IBM System/23 Datamaster
Payroll Reports

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Second edition (October 1981)

Introduction

The IBM System/23 Payroll application is one of six applications that compose the IBM System/23 Business Management Accounting System for Datamaster. The other five applications also have Reports brochures similar to this brochure:

- *IBM System/23 Datamaster Billing Reports,* G280-0229.
- *IBM System/23 Datamaster Accounts Receivable Reports,* G280-0230.
- *IBM System/23 Datamaster Accounts Payable Reports,* G280-0231.
- *IBM System/23 Datamaster General Ledger Reports,* G280-0232.
- *IBM System/23 Datamaster Inventory Accounting Reports,* G280-0233.

We encourage you to obtain and review all six Reports brochures.

Contents

Highlights

The Payroll application provides an easy-to-use method of calculating payroll earnings for a variety of pay methods and frequencies. It offers a wide range of options, control reports, and the ability to handle a mixture of payroll types.

- Processes weekly, biweekly, semimonthly, or monthly payrolls for salaried, salaried nonexempt, and hourly employees.

- At year-end, automatically prepares W-2 forms with subtotals, and a Wage and Tax Recap report showing excess wages for State Unemployment Insurance, FUTA tax, and all quarter-to-date employee wages.

- Tracks vacation, holiday, and sick time taken. By using the Business Report/Application Development System III (Brads III) or a listing of the employee description file, you can obtain information, by employee, as to how much time has been accrued in each of the categories.

- Provides for inquiry into employee records for quick access for federal taxing, FICA and EIC information as well as state and local tax, and deduction/benefits information.

- Provides security with a password to prevent unauthorized persons from accessing payroll information.

- Generates by department, cost information that can be used by the IBM System/23 General Ledger application, if installed.

- Provides tip reporting and calculation of the appropriate FICA tax with a minimum hourly guarantee capability.

- Calculates earned income credit (EIC) when that option is selected by the user.

- Through the Special Check function, allows you to process checks one of three ways:
  - Manual check, which is hand calculated and then keyed into Datamaster. Datamaster prints a check.
  - Reversal check, which is used to back out previously calculated earnings and deductions from an earlier payroll run. All information in the computer is reset, as if the check had never been paid to that employee. No check is printed for a check reversal.
  - Payoff check, which is used to enter into the computer information from a check already written. No check is printed in this case.

- Calculates State Unemployment Taxes (SUI).

- Calculates Federal Unemployment Taxes (FUTA).

IBM System/23 Datamaster requirements

The Payroll application requires the following minimum
System/23 Datamaster configuration:

- IBM 5322 Computer with 64K[1] bytes of storage
- Sort feature
- 2.2 million bytes of diskette storage (either integrated or the IBM 5246 Diskette Unit)
- IBM Printer (80 characters per second print speed)

  Note: Larger diskette storage configurations and/or
  a faster printer (160 characters per second) may be
  required, depending on your company's business
  volumes.

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[1] K = 1,024 bytes; thus the total is 65,536 bytes of storage.

Reports and screens

- Payroll Register. Shows a summary of each employee's salary or hourly earnings, as well as a department summary for this pay period.
- Checks and Earnings Statement. Shows figures involved in net yearly calculations as well as year-to-date earnings information.
- Payroll Distribution Journal. These reports serve as a permanent record of the paychecks you write and how the computer distributes each check to your general ledger.
- Deduction and Benefit Register. Shows which deductions were withheld and which benefits were paid during the pay period.
- State and Local Tax Register. Shows you every employee with a state or local tax deduction for the pay period.

- YTD and QTD Earnings Register. Shows you every employee paid in the current year and quarter even if they have not been paid during the current pay period.
- Workmen's Compensation Worksheet. Shows you every workmen's compensation category paid within each state for the pay period.
- Wage and Tax Recap report. Shows the quarter-to-date and year-to-date tax information for each employee. Can be used to help you prepare any federal, state, or local quarterly reports.
- W-2 reports. Shows earnings and taxes withheld for each employee who worked for your company this year.

On the following pages are samples of these reports and associated display screens.

Payroll data entry screen

```
        4/30/82                        Payroll              Add/Verify    4121b
        Data                      Pay period information     Time

      Last line no.    20
  [2] Last employee no.   8000    Frederick A. Collins

      Line no.         21            Regular rate          ___.000
      Entry format   T  (A,C,D,T)    Other rate            ___.000
      Employee no.    9000           G/L account no.           0
      Employee name Chaz Cone  [1]   Pre-calc reg gross        .00
      Regular hours   40.00          Pre-calc oth gross        .00
      Other hours      2.25          State code           ____  (Sxxx)
      Type hours       dt  (DH,DT,HL,P,S,TH,TR,   Local code 1     ____  (Lxxx)
                           VA, or blank)          Local code 2     ____  (Lxxx)
  [3] Dept worked     DSHP  (Dxxx)   Workmen's comp           0
      Shift worked    1  (1,2,3)
      Pay cycle       2  (0 through 9)


                                      Cmd 8 Reset
```

4 Payroll data entry screen

The data entry screens allow you to display and edit information in the Payroll application. This allows you to verify the accuracy of the information at the entry point.

1 Mode. By using the add/verify mode, when the operator enters the employee number, the computer will display the name of the employee so that the operator can verify that he or she has the correct employee.

2 Last line and employee numbers. Also displayed are the last line number and the last employee number and name. This helps the operator maintain where he or she is when keying in the information.

3 Work information. The computer fills in the department worked and the shift code from the master record. Thus, the operator only has to enter this information if it has changed for this entry record.

When the operator has completed data entry, another screen appears showing the totals of the data entry session (that is, what has been done for this entry cycle). Also shown are the batch totals representing all information entered for this pay period.

Employee inquiry screen

```
    4/08/82                    Payroll              Inquire       4177b
                      Inquire into employee information

             [1]
    Employee no. 25000        Soc sec no. 316-54-8204
    Timothy P. Glinski                                 Pay  Pay  Stnd  Home⎫
    3514 Northside Pkwy.        Occ descr  Beg date Ter date freq type shift dept⎬ [2]
    Atlanta, GA      30301      Ofc staff   7/22/78          WK   H         1 DOFC⎭

        Work Mar  Fed FIT  Extra Extra FICA Pension EIC  State Local Local  Short⎫[3]
        comp stat exp code amt    %    code code    code code code1 code2  name ⎬
        1349 S     1 Y      0    .0 Y   N          N    SGA                      ⎭

                            Deductions and benefits
    Code Descr       Amount     % Hr rte       Limit Frq Txbl  Amt-to-date Rst⎫
    MBND SAVING BND    5.00    .000  .000       37.50  6 Y          35.00 Y ⎬ [4]
    MHLI HEALTH INS     .90    .000  .000         .00  5 Y           6.30 N ⎭


    A3547 * No more ded/ben info, next-state/local   Cmd 8 Restart
                                                     Cmd 9 End job
```

```
        ar stat exp code am
        1349 S      1 Y        0    .0 Y     N

                            State and local taxes
    Code  Descr        Percent  Exmp1  Exmp2  Exmp3  Extra  Extra%  Marital
    SGA   GEORGIA          .00      1      0      0      0      .0   S

                                     [5]

    A3548 * No more state/local info, end of inquiry  Cmd 8 Restart
                                                      Cmd 9 End job
```

6 Employee inquiry screen

Use the inquiry feature to see information about a specific employee on the computer screen. The screen shows general information as well as information about deductions, benefits, and taxes withheld for the employee.

Note: To prevent unauthorized personnel from easily gaining access to confidential information about other employees, data such as salary, rates, and total pay is *not* made available through the inquiry feature.

Using a special key on the keyboard, you can print a copy of the information shown on the screen.

1 Employee number. By keying in an employee number through the inquiry feature, information about the employee can be viewed.

2 Employee information. Information such as the employee's name, address, social security number, occupation, date hired, pay codes, and home department is shown.

3 Taxing information. Information about the taxes withheld for the employee are shown. The information covers marital status, federal exemptions, federal income tax (FIT) code, extra withholding amounts and percentages, social security tax (FICA) code, pension code, earned income credit (EIC) code, state and local tax codes, and the employee's short name (which is used by BRADS III).

4 Deductions and benefits. The lower portion of the first inquiry screen for the employee shows deductions and benefits information. The information covers the code and description of the deduction or benefit, the amount and percentage, hourly rate (fixed dollar amount per hour), limit (maximum amount to be withheld), frequency, taxable code (whether or not taxes are to be calculated before the amount is deducted), amount-to-date, and the resetting code. *Resetting* means that the deduction will be withheld or the benefit paid until the limit is reached.

5 State and local tax information. The lower portion of the second inquiry screen for the employee shows information about the employee's state and local taxes withheld from his or her pay. The information includes the tax code, description, and percentage withheld. Also, the number of personal exemptions the employee claims from the first, second, and third tax tables of the tax. As well as any extra withholding amount and percentage, and the marital status the employee claims for the state and local tax.

Payroll register

1 Your Company Name 1   Payroll   Time 09:21:36 Date 4/08/82 Page 2 41402
Batch - 1 Session **3** 6   Register   **2** Period ending 4/03/82
     Check date 4/09/82 **6**

Emp Number Employee name	P c	Home dept	Check no.	line dept	typ	descr	hours	shf	rate	pre	amount	code descr	adj	amount
48500 Betsy B. McGinley	2	DSLS	107									LCLE CLEVELAND		10.45
							Gross earnings				1045.00	Total ded/ben		351.21
												Net pay		693.79
49000 Linda D. Miller	2	DADM	108	9 DADM		Salary	80.00	1	.000		2000.00	F001 FIT		544.57
												F002 FICA		133.00
												SGA GEORGIA		96.67
A3542 * Gross exceeds salary check limit							Gross earnings				2000.00	Total ded/ben		774.24
												Net pay		1225.76
64000				DSHP		Regular	40.00	1	3.950		158.00	F001 FIT		56.39
												F002 FICA		10.51
												SGA GEORGIA		.80
												Total ded/ben		67.70

Markers: **4** (Check), **5** (Earnings), **7** (Ded/Ben / Net pay), **8**

Hours and associated earnings by department **8**

Code Descr		Regular	Overtime	Vacation	Holiday	Sick	Total less p.		
DADM ADMIN.	Hours	316.00	.00	4.00	.00	.00	320.00	.00	320.00
	Earnings	5086.25	.00	86.25	.00	.00	5172.50	.00	5172.50
DOFC OFFICE	Hours	122.00	2.00	.00	.00	.00	124.00	.00	124.00
	Earnings	509.50	11.10	.00	.00	.00	520.60	.00	520.60
DSHP SHIPPING	Hours	198.00	.00	.00	.00	.00	198.00	.00	198.00
	Earnings	1176.50	.00	.00	.00	.00	1176.50	.00	1176.50
DSLS SALES	Hours	232.00	.00	.00	.00	8.00	240.00	.00	240.00
	Earnings	2695.00	.00	.00	.00	75.00	2703.00	.00	2703.00

Report summary **9**

				Hours				
regular	overtime	vacation	holiday	sick	total-less-premium	premium	total	
868.00	2.00	4.00	.00	8.00	882.00	.00	882.00	

				Earnings					Earnings adj			Total gross
regular	overtime	vacation	holiday	sick	premium	shf diff	guarantee		txbl	non-txbl	Benefits	earnings
9467.25	11.10	86.25	.00	75.00	.00	.00	.00		125.00	.00	.00	9764.60

	Federal taxes			Other taxes		Deductions			Benefits			Pre calc
FIT	FICA	EIC	state	SDI	local	adj	total	adj	txbl non-txbl	total		gross
2443.60	644.36	.00	326.26	.00	57.88	24.00	29.00	.00	.00 .00	.00		1100.00

	Special check gross			Special check net		Net pay	Net pay		Number of		
manual	payoff	reversal	manual	payoff	reversal	to print	for batch	emps trans	chks to print	chks in batch	
.00	158.00	.00	.00	90.30	.00	6173.20	6263.50	14 19	13	14	

8 Payroll register

Using information you key into the computer (as well as information it has stored) about the employees you want to pay, the computer prints the Payroll Register like the one on the facing page.

You print the Payroll Register before you print the Checks and Earnings Statements. The Payroll Register shows for each employee to be paid, the salary or hourly rate, the number of hours worked, the home department, and any deductions or benefits. The computer also calculates each employee's net earnings and assigns checks numbers to use as an audit trail for your payroll. In addition, the Payroll Register summarizes the amounts for each department and then shows the totals for your entire payroll.

Use this report to help you check your payroll and decide if you want to make any changes before printing the checks.

1 Batch and session numbers. The computer creates the session and batch numbers so you can compare one Payroll Register to another and make sure you have the most current Payroll Register. For example, the session number will increase by 1 each time you enter more information before you print checks. The batch number will change to the next higher number each time you complete a payroll run.

2 Payroll dates. You entered the payroll dates when you requested that the register be printed:
— Period ending: the last date of the payroll accounting period.
— Check date: the date you want printed on the checks and earnings statements.

3 Employee identification. The employee number, name, pay cycle number, and home department of the employee you are issuing the check to.

4 Check number. A computer-generated check number that can be used for tracing a check through the system. Use preprinted numbers against the bank statement for reconciliation.

5 Earnings. Earnings by employee and by department worked, including hours worked and gross pay, are shown. This can be used to verify correct hours against each employee's time card.

6 Deductions and benefits. Deductions and benefits are shown by type to also verify accuracy.

7 Net pay. Net pay is calculated by the computer.

8 Department totals. The Payroll Register prints totals by department to help show where the work is being concentrated. It can also be used to balance back to department totals calculated manually.

9 Report summary. Total hours calculated by the computer can be used as "hash totals" to balance against a manually calculated hours total.

Checks and earnings statement

EMPLOYEE NUMBER	EMPLOYEE NAME	H	SOCIAL SECURITY NUMBER	HOME DEPT.	REGULAR RATE	OVERTIME RATE	PREMIUM RATE	PERIOD ENDING DATE	**3**	H
25000	Timothy P. Glinski		316-54-8204	DOFC	3.700	5.550		4/03/82		

EARNINGS AND BENEFITS | **DEDUCTIONS AND BENEFITS** | **TAXES**

DESCRIPTION	HOURS	AMOU **1**	DESCRIPTION	AMOUNT	TO-DATE	**2**	AMOUNT	YEAR-TO-DATE
Regular	40.00	150.00	SAVING BND	5.00	35.00	FIT	61.54	302.90
Other	2.00	11.10				FICA	10.71	148.50
4			**5**			State	2.60	37.18

TOTAL TAXES 74.85

CHECK DATE	CHECK NO.
4/09/82	6

TOTAL EARNINGS	161.10	TOTAL DEDUCTIONS	5.00
TOTAL YEAR-TO-DATE	2,233.10	TOTAL BENEFITS	.00

CHECK AMOUNT
81.25

7

No. 002080
8 **9**

EMPLOYEE NO.	CHECK DATE	CHECK NO.
25000	4/09/82	6

10 CHECK AMOUNT
$*****81.25

11

PAY TO
ORDER
OF:

Timothy P. Glinski
3514 Northside Pkwy.
Atlanta, GA   30301

NON-NEGOTIABLE

⑅ OO 2080 ⑅

10 Checks and earnings statement

After you are satisfied with the information on the Payroll Register, you print the Checks and Earnings Statement. (You can order the preprinted Checks and Earnings Statements from IBM or other vendors.) The top half of the statement is the earnings statement, which shows the employee's current earnings for this pay period as well as year-to-date earnings.

1 Employee information. Information identifying the employee that the check is being written for. Includes employee number, name, social security number, and home department.

2 Hourly rate information. For an hourly employee, the rates of pay for regular, overtime, and premium hours that were reported for this pay period.

3 Period ending date. The last date of the payroll accounting period.

4 Earnings and benefits information. A description of the earnings, benefits, and taxable adjustments due the employee this period and the amount due for each description.

5 Deductions and benefits information. A description of any miscellaneous deductions withheld or benefits paid to the employee this pay period, along with the amount and the to-date amount.

6 Tax information. The taxes withheld from the employee's earnings this pay period and this year. Although a maximum of 20 state and local taxes may be withheld per pay period, they appear as one state tax total or one local tax total on the earnings statement.

7 Preprinted check number. This check number is preprinted on the form. Use it to reconcile your bank statement and to control check usage within your company.

8 Check date. The date the check was printed. Your operator entered this date into the computer when he or she requested the Payroll Register.

9 Check number. The computer-printed number of this check. You enter the first check number when you request the Payroll Register; the computer assigns the rest in sequence. The computer-assigned check number is your audit trail to the Payroll reports.

10 Check amount. The net amount you are paying the employee this pay period. The net amount is calculated by the computer as the sum of gross pay, plus employer-paid benefits and taxable adjustments, less all of the deductions.

11 Name and address. The name and mailing address of the employee you are paying. This information comes from the employee description file.

Payroll distribution journal

1
Your Company Name   1   Payroll   Time 09:51:43 Date 4/08/82 Page   1 41581
Journal – PR002 Batch –   1   Payroll distribution journal   **4**   **2** Posting date 4/09/82
                                                                                              Period ending 4/03/82
3

-----Check-----	Emp		1020	2200	2160	----General ledger---	
date number	number	Employee name	Labor DR	Cash CR	FIT CR	FICA CR	amount CR **5**	number
4/09/82 101	8000	Frederick A. Collins						
		5040 SALES	750.00	573.20	110.24	44.89	21.67	2190
4/09/82 102	9000	Chaz Cone						
		5020 SHIPPING	200.00	104.41	76.85	13.30	5.44	2190
4/09/82 103	16000	John G. Erhart						
		4230 OFFICE	194.00	109.75	69.71	12.90	1.64	2190
4/09/82 104	21000	Barry E. Forrest						
		4230 OFFICE	11.50	104.27	83.17	15.30	3.26	2190
		5020 SHIPPING	218.50				24.00	6170
4/09/82 105	22000	Ken A. Fritz						
		5020 SHIPPING	600.00	435.26	107.10	39.90	17.74	2190
4/09/82 106	25000	Timothy P. Glinski						
		4230 OFFICE	161.10	81.28	61.54	10.71	2.57	2190
							5.00	2320
4/09/82 107	48500	Betsy B. McGinley						
		5040 SALES	1,045.00	693.79	252.71	69.49	10.45	2180
							18.56	2190
			544.57		133.00	96.67		2190

Your Company Name   1   Payroll   Time 09:51:43 Date 4/08/82 Page   2 41581
Journal – PR002 Batch –   1   Payroll distribution journal   Posting date 4/09/82
                                                                                              Period ending 4/03/82

-----Check-----	Emp		1020	2200	2160	----General ledger---	
date number	number	Employee name	Labor DR	Cash CR	FIT CR	FICA CR	amount CR	number
6			9,764.60	6,263.50	2,443.60	644.36	413.14	

The Payroll Distribution Journal shows the detailed distribution of your paychecks to the accounts in your general ledger. You choose the account numbers you want the computer to use and how you want the accounts to appear on the journal.

Both the Payroll Distribution Journal and the Payroll Distribution Journal Summary serve as a permanent record of the paychecks you write and how the computer distributes each check to your general ledger.

1 Journal and batch numbers. These numbers are created through the computer system to aid in audit trails.

2 Posting date. The date for posting these journal entries to your general ledger. The amounts to be posted are shown on the Payroll Distribution Journal Summary, which prints right after the Payroll Distribution Journal.

3 Check identification. Information identifying this check. For a regular or manual check, the computer assigned the check number. For a payoff or reversal check, you entered the check number.

4 Credit or debit amount. The amounts from the check as the computer distributed them to the labor, cash, FIT, FICA, and miscellaneous accounts.

5 Miscellaneous distributions. All of the miscellaneous general ledger accounts used in this journal are in this column.

6 Totals. The sum of the debit amounts and credit amounts for each column on the journal.

Payroll distribution journal summary

```
Your Company Name            1                    Payroll                  Time 09:54:07  Date  4/08/82  Page    1   41582
Journal - PR002  Batch -  1        Payroll distribution journal summary    [3]    Posting date  4/09/82
   [1]              [2]                [4]        [5]        [5]                    Period ending  4/03/82

                                   Account
                                   number      Debit      Credit

                                     1020                6,263.50
                                     2160                  644.36
                                     2180                   57.88
                                     2190                  326.26
                                     2200                2,443.60
                                     2320                    5.00
                                     4230     5,693.10
                                     5020     1,176.50
                                     5040     2,895.00
                                     6170                   24.00
                                             ------------  ------------
                                 [6]  Totals  9,764.60    9,764.60
```

The Payroll Distribution Journal Summary prints after the Payroll Distribution Journal. The summary summarizes the total debit and credit amounts for the accounts. You can save this summary information for the General Ledger application or you can enter it into your manual general ledger.

Both the Payroll Distribution Journal and the Payroll Distribution Journal Summary serve as a permanent record of the paychecks you write and how the computer distributes each check to your general ledger.

1 Journal number. Identifies this Payroll Distribution Journal Summary. It is the same number shown on the Payroll Distribution Journal.

2 Batch number. The number of the pay period information batch containing the checks summarized on this journal.

3 Posting date. The date for posting these journal entries to your general ledger. The posting date is the check date you entered when writing checks.

4 Account number. The numbers of your labor, cash, FIT, FICA, and miscellaneous general ledger accounts.

5 Debit/credit amount. The amount to be posted to each account.

6 Totals. The sum of the debit amounts and credit amounts on this summary.

Deduction and benefit register

```
Northcreek Industries      1                        Payroll                      Time 10:12:41  Date  4/08/82  Page     1  41501
Journal - PR001  Batch -   1            [1] Deduction and benefit register                 Period ending  4/03/82
                   [2]                      (All [3]uctions and benefits)          [5]                    [6]           [7]
                                                                        [4]
Emp                               Home P  Ded/Ben                              Not                              Resetting
number  Employee name             dept c  code    Descr       Maximum   Taken   taken     To date               yes    advice

  8000  Frederick A. Collins       DSLS 2  MHLI    HEALTH INS    100.00    1.10     .00       9.90
                                           MUNF    UNITED FND    200.00    2.00     .00      16.00

  9000  Chaz Cone                  DSHP 0  BUND    UNION DUES  1,000.00     .50     .00       7.50

  9000  Chaz Cone                  DSHP 2  BUND    UNION DUES  1,000.00     .50     .00       8.00

 21000  Barry E. Forrest           DSHP 2  BUND    UNION DUES  1,000.00     .50     .00       7.50
                                           MSHS    SAFE.SHOES     82.50   24.00     .00      24.00

 22000  Ken A. Fritz               DSHP 2  MHLI    HEALTH INS    100.00    1.20     .00       9.60

 25000  Timothy P. Glinski         DOFC 2  MBND    SAVING BND     37.50    5.00     .00       2.50          X          1

 48500  Betsy B. McGinley          DSLS 2  MHLI    HEALTH INS    100.00    1.20     .00      10.80

 49000  Linda D. Miller            DADM 2  MHLI    HEALTH INS    100.00    1.40     .00      11.20
                                           MUNF    UNITED FND    200.00    5.50     .00      44.00

 68500  David W. Reed III          DSLS 2  MHLI    HEALTH INS    100.00    1.10     .00       9.90

 70000  Gene J. Roberts            DADM 2  MHLI    HEALTH INS    100.00    1.10     .00       9.90
                                           MUNF    UNITED FND    200.00    2.15     .00      17.20

 71500  Thomas C. Ryan             DADM 2  MHLI    HEALTH INS    100.00     .90     .00       7.20
                                           MUNF    UNITED FND    200.00    2.00     .00      16.00

 75000  Russ A. Stinehour          DADM 2  MHLI    HEALTH INS    100.00    1.20     .00       9.60
                                           MUNF    UNITED FND    200.00    3.25     .00      26.00

                                  [8] { Total deduction amount taken     53.10

                                      { Total benefit amount paid          1.50
```

The Deduction and Benefit Register shows which deductions were withheld and which benefits were paid during the pay period. You can print the deduction and benefit register after you print the Payroll Distribution Journal.

You can choose to print all of the deductions and benefits that were used for a pay period or just some of them. If you need specific deductions or benefits, the computer prints a separate Deduction and Benefit Register for each one you need.

If you have any deductions that *reset* (start over when a specified value is reached, like a savings bond or a share of stock), this register tells you that the limit has been reached and a share of stock or a savings bond should be issued.

1 Register contents. Either says "All deductions and benefits" or "Ded/Ben": xxxx yyyyyyyyyy, where xxxx is the distribution code of the deduction or benefit and yyyyyyyyyy is the description of the deduction or benefit. You entered the distribution code on the screen when you specified the deduction or benefit you wanted printed on the register.

2 Employee identification. The employee number, name, pay cycle number, and home department of all employees who had a deduction withheld or benefit paid during the current pay period.

3 Ded/ben code. The deduction or benefit code (from the distribution file) and the description of the code.

4 Maximum amount. The maximum amount that should be withheld or paid for the deduction or benefit.

5 Taken/not taken information. The amount the computer actually withheld for the deduction or paid for the benefit is shown in the Taken column. If an employee did not have enough gross pay to equal all of the deductions (for both taxes and miscellaneous deductions), the amount actually withheld by the computer for the miscellaneous deduction appears in the Taken column and the excess amount that could not be withheld appears in the Not taken column.

6 To-date amount. The amount withheld to-date for the deduction or paid for the benefit.

7 Resetting information. If the deduction or benefit is resetting (starts over again after the amount shown in the maximum column is reached), an X appears in the yes column. When the maximum is reached for a resetting deduction, the computer tells you how many shares of stock or savings bonds to issue in the advice column.

8 Totals. The sum of the deductions withheld or the benefits paid.

State and local tax register

Your Company Name 1 **1** **2** Payroll Time 09:58:58 Date 4/08/82 Page 1 41502
Journal — PR002 Batch — 1 State and local tax register Period ending 4/03/82

Emp number Employee name	P C	Tax code	Tax body descr	YTD taxable	tax	QTD taxable	tax	Period taxable	tax
8000 Frederick A. Collins	2	SGA	GEORGIA	6,000.00	173.43	750.00	21.67	750.00	21.67
9000 Chaz Cone	2	SGA	GEORGIA	3,000.00	97.14	400.00	11.99	200.00	5.44
16000 John G. Erhart	2	SGA	GEORGIA	2,997.30	28.43	388.00	3.33	194.00	1.64
21000 Barry E. Forrest	2	SGA	GEORGIA	3,450.00	49.32	460.00	6.55	230.00	3.26
22000 Ken A. Fritz	2	SGA	GEORGIA	4,800.00	160.89	600.00	17.74	600.00	17.74
25000 Timothy P. Glinski	2	SGA	GEORGIA	2,233.10	37.15	309.10	5.04	161.10	2.57
48500 Betsy B. McGinley	2	LCLE	CLEVELAND	7,485.00	74.85	1,045.00	10.45	1,045.00	10.45
		SOH	OHIO	7,485.00	130.98	1,045.00	18.56	1,045.00	18.56
				.00	773.43	2,000.00	96.67	2,000.00	96.67
					1.57			158.00	.80
								100.00	47.43

Your Company Name 1 Payroll Time 09:58:58 Date 4/08/82 Page 2 41502
Journal — PR002 Batch — 1 State and local tax register Period ending 4/03/82

Tax code	Tax body descr	YTD tax	QTD tax	Period tax
Total tax body LCLE	CLEVELAND	74.85	10.45	10.45
Total tax body LPHL	PHIL.	364.39	47.43	47.43
Total tax body SGA	GEORGIA	2,448.96	299.57	283.50
Total tax body SOH	OHIO	130.98	18.56	18.56
Total tax body SPA	PENN.	347.60	24.20	24.20
5 Totals		3,366.78	400.21	384.14

The State and Local Tax Register shows the state and local tax deductions taken for each employee during the pay period. You print the State and Local Tax Register after you print the Payroll Distribution Journal.

Totals for each taxing body are printed on a separate page. If there were no deductions for a taxing body for the pay period, but there have been deductions during the quarter or year, the totals for that tax code are also printed.

1 Employee identification. The employee number, name, and pay cycle for which the tax was withheld.

2 Tax code and description. The tax code and description of the tax being withheld. The tax code is the same as the tax code in the tax table file and the employee state and local tax file for this tax.

3 YTD, QTD, and period. The employee's total gross earnings that are taxable for year-to-date, quarter-to-date, and current period are shown. Also, the tax amount withheld for these periods are shown.

4 Taxing body totals. At the end of the register, the total amount of tax withheld for each taxing body listed is listed for each of these periods.

5 Register totals. The sum of all of the taxes withheld for these periods is shown.

Year-to-date and quarter-to-date earnings register

```
Your Company        1        2              Payroll      5     Time 10:01:02  Date  4/08/82  Page  1  41503
Journal - PRO  Batch -   1            YTD  3  QTD earni 4 register               Period ending  4/03/82      6    7    8    9
```

Emp number	Employee name	Home dept	Gross earnings	Gross taxable	Sick pay	Tips taxed	Tips not taxed	FIT	FICA	EIC	Weeks worked
8000	Frederick A. Collins										
		DSLS YTD	6,000.00	6,000.00	75.00	.00	.00	1,393.06	394.02	.00	16
		QTD	750.00	750.00	75.00	.00	.00	110.24	44.89	.00	2
9000	Chaz Cone										
		DSHP YTD	3,000.00	3,000.00	.00	.00	.00	520.79	199.50	.00	15
		QTD	400.00	400.00	.00	.00	.00	108.56	26.60	.00	2
16000	John G. Erhart										
		DOFC YTD	2,997.30	2,997.30	116.40	.00	.00	279.45	191.58	.00	15
		QTD	388.00	388.00	.00	.00	.00	83.54	25.80	.00	2
21000	Barry E. Forrest										
		DSHP YTD	3,450.00	3,450.00	.00	.00	.00	415.95	229.43	.00	15
		QTD	460.00	460.00	.00	.00	.00	106.94	30.60	.00	2
22000	Ken A. Fritz										
		DSHP YTD	4,800.00	4,800.00	60.00	.00	.00	1,104.74	315.21	.00	16
		QTD	600.00	600.00	.00	.00	.00	107.10	39.90	.00	2
250...							.00	302.90	148.50	.00	15
							.00	78.78	20.55	.00	2

```
Your Company Name        1                    Payroll          Time 10:01:02  Date  4/08/82  Page  2  41503
Journal - PR002  Batch -   1            YTD and QTD earnings register           Period ending  4/03/82
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Emp number	Employee name	Home dept	Gross earnings	Gross taxable	Sick pay	Tips taxed	Tips not taxed	FIT	FICA	EIC	Weeks worked
75000	Russ A. Stinehour										
		DADM YTD	13,800.00	13,800.00	.00	.00	.00	4,303.28	917.70	.00	16
		QTD	1,725.00	1,725.00	.00	.00	.00	511.66	114.71	.00	2
76000	Vince J. Tavormina										
		DOFC YTD	2,254.00	2,254.00	.00	.00	.00	234.80	149.89	.00	15
		QTD	304.00	304.00	.00	.00	.00	68.01	20.22	.00	2
10	TOTAL YTD		84,472.77		532.70		.00		5,582.03		
				84,472.77		.00		18,847.16		.00	
	TOTAL QTD		10,844.60		75.00		.00		716.19		
				10,844.60		.00		2,551.13		.00	
	TOTAL pay period		9,764.60		75.00		.00		644.36		
				9,764.60		.00		2,443.60		.00	

The Year-to-Date (YTD) and Quarter-to-Date (QTD) Earnings Register shows each employee's gross earnings information along with the federal taxes withheld and earned income credit given during the current quarter and year. You can print the earnings register after you print the Payroll Distribution Journal.

The register also includes active employees who did not receive a paycheck for the pay period and terminated employees.

1 Employee identification. The employee number, name, and home department are shown.

2 Gross earnings information. The employee's total gross earnings for the year and current quarter are shown.

3 Gross taxable earnings information. The employee's total gross earnings that are subject to federal income tax for the year and current quarter are shown.

4 Sick pay information. The total amount paid to the employee for sick pay so far this quarter or year is shown.

5 Tips information. The amount of tips reported by the employee for the year and current quarter is shown.

6 Federal income tax information. The amount of federal income tax (FIT) withheld from the employee's wages for the year and current quarter is shown.

7 Social security information. The amount of social security tax (FICA) withheld from the employee's wages for the year and current quarter is shown.

8 Earned income credit information. The amount of earned income credit (EIC) given to the employee for the year and current quarter is shown.

9 Weeks worked. The number of weeks worked by the employee during the year and current quarter is shown.

10 Totals. The end of the register shows the totals for each category for the year, quarter, and current pay period.

Workmen's compensation worksheet

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Northcree█1█ idustries                              Payroll                    Time 10:19:11  Date  4/08/82  Page    1  41504
Journal  █  ,01  Batch —  █2█      █2█      Workme█2█ compensa█2█ wor'shee█2█      █2█ iod ending  4/03/82
────Workmen's comp────       Regular    Overtime    Vacation    Holiday     Sick        Total
State descr        code       gross      gross       gross       gross       gross       gross

SGA   GEORGIA      1349       148.00      7.40         .00         .00         .00        155.40

                   2742       782.00       .00       150.00        .00       20.00        952.00

       █3█ Total State        930.00      7.40       150.00        .00       20.00      1,107.40

            █4█ Total         930.00      7.40       150.00        .00       20.00      1,107.40
```

The Workmen's Compensation Worksheet is designed to help you when calculating your workmen's compensation insurance liability. You can print the worksheet after you print the Payroll Distribution Journal.

The worksheet shows each workmen's compensation code by state. Each amount printed is the accumulation of all employee's hours for the category (regular, overtime, vacation, holiday, or sick) times the employees' regular hourly rates. The totals shown do not tie back to anything actually paid to your employees. Again, it is merely a worksheet for your use.

Only hourly employees are included on the worksheet.

1 Workmen's compensation information. The state code and the description of the state being reported, as well as the workmen's compensation category to use when determining your company's liability are shown.

2 Gross earnings information. The accumulation of all of the employees' hours for regular, overtime, vacation, holiday, sick, and total hours reported times the employees' regular hourly rates is shown.

3 State totals. The total amounts for each state shown on the worksheet for regular, overtime, vacation, holiday, sick, and total gross earnings are shown.

4 Worksheet totals. The sum of all the state totals shown on the worksheet for regular, overtime, vacation, holiday, sick, and total gross earnings.

Wage and tax recap report

1 Your Company Name   1   Payroll   Time 10:12:15 Date 4/08/82 Page   1   4160
FEDERAL **2**   **3**   **3**   **4** Wage **4** tax re **5**   **5**   **5**   **6**   **6**   **6**   **7**

Emp number	Emp name	Gross taxable	Tax amount	FUTA taxable	Wages GT 3000.00	FICA taxable	FICA	EIC	Tips taxed	Tips not taxed	FICA not paid	Weeks worked
8000	Frederick A. Collins		092-36-7149									
	YTD	5,250.00	1,282.82	3,000.00	2,250.00	5,250.00	349.13	.00	.00	.00	.00	14
	QTD	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
9000	Chaz Cone		117-64-3217									
	YTD	2,800.00	443.94	2,800.00	.00	2,800.00	186.20	.00	.00	.00	.00	14
	QTD	200.00	31.71	200.00	.00	200.00	13.30	.00	.00	.00	.00	1
16000	John G. Erhart		761-43-1862									
	YTD	2,803.30	209.74	2,803.30	.00	2,686.90	178.68	.00	.00	.00	.00	14
	QTD	194.00	13.83	194.00	.00	194.00	12.90	.00	.00	.00	.00	1
21000	Barry E. Forrest		678-94-3210									
	YTD	3,220.00	332.78	3,000.00	220.00	3,220.00	214.13	.00	.00	.00	.00	14
	QTD	230.00	23.77	10.00	220.00	230.00	15.30	.00	.00	.00	.00	1
22000							275.31	.00	.00	.00	.00	14
								.00	.00	.00	.00	0

Your Company Name   1   Payroll   Time 10:12:15 Date 4/08/82 Page   2   4160
FEDERAL   Wage and tax recap

Emp number	Emp name	Gross taxable	Tax amount	FUTA taxable	Wages GT 3000.00	FICA taxable	FICA	EIC	Tips taxed	Tips not taxed	FICA not paid	Weeks worked
75000	Russ A. Stinehour		232-62-2245									
	YTD	12,075.00	3,791.62	3,000.00	9,075.00	12,075.00	802.99	.00	.00	.00	.00	14
	QTD	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
76000	Vince J. Tavormina		177-43-2176									
	YTD	2,100.00	179.62	2,100.00	.00	2,100.00	139.65	.00	.00	.00	.00	14
	QTD	150.00	12.83	150.00	.00	150.00	9.98	.00	.00	.00	.00	1

8 Total YTD   74,708.17   74,250.47   .00   .00
16,403.56   4,937.67   .00   .00

8 Total QTD   1,080.00   860.00   1,080.00   .00   .00
107.53   220.00   71.83   .00   .00

9 Number of employees 14   FUTA percent   .70

FUTA tax   6.02   **10**

When you close a quarter or a year, you print the Wage and Tax Recap report. The report prints each different tax withheld (federal, state, local, and state disability insurance). It shows the year-to-date and the quarter-to-date tax information for each employee, as well as year-to-date and quarter-to-date totals for each tax.

1 Report contents. This line tells you which tax the Wage and Tax Recap report is showing.

2 Employee identification. The employee number, name, and social security number are shown.

3 Gross taxable earnings and tax amount. The employee's total gross earnings for quarter and year that are subject to the tax are shown. Also shown, is the amount of tax withheld.

4 FUTA taxable and wages greater than the tax limit. The maximum amount of earnings subject to unemployment tax and the amount of the earnings that are greater than the maximum amount for the quarter and year are shown.

5 Federal taxing information. Shown for the quarter and the year are the employee's total gross earnings that are subject to social security tax, the amount of FICA tax withheld, and the amount of earned income credit given to the employee.

6 Tips information. Shown for the quarter and the year are the amount of tips reported by the employee on which FICA tax has been withheld, and the amount of tips reported by the employee on which FICA has not been withheld.

7 Weeks worked. The number of weeks worked by the employee during the quarter and year is shown.

8 Totals YTD and QTD. Shown are the grand totals for the gross taxable earnings and tax amount, FUTA taxable earnings, wages greater than the tax limit, federal taxes, and tips.

9 Number of employees. The number of employees shown on the Wage and Tax Recap report is shown.

10 FUTA percent and tax. The percentage used when the computer calculates the unemployment tax liability and the amount of tax are shown at the end of the report.

W-2 reports

1 Control number	22222	**1**		

2 Employer's name, address, and ZIP code	3 Employer's identification number	4 Employer's State number
Northside Industries 3915 Northside Dr. Atlanta, GA 30301	123456789	

5 Stat. employee	De-ceased	Pension plan	Legal rep.	942 emp.	Sub. total	Cor-rection	Void
☐	☐	☐	☐	☐	☐	☐	☐

6*	7 Advance EIC payment
.00	.00

8 Employee's social security number	9 Federal income tax withheld	10 Wages, tips, other compensation	11 FICA tax withheld
923-67-1490	1,282.82	5,250.00	349.13

12 Employee's name (first, middle, last)	13 FICA wages	14 FICA tips
	5,250.00	.00

16 Employer's use

Frederick A. Collins
2500 Bradford Sq.
Decatur, GA 30302

17 State income tax	18 State Wages, tips, etc.	19 Name of State
.00	.00	

20 Local income tax	21 Local wages, tips, etc.	22 Name of locality
.00	.00	

15 Employee's address and ZIP code

Form **W-2 Wage and Tax Statement 1980** Copy A For Social Security Administration * See Instructions for Forms W-2 and W-2P   Dept. of the Treasury I.R.S.
Do NOT Cut or Separate Forms on This Page 16 lb. Paper   IRS App. 6/80 13-2678063

#7122 — 4 PART ALL PURPOSE W-2

26 W-2 reports

You print W-2 reports after you print the year-end Wage and Tax Recap report. The W-2 reports are printed in employee sequence for each taxing body (federal, state, local) you request. When you print the W-2 reports, you tell the computer what to print on the W-2s for each taxing body:

- The name and address of your company.

- Your company's tax identification number.

- The abbreviation used for the federal, state, or local taxing body.

And you specify whether or not you want federal information printed on state or local W-2 reports.

Totals for the taxing body are printed on the last W-2 report for each tax. The information is designed to be used with a preprinted form.

1 The federal, state, or local identification number is keyed into the system when you are ready to print your W-2s after the end of the year.

2 You also tell the computer what to print in the company name, federal identification number, state name, and local name fields.

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