Chapter 12

Payroll Periods

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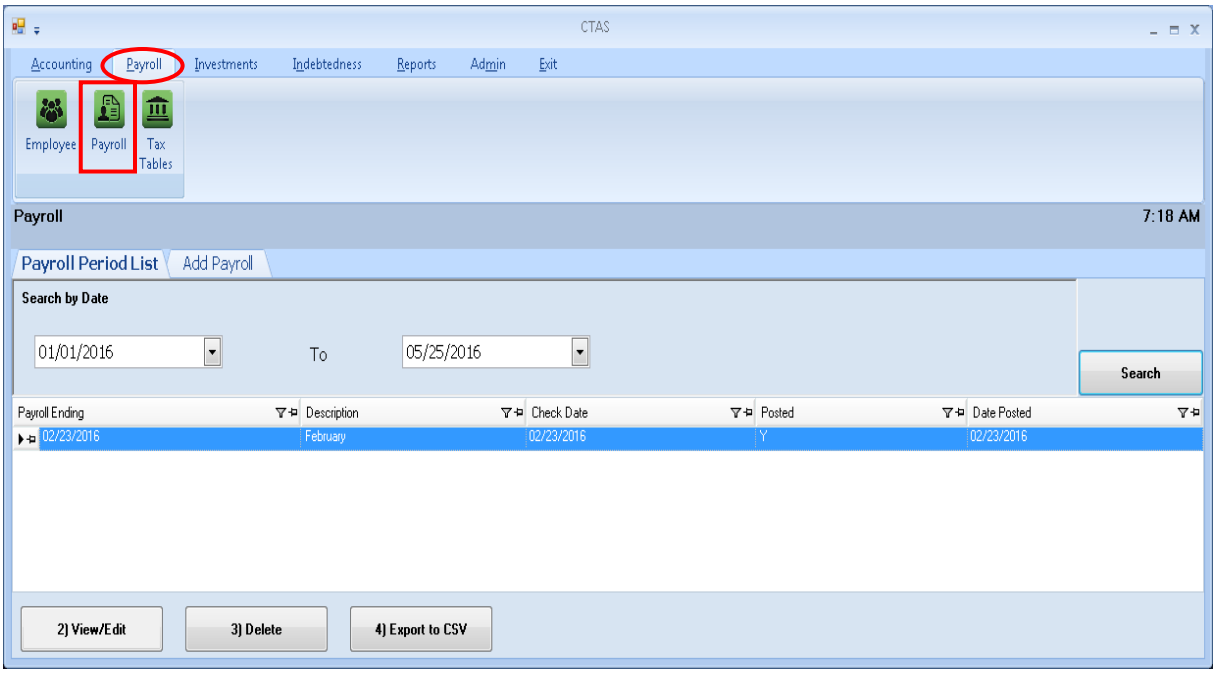
Payroll Periods: Introduction

The Payroll Periods section of the Payroll Module is used to pay the employee wages. When an employee is added, an employee payroll record for the employee is created. The employee payroll record is where the wages earned are recorded and changes to the employee information specific to this payroll period are made. Once an employee payroll record is created, any changes made in the Employee Information section will not be shown in the payroll record.

Accessing the Payroll Periods

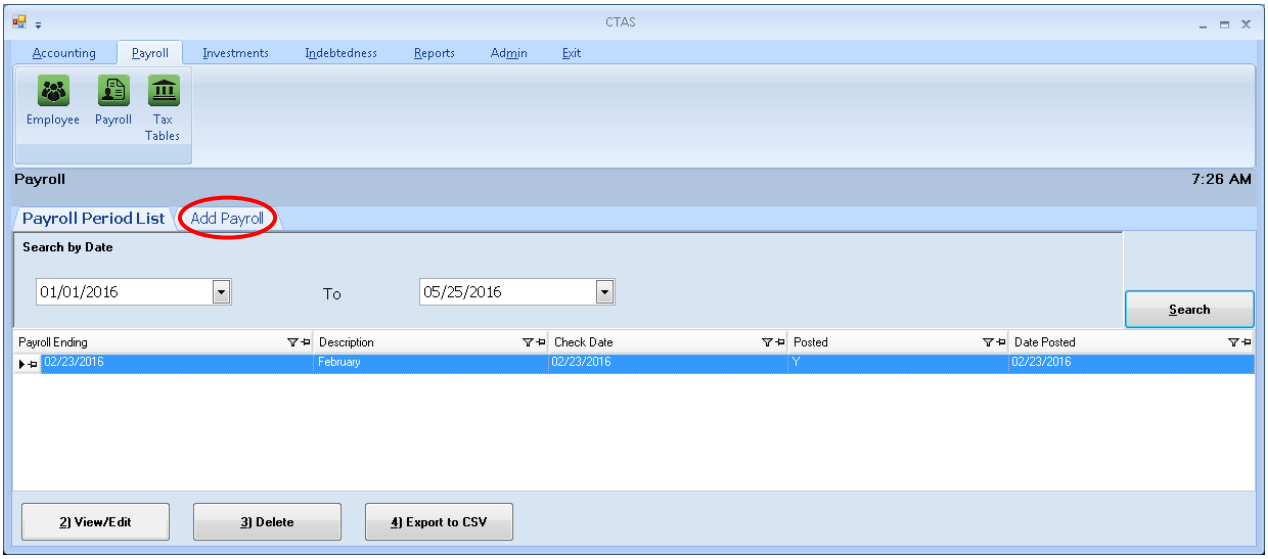
To access the Payroll Periods section select the Payroll tab (circled), then click on the Payroll icon (boxed). The Payroll Period List will appear.



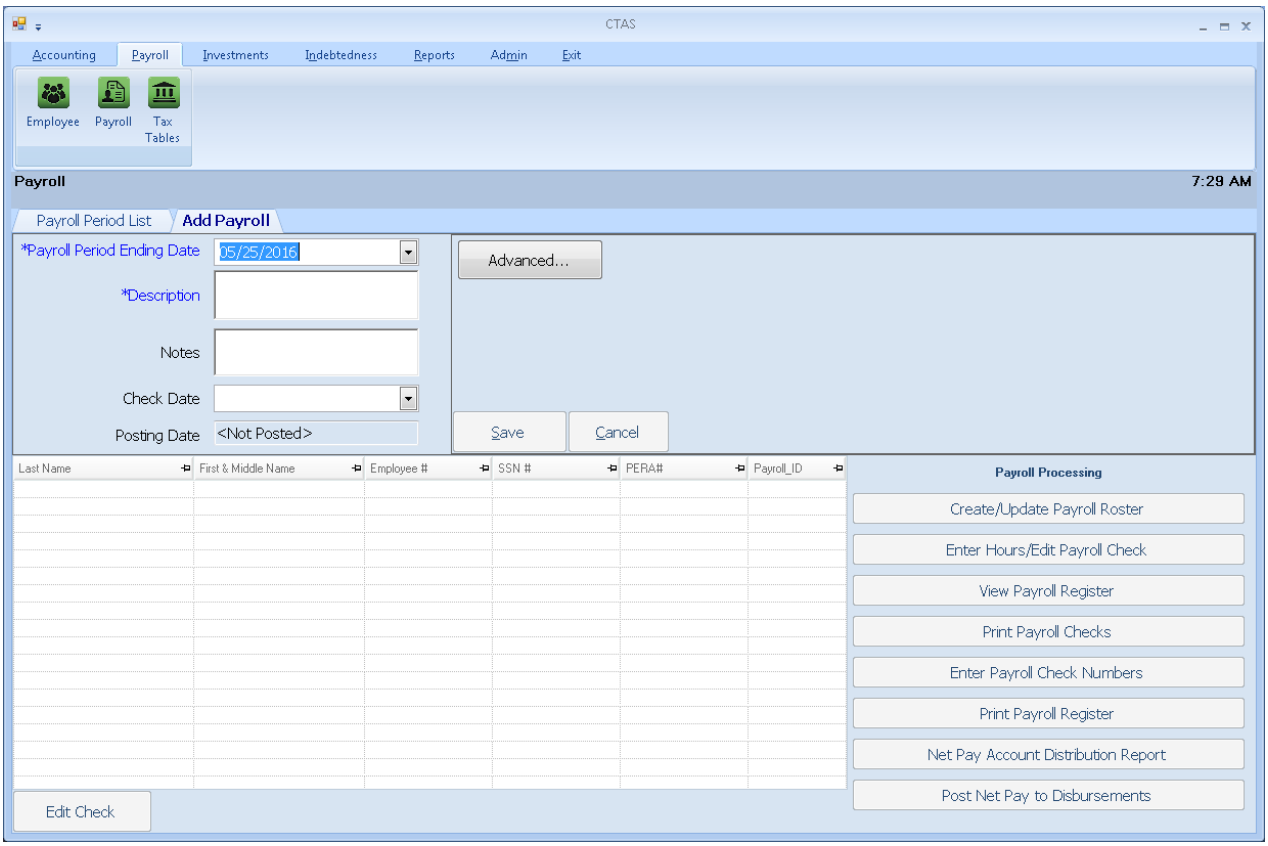
From the payroll screen you can Add, View/Edit, Delete, or Export to a CSV file (a spread sheet format).

Payroll Periods: Creating a Payroll Period

To begin entering a payroll period, click on the Add Payroll tab (circled) on the Payroll screen.



After the Add option is selected, the Add Payroll tab will open.



Payroll Periods: Creating a Payroll Period (continued)

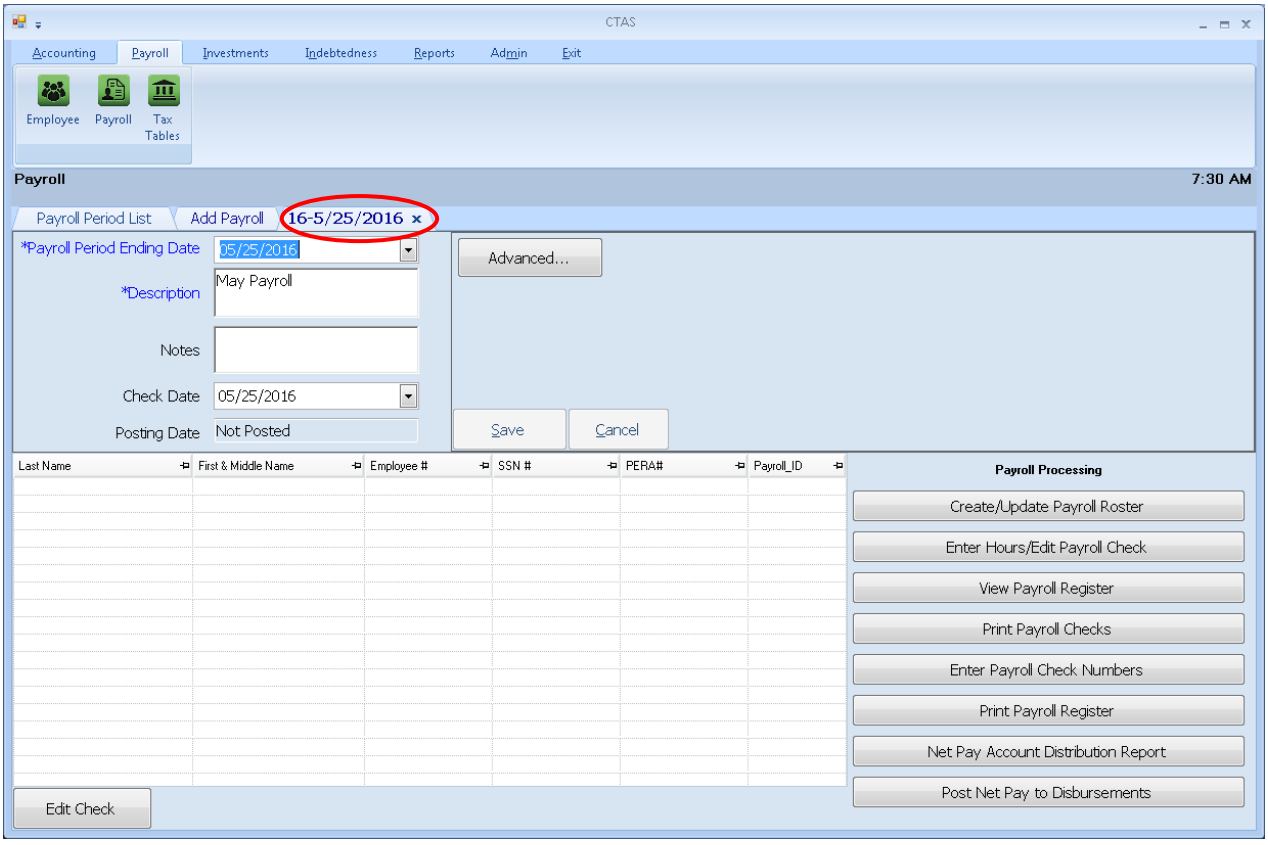
When the Add Payroll tab opens, complete the following steps:

- Enter the payroll period end date in the Payroll Period Ending Date field or use the down arrow to choose a date.
- Enter a description of the payroll period in the Description field.
- Enter a Check Date.
- ***Only check the Beginning Balances box if starting the Payroll Module of CTAS in the middle of a fiscal year, having already issued payrolls in that year. (See page 12-31.)***

Click the Save button to create the payroll period.

Payroll Period Details Screen

After saving the payroll period information, the Payroll details tab will be displayed (circled).

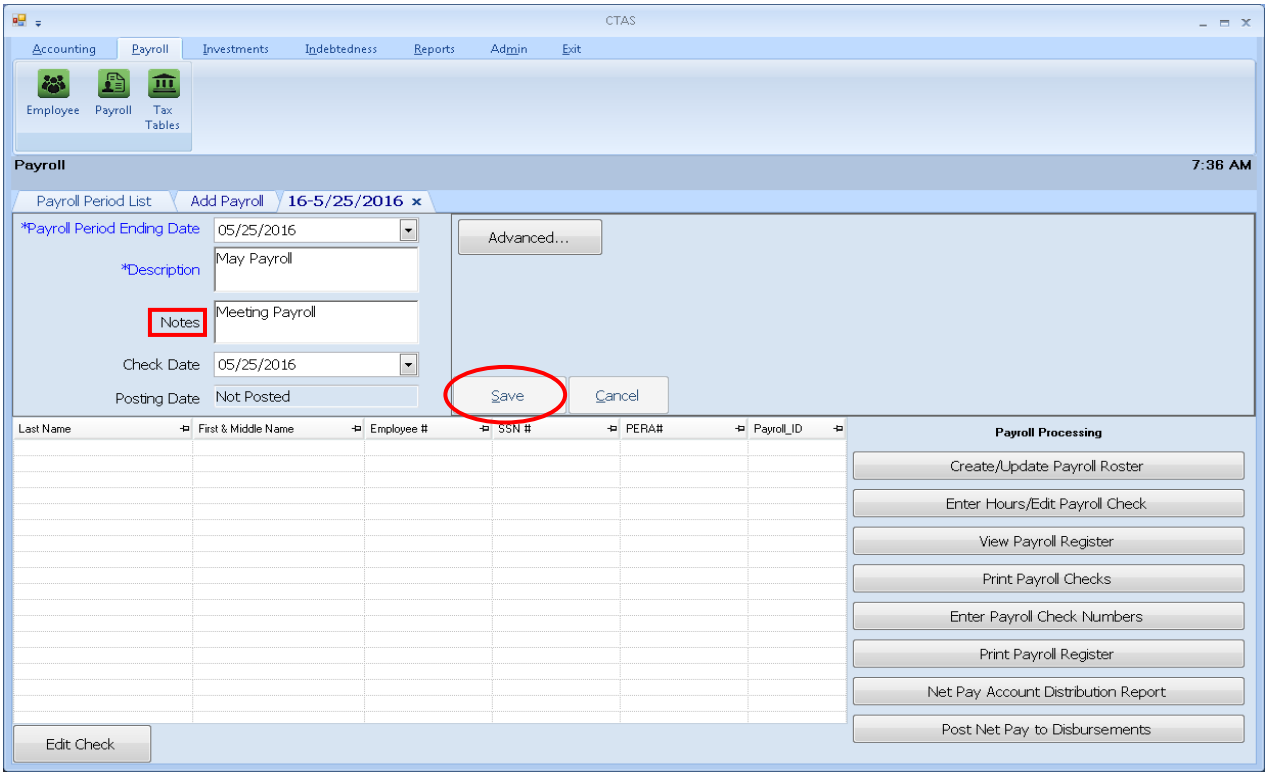


On the Payroll details screen, you can add or edit notes concerning this payroll period, change the Payroll Period Ending Date, change the payroll Check Date, or do the payroll processing.

Payroll Periods: Creating a Payroll Period (continued)

Adding Notes to a Payroll Period

When you are creating (see page 12-2) or changing (see page 12-44) a payroll, you can insert comments concerning this payroll in the Notes field (boxed).



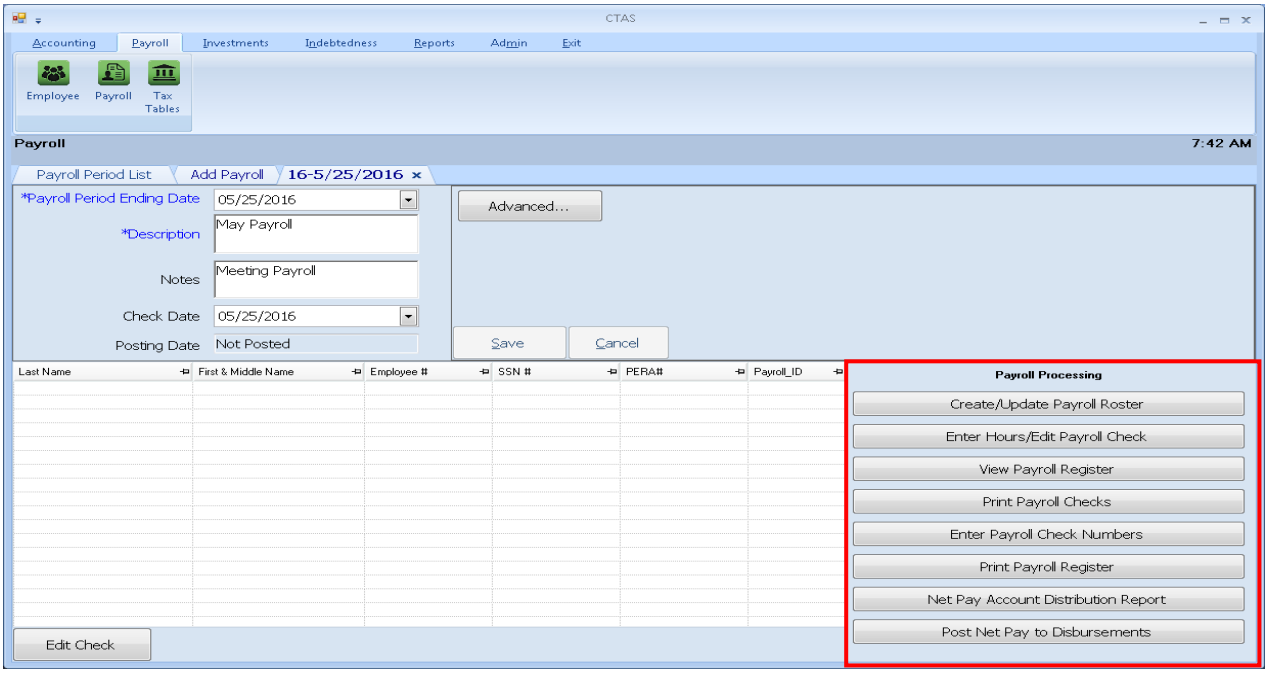
You can enter up to 255 characters in the Notes field. Enter your comments, and then click the Save button (circled) to save the information regarding this payroll.

Editing Notes to a Payroll Period

You can also change (edit) the comments/information entered in the Notes field. If a comment has been entered for a payroll, the Payroll details screen allows you to edit notes in the text box.

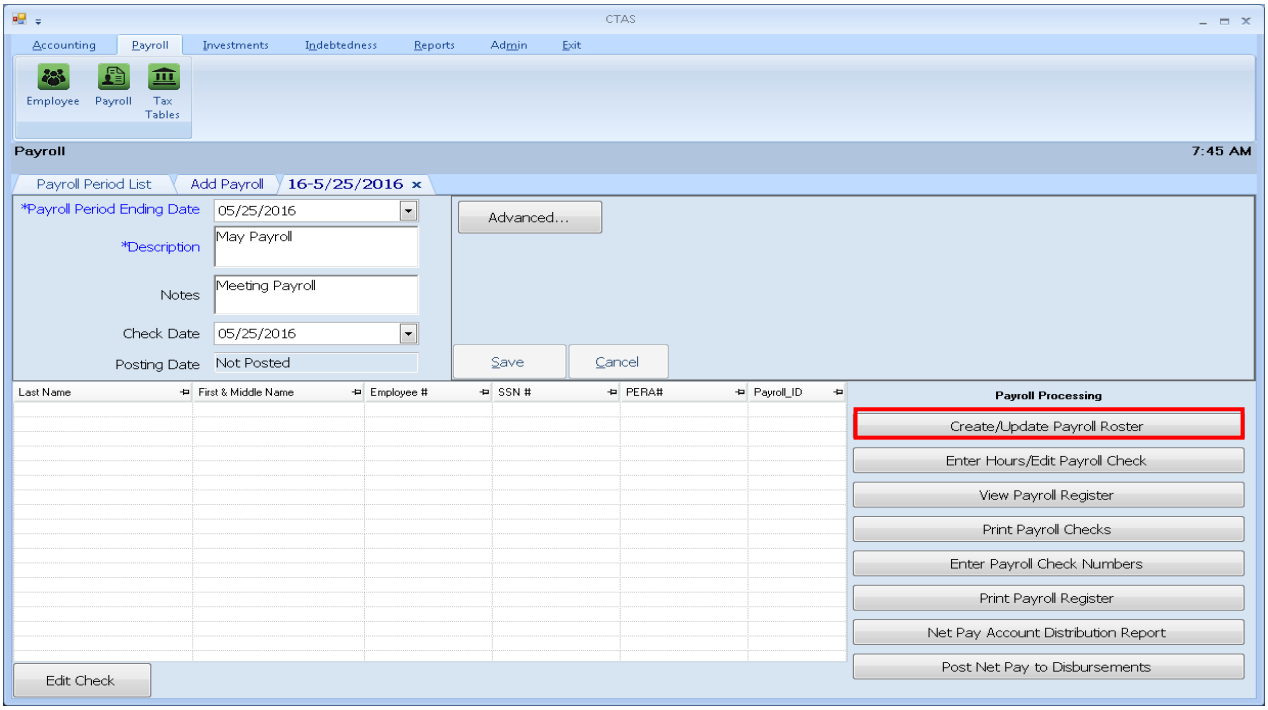
Payroll Periods: Processing a Payroll

The Payroll Processing column (boxed) on the right side of the Payroll details screen contains buttons designed to assist in the preparation of the payroll.



Creating a List of Employees (Roster)

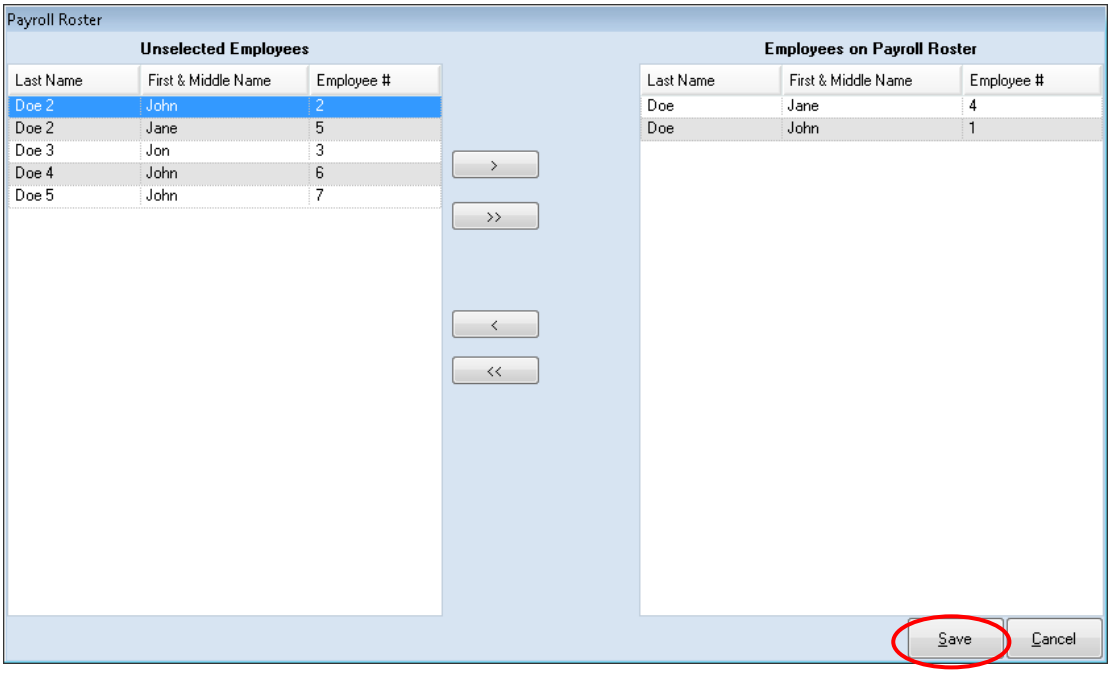
To create a list of employees to be paid, click on the Create/Update Payroll Roster button (boxed) in the Payroll Processing column.



Payroll Periods: Processing a Payroll (continued)

Creating a List of Employees (Roster) (continued)

After clicking the Create/Update Payroll Roster button, the Payroll Roster screen will appear.



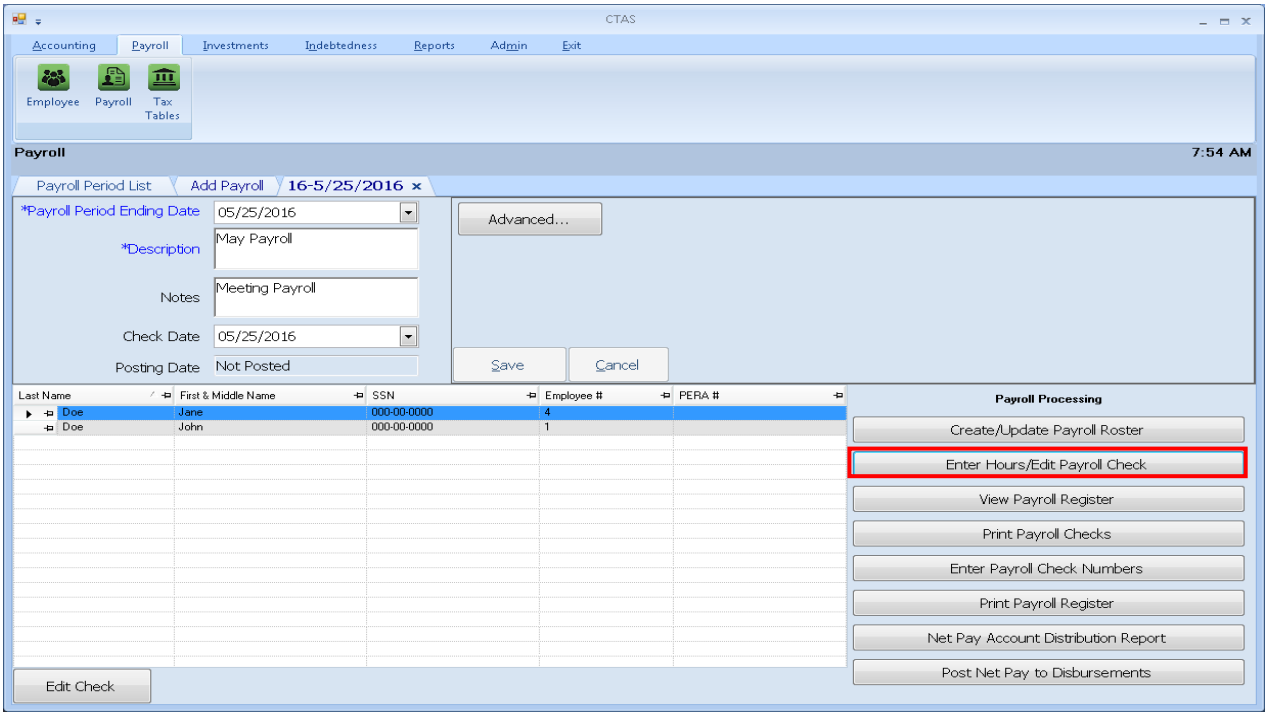
To select the employees who will be paid:

- Select the names of employees to be paid from the Unselected Employees box and move the names to the Employees on Payroll Roster box. The ">>" button will move all employees' names listed in the Unselected Employees box to the Employees on Payroll Roster box. The ">" button will move the highlighted name(s) from the Unselected Employees box to the Employees on Payroll Roster box. You can also move an individual name by double-clicking on that name.
- The "<" button will move highlighted employees' names from the Employees on Payroll Roster box to the Unselected Employees box. The "<<" button will move all employees' names from the Employees on Payroll Roster box to the Unselected Employees box.
- Once all necessary employees are moved to the Employees on Payroll Roster box, click the Save button (circled) and employee payroll records will be created.

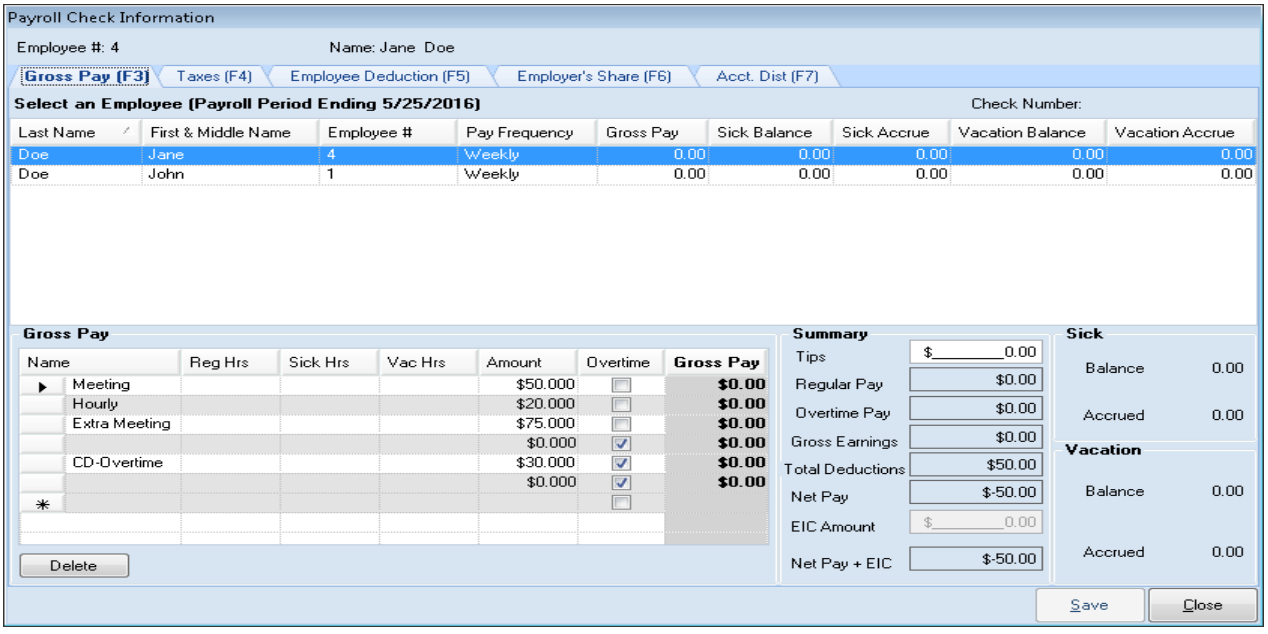
Payroll Periods: Processing a Payroll (continued)

Entering the Employee Hours

After the Payroll Roster has been created, a list of the employees on that roster will appear on the Payroll Details screen. To enter the number of hours worked, click the Enter Hours/Edit Payroll Check button (boxed) in the Payroll Processing column.

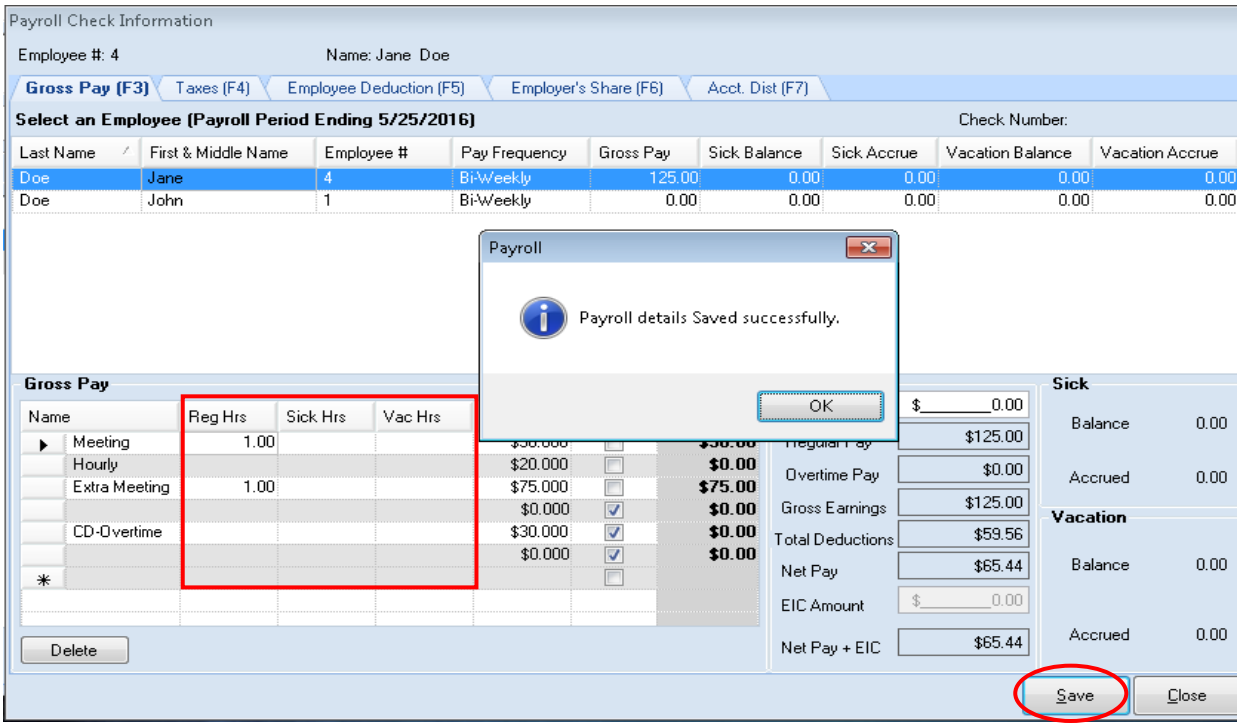


When you click on the Enter Hours/Edit Payroll Check button, the Payroll Check Information screen will appear.



Payroll Periods: Processing a Payroll (continued)

Entering the Employee Hours (continued)



When the Payroll Check Information screen appears, complete the following steps:

- Enter the number of hours for each pay rate (boxed). *When the pay rate is a meeting rate, enter the number of meetings attended in the Reg Hours field.*
- Once the hours have been entered for an employee, click the Save button (circled).
- Then click OK (center) on the Payroll box.
- Continue onto the next employee until all employees' hours have been added.
- When the hours have been entered for all of the employees, click the Save button, then the Close button in the Payroll Check Information box.

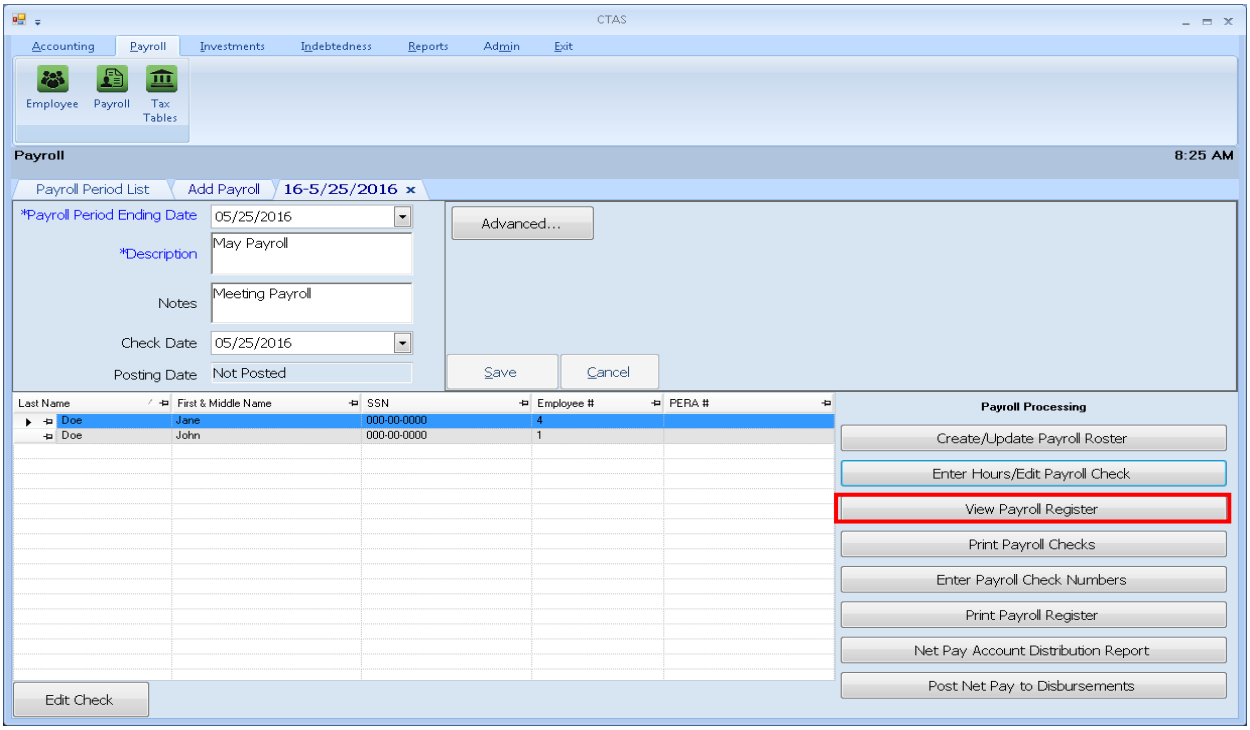
Information on the Taxes (F4), Employee Deduction (F5), Employer's Share (F6), and Acct. Dist (F7) tabs can be updated by clicking on the appropriate tab. For more information on these tabs, see Chapter 11 of this manual, Employee Information.

Note: Changes made to the employee payroll period record will not change any information in the Employee Information record.

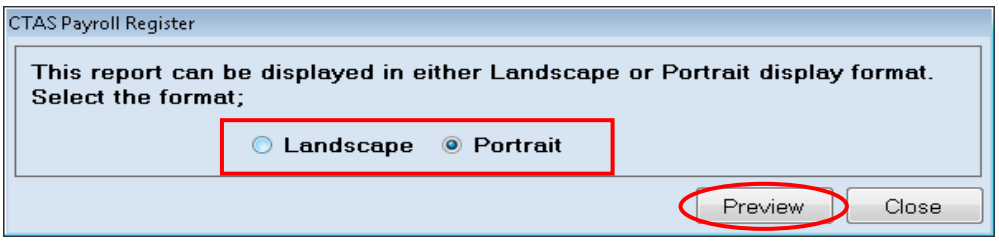
Payroll Periods: Processing a Payroll (continued)

View a Payroll Register

The next step is to view a Payroll Register. The Payroll Register can be viewed in either a Landscape or Portrait format. To view the Payroll Register, click on the View Payroll Register button (boxed) in the Payroll Processing column on the Payroll details screen.



When the View Payroll Register button has been clicked, the CTAS Payroll Register screen will appear.

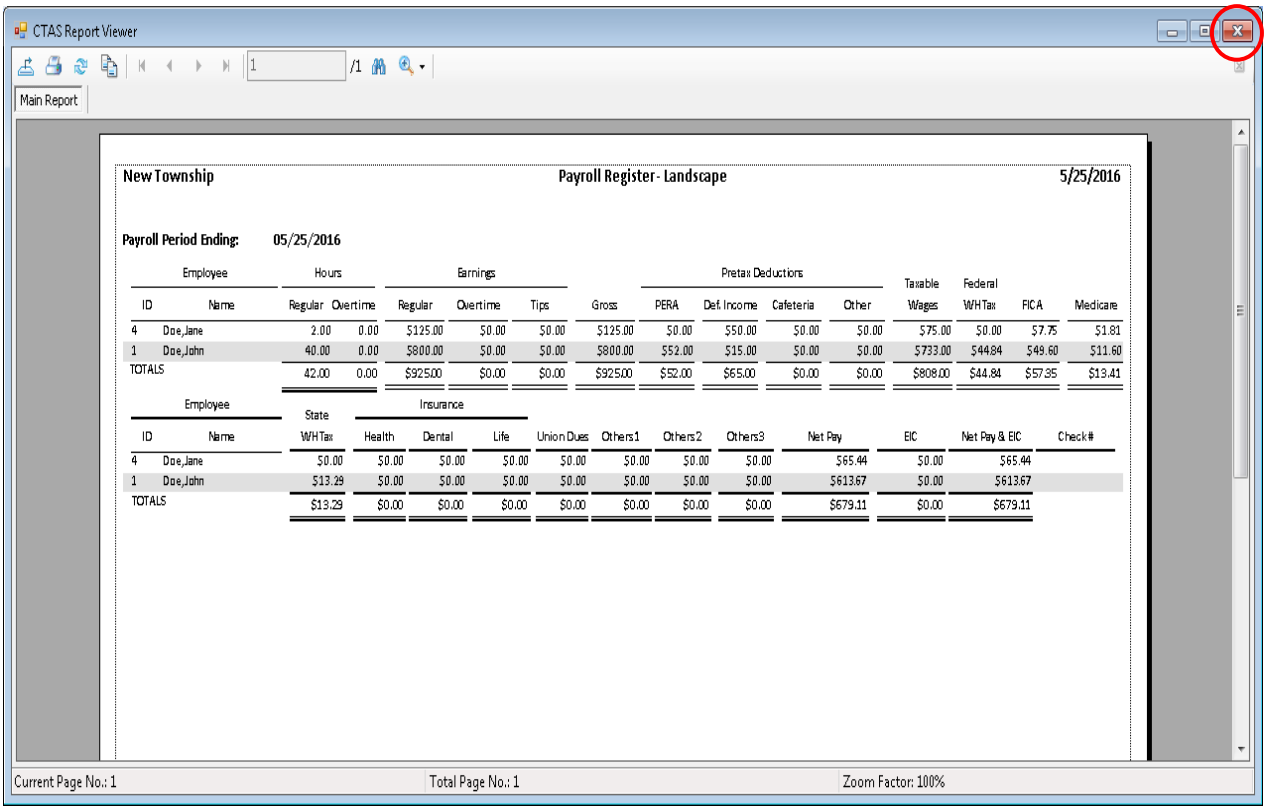


When you click the Preview button (circled), the print preview (Report Viewer screen) will show the payroll register based on the format option selected (boxed). A sample of the Landscape format can be found on page 12-11. A sample of the Portrait format can be found on page 12-12.

Payroll Periods: Processing a Payroll (continued)

Viewing a Payroll Register (continued)

After reviewing the Payroll Register, close the Report Viewer window by clicking the red "X" (circled).

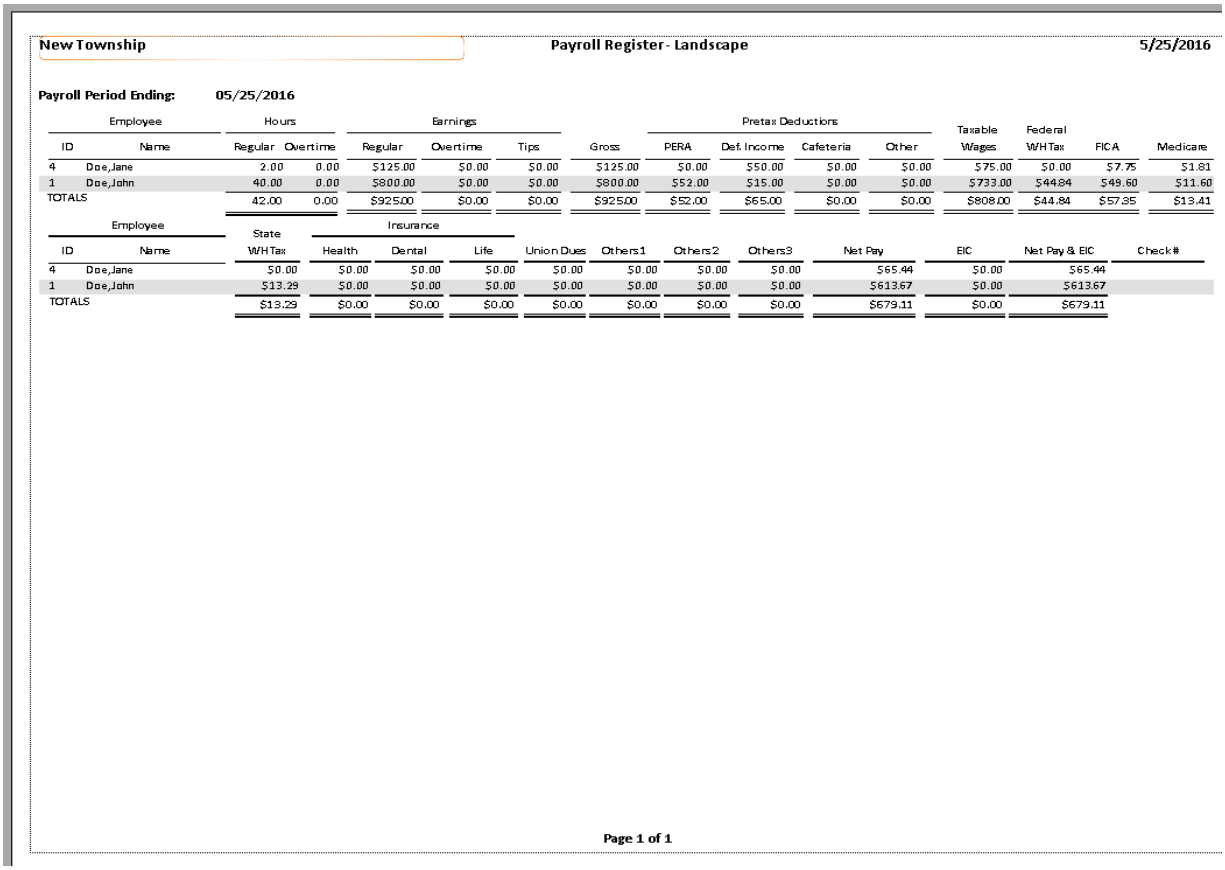


Employee ID	Name	Hours Regular	Hours Overtime	Earnings Regular	Earnings Overtime	Earnings Tips	Gross	Pretax Deductions PERA	Pretax Deductions Def. Income	Pretax Deductions Cafeteria	Pretax Deductions Other	Taxable Wages	Federal W/H Tax	FICA	Medicare
4	Doe,Jane	2.00	0.00	$125.00	$0.00	$0.00	$125.00	$0.00	$50.00	$0.00	$0.00	$75.00	$0.00	$7.75	$1.81
1	Doe,John	40.00	0.00	$800.00	$0.00	$0.00	$800.00	$52.00	$15.00	$0.00	$0.00	$733.00	$44.84	$49.60	$11.60
TOTALS		42.00	0.00	$925.00	$0.00	$0.00	$925.00	$52.00	$65.00	$0.00	$0.00	$808.00	$44.84	$57.35	$13.41

Employee ID	Name	State W/H Tax	Insurance Health	Insurance Dental	Insurance Life	Union Dues	Others1	Others2	Others3	Net Pay	EIC	Net Pay & EIC	Check #
4	Doe,Jane	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$65.44	$0.00	$65.44	
1	Doe,John	$13.29	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$613.67	$0.00	$613.67	
TOTALS		$13.29	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$679.11	$0.00	$679.11	

Payroll Periods: Processing a Payroll (continued)

Sample Payroll Register (Landscape)



New Township — Payroll Register - Landscape — 5/25/2016

Payroll Period Ending: 05/25/2016

Employee		Hours		Earnings				Pretax Deductions				Taxable	Federal		
ID	Name	Regular	Overtime	Regular	Overtime	Tips	Gross	PERA	Def. Income	Cafeteria	Other	Wages	WHTax	FICA	Medicare
4	Doe,Jane	2.00	0.00	$125.00	$0.00	$0.00	$125.00	$0.00	$50.00	$0.00	$0.00	$75.00	$0.00	$7.75	$1.81
1	Doe,John	40.00	0.00	$800.00	$0.00	$0.00	$800.00	$52.00	$15.00	$0.00	$0.00	$733.00	$44.84	$49.60	$11.60
TOTALS		42.00	0.00	$925.00	$0.00	$0.00	$925.00	$52.00	$65.00	$0.00	$0.00	$808.00	$44.84	$57.35	$13.41

Employee		State	Insurance										
ID	Name	WHTax	Health	Dental	Life	Union Dues	Others1	Others2	Others3	Net Pay	EIC	Net Pay & EIC	Check#
4	Doe,Jane	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$65.44	$0.00	$65.44	
1	Doe,John	$13.29	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$613.67	$0.00	$613.67	
TOTALS		$13.29	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$679.11	$0.00	$679.11	

Page 1 of 1

Payroll Periods: Processing a Payroll (continued)

Sample Payroll Register (Portrait)

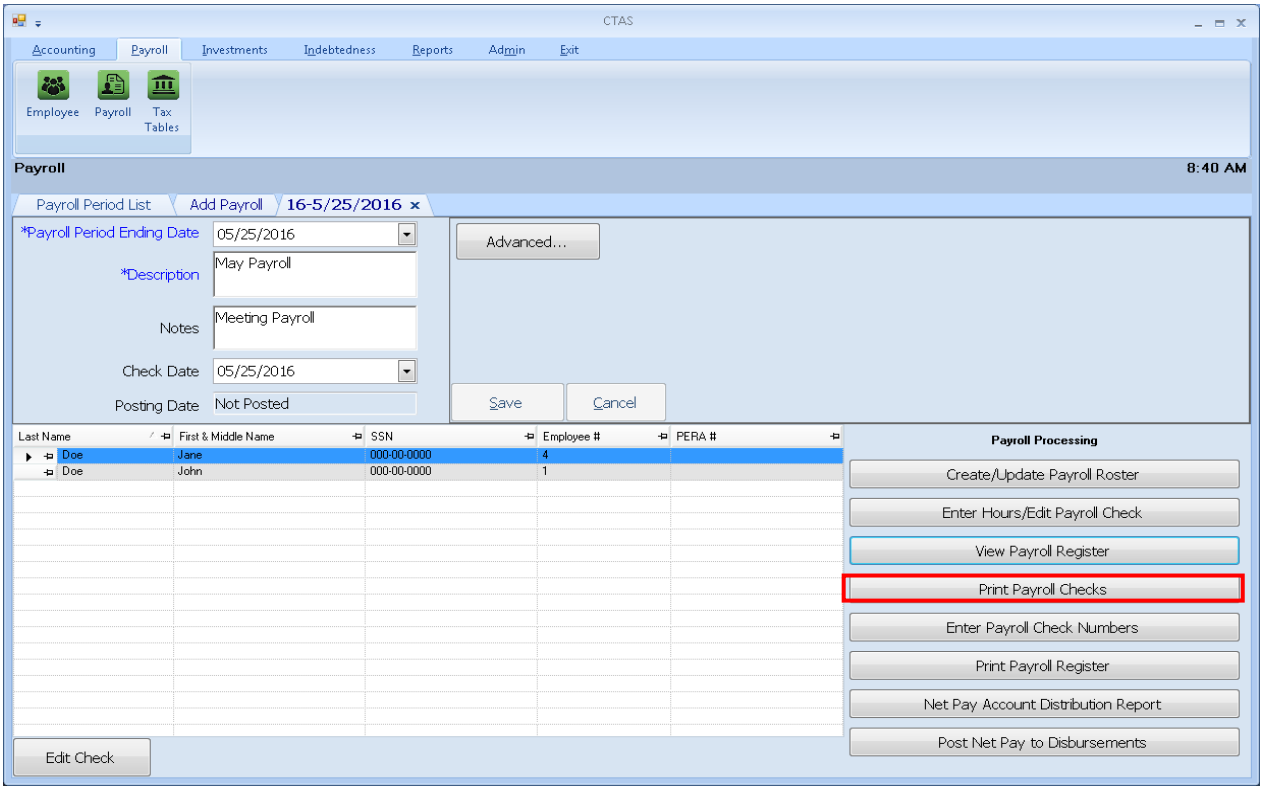
New Township	Payroll Register	5/25/2016
Payroll Period Ending:	**05/25/2016**	
4	**Doe,Jane**	
	Extra Meeting	1.00
	Hourly	0.00
	Meeting	1.00
		0.00
	CD-Overtime	0.00
	Regular Earnings	$125.00
	Overtime Earnings	$0.00
	Tips	$0.00
	Total Gross Earnings	$125.00
	PERA	$0.00
	Deferred Income	$50.00
	Cafeteria Plan	$0.00
	Pretax Other	$0.00
	Taxable Wages	$75.00
	Federal Withholding	$0.00
	FICA	$7.75
	Medicare	$1.81
	State Withholding	$0.00
	Health Insurance	$0.00
	Dental Insurance	$0.00
	Life Insurance	$0.00
	Union Dues	$0.00
	Others1.	$0.00
	Others2.	$0.00
	Others3.	$0.00
	Net Pay	$65.44
	Earned Income Credit	$0.00
	Net Pay & Earned Income Credit	$65.44
	Check Number	
1	**Doe,John**	
		0.00
	Hourly	40.00
	Meeting	0.00
		0.00
	Regular Earnings	$800.00
	Overtime Earnings	$0.00
	Tips	$0.00
	Total Gross Earnings	$800.00
	PERA	$52.00
	Deferred Income	$15.00
	Cafeteria Plan	$0.00
	Pretax Other	$0.00
	Taxable Wages	$733.00
	Federal Withholding	$44.84
	FICA	$49.60
	Medicare	$11.60
	State Withholding	$13.29
	Health Insurance	$0.00
	Dental Insurance	$0.00
	Life Insurance	$0.00
	Union Dues	$0.00
	Others1.	$0.00
	Others2.	$0.00
	Others3.	$0.00
	Net Pay	$613.67
	Earned Income Credit	$0.00
	Net Pay & Earned Income Credit	$613.67
	Check Number	

Payroll Periods: Processing a Payroll (continued)

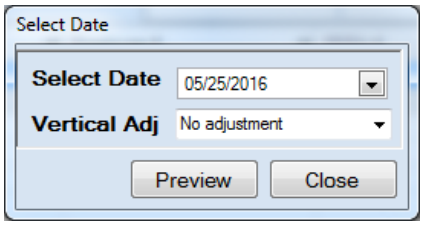
Printing Checks

Print Payroll Checks is the next step in the Payroll Processing. *If you are not using CTAS to print checks, you will skip this step.*

To print a check, click the Print Payroll Checks button (boxed).



After clicking the Print Payroll Checks button, the Select Date screen will appear.



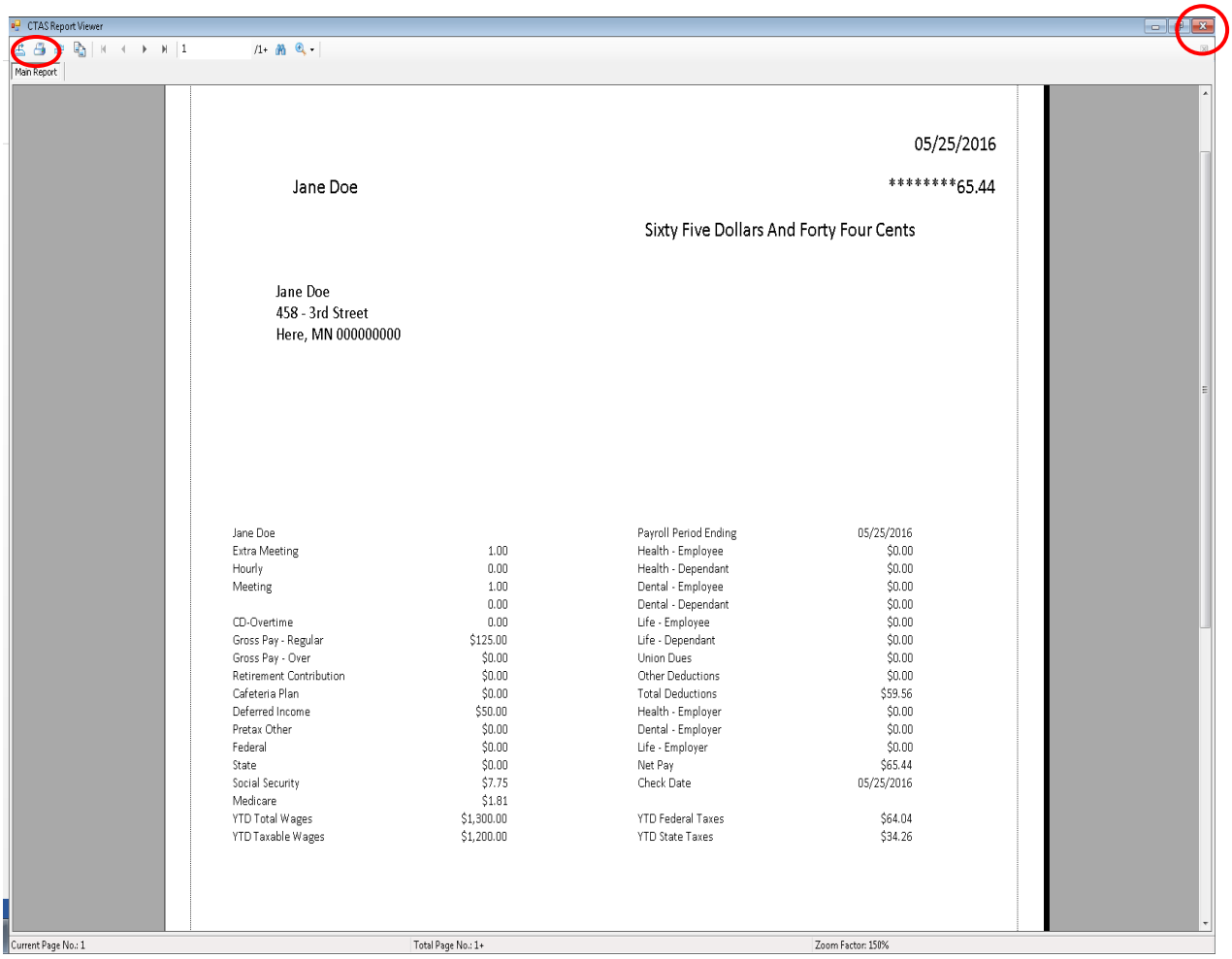
When the Select Date screen appears, complete the following steps:

- Enter the date of the checks in the Select Date box.
- You can adjust where the payee, date, and amount are to be printed on the check by clicking on the Vertical Adj down arrow and choosing an adjustment. This allows you to line up the payee name with the "Pay to the order of" line on the check. *Checks can printed onto a blank sheet of paper to preview a sample of the check.*
- Click the Preview button and a print preview of the checks will be displayed.

Payroll Periods: Processing a Payroll (continued)

Printing Checks (continued)

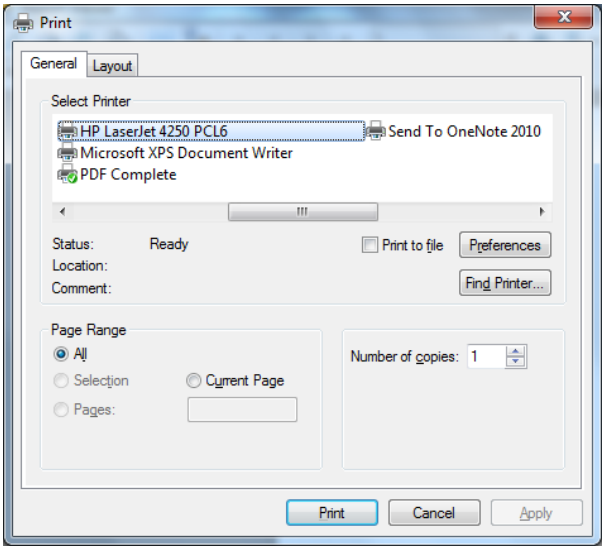
When the print preview (Report Viewer screen) appears, insert the checks into the printer. After reviewing the preview, click on the Printer icon (circled, left) to begin printing the checks. By clicking the red "X" (circled, right) you can close the Report Viewer screen.



Payroll Periods: Processing a Payroll (continued)

Printing Checks (continued)

After clicking on the Printer icon, the Print screen appears.



Click on the Print button to begin printing the checks. The following page has a sample of the check.

To close the printing of the checks:

- Click the red "X" icon on the Report Viewer screen (see previous page).
- Click the Close button on the Select Date screen.

Payroll Periods: Processing a Payroll (continued)

Printing Checks (continued)

Sample Check

05/25/2016

Jane Doe ********65.44

Sixty Five Dollars And Forty Four Cents

Jane Doe
458 - 3rd Street
Here, MN 000000000

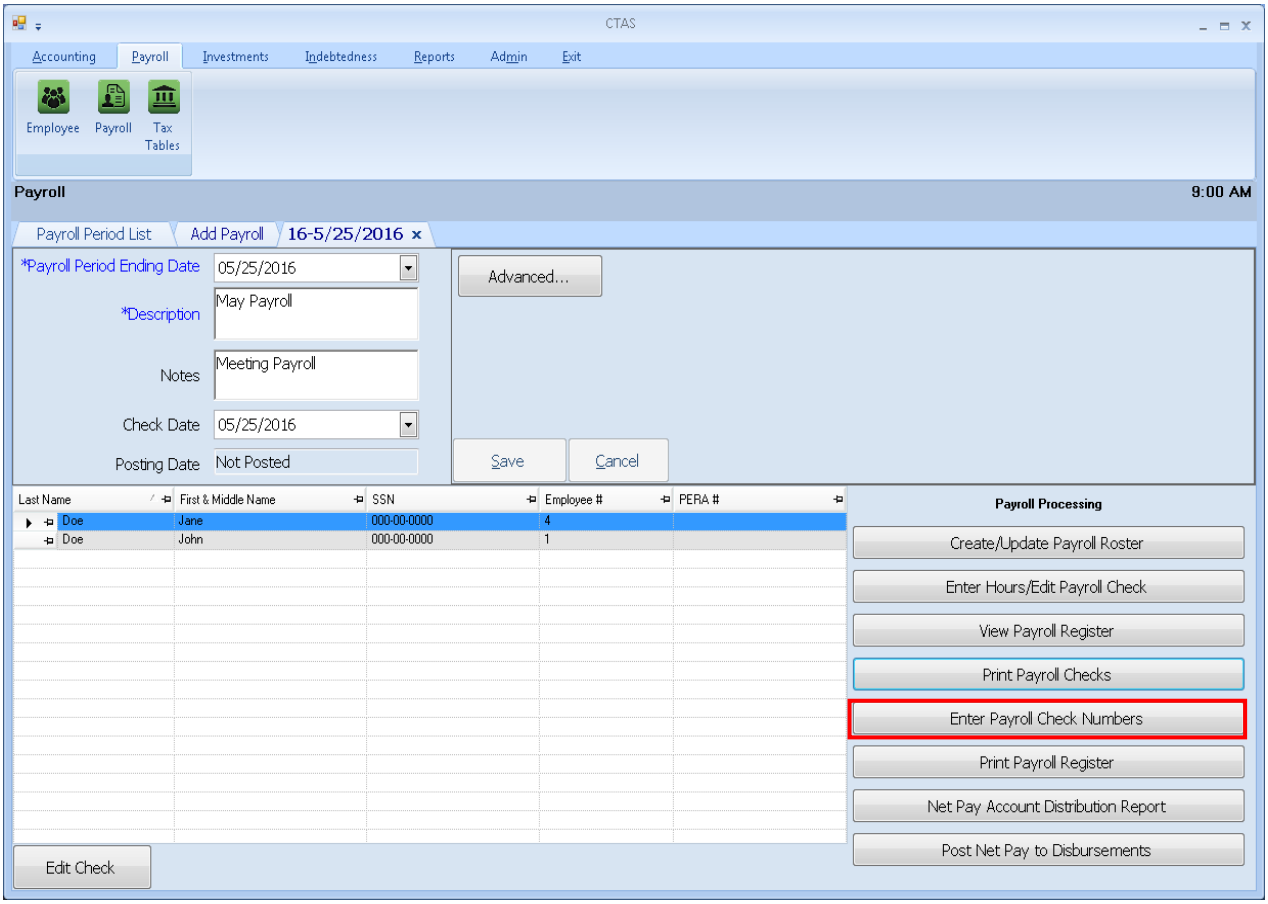
Jane Doe		Payroll Period Ending	05/25/2016
Extra Meeting	1.00	Health - Employee	$0.00
Hourly	0.00	Health - Dependant	$0.00
Meeting	1.00	Dental - Employee	$0.00
	0.00	Dental - Dependant	$0.00
CD-Overtime	0.00	Life - Employee	$0.00
Gross Pay - Regular	$125.00	Life - Dependant	$0.00
Gross Pay - Over	$0.00	Union Dues	$0.00
Retirement Contribution	$0.00	Other Deductions	$0.00
Cafeteria Plan	$0.00	Total Deductions	$59.56
Deferred Income	$50.00	Health - Employer	$0.00
Pretax Other	$0.00	Dental - Employer	$0.00
Federal	$0.00	Life - Employer	$0.00
State	$0.00	Net Pay	$65.44
Social Security	$7.75	Check Date	05/25/2016
Medicare	$1.81		
YTD Total Wages	$1,300.00	YTD Federal Taxes	$64.04
YTD Taxable Wages	$1,200.00	YTD State Taxes	$34.26

Jane Doe		Payroll Period Ending	05/25/2016
Extra Meeting	1.00	Health - Employee	$0.00
Hourly	0.00	Health - Dependant	$0.00
Meeting	1.00	Dental - Employee	$0.00
	0.00	Dental - Dependant	$0.00
CD-Overtime	0.00	Life - Employee	$0.00
Gross Pay - Regular	$125.00	Life - Dependant	$0.00
Gross Pay - Over	$0.00	Union Dues	$0.00
Retirement Contribution	$0.00	Other Deductions	$0.00
Cafeteria Plan	$0.00	Total Deductions	$59.56
Deferred Income	$50.00	Health - Employer	$0.00
Pretax Other	$0.00	Dental - Employer	$0.00
Federal	$0.00	Life - Employer	$0.00
State	$0.00	Net Pay	$65.44
Social Security	$7.75	Check Date	05/25/2016
Medicare	$1.81		
YTD Total Wages	$1,300.00	YTD Federal Taxes	$64.04
YTD Taxable Wages	$1,200.00	YTD State Taxes	$34.26

Payroll Periods: Processing a Payroll (continued)

Entering Check Numbers

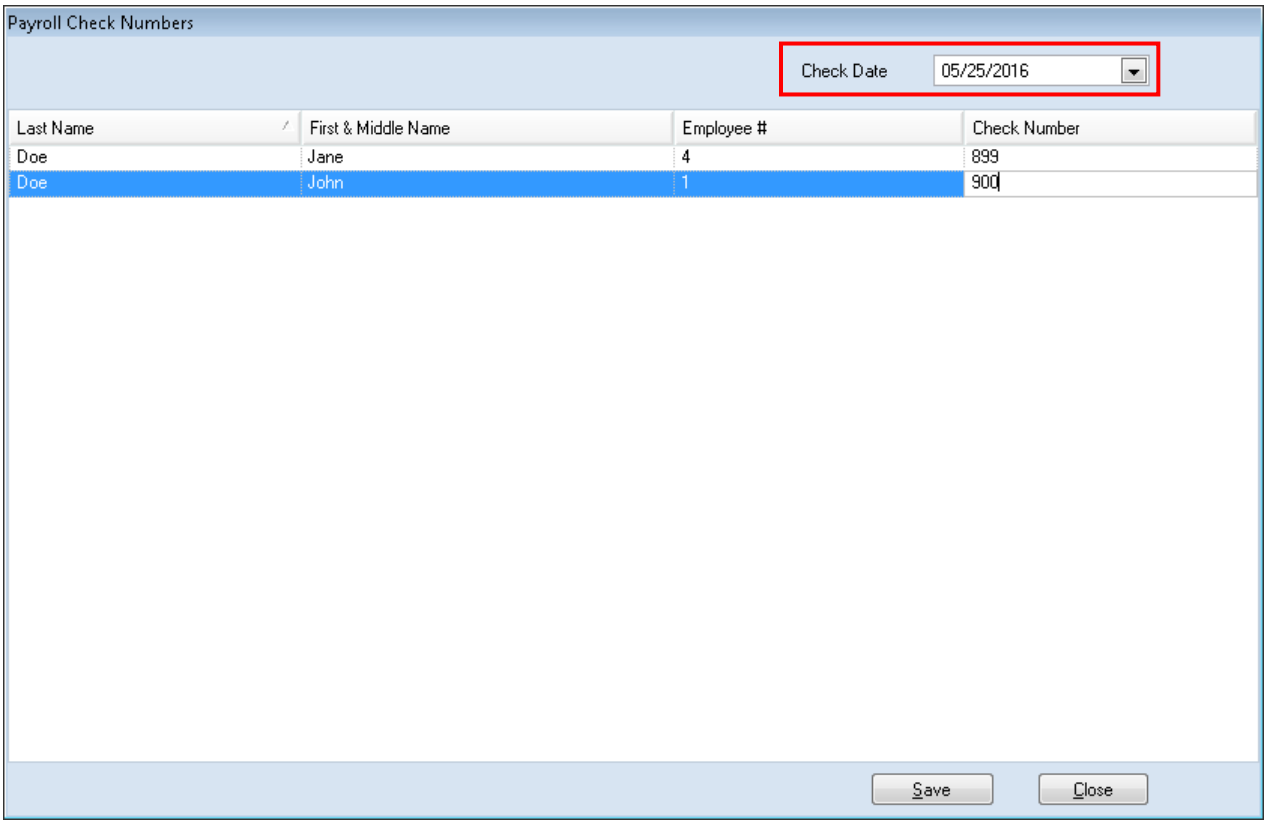
After the checks have been printed, you will need to enter the check numbers. *Once a check number has been entered, you cannot print a check.* To enter the check numbers, click the Enter Payroll Check Numbers button (boxed).



Payroll Periods: Processing a Payroll (continued)

Entering Check Numbers (continued)

After clicking the Enter Payroll Check Numbers button, the Payroll Check Numbers screen will appear.



When the Payroll Check Numbers screen appears:

- Enter the date of the checks in the Check Date dropdown (boxed). This is the date that will be posted to disbursements as the date of the check.

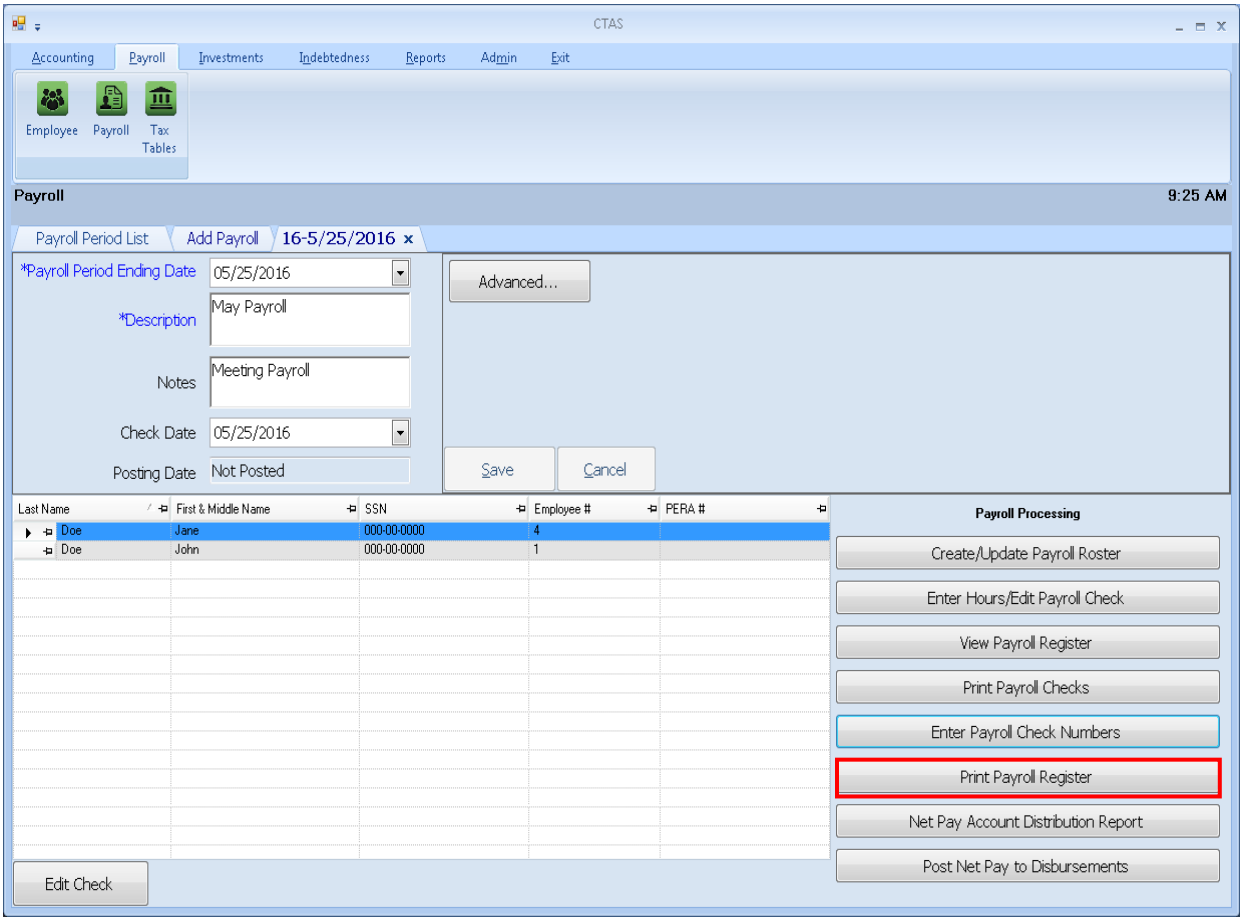
Note: In addition, this is the date CTAS will use to calculate the withholding for each quarter for the Form 941 report, and this is the date requested when printing the Account Distribution reports.

- Enter the Check Number for each payroll check.
- Click the Save button, then click the OK button.
- Close the Payroll Check Numbers screen.

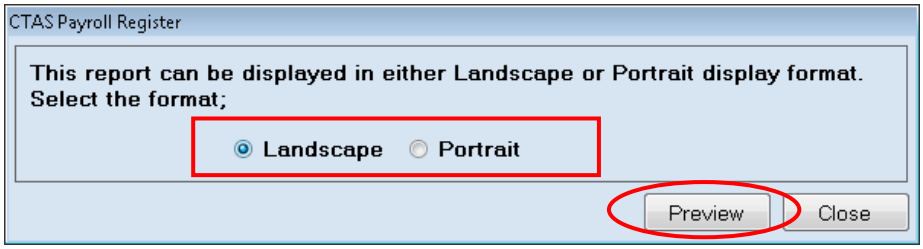
Payroll Periods: Processing a Payroll (continued)

Print Payroll Register

Next select the Print Payroll Register button (boxed).



When the Print Payroll Register button has been clicked, the CTAS Payroll Register screen will appear.

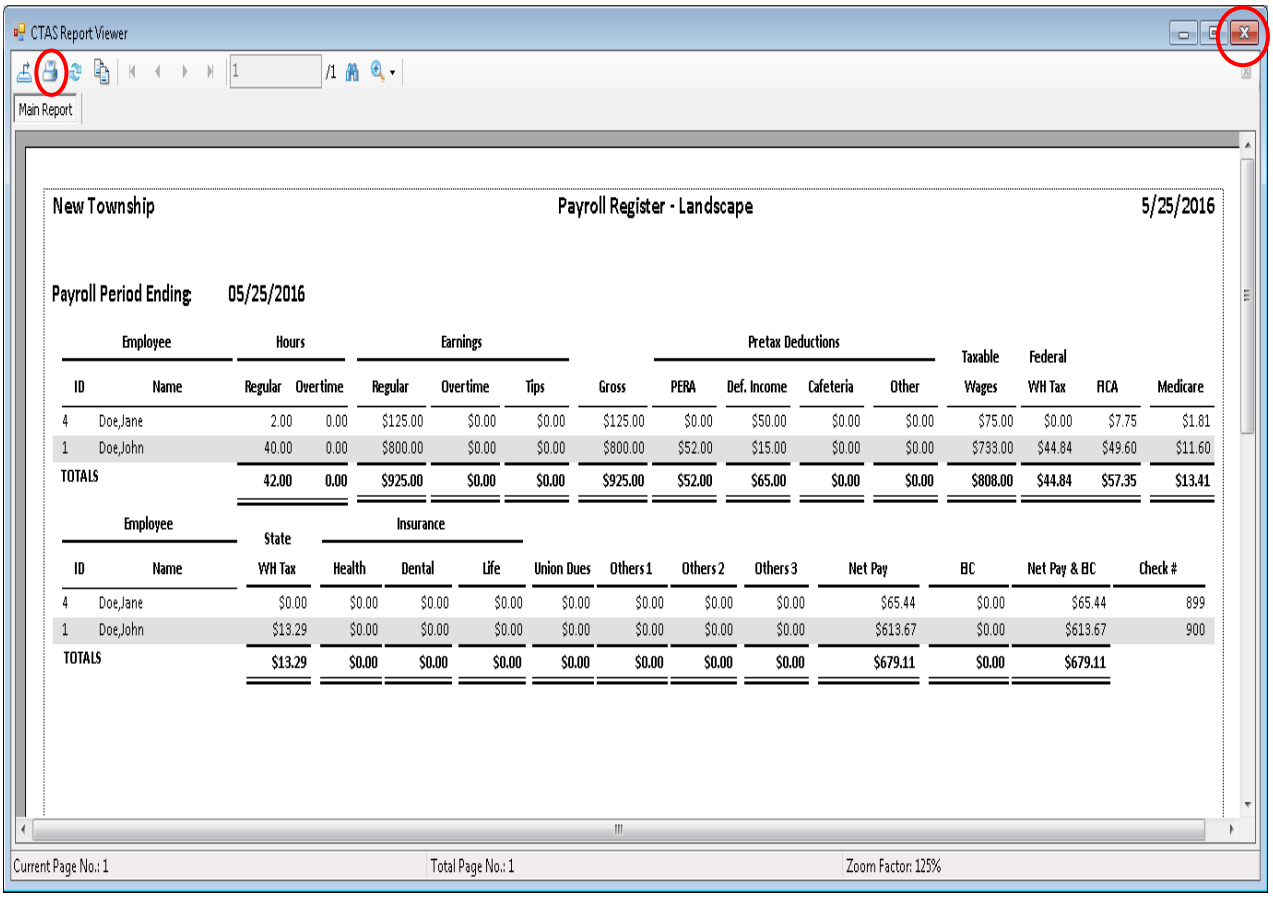


When you click the Preview button (circled), the print preview (Report Viewer screen) will show the payroll register based on the format option selected (boxed).

Payroll Periods: Processing a Payroll (continued)

Print Payroll Register (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See page 12-15 for printing instructions)



Employee ID	Name	Hours Regular	Hours Overtime	Earnings Regular	Earnings Overtime	Earnings Tips	Gross	Pretax Deductions PERA	Def. Income	Cafeteria	Other	Taxable Wages	Federal WH Tax	FICA	Medicare
4	Doe,Jane	2.00	0.00	$125.00	$0.00	$0.00	$125.00	$0.00	$50.00	$0.00	$0.00	$75.00	$0.00	$7.75	$1.81
1	Doe,John	40.00	0.00	$800.00	$0.00	$0.00	$800.00	$52.00	$15.00	$0.00	$0.00	$733.00	$44.84	$49.60	$11.60
TOTALS		42.00	0.00	$925.00	$0.00	$0.00	$925.00	$52.00	$65.00	$0.00	$0.00	$808.00	$44.84	$57.35	$13.41

Employee ID	Name	State WH Tax	Insurance Health	Dental	Life	Union Dues	Others 1	Others 2	Others 3	Net Pay	BC	Net Pay & BC	Check #
4	Doe,Jane	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$65.44	$0.00	$65.44	899
1	Doe,John	$13.29	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$613.67	$0.00	$613.67	900
TOTALS		$13.29	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$679.11	$0.00	$679.11	

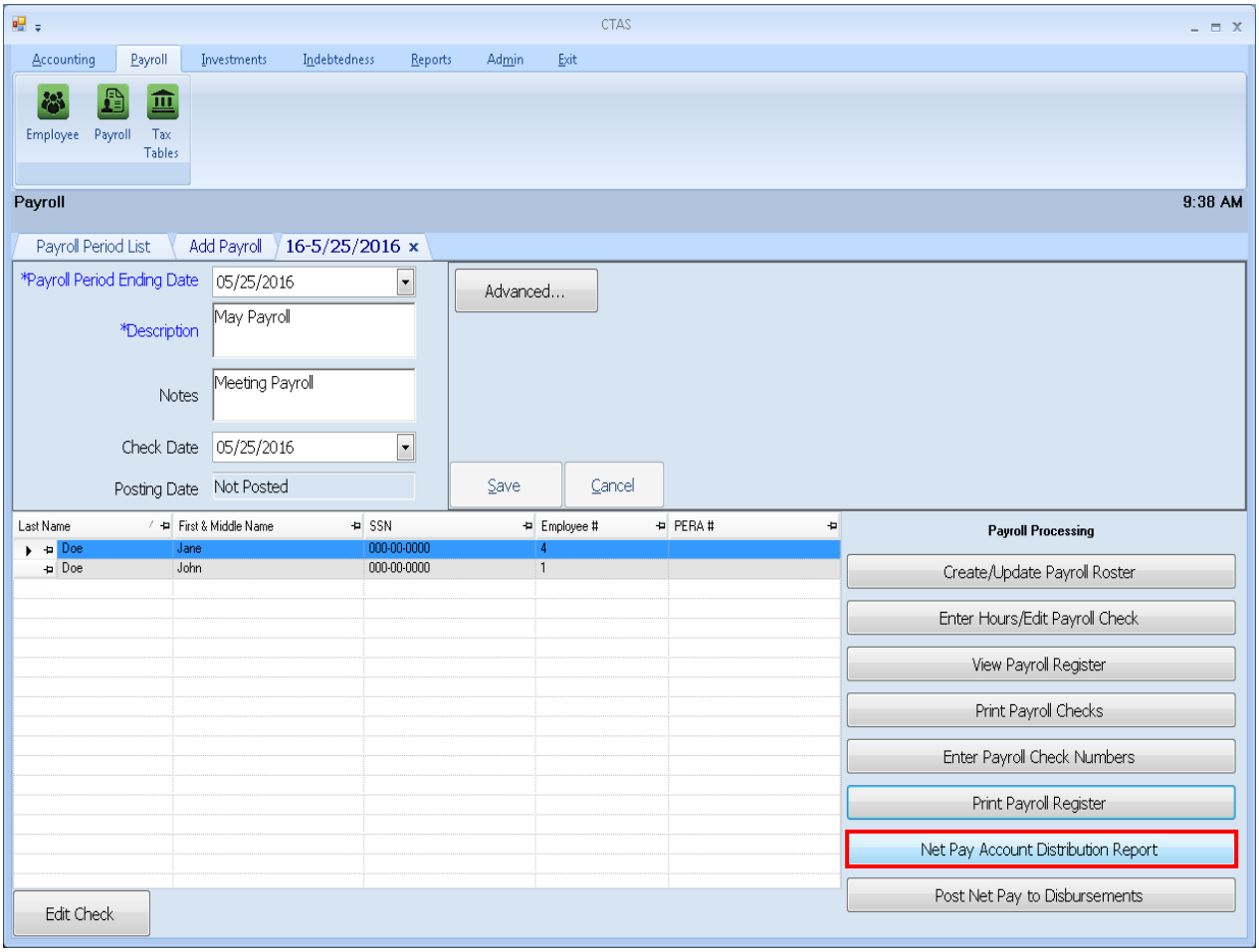
To close the Payroll Register:

- Click the red "X" icon (circled, right) on the Report Viewer screen.
- Click the Close button on the CTAS Payroll Register screen.

Payroll Periods: Processing a Payroll (continued)

Net Pay Distribution Report

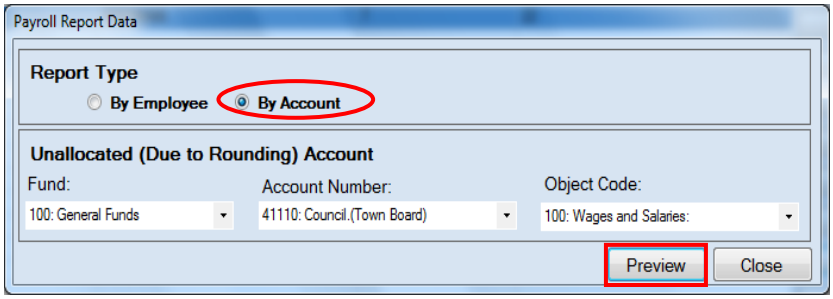
The Net Pay Account Distribution Report may be used to report the payroll information to the town board or city council. To print the Net Pay Account Distribution Report, click on the Net Pay Account Distribution Report button (boxed).



Payroll Periods: Processing a Payroll (continued)

Net Pay Distribution Report (continued)

After clicking on the Net Pay Account Distribution Report button, the Payroll Report Data screen will be displayed.



There are two options for organizing the Net Pay Distribution Report. The By Account option (circled) is the default selection. With this option, the report will be organized by account number to show how the net pay will be distributed when the net pay is posted to the disbursements. Instructions for using the By Employee option are shown on the next page.

When the By Account option is selected, the Unallocated (Due to Rounding) Account box appears immediately below it. There are times when the account distribution for an employee does not match the total net pay for the employee due to the percentage allocation in the account distribution. The Unallocated (Due to Rounding) Account is used to account for this difference. A sample of the Net Pay Distribution Report by Account can be seen on page 12-25.

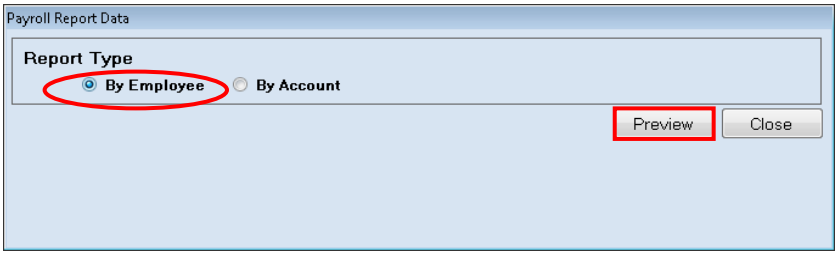
To use the By Account option to print the report:

- Click the By Account radio button if it is not already filled in.
- In the Unallocated (Due to Rounding) Account box, enter the Fund Number in the Fund field. Then, enter the Account Number and the Object Code in the adjacent fields.
- Click the Preview button (boxed).

Payroll Periods: Processing a Payroll (continued)

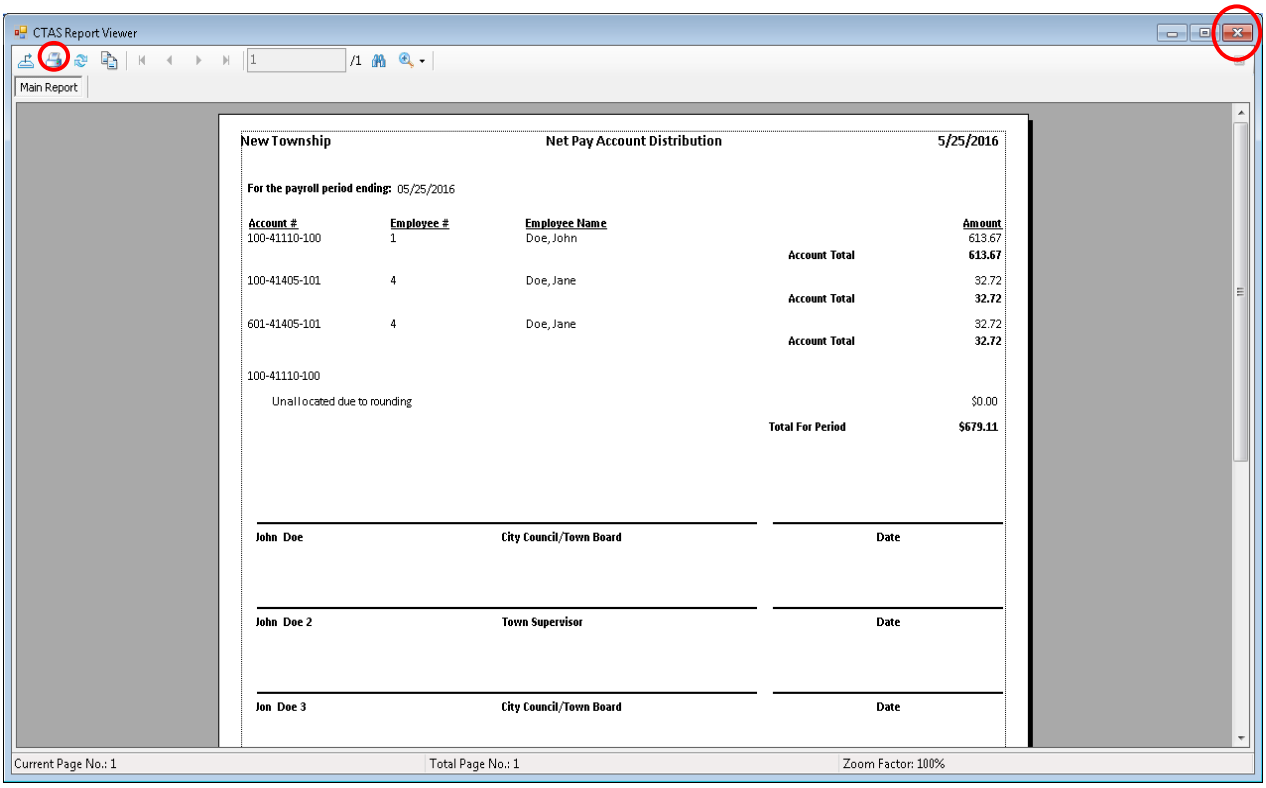
Net Pay Distribution Report (continued)

The second option, By Employee (circled), will print the report alphabetically by employee. A sample of the Net Pay Distribution Report by Employee can be seen on page 12-24. To use the By Employee option to print the report.



Click the By Employee radio button (circled), then click the Preview button (boxed). The print preview (Report Viewer screen) will appear.

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See page 12-15 for printing instructions)



To close the report:

- Click the red "X" icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Net Pay Distribution Report.

Payroll Periods: Processing a Payroll (continued)

Sample Net Pay Distribution Report by Employee

New Township — Net Pay Account Distribution - By Employee — 5/25/2016

For the payroll period ending: 05/25/2016

Employee Name	Employee Number	Account Number		Allocation Amount	Check Number
Doe, Jane	4	100-41405-101		$32.72	899
		601-41405-101		$32.72	
			Net Pay:	**$65.44**	
Doe, John	1	100-41110-100		$613.67	900
			Net Pay:	**$613.67**	

John Doe — **City Council/Town Board** — **Date**

John Doe 2 — **Town Supervisor** — **Date**

Jon Doe 3 — **City Council/Town Board** — **Date**

Payroll Periods: Processing a Payroll (continued)

Sample Net Pay Distribution Report by Account

New Township **Net Pay Account Distribution** **5/25/2016**

For the payroll period ending: 05/25/2016

Account #	Employee #	Employee Name		Amount
100-41110-100	1	Doe, John		613.67
			Account Total	**613.67**
100-41405-101	4	Doe, Jane		32.72
			Account Total	**32.72**
601-41405-101	4	Doe, Jane		32.72
			Account Total	**32.72**
100-41110-100				
Unallocated due to rounding				$0.00
			Total For Period	**$679.11**

John Doe **City Council/Town Board** **Date**

John Doe 2 **Town Supervisor** **Date**

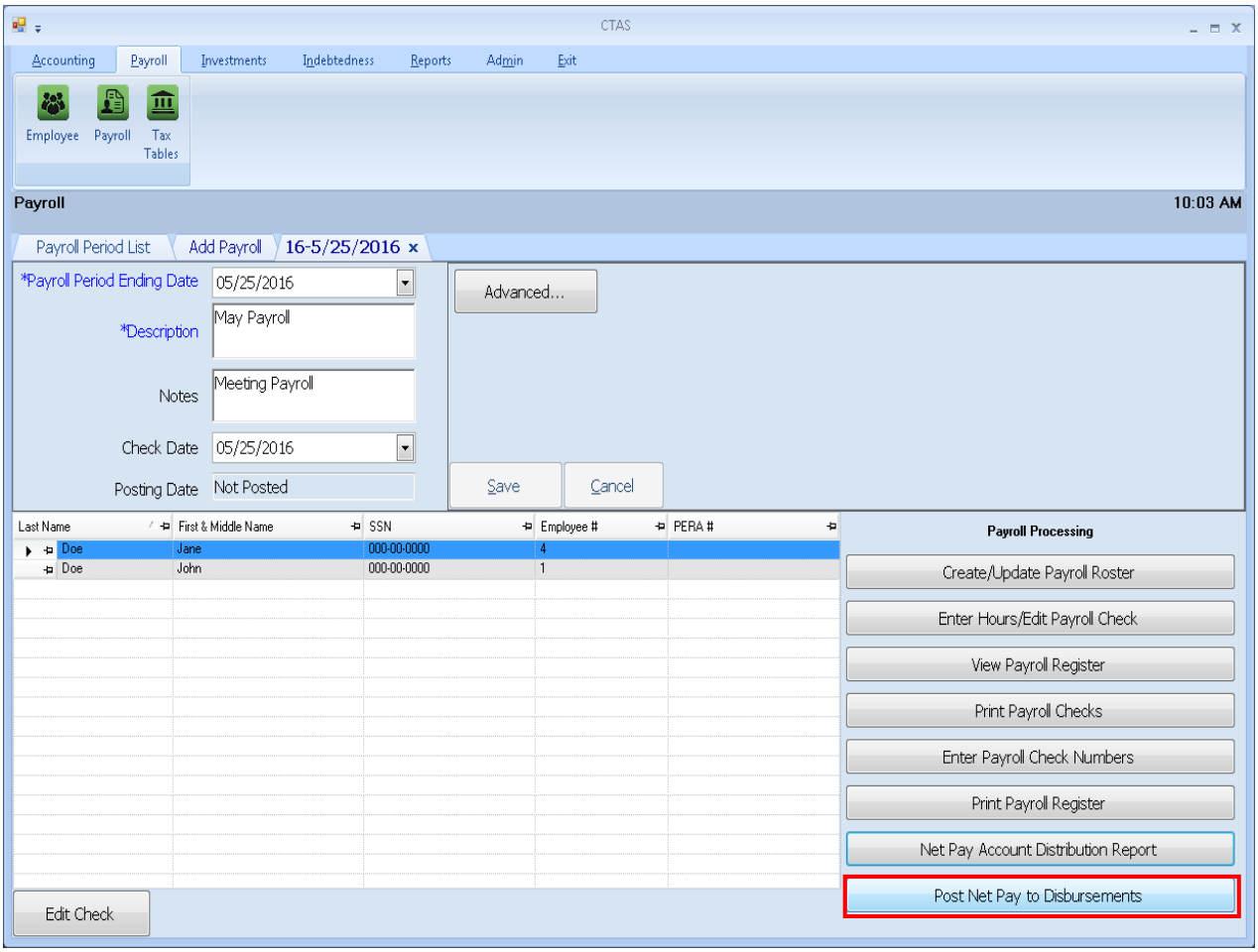
Jon Doe 3 **City Council/Town Board** **Date**

Payroll Periods: Processing a Payroll (continued)

Post Net Pay to Disbursements

CTAS is a cash basis system. In a cash basis system, only the net pay is posted for payroll. The withholding amounts will be recorded when the checks are written to pay the withholding amounts. The amounts posted in the account distribution in disbursements are from the account distribution recorded in the employee payroll record.

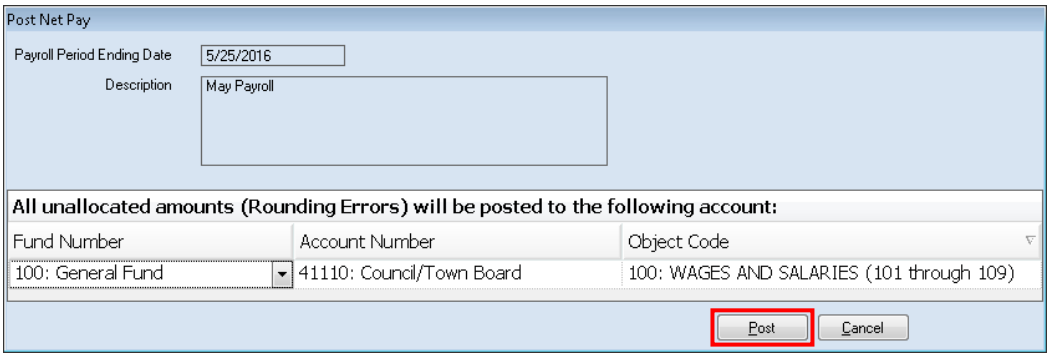
To post the net pay to disbursements, click on the Post Net Pay to Disbursements button (boxed).



Payroll Periods: Processing a Payroll (continued)

Post Net Pay to Disbursements (continued)

After clicking on the Post Net Pay to Disbursements button, the Post Net Pay screen will be displayed.

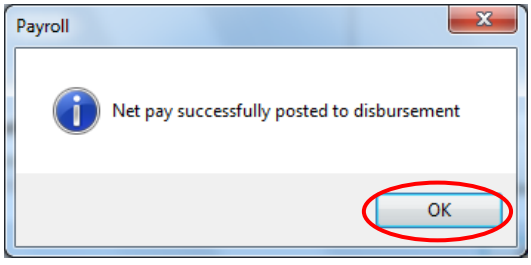


To post the net pay:

- Enter the Fund Number in the Fund Number field.
- Enter the Account Number in the Account Number field.
- Enter the Object Code in the Object Code field.
- Click the Post button (boxed). *To ensure data privacy, the posted payroll will display the payroll period ending date, rather than the employee's name.*

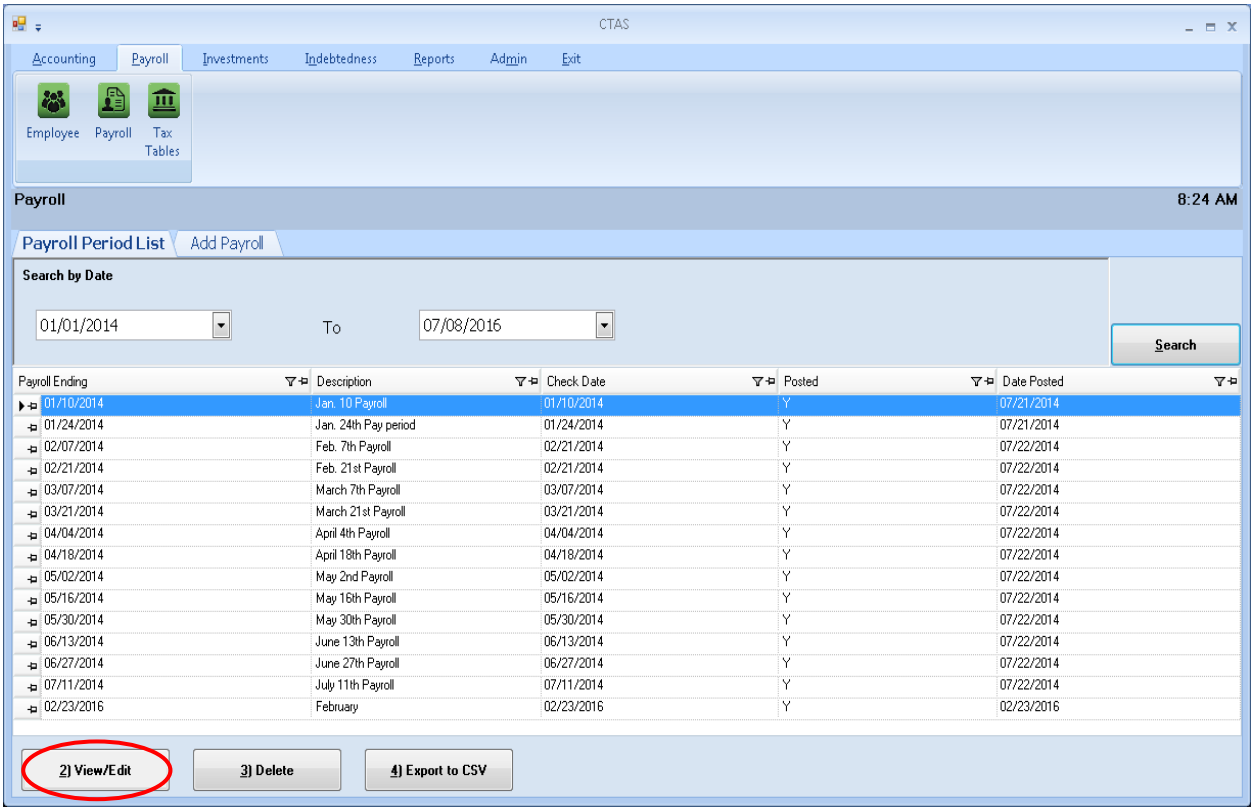
CTAS will post an amount to this Fund, Account Number, and Object Code only when the net pay account distributions do not equal the net pay. The amount is only a few cents and occurs because of the distribution by percentage.

After clicking the Post button, when the net pay has been posted, the following screen will appear. Click the OK button to return to the Payroll details screen.



Payroll Periods: Deleting an Employee from a Payroll Period

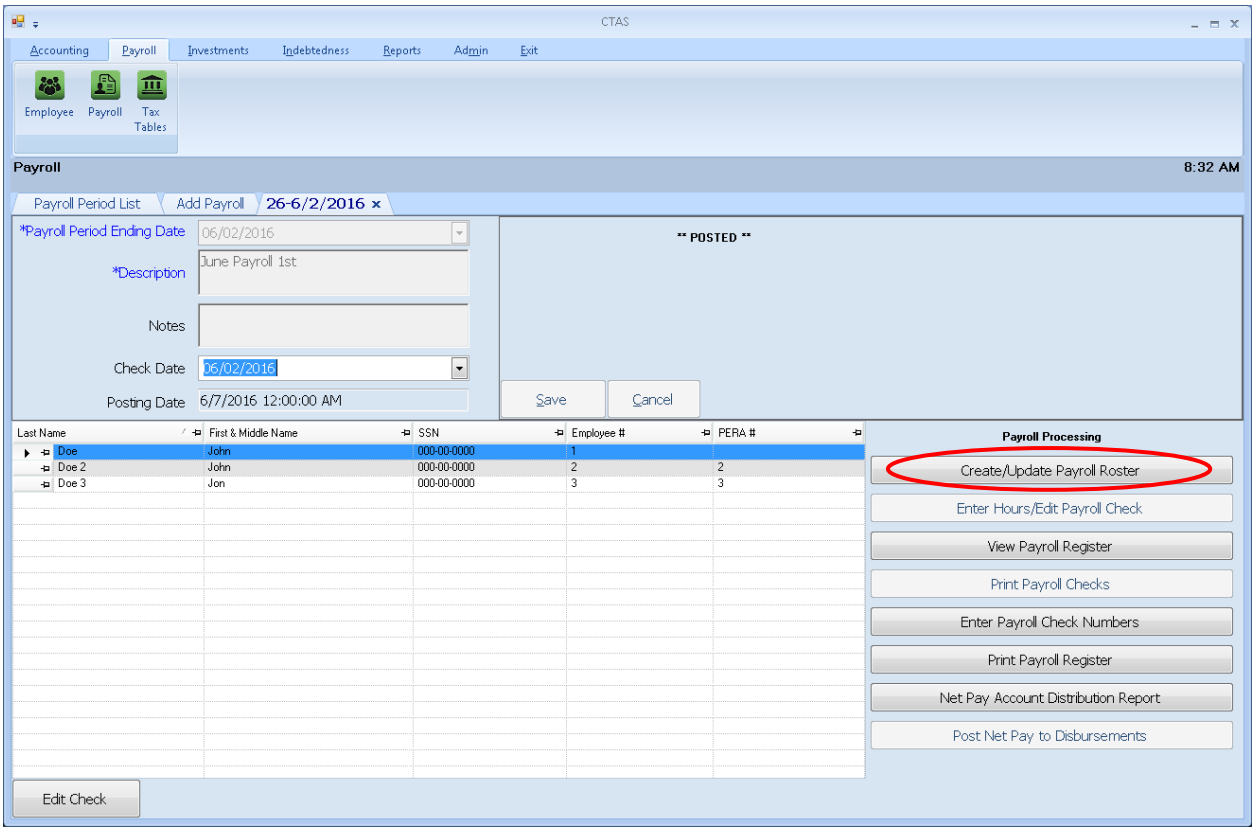
To delete an employee from a payroll period, open the Payroll Period List (see page 12-2).



Highlight the payroll period you wish to change and click the View/Edit button (circled). After the View/Edit button has been clicked, the selected individual payroll tab will appear.

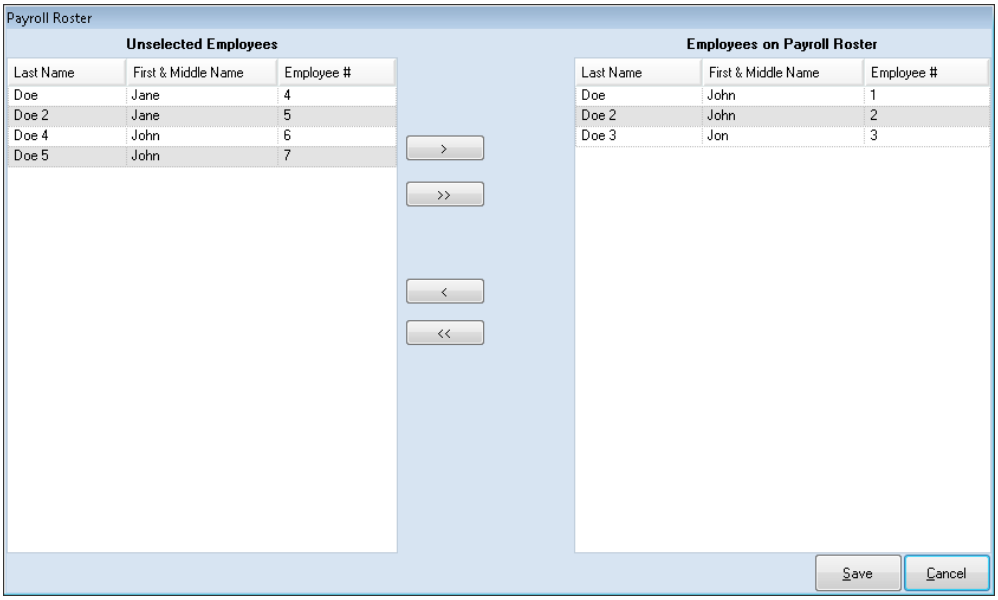
Payroll Periods: Deleting an Employee from a Payroll Period (continued)

To delete an employee from the selected payroll period, click the Create/Update Payroll Roster button on the Payroll screen (circled).



After clicking the Create/Update Roster button, the Payroll Roster screen will appear.

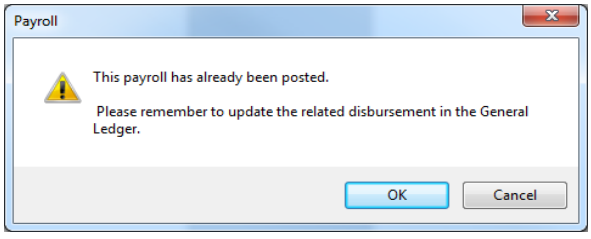
Payroll Periods: Deleting an Employee from a Payroll Period (continued)



To select the employee(s) who will be deleted from the payroll period:

- Highlight the name(s) of employee(s) from the Employees on Payroll Roster box on the right and move the names to the Unselected Employees box, on the left. The "<" button will move highlighted employee(s)' names from the Employees on Payroll Roster box to the Unselected Employees box. The "<<" button will move all employees' names in the Employees on Payroll Roster box to the Unselected Employees box. You can also move an individual employee by double-clicking on the name of the employee.
- Click the Save button.

The following message will appear; click OK.



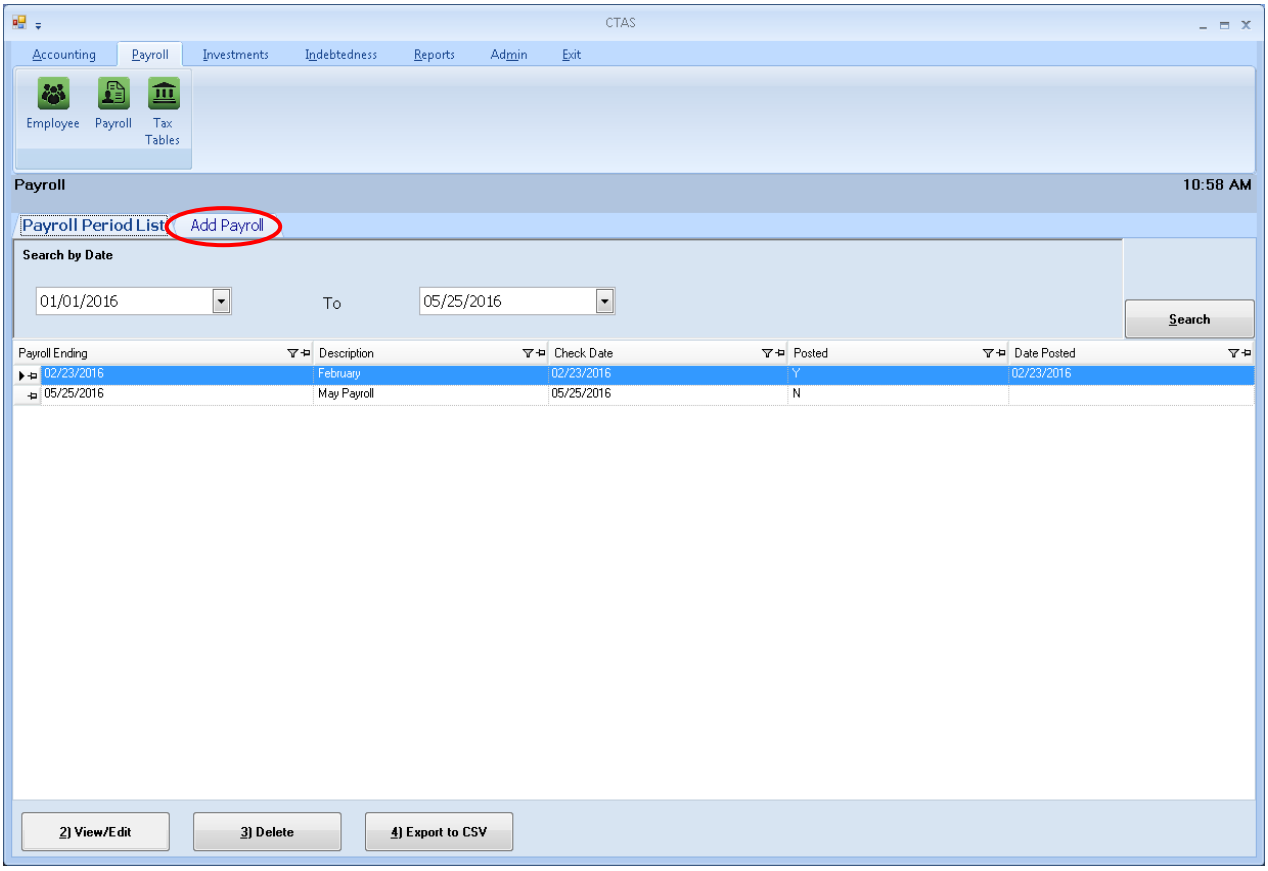
The employee's name will no longer appear on this payroll period, and the payroll record will be deleted for this employee.

If there was a need to re-issue a new check for the employee deleted from the posted payroll, add a new payroll for that individual. ***Make sure that the original check is voided in disbursements.***

Payroll Periods: Entering Payroll Beginning Balances

If you begin using the Payroll Module during the year, CTAS provides an option to enter the balances for the wages and withholdings. By entering the balances, you can skip entering each individual payroll that has been previously paid.

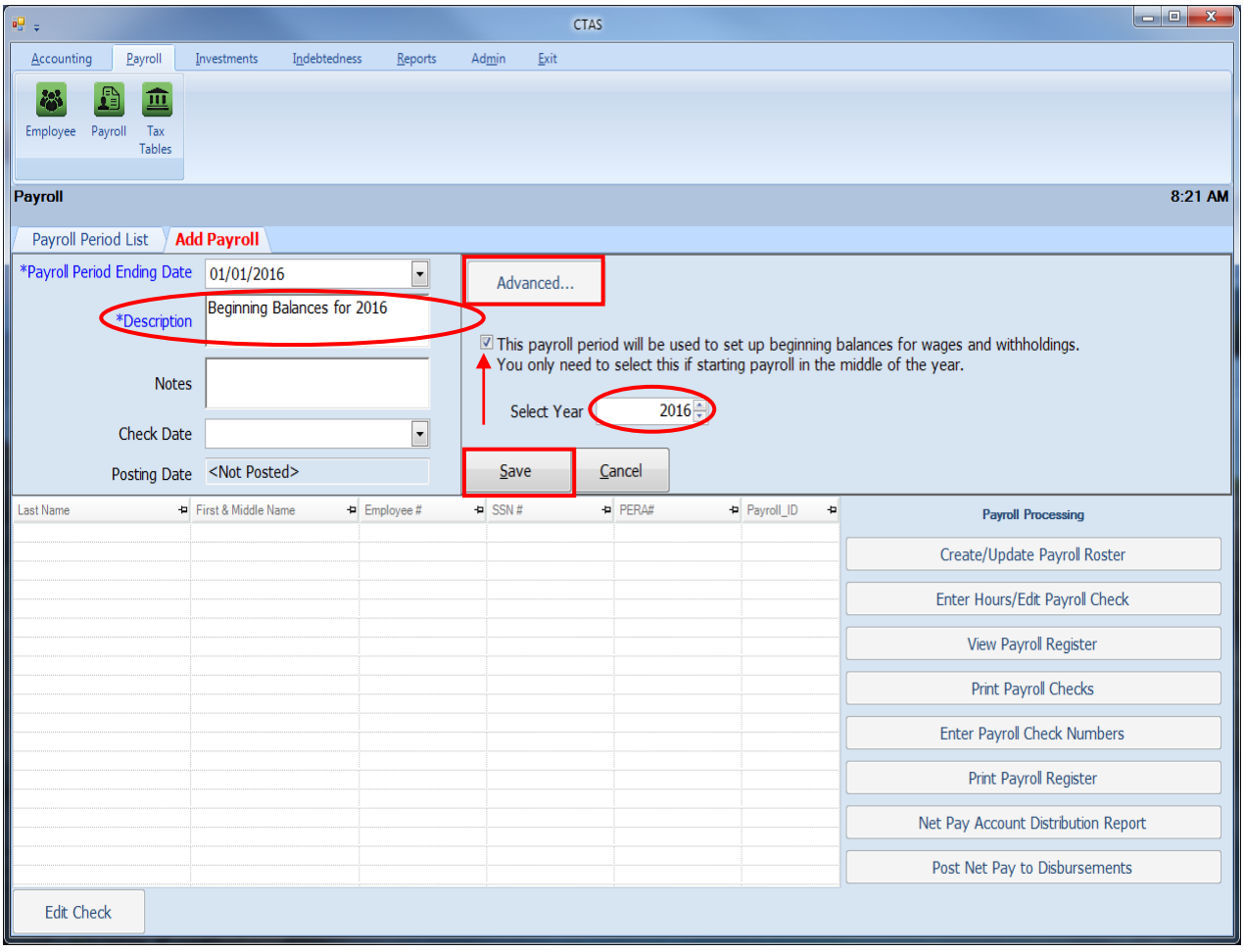
To enter the payroll balances for January 1 to date, click on the Add Payroll tab (circled).



Payroll Periods: Entering Payroll Beginning Balances (continued)

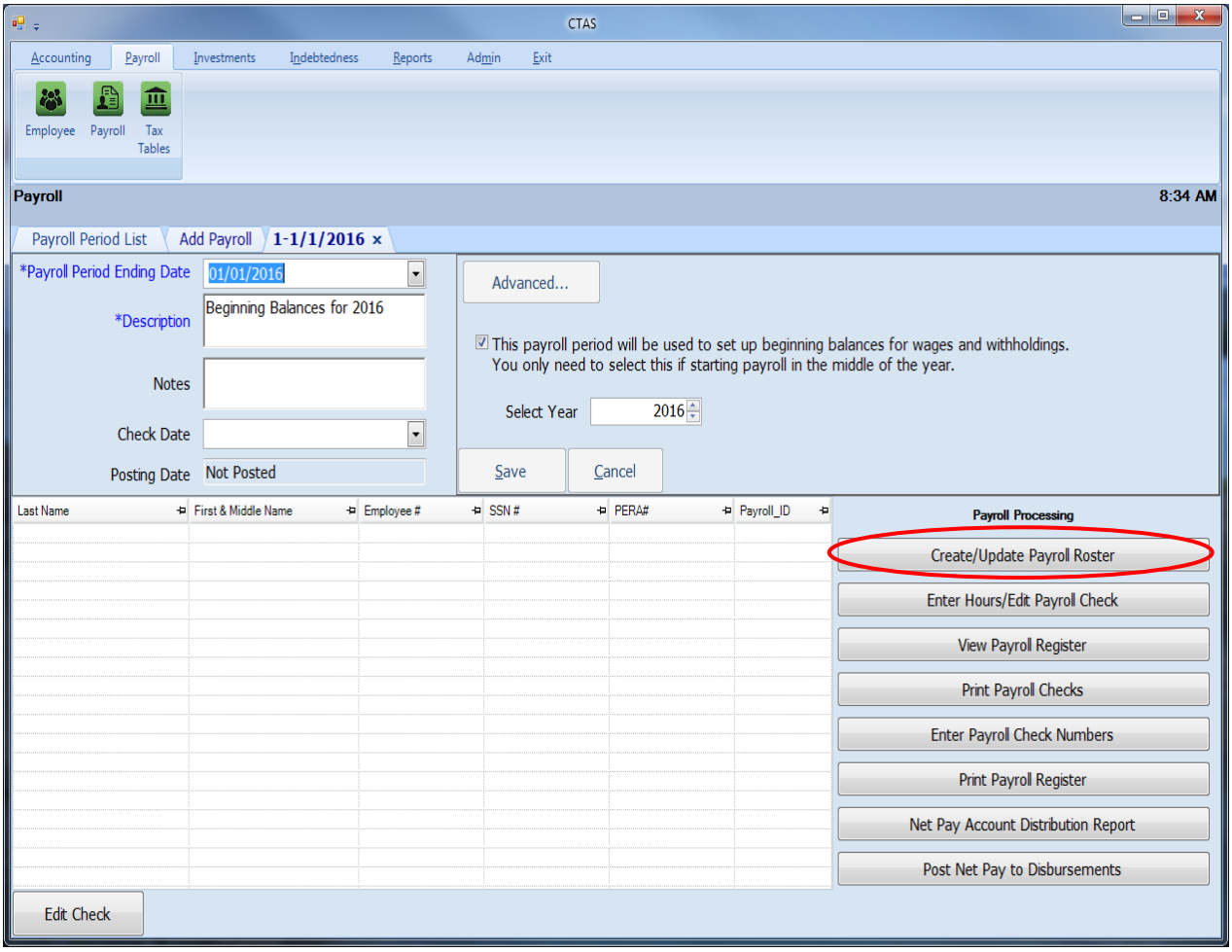
After the Add Payroll tab is selected, you can start to enter the beginning balances:

- Enter Description "Beginning Balances for 20XX" in the description field (circled, left).
- Select the Advanced box (boxed, top).
- Place a check mark in the Beginning Balances box (red arrow). When the Beginning Balances box is checked, the Payroll Period Ending Date is automatically filled in.
- Click the up or down arrow to select the fiscal year for the Beginning Balances (circled, right).
- No check date will be entered. (Checks have already been issued.)
- Click the Save button (boxed, bottom).



Payroll Periods: Entering Payroll Beginning Balances (continued)

After clicking the Save button, the Payroll details screen appears with a Beginning Balances checkbox selected stating it is the Beginning Balances.



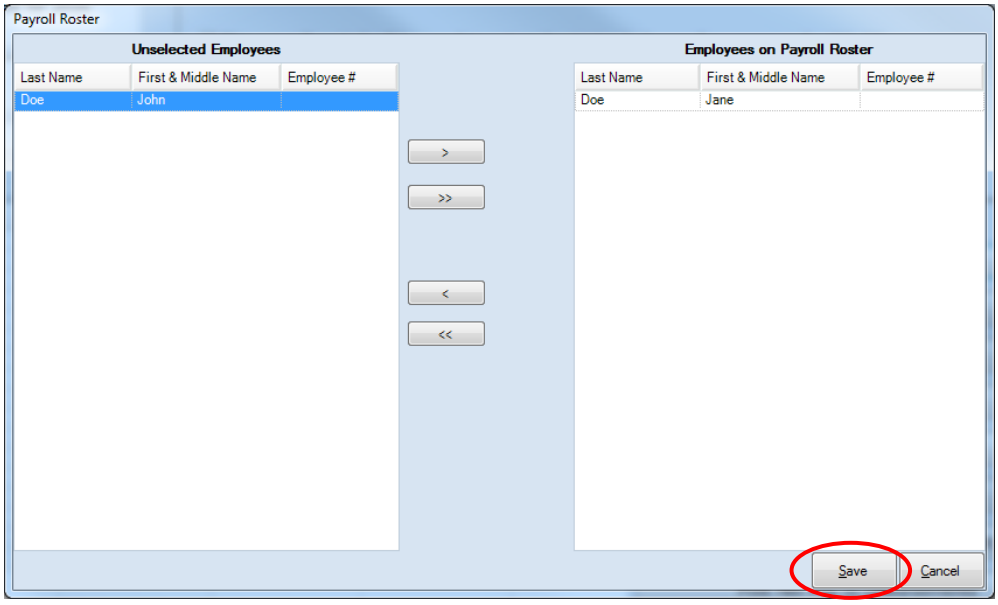
Creating a Roster

To create the list of employees with Beginning Balances, click on the Create/Update Payroll Roster button in the Payroll Processing column (circled).

After clicking the Create/Update Payroll Roster button, the Payroll Roster screen will appear.

Payroll Periods: Entering Payroll Beginning Balances (continued)

Creating a Roster (continued)



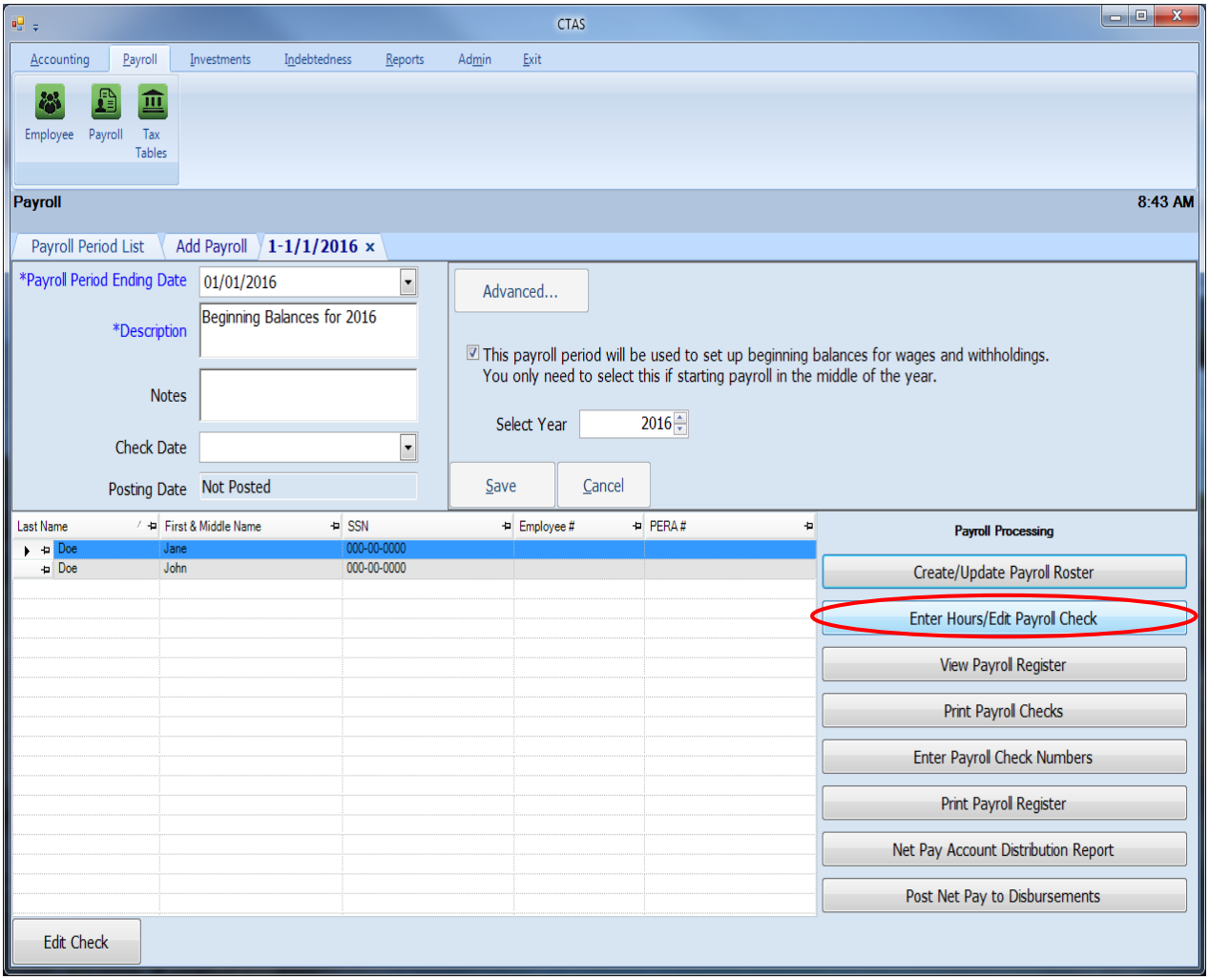
To select employees with Beginning Balances:

- Select the names of employees to be paid from the Unselected Employees box and move the names to the Employees on Payroll Roster box. The ">>" button will move all employees' names listed in the Unselected Employees box to the Employees on Payroll Roster box. The ">" button will move the highlighted name(s) from the Unselected Employees box to the Employees on Payroll Roster box. You can also move an individual name by double-clicking on that name.
- The "<" button will remove highlighted employee name(s) from the Employees on Payroll Roster box to the Unselected Employees box. The "<<" button will remove all names from the Employees on Payroll Roster box to the Unselected Employees box.
- Click the Save button, and the employee Beginning Balances records will be created.

Payroll Periods: Entering Payroll Beginning Balances (continued)

Entering the Beginning Balances

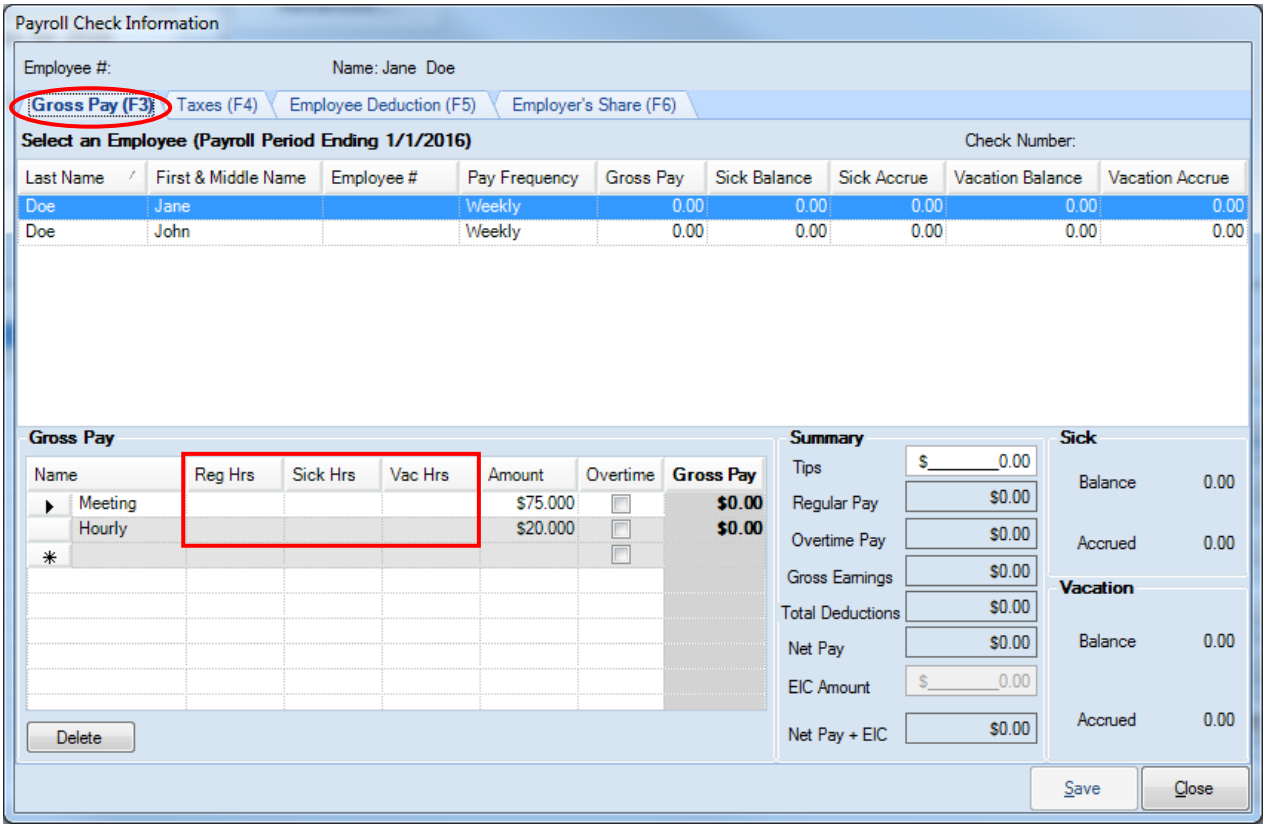
After the Beginning Balances Roster has been created, a list of the employees will appear on the Payroll details screen. To enter the Beginning Balances, click the Enter Hours/Edit Payroll Check button (circled).



Payroll Periods: Entering Payroll Beginning Balances (continued)

Entering the Beginning Balances (continued)

When you click on the Enter Hours/Edit Payroll Check button, the Payroll Check Information screen will default to the Gross Pay (F3) tab (circled).

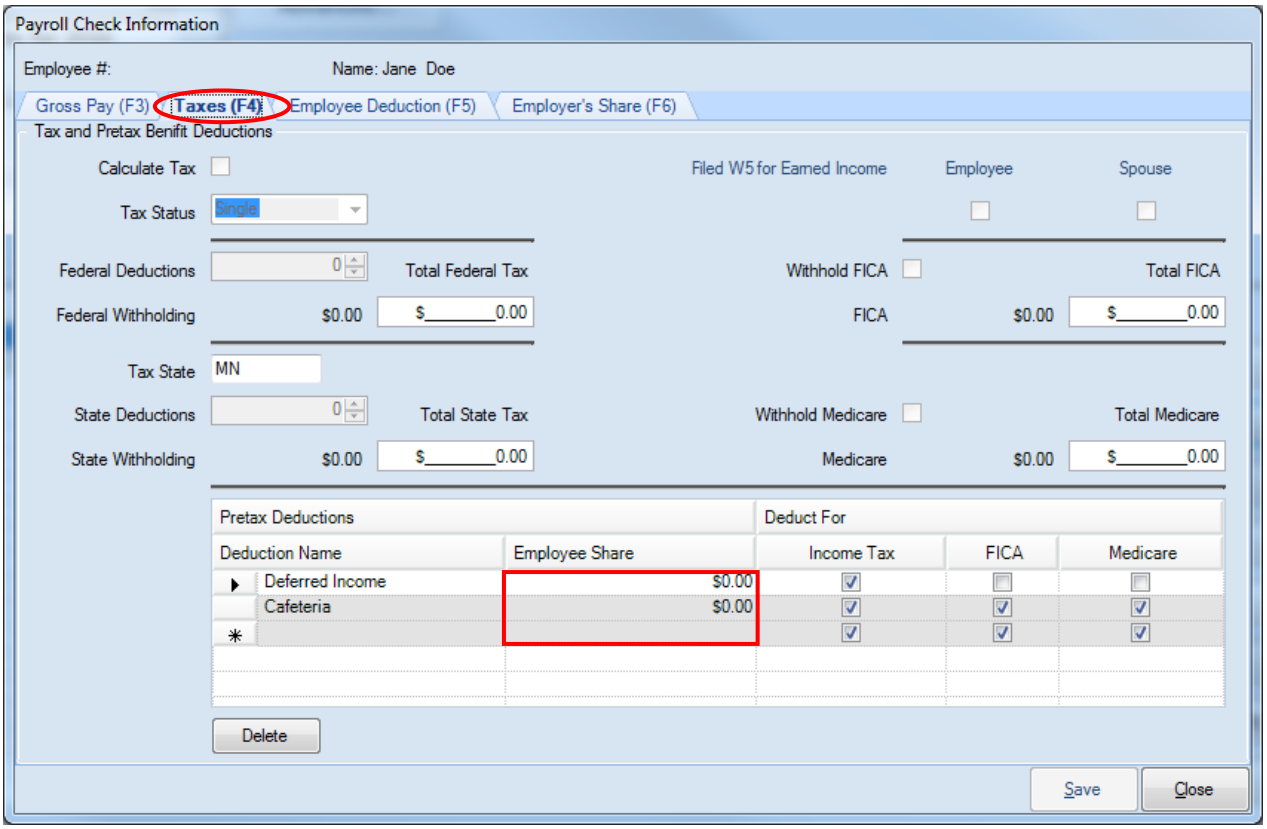


Enter the number of hours for each pay rate (boxed). ***The Gross Pay should equal the total paid for the year***. When the pay rate is a meeting rate, enter the number of meetings attended in the Reg Hrs field.

Payroll Periods: Entering Payroll Beginning Balances (continued)

Entering the Beginning Balances (continued)

Click on the Taxes (F4) tab (circled) to enter the federal and state withholdings. The Tax and Pretax Benefit Deductions screen will appear.



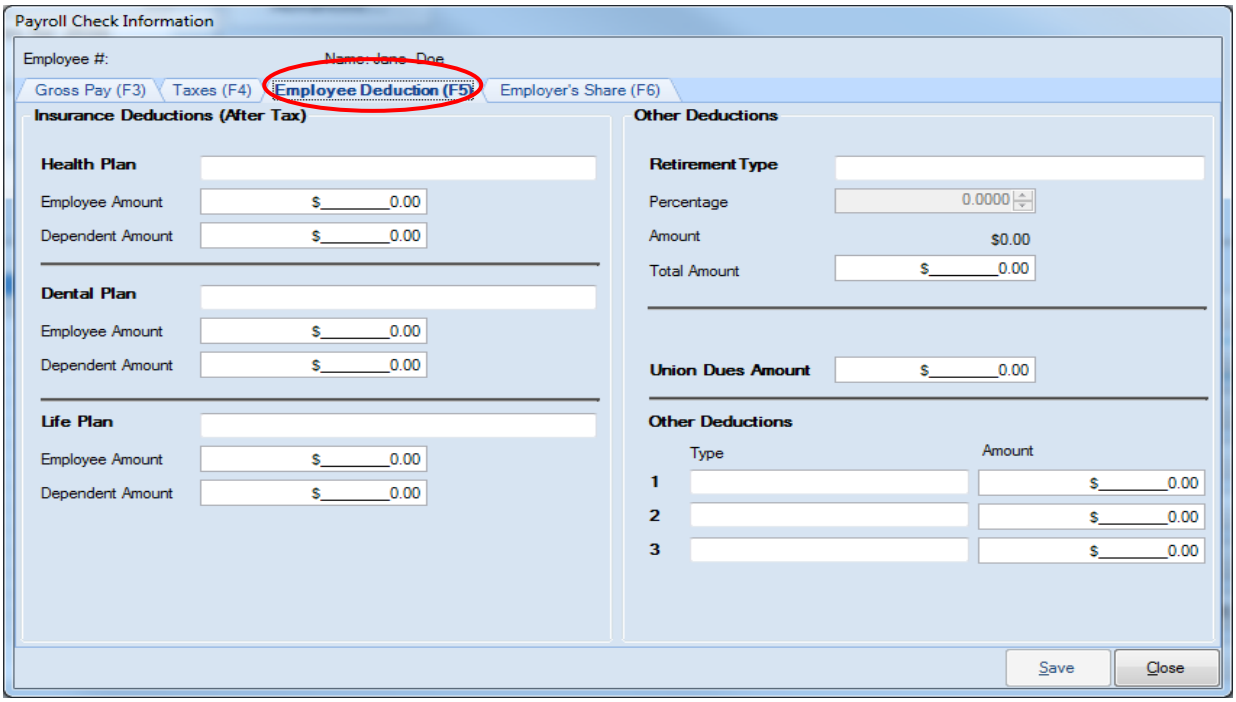
When the Tax and Pretax Benefit Deductions screen appears:

- Enter the total amount of federal tax withheld in the Total Federal Tax field.
- Enter the total amount of the state tax withheld in the Total State Tax field.
- Enter the total amount of FICA withheld in the Total FICA field.
- Enter the total amount of Medicare withheld in the Total Medicare field.
- Enter the total amount of Pretax deductions (deferred income, cafeteria plan, others) in the Employee Share column.
- Check the appropriate boxes if a W5 has been filed.

Payroll Periods: Entering Payroll Beginning Balances (continued)

Entering the Beginning Balances (continued)

Click the Employee Deductions (F5) tab (circled) at the top of the screen to enter employee deductions.



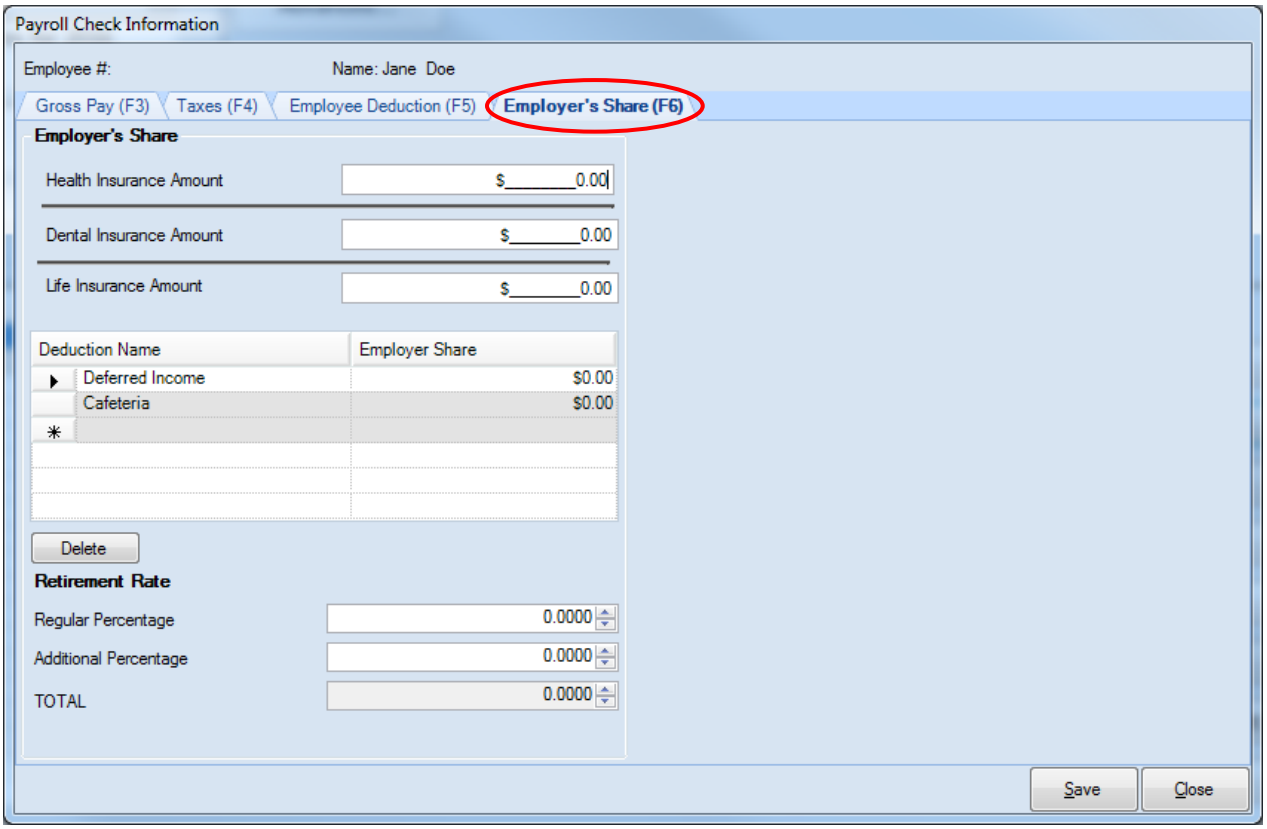
When the Employee Deductions screen appears:

- In the Insurance Deductions (After Tax) column, enter the total employee amount withheld for health insurance in the Employee Amount field of the Health Plan area.
- Enter the total dependent amount withheld for health insurance in the Dependent Amount field of the Health Plan area.
- Enter the total employee amount withheld for dental insurance in the Employee Amount field of the Dental Plan area.
- Enter the total dependent amount withheld for dental insurance in the Dependent Amount field of the Dental Plan area.
- Enter the total employee amount withheld for life insurance in the Employee Amount field of the Life Plan area.
- Enter the total dependent amount withheld for life insurance in the Dependent Amount field of the Life Plan area.
- In the Other Deductions column, enter a Retirement Type description then total amount withheld for retirement in the Total Amount field under Retirement Type.
- Enter the total amount withheld for union dues in the Union Dues Amount field.
- Enter the total amount for any other deductions and the type of those deductions in the Other Deductions area.

Payroll Periods: Entering Payroll Beginning Balances (continued)

Entering the Beginning Balances (continued)

Click the Employer's Share (F6) tab (circled) at the top of the screen to enter the employer's share of any deductions.



When the Employer's Share screen appears:

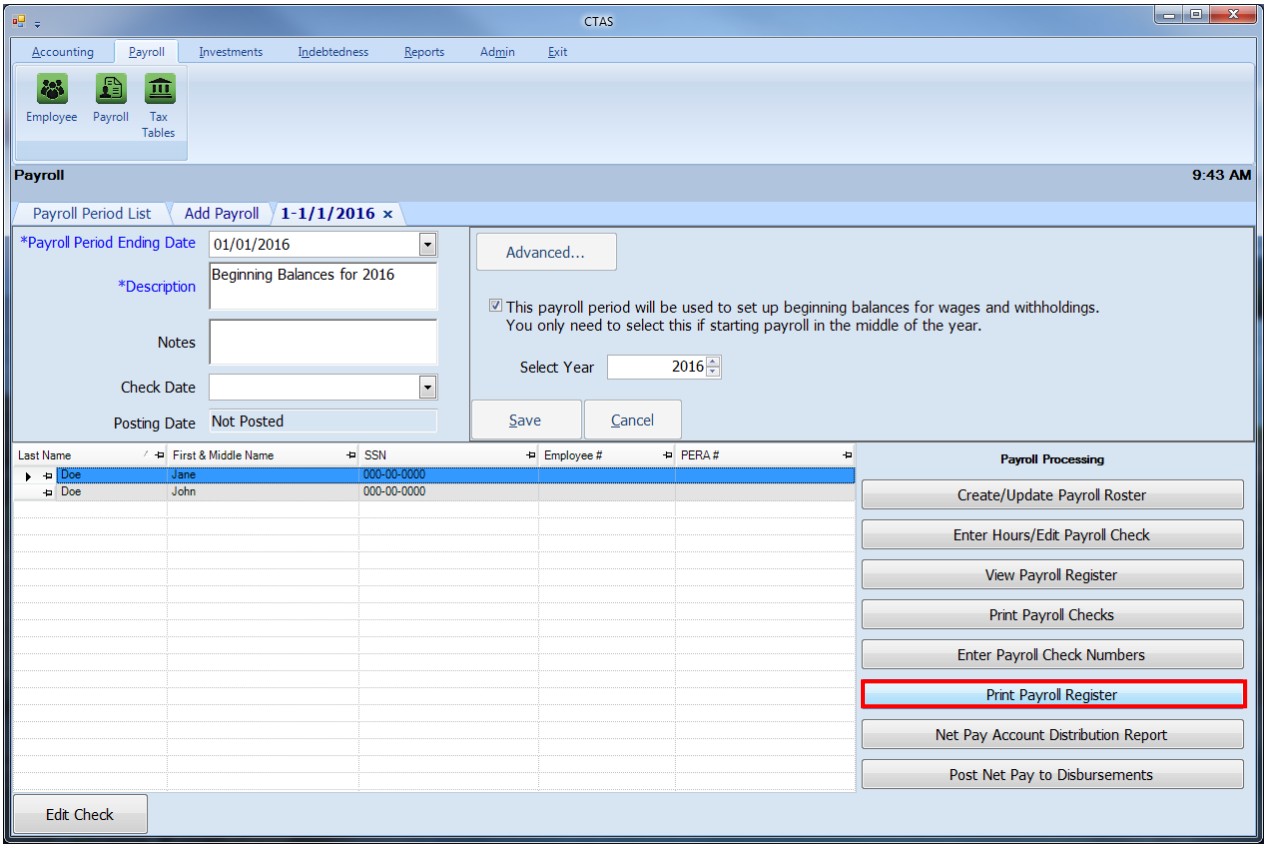
- Enter the total amount of the employer's share of health, Dental and Life insurance in the adjacent amount field.
- Enter the total amount of the employer's share of deferred income, cafeteria or other pretax plans under the Employer Share column (circled, center).
- Enter any changes to the employer's percentage rate for retirement in the Retirement Rate area.
- Click the Save button, then the OK button.
- Select Gross Pay (F3) tab (circled, top) then the next employee. Click the Save button then the OK button when the Beginning Balances information has been entered for all of the employees.

Then, close the Payroll Check Information screen.

Payroll Periods: Entering Payroll Beginning Balances (continued)

Printing a Beginning Balances Payroll Register

The next step is to print a Payroll Register. The Payroll Register can be printed in either Landscape or Portrait format. To print the Payroll Register, click on the Print Payroll Register button (boxed).



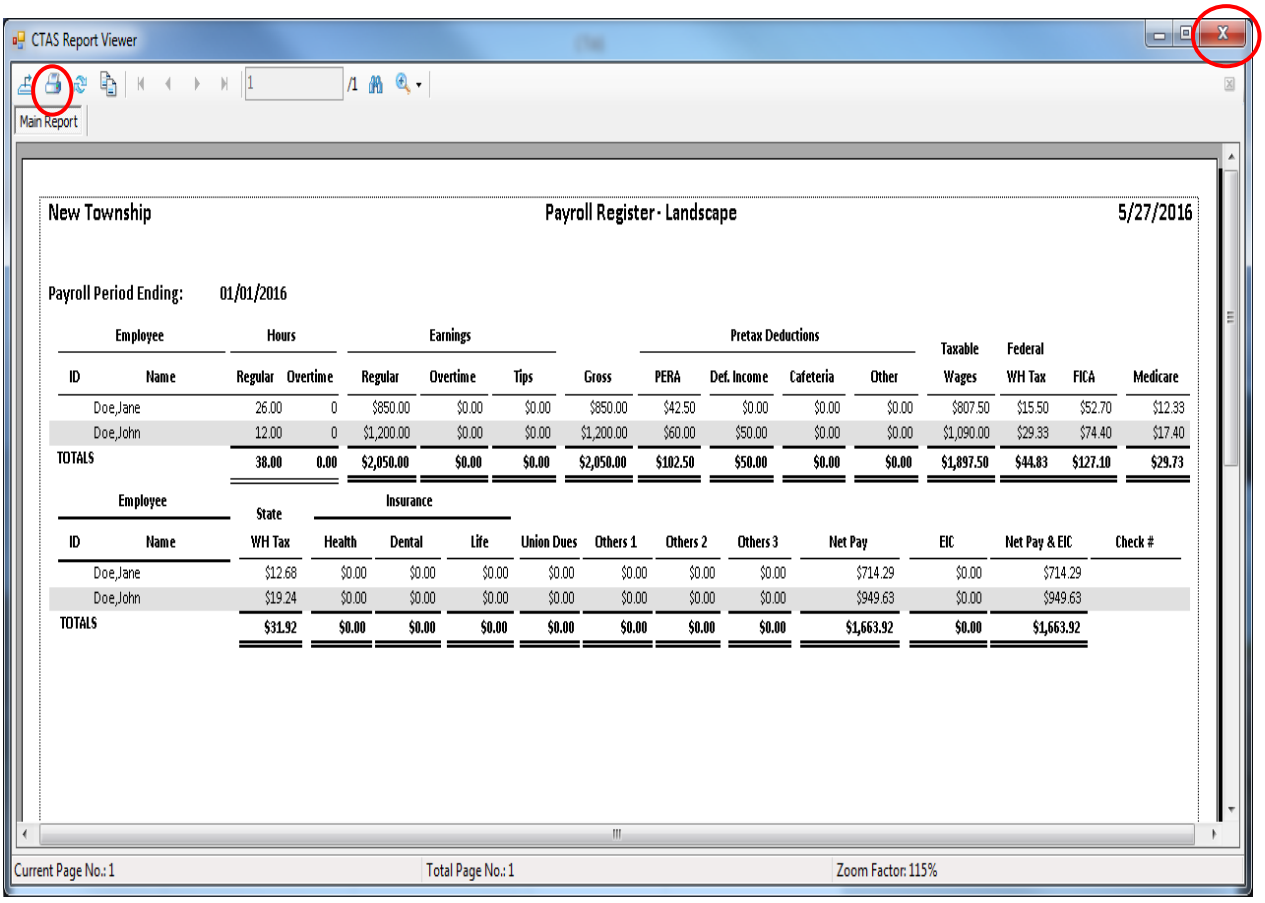
When the Print Payroll Register button has been clicked, the CTAS Payroll Register screen will appear.

When you click the Preview button (circled), the print preview (Report Viewer screen) will show the payroll register based on the format option selected (boxed).

Payroll Periods: Entering Payroll Beginning Balances (continued)

Printing a Beginning Balances Payroll Register (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See page 12-15 for printing instructions)



To close the report:

- Click the red "X" icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Payroll Register screen.

Payroll Periods: Entering Payroll Beginning Balances (continued)

Sample Payroll Register (Landscape)

New Township — Payroll Register - Landscape — 5/27/2016

Payroll Period Ending: 01/01/2016

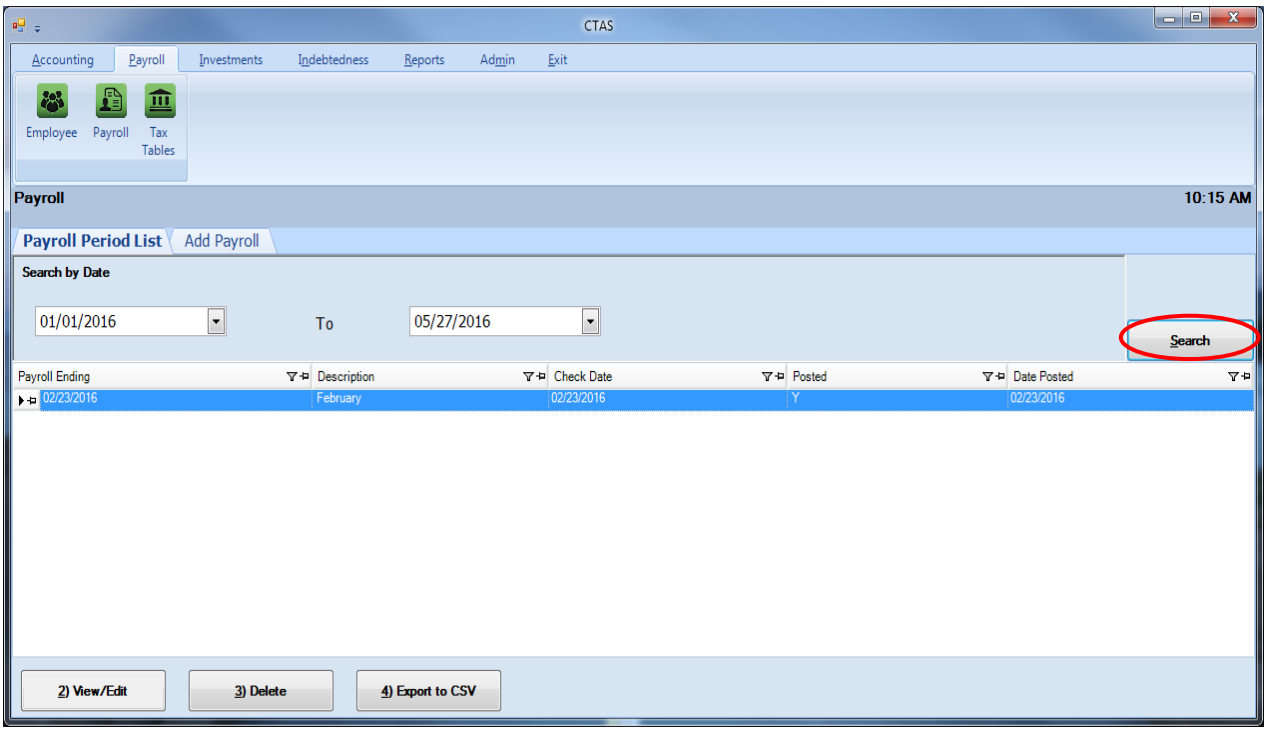
Employee		Hours		Earnings				Pretax Deductions				Taxable	Federal		
ID	Name	Regular	Overtime	Regular	Overtime	Tips	Gross	PERA	Def. Income	Cafeteria	Other	Wages	WH Tax	FICA	Medicare
	Doe,Jane	26.00	0	$850.00	$0.00	$0.00	$850.00	$42.50	$0.00	$0.00	$0.00	$807.50	$15.50	$52.70	$12.33
	Doe,John	12.00	0	$1,200.00	$0.00	$0.00	$1,200.00	$60.00	$50.00	$0.00	$0.00	$1,090.00	$29.33	$74.40	$17.40
TOTALS		38.00	0.00	$2,050.00	$0.00	$0.00	$2,050.00	$102.50	$50.00	$0.00	$0.00	$1,897.50	$44.83	$127.10	$29.73

Employee		State	Insurance										
ID	Name	WH Tax	Health	Dental	Life	Union Dues	Others 1	Others 2	Others 3	Net Pay	EIC	Net Pay & EIC	Check #
	Doe,Jane	$12.68	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$714.29	$0.00	$714.29	
	Doe,John	$19.24	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$949.63	$0.00	$949.63	
TOTALS		$31.92	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,663.92	$0.00	$1,663.92	

Page 1 of 1

Payroll Periods: Using the Search Feature

In the Payroll Period List section, you can search for payroll periods by date.



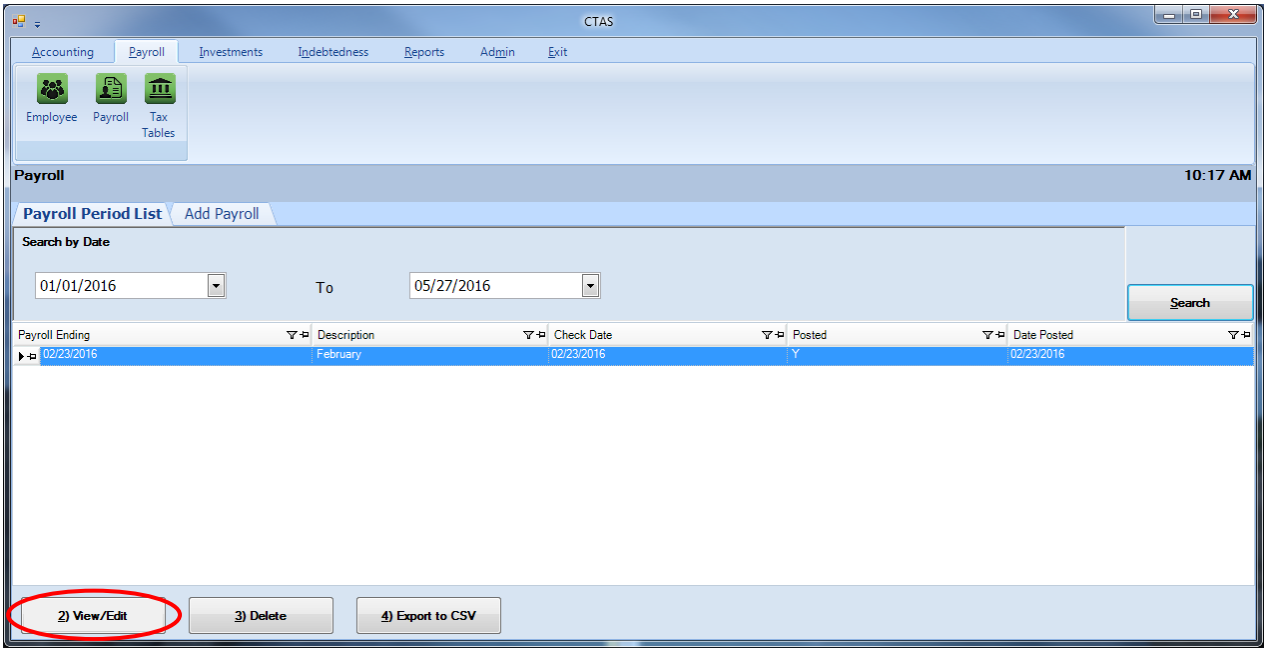
To select a range of search dates:

- Click on the first date field and enter a new date, or use the calendar by clicking on the down arrow at the end of the field.
- Click on the second date field and enter a new date or choose a date from the calendar by clicking on the down arrow at the end of the field.
- After choosing the date range, click the Search button (circled).

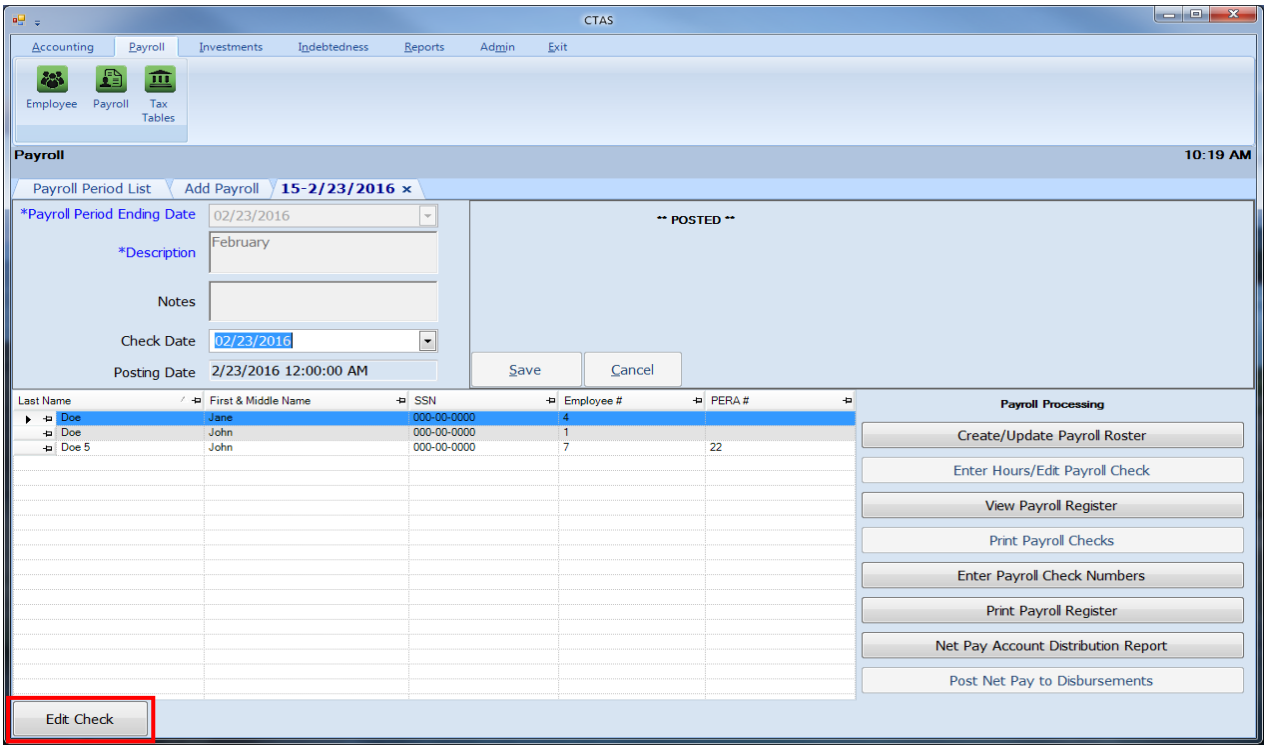
Payroll periods meeting the date criteria will be displayed.

Payroll Periods: Editing the Payroll Information

To edit the information for a payroll period, highlight the payroll period you wish to change and click the View/Edit button (circled).

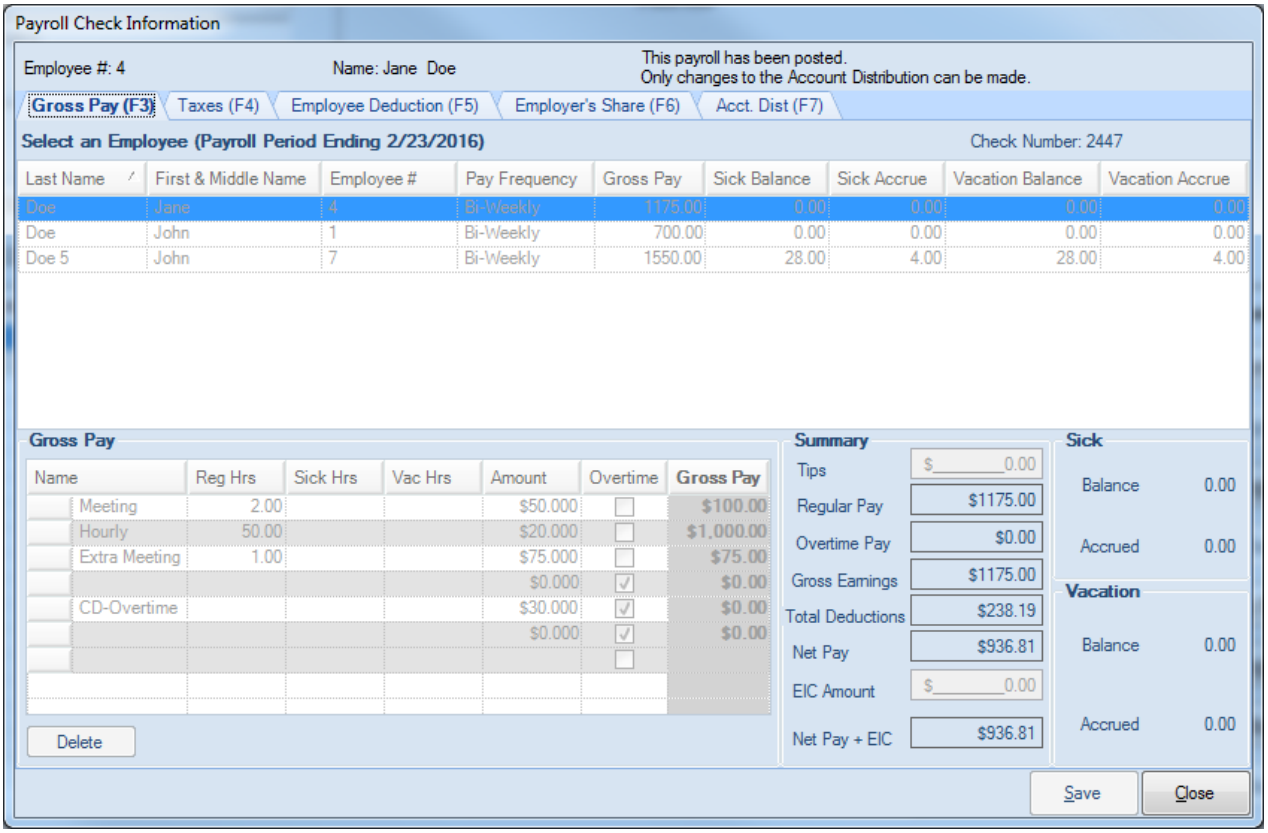


After the View/Edit button has been clicked, the Payroll details screen will appear. To change the information for an employee, highlight the employee's information and click the Edit Check button (boxed, below).



Payroll Periods: Editing the Payroll Information (continued)

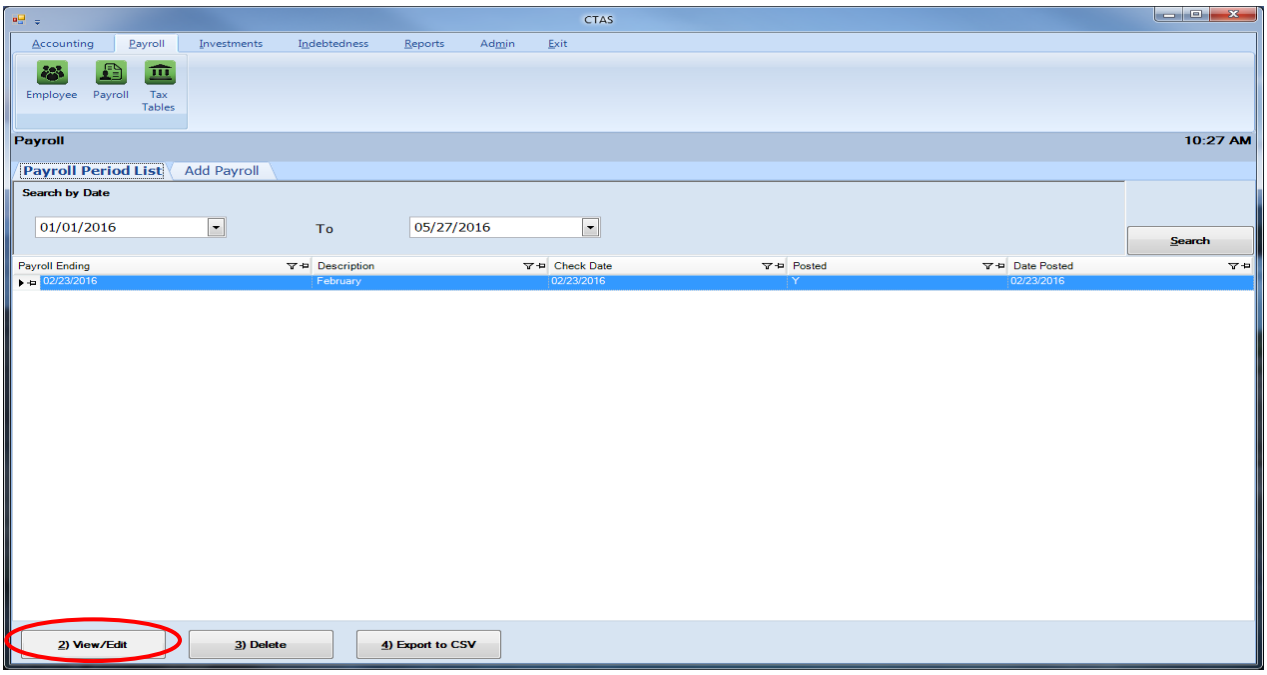
After clicking Edit Check button, the Payroll Check Information screen will appear. You can then make any changes to the payroll until the payroll has been posted. Once a payroll has been posted, the only changes you can make are to remove an employee from the payroll roster or change the check date.



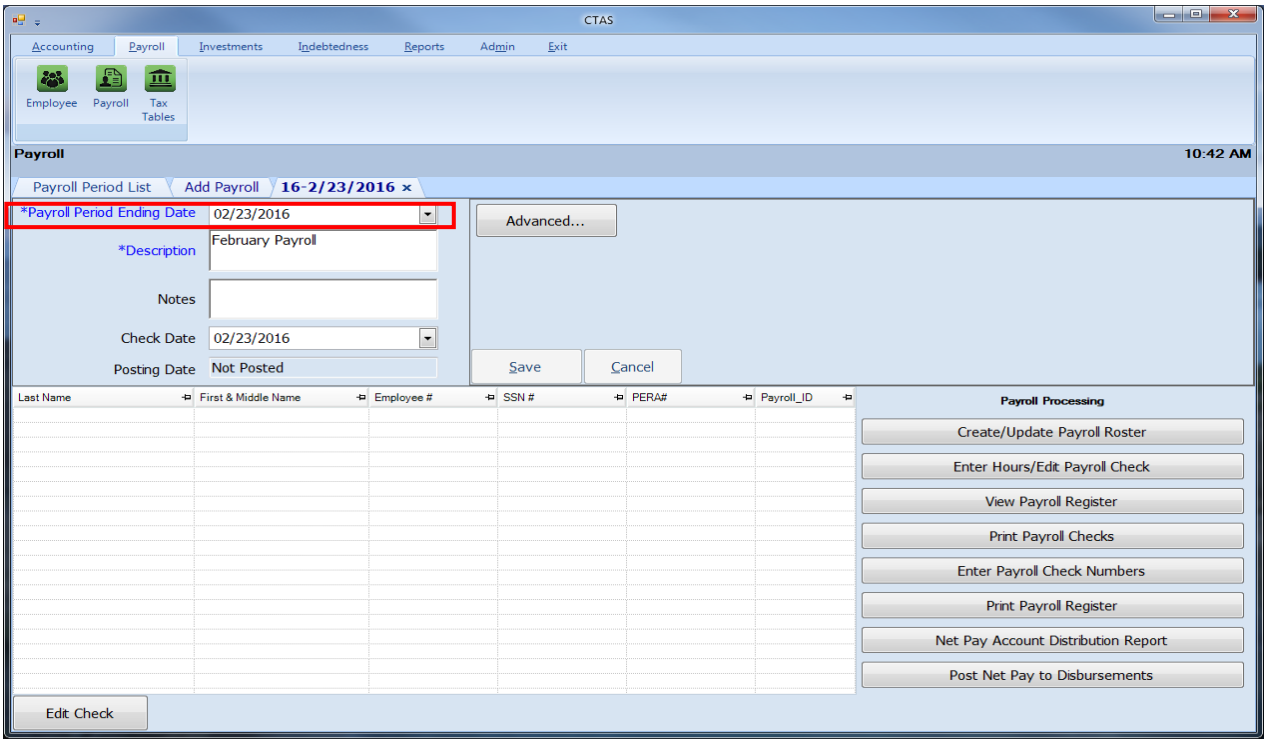
After editing the information, click the Save button.

Payroll Periods: Editing the Payroll Period Date

To edit the Payroll Period Ending Date, highlight the payroll period you wish to change in the Payroll Period List tab and click the View/Edit button (circled). ***Payrolls cannot be posted to edit***

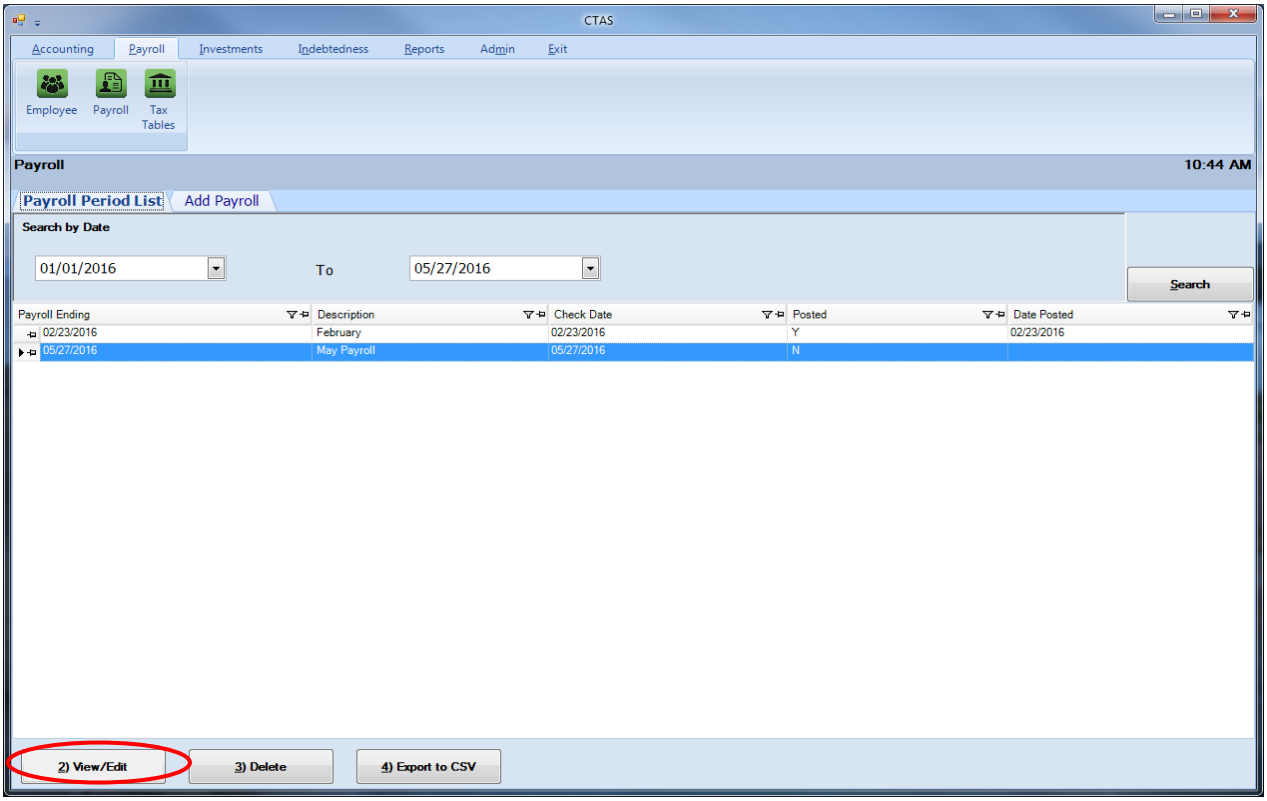


After the Edit option is selected, the Payroll details screen will appear. Click and edit the Payroll Period Ending Date (boxed), then select the Save button.



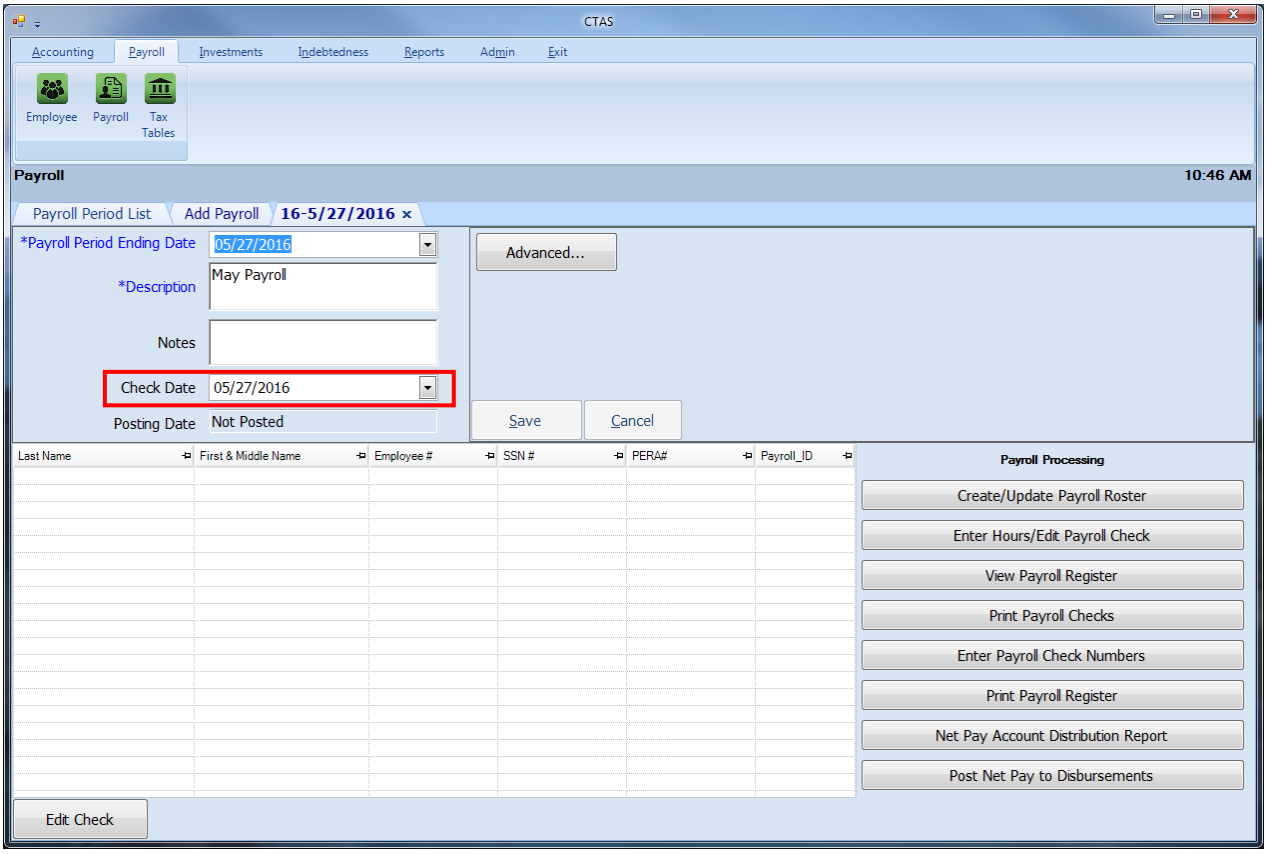
Payroll Periods: Editing the Payroll Check Date

To edit the payroll check date, highlight the payroll period and click the View/Edit button (circled) on the Payroll Period List screen.



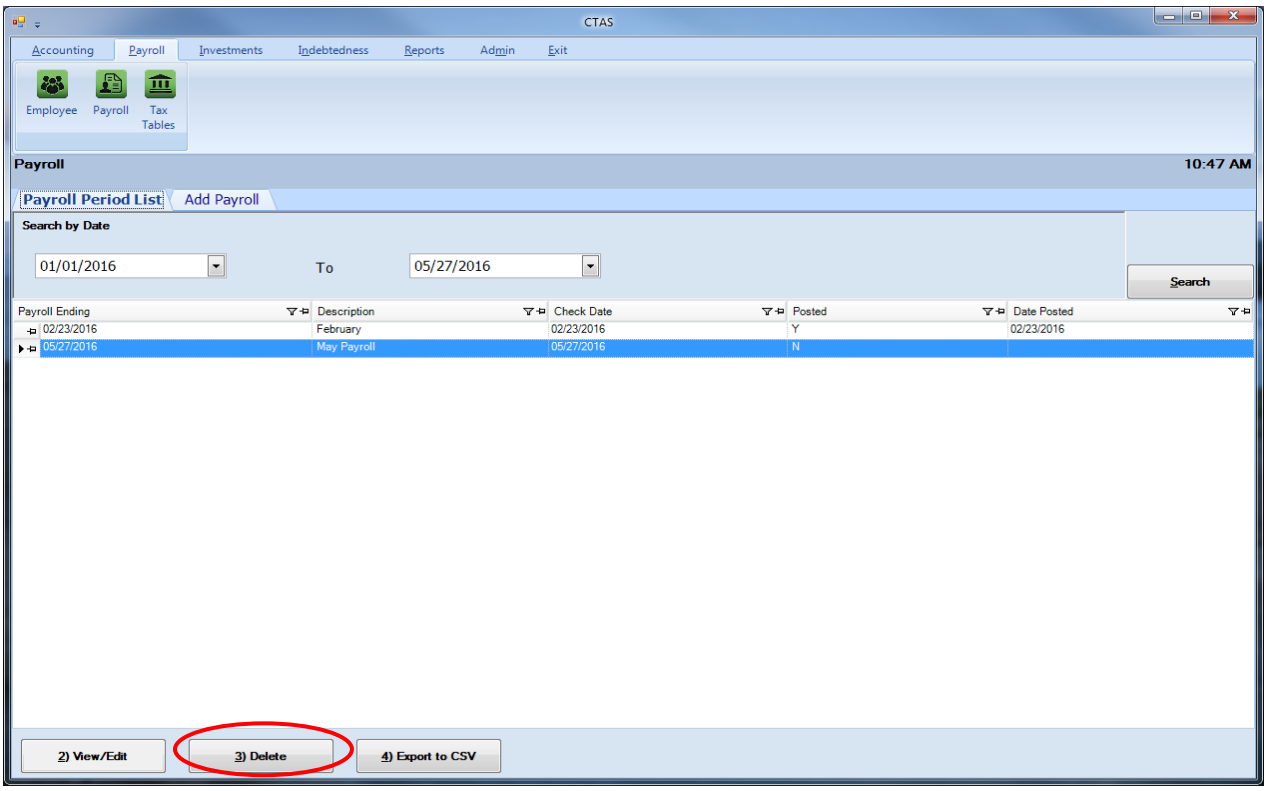
Payroll Periods: Editing the Payroll Check Date (continued)

After the View/Edit tab is selected, the Payroll details screen will appear. Edit the payroll check date (boxed), then select the Save button.

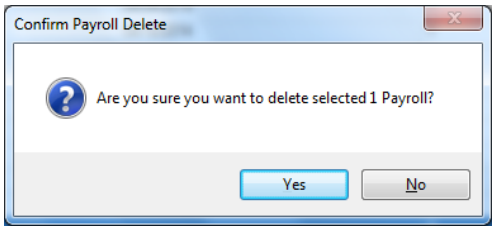


Payroll Periods: Deleting a Payroll Period

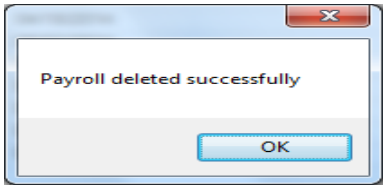
The need to delete a payroll period could occur if errors were made when the payroll was entered.



To delete a payroll period, highlight the payroll period and click the Delete button (circled) on the Payroll Period List tab. After the Delete option is selected, the Confirm Payroll Delete screen will appear; Click Yes.



You will then receive a screen message that indicates the payroll period was deleted. Click the OK button to complete the process.

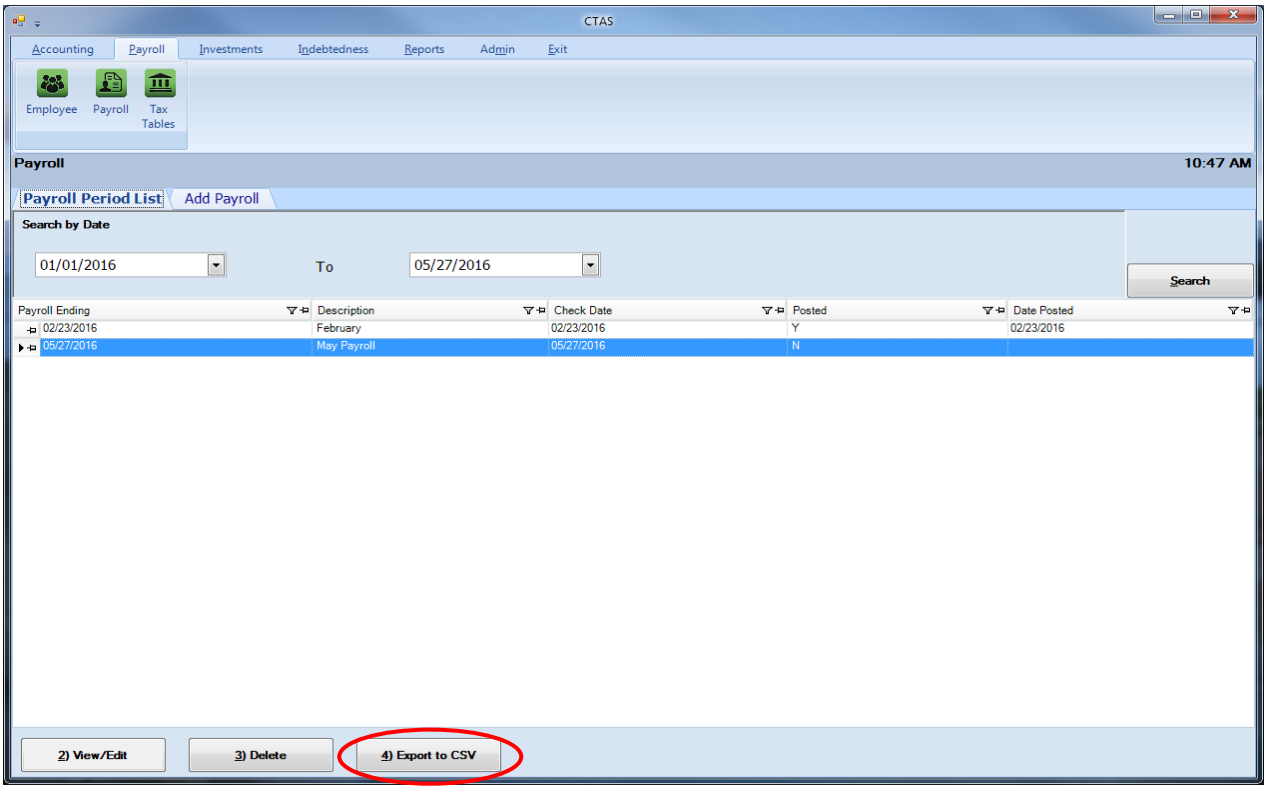


If there was a need to re-issue new checks for a posted payroll that was deleted, make sure that the original checks are voided in disbursements.

Payroll Periods: 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 Payroll Period 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

Payroll Periods: Printing Reports

Information on how to create and print each report can be found in Chapters 13 (Tax Filing) and Chapter 14 (Payroll Reports) of this manual.