. Change the status by taking Menu [2,14,1]. This will ensure that the cancelled direct deposit is removed from the Reconciliation file.

6. 'Special' Bi-Weekly Payroll:

This process does not bring across extra pay, extra tax withholdings, or deductions except for Social Security, Medicare, and State Retirement, Federal and State tax, if applicable.

Always use group 999 for 'Special' Bi-Weekly payrolls and the remaining pay periods will not be subtracted on this group. For the 'Regular' third Bi-Weekly payroll of the month, use some number other than 999 so that the remaining pay periods will decrement.

If a Bi-Weekly payroll cycle is in process, the regular Payroll Master file, Menu [1,2,2,2], and the regular Automatic Payroll Maintenance file, Menu [1,2,3], cannot be maintained. The bi-weekly cycle creates temporary files; therefore, maintenance to these two files will only change the temporary bi-weekly files until the bi-weekly payroll has been posted. After the bi-weekly payroll has been posted, the temporary files will be erased!

7. Salary Protection:

Generally there are two types of salary protection payments. One, the disability insurance is provided through a provision of the

Internal Revenue Code, Section 125, whereas this allows the insurance to be purchased with before-tax dollars or as a salary reduction (employer contribution). Two, the insurance premium is withheld on an after-tax basis or as a salary deduction (employee contribution).

8. Recording salary protection payments in the system:
Insurance was purchased as a salary reduction and the employee received a benefit amount...record through the Salary Protection cycle, Menu [2,5,5].

Insurance was purchased as a salary deduction and the employee received a benefit amount...record as 'Additional' W2 information, Menu [3,6,18] during the calendar year-end W2 process.

9. Depositing and Reporting requirements:
Social Security, Medicare, and withheld income taxes on sick pay must be deposited under the same rules that apply to deposits of taxes on regular wage payments. Refer to your Circular E for information. You can include the amount of deposit with your regular wage deposit or separately if the regular deposit has already been made, depending on your deposit schedule. Again refer to Circular E. A deposit is due after a tax liability arises, e.g., when you have a payday!

Sick Pay should be reported on forms W2 and W3 and on Form 941 under the same rules that apply to regular wage payments. MAPP combines both Sick Pay and regular wages on the W2 as well as applicable taxes if the sick pay is considered a taxable wage (paid on a before-tax or reduction basis). Sick Pay that is nontaxable (paid on an after-tax or deduction basis) must also be reported on the W2, Box 12a-c. This is done through Menu [3,6,18].

10. Adding a New Employee:
The post office reads addresses from the bottom up so for mail delivery purposes, make sure Address 2 is the delivery address if you are keying in 2 lines of address.

11. Need to Check Fringe Value:
This message will appear only if an employee has a Reduction Code set in the Payroll Master File, Menu [1,2,2,2]. It serves as a reminder for you to check if a code is term life insurance that requires an entry in the Fringe Value field. The Fringe Value field must include the value (coverage) of any term life insurance purchased through one or a combination of the following examples:

- a. The amount an employer may provide for term life insurance.
- b. The amount of term life insurance included in a health insurance plan that the employer might provide.
- c. The amount of term life insurance selected by an employee under the Section 125 Cafeteria Plan.
- d. The amount of term life insurance that might be part of an annuity the employee purchased.
- e. The system automatically includes in the taxable fringe

calculation, the group term life insurance coverage provided by State Retirement. Do not key any amount related to State Retirement insurance in the Fringe Value field unless additional State Retirement life insurance has been purchased on a reduction basis.

12. Change Primary Group?:

In the Automatic Payroll Maintenance File, group is defined as the processing (primary) group the individual is assigned. An individual must be assigned a group in order for pay to be processed. The system defaults to Group 001. If the system prompts the message 'Change Primary Group?', the system recognizes that the Group number has been changed from its original. Answer 'Yes' if you would like to change the Primary group, otherwise just press [ENTER] to continue.