



A Division of Harris Computer Systems

PAYROLL: EMPLOYEE MASTER SCREEN

1.	Employee File Updates
2.	1. Employee Add / Update
3.	2. Payroll Distribution
4.	3. Deductions
5.	4. Employer's Match
6.	5. Vacation / Sick
M	6. MSRS / Unemployment Info
X	7. Pay Totals
	8. Direct Deposit Breakdown

Adding a New Employee

- From the **General Entry** menu select **B. Payroll > 1. Employee File Updates > 1. Employee Add / Update.**
- Once on this screen, either click on *Add Employee*, or click on the *File* menu and select *New*. This will bring up a window asking for the new employee's employee number. Once this is entered, a blank Employee Master Screen will display.
- Fill in as much of the personal information as possible in the first section of the screen. If any of the W-2 options that appear below the *Phone* and *Email* fields apply to this employee, check them off.
- Fill in the Tax information in the second section and select if the person is exempt from *FICA*, *Medicare*, *FUTA* or *Workers Comp* taxes. If there are any additional taxes taken out for this person and they should only come out on the first check for a given pay run, check off the *AFCO* Box at the end of each tax category.
- The third section of this screen contains miscellaneous employee information. Select if the person is going to get a *Regular* check or if they are going to be setup as *Direct Deposit*. If any portion of the employee's check is going to be *Direct Deposit* then this option must be selected. Choose the frequency that this person is to be paid. If unsure of the available frequencies, open the *File* menu and select *Pay Frequency*. This will bring up a listing of codes, descriptions, and how many times that frequency is paid during the year. Fill in the rest of the information in this section and press **F12** to save.

NOTE – In the bottom right hand corner there are two user-defined fields. These fields keep track of custom information that can be saved in the Payroll System. Change the name of these fields by double-clicking on the name of the field. A window will pop up asking for a new Description.

Updating an Existing Employee

To edit the Master Screen for an existing employee, follow the same steps as above, except in Step 2 double-click an employee's name instead of selecting *New Employee*. Once the Employee Master Screen has loaded, all fields can be edited as needed and saved by pressing **F12**.

Employee 742				Status	Active
Full Name	Last Name	First Name	Middle Name	Desig	Social Security #
	Simpson	Homer	J		012-34-5678
Address 1	742 Evergreen Terrace				Date Hired
Address 2					09/01/1989
City/State/Zip	Springfield	ME - MAINE	00001		Anniversary Date
Phone	207-555-1212	Email	homerj@springfield.net		09/01
					Birth Date
					04/10/1960
					Termination Date
					Retirement Date
					Sex
					Male
<input type="checkbox"/> W2 Deferred Income <input type="checkbox"/> W2 Statutory Employee <input type="checkbox"/> W2 Retirement					
Tax Table					
Filing Status	Married	# of Dep	3	Additional	Taxes
Federal	Married				Dollar
State	Married - 1 Income				Dollar
Local	Non Taxable				Dollar
					AFCO
					<input checked="" type="checkbox"/>
					Fica Exempt
					<input type="checkbox"/>
					Medicare Exempt
					<input type="checkbox"/>
					FUTA Exempt
					<input type="checkbox"/>
					Workers Comp Exempt
					<input type="checkbox"/>
Check	Regular	Work Comp Code	0	Seq Number	01
Pay Freq	W - Weekly	EIC Status	No	Home Dept/Div	01-
		BLS Worksite ID		Group ID	0
Print Pay Rate	<input checked="" type="checkbox"/>	Hours In Standard: Day	8	Week	40
				Bear Tax	Yes
				Plaque	Yes