# Chapter 11

# Employee Information

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## Employee:  Introduction

In the Employee section of CTAS, you are able to enter your entity's employee roster.  This includes tax and insurance information, the account distribution for payroll, sick and vacation accrual, and the employee's role description.

## Employee:  Accessing the Employee Module

To access the Employee Module, click on Payroll tab in the Task Bar (circled) and then select the Employee icon (boxed). The Employee screen will open to the Employees List.
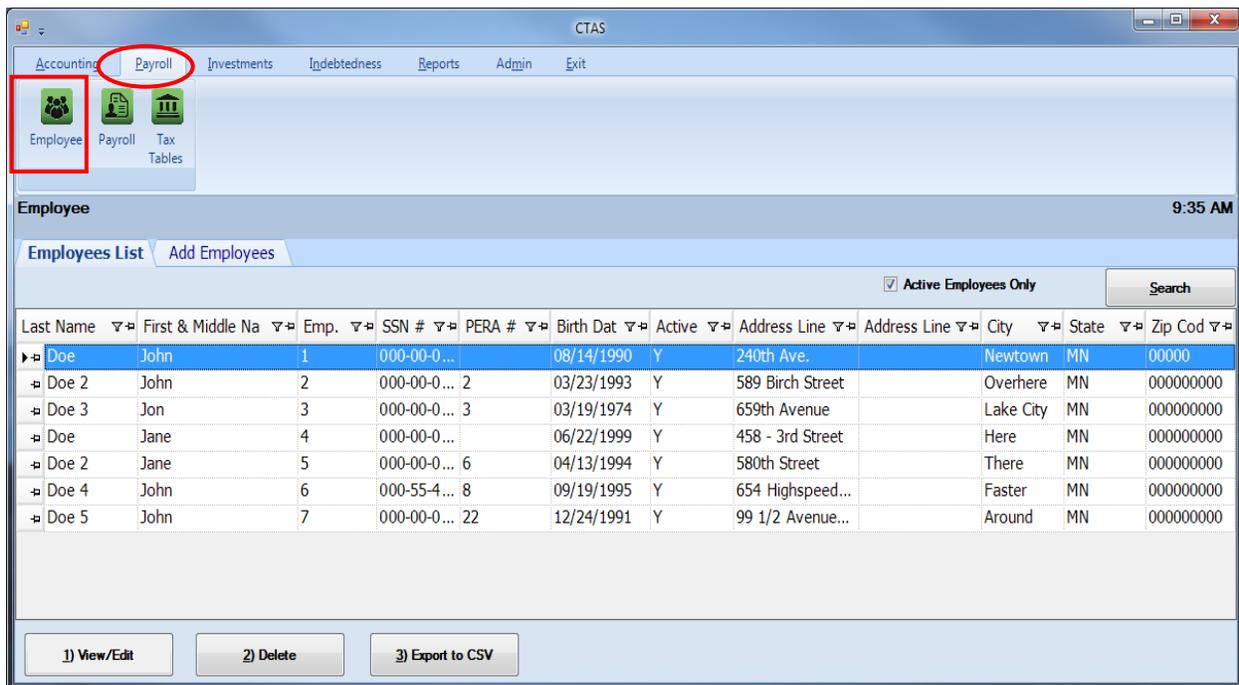


From the Employees List tab you can Add, View/Edit, Delete, or Export an employee roster to CSV (a spreadsheet format).

## Employees:  Entering Employee Information

### To Enter New Employee

To begin entering employees, click the Add Employees tab (boxed) on the Employees screen. The screen has six tabs, allowing you to enter the information for a new employee.  The Demographics and Job (F3), Tax and Insurance (F4), Acct. Dist (F6), and Official Role (F8) tabs must be completed before clicking the Save button to record the new employee.  Other and Employer (F5) and Sick and Vacation (F7) tabs are optional, depending on the benefits offered by each entity.

### Demographics & Job (F3) Tab



On the Demographics and Job (F3) tab (circled) *(fields with asterisks in blue are required and must be completed to save an employee's information)*:

- Enter the employee's contact information.  *The name must be entered as it reads on the employee's Social Security card as this information will be printed on the W-2.*

- Assign and enter an employee number using a method of your choosing.

- Enter the Effective Date.  This is the date the Pay Rates became effective.

- In the Job Information box, enter the Department (Supervisor, Clerk, Street, etc.).

- Enter the Employee Type by clicking either the Full-Time or Part-Time button.

## Employees: Entering Employee Information (continued)

### Entering Information into the Demographics & Job (F3) Tab (continued)

- Enter Pay Type, Pay Rate, and check the Overtime check box if this is an overtime pay rate. For example, a board member/councilperson could have Regular Rate 1 as the meeting rate, Regular Rate 2 as an hourly rate, and Regular Rate 3 as a salary rate. If overtime rates are not calculated as time and a half, the overtime rate needs to be calculated and then entered.

- To select Pay Frequency, click on the down arrow and highlight your choice.

- Click the Hourly or Salary radio button in the Pay Type box.

When this screen is completed, click on the Tax and Insurance (F4) tab (circled) at the top of the screen to continue.

### Tax and Insurance (F4) Tab



In the Tax and Pretax Benefit Information column (boxed):

- Click the Calculate Tax box if you would like CTAS to calculate the Federal and State Income Tax Withholding amount.

- If applicable, click the Withhold FICA and/or the Withhold Medicare Box.

- Select the Tax Status by either clicking the Single or Married button.

- Enter the number of federal exemptions claimed on the W-4 in the Federal Deduction field.

- Enter the Tax State. For Minnesota, enter MN.

- Enter the number of state exemptions claimed on the W-4 in the State Deductions field.

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## Employees:  Entering Employee Information (continued)

### Tax and Insurance (F4) Tab (continued)



Pretax Deductions:

- Deferred Income, Cafeteria Plan, and any other Pretax Deductions are entered here. Check the appropriate box, if you would like this deduction ***not to be taxed*** for Income Tax (Federal and State), Social Security (FICA) or Medicare.  Contact your policy provider if you do not know the payroll tax status of the policy.  ***If this does not apply to your entity, leave the default settings as is, this section, to avoid receiving errors.***



Insurance Information (After Tax) (boxed):

- Enter any Health, Dental or Life Insurance Plans that are not a pretax deduction.

- The Payroll Period fields allow you to indicate from which paychecks a deduction should be withheld.  The 1st through the 14th of the month is the first pay period; the 15th through the 28th of the month is the second pay period; the 29th through the 31st of the month is the third pay period.

When this screen is completed, click on the Other and Employer (F5) tab (circled) at the top of the screen to continue (see next page).

## Employees:  Entering Employee Information (continued)

**Other and Employer (F5) Tab**



This tab is for Employee's Other Deductions and the Employer's Share of deductions:

- If an employee is paying into PERA, enter a type of plan in the Retirement Type field the employee participates in (DCP, Coordinated, etc.).

- Enter the percentage to be withheld.  This should be entered as a decimal.  *For example, to withhold 5%, enter 0.05 in the Percentage field.*

- Enter the Union Dues or any Other Deductions required to be withheld from an employee's pay in the appropriate fields.

- In the right column, enter the Employer's Share of any benefits.  If the employee is paying into PERA, enter the percentage for the employer's share of the retirement.

- Enter the information for any Employer's Share of Cafeteria Plan, Deferred Income, and any other Pretax Deductions at the bottom (boxed).  ***If this does not apply to your entity, leave the default settings as is, this section, to avoid receiving errors.***

When this screen is completed, click on the Acct Dist (F6) tab (circled) at the top of the screen to continue (see next page).

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## Employees:  Entering Employee Information (continued)

### Acct Dist (F6) Tab
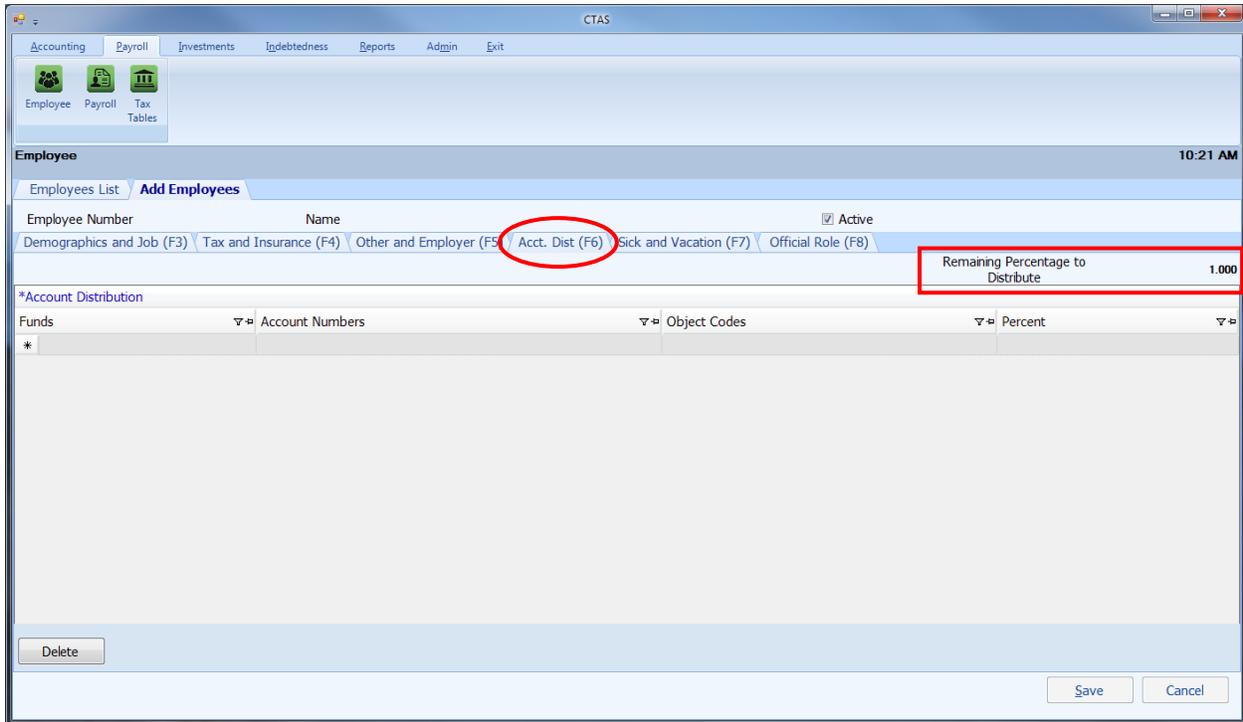


All employee distribution records must equal 100%.  *On this screen, 1.00 is equivalent to 100%.*  This allows an employee's wages to be split among several categories.  The percentages should be entered as a decimal.  The Remaining Percentage to Distribute (boxed) has to equal zero in order to save successfully.  Also, the breakdown that is likely to occur the most often should be entered.  The account distribution breakdown can be adjusted when entering the employee hours for the payroll period.

**Note:  At least one Fund Number, Account Number, Object Code, and percentage must be entered for each employee.**

When this screen is completed, click on the Sick and Vacation (F7) tab (circled) at the top of the screen to continue (see next page).

## Employees:  Entering Employee Information (continued)

**Sick and Vacation Tab (F7)**



This tab is provided as an option for entities that provide these benefits.

To enter the information on Sick and Vacation leave, complete the following steps:

- For sick leave, click the Enable Sick Accrual check box.

- If there is a current sick leave balance, enter the amount in the Current Balance field of the Sick Accrual box.  Enter the Accrual Amount.

- Select the Payroll Period from the list by clicking the down arrow at the end of the Payroll Period box.

- For vacation leave, click the Enable Vacation Accrual check box.

- If there is a current vacation leave balance, enter the amount in the Current Balance field of the Vacation Leave box.  Enter the Accrual Amount.

- Select the Payroll Period from the list by clicking the down arrow at the end of the Payroll Period box.

**Note:  The Payroll Period field is to indicate when the employee earns the sick and vacation leave.  The 1st through the 14th of the month is the first pay period; the 15th through the 28th of the month is the second pay period; and the 29th through the 31st of the month is the third pay period.**

When this screen is completed, click on the Official Role (F8) tab (circled) at the top of the screen to continue.

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## Employees:  Entering Employee Information (continued)

### Official Role Tab (F8)
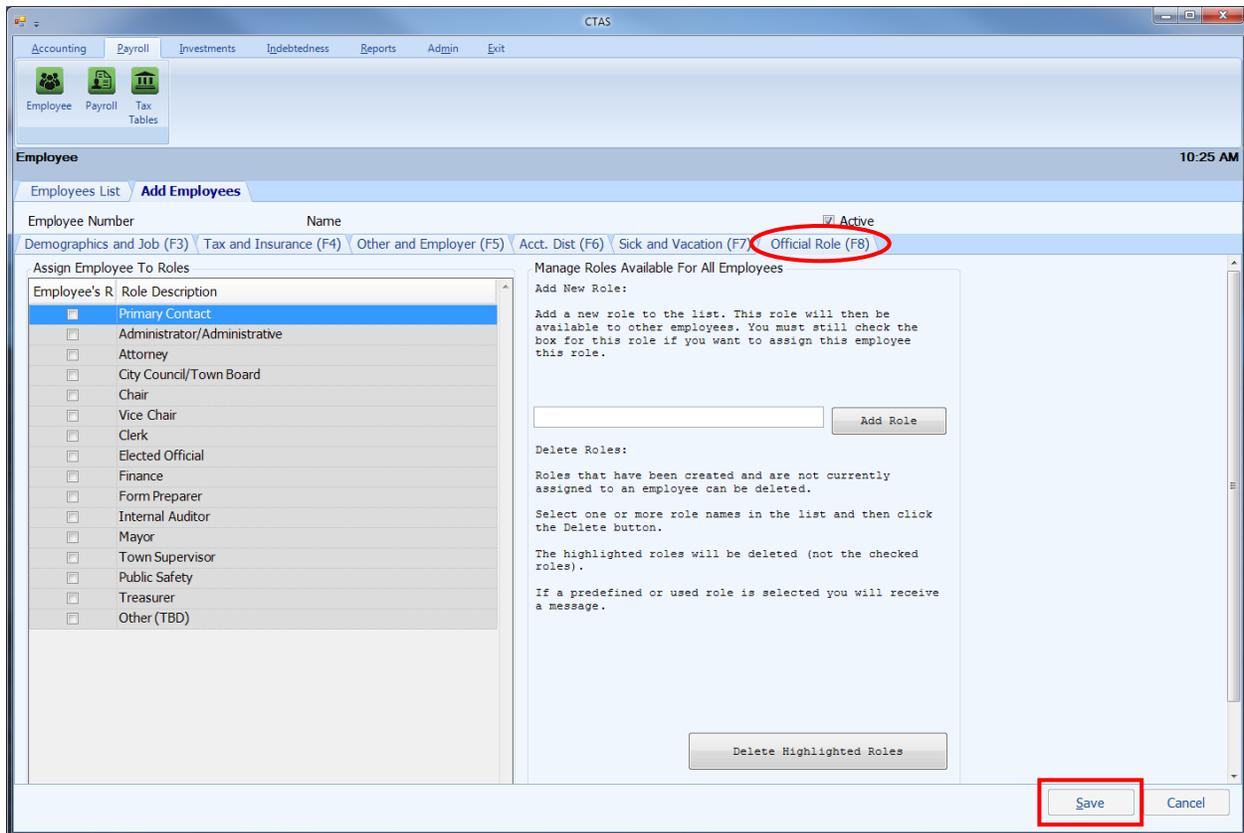


To enter the information on Official Role, complete the following steps:

- Each employee must have a role selected to save their employee information.

- Click on the roles that this employee has with the entity.  You can choose multiple roles for an employee.

- Each entity must have one employee selected as a Supervisor, Council, or Board member.

- If a description for an employee is not listed, select the Other box or add a role.

**Note:  Each entity must have one employee selected as the Primary Contact.**

When this screen has been completed, click the Save button (boxed) to store the information.

## Employees:  Editing the Employee Information

To edit the information for an employee, highlight the row the employee's name and information is on and click the View/Edit button (circled) on the Employees List tab in the Payroll Module.
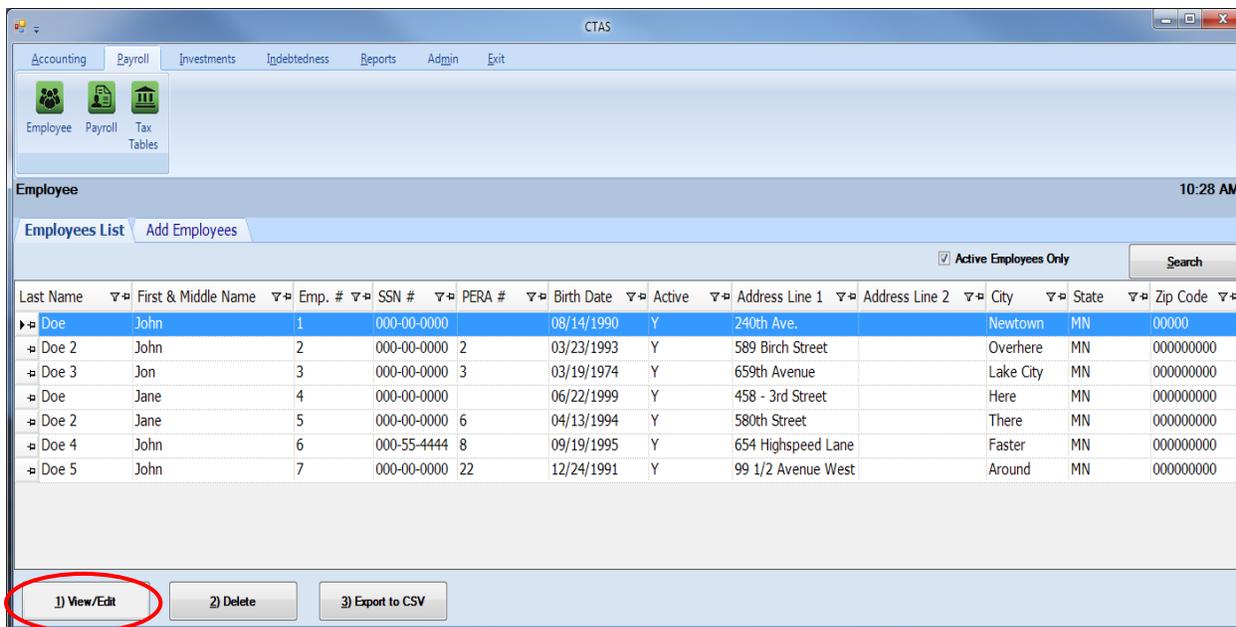


After the Edit option is selected, the employee's individual tab will open.
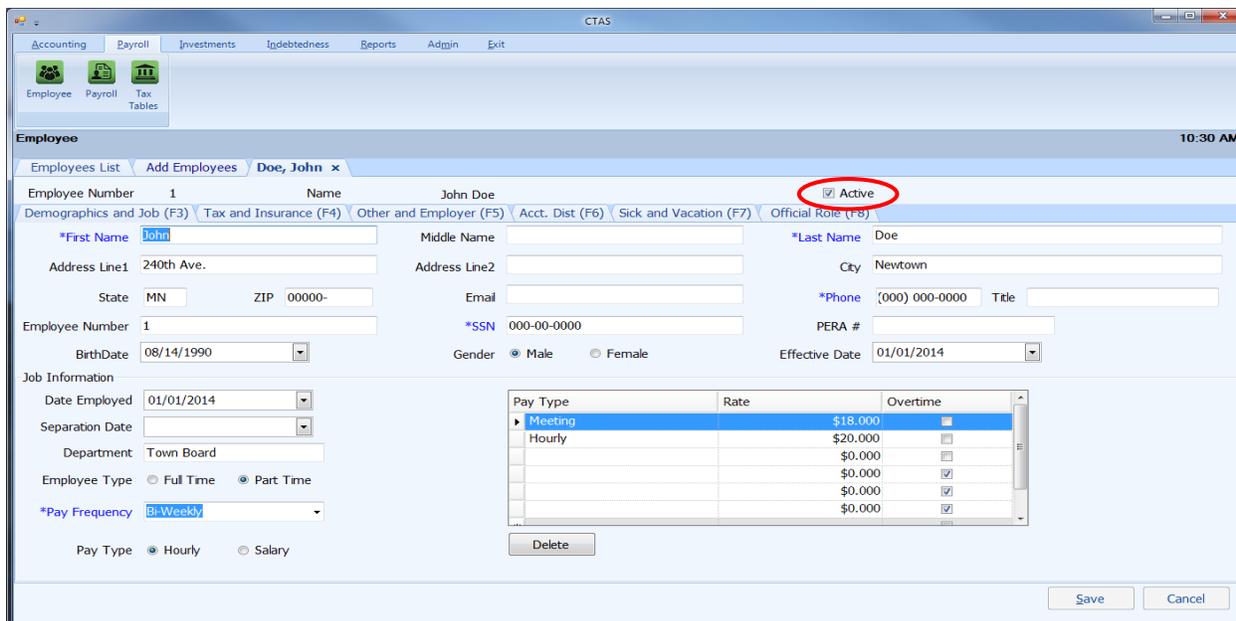


In this tab, you can change any field by clicking on the appropriate tab.  The Active box (circled) indicates whether that employee is currently employed.  By unchecking the box, the employee's information will not be displayed when selecting the employees to be paid.

**Note:  Any changes made to an employee's information will be effective for payrolls created after the changes were made.**

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## Employees:  Deleting an Employee

The need to delete an employee's information could result from a decision that there is not a need for the person to be entered into the payroll system.

**Note:  You can only delete an employee's information if they are *not* included in any payroll period.**
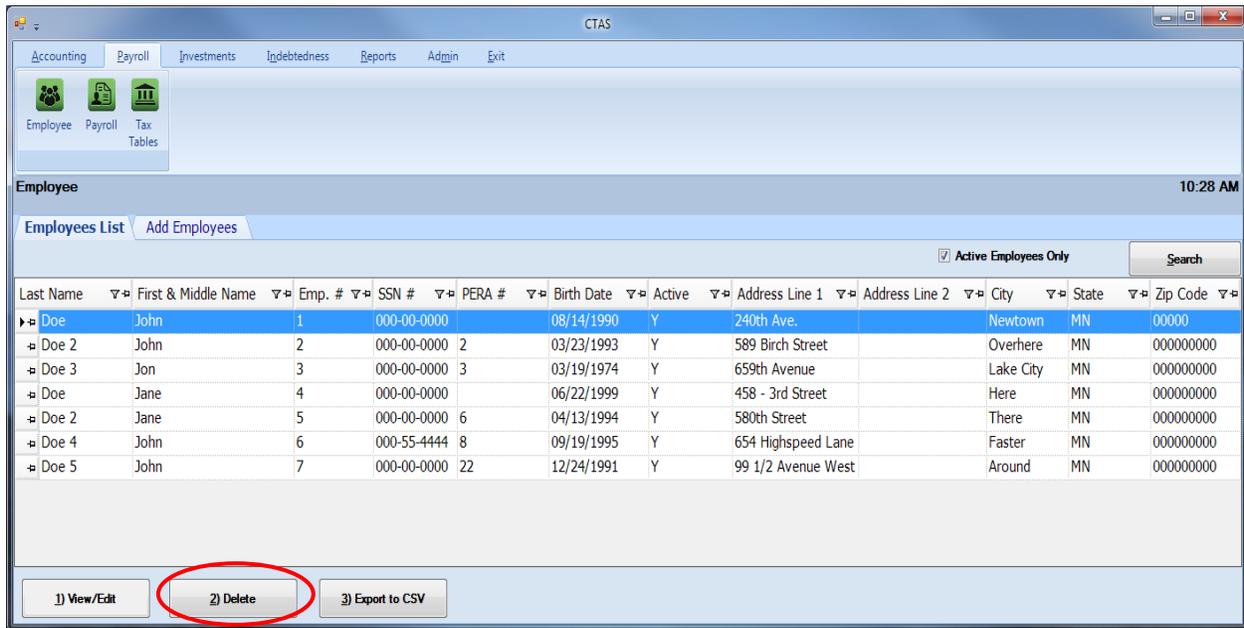


To delete an employee, highlight the employee's name on the Employees List tab and click the Delete button (circled).  After the delete option is selected, the Confirm Employee Delete screen will appear.  Click on the Yes button to delete the employee's information.
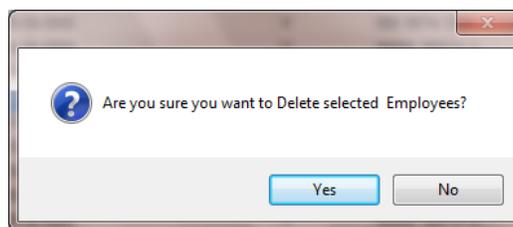


You will then receive a screen message that indicates the employee's information was deleted (below).  Click the OK button to complete the process.
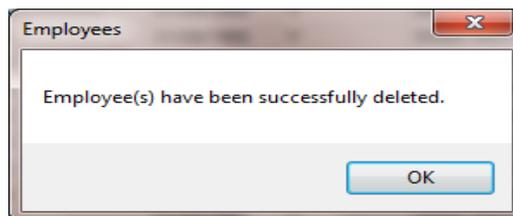
## Employees:  Export to CSV

CTAS allows you to export your data to a CSV file.  The **CSV** ("Comma Separated Values") file format is used by many spreadsheet applications, including Microsoft Excel.  Many CTAS users export data to CSV files to give them flexibility in analyzing and presenting their entity's data.

Click the Export to CSV button (circled), from the Employees List tab.
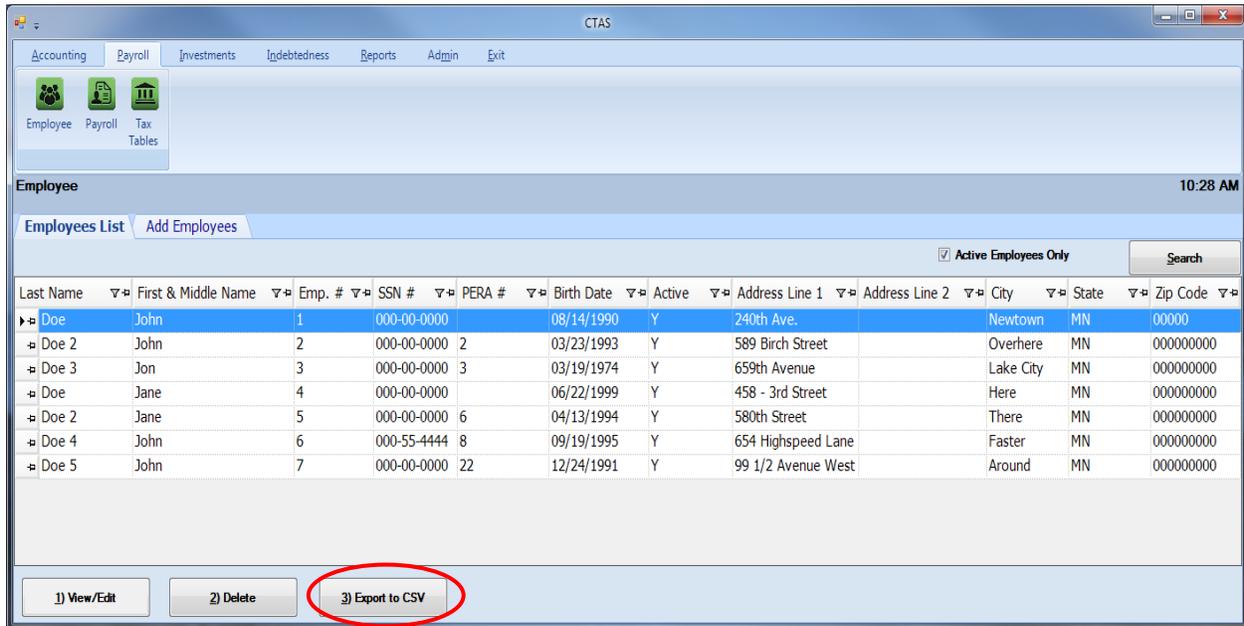


When the Save As window opens, select the location on your computer where you would like the file saved and click Save.  CTAS will save the data as a CSV file in the location selected.