## Employee Information

**PROGRAM NAME:** PRPYINFO
**MENU OPTION TITLE:** Employee Information
**MAIN MODULE:** PAYROLL
**HELP KEY ACTIVE:** YES

## PROGRAM OVERVIEW

This is the IBS Payroll Employee Master file. Use this program to enter in all new employees and maintain all existing employees.  You can press the down arrow key to switch screens. There are three screens to this program.

## PROGRAM OPERATION

**Employee Id:**  You can create a new employee ID number here. If you enter a valid number for an existing employee, all the employee's information will display. If not, you can continue to process information for a new employee or press <ESC> to exit.

**G/L Acct No:**  This is a valid account that has been set up in your general ledger if you are using that IBS module, or this an account that was previously set up in the IBS Payroll system. The account description will display after a valid number is entered.

**NON-MANUFACTURING EMPLOYEES:**  This typically includes executive, administrative, purchasing, sales, accounting, and shipping employees' payroll. You will enter in the proper payroll account.

If you are using the IBS Professional Manufacturing System, you will need to enter the general ledger account number that represents Indirect Payroll. This is the account that this employee's wages will be paid in the event that he is not actually working on a job, such as down time, break time, or non-work order related activity. This is done is because as manufacturing time is accrued for each employee (utilizing either the automatic IBS Payroll Time Keeping System or the manual time entry), this manufacturing time is linked through the work order to a pre-defined general ledger direct labor account as specified under {Manufacturing Cell File:WOLOCGUT}. The work order operation code contains reference to a valid manufacturing cell/department.  So, when you log time against a work order the time will automatically attach to this direct labor account. The payroll time reports and payroll time interface software will automatically print out or transfer the proper time and cost to the proper general ledger payroll account for automatic job costing calculations. All time unaccounted for by the manufacturing system will automatically accrue against the account number in the employee master file. Again this is the time that is not accrued directly against a manufacturing job and should be considered indirect labor or factory overhead and should not be considered direct labor cost. By setting up the default general ledger account for manufacturing employee's as the indirect labor or factory overhead account, this process is automatic.  Also, reports that calculate direct labor cost and indirect labor and factory overhead per direct labor hour will be correct.

**Hourly Rate and Salary Rate:**  Enter <S> or <H>.

**Annual Rate:**  This field is for information only and does not require an entry.

**Prev Rate:**  The pay rate that was in effect prior to the currently used rate. Data should be entered in if it exists.

**Pay Type:**  This is either <S> or <H>.

**Pay Period:**  This should be one of the two pay periods that were entered in the payroll company file maintenance. It must match exactly, upper case and lower case included.

**Plant:**  This field is used for information and is not required.

**Shift:**  This is one of the three shifts in the normal working day. If an employee is on a swing shift, this will have to be changed to the correct shift as the employee's shift changes.

**Shift Diff.:**  The shift differential is not figured automatically and must instead be added to the employee's pay when it is generated.

**Marital St:**  Enter <S>ingle or <M>arried.

**Local Code:**  This must be one of the two digit codes that were set up in the Local Tax information program. THIS FIELD MUST BE FILLED IT!

**401 Pension ($/%):**  Either the '$' or the '%' sign must be used. Once that field has been satisfied you need to enter in a dollar value or a percentage of total earnings to base the deduction calculation on.

**Eligible for 401:**  This eligibility is based on the requirements of the IRS approved 401K plan. Answer 'Y' or 'N'.

**Exemptions - Federal/State/Local:**  Enter the number of exemptions claimed by the employee for federal, state, and local tax purposes.

**Additional - Federal/State/Local:**  Enter the additional amount (if any) that is to be withheld from pay from Federal, State, or Local income taxes. This is used if an employee requests an additional amount to be withheld.

**Screen Number #2**

**YTD, QTD, MTD TOTALS:**  These figures are automatically updated as payroll is processed.  You can edit these fields by using the F2 key to back up into the field you wish to change. Be careful that you know what you are doing.  This data is used for reporting throughout the payroll system. You will need to fill in this information for all employees when you start running IBS payroll in the middle of the year.

**Allowed, Taken, and Balance of Vacation, Sick and Other hours.**  These fields are used to store accumulated hours, and are automatically deducted during payroll processing. NOTE:  At present, there is no program to automatically calculate and

accrue these hourly fields. They must be added to manually for now.

**LAST CHECK Number, Date, Amount:**  The last check information per this employee.

**Screen Number #3**

**Name:**
**Address:**
**Address:**
**City:**
**St:**
**Zip:**
**Soc Sec Number:**
**Telephone:**
**Date of Birth:**
**Emergency Contact:**
**Sex:**
**Telephone:**  All of this information should be filled out correctly and maintained as changes occur. This information will print on many reports, including the W2 reports.

**Job No:**  This field is no longer used at this time and can be ignored.

**Employment Status:**  This must be either <A> if the employee is actively employed and set to <T> if the employee is terminated or if the salaried employee is on vacation and a vacation check is not to be issued.

**Hire Date**

**Review Date:**  This date is used for tracking the employee's last review.

**Term. Date:**  This is the effective termination date for this employee.

**Race Code:**  The two-digit code that must be valid and represents the U.S. Labor classification. The description will automatically display.