



A Division of Harris Computer Systems

## PAYROLL: EMPLOYEE DISTRIBUTIONS

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

### Payroll Distribution Set Up

- From the **General Entry** menu, select **B. Payroll > 1. Employee File Updates > 2. Payroll Distributions**
- If selecting **2. Payroll Distributions** immediately after adding, viewing, or updating a new employee, that person's Distribution screen will display. If not, select the employee to edit.
- To add a new distribution line, click on the *File* menu and select *New* or press *F3*. A new line will appear in the bottom half of the screen.
- Once a new distribution is created, it needs to be filled out. Select the appropriate code for this line from the drop-down box under the **Code** column. If any S code is selected, a separate check will print for each S code used. Multiple distributions can be combined onto the same check by using the same S code.
- Enter the account number that this person is paid out of. If also using the **TRIO Budgetary** program, pressing *F2* will show a listing of the valid accounts that can be used in this field. This account is typically an Expense account and will be debited during the payroll process.
- Select the appropriate pay category in the **Cat** column. The standard options are *Regular, Over Time, Sick, Vacation and Holiday*. These pay categories can be edited and new categories can be added by selecting **6. Table and File Setups > 3. Pay Category Setup**. The next five columns will default to the selections that were made in the *Pay Category Setup* screen.
- The next column is the *Tax* status for that pay category and is not editable.
- The next four columns, *M, E, U* and *W/C*, are abbreviations for *MSRS, Earned Income Credit, Unemployment* and *Workers Comp*. These columns designate if this distribution line qualifies for these programs. In the **M** column there are three options: (Y)es, (N)o or a *Position Code*. There may be multiple *Position Codes* depending on how the employee is setup on the *MSRS / Unemployment Info* screen. The **E** column can either be checked or unchecked. In the **U** column, there are four options: (Y)es, (N)o, (S)easonal or a *Nature of Business* code. There are three options for the **W/C** column: (Y)es, (N)o or a *Workers Comp* code. **Note** – If the **M** and **U** fields are not configured correctly, the reports for MSRS and Unemployment will *not* be correct, even if the employee had the correct amount of money deducted from their check.

Employee: 01 - Homer Simpson

Number of Pay Periods: Taxes 1 Deds 1

Apply S(x) Checks like Primary for:  
 Deductions  Percent  Dollars  
 Matches  Percent  Dollars  
 Direct Deposit  Percent  Dollars  
 Vacation / Sick / Other

#	Code	Acct	Cat	Tax	Include For				CD	Pay Base Rate	Mult	#Per	Def	Hours This Wk	Gross
					M	E	U	W/C							
1	E		1	T	Y	<input checked="" type="checkbox"/>	Y	Y	0	15.0000	1.00	0	40.00	40.00	600.00
2	W	E	2	T	Y	<input checked="" type="checkbox"/>	Y	Y	0	15.0000	1.50	0	0.00	0.00	0.00

Totals (Pay) 40.00 600.00  
 Non Pay 0.00

## Payroll: Employee Distributions *CONTINUED*

9. Enter the *Pay Code* in the **CD** column. These codes are used if there is a group of people that all have the same pay rate and all get raises for the same amount at the same time (i.e. Firefighters, Police, etc.). These can be edited by going to **6. Table and File Setups > E. Update Pay Codes**.
10. The **Mult** column stands for multiplier and is set by the pay category for that line and is not editable.
11. The **Tax # Per** column is used if this distribution line accounts for more than one period's worth of pay. This should only be used if a distribution needs to be handled differently than the other distributions that are set up. If this is not the case, use the *Number of Pay Periods* option at the top of the screen when doing a payroll.
12. The next two columns have to do with running a payroll. If this distribution should be included on each pay run for the same number of hours then enter that in the **Def** (Default) column.
13. Go through these steps for all the distribution lines needed for this employee and press **F12** to save this screen.