CHECKMARK ONLINE

PAYROLL

User Manual

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Chapter 1

SETTING UP A NEW COMPANY

The setup of your company's payroll is of utmost importance as it plays a critical role in ensuring ease of use and accuracy in calculating and reporting payroll. It is recommended that you carefully read through the following chapters and evaluate each item to determine which ones are essential for your company's setup.

Depending on the specific needs of your company, some of the screens in CheckMark Online Payroll may not be necessary for use. Therefore, it is crucial to identify the required items and follow the setup chapters to ensure that all the necessary elements are available when setting up employees, employer payees, and ledger accounts.

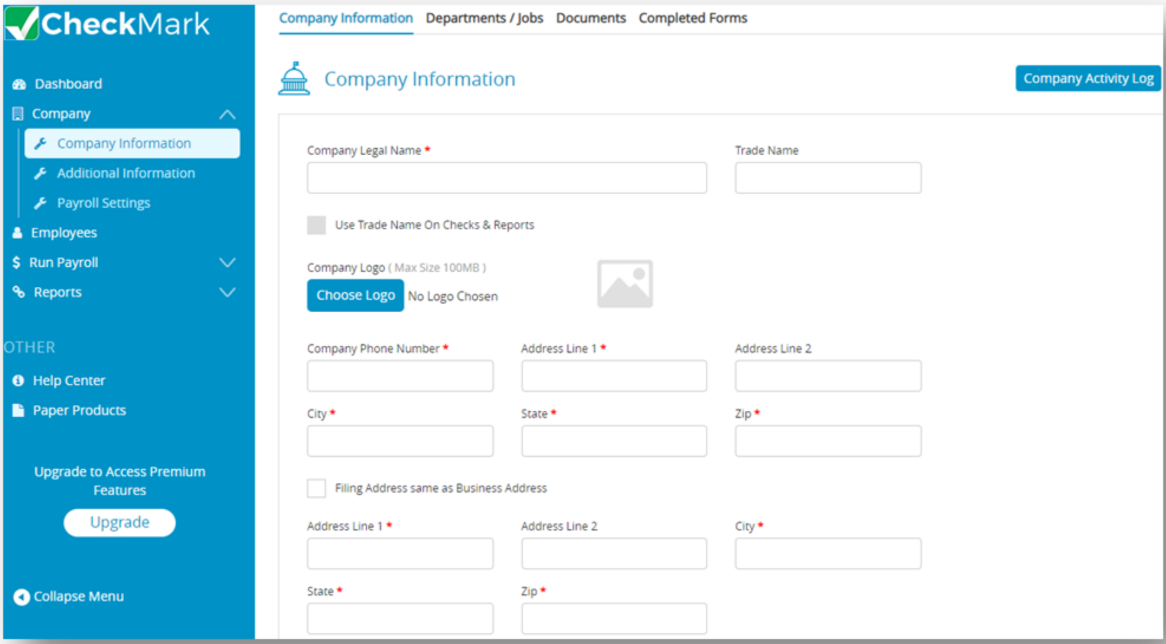
Following the recommended setup procedure will not only ensure that your payroll system operates smoothly but also minimize the likelihood of errors in the calculation and reporting of payroll. Therefore, it is essential to prioritize this step to streamline the payroll process and avoid any potential issues that may arise in the future.

When setting up a new company in CheckMark Online Payroll, there are several important details that you need to enter to ensure accurate payroll calculations and reporting.

1.1 Company Information

This section will provide information about how to enter the basic details for a new company. Use the **Company Information** screen to enter company details.

1. Click **Company** option in the menu, then select **Company Information**.



2. Please fill in all the fields to proceed.

   Note: Select **Choose Logo** to upload your company logo, if required.

3. Click **Save**.

Once you've entered the basic Company Information and click the **Save** button, all the screens should now be active in the menu bar.

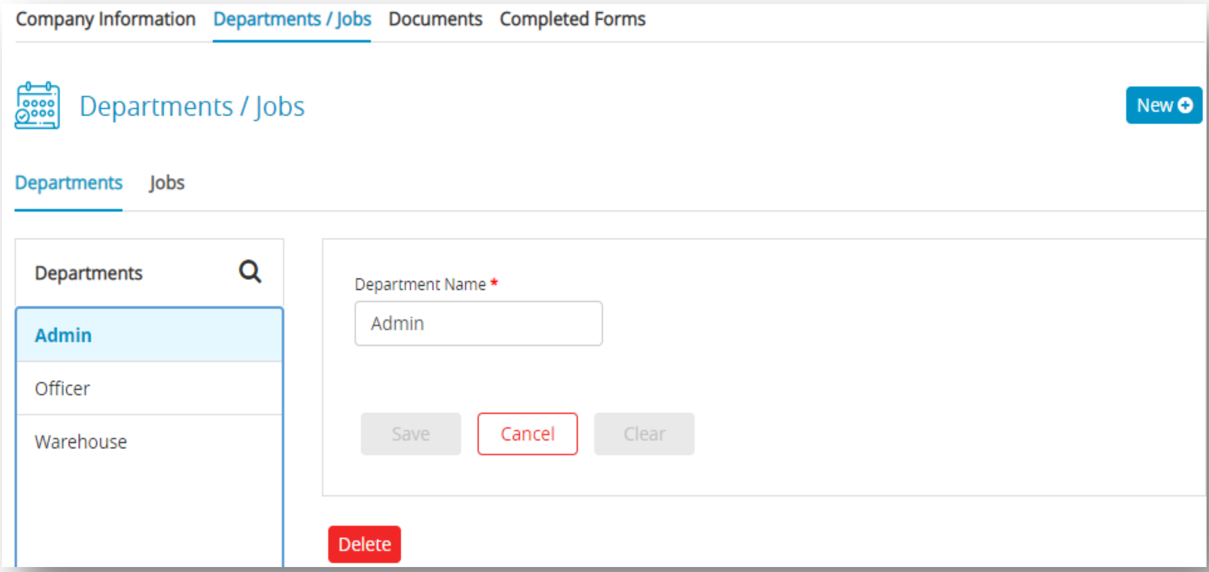
Items in the Company Information Window

Fields	Description
Legal Name	Enter company's legal name.
Trade Name	Enter company's trade name, if any.
Use Trade Name On Checks & Reports	Check this box to use trade name on checks & reports else CheckMark Online Payroll will use your company name by default.
Company Phone Number	Enter company's telephone number, including area code.
Address Lines 1 & 2, City, State, Zip	Enter your company's street address, city, your state's letter postal City, State code, Zip abbreviation, and zip code. **Note**: Only Address 1 information prints on Forms 940, 941, 944, and W-2/W-3s; the information in Address 2 will not print on these reports.
Federal ID	Enter federal employer identification number, which will be printed on 940, 941, 944 and W-2/W-3s reports.
Date of Incorporation	Enter company's date of registration.
Payroll Year	The payroll year appears on checks, reports and limits the check dates you can enter. CheckMark Online Payroll works with one year of data at a time.
Comments	The comments field allows you to type text to keep track of items like dates and addresses for filling or other pertinent information that might relate to your company.
Company Activity Log	Click **Company Activity Log** to see all activities performed in the CheckMark Online Payroll. You can filter by type, employee and warnings in the payroll software. This helps give an idea of the daily, weekly, monthly, etc. transactions that are entered, modified or deleted.

1.2 Setting up Departments/Jobs

This section provides information about how to setup departments in CheckMark Online Payroll. Checkmark Online Payroll will accommodate up to 99 departments for your company's payroll distribution. Once defined on the Departments window, you can assign a default department to an employee and/or define the particular departments that an employee's wages will be distributed to the employees. CheckMark Online Payroll allows you to create new departments, modify or delete existing departments.

Click **Company**, select **Company Information** and then select **Departments/ Jobs**.



Setting up Departments

1. Click **New** to add departments and enter department name.
2. Click **Save**.

Note: Department names can be up to 20 characters.

Setting up Jobs

1. Click **Jobs** and then click **New**.
2. Enter job name and number.
3. Click **Save**.

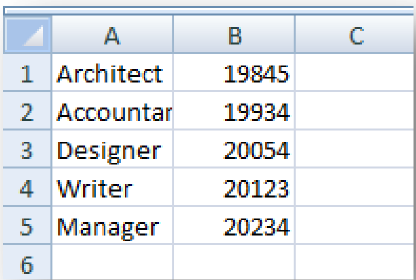
Note: Job name can be up to 20 characters and job number can be up to 6 digits.

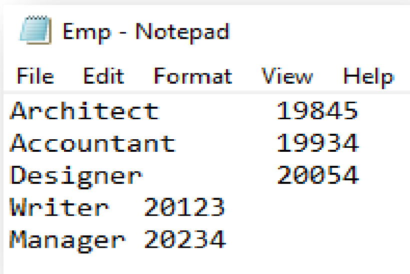
Importing Jobs

With the **Import** option, it is possible to insert large number of job names and numbers into the database, which can improve productivity, accuracy in managing and organizing job-related information.

1. Click **Company**, select **Company Information** and then select **Departments/ Jobs**.
2. Select **Jobs,** click **Import** and then click **Choose File**.
3. Select file and then click **Open** to load file and then click **Upload**.

   Important: Job name and number fields are allowed to import and they are mandatory fields, and should be unique. Suggested formats .CSV or TXT file. Use 16 characters for name, 6 digits for job number and use “TAB” as space between name and number in .txt file.





Once the departments/ jobs are added, you can now able to modify or delete them.

Modify Departments/ Jobs

1. Click **Company**, select **Company Information** and then select **Departments/ Jobs**.
2. Select **Department** or **Jobs** and then select the item from the list to modify.
3. Modify the department name or job name and number in the edit box and click **Save**.

Delete Departments/ Jobs

1. Click **Company**, select **Company Information** and then select **Departments/ Jobs**.
2. Select **Department** or **Jobs** and then select the item form the list to delete.
3. Click **Delete**.

   Step result: An alert appears for confirmation to delete department or job.
4. Click **Yes**.

   Note: Only one setup can be made either Departments or Jobs Category.

   You cannot delete a department or job if it is assigned to an employee.

1.3 Setting up Documents

Effective document management is essential for businesses of all sizes. Document management involves the process of creating, storing, organizing, and accessing electronic or physical documents. Checkmark's document management system helps businesses to streamline their operations, increase efficiency, and reduce the risk of data loss or errors.

This section provides information about how to add documents in CheckMark Online Payroll.

1. Click **Company**, select **Company Information** and then select **Documents**.
2. Click **New**, enter document name.

   Note: Document name can be up to 12 characters long.
3. Click **Choose File**, select file and then click **Open**.

   Note: Check the Approved checkbox to confirm the uploaded document is right and check the Employee Portal checkbox to make the document visible to your employees in Employee Portal.
4. Click **Save**.

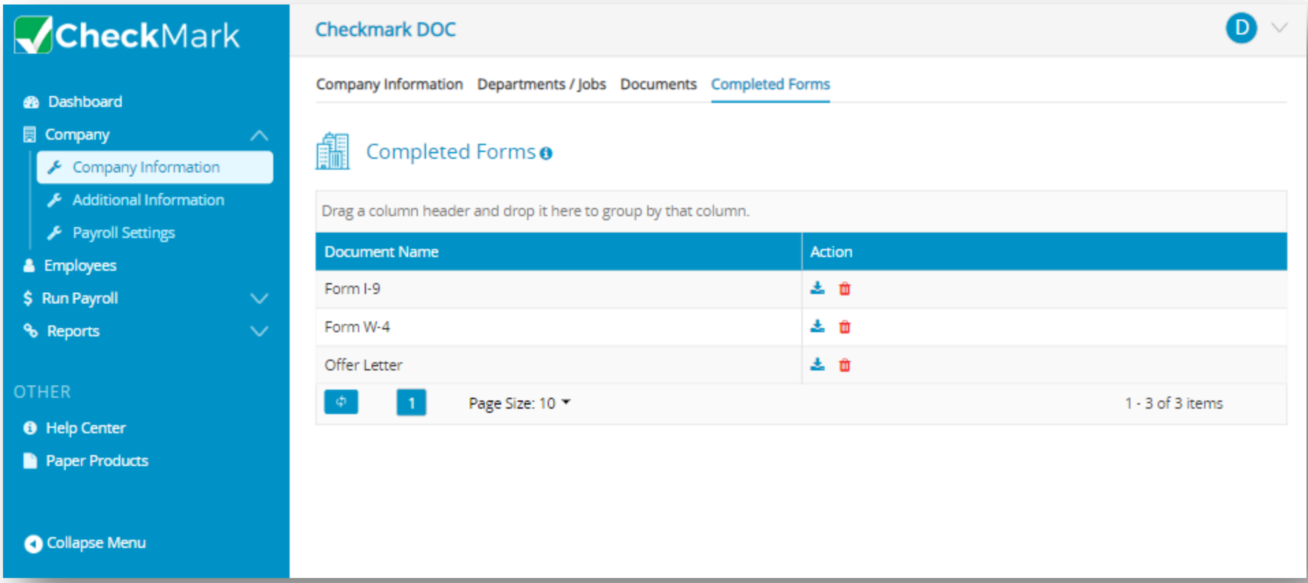
   Once the documents are added, you can perform the following actions.

Table 1. Actions in Documents

Action	Procedure
Re-Upload Document	1. Click re-upload , select **Choose File**, then select file and then click **Open** to load new document. 2. Click **Update**.
Delete	1. Click **Delete** . 2. Click **Yes**.

1.4 Completed Forms

The Completed Forms option allows you to view all the completed forms uploaded by your employees in the Employee Self-Service (ESS) Portal. Employers can download and delete the documents. For more information about ESS portal see, 4.3 Setting up Employee Self-Service (ESS) Portal.



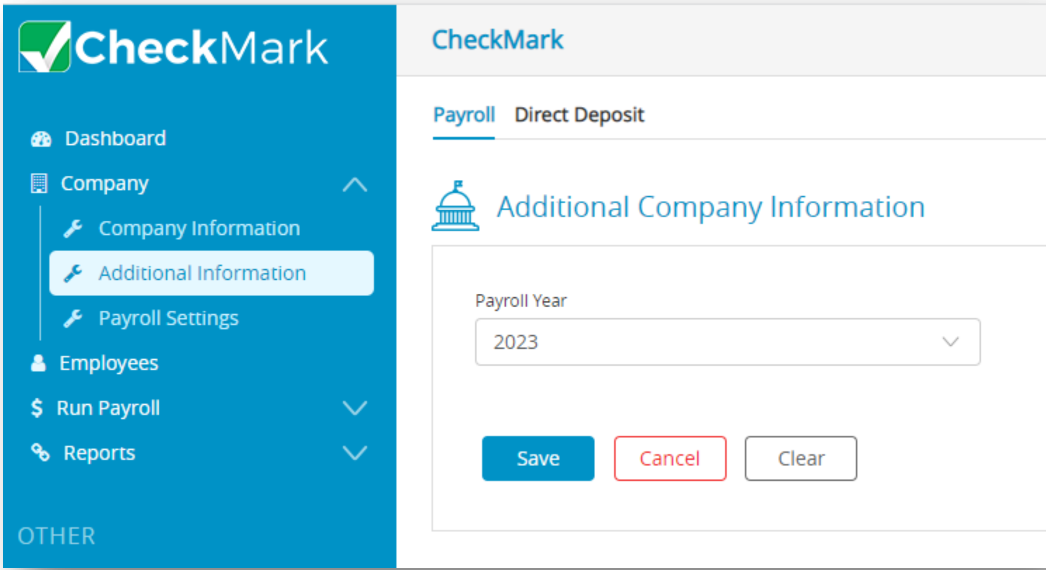
The ESS portal allows employees to manage their personal information, view pay slips and submit important documents to their employer.

Note: The document upload feature of the ESS portal allows your employees to securely upload various types of documents that are required by the employer, such as Form W-4, Form I-9, Offer Letters, Certificates, Employment Contracts, Tax Forms, and other relevant payroll on boarding forms and documents. Employees do not have the option to delete the documents they upload in their ESS portal. The employers can delete the documents, which will also remove them from the ESS portal.

Chapter 2

SETTING UP ADDITIONAL INFORMATION

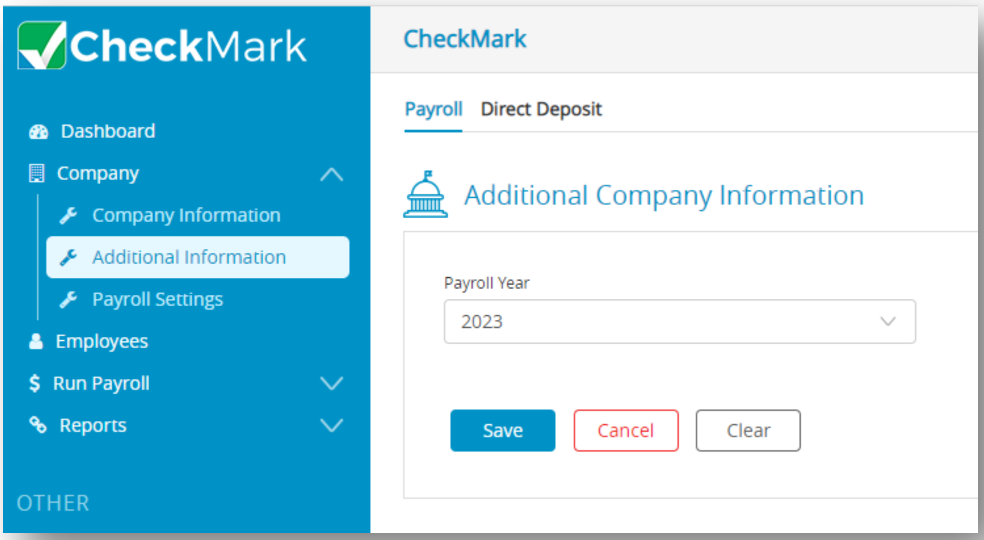
This section provides information about how to add Additional Information for Payroll and Payroll Direct Deposit in CheckMark Online Payroll.



2.1 Payroll

This section describes about how to select Payroll Year. Ensure that always the current year is selected.

1. Click **Company** and select **Additional Information**.



2. Click **Payroll** and select the current years in the **Payroll Year** dropdown.
3. Click **Save**.

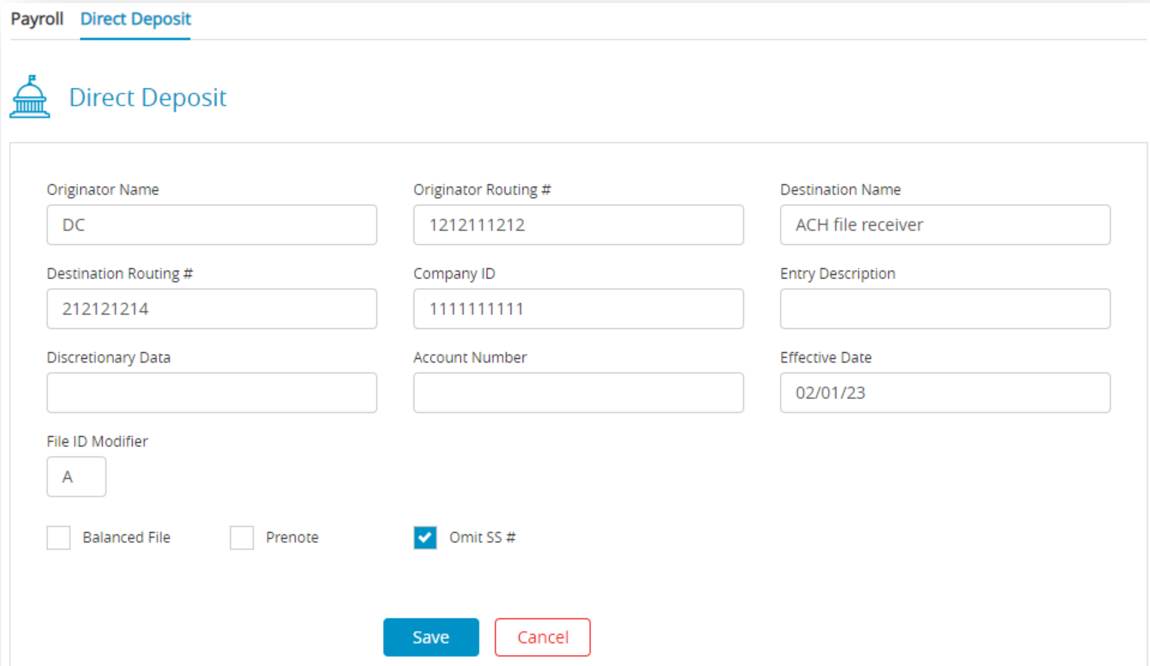
Note: By default, when you click on the payroll option, the dropdown will display the current year.

2.2 Setting up Direct Deposit

CheckMark Online Payroll offers the convenience of paying your employees through direct deposit into their checking or savings accounts. However, before you can use this feature as an employer, you need to provide your bank account details and obtain approval for Automated Clearing House (ACH) direct deposit.

To set up and add your bank account details for ACH direct deposit, follow these steps:

1. Click Company and select **Additional Information**.
2. Click **Direct Deposit**.



3. Enter the required information, including your bank name, routing number, and account number.
4. Review and confirm the details you entered, then click "**Save**."
5. Once your bank account is approved, you can start using ACH direct deposit to pay your employees.

It's important to note that your bank account must be located in the United States and capable of accepting ACH transactions to use this feature.

Table 2: Fields in Direct Deposit Window

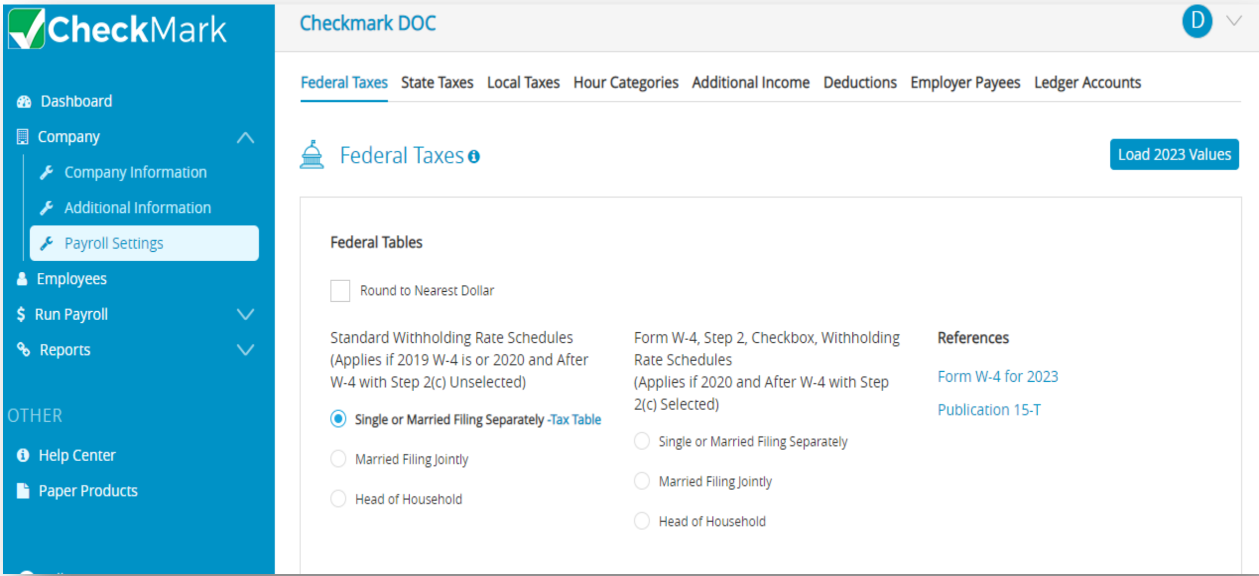
Fields	Description
Originator Name	This is usually your company name, but you should contact your bank to make sure of the exact name to enter. This field is limited to 23 characters.
Originator Routing#	This is the 9-digit routing number of your bank, and is printed at the bottom of your checks. You can be able to enter up to 10 characters.
Destination Name	This is the name of the institution receiving the ACH file. You can be able to enter up to 23 characters. Your bank should provide you with this information.
Destination Routing#	This is the 9-digit routing number of the institution that will receive the ACH file. Your bank should provide you with this information.
Company ID	Check with your bank to obtain the correct ID number for your company that will be used during the transaction. You can enter this ID number in a field that can hold up to 10 characters.
Entry Description	This entry will appear on employee's bank statement when his pay is posted to his account. This field is limited to 10 characters. Examples for this include PAYROLL, DIRECT PAY, or DIRDEPOSIT.
Discretionary Data	This is for information your bank may have asked you to insert in your ACH file. Limited to 20 characters or 16 if all letters are capitalized.
Account Number	This is the offsetting account number used in a balanced file. If your bank requires a balanced file, enter the necessary account number in this field. This field allows 17 numbers.
Effective Date	This is the date you would like the transaction to take place. Typically, it is one to two banking days after you have posted your ACH file. Your bank should let you know what the lead time is for the deposit.
File ID Modifier	The default value is an "A." Increment to "B", "C", and so on for additional files sent on the same day, if you are instructed to do so by your bank.
Balanced File	If your bank requires a balanced file, place a checkmark in this box.
Omit SS#	This option omits the social security number on the ACH direct deposit file.

Chapter 3

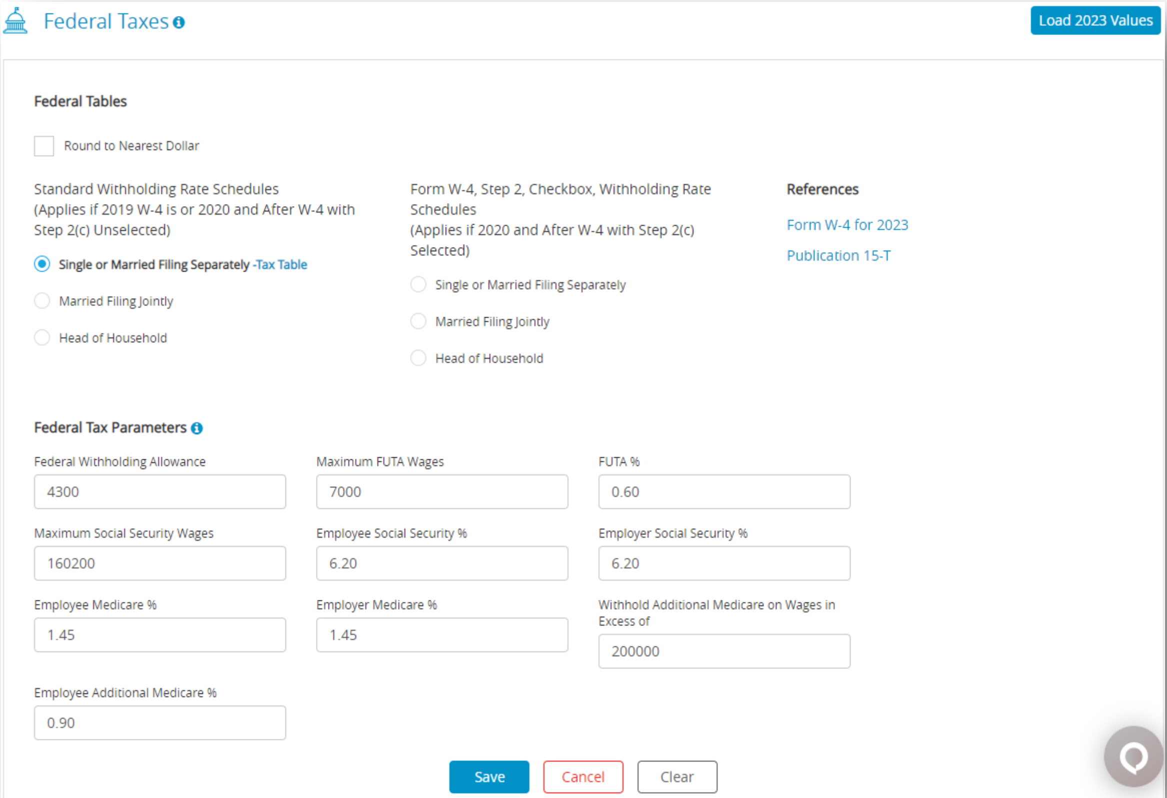
SETTING UP THE PAYROLL SETTINGS

In this section, we will delve into the intricacies of Payroll Settings. As an essential component of the payroll process, **Payroll Settings** allow you to customize your payroll system to meet your business needs. From Federal taxes to local taxes, Hour Categories to Deductions, this chapter will guide you through the various settings you need to configure to ensure accurate & compliant payroll processing.

Whether you're a seasoned payroll professional or new to the process, this chapter will equip you with the knowledge and skills necessary to set up and maintain your payroll system with ease. So, let's dive in and explore the wide range of Payroll Settings available in CheckMark Online Payroll.



3.1 Setting up Federal Taxes



At CheckMark, we take pride in providing our customers with the most accurate and up-to-date tax information possible. However, we understand that tax regulations can change frequently, and it can be challenging to keep up with all the updates. That's why we always recommend that our customers double-check any tax values they're unsure about.

It's crucial to ensure that all tax values in your payroll settings are accurate, as incorrect values can result in costly penalties and legal issues. As such, we advise that you reference official tax publications such as Circular E or the Employer's Tax Guide for the most reliable tax information. State or local tax publications can also provide valuable information specific to your region.

In the event of any discrepancies or changes in tax regulations, CheckMark will do our best to update our system promptly. However, it's still essential to double-check any values you're unsure about to ensure compliance with tax laws.

Setting Up Federal Tax Values

When you create a new company, or advance an existing company to a New Year, the following federal tax tables and parameters are already set up:

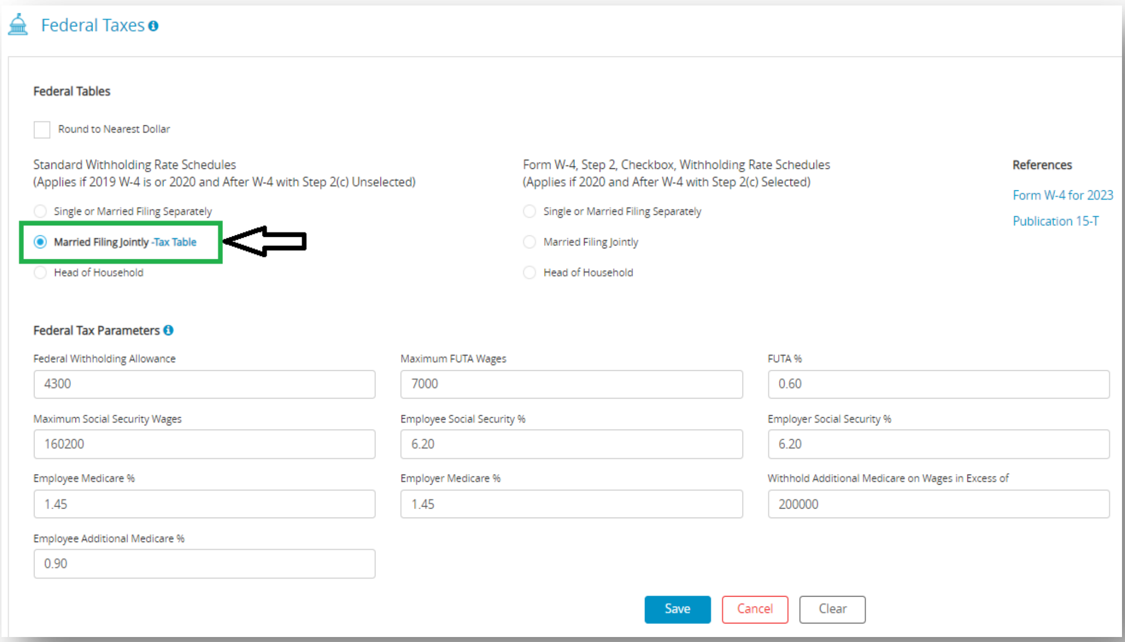
- Federal Single
- Federal Married
- Annual W/H Allowance
- FUTA (Federal Unemployment Tax Act)
- Social Security
- Medicare

Note: FUTA rate includes the credit of 5.4% for payment of SUTA taxes to your state. If your state is a credit reduction state, the rate may need to be modified.

Note: You assign the appropriate federal table to each employee on the Employees screen. See 4.5 Setting up Employees Taxes.

CheckMark Online Payroll uses the annual percentage method to calculate Federal withholding. To verify the tax tables that your company is using for calculation:

1. Click **Company** and then select **Payroll Settings**.



2. Select the radio button next to the desired withholding rate schedules.
3. Click the **Tax Table** link to verify the values.

To reload the Federal withholding tables and tax parameters:

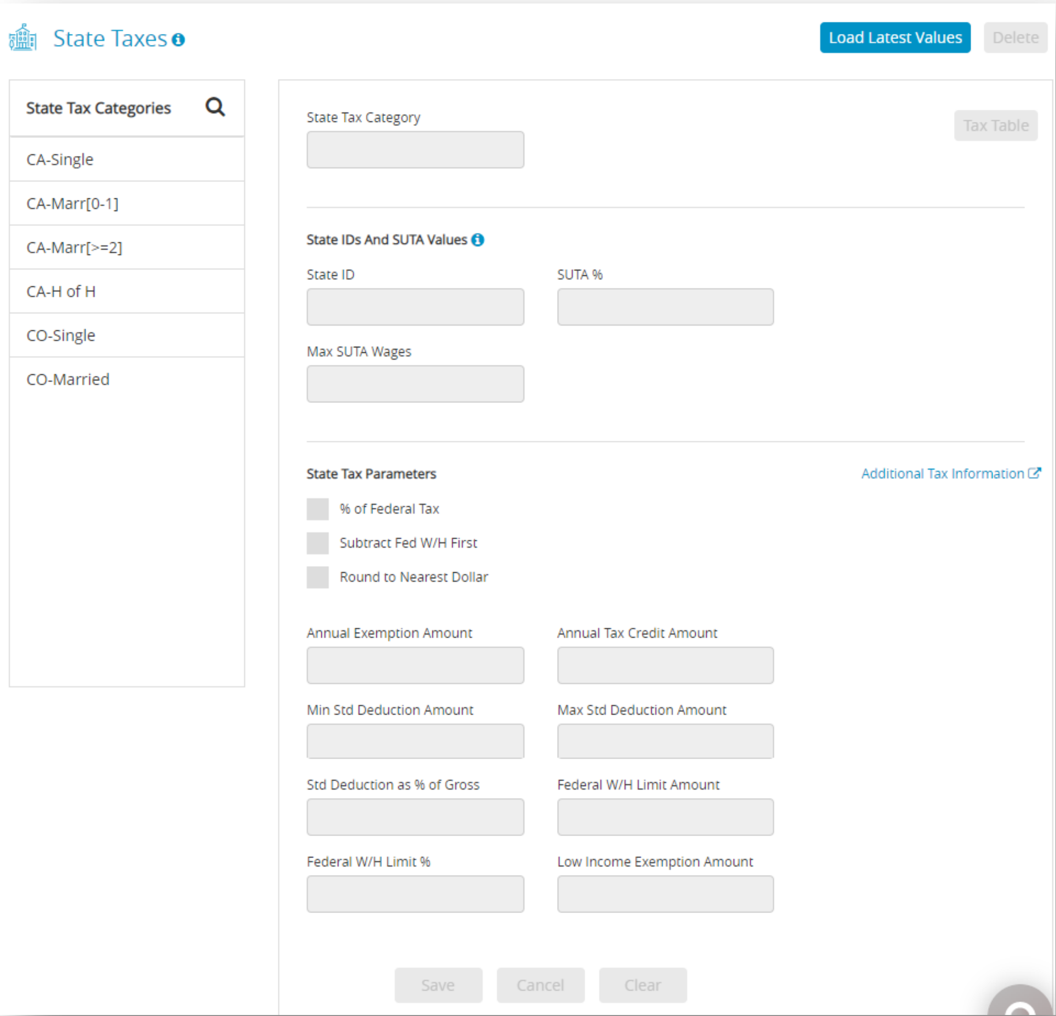
1. Click **Company** and then select **Payroll Settings**.
2. Click the **Load “Year” Values** button.
3. When prompted to replace the existing values, click **YES**.

3.2 Setting up State Taxes

Setting Up State Tax Values and SUTA Values

Important: While CheckMark Inc attempts to maintain up-to-date and accurate tax information, we cannot be responsible for changes or discrepancies in tax values. There may also be additional taxes for your specific state that will need to be setup and maintained by you. Please check your state's current tax publication if you are in doubt as to the accuracy of any tax value.

State taxes, along with the employee's earnings and withholding allowances, determine how much state tax is withheld from an employee's check. Even if your state doesn't have a tax table, you still need to add your state to the State Taxes list, so you can enter your state ID and State Unemployment Tax Authority (SUTA%).After a state tax has been added to your company, you can assign it to an employee on the Employees window.

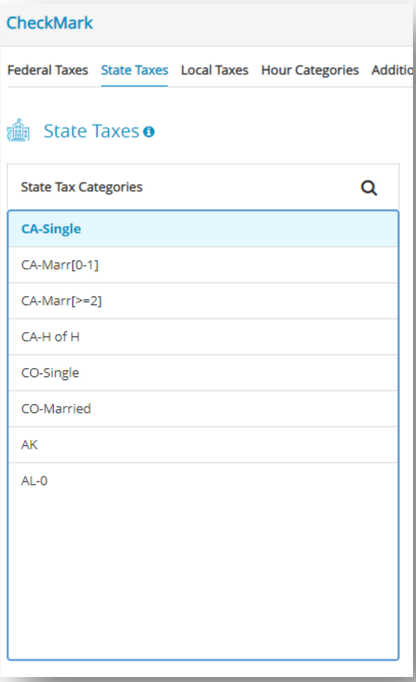


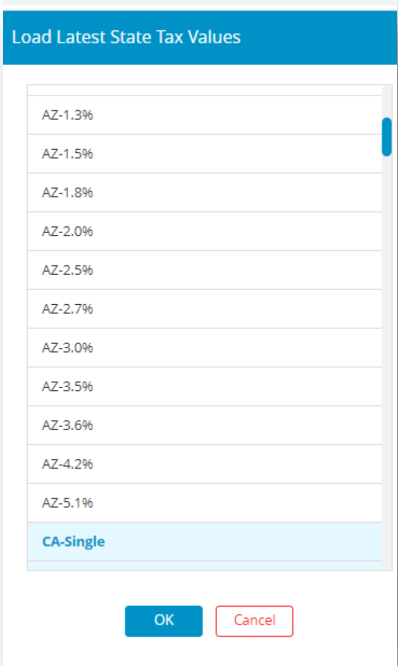
Adding Pre-defined State Taxes to Your Company

Note: CheckMark Online Payroll accommodates up to 30 or more state tax tables in its State Taxes list. Each employee can be assigned one SUTA and one withholding state at a time.

1. Click **Company**, select **Payroll Settings** and then select **State Taxes**.
2. Click **Load Latest Values** to initiate the display of State Tax Categories window.
3. Select a state from the list and then click **OK** to add in State Tax Categories list.

   Note: To select more than one state, drag through the list to highlight the desired names. To select non-consecutive categories, hold down the **CTRL** key for Windows or **CMD** key for Macintosh and click the desired names.





4. Select the State and enter values accordingly.

   Note: To check calculated values click **Tax Table**.
5. Click **Save**.

   Important: For Additional Tax Information, refer State Tax Info.

NOTE: When possible, the Exemption Total or Tax Credit total, if applicable for the selected state(s), is calculated for you. If the parameters for this calculation cannot be calculated within the program, you will receive an alert advising you to see the information available by clicking the Additional Web Information button. This button is a link that will launch a page on Checkmark's website that contains details on manual calculators, as well as other information about your state taxes. An internet connection is required. If you do not have an internet connection, information is available in your state tax guide.

Once the categories are added to the list, you can perform the following actions.

Table 3. Options for State Taxes

Option	Procedure
Delete	1. Click **Company**, select **Payroll Settings** and then click **State Taxes**. 2. Select the State Categories from the list and click **Delete** (An alert appears). 3. Click **Yes**.
Clear	1. Click **Company**, select **Payroll Settings** and then click **State Taxes**. 2. Select the State Categories from the list and click **Clear** (To remove the values). This option will be enabled when you manually add values. It does not work with the default values.

Setting Up State ID and SUTA Values

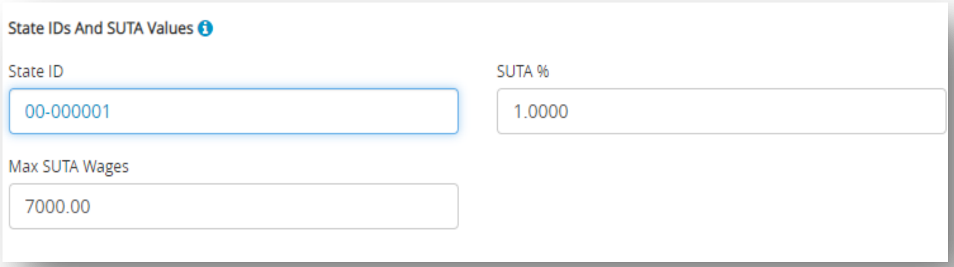
After adding the required states to the company, the following actions should be performed.

1. Select a state from the State Tax Categories list.

   Note: If you don't see the state you need, click the **Load Latest Values** button to add new state.

2. Click in the State ID edit box, and enter your state employer identification number.

   Note: This is the State ID that prints on W-2s.



3. Enter your SUTA %.

   Note: This is the rate you pay as an employer that has been given by your state and is based on an experience rating. If the state has presented this number as a rate rather than a percentage, convert it to a percentage by moving the decimal point two places to the right. For example, the rate of .004 should be entered as .4 in the SUTA % edit box.

4. Check if the displayed Max SUTA Wages value is accurate and then click **Save**.

   Note: The Max SUTA Wages amount for your chosen state is entered automatically. However, it's important to double-check its accuracy using your state tax guide or your company's state unemployment report.

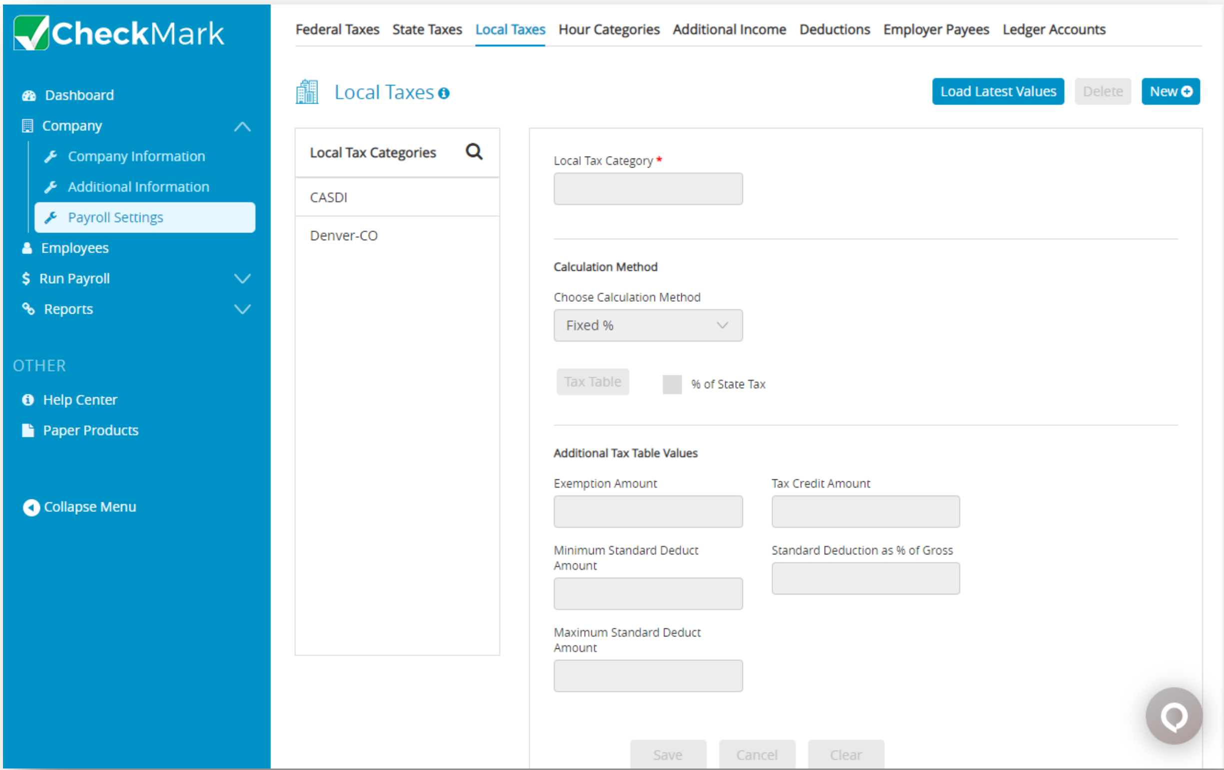
   Important: Assigning the State ID, SUTA %, and Max SUTA Wages for a state tax table automatically assigns those values to all tables for that state.

3.3 Setting up Local Taxes

This section provides information about how to setup and create new local taxes values. While CheckMark Inc attempts to maintain up-to-date and accurate tax information, we cannot be responsible for changes or discrepancies in tax values. There may also be additional taxes for your locality that will need to be setup and maintained by you. Please check your locality's current tax publication if you are in doubt as to the accuracy of any tax value.

If necessary, local taxes can be configured for your company. The local tax tables, along with the employee's earnings, and the number of withholding allowances (if necessary), determine how much local tax is withheld from an employee's check. CheckMark Online Payroll accommodates up to 10 local tax tables, but each employee can be assigned only one. After a local tax has been added to your company, you can assign it to an employee on the Employees window. See 4.5 Setting up Employees Taxes.

NOTE: If you have more than one local tax per employee, you can also set up a local tax as a deduction. For instructions on setting up deductions, see 3.6 Setting up Deductions.



Creating a New Local Tax Category

You can add a new Local tax category if the local tax is a Fixed % or Fixed Amount.

Note: You cannot create a new Local Tax that uses a tax table for calculation

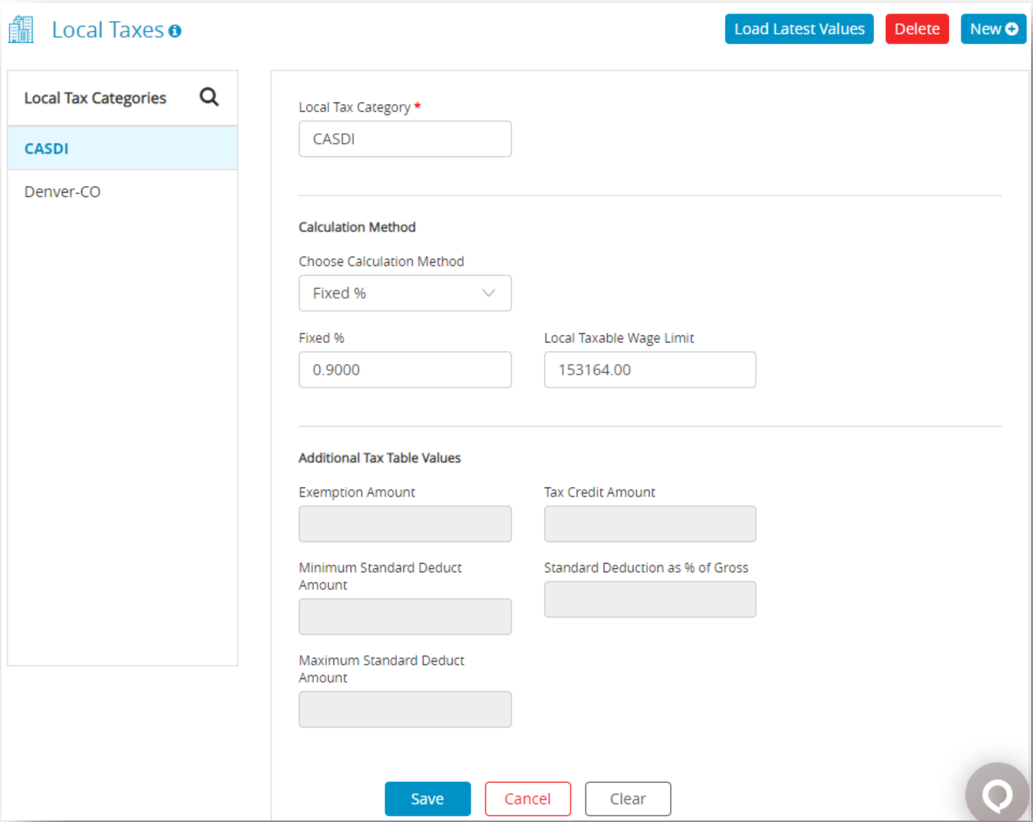
1. Click **Company**, click **Payroll Setting**, and then select **Local Taxes**.
2. Click **New**, enter name and click **OK**, then new local tax should be added to the list.
3. Select new local tax form categories list, enter values and click **Save**.

   Note: You can create a new Local Tax that uses a tax table available.

Adding Pre-Defined Local Taxes to Your Company

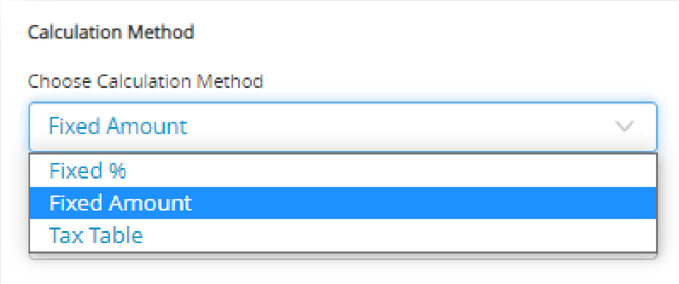
1. Click **Company**, select **Payroll Settings** and then select **Local Taxes**.
2. Click **Load Latest Values** to initiate the display of Local Tax Categories screen.
3. Select categories from the list and then click **OK** to add in Local Tax Categories list.

   Note: To select more than one Local Tax categories, drag through the list. To select non-consecutive categories, hold down the **CTRL** key for Windows or **Command** key for Macintosh and click the desired names.



4. Select Local Tax Categories form categories window and enter values accordingly.

   Note: Click Choose Calculation Method drop down for appropriate calculation.



5. Click **Save**.

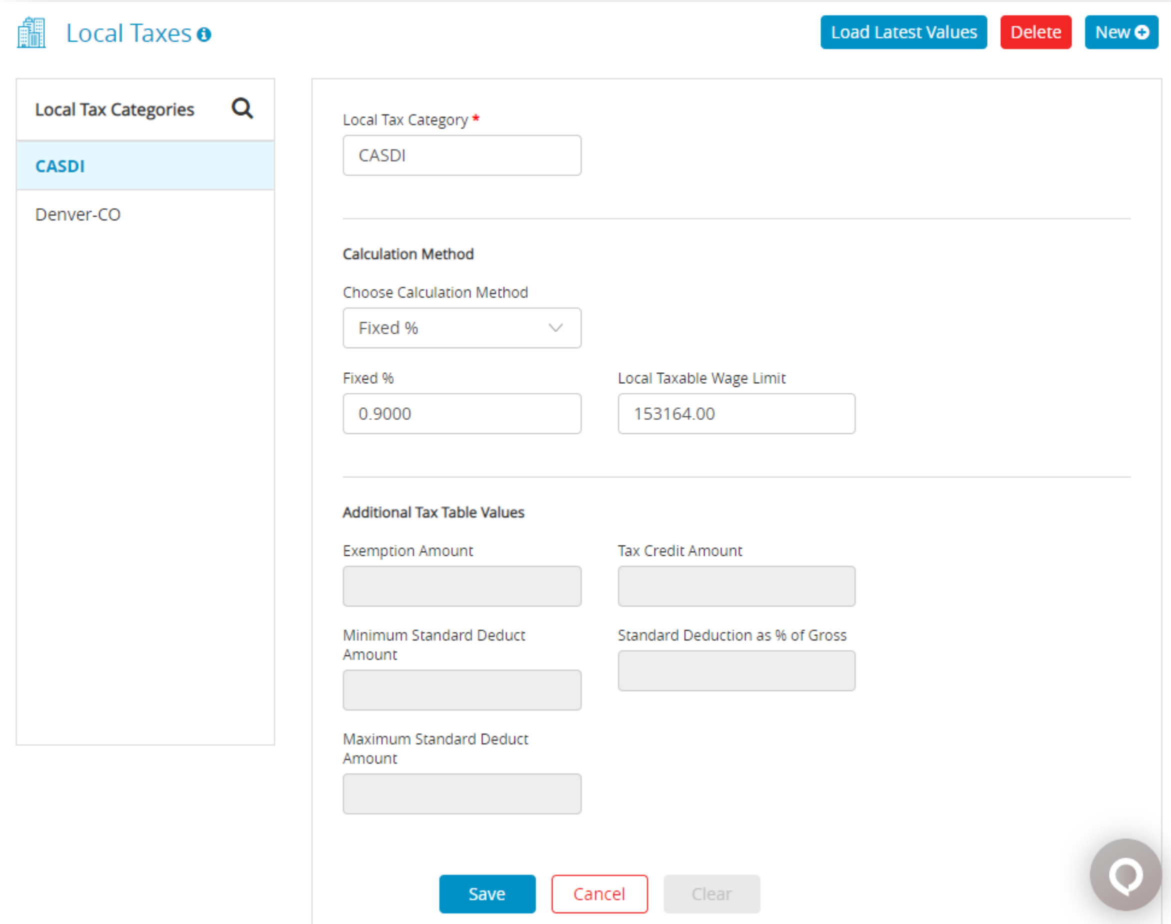
You can also perform the following actions in the Local Taxes window.

Table 4.Options in Local Taxes Window

Options	Procedure
New	**New**  option is for adding a new local category if the local tax is a Fixed % or Fixed Amount. 1. Click **Company**, click **Payroll Setting**, and then select **Local Taxes**. 2. Click **New**, enter name and click **OK**, then new local tax should be added to the list. 3. Select new local tax form categories list, enter values and click **Save**. ***Note***: You can create a new Local Tax that uses a tax table available.
Delete	1. Click **Company**, then click **Payroll Setting**, and then select **Local Taxes**. 2. Select category for Local Tax Categories list and click **Delete**. (An alert appears) 3. Click **Yes**. ***Note***: If the selected local tax category is in use, it cannot be deleted.

Setting Up CASDI for California Employees

California's State Disability Insurance (CASDI) should be set up as a fixed %. Please verify the current rates with EDD or visit the website at https://edd.ca.gov/en/claims/.



Note: You can also set up CASDI as a Deduction Category.

3.4 Setting up Hour Categories

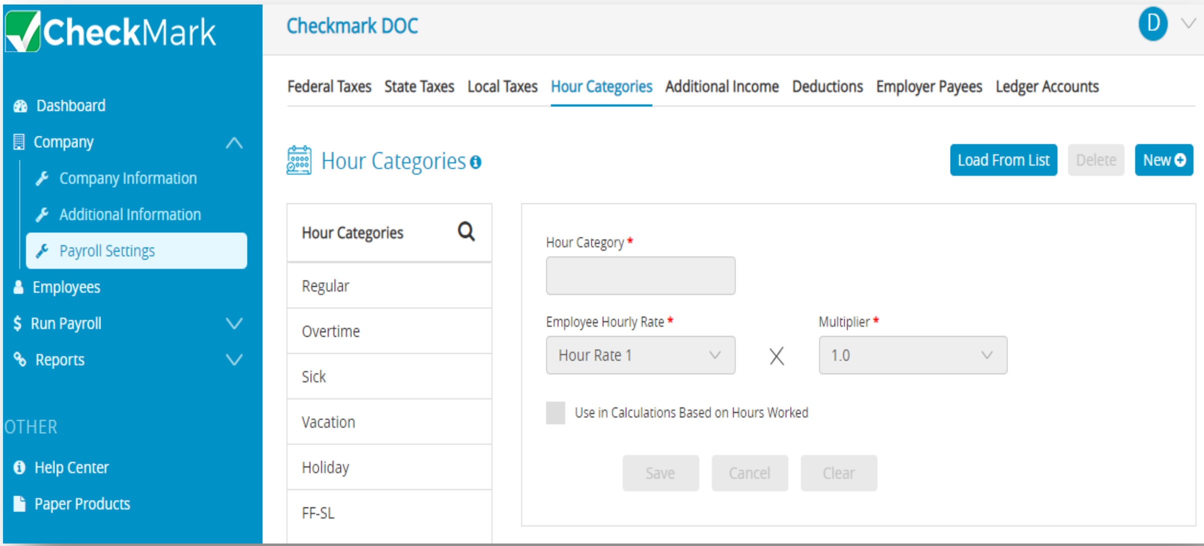
This section provides information about how to set up hour categories for CheckMark Online Payroll. Hour categories refer to the various classifications of hours that a company utilizes for determining the wages of its hourly employees. You can also add new or set up accrued hour categories, such as sick and vacation.

Note: You can define up to 12 hour categories for your company.

Important: You should carefully choose the order of the hour categories in the Hour Categories list because it determines the order of their appearance on the Distribute Hours and Enter Hours windows. Setting up hour categories according to their frequency of use with the most used hour category first is recommended.

Once you've created at least one set of payroll checks or set up beginning year-to-date balances with the YTD view mode on the Employees window, you should not change the order, delete or modify the names since this could adversely affect these balances.

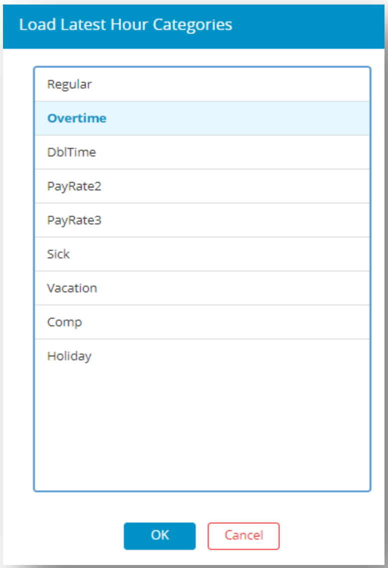
CheckMark Online Payroll comes with several pre-defined hour categories. Click the Load From List button in the Hour Categories window for a complete list. You can add a pre-defined hour category to your company, and then use it as is or change its definition.



Adding Pre-Defined Hour Categories to Your Company

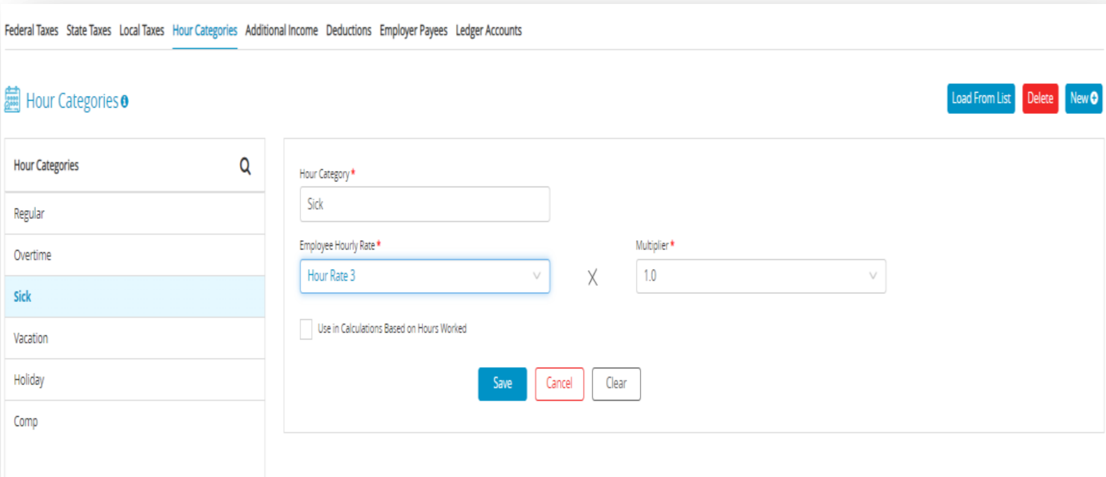
1. Click **Company**, select **Payroll Settings** and then click **Hour Categories**.
2. Click **Load From List,** and then select one or more hour categories from the list.

   Note: To select more than one hour categories, drag through the list and to select non-consecutive categories, hold down the **CTRL** key for Windows or **Command** key for Macintosh and click the desired names.



3. Click **OK**.

   Step result: Categories will be loaded in the list.



You can also perform the following actions in the Hour Categories window.

Creating a New Hour Category

If you need an hour category that isn't pre-defined in CheckMark Online Payroll, click **New** to create a new category.

1. Click **Company**, select **Payroll Settings** and then select **Hour Categories**.
2. Click **New**, enter name.

   Note: Name can be up to 8 characters for the hour category.
3. Click **OK**. The new category should be added to the list of Hours Categories.
4. Select the Hour Categories from the Hour Categories list.
5. Select Employee Hourly Rate drop-down to select hour rate and then select Multiplier drop-down to calculate hourly rate.

   For example: Regular would be defined as Hour Rate 1 x 1. Overtime would be defined as Hour Rate 1 x 1.5. Employee Brian makes $8/ hour. Regular hours would be paid at $8/hour (1 x $8) and overtime at $12/hour (1.5 x $8).

   Calculations Based on Hours Worked: Check this option if the hours in this category should be included for income and deduction calculations based on Fixed Amount/Hour Worked.

   You should also check this option if you plan on accruing hours such as vacation or sick based on hours worked. For example, you wish to accrue vacation on regular hours worked. Check this option on regular so that each hour worked by those employees would accrue vacation on them at the rate set on the Employee window.
6. Click **Save**.

Modifying an Hour Category

It is strongly advised not to modify an hour category once you have set up at least one check or established year-to-date (YTD) balances on the Employee window, as doing so may have a negative impact on the balances.

1. Click **Company**, select **Payroll Settings** and then select **Hour Categories**.
2. Select the hour category from Hour Categories list.
3. Use the Employee Hourly Rate and Multiplier drop-down lists to change the hour category.
4. Click **Save**.

Deleting an Hour Category

Deleting an hour category is only recommended if there are no existing employee checks or year-to-date balances associated with it to prevent any potential negative impacts on the data.

1. Click **Company**, select **Payroll Settings** and then select **Hour Categories**.
2. Select the hour category from Hour Categories list.
3. Click **Delete**.

   Step result: A pop up appears asking you to verify that you want to delete.
4. Click **Yes**.

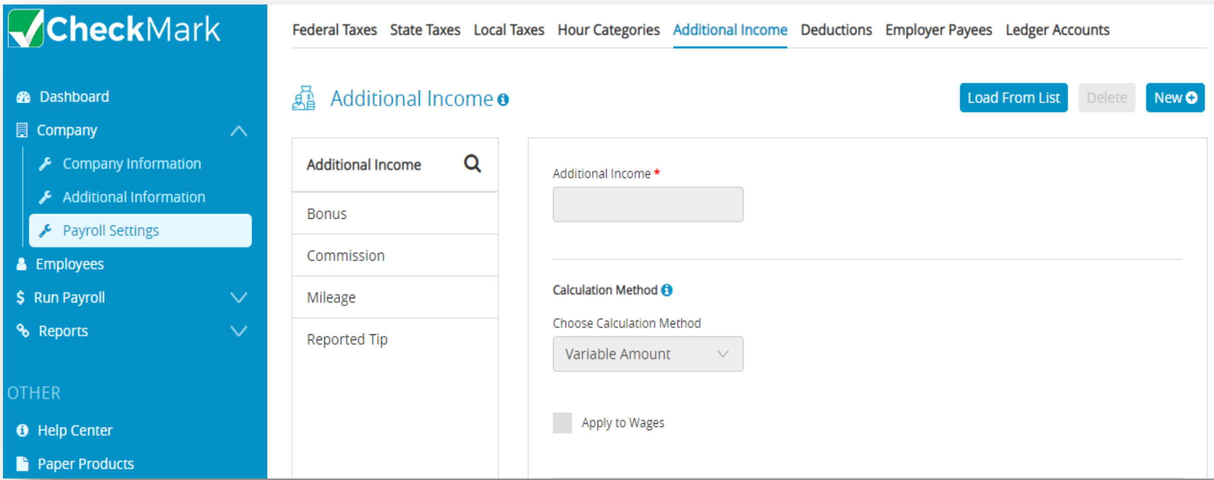
3.5 Setting up Additional Income

In CheckMark Online Payroll, the Additional Income feature enables you to establish various types of supplementary earnings, such as mileage, bonus or advance that your organization utilizes to compute an employee's compensation beyond their regular salary or hourly wage. You can either create your own additional income categories or choose from pre-existing ones and customize them as required.

Note: You can add up to 40 Additional Income categories for your company and assign up to 8 per employee.

Important: Do not delete Additional Income categories after creating the first check of the year. Categories should only be deleted after the New Year file has been created, but before any checks have been made.

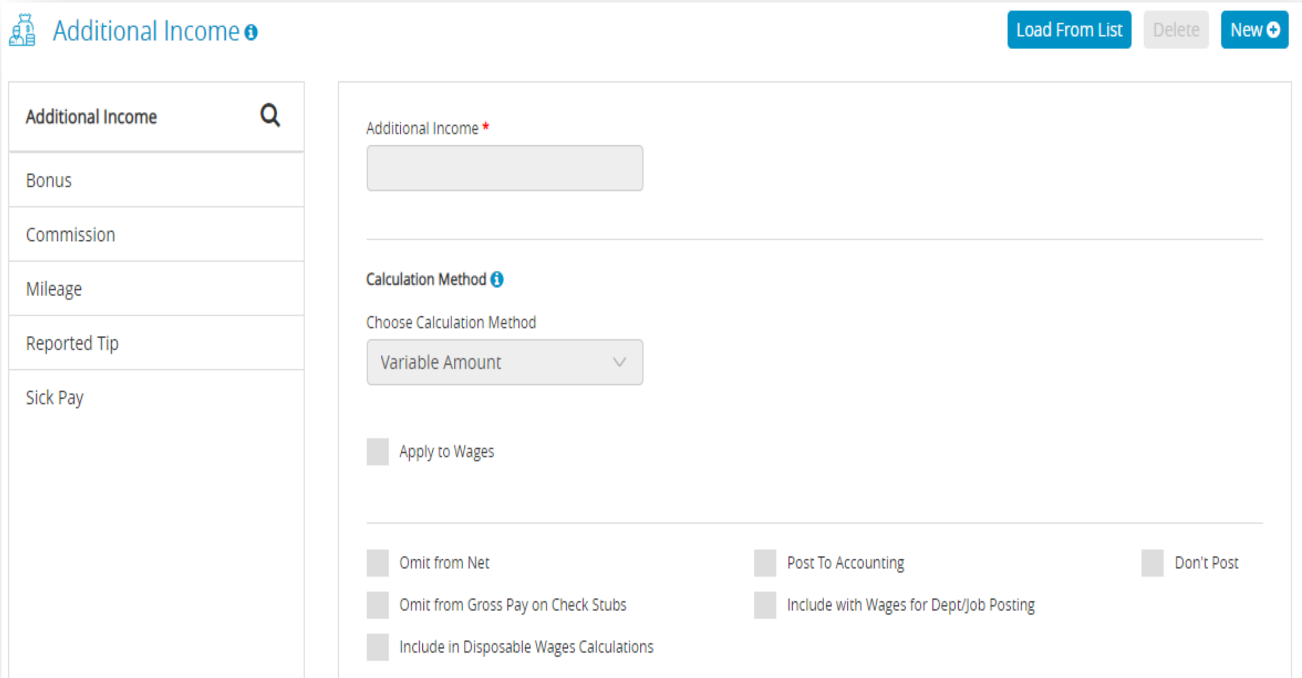
Important: Avoid changing the tax status of Additional Income categories after the first check of the year is created. Instead, stop the category by setting the amount/rate to zero and create a new category with the desired tax setup.



Adding Pre-Defined Additional Income Categories to Your Company

Important: Pre-defined incomes are configured using general tax guidelines. Verify the tax setup with current tax laws including your state and/or locality. You can modify any pre-defined income.

1. Click **Company**, select **Payroll Settings** and then select **Additional Income**.



2. Click **Load From List** and then select one or more Additional Income categories from the list.

   Note: To select more than one hour categories, drag through the list and to select non-consecutive categories, hold down the **CTRL** key for Windows or **Command** key for Macintosh and click the desired names.

3. Click **Ok**.

   Step result: Categories will be loaded in the list.

Creating a New Additional Income Category

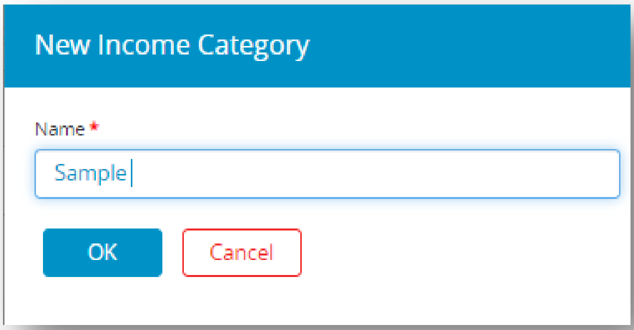
If you need an Additional Income category that's not predefined, use the "**New**" button to create a new one.

Note: When adding a new income (not applicable for Variable calculation) or modifying a rate or amount, you will be prompted to "Change Amount/Rate for all employees assigned this income category?" when you click Save. If this is a new income category setup, selecting either Yes or No will have no effect. If you modify an existing income category:

- ✓ Clicking Yes overrides any specific amount entered on the Employees window to the amount/rate entered and saved on the additional Income window.
- ✓ Clicking No leaves the specific amount entered on the Employees window.

1. Click **Company**, select **Payroll Settings** and then select **Additional Income**.
2. Click **New** and then enter a name for new income category.

   Note: The name for the new Income category can be up to 12 characters.



3. Click **OK**.

   Step result: The new additional income should be added to the list of Additional Income.
4. Select the new additional income from the Additional Income list.
5. Select the calculation method dropdown and then select method.
6. Define the Additional Income parameters.
7. Click **Save**.

Tip: If the rate/amount of the Additional Income is the same for ALL employees - enter the rate/amount in the edit box on this window. Then, that amount will be entered on the Calculate Pay window for all employees you assign the Additional Income to on the Employees window.
If the rate/amount of the Additional Income is different for each employee - enter zeroes on this window. Then, modify the rate/amount on the Employee window when you assign the income to the employee.

Modifying an Additional Income Category

Important: Do not change the tax status on any Additional Income category once the first check of the year has been created. To make a change to the tax set up mid-year, stop the category from being applied by simply modifying the amount/rate to zero. Then create a new category with the correct tax set up to be applied.

1. Click **Company**, select **Payroll Settings** and then select **Additional Income**.
2. Select the category from the Additional Income list.
3. Make the necessary changes to the category's definition.
4. Click **Save**.

Important: Once the first check of the year has been created, do not change the tax status on any Additional Income category. Instead, stop the category by setting the amount/rate to zero and create a new category with the correct tax setup to be applied.

Example 1: You update the amount of mileage reimbursement from .0655 cents/mile to .565 cents/mile in the Additional Income window and click Save. When prompted to Change Amount/Rate, clicking Yes will update all employees that have the mileage category assigned and update those values regardless of what value was entered previously.

Example 2: You set up a category for commissions based on percent of sales. Each employee this applies to might have their own specific amount. When saving this category, selecting No upon this Change Amount/Rate screen, all values entered in the Employee Set Up screen under the Income tab will remain and each person will continue to have specific amounts.

Note: If no employees have this category assigned to them in the Employee Set Up window, selecting Yes or No will have no effect.

Deleting an Additional Income Category

You can delete an Additional Income category as long as there aren't any employee checks or year-to-date balances associated with it and it is not assigned to any employees.

Important: Do not delete any Additional Income categories once the first check for the year has been created. The only time a category should be deleted is after the New Year file has been created, but before any checks have been created.

1. Click **Company**, select **Payroll Settings** and then select **Additional Income**.
2. Select the category from Additional Income list.
3. Click **Delete**.

   Step result: A pop up appears asking you to verify that you want to delete.
4. Click **Yes**.

Items in the Additional Income window

Table 2.Calculation Method

Options	Description
Variable Amount	Amount paid to an employee varies with each pay period. If this option is selected, the amount that appears on the Calculate Pay window will always be 0.00 until you override and enter the amount of the additional income.
Fixed Amount	✓ Select **Fixed Amount per Pay Period** if the amount paid to an employee is the same each pay period. ✓ Select **Fixed Amount per Hour Worked**, if the amount paid to an employee is multiplied by the number of hours worked that pay period. ✓ Select **Fixed Amount per 1st Chk of Month** if the amount paid to an employee is the same each month. The amount will be added to the first paycheck created for the month ✓ Select **Fixed Amount per 1st Chk of Quarter** if the amount paid to an employee is the same each quarter. The amount will be added to the first paycheck created for the quarter.

Fixed % of Sales	Select this option if the Additional Income should be calculated as a fixed percentage of an employee's total sales, such as a commission. The value entered here should be a percent, not a decimal value. ***Note***: Select **Apply to Wage** check box if the Additional Income should be calculated as a fixed percentage of an employee's total wages. The value entered here should be a percent, not a decimal value. For example a decimal value of .015 should be entered as 1.5. ***Important***: There are two ways to handle a Fixed % of Sales or Fixed % of Wages income category: ✓ If the Fixed % is the same for all employees, you can enter the rate/amount in the edit box on this window. This is for all the employees who are set up to receive this Additional Income. ✓ If the Fixed % is the different for each employee, you can modify the amount for each employee on the Income tab of the Employee Setup window.
Mileage Amount per Mile	Select **Mileage Amount per Mile** if the Additional Income should be calculated on the number of miles an employee drives. Once you've assigned the category to an employee, you can enter the number of miles on the Calculate Pay window.
Piecework Rate	Select **Piecework Rate** if the Additional Income should be calculated on a rate an employee receives for a quantity you enter. Once you've assigned the category to an employee, you will enter the number of pieces on the Calculate Pay window.

Other Options the Additional Income window

Omit from Net	Check this option if the income category should only be added to an employee's wages for taxing purposes but not included in the net of the employee's check. An example where this would be used is Reported Tips. Incomes with this selected will not post into your accounting program.
Include with Wages for Dept/Job Posting	Check this option if the income category amount should be included in the Department or Job wage distribution when posting to your accounting program

Tip Income Options

You can check either Allocated Tip or Reported Tip but not both.

Important	When either Reported Tip or Allocated Tip is checked (You can check either Allocated Tip or Reported Tip but not both), other checkboxes, such as Tax Status options, are automatically set. However, you should verify these settings according to current tax laws.
Allocated Tip	The Allocated Tip amount should not be included in the employee's net pay or be subject to any employee withholding taxes, and it will be reported separately in the Allocated Tips box on the employee's W-2 at the end of the year.
Reported Tip	Check Reported Tip if the income should not be included in net pay, but it is subject to Social Security and Medicare, federal, state, and local withholding taxes. Reported tips are also subject to employer taxes.

Exempt From

By checking the appropriate options, you can classify an Additional Income category as exempt from any combination of the following taxes.

Table 3.Exempt From

Options	Description
Federal Tax	Check Federal Tax if the income should be exempt from Federal Withholding tax.
Social Security	Check Social Security if the income should be exempt from Social Security Withholding.
Medicare	Check Medicare if the income should be exempt from Medicare Withholding.
FUTA	Check FUTA if the income should be exempt from Federal Unemployment tax.
State Tax	Check State Tax if the income should be exempt from State Withholding tax.
SUTA	Check SUTA if the income should be exempt from State Unemployment tax.
Local Tax	Check Local Tax if the income should be exempt from Local Withholding tax.
Deduction (%)	Check Deduction (%) if the income should not have a Fixed % Deduction item applied to it. For example, you may not want to take a 401(k) deduction out of a bonus. ***Step 1—Set up the Additional Income Item*** 1. Highlight an Additional Income item in the list. ***Note***: You can also click **Load From List** to add an Additional Income item, or click **New** to create one from scratch. 2. Check the Deduction (%) option in the Exempt From

	list. 3. If necessary, continue setting up the Additional Income. Then, when you're finished, click **Save**. 4. Close the window. ***Step 2—Set up the Deduction Item*** 1. Click **Company**, select **Payroll Settings** and then select **Deductions**. 2. Select an existing Fixed % Deduction item from the list. 3. You can also click **Load From List** to add a Deduction item, or click **New** to create one from scratch. 4. Choose Wages-Exempt Income from the Apply to drop-down list. 5. If necessary, continue setting up the Deduction item. Then, when you're finished, click **Save**. ***Note***: See your Circular E, Employer's Tax Guide or state tax guide to determine the correct handling of individual income items.

W-2 Options

Table 4.W-2 Options

Options	Description
Box 10- Dependent Care Benefits	Check this option if you want the additional Income amount to print in Care Benefits Box 10, Dependent Care Benefits, on the W-2.
Box 11- Nonqualified Plan	Check this option if you want the Additional Income amount to print in Box 11, Non-Qualified Deferred Compensation, on the W-2.
Box 12	Check this option if you want the Additional Income's code and amount to print in Box 12 of the W-2 Statement. A Code must also be entered when this is selected. Refer to the Instructions for Form W-2 from the IRS for the code to be entered here. Codes are entered as capital letters.
Box 12- Code	Enter the one-letter code using a capital letter. Refer to the "Instructions for Form W-2" section of the IRS publication Federal Employment Tax Forms for guidelines about what codes to use for Box 12.
Sec. 457	Check this option if you have selected Box 11 and the non-qualified deferred compensation is a section 457(b) plan.
Box 14 Other	Check this option if you want the Additional Income category's amount and description to be included in Box 14 on the W-2 form.

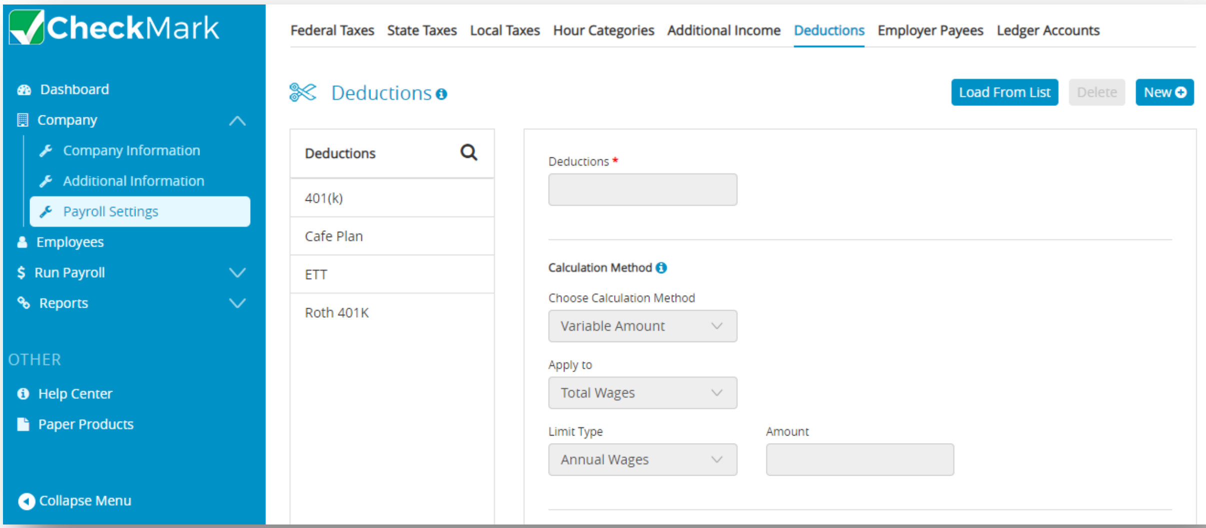
3.6 Setting up Deductions

Use the Deductions screen to set up deductions in CheckMark Online Payroll from employee's pay in addition to setting up tax categories. Depending on your location, deductions can be setup for special tax categories required to be withheld. CheckMark Online Payroll allows you to add pre-defined deductions, create new deductions, modify existing deductions or delete deductions not being used in the Deduction list. Pre-defined deductions can be modified once they are in the Deduction list.

Note: You can define up to 60 Deduction categories for your company and assign up to 16 per employee.

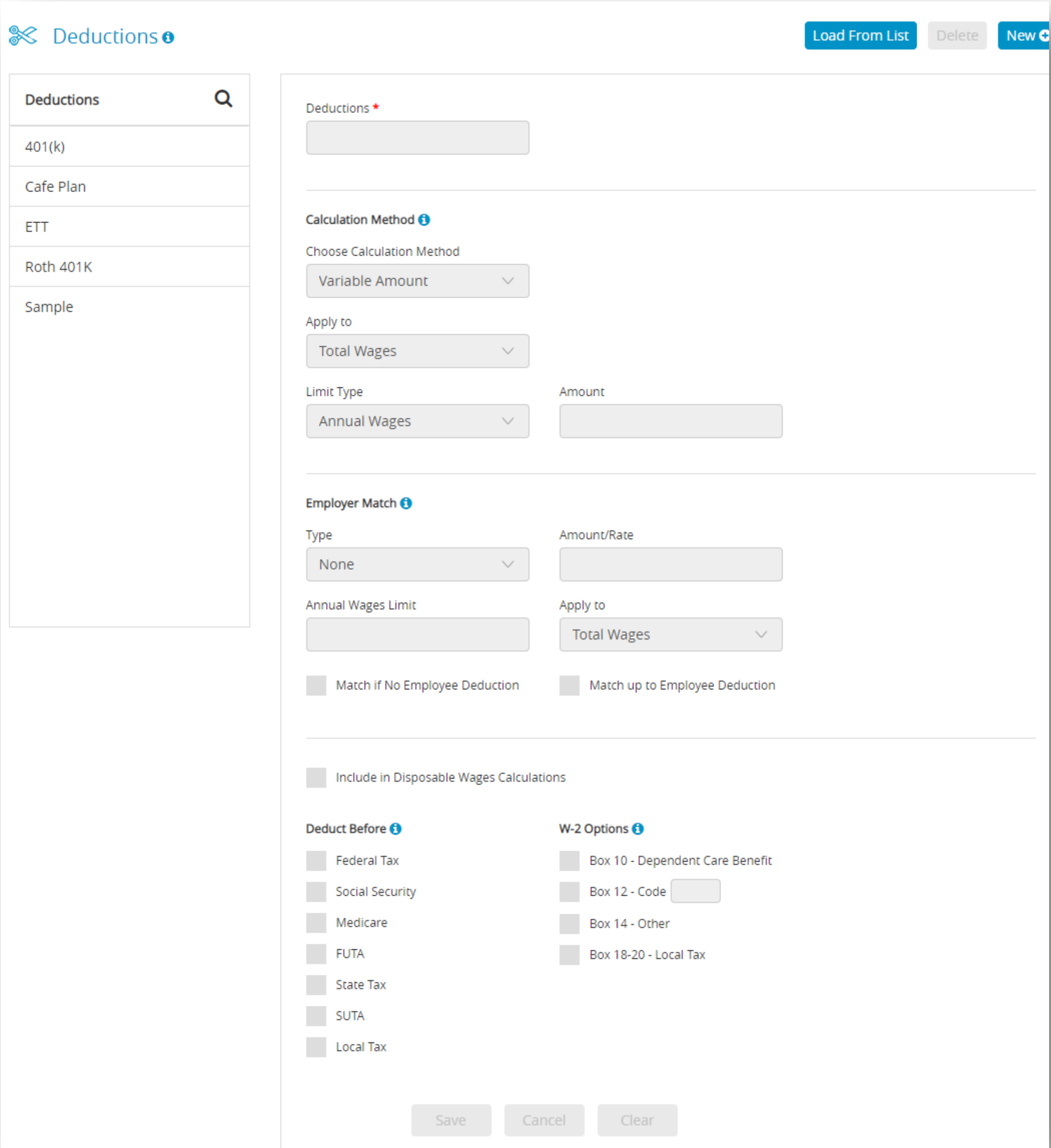
Important: DO NOT delete any Deduction categories once the first check for the year has been created. The only time a category should be deleted is after the New Year file has been created, but before any checks have been created. DO NOT change the tax status on any Deduction category once the first check of the year has been created.

To make a change to the tax set up mid-year, stop the category from being applied by simply modifying the amount/rate to zero. Then create a new category with the correct tax set up to be applied.



Adding Pre-Defined Deduction Categories to Your Company

1. Click **Company**, select **Payroll Settings** and then select **Deductions**.



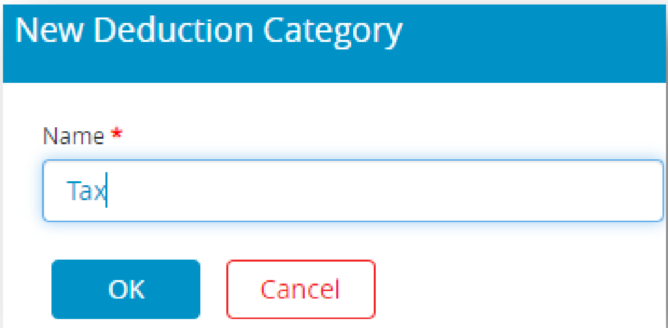
2. Click **Load From List** and then select one or more categories from the list.
3. Click **OK**.

   Important: Pre-defined Deductions are setup using general tax guidelines. Verify the tax setup with current tax laws including your state and/or locality. You can modify any pre-defined deduction.

Creating a New Deduction Category

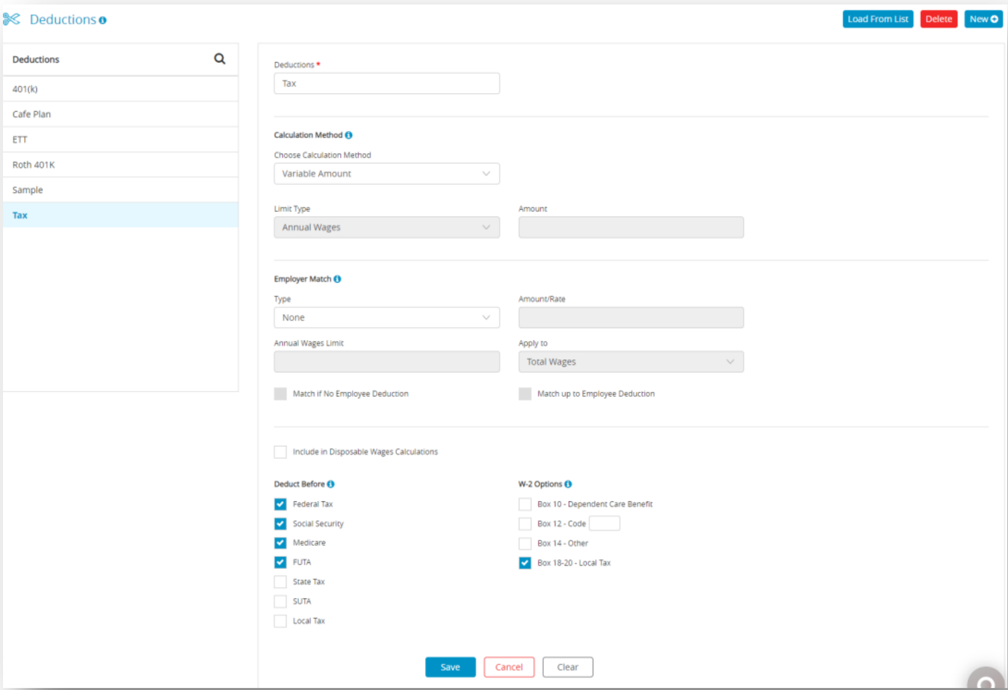
1. Click **Company**, select **Payroll Settings** and then select **Deductions**.
2. Click **New** and then enter a name for New Deduction Category.

   Note: The name for the new Deduction category can be up to 12 characters.



3. Click **OK**.

   Step result: The new deduction should be added to the list of Deductions.
4. Select the New Deduction from the Deductions list.
5. Define the Deduction parameters.

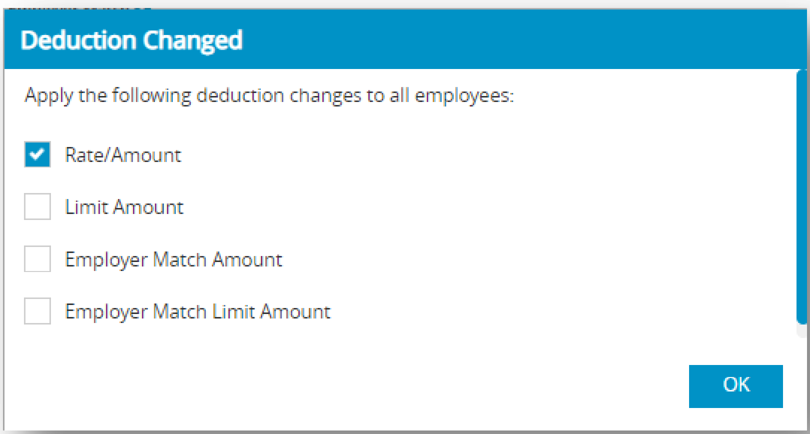


6. Click **Save**.

Modifying a Deduction Category

Important: Do not change the tax status on any Deduction category once the first check of the year has been created. To make a change to the tax set up mid-year, stop the category from being applied by simply modifying the amount/rate to zero. Then create a new category with the correct tax set up to be applied.

1. Click **Company**, select **Payroll Settings** and then select **Deductions**.
2. Select the category from the Deduction list.
3. Make the necessary changes to the category's definition.
4. Click **Save**.
5. You will be prompted to change selected items for all employees assigned this deduction, click **OK**.



Change All Pop-Up Message: For each checkbox marked, the number entered in the Employee Setup under the Deductions tab will be overridden to the number set in this screen.
Example: A 401(k) annual deduction limit has been changed for the payroll year and you modify the limit amount and click the **Save** button. When the Change All pop up box comes up, select the Limit Amount checkbox and then click **OK**. You will only have to modify any employee with a different limit amount rather than, most likely, the majority of employees.

Deleting a Deduction Category

You can delete a Deduction category as long as there are no employee checks or year-to-date balances associated with it and it is not assigned to any employees.

Important: Do not delete any Deduction categories once the first check for the year has been created. The only time a category should be deleted is after the New Year file has been created, but before any checks have been created.

1. Click **Company**, select **Payroll Settings** and then select **Deductions**.
2. Select the category from the Deduction list.
3. Click **Delete**.

   Step result: A pop up appears asking you to verify that you want to delete.
4. Click **Yes**.

Items in the Deductions Window

Table 5.Calculation Methods

Option	Description
Variable Amount	Select **Variable Amount** if the Deduction amount for an employee varies with each pay period. If this option is selected, the amount that appears on the Calculate Pay window will always be 0.00 until you override and enter the amount of the deduction.
Fixed %	Select **Fixed %** if the amount deducted from an employee is calculated as a percentage of their wages. You can have this Fixed % be deducted from Total wages, Federal withholding wages, State withholding wages, Wages-Exempt Income, or SUTA wages by selecting the appropriate option from the Apply to: drop down list. The value entered here should be a percent, not a decimal value. ***For example***: A decimal value of .015 should be entered as 1.5. There are two ways to handle a Fixed % deduction category: ✓ If the Fixed % is the same for all employees: You can enter the amount in the edit box on this window. This amount will be entered automatically on the Calculate Pay window for all employees who are assigned this deduction.

	✓ If the Fixed % is the different for each employee: Enter 0.00 here and modify the rate/amount for each employee on the Deductions tab of the Employee Setup window. ***Note***: If you have a deduction based on disposable wages you will need to choose Disposable Wages under the drop down for Apply to. This basic setup is subtracting all deductions required by law (Federal, State, Local, SS and Med are already included) from the employee's gross earnings. There are certain rules and situations on what is to be included or not included. **For example**: Tips are not included for disposable earnings while state unemployment or disability tax is included. The Deduction and Additional Income setup screens both contain a checkbox for Include in Disposable Wages Calculations to include the calculation of disposable wages.
Fixed Amount	✓ Select **Fixed Amount per Pay Period** if the deduction amount is the same each pay period. ✓ Select **Fixed Amount per Hour Worked** if the amount deducted from an employee is multiplied by the number of hours worked of that pay period. Hour categories defined with the option to Use in Calculations Based on Hours Worked are used in this calculation. ✓ Select **Fixed Amount per 1st Chk of Month** if the deduction amount is the same each month. The income will be deducted from the first paycheck created for the month. ✓ Select **Fixed Amount per 1st Chk of Quarter** if the deduction amount is the same each quarter. The income will be deducted from the first paycheck created for the quarter. There are two ways to handle a Fixed Amount deduction category: ✓ If the Fixed Amount is the same for all employees: You can enter the amount in the edit box on this window. This amount will be entered automatically on the Calculate Pay window for all employees who are assigned this deduction. ✓ If the Fixed Amount is the different for each employee:

	You can enter 0.00 here and modify the rate/amount for each employee on the Deduction tab of the Employee Setup window.

Deductions Limit Options

Limit type	You can set the Limit Type for a deduction defined as Fixed Amount (per Pay Period, 1st Check of Month, or Hour Worked) or Fixed % by selecting the appropriate Limit Type from the pop-up list. You can choose a deduction limit type of Annual Wages, Loan Amount, Annual Deduction Amount, Pay Period, or Monthly. **Note**: As with the calculation methods in the last section, if the limit amount is the same for all employees, enter the amount in this screen. If it is a different amount for each employee, insert 0.00 in this screen and modify the deduction limit amount in the Employee Setup under the Deduction tab. ✓ If you choose Annual Wages as the Limit Type, the deduction will be taken out of the employee's pay each pay period until the employee's annual wages meet or exceed the amount you enter in the edit box or the limit setup in the Deduction tab of the Employee Setup. ✓ If you choose Loan Amount as the Limit Type, the deduction will be taken out of the employee's pay each pay period until the loan amount you enter in the edit box is reached. ✓ If you choose Annual Deduction Amount as the Limit Type, the deduction will be taken out of the employee's pay until the annual deduction limit you enter in the edit box is reached. ✓ If you choose Pay Period as the Limit Type, the deduction will be taken out of the employee's pay up to the maximum deduction limit for the pay period. ✓ If you choose Monthly as the Limit Type, the deduction will be taken out of the employee's wages for each paycheck of the month until the deduction limit you enter in the edit box is reached for the month.

Employer Match Options

Table 6.Employer Match

Options	Description
Employer Match Type	To specify the type of deduction to be made, you can choose from the drop-down list which includes Fixed Amount, Fixed %, or Hour Worked options.
Amount/Rate	Enter the amount or rate for the employer match. If you have Fixed Amount or Hour Worked selected as the Employer Match Type, the amount you enter in the Amount/Rate edit box is treated as a dollar amount. When Fixed % is chosen as the Employer Match Type, the value entered in the Amount/Rate edit box is considered as a percentage of the employee's earnings. This rate can be adjusted for individual employees by accessing the Deductions tab within their Employee Setup.
Wage Limit	If necessary, enter the employee wage at which the employer match should stop calculating. This cannot be entered or overridden in the Employee Setup.
Match if No Employee Deduction	Use this box if a deduction has no employee portion, but should still have an employer portion. An example of using this box is for California's ETT, Employer Training Tax. ETT does not have an employee deduction, but does have a Fixed % the employer contributes, so the Match if no Employee Deduction box should be checked.

Deduct before options

By checking the appropriate options, a deduction will be deducted before the following taxes:

- Federal Tax
- Social Security
- Medicare
- FUTA
- State Tax
- SUTA
- Local Tax

See your circular E, Employers Tax Guide or state tax guide to determine the correct handling of individual deduction items.

W-2 Box Selections

Table 7.W-2 Options

Options	Description
Box 10- Dependent Care Benefits	Checking causes the year-to-date total for the dependent care benefits deduction to appear in Box 10 of an employee's W-2.
Box 12	Checking causes the deduction's code and amount to be included in Box 12 on a W-2 form.
Box 12- Code	Check this option if you wish the Deduction amount to print in Box 12 of the W-2. A Code must also be entered when this is selected. Refer to the Instructions for Form W-2 from the IRS for the code to be entered here. Codes are entered as capital letters.
Box 14 Other	Checking causes the deduction's name and amount to be included in Box 14 on a W-2 form.
Box 18-20 Local Tax	Check this option if you wish the Deduction and description to print in Boxes 18-20 – Local Tax. Wages reported in box 18 are YTD wages even if the deduction was created and assigned mid-year.

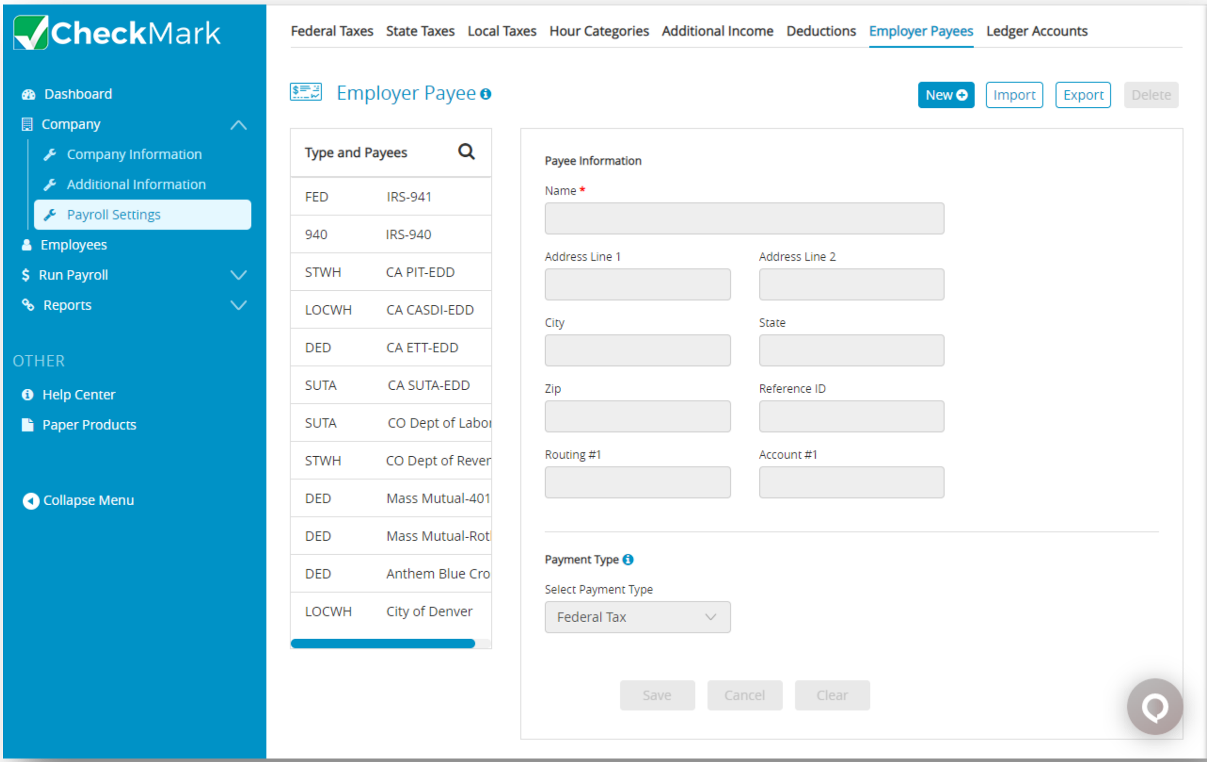
3.7 Setting up Employer Payees

This section shows you how to set up employer payees in CheckMark Online Payroll for employer payments, such as Federal, State and Local taxes as well as other employee deductions. Utilizing employer payees is not mandatory since its usage in CheckMark Online Payroll does not have any impact on the reports generated by the payroll system.

You can pay multiple items to the same payee, but the payee will need to be setup separately in the list, once for each item. You can combine up to 5 items on an employer payment check with the exceptions of 940 and 941 payments.

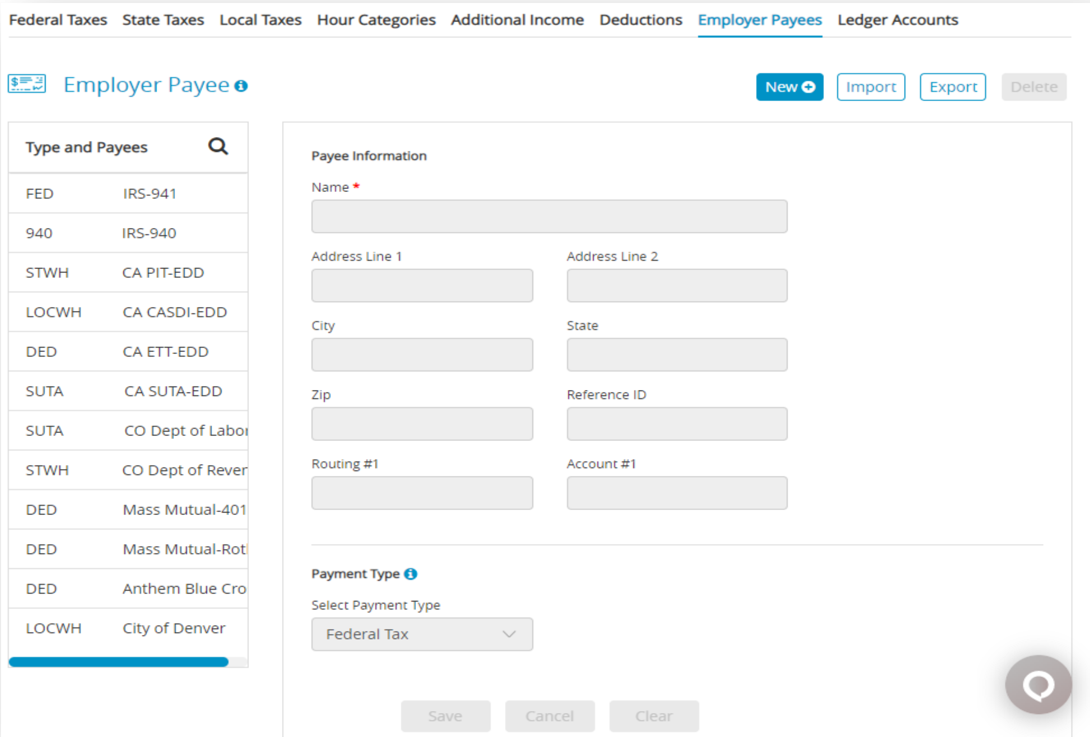
The CheckMark Online Payroll enables you to perform operations such as adding, modifying, and deleting payees, provided that there is no payment checks linked to the payee within the present year.

Note: Punctuation marks such as a comma (,) or period (.) in a payee's name and address can cause errors when posting payment information into certain accounting programs.



Setting Up a New Payee

1. Click **Company**, select **Payroll Settings** and then select **Employer Payees**.
2. Click **New**.



3. Enter the name of the payee that will receive the payment and click **OK**.

   Step result: The new Payee should now be added to the list of Employer Payees.
4. Select the category from the Employer Payees list.
5. Add the payee information and select the payment type.
6. Click **Save**.

Table 8.Payee Information

Fields	Description
Name	It can accommodate up to 30 characters.
Address Line 1	It can accommodate up to 30 characters. It is recommended that you use postal service guidelines when entering address information.
Address line 2	It can accommodate up to 30 characters.
City	Enter the employee's city. City will accommodate up to 25 characters.
State	Enter the 2-letter postal abbreviation for your employee's state.
Zip	Enter the 5-digit ZIP code, plus 4-digit extension.
Reference/ID	Enter account #, identification #, federal or state ID number to print on the payment check. Reference/ID will accommodate up to 17 characters.
Routing #1	Enter the Routing #
Account #1	Enter the Account #
Type of Payment	✓ **Federal Tax**: Federal withholding, Social Security and Medicare taxes. ✓ **940 Tax** – FUTA: Federal unemployment tax. ✓ **State Withholding**: The drop-down displays the states that are available in the State Taxes list. Select the state(s) that you withhold taxes in. A separate payee must be setup for each state in your list. ✓ **Local Withholding**: The drop-down list displays local taxes that are available on the Local Taxes list. Select the local tax that you withhold taxes for. A separate payee must be setup for each local tax in your list. ✓ **SUTA**: The drop-down displays the states that are available in the State Taxes list. SUTA refers to the state unemployment tax. A separate payee must be setup for each state in your list.

	✓ **Employee Deduction**: The drop-down list displays deductions that are on the Deduction list. A separate payee must be setup for each deduction in your list.

Modifying an Employer Payee

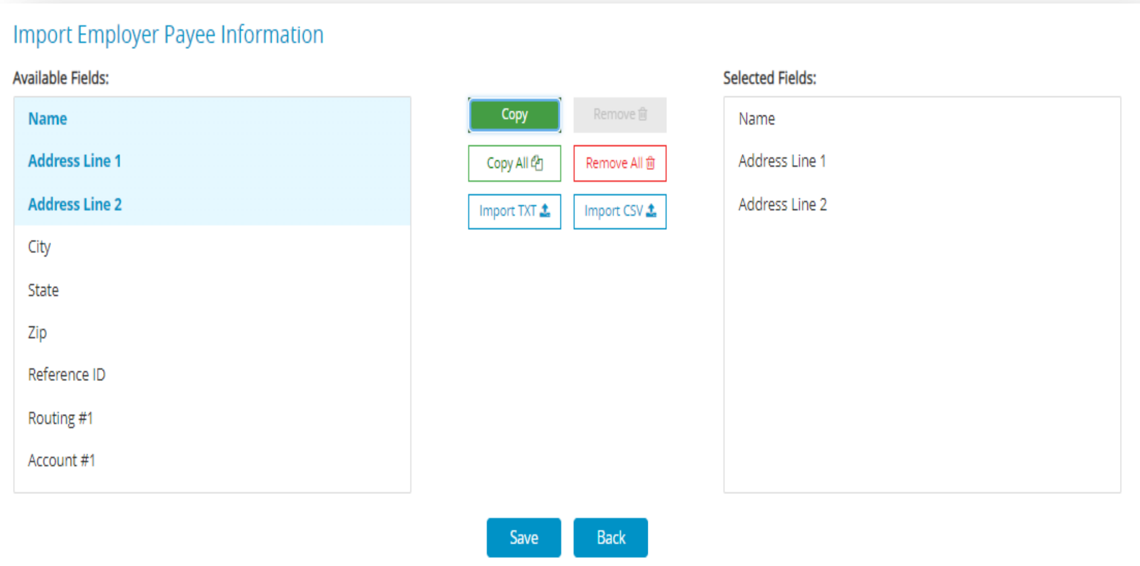
1. Click **Company**, select **Payroll Settings** and then select **Employer Payees**.
2. Select the name from Payee list.
3. Modify the information for payee.
4. Click **Save**.

Import Employer Payee Information

1. Click **Company**, select **Payroll Settings** and then select **Employer Payees**.
2. Click **Import**.
3. Select fields from Available Fields list and then click **Copy**.

   Important: Name field is mandatory to import a file (TXT or CSV).

   Note: Selected fields should be loaded in Selected Field list. To select all fields click **Copy All** and to remove fields click **Remove or Remove All**.

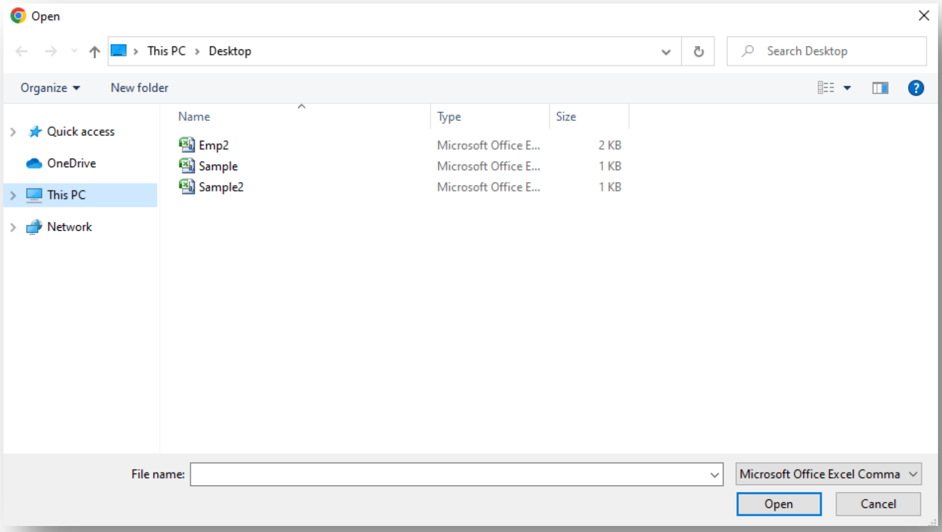


4. Click **Import TXT** or **Import CSV**.

   Step result: Displays a new window asking to select file to import.

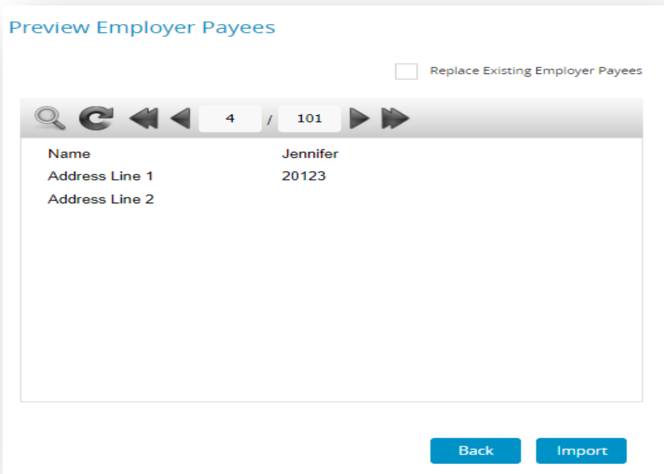
5. Select a file to import and then click **Open**.

   Step result: An Open dialog appears.



6. Click **Import**.

   Note: Click check box to Replace Existing Employer Payees.

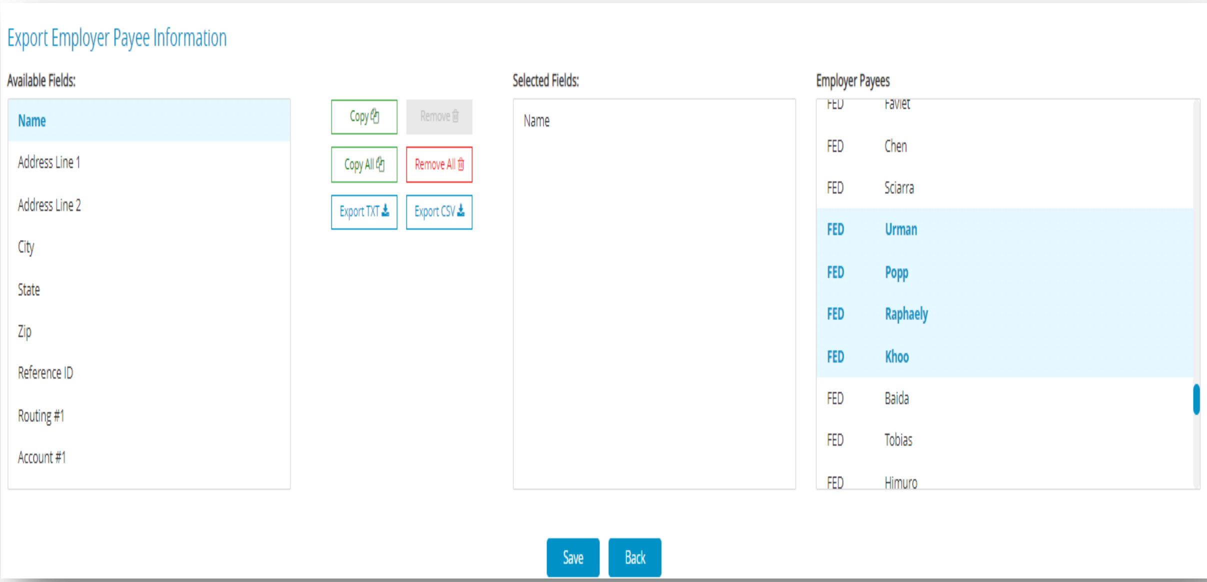


7. Click **Save** and then click **Back**.

   Step result: Employer information should be added to the list of Type and Payees.

Export Employer Payee Information

1. Click **Company**, select **Payroll Settings** and then select **Employer Payees**.
2. Click **Export**.



3. Select fields from Available Fields, then click **Copy**.

   Step result: Selected fields should be loaded in Selected Field list.

4. Select employer from Employer Payees list.
5. Click **Export TXT** or **Export CSV**.

   Step result: The TXT file should be opened, while the CSV file should be downloaded for storage. Click **Save** if required for further exporting.

Deleting Employer Payee Information

You can delete a payee as long as no checks in the current year are associated with the payee.

1. Click **Company**, select **Payroll Settings** and then select **Employer Payees**
2. Select the name from the Payee list.
3. Click **Delete**.

   Step result: An alert appears asking you to verify that you want to delete the payee.
4. Click **OK**.

Types of Employer Payments

Here are the types of employer payments that you can set up.

Payment Type	Description
Federal Tax	This refers to the deposit that you make for federal income tax withheld, Social Security, and Medicare taxes.
940 Tax-FUTA	This refers to the deposit that you make for the Federal unemployment tax (FUTA).
State Withholding	The drop-down list shows the states that were added to your company on the State Taxes window. If you don't see the state you need, you can add the state to your company using the State Taxes window. For more details, see 3.2 Setting up State Taxes.
Local Withholding	The drop-down list shows the local taxes that have been added to your company. If you don't see the local tax that you need, you can add the local tax to your company using the Local Taxes window. For more details, see 3.3 Setting up Local Taxes.
SUTA	This refers to the deposit that you make for the state unemployment tax. The drop-down list shows the states that were added to your company on the State Taxes window.
Employee Deductions	This refers to the deposits that you make for employee deductions, such as United Way or Health Insurance. The dropdown list shows your company's Deduction categories that were added on the Deductions Setup window.

3.8 Setting up Ledger Accounts

This section shows you how to set up ledger accounts in CheckMark Online Payroll that allow you to post your payroll to an accounting program.

If you won't be posting your payroll to an accounting program, or your accounting program doesn't use account numbers, you don't need to set up ledger accounts. However, you might find ledger accounts useful on Posting Summary reports to manually transfer your payroll data to an accounting system.

You can assign accounts to the following payroll categories:

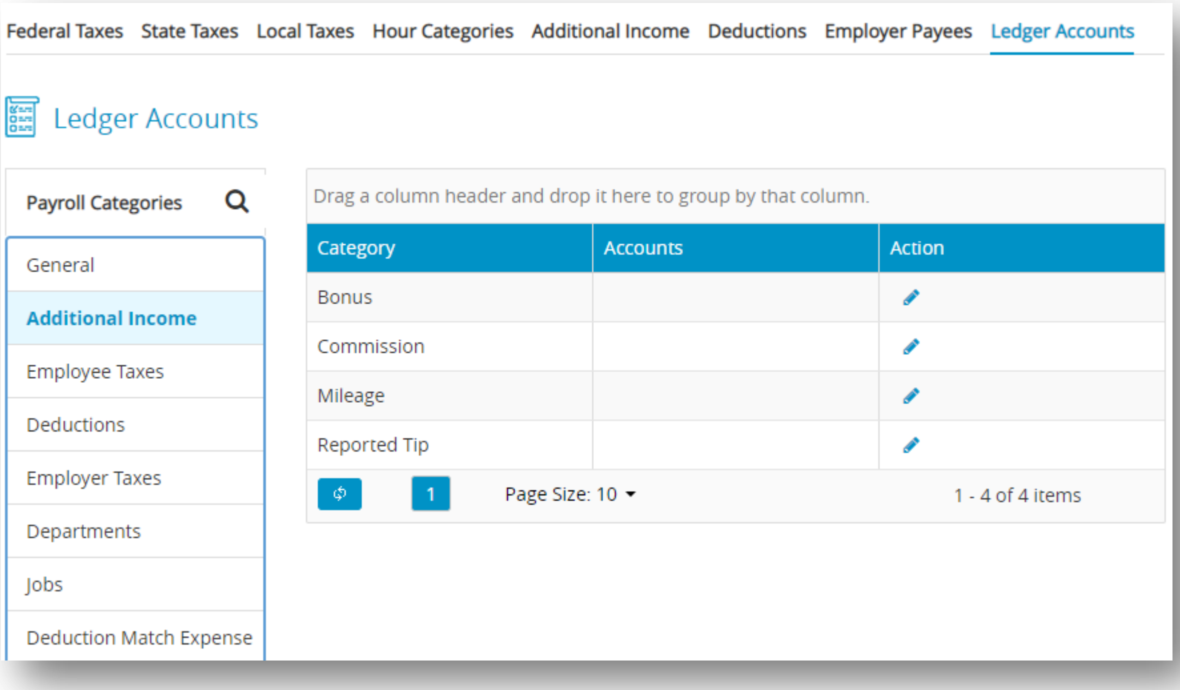
Table 9.Payroll Categories

Categories	Description
General	✓ **Cash Account**: The cash account from which payroll checks are paid. ✓ **Wages**: An expense account for gross wages.
Additional Income	The Additional Income items that appear in the list are those that were set up on the Additional Income window. You can assign an account to each item, typically an expense account.
Employee Taxes	✓ **Federal**: A liability account for employee federal taxes withheld. ✓ **Social Security**: A liability account for the Social Security tax withheld. ✓ **Medicare**: A liability account for the Medicare tax withheld. Liability accounts for employee state and local taxes withheld also appear in the list.
Deductions	The Deduction items that appear in the list are those that were set up on the Deductions window. You can assign an account to each item, typically a liability account.
Employer Taxes	✓ **Cash Account**: The cash account from which employer expenses and liabilities are paid. ✓ **Social Security Liability**: A liability account for the employer portion of Social Security. ✓ **Social Security Expense**: An expense account for the employer portion of Social Security.

	✓ **Medicare Liability**: A liability account for the employer portion of Medicare. ✓ **Medicare Expense**: An expense account for the employer portion of Medicare. ✓ **FUTA Liability**: A liability account for employer federal unemployment tax. ✓ **FUTA Expense**: An expense account employer federal unemployment tax. ✓ **SUTA Liability**: A liability account for State Unemployment appears for each state. ✓ **SUTA Expense**: An expense account for State Unemployment appears for each state
Departments	✓ **Wages**: An expense account for department wages. ✓ **Tax Expense**: An expense account for department taxes for employer portions of Social Security and Medicare, FUTA, and SUTA. ***Note***: Department or job wage and tax expense accounts override general wage expense and employer tax expense accounts. ***Note***: If department or jobs are setup, the employer taxes will not be posted by tax expense, but by department/job liability and will be broken out by tax for the entire payroll.
Jobs	✓ **Wages**: An expense account for job(s) wages. ✓ **Tax Expense**: An expense account for job(s) taxes for employer portions of Social Security and Medicare, FUTA, and SUTA. ***Note***: Use this option if you distribute employee wages to jobs in MultiLedger. ***Note***: Department or job wage and tax expense accounts override general wage expense & employer tax expense accounts.
Deduction Match Expense	An expense account for the employer deduction expense, which is not broken out by department/job expense, for deductions set up with an employer matching amount or percentage.

Assigning the Posting Accounts

1. Click **Company**, select **Payroll Settings** and then select **Ledger Accounts**.



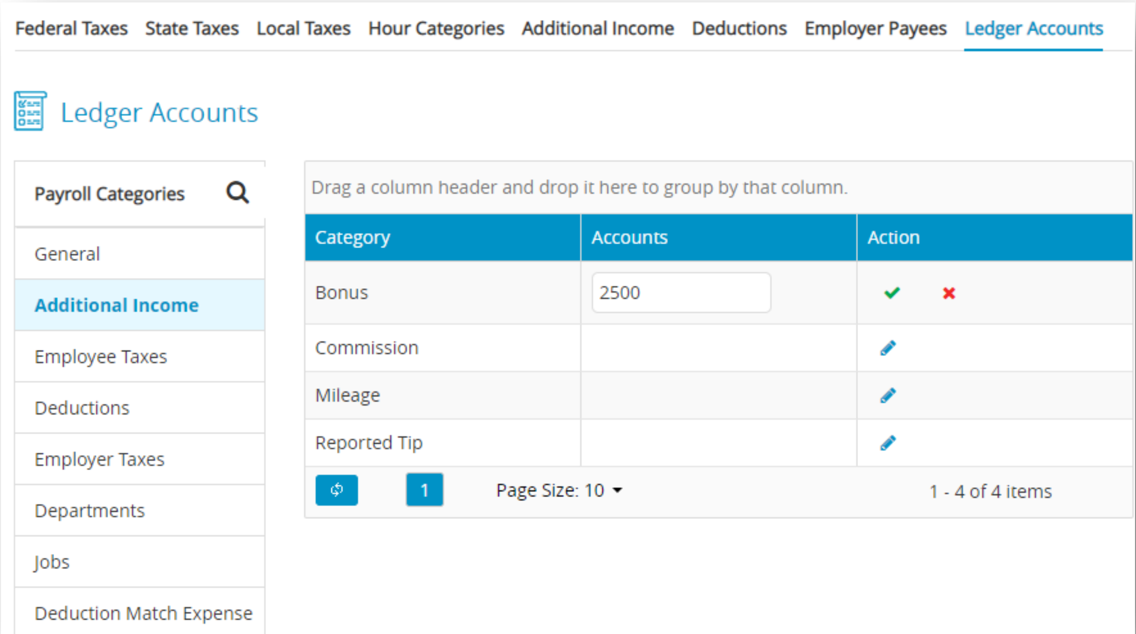
2. Select an option under Payroll Categories.

   Step result: After selecting the payroll category, items associated with the category appear in the category list.

3. Select an item from the Category list and then click  edit action button.

4. Enter an account for the selected item and then click check action button to save.

   Note: Accounts can be up to 16 alpha-numeric characters.



Modifying the Posting Accounts

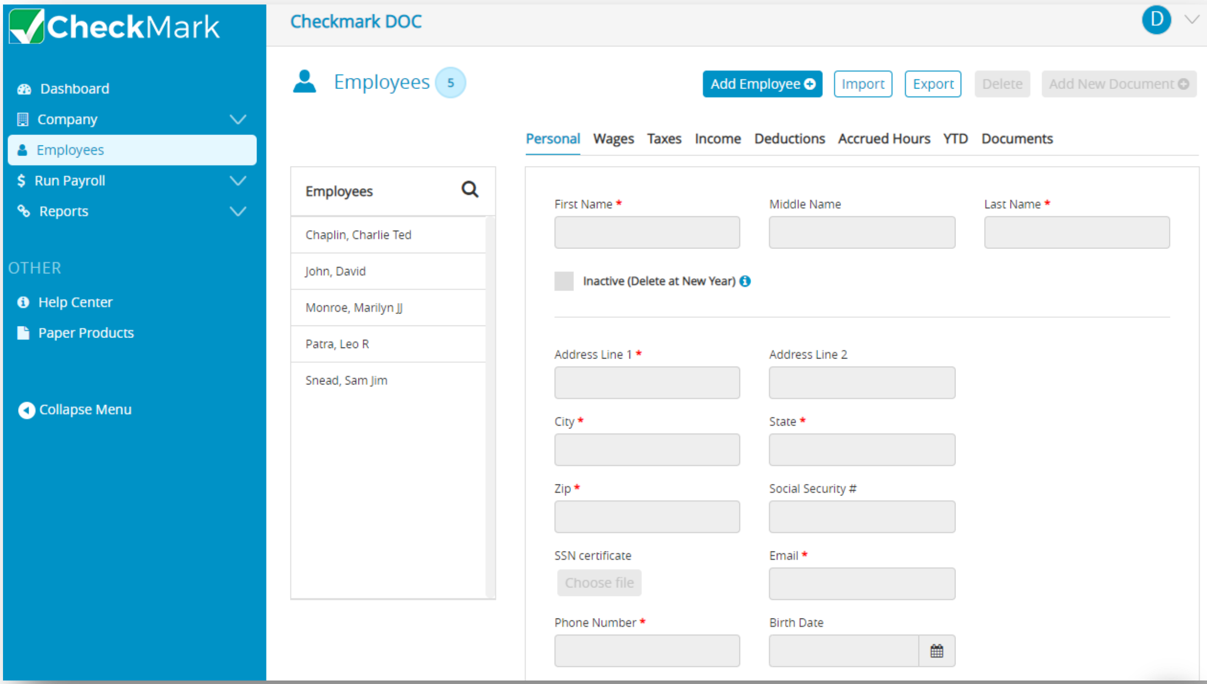
1. Click **Company**, select **Payroll Settings** and then select **Ledger Accounts**.
2. Select an option under Payroll Categories.
3. Select an item from the Category list to modify and then click  edit action button.
4. Modify the account number for the selected item and then click check action button to save.
5. Repeat steps 2-4 to modify each account in the payroll accounts.

Chapter 4

SETTING UP EMPLOYEES

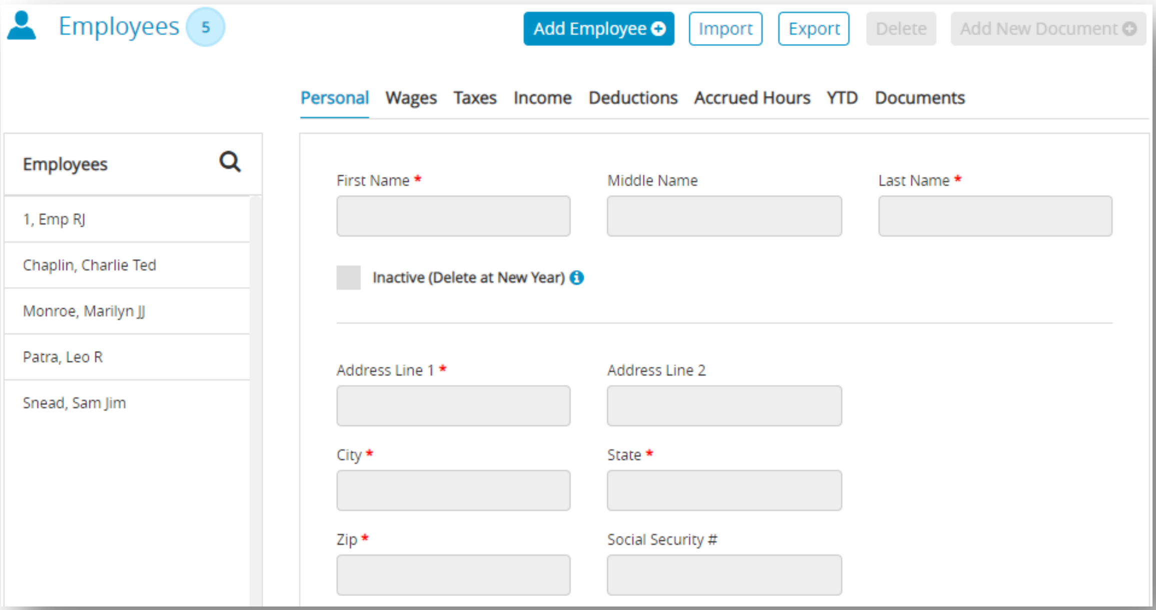
It is important to note that the items assigned to individual employees in CheckMark Online Payroll should be set up beforehand in the previous sections. In case any necessary items such as deductions, additional incomes, etc. are missing, it is recommended to create them prior to setting up employees. Once all items are properly set up, then you can refer this article to learn how to set up your employees in CheckMark Online Payroll.

For more information about Employees, refer https://kb.checkmark.com/article/how-to-set-up-employees-in-checkmark-payroll/



4.1 Employees

CheckMark Online Payroll allows you to add an unlimited number of employees to your company's payroll system, so you don't have to worry about hitting a maximum limit. To quickly see the total number of employees in your employee list, simply refer to the "Number of Employees" field.



Using the Employee View Tabs

The tabs will allow you to quickly access different information about an employee. Viewing different information about your employees is as easy as clicking the appropriate tab.

Table 30.Employee View Tabs

Tabs	Description
Personal	Use this view tab to enter information such as name, address, social security number, employee #, and default department.
Wages	Use this view tab to set up wage information, such as salary or hourly rate, pay frequency, hire/terminate dates, last raise date, and department/job distribution percentages.
Taxes	Use this view tab to set up an employee’s W-4 options, advance EIC payments, and federal, state, and local tax withholdings.
Income	Use this view tab to assign up to eight Additional Income categories to an employee.
Deductions	Use this view tab to assign up to 16 Deduction categories to an employee.
Accrued Hours	Use this view tab to assign up to three accrued hour categories, such as sick or vacation, for an employee. Employees can earn a set amount by month, year, hour worked or pay period.

YTD	Use this view tab to enter an employee's beginning year-to-date balances for wages, Additional Income categories, Deduction categories, and taxes, if necessary.
Documents	Use this view tab to import and export the document for every individual employee.

How to Set Up an Employee

Since the employee list is available in all view tabs, you can set up your employees in one of three ways:

- Set up all your employees within the same view tab and then select the next view tab

Important: SUTA State must be selected for each employee before saving employee information or a default SUTA State will be assigned to the employee.

The default state will be the state you have setup in the Company Information window. If you don't have a state setup in Company Information, the default will be the first state listed in the State Taxes Setup. If you don't have any states setup in the State Taxes Setup, you will not be able to save any information in the Employee Setup other than Personal Information.

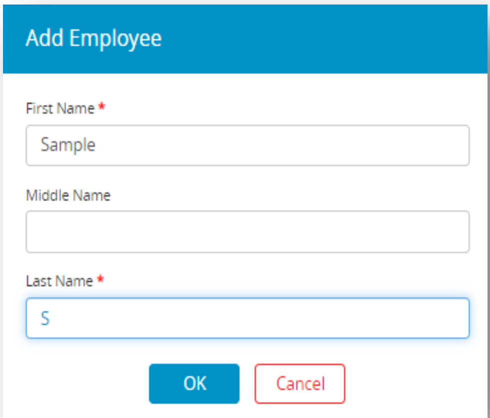
The preferred approach is to set up one employee completely across all the view tabs before moving on to the next employee, rather than setting up all employees in the same view tab and then selecting the next view tab.

Setting Up a New Employee

This section shows you how to set up a new employee in CheckMark Online Payroll.

1. Click **Employees** option from the menu and then click **Add Employee**.
2. Enter first, middle and last name.
3. Click **OK** or press **Enter**.

   Step result: The new employee should be added to the employee list.



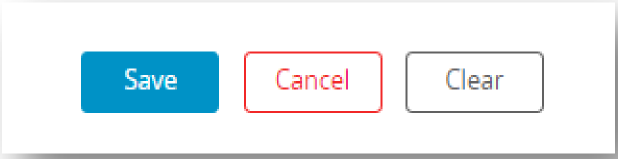
4. Select the New Employee from the Employee list.
5. Enter their personal, wages, taxes, income, deductions, accrued hours and YTD details.
6. Click **Save**.

   Warning: Punctuation marks such as a comma (,) in an employee's name for items such as suffixes can cause errors when posting payroll information into certain accounting programs.

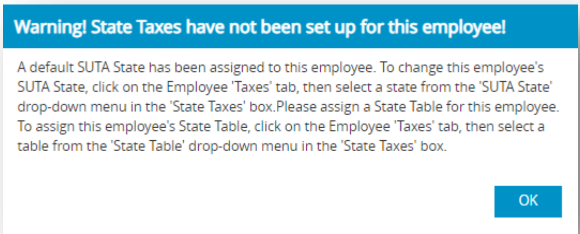
   The employee's name is added to the employee list. You can either continue setting up the employee in the current view mode, or you can change to another view mode.

Saving an Employee's Setup

Click **Save** to update the employee's record when you've finished setting up an employee.



Note: If no SUTA State is selected, an alert appears reminding you that a SUTA State has not been selected and a default SUTA State will be assigned to the employee.



Deleting an Employee

Note: You can mark a terminated employee as inactive by checking the Inactive checkbox on the Personal view tab. When you start the new-year, employees marked as Inactive are automatically deleted. You can delete an employee as long as there aren't any year-to-date balances associated with the employee.

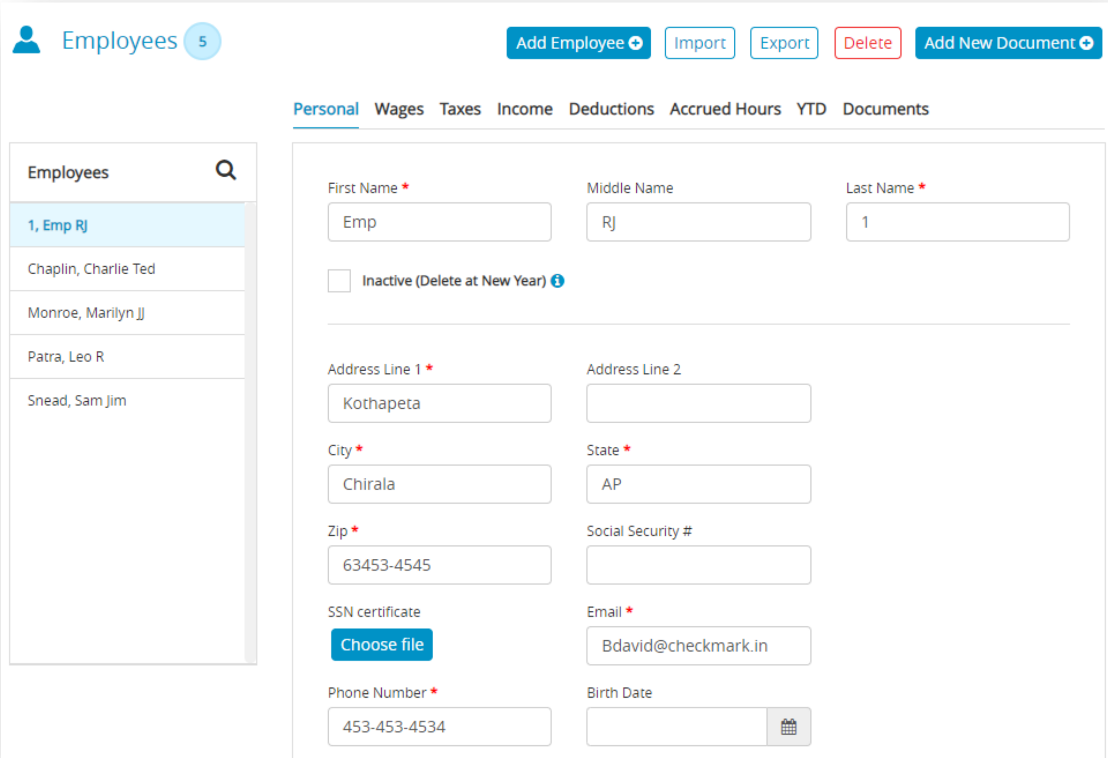
1. Click **Employees** option from the menu.
2. Select the **Personal** view tab.
3. Select the employee from the employees list.
4. Click **Delete**.

   Step result: An alert appears asking you to verify that you want to delete the employee.
5. Click **Yes**.

Adding Document to Employee

You can add a new Document which includes functionality that allows a company to upload documentation required for the Company.

1. Click **Employees** option from the menu.
2. Select the employee from the employees list and then click **Add New Document**.



3. Enter Document Name.

   Note: Name can be up to 12 characters long.

4. Click **Choose File**, select file and then click **Open**.

   Note: Check the Approved checkbox to confirm the uploaded document is right and check the Employee portal checkbox to make the document visible to your employees in Employee Portal.

5. Click **Save**.

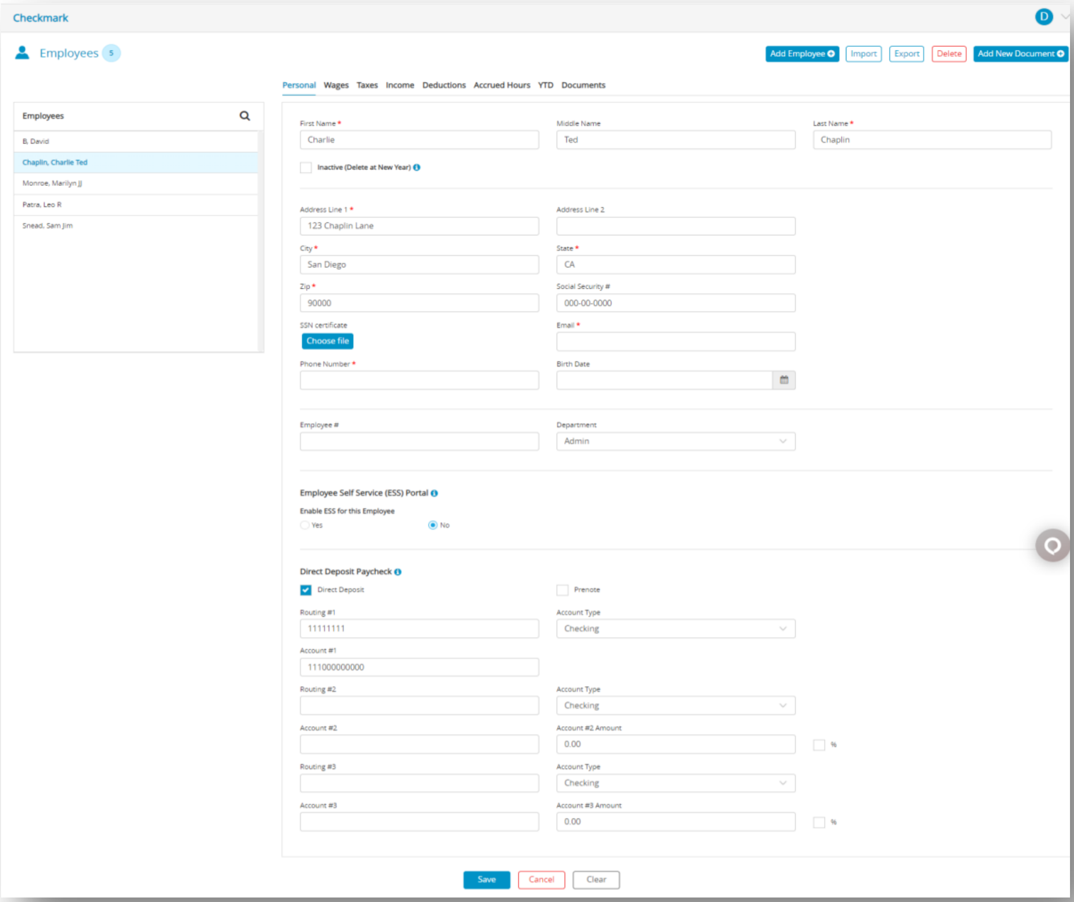
   Step result: The new document should now be added to the list of documents.

4.2 Setting up Employees Personal Information

1. Select **Personal** view tab on the Employee window.

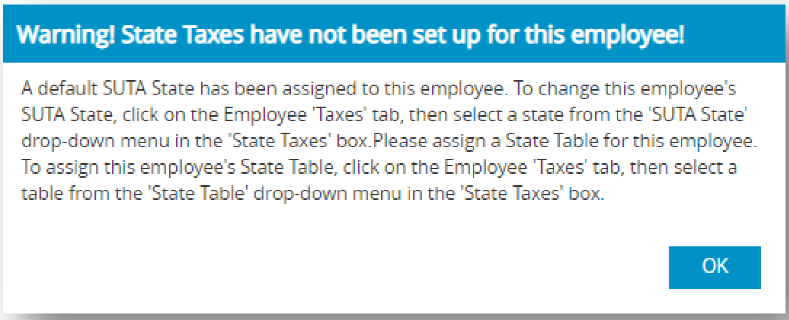
2. Select an employee from the employee list on the Employees window

   Note: If you are setting up a new employee, click **Add Employee**.



3. Enter the personal information of Employee.

4. Click **Save**, after assigning a SUTA State on the Taxes View Tab else you will get the following alert message.



Fields in the Employee Personal View Tab

Table 10.Fields in the Employee Personal View Tab

Fields	Description
First Name	Enter the employee's first name, up to 15 characters.
Middle Name	Enter the Employees Middle name (Optional).
Last Name	Enter the employee's last name, up to 20 characters.
Inactive (Delete at New Year)	Choose this option for employees that no longer work but have YTD. Inactive employees (such as terminated employees) appear after active employees in employee lists and reports and are marked by an asterisk (*) preceding their names. You can print W-2s for inactive employees and inactive employees are included in the employee count for W-3s when in the previous year. When you start the new year, all inactive employees are automatically deleted from your new year company files

Address Line 1	The address that you enter (including City, State, and Zip) will appear on the employee's paychecks and W-2s.
Address Line 2	This is the employee's delivery address. Address Line 2 will accommodate up to 30 characters. If both Address Line 1 and Address Line 2 are filled in, both lines will print on employee checks and reports.
City	Enter the employee's city up to 25 characters.
State & Zip	Enter the 2-letter postal code for the state and the 5-digit ZIP code. The ZIP code field can also accommodate the 4-digit extension.
Social Security	Enter the employee's social security number. You must include the Number hyphens.
Email	Enter the employee's email address to send the employee's paycheck stub to them electronically. You can enter up to 40 characters.
Phone Number	Enter the employee's phone number, including an area code.
Birth Date	Enter the employee's birth date in the MM/DD/YY format. However, you do not need to enter any leading zeros. For example, enter March 7, 1960 as 3/7/60.
Employee	The employee number must be greater than 0 and can accommodate up to 6 digits. If assigned, an employee's number

	will print on the check stub.
Department	The department assigned here will determine which department heading the employee will appear under in lists and reports. Employee wages will default to this department for posting and department reports.
Employee Self Service (EES) Portal	Enable ESS Portal access for the employees so that they can access their pay-slips, documents, personal information, and compensation details. Once you enable the ESS Portal option, the employee will receive an email with their credentials.

Direct Deposit Paycheck

Setup these options if you wish to use either ACH Direct Deposit through your own financial institution or Web Direct Deposit through National Payment Corporation.

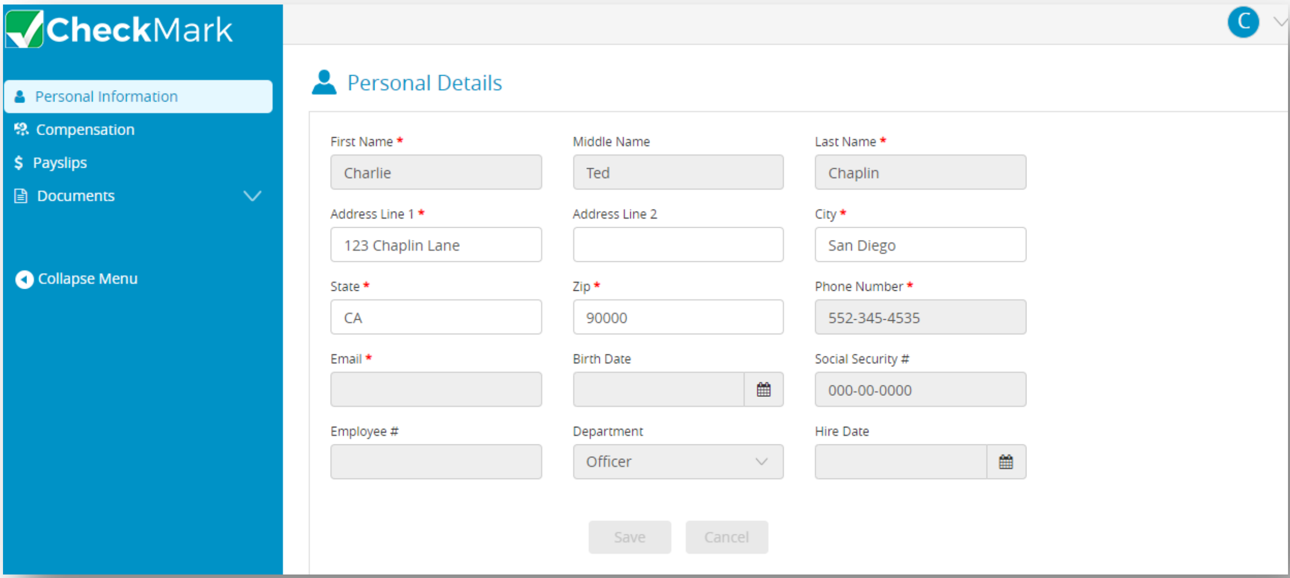
Table 11.Direct Deposit Paycheck

Fields	Description
Direct Deposit	Check this option for employees set up for either Direct Deposit with your own financial institution or for Web Direct Deposit through National Payment Corporation. You should contact your financial institution for more information on getting set up for direct deposit.
Prenote	Please select this option if the employee prefers direct deposit. Prenoting is used to verify that the routing and account information can smoothly pass through the electronic banking system without any issues. **Note**: Prenoting an employee will result in their direct deposit check being set to zero for the first time after selecting direct deposit.
Account Type	Select either Checking or Savings on the drop-down list depending on the type of account the employee is depositing into. If the employee is depositing into 2 accounts, this will need to be set on each account.
Routing #1	Enter the 9-digit routing number for the employee’s account. If the employee is depositing into 2 accounts, this is the routing number to the account that the remainder of the paycheck will be deposited.

	Account #2 has a specified amount entered.
Account #1	Enter the account number for the direct deposit. Up to 16 digits are accommodated in this field.
Routing #2	Enter the 9-digit routing number for the employee's account.
Account #2	Enter the account number for the employee's account.
Account #2 Amount	Enter the amount that is to be deposited in the second account. The remainder of the paycheck will be direct deposited into Account#1.
Routing #3	Enter the 9-digit routing number for the employee's account.
Account #3	Enter the account number for the employee's account.
Account #3 Amount	Enter the amount that is to be deposited in the 3rd account. The gross amount of the check must cover all allocations or any remainder will be allocated to Account1

4.3 Setting up Employee Self-Service (ESS) Portal

CheckMark Online Payroll provides an Employee Self-Service (ESS) portal, allowing employees to conveniently manage different aspects of their employment. With an ESS portal, employees can access and update their personal information, view and download their pay slips, and access important documents. They can also view and download their pay stubs, which provide a breakdown of their earnings, deductions, and taxes. They can also access and print important tax forms such as W-2s enabling them to easily file their taxes accurately. It is important to note that the ESS portal allows your employees to change their password at any time. This feature ensures that your employees can maintain the security and confidentiality of their accounts by periodically updating their login credentials.

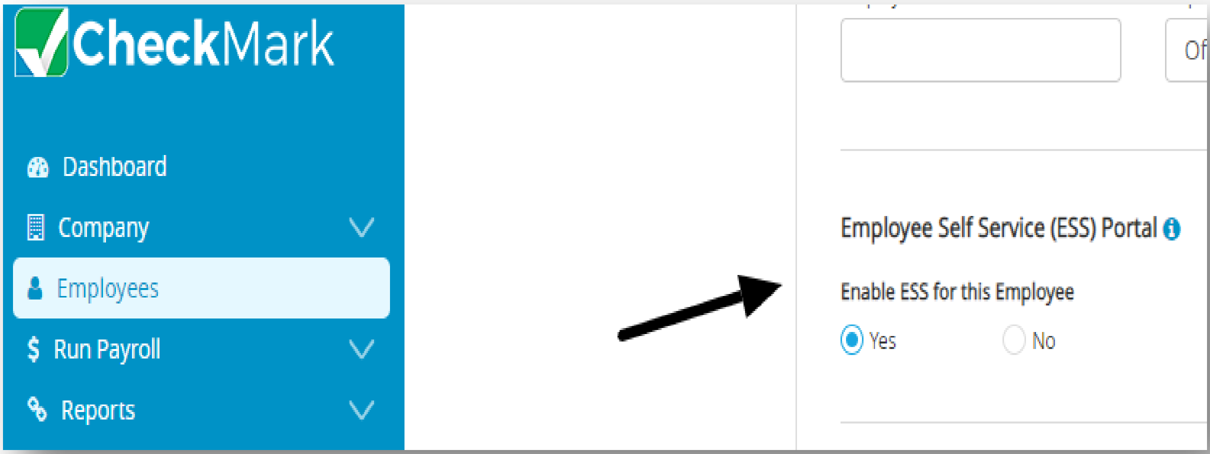


Providing Access to ESS Portal for Employee

To enable ESS Portal access for your employees, follow the steps below:

1. Select the **Employees** from the menu.
2. Select the desired employee from the Employees list.
3. Scroll down and click the **“Yes”** radio button under ESS Portal.

   Note: If you prefer not to enable access to the ESS portal for the employee, simply click the "No" option to disable it at any time.



4. Enter additional information, if required.
5. Click **Save**.

   Note: The credentials, consisting of a username and password, will be sent to the employee's email for accessing the ESS portal.

Important: The documents uploaded by employees in the ESS (Employee Self-Service) portal will be displayed in the **Completed Forms**.

Adding Documents to the ESS (Employee Self-Service) Portal by an Employee

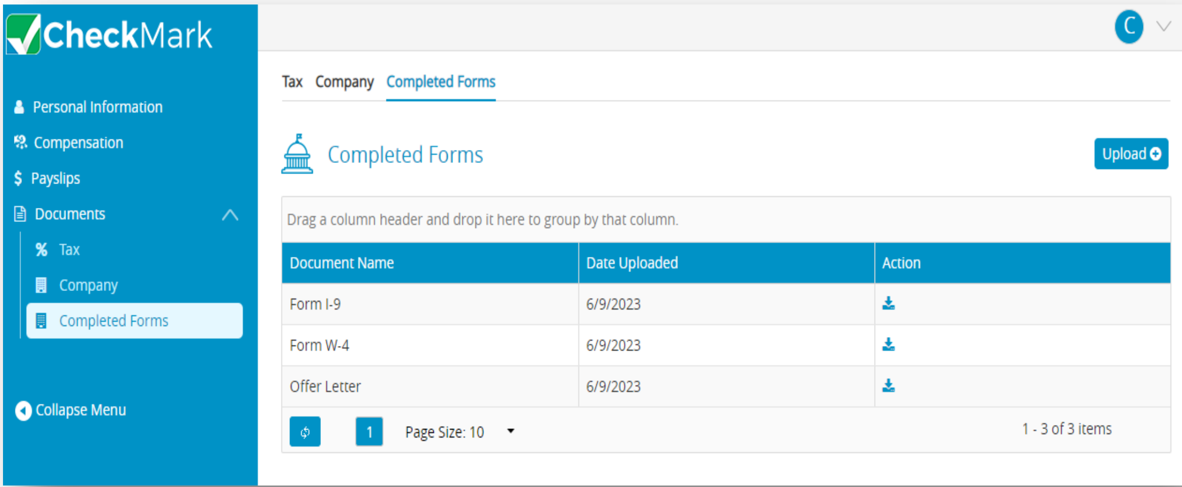
To upload documents to the ESS portal, employees should follow the following steps:

1. Sign in to the ESS portal using your employee credentials.

   Note: Your employer will send your credentials through email.

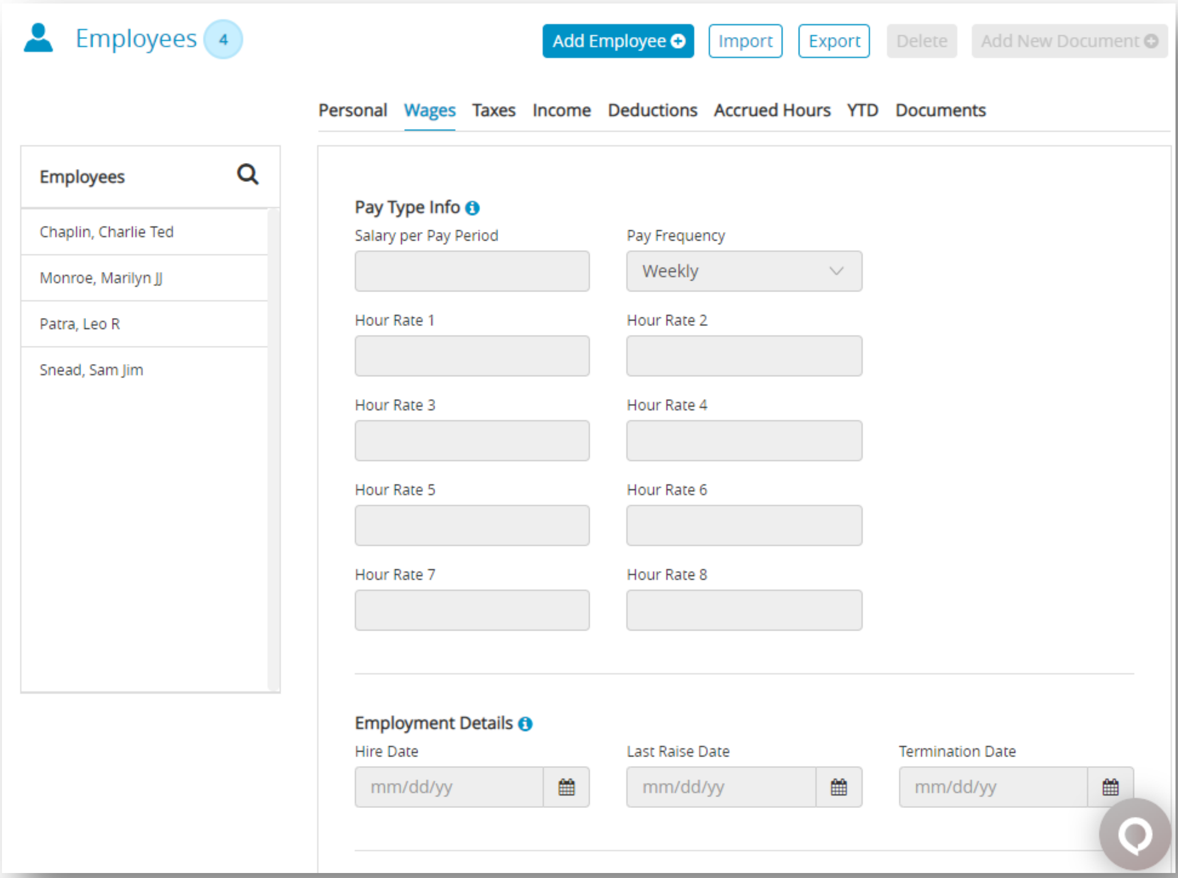
2. Select the **Documents** dropdown and then click **Completed Forms**.
3. Click **Upload**.
4. Enter the Document Name and then click **Choose File**. A pop-up appears asking you to select file location.
5. Select the file form your local computer and then click **Open**.
6. Click **Save**. The file should be uploaded to the portal. If required, repeat steps 3 to 6 to upload additional documents.

   Note: Once a document is uploaded into the ESS portal, the employees cannot delete the documents, but the employer can.



4.4 Setting up Employees Wages

1. Select an employee from the Employees list on the Employees window.



2. Click **Wages** view tab on the Employees window.
3. Enter the salary amount that the employee receives each pay period in the Salary per Pay Period.
4. Enter the amount per hour in the Hour Rate 1 edit box if the employee is paid by the hour.

Note: An employee can be paid up to 8 different hourly rates. These hourly rates, along with the hour categories set up on the Hour Categories window, are used to calculate wages for hourly employees.

Don’t enter hourly rates, such as overtime or double-time, since these are defined on the Hour Categories window. For more information about hour categories, see 3.4 Setting up Hour Categories.

5. In order to determine how frequently the employee will be paid, please select an option from the Pay Frequency drop-down list.
6. Enter employment information, such as the employee’s hire date, last raise date, and department/job distribution percentages.
7. Click **Save** after entering the employee’s wage information and assigning a SUTA State on the Taxes View Tab.

Items in the Wages View Tab

Table 12.Pay Type Info

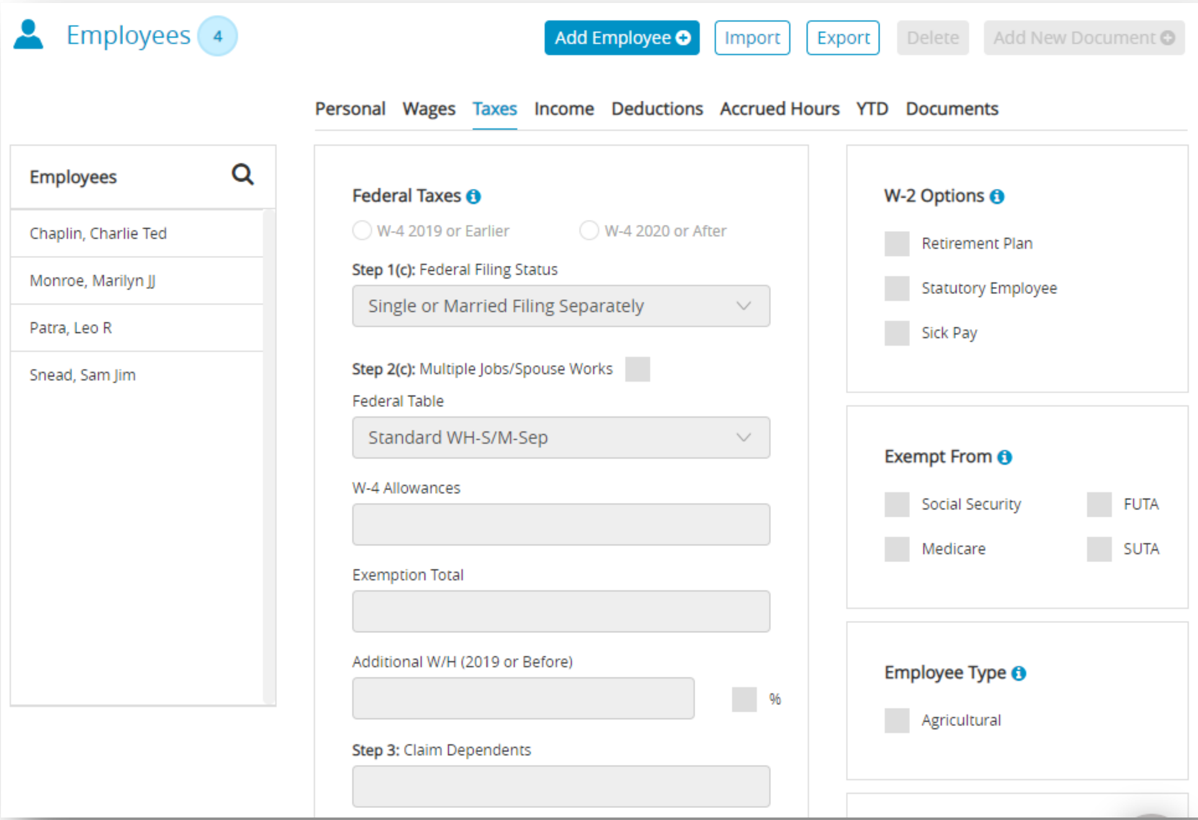
Fields	Description
Salary per Pay Period	If the employee is paid a salary, enter the amount that the employee receives each pay period.
Pay Frequency	Use this drop-down list to choose how often the employee is paid. You can choose Daily, Weekly, Bi-Weekly, Semi-Monthly, Monthly, Quarterly, Semi-Annually and Annually.
Hour Rate 1,2,3 & 4	If the employee is paid by the hour, enter the amount per hour in the edit box. You don’t have to enter .00 for whole dollar rates. Hour Categories and Hour Rate 1-4 calculate together to determine gross wages for an hourly employee. Hour Categories are set up on the Hour Categories window.

Hire Date	Enter the date that the employee was hired.
Last Raise Date	Enter the date that the employee last received a raise.
Termination Date	Enter the date that the employee's employment ended.
Department/ Job fixed Distribution	You can distribute an employee's pay to as many as 10 departments or Jobs by percentages. Percentages are automatically assigned based on the number of departments or Jobs assigned. For example, if two departments are assigned, the distribution percentage is 50% for each department. If the percentages are incorrect, you can click Modify Percentages and enter the correct values. The sum of the percentages must equal 100%. Percentage distributions will not sort your employee list, this is based on the default department assigned on the Personal Tab. This distribution, however, does override the default department assigned on the personal tab.
Comments	Use this text area for recording comments (such as dates of pay raises or prior pay rates) about the employee.

4.5 Setting up Employees Taxes

1. Select an employee from the Employees list on the Employees window.

2. Click **Taxes** view tab on the Employees window.



3. Choose Radio button W-4 2019 or Earlier OR W-4 2020 or After.

4. Select the appropriate federal tax table for the employee from the Federal Tax Table drop-down list.

5. Enter the number of federal allowances that the employee is claiming based on your W-4 form selection.

   Note: You can also withhold additional federal withholding prepay check as a dollar amount or as a percentage of wages.

6. Select the state for SUTA reporting from the SUTA State drop-down list.

7. Select the appropriate state tax table for the employee from the State Tax Table drop-down list.

   Important: Even if you do payroll in a state with no state withholding, such as Texas, you still need to assign both the SUTA State and State Table to every employee for correct quarterly wage reports. SUTA State must be selected for each employee before saving employee information or a default SUTA State will be assigned to the employee.

   If the employee is exempt from taxes, choose the appropriate checkbox ender the Exempt From area. Employee wages marked Exempt From do not need to be reported to SUTA, State or Federal government agencies. However, if the employee is exempt from allowances, you can change the withholding to "99" so no taxes are taken out.

   Note: For more information on state taxes, refer additional-tax-information. This will open a page on CheckMark's website.

8. Enter the number of state allowances that the employee is claiming.

   Note: For most states, after the cursor leaves the State Allowances field, CheckMark Online Payroll automatically calculates the Exemption or Tax Credit Totals. You can also withhold an additional amount per paycheck as a dollar amount or as a percentage of wages.

9. Check any appropriate W-2 Options for the employee.

10. Check any appropriate Exempt From options for the employee.

    Note: If the employee qualifies for the HIRE Act, mark the qualified checkbox.

11. If the employee is an agricultural employee, mark the Agricultural checkbox.

12. Select a local tax for the employee from the Local Tax drop-down list if necessary.

13. Enter the number of local allowances that the employee is claiming if needed.

    Note: For some local taxes, after the cursor leaves the Local Allowances field, CheckMark Online Payroll automatically calculates the Exemption or Tax Credit Totals.

14. Click **Save** after entering the employee's tax information, including the SUTA State.

Items in the Taxes View Tab

Table 13.Federal Taxes Options

Fields	Description
Federal Table	Use the drop-down list to select the appropriate federal tax table for the employee that coincided with the status claimed on the W-4. If Exempt is selected, federal tax will not be withheld when the employee's pay is calculated.
W-4 Allowances	Enter the number of allowances claimed on the employee's Form W-4.
Additional W/H	If you want to withhold additional federal withholding for the employee (beyond the calculated amounts), enter the additional amount that you want to withhold per pay period. You can also enter the amount as a percentage of wages if the % checkbox is checked.

State Taxes

Table 14.State Taxes Options

Fields	Description
SUTA State	Use the drop-down list to select the appropriate state for SUTA reporting. The states that appear are those that have been added to the company with the State Taxes window. ***Important***: Before saving an employee's information, it is necessary to select a SUTA State for that employee. If a SUTA State is not selected, a default state will be assigned to the employee.
State Table	Use the drop-down list to select the appropriate state tax table for the employee. The tables that appear in the list are those that have been added on the State Taxes window. If “None” is selected, state tax will not be withheld when the employee’s pay is calculated and employee information will not appear on the state wage reports or W-2 reports including the EFW2 State File. ***Note***: If your employee is exempt from state withholding but you need to report employee’s wages, DO NOT leave the State Table as “None”.
Allowances	Enter the number of state allowances that the employee is claiming (usually, this is the number of federal allowances claimed on the employee’s Form W-4, Employee’s Withholding Allowance Certificate). CheckMark Online Payroll uses this number, when possible, to calculate the Exemption Total or Tax Credit Total for a selected state

	tax table.
Exemption Total	When possible, the Exemption Total or Tax Credit Total is calculated Credit Total for you and placed in the correct edit box. The total equals the annual exemption or tax credit amount for the selected table times the number of state allowances entered for State Allowances. This is not applicable for all states and there are some states where this information must be manually calculated and entered. In the State Taxes window when selecting your state, the program will give a message for those states telling you to manually calculate and enter the figure in the Employee Set Up. ***Important***: Exemption Total does not refer to the number of allowances claimed by an employee. The number of state allowances claimed by an employee should be entered in the State Allowances edit box.
Additional W/H	If you want to withhold additional state withholding for the employee (beyond the calculated amounts), enter the additional amount that you want to withhold each pay period. You can also enter the amount as a percentage of wages if the % checkbox is checked.

W-2 Options

Table 15.W-2 and Exempt from Options

Fields	Description
Retirement Plan	If Retirement Plan is checked, an ‘x’ will be printed in the appropriate box on the employee’s W-2Statement.
Statutory Employee	If Statutory Employee is checked, an ‘x’ will be printed in the appropriate box on the employee’s W-2 Statement.
Sick Pay	If Sick Pay is checked, an ‘x’ will be printed in the appropriate box on the employee’s W-2Statement.
Social Security	You should use a Circular E, Employer’s Tax Guide to verify the requirements for the following federal withholding options. Check the Soc. Sec. Exempt option if an employee is exempt from Social Security.
FUTA	Check the FUTA Exempt checkbox if the employee is exempt from Federal unemployment tax.
Medicare	Check the Medicare Exempt option if an employee is exempt from Medicare.
SUTA	Check the SUTA Exempt checkbox if the employee is exempt from State unemployment tax.

Local Taxes

Table 16.Local Tax Options

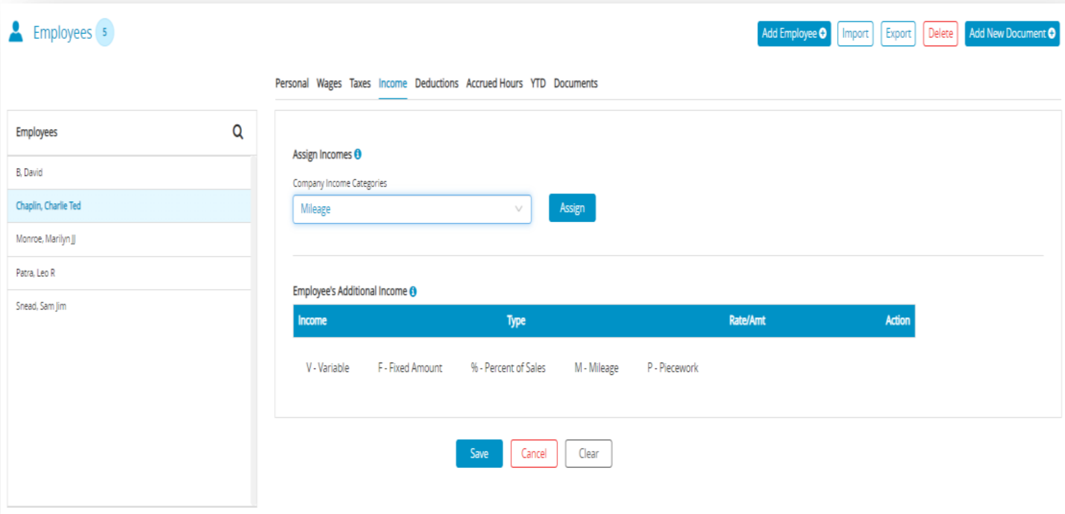
Local	Use the drop-down list to select the appropriate local tax for the employee. The taxes that appear in the list are those that have been set up on the Local Taxes window under Setup. If “None” is selected, local tax will not be withheld when the employee’s pay is calculated and employee earnings will not appear on the local taxes report.
Allowances	Enter the number of local allowances that the employee is claiming.
Exemption Total and Tax Credit Total	This amount should be calculated and entered into the correct box depending on how the local tax has been setup. ***Note***: Many local taxes are fixed amounts or percentages of wages and not all fields are necessarily applicable to local tax. This is dependent upon how the local tax has been setup on the Local Taxes window under Setup.

4.6 Setting up Employees Income

Use the Income view tab to set up income other salary or hourly wages for your employees. Before an Additional Income category can be assigned to an employee, it must be set up on the Additional Income window. For more information about income, see 3.5 Setting up Additional Income. You can assign a maximum of eight Additional Income categories to each employee.

Assigning Additional Income Categories to an Employee

1. Select an employee from the Employees list on the Employees window.
2. Click Income view tab on the Employees window.

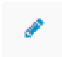


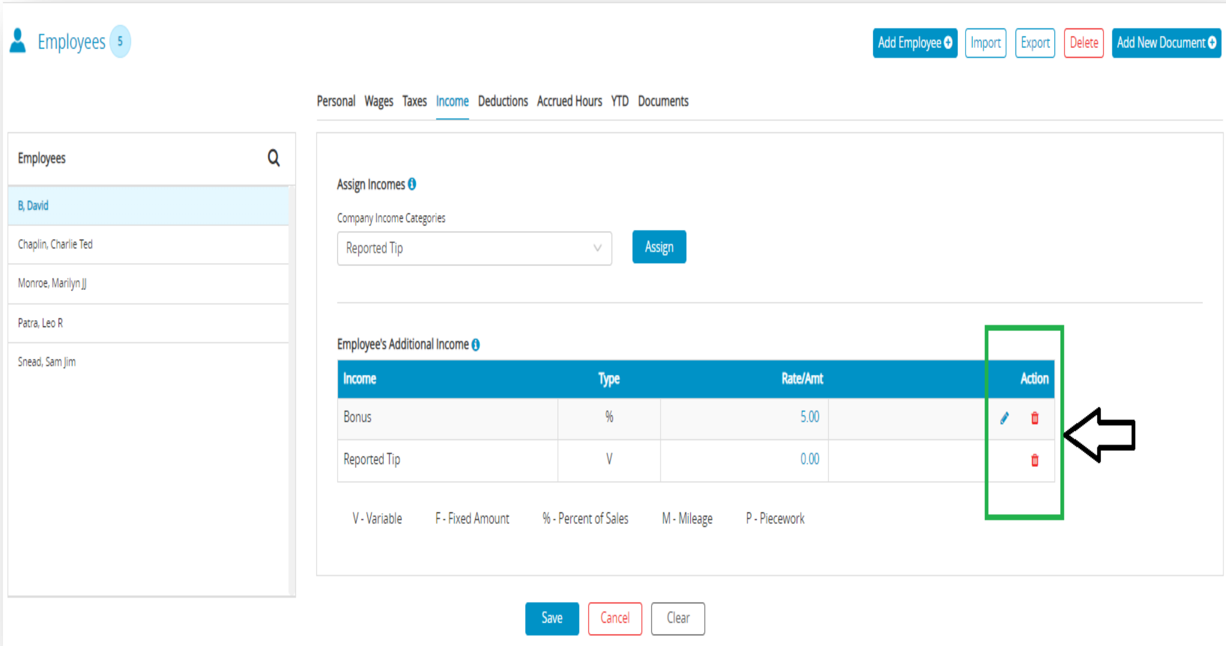
3. Select Income category from Company Income Categories drop-down list.

   Note: The categories that appear in the Company Income Categories list are those that were set up with the Additional Income window.

4. Click **Assign**.

   Step result: The Company Income Categories should be added in the Employee's Additional Income.

Note: You can modify or remove the entries by clicking modify  or remove  Action Icons for Income. The edit icon will only appear if there is a value in the Rate/Amt field. The value for a Variable Additional Income category is entered when you calculate the employee's pay on the Calculate Pay window.



5. Click **Save**.

Modifying & Removing an Additional Income Category from an Employee

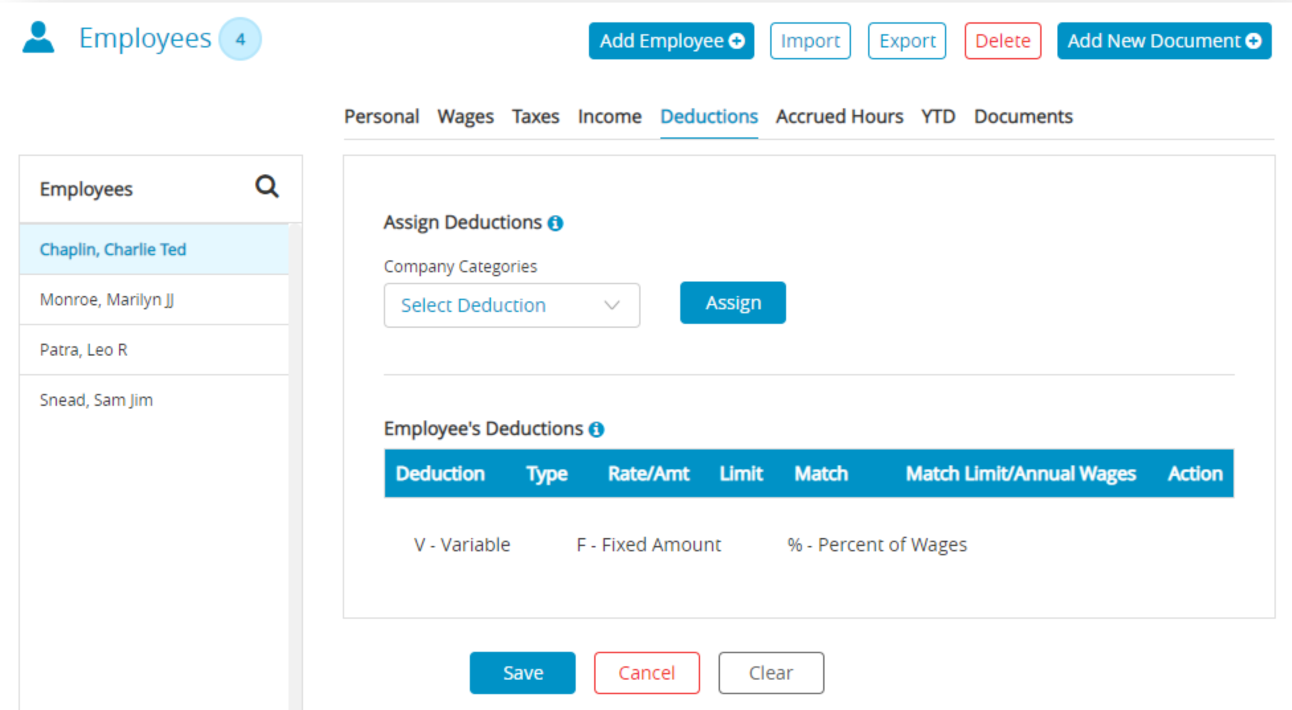
Table 17. Action Icons for Income

Action	Procedure
Modify	You can change the amount of an existing Income category if it's not setup as V-Variable. This amount is entered when you calculate the employee's pay on the Calculate Pay screen. 1. Select an employee from the Employees list on the Employees window. 2. Click **Income** view tab on the Employees window. 3. Highlight Income from the list of Employee's Additional Income category which is already assigned to an employee. 4. Click  modify icon and adjust Rate/Amt. 5. Click check icon and then click **Save**.
Remove	You can remove an Additional Income from an employee as long as the employee does not have any income associated with it. The only time to remove an Income category from an employee is after you have started a new year, but before you have created a payroll in the new year. To stop the category from being applied mid-year, simply modify the amount/rate to zero in the Employee setup. 1. Select an employee from the Employees list on the Employees window. 2. Click  remove icon and then click **Save**.

4.7 Setting up Employees Deductions

You can assign a maximum of 16 Deduction categories to each employee. Before a Deduction category can be assigned to an Employee, it must be set up on the Deductions window.

For more information about deductions, see 3.6 Setting up Deductions.



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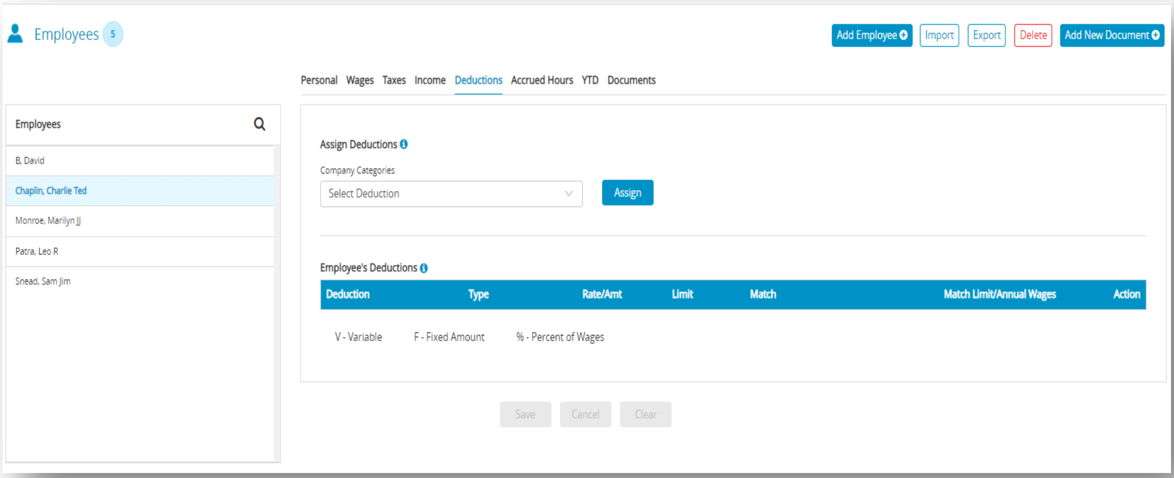
Assigning a Deduction to an Employee

1. Select an employee from the Employees list on the Employees window.

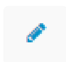
2. Click **Deductions** view tab on the Employees window.



3. Select Deduction category from Company Categories drop-down list.

4. Click **Assign**.

Step result: The Company Categories should be added in the Employee's Deductions list.

Note: You can modify or remove the entries by clicking modify  or remove  Action Icons for Deductions. The value for a Variable Amount Deduction is entered when you calculate the employee's pay on the Calculate Pay window.

5. Click **Save**.

Modifying & Removing a Deduction Category from an Employee

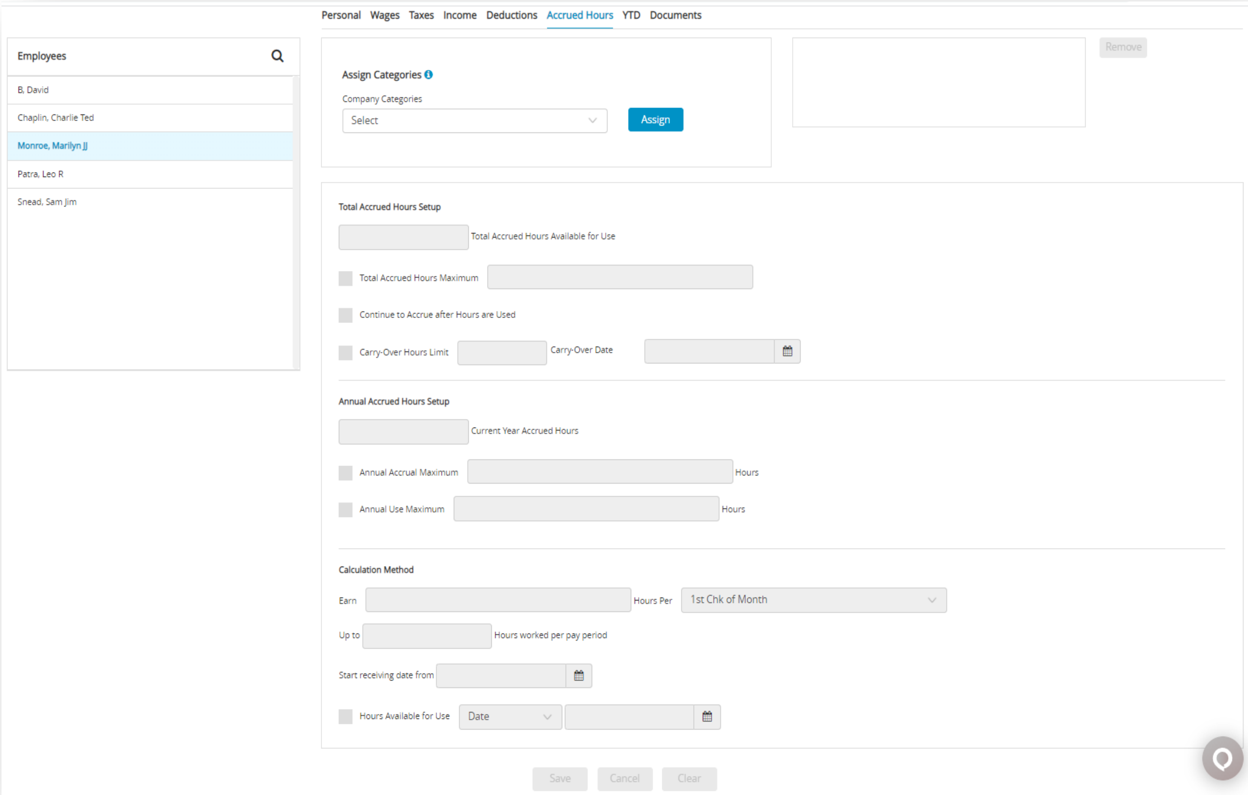
Table 18. Action Icons for Deductions

Action	Procedure
Modify	You can change the amount of an existing Deduction category if it is not setup as V-Variable. This amount is entered when you calculate the employee’s pay on the Calculate Pay screen. 1. Select an employee from the Employees list on the Employees window. 2. Click **Deductions** view tab on the Employees window. 3. Highlight the Deduction category from the list of Employee’s Deduction which is already assigned to an employee. 4. Click  modify icon. 5. Click check icon and then click **Save**.
Remove	You can remove a Deduction category from an employee as long as the employee doesn’t have any paychecks associated with it. The only time to remove a Deduction category from an employee is after you have started a new year, but before you have created a payroll in the new year. To stop the category from being applied mid-year, simply modify the amount/rate to zero in the Employee set up. 1. Select an employee from the Employees list on the Employees window. 2. Click **Deductions** view tab on the Employees window. Click remove icon and then click **Save**.

4.8 Setting up Employees Accrued Hours

CheckMark Online Payroll accommodates up to six accrued hours per employee. Accrued Hours are hour categories where you track hours earned and used for each employee such as vacation or sick. For more information about accrued hour, see 3.4 Setting up Hour Categories.

1. Select an employee from the Employees list on the Employees window.
2. Click **Accrued Hours** view tab on the Employees window.



3. Select the hour category for the employee from the Company Categories list.

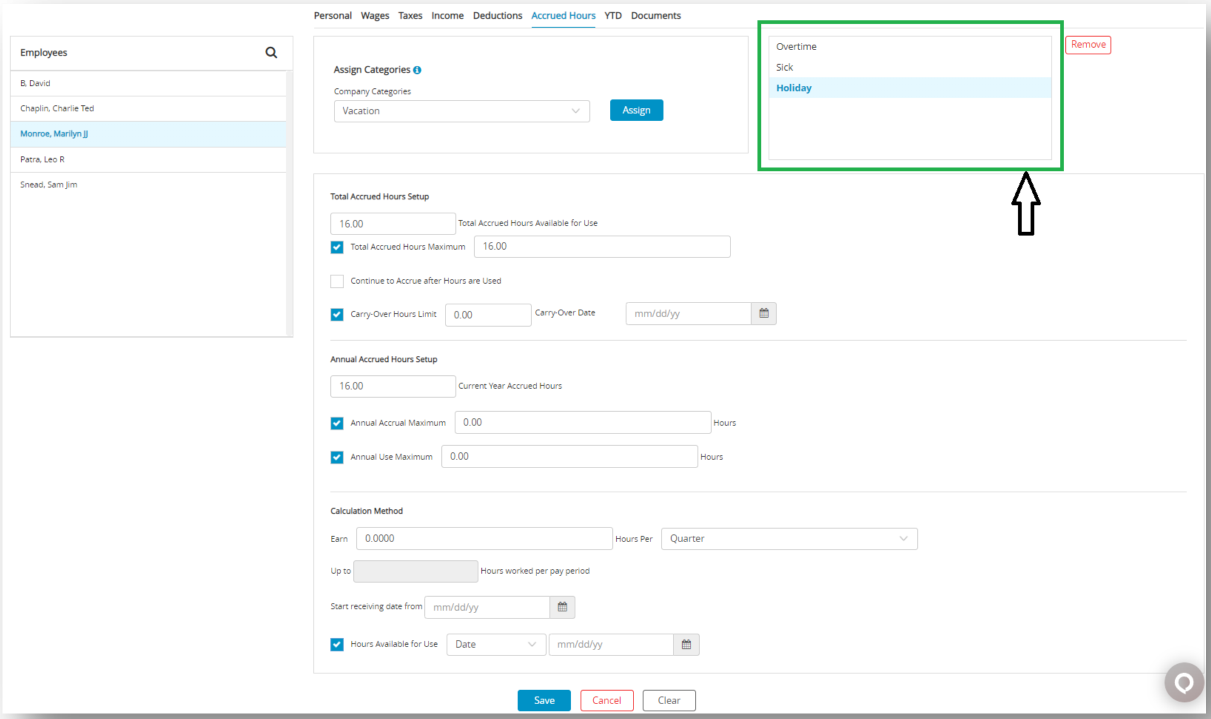
   Note: The categories that appear in the Company Categories list are those that were set up with the 3.4 Setting up Hour Categories window.

4. Click **Assign**.

5. Define the accrued hour category.

6. Repeat steps 3–5 for each accrued hour category for the employee.

7. Click **Save**.



Modifying and Removing Accrual Hour From an Employee

Table 19.Modifying and Removing Accrued Hours

Option	Procedure
Modify	1. Select an employee from the Employees list on the Employees window. 2. Click **Accrued Hours** view tab on the Employees window. 3. Select the accrual hour which is already assigned to the employee in Accrual list that you want to modify. 4. Change the status of the accrual information. 5. Click **Save**.
Remove	1. Select an employee from the Employees list on the Employees window. 2. Click **Accrued Hours** view tab on the Employees window. 3. Select the accrual hour which is already assigned to the employee in Accrual list that you want to remove. 4. Select **Remove**. 5. Click **Save**.

Items in the Accrued Hours View Tab

Table 20.Total Accrued Hours Setup

Fields	Description
Total Accrued Hours Available for Use	This is a current total of accrued hours available. It will include the carry over hours plus the hours accrued in the current year. Hours that are used will deducted from the value.
Total Accrued Hours Maximum	Select the checkbox if there are a maximum number of hours that an employee can have. If the checkbox is not selected, then the hours will not have a cap and continue to grow until hours are used.
Continue to Accrue after Hours are Used	Select this checkbox if the hours should begin to accrue again after an employee has reached a maximum for the Total Accrued Hours. An employee will begin to accrue hours again after some time has been used and they their total accrued hours drops below the maximum. (Example - An employee is permitted to carry over up to 4 weeks of paid time off (PTO). He can start accruing again after PTO hours have been used and he drops below the maximum. It would not reward retro time, but would only start accruing after time has been used.) If an employee has reached the Annual Maximum, then no additional hours will accrue, even if this box is checked

Carry-Over Hours Limit	Select the checkbox if there is a limit for the number of hours that carry over after the Carry-Over Date. Carry-over hours can be based on the payroll year or on an anniversary date. If the checkbox is not selected, then all hours will carry over. If the Total Accrued Hours Available for Use is larger than the Carry-Over Hours Limit, the employee will lose the hours over the limit.
Carry-Over Date	Enter the date that the carry over hours will be based on. The 1st check that is created after the carry-over date, will remove any additional hours over the number of Carry-Over Hours Limit that is entered. Note: The Carry-Over Date is a required field if you have the checkbox selected for Carry-Over Hours Limit.

Annual Accrued Hours Setup

Table 21.Annual Accrued Hours Setup

Fields	Description
Current Year Accrued Hours	This is the accrued hours that have been earned in the current payroll year.
Annual Accrual Maximum	Select the checkbox if there are a maximum number of hours that an employee can accrue in a calendar or payroll year. If the checkbox is not selected, then the hours will not have a cap and continue to grow until hours are used in the current year. Once a maximum is reached in the year, it will not continue to accrue after hours have been used.
Annual Use Maximum	Select this checkbox if an employer chooses to limit the number of hours that an employee can use in a year. Many Sick Time laws have a minimum amount that an employer must allow in a year. An alert would be given in Calculate Pay if an employee tries to use more than the maximum allowed in a year. The employer can override and allow the hours to be used.

Calculation Method

Table 22.Calculation Method for Accrued Hours

Fields	Description
Earn Hours Per	Enter the number of hours the employee should had added onto their Current Accrued Hours based on the frequency selected in the Per drop down list. Choose from 1st Check of Month, Year, Hour Worked, Pay Period or Quarter. ✓ **1st Check of Month**: If you choose Month, the employee will receive the number of accrued hours entered in the edit box on the first paycheck of each month. The employee will start receiving the accrued hours on the first paycheck after the date entered in the Start Receiving box. If no date is entered, the employee will start receiving the accrued hours on the next paycheck. ✓ **Year**: If you choose Year, the employee will receive the number of accrued hours entered in the edit box at one time. The employee will start receiving the accrued hours on the first paycheck after the date entered in the Start Receiving box. A Start Receiving date in the current payroll year is required. ✓ **Hour Worked**: If you choose Hour Worked, the employee will receive the number of hours entered in the edit box per hour worked. You can also limit the maximum hours that are used to determine the earned hours for each pay

	period. The employee will start receiving the accrued hours on the first pay period dated after the date in the Start Receiving box. If no date is entered, the employee will start receiving the accrued hours on the next paycheck. If you choose Hour Worked as the accrual calculation method, you should select the Use in Calculations Based on Hours Worked option on the Hour Categories window for each Hour Category that should be included in the accrual. For example, let's say that you have two-hour categories defined as Regular and Vacation and you would like Vacation to accrue at a rate of .025 hours for every hour worked. You should check the Use in Calculations Based on Hours Worked option for the Hour Category Regular in order for the Regular hours to be included in the Vacation accrual. ✓ **Pay Period**: If you choose Pay Period, the employee will receive the number of accrued hours entered in the box each paycheck. The employee will start receiving the accrued hours on the first paycheck after the date entered in Start Receiving. If no date is entered in the Start receiving date box, the employee will start receiving the accrued hours on the next paycheck. ✓ **Quarter**: If you choose Quarter, the employee will receive the number of accrued hours entered in the box on the 1st check or the quarter. The employee will start receiving the

	accrued hours on the first paycheck after the date entered in Start Receiving. If no date is entered in the Start receiving date box, the employee will start receiving the accrued hours on the next paycheck.
Start receiving date from	Hours will begin to accrue on the first check after this date. If no date is entered, the accrual will begin on the next check.
Hours Available for Use	Select this checkbox if an employer chooses set a minimum requirement before an employee can use the accrued time. From the drop-down, choose either Date or # of Hours Worked. If you select Date, you will need to enter the date that an employee can begin to use the hours that are accrued. Many sick time policies stipulate that hours must begin to accrue immediately, but are not available to use until after 90 to 120 days. If # of Hours is selected, you will need to enter the minimum number of hours that an employee must work before the accrued time is available. If the checkbox is not selected, then the accrued hours are available for use as soon as they are earned. An alert would be given in Calculate Pay if an employee tries to use hours before the setup requirement. The employer can override and allow the hours to be used.

	When importing Prior year data (Year 2022 and after) ✓ Current Year Accrued Hours will be set to zero. ✓ If you select the Carry-Over Hours Limit, the Total Accrued Hours Available for Use will only carry over up to the specified limit. ***Note***: If there is no limit, then there is no need to select the Carry-Over Hours Limit checkbox, and all hours will carry over. ✓ If Carry-Over Hours Limit is selected, then the employer has a “Use It or Lose It” policy and Total ✓ Accrued Hours Available for Use will be adjusted, depending on the limit that is set. All other setup items will carry forward to the new payroll year.

4.9 Setting up Employees YTD

If you are processing your first payroll with CheckMark Online Payroll, it may be necessary for you to establish the year-to-date (YTD) balances for your employee's income and deductions. The specific timing of this process will depend on when you initiate your first payroll cycle using CheckMark Online Payroll.

You don't need to enter year-to-date balances if:

- ✓ The first payroll you process with CheckMark Payroll is the first payroll of the year.
- ✓ You are using CheckMark Payroll to process the first payroll for a new business.
- ✓ You aren't using CheckMark Payroll for keeping employee records.

To make sure financial reports like 941s and W-2s are accurate, you need to carefully manage your employees' year-to-date balances and enter any paychecks received in the current quarter with great care.

Note: YTD balance figures in the Employee Set Up tab affect annual reports. Quarterly reports are calculated on the actual paychecks created in CheckMark Online Payroll. YTD balances are needed for accurate calculation of taxes with an annual wage limit such as SS, FUTA and SUTA taxes.

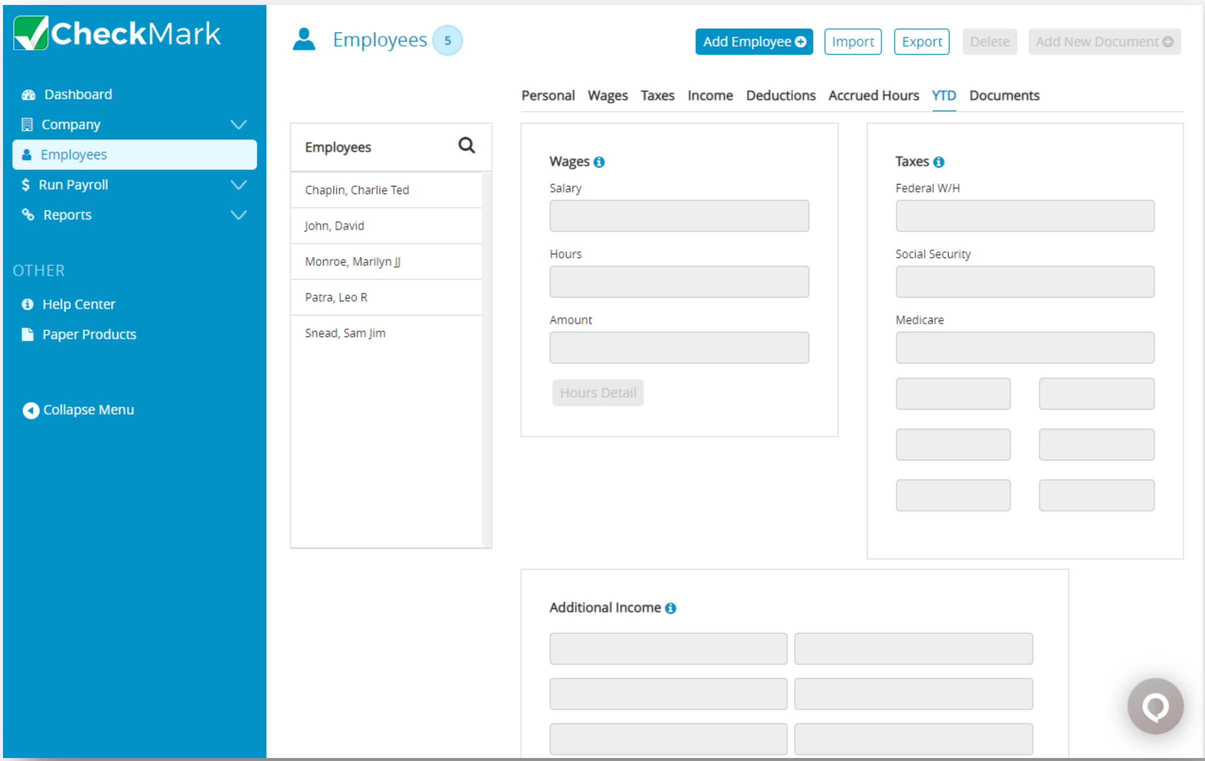
1. Enter starting balances as of the last completed quarter in the current year.
   For example, if you are going to process your first payroll with CheckMark Online Payroll on August 16th, enter the starting balances as of June 30th.
2. Calculate and Save after-the-fact paychecks that were issued in the current quarter. After-the-fact paychecks are paychecks that were issued prior to using CheckMark Online Payroll. Again, if you are going to process your first payroll with CheckMark Online Payroll on August 16th, enter after-the-fact paychecks issued between July 1st and August 15th. If you

are going to process your first payroll with CheckMark Online Payroll at the beginning of a quarter, you don't have any after-the-fact paychecks in the current quarter.

3. To make sure your employee records are correct, you need to use CheckMark Online Payroll to create after-the-fact payroll checks. This is because paycheck calculations don't affect an employee's record until you actually create the paycheck in CheckMark Online Payroll.

Entering Year-To-Date Income and Deductions

1. Select an employee from the Employees list on the Employees window.
2. Click **YTD** view tab on the Employees window.

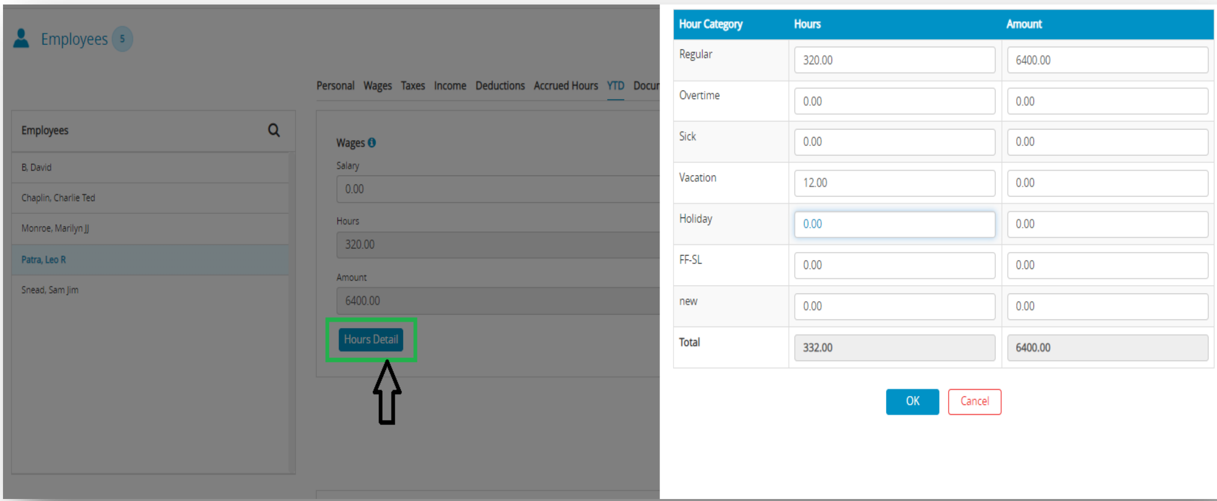


3. For a salaried employee, enter the employee's year-to-date salary as of the last completed quarter in the Salary edit box.

4. For an hourly employee, click the **Hours Detail** button and enter year-to-date hours and amounts for each hour category as of the last completed quarter and then click **OK** else click **Cancel** to update the Hours and Amount fields on the YTD view tab.

   Tip: If you don't want to enter the year-to-date amounts in for each hour category, you could enter the total amount in the Salary edit box.

   Note: When setting up, you don't have to enter year-to-date hours to calculate the value shown for Amount on the YTD Totals view tab.



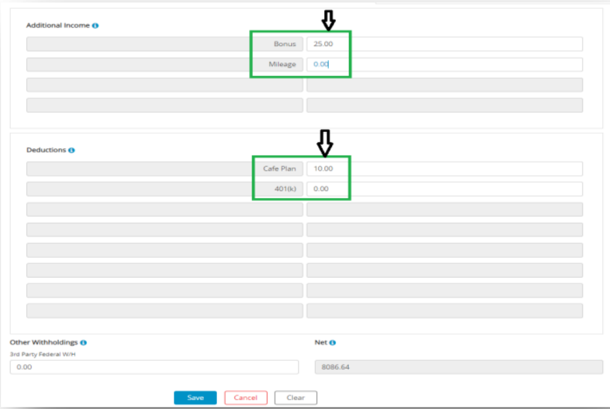
5. Enter YTD amounts for the Additional Income categories.

   Note: The Additional Income categories that appear are those that were assigned to the employee in the Additional Income view tab.

6. Enter YTD amounts for the Deduction categories.

   Note: The Deduction categories that appear are those that were assigned to the employee in the Deductions view tab.

   Important: The Additional Income or Deduction categories will not show in the YTD tab unless the **Save** button has been selected for the employee. If the categories do not show up in the YTD tab, click **Save** and then re-select the employee from the list.



7. Enter YTD amounts for each tax category.

   Note: The state and locality names that appear are those that were set up for the employee with the Taxes view tab.

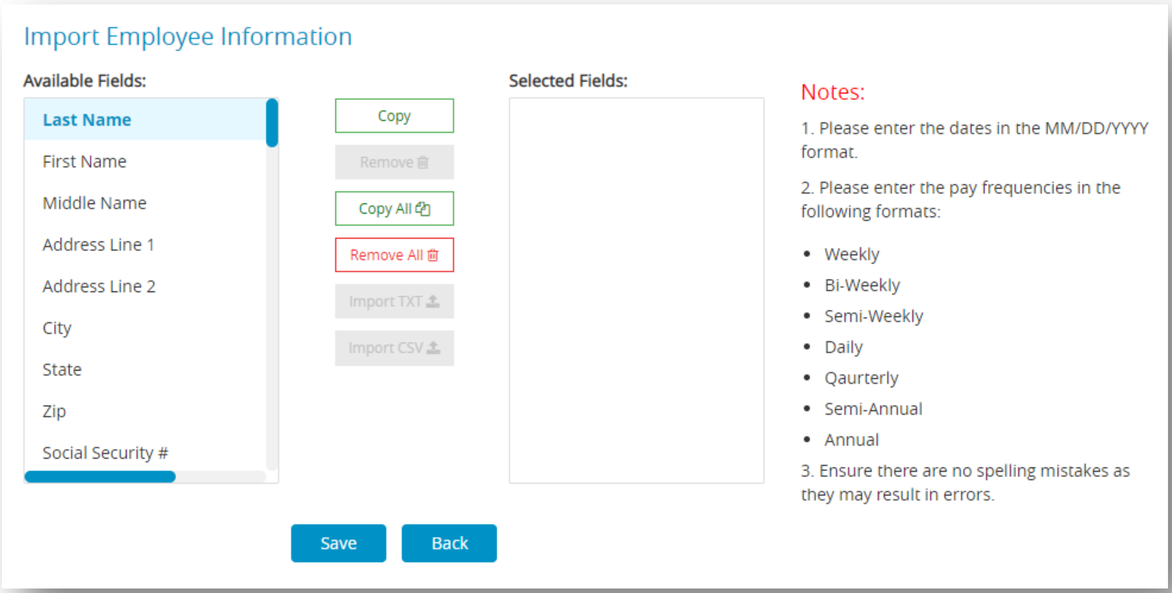
8. Click **Save**.

4.10 Importing Employee Information

This article will provide instructions about how to import personal and wage information of an employee. The employee information that you import must be in a text file, with tabs between fields and a return after each employee record.

1. Click **Employees** option from the menu and then click **Import**.

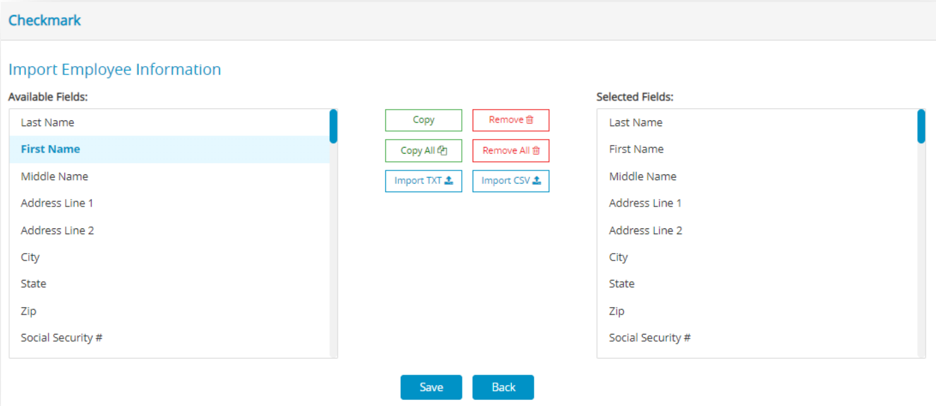
   Step result: The following window appears.



2. Copy each field that you want to import in the order that it appears in the text file.
3. Highlight the field in the Available Fields list and then click **Copy**. As you copy each field, it appears in the Selected Fields list on the right.

   Note: You can also double-click a field in the Available Fields list to copy it to the Selected Fields list. To copy all fields in the order that they appear in the Available Fields list to the Selected Fields list, click **Copy All** button.

To remove a field from the Selected Fields list, highlight the field and click **Remove**. You can also double-click a field in the Selected Fields list to remove it.

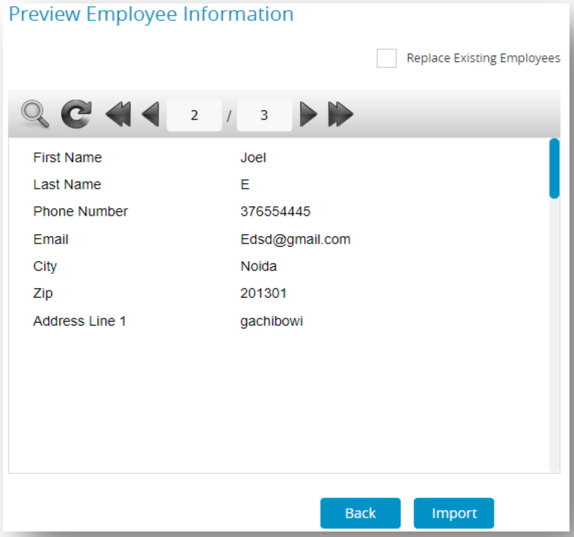


Important: To import data from a text or csv file, it is essential to include the Last Name, First Name, Email Address, Phone number, Address Line, City and Zip fields are mandatory. As there are no designated field names in the file, it is crucial to consider the sequence of the fields while importing the data.

4. (optional) Click **Save** if you want to save the order that the fields appear in the Selected Fields list for future importing.
5. After selecting the appropriate fields for the Selected Fields list, click **Import TXT** or **Import CSV** based upon your requirement.

   Step result: A dialog box appears.
6. Select the appropriate text file to import and click **Open**. The Import Preview window appears:

   This window allows you to see the Selected Fields list with the contents of the selected text file by record. This can help you find any trouble spots before you actually import the data.



7. (optional) Check the Replace Existing Employees checkbox if you want the information in the text file to replace existing employee information in your company.

8. When you're finished previewing the text file, click **Import** to read the information into your company.

Note: If you intend to import employee hours, in the Enter Hours window, and use employee name as part of your import parameter(s), exporting employee names from your time clock program and importing into CheckMark Payroll is one way of assuring that they are identical and avoid errors. Or you can export employee names from CheckMark Payroll and import into your time-clock program if the program allows.

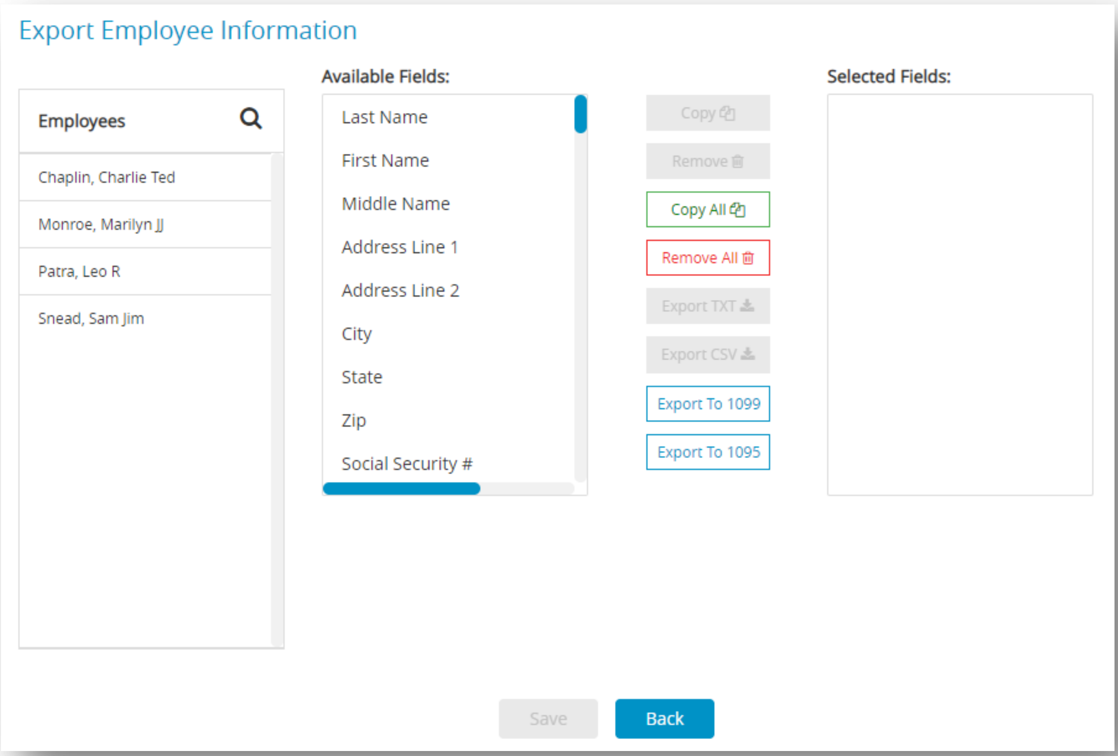
Warning: The employee's department option can only be imported if a department with the same name has already been set up in the Deductions screen.

4.11 Exporting Employee Information

This section will provide instructions about how to export employee information to a text file, allowing you to import the information into other programs.

1. Click **Employees** option from the menu and then click **Export**.

   Step result: The following window appears:

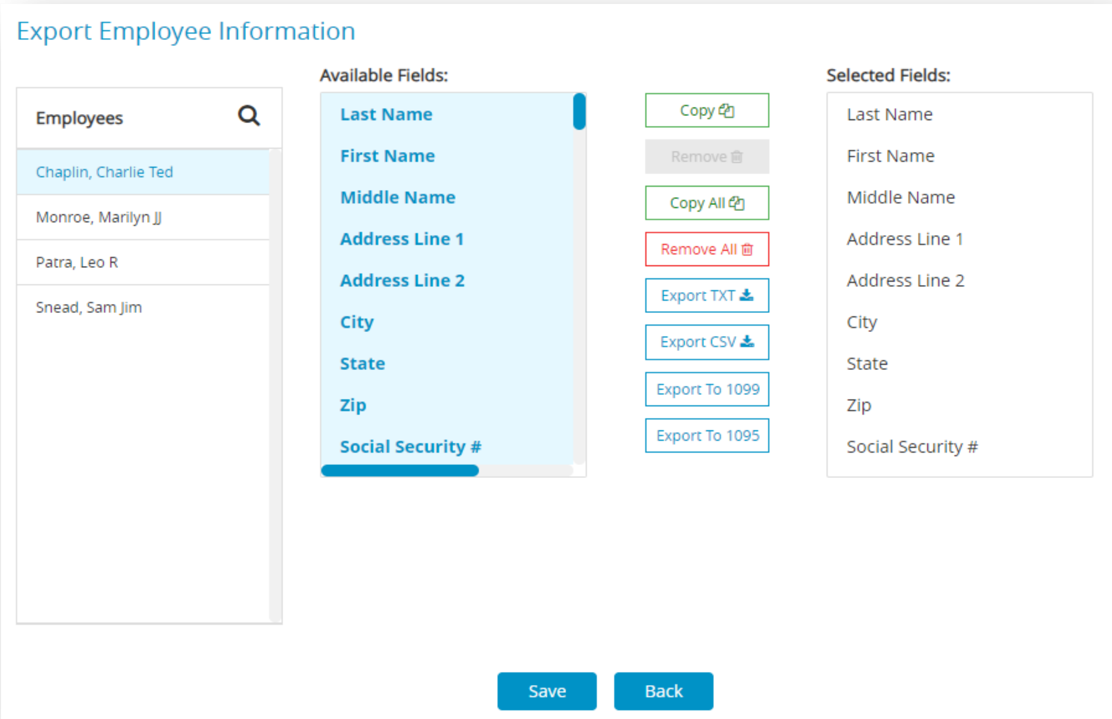


2. Select employee name you want to export.

   Note: To select more than one employee, drag through the list and to select non-consecutive series of employees, hold down the **CTRL** key for Windows or **Command** key for Macintosh and click the desired names.

   Important: If no employee names are highlighted, information for all employees will be exported. Copy each field that you want to export in the order that you want it to appear in the text file. Highlight the field in the Available Fields list and then click **Copy**. You can also double-click a field in the Available Fields list to copy it to the Selected Fields list. To copy all fields in the order that they appear in the Available Fields list to the Selected Fields list, click **Copy All** button.

Caution: Please be aware that if you intend to export employee information for importing into other CheckMark Software, the number of fields available for exporting is greater than the number of fields available for importing. Since there are no field names in a text file, you should carefully determine the order that you want to export the data. As you copy each field, it appears in the Selected Fields list on the right:



To remove a field from the Selected Fields list, highlight the field and click **Remove**. You can also double-click a field in the Selected Fields list to remove it. Fields below the removed field will automatically move up in the Selected Fields list.

3. Click **Export TXT** or **Export CSV** based upon your requirement for exporting the file.

   Note: The files should be downloaded automatically for CSV and for TXT, 1095 and 1099 the files should be displayed in new window. If the recipients to be imported are using different types of 1099 or 1095 forms, you should create multiple export files for each type of form. For that click **Export To 1099** and **Export to 1095** buttons.

4. (Optional) Click **Save** if you want to save the order that the fields appear in the Selected Fields list for future exporting.

Export Employee Information into CheckMark Forms 1099

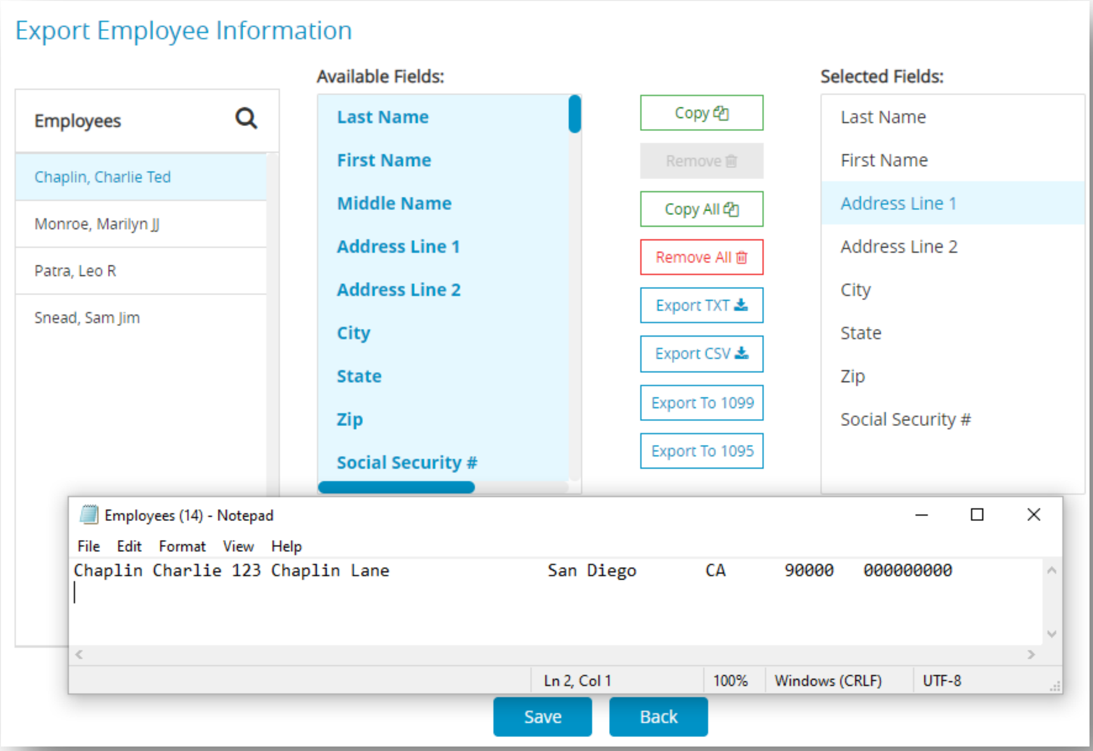
CheckMark Payroll allows you to export employee information into the CheckMark Forms 1099 application. To learn more about the CheckMark Forms 1099 software, please call our sales department at 800-444-9922 or visit our website at www.checkmark.com.

1. Click **Employees** option from the menu and then click **Export**.
2. Select employee name you want to export.

   Note: If no employee names are highlighted, information for all employees will be exported.

   Important: If the recipients to be imported are using different types of 1099 forms, you should create multiple export files for each type of form. For Example, one export file for 1099 MISC, one export file for 1099 INT, etc.
3. Click **Export to 1095** or **Export 1099**.

   Step result: Employee details will be loaded in Selected Fields list, after that an automated process will generate a text format that presents the information in a structured manner.



Warning: You can export more fields out of CheckMark Online Payroll than you can import. If you are importing/exporting data between companies, make sure your import and export field lists are the same.

Chapter 5

PROCESSING YOUR PAYROLL

Now that you have everything setup, it is time to process payroll. Almost all the screens under Run Payroll in the sidebar are optional with the exception of Calculate Pay. You are able to calculate and create a pay check all within the Calculate Pay screen. CheckMark Payroll does not require that you print a pay check to affect employee YTD balances or payroll reports. You only have to create a check.

To process payroll in CheckMark Online Payroll, just follow these 8 easy steps:

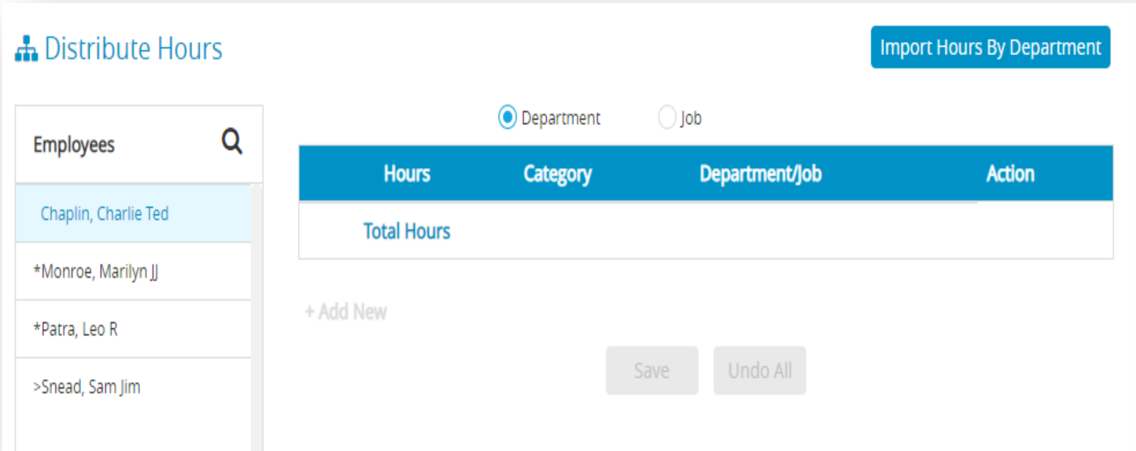
1. Enter or Import employee hours. (Optional) OR
2. Distribute Hours by Department or Job. (Optional)
3. Calculate Pay.
4. Review pay calculations. (Optional)
5. Create paychecks.
6. Allocate Wages or Re-allocate Hours to Departments or Jobs. (Optional)
7. Print paychecks. (Optional)
8. Modify paychecks. (Optional)

Note: You are able to calculate and create a paycheck all within the Calculate Pay window. CheckMark Online Payroll does not require that you print a paycheck to affect employee YTD balances or payroll reports. You only have to create a check.

5.1 Distribute Hours

If you need to allocate hours by department or job, you can use the Distribute Hours window located on the Menu. However, it's important to note that once hours have been distributed using this window, they cannot be edited directly on the Calculate Pay window. So, if you need to make changes to an employee's hours, you will need to go back to the Distribute Hours window.

1. Click **Run Payroll** drop-down option from the menu and then select **Distribute Hours**.



2. To import data through text file select **Import Hours By department**.
3. The default is to distribute hours by Department. If you are paying by Multi-Ledger job, select the Job radio button.
4. Select an employee from the Employees list on the Distribute Hours window.

   Note: Hourly employees are indicated by a" greater than" symbol (>).
5. Click **Add New** and enter hours for the department/ job.
6. Select Hour Category, Department/ Job and click tick action icon.
7. Continue with the selected employee until distribution is complete.
8. Click **Save**.

Note: Employees whose hours have been distributed and saved are marked with an asterisk (*).

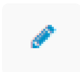
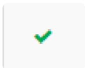
9. Repeat steps 4-8 for each employee.

   Note: The Hour Categories and Department lists that appear while distributing hours are the Hour Categories and Departments that were setup on their respective windows. If you do not see an Hour Category or Department, you need to set those up in the appropriate window.

Modifying a Distribution

1. Select the employee name from the employees list.

   Note: Employees whose hours have been distributed are marked with an asterisk (*).

2. Select the line you want to modify and click  modify action icon.
3. Modify the employee hours and Click  tick action icon.
4. Click **Save**.

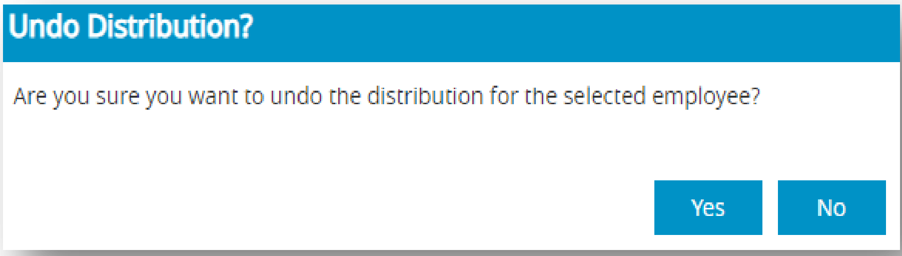
Undoing a Distribution

1. Select the employee's name from the employees list.

   Note: Employees whose hours have been distributed are marked with an asterisk (*).

2. Click **Undo All**.

   Step result: The following alert message for Undoing Distribution appears.



3. Click **Yes** to delete the employee's hours distribution, or click **No** to leave the distribution unchanged.

Moving Around the Hour Fields

You can use your mouse to highlight any field by simply clicking the field, or you can press the following keys on your keyboard:

keystroke	Result
Tab	Next hour field to the right or to select options.
Alt + Up or Down Arrow	To see field list.
Down Arrow	To select field.
Tab + Enter	To save or record the entry hours.

The total column shows the combined hours for each employee and the overall hours entered for the given period.

Note: You can also allocate wages to Departments or Jobs after checks have been created. For more information, see 5.8 Allocate to Depts/Jobs.

Important: If you've changed any hours for an employee whose calculated pay has already been saved, CheckMark Payroll will automatically undo the saved calculation. You must recalculate the employee's pay with the new hours on the Calculate Pay window.

Important: Hours distributed on Distribute Hours cannot be edited on the Calculate Pay window. If you need to edit the hours, you must close the Calculate Pay window and edit the hours in Distribute Hours.

5.2 Entering Employees Hours

This section explains how to record the hours worked by employees in different categories, such as regular hours, overtime, sick leave, and vacation time. It also shows how you can make this process easier by importing data from an external program using a tab-delimited text file.

Note: If you open this window and cannot see your employee list or header columns, it means that you have not configured Hour Categories for your company. Before proceeding, you need to set up Hour Categories first. For more information about Hours Category, see 3.4 Setting up Hour Categories.

Moving Around the Hour Fields

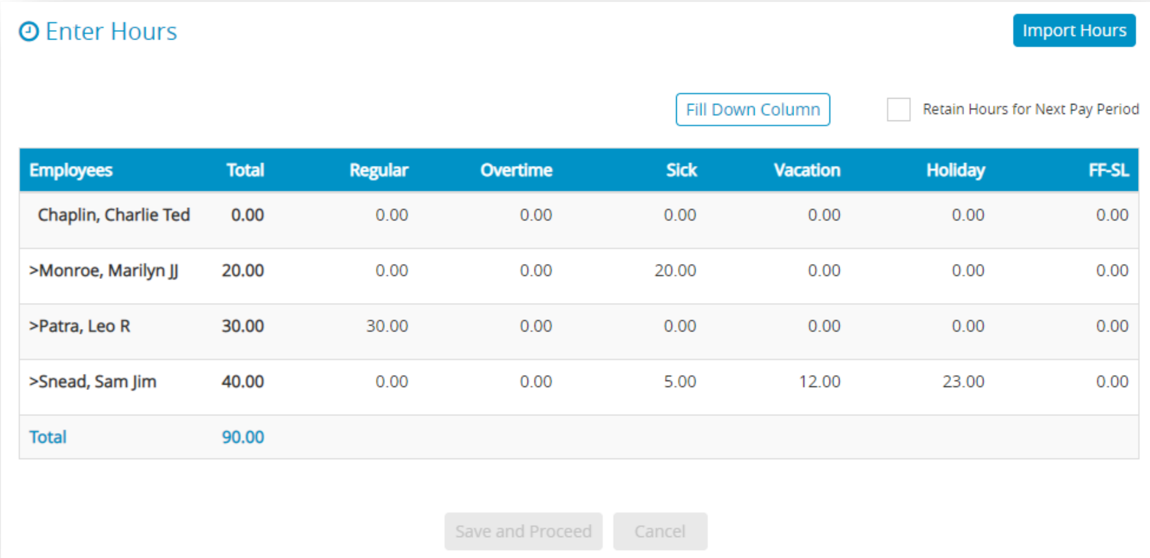
You can use your mouse to highlight any field by simply clicking the field, or you can press the following keys on your keyboard:

keystroke	**Result**
Tab	Next hour field to the right or to select options.
Alt + Up or Down Arrow	To see field list.
Down Arrow	To select field.
Tab + Enter	To save or record the entry hours.

Entering Hours for an Employee

1. Click **Run Payroll** drop-down option from the menu and then select **Enter Hours**.

   The total column shows how many hours each employee worked and the total number of hours worked for a specific period.



Employees	Total	Regular	Overtime	Sick	Vacation	Holiday	FF-SL
Chaplin, Charlie Ted	0.00	0.00	0.00	0.00	0.00	0.00	0.00
>Monroe, Marilyn JJ	20.00	0.00	0.00	20.00	0.00	0.00	0.00
>Patra, Leo R	30.00	30.00	0.00	0.00	0.00	0.00	0.00
>Snead, Sam Jim	40.00	0.00	0.00	5.00	12.00	23.00	0.00
Total	90.00						

2. Select an hour category for an employee.

   Note: Hourly employees are indicated by a greater than symbol (>). The hour categories that were set up with the Hour Categories window appear across the top of the hour fields. These categories appear in the order that you set them up in the Hour Categories window.

3. Enter the number of hours for the category.

   Note: Numbers to the right of the decimal point are treated as hundredths of an hour. For example, enter “30.75” for an employee who worked thirty hours and forty-five minutes.

4. Continue entering employee hours.

5. Click **Save and Proceed** or press **ENTER** key after entering the employee hours for the pay period. After the hours are saved, they can be used for pay calculations on the Calculate Pay window.

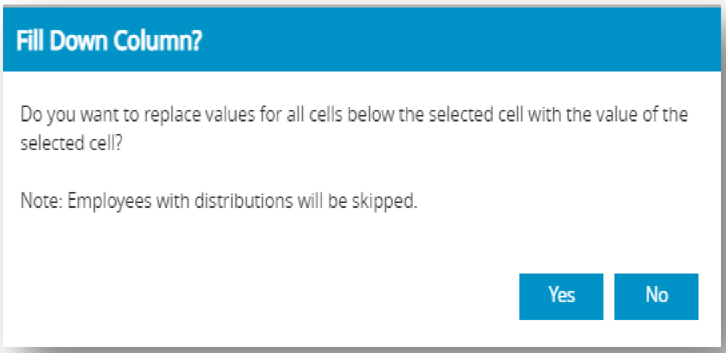
Step result: After pressing the enter key or click the "Save and Proceed" button, the system will automatically direct you to the "Calculate Pay" window.

Options on Enter Hours Window

✓ **Fill Down Column**

You can quickly enter the same number of hours, such as eight hours of holiday pay, for each employee. The following steps are for examples

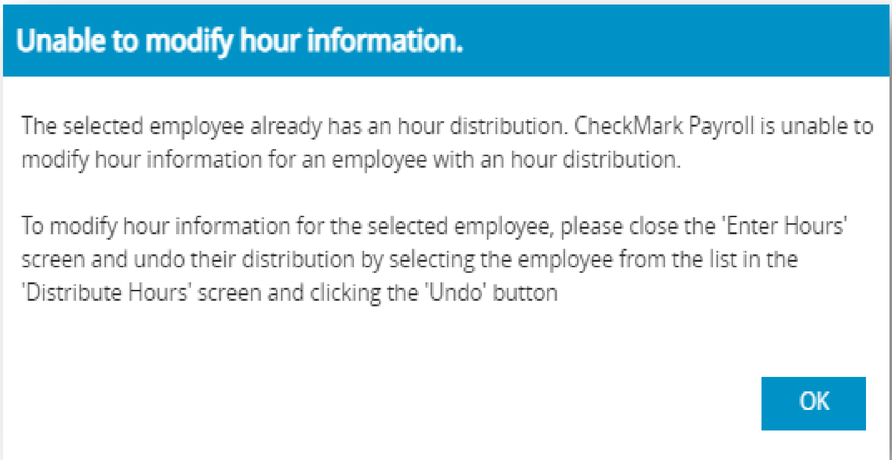
1. Select the first hour field under Holiday.
2. Enter 8 hours and then click **Fill Down Column** button. A message appears asking if you want to replace values for all cells.



3. Click **Yes**.

Step result: Starting with the currently selected employee, each value in the column is replaced with“8”.

Note: If the selected employee already has an hour distribution. CheckMark Online Payroll is unable to modify hour information for an employee with an hour distribution. The following alert appears.



✓ **Retain Hours for Next Pay Period**

If you want the same number of hours for each employee to automatically appear for the next pay period, check the Retain Hours for Next Pay Period option.

Important: If you've changed any hours for an employee whose calculated pay has already been saved, CheckMark Online Payroll will automatically undo the saved calculation. You must recalculate the employee's pay with the new hours on the Calculate Pay window.

✓ **Import Hours**

CheckMark Online Payroll can import hours from a spreadsheet or program, as long as the hours have been saved in a tab-delimited text file format. The hours you import should be total hours for the pay period. The order of the hours in the text file must match the order in which they appear on the Enter Hours window. If an employee does not have any hours for a particular hour category, you still need to separate the categories by a tab or enter a zero (0). The text file must have a TAB between each field and a RETURN at the end of each employee record. Hours can have up to two places to the right and three places to the left of the decimal point (000.00).

Important: You cannot import hours directly to Jobs or Departments, but you can allocate the pay to the appropriate Jobs or Departments after you have created a paycheck. For more information, see Allocating Wages After Paychecks are Created.

You can choose to import hours by the following match.

Employee Name - Employees in your text file are saved in alphabetical order with the last name, first name and then employee hours for each hour category.

Social Security # - Employees in your text file are saved by Social Security Number followed by hours for each hour category.

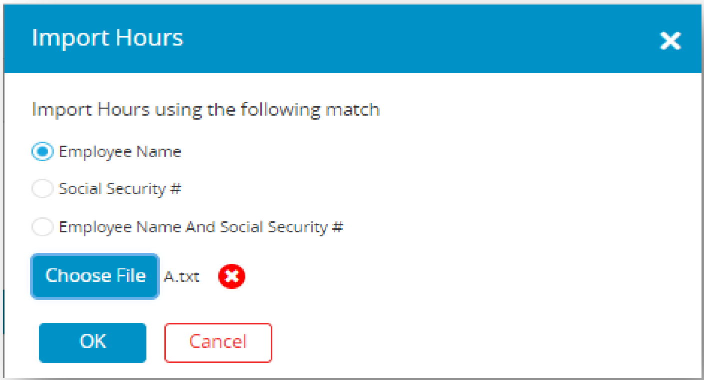
Employee Name and Social Security # - Employees in your text file are saved in alphabetical order with last name, first name, Social Security Number followed by the hours for each hour category.

To import employee hours into CheckMark Online Payroll

1. Click **Run Payroll** drop-down option from the menu and then select **Enter Hours**.
2. Click **Import Hours** and then select the appropriate Import Hours using the following match option.

   You can choose Employee Name, Social Security #, or Employee Name And Social Security #
3. Click **Choose File**, select the text file to import and then click **Open**.

   Step result: The text file should be loaded.



4. Click **OK**.

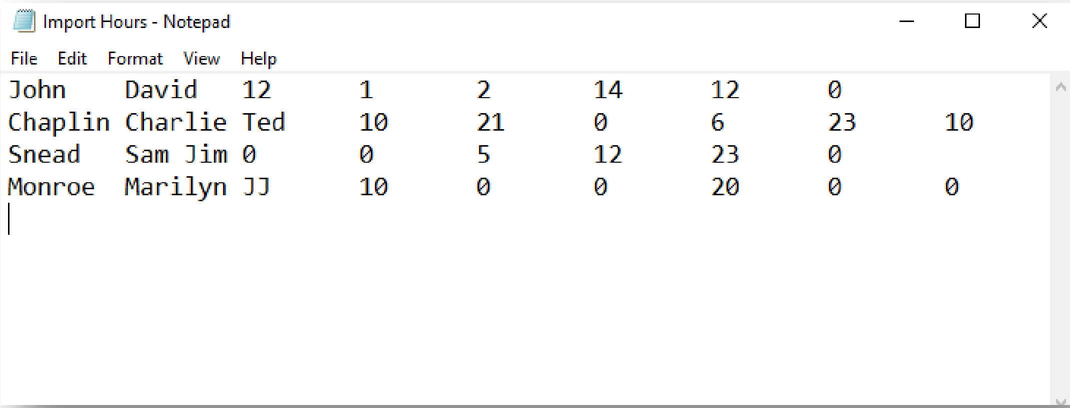
Note: If an employee's information appears in the text file, but is not found in CheckMark Online Payroll, a message appears telling you that the employee could not be found. Click **Yes** to continue importing or click **No** to stop the import process.

5. After importing is completed click **Save and Proceed**.

Here is an example of an acceptable text file format, if the Employee Name option is selected:

John[TAB]David[TAB]12[TAB]1[TAB]5.45[ENTER]

Chaplin[TAB]Charlie[Space]Ted[TAB]30[TAB]3[TAB]4[ENTER]



5.3 Calculating Employee Pay

This section is about how to calculate the pay for employee paychecks and special checks, such as bonuses and after-the-fact paychecks.

CheckMark Online Payroll can calculate the pay for one employee at a time or all employees for any combination of pay frequencies at one time. After you've entered employee hours with the Enter Hours or Distribute Hours window (you can also enter hours on the Calculate Pay window), the next step is to have CheckMark Online Payroll calculate employee wages, additional income and deduction amounts, taxes, and net pay for the current pay period.

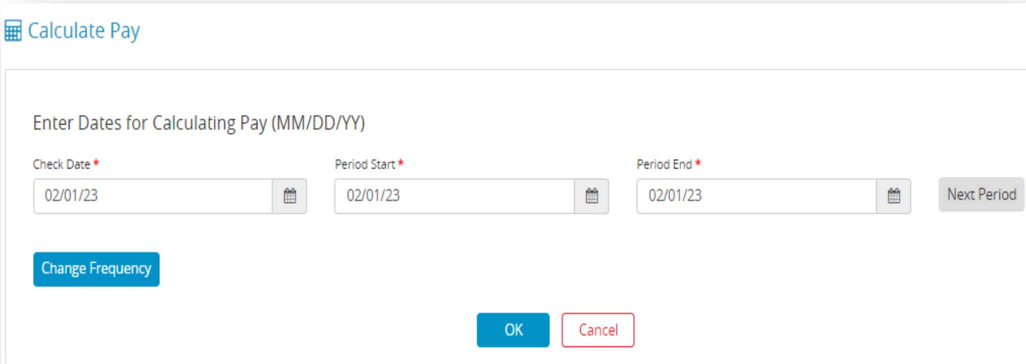
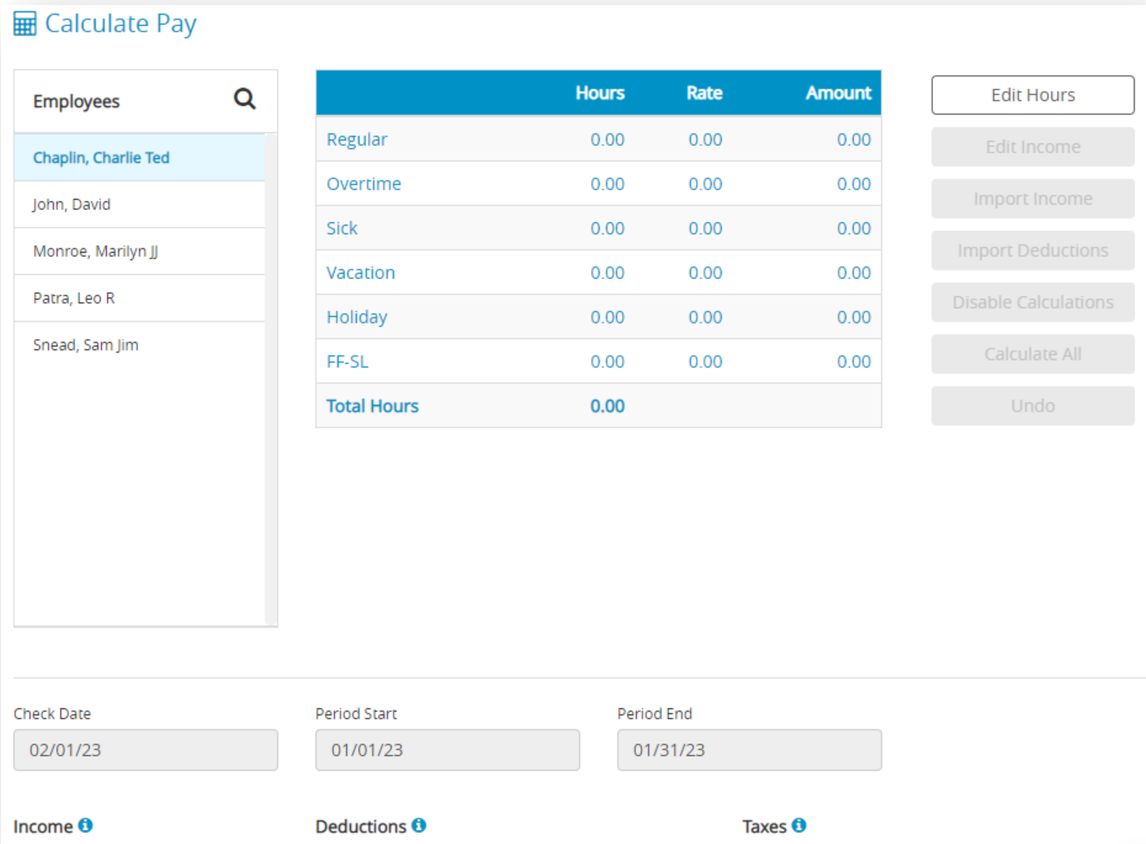


Table 23.Calculate Pay window options

Options	Description
Check Date	When you first open the Calculate Pay screen, you will see the Calculate Pay Dates window. You need to enter the Check Date, Period Start and Period End dates. Click on the date of the calendar window for the date to fill in the appropriate field. When the dates are filled in, Click OK to continue to the Calculate Pay window. Dates entered in the Check Dates window are displayed on the Calculate Pay window while you are calculating your employee paychecks.
Next Period	This button will calculate Check Date, Period Start and Period End based on the pay frequency set on the first employee in the employee list and dates currently being displayed.
Change Frequency	If you have multiple pay frequencies, you can click the Change Frequency.

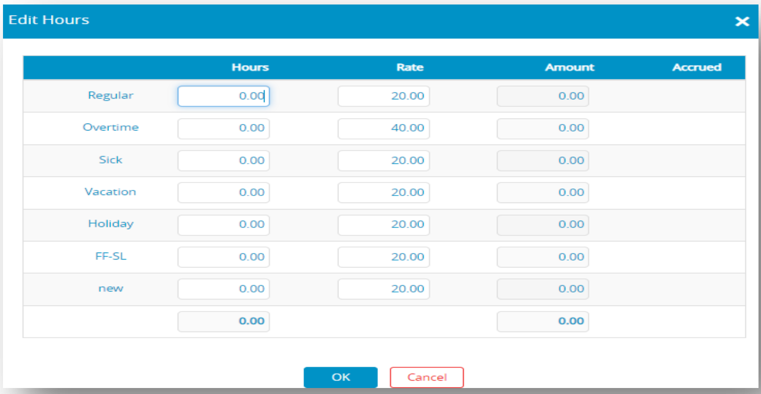
Calculate Pay

When you access the Calculate Pay window, you will be presented with a list of all employees in your employee database, which is displayed on the left side of the screen. The employee names that appear in black indicate that there is currently no calculation saved for that particular employee. On the other hand, if an employee's name is displayed in green with a dollar sign ($) icon on the left side, it means that a calculation has already been saved for that employee.



Options on Calculate Pay Window

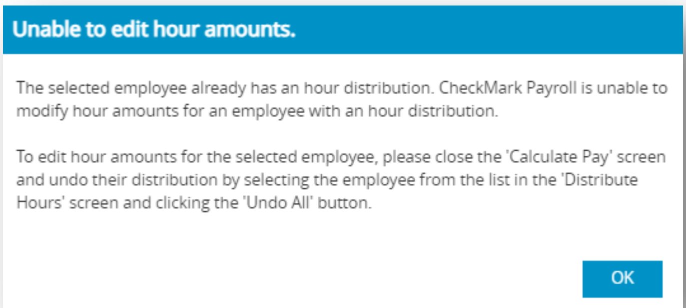
✓ **Edit Hours**



Select Edit Hours if you need to adjust the number of hours or wage per hour for the pay period. Hours entered on the Enter Hours window can be edited directly in Calculate Pay, but if hours were entered in Distribute Hours, you will need to edit hours on the Distribute Hours window. An employee name must be selected before this option is available.

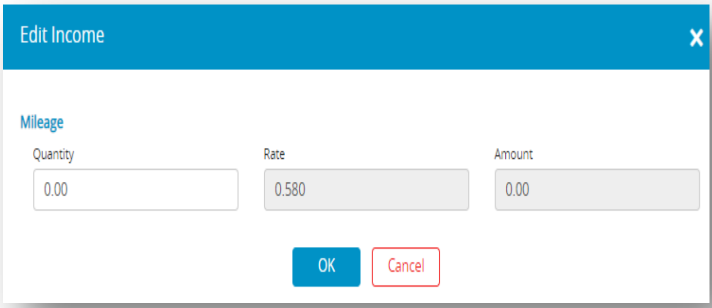
Changing the hourly rate on the Edit Hours window affects only the current calculation and does not change the employee's hourly rate for future pay calculations.

The following is an alert message for Checkmark Online Payroll indicating that the hour distribution has been completed for an employee:



✓ **Edit Income**

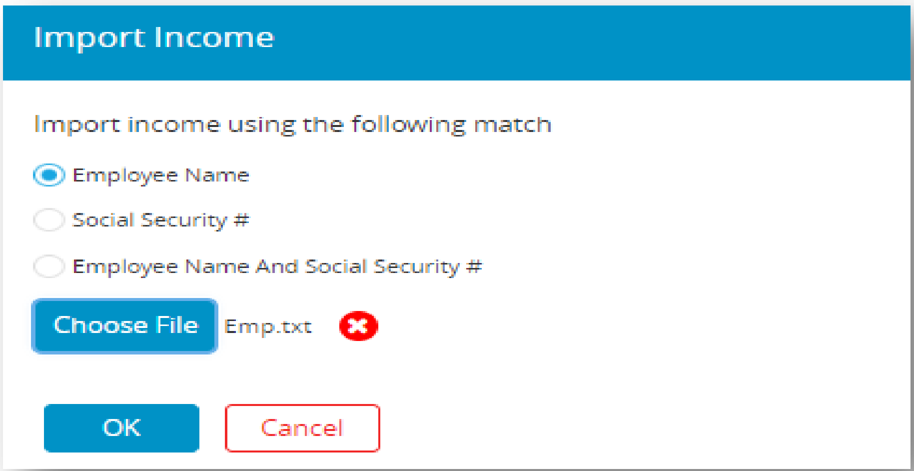
Select Edit Income if you need to enter information for an additional income that is setup to calculate based on further information, such as mileage, commission, piecework or tips. An employee name must be selected before this option is available.



✓ **Import Income**

Select Import Income if you wish to import the additional incomes for your employees using a tab-delimited text file. An example is listed below for two employees. One employee, Jennifer Brown, has additional Commission and the other, James Wilcox, has additional Piecework and Mileage. Brown[TAB]Jennifer[TAB]Commission[TAB]2500.00[ENTER]

Wilcox[TAB]James[TAB]Piecework[TAB]127.5[TAB]Mileage[TAB]105.9[ENTER]

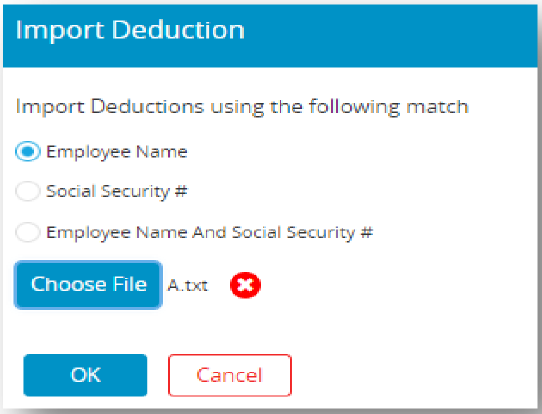


✓ **Import Deduction**

Select Import Deductions if you wish to import the variable deductions for your employees using a tab-delimited text file. An example is listed below for two employees. One employee, Jennifer Brown, has a reimburse deduction and the other, James Wilcox, has Office supplies.

Brown[TAB]Jennifer[TAB]reimburse[TAB]2500.00[ENTER]

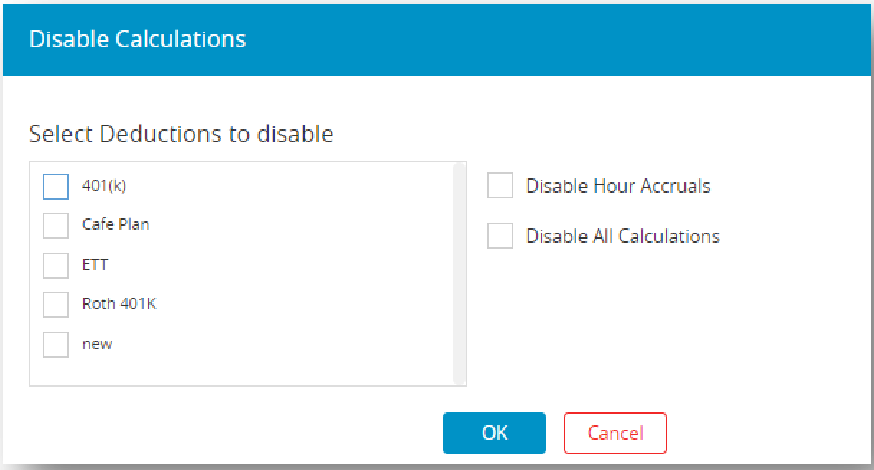
Wilcox[TAB]James[TAB]Office[TAB]127.5[ENTER]



✓ **Disable Calculations**

Select this option if you wish a deduction to be turned off for this payroll, for hour accrual to not accrue on this check or to disable all the calculations when entering checks such as after the-fact payroll checks. Items selected in this window will affect all calculations made while you are in the Calculate Pay window. To deselect any or all of the options in this window, close Calculate Pay and re-enter the window. If this option is unavailable, you probably have an employee selected in the list. Deselect the employee and try again.

Select any or all deductions that you do NOT wish to calculate on this paycheck. For example, when calculating special checks such as bonus checks, you may not wish for items such as health insurance or 401(k) to be deducted. Select those items from the list then click **OK**.

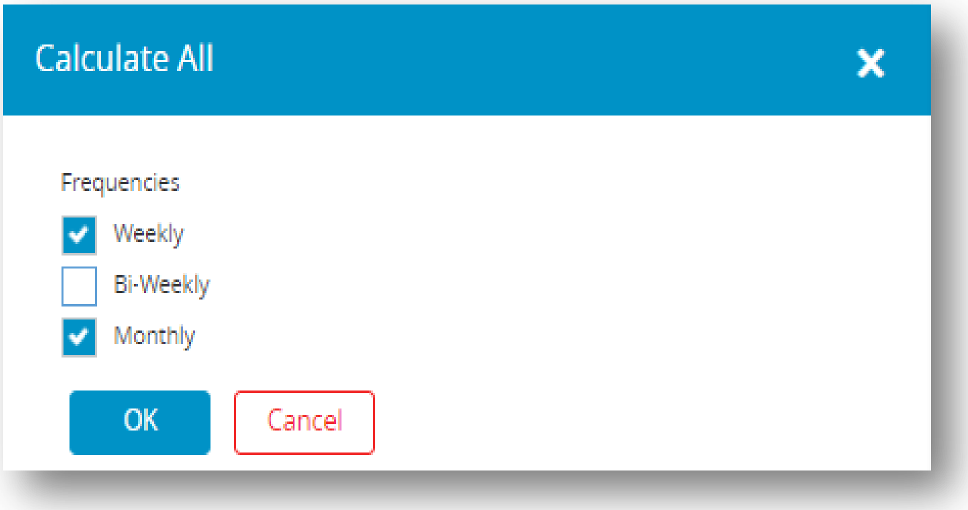


- ✓ **Disable Hour Accrual** - Select this option if you are doing a special check and do not wish employee accruals to calculate on this check. An example is an employee that has accrual based on a per pay period basis and you are calculating a bonus check in addition to a regular paycheck on the same check date.
- ✓ **Disable All Calculations** - Select this option if you wish to manually enter all of the employee income, tax and deduction fields such is the case when entering after-the-fact checks.

Note: An employee's Social Security and Medicare withholding are exact computations based on values shown for Federal Tax Parameters on the Federal Taxes Setup window and should NOT be manually changed for an individual check. There are, however, times when this is necessary specifically when entering after-the-fact checks since items already distributed MUST be matched exactly. Even if you select the "Disable Calculations" option, CheckMark Online Payroll will still alert you if there are any discrepancies between the inputted values and the calculated values. However, the system will still permit you to save the changes you have made.

✓ **Calculate All**

If you want CheckMark Online Payroll to calculate the pay for all employees in a given pay period using your company and employee settings, then choose this option. When you select this option, a list of possible pay frequencies appears. Select any or all pay frequencies that you wish to calculate pay. All frequencies enabled are those that appear and have been assigned to employees on the Wages tab of the Employees window.



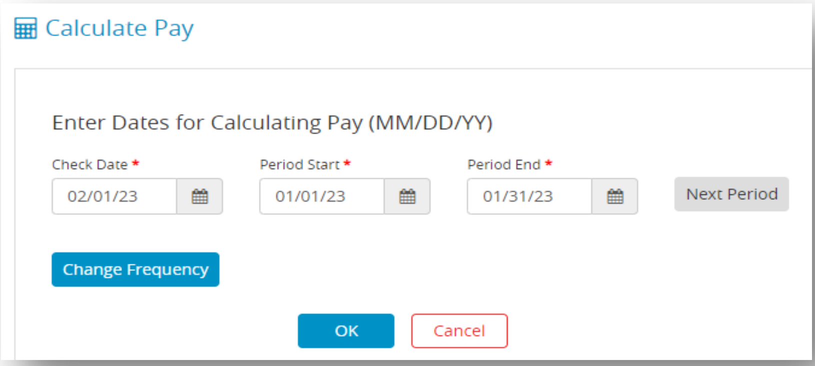
✓ **Undo**

Select this option if you wish to undo an employee's saved calculation. CheckMark Online Payroll deletes the saved calculation and removes the "$" from the employee's name turning from "green" to "black" again. If you select Undo with no employee name selected from the employee list, ALL calculations that have been saved will be deleted.

Option	Description
Save	Select this option after you have finished editing the employee's pay calculation.
Create Check	Select this option if you wish to create the employee's paycheck directly in this window and not on the Review/Create Paychecks window. CheckMark Online Payroll will not affect employee YTD balances or create reports without creating an employee paycheck. Once the check or direct deposit number is entered, click **Create**.

5.4 Calculating Pay for an Employee

1. Click **Run Payroll** drop-down option from the menu and then select **Calculate Pay**.

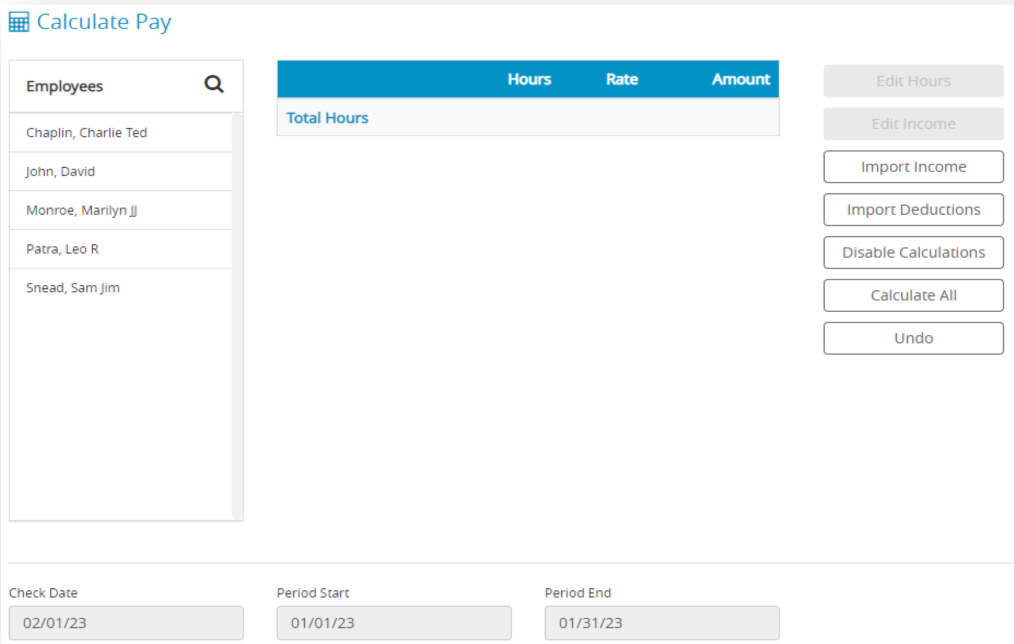


2. Enter the check date for this payroll.

3. Enter the pay period start date and pay period ending date.

4. Click **OK**.

   Step result: Calculate pay window appears.



5. Select an employee from the list.

   Important: An employee's Social Security and Medicare withholding are exact computations based on values shown for Federal Tax Parameters on the Federal Taxes window and typically should not be manually changed for an individual check. CheckMark Online Payroll calculates the tax withholding amounts using a percentage method, which is more accurate than manual calculations based on the bracket method used in the Circular E, Employers Tax Guide or state tax guide.

6. The employee's net pay is shown at the bottom of the window. Make any necessary changes to the wages shown for the employee. To enter or modify hours for the employee, click **Edit Hours** button.

   Note: Hours entered in the Distribute Hours screen cannot be modified on the Calculate Pay screen. Close the Calculate Pay screen and modify in the Distribute Hours screen. Hours shown for salaried employees do not affect the wage calculations unless the employee has also been set up with hourly pay rates.

7. Make any necessary changes to the Additional Income amounts.

   Note: Don't forget to enter amounts for any Variable Amount Additional Income for this pay period. Whenever a taxable Additional Income amount is changed, CheckMark Online Payroll recalculates the appropriate taxes and net pay when the cursor leaves the edit box or the calculated pay is saved.

8. Make any necessary changes to the Deduction amounts.

   Note: Don't forget to enter amounts for any Variable Amount Deductions for this pay period. Whenever a pre-tax Deduction amount is changed, CheckMark Online Payroll recalculates the appropriate taxes and net pay when the cursor leaves the edit box or calculated pay is saved.

   Important: Don't use negative amounts to correct mistakes in prior payrolls.

   Instead, create a new Deduction or Additional Income category to handle the misappropriated amount properly. Using negative amounts can affect tax reporting negatively.

Employer Match Fields in Calculate Pay Screen: Modifying hours worked and other income amounts will force employer match amounts to recalculate. Changing a regular deduction amount will also force the employer match amount to recalculate, even if disabling deduction calculations. You can modify match amounts for Deductions, but not Taxes. Fixed % employer matches cannot be modified, unless disabling calculations. Unless you use Disable Calculations, you cannot modify the match amount for a deduction with zero amount, and the "match if no employee deduction" checkbox is unchecked.

Note: Employer match amounts for taxes are calculated at the time reports are generated, not when checks are created. Changing employer tax rates though Federal Tax Values at any time will result in the employer match amounts for all previously created checks to change as well.

9. Click **Save** after you've finished editing the employee's pay calculations.

Note: Employees whose calculated pay has been saved are shown in green and prefaced with a dollar sign ($).You can verify these calculations on the Review/Create Paychecks window before creating the paychecks. CheckMark Online Payroll does not add the calculated pay to employee records until you create the paychecks.

Calculating Pay for Special Checks

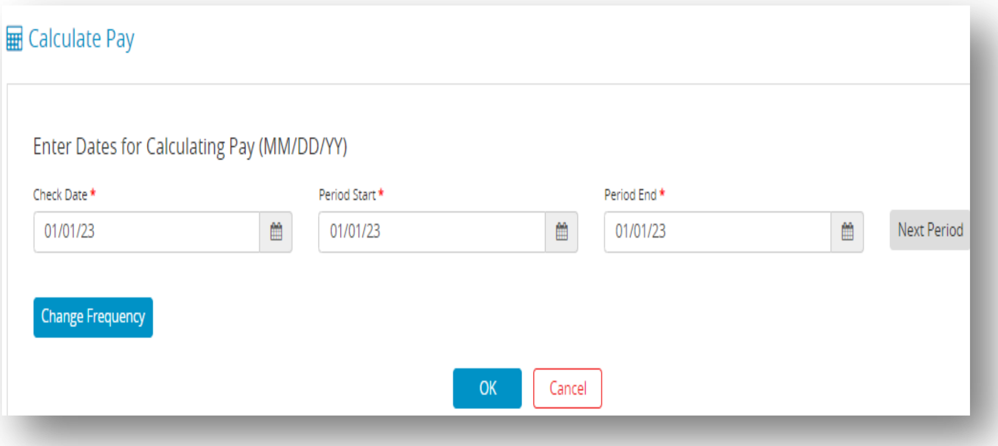
The "Calculate Pay" feature allows you to determine the payment amount for unique types of checks, including after-the-fact or bonus checks. This tool can assist in accurately calculating the appropriate compensation for these types of payments.

Calculating Pay for After-the-Fact Checks

After-the-fact paychecks are paychecks that were issued in the current quarter prior to using CheckMark Online Payroll. If you have started using CheckMark Online Payroll mid-year and have used another program or service for previous payrolls, any check in the current quarter needs to be calculated and created in order to get accurate quarterly reports.

If you want CheckMark Online Payroll to keep accurate records for quarterly reports, such as 941s and state reports, you should record these paychecks. CheckMark Online Payroll automatically calculates net pay based on the amounts you enter for Wages, Additional Income, Deductions, and Taxes.

1. Click **Run Payroll** drop-down option from the menu and then select **Calculate Pay**.



2. Enter the check date from the original paycheck.

3. Enter the period start date and period ending date from the original paychecks.
4. Click **OK**.

   Step result: The Calculate Pay window appears.
5. Select **Disable Calculations** and then choose Disable All Calculations checkbox.
6. Select an employee from the list.
7. Enter the check amounts from the employee's paycheck in the appropriate fields.

   Note: If you don't want to enter the hours to calculate the wages for hourly employees, you can enter the amount in the Salary edit box.

   Social Security and Medicare are exact computations based on values entered for Federal Tax Parameters on the Federal Taxes window. If you enter Social Security and Medicare amounts that differ from what the federal tax parameters calculate, CheckMark Online Payroll warns you that Social Security and Medicare are not correct. Typically, you would override the amount to reflect what was actually paid, but you should know that the difference will appear in the Fractions of Cents line on the 941.
8. Click **Save** after you have finished filling in the paycheck amounts.

   Important: Employees whose calculated pay has been saved are shown in green and prefaced with a dollar sign ($).

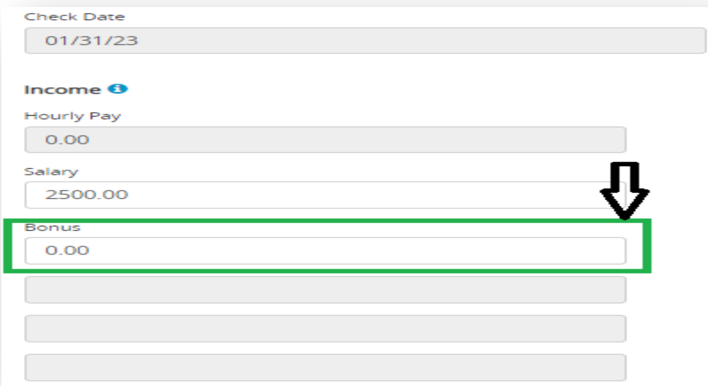
   Do not forget to use the Review/Create Paychecks window to create the paycheck since CheckMark Online Payroll updates employee records after the paycheck is created. Use the same check number that was originally disbursed for accuracy.

Calculating Pay for a Bonus Check

Before calculating a bonus check, the bonus should have been set up for employees as an additional income category. For more information, see 3.5 Setting up Additional Income.

1. Click **Run Payroll** drop-down option from the menu and then select **Calculate Pay**.
2. Enter the date for the bonus check.
3. Enter the period start and period ending date.
4. Click **OK**.
5. Select **Disable Calculations** and select any deductions that don't apply to this bonus.

   Note: It may be necessary to select the Disable Accrual check box while on the Disable Calculations window. If you accrue hours such as vacation on a per pay period basis and you are doing a regular paycheck with a bonus check on the same check date, this check box will prevent accruals to occur twice, once for each check created.
6. Click **OK**.
7. Select an employee from the list.
8. If necessary zero out the salary and/or saved hours.
9. Enter the bonus amount in the edit box for the Additional Income category that was set up for the bonus.



10. Change the amounts shown for federal, state, or local taxes if necessary.

    Note: For guidelines about how much federal tax should be withheld, consult the "Supplemental Wages" section in your Circular E, Employer's Tax Guide.

    For guidelines about how much state or local tax should be withheld, consult your state or local tax guides.

11. Click **Save**.

    Note: Employees whose calculated pay has been saved are shown in green and prefaced with a dollar sign ($).

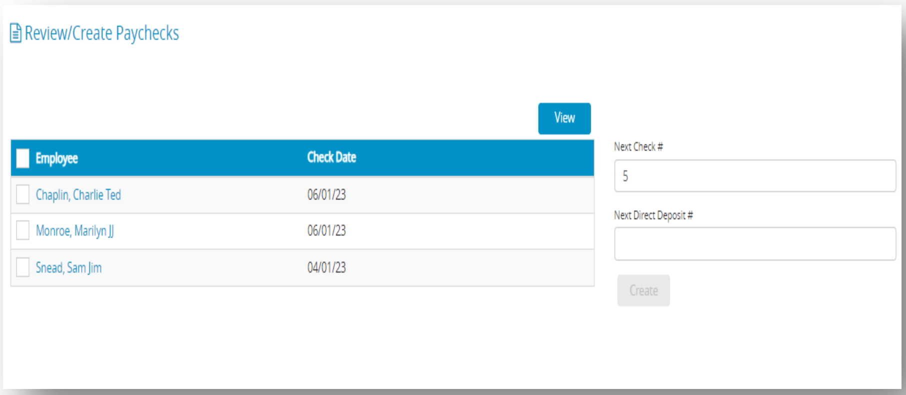
12. Repeat steps 5–10 for each employee who is receiving a bonus for the pay period.

5.5 Review / Create Payments

After you've calculated the pay for the pay period on the Calculate Pay window, use the Review/Create Paychecks window to check saved calculations for your employees and create paychecks. Once paychecks are created, CheckMark Online Payroll updates employee records with the new paycheck information.

Reviewing Payroll Calculation

1. Click **Run Payroll** drop-down option from the menu and then select **Review / Create Paychecks.**

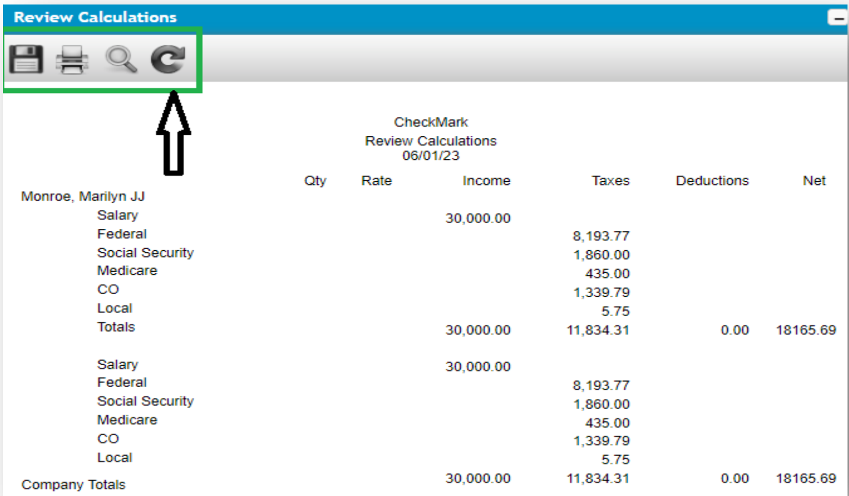


2. Select one or more employees from the list.

   Note: If no names are highlighted, all employees listed will be reported. You can select a consecutive or non-consecutive series of employees. Only those employees whose pay has been calculated and saved on the Calculate Pay window appear in the list. If you don't see the employee you want, go to the Calculate Pay window and make sure that the employee's calculated pay has been saved. Employees with calculated pay are shown in green and prefaced by a dollar sign ($) on the Calculate Pay window.

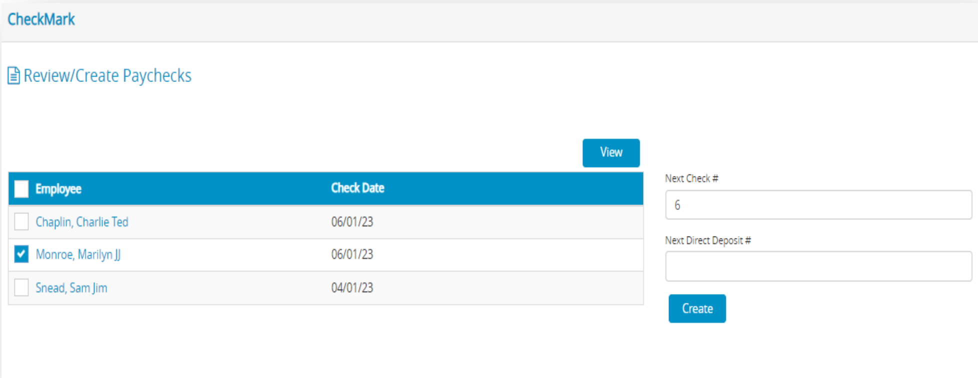
3. Click **View**.

Step result: A review calculation window appears, where you can import and print files directly from within the window.



Creating Payroll Checks

1. Click **Run Payroll** drop-down option from the menu and then select **Review / Create Paychecks.**



2. Select one or more employees from the list.

   Note: If no names are highlighted, paychecks for all employees listed will be created. You can select a consecutive or non-consecutive series of employees.

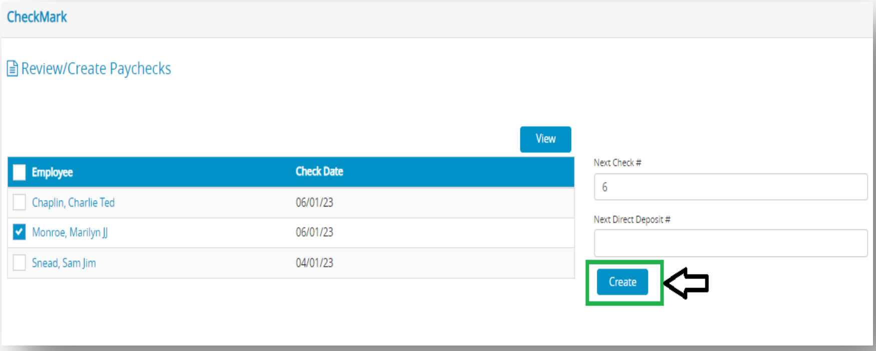
   The list of employees that appears is only those whose pay has been saved on the "Calculate Pay" window. If you can't find the employee you're looking for, check the "Calculate Pay" window to make sure their pay has been saved. Employees whose pay has been saved will appear in green and have a dollar sign ($) next to their name

3. Change the Next Check # or Next Direct Deposit #, if necessary.

   Note: When creating multiple checks, CheckMark Online Payroll consecutively assigns check numbers starting with the check number entered. Pay calculations for employees set up with Direct Deposit are consecutively numbered starting with the direct deposit number entered. Keeping Check # and Direct Deposit # numbering systems different allows for easier identification of what items print on which stock when printing.

Important: Review Calculations is displaying/printing the calculation saved at the time it is viewed/printed. Calculations can still be modified and do not affect employee YTD totals until the paycheck is created. There are no company totals in Review Calculations.

4. Click **Create**.



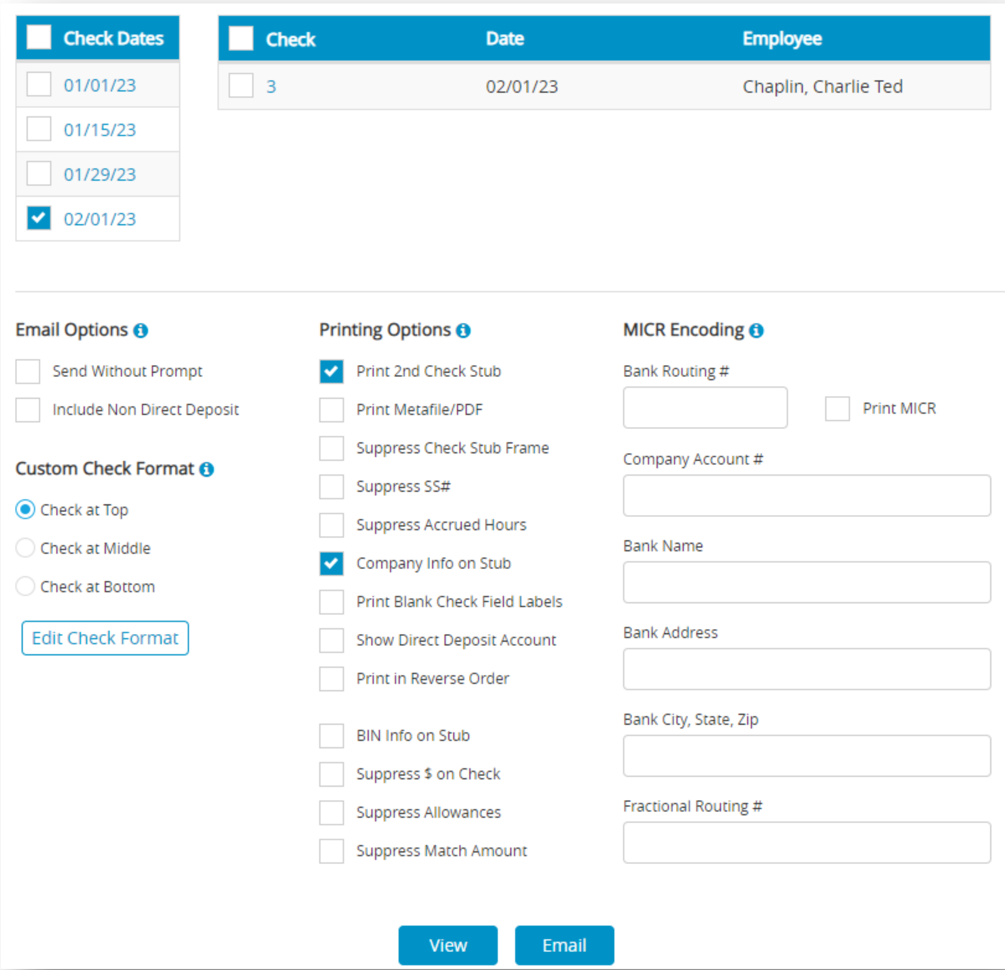
Note: When you create paychecks, the year-to-date totals are updated and employee names disappear from the list. You can print the check with the Print Paychecks window. Once a paycheck is created, you cannot change its calculations. But, you can use the Modify Paychecks window to change the check number, delete, or void the check.

5.6 Print Paychecks

Printing the Payroll Checks

After you've created the paychecks, you can print them with the Print Paychecks window. Printing paychecks is an optional step because it's not necessary for posting check information to the employee's earnings records. Paychecks can be printed or reprinted. Reprinting a paycheck doesn't affect employee records. In the list, checks that have already been printed have an asterisk (*) after the check number.

1. Click **Run Payroll** drop-down option from the menu and then select **Print Paychecks**.



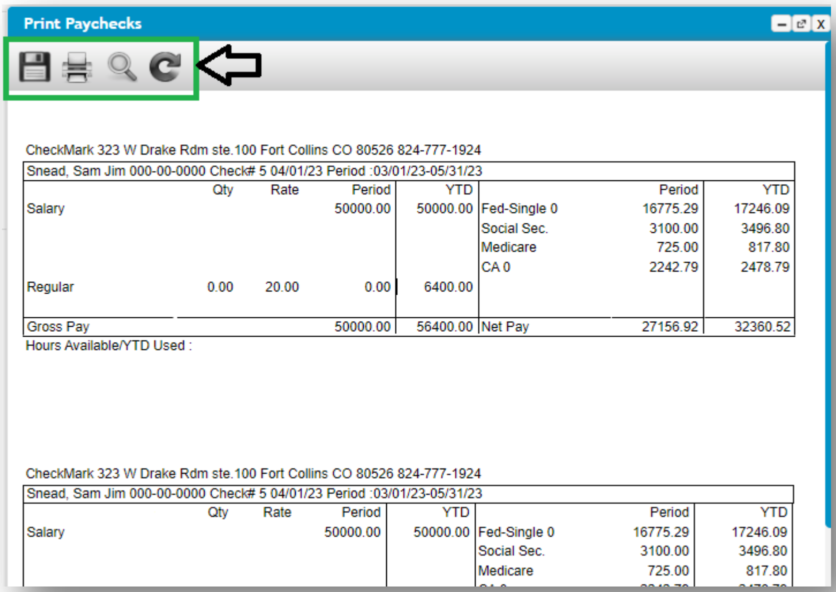
2. Select the check date for the checks that you want to display in the list.

3. Select one or more checks from the list.

   Note: If no checks are highlighted, all checks listed will be printed.

4. Select and set any necessary email, format and print options and then click **View**.

   Step result: Displays to new window to download and to print paychecks.



Emailing Paystubs to Employees

Sending paystubs via email is a convenient method to distribute them to employees, particularly those who utilize direct deposit.

1. Click **Run Payroll** drop-down option from the menu and then select **Print Paychecks**.
2. Select check date(s).
3. Select check or series of checks from list.
4. Review the different Printing Options and Email Options. Select or change as needed.
5. Click **Email** button.

   Step result: That an email is sent to the employee's designated email address, containing a PDF file of their pay stub.

Email Options

Table 24.Email Options

Options	Description
Send Without Prompt	If you would like to have the email sent automatically without having to select the Send button in your email program for each employee, select this option. (Windows users may require some preference selection in your email program.)
Include Non Direct Deposit	Allows you to email paystub information to employees not set up as direct deposit employees.

Check Format

Table 25. Check Format

Options	Description
Default	Select this option if you use pre-printed laser checks that have the check positioned in the middle third of the page. Stubs are positioned top and bottom.
Check at Top	Select this option if you use a laser check that has the check positioned in the top third of the page, but you would like to align the printing fields on the check to coincide with preprinted positions OR your check stock is blank and you are printing all fields on the check. If you have more than four Additional Incomes and/or eight Deductions for an employee, we recommend using check stock with the check on top.
Check at Middle	Select this option if you use a laser check that has the check positioned in the middle third of the page, but you would like to align the printing fields on the check to coincide with a preprinted position OR your check stock is blank and you are printing all fields on the check.
Check at Bottom	Select this option if you use a laser check that has the check positioned in the bottom third of the page, but you would like to align the printing fields on the check to coincide with a preprinted position OR your check stock is blank and you are printing all fields on the check.
Edit Check Bottom	This option is only available when Custom - Check in Middle or Custom - Check at Top is selected. Click this button to access the printing fields and be able to adjust their position and/or enable or disable the fields from printing.

Printing Option

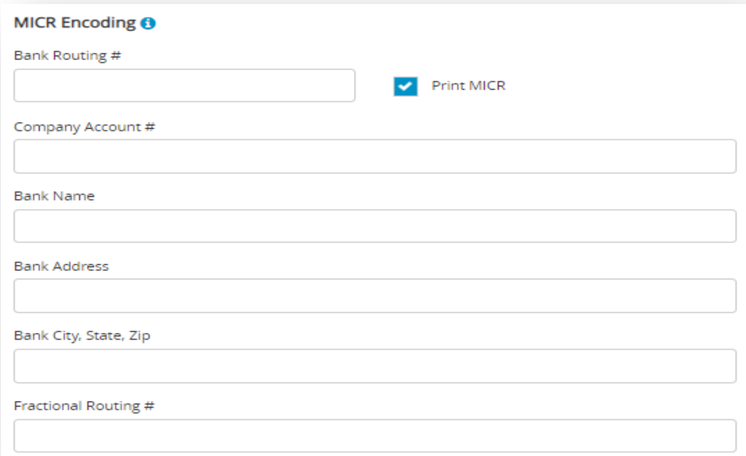
Options	Description
Print 2nd Check Stub	If Print 2nd Check Stub is checked; a second stub will be printed on the bottom third of an 8 1/2 by 11 inch laser check.
Print Metafile(Win)or Print PDF/PICT File (MAC)	If Print Metafile or Print PDF/PICT File is checked, an Open dialog will appear when you print checks that allows you to select a Metafile or PDF/PICT to print along with the check. ***Note***: Windows Metafiles and Mac PICT files are graphic files created outside the Payroll program using a graphics/drawing type program. These files can be created by you to add items to your checks such as company logos or special messages. Mac will also read/print a PDF file. When selected, the Metafile or PDF/PICT file will print on all checks selected.
Suppress Check Stub Frame	If the "Suppress Check Stub Frame" option is checked, the frame around the check stub will be removed.
Suppress Accrued Hours	If Suppress Accrued Hours is checked, the accrued Hours Available and YTD Used hours will not print on the check stub.
Company Info on Stub	If Company Info on Stub is checked, your company's name, address, city, state, zip and phone number from the Company Information window will appear across the top of the check stub. ***Note***: If check box "Use on reports and checks" on the Company

	Information screen is selected, the Trade Name will print on the check stub.
Print Blank Check Field Labels	If Print Blank Check Fields is checked, “Pay”, “To the Order of”, “Amount”, and “Authorized Signature” field labels on blank check stock used for MICR encoding will print. Available with middle check layout only.
Show Direct Deposit Account	If the "Show Direct Deposit Account" option is checked, the last four digits of the employee's direct deposit account number will be printed on the paycheck.

MICR Encoding

In order to activate the printing of MICR Encoding information on blank check stock using CheckMark Online Payroll, it is necessary to mark the print MICR checkbox and provide the relevant bank information in the designated fields.

Note: The MICR encoding will not print on checks for employees who are marked to receive direct deposit.



Options	Description
Bank Routing#	The MICR encoding will not print on checks for employees who are marked to receive direct deposit.
Company Account#	This is your company account number at the bank. This field will accommodate up to 15 digits.
Bank Name, Address, City, State, Zip	This is the information that identifies your bank.

Fractional Routing#	Most checks typically display a fraction at the top right-hand corner, consisting of a hyphenated numerator (top) over a three to four-digit denominator (bottom), also known as a Non-MICR ACH#. However, some checks may not feature this fraction.

Note: In most cases, the MICR software automatically prints the symbols. Manually enter the symbols as:

Enter a “D” (capital D) to type a MICR hyphen: D

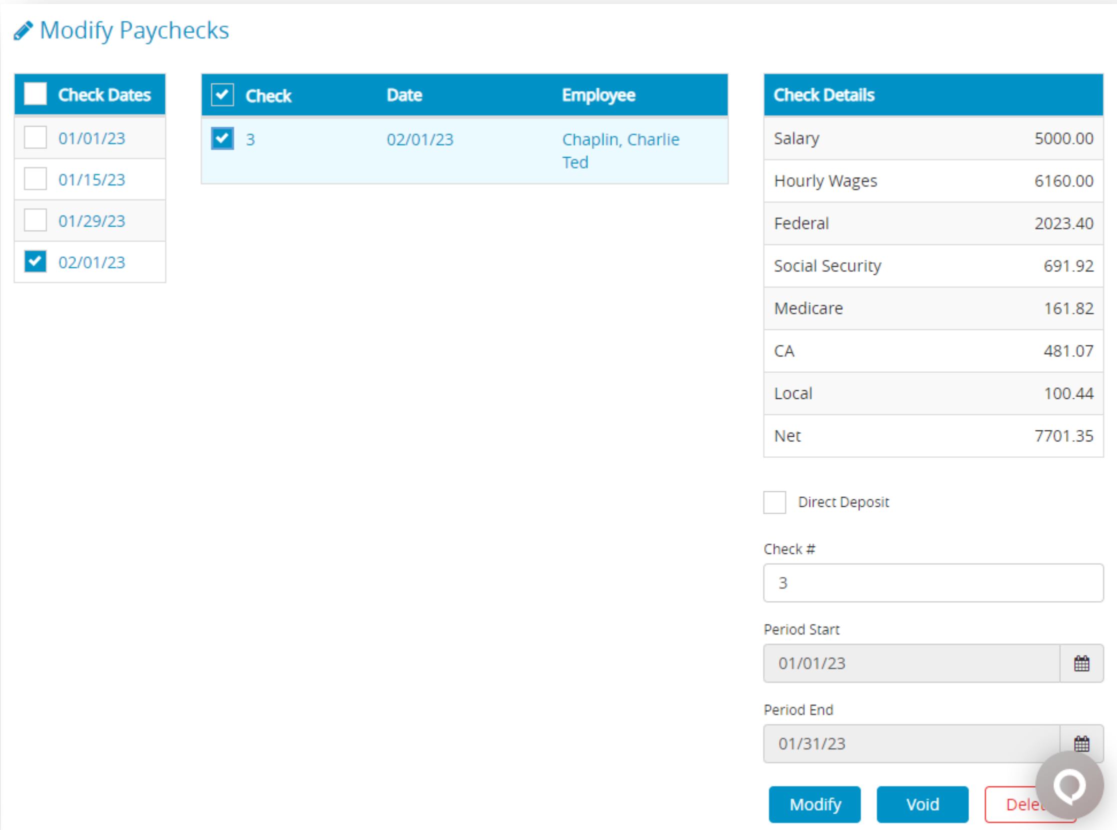
Enter a “C” (capital C) to type this symbol: C

Enter an “A” (capital A) to type this symbol: A

5.7 Modify Paychecks

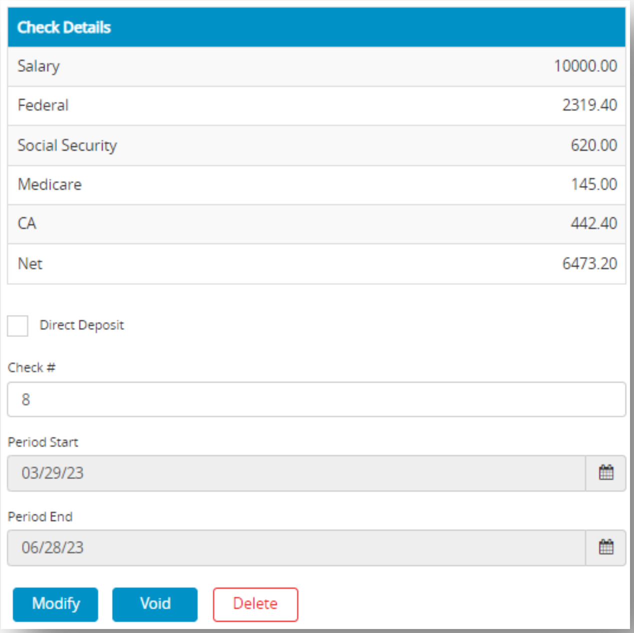
Modifying Payroll Checks

Once paychecks have been created, you can use the Modify Paychecks window to modify check numbers, modify and void check numbers, change period start and end dates, void or delete employee paychecks.



When you open the Modify Paychecks window, checks already created in CheckMark Online Payroll are listed on the left with the coordinating check date selected. By default, the last check date created is the date selected when entering the window. To see details of an individual check, select the check on the left and details will be displayed on the right side under Check Details.

Once selected, a check's calculations appear in Check Details. Items displayed in this part of the screen cannot be modified. If more than one check is selected, nothing will be displayed in Check Details.



Modifying a Check Number

1. Click **Run Payroll** drop-down option from the menu and then select **Modify Paychecks**.
2. Select the check date for the check(s) that you want to display in the list.
3. Select one or more checks to modify.

   Note: You can select a consecutive range of checks from the list.
4. Enter a new check number in the edit box and then click **Modify**.

   Step result: An alert will appear if duplicate check numbers are entered in the current list.

   Important: In CheckMark Online Payroll, if you opt for a range of checks, the system will renumber them consecutively. If you have selected the Direct Deposit option, it's crucial to use the right numbering sequence for your Direct Deposit checks.

   If you need to print this check on check stock, de-select the check box, change the Check # displayed in the Check # box and then select Modify. When prompted, select whether you wish to save the direct deposit number as a void item in your list
5. Click **Yes**.

   Step result: An alert appears asking if you want to retain existing check number as "Void" before renumbering.

   Note: In CheckMark Online Payroll, changes can be made to the check number field, but the dates cannot be edited.

Voiding a Check

In CheckMark Online Payroll, it is possible to void an employee's paycheck. This will maintain the original check number, but replace the employee's name with "Void" and deduct the check amount from the employee's year-to-date balances.

1. Select the check date for the check(s) that you want to display in the list.
2. Select one or more checks to void.

   Note: You can select a consecutive range of checks from the list.

3. Click **Void**.

   Step result: An alert appears asking if you want to mark the check(s) as void.

4. Click **Yes**.

   Note: CheckMark Online Payroll doesn't have a general ledger. If you void a paycheck, some accounting programs may not let you post it as a $0.00 transaction, so you'll need to record it manually in your accounting program.

Deleting a Check

If a check is deleted, all the information linked to that check is erased, and the amounts are deducted from the employee's year-to-date balances.

1. Select the check date for the check(s) that you want to display in the list.
2. Select one or more checks to delete.

   Note: You can select a consecutive series of checks from the list.

3. Click **Delete**.

   Step result: An alert appears asking if you want to remove the amounts from the employee’s YTD balances.

4. Click **Yes**.

   Note: In case you choose to Void or Delete a check issued to an employee after another check has already been generated for that same employee, you may receive an alert notifying you that this action could potentially have negative consequences on the Social Security, SUTA, and FUTA limits.

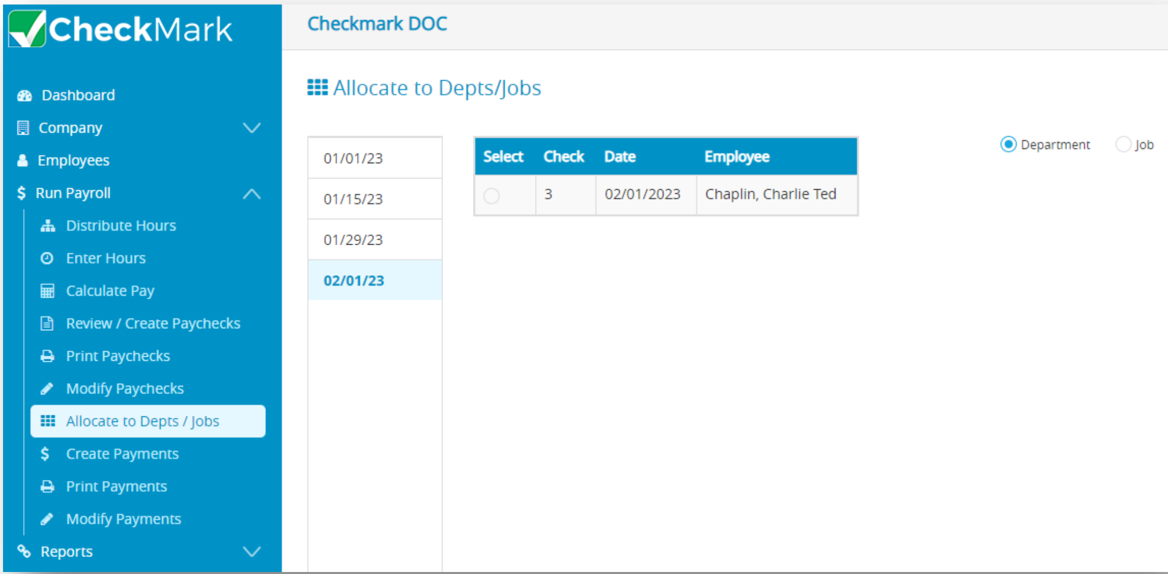
5.8 Allocate to Depts/Jobs

Allocating Wages After Paychecks are Created

You can use the Allocate to Depts/Jobs window to allocate an employee’s wages and employer taxes to more than one Department or Multi-Ledger Job after a check has been created.

You can also use the Allocate to Depts/Jobs window to reallocate an employee’s hours that were allocated using the Distribute Hours window. If you re-allocate hours for hourly employees on this window, the employee’s wages are re-allocated automatically as well.

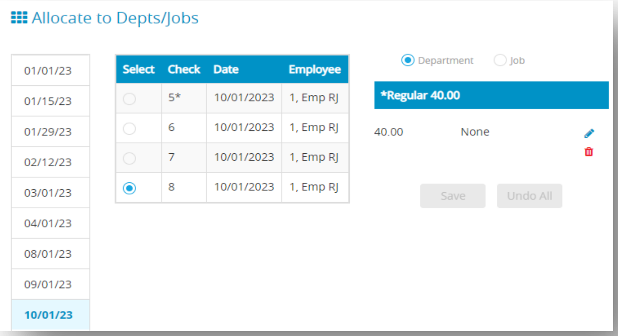
Please note that re-allocating hours for salaried employees does not automatically allocate their wages by department or job.



Re-allocating Hours for Hourly Employees

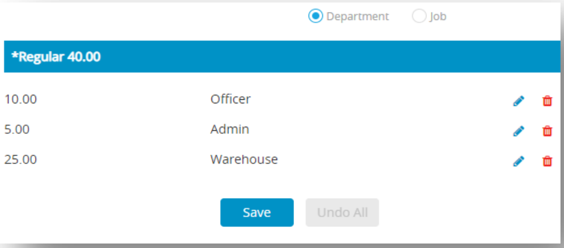
If you created a check for an employee after entering hours by Department or Job on the Distribute Hours window, you can re-allocate those hours to Departments or Jobs on the Allocate to Depts/ Jobs window without having to delete the check and recalculate pay for that employee.

1. Click **Run Payroll** drop-down option from the menu and then select **Allocate to Depts/Jobs**.
2. Select the appropriate check date from the Check Dates list.
3. Click on the radio button in front of the "Employee Check Number."



4. Click on edit icon distribute hours that you want to allocate to a Department or Job.

   Note: Total hours must be matched to the given hours.



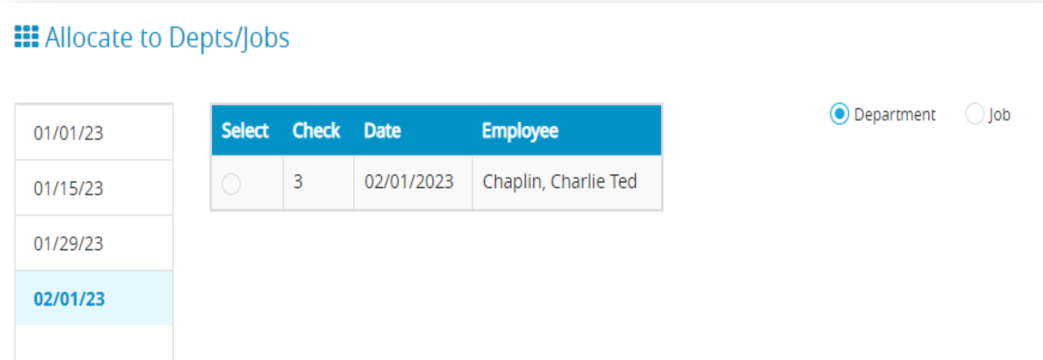
5. Click check icon. When you are finished re-allocating hours, click **Save**.

   Note: When you re-allocate hours, the employee's wages are reallocated automatically too.

Allocating Wages and Taxes for Salaried Employees

After creating a check, you have the option to allocate a salaried employee's wages and employer taxes to specific departments or Multi-Ledger jobs using the "Allocate to Depts/Jobs" window. This allows you to assign the expenses to the appropriate cost centers within your organization and track them accordingly.

1. Click **Run Payroll** drop-down option from the menu and then select **Allocate to Depts/Jobs**.



2. Select the appropriate check date from the Check Dates list.
3. Click on the radio button in front of the "Employee Check Number."

   Note: Checks that have already been allocated to Departments or Jobs are prefaced with an asterisk (*).If the check has been allocated already, you'll need to select the amount to be re-allocated. If the check has not been allocated, the amount appears in the edit box.

4. Click on  edit icon enter the wage amount that you want to allocate to a Department or Job.
5. Click check icon.

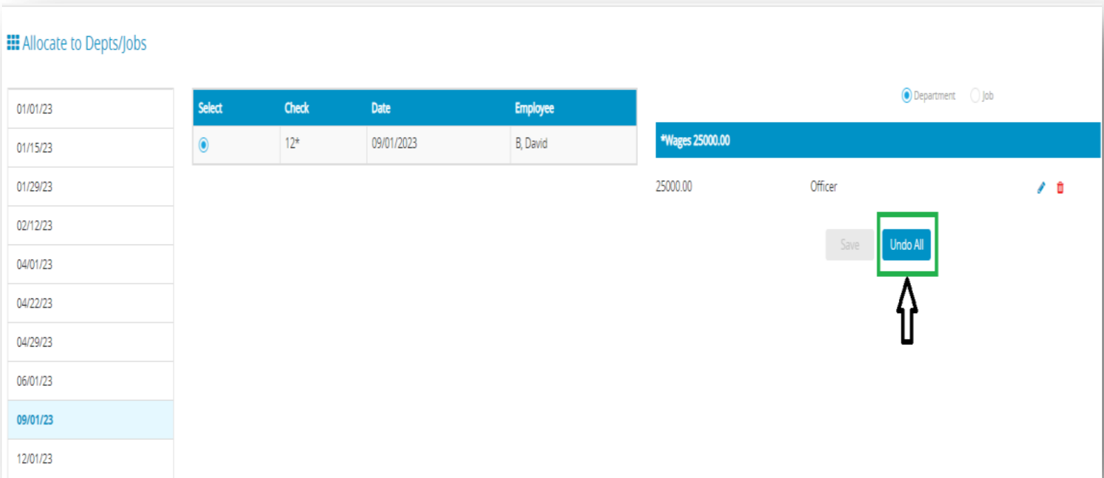
Important: The Wage amount that appears consists of salary wages only, and does not include any Additional Income amounts, unless the Additional Income category is set up with the Include with Wages for Dept/Job Posting option checked.

Note: Total Wages amount should match with the employee check amount.

6. Click **Save**.

Deleting Allocations

1. Click **Run Payroll** drop-down option from the menu and then select **Allocate to Depts/Jobs**.
2. Select the appropriate check date from the Check Dates list.
3. Click on the radio button in front of the "Employee Check Number."
4. Click **Undo All**.



Note: Checks that have already been allocated to Departments or Jobs are prefaced with an asterisk (*). The check will no longer have an asterisk next to it indicating that it no longer has allocated amounts.

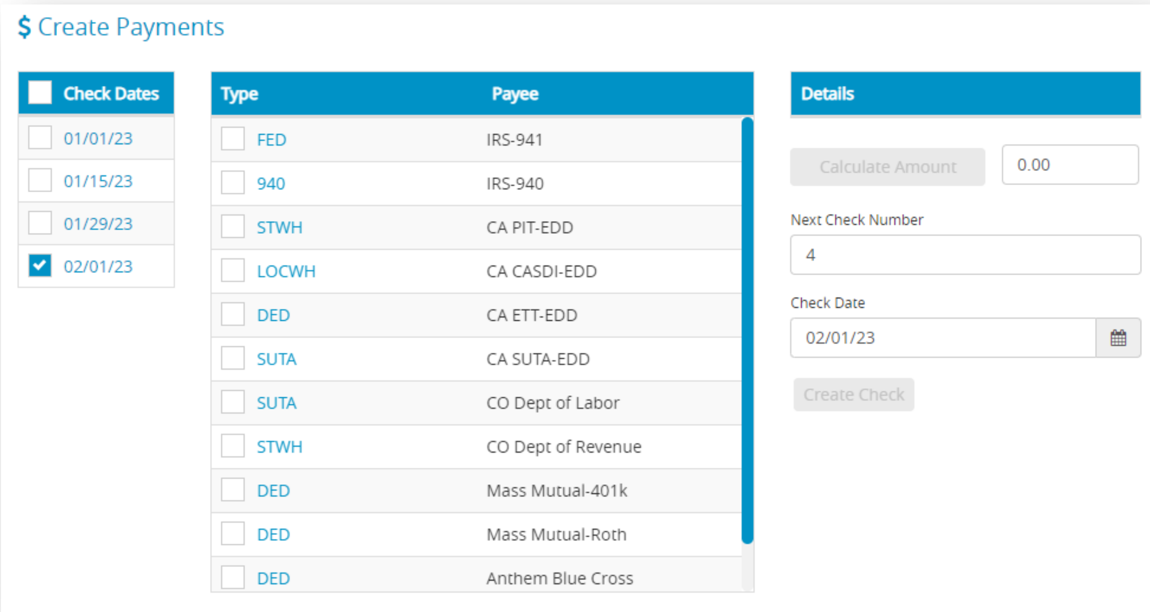
5.9 Create Payments

You can calculate liability and create payment checks for a single check date or range of check dates in CheckMark Online Payroll after setting up an employer payee and generating at least one paycheck. The liability amount can be overridden on the Create Payments window.

Important: Creating payment check in the CheckMark Payroll program in no way affects your employer reports.

Creating Employer Payments

1. Click **Run Payroll** drop-down option from the menu and then select **Create Payments**.

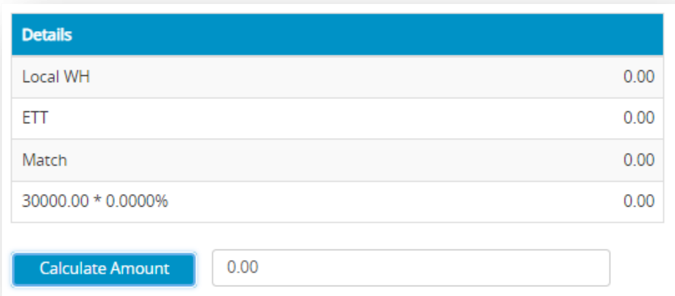


2. Select the date or range of dates for the employer payment calculation from the Check Dates list.
3. Select the Payee(s) for the payment from the Payees list.
4. Click **Calculate Amount**.

   Step result: The calculated amount appears.

Note: You can override the calculated amount shown for the payment by editing the value in the Amount edit box. However, if you override the calculated amount on this window, it will not change any reports, as they are based solely on paychecks created.

Once calculated, an employer payment's calculations appear in the middle box. You cannot edit the calculation details. The calculation details for State W/H do not appear, only the amount due.

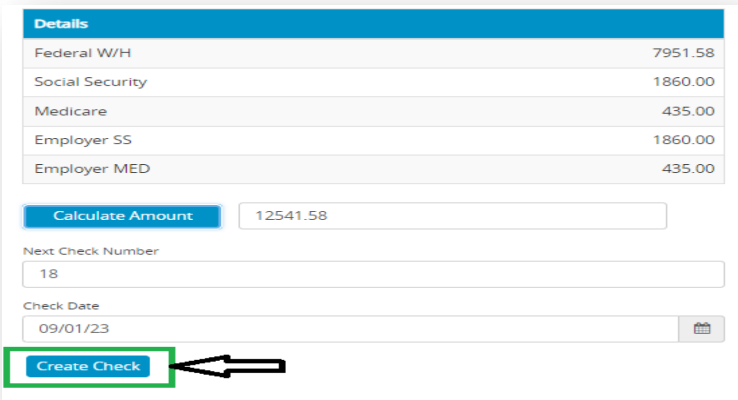


5. Verify the check number and date and change if necessary.

   Note: Check numbers can be up to 8 numbers in length. Letters and other characters entered will be truncated.

6. Click **Create Check**.

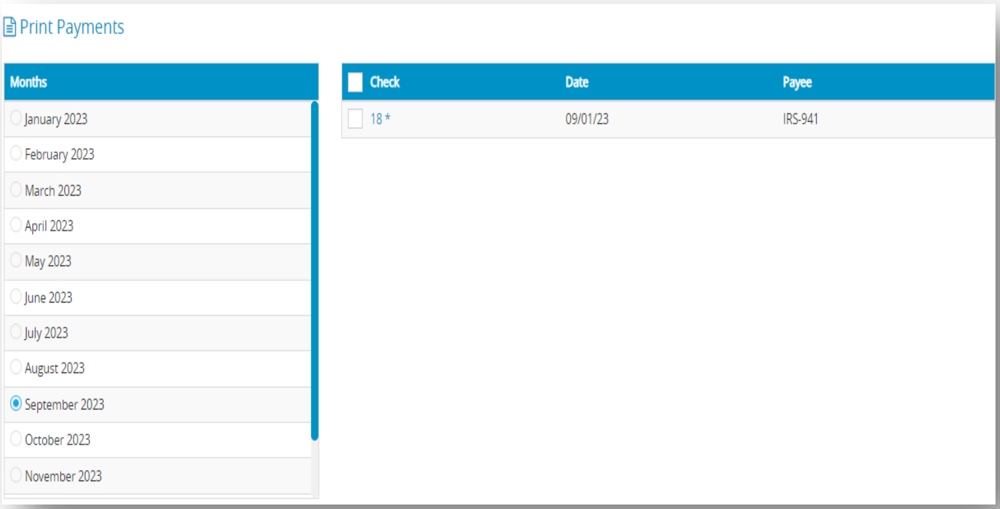
   Important: Employer Payments can only be created with a check date in the current payroll year.



5.10 Print Payments

After you've created the employer checks, you can print them with the Print Payments window. Printing checks is optional because it's not necessary for employer check reports. Checks can be printed or reprinted. Reprinting a check doesn't affect employer check reports. In the list, checks that have already been printed have an asterisk (*) after the check number.

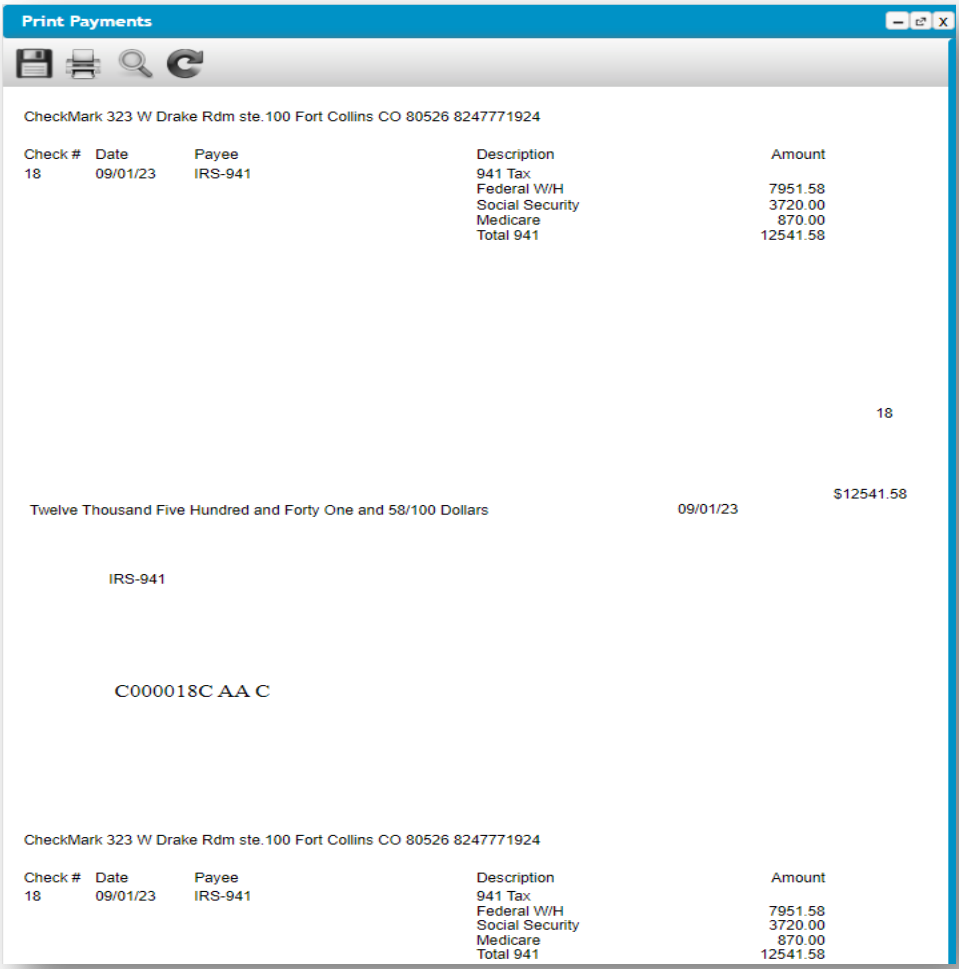
1. Click **Run Payroll** drop-down option from the menu and then select **Print Payments**.



2. Select the month for the checks that you want to display in the list.
3. Select one or more checks from the list.

   Note: If no checks are highlighted, all checks listed will be printed.
4. You can select a consecutive or non-consecutive series of checks.
5. Click **View**.

   Step result: The following window appears.



6. Click the  print icon to download and to print the check.

Important: Make sure you've loaded checks (or blank paper) into your printer.

5.11 Modify Payments

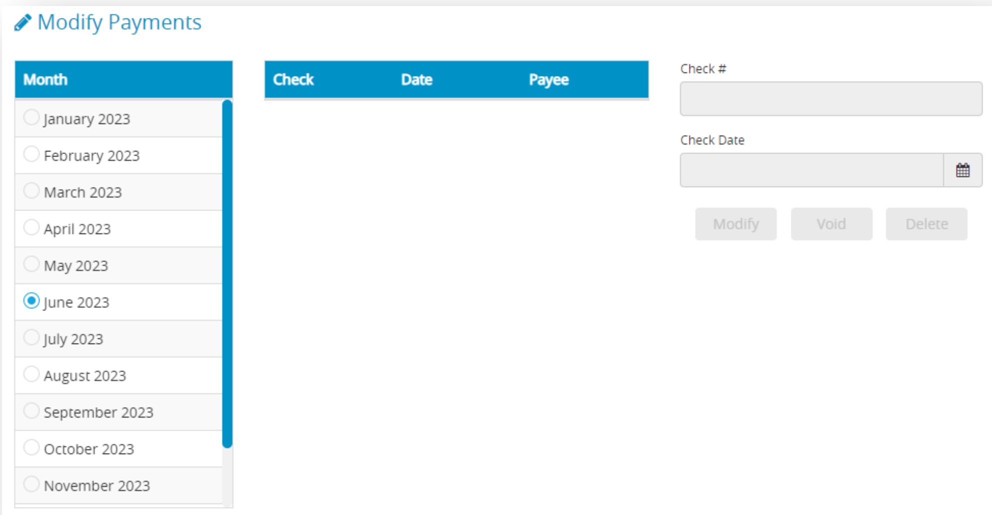
Modifying Employer Payment Checks

The Modify Payments window allows you to modify check numbers, change dates, void or delete employer payment checks. When you open the Modify Payments window, payments already created in CheckMark Online Payroll are listed on the left with the month of the last payment selected.

Check Number: When prompted, select whether you wish to save the "old" check number(s) as void in your list.

Check Date: The "Check Date" field on the Calculate Pay window displays the dates that were entered on the Check Dates window. While you can change the month and day, the year must match the payroll year displayed on the Company Information window.

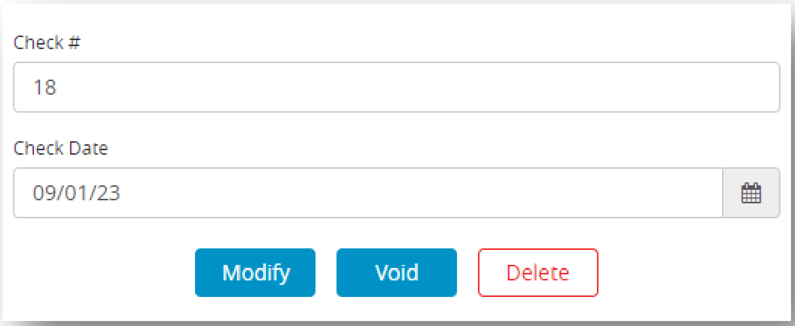
The "Check Number" field displays the number of the item(s) that have been selected. If more than one item has been selected, the check number displayed will correspond with the first item in the list that was selected. If a group has been selected, all checks will be renumbered according to the order of the selected items.



Modifying the Check Number or Date for an Employer Check

1. Click **Run Payroll** drop-down option from the menu and then select **Modify Payments**.
2. Select the month for the check that you want to display.
3. Select the check that you want to modify from the list.
4. Modify the check number or check date in the edit boxes.

   Important: You cannot modify the Check Date of a paycheck. If the Check Date was entered incorrectly, you will need to delete the checks with the incorrect Check Date and re-enter the paycheck with the correct check date.



5. Click **Modify**.

Voiding an Employer Check

Voiding an employer check retains the check number, replaces the payee's name with "Void," and subtracts the amounts from the employee's YTD balances.

1. Select the month for the check that you want to display.
2. Select the check from the list.
3. Click **Void**.

   Step result: An alert appears asking if you want to mark the check as void.
4. Click **Yes**.

Deleting an Employer Check

Deleting removes all information associated with the selected check and subtracts the amounts from the employee's YTD balances.

1. Select the month for the check that you want to display.
2. Select the check from the list.
3. Click **Delete**.

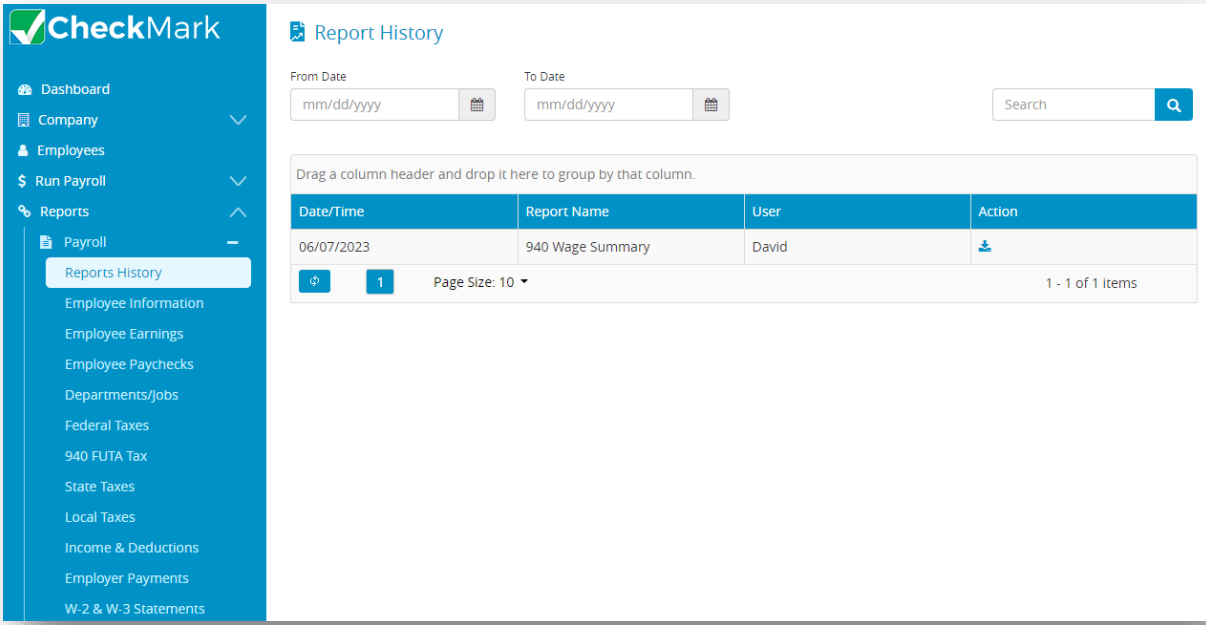
   Step result: An alert appears asking if you want to delete the check.
4. Click **Yes**.

   Note: If you Void or Delete a check for an employee after another check has been created for that same employee, you will receive an alert warning that the limits for Social Security, SUTA and FUTA could be adversely affected.

Chapter 6

PAYROLL REPORTS

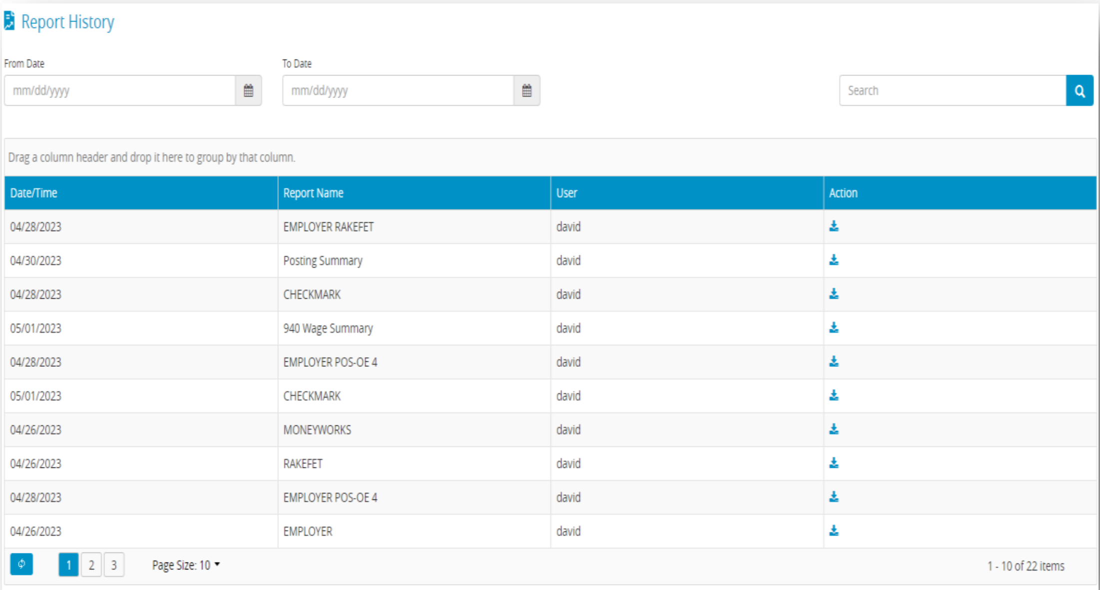
CheckMark Online Payroll provides multiple reporting options that can be accessed in various ways. The majority of the reports are available for on-screen viewing, can be printed out, and can also be saved as either a text or XLS file format.



6.1 Reports History

The section provides information about the "report history" which refers to a set of past reports that have been created by the CheckMark Online Payroll automatically. This report contains information of date and time, report type and user details that the changes have made. It is considered important to maintain an accurate and transparent record of report history, particularly for finance, auditing and to cross check the reports.

1. Click **Reports** drop-down option from the menu and then click **Payroll.**
2. Click **Report History**.



3. Select date or use search box to filter the report history.
4. Click the  action icon to view the report in the text form.

   Note: The report history window allows users to view the history of a report, but they are not able to make any modifications to it.

6.2 Employee Information

Types of Employee Information Reports

Personal Information: The Personal Information report shows the employee personal data, including name, address, phone number, Social Security number, birth date, employee number, employment status, email address and default department.

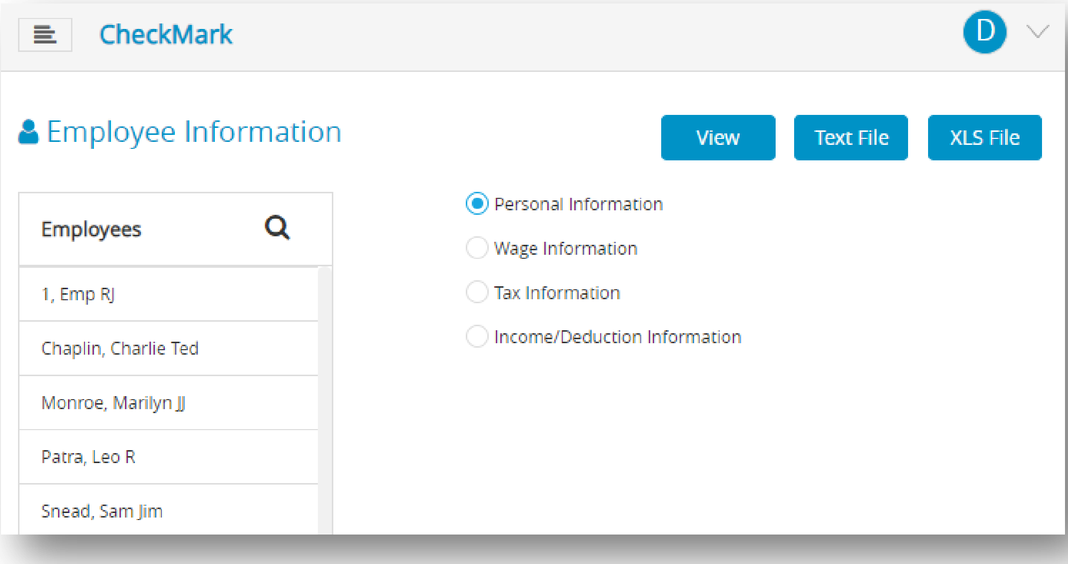
Wage Information: The Wage Information report shows the employee's salary or hourly rates, pay frequency, hire date, last raise date, termination date, accrued hours available, and department/job distribution percentages, and direct deposit if marked.

Tax Information: The Tax Information report shows the tax set up for the employee including, W-2 options, selected federal, state, SUTA state, local tables, and more.

Income/Deduction: The Income/Deduction Information report shows the Additional Information Income and Deduction categories and their associated definitions that have been set up for the elected employees.

Creating Employee Information Reports

1. Click **Reports** drop-down option from the menu and then click **Payroll.**
2. Click **Employee Information**.



3. Select the employee or employees for the report.

   Note: You can select a consecutive or non-consecutive series of employees from the list by dragging through the list or using the CTRL key (Windows) or Command key (Mac).

   If no employee names are highlighted, all employees will be reported.

4. Select the type (personal, wage, tax and income) of report.
5. Click **View**, **Text File** or **XLS File** based upon your requirement.

   Note: To print a file, you first need to download it. To do this, click on the  print icon on the **View** window. It should be download the file that you wanted to print and then give it for print. Make sure you have a printer connected to your device before attempting to print the downloaded file.

6.3 Employee Earnings

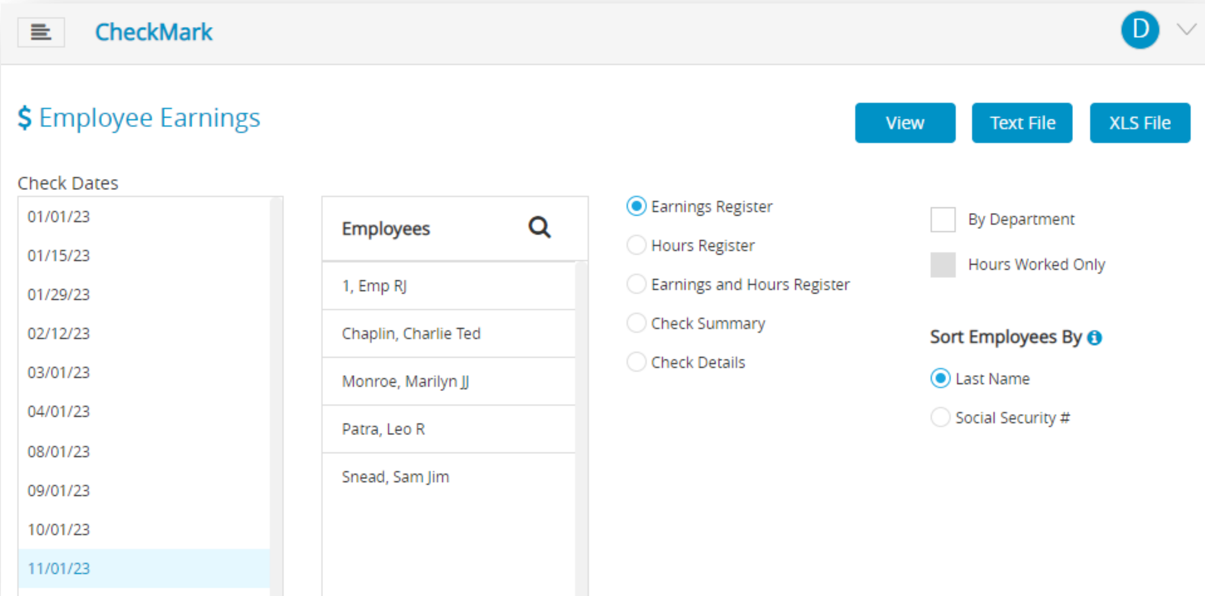
Table 26.Types of Employee Earning Report

Types of Earning Report	Description
Earnings Register	For the range of check dates selected, the Earnings Register report shows the employee's selected check period along with YTD income, deductions, taxes, and net pay, as well as any employer matching amounts. Totals for the company are listed at the end of the report. You can see this report arranged by department by selecting the By Department check box. You can also Sort Employees by their Last Name or Social Security #.
Hour Register	For the range of check dates selected, the Hours Register report shows the employee's selected check period and year-to-date hours for hour categories as well as accrued hours available. You can also Sort Employees by their Last Name or Social Security #.You can also get an Hours Register report that contains only Hours Worked. Simply check the Hours Worked Only box. This report is helpful in filling out worker's compensation reports or SUTA reports in states where this information is required.
Check Summary	The Check Summary report shows an employee's income, taxes, deductions, and net, vacation and sick pay for each check in the selected check dates. Totals for all categories are also shown by employee.

Check Details	The Check Details report shows income, tax amounts, deductions, total tax amounts, total deductions, and net pay by check for each selected employee for the selected check dates. Totals for selected employees are listed at the end of the report.

Creating Employee Earnings Report

1. Click **Reports** drop-down option from the menu and then click **Payroll.**
2. Click **Employee Earnings**.



3. Choose one or more check dates.

   Note: You can select a consecutive series of check dates from the list by dragging through the list.

4. Select the employee or employees for the report.

Note: You can select a consecutive or non-consecutive series of employees from the list by dragging through the list or by using the CTRL key (Windows) or COMMAND ( ) key (Mac). If no employee names are highlighted, all employees will be reported.

5. Select the Sort Employee By option.

   Note: If Last Name is selected, the report will be organized by employee last name. If Social Security # is selected, the report will be organized by employees Social Security Number.

6. Select the type of report.
7. Click **View**, **Text File** or **XLS File** based upon your requirement.

   Note: To print a file, you first need to download it. To do this, click on the print icon on the **View** window. It should be download the file that you wanted to print and then give it for print. Make sure you have a printer connected to your device before attempting to print the downloaded file.

6.4 Employee Paychecks

Table 27. Types of Employee Paycheck Reports

Types	Description
Check Register	The Employee Check Register report gives details about checks issued to employees. It includes the number of hours worked, pay rate, income, deductions, net pay, and where the money went within the company. At the end, it also shows how much the company owes for taxes and the number of checks issued. This report helps companies keep track of their payroll and finances better.
Posting Summary	The Posting Summary report shows check information in a summarized format and can be used to create manual journal entries in your accounting system. The net for each check is shown, along with totals for wages, income, taxes, and deductions. Ledger accounts are also shown with their associated amounts. If you have ledger accounts set up for department or job wages and taxes, then the ledger accounts and amounts for each department or job are shown. The total debits and credits are shown on the last two lines.
ACH Direct Deposit	CheckMark Online Payroll allows you to utilize direct deposit for your employees through your financial institution. Payroll creates an ACH file that you can submit directly to your bank.
Web Direct Deposit	You can export a file for use with National Payment Corporation's Web Direct Deposit. The Web Direct Deposit text file contains only checks for employees who are set up as Direct Deposit employees on the Personal

	tab of the Employees window.
ACH NPC Direct	You can export a file for use with National Payment Deposit Corporation's Direct Deposit. The ACH NPC Direct Deposit text file contains only checks for employees who are set up as Direct Deposit employees on the Personal tab of the Employees window.

Employee Checks Report Options

Table 28. Employee Checks Report Options

Options	Description
Include Jobs in Post Summary	If you distribute wages or hours to Multi-Ledger Jobs, you should check this box before posting to Multi-Ledger.
Mark Posted Checks	If you post paychecks to one of the accounting packages listed in the Format menu, you can check this box so that each time you post paychecks, they will be marked with an "x."
Use Employee #	If using Web Direct Deposit and you would rather use an employee ID number instead of the Social Security number, you can mark this checkbox. You must also set up to use Employee ID # on National Payment Corporation's Web Direct Deposit set up page.

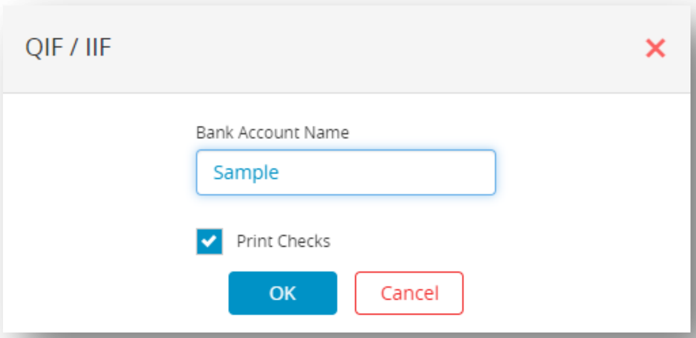
Posting File Formats

✓ ***Quicken (QIF)***

You can export posting information to Intuit's Quicken.

1. Select Quicken (QIF) option and click **Text File** or **View**.

2. Enter Bank Account Name.



3. Click **OK**.

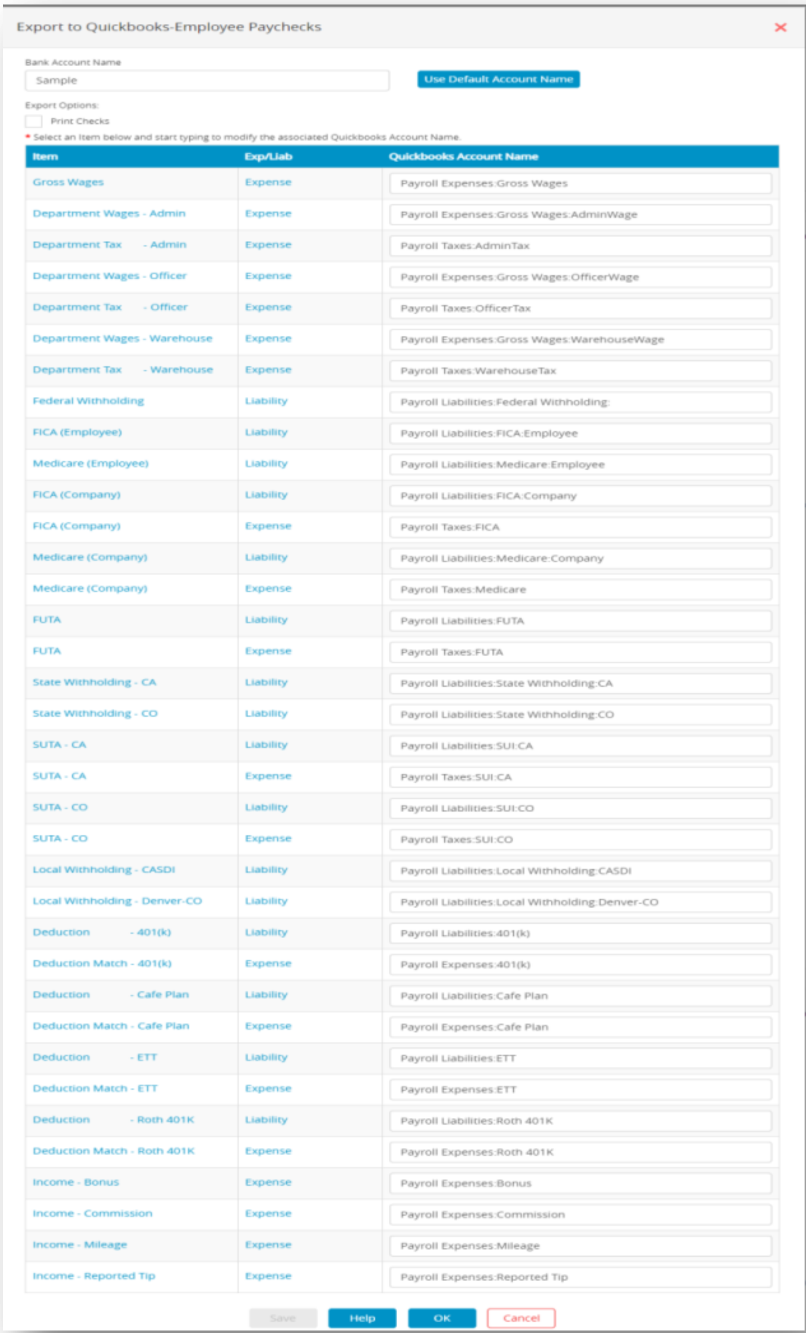
Step result: A pop-up screen opens with a list of Expense and Liability accounts.

✓ ***QuickBooks(IIF)***

You can export posting information to Intuit's QuickBooks program.

1. Select QuickBooks Format option from the dropdown menu and click **Text File** or **View**.

   Note: A pop-up screen opens with a list of Expense and Liability accounts. You can use the Default Account Names or if you want to post to your current QuickBooks accounts, you can change the QuickBooks Account Name. To change the name, click the account you want to change under the QuickBooks Account Name column and type in a new name.



2. Enter Bank Account Name and check the box if you want to print checks from QuickBooks.

3. Click **Save** once you have finished entering your data.

4. Click **OK**.

✓ ***MoneyWorks***

You can export posting information to Money works.

1. Select the Money works format option.
2. Click **Text File** or **View**.

✓ ***Peachtree 3.0, 3.5, 5.0***

You can export posting information to Peachtree.

1. Select the Peachtree3.0, 3.5, 5.0 Format options.
2. Click **View** or **XLS File**.

   Step result: A dialog appears. Use print icon to print.

✓ ***Sage 50/ Peachtree***

You can export posting information to Sage 50.

1. Select the Sage 50 format option.
2. Click **View** or **XLS File**.

   Step result: A dialog appears. Use print icon to print if needed.

To select options for other posting file formats on the Employee Paychecks Window, follow these steps:

- ✓ M.Y.O.D
- ✓ Big Business
- ✓ CheckMark
- ✓ DBA SOFTWARE
- ✓ POS/OE 4
- ✓ CONNECTED
- ✓ TENTANT PRO

1. Click **Reports** drop-down option from the menu and then click **Payroll.**
2. Click **Employee Paychecks**.
3. Select one or more consecutive check dates for the report.

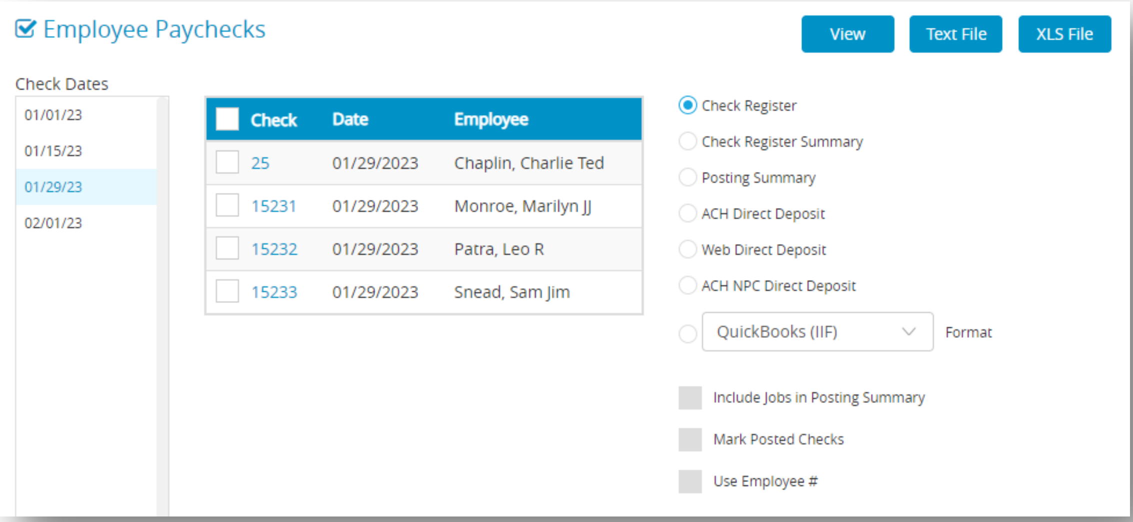
   Note: You can select a consecutive or non-consecutive series of checks from the list.
4. Select the checks and employee accordingly.
5. Click format drop box and select the format.
6. Click **View**, **Text File** or **XLS File** based upon your requirements.

   By following above steps, you can customize the options for different posting file formats on the Employee Paychecks Window according to your requirements.

Creating Employee Paycheck Reports

1. Click **Reports** drop-down option from the menu and then click **Payroll.**

2. Click **Employee Paychecks**.



3. Select one or more consecutive check dates for the report.

   Note: You can select a consecutive or non-consecutive series of checks from the list.

4. Select the type of report.

5. Click **View**, **Text File** or **XLS File** based upon your requirements.

6.5 Departments/Jobs Payroll

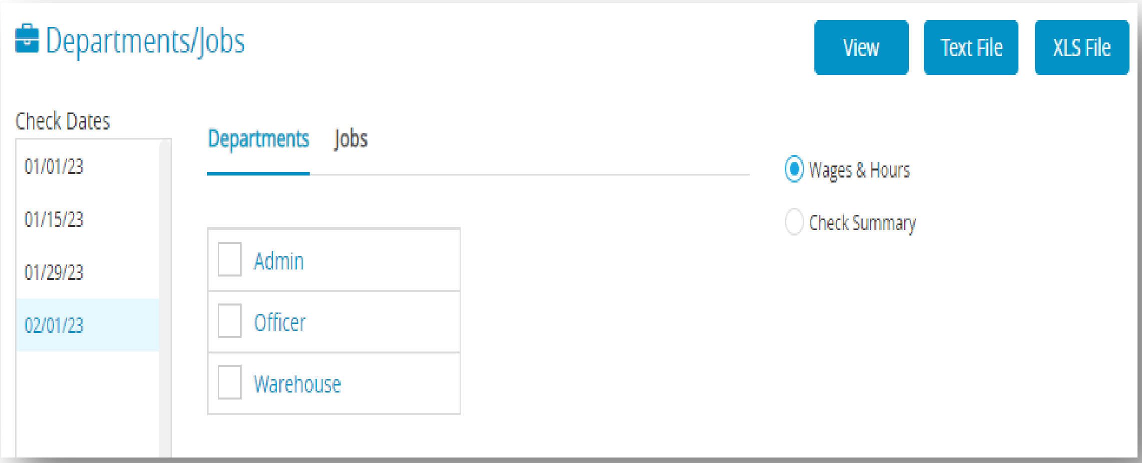
Table 29. Types of Department Job Reports

Types	Description
Wages & Hours	This report shows wages and number of hours for each department or job for each income category, including salary, all hour categories, and other income amounts. Totals for wages and hours for the selected report range appear after each department/job, and company totals appear at the end of the report.
Check Summary	This report shows detail for each department's or job's expense for wages and employer taxes (employer portions of Social Security, Medicare, FUTA, and SUTA). Details include employee name, check date, check number, hours, wages and employer taxes. Totals for wage expense and employer tax expense for the selected report range appear after each department/job, and company totals appear at the end of the report.

Creating Department/Job Reports

1. Click **Reports** drop-down option from the menu and then click **Payroll.**

2. Click **Departments/Jobs**.



3. Select one or more consecutive check dates for the report.

4. Select either the Departments or Jobs.

5. Select the type of report.

   Note: You can select either Wages & Hours or Check Summary for the report.

6. Click **View**, **Text File** or **XLS File**.

6.6 Federal Taxes

You can print forms 941, 943 and 944 from the Federal Taxes window along with a Tax Summary report.

Types of Federal Tax Reports

Table 30. Types of Federal Tax Window

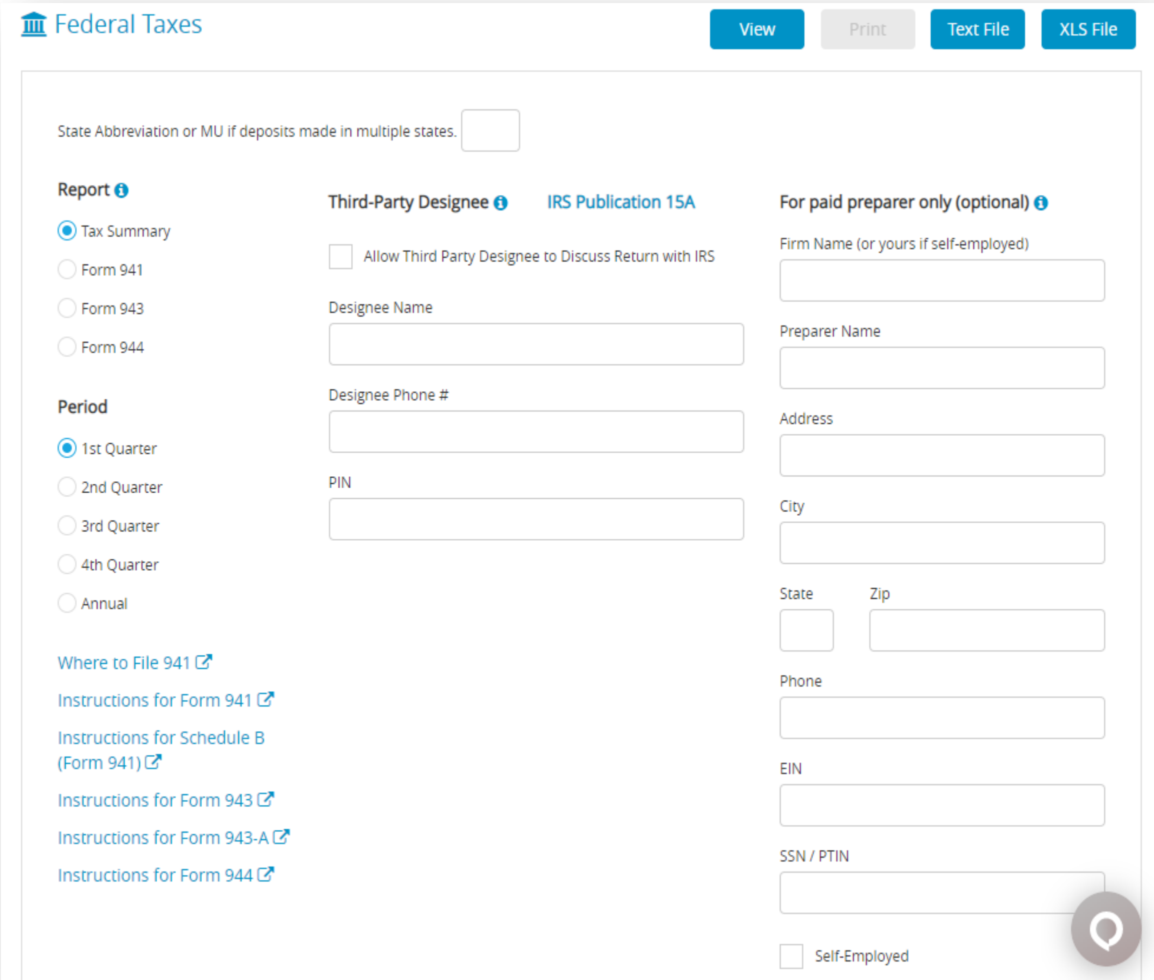
Types	Description
Tax Summary	The Tax Summary report shows tax information, including employee names, total wages and tips, federal withholding, Advance EIC, Social Security wages, Social Security tips, and Medicare wages and tips for the selected quarter or current payroll year. You can use this tax data for filling out the Federal 941 form or use the annual report for filing form 943 or944. Each type of withholding is summarized and the total taxes due are shown after the employee list. An amount shown for Adjustment for Fractions will print on line 7a of the 941 report (6a on Form 944) in the Fractions of Cents field. An amount on the Adjustment for Fractions line is usually due to Social Security and Medicare rounding and is typically less than one dollar. If the amount is larger, a warning will come up and you should research the cause. The second half of the report is the Employer's Record of Federal Tax Liability. This section shows tax liability information based on actual payroll checks that have been created for the quarter only.

	If you view the annual Tax Summary report, this part of the report gives monthly liabilities. State Withholding amounts, as well as the number of employees for each month of the quarter are shown at the bottom of each quarterly tax summary report.
Form 941	Choose this option to print the 941 (Employer's Quarter Federal Tax Return form) on plain paper.
Form 943	Choose this option to print the 943 (Employer's Annual Federal Tax Return for Agricultural Employees) on plain paper.
Form 944	Choose this option to print the 943 (Employer's Annual Federal Tax Return) on plain paper.

Creating 941 Reports

The Federal Taxes window prints the Form 941, Employer's Quarterly Federal Tax Return form and gives you information that's useful for filling out the form manually.

1. Click **Reports** drop-down option from the menu and then click **Payroll.**
2. Click **Federal Taxes**.



3. Enter the 2 letter state postal code where you make your deposits or MU if you make deposits in multiple states.
4. If necessary, enter information for Third-party designee and/or For paid preparers only (optional).

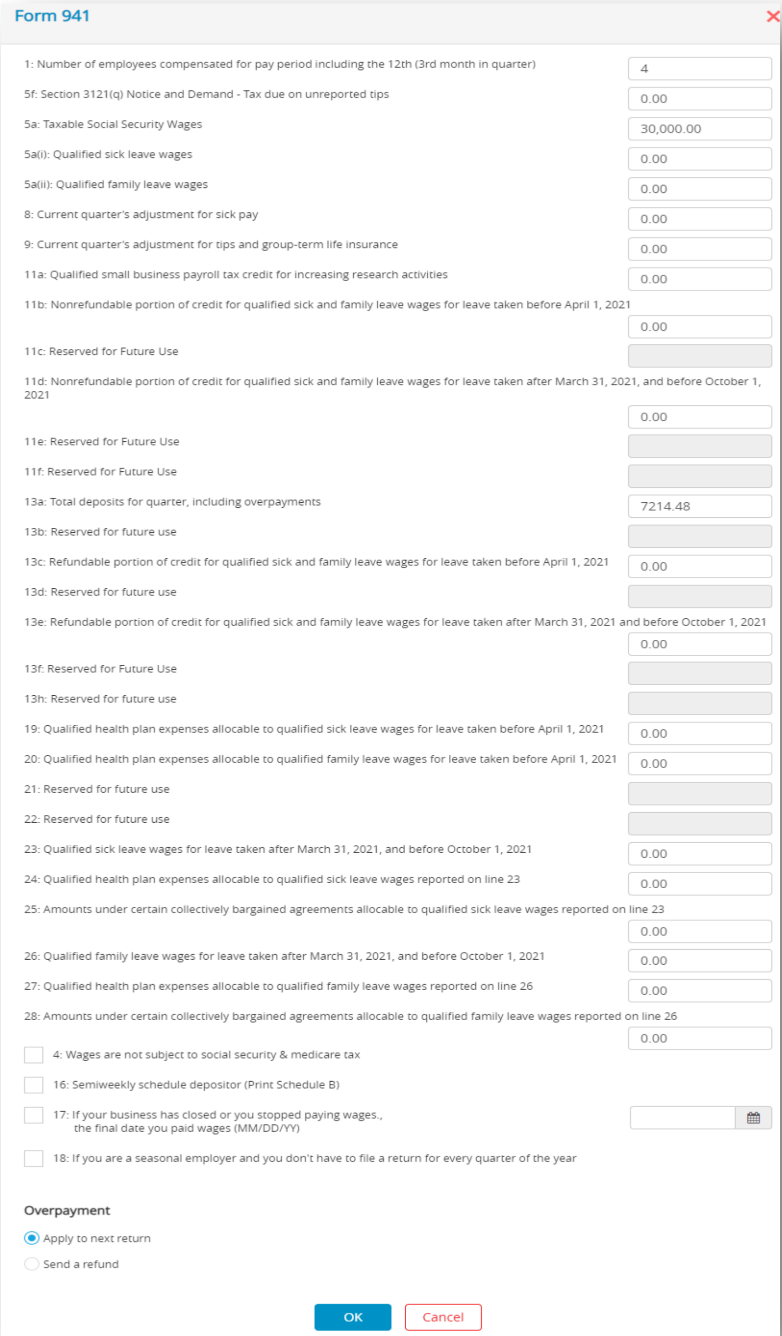
5. Select the quarter for which you are reporting.
6. Select the Form 941 Report Option.
7. Click **Print**.

   Step result: A pop up window appears.
8. Select employee name, check dates and then click **OK**.

   Note: Be sure to change the amount in the Line 11 Total Deposits field, if different than the program calculation.

   If you make changes to the Total Deposit amount on lines 7a (941) or 6a (944) of your tax form, any difference of $0.40 or less will be shown in fractions of cents. But if the change is more than $0.40, the form will either show that you owe more money (line 12) or that you have overpaid (line 13). It's important to be accurate when making changes to the Total Deposit to avoid mistakes.

   A Form 941 should be displayed as given below.



9. Fill in all appropriate fields. When finished, click **OK**.

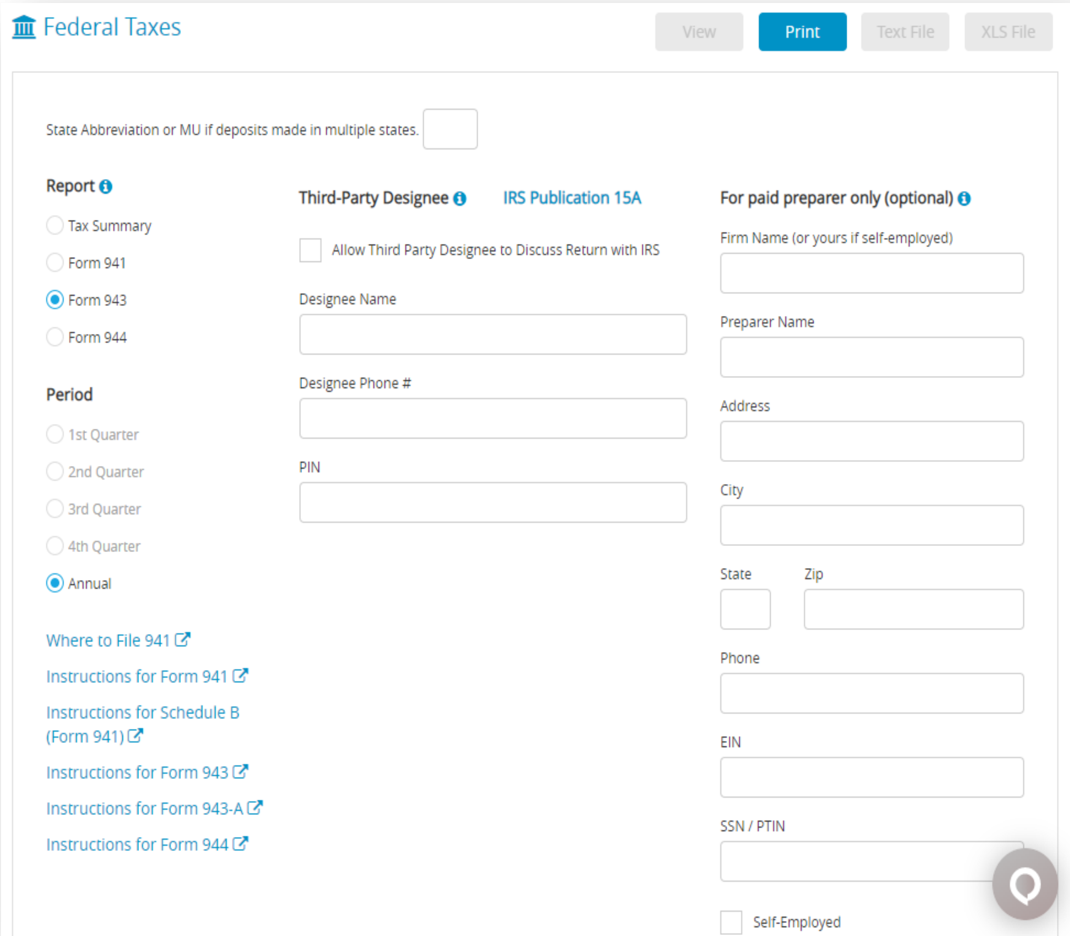
   Note: The filled in Form will open in Acrobat Reader. If necessary, modify/edit any field in Acrobat Reader, save the file if you wish, and/or print out pages from Acrobat Reader.

   Changes made to Form 941 in the Adobe Reader program are not reflected in Payroll.

Creating 943 Reports

The Federal Taxes window prints the Form 943, Employer's Annual Federal Tax Return for Agricultural Employees and gives you information that's useful for filling out the form manually.

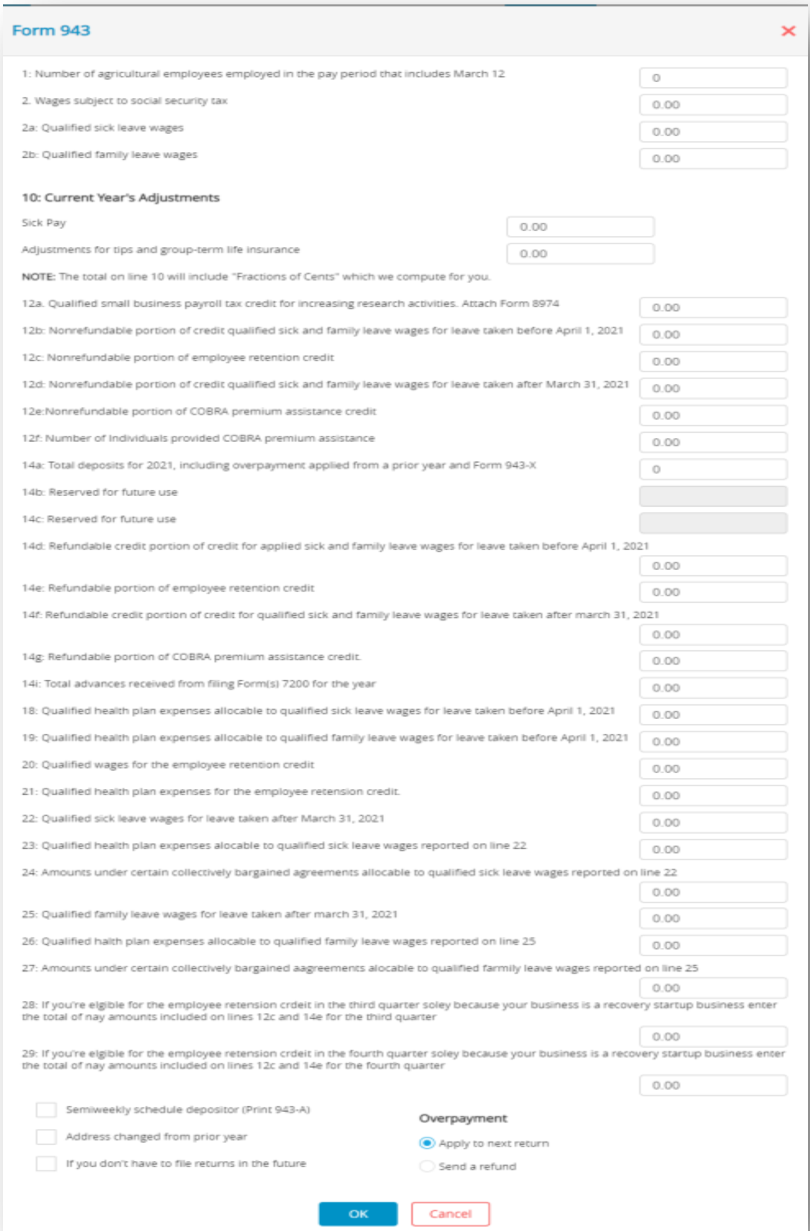
1. Click **Reports** drop-down option from the menu and then click **Payroll.**
2. Click **Federal Taxes**.



3. If necessary, enter information for Third-party designee and/or for paid preparers only (optional).
4. Select the Form 943 Report Option.
5. Click **Print**.

   Step result: A pop up window appears.

6. Select employee name, check dates and then click **OK**.



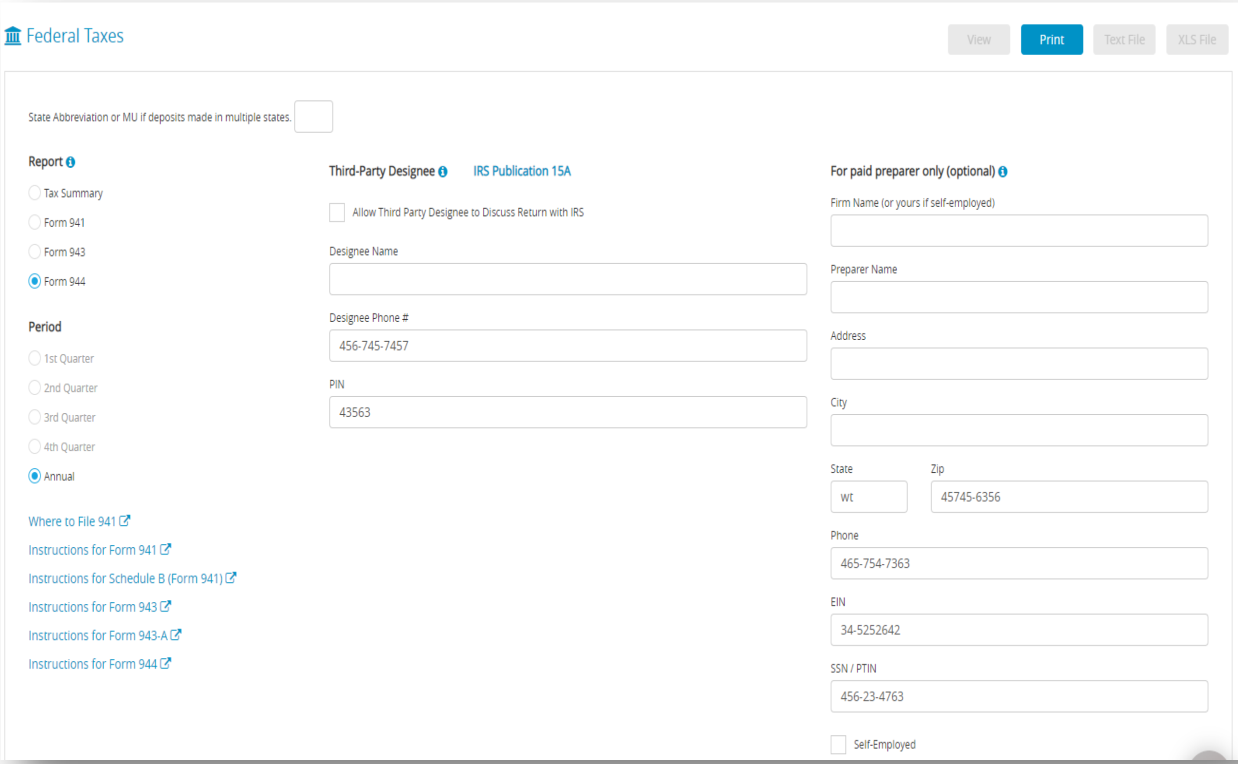
7. Fill in or change all appropriate fields if needed. Click **Ok**.

Note: File should be downloaded. Now open Form in Acrobat Reader. If necessary, modify/ edit any field in Acrobat Reader, save the file if you wish, and/or print out pages from Acrobat Reader. Changes made in Adobe Reader are not reflected in Payroll.

Creating 944 Reports

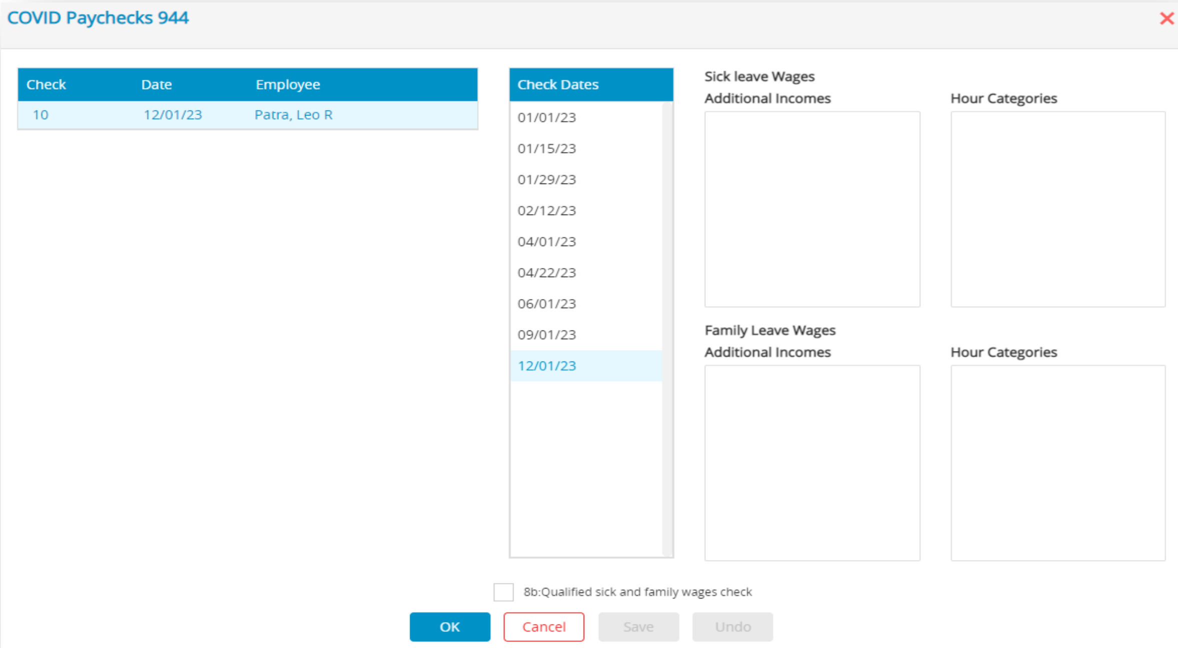
The Federal Taxes window prints the Form 944, Employer's Annual Federal Tax Return and gives you information that's useful for filling out the form manually.

1. Click **Reports** drop-down option from the menu and then click **Payroll.**
2. Click **Federal Taxes**.



3. Select the Form 944 Report Option.
4. Enter the two letter state postal code where you make your deposits or MU if you make deposits in multiple states.
5. If necessary, enter information for Third-party designee and/or for paid preparers only.
6. Click **Print**.

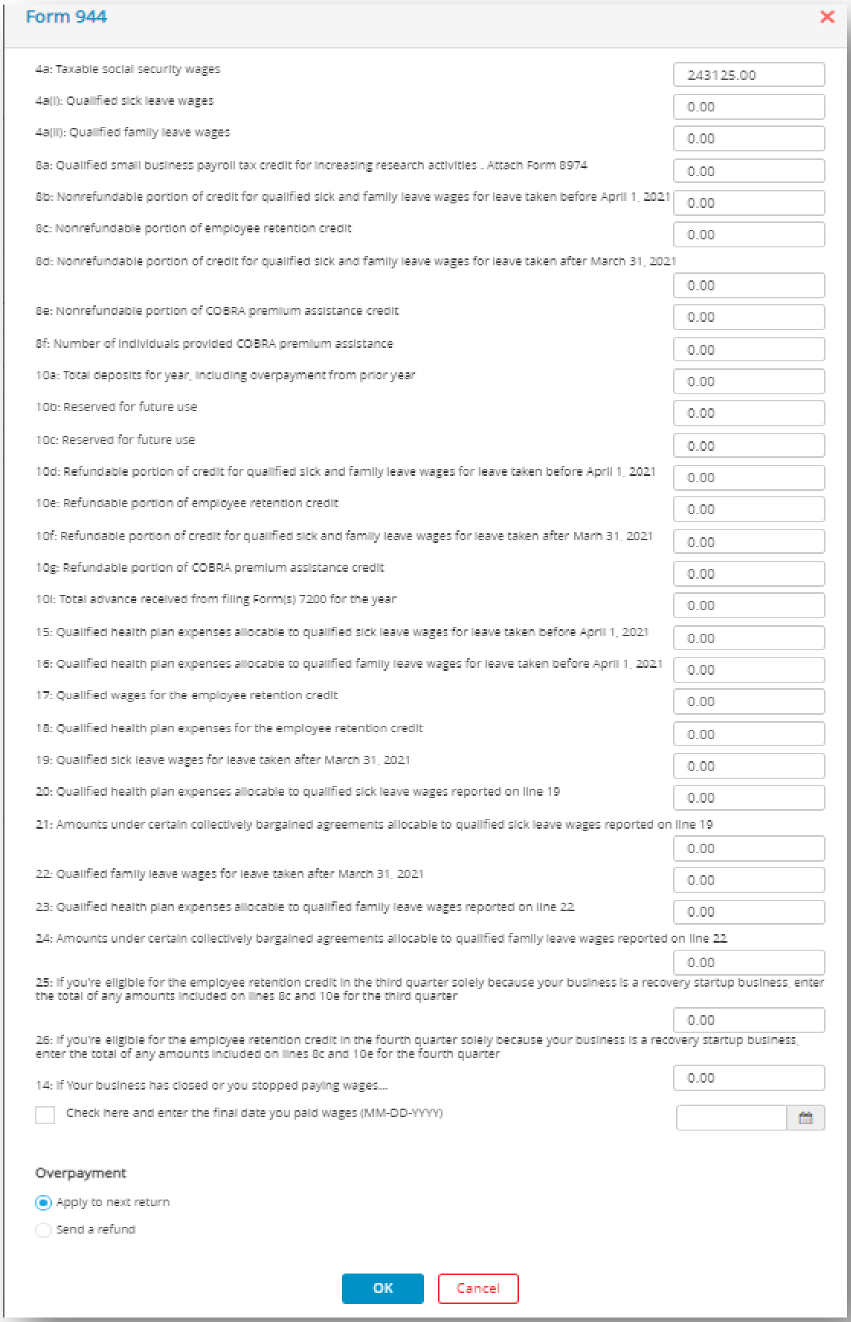
   Step result: A popup window appears.



7. Select employee name, check dates and then click **OK**.

   Step result: A popup window appears. Enter amounts into the fields corresponding if applicable.

   - ✓ 10a. Total deposits for the year, including overpayment from prior year.
   - ✓ 14. If your business has closed or you stopped paying wages you need to check this box and fill in the final date you paid wages.



8. Click **OK**.

Note: File should be downloaded. Now open Form in Acrobat Reader. If necessary, modify/ edit any field in Acrobat Reader, save the file if you wish, and/or print out pages from Acrobat Reader. Changes made in Adobe Reader are not reflected in Payroll.

Causes of “Adjustment for Fractions” Amount

Possible Causes of “Adjustment for Fractions” Amount on Tax Summary Report and its Impact on Line 7a of 941 or 6a of 944:

If an amount appears on the Adjustment for Fractions line in the Tax Summary report, it will be reflected on Line 7a of the 941 form's Fractions of Cents field or Line 6a, Current Year's Adjustments, of the 944 form. In case the amount is less than one dollar, it might be due to rounding, and there is no need for concern. However, if the amount is significant, further investigation is recommended. Amounts exceeding one dollar could be caused by the following factors:

- ✓ After checks have been created, a deduction or income category defined as exempt has been re-defined as nonexempt. Or a deduction or income item defined as nonexempt has been re-defined as exempt.
- ✓ Social Security or Medicare amounts have been manually adjusted on the Calculate Pay window to override the calculated amounts. These amounts are exact calculations and should not be manually adjusted.
- ✓ An employee who was marked as exempt from Social Security and/or Medicare was changed to Non-exempt. Or an employee who was set up as Non-exempt from Social Security and/or Medicare was changed to exempt.
- ✓ If you change the Total Deposit to a number $0.40 higher or lower than the program calculation, the difference will show in fractions of cents (line 7a 941). If the difference is more than $0.40, it will show as either a balance due (line12) or an overpayment (line 13).

Reporting of Third-Party Sick Pay

Since no checks have been calculated and created in the CheckMark Payroll program for employees receiving third-party sick pay, their wages are not included in reports such as the Form 941, Form 944 and W-2/W-3 statements. Information regarding sick pay and federal reporting also applies to state reports.

The information included here is for employers where the liability has been transferred to the employer and no optional rules for W-2 have been implemented. For more details about reporting sick pay with special rules, see IRS Publication 15A.

Form 940 Annual Report

Include all wages paid to each employee, including third-party sick pay paid to any employee during the year on your annual Form 940 up to the maximum wages. Wages entered in the Employee window YTD tab are included when calculating Form 940 annual report. These wages will not show on the quarterly breakdown report unless you modify YTD totals for each employee prior to printing the report for 940 deposits.

Form 941 Quarterly report OR Form 944 Annual report

Third-party sick pay must be reported on the Form 941 quarterly report (Form 944 annual report) of wages. You will need to report both the employer and the employee parts for both Social Security tax (up to the maximum wages) and Medicare tax for sick pay on lines 5a and 5c of the Form 941 (lines 4a and 4c of Form 944). On line 7b of the Form 941 (line 6a of Form 944) you will need to show a negative adjustment for the employee portion of the Social Security and Medicare taxes withheld from sick pay by the third-party payer. You will also need to report federal withholding wages on line 2. There is more information in Publication 15, Publication 15A or 941 instructions at www.irs.gov .

Steps for Form 941 (Form 943 or 944) reporting in Payroll

1. Click **Reports** drop-down option from the menu and then click **Payroll.**
2. Click **Federal Taxes**.
3. Select Form 941, 943 or 944 and applicable quarter or annual.
4. If necessary, fill in Third-Party Designee information and/or Paid Preparer information and state abbreviation.
5. Select **Print**, a setup screen opens. Enter Social Security and Medicare amount withheld by third-party as a negative number in edit box 7b. Adjust amount of deposits on line 11 for the quarter if you have already deposited the employer amount of the Social Security and Medicare taxes.
6. Click **OK**.

   Step result: To properly access the form, please download it first and then open the downloaded file using the latest version of Adobe Reader.
7. Modify line 2, federal withholding wages to include sick pay.

8. DO NOT modify line 3 to include federal withholding withheld by third-party on sick pay wages. This will be reconciled later on the W-3statement.
9. Modify lines 5a and 5c (on Form 944, lines 4a and 4c) to include sick pay wages paid by third-party payer. Include sick pay wages on line 5a (4a on Form 944) up to the Social Security maximum taxable wages for the year.

   Note: Modifications made in the Adobe Reader fill-in form will not automatically carry through the form. Adjust calculations through the end of all pages of the form. If necessary, you will also need to adjust deposits recorded on page 2 of Form 941 (also Form 944) if you are a monthly depositor for employer portions of Social Security and Medicare taxes that were reported to you by the third-party payer.
10. If you are a semi-weekly depositor, you will need to make adjustments for any deposits made on the Schedule B.

    Note: Calculations made in the Adobe Reader program do not automatically calculate through the form. Be sure to make any necessary adjustments to calculations throughout all pages.

6.7 940 FUTA Tax

CheckMark Online Payroll can produce form 940 as well as a wage summary and quarterly liability report.

Types of 940 FUTA Tax Reports

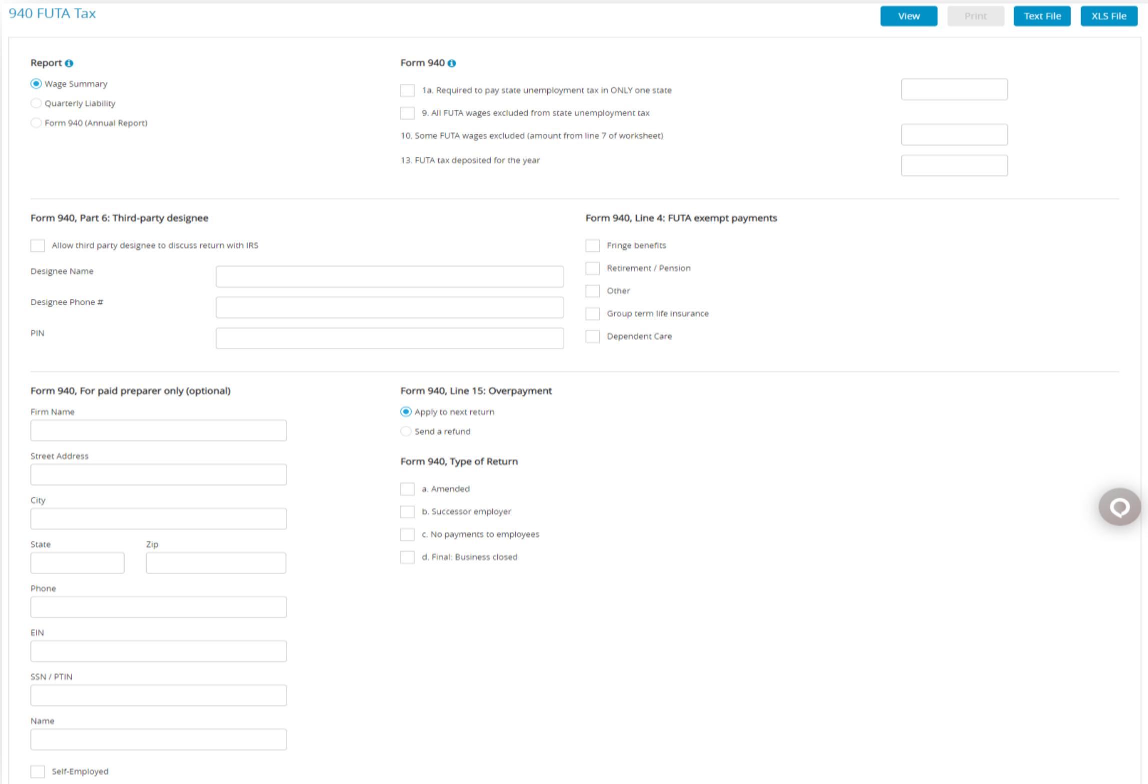
Table 31. Types of 940 FUTA Tax Reports

Types	Description
Wages Summary	This report shows the total annual wages, wages exempt from FUTA, wages over the annual limit, and total taxable wages by employee.
Quarterly Liability	This report shows total taxable wages per quarter by employee. In addition, this report shows total FUTA liability per quarter.
Form 940	Choose this option to print the Form 940 on plain paper.

Creating 940 Reports

The 940 FUTA Taxes window prints the Form 940, Employers Annual Federal Unemployment (FUTA) Tax Return and gives you information that is useful for filling out the return manually.

1. Click **Reports** drop-down option from the menu and then click **Payroll.**
2. Click **940 FUTA Tax**.



3. Fill in necessary information in the 940 FUTA Tax Window as appropriate for your report.
4. Click **View** and select print icon on top right corner of the view tab to download file.

   Step result: The details filled in form will open in Acrobat Reader. If necessary, modify/edit any field in Acrobat Reader, save the file if you wish, and/or print out pages from Acrobat Reader. Changes made in Adobe Reader are not reflected in Payroll.

Table 32. Fields on the 940

Fields	Description
1a	Mark this box if you pay unemployment tax (SUTA) in only 1 state. Also, fill in the two (2) letter postal abbreviation in the box to indicate which state you pay the unemployment taxes in. If box 1a is not selected, CheckMark Online Payroll will automatically mark box 1b on Form 940 indicating that you pay unemployment taxes to more than one (1) state. You are then required to fill in Part 1 Schedule A (940) and submit with your Form 940. Schedule A (940) is not printable from CheckMark Online Payroll directly so you will need to download from irs.gov, or fill in this form that was sent to you by the IRS in the mail.
9	Check this box if all FUTA wages were exempt from state unemployment (SUTA). If line 9 is selected, line 10 does NOT apply.
10	Enter the amount to print on Line 10 if some of the FUTA wages you paid were excluded from state unemployment or if you paid any state unemployment tax (SUTA) late. This amount is from line 7 of the worksheet included in the Form 940 instructions.
13	Enter an amount to print on Line 13 for your FUTA tax deposited for the year.
Part 6: Third-party Designee	Enter information that will print in the appropriate section on the 940 if you use a third-party designee.

Part 8: For paid preparers only (Optional)	Enter information here that will print in the appropriate section on the 940 if you are a paid preparer.
Overpayment	If there is an overpayment on Line 15, select whether it is to Apply to next return or Send a refund.

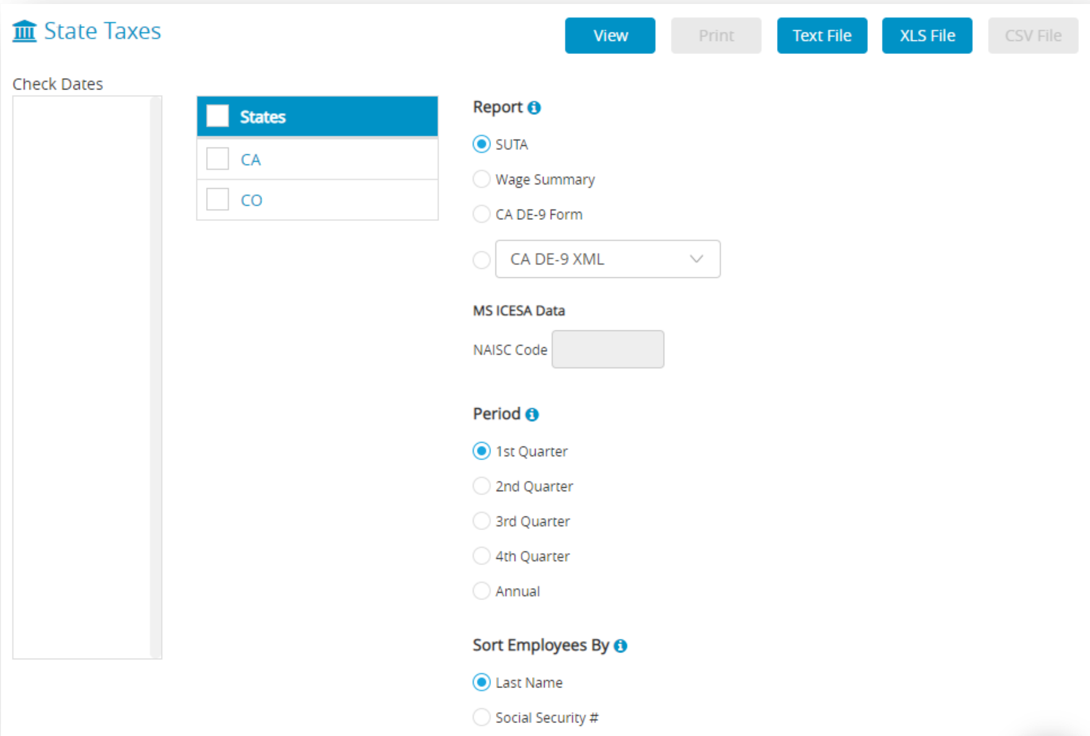
6.8 State Taxes

The State Taxes window allows you to produce a SUTA report, wage summary, California DE-6 Form and the MMREF file for NY and CA DE-6.

Creating SUTA Taxes Reports

The SUTA report shows wages exempt from SUTA (state unemployment), wages subject to SUTA, wages in excess of the SUTA maximum, and SUTA taxable wages. It also shows your SUTA rate, SUTA tax amount, number of employees per month and number of employees in the pay period including the 12th of the month for each month of the quarter.

1. Click **Reports** drop-down option from the menu and then click **Payroll.**
2. Click **State Taxes**.



3. Select one or more states for the SUTA report.

   Note: You can select a consecutive or non-consecutive series of states from the list.

   If no states are highlighted, all states will be reported.

4. Make sure that the SUTA radio button is selected.

5. Select the quarter for which you are reporting, or select Annual.

6. Select the Sort Employees by option.

   Note: If Last Name is selected, the report will be organized by employees' last name.

   If Social Security # is selected, the report will be organized by employees' Social Security Number.

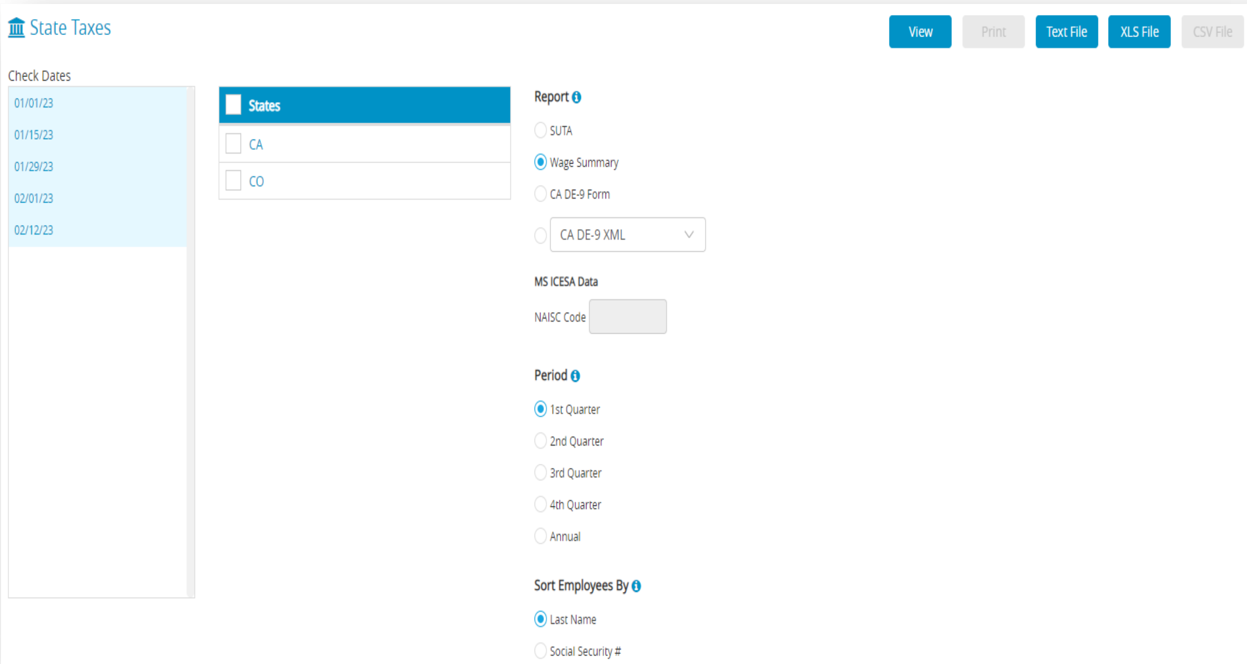
7. Click **View**, **Text File**, or **XLS File**.

   Note: You can omit social security number for employees on all reports by selecting Omit SS#. For information see 2.2 Setting up Direct Deposit.

Creating State Withholding Reports

The Wage Summary report shows the employee's Social Security number, employee name, total wages, wages subject to state withholding, and state withholding by employee for the selected quarter, with a subtotal after each state.

1. Click **Reports** drop-down option from the menu and then click **Payroll.**
2. Click **State Taxes**.



3. Select one or more states for the Wage Summary report.

   Note: You can select a consecutive or non-consecutive series of states from the list.

   If no states are highlighted, all states will be reported.

4. Select the Wage Summary radio button.
5. Select the quarter for which you are reporting, or select Annual.

   Note: A list of check dates appears for the selected quarter. Check dates in the quarter are selected by default. If wage reporting for less than the full quarter is required, select the desired range of check dates.

6. Select the Sort Employees By option.

   Note: If Last Name is selected, the report will be organized by employees' last name.

   If Social Security # is selected, the report will be organized by employees' Social Security Number.

8. Click **View**, **Text File**, or **XLS File**.

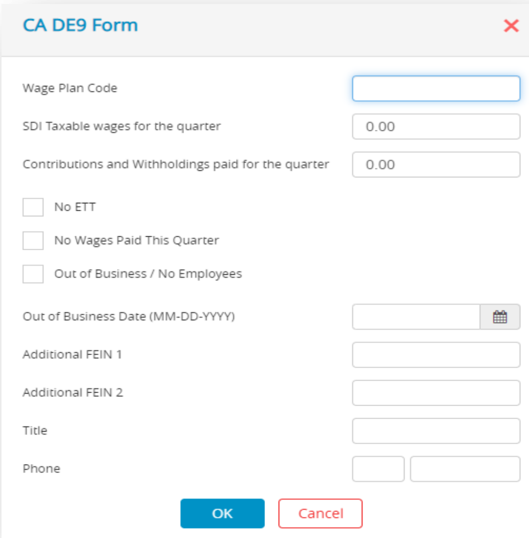
   Note: You can omit social security number for employees on all reports by selecting Omit SS#.

Creating California DE-9 Form for Printing

You can print a DE 9 form with the EDD directly from CheckMark Online Payroll. To print the DE-9 Form, do the following:

1. Click **Reports** drop-down option from the menu and then click **Payroll.**
2. Click **State Taxes**.
3. Select the CA DE-9 Form option and select the desired Period option.
4. Select CA in the States list.
5. Click **Print**.

   Step result: A pop up window appears:

6. Fill all the appropriate fields.
7. Click **OK**.

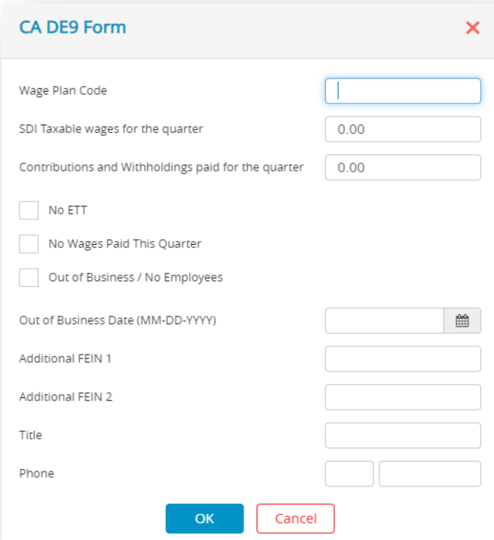
   Note: Even if the Preference to Omit SS# on Reports is selected under the File menu, the Social Security number for each employee will still appear when printing this report.

Creating California DE-9 XML File

Employer's who are set up with California's EDD to file their Quarterly Wage and Withholding Reports electronically, can save a file from CheckMark Online Payroll to submit to the EDD in the DE-9 XML format. For more information on submitting the DE-9 XML information electronically, contact the EDD. To save the report as an XML file, do the following:

1. Click **Reports** drop-down option from the menu and then click **Payroll.**
2. Click **State Taxes**.
3. Select CA in the States list.
4. Select the CA DE-9 XML option and the desired Period.
5. Click **Text File**.

   Step result: The following dialog appears:



6. Fill all the appropriate fields.
7. Click **OK**.

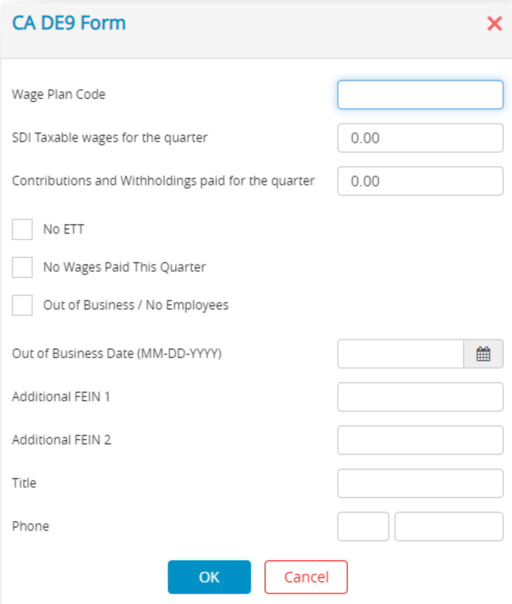
   Step result: A file should be downloaded.

Creating California DE-9C XML File

To save the report as an XML file, do the following:

1. Click **Reports** drop-down option from the menu and then click **Payroll.**
2. Click **State Taxes**.
3. Select CA in the States list.
4. Select the CA DE-9C XML option and the desired Period.
5. Click **Text File**.

   Step result: The following dialog appears:



6. Fill in all appropriate fields and click **OK**.

   Step result: A file should be downloaded.

Creating CA DE-9C XML File

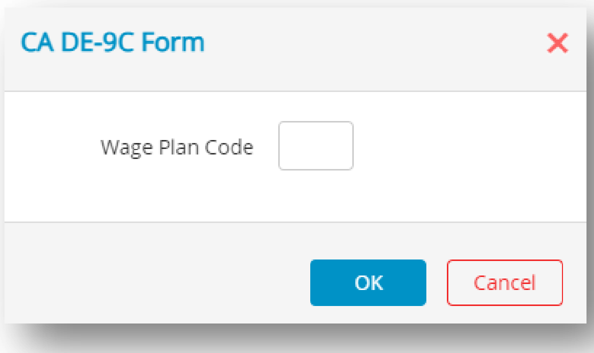
1. Click **Reports** drop-down option from the menu and then click **Payroll.**
2. Click **State Taxes**.
3. Select CA DE-9C XML option in the dropdown under the Report section.
4. Select CA in the States list and choose Quarter you want to save from the Period section (annual option not available).
5. Click **Text File**.
6. A dialog box should appear, fill in all appropriate fields and click **OK**.

   Step result: A XML file should be downloaded automatically.

Creating CA DE-9C CSV File

1. Click **Reports** drop-down option from the menu and then click **Payroll.**
2. Click **State Taxes**.
3. Select CA DE-9C CSV option in the dropdown under the Report section.
4. Select CA in the States list and choose Quarter you want to save from the Period section (annual option not available).
5. Click **CSV File**.

   Step result: The following dialog box should appear.



6. Enter Wage Plan code and click **OK**.

   Step result: A XML file should be downloaded automatically.

Creating NY MMREF File

1. Click **Reports** drop-down option from the menu and then click **Payroll.**
2. Click **State Taxes**.
3. Select NY MMREF option in the drop down menu under the Report section.
4. Select NY in the States list and choose Quarter you want to save from the Period section (annual option not available).
5. Click **Text File**.

   Note: A txt file should be downloaded and displayed automatically. The file is named MMREF by default.

Creating Mississippi ICESA File

1. Click **Reports** drop-down option from the menu and then click **Payroll.**
2. Click **State Taxes**.
3. Select MS ICESA option in the dropdown menu under the Report section.

   If required enter the NAISC code.
4. Select MS in the States list and choose what Quarter you want to save from the Period section (annual option not available).
5. Click **Text File**.

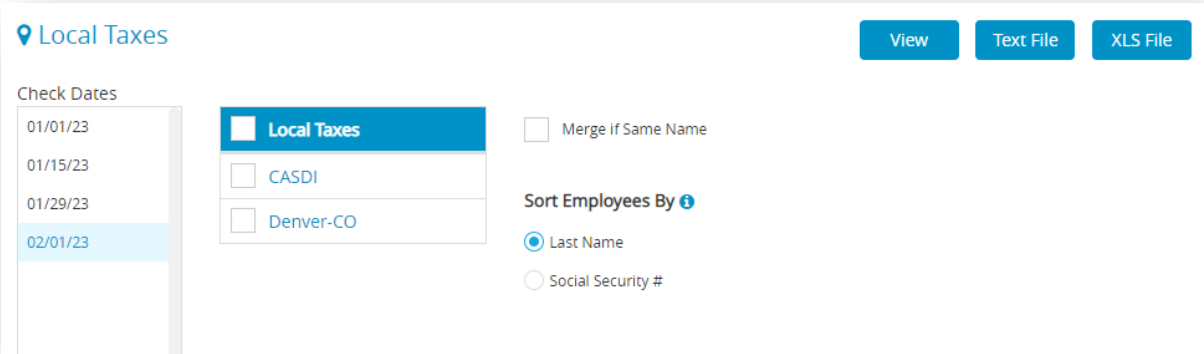
   Note: A txt file should be downloaded and displayed automatically. The file is named UIWAGE by default.

6.9 Local Taxes

Creating Local Taxes Reports

This report shows the employee social security number, employee name, wages exempt from local taxes, total wages, wages subject to local tax and amount of the local tax withheld. There are totals by local tax at the bottom of the report.

1. Click **Reports** drop-down option from the menu and then click **Payroll.**
2. Click **Local Taxes**.



3. Select one or more check dates for the report.

   Note: You can select a consecutive series of check dates from the list.

4. Select one or more local taxes for the report.

   Note: You can select a consecutive or non-consecutive series of local taxes from the list. If no local taxes are highlighted, all taxes will be reported.

5. Select the Sort Employees by option.

   Note: Choose Last Name to sort the report by employees' last name or Social Security # to sort by their Social Security Number.

6. Click **View**, **Text File** or **XLS File**.

6.10 Income & Deductions

Types of Income and Deduction Reports

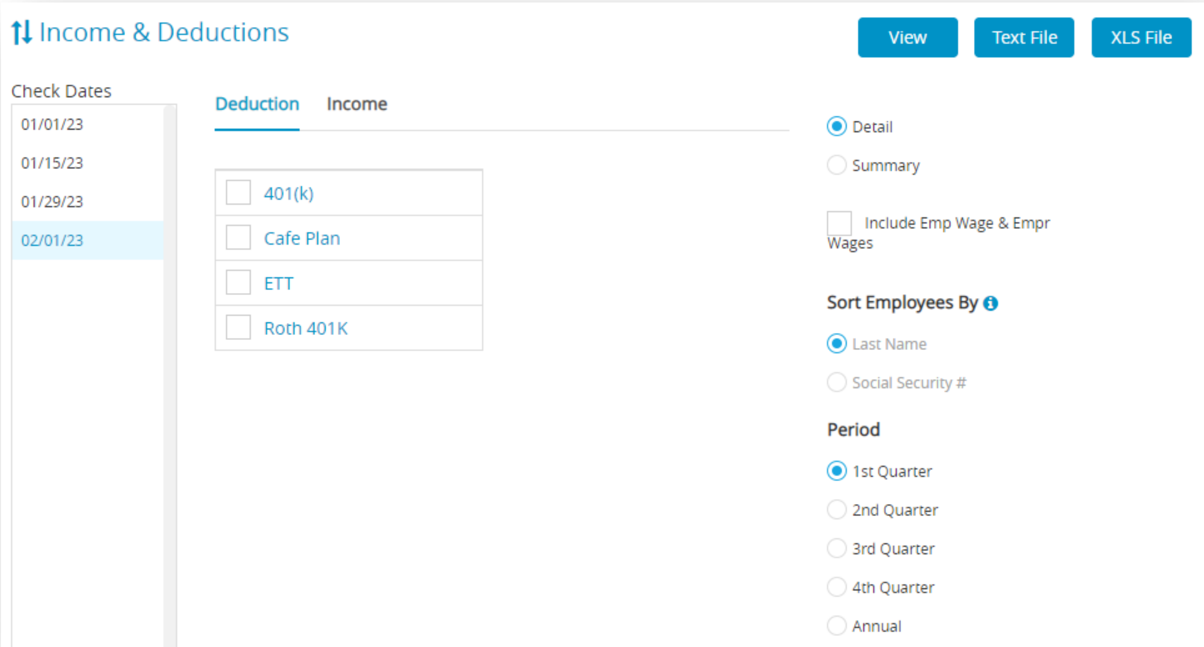
Table 33.Types of Income and related to Deductions Quarterly Reports

Types	Description
Deduction Detail	The Deduction Detail reports shows the deduction name, employee SSN, employee name, employee deduction amount and employer match amount for individual checks, along with the total for each deduction. To view employee wages and employer wages in the same report, select the checkbox “Emp Wages & Empr Wages.”
Income Detail	The Income Detail report shows income name, employee social security number, employee name, check number, check date and total amount of income.
Deduction Summary	The Deduction Summary report shows the deduction name, employee SSN, employee name, deduction amount, match and total for the selected period. You can also sort the list by Last Name or Social Security #.
Income Summary	The Income Summary report shows the income name, employee social security number, employee name, income amount for selected period and total for the selected period.

Creating Income and Deduction Reports

1. Click **Reports** drop-down option from the menu and then click **Payroll.**

2. Click **Income & Deductions**.



3. Select one or more consecutive check dates for the report.

4. Click **Deduction** or **Income**.

5. Select one or more items for the report.

6. Select the Detail or Summary radio button.

7. Select the Sort Employees by option and select the desired Period option.

   Note: Choose Last Name to sort the report by employees' last name or Social Security # to sort by their Social Security Number.

8. Click **View**, **Text File** or **XLS File**.

6.11 Employer Payments

Types Employer Payments Reports

Table 34.Types Employer Payments Reports

Types	Description
Check Register	The Check Register report shows check data for the selected month, including check number, check date, payee, payment description, and the check amount.
Posting Summary	The Posting Summary report shows check information in a summarized format and can be used to create manual journal entries in your accounting system. (You can also save the posting summary information as a text file that can be imported into an accounting program).

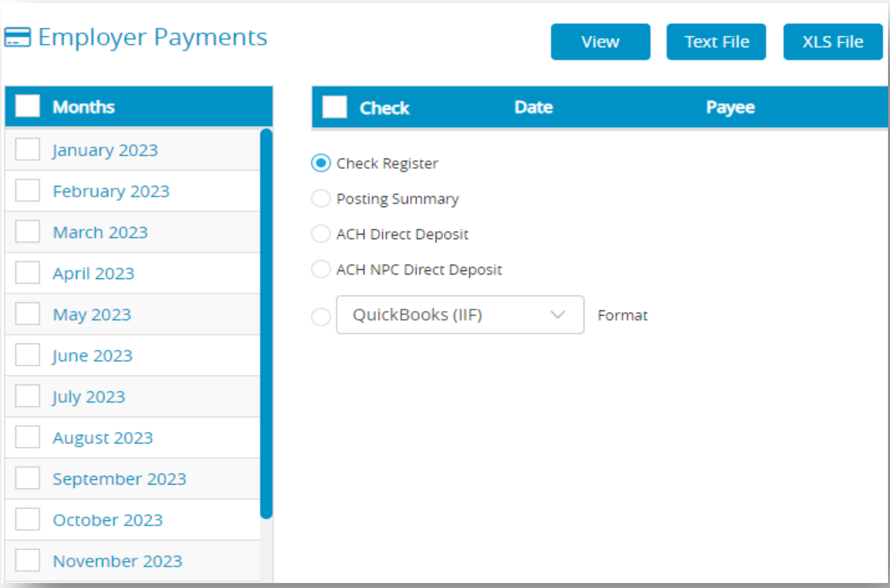
Posting File Formats

Posting File Formats	Description
Quicken (QIF)	You can export posting information to Intuit's Quicken. Select the Quicken (QIF) option and click **View** and then select print option to edit.
QuickBooks (IIF)	You can export posting information to Intuit's QuickBooks. Select the QuickBooks (IIF) Format option and click **View** and then select print option to edit. CheckMark Online Payroll creates an Informational Interchange Format (IIF) file for importing checks into QuickBooks. The posting file format includes account names and account types to post all payroll information into the general ledger. The accounts named in the file are based on the set up of your payroll company in CheckMark Online Payroll. If these accounts DO NOT exist in your QuickBooks chart of accounts list, QuickBooks by default, will create the accounts upon import. Inserting ledger accounts into the Payroll program will not override the accounts created in the IIF file. We suggest that before importing payroll the first time you make a backup of your QuickBooks data. After successfully importing payroll into QuickBooks, carefully look through the transaction(s) imported and also evaluate the changes, if any, to your chart of accounts. If you do not wish these changes to occur, restore your QuickBooks backup and manually post your payroll data to QuickBooks.

Peachtree 3.0	You can export posting information to Peachtree Accounting, version 3.0. Select the Peachtree 3.0 Format option and click **View** and then select print option to download.
Peachtree 3.5, 5.0	You can export posting information to Peachtree Accounting, version 3.5 and 5.0. Select the Peachtree 3.5, 5.0 Format option and click **View**. A dialog appears then select print option to download.
M.Y.O.B	You can export posting information to Best ware's M.Y.O.B.™ Select the M.Y.O.B. Format option and click **View**. A dialog appears then select print option to download.
Big Business	You can export posting information to Big Business. Select the Big Business Format option and click **View**. A dialog appears then select print option to download.
CheckMark	You can export posting information to CheckMark. Select the CheckMark Format option and click **View** or **Text File**. A dialog appears then select print option to download.
RAKEFET	You can export posting information to RAKEFET. Select the RAKEFET Format option and click **View**. A dialog appears then select print option to download.
DBA Software	You can export posting information to DBA Software. Select the DBA SOFTWARE Format option and click **View**. A dialog appears then select print option to download.
POS/OE 4	You can export posting information to POS/OE 4. Select the POS/OE 4 Format option and click **View**. A dialog appears then select print option to download.
CONNECTED	You can export posting information to Connected accounting. Select the Connected Format option and click **View**. A dialog appears then select print option to download.

Creating Employer Payments Reports

1. Click **Reports** drop-down option from the menu and then click **Payroll.**
2. Click **Employer Payments**.



3. Select the month(s) for the report.
4. Select the checks for the report.

   Note: You can select a consecutive or non-consecutive series of checks from the list.

   If no checks are highlighted, all employer checks will be reported.
5. Select the type of report.
6. Click **View**, **Text File** or **XLS File**.

6.12 W-2 & W-3 Statements

Types of W-2/W-3 Reports

Table 35.Types of W-2/W-3 Reports

Types	Description
W-2 on blank paper	Select from this drop-down list, according to the following guidelines: ✓ 4-up Employee All Copies- This is for printing employee Copies B, C, and 2 on 4-up blank, perforated paper. ✓ 2-up Employer Copy A- This is for printing employer Copy A on plain paper (minimum 20 lb. weight). ✓ 2-up Employer Copy 1- This is for printing employer Copy 1 on 2-up blank, perforated paper. ✓ 2-up Employer Copy D- This is for printing employer Copy D on 2-up blank, perforated paper. ✓ 2-up Employee Copy B- This is for printing employee Copy B on 2-up blank, perforated paper. ✓ 2-up Employee Copy C- This is for printing employee Copy C on 2-up blank, perforated paper. ✓ 2-up Employee Copy 2- This is for printing employee Copy 2 on 2-up blank, perforated paper.
W-2 on preprinted form (2-up)	This is for printing employee and employer W-2s on preprinted W-2forms.
W-2 on blank paper	Select this option for printing on a W-3 form on plain paper (minimum 20 lb. weight).
W-3 on preprinted form	Select this option if you are printing on a preprinted W-3form.
EFW2 File	Select this option if you are required to file electronically with the Social Security Administration or your state. ***Note***: Not all states are supported using the EFW2method.

Creating W-2 and W-3 Reports

The W2 & W3 Statements window allows you to print W-2 and W-3 information on blank perforated sheets or pre-printed forms. You can also save your W-2/W-3 information in the EFW2 file format for electronic filing.

- ✓ ***Withholding for Two States***

  CheckMark Online Payroll will print State wages and State withholding for up to two states as long as you have not started mid-year or edited YTD totals on Employee Setup. If an employee has income in two states, at least one state needs to have at least $0.01 withheld for the program to recognize both states. If you have with held for more than two states, you need to prepare multiple W-2s. This can be accomplished by setting up a new employee for each state requiring wages and withholding.

- ✓ ***Verify Company Information***

  Before printing W-2s, you should verify your company name, address and Federal ID are correctly entered on the Company Information window. Your State ID can be verified by selecting State Taxes under the Setup menu. Select each state table from the State Taxes section and verify the State ID.

- ✓ ***Dependent Care Benefits - Box 10***

  If you have a dependent care assistance program (section 129 or section 125 cafeteria plan), the expenses paid or fair market value of those services should be shown in Box 10. Check the applicable box in Additional Income or Deduction setup.

- ✓ ***Non-Qualified Plans - Box 11***

  This checkbox indicates distributions made to an employee from a non-qualified plan or deferrals under such a plan that became taxable for social security or Medicare taxes during the year but were for services provided in a previous year. It should be selected under the

Additional Income setup screen. Additionally, in the Additional Income setup, mark the checkbox if the plan is a Section 457(b) plan.

- ✓ ***Deductions Appearing in W-2 Boxes 12a - 12d***

  Certain deductions should be listed in Box 12 with their appropriate letter code. Refer to the IRS publication Instructions for Form W-2 for a reference guide of Box 12 Codes.

  The code “D” that is associated with the 401(k) contribution does not have any bearing on the position in box 12 that the information prints. From the IRS W-2/W-3 instructions: “Box 12-Codes. Complete and code this box. Note that the codes do not relate to where they should be entered for boxes 12a-12d on Form W-2.”

  If you wish more explanation regarding printing of your W-2 information, there is a copy of the W-2/W-3 instructions in .pdf format located in the IRS forms folder inside the Payroll folder on the hard drive of your computer, or you can download a copy from the IRS website at irs.gov.

- ✓ ***Box 13 Check Boxes***

  On the Employee Setup window, under the Taxes tab, check the box Statutory Employee for employees whose earnings are subject to social security and Medicare taxes but not subject to Federal income tax withholding. There are workers who are independent contractors under the common-law rules but are treated by statute as employees. These are called statutory employees. See Pub. 15-A for details. Check the box Retirement plan if the employee was an “active participant” (for any part of the year) in any of the following retirement or annuity plans: 401(a), 401(k), 403(a), 403(b), 408(k) (SEP), 408(p) (SIMPLE), 501(c)(18), or a plan for Federal, state, or local government employees. Do not check this box for contributions made to a nonqualified or section 457(b) plan. Check the box Sick Pay if any employee received sick pay benefits during the year from a third party.

- ✓ ***Box 14 – Other***

  Box 14 can be used for information (Income or Deduction items) that you wish to identify for your employees. Examples include state disability insurance taxes withheld, union dues, uniform payments, health insurance premiums deducted, nontaxable income, educational assistance payments, or a clergy's parsonage allowance and utilities. Check the Box 14 W-2 Options in the Setup window for the Additional Income or Deduction you wish to report.

  On the W-3 in Box 14, employers that had employees with Federal withholding by a third-party payer will show amount withheld on sick pay of all employees this applies to. This amount is also included as part of the total in box 2 for the W-3. This amount must be reported in both places.

- ✓ ***Box 15***

  Box 15 shows State/State ID#. If you withhold in more than one state, there will be an 'X' showing in this box and no state ID entered. An 'X' will appear on the W-3 in box 15 if you withhold for more than one state in a single payroll company.

- ✓ ***Furnishing Copies B, C, and 2 to Employees***

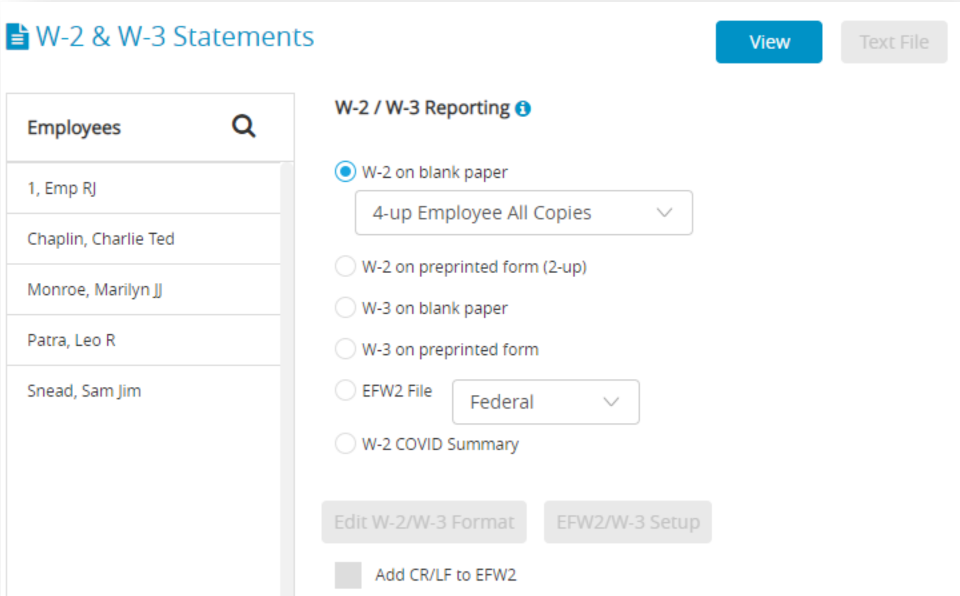
  Furnish copies B, C, and 2 of Form W-2 to your employees, generally, by January 31st. You will meet the "furnish" requirement if the form is properly addressed and mailed on or before the due date.

  If employment ends before December 31st, you may furnish copies to the employee at any time after employment ends, but no later than January 31st. When an employee asks for their Form W-2, give it to them within 30 days of their request or the final wage payment, whichever is later. If you can't do this because the business has ended, or for some other reason, check the IRS Instructions for Forms W-2 and W-3 for help.

Printing on Blank, Perforated W-2s and W-3s

1. Click **Reports** drop-down option from the menu and then click **Payroll.**

2. Click **W-2 & W-3 Statements**.



3. Select the employees from the list.

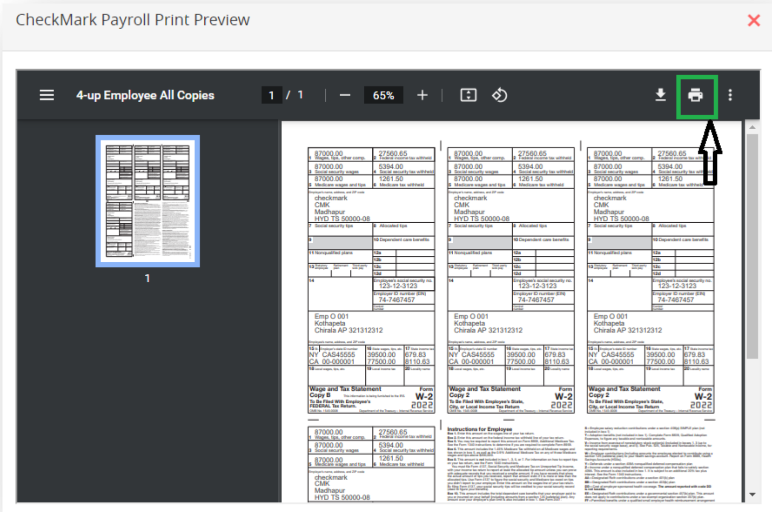
   Note: You can select a consecutive or non-consecutive set of employees in the list. For a non-consecutive series of employees, hold down the Ctrl (Windows) key or Command ( ) key (Mac) while clicking individual employees in the list. If no employees are selected, W-2s for all employees will be printed. Employees with no wages paid in the calendar year will not be reported nor have a W-2printed.

4. Load your printer's paper tray with 4-up perforated blank sheets. 4-up perforated blank sheets are used to print the employee W-2 copies.

   Note: You may want to select one employee to print a sample 4-up perforated blank sheet first before printing all your employees to make sure that the sheets are loaded into your printer correctly.

5. Make sure the W-2 on Blank Paper radio button is selected and 4-up Employee All Copies is selected in the drop-down list.
6. Click **View**.

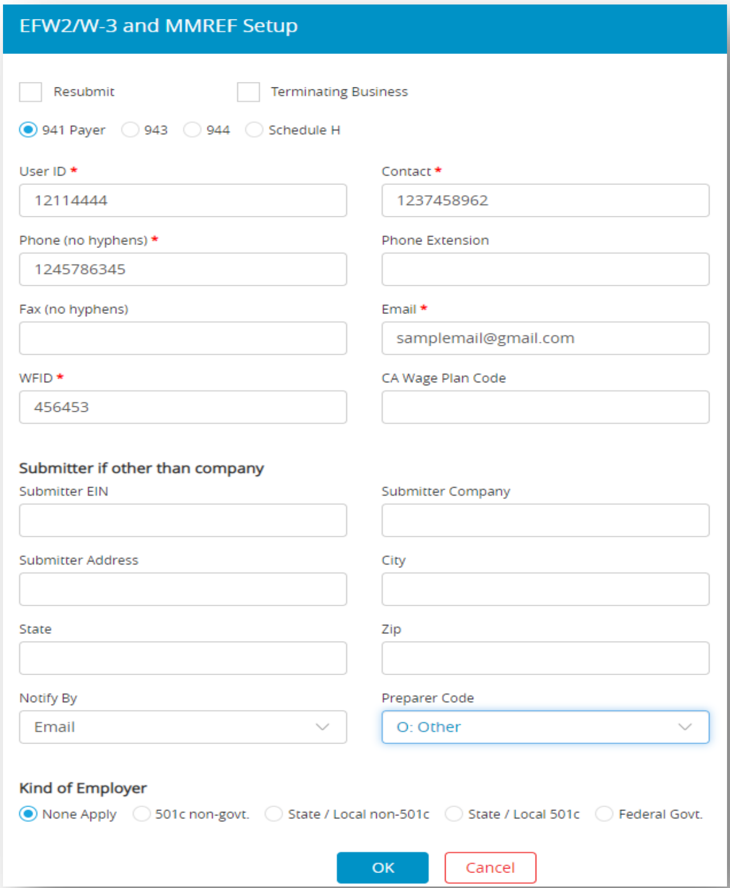
   Step result: A preview window appears, click print icon for printing.



7. Select the destination and click **Print**.
8. After you have printed the employee W-2 copies on the 4-up perforated blank sheets, load the 2-up perforated blank sheets into your printer's paper tray.
9. Select the W-2 on Plain Paper radio button and then select 2-up Employer Copy 1 form the drop list.
10. Click **View**.

Printing the W-3 Form

1. Make sure your printer's paper tray is loaded with blank paper*.
2. Select the W3 on blank paper radio button.
3. Click the **EFW2/W3 Setup**.



4. Enter your company's contact, phone, fax, and email information in the fields.
5. Click **OK**.
6. Click **View** and then click print icon to print the form.

   Note * Plain Paper: Use to print the W-2 Federal Copy A and W-3 Transmittal Copy. Red printed copies are no longer required for these two forms. CheckMark does not sell Plain Paper. You can use the 20 lb. white paper found in most offices for copiers or printers.

Printing on Preprinted W-2s and W-3s

Important: Print a Sample W-2 andW-3 before you print the W-3 and W-2s for all of your employees, you should print a sample W-2 and a sample W-3 on blank paper to make sure that the alignment is correct, and that the amounts are printing in the correct boxes. Each type of printer will print slightly different, and you may need to adjust the fields for your specific printer. If the alignment is incorrect, see the section below, “Fixing Alignment Problems.”

Resetting the Default: You can reset the default on the pre-printed W-2 or W-3 form by going into the W-2 & W-3 Statements window, clicking on either the W-2 on preprinted forms or W-3 on preprinted form option, hold down the Shift key on the key board and click the Edit Format button.

If the alignment on the sample W-2 or sample W-3 you printed above is incorrect, follow these steps:

1. Click **Reports** drop-down option from the menu and then click **Payroll.**
2. Click **W-2 & W-3 Statements**.
3. Select the W-2 on preprinted forms or W-3 on preprinted form radio button and then click **Edit W-2/W-3 Format**.

   Step result: The below Format window appears.
4. Move the field or fields that need adjustment.

Third-Party Sick Pay Reporting on the W-2 and W-3 Statements

1. Click **Company**, select **Payroll Settings** and then select **Additional Income**.
2. Click **New**. Enter a description of income such as "Sick Pay" and click **OK**.

   Note: You are limited to 12 characters. Set the Calculation Method as Variable.
3. Select Employees on the Menu.
4. Select an employee from the list and then select the Taxes tab at the top.
5. Mark check box for the Sick Pay in W2 Options and then click Income tab.
6. Under Company Categories drop down select "Sick Pay" click **Assign** and then click **Save**.
7. Reselect the same employee from the list and then click YTD tab. In the box labeled "Sick Pay" and modify the amount from 0.00 to gross wages paid by third-party payer. Also, modify Social Security and Medicare amounts to amount shown plus the amount withheld by third-party payer. If necessary, enter the amount of federal withholding withheld on sick pay in the box labeled "3rd Party Federal W/H" and the **Save**.
8. Repeat steps 3-7 for all employees paid sick pay by a third-party payer.
9. Select W-2/W-3 Statements on the Command Center window.
10. Print W-2's and W-3 statements.

Creating Electronically Filed Reports

You can save a file from CheckMark Online Payroll that you can use to submit W-2 information to the SSA electronically in the EFW2 format. For more information on submitting W-2 information electronically, see the Social Security Administration (SSA) publication about Electronic Filing (EFW2) online at https://www.ssa.gov/employer/.

CheckMark Online Payroll also allows you to save State information for filing electronically. For a list of available states, click the drop down list next to the EFW2 File button.

Saving Federal and State Electronic Information in the EFW2 Format

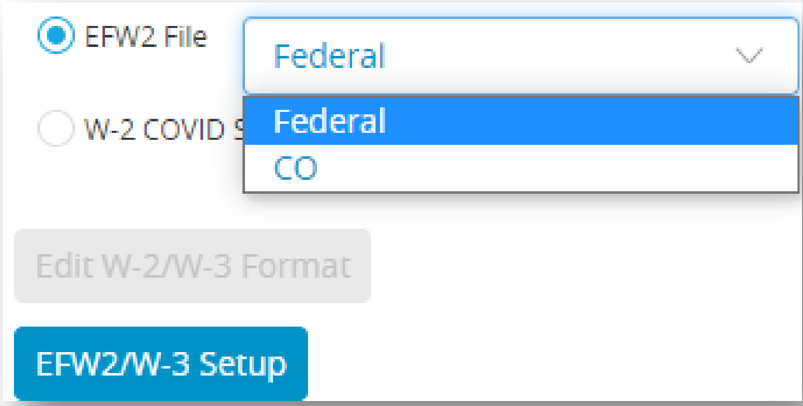
Before you save the information as a file, you should verify some information for your company and your employees. Generally, if you've already printed W-2s for your employees and all of the information is correct, you can save the information as a file. You should make sure that:

- ✓ Your company name, address, and Federal and State ID numbers are correct on the Company Information and State Taxes windows.
- ✓ Each employee should have a valid 9-digit Social Security Number.
- ✓ Any deferred compensation or pension plans have been setup correctly in CheckMark Payroll and correctly assigned to the employees.

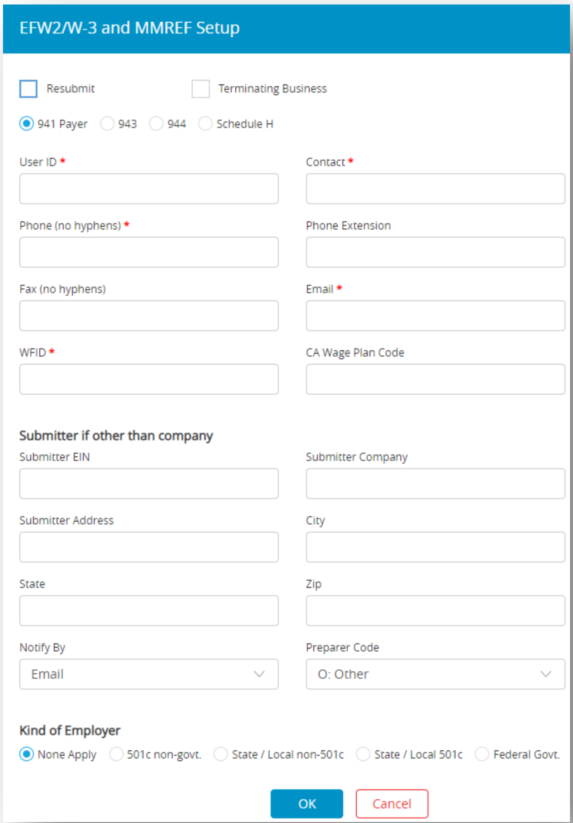
To save electronic file information in the EFW2 format, follow these steps:

1. Click **Reports** drop-down option from the menu and then click **Payroll.**
2. Click **W-2 & W-3 Statements**.
3. Click the EFW2 File radio button.
4. Select Federal or your state from the drop-down list.

Note: Some states require <CR><LF> between each record in order to file electronically. If necessary, select check box Add CR/LF to EFW2 before creating your state's EFW2 File. For more information, check with your state or see your states website.



5. Click the **EFW2/W3 Setup**.



6. Enter the correct data for your company and then click **OK**.

   Note: If you are filing the EFW2 file on behalf of another company, you can enter your own Submitter information in the Submitter EIN, Submitter Company, Submitter Address, City, State, and Zip fields. Otherwise, CheckMark Payroll will use the Federal ID, Company, and Address information from the Company Information window.

7. Click **Text File**.

   Step result: A text format file should be downloaded and the file appears with all the details. The default name for the file is “W2REPORT.TXT.” Do not change this name unless your state requires a different file name.

   Important: Note For Federal Filing: After saving the W2REPORT.TXT text file, you should run the Social Security Administration’s software, AccuWage, to make sure that the information is correct before submitting the file. For more information on AccuWage, see https://www.ssa.gov/employer/ .

6.13 Customizing Checks and Reports

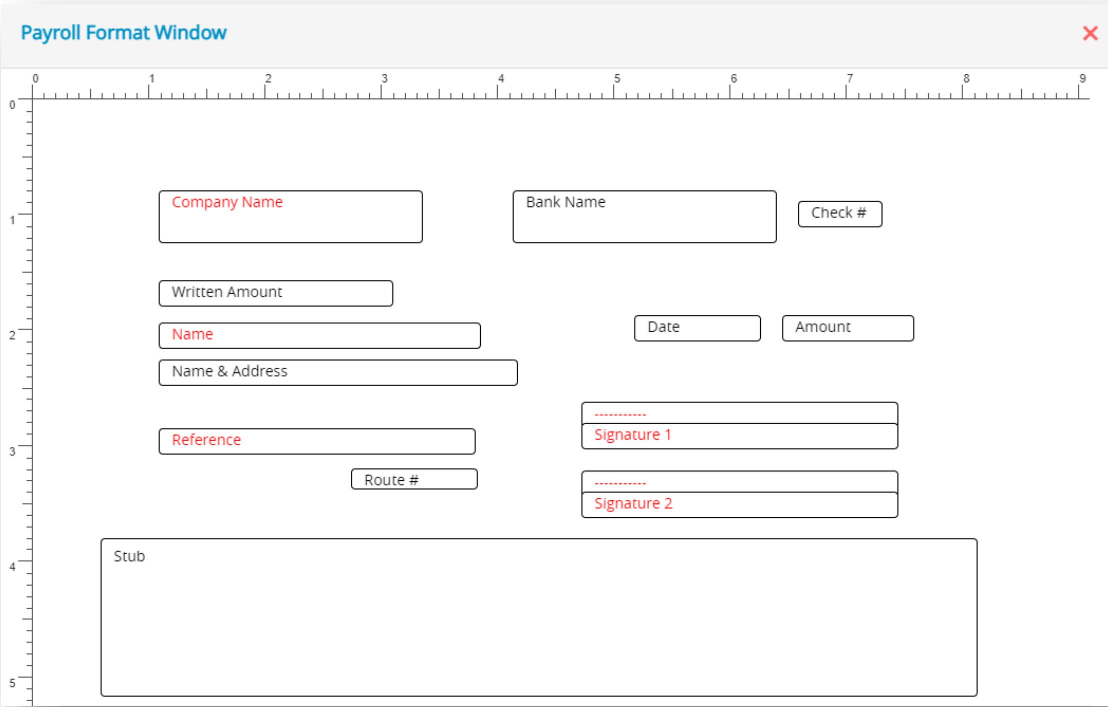
Formatting Checks, W-2s, and W-3s

You can reposition items that print on checks, or pre-printed W2s, and W-3s to align printing for your particular printer or form.

1. Click the **Edit Check Format** button on the appropriate window.

   Note: To format employee paychecks and employer payment checks, use the Print Paychecks window. To format W-2s and W-3s, use the W-2 &W-3 Statements window. A format window appears that allows you to reposition the fields.

   For example: Click the **Edit Check Format** button associated with the Custom Check Format area on the Print Paychecks window, the following window appears:



Use this Format window to position the fields that print on checks. Employer checks use the field positions set up for employee paychecks.

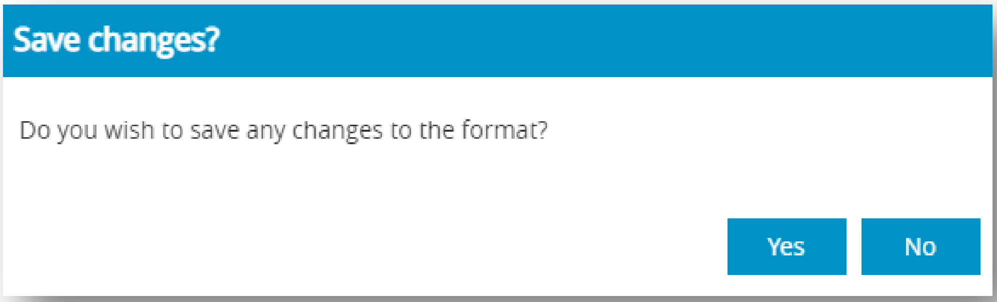
2. Drag the print fields to their new positions.

   Note: Click and hold the mouse button on the desired field and then drag the mouse to the new position to relocate it.

   To prevent a field from being printed, perform a double-click action on the field, which will result in the field's name turning red. If you wish to re-enable the field for printing, simply double-click on the field again, and its name will return to black.

3. When you've finished repositioning the print fields, close the window.

   Step result: A pop-up appears.



4. Click **Yes** to save the format changes.

Resetting the Default

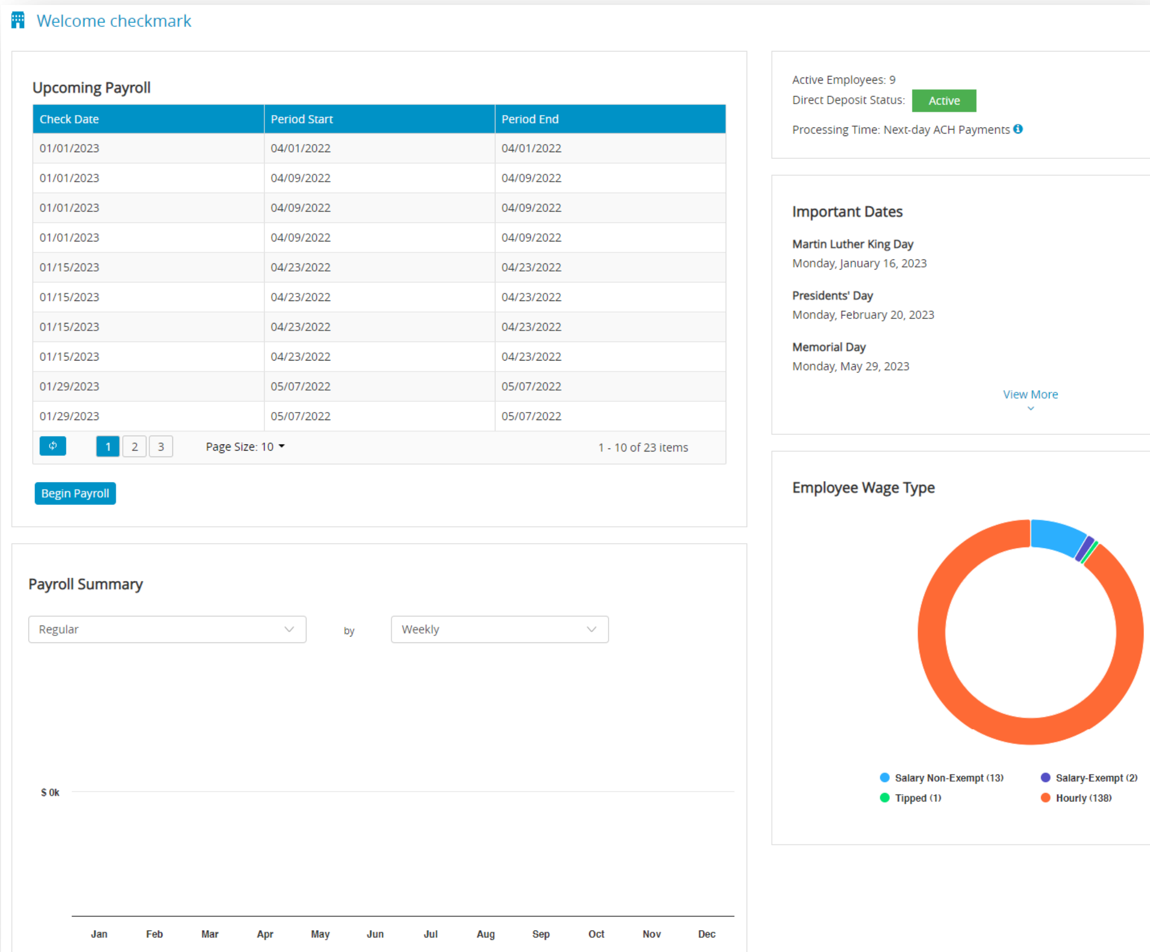
You can reset the default format placement for checks and W-2/W-3 reports.

Checks: To reset the default check format, open the Print Paychecks window. Click either the Custom-Check in Middle or Custom Check on Top option. Hold down the Shift key on the keyboard and click the **Edit Check Format**.

Chapter 7

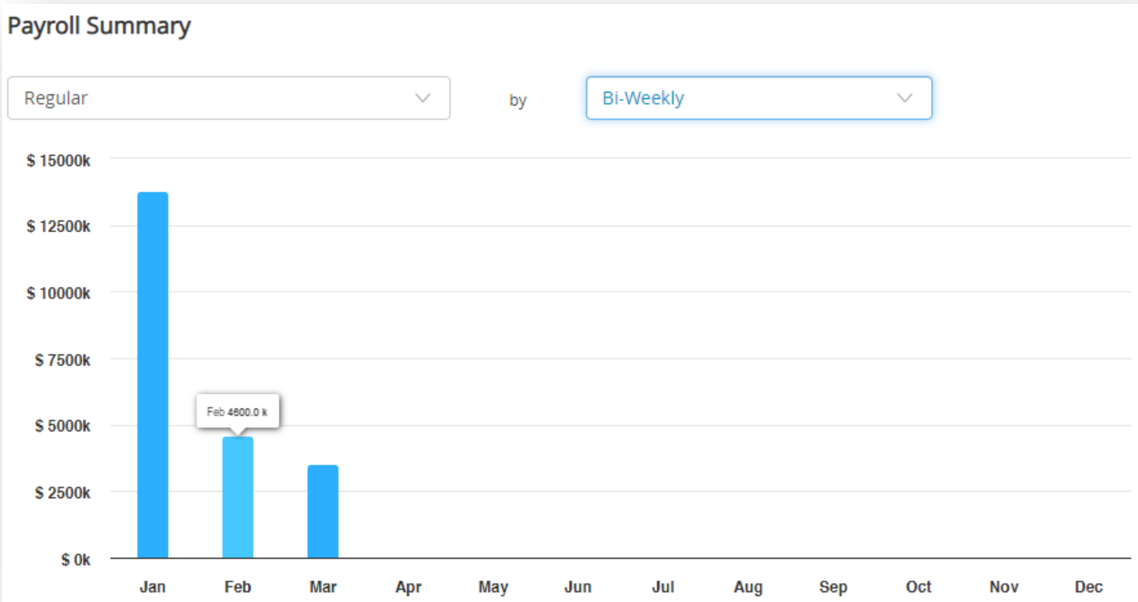
DASHBOARD

In CheckMark Online Payroll, the Dashboard presents vital information and data in a visual format, bringing them together into a single view. It provides a quick and clear overview of employee count, salary details, important dates, and a summary of the payroll. This dashboard is utilized for real-time monitoring and data analysis, presenting the information in an easily understandable manner through the use of charts, graphs, and other visual elements.



Payroll Summary

A payroll summary with dropdown options for hour's categories and pay frequency periods can be enhanced with a column chart visual representation. This chart provides a graphical representation of the data in the summary, making it easier to understand and analyze the information.



Here's how the payroll summary with a column chart visual representation works:

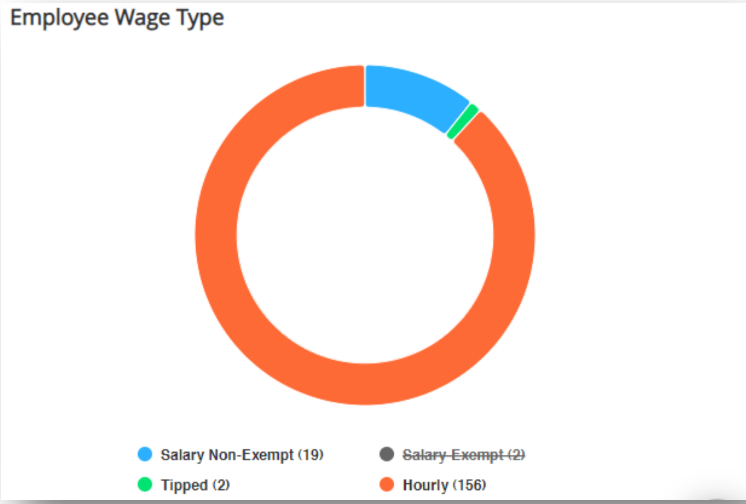
- ✓ ***Hours Categories Dropdown***: This dropdown allows you to select different categories of hours, such as regular hours, overtime hours, vacation hours, or sick leave hours. Once you select a specific category, the payroll summary will display the corresponding data related to that category. For example, if you choose "overtime hours," the summary will show the total number of overtime hours worked by each employee during the selected pay frequency period.

- ✓ ***Pay Frequency Period Dropdown***: This dropdown enables you to select the time period for which you want to generate the payroll summary. You can choose from options like weekly, bi-weekly, semi-monthly, or monthly. Once you select the desired period, the summary will display the relevant data for that specific timeframe. This includes wages earned, deductions, taxes, and net pay for each employee during the chosen pay frequency period.

The chart visually summarizes the data, making it easier to identify trends and compare values. Each category (e.g., regular hours, overtime hours) is shown as a separate column, with the height indicating total hours worked or compensation earned. This visual representation provides a quick overview and helps identify patterns in the data.

Employee Wage Type

The Employee Wage Type pie chart is a visual representation of the distribution of different employee wages within an online payroll system. By default, it includes filters such as salary non-exempt, salary exempt, tipped, and hourly.



You can interact with the wage type pie chart in two ways: by moving your cursor over the chart segments or by clicking on the options below the chart.

- ✓ Moving the cursor over the pie chart segments allows you to see the wage type and its corresponding value. This helps you quickly understand the proportion of each wage type compared to the total wages. By hovering over a segment, you can also see additional information like the percentage or monetary amount it represents.
- ✓ The options below the pie chart provide filters that allow you to focus on specific categories. For example, click on "Salary Non-Exempt" to view wages only for non-exempt employee salary. This allows you to analyze the distribution within that particular employee group. Similarly, you can click on other options like "Salary Exempt," "Tipped," or "hourly" to isolate and study wages specific to those categories.

Chapter 8

ACCOUNT MANAGEMENT

8.1 Account Settings

This article offers comprehensive insights into the Account Settings feature, which facilitates convenient management of crucial aspects of your account. Through these options, you can access and review your current plan details, seamlessly update your billing information and payment methods, and effortlessly track the history of your past bills. By utilizing these options, you can stay well-informed and retain complete control over your account with ease.

- ✓ ***Current Plan***: In this section, you can access details regarding your current subscription, including the specific plan you have, its contents, and its duration. This section provides you with a comprehensive overview of the services to which you are currently subscribed.

- ✓ ***Billing Information***: In this section, you have the ability to locate and modify important billing details, such as your address and contact information. Maintaining accurate and up-to-date information is crucial for ensuring proper billing procedures and effective communication.

- ✓ ***Payment Method***: This section allows you to conveniently manage your subscription payment methods. You can easily add or remove payment options, update your credit card details, and select your preferred payment method. By utilizing this section, you can ensure that your subscription fees are paid promptly, thereby maintaining an active and uninterrupted account status.

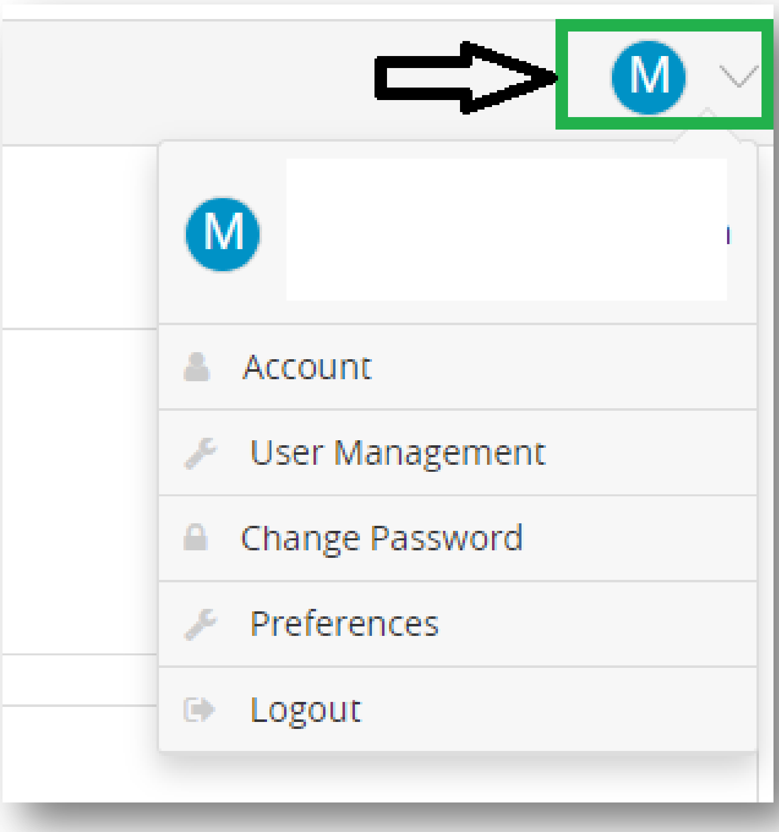
- ✓ ***Billing History***: This section provides you with a comprehensive record of your previous bills or invoices. It presents the dates, amounts, and descriptions of charges associated with your subscription. By accessing the billing history, you can obtain a clear overview of your payment records, enabling you to effectively track your financial transactions and stay informed about your account's financial history.

8.2 Setting up User Management

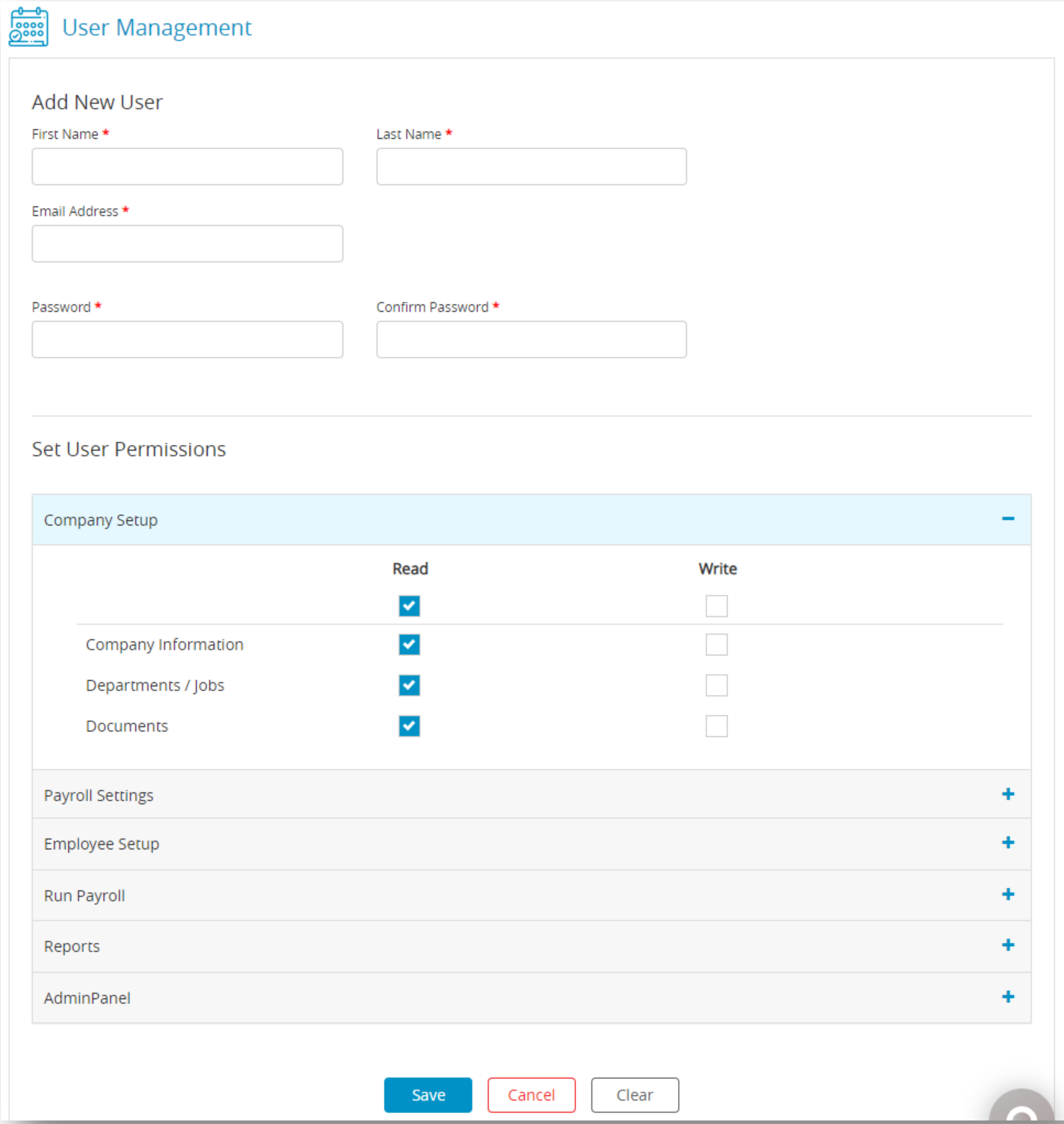
This article focuses on User Management, a feature designed for administrators to establish and oversee user accounts in the CheckMark Online Payroll system. With the ability to grant read-and-write access, administrators can easily authorize individuals to retrieve and modify essential information based on their assigned responsibilities. User Management streamlines the administration of user accounts and enhances the functionality of the online payroll system, empowering users to efficiently update records, handle payroll calculations, and generate reports.

To set up User Management, follow the below steps:

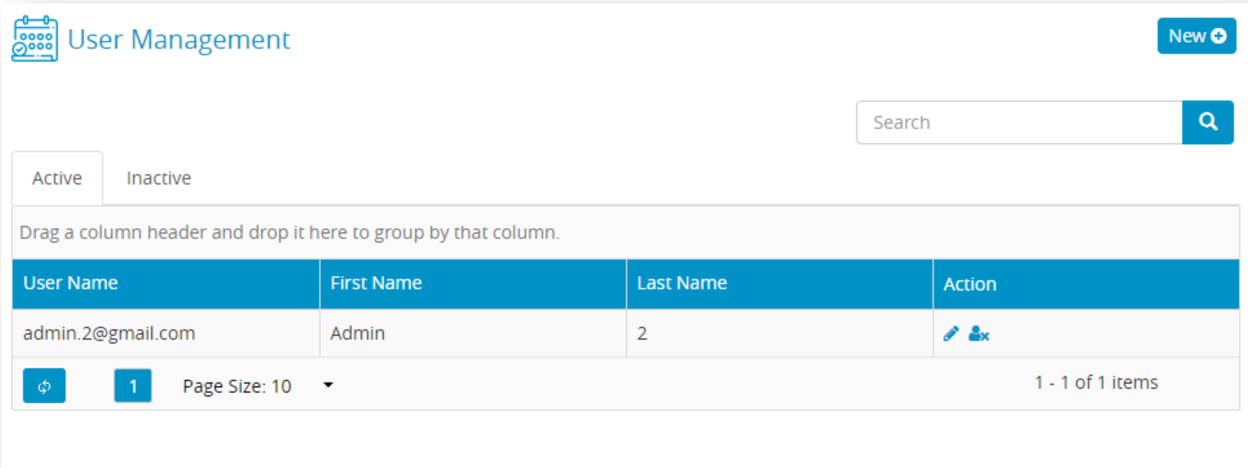
1. Click the dropdown in top right corner and select **User Management**.



2. Click **New**. A window will promptly appear, prompting you to provide the necessary details and specify the read and write permissions.



3. Enter the staff's name, email address, password, and confirm the password accurately to grant them access.
4. Set User Permissions and click **Save**. The sign-in credentials will be sent to the provided email address. Your staff will now be able to sign in and use CheckMark Online Payroll.



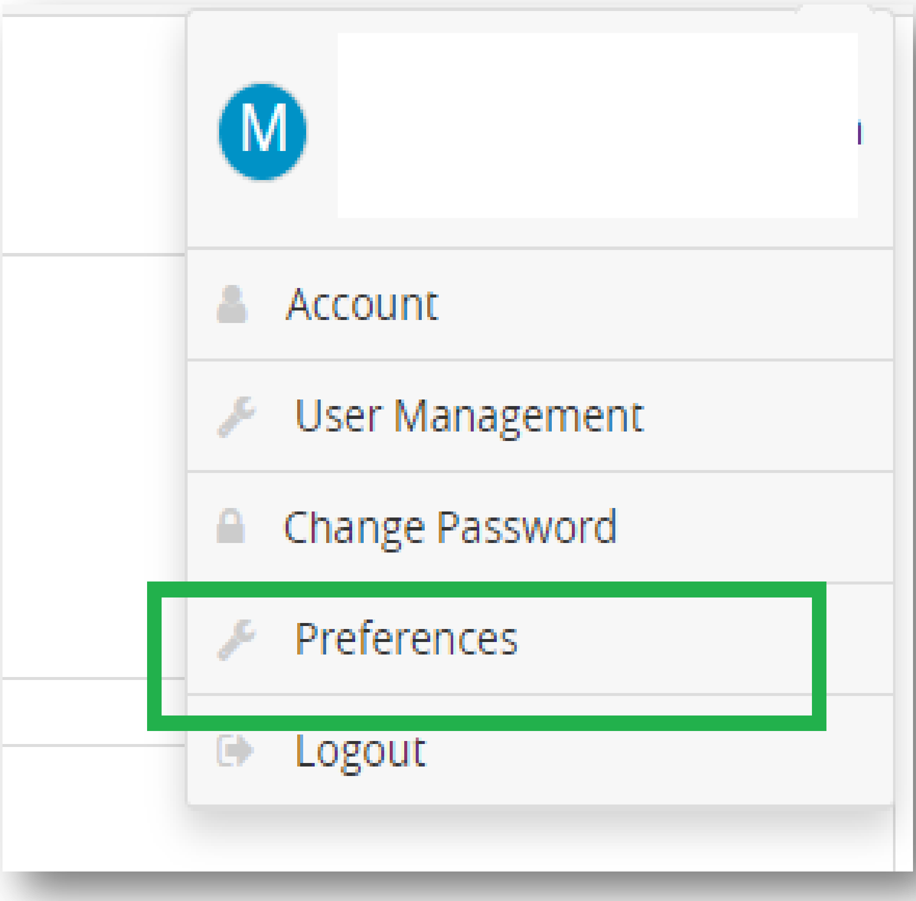
5. Click the action icons to make user active or inactive, and click the edit icon to modify the user's permissions.

8.3 Setting up Preferences

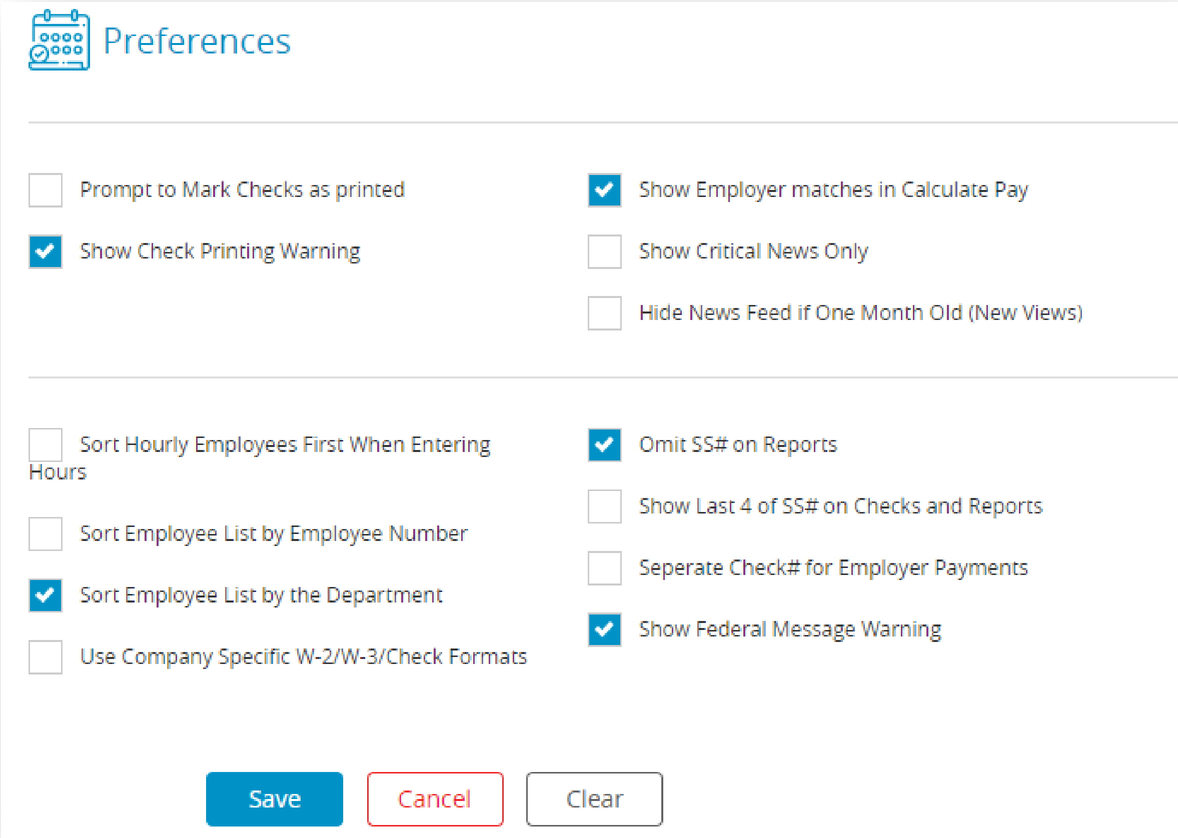
This article gives information about how to set preferences for printing in CheckMark Online Payroll.

To set up Preferences, follow the below steps:

1. Click the dropdown in top right corner and then select **Preferences**.



2. A window should open asking you to set up the preferences and click **Save**.



Preferences	Description
Prompt to Mark Checks as Printed	When checked, you will see a prompt when you print checks asking if you want to mark the checks as printed. You can select Yes or No to mark or not mark the checks as printed. If this preference is NOT checked, all checks will be automatically marked as printed after you print them.
Show Check Printing Warning	When checked, a warning appears if you have Middle Check selected on the Print Paychecks window and you have more than four Additional Incomes or eight Deductions assigned to an employee. If you have more than four Additional Incomes and/or eight Deductions for your employees, we recommend you buy check stock with the check on top.
Show Employer Matches in Calculate Pay	When checked, this option will display the employer matches in the Calculate Pay screen when creating checks.
Show Critical News Only	When checked, the newsfeed on the Command Center window will show only critical information posts.
Sort Hourly Employee First When Entering Hours	When checked, CheckMark Online Payroll shows hourly employees first in the employee list on the **Enter Hours** window.
Sort Employee List by Employee Number	When checked, the employee number will appear before the employee name. Lists and reports will be sorted by employee number.
Sort Employee List by Department	When checked, the Department assigned on the Personal view tab (on the Employees window) will appear above employee names (employees will be listed alphabetically within the department), and employee lists and reports will be sorted by department.
Use Company Specific W2/W3/Check Formats	Select this option if you keep separate formats for each separate company. If this option is not checked, one format will be used for all companies within the database.
Omit SS# on Reports	When checked, employee social security numbers will not appear on any reports except W-2 reporting and the California DE-6.
Show Last 4 of SS# on Checks and Reports	When selected, this option will only show the last 4 digits of the Social Security number on Checks and Reports.

Note: When both the "Sort Employee List by Employee Number" and "Sort Employee List by Department" options are selected, the employee lists and reports will be sorted first by department, and then by employee number within each department. Any employees without assigned departments or employee numbers will appear alphabetically at the top of the list.