



Customer Management Module

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Setting Up a Distributor

Introduction

The following set up steps must be completed in the Customer Management Module to define a distributor, or payroll processor:

- Enter distributor information in **Customers – Distributor Details – Distributor Information**.
- Set up Code Tables.
- Set up Tables for Workflow.
- Set up user security for the Customer Management Module in **Function Security**.

Entering Distributor Information

Set up the distributor in **Customers – Distributor Details – Distributor Information**.

If you wish to print text on the bottom of reports, enter it in the Report Footer field.

If you will be sending a new hire file to the state of New York, enter the distributor's FEIN.

If you process payroll in Maine, enter the Payroll Processor License Number that has been assigned to you by the state.

The screenshot shows a software window titled "Distributor Information". At the top, there is a table with two columns: "Distributor Id" and "Distributor Name". The table contains two rows: "qa1" with "QA1 Payroll Service Bureau" and "SWP" with "Unicorn HRO". To the right of the table are buttons for "All" and "Selected", along with search and help icons. Below the table are three tabs: "Details", "Address", and "Contacts". The "Details" tab is active, showing a form with the following fields: "*Distributor Id:" (qa1), "*Distributor Name:" (QA1 Payroll Service Bureau), "Phone Number:" (empty), "Account Number:" (empty), "Report Footer:" (empty), a note "The Distributor FEIN is required for new hire reporting to New York state, and SUI reporting to Maine.", "Distributor FEIN:" (22-777777), and "Maine Payroll Processor License Number:" (empty). At the bottom of the form are buttons for "Update", "Reset", "Add", "Delete", "Cancel", and "Exit".

Distributor Id	Distributor Name
qa1	QA1 Payroll Service Bureau
SWP	Unicorn HRO

Details Address Contacts

*Distributor Id: qa1

*Distributor Name: QA1 Payroll Service Bureau

Phone Number:

Account Number: Report Footer:

The Distributor FEIN is required for new hire reporting to New York state, and SUI reporting to Maine.

Distributor FEIN: 22-777777 Maine Payroll Processor License Number:

Update Reset Add Delete Cancel Exit

Setting Up Code Tables

Set up **Code Tables** with values that are specific to your distributor. The following tables are mandatory in order to set up **Customer Information**:

- Payment Term
- State Codes
- Status
- Periods

If the customer will be using Workflow, set up information in the following tables:

- Cost Unit
- Federal Holidays
- Frequency
- Holiday
- Service Personnel
- Service Responsible
- Service Type

Payment Term

In the Payment Term table, add at least one value. This is for information only. It is a required field in **Customer Information**, and must first be defined in this table.

The screenshot shows a software window titled "Payment Term". It contains a table with two columns: "Payment Term" and "Description". The table has two rows of data: "01 Cash in Advance" and "02 Cash on Demand". To the right of the table are two radio buttons labeled "All" and "Selected", with "Selected" being the active option. There are also two icons: a magnifying glass and a printer. Below the table is a "Details" section with a tab labeled "Details". Inside this section, there are two labels: "*Payment Term:" followed by a text box containing "01", and "*Description:" followed by a text box containing "Cash in Advance". At the bottom of the window is a row of six buttons: "Update", "Reset", "Add", "Delete", "Cancel", and "Exit".

Payment Term	Description
01	Cash in Advance
02	Cash on Demand

☒ All ☐ Selected

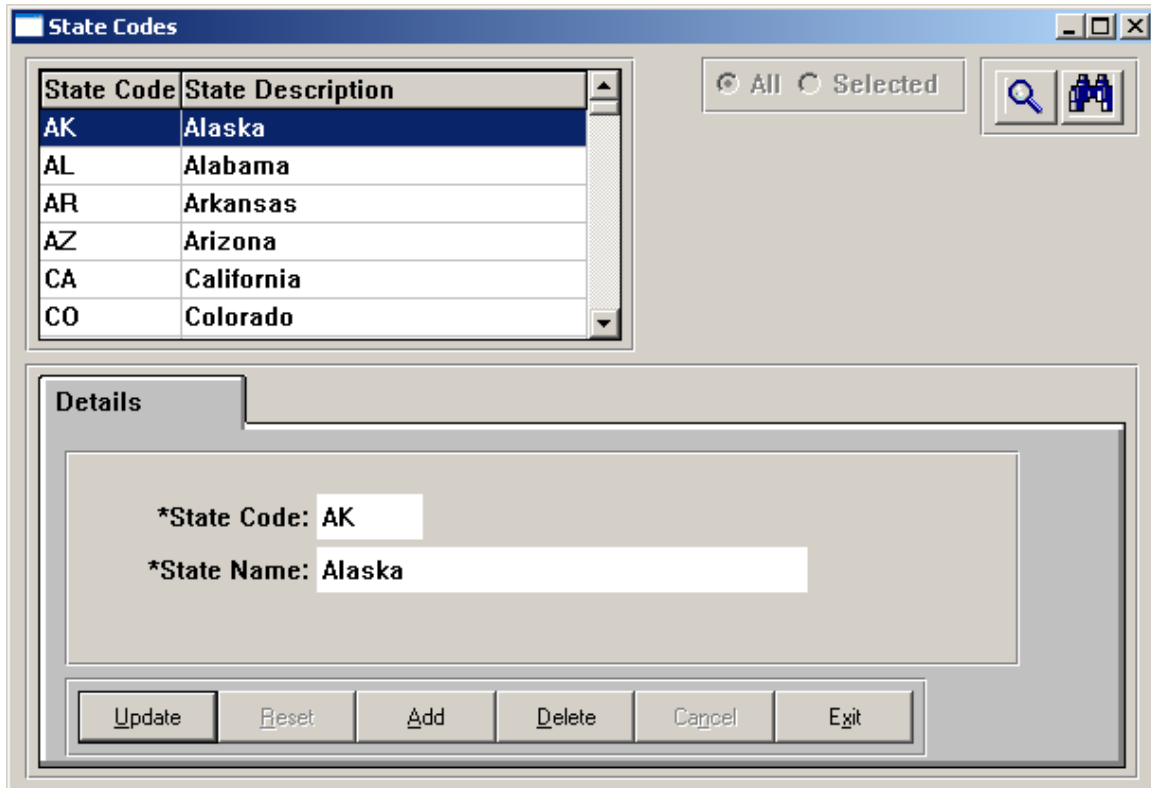
*Payment Term: 01

*Description: Cash in Advance

Update Reset Add Delete Cancel Exit

State Codes

The State Codes table is automatically populated with the 50 states, Washington, D.C. and Puerto Rico. Note that it is password protected. This table has values that are hard-coded in certain programs and should not be changed.



The screenshot shows a window titled "State Codes" with a table of state codes and a details section. The table lists the first six states: AK (Alaska), AL (Alabama), AR (Arkansas), AZ (Arizona), CA (California), and CO (Colorado). The details section shows the selected state code as AK and the state name as Alaska. At the bottom, there are buttons for Update, Reset, Add, Delete, Cancel, and Exit.

State Code	State Description
AK	Alaska
AL	Alabama
AR	Arkansas
AZ	Arizona
CA	California
CO	Colorado

Details

*State Code: AK

*State Name: Alaska

Update Reset Add Delete Cancel Exit

Status

Values in the Status table are automatically populated when your system is set up. You may access this table if necessary. Note that it is password-protected. Status Code “A” is hard-coded in certain programs and should not be deleted.

Status Code	Description
A	Active
I	Inactive

☒ All ☐ Selected

Details

*Status Code: A

*Description: Active

Periods

Values in the Periods table are automatically populated when your system is set up. You may access this table if necessary. Note that it is password-protected.

Service Frequency	Description
AN	Annually
BW	Biweekly
DA	Daily
MN	Monthly
QU	Quarterly
SA	Semi Annually

Details

*Period: AN

Short Description: Annually

Long Description: Annually

Update Reset Add Delete Cancel Exit

Cost Unit

Values in the Cost Unit table are automatically populated when your system is set up. You may access this table if necessary. Note that it is password-protected. This table has values that are hard-coded in certain programs.

The screenshot shows a window titled "Cost Unit". It contains a table with two columns: "Cost Unit" and "Short Description". The table lists six entries: EM (Per Employee), LC (Per Locality), PR (Per Event), ST (Per State), TR (Per Transaction), and UN (Per Unit). The "EM" row is selected. To the right of the table are two radio buttons labeled "All" and "Selected", with "All" being selected. There are also search and print icons. Below the table is a "Details" section with a tab labeled "Details". Inside this section, there are three fields: "*Cost Unit:" with the value "EM", "*Short Description:" with the value "Per Employee", and "Long Description:" with the value "Based on Employee Count". At the bottom of the window are six buttons: "Update", "Reset", "Add", "Delete", "Cancel", and "Exit".

Cost Unit	Short Description
EM	Per Employee
LC	Per Locality
PR	Per Event
ST	Per State
TR	Per Transaction
UN	Per Unit

*Cost Unit: EM

*Short Description: Per Employee

Long Description: Based on Employee Count

Update Reset Add Delete Cancel Exit

Federal Holidays

In the Federal Holidays table, enter the dates for federal holidays. When schedules are generated, you will have the opportunity to exclude these holidays from the available days for processing.

The screenshot shows a software window titled "Federal Holidays". It contains a table with two columns: "Date" and "Description". The table lists several federal holidays for 2014. The first row, "01/01/2014 New Year's Day", is highlighted in blue. To the right of the table are two radio buttons labeled "All" and "Selected", with "All" being selected. There are also icons for search and zoom. Below the table is a "Details" section with a tab labeled "Details". Inside this section, there are three fields: "*Holiday Date:" with the value "01/01/2014", "*Short Description:" with the value "New Year's Day", and "Long Description:" with the value "New Year's Day". At the bottom of the window are six buttons: "Update", "Reset", "Add", "Delete", "Cancel", and "Exit".

Date	Description
01/01/2014	New Year's Day
05/26/2014	Memorial Day
07/04/2014	Fourth of July
09/01/2014	Labor Day
11/27/2014	Thanksgiving
12/25/2014	Christmas

☒ All ☐ Selected

Details

*Holiday Date: 01/01/2014

*Short Description: New Year's Day

Long Description: New Year's Day

Update Reset Add Delete Cancel Exit

Frequency

Values in the Frequency table are automatically populated when your system is set up. You may access this table if necessary. Note that it is password-protected. This table has values that are hard-coded in certain programs and should not be changed.

Frequency	Description
ET	Each Performance
FM	First Inv. of Month
FT	First Time Invoice

☒ All ☐ Selected

*Frequency:

*Short Description:

Long Description:

Holiday

If your company does not work on certain days other than federal holidays, define the holidays in the Holiday table. The actual dates will be entered in the Operations **Holiday Calendar**, which will be described in another section of this manual.

Holiday Type	Holiday
74	July 4th
ch	Christmas
Id	Labor Day
Memo	Memorial Day
MLD	Martin Lurther
NYR	New Year

☒ All ☐ Selected

Details

*Holiday: 74

*Short Description: July 4th

Long Description:

Service Personnel

In the Service Personnel table, add the names of people who will be processing payroll and running other functions. Note that the Login ID must be the exact user name for that person.

The screenshot shows a window titled "Service Personnel". It contains a table with two columns: "Service Personnel" and "Short Description". The table lists six personnel. The first row is selected. To the right of the table are search and view icons, and radio buttons for "All" and "Selected". Below the table is a "Details" section with a tab labeled "Details". Inside this section are fields for "*Service Personnel:" (001), "Login ID:" (allisonb), "*Short Description:" (Allison Brannigan), and "Long Description:" (empty). At the bottom are buttons for "Update", "Reset", "Add", "Delete", "Cancel", and "Exit".

Service Personnel	Short Description
001	Allison Brannigan
002	Connie Franks
003	Denise Morrison
004	Mary O'Connell
005	Dawn Thompson
006	Jennifer Perez

Search [Icon] View [Icon]
☒ All ☐ Selected

Details

*Service Personnel: 001 Login ID: allisonb
*Short Description: Allison Brannigan
Long Description:

Update Reset Add Delete Cancel Exit

Service Responsible

In the Service Responsible table, add the names of organizations, products or people who will be providing services.

Service	Description
FX	Federal Express
GN	Geneva
MT	Master Tax
ST	Staff

☒ All ☐ Selected

Service Type

In the Service Type table, add the iCON functions that will be run, or other services outside of iCON that will be performed.

Service type	Service type Description
CK	Check Print
CO	Cognos Report Writer
CR	Combined Register
DD	Direct Deposit
FC	FSA Check Print
FD	Federal Tax Filing

☒ All ☐ Selected

Details

*Service type: CK ☒ Geneva Service

*Short Description: Check Print

Long Description:

Setting Up Tables for Workflow

If you will be using Workflow, enter information in the following functions. If you will not be using Workflow, you may continue to **Establishing Function Security**.

- Services Master
- Package Details
- Operations Holiday Calendar

Services Master

Set up the services that will be provided in **Services – Services Master**. Enter at least one record in this function.

The screenshot shows the 'Service Master' window. At the top, there is a table listing services and their sales prices per unit. Below this, there are two tabs: 'Details' and 'Other Charges'. The 'Details' tab is active, showing fields for service type, processing unit, frequency, responsible party, unit quantity, taxable status, sales price, discount, internal cost price, one-time amount, and recurring monthly amount. A 'Service Link' button is also present.

Service	Sales Price per Unit
401k Diskette/Rept	2.00
ASP Host Addlt	45.00
ASP Hosting Service	90.00
Check Print	0.10
Cognos Report Writer	10.00
Combined Register	2.00

☒ All ☐ Selected

***Service Type:** K4 **401k Diskette/Rept** **Frequency:** ET **Each Performance**
***Processing Unit:** TR **Per Transaction** **Responsible:** GN **Geneva**
Unit Quantity: 1 **Taxable:** no
Sales Price: 2.00 / Unit **One Time Amount:** 0.00
Discount: 0.00 % **Recurring Monthly Amount:** 0.00
Internal Cost Price: 0.00 / Unit

Service Link

Package Details

Set up packages in **Services – Package Details**. Examples are: full payroll, tax processing only, and payroll without tax filing.

Once the package has been defined, click on the Services tab and assign the services that are included in the package. You will need at least one package in order to run a payroll workflow. If you want to also be able to run quarterly tax workflows, add a separate package for that.

The screenshot shows the 'Package Details' window. At the top, there is a table listing packages. The 'cb' package, 'Goldwing Payroll Package', is selected. To the right of the table are radio buttons for 'All' and 'Selected', and search and print icons. Below the table are two tabs: 'Details' and 'Services'. The 'Details' tab is active, showing fields for '*Pack Type: cb', '*Pack Description: Goldwing Payroll Package', and 'No. of Services: 0'. To the right of these fields are 'Actual Cost: 0.00', 'Discount: 0.00 %', and 'Cost of Pack: 0.00'. At the bottom are buttons for 'Update', 'Reset', 'Add', 'Delete', 'Cancel', and 'Exit'.

Pack Type	Pack Description	Cost of Pack
A1	ASP Full Payroll	255.15
cb	Goldwing Payroll Package	0.00
DH	Memphis Payroll Service	10.10
FL	Full Payroll	7.15
HP	HP Test Package	0.00
K1	Weekly <50 ee's	2.35

☒ All ☐ Selected

*Pack Type: Actual Cost:

*Pack Description: Discount: %

No. of Services: Cost of Pack:

Operations Holiday Calendar

Enter your own company's holidays in **Operations – Operations Holiday Calendar**. If you will be going live with iCON on January 1st, enter dates for the current year as well as the next year.

Operations Holiday Calendar for 2014

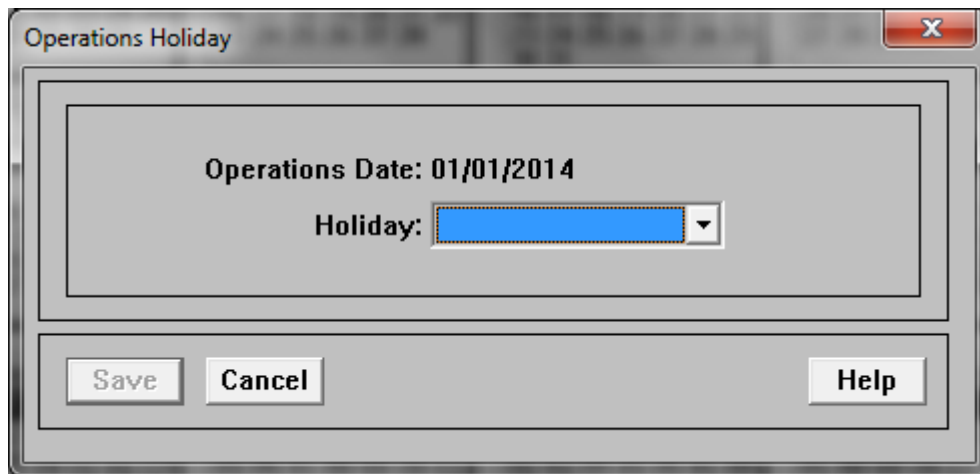
January	February	March	April
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
05 06 07 08 09 10 11	02 03 04 05 06 07 08	02 03 04 05 06 07 08	01 02 03 04 05
12 13 14 15 16 17 18	09 10 11 12 13 14 15	09 10 11 12 13 14 15	06 07 08 09 10 11 12
19 20 21 22 23 24 25	16 17 18 19 20 21 22	16 17 18 19 20 21 22	13 14 15 16 17 18 19
26 27 28 29 30 31	23 24 25 26 27 28	23 24 25 26 27 28 29	20 21 22 23 24 25 26
		30 31	27 28 29 30

May	June	July	August
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
04 05 06 07 08 09 10	01 02 03 04 05 06 07	01 02 03 04 05	01 02
11 12 13 14 15 16 17	08 09 10 11 12 13 14	06 07 08 09 10 11 12	03 04 05 06 07 08 09
18 19 20 21 22 23 24	15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16
25 26 27 28 29 30 31	22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23
	29 30	27 28 29 30 31	24 25 26 27 28 29 30
			31

September	October	November	December
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
01 02 03 04 05 06	01 02 03 04	01	01 02 03 04 05 06
07 08 09 10 11 12 13	05 06 07 08 09 10 11	02 03 04 05 06 07 08	07 08 09 10 11 12 13
14 15 16 17 18 19 20	12 13 14 15 16 17 18	09 10 11 12 13 14 15	14 15 16 17 18 19 20
21 22 23 24 25 26 27	19 20 21 22 23 24 25	16 17 18 19 20 21 22	21 22 23 24 25 26 27
28 29 30	26 27 28 29 30 31	23 24 25 26 27 28 29	28 29 30 31
		30	

Exit Help

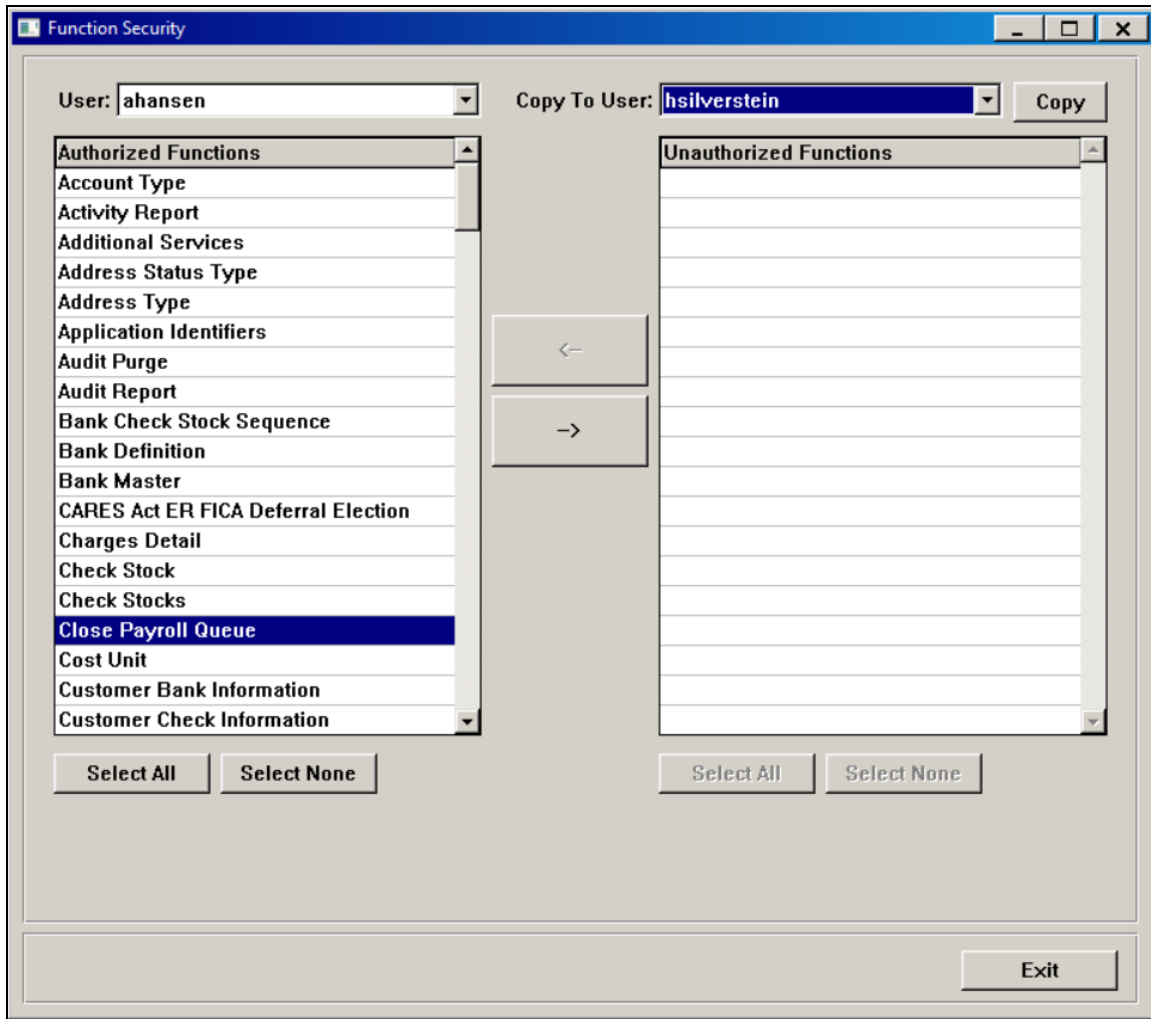
When you add a holiday, the system will ask you for the name of the holiday.



The image shows a software dialog box titled "Operations Holiday". It has a standard Windows-style title bar with a close button (X) in the top right corner. The main area of the dialog contains two labels: "Operations Date: 01/01/2014" and "Holiday:". The "Holiday:" label is followed by a blue rectangular dropdown menu with a small downward-pointing arrow on its right side. At the bottom of the dialog, there is a horizontal bar containing three buttons: "Save", "Cancel", and "Help".

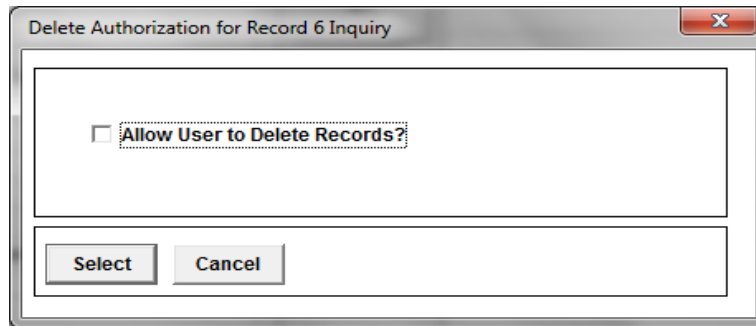
Establishing Function Security

For each Login ID, set up user security for the Customer Management Module in **Function Security**. Select from the list of Unauthorized Functions, and click on the left-pointing arrow to move them to the list of Authorized Functions.



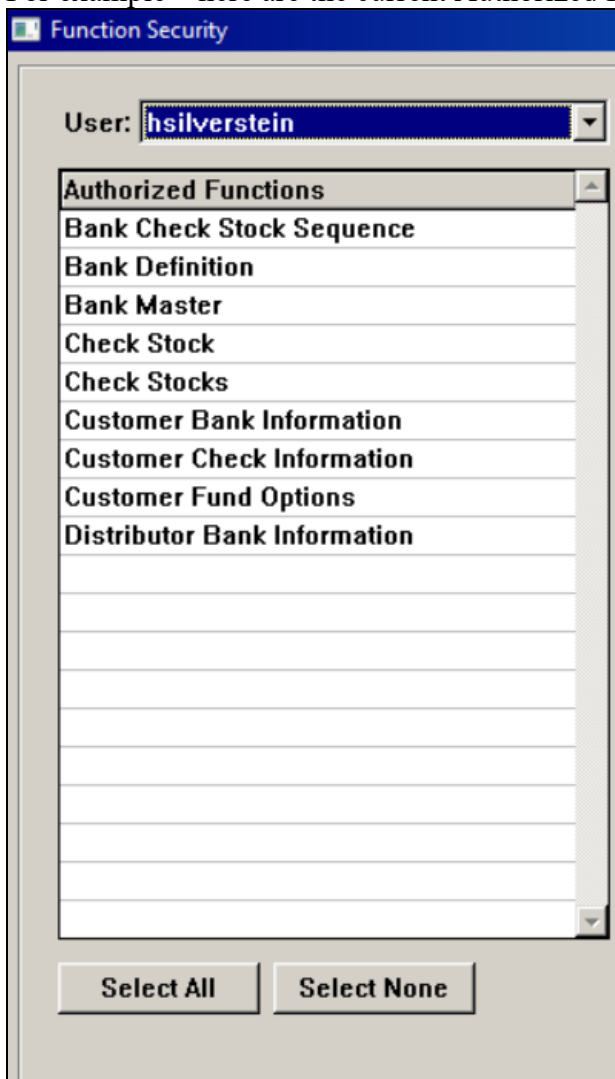
Some functions require additional information when setting up security, such as the ability to Add, Release, Delete and or Generate data. Examples of these functions are **Record 6 Inquiry**, **Fed Wire Inquiry**, **Exported Tax Information**, **Pending Tax Information**, **Monthly UI Export Information**, **RTS Information**. A screen similar to the following will appear when you select these functions.

Setting Up a Distributor

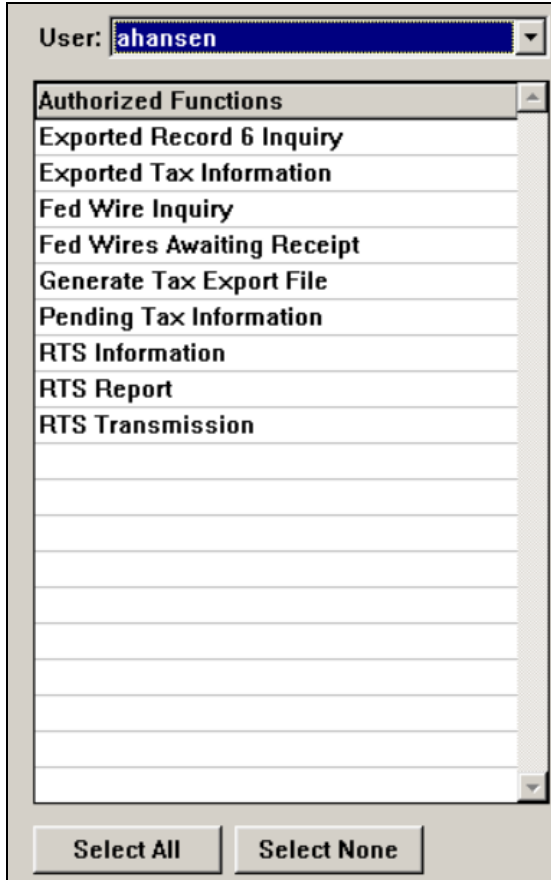


You may also copy the security setup from one user to another by selecting the User and Copy To User and clicking Copy.

For example – here are the current Authorized Functions of user hsilverstein:

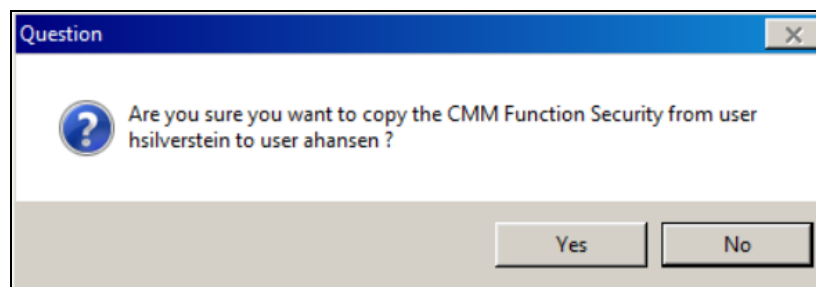


And here are the current Authorized functions of user ahansen:



The screenshot shows a window titled "User: ahansen". Below the title bar is a list box labeled "Authorized Functions". The list contains the following items: Exported Record 6 Inquiry, Exported Tax Information, Fed Wire Inquiry, Fed Wires Awaiting Receipt, Generate Tax Export File, Pending Tax Information, RTS Information, RTS Report, and RTS Transmission. Below the list box are two buttons: "Select All" and "Select None".

When performing a copy from user hsilverstein to user ahansen, the system will prompt with a question asking you to confirm that you are sure you want to do the copy. Select Yes to continue the Copy or No to cancel.



Then if you click Yes – the system will prompt you to let you know that the target user already has some Authorized Functions, and will ask if you want to retain these on the target user.

Click Yes to retain, or No to not retain. If you click Yes, user ahansen will have retained their original Authorized Functions and will have all the functions from user hsilverstein

Setting Up a Distributor

copied and added to their list of Authorized functions – this will be the result on user ahansen when clicking Yes.

This screenshot shows a software window titled 'Authorized Functions' for user 'ahansen'. The window contains a list of 17 functions: Bank Check Stock Sequence, Bank Definition, Bank Master, Check Stock, Check Stocks, Customer Bank Information, Customer Check Information, Customer Fund Options, Distributor Bank Information, Exported Record 6 Inquiry, Exported Tax Information, Fed Wire Inquiry, Fed Wires Awaiting Receipt, Generate Tax Export File, Pending Tax Information, RTS Information, RTS Report, and RTS Transmission. At the bottom of the window are two buttons: 'Select All' and 'Select None'.

If you click No, user ahansen will not have their original Authorized Functions retained, and will ONLY have an exact copy of all the Authorized Functions from user hsilverstein, as below:

This screenshot shows the same 'Authorized Functions' window for user 'ahansen'. However, only the first 9 functions from the previous list are visible: Bank Check Stock Sequence, Bank Definition, Bank Master, Check Stock, Check Stocks, Customer Bank Information, Customer Check Information, Customer Fund Options, and Distributor Bank Information. The remaining 8 functions are no longer present in the list. The 'Select All' and 'Select None' buttons remain at the bottom.

Setting Up a Customer

Introduction

In the **Customers – Customer Information** function, information is entered in the following areas:

- Details (mandatory), including the Effective Date and Distributor

Before the remaining information can be entered, the company is set up in iCON Tools. Then the remaining items in **Customer Information** are entered:

- Address (optional)
- Contacts (optional)
- Locations (optional)
- FEIN (mandatory)
- Sales (optional)
- Tax States (optional)
- Localities (optional)

After entering the customer information, the following functions should be completed:

- Set up the customer's bank in **Code Tables – Bank Master**.
- In **Banks – Bank Definition**, set up information about the banks that will be used for the customer's bank account(s).
- In **Banks – Distributor Bank Information**, set up information about the bank account(s).
- In **Banks – Check Stock**, set up information about the check stocks that are on the customer's account(s).
- In iCON Tools, specify the legal entities that will be using each of the **Bank Accounts**.
- In **Customer – Customer Funding Options**, set up information for impounding the customer's funds.
- In **Customer – Customer Order – Services Purchase**, set up information about the types of packages and/or services that has been purchased by the customer.
- In **Customer – Customer Order – Services Purchase – Packages**, press the **Generate Operations Schedule** button to create the schedule for processes other than pay cycles.
- In **Pay Calendar Manager**, set up pay calendars and operations dates for pay cycle workflows.
- In **Payroll Express**, copy the workflow to the company and modifications as necessary, including input parameters, override options and assigning to the schedule. If you select the checkbox labeled "Output Reports to Manager Services" and a user(s) are entered in Report Distribution output reports will be sent to the Report Master Listing.

Setting Up a Customer

- Assign printers in the Report Server.

Entering Customer Details

Customer Information

In the **Customers – Customer Information** function, enter information for the client in the **Details** tab, including the Effective Date and Distributor.

The screenshot shows the 'Customer Information' window. At the top, there is a table with columns 'Customer No.', 'Customer Name', and 'Phone No.'. The table contains two rows: 1000 The ABC Corporation LLC (973-767-7001) and 2000 Goldwing (201-555-1234). Below the table is a tabbed interface with tabs for Details, Address, Contacts, Locations, FEIN, Banks, Sales, Tax States, and Localities. The 'Details' tab is active, showing a form for Customer 1000. The form includes fields for Customer No., Customer Name, Phone Number, Fax Number, Method of Payment, Effective Date, Payment Terms, Funding Option, Impound Check Amount, Number of Users, Estimated No. of Employees, Distributor, Home State, Customer Status, Database Customer, and Keep Report for (Days). The 'Funding Option' is set to 'Fed Wire/Impound' and 'Keep Report for (Days)' is set to 0.

Customer No.	Customer Name	Phone No.
1000	The ABC Corporation LLC	973-767-7001
2000	Goldwing	201-555-1234

Details | Address | Contacts | Locations | FEIN | Banks | Sales | Tax States | Localities

*Customer No.: 1000 Impound Check Amount: no
 *Customer Name: The ABC Corporation LLC Number of Users: 0
 Phone Number: 973-767-7001 Estimated No. of Employees: 0
 Fax Number: 973-767-7002 Distributor: qa1 QA1 Payroll Service Bure
 Method of Payment: Direct Deposit *Home State: NJ New Jersey
 Effective Date: 01/01/2002 *Customer Status: A Active
 *Payment Terms: 01 Cash in Advance *Database Customer: qa100001
 Funding Option: ☒ Fed Wire/Impound ☐ None Keep Report for(Days): 0

Update Reset Add Delete Cancel Exit

The Funding Option should be set to None, unless a service bureau will be impounding amounts from a customer or the customer will initiate a fed wire transaction to send the amounts to the service bureau. In that case, select the Fed Wire/Impound option.

If you wish to purge old reports, use the Keep Report for (Days) field. A program is available that will purge all reports that have been on the system for a time period greater than this value. It is not run automatically. A technical person must run it, since it is not a function that is available on the system.

When you click Save after adding a record, you will automatically be brought to the process for setting up information in iCON Tools. You can complete the set-up at this time, or cancel out of the process and return later. If you need to enter information at a later time, click on the Organization button from the **Customer Information** function. If your data has been ported into iCON, exit this step.

Setting Up a New Customer in iCON

Once the company has been set up in the Customer Management Module, information is entered in iCON Tools.

To do this, go to the **Customers – Customer Information** function. Highlight the customer and then click on the Organization button.

Customer No.	Customer Name	Phone No.
1000	ABC Corporation LLC	973-767-7001
2000	Goldwing	201-555-1234

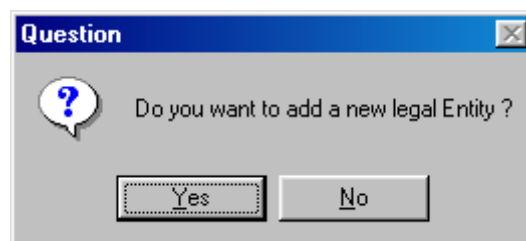
*Customer No.:	1000	Impound Check Amount:	no
*Customer Name:	ABC Corporation LLC	Number of Users:	0
Phone Number:	973-767-7001	Estimated No. of Employees:	0
Fax Number:	973-767-7002	Distributor:	qa1 QA1 Service Bureau
Method of Payment:	Check	*Home State:	NJ New Jersey
Effective Date:	01/01/2002	*Customer Status:	A Active
*Payment Terms:	01 Cash in Advance	*Database Customer:	sbqa1000
Funding Option:	<input type="radio"/> Fed Wire/Impound <input checked="" type="radio"/> None		
	Keep Report for(Days):	0	

Update Reset Add Delete Cancel Exit

The system will go to the Organization Set-up page. Add Level 1. Only one Level 1 value is allowed per client since all companies (legal entities) for the selected client will be included in this consolidated level. Level 2 must correspond to a Legal Entity. Unlimited Levels 2 through 7 can be entered.

The screenshot shows the "Organization Setup" window. At the top, there is a menu bar with "File", "Functions", "COD", and "Help". Below the menu bar is a header section with labels: "Corp", "Company", "Division", "Dept", "Team", "State", and "Area". Under these labels, there is a row of input fields; the first field contains the text "YANKS". Below the header section is a toolbar with several icons. The main area of the window contains a series of dropdown menus and buttons. The first dropdown menu is labeled "Cons. Group". To its right is an "Add 1" button. Below the "Cons. Group" dropdown is another dropdown menu, and to its right is an "Add 2" button. This pattern continues with "Add 3", "Add 4", "Add 5", "Add 6", and "Add 7" buttons. At the bottom right of the window are "Exit" and "Help" buttons.

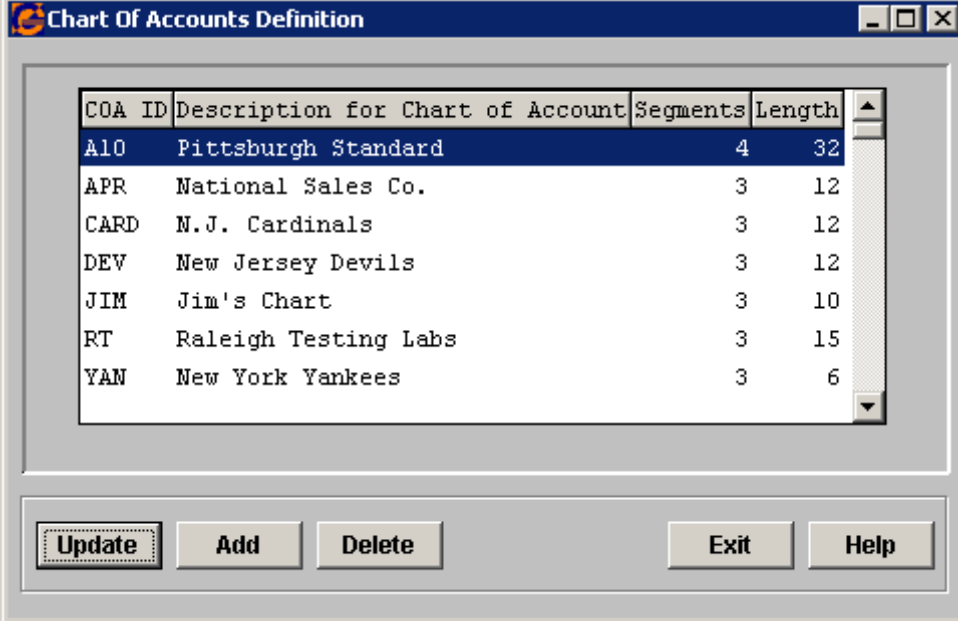
When you click on the "Add 2" button, the system will display the following message because a Legal Entity is required on the Level 2 record:



Answer Yes to enter information for a new legal entity.

Setting Up a Customer

The system will bring you to the Chart of Accounts Definition. If you need to set up a new definition, click on Add and enter the corresponding information to define the account number structure.

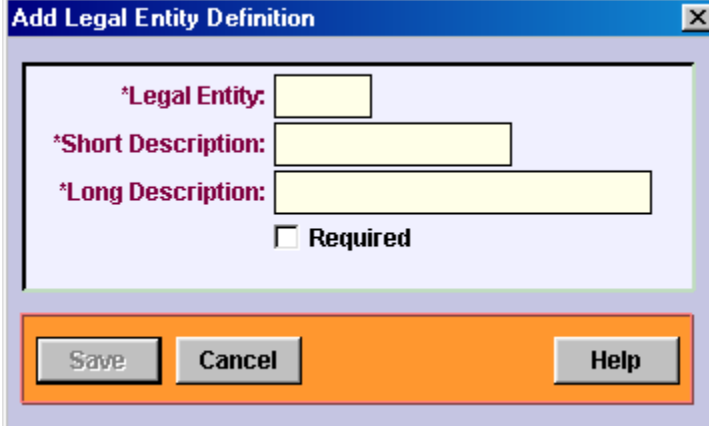


The "Chart Of Accounts Definition" window displays a table with the following data:

COA ID	Description for Chart of Account	Segments	Length
A10	Pittsburgh Standard	4	32
APR	National Sales Co.	3	12
CARD	N.J. Cardinals	3	12
DEV	New Jersey Devils	3	12
JIM	Jim's Chart	3	10
RT	Raleigh Testing Labs	3	15
YAN	New York Yankees	3	6

At the bottom of the window are buttons for "Update", "Add", "Delete", "Exit", and "Help".

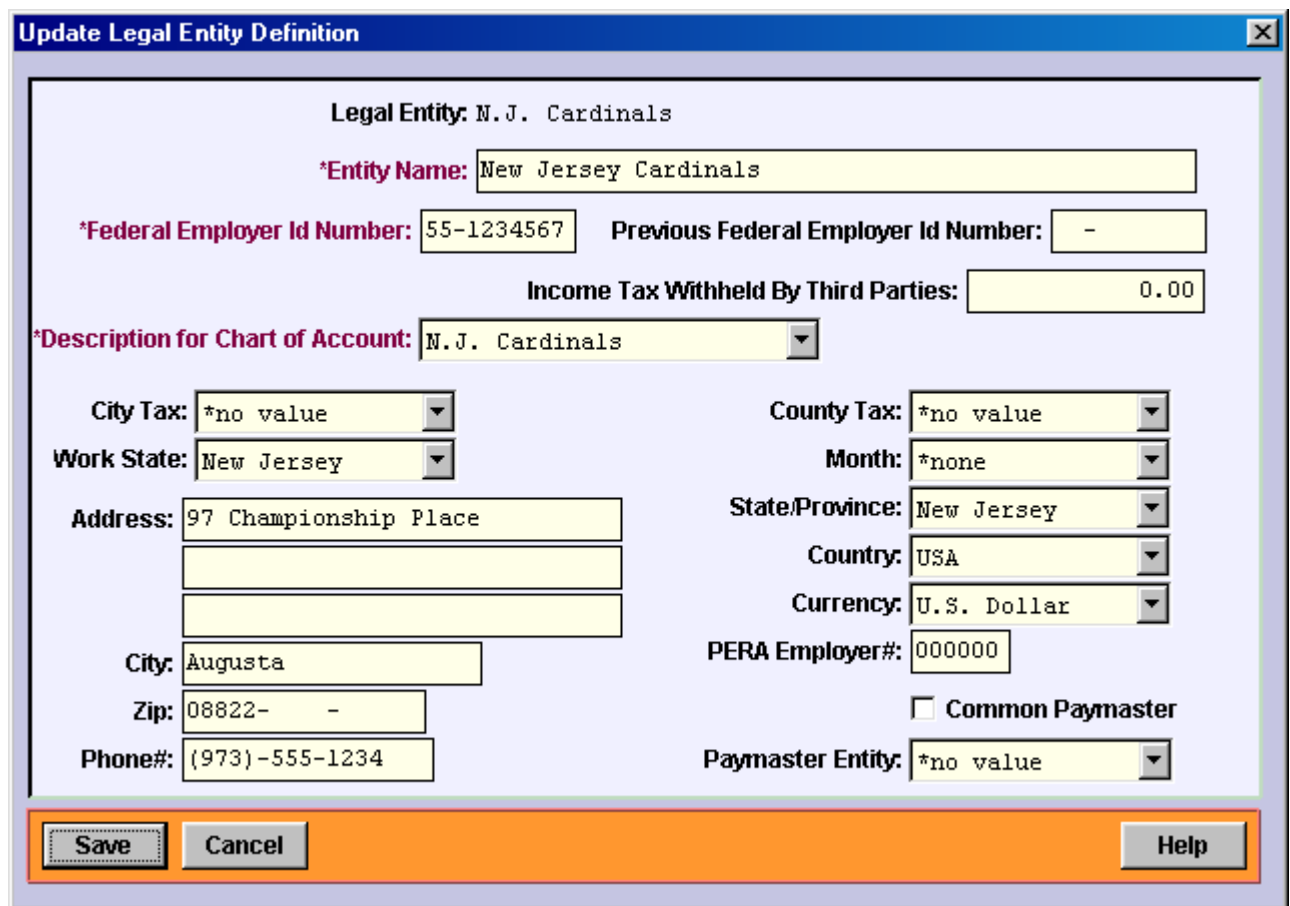
After you exit the **Chart Of Accounts Definition** function, the system will prompt you to enter the legal entity code for the Legal Entities common object. Use the same code that you specified in the FEIN tab of Customer Information. If you enter a different code, you will need to change the Description field in the FEIN tab so that it matches the code you entered.



The "Add Legal Entity Definition" window contains the following fields and controls:

- *Legal Entity:
- *Short Description:
- *Long Description:
- ☐ Required
- Buttons: Save, Cancel, Help

After entering the common object value, you will be brought to the Add screen of Legal Entity Definition.



The image shows a software window titled "Update Legal Entity Definition". Inside, the "Legal Entity" is "N.J. Cardinals". The form contains several fields for defining the entity's details:

- *Entity Name:** New Jersey Cardinals
- *Federal Employer Id Number:** 55-1234567
- Previous Federal Employer Id Number:** -
- Income Tax Withheld By Third Parties:** 0.00
- *Description for Chart of Account:** N.J. Cardinals
- City Tax:** *no value
- County Tax:** *no value
- Work State:** New Jersey
- Month:** *none
- Address:** 97 Championship Place
- State/Province:** New Jersey
- Country:** USA
- Currency:** U.S. Dollar
- City:** Augusta
- PERA Employer#:** 000000
- Zip:** 08822- -
- ☐ Common Paymaster
- Phone#:** (973)-555-1234
- Paymaster Entity:** *no value

At the bottom of the window are three buttons: "Save", "Cancel", and "Help".

Enter the information for this legal entity and click on Save.

The system will bring you to the Organization Set-up screen to enter Level 2. Enter this information and click Save.

Work With Level 2

YANKS

Company: CARDS

***Short Description:** NJ Cardinals

Long Description: New Jersey Cardinals

Date Started:

Termination Date:

***Legal Entity:** N.J. Cardinals

Salary Range Percentages
for use with Job Evaluation Points

Low Salary Range: 0.00

High Salary Range: 0.00

Save Cancel Help

By entering the organization and legal entity information from the Organization button in the **Customer Information** function, the system will automatically populate the following functions:

- **HR Common Object Dictionary** – Values are copied from Global CODs.
- **Payroll Common Object Dictionary** – Values are copied from Global CODs.
- **Salary Type** – Values are copied from Global Salary Type.
- **Employment Status** – Values are copied from Global Employment Status.
- **Date Rounding Formula** – Values are copied from Global Date Rounding Formula.
- **Garnishment Exemptions** – Information is copied from Global Garnishment Exemptions.
- **Pay Code Definition** – Definitions are copied from Global Pay Code Definition.
- **Pay Taxation Exemptions** – Exemptions are copied from Global Pay Taxation Exemptions.

- **Deduction Taxation Exemptions** – Exemptions are copied from Global Deduction Taxation Exemptions.
- **Legal Entity By Year** – A record is added for the legal entity you entered and the system year.
- **Legal Entity Authorization** – A record is created for your user name and the new legal entity.
- **Tax Manager** – For the legal entity you entered, records from the Global Federal Employer Tax Rate Definition are copied. This includes rates for FICA, FICM and FUTA.

A prompt will then appear that asks if you want to view the Legal Entity Worksheet.

Setting Up a Customer

If you answer Yes, you will be brought to the Legal Entity Worksheet where you can change or add any necessary information.

Legal Entity Worksheet

File Function COD Help

*Legal Entity: N.J. Cardinals *Tax Year: 2014

Entity Name: New Jersey Cardinals

Doing Business As:

Address: 97 Championship Place

Address:

Address: City: Augusta

State/Province: New Jersey Zip: 08822- -

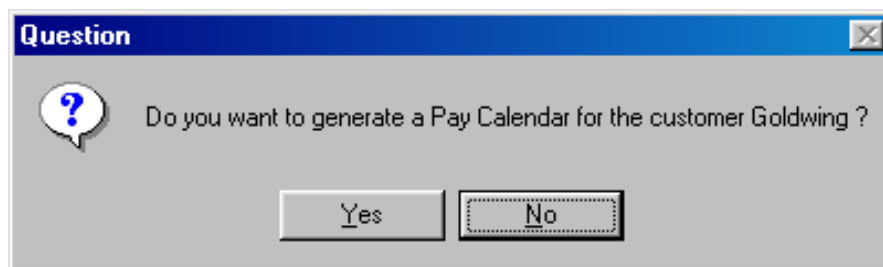
Exit Help

Besides the functions that are populated from the global definitions, information in the following functions may need to be entered either at this time or prior to the first payroll.

- **Bank Accounts** – to set up bank accounts and check stocks for this company
- **Deduction Definitions** – to associate deductions with deduction groups and also to set up rules such as the \$14,000 yearly maximum for 2005 on 401(k)
- **Employer Deduction Contributions** – to define the deductions for this company and also set up any corresponding company-match information
- **Deduction Pay Exclusions** – to specify deductions that are not to be taken from certain pay types
- **SUI Location Setup** – set up only if states require quarterly SUI wage reporting by location, plant, or branch
- **SUI and W-2 Manager** – to enter state account numbers for SUI, SIT, and W-2 reporting purposes as well as other SUI wage reporting requirements
- **Bond Control By Legal Entity** – set up only if employees of this company purchase savings bonds

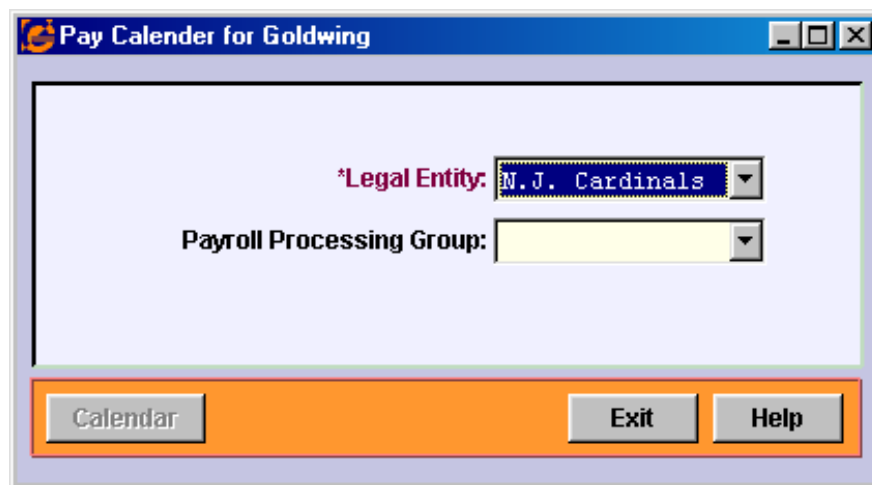
- **Bank Address** – optional; information only
- **Defined Contribution Ceiling** – optional; information only
- **Account Manager** – set up general ledger account numbers for the company, pay types, taxes and deductions
- **Tax Manager** – Employee rates are supplied with the Customer Management Module; however, employer-paid rates for the customer must be entered. Federal rates are copied, but state rates such as SUI, SDI, and workers compensation must be entered.

You will also notice that there is a function for **Pay Calendars** in the **Legal Entity Worksheet**. If you access it from this function, it will not automatically create pay dates for you. To automatically generate pay dates, click Exit from the Worksheet. The system will display the following message:



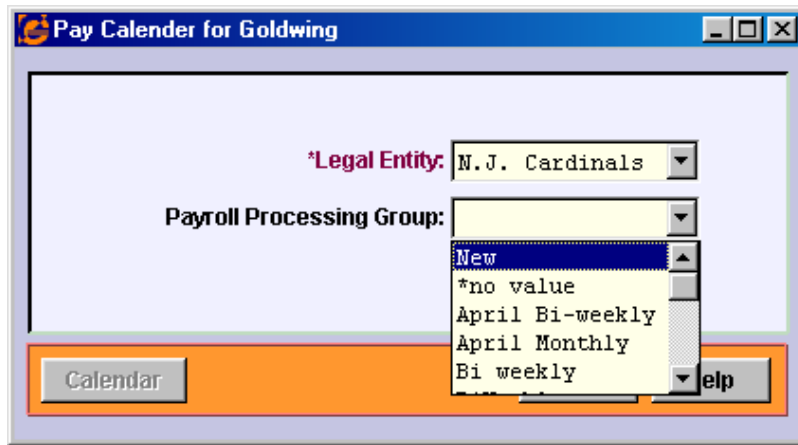
If you will not be using Workflow, answer Yes to create pay dates. If you will be using Workflow, answer No to this message, since you will be using **Pay Calendar Manager** to set up both pay dates and operations dates.

If you answered Yes to create pay dates, a screen similar to the following will appear. Enter the Payroll Processing Group that you wish to use.

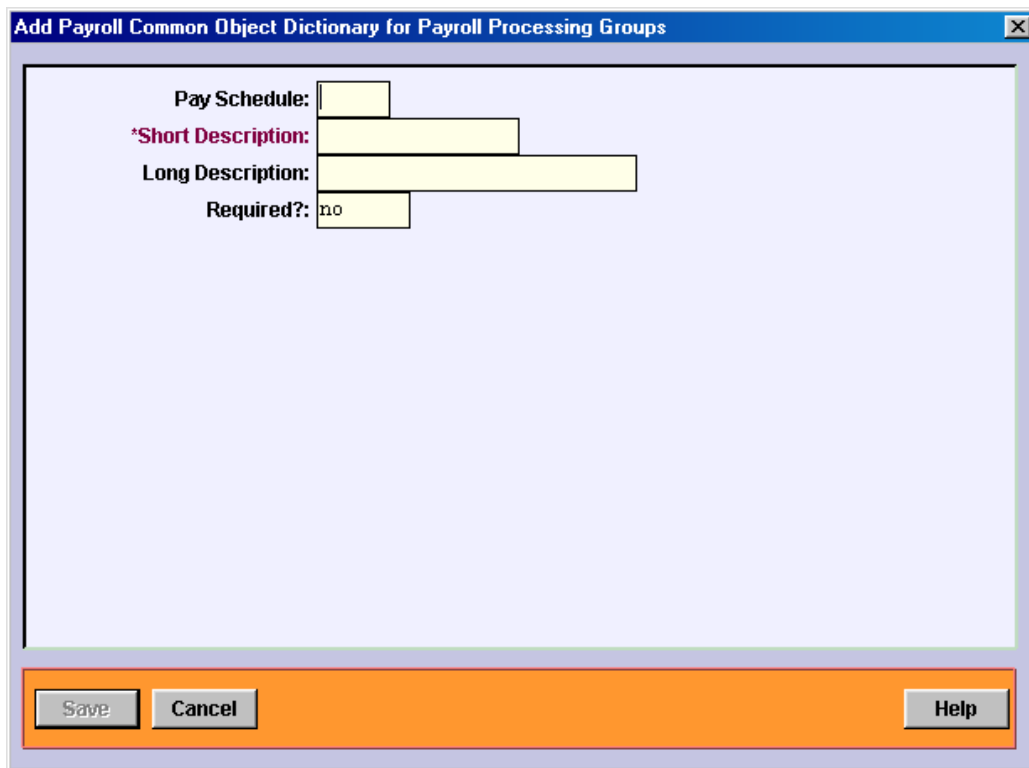


Setting Up a Customer

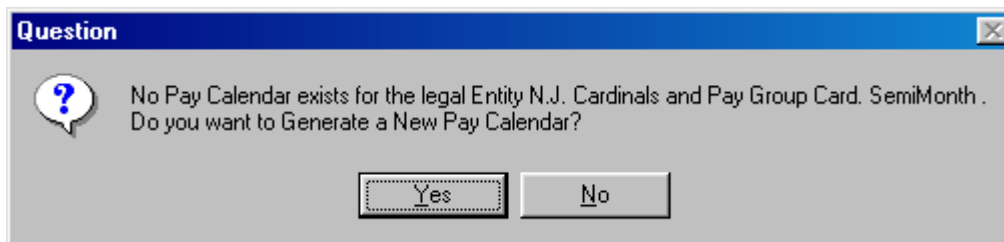
If you want to set up a pay group that does not appear in the list, click on New.



If you click on New, you will be prompted to enter a value in the Payroll Processing Groups common object.



Since the system will not find an existing pay group, this message will appear:



Click on Yes and you will be brought to a page similar to the following:

A Windows-style window titled "Pay Calendar Generation" with a blue header bar. The window is divided into several sections. The top section displays "Legal Entity: N.J. Cardinals" and "Payroll Group: Card. SemiMonth". Below this is the "Schedule Date Parameters" section, which includes "Payment Frequency:" set to "Weekly" and "Scheduled day:" set to "Monday". The next section is "Issuance Date Parameters", which has two radio buttons: "Fixed Days only" (selected) and "No. of Days ahead of Schedule Date". To the right of these is "Days for Issuance Date:" set to "Monday". Below that is the "Process For Range" section, which includes "*Start Date:" set to "07/16/2002" and "*End date:" set to "12/31/2002". At the bottom, there is a group box containing three unchecked checkboxes: "Move to Friday if scheduled date falls on Saturday", "Move to Monday if scheduled date falls on Sunday", and "Move to Friday if scheduled date falls on Sunday". At the very bottom, there are three buttons: "Generate", "Exit", and "Help".

Make your selections based on the frequency of pay dates and how the Check Dates should be created in relation to the Pay Period End Dates.

Setting Up a Customer

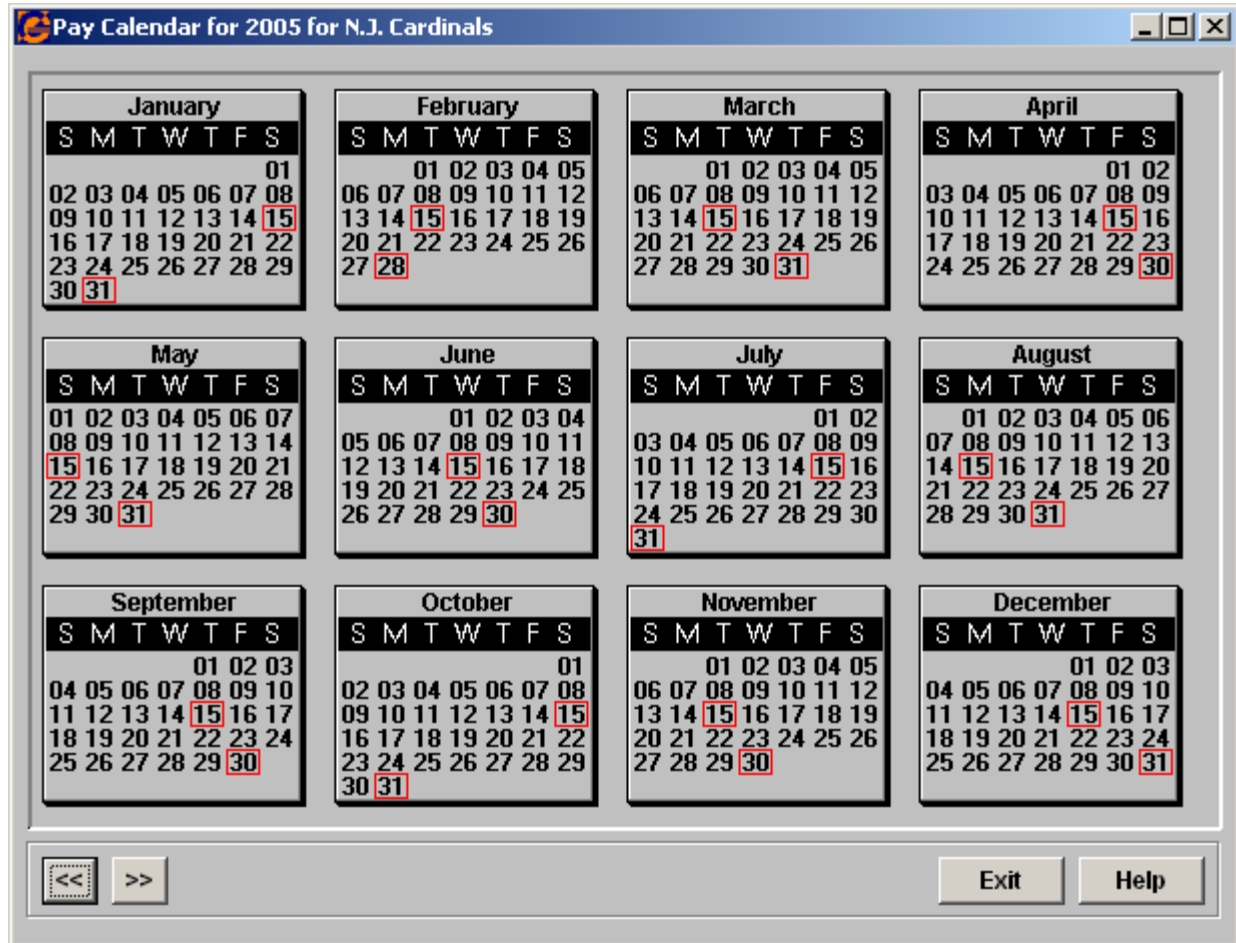
As an example, the following selections were made:

The screenshot shows a Windows-style dialog box titled "Pay Calendar Generation". It contains several sections for configuring payroll parameters:

- Legal Entity:** N.J. Cardinals
- Payroll Group:** Semi-Monthly
- Schedule Date Parameters:**
 - Payment Frequency:** SemiMonthly (selected from a dropdown)
- Issuance Date Parameters:**
 - ☐ Fixed Days Only
 - ☒ No. of Days after Schedule Date
 - ☐ Day of Month
 - 'Days for Issuance Date:** 2 (text input)
- Process For Range:**
 - ☒ Start Date: 01/01/2005 (text input)
 - ☐ Continue From Existing Calendar: NOT FOUND
 - 'End Date:** 12/31/2005 (text input)
- Issuance Date Adjustments:**
 - If Issuance Date Falls on Saturday:** Move To Friday (dropdown)
 - If Issuance Date Falls on Sunday:** Move To Friday (dropdown)
 - If Issuance Date Falls on a Federal Holiday:** Move To Day Before (dropdown)

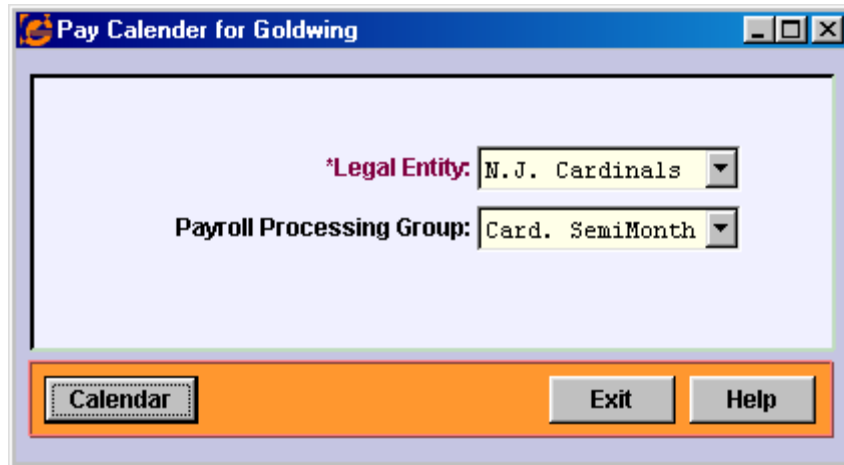
At the bottom, there are three buttons: "Generate" (highlighted with a dashed border), "Exit", and "Help".

Based on this, the system generated the following Pay Period End Dates:



From this page, you can click on a date to add a Pay Period End Date or right click on a date to delete it. To make any other changes, you need to access the **Pay Calendars** function.

Click on Done from this page and then click on Exit from the Pay Calendar Generation page. If you need to set up any additional Pay Calendars, follow the same procedure starting from the Pay Calendar page.



After all of your Pay Calendars have been set up, click on Exit. You will be returned to the Organization Set-up page, where you can enter additional information as necessary. It is highly recommended that you choose one organization level that will represent your work locations. This is required for EEO-1, OSHA, and VETS-100 reporting among other employee reports that must be grouped by location.

Besides setting up organization levels, the following functions are available from this page:

- **EEO Setup** – This function stores company and location information for EEO-1 reporting.
- **Position Control** – This function is used to define positions by organization and job title. This is not necessary if you will enter employees using the Autogenerate Positions option in HR System Defaults. If you do this, positions are automatically created as needed.
- **Job Evaluation Point Definition** – To calculate salary ranges based on a job point system, set them up in this function.
- **Salary Ranges** – To calculate salary ranges based on salary class and grade, use this function to define the minimum and maximum amounts.
- **Population Worksheet** – Employee information can be viewed here.
- **Customer Holiday Calendar** – To define the customer's holidays, use this function.

That completes the process for setting up a new company. If any data needs to be entered or changed at a later time, access **iCON Tools** from either of these methods:

- In **Customers – Customer Information**, select **iCON Tools** (the second selection).
- From **Select Customer**, enter the Customer Number or click on the drop-down arrow to view a list of customer names. Select the **ICON** radio button.

If you are using the payroll system to track and update entitlements (PTO), use the **Entitlement Policies** function to set up groups and plans. Employee data is then ported into **iCON** or entered manually.

If you are unable to access **iCON Tools**, contact an ASP Administrator to finish the security setup.

Customer Addresses, Contacts, and Locations

From the **Customer Information** function, you can enter information in the Address, Contacts, and Location tabs. This information is optional.

Customer Federal Employer Identification Numbers (FEIN)

Next, select the FEIN tab. For each legal entity for this customer, enter one record. Select the Legal Entity from the drop down list. The FEIN must be set up in this tab before Bank information can be entered. It must match what is in the database.

If this client makes payments to the service bureau using Fed Wire transactions, and you wish to hold direct deposit bank entries (Generate Bank Transmission) and tax entries (Generate Tax Export File) until the fed wire has been marked as received, select Yes in the Mandatory Fed Wire field. You can indicate the person to be contacted for funding questions, as well as a secondary contact. When you click on the drop down arrows in these fields, information from the Contacts tab will be displayed for selection. This information prints on the **Fed Wires Awaiting Receipt** report.

If you will be sending new hire data electronically to the state, select the state to which it will be sent. See the “Generating State New Hire Files” chapter for more information on this feature.

Repeat this step for each legal entity.

The screenshot displays the 'Customer Information' window with the 'FEIN' tab selected. The window is divided into several sections:

- Customer List:** A table showing customer records.
- Legal Entity List:** A table showing legal entities for the selected customer.
- FEIN Details:** A form for entering FEIN information for a specific legal entity.

Customer No.	Customer Name	Phone No.
1000	ABC Corporation LLC....	973-767-7001
2000	Goldwing	201-555-1234

Legal Entity Description	Code	FEIN	Custo
Allen Beverage	abc	11-2345678	2000
April Aire	apr	22-0042002	2000
Carolina Cof Co	CCC	66-1234567	2000
Carolina Design	cmb	11-5555555	2000
CH Dance Co	CHD	33-1112133	2000
Cheesecake Fac.	cf	33-7775555	2000
Copy Cats Inc.	cpi	22-3334444	2000
Development Co.	dd	12-3456789	2000

FEIN Details for Goldwing:

- *Customer Name: Goldwing
- Process W-2s?: ☒
- *Legal Entity: apr
- FEIN: 22-0042002
- Legal Entity Desc.: April Aire
- Mandatory Fed Wire: ☐ Yes ☒ No
- Active?: ☐ Yes ☒ No
- Funding Contact: Sharon Lynn Moorehouse
- Phone Number: 973-838-6000
- Ext.: 1234
- Secondary Name: Jaclyn E Johnson
- Phone Number: 973-838-6000
- Ext.: 1234
- If the client has purchased State New Hire reporting, enter the state to which data should be sent: State:

Customer Banking Information

Information about the company's bank must then be entered. Set up information in the following functions:

- Bank Master
- Bank Definition
- Distributor Bank Information
- Check Stocks
- Bank Accounts (iCON Tools)
- Customer Funding Options (for service bureau clients only)

Bank Master

In **Code Tables – Bank Master**, enter the bank information. The Bank Number is only a code used for identification purposes.

The screenshot shows the 'Bank Master' window. It features a table with two columns: 'Bank Number' and 'Bank Name'. The table contains the following data:

Bank Number	Bank Name
010	First Union
011	Mellon Bank
012	Chase Manhattan
015	JP Morgan Chase Bank
020	Fleet Bank
030	Spencer Savings

Below the table is a 'Details' section with two input fields: '*Bank Number: 010' and '*Bank Name: First Union'. At the bottom of the window are buttons for 'Update', 'Reset', 'Add', 'Delete', 'Cancel', and 'Exit'. In the top right corner, there are radio buttons for 'All' and 'Selected', and icons for search and help.

Bank Definition

In **Banks - Bank Definition**, enter information about the customer's bank. Note that once a record in this function has been added, the ABA Number cannot be changed. If a correction needs to be made to an ABA Number, the record must be deleted and a new record must be added.

The **Bank Definition** window contains a table of bank records and a details form for the selected bank.

Bank Name	ABA Number
First Union	000001300
First Union	000088666
First Union	021200025
First Union	100555002
First Union	111333556
First Union	123456780

Buttons: ☒ All ☐ Selected

Details

*Bank Name:	First Union	State:	
*ABA Number:	021200025	Zip Code:	
Description:			
Address:			
City:	Phone Number:		
Web Address:	Fax Number:		
	Primary Contact:		
	Contact Name:		

Buttons:

Distributor Bank Information

In **Banks – Distributor Bank Information**, enter information about the customer's bank account(s) in this function.

Bank	Account Number
ING Direct	11110001313
First Union	000012344
First Union	220044006600
First Union	222244446666
Pinnacle Red Bank	222200001234
Inactive Distributor Bank	999666333

☒ All ☐ Selected

Details

*Distributor Name: QA1 Service Bureau *Origin Name: QA1 Service Bureau

*Bank Name: First Union *ABA Number: 111333556

*Account Number: 220044006600 *Federal Id Number: 22-4446666

Check Number From: 5000000 Check Number To: 5999999

Voucher Number From: 6000000 Voucher Number To: 6999999

Last Check Number Used: 5000001 Last Voucher Number Used: 6000001

File Header:

Line Count Reset: ☐ No ☐ Yes *Account Type: Checking

Active: ☒ Yes ☐ No Use for Electronic Payments: ☐ Yes ☒ No

Update Reset Add Delete Cancel Exit

The Origin Name field is written to the header record ("1") of the bank file. Check with your bank to see if they have specific requirements for this value.

If your bank requires a file header record, enter the information to be written to that record in the File Header field.

If your bank requires the line count to be reset after each legal entity, indicate Yes in the Line Count Reset field.

In order to allow for Non Printed Voucher Numbers, the system will not allow a Voucher Number To value greater than 9000000000.

Bank accounts marked as Active will be available for selection in other functions, including Check Print and Voucher Print in iCON Tools.

Check Stock Code Table

In **Code Tables – Check Stock**, enter a new value if you will have a customized check format. The standard formats supported by Unicorn HRO should already exist in this table.

The screenshot shows a software window titled "Check Stock". It contains a table with two columns: "Check Stock Id" and "Check Stock Description". The table lists several entries, with "CDM" selected. To the right of the table are radio buttons for "All" and "Selected", and two icons (a magnifying glass and a building). Below the table is a "Details" section with three text input fields: "*Check Stock Id:" (containing "CDM"), "*Short Description:" (containing "Check Detail with MI"), and "Long Description:" (containing "Check Det MICR"). At the bottom of the window are six buttons: "Update", "Reset", "Add", "Delete", "Cancel", and "Exit".

Check Stock Id	Check Stock Description
	*no value
CDM	Check Detail with MI
CKS	Short Format
CKZ	Z-Fold Check
CM2	Check Rate MICR [cm2
CM3	Check Rate MICR [cm3

Details

*Check Stock Id: CDM

*Short Description: Check Detail with MI

Long Description: Check Det MICR

Update Reset Add Delete Cancel Exit

In addition to setting up your bank information in these functions, you also need to enter it in the following iCON Tools functions:

- **Payroll Common Object** – Add your bank(s) to Bank Names.
- **Bank Accounts** – Link the bank account to the legal entity or entities.
- **Bank Accounts By Pay Group** – Use this function only if there are different bank accounts for paying different pay groups. If that is the case, you must associate each pay group with a bank account.

Check Stocks

Define all stock types in **Banks – Check Stocks**. If the bank account is defined as a customer bank account, the Customer Number will be displayed. You may click on any column heading to sort the records by that column.

In the Report Name field, enter the check layout name, such as “checks”, “checkrate”, “checkzfold”, etc. For garnishment checks, the standard format is “garncheckprint”.

For checks and vouchers, enter the maximum number of lines that can be printed on the form layout. Select one or more Stock Types for which this check stock is used.

Check Stocks

ABA Number	Account Number	Check Stock Description	Customer Number
123456764	222200001234	Check Rate with MICR	
123456777	07470001	Direct Deposit Vouch	2000
123456777	07470001	Garnishment Checks	2000
123456777	07470001	Standard Checks	2000
123456780	12312132	Short Format	3000

Buttons: All, Selected, Search, Print

Check Stocks

*ABA Number: 000001300

*Account Number: 98989898

Cust/Dist Name: The ABC Corporation LI

*Stock ID: CDM

Stock Description: Check Detail wi

Report Name: checks

Maximum Number of :

Absences: 10

Deductions: 16

Direct Deposits: 04

Entitlements: 10

Pay Types: 16

Taxes: 16

Stock Type :

☒ Checks

☒ Vouchers

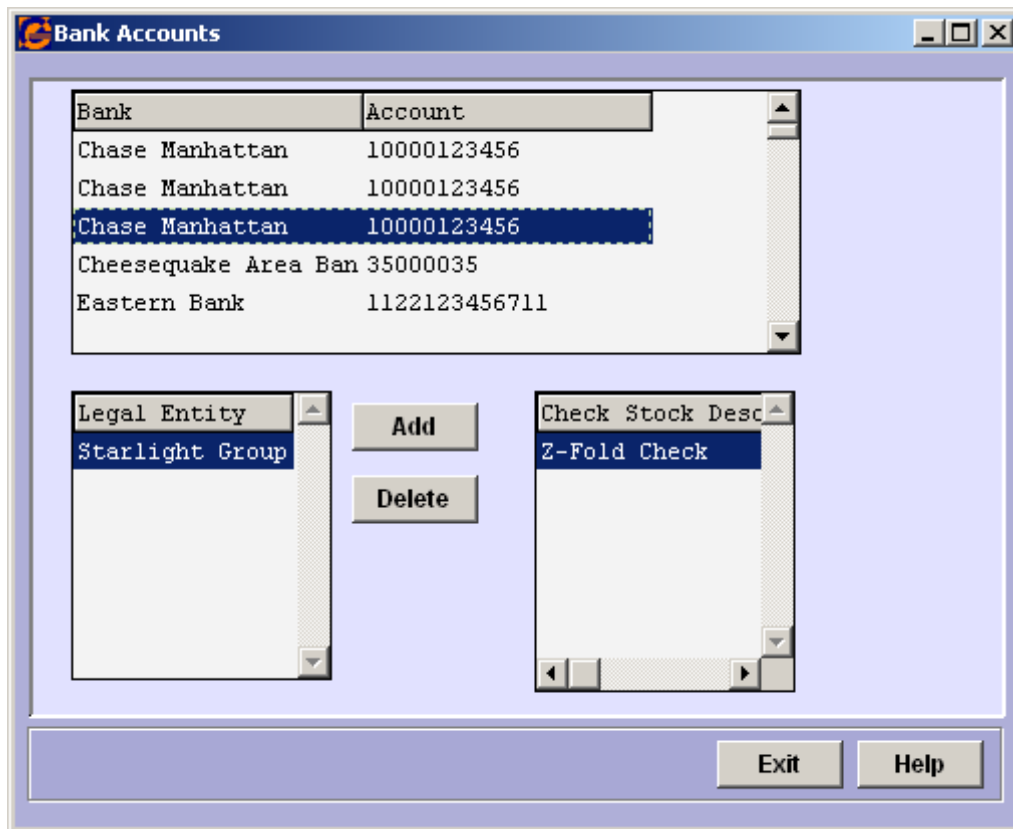
☒ Manual Payments

☐ Garnishment Checks

Buttons: Update, Reset, Add, Delete, Cancel, Exit

Bank Accounts

To associate a bank account with a legal entity, go to the iCON Tools function called Bank Accounts. Click on the bank account you wish to work with in the upper portion of the page. Then, in the lower left portion of the page, select the legal entity and click on Add. Repeat this process until each legal entity has been linked to the corresponding bank account(s).



Customer Funding Options

If you process your own payroll, skip this section. If a service bureau is processing the payroll, set up information in **Customers – Customer Funding Options** to create either the bank transmission file for clients whose money is impounded, or to create fed wire informational entries for clients who fed wire the funds. Entries can be made to include the following on the bank file: employee direct deposit, deductions, garnishments, electronic child support, net pay and fees.

An entry can be made to create a pending Fed Wire entry for taxes; use code “\$TX”. You may enter code “\$TX” for impound also; however, the system will not create an impound entry for this in Record 6 Inquiry. Instead, the tax impound will be created by the tax filing product.

Note that an Impound Type with code “\$GR” will write all amounts that have been included in Garnishment Check Print (for those payees that do not have an associated electronic payment receiving agency). An Impound Type with code “\$EC” will write all amounts that have been included in Electronic Payment Generation. Do not specify each garnishment deduction separately in this function.

Customer Funding Options

Customer Name: **Goldwing** [Exit]

Funding Options

Customer	Customer ABA Number	Customer Account Numl	Impound Type	Dist

[Add] [Update] [Delete]

Funding Options by Legal Entity

Legal Entity	Customer ABA Number	Customer Account Number	Impound Type	Distrit
001	000000000		Record 6 Adjustment	
001	000000000		Direct Deposit	
001	000000000		Electronic Child Sup	
001	000000000		Fees	

[Add] [Update] [Delete]

Funding Options by Payroll Group

Legal Entity	Pay Group	Customer ABA Number	Customer Account Number	Impound Type

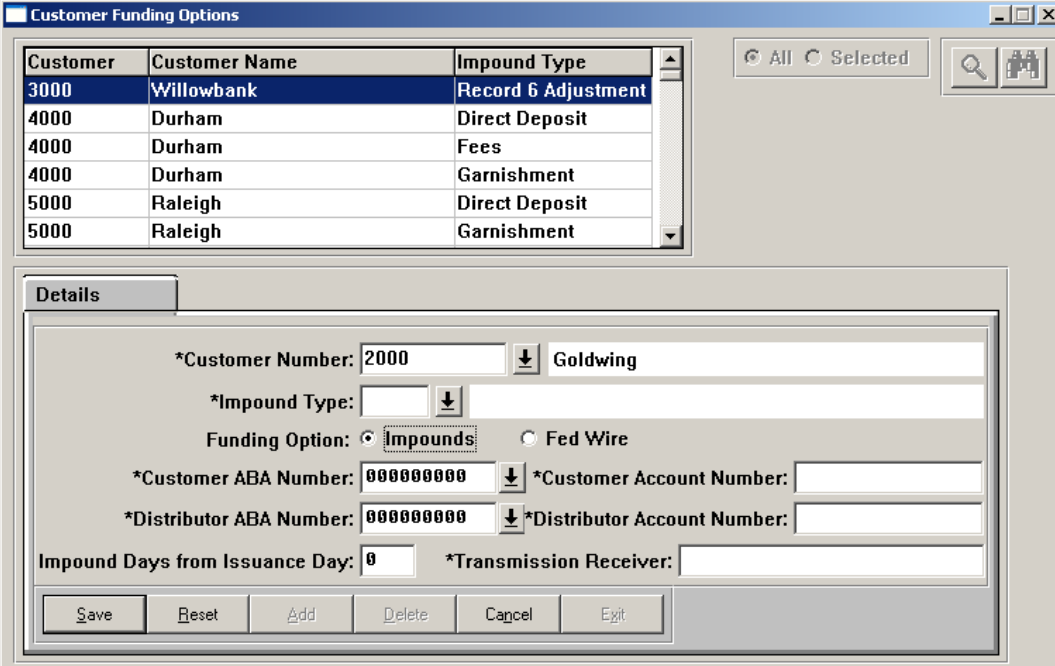
[Add] [Update] [Delete]

You can specify funding options at the general (highest), legal entity, or pay group level. When creating bank entries or fed wire entries, the system will look for funding options at the pay group level first. If any are found, they will be used. If no matching entries are found for the pay group being processed, the system will look for funding options at the

Setting Up a Customer

legal entity, and if found, will use those. If no entries are found at the legal entity level, the entries at the general level will be used.

The screen below shows an example of a funding option at the general level. Note that this is associated with specific bank accounts. Therefore, if a customer has more than one legal entity and they use different banks, enter funding options at the legal entity level.



The screenshot shows the 'Customer Funding Options' window. It features a table with columns: Customer, Customer Name, and Impound Type. Below the table is a 'Details' section with various input fields and buttons.

Customer	Customer Name	Impound Type
3000	Willowbank	Record 6 Adjustment
4000	Durham	Direct Deposit
4000	Durham	Fees
4000	Durham	Garnishment
5000	Raleigh	Direct Deposit
5000	Raleigh	Garnishment

Details

*Customer Number: 2000 Goldwing

*Impound Type:

Funding Option: ☒ Impounds ☐ Fed Wire

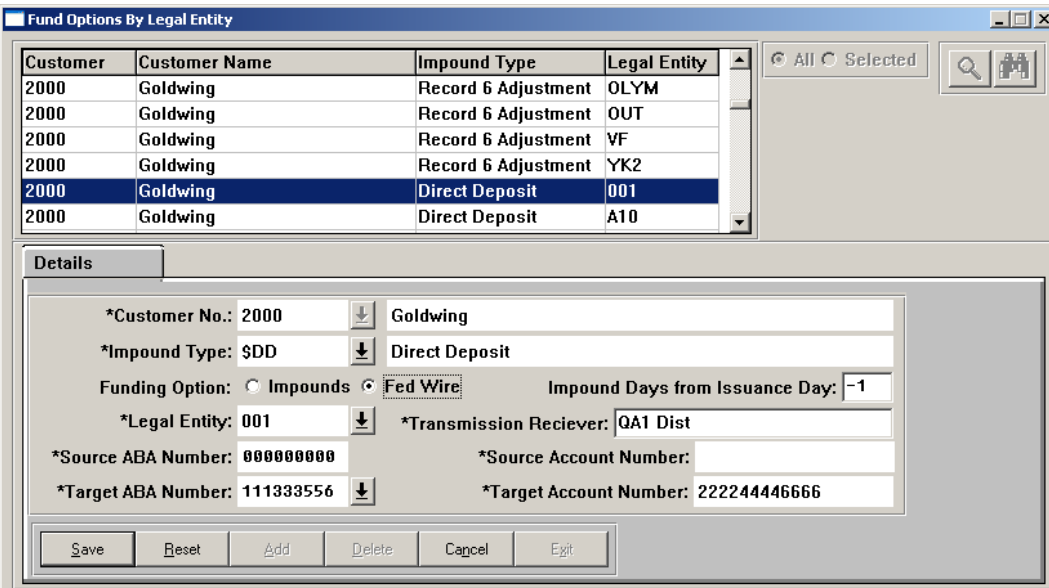
*Customer ABA Number: 000000000 *Customer Account Number:

*Distributor ABA Number: 000000000 *Distributor Account Number:

Impound Days from Issuance Day: 0 *Transmission Receiver:

Buttons: Save, Reset, Add, Delete, Cancel, Exit

The screen below shows an example of a funding option at the legal entity level. Note that when the Fed Wire option is chosen, the Source ABA Number and Source Account Number fields are not accessible, since they do not apply.



The screenshot shows the 'Fund Options By Legal Entity' window. It features a table with columns: Customer, Customer Name, Impound Type, and Legal Entity. Below the table is a 'Details' section with various input fields and buttons.

Customer	Customer Name	Impound Type	Legal Entity
2000	Goldwing	Record 6 Adjustment	OLYM
2000	Goldwing	Record 6 Adjustment	OUT
2000	Goldwing	Record 6 Adjustment	VF
2000	Goldwing	Record 6 Adjustment	YK2
2000	Goldwing	Direct Deposit	001
2000	Goldwing	Direct Deposit	A10

Details

*Customer No.: 2000 Goldwing

*Impound Type: SDD Direct Deposit

Funding Option: ☐ Impounds ☒ Fed Wire Impound Days from Issuance Day: -1

*Legal Entity: 001 *Transmission Receiver: QA1 Dist

*Source ABA Number: 000000000 *Source Account Number:

*Target ABA Number: 111333556 *Target Account Number: 22224446666

Buttons: Save, Reset, Add, Delete, Cancel, Exit

Setting Up Workflow

To set up Workflow, enter information in the functions described in this section. Pay group names must exist in the Payroll Processing Groups common object in iCON Tools prior to continuing.

Services Purchased

In **Customers – Customer Order – Services Purchase**, add a record in the Details tab. The system will automatically assign the next Order Number.

The screenshot shows the 'Services Purchase' window. At the top is a table with columns: Customer, Customer Name, Order Number, and Date of Purchase. Below the table are tabs for Details, Packages, Services, Other Charges, and Summary. The Details tab is active, showing fields for *Order Number, *Customer Number, and Rules & Preferences. At the bottom are buttons for Update, Reset, Add, Delete, Cancel, and Exit.

Customer	Customer Name	Order Number	Date of Purchase
2000	Goldwing	1004	01/01/2001
1000	ABC Corporation LLC.....	1010	01/01/2002
4000	Durham	1013	02/01/2002
1000	ABC Corporation LLC.....	1014	02/28/2002
3000	Willowbank	1015	01/01/2002
4000	Durham	1016	03/05/2002

*Order Number: 1004

*Customer Number: 2000 Goldwing

Rules & Preferences:

Update Reset Add Delete Cancel Exit

Setting Up a Customer

In the **Packages** tab, enter information as shown in the example below. This is mandatory in order to run payroll through Workflow. If you are also going to use Workflow for quarterly reporting, a second package related to taxes should be added. For payroll packages, make note of the Order Number the system assigns. This will be used during the creation of pay calendars in the **Pay Calendar Manager** function.

The screenshot shows the 'Services Purchase' window with the 'Packages' tab selected. The top table lists customer orders. The 'Pack Description' table shows 'Full Payroll' with a start date of 01/01/2001. The 'Service' table lists various services and their costs. The bottom section contains fields for Order Number, Package, Start Date, End Date, and Payment Frequency, along with buttons for 'Generate Operations Schedule' and 'Services Completion Details'.

Customer	Customer Name	Order Number	Date of Purchase
2000	Goldwing	1004	01/01/2001
1000	ABC Corporation LLC.....	1010	01/01/2002
4000	Durham	1013	02/01/2002
1000	ABC Corporation LLC.....	1014	02/28/2002
3000	Willowbank	1015	01/01/2002
4000	Durham	1016	03/05/2002

Pack Description	Start Date
Full Payroll	01/01/2001

Service	Cost Price
Check Print	0.14
Cognos Report Writer	10.00
Combined Register	25.00
Direct Deposit	0.07
FSA Check Print	0.42
Geneva DB Addtl	40.00
Garnishment Checks	0.15
Geneva Database	70.00

*Order Number: 1004 *Start Date: 01/01/2001
*Package: FL Full Payroll *End Date: 12/31/2003
*Payment Frequency: MN Monthly
Generate Operations Schedule
Services Completion Details

Update Reset Add Delete Cancel Exit

Modify

To schedule individual services, add them in the **Services** tab as shown in this example.

The screenshot shows the 'Services Purchase' window with the 'Services' tab selected. The top table lists customer orders. The 'Service' table shows 'Combined Register' with a start date of 01/01/2002. The bottom section contains fields for Order Number, Service, Start Date, End Date, Sale Price per Unit, Monthly Charge, and One Time Charge, along with buttons for 'Generate Operations Schedule' and 'Services Completion Details'.

Customer	Customer Name	Order Number	Date of Purchase
2000	Goldwing	1004	01/01/2001
1000	ABC Corporation LLC	1010	01/01/2002
4000	Durham	1013	02/01/2002
1000	ABC Corporation LLC	1014	02/28/2002
4000	Durham	1016	03/05/2002
5000	Raleigh	1017	01/01/2002

Service	Start Date
Combined Register	01/01/2002
ASP Host Addtl	01/01/2002
W2 Diskette Creati	01/01/2003
Payroll Process	09/01/2004

*Order Number: 1004 *Sale Price per Unit: 1.00
*Service: CR Monthly Charge: 0.00
One Time Charge: 0.00
*Start Date: 01/01/2002
*End Date: 12/31/2004
Generate Operations Schedule
Services Completion Details

Update Reset Add Delete Cancel Exit

Creating an Operations Schedule for a Non-Pay Cycle

If the package is for payroll processing, you do not need to generate the operations schedule in the **Services Purchase** function. Instead, this will be done using the **Pay Calendar Manager**.

However, if the package is not a pay cycle, or if you wish to generate a schedule for a service, click on the button called Generate Operations Schedule. This is used to create operations dates for non-pay cycle jobs, such as quarterly reports. Only use this option if the schedule is not a pay cycle.

The screenshot shows the 'Services Purchase' window. At the top, there is a table listing customers and their purchase details. Below this, there are tabs for 'Details', 'Packages', 'Services', 'Other Charges', and 'Summary'. The 'Details' tab is active, showing a 'Pack Description' table with 'Full Payroll' selected. To the right of the 'Pack Description' table is a 'Service' table listing various services and their costs. Below the 'Pack Description' table, there are fields for '*Order Number: 1004', '*Package: FL', '*Start Date: 01/01/2001', '*End Date: 12/31/2003', and '*Payment Frequency: MN Monthly'. A 'Generate Operations Schedule' button is located below these fields. At the bottom of the window are buttons for 'Update', 'Reset', 'Add', 'Delete', 'Cancel', and 'Exit'. A 'Modify' button is also present on the right side of the window.

Customer	Customer Name	Order Number	Date of Purchase
2000	Goldwing	1004	01/01/2001
1000	ABC Corporation LLC.....	1010	01/01/2002
4000	Durham	1013	02/01/2002
1000	ABC Corporation LLC.....	1014	02/28/2002
3000	Willowbank	1015	01/01/2002
4000	Durham	1016	03/05/2002

Pack Description	Start Date
Full Payroll	01/01/2001

Service	Cost Price
Check Print	0.14
Cognos Report Writer	10.00
Combined Register	25.00
Direct Deposit	0.07
FSA Check Print	0.42
Geneva DB Addtl	40.00
Garnishment Checks	0.15
Geneva Database	70.00

*Order Number: 1004 *Start Date: 01/01/2001
 *Package: FL Full Payroll *End Date: 12/31/2003
 *Payment Frequency: MN Monthly

Generate Operations Schedule

Services Completion Details

Update Reset Add Delete Cancel Exit

Modify

Setting Up a Customer

When you click on that button, you will be brought to a screen similar to the one shown below. The Start Date and End Date will be populated with the dates from the customer's package or service, as applicable. These fields can be overridden if necessary.

Generate Operations Schedule

Customer: Goldwing Service: Full Payroll

☒ Start Date: 01/01/2005 End date: 12/31/2005

☐ Continue from Existing Calendar

☐ By Organization ☒ By Legal Entity

 *Legal Entity: N.J. Cardinals

 Payroll Processing Group: Cards SemiMonth

Create Schedule

*Frequency: Semi Monthly

Offset # of Days from 15th and Last Day of Month: 0 + -

*Service Personnel: Jason

If Scheduled Date Falls on Saturday: Don't Move It

If Scheduled Date Falls on Sunday: Don't Move It

Exit

Complete the following steps:

1. Select either the legal entity or two or three levels of organization. Level 2 is required since this provides the link to the Legal Entity, which will be displayed on the screen.
2. Select the Payroll Processing Group.
3. Select the Frequency with which this action is to be performed. Based on your selection, another field may appear to refine your criteria. For example, if you choose a Biweekly schedule, you will see a field called Event Day where you can select Monday through Sunday. By defining the frequency of the process to be performed, the system will create dates on which the work is to be done. These dates can be viewed in the **Things To Do** screen from the **Operations** menu. Workflows can be attached to these dates by using the **Payroll Express** function, described in the following Workflow section.
4. Select the person who will be performing these activities. Note that other users may still run the process, but it will appear on the **Things To Do** screen for the person you select here.
5. If the processing date falls on a weekend and you wish to move the date to either the previous Friday or the following Monday, click on the corresponding checkboxes at the bottom of the screen.

Setting Up a Customer

As an example, the following values were entered and the Create Schedule button was clicked.

Generate Operations Schedule

Customer: Goldwing Service: Full Payroll

☒ Start Date: 01/01/2005 End date: 12/31/2005
☐ Continue from Existing Calendar

☐ By Organization ☒ By Legal Entity

 *Legal Entity: N.J. Cardinals

 Payroll Processing Group: Cards SemiMonth

*Frequency: Semi Monthly

Offset # of Days from 15th and Last Day of Month: 0

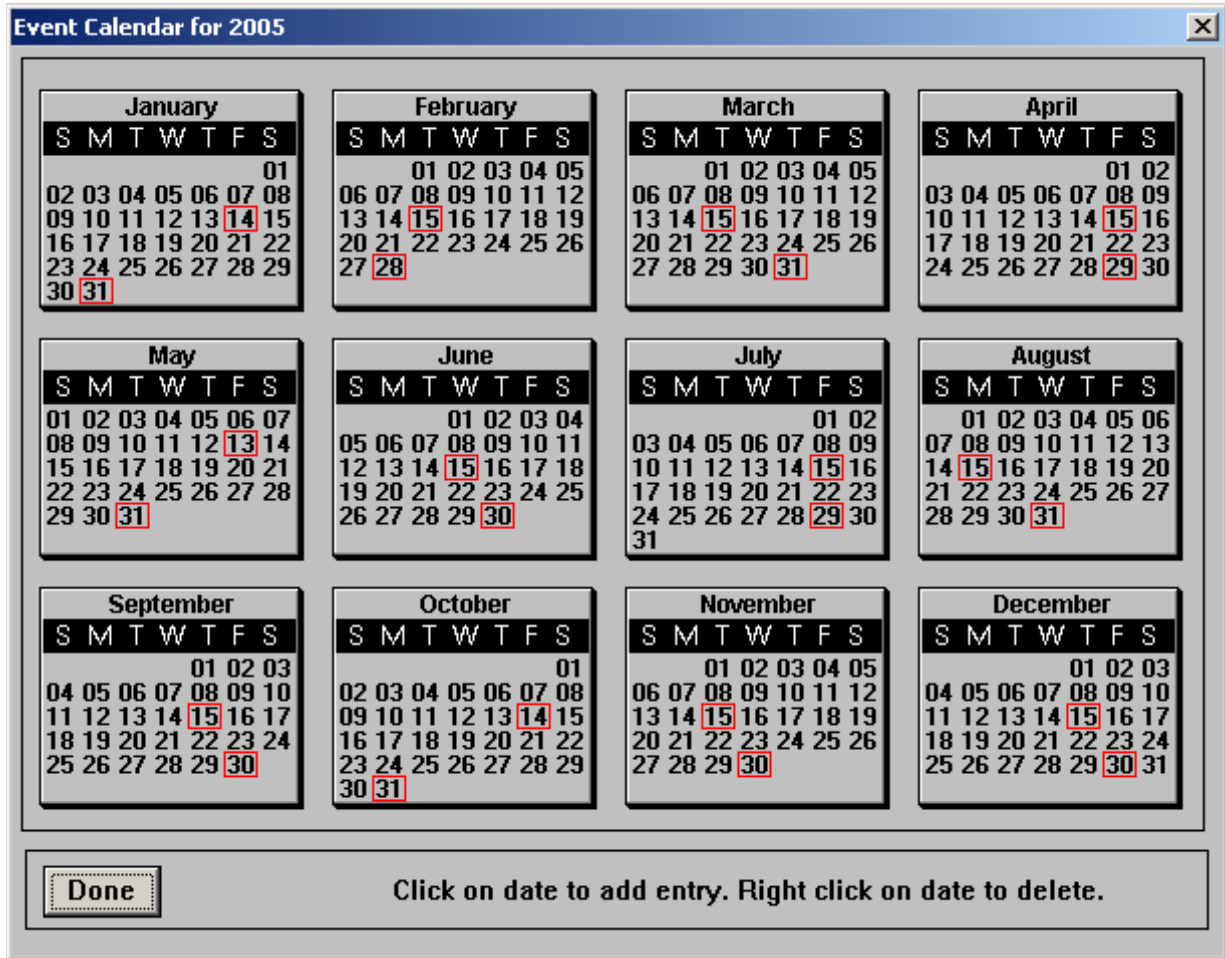
*Service Personnel: Jason

If Scheduled Date Falls on Saturday: Move To Friday

If Scheduled Date Falls on Sunday: Move To Friday

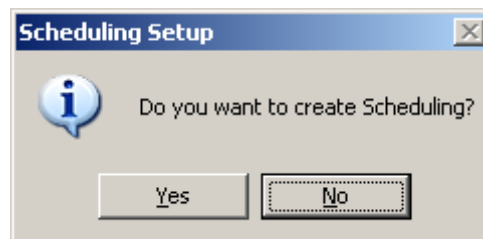
Create Schedule **Exit**

Based on the selections, the following operations dates were calculated:



Once the calendar is displayed, you can add a date by clicking once on the date. You can delete a date by right clicking on the date.

When all dates are correct, click on Done. You will be asked if you wish to create the schedule. Answer Yes to create the schedule or No to cancel the process.



Changing the Operations Schedule

To regenerate, delete, or change dates within a schedule, go to **Operations – Schedule Overview**. The available buttons are:

- The **Regenerate** button brings you to the frequency selection screen to enter new values.
- The **Delete** button deletes the selected calendar.
- The **Calendar** button brings you to the calendar, where you can click on a date to add it to the schedule or right click on the date to delete it from the schedule.

The screenshot shows a window titled "Scheduling Overview". At the top, there is a dropdown menu for "Customer:" with "Goldwing" selected. Below this is a table with five columns: "Customer", "Corp", "Company", "Level 3", and "Legal Entity". The table contains 18 rows of data. The first row is highlighted in blue. At the bottom of the window, there are four buttons: "Regenerate", "Delete", "Calendar", and "Exit".

Customer	Corp	Company	Level 3	Legal Entity
Goldwing				Disney Inc.
Goldwing				Disney Inc.
Goldwing				Disney Inc.
Goldwing				Disney Inc.
Goldwing				Disney Inc.
Goldwing				Kohrs Ice Cream
Goldwing				N.J. Cardinals
Goldwing				N.J. Cardinals
Goldwing				N.J. Cardinals
Goldwing				N.J. Devils
Goldwing				N.J. Devils
Goldwing				N.J. Devils
Goldwing				N.Y. Yankees
Goldwing				Olympics, Inc.
Goldwing				Olympics, Inc.
Goldwing				Olympics, Inc.
Goldwing				Outback Rest.

- Settings – selections must be made here before the calendar can be generated
- Generate – after entering the parameters for the pay group, the system will generate pay period end dates and operations dates.
- Calendar – use this function to view an existing calendar and make any changes
- Excel – this function allows you to export the pay period end dates to an Excel file for review and printing
- Clear – this function allows you to delete pay period end dates that do not have any payments associated with them

Pay Calendar Manager

☒ Show Only Current Pay Calendars
 ☐ Show Only Existing Pay Calendars
 ☐ Show All Entities and Pay Groups

Customer Name	Legal Entity	Pay Group	Last Pay Period End Date
Goldwing	N.J. Group	N.J. Semi-Mo.	12/31/2011
Goldwing	Olympics, Inc.	Monthly	12/31/2012
Goldwing	Olympics, Inc.	New	12/31/2012
Goldwing	Olympics, Inc.	Semi-Monthly	12/31/2012

Settings Generate Calendar Output Clear Exit

Enter Settings

The first step in setting up pay calendar is to enter information in the Settings page. Based on the pay group you chose, define how often the pay cycle will be processed, when the check date occurs in relation to the pay period end date, what to do when the check date falls on a holiday or weekend, etc.

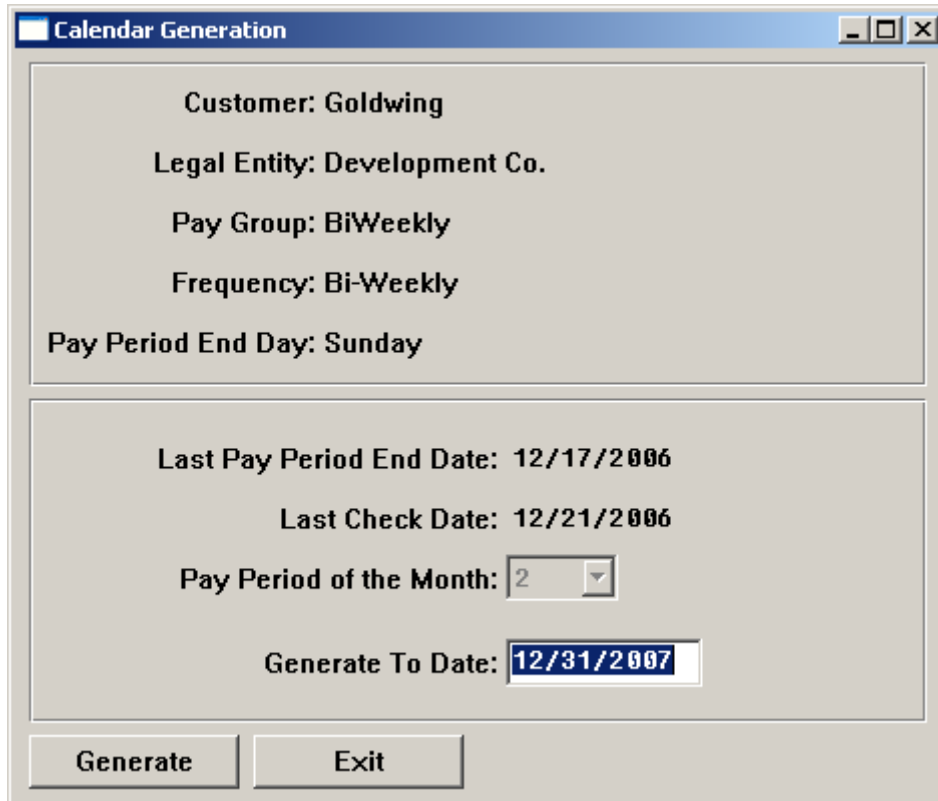
Make sure the Service/Package type and Order Number exactly match what is in the **Services Purchase** function, or errors will occur when attempting to generate the calendar.

The screenshot shows a 'Calendar Settings' dialog box with the following fields and options:

- Customer:** Goldwing
- Legal Entity:** Shrivvers
- Pay Group:** Weekly Group
- Frequency:** Weekly (dropdown menu)
- Pay Period End Day Settings:**
 - Weekday:** Sunday (dropdown menu)
- Check Date Settings:**
 - ☒ **Offset From Pay Period End Date** 00
 - ☐ **Specific Day Number**
 - If Check Date falls on a Federal Holiday:** Move To Prior Bank Day (dropdown menu)
 - If Check Date falls on a Saturday:** Move To Friday (dropdown menu)
 - If Check Date falls on a Sunday:** Move To Friday (dropdown menu)
- Service Date Settings:**
 - Service Date Offset from Check Date:** -03
 - If Service Date falls on an Operations Holiday:** Move To The Day Before (dropdown menu)
 - Time Due In:** (empty text field)
 - Personnel:** Dawn Thompson (dropdown menu)
 - Service/Package Type:** Full Payroll (dropdown menu)
 - Order Number:** 1004
 - ☐ **Legal Entity Only**
 - ☐ **Skip federal holidays when counting**
- Buttons:** Save, Cancel

Generate the Calendar

After the Settings have been entered, click on the Generate button. A page similar to the following will appear, showing you the basic information for the pay group you are working with. The system will generate Pay Period End Dates up to the “Generate To Date” that you enter. Typically, pay calendars are only generated for one year at a time, since the Federal and Operations holidays are usually only set up for the current year (or the next year when performing new year set-up steps).



The screenshot shows a window titled "Calendar Generation" with a blue header bar. The window contains two main sections. The top section displays customer and pay group information: "Customer: Goldwing", "Legal Entity: Development Co.", "Pay Group: BiWeekly", "Frequency: Bi-Weekly", and "Pay Period End Day: Sunday". The bottom section displays dates and a date picker: "Last Pay Period End Date: 12/17/2006", "Last Check Date: 12/21/2006", "Pay Period of the Month: 2" (with a dropdown arrow), and "Generate To Date: 12/31/2007" (with a date picker). At the bottom of the window are two buttons: "Generate" and "Exit".

Customer: Goldwing
Legal Entity: Development Co.
Pay Group: BiWeekly
Frequency: Bi-Weekly
Pay Period End Day: Sunday
Last Pay Period End Date: 12/17/2006
Last Check Date: 12/21/2006
Pay Period of the Month: 2
Generate To Date: 12/31/2007

Generate Exit

Work With an Existing Calendar

Once you have generated the calendar, click on the Calendar button to view the information. Pay Period End Dates (PE) will be shown with a red box around the date. If you wish to see the corresponding Check Dates, click on CHK in the legend in the lower left portion of the screen. If you wish to see the Service (Operations) Dates, click on SRV. You may select to display only those pay dates with Weeks Worked greater than zero, or Weeks Worked equal to zero. Use the left and right arrow buttons to see other years.

2007 Calendar for Development Co. / BiWeekly

January	February	March	April
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
01 02 03 04 05 06	01 02 03	01 02 03	01 02 03 04 05 06 07
07 08 09 10 11 12 13	04 05 06 07 08 09 10	04 05 06 07 08 09 10	08 09 10 11 12 13 14
14 15 16 17 18 19 20	11 12 13 14 15 16 17	11 12 13 14 15 16 17	15 16 17 18 19 20 21
21 22 23 24 25 26 27	18 19 20 21 22 23 24	18 19 20 21 22 23 24	22 23 24 25 26 27 28
28 29 30 31	25 26 27 28	25 26 27 28 29 30 31	29 30

May	June	July	August
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
01 02 03 04 05	01 02	01 02 03 04 05 06 07	01 02 03 04
06 07 08 09 10 11 12	03 04 05 06 07 08 09	08 09 10 11 12 13 14	05 06 07 08 09 10 11
13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18
20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25
27 28 29 30 31	24 25 26 27 28 29 30	29 30 31	26 27 28 29 30 31

September	October	November	December
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
01	01 02 03 04 05 06	01 02 03	01
02 03 04 05 06 07 08	07 08 09 10 11 12 13	04 05 06 07 08 09 10	02 03 04 05 06 07 08
09 10 11 12 13 14 15	14 15 16 17 18 19 20	11 12 13 14 15 16 17	09 10 11 12 13 14 15
16 17 18 19 20 21 22	21 22 23 24 25 26 27	18 19 20 21 22 23 24	16 17 18 19 20 21 22
23 24 25 26 27 28 29	28 29 30 31	25 26 27 28 29 30	23 24 25 26 27 28 29
30			30 31

PE
☒ ☐ ☐ ☐ ☐ ☐ ☐

CHK ☐ ☐ ☐ ☐ ☐ ☐ **SRV** ☐ ☐ ☐ ☐ ☐ ☐

☒ Weeks Worked > 0
☒ Weeks Worked = 0

<< >> Exit Help

If you put the mouse pointer over a pay date, the system will display the pay period end date, the check date and the service date.

If you wish to delete a pay date from the calendar, right click on the date. A confirmation message will appear.

To change information about a pay date, double click on the date. A screen similar to the following will appear. Make any necessary changes and click Update. If you are using Workflow, any changes to pay calendars should be made in the **Pay Calendar Manager** function, and not in the iCON Tools function called **Pay Calendars**.

Calendar Settings

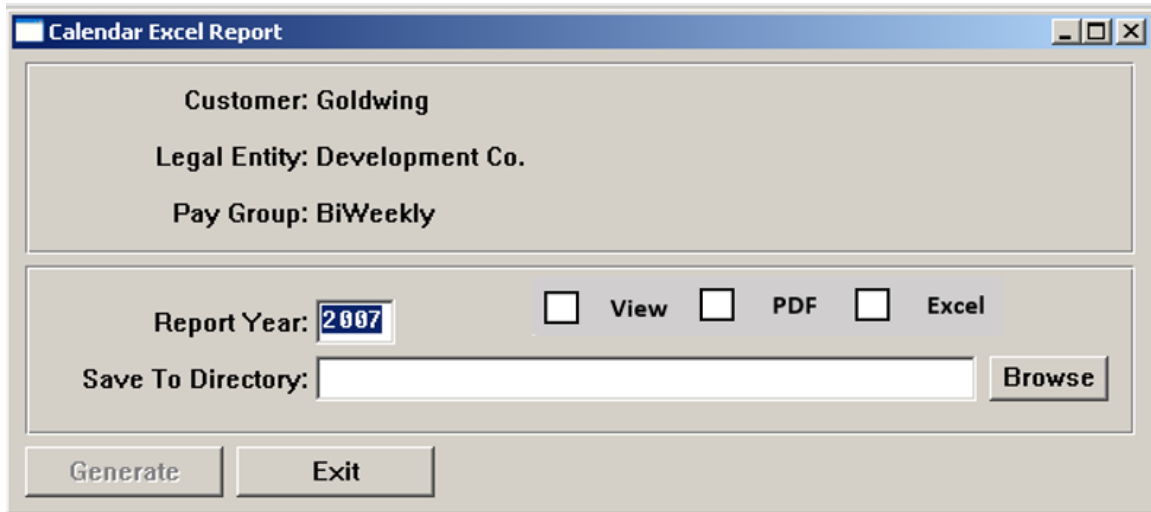
Customer:
Legal Entity: Development Co.
Pay Group: BiWeekly
Pay Period End Date: 12/16/2007 ☐ Closed ☐ Tax Data Created

Check Date: 12/20/2007 ☒ End of Month
Service Date: 12/17/2007 ☒ End of Quarter
Weeks Worked: 2 ☒ Semi-Annual
Pay Period of the Month: 2 ☒ End of Year

Save **Cancel**

Export Calendar Information to an Excel Spreadsheet or PDF document

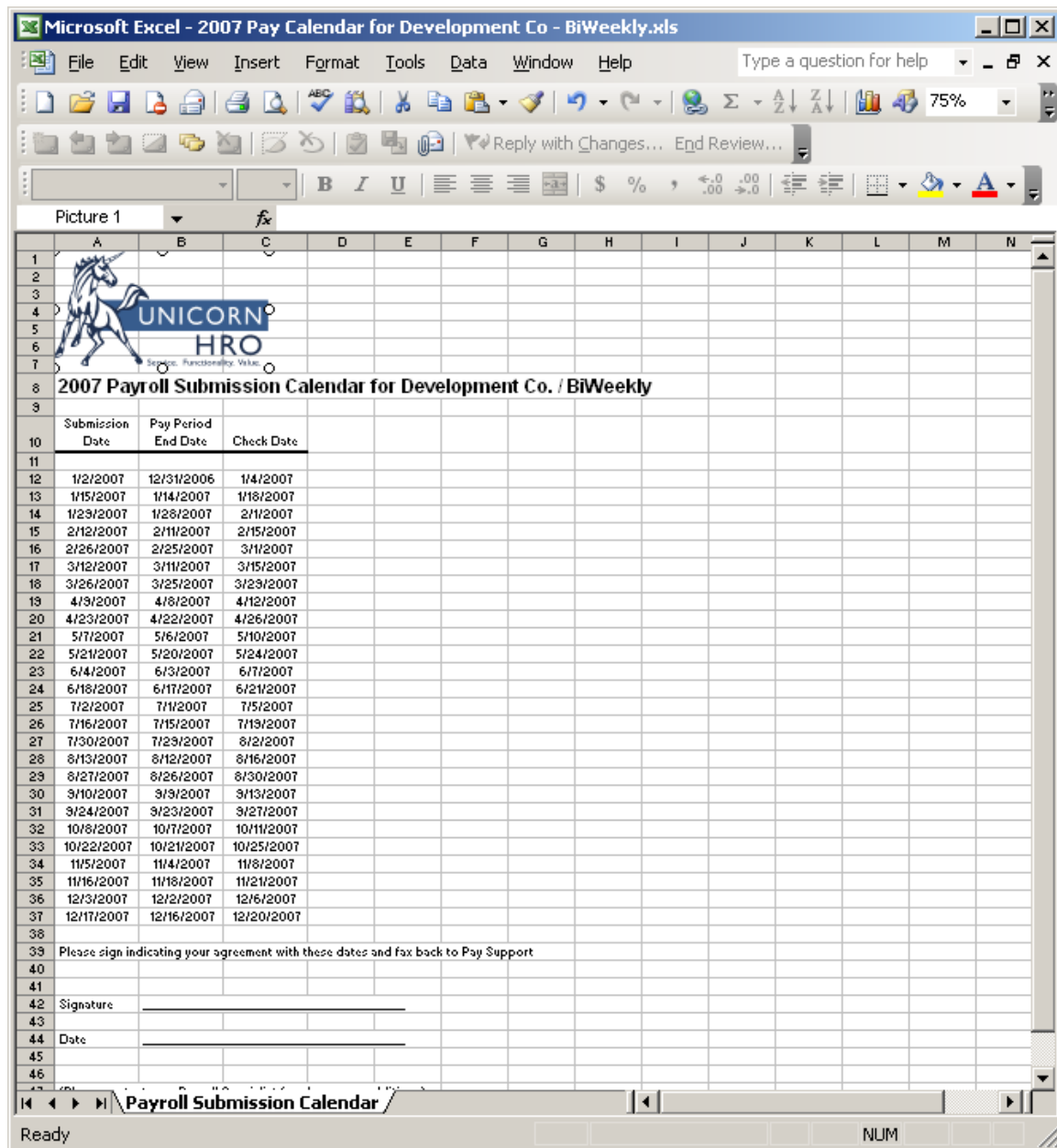
To export calendar data to Excel or a PDF document, click on the Output button. A page similar to the following will appear. Select the year that you wish to report on, and click Browse to select a directory where the file will be saved. If you wish to see the Excel file, click on the View checkbox.



The screenshot shows a dialog box titled "Calendar Excel Report". It contains the following fields and controls:

- Customer: Goldwing
- Legal Entity: Development Co.
- Pay Group: BiWeekly
- Report Year: 2007 (in a dropdown menu)
- Three checkboxes: View, PDF, and Excel (all are currently unchecked).
- Save To Directory: (a text input field)
- Browse (a button next to the Save To Directory field)
- Generate (a button at the bottom left)
- Exit (a button at the bottom right)

The system will create an Excel file similar to the following showing columns for Submission Date, Pay Period End Date and Check Date. This can be used to verify that the correct dates have been created.



Microsoft Excel - 2007 Pay Calendar for Development Co - BiWeekly.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

75%

Picture 1

UNICORN HRO

2007 Payroll Submission Calendar for Development Co. / BiWeekly

Submission Date	Pay Period End Date	Check Date
1/2/2007	12/31/2006	1/4/2007
1/15/2007	1/14/2007	1/18/2007
1/23/2007	1/23/2007	2/1/2007
2/12/2007	2/11/2007	2/15/2007
2/26/2007	2/25/2007	3/1/2007
3/12/2007	3/11/2007	3/15/2007
3/26/2007	3/25/2007	3/29/2007
4/9/2007	4/8/2007	4/12/2007
4/23/2007	4/22/2007	4/26/2007
5/7/2007	5/6/2007	5/10/2007
5/21/2007	5/20/2007	5/24/2007
6/4/2007	6/3/2007	6/7/2007
6/18/2007	6/17/2007	6/21/2007
7/2/2007	7/1/2007	7/5/2007
7/16/2007	7/15/2007	7/19/2007
7/30/2007	7/29/2007	8/2/2007
8/13/2007	8/12/2007	8/16/2007
8/27/2007	8/26/2007	8/30/2007
9/10/2007	9/9/2007	9/13/2007
9/24/2007	9/23/2007	9/27/2007
10/8/2007	10/7/2007	10/11/2007
10/22/2007	10/21/2007	10/25/2007
11/5/2007	11/4/2007	11/8/2007
11/16/2007	11/15/2007	11/21/2007
12/3/2007	12/2/2007	12/6/2007
12/17/2007	12/16/2007	12/20/2007

Please sign indicating your agreement with these dates and fax back to Pay Support

Signature _____

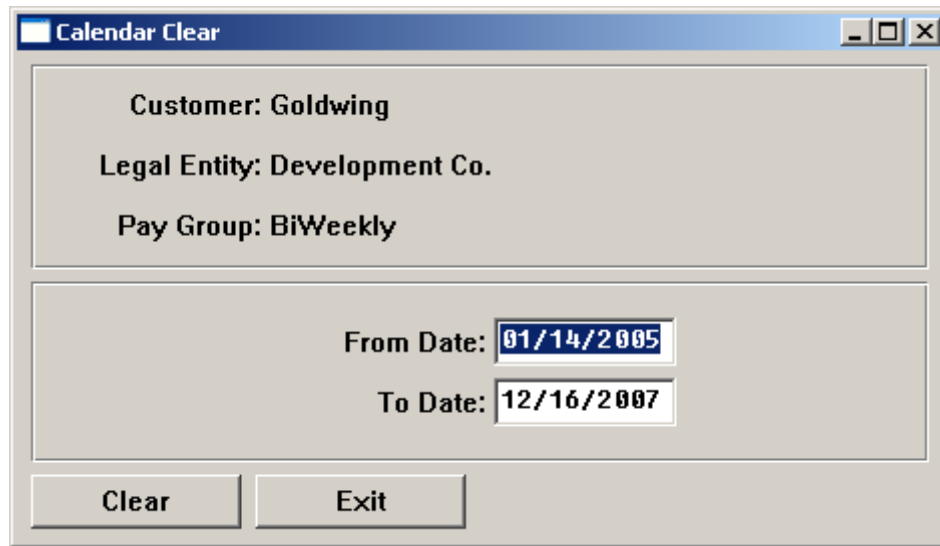
Date _____

Payroll Submission Calendar

Ready NUM

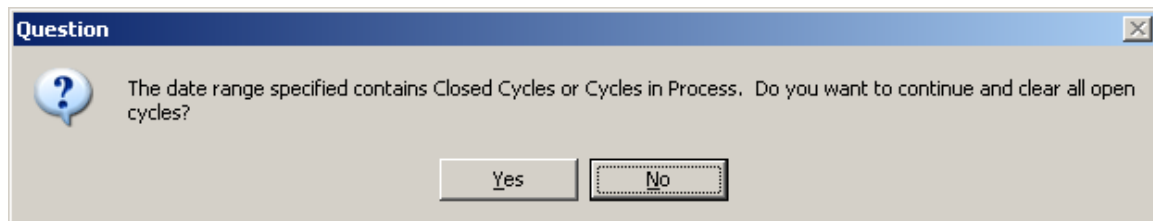
Clear Dates from a Calendar

If you wish to remove dates from the calendar, you may use the Clear button. A screen similar to the following will appear. Enter the From and To Dates for the date range you wish to clear.



A screenshot of a Windows-style dialog box titled "Calendar Clear". The dialog box has a blue title bar with standard window controls. The main area is divided into two sections. The top section contains three lines of text: "Customer: Goldwing", "Legal Entity: Development Co.", and "Pay Group: BiWeekly". The bottom section contains two date input fields: "From Date: 01/14/2005" and "To Date: 12/16/2007". At the bottom of the dialog box are two buttons: "Clear" and "Exit".

The system will only clear pay dates that have not yet been processed. If you attempt to clear any of these dates, a message similar to the following will appear.



A screenshot of a Windows-style dialog box titled "Question". The dialog box has a blue title bar with standard window controls. The main area contains a question mark icon on the left and the text "The date range specified contains Closed Cycles or Cycles in Process. Do you want to continue and clear all open cycles?" on the right. At the bottom of the dialog box are two buttons: "Yes" and "No".

Establishing the Workflow

In the **Operations** menu, **Payroll Express** allows you to set up iCON payroll processing functions that you want to run in a predetermined sequence. Workflows are created per customer; you can have as many different workflows as you like. The advantages to using Workflow instead of processing payroll in iCON Tools are:

- 1) All processes are run; there is no need to choose them each pay period, so none are forgotten
- 2) Selection criteria such as bank account information is set up once; it does not need to be re-entered each pay period
- 3) The system can be set up to automatically print reports and checks and vouchers to selected printers
- 4) The system automatically checks for record locks before starting the process

The three typical Workflows are:

Pending Payroll Workflow

- Taxable Life Process
- Gross to Net Process
- Time and Attendance Report
- Combined Register

Close Payroll Workflow

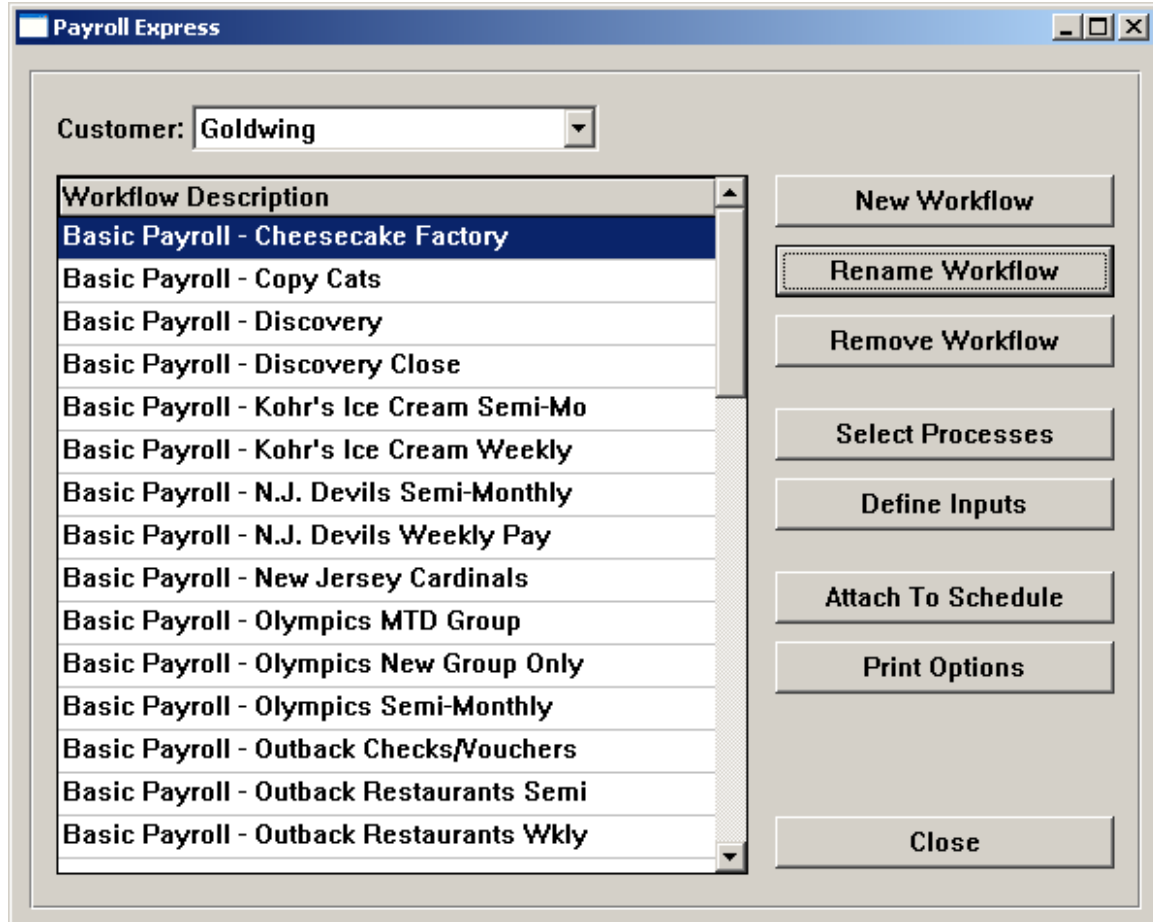
- Close Payroll
- Check Print
- Direct Deposit Creation
- Voucher Print
- Payment Register
- Other payroll reports as needed

Quarterly Workflow

- Quarterly FIT/FICA/FICM Report
- Quarterly SUI Report
- Quarterly State Income Tax Report
- Quarterly Local Tax Report
- Tax Frequency Summary

Setting Up a Customer

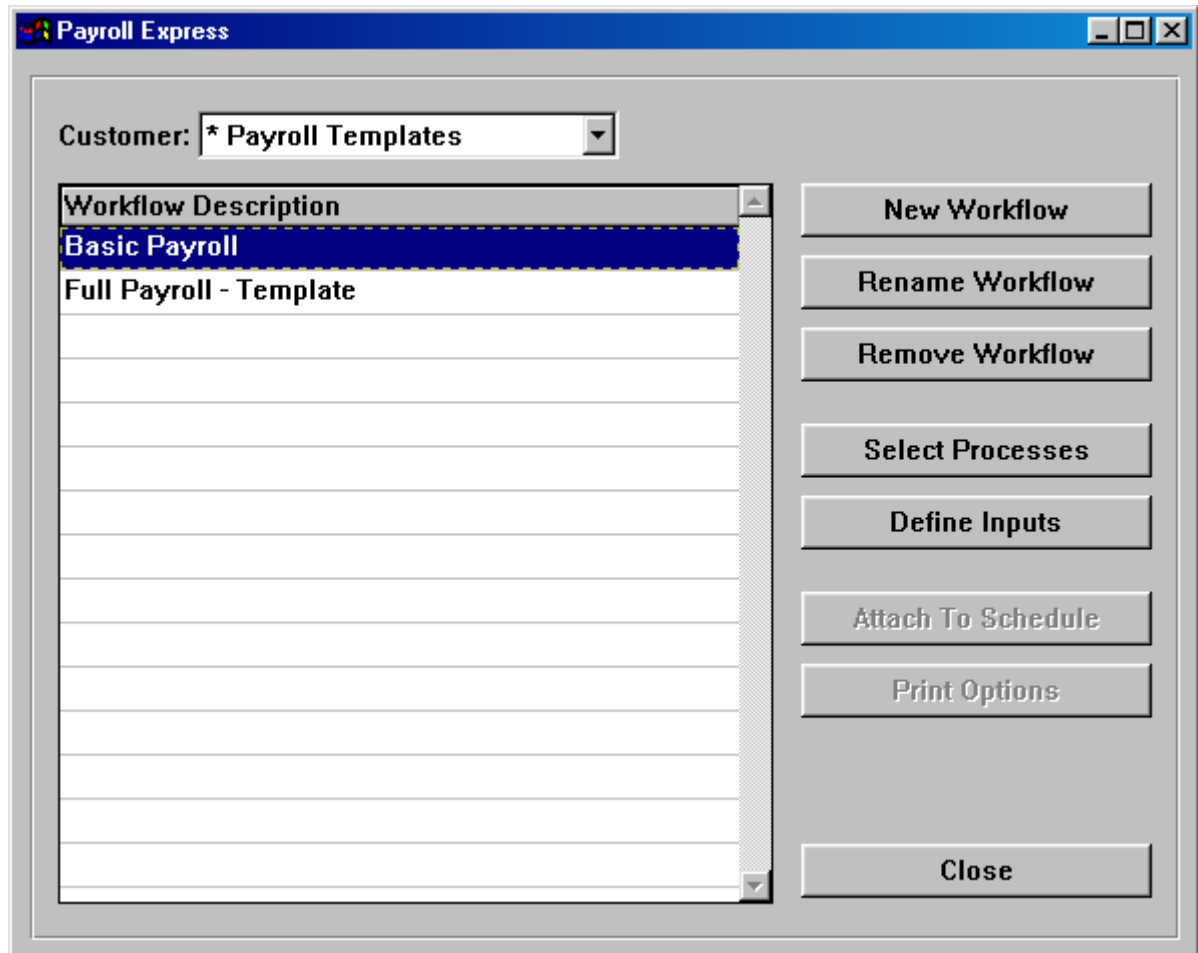
Below is an example of various Workflows that have been defined.



You have three options when setting up a Workflow:

- Define a Workflow to be used as a template to be copied
- Define a Workflow for a specific customer
- Copy an existing Workflow to the new one

To set up a Template Workflow, select Payroll Templates in the Customer field and click on the New Workflow button.

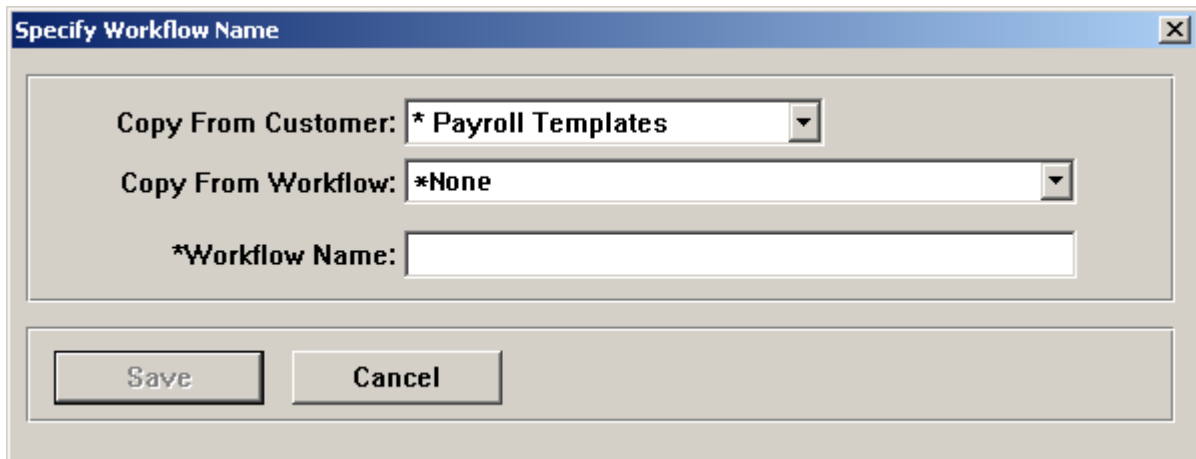


Enter the name of the workflow and whether or not it is to be copied from another template or from a customer workflow. If you copy a workflow from a customer, the system will copy information in the following areas:

- Select Processes
- Define Inputs
- Print Options

If you copy a workflow from a template, the information in the Select Processes area is copied.

After the copy has completed, review all of these areas to make sure the information for the new workflow is correct. Then click on Attach To Schedule and select the pay groups that will use this workflow, since this information is not copied.



The image shows a dialog box titled "Specify Workflow Name". It contains three input fields: "Copy From Customer:" with a dropdown menu showing "* Payroll Templates", "Copy From Workflow:" with a dropdown menu showing "*None", and "*Workflow Name:" with a text input field. At the bottom of the dialog box are two buttons: "Save" and "Cancel".

After the workflow has been created, click on the **Select Processes** button to identify the payroll functions to be run as part of this workflow and the order in which they are to be run. There are rules built into the system so that any necessary sequences are followed. An error message will appear if functions are selected in the wrong sequence. For example, Check Print cannot be run before the Close Payroll process.

Below is an example of functions that are included in a “Basic Payroll” template. Note that the “Gross to Net Process” is the equivalent of the “Payroll Feeder” function in iCON Tools, and “Close Payroll” is the equivalent of “Pending Payments” in iCON Tools.

Select Processes

Wizard Description: Basic Payroll

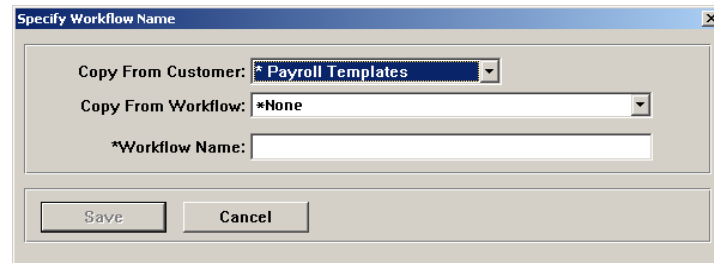
Process Description	Sequence	Process Description
AEIC Report	1	Taxable Life Process
Close Payment Log	2	Gross to Net Process
Combined Register	3	Close Payroll
Duplicate Payment Log	4	Direct Deposit Creation
Electronic Payment Genera	5	Check Print
Electronic Payment Regist	6	Voucher Print
Employee Change Report	7	Garnishment Check Print
Employee Payroll Totals	8	G/L Report By Date
Employee Wages Exception		
FLS Interface		
G/L Validation Report		
Garnishment Check Registe		
HED Deduction Register		
HED Payment Register		
Manual Payment Register		
Net Pay Register		
Payment List		
Payment Register		
Payment Register By Chk.		
Payment Register Voids		

Buttons: →, ←, Move Up, Move Down

Buttons: Save, Cancel

Setting Up a Customer

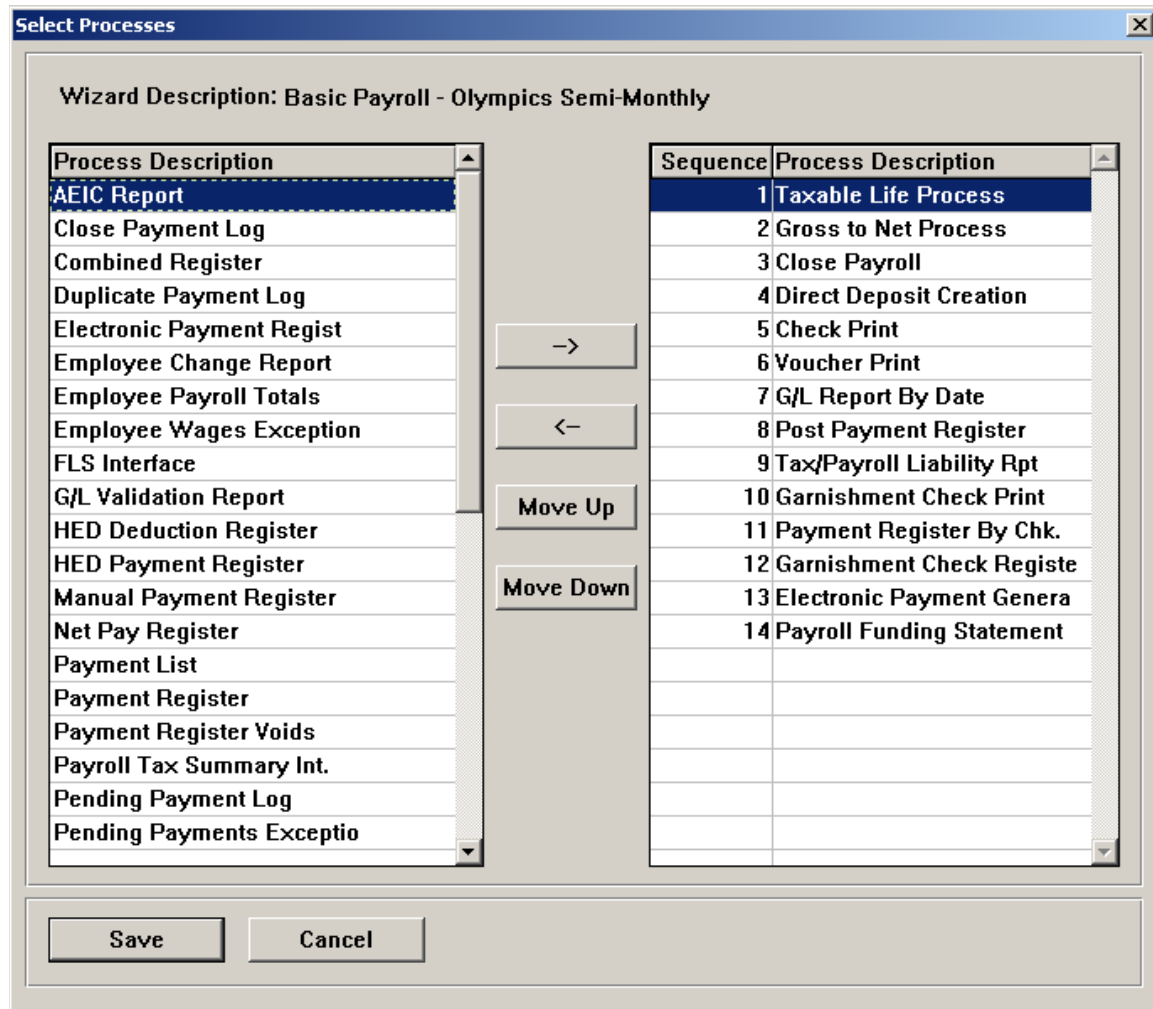
To set up a Workflow for a customer instead of a template, select the customer and click on New Workflow. A screen similar to the following will appear.



The 'Specify Workflow Name' dialog box contains the following fields and controls:

- Copy From Customer:** A dropdown menu with 'Payroll Templates' selected.
- Copy From Workflow:** A dropdown menu with 'None' selected.
- *Workflow Name:** An empty text input field.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

You can copy from an existing template or an existing workflow or start with an empty workflow by not using the copy feature, then click on Select Processes and define the functions that are to be run. Pay special attention to the order in which you place the functions. Some functions must run before other functions. For example, Direct Deposit File Creation must run before Voucher Print. If any of the processes are out of order, the system will display an error message.



The 'Select Processes' dialog box displays a wizard description and two lists of processes for selection and sequencing.

Wizard Description: Basic Payroll - Olympics Semi-Monthly

Process Description	Sequence	Process Description
AEIC Report	1	Taxable Life Process
Close Payment Log	2	Gross to Net Process
Combined Register	3	Close Payroll
Duplicate Payment Log	4	Direct Deposit Creation
Electronic Payment Regist	5	Check Print
Employee Change Report	6	Voucher Print
Employee Payroll Totals	7	G/L Report By Date
Employee Wages Exception	8	Post Payment Register
FLS Interface	9	Tax/Payroll Liability Rpt
G/L Validation Report	10	Garnishment Check Print
HED Deduction Register	11	Payment Register By Chk.
HED Payment Register	12	Garnishment Check Registe
Manual Payment Register	13	Electronic Payment Genera
Net Pay Register	14	Payroll Funding Statement
Payment List		
Payment Register		
Payment Register Voids		
Payroll Tax Summary Int.		
Pending Payment Log		
Pending Payments Exceptio		

Navigation buttons between the lists include: ->, <-, Move Up, and Move Down.

Buttons: 'Save' and 'Cancel' buttons at the bottom.

After the processes have been selected, click on Define Inputs. For each of the processes you selected, the system will ask you for the associated parameters, such as bank information if payments are being created, how to sort reports, etc. Information is entered here so that it does not have to be entered every time the Workflow is run.

Below is an example of the Define Inputs screen for a Workflow where all processes have been selected. All of the prompt fields appear.

Define Inputs for Basic Payroll - Olympics Semi-Monthly

Dir. Dep. Comp. ID:

Prenote Option: Direct deposits and prenotifications ▼

Report Suffix: WF-OlymSemi

Voucher Bank Name: First Union ▼

Voucher ABA Number: 111333556 ▼

☐ Override Direct Deposit

☒ Include Manual Payments on Payment Register

☒ Include payments issued and voided this period

☒ Include payments issued now but voided in future

☐ Include prior payments voided against the current

Sort Payment Regist: Employee Number ▼

Check Bank Name: First Union ▼

Check ABA Number: 111333556 ▼

Setting Up a Customer

After the processes have been selected and the input parameters have been entered, click on **Attach To Schedule**. Here you can attach the Workflow to one or more of the Operations Schedules that you created in **Pay Calendar Manager** or the Packages or Services tabs of the **Services Purchase** screen.

Select Processes

Workflow Description: Basic Payroll - Olympics Semi-Monthly
Customer: Goldwing

Attached To The Following Schedules: Detach

Corp	Company	Level 3	Legal Entity	Payroll Group
			Olympics, Inc.	Semi-Monthly

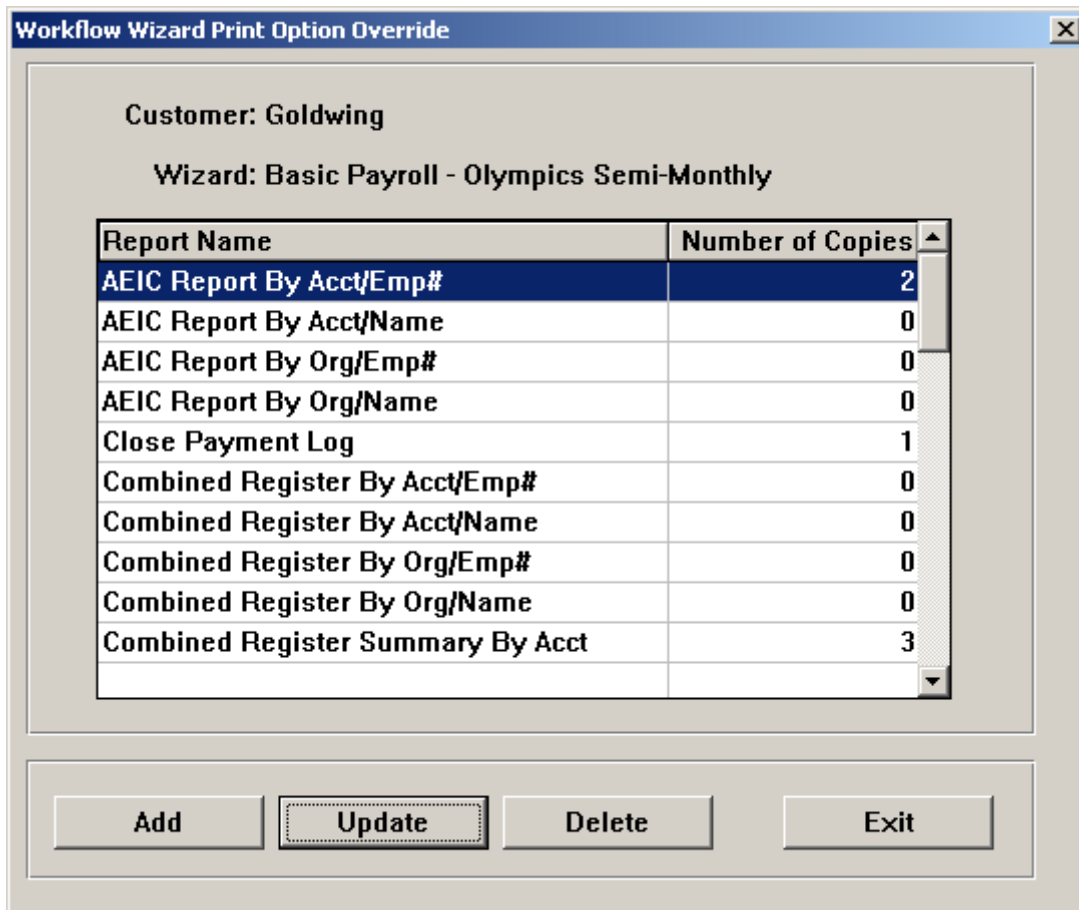
Not Attached To The Following Schedules: Attach

Corp	Company	Level 3	Legal Entity	Payroll Group
			N.J. Devils	
			Disney Inc.	
			N.J. Cardinals	Card SemiMonth2
			N.J. Cardinals	Cards SemiMonth
			N.J. Cardinals	Cards Weekly
			Disney Inc.	Disney Weekly

Close

Next, click on the Print Options button. When reports are run through Workflow, the Default Number Of Copies from the Report Server is used. To override the Report Server default number of copies, enter the number in the Print Options screen. This can be changed to zero to suppress printing; or, to print extra copies, enter the number you wish to print.

Below is an example of this screen.



The dialog box is titled "Workflow Wizard Print Option Override". It displays the following information:

Customer: Goldwing
Wizard: Basic Payroll - Olympics Semi-Monthly

Report Name	Number of Copies
AEIC Report By Acct/Emp#	2
AEIC Report By Acct/Name	0
AEIC Report By Org/Emp#	0
AEIC Report By Org/Name	0
Close Payment Log	1
Combined Register By Acct/Emp#	0
Combined Register By Acct/Name	0
Combined Register By Org/Emp#	0
Combined Register By Org/Name	0
Combined Register Summary By Acct	3

At the bottom of the dialog box are four buttons: Add, Update, Delete, and Exit. The "Update" button is currently selected.

Report Server

Assigning Printers

On the Report Server, assign printers. For each customer, define the Report Printer for reports, checks and vouchers. Select the printer model. For reports, you can print a page for a job header and a page for a report header. For checks and vouchers, you can select a header page. The headers have been provided so that a separator page can be printed, possibly using a different color paper, to make it easier to separate jobs.

Report Server for sbnewdev

Customer	Report Printer	Report Printer Model	Copies
Tron Corp	\\SWPLUS2\Dev HP4	HP 4 Plus	1
Qantas Corp	\\SWPLUS2\Dev HP4	HP 4 Plus	0
World Life		*no value	0

Report Printer: \\SWPLUS2\Dev HP4
Report Printer Model: HP 4 Plus
Job Header Paper Tray: [ESC]&I1H - Top Tray
Report Header Paper Tray: [ESC]&I1H - Top Tray

Check Printer: \\SWPLUS2\Dev HP4
Check Printer Model: HP 4 Plus
Check Header Paper Tray: [ESC]&I1H - Top Tray

Voucher Printer: \\SWPLUS2\Dev HP4
Voucher Printer Model: HP 4 Plus
Voucher Header Paper Tray: [ESC]&I1H - Top Tray

Default Copies: 1

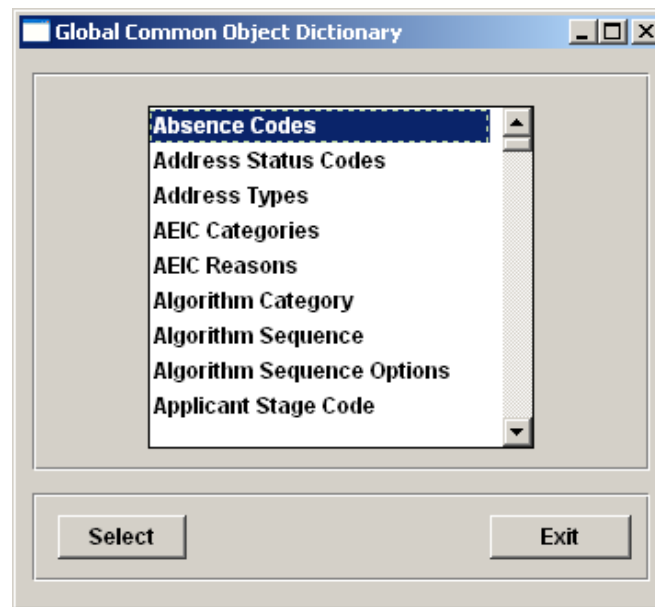
Stopped Refresh Printers ☐ Close Server (upon completion of currently running job)

The Server is now Stopped. Press the Stoplight to activate.

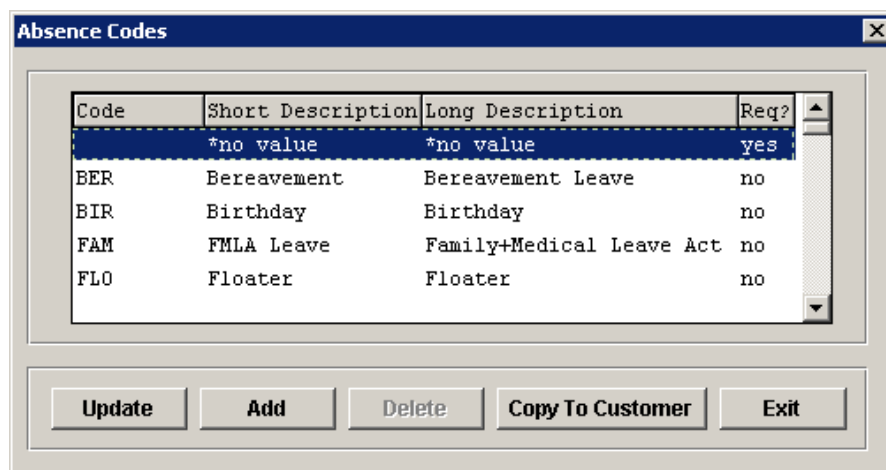
Setting Up the Common Object Dictionary (COD)

Global Common Objects

Set up **Global Common Objects** that are unique to your company. Generic codes have been entered in these tables. If you wish to add values or change the existing ones, use this function. If you later use the organization setup feature from the **Customer Information** screen to populate a new database, the values that are in the Global CODs will be copied to the HR and Payroll databases.



If you add a value to a Global Common Object, you can copy it down to any of the databases that you have access to. Highlight the value, and click on Copy To Customer.



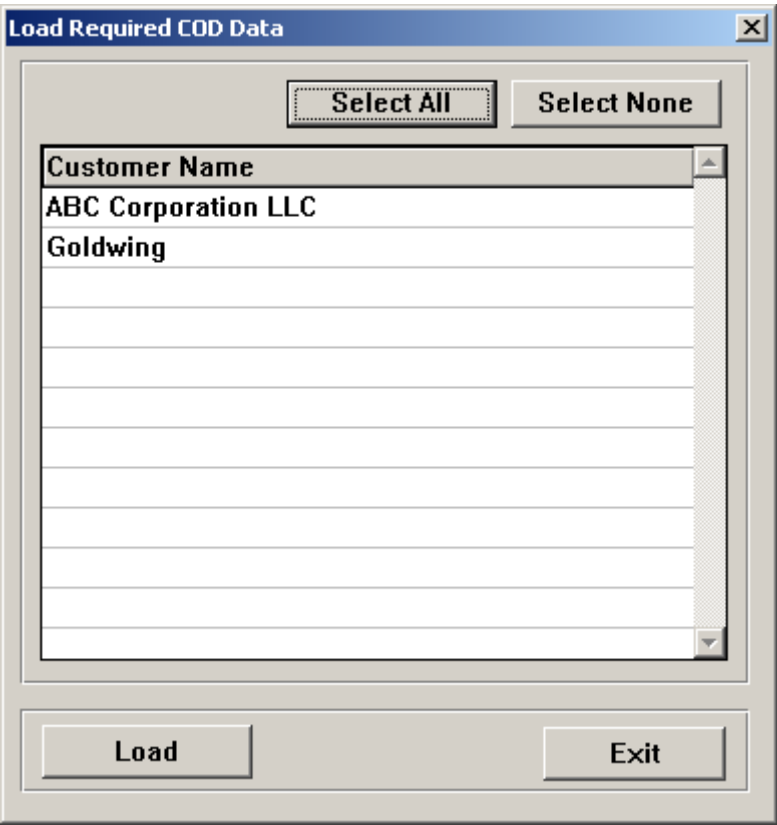
You will note that some of the global common objects are password-protected when updating, adding or deleting records. These objects have values that are hard-coded in

certain programs and should not be changed. Unicorn HRO maintains these tables with the necessary values. The Copy Down feature is available for these tables.

Load Required COD Data

When a new customer is set up, it is recommended that this function be run in order to populate any required COD values that may be missing. Required values are those that are specifically used by various programs, and must exist in the database for the system to run properly. In addition to adding required values that don't exist, the system will also update existing values with the descriptions and other field values from the Global Common Object Dictionary. This ensures that the common object value is set up correctly.

When you access the Load Required COD Data function, a list of customer names will appear. Select one or more, and click on the Load button to process the update.

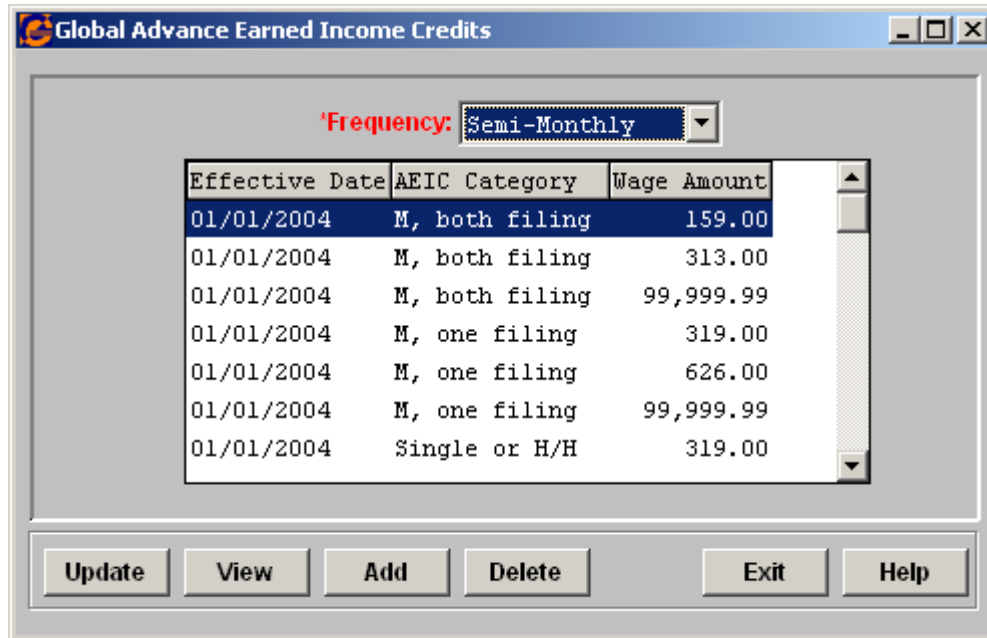


Entering Global Definitions

The **Global Definitions** menu contains some functions that are maintained by Unicorn HRO and some that you can maintain.

Global Advance Earned Income Credits

Unicorn HRO maintains advance earned income credit tables in the **Global Advance Earned Income Credits** function.



Frequency: Semi-Monthly

Effective Date	AEIC Category	Wage Amount
01/01/2004	M, both filing	159.00
01/01/2004	M, both filing	313.00
01/01/2004	M, both filing	99,999.99
01/01/2004	M, one filing	319.00
01/01/2004	M, one filing	626.00
01/01/2004	M, one filing	99,999.99
01/01/2004	Single or H/H	319.00

Update View Add Delete Exit Help

Global Deduction Limits

Unicorn HRO maintains the annual IRS-defined limits that employees may contribute to the following retirement plan deductions:

- 401(k)
- 401(k) Catch Up
- 403(b)
- 403(b) Catch Up
- 457
- 457 Catch Up
- 457(b) 3Yrs Ret. Catch-up*
- Roth 401(k)
- Roth 401(k) Catch Up
- Roth 403(b)
- Roth 403(b) Catch Up

***Note:** for 457(b) 3Yrs Ret. Catch-up, entering an amount in this function will only set the “Default Maximum” for this deduction. The IRS rule for an employee’s annual maximum 457(b) is as follows. Based on this rule, if an employee’s maximum should be less than twice the annual limit for 457(b), the annual maximum must be set on the employee’s deduction record.

The lesser of:

- Twice the annual limit of 457(b) plans (\$38,000 in 2019 and \$37,000 in 2018) or
- The basic annual limit plus the amount of the basic limit not used in prior years (only allowed if not using age 50 or over catch-up contributions)

It is the responsibility of the customer to set these limits correctly on the employee.

Global Deduction Limits

Deduction Type: 401(k)

Effective Date	Max. Per Year
01/01/2013	17,500.00
01/01/2012	17,000.00
01/01/2009	16,500.00
01/01/2007	15,500.00

Update Add Delete Exit

Global Election Workers Threshold

If your system is hosted by Unicorn HRO, the election workers thresholds are maintained for you. If you host your system, use this function to enter election workers thresholds.

At this time, this function is for information only.

The system will display current and future threshold amounts as of the date you enter. Future-dated records may be added at any time.

This function requires a password to add, update or delete information.

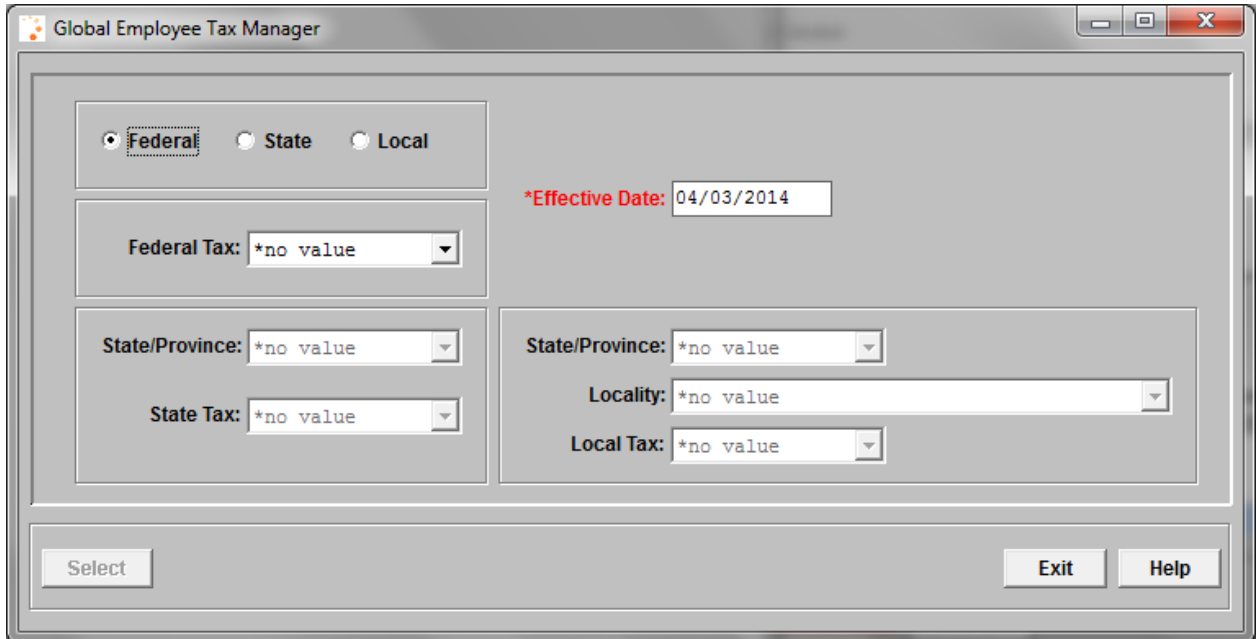
*As Of Date: 11/01/2019

Jurisdiction	Effective Date	Threshold Amount
FEDERAL	01/01/2020	1,900.00
FEDERAL	01/01/2019	1,800.00

Update Add Delete Exit Help

Global Employee Tax Manager

Unicorn HRO maintains employee-paid federal and state tax rates in the **Global Employee Tax Manager** function. If your system is hosted by Unicorn HRO, we also maintain the local tax rates.



The screenshot shows a software window titled "Global Employee Tax Manager". It features a tabbed interface with three tabs: "Federal", "State", and "Local". The "Federal" tab is currently selected. Within this tab, there are several input fields: "Federal Tax:" with a dropdown menu showing "*no value"; "State/Province:" with a dropdown menu showing "*no value"; "State Tax:" with a dropdown menu showing "*no value"; "Locality:" with a dropdown menu showing "*no value"; and "Local Tax:" with a dropdown menu showing "*no value". A red label "*Effective Date:" is positioned next to a text box containing "04/03/2014". At the bottom of the window, there are three buttons: "Select", "Exit", and "Help".

Global FMLA Control

Unicorn HRO maintains the federal eligibility rules and maximum number of leave hours available for FMLA (Family and Medical Leave Act of 1993) purposes. Here is an example of the federal rules as of the publication of this document.

The screenshot shows a dialog box titled "Global FMLA Control Add/Update". It contains several input fields for configuring FMLA rules. The "Jurisdiction" is set to "Federal". The "Effective Date" is "01/01/1993". Under the "Eligibility" section, the "Employee worked minimum number of months" is "12" and the "Employee worked minimum number of hours" is "1250.00". The "Maximum Leave Hours" section shows "Non-Military Leave" as "480" and "Military Leave" as "1040". The "Maximum Number of Months Over Which Leave Can be taken" is "12". The "Certifications" section shows the "Minimum Number of Days when requested Certifications are due" as "15" and the "Minimum Number of Days when re-Certifications can be requested" as "30". At the bottom are "Save", "Cancel", and "Help" buttons.

Field	Value
Jurisdiction	Federal
Effective Date	01/01/1993
Eligibility: Employee worked minimum number of months	12
Eligibility: Employee worked minimum number of hours	1250.00
Maximum Leave Hours: Non-Military Leave	480
Maximum Leave Hours: Military Leave	1040
Maximum Number of Months Over Which Leave Can be taken	12
Certifications: Minimum Number of Days when requested Certifications are due	15
Certifications: Minimum Number of Days when re-Certifications can be requested	30

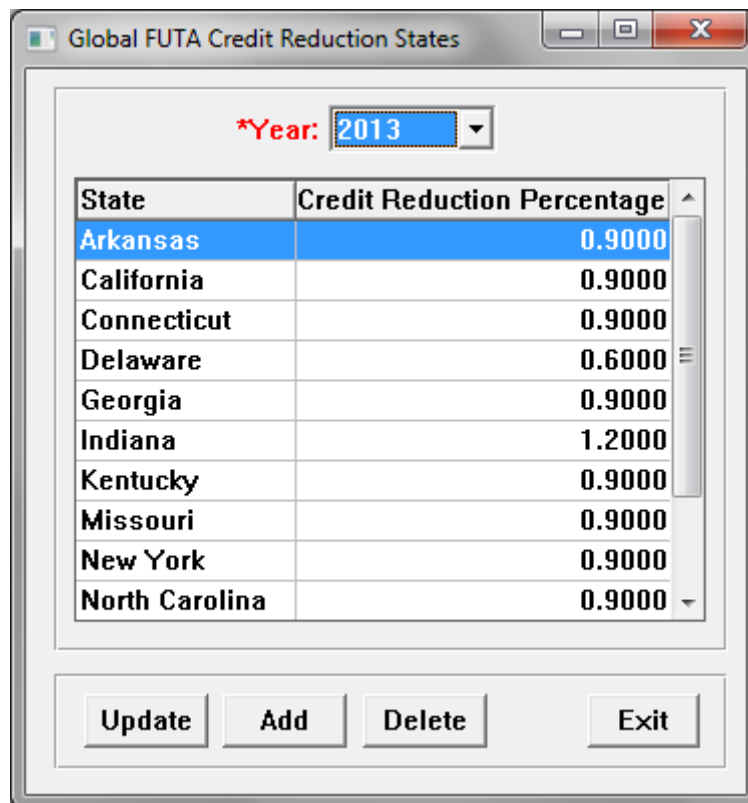
If your company has more lenient rules than the global federal rules that are defined, enter them in the **FMLA Setup** function in Manager Services.

Global FUTA Credit Reduction States

If your system is hosted by Unicorn HRO, the FUTA credit reduction states are maintained for you. If you host your system, use this function to enter states that are FUTA credit reduction states. This information is used when running the FUTA Credit Reduction States Report from the **Reports – Taxes** menu.

The system will display FUTA credit reduction states for the selected year.

This function requires a password to add, update or delete information.



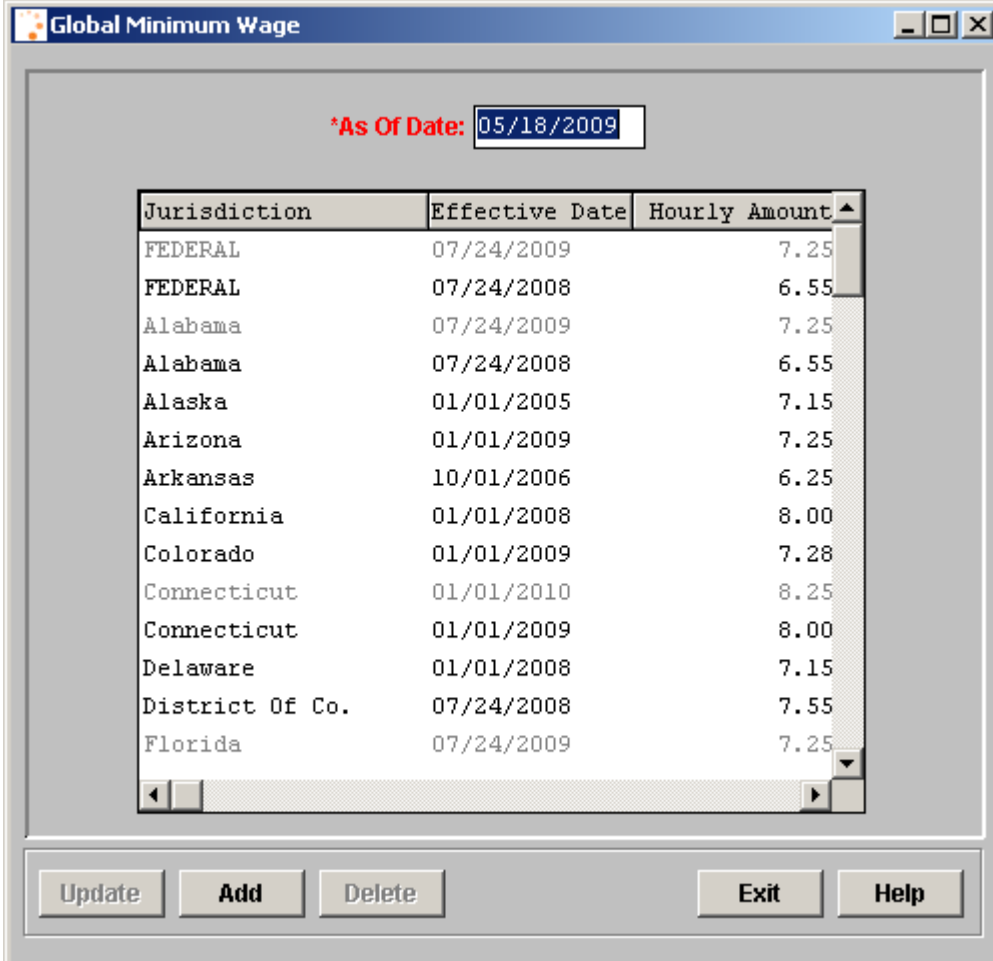
State	Credit Reduction Percentage
Arkansas	0.9000
California	0.9000
Connecticut	0.9000
Delaware	0.6000
Georgia	0.9000
Indiana	1.2000
Kentucky	0.9000
Missouri	0.9000
New York	0.9000
North Carolina	0.9000

Global Minimum Wage

If your system is hosted by Unicorn HRO, the federal and state minimum wage amounts are maintained for you. If you host your system, use this function to enter federal and state minimum wage amounts. These are used when calculating garnishments that have an exemption defined as a multiplier of the minimum wage amount. In this situation, the system uses the federal minimum wage amount unless the amount for the employee's work state is higher.

The system will display current and future minimum wage amounts as of the date you enter. Future-dated records may be added at any time; when garnishment deductions are calculated, they will use the correct minimum wage amount.

This function requires a password to add, update or delete information.



The screenshot shows a window titled "Global Minimum Wage". At the top, there is a red label "*As Of Date:" followed by a text box containing "05/18/2009". Below this is a table with three columns: "Jurisdiction", "Effective Date", and "Hourly Amount". The table lists minimum wage amounts for various jurisdictions, including FEDERAL, Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District Of Co., and Florida. The "Hourly Amount" column has a small upward arrow icon next to the header. At the bottom of the window, there are five buttons: "Update", "Add", "Delete", "Exit", and "Help".

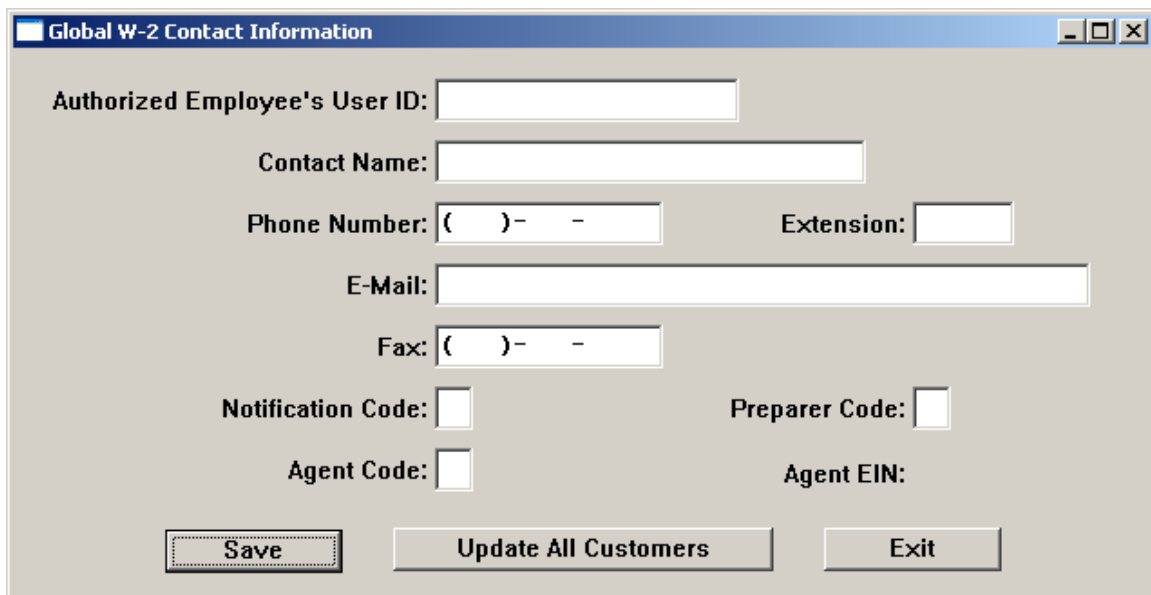
Jurisdiction	Effective Date	Hourly Amount
FEDERAL	07/24/2009	7.25
FEDERAL	07/24/2008	6.55
Alabama	07/24/2009	7.25
Alabama	07/24/2008	6.55
Alaska	01/01/2005	7.15
Arizona	01/01/2009	7.25
Arkansas	10/01/2006	6.25
California	01/01/2008	8.00
Colorado	01/01/2009	7.28
Connecticut	01/01/2010	8.25
Connecticut	01/01/2009	8.00
Delaware	01/01/2008	7.15
District Of Co.	07/24/2008	7.55
Florida	07/24/2009	7.25

Global W-2 Contact Information

Use this function to enter your company contact information that will be written to federal, state and local W-2 files. Once the information has been saved, you may copy the information to the W-2 Information screen in Legal Entity Definition for all legal entities in all customer databases.

When you first access this function, enter the W-2 contact information and click on Save. If you wish to copy it to all databases, click on Update All Customers.

Once you save data in this function, it will be displayed when you access the function. It can be updated as needed.



The image shows a software window titled "Global W-2 Contact Information". It contains several input fields for contact data: "Authorized Employee's User ID", "Contact Name", "Phone Number" (with area code and exchange fields), "Extension", "E-Mail", "Fax" (with area code and exchange fields), "Notification Code", "Preparer Code", "Agent Code", and "Agent EIN". At the bottom, there are three buttons: "Save", "Update All Customers", and "Exit".

Authorized Employee's User ID:	<input type="text"/>
Contact Name:	<input type="text"/>
Phone Number:	(<input type="text"/>) - <input type="text"/> - <input type="text"/>
Extension:	<input type="text"/>
E-Mail:	<input type="text"/>
Fax:	(<input type="text"/>) - <input type="text"/> - <input type="text"/>
Notification Code:	<input type="text"/>
Preparer Code:	<input type="text"/>
Agent Code:	<input type="text"/>
Agent EIN:	<input type="text"/>

Entering/Updating Additional Global Information

When you use the organization icon in **Customer Information** to set up a new database, the system will copy down information from the following Global functions. You can enter new data or make changes to existing data as needed.

Global Date Rounding Formula

The **Global Date Rounding Formula** stores date rounding parameters that are used with benefit eligibility. For example, if new employees are not eligible for a particular benefit until the first of the month after 30 days, you would enter 30 days with a rounding option of “Next 1st of the Month.” The rounding formulas are defined in this function. Enter the date option you need and then click on the Calendar button to select the dates to which the eligibility will be rounded. It is recommended that you enter dates for the current year and a few years in advance.

Option	Date Option	Adjust To Later Date
1	Next 1st of the Month	yes
5	Next 1st or 15th of the month	yes
l	Last 1st of the Month	no
q	Next 1st of the Quarter	yes

Calendar

Update Add Delete Exit Help

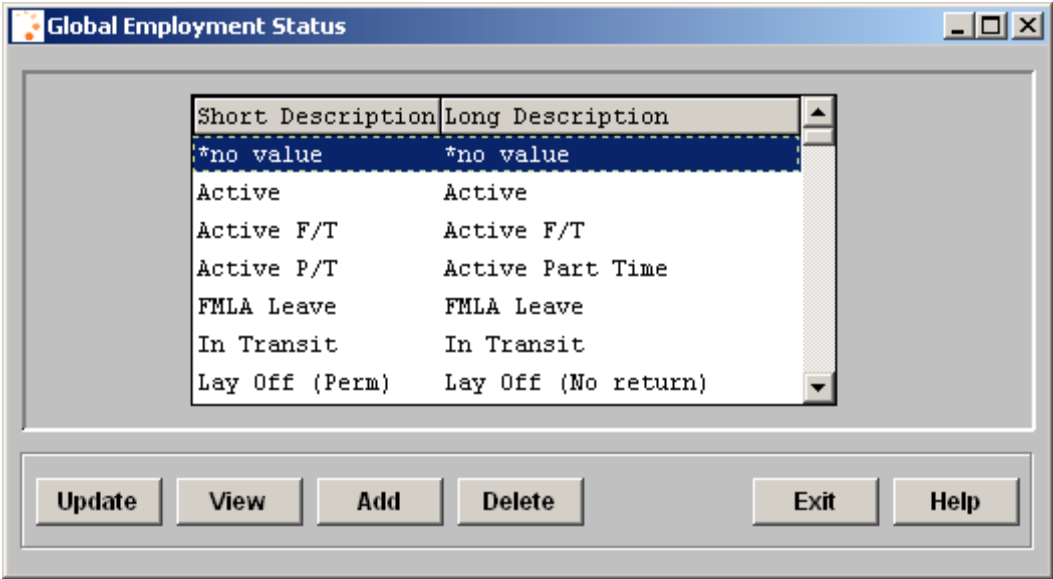
Global Deduction Taxation Exemptions

The **Global Deduction Taxation Exemptions** function is used to store pretax deduction information. Select the Payroll Deduction with which you wish to work and enter the taxes from which it is exempt.

Tax Type	Exempt?
County Tax	yes
City Tax	yes
Federal Income	yes
Income Tax	yes
MD/Worcester C	yes

Global Employment Status

The **Global Employment Status** function stores statuses that are used in Employment Status Assignment for each employee. This determines whether the employee is active, temporary, and various other attributes.



Global Federal Employer Tax Rate Definition

The **Global Federal Employer Tax Rate Definition** function stores the wage ceiling and employer-paid tax percentage for federal taxes. This is updated each year as necessary.

Federal Tax: Fed. Unempl. Effective Date: 11/09/2012

Effective Date	Employer Wage Ceiling	Employer Tax Percent	Self Adjust
01/01/2003	7,000.00	0.8000	yes

Update Add Delete Exit Help

Global Garnishment Exemptions

The **Global Garnishment Exemptions** function stores exemption calculations that are applied to garnishment deductions.

Global Garnishment Rate Definitions

Garnishment Deduction:

Garnishment

Rate Definitions:

Federal Exemption

Percent Exemption:

 75.0000

Minimum Wage Multiplier:

 30.0000

Annual Fixed Amount:

 0.00

☐ Default To Fed Formula

Rate by Tier Maintenance

Court Id:

Judge Name:

Update

Add

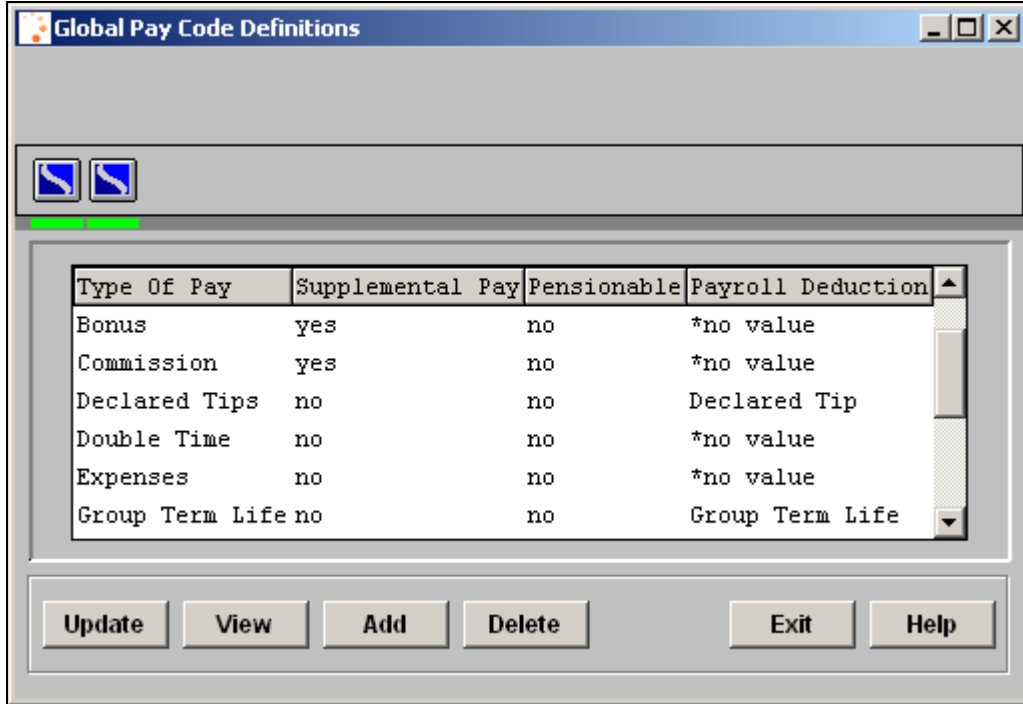
Delete

Exit

Help

Global Pay Code Definitions

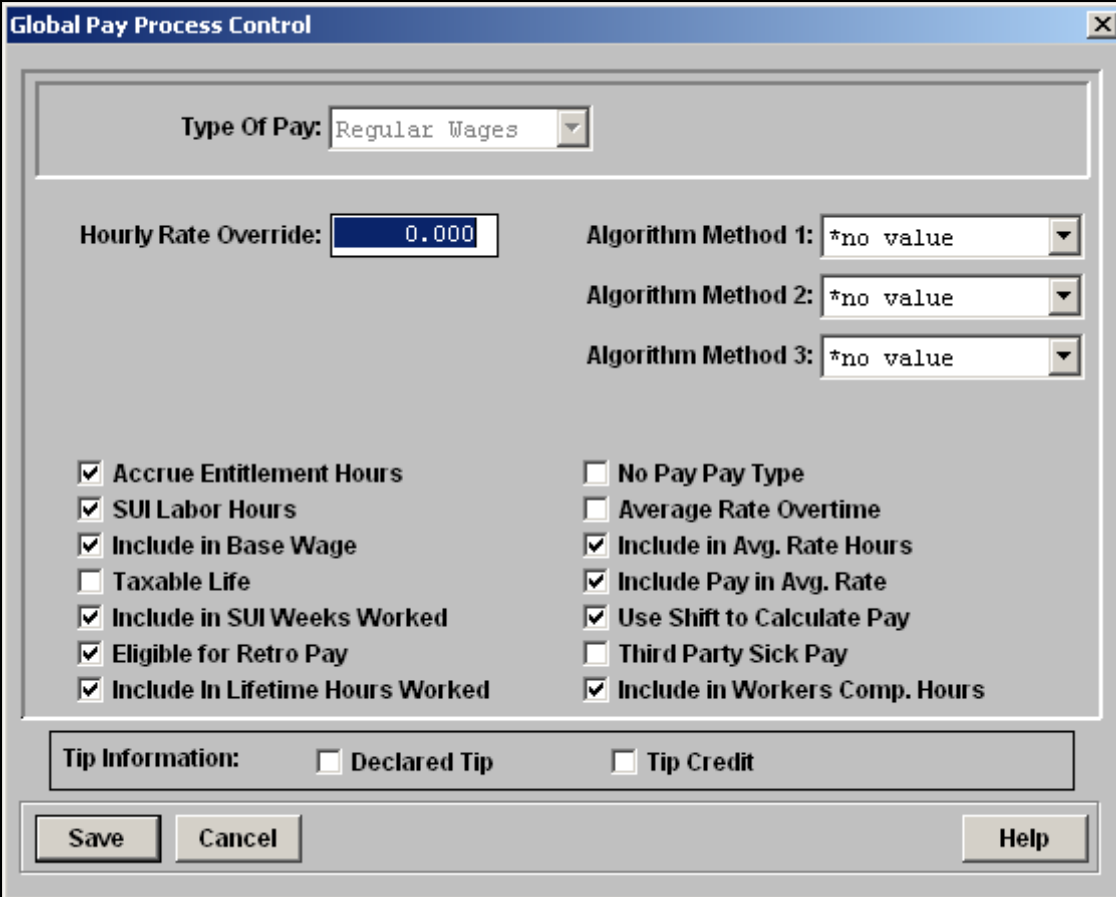
The **Global Pay Code Definitions** function stores information about pay codes.



The screenshot shows a window titled "Global Pay Code Definitions". Inside the window, there is a table with four columns: "Type Of Pay", "Supplemental Pay", "Pensionable", and "Payroll Deduction". The table contains six rows of data. Below the table, there are six buttons: "Update", "View", "Add", "Delete", "Exit", and "Help".

Type Of Pay	Supplemental Pay	Pensionable	Payroll Deduction
Bonus	yes	no	*no value
Commission	yes	no	*no value
Declared Tips	no	no	Declared Tip
Double Time	no	no	*no value
Expenses	no	no	*no value
Group Term Life	no	no	Group Term Life

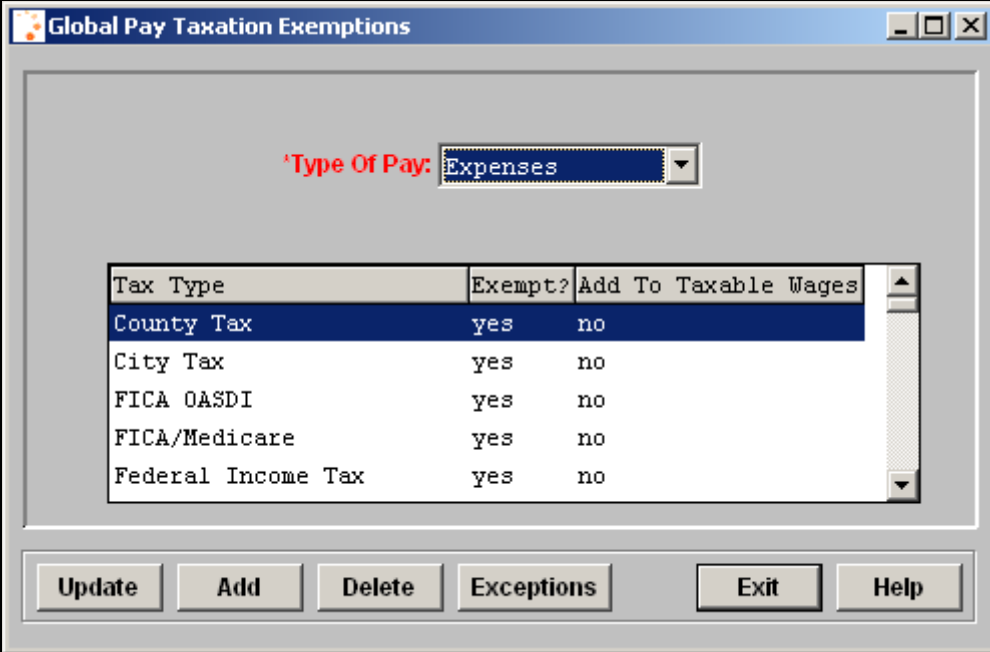
Within this function, the Global Pay Process Control button will bring you to the following screen, where you can further define the pay code.



The dialog box is titled "Global Pay Process Control" and contains the following fields and options:

- Type Of Pay:** A dropdown menu currently showing "Regular Wages".
- Hourly Rate Override:** A text box containing "0.000".
- Algorithm Method 1:** A dropdown menu showing "*no value".
- Algorithm Method 2:** A dropdown menu showing "*no value".
- Algorithm Method 3:** A dropdown menu showing "*no value".
- Checkboxes (Left Column):**
 - ☒ Accrue Entitlement Hours
 - ☒ SUI Labor Hours
 - ☒ Include in Base Wage
 - ☐ Taxable Life
 - ☒ Include in SUI Weeks Worked
 - ☒ Eligible for Retro Pay
 - ☒ Include In Lifetime Hours Worked
- Checkboxes (Right Column):**
 - ☐ No Pay Pay Type
 - ☐ Average Rate Overtime
 - ☒ Include in Avg. Rate Hours
 - ☒ Include Pay in Avg. Rate
 - ☒ Use Shift to Calculate Pay
 - ☐ Third Party Sick Pay
 - ☒ Include in Workers Comp. Hours
- Tip Information:** A section with two checkboxes:
 - ☐ Declared Tip
 - ☐ Tip Credit
- Buttons:** "Save", "Cancel", and "Help" are located at the bottom of the dialog.

The second button brings you directly to the Global Pay Taxation Exemptions screen.



The screenshot shows a software window titled "Global Pay Taxation Exemptions". At the top, there is a label "Type Of Pay:" in red text, followed by a dropdown menu currently set to "Expenses". Below this is a table with three columns: "Tax Type", "Exempt?", and "Add To Taxable Wages". The table contains five rows of data. At the bottom of the window, there is a row of six buttons: "Update", "Add", "Delete", "Exceptions", "Exit", and "Help".

Tax Type	Exempt?	Add To Taxable Wages
County Tax	yes	no
City Tax	yes	no
FICA OASDI	yes	no
FICA/Medicare	yes	no
Federal Income Tax	yes	no

Global Pay Taxation Exemptions

The **Global Pay Taxation Exemptions** function allows you to define the taxes from which the pay code is exempt.

Global Pay Taxation Exemptions

'Type Of Pay: Expenses

Tax Type	Exempt?	Add To Taxable Wages
County Tax	yes	no
City Tax	yes	no
FICA OASDI	yes	no
FICA/Medicare	yes	no
Federal Income Tax	yes	no

Update

Add

Delete

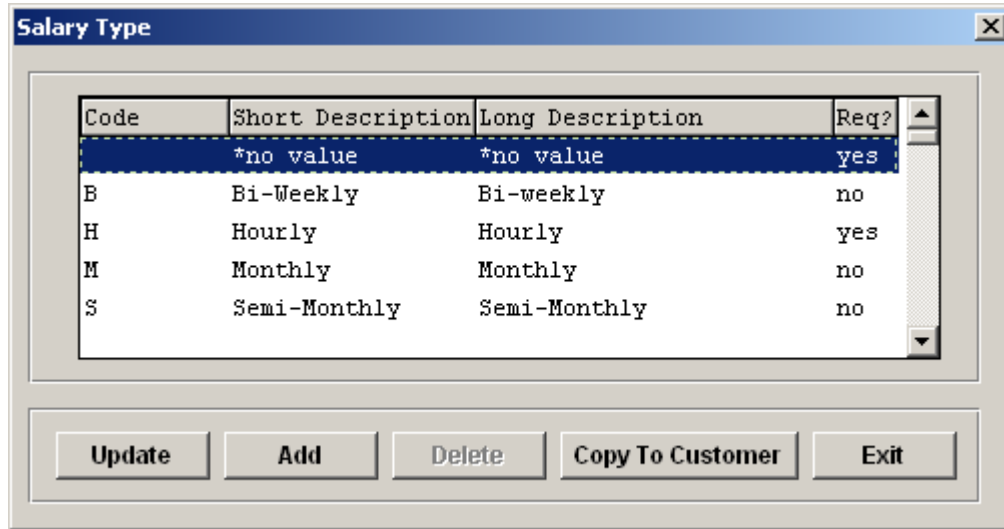
Exceptions

Exit

Help

Global Salary Type

The **Global Salary Type** function allows you to establish frequencies that are used to define compensation rates.



The image shows a software dialog box titled "Salary Type". It contains a table with four columns: "Code", "Short Description", "Long Description", and "Req?". The first row is highlighted in blue and contains the text "*no value", "*no value", and "yes". Below this are four rows with codes B, H, M, and S, corresponding to Bi-Weekly, Hourly, Monthly, and Semi-Monthly frequencies. At the bottom of the dialog are five buttons: "Update", "Add", "Delete", "Copy To Customer", and "Exit".

Code	Short Description	Long Description	Req?
	*no value	*no value	yes
B	Bi-Weekly	Bi-weekly	no
H	Hourly	Hourly	yes
M	Monthly	Monthly	no
S	Semi-Monthly	Semi-Monthly	no

Update Add Delete Copy To Customer Exit

Global State Employer Tax Ceilings

The **Global State Employer Tax Ceilings** function stores state tax ceilings so that they will be automatically populated when you add an entry to Tax Manager.

For example, all of the SUI and SDI ceilings can be entered here. They are stored by Effective Dates. When a record for an employer tax rate is added in **Tax Manager** and an entry exists in **Global State Employer Tax Ceilings** for the matching state and tax type, the Employer Wage Ceiling and Self-Adjust values will automatically be filled in.

The record that is current as of the Effective Date that you enter, as well as any future-dated records, will be displayed.

Effective Date	Employer Wage Ceiling	Self Adjust
01/01/2014	31,500.00	yes

Global State Employer Tax Rate Definition

The **Global State Employer Tax Rate Definition** function can store standard tax rates that are paid by each company. For example, the tax rates for New Jersey Disability and Workforce Development Partnership are the same for all employers. If they are entered in this function, the employer tax record will automatically be added to **Tax Manager** when a new legal entity is created using the Organization button from **Customer Information**.

Global State Employer Tax Rate Definition

State/Province: New Jersey State Tax: Disability

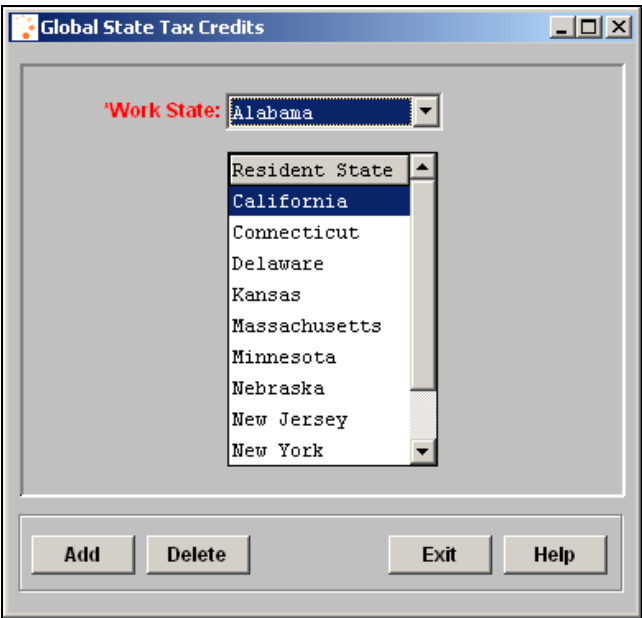
*Effective Date: 04/03/2014

Effective Date	Employer Wage Ceiling	Employer Tax Percent	Self Adjust
01/01/2014	31,500.00	0.5000	yes

Update Add Delete Exit Help

Global State Tax Credits

The **Global State Tax Credits** function defines the states that have agreements in place whereby employees who live in one state and work in another have the tax from the Work State subtracted from the tax calculated for the Resident State. Information in this function is maintained by Unicorn HRO and therefore the function is passworded. Below is a sample page.



To view the agreements that have been set up, access the **Reciprocal Tax Agreements** Function in iCON Tools, where data is shown as view-only. A sample page is shown below.



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Processing Payroll

Payroll Processing Functions

The following functions are available for processing a payroll. You may or may not need to run all of them. This chart describes what each function does as well as the suggested order of processing.

Many of these functions are included in Workflow.

iCON Tools Function	Part of Workflow	Purpose
Time & Attendance – Exempt Time & Attendance – Non-Exempt Time & Attendance Express – Exempt Time & Attendance Express – Non-Exempt Time & Attendance by Organization	No	Employee's time card data is entered here or is populated into this function via a timecard interface. Employees who are timecard exempt will be paid automatically, but overrides can be entered here. Timecard data must be entered before the Payroll Feeder can calculate pay, taxes, and deductions. It can be changed before or after the Payroll Feeder has been run. If changes are made, employees must be processed through the Payroll Feeder to recalculate gross-to-net. After payments have been released (see Pending Payments section), changes to timecard data will have no effect on that payment since it has already been written to history.
Employee Lump Sum Payments	No	Record any additional payments in this function. The Start and End Dates are compared to the Pay Period End Date to see if processing should occur. The Active flag also must be on in order for the lump sum to be processed. Only lump sums that are marked as "Combine With Regular Pay" and "Separate Pay" will be processed. For "On Demand" payments, create the gross-to-net calculations using the On Demand Payment Feeder. Then continue as usual with the remaining payroll functions.
Taxable Life Process	Yes	To automatically calculate an employee's imputed income amount for a group term life insurance benefit over \$50,000, run this function. It will look at each employee's benefit coverage and calculate an earning based on IRS rates by age. The earning amount is put into an Employee Lump Sum Earnings record, which will be included in the next pay cycle. Taxable life can be calculated on a pay period, monthly, or yearly basis.
Manual Payments	No	This function can be used to record a payment made outside of the system, for example, a

iCON Tools Function	Part of Workflow	Purpose
		check printed by the Accounts Payable Department. It can also be used to create a check where the tax and deduction amounts can be changed from those calculated by the system. Manual payments can be printed separately or with the next group of checks. If a physical check has already been printed, you would not print the manual payment, but instead record the check stock and check number already used.
Void Process	No	Previously processed payments can be voided. The amounts are immediately updated in the pay, tax, deduction and entitlement tables.
Payroll Feeder	Yes (called Gross To Net Calculation)	For each pay cycle, select the population and Pay Period End Date. Employees will appear in the list box. By clicking on Select All to Queue, the employees will be sent into the Payroll Feeder. This is a continually running process that calculates employees' pay, taxes, and deductions. The results of the calculations can be viewed on-line in Pending Payments or the "Pending" section of the following functions: Employee Payroll Distribution, Deduction Accumulators, Tax Accumulators and Employee Entitlement Plans. The results can be printed using the Combined Register or Payment Register. Employees' timecard or other data can be changed as many times as necessary—and then rerun through the Payroll Feeder—before the payments are released (see Pending Payments section).
Pending Process Queue Listing	No	After employees have been sent to the Payroll Feeder, you can view how many employees remain to be processed. When no entries exist, processing has been completed.
Pending Payment Log	Yes	After employees have been processed through the Payroll Feeder, run this report to determine if any employees were not processed. The reason will appear to indicate the error that the system encountered. Correct the data and run the employee(s) through the Payroll Feeder.
Time and Attendance Report	Yes	Report prints data that was entered in Time and Attendance functions. A warning will be printed for any employee who used more entitlement hours than he/she accrued. It can be printed before or after the Payroll Feeder has been run. If you run it before the Payroll Feeder has been run, entitlement accruals for the current pay date will not yet be calculated. Therefore, it is recommended that you run it after the Payroll Feeder. It can be re-run as necessary.

iCON Tools Function	Part of Workflow	Purpose
Combined Register	Yes	Report prints data for the current (pending) payroll date, as well as month-, quarter- and year-to-date information. The employees can be selected by pay group, organization structure, or legal entity. Sort criteria can be specified. In order to see the pending payroll's information, it must be run after employees have been processed through the Payroll Feeder. If changes to timecard data are made, rerun the Payroll Feeder and then rerun this report to see the results. It may be run as often as needed.
Employee Entitlement Report	No	This report shows employees' accrued entitlement hours as well as hours that have been taken. If run after the Payroll Feeder, "pending" hours are shown for that pay cycle. If run after payments have been closed (see Pending Payments section), the amounts from the last pay cycle will be included in the yearly amounts.
Pending Payments	Yes (called Close Payroll)	After all changes have been made to timecard data and all amounts are correct, use this function to "close" the payroll. Select the population and Pay Period End Date that you are processing and then click on Release All. This will move the "Pending" amounts for pay, deductions, and taxes into the month-to-date, quarter-to-date, year-to-date, fiscal, G/L and total accumulators. Pending entitlement hours will be moved into the appropriate fields. "Pending" amounts will be zeroed out in preparation for the next payroll cycle. NOTE: <i>After payments have been released, no changes can be made. If discrepancies are discovered at a later time, an adjustment to the next paycheck can be made or you may adjust amounts on-line through Employee Payroll Distribution Adjustment, Tax Adjustment or Deduction Adjustment. You may also void a payment and reissue a corrected payment.</i>
Close Queue Listing	No	After employees have been released through Pending Payments, you can view how many employees remain to be processed. When no entries exist, processing has been completed.
Close Process Log	Yes	This report prints any errors that occurred during the Pending Payments process.
Check Print	Yes	After the payroll cycle is closed, checks and direct deposit vouchers can be printed. The Check Print function only prints checks; see the next two functions for printing vouchers. This function will create a print file, which can be released to the printer at any time.

Processing Payroll

iCON Tools Function	Part of Workflow	Purpose
Direct Deposit File Creation	Yes	This function creates a file containing employees' direct deposit information. It must be created before vouchers are printed and the information transferred to the bank.
Voucher Print	Yes	After the direct deposit file has been created, this function is run to print employees' direct deposit vouchers. They are printed in the same format as checks except that the check portion has "void" printed on it. A print file is created, which can be released to the printer at any time.
G/L Report By Date	Yes	When payments are released or voided, amounts are written to the G/L tables for pay, deductions, and taxes. You may then run this function, which prints a report showing the results. If you estimate G/L amounts for pay periods that do not fall on the end of month, run the G/L Interface Estimate Generation to estimate the partial pay cycle at the end of the month and then run the G/L Interface Reversal Generation during the start of the next month to back out those numbers.
Tax Frequency Report	No	This report can be run or rerun at any time. If you print it before the payroll has been closed, you will see "Pending" amounts containing the payroll being processed. If you print it after the close, all accumulator buckets (MTD, YTD, etc.) will include the last payroll's amounts. It is sorted by tax type within Federal, State, and Local taxes.
Payment Register	Yes	This report can be run or rerun at any time. Pay, tax, and deduction amounts are printed for each individual payment (check or direct deposit voucher). If you print it before the payroll has been closed, you will see "Pending" payments containing the payroll being processed. If you print it after the close, each payment will include a check or voucher number. It may be grouped by home account number or organization structure. Sort options are employee number, name, and payment number.
Payroll Tax Summary Interface	Yes	When this function is run, tax information is written to a file and a report is produced.
Clear Fiscal Accumulators	No	This function is run after the end of your fiscal year, which may not be the calendar year. It sets all fiscal accumulators to zero for deductions.

The following functions may also be run from iCON Tools.

iCON Tools Function	Part of Workflow	Purpose
HED Register	Yes	This report shows hours, earnings, and deductions for each employee within the selected population.
Payment Register Voids	Yes	This report prints payments that have been voided within the selected date range.
G/L Interface Estimate Generation	No	If the end of the accounting cycle does not coincide with the payroll cycle, an estimated amount of payroll expense can be added to the pay cycle being processed. This will approximate the payroll expense from the end of the pay cycle to the end of the accounting cycle.
G/L Interface Reversal Generation	No	If you used the G/L Interface Estimate Generation at the end of the accounting cycle, you need to run the reversal process for the pay date immediately following the start of the new accounting cycle.
G/L Interface Purge	No	This function would be used to delete G/L entries for prior pay cycles. It does not need to be run, as in the case with the Clear General Ledger Accumulators.
Check/Voucher Clear	No	If the printer jammed when printing checks or vouchers or you need to reprint these documents for any other reason, run this function to set the payment numbers to zero for a selected range. Then access Check Print or Voucher Print again to reprint the checks. This function can also be used to recreate the direct deposit file that is transmitted to the bank.
Payment Reconciliation	No	If the bank supplies you with a file of returned checks, it would be loaded through this function. The payment status of a cashed check is changed from Open to Reconciled.
Payment Reconciliation Worksheet	No	Check statuses can be updated individually through this function.
Manual Payment Register	Yes	This report prints manual payments for the selected Pay Period End Date.
Net Pay Register	Yes	By Check Type and Pay Period End Date, this report prints net pay for each payment.
Garnishment Check Print	Yes	Checks for garnishment payees are printed.
Electronic Payment Generation	Yes	Electronic payments for child support deductions are generated.
Payroll Funding Statement	Yes	Totals for the payroll as well as impound or fed wire information is printed.

Processing Payroll

iCON Tools Function	Part of Workflow	Purpose
Payroll Summary Report	Yes	For each employee, the report prints gross and net pay, taxes, and deductions in summary format.

These functions are run from the Customer Management Module.

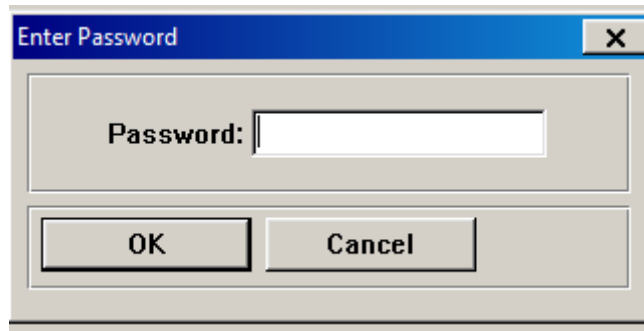
Customer Management Module	Purpose
Generate Tax Export File	Transfer data from iCON to MasterTax if the FEIN is set up to use the MasterTax product.
Generate Bank Transmission	Create the file to be sent to the bank, based on the setup that exists in Customer Funding Options.
CARES Act ER FICA Deferral Election	This function was added to the Customer Management Module, in the Taxes menu, in the spring of Tax Year 2020, is only for use by the UHRO iCON Tax Outsource team for Outsource and Hosted/Tax Outsource customers, and is related to the Coronavirus Pandemic of 2020. Specific regulations are part of the CARES Act which allow all employers to defer the employer portion of Social Security Tax (FICA Tax) for the periods of April 1, 2020 through December 31, 2020 for payment at a future time. In this function, before a payroll is run, select the customer/legal entities which have elected to make the deferral (customers would have provided to UHRO a signed Tax Deferral Request Form). For those legal entities selected – the Payroll Funding Statement produced each payroll will note the amount of Employer FICA Tax that will be deferred and will reduce the total amount of Taxes that need to be funded.

CARES Act ER FICA Deferral Election

This function was added to the Customer Management Module, in the Taxes menu, in the spring of Tax Year 2020, is only for use by the UHRO iCON Tax Outsource team for Outsource and Hosted/Tax Outsource customers, and is related to the Coronavirus Pandemic of 2020.

Specific regulations are part of the CARES Act which allow all employers to defer the employer portion of Social Security Tax (FICA Tax) for the periods of April 1, 2020 through December 31, 2020 for payment at a future time.

In this function, before a payroll is run, select the customer/legal entities which have elected to make the deferral (customers would have provided to UHRO a signed Tax Deferral Request Form). This function is password protected with the same password placed on functions like Global Employee Tax Manager and Global Common Object – Localities.

A screenshot of a Windows-style dialog box titled "Enter Password". The dialog box has a blue title bar with a close button (X) in the top right corner. The main area is light gray and contains a label "Password:" followed by a white text input field. Below the input field are two buttons: "OK" and "Cancel", both with black text and gray borders.

The screenshot shows a software window titled "CARES Act ER FICA Deferral Election". At the top, there is a "Customer:" label followed by a dropdown menu showing "Goldwing". Below this, there are two list boxes. The left list box is titled "Entities Available" and contains the following items: BBi, EMA Inc, N.J. Group, Raleigh Labs (which is highlighted with a blue background), and York Group. The right list box is titled "Entities Selected for Deferral" and contains the following items: Olympics Inc. and Pittsburgh Std. (which is highlighted with a blue background). Between the two list boxes are two buttons: "Add ->" and "<- Remove". At the bottom left of the window is an "OK" button.


Once a Customer is selected, legal entities that appear in the list as Entities Available are the same legal entities that appear for this customer in the FEIN Tab of the Customer Information function in Customer Management Module.

You can Add or Remove legal entities to and from the Entities Available list and Entities Selected for Deferral list by selecting them and clicking the Add and Remove buttons.

Click OK to save your settings.

For those legal entities saved to the Entities Selected for Deferral list – the Payroll Funding Statement produced each payroll will note the amount of Employer FICA Tax that will be deferred and will reduce the total amount of Taxes that need to be funded.

Payroll Funding Statement



**UNICORN
HRO**
HR Benefits Payroll

Customer Name: N.J. Group

Pay Group: N.J. Semi-Mo.

FEIN: 29-3482394

Payroll Check Date: 04/15/2020


Pay Period End Date: 04/15/2020

Date: 04/17/2020

Time: 01:10PM

	<u>Employee</u>	<u>Employer</u>
Gross Payroll	\$42,793,503.19	
Insurance Taxes		
Family Leave Insurance NY	\$66.79	\$0.00
State Disability NJ	\$33.45	\$32.12
SUBTOTAL INSURANCE TAXES	\$100.24	\$32.12
Workers Comp		
Workers Comp Admin Fee NC	\$0.00	\$0.00
Workers Comp Insurance NC	\$0.00	\$29,901.15
Workers Comp Insurance NJ	\$0.00	\$0.00
SUBTOTAL WORKERS COMP	\$0.00	\$29,901.15
Taxes		
Federal Income Tax	\$15,806,077.33	\$0.00
Federal Unemployment	\$0.00	\$25.22
FICA OASDI	\$1,978.79	\$1,978.79

Payroll Funding Statement



**UNICORN
HRO**
HR Benefits Payroll

Customer Name: N.J. Group

Pay Group: N.J. Semi-Mo.

FEIN: 29-3482394

Payroll Check Date: 04/15/2020

Pay Period End Date: 04/15/2020

Date: 04/17/2020

Time: 01:10PM

	<u>Employee</u>	<u>Employer</u>
County Tax IN 001	\$56.52	\$0.00
County Tax IN 082	\$16.85	\$0.00
SUBTOTAL TAXES	\$19,166,595.13	\$623,022.41
TOTAL ALL TAXES	\$0.00	\$19,789,617.54
F.I.C.A. Deferred	\$0.00	\$1,978.79
TOTAL ALL TAXES LESS DEFERRED	\$0.00	\$19,787,638.75

Garnishment Withholding

Processing Payroll

Funding		Account Information
Payroll Checks	\$23,573,560.52	Wired to DEM to First Union
Payroll Direct Deposit	\$500.00	Wired to DEM to First Union
Total Taxes	\$19,787,638.75	Wired to DEM to First Union
Garnishment	\$2,300.00	Wired to DEM to First Union
Electronic Payments	\$0.00	
401(k) Plan	\$1,797.63	
Group Term Life Offset	\$420.25	
Life Insurance	\$664.43	

Page 2

Running a Payroll

The payroll processing functions listed in the previous section can be run from within iCON Tools or you can set up a Workflow from the Customer Maintenance Module to run many of them for you. By selecting the functions that you want to run during Workflow, the system will act as a job processor and wait until one function finishes before starting the next one.

Prior to running Workflow, access iCON Tools and run any other functions that you may need such as Time and Attendance functions and the Benefit Update.

Running Workflow

When a Schedule has been created and a Workflow has been attached to it, you can submit the Workflow from the **Things To Do** screen without having to access iCON Tools.

Things To Do

When you access the **Things To Do** function, the system will display the Workflows and Services that are scheduled to be run today, as shown in the following example.

The screenshot shows a window titled "Things To Do" with a search bar and a table of scheduled workflows. Below the table is a list of wizard descriptions and two buttons: "Process Workflow" and "Close".

Customer	Legal Entity	Pay Group	Processing Date	Closed	Package/Service
Goldwing	Shrivers	Weekly Group	05/08/2012	no	Full Outsource Payroll Se
Goldwing	Kohrs Ice Cream	Weekly Group	05/08/2012	no	Full Outsource Payroll Se
Goldwing	N.J. Group	Devils Weekly	05/08/2012	no	Full Outsource Payroll Se

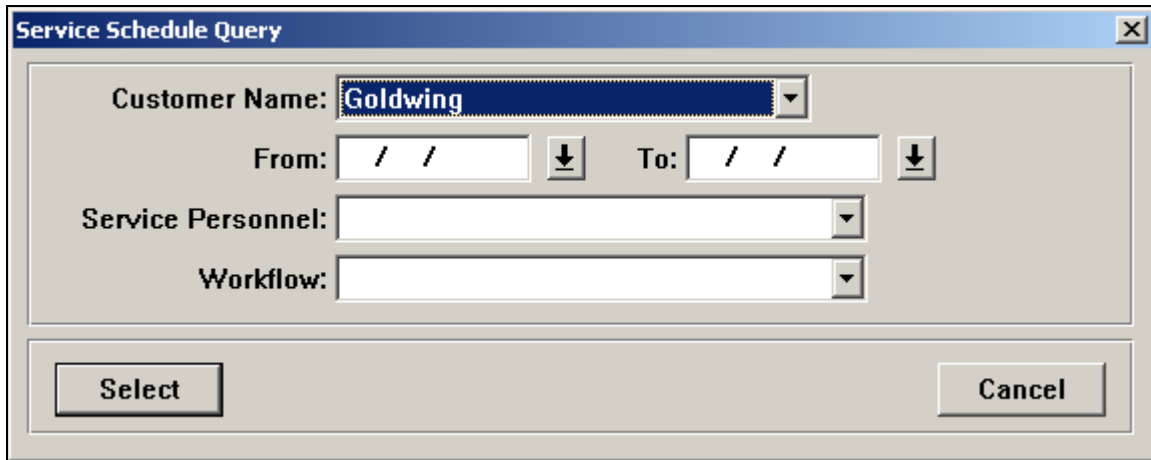
Wizard Description

- Basic Payroll - Shriver's Candy Store
- DD override Workflow - Shriver's Candy S
-
-
-
-
-
-

Process Workflow Close

You can change the selection criteria to display these based on customer, date, person responsible and/or Workflow. For Workflows that have been attached to a schedule, you can process them directly from this screen. At this time, Services cannot be submitted from the **Things To Do** screen.

Click on the Search button to change the selection criteria. A page similar to the following will be displayed. Enter the information you wish to display and click on the Select button.



The image shows a 'Service Schedule Query' dialog box. It has a title bar with the text 'Service Schedule Query' and a close button (X). The main area contains four fields: 'Customer Name' with a dropdown menu showing 'Goldwing', 'From' and 'To' date fields with slashes and a downward arrow, 'Service Personnel' with a dropdown menu, and 'Workflow' with a dropdown menu. At the bottom, there are two buttons: 'Select' and 'Cancel'.

Service Schedule Query

Customer Name: Goldwing

From: / / To: / /

Service Personnel:

Workflow:

Select Cancel

Processing Payroll

The system will display items based on the criteria you entered. If the Workflow contains the Close Process, and the Workflow has a Completed status, the Closed column will display “yes”. Closed payrolls will be sorted at the bottom of the list.

The screenshot shows a window titled "Things To Do" with a search bar and a table of payroll items. Below the table is a list of wizard descriptions and two buttons: "Process Workflow" and "Close".

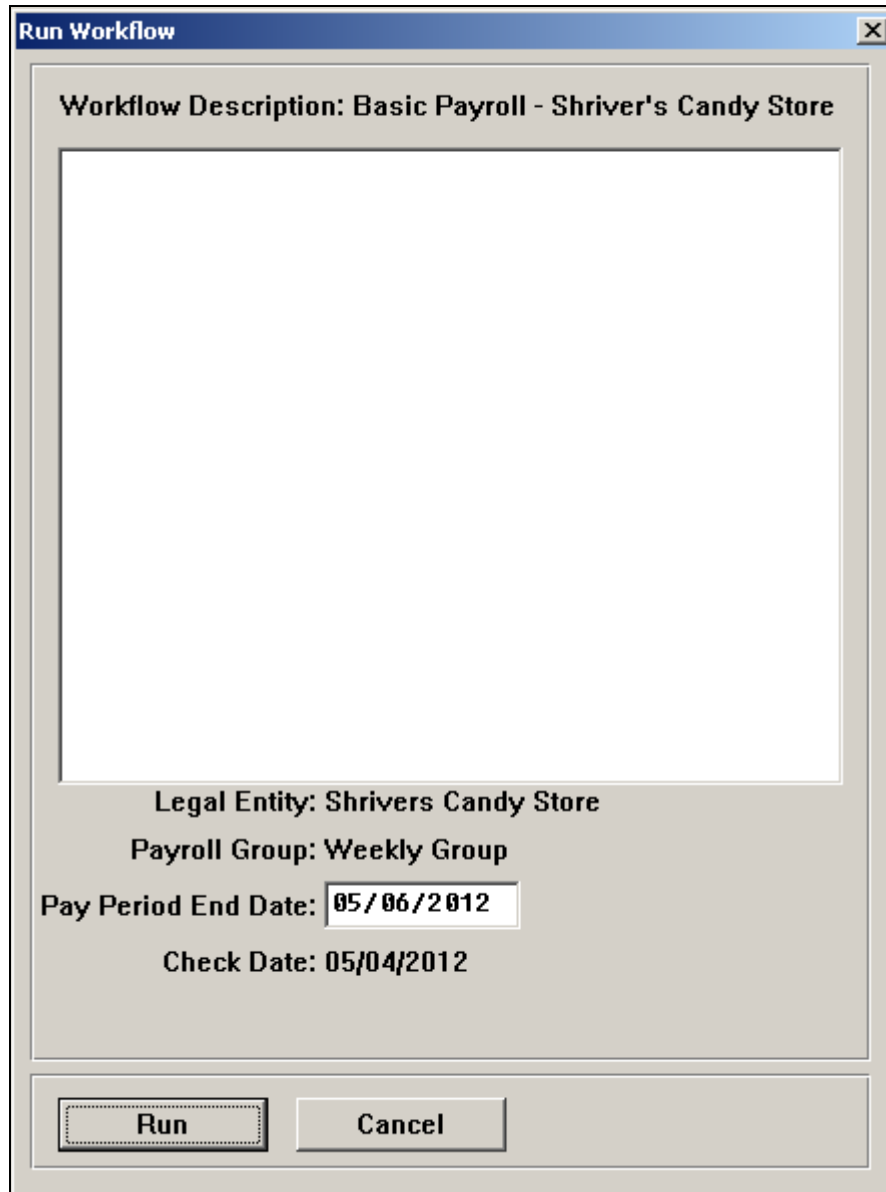
Customer	Legal Entity	Pay Group	Processing Date	Closed	Package/Service
Goldwing	Shrivers	Weekly Group	05/08/2012	no	Full Outsource Payroll Se
Goldwing	Kohrs Ice Cream	Weekly Group	05/08/2012	no	Full Outsource Payroll Se
Goldwing	N.J. Group	Devils Weekly	05/08/2012	no	Full Outsource Payroll Se

Wizard Description

- Basic Payroll - Shriver's Candy Store
- DD override Workflow - Shriver's Candy S
-
-
-
-
-
-

Process Workflow Close

By highlighting the customer and pay group in the top portion of the screen, the system will display the scheduled packages in the bottom portion of the screen. Select the Workflow you wish to submit and click on the Process Workflow button. A window similar to the following will appear with the selection criteria you chose:

A screenshot of a 'Run Workflow' dialog box. The title bar is blue with the text 'Run Workflow' and a close button. The main area has a light gray background. At the top, it says 'Workflow Description: Basic Payroll - Shriver's Candy Store'. Below this is a large empty rectangular box. At the bottom, there are four lines of text: 'Legal Entity: Shrivvers Candy Store', 'Payroll Group: Weekly Group', 'Pay Period End Date: 05/06/2012' (with the date in a text box), and 'Check Date: 05/04/2012'. At the very bottom are two buttons: 'Run' and 'Cancel'.

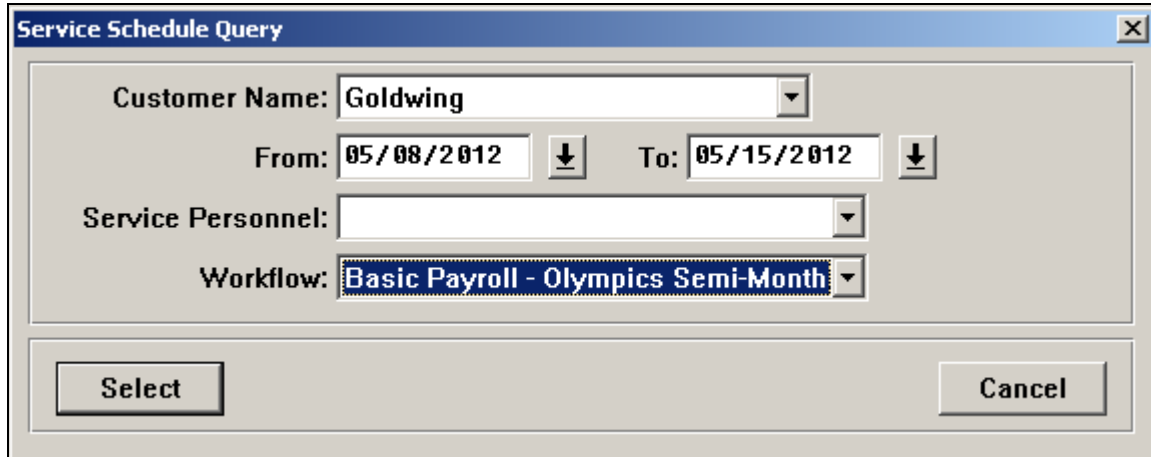
The system will automatically populate the next Pay Period End Date based on the last Pay Period End Date that was closed. This can be overridden if necessary. Verify that the Check Date is correct. If it needs to be changed, go to the Pay Calendars function and enter the correct Check Date, and then return to the Things To Do function.

Click on the Run button to start the Workflow.

Processing Payroll

If you wish to submit workflows for multiple pay groups at the same time, go to the Search page and select both a Customer Name and a Workflow. Note that no entries will appear in the Workflow drop down list until you have selected a Customer Name.

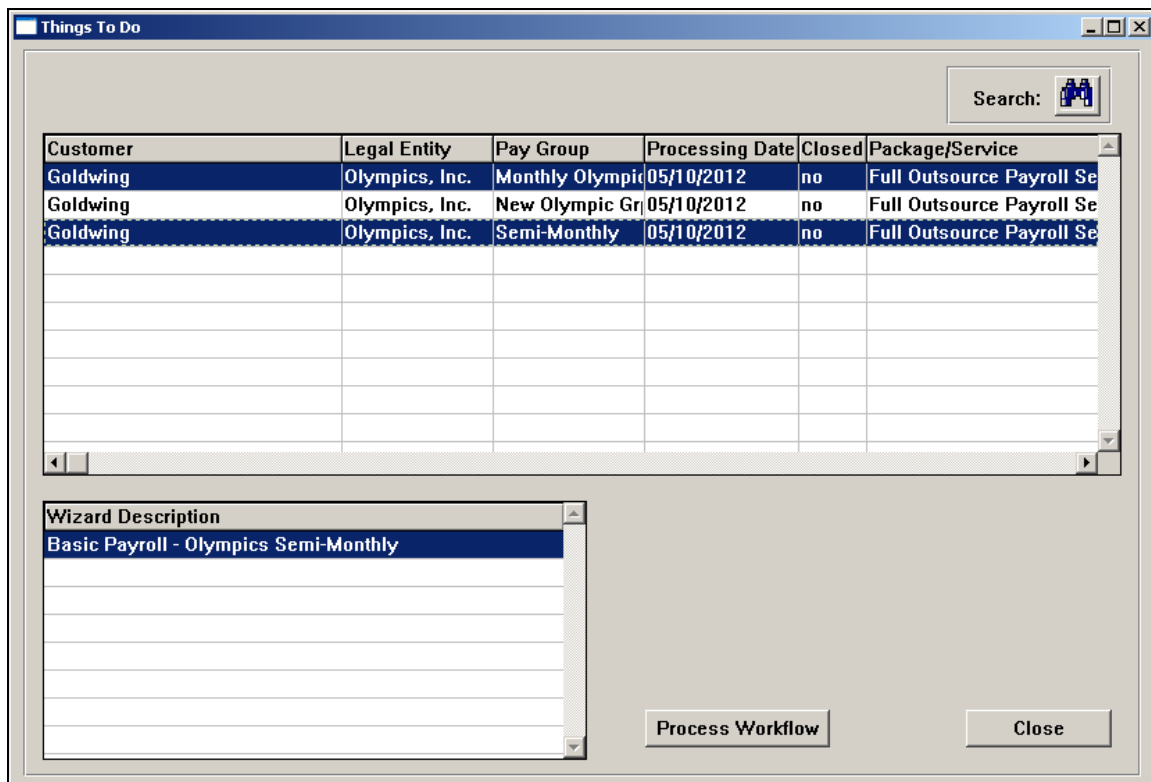
Enter From and To dates and Service Personnel as needed.



The **Service Schedule Query** dialog box contains the following fields and controls:

- Customer Name:** A dropdown menu with "Goldwing" selected.
- From:** A date field with "05/08/2012" and a downward arrow.
- To:** A date field with "05/15/2012" and a downward arrow.
- Service Personnel:** An empty dropdown menu.
- Workflow:** A dropdown menu with "Basic Payroll - Olympics Semi-Month" selected.
- Select** and **Cancel** buttons at the bottom.

The system will display all legal entities and pay groups that are attached to the selected Workflow. From this page, you may highlight one or more groups to be processed. Multiple groups can only be highlighted if you have first selected the Workflow in the Service Schedule Query page. If you select more than one group, they must all have the same Pay Period End Date in order for the Workflow to be submitted for that date.



The **Things To Do** window displays a table of available workflows and includes a search bar and a wizard description pane.

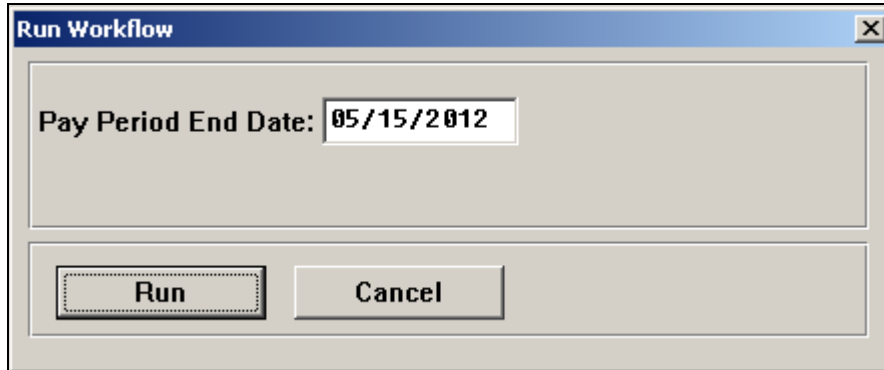
Customer	Legal Entity	Pay Group	Processing Date	Closed	Package/Service
Goldwing	Olympics, Inc.	Monthly Olympic	05/10/2012	no	Full Outsource Payroll Se
Goldwing	Olympics, Inc.	New Olympic Gr	05/10/2012	no	Full Outsource Payroll Se
Goldwing	Olympics, Inc.	Semi-Monthly	05/10/2012	no	Full Outsource Payroll Se

Wizard Description

- Basic Payroll - Olympics Semi-Monthly

Process Workflow and **Close** buttons are located at the bottom right.

After you have highlighted the groups you wish to process, click on the Process Workflow button. The system will display a separate window showing the next Pay Period End Date to be processed. This may be changed if necessary. Click on the Run button to begin the Workflow process.



The image shows a Windows-style dialog box titled "Run Workflow". It has a blue title bar with a close button (X) in the top right corner. The main area of the dialog is light gray and contains a label "Pay Period End Date:" followed by a text input field containing the date "05/15/2012". Below this input field, there are two buttons: "Run" and "Cancel". The "Run" button is highlighted with a dashed border, indicating it is the default action.

Workflow Status

Once a Workflow has been submitted via the **Things To Do** screen, use the **Workflow Status** function to see what has been processed. Here you can manage Workflows that have been submitted for processing. Workflow statuses include Waiting, In Process, and Completed. A Workflow can be canceled, in which case the currently running function will complete but all subsequent functions will be canceled. You can also remove an entry for a completed Workflow. If a process within a Workflow fails for some reason, it can be resent to the Workflow Server.

By selecting the Workflow in the top portion of the screen, the individual processes within that Workflow will be displayed in the bottom portion of the screen.

The screenshot shows the 'Workflow Status' window. At the top, there are buttons for 'Cancel Workflow' and 'Remove Workflow Entry'. Below these is a table listing workflows. The table has columns: Customer ID, Login ID, Workflow Description, Status, Start Date, Start Time, and End Date. The workflows listed are all 'Completed' and include descriptions like 'Basic Payroll - Kohr's Ice Cream Ser' and 'Close Payroll - Steelers'. Below the workflow table is a 'Resend Process' button. At the bottom of the window is a 'Refresh' button. The main area of the window displays a detailed table of processes for the selected workflow. This table has columns: Sequence, Process Description, Status, Start Date, Start Time, End Date, and End Time. The processes listed include 'Gross to Net Process', 'Combined Register', 'Pending Payment Log', 'Payment Register', 'Close Payroll', 'Direct Deposit Creation', 'Check Print', 'Voucher Print', 'G/L Report By Date', 'Garnishment Check Print', and 'Garnishment Check Registe'.

Customer ID	Login ID	Workflow Description	Status	Start Date	Start Time	End Date
2000	carol	Basic Payroll - Kohr's Ice Cream Ser	Completed	04/26/2011	10:42:50	04/26/2011
2000	carol	Basic Payroll - Kohr's Ice Cream We	Completed	04/26/2011	10:42:39	04/26/2011
2000	carol	Basic Payroll - Kohr's Ice Cream Ser	Completed	04/25/2011	15:59:25	04/25/2011
2000	carol	Basic Payroll - Kohr's Ice Cream We	Completed	04/25/2011	13:20:37	04/25/2011
2000	carol	Basic Payroll - Kohr's Ice Cream We	Completed	04/25/2011	08:50:22	04/25/2011
2000	carol	Close Payroll - Steelers	Completed	04/22/2011	10:02:21	04/22/2011
2000	carol	Close Payroll - Steelers	Completed	04/22/2011	09:03:40	04/22/2011
2000	carol	Basic Payroll - Kohr's Ice Cream We	Completed	04/21/2011	16:19:06	04/21/2011
2000	carol	Basic Payroll - Kohr's Ice Cream We	Completed	04/21/2011	12:21:57	04/21/2011
2000	carol	Basic Payroll - Kohr's Ice Cream Ser	Completed	04/21/2011	12:21:55	04/21/2011

Sequence	Process Description	Status	Start Date	Start Time	End Date	End Time
00001	Gross to Net Process	Completed	04/26/2011	10:42:52	04/26/2011	10:54:57
00002	Combined Register	Completed	04/26/2011	10:56:46	04/26/2011	10:57:14
00003	Pending Payment Log	Completed	04/26/2011	10:57:20	04/26/2011	10:57:20
00004	Payment Register	Completed	04/26/2011	10:57:24	04/26/2011	10:57:51
00005	Close Payroll	Completed	04/26/2011	10:57:52	04/26/2011	11:09:33
00006	Direct Deposit Creation	Completed	04/26/2011	11:09:47	04/26/2011	11:09:48
00007	Check Print	Completed	04/26/2011	11:09:57	04/26/2011	11:10:07
00008	Voucher Print	Completed	04/26/2011	11:10:10	04/26/2011	11:10:12
00009	G/L Report By Date	Completed	04/26/2011	11:10:15	04/26/2011	11:10:23
00010	Garnishment Check Print	Completed	04/26/2011	11:10:32	04/26/2011	11:10:34
00011	Garnishment Check Registe	Completed	04/26/2011	11:10:38	04/26/2011	11:10:39

If you scroll to the right of the screen, you can see the selection parameters that were used.

Workflow Status

Cancel Workflow Remove Workflow Entry

Customer ID	Login ID	Workflow Description	Legal Entity	Pay Group	PPE Date
2000	carol	Basic Payroll - Kohr's Ice Cream Ser	KOHR	SMMM	05/15/2011
2000	carol	Basic Payroll - Kohr's Ice Cream We	KOHR	WK	05/01/2011
2000	carol	Basic Payroll - Kohr's Ice Cream Ser	KOHR	SMMM	04/30/2011
2000	carol	Basic Payroll - Kohr's Ice Cream We	KOHR	WK	04/24/2011
2000	carol	Basic Payroll - Kohr's Ice Cream We	KOHR	WK	04/17/2011
2000	carol	Close Payroll - Steelers	A10	SMMM	01/15/2011
2000	carol	Close Payroll - Steelers	A10	SMMM	01/15/2011
2000	carol	Basic Payroll - Kohr's Ice Cream We	KOHR	WK	04/10/2011
2000	carol	Basic Payroll - Kohr's Ice Cream We	KOHR	WK	04/03/2011
2000	carol	Basic Payroll - Kohr's Ice Cream Ser	KOHR	SMMM	04/15/2011

Resend Process

Sequence	Process Description	Status	Start Date	Start Time	End Date	End Time
00001	Gross to Net Process	Completed	04/26/2011	10:42:52	04/26/2011	10:54:57
00002	Combined Register	Completed	04/26/2011	10:56:46	04/26/2011	10:57:14
00003	Pending Payment Log	Completed	04/26/2011	10:57:20	04/26/2011	10:57:20
00004	Payment Register	Completed	04/26/2011	10:57:24	04/26/2011	10:57:51
00005	Close Payroll	Completed	04/26/2011	10:57:52	04/26/2011	11:09:33
00006	Direct Deposit Creation	Completed	04/26/2011	11:09:47	04/26/2011	11:09:48
00007	Check Print	Completed	04/26/2011	11:09:57	04/26/2011	11:10:07
00008	Voucher Print	Completed	04/26/2011	11:10:10	04/26/2011	11:10:12
00009	G/L Report By Date	Completed	04/26/2011	11:10:15	04/26/2011	11:10:23
00010	Garnishment Check Print	Completed	04/26/2011	11:10:32	04/26/2011	11:10:34
00011	Garnishment Check Registe	Completed	04/26/2011	11:10:38	04/26/2011	11:10:39

Refresh Close

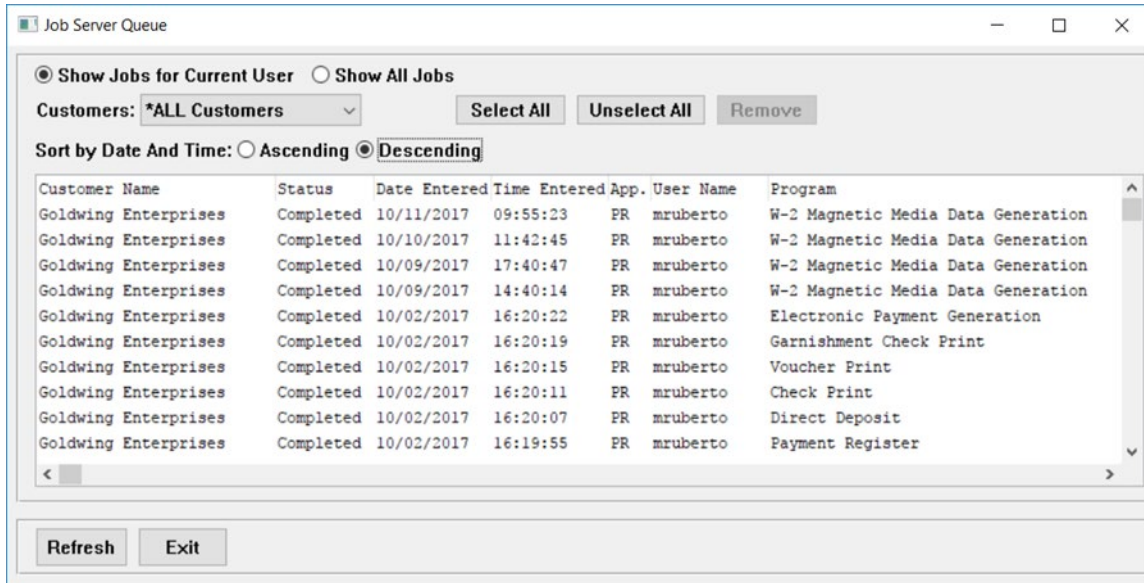
The **Report Manager** is used to reprint jobs. You can reprint an individual report or all reports from a selected Workflow. This can be used in the case of printer jams. The Print Options that exist in Payroll Wizard will be used to determine the number of copies that are reprinted.

Job Server Queue

If you wish to check the status of the jobs that are running, access **Job Server Queue** in the **Operations** menu.

This function displays jobs that were submitted from the Customer Management Module, iCON Tools or Manager Services. This function shows activity across all databases.

You can select jobs for your current user name, or show jobs for all users. You may also select all customers, or a specific customer. You may remove jobs that you have submitted, as long as they are not In Process. You can sort jobs by date, ascending or descending. In Process, Waiting, and Failed jobs will always appear at the top of the list regardless of sort.



The screenshot shows the 'Job Server Queue' window. At the top, there are two radio buttons: 'Show Jobs for Current User' (selected) and 'Show All Jobs'. Below this is a 'Customers:' dropdown menu set to '*ALL Customers', with 'Select All', 'Unselect All', and 'Remove' buttons. The 'Sort by Date And Time' section has two radio buttons: 'Ascending' and 'Descending' (selected). The main area is a table with the following columns: Customer Name, Status, Date Entered, Time Entered, App., User Name, and Program. The table lists 10 jobs, all with a status of 'Completed' and performed by 'mruberto' for 'Goldwing Enterprises'. The jobs are sorted by date in descending order, with the most recent job at the top.

Customer Name	Status	Date Entered	Time Entered	App.	User Name	Program
Goldwing Enterprises	Completed	10/11/2017	09:55:23	FR	mruberto	W-2 Magnetic Media Data Generation
Goldwing Enterprises	Completed	10/10/2017	11:42:45	FR	mruberto	W-2 Magnetic Media Data Generation
Goldwing Enterprises	Completed	10/09/2017	17:40:47	FR	mruberto	W-2 Magnetic Media Data Generation
Goldwing Enterprises	Completed	10/09/2017	14:40:14	FR	mruberto	W-2 Magnetic Media Data Generation
Goldwing Enterprises	Completed	10/02/2017	16:20:22	FR	mruberto	Electronic Payment Generation
Goldwing Enterprises	Completed	10/02/2017	16:20:19	FR	mruberto	Garnishment Check Print
Goldwing Enterprises	Completed	10/02/2017	16:20:15	FR	mruberto	Voucher Print
Goldwing Enterprises	Completed	10/02/2017	16:20:11	FR	mruberto	Check Print
Goldwing Enterprises	Completed	10/02/2017	16:20:07	FR	mruberto	Direct Deposit
Goldwing Enterprises	Completed	10/02/2017	16:19:55	FR	mruberto	Payment Register

At the bottom of the window are 'Refresh' and 'Exit' buttons.

Pending Payments Queue

If you wish to check the status of the payments that were submitted from the Payroll Feeder or On Demand Payment Feeder, access **Pending Payment Queue** in the **Operations** menu.

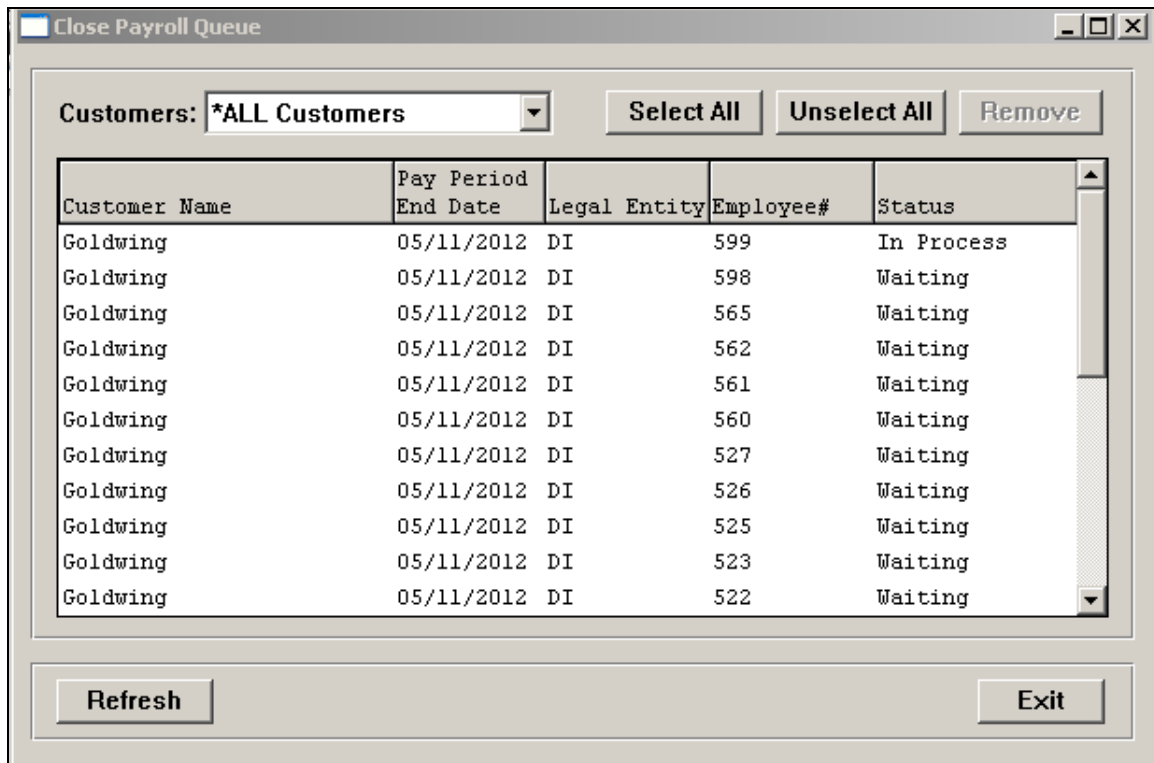
This function displays payments that were submitted from the Customer Management Module, iCON Tools or Manager Services. This function shows activity across all databases. The Status of each employee's payment is shown in the right-hand column. You may remove records from the queue if needed. You may select payments from all customers, or a specific customer.

Customer Name	Pay Period End Date	Legal Entity	Employee#	Status
Goldwing	05/11/2012	DI	599	In Process
Goldwing	05/11/2012	DI	598	Waiting
Goldwing	05/11/2012	DI	565	Waiting
Goldwing	05/11/2012	DI	562	Waiting
Goldwing	05/11/2012	DI	561	Waiting
Goldwing	05/11/2012	DI	560	Waiting
Goldwing	05/11/2012	DI	527	Waiting
Goldwing	05/11/2012	DI	526	Waiting
Goldwing	05/11/2012	DI	525	Waiting
Goldwing	05/11/2012	DI	523	Waiting
Goldwing	05/11/2012	DI	522	Waiting

Close Payroll Queue

If you wish to check the status of the payments that were submitted from the Pending Payments function, access **Close Payroll Queue** in the **Operations** menu.

This function displays payments that were submitted from the Customer Management Module, iCON Tools or Manager Services. This function shows activity across all databases. The Status of each employee's payment is shown in the right-hand column. You may remove records from the queue if needed. You may select payments from all customers, or a specific customer.



The screenshot shows a window titled "Close Payroll Queue". At the top, there is a "Customers:" label followed by a dropdown menu set to "*ALL Customers". To the right of the dropdown are three buttons: "Select All", "Unselect All", and "Remove". Below this is a table with five columns: "Customer Name", "Pay Period End Date", "Legal Entity", "Employee#", and "Status". The table contains 11 rows of data, all for "Goldwing" with a pay period end date of "05/11/2012" and a legal entity of "DI". The employee numbers range from 599 down to 522. The status for employee 599 is "In Process", and for all other employees, it is "Waiting". At the bottom of the window, there are two buttons: "Refresh" on the left and "Exit" on the right.

Customer Name	Pay Period End Date	Legal Entity	Employee#	Status
Goldwing	05/11/2012	DI	599	In Process
Goldwing	05/11/2012	DI	598	Waiting
Goldwing	05/11/2012	DI	565	Waiting
Goldwing	05/11/2012	DI	562	Waiting
Goldwing	05/11/2012	DI	561	Waiting
Goldwing	05/11/2012	DI	560	Waiting
Goldwing	05/11/2012	DI	527	Waiting
Goldwing	05/11/2012	DI	526	Waiting
Goldwing	05/11/2012	DI	525	Waiting
Goldwing	05/11/2012	DI	523	Waiting
Goldwing	05/11/2012	DI	522	Waiting

Service Schedule

Entries in the **Things To Do** function cannot be changed in that function. To do this, use the **Operations – Service Schedule** function. Dates and person responsible can be changed for one or multiple entries. For example, if a payroll processor is on vacation, enter the start and end dates and the person's name, and you can reassign those tasks to another payroll processor.

The screenshot shows the 'Service Schedule' window with a table of payroll entries. The table has columns for Customer, Corp, Company, Legal Entity, Pay Group, and Event. The data is as follows:

Customer	Corp	Company	Legal Entity	Pay Group	Event
Goldwing			Kohrs Ice Cream	Weekly Group	03/01
Goldwing			Outback Rest.	Weekly Group	03/01
Goldwing			Shrivers	Weekly Group	03/01
Goldwing			Village Florist	Weekly Group	03/01
Goldwing			Disney Inc.	Disney Weekly	03/04
Goldwing			N.Y. Yankees	Weekly Group	03/04
Goldwing			Kohrs Ice Cream	Weekly Group	03/08
Goldwing			Outback Rest.	Weekly Group	03/08
Goldwing			Shrivers	Weekly Group	03/08
Goldwing			Village Florist	Weekly Group	03/08
Goldwing			Disney Inc.	Disney Weekly	03/11
Goldwing			N.Y. Yankees	Weekly Group	03/11
Goldwing			Kohrs Ice Cream	Weekly Group	03/15
Goldwing			N.Y. Yankees	Yankee Semi-Mo.	03/15
Goldwing			Olympics Inc.	MTD Tests	03/15
Goldwing			Olympics Inc.	New Olympic Grp	03/15

At the top right of the window are buttons for 'Search:', 'Select All', and 'UnSelect All'. At the bottom are buttons for 'Update', 'Delete', and 'Exit'.

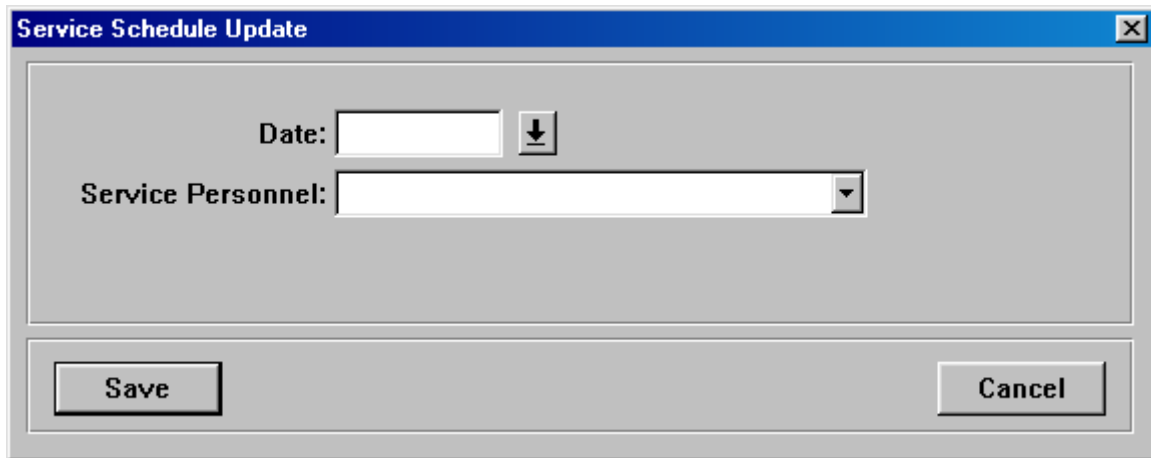
You can select records based on any of the following criteria:

The screenshot shows the 'Service Schedule Query' window with the following search criteria:

- Customer Name: [Dropdown menu]
- From: [Date field] [Dropdown arrow] To: [Date field] [Dropdown arrow]
- Service Personnel: [Dropdown menu]

At the bottom are buttons for 'Select' and 'Cancel'.

When the selected records are displayed, you can select one or more records to change. Click on the Update button and change the necessary information.



The image shows a Windows-style dialog box titled "Service Schedule Update". It has a blue title bar with a close button (X) in the top right corner. The main area is light gray and contains two input fields. The first field is labeled "Date:" and is followed by a small square button with a downward-pointing arrow. The second field is labeled "Service Personnel:" and is followed by a standard Windows dropdown arrow button. At the bottom of the dialog, there are two buttons: "Save" on the left and "Cancel" on the right, both with a 3D effect.

The highlighted records will be changed when you click on the Save button.

Tracking Fed Wire Information

If a customer sends payroll amounts to the distributor via Fed Wire transactions, use these two functions to track fed wire information.

Fed Wire Inquiry

When a payroll workflow runs, the system will write an entry with the expected amount to the **Fed Wire Inquiry** function in the **Banks** menu. It will appear in the section called Partially Received Wires/Wires Awaiting Receipts. You can filter the list of wires by Expected Date using the From Date: and To Date: fields.

When you receive notification from the bank that the fed wire transaction has completed, click on the Add Payment button and enter the amount in this function. Multiple amounts can be added for a payroll. You can also enter Comments for this payroll when adding payments. When the amount is considered received, click on the “Yes” radio button in the Received Funds field. This will allow direct deposit bank entries to be created using the **Generate Bank Transmission** function if the Mandatory Fed Wire field is set to “Yes” for this customer. If the Mandatory Fed Wire field is set to “No”, the bank entries will be created whether or not the Fed Wire is marked as Received Funds. Note that if you enter a payment for the exact expected amount, you must mark Received Funds as “Yes”.

Fed Wire Inquiry

☒ Partially Received Wires / Wires Awaiting Receipts
 ☐ Already Received Wires

From Date: / / To Date: / / Refresh

Customer Name	Company	Expected Date	Expected Amount	Received Create Amount	Received Create Date	Rec. Issuance Wire Date
Goldwing Enterprises	001	03/10/2015	107,263.79	0.00	11/16/2015	no 03/13/2
Goldwing Enterprises	001	02/10/2015	100,552.56	0.00	11/12/2015	no 02/13/2
Goldwing Enterprises	001	02/03/2015	100,551.52	0.00	09/04/2015	no 02/06/2
Goldwing Enterprises	001	01/27/2015	100,453.13	0.00	09/04/2015	no 01/30/2
Goldwing Enterprises	001	01/20/2015	96,778.72	0.00	09/03/2015	no 01/23/2
Goldwing Enterprises	001	01/13/2015	92,869.79	0.00	09/02/2015	no 01/16/2
Goldwing Enterprises	001	01/06/2015	85,214.40	0.00	09/02/2015	no 01/09/2

Process

Expected Amount

Garnishment 190.00

Net Pay 107,073.79

Received Date

Received Amount

Received Funds?: ☐ Yes ☒ No

Received Date:

Received Amount: 0.00

Comment:

Add Process

Add Payment

Delete Fed Wire

Delete Payment

Cancel

Save

Exit

Processing Payroll

For a Tax entry, the **Generate Tax Export File** function will require that the Fed Wire be marked as Received, whether or not the Mandatory Fed Wire field is set to “Yes”.

If you need to add a Process to a payroll entry, such as an Adjustment, click on the Add Process button. You can add a positive or negative amount.

If you wish to delete the entire entry, along with any associated processes and/or payments, click on the Delete Fed Wire button. Under normal circumstances, this is not necessary.

Once the expected amount has been received, the entry will no longer appear in the Partially Received Wires/Wires Awaiting Receipts section, but will appear in the Already Received Wires section. Information about received wires cannot be changed.

Fed Wires Awaiting Receipt

If you wish to print a report showing either the fed wire funds that have been received, or those that are expected, access the **Fed Wires Awaiting Receipt** function in the **Reports - Banking** menu. The system will default to showing you the Received Funds. If you wish to print a report showing Received Funds, click on the Legal Entities you wish to see, or click on the Select All button. Then enter the From and To Received Dates. You can send the report to a printer or to an output file. Use the Printer Setup button to view or change printer information. To send the information to a file, click on the Browse button and specify a file name and location. The system will create a report in PDF format.

Customer	Customer Name	Legal Entity
2000	Goldwing	Shrivers
2000	Goldwing	N.Y. Yankees
2000	Goldwing	N.J. Devils
2000	Goldwing	Cheesecake Fac.

To print a report showing Expected Funds, click on the Expected Funds radio button. Select the legal entities you wish to include and enter the From and To Expected Dates. Select whether you wish to send the information to the printer or to an output file.

The report will print the amounts in the date range you selected. Any primary or secondary contact information, as stored in the FEIN tab of **Customer Information**, will also print. If there is a difference between the expected amount and the amount received, asterisks will print next to the amount received.

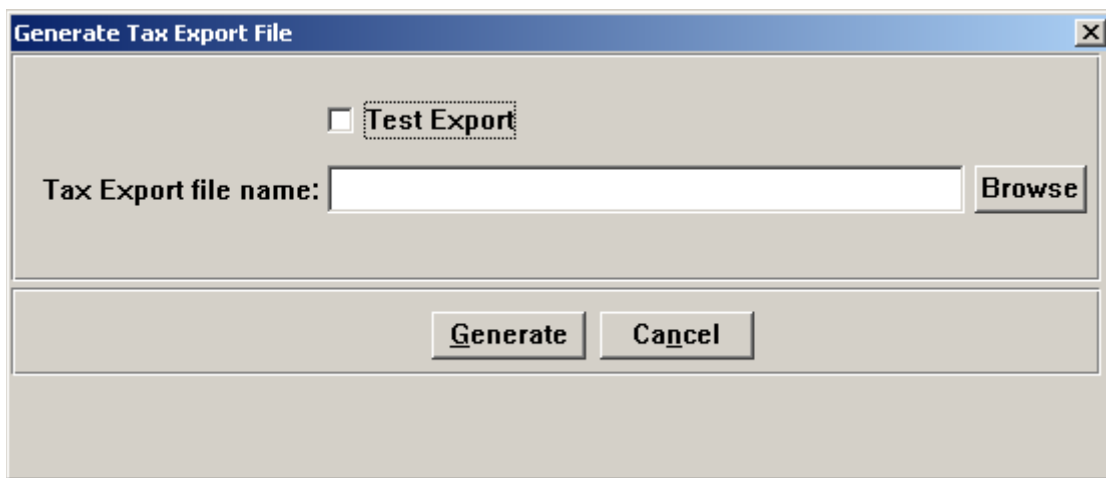
Creating Tax Files

Once the payroll has been closed and all reports have been generated, you can generate a file containing tax information.

Generate Tax Export File

In the **Generate Tax Export File** function under the **Banks** menu, select a path and file name. The Browse button is available. Click on Generate to create the file.

Prior to the file being created, a report will display showing the pending tax records. The PDF will also be saved to the directory where the file is saved. It will have the same file name but write a “PDF” extension.



The screenshot shows a Windows-style dialog box titled "Generate Tax Export File". Inside the dialog, there is a checkbox labeled "Test Export" which is currently unchecked. Below this, the text "Tax Export file name:" is followed by a text input field. To the right of the input field is a "Browse" button. At the bottom of the dialog, there are two buttons: "Generate" and "Cancel".

Pending Tax Information

In the **Pending Tax Information** function under the **Taxes** menu, you can view the tax information that is waiting to be copied to a file. This data is produced by the Payroll Tax Summary Interface. Highlight the entry you wish to work with, and click the Release button in order to have this information copied to the file using the **Generate Tax Export File** function.

If the customer's tax amounts are Fed Wired, the tax information will only be written to the tax export file if the Fed Wire has been marked as "Received" in Fed Wire Inquiry.

Once the data is copied to a file, it will appear in **Exported Tax Information** and will no longer appear in **Pending Tax Information**.

If the company is set up as a mandatory Fed Wire, the wire for the \$TX amount must be received in order for Released tax information to be written to the tax file.

The screenshot shows a window titled "Pending Tax Information" with two data tables and control buttons.

Customer Name	Issuance Date	Company Name	On Hold ?	Payroll Processing Group
Goldwing	03/15/2004	Official Olympic	Yes	All Payroll Groups
Goldwing	05/30/2004	Village Florist	Yes	All Payroll Groups
Goldwing	07/06/2004	Disney, Inc.	Yes	All Payroll Groups
Goldwing	07/12/2004	The Now New Jer	Yes	All Payroll Groups
Goldwing	07/16/2004	Official Olympic	Yes	All Payroll Groups
Goldwing	09/17/2004	Kohr's Ice Cream	Yes	All Payroll Groups
Goldwing	01/08/2005	Kohr's Ice Cream	Yes	Weekly Group

Buttons: Release, Delete, Exit

Tax Code	EIN / Account Number	Tax Rate	Tax Amount	Taxable Wages	# of Empl
AEIC	333666999	0.0000	- 156.89	0.00	
AKSUI	3336669999	3.4000	1,327.82	36,997.75	
AZSIT		0.0000	71.37	3,151.55	
CASIT		0.0000	315,605.03	1,271,067.80	
CODENOXTEE		0.0000	17.25	1,013,813.45	
CODENOXTER		0.0000	12.00	1,013,813.45	
COSIT		0.0000	98.00	2,483.74	
FESICK	12355555	0.0000	- 76.50	1,000.00	

Exported Tax Information

In the **Exported Tax Information** function under the **Taxes** menu, you can view the tax information that has been copied to a file using the **Generate Tax Export File** function.

Exported Tax Information

Customer Name	Issuance Date	Company Name	Payroll Processing Group	Total
Goldwing	02/15/2004	Official Olympic	All Payroll Groups	
Goldwing	07/15/2003	Village Florist	Village Semi-Mo	
Goldwing	05/30/2003	New Jersey Card	Cards S.M. #2	
Goldwing	05/14/2003	Disney Incorpora	Disney Weekly	
Goldwing	05/07/2003	Disney Incorpora	Disney Weekly	
Goldwing	05/01/2003	Olympic Committe	MTD Tests	
Goldwing	04/30/2003	Disney Incorpora	Disney Weekly	

Delete
Exit

Tax Code	EIN / Account Number	Tax Rate	Tax Amount	Taxable Wages	# of Empl
CASDI		0.0000	21.61	2,401.02	
CASIT		0.0000	419.79	8,881.02	
COAUROCTXEE		0.0000	0.00	1,613.00	
COAUROCTXER		0.0000	0.00	1,613.00	
CODENOCTXEE		0.0000	17.25	18,397.51	
CODENOCTXER		0.0000	12.00	18,397.51	
COGRVOCTXEE		0.0000	0.00	3,354.25	
COGRVOCTXER		0.0000	0.00	3,354.25	

Transmitting Information to the Bank

Once the payroll has been closed and all reports have been generated, information can be transmitted to the bank. You can create one file for all payrolls that have been processed, and one file for electronic child support transactions.

Generate Bank Transmission

In the **Generate Bank Transmission** function under the **Banks** menu, select the Distributor and Bank from the drop-down lists. Enter or browse for the Tax Import File Name that was created using the **Generate Tax Export File**, if you wish to include this information on the bank file. Click on Generate.

Impound Type	Description
401	401K
CHS	Child Support
DEN	Dental
fls	FLS
\$GR	Garnishment
GTL	Group Term Life

Note that any entries in **Customer Bank Accounts** that are set to be pre-noted will be included in the bank file.

In the data field containing the Employee Number, the file will contain “EE” and the Employee Number. For example, employee number 001234 will have EE001234 in this field.

Record 6 Inquiry

In the **Record 6 Inquiry** function under the **Banks** menu, you can view the bank transactions that have been generated and are waiting to be written to a file when the **Generate Bank Transmission** function is run. To delete a transaction, click on the transaction and then click on Delete.

If you wish to hold a particular transaction for a future date, click on the line you wish to work with so that it becomes highlighted. Then enter the Effective Date on which it should be transmitted; click Override. The new date will then appear in the Override Date column. If you wish to hold the entry indefinitely, change the Effective Date to 12/31/9999, and then change it to the correct date when necessary.

The Record 6 Inquiry window displays a list of transactions and an override section. The main table lists transactions with columns for Customer Name, Effective Date, Override Date, and Impound. The override section includes a date field, an Override button, and a Delete button. Below the main table is a detailed view table with columns for Company Name, Trans Code, Effective Date, Override Eff Date, Amount, and Memo.

Customer Name	Effective Date	Override Date	Impound
Goldwing	03/23/2011		401
Goldwing	02/16/2011		DEN
Goldwing	02/17/2011		LIF
Goldwing	03/31/2011		LIF
Goldwing	02/17/2011		MED
Goldwing	03/25/2011		MED

Effective Date: / /

Override

Delete

Company Name	Trans Code	Effective Date	Override Eff Date	Amount	Memo
QA1 Payroll Service	22	03/23/2011		231.00	
Goldwing	27	03/23/2011		231.00	

Exit

Exported Record 6 Inquiry

The **Exported Record 6 Inquiry** function under the **Banks** menu allows you to view Record 6 information that has been written to a bank file. Also, if Memo information was entered for a Record 6 Adjustment, it will be displayed in the bottom portion of the screen.

Exported Record 6 Inquiry [X]

Effective Date	Customer Name	Impound Code	Transmission Date	Create Date
05/13/2011	Goldwing	\$HS	04/28/2011	04/28/2011
05/12/2011	Goldwing	\$HS	04/28/2011	04/28/2011
05/10/2011	Goldwing	\$WC	04/28/2011	04/28/2011
05/06/2011	Goldwing	\$HS	04/28/2011	04/27/2011
05/05/2011	Goldwing	\$HS	04/28/2011	04/27/2011
05/03/2011	Goldwing	\$WC	04/28/2011	04/27/2011
04/29/2011	Goldwing	\$HS	04/26/2011	04/26/2011

Company Name	Amount	Trans Code	Effective Date	Override Eff Date
BRADLEY	64.71	22	05/13/2011	
QA1 PAYROLL SERVICE	234.90	27	05/13/2011	
SANTANA	129.42	22	05/13/2011	
ZALES	40.77	22	05/13/2011	

Memo:

Record 6 Adjustment

The **Record 6 Adjustment** function under the **Banks** menu allows you to enter a new Record 6 entry with an impound type of “ADJ” (manual adjustment), which can be written to the bank file. When you access the **Generate Bank Transmission** function, you can click on a checkbox called Manual Adjustments. Adjustment entries can be seen in the **Record 6 Inquiry** function until they are written to the bank file. Code “ADJ” is a required value in the **Impound Type** table. To add an entry in the **Record 6 Adjustment** function, follow these steps:

- Select the Customer/FEIN.
- Enter the amount as a positive number.
- Enter the effective date.
- Select the Transaction Type of either Send To or Impound From. If it is a Send To transaction, a Record 6 entry is created with transaction code 22 or 32 to the client and transaction code 27 to the distributor account. If it is an Impound From transaction, the reverse occurs.
- Enter a text memo about the adjustment.

The screenshot shows a Windows-style dialog box titled "Record 6 Adjustment". It contains the following fields and controls:

- Impound Type:** A text field with a dropdown arrow icon to its right.
- Customer:** A text field with a dropdown arrow icon to its right.
- Federal ID Number:** A text field.
- Legal Entity:** A text field.
- Customer ABA Number:** A text field.
- Customer Account Number:** A text field.
- Distributor ABA Number:** A text field.
- Distributor Account Number:** A text field.
- Amount:** A text field containing "0.00".
- Effective Date:** A text field containing "/" / /.
- Trans Type:** A dropdown menu currently showing "Impound From".
- Memo:** A large text area for entering a memo.
- At the bottom, there are two buttons: "Save" on the left and "Exit" on the right.

Processing Checklist

Process:	Completed By:
Source data is entered: <ul style="list-style-type: none"> • Time and Attendance (import or entry) • Lump Sums (import or entry) • Manual Payments • Void Process 	
Other functions are run as needed, such as: <ul style="list-style-type: none"> • Benefit Update • Taxable Life Process 	
Gross To Net Calculations are performed	
Reports are checked	
If changes are made, run employees through Update One Employee or Payroll Feeder, or run the Pending workflow again	
Payroll is closed, which usually involves a Workflow containing all of the normal processes associated with the close, such as: <ul style="list-style-type: none"> • HED Register • Combined Register • Close Payroll • Check Print • Direct Deposit File Creation • Voucher Print • Garnishment Check Print • Electronic Payment Generation • Net Payment Register • Garnishment Check Register • G/L Report By Date • Payment Register • Payment Register Voids • Payroll Funding Statement • Close Payment Log • Duplicate Payment Log 	
Print reports, checks, vouchers and garnishment checks from Report Master Listing or pull off printer if auto printing	
Run pay period export functions such as 401(k) or General Ledger	
Payroll Tax Summary Interface is run	
Tax file is created	
Bank Transmission File is created	
Electronic Child Support file is created	
Transmission Report is run and verified	
File(s) sent to the bank	

(blank)

Processing Electronic Payments

Set-Up and Processing

Introduction

Rather than printing and mailing checks to agencies that handle child support payments and other types of payments, iCON can be used to generate electronic file transfer (EFT) entries that are sent to the bank. The following pages describe the setup steps that must be performed prior to sending deduction payments electronically, both in the Customer Management Module and iCON Tools.

Entering Set-Up Information

This section provides detailed information on each of the steps required to set up electronic payment processing. A checklist is provided for your use at the end of this section.

Receiving Agencies

From the Customer Management Module, access the **Receiving Agencies** function from the **Code Tables** menu. Enter the 2-character state abbreviation in the Code field corresponding to the state of the child support agency. For Wisconsin delinquent tax payments, "WIT" must be used. Enter the receiving agency name in the Agency Name field. This will be written to the bank file.

Code	Agency Name
AL	ACSPC
CA	CASDU
CO	Colorado SDU
CT	CT_CHILD_SUPPORT
DC	DC Child Support
DE	State of Delaware

*Agency Code: AL

*Agency Name: ACSPC

Update Reset Add Delete Cancel Exit

Garnishment Payees

In iCON Tools, access the **Garnishment Payees** function. Add the child support or other agency if it does not exist. Select the Electronic Payment Receiving Agency from the drop-down list. This must only be selected for those payees to whom electronic payments will be sent. The drop-down list in this field will display the entries from the **Receiving Agencies** function in the Customer Management Module. If the agency requires the same FIPS code for all transactions, enter it here. Otherwise, leave this field blank. At this time of this writing, state FIPS codes are to be entered as shown in the chart below. When you are ready to start transmitting to the agency electronically, select the Use Electronic Funds Transfer checkbox.

State	Payment Type	Receiving Agency	FIPS Codes
Alabama	Child Support	AL	Blank
Alaska	Child Support	AK	Blank
Arizona	Child Support	AZ	Blank or 04000 (optional)
Arkansas	Child Support	AR	0500000
California	Child Support	CA	0700001
Colorado	Child Support	CO	0800000
Connecticut	Child Support	CT	0900001
Delaware	Child Support	DE	130003
District of Columbia	Child Support	DC	Blank
Florida	Child Support	FL	Blank
Georgia	Child Support	GA	Blank
Idaho	Child Support	ID	Blank
Illinois	Child Support	IL	Blank, but must be entered in Employee Deduction Formulas
Indiana	Child Support	IN	Blank or 18000 (optional)
Iowa	Child Support	IA	Blank or 19000 (optional)
Kansas	Child Support	KS	2000003
Kentucky	Child Support	KY	21000
Louisiana	Child Support	LA	22000
Maine	Child Support	ME	23000
Maryland	Child Support	MD	24000
Massachusetts	Child Support	MA	0250000
Michigan	Child Support	MI	Blank, but must be entered in Employee Deduction Formulas
Minnesota	Child Support	MN	27000
Minnesota	Tax Payment	MNT	015
Mississippi	Child Support	MS	Blank
Missouri	Child Support	MO	Blank
Montana	Child Support	MT	30000
Nebraska	Child Support	NE	Blank
Nevada	Child Support	NV	32000
New Hampshire	Child Support	NH	33000
New Jersey	Child Support	NJ	Blank
New Mexico	Child Support	NM	3500000
New York	Child Support	NY	Blank, but must be entered in Employee Deduction Formulas

State	Payment Type	Receiving Agency	FIPS Codes
North Carolina	Child Support	NC	Blank
North Dakota	Child Support	ND	3800001
Ohio	Child Support	OH	Blank
Oklahoma	Child Support	OK	Blank
Oregon	Child Support	OR	41000
Pennsylvania	Child Support	PA	4200000
Puerto Rico	Child Support	PR	Blank
Rhode Island	Child Support	RI	44002
South Dakota	Child Support	SD	Blank or 46000 (optional)
Tennessee	Child Support	TN	Blank or 47000 (optional)
Texas	Child Support	TX	48000
Utah	Child Support	UT	Blank
Vermont	Child Support	VT	Blank
Virgin Islands	Child Support	VI	7800000
Virginia	Child Support	VA	51000
Washington	Child Support	WA	Blank
West Virginia	Child Support	WV	Blank
Wisconsin	Child Support	WI	Blank
Wisconsin	Tax Payment	WIT	15030
Wyoming	Child Support	WY	Blank

Below is an example of a garnishment payee.

Update Garnishment Payees

Garnishment Payee Code: alcsp

'Payee Name:

Alabama Child Support Payment

Check Address Line 1:

P.O. Box 241301

Check Address Line 2:

Check Address Line 3:

City:

Montgomery

State/Province:

Alabama

Zip:

32455-4587-

Phone#:

(312) 845-3123

Electronic Payment Receiving Agency:

ACSPC

FIPS Code:

☒ Use Electronic Funds Transfer

Save

Cancel

Help

Employee Deduction Formulas

For deductions that will be transmitted electronically, if the state requires a FIPS code for each child support case number, go to the Additional Information screen in the **Employee Deduction Formulas** function in iCON Tools or the **Deductions** function in Manager Services and select the FIPS code from the drop down list. According to the information available to us at the time of this printing, Illinois, Michigan and New York require FIPS codes for each employee child support case number. If you need to see which deductions exist for these states, run the **Electronic Payment Verification List**.

Edit Employee Deduction Formulas

Type of Reference: Docket Number
Reference Number: 12345678
Loan Number:
FIPS: MI-ALPENA-26007

Memo

Benefit Group: * No Benefit
Benefit Plan: *no value
Benefit Option: *no value
Benefit Enrollment Date:
FSA Group: *No Value
Flex. Spending Account: *No Value
FSA Year: 0000

Origin of Data: *no value
Prerequisite Deduction: *no value
Reference From Date:
Reference To Date:

Save Cancel Help

Electronic Payment Verification List

In the Customer Management Module, run the **Electronic Payment Verification List** and send it to those states that require it for reconciliation prior to remitting payments electronically. The report will print the current active garnishment(s) for each employee where the End Date is in the future, and where the Payee is not blank, and where the corresponding Garnishment Payee is associated with an Electronic Payment Receiving Agency.

If you select the Texas agency code, you will be required to enter a folder and file name for the Excel file (XLSX format) that Texas requires. Submit the file to Texas, rather than the report.

Electronic Payment Verification List

Customer	Company
Goldwing Enterprises	Carolina Coffee Company
Goldwing Enterprises	Cheesecake Factory
Goldwing Enterprises	Development Company
Goldwing Enterprises	Discovery Group, Inc.
Goldwing Enterprises	Fort Hays Incorporated
Goldwing Enterprises	Harris Golf Course Design and
Goldwing Enterprises	Kohr's, Inc.

Select All
Unselect All

Agency Code	Agency Name
AL	ACSPC
CA	CASDU
CO	Colorado SDU
CT	CT_CHILD_SUPPORT
DC	DC Child Support
DE	State of Delaware

Select All
Unselect All

☒ Output to Printer: [Printer Setup](#)

☐ Output to PDF File: [Browse](#)

☐ Output to File (Texas Only): [Browse](#)

[Generate](#) [Exit](#)

Customer Funding Options

When you have received approval from the state disbursement unit, go to the Customer Management Module, and access the **Customer Funding Options** function in the **Customers** menu. Set up funding information here using the SEC impound type. Amounts will be impounded from the customer to the payroll service provider according to the Impound Days From Issuance Day. Amounts from the payroll service provider to the state agency will occur on the Check Date from the Pay Calendar. (Information shown here is for example only.)

If you are not using a payroll service provider and will be sending the payments from your own bank account(s), do not set up Customer Funding Options. You will be able to specify which bank account to use when you run the Electronic Payment Generation function.

Customer	Customer Name	Impound Type	Legal Entity
2000	Goldwing	Electronic Child Sup	cf
2000	Goldwing	Electronic Child Sup	cpi
2000	Goldwing	Electronic Child Sup	DEV
2000	Goldwing	Electronic Child Sup	di
2000	Goldwing	Electronic Child Sup	OLYM
2000	Goldwing	Electronic Child Sup	VF

Details

*Customer No.: 2000 Goldwing

*Impound Type: SEC Electronic Child Sup

Funding Option: ☒ Impounds ☐ Fed Wire Impound Days from Issuance Day: -2

*Legal Entity: OLYM *Transmission Reciever: QA1 Dist for ECS

*Source ABA Number: 111333556 *Source Account Number: 322001222

*Target ABA Number: 111333556 *Target Account Number: 222244446666

Receiving Agency Bank Accounts

Child Support: When you have received approval from the state disbursement unit that the reconciliation is complete, go to the Customer Management Module and access the **Receiving Agency Bank Accounts** function from the **Banks** menu. Set up the bank data for the customer. Use Application Identifier CS for “Child Support”.

If the agency requires prenote entries prior to a “live” transmission, set both the Prenote and Active checkboxes to “on.” When the Prenote checkbox is on, garnishment checks rather than electronic payments will be produced, as well as bank entries with zero amounts. After the Prenote has been created, change both the Prenote and Active checkboxes to off until you receive approval from the agency that the prenote was acceptable. When you receive approval, change the Active checkbox to “on”.

If the state does not require a prenote, set only the Active checkbox to “on.”

Note that the ABA numbers and account numbers shown here are for example only.

Wisconsin Delinquent Tax Payments: set up the bank data, using Application Identifier code TXP for “Tax Payment”.

The screenshot shows the 'Receiving Agency Bank Accounts' window. It contains a table with the following data:

Code	Agency Name	ABA Number	Account Number
AL	ACSPC	000007786	123000007786123
IL	Illinois SDU	000001300	123000001300123
IN	IN SDU	123456780	00024680
MA	MA_CHILD_SUPPORT	222444664	3336669992
MI	MISDU	123456780	1000013579

Below the table is a 'Details' section with the following fields and controls:

- *Agency Code: AL (dropdown) ACSPC
- *Application Identifier: CS (dropdown) Child Support
- *ABA Number: 000007786
- *Account Number: 123000007786123
- ☐ Prenotification Only
- ☒ Active

At the bottom are buttons: Update, Reset, Add, Delete, Cancel, and Exit.

Distributor Bank Information

If you use Workflow to process payroll, set up your distributor bank account as available to process electronic child support payments. Click on “Yes” in the Use for Electronic Payments field.

Bank	Account Number
Chase Manhattan	10000123456
ING Direct	11110001313
First Union	000012344
First Union	222244446666
Pinnacle Red Bank	222200001234
Inactive Distributor Bank	999666333

☒ All ☐ Selected

Details

*Distrubutor Name: QA1 Service Bureau *Origin Name: QA1 Distributor Origin
 *Bank Name: First Union *ABA Number: 111333556
 *Account Number: 222244446666 *Federal Id Number: 22-4446666
 Check Number From: 500000 Check Number To: 599999
 Voucher Number From: 600000 Voucher Number To: 699999
 Last Check Number Used: 501042 Last Voucher Number Used: 600401
 File Header:

Line Count Reset: ☒ No ☐ Yes *Account Type: Checking
 Active: ☒ Yes ☐ No Use for Electronic Payments: ☒ Yes ☐ No

Workflow Update for Electronic Payment Generation

If you use Workflow to process payroll, add the **Electronic Payment Generation** function in the **Payroll Express** function in the Customer Management Module. It must be positioned after Check Print and before Payroll Funding Statement. This function creates entries in the **Record 6 Inquiry** function in the Customer Management Module. It also generates the Electronic Payment Register and the Electronic Payment Register Summary.

Select Processes

Wizard Description: Basic Payroll - Village Florist

Process Description		Sequence	Process Description
Close Payment Log		1	Gross to Net Process
Combined Register		2	AEIC Report
Duplicate Payment Log		3	HED Deduction Register
Electronic Payment Regist		4	Payment Register
Employee Change Report		5	Close Payroll
Employee Wages Exception		6	Check Print
FLS Interface		7	Direct Deposit Creation
G/L Validation Report		8	Voucher Print
HED Payment Register		9	Garnishment Check Print
Manual Payment Register		10	Garnishment Check Registe
Net Pay Register		11	Electronic Payment Genera
Payment Register By Chk.		12	G/L Report By Date
Payment Register Voids		13	Post Payment Register
Payroll Tax Summary Int.		14	Tax/Payroll Liability Rpt
Pending Payment Log		15	Employee Payroll Totals
Pending Payments Exceptio		16	Payment List
Post Combined Register		17	Payroll Funding Statement
Post HED Deduction Regist			
Post HED Payment Register			
Quarterly Disability Rpt			

Process Description list (left):

- Close Payment Log
- Combined Register
- Duplicate Payment Log
- Electronic Payment Regist
- Employee Change Report
- Employee Wages Exception
- FLS Interface
- G/L Validation Report
- HED Payment Register
- Manual Payment Register
- Net Pay Register
- Payment Register By Chk.
- Payment Register Voids
- Payroll Tax Summary Int.
- Pending Payment Log
- Pending Payments Exceptio
- Post Combined Register
- Post HED Deduction Regist
- Post HED Payment Register
- Quarterly Disability Rpt

Buttons: →, ←, Move Up, Move Down

Save Cancel

Processing Electronic Payments

In the Define Inputs section of the Workflow, specify the bank account (ECS Bank, ECS ABA Number and ECS Account Number) from which electronic payments are to be made.

Define Inputs for Basic Payroll - Olympics Semi-Monthly

Dir. Dep. Comp. ID:

Prenote Option: Direct deposits and prenotifications ▼

Report Suffix: WF-OlymSemi

Voucher Bank Name: First Union ▼

Voucher ABA Number: 111333556 ▼

→ ECS Bank: First Union ▼

ECS ABA Number: 111333556 ▼

ECS Account Number: 222244446666 ▼

☐ Override Direct Deposit

☒ Include Manual Payments on Payment Register

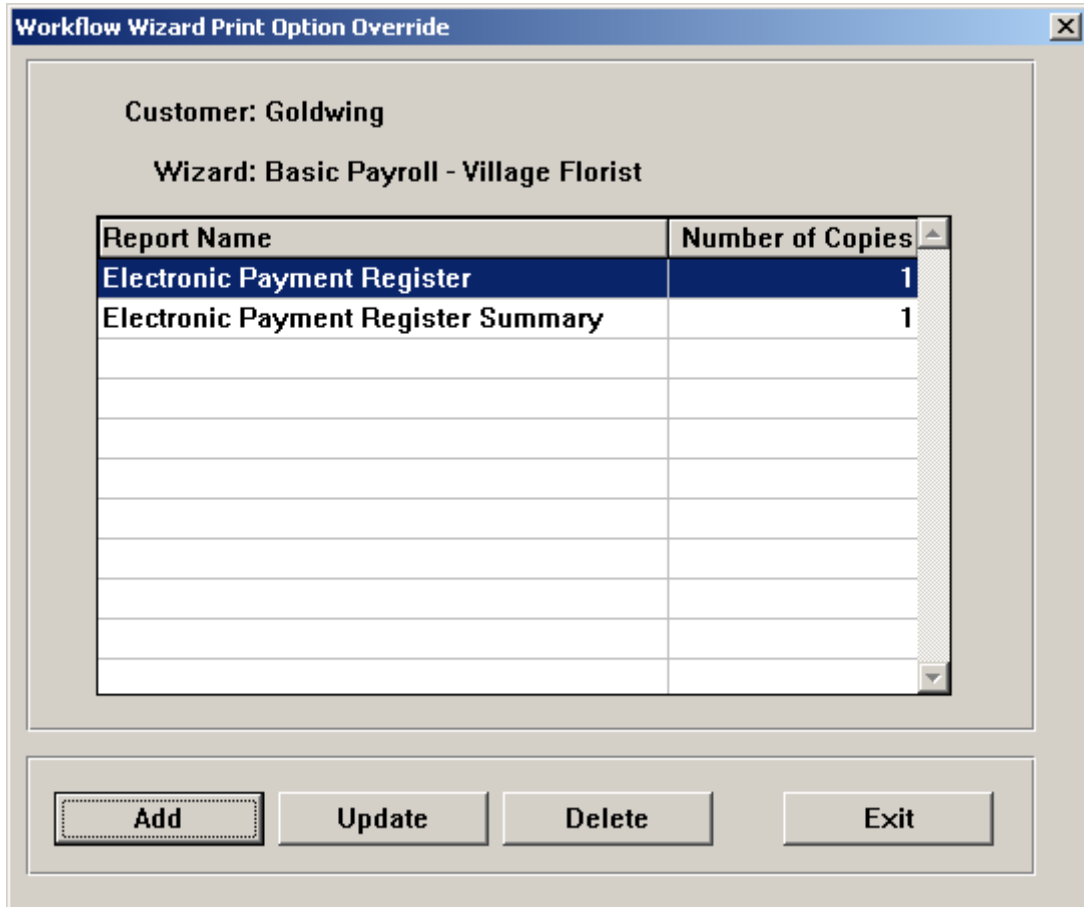
☒ Include payments issued and voided this period

☒ Include payments issued now but voided in future

☐ Include prior payments voided against the current

Save Cancel

You can specify the number of copies for the Electronic Payment Register and the Electronic Payment Register Summary.



The dialog box is titled "Workflow Wizard Print Option Override". It displays the following information:

Customer: Goldwing
Wizard: Basic Payroll - Village Florist

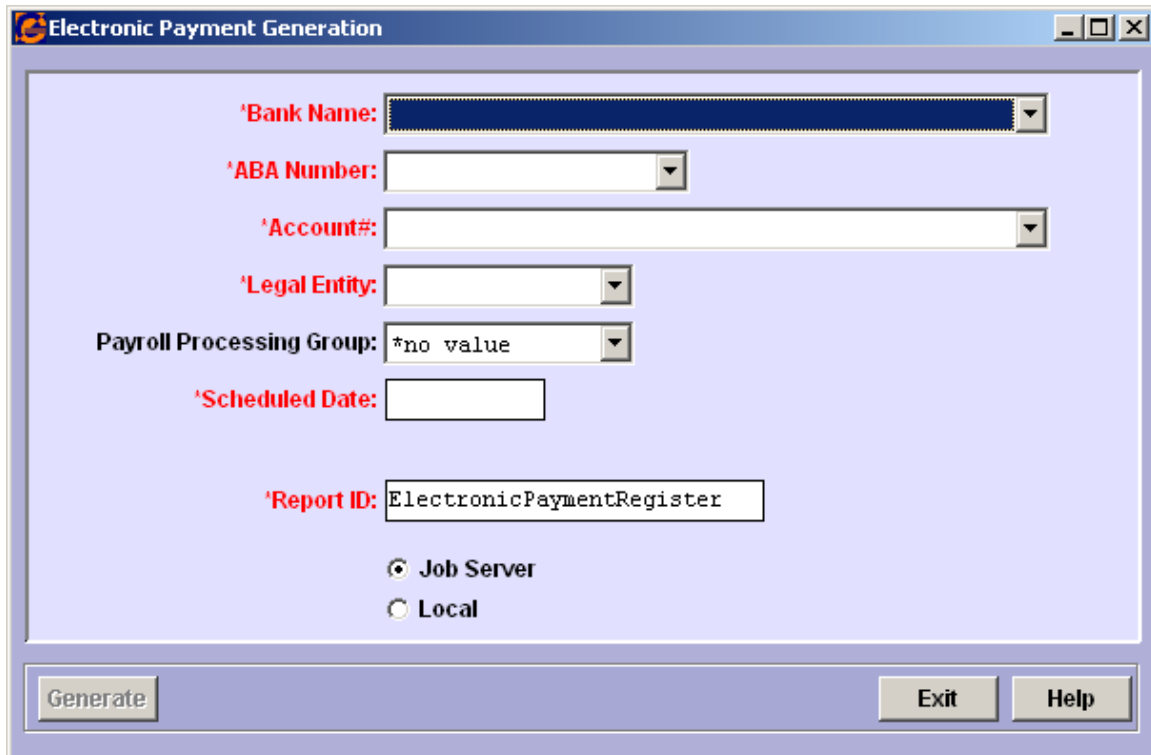
Report Name	Number of Copies
Electronic Payment Register	1
Electronic Payment Register Summary	1

At the bottom of the dialog box are four buttons: Add, Update, Delete, and Exit. The "Add" button is highlighted with a dashed border.

Electronic Payment Generation Function

If you are not using Workflow, run the **Electronic Payment Generation** function after your payroll has closed.

Enter the bank account information from which the payments will be made. Select the Legal Entity to be processed. You may select a Payroll Processing Group or leave this field blank to process all groups within the legal entity. Enter the Pay Period End Date. You may change the Report ID if desired. The system will automatically generate an Electronic Payment Register and Electronic Payment Register Summary, similar to the format of the Garnishment Check Register.



The screenshot shows a Windows-style dialog box titled "Electronic Payment Generation". It contains several input fields and buttons. The fields are labeled with red text and some have dropdown arrows. The "Report ID" field contains the text "ElectronicPaymentRegister". At the bottom, there are three buttons: "Generate", "Exit", and "Help".

Field Label	Value / Selection
'Bank Name:	[Dropdown Arrow]
'ABA Number:	[Dropdown Arrow]
'Account#:	[Dropdown Arrow]
'Legal Entity:	[Dropdown Arrow]
Payroll Processing Group:	*no value
'Scheduled Date:	[Empty Text Box]
'Report ID:	ElectronicPaymentRegister
Job Server	<input checked="" type="radio"/>
Local	<input type="radio"/>

Buttons: Generate, Exit, Help

Once the **Electronic Payment Generation** job has completed, whether run in Workflow or from iCON Tools, you can view the bank entries that were created, using the **Record 6 Inquiry** function. Bank entries are created using the CCD+ format, which is acceptable to all states.

The Record 6 Inquiry window displays two tables of data. The top table lists customer information, and the bottom table lists transaction details.

Customer Name	Effective Date	Override Date	Impound
Goldwing	01/27/2006		\$EC
Goldwing	01/31/2006		\$EC
Goldwing	02/10/2006		\$EC
Goldwing	02/14/2006		\$EC
Goldwing	01/24/2006		\$GR
Goldwing	01/26/2006		\$GR

Company Name	Trans Code	Effective Date	Override Eff Date	Amount	Memo
MISDU	23	01/31/2006		0.00	
MA_CHILD_SUPPORT	22	01/31/2006		11.63	
MA_CHILD_SUPPORT	22	01/31/2006		11.67	
MISDU	23	01/31/2006		0.00	
MISDU	23	01/31/2006		0.00	

Buttons: Effective Date: / / , Override, Delete, Exit

When you run the **Generate Bank Transmission** function, select the checkbox for Child Support. When you click on Generate, the system will prompt you for a file name. Note that if you select Child Support with any of the other checkboxes, you will first be prompted for the regular bank file as well as a separate child support file name.

The Generate Bank Transmission window includes fields for Distributor, Bank, and FEIN, a list of checkboxes for payment types, and a list of impound types with descriptions.

Distributor: [Dropdown]
 Bank: [Dropdown]
 FEIN: [Text Field]

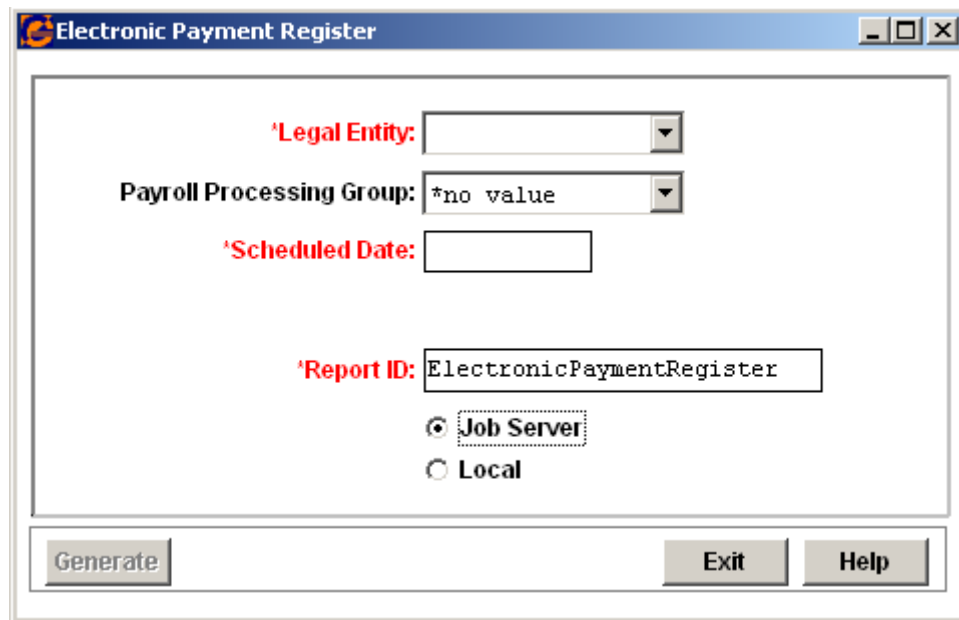
☒ Direct Deposit
☒ Net Pay
☒ Deductions
☒ Fee
☒ Man. Adjustment
☒ Child Support

Impound Type	Description
401	401K
CHS	Child Support
DEN	Dental
fls	FLS
\$GR	Garnishment
GTL	Group Term Life

Buttons: Generate, Cancel

Generating an Electronic Payment Register

The **Electronic Payment Register** function can be run separately to generate a report after the **Electronic Payment Generation** function has been run. It does not create entries, but only produces a report. It is the same report that is automatically generated when the Electronic Payment Generation is run. In this function, select the Legal Entity to be processed. You may select a Payroll Processing Group or leave this field blank to process all groups within the legal entity. Enter the Pay Period End Date. You may change the Report ID if desired. The system will generate an Electronic Payment Register and Electronic Payment Register Summary.



The screenshot shows a Windows-style dialog box titled "Electronic Payment Register". It contains several input fields and buttons. The fields are: "Legal Entity:" (a dropdown menu), "Payroll Processing Group:" (a dropdown menu showing "*no value"), "Scheduled Date:" (a text box), and "Report ID:" (a text box containing "ElectronicPaymentRegister"). Below the "Report ID:" field are two radio buttons: "Job Server" (which is selected) and "Local". At the bottom of the dialog are three buttons: "Generate", "Exit", and "Help".

You may use the following checklist when setting up electronic child support payments for a new state or company.

	If ECS payments have not yet been sent to the agency for any companies	If ECS payments are already being sent to the agency for other companies
1) Receiving Agencies (Customer Management Module): add entry.		Already done
2) Garnishment Payees (iCON Tools): select the Electronic Payment Receiving Agency. If applicable, also assign the FIPS code. Use Electronic Funds Transfer should be blank.		
3) Employee Deduction Formulas (iCON Tools): for states that require FIPS codes (currently IL and MI; TX is optional), enter them.		
4) Electronic Payment Verification List (Customer Management Module): print and send to the agency for reconciliation.		
When the agency has approved the list:		
5) Customer Funding Options : add the \$EC entry for the legal entity.		
6) Receiving Agency Bank Accounts (Customer Management Module): add a record and select both the Active and Prenote checkboxes. If no prenote is required by the bank, do not check the prenote box.		Already done
7) In Distributor Bank Information , set up the distributor bank account to process Electronic Payments.		
8) Payroll Express : in the Workflow, add Electronic Payment Generation to produce the bank entries and a report. It must run after Check Print and before the Payroll Funding Statement in order for a separate ECS line to print on the report. Specify the bank account to be used.		
When next payroll is run, the workflow will generate pre-note entries. After the bank file with the prenotes has been created (skip this step if no pre-note is needed):		
9) Receiving Agency Bank Accounts : deselect Active and Prenote checkboxes so that another prenote is not sent.		Not necessary
When agency has approved live payments (skip this step if no pre-note is needed):		
10) Receiving Agency Bank Accounts :		

Processing Electronic Payments

select the Active checkbox. Leave the Prenote checkbox blank.		Already done
11) Garnishment Payees: select Use Electronic Funds Transfer		

Generating State New Hire Files

State New Hire Reporting

Introduction

To create a file containing information about newly hired employees, the following functions are provided in the Customer Management Module:

- **State New Hire File Generation**

This function generates a file that can be electronically transmitted to the state or copied to magnetic media and mailed to the state, depending on the requirements. Unicorn HRO currently supports electronic new hire reporting for the following states:

- | | |
|------------------------|------------------|
| ○ Alabama | ○ Maine |
| ○ Arkansas | ○ Michigan |
| ○ Arizona | ○ Minnesota |
| ○ California | ○ Mississippi |
| ○ Colorado | ○ Nebraska |
| ○ Connecticut | ○ New Hampshire |
| ○ District of Columbia | ○ New York |
| ○ Florida | ○ North Carolina |
| ○ Georgia | ○ Ohio |
| ○ Illinois | ○ Oregon |
| ○ Indiana | ○ Pennsylvania |
| ○ Iowa | ○ Rhode Island |
| ○ Kansas | ○ Tennessee |
| ○ Louisiana | ○ Texas |
| ○ Maryland | ○ Washington |
| ○ Massachusetts | ○ Wisconsin |

- **State New Hire Log**

This function provides a way to track which files were generated and submitted to the states. Use of this function is optional.

NOTES:

- (1) *If you will be sending new hire information to New York, you must enter your distributor FEIN and address. This is required by the state. This is entered in the **Distributor Information** function from the Customer Management Module in the Details and Address tabs. If you do not send new hire data to New York, you do not need to enter this information.*
- (2) *If you will be sending new hire information to Colorado, you must enter your distributor FEIN, address, contact name, phone and fax number. This is required by the state. This is entered in the **Distributor Information** function from the Customer*

Generating Reports

Management Module in the Details and Address tabs. If you do not send new hire data to Colorado, you do not need to enter this information.

- (3) *When the State New Hire File Generation process is run, the system will generate files and store them in a directory. A path for each state must be set up prior to creating the files. Contact Unicorn HRO for this technical setup.*

Specifying States for New Hire Reporting

Before generating state new hire files, you must specify the state where each company's data will be sent. New hire data for each legal entity is sent to one state. Therefore, a company will need to register to submit to one state if it is a multi-state employer. In the **Customer Information** function in the Customer Management Module, access the FEIN tab. In the State field, select the state to which new hire information will be sent. This must be done for each FEIN that will be reported electronically.

The screenshot shows the 'Customer Information' window with the 'FEIN' tab selected. The window is divided into two main sections. The top section contains a table of customer information. The bottom section contains a detailed view of the selected customer, 'Goldwing'.

Customer No.	Customer Name	Phone No.
1000	ABC Corporation LLC	973-767-7001
2000	Goldwing	201-555-1234
3000	Willowbank	973-360-0001
6000	Bradbury	

The bottom section displays the following information for the selected customer:

- *Customer Name: Goldwing
- *Legal Entity: den FEIN: 26-1234567
- Legal Entity Desc.: Denim + Daisies
- Mandatory Fed Wire: ☐ Yes ☒ No Active?: ☒ Yes ☐ No
- Funding Contact: June M Santo
- Phone Number: 973-555-1212 Ext.: 2747
- Secondary Name:
- Phone Number: Ext.:
- If the client has purchased State New Hire reporting, enter the state to which data should be sent
- State: NJ New Jersey

Buttons at the bottom: Update, Reset, Add, Delete, Cancel, Exit.

Technical Set-Up for Clients not hosted by Unicorn HRO

If your system is not hosted by Unicorn HRO and you are running iCON on your own computer hardware, there are additional set-up steps you must perform before generating state new hire files. If your system is hosted by Unicorn HRO, these three steps will be done for you.

When the State New Hire File Generation process is run, the system will generate files and store them in a directory. This path must be set up prior to creating the files.

- 1) In Distributor Configuration, enter the name of the path in the shared drive where new hire files will be written in Dist_Config field “New Hire Transmission Path” (MiscChar[4]). For example, if drive “M” will be used, enter: M:\’distid’\States\ . You do not need to use the directory name of “States”, but if you will be uploading files to the Maryland internet site, the path cannot contain “newhire” or any variation of “newhire”.
- 2) Create the folders where the files will be stored, such as M:\ABC\States\GA for the Georgia directory, where ABC is your Distributor ID code. Set up a two-character folder in this directory for each of the states to which you will be reporting, such as AR, AZ, CA, GA, MD, MI, NH, NJ, NY, NC, OH, OR, PA, RI, TN, TX and WI. When the process is run, for example, the Georgia files that are created will be written to M:\ABC\States\GA.
- 3) In the same path as #2 above, create a folder called PDF. The two reports will be stored in this folder.

Creating New Hire Files

Access the **State New Hire File Generation** function in the Customer Management Module. The following selection options are available:

- **All Customers**
By selecting this option, the system will get new hire data from all legal entities with a New Hire State designated in Customer Information. Files for all states will be generated if data exists.
- **Select Customer**
By selecting this option, the Customer field will become active, where you can select one customer to be processed. The L/E list will show all of the legal entities with a New Hire State for that customer. If you choose all legal entities, the system will create files for all applicable states. If you select only one legal entity, the system will create a file for only that legal entity's state.
- **Select State**
By using this option, you can select only one state to be processed. The system will get new hire data for all legal entities who report to that state. This will be run for all customers.

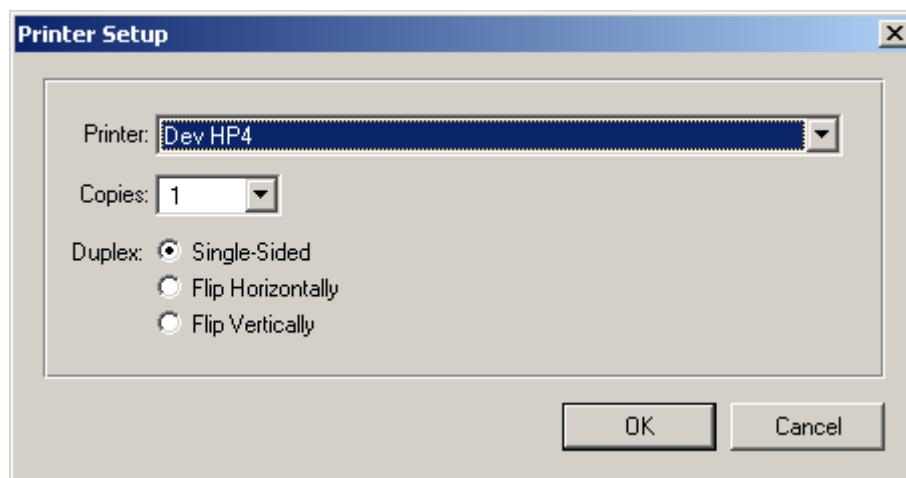
The screenshot shows a window titled "State New Hire File Generation". At the top, there are three radio buttons: "All Customers" (which is selected), "Select Customer", and "Select State". Below these, there are three rows of input fields. The first row is labeled "Customer:" and has a dropdown menu set to "ALL" and an empty text box to its right. The second row is labeled "L/E:" and has a dropdown menu set to "ALL" and an empty text box to its right. The third row is labeled "State:" and has a dropdown menu set to "ALL" and an empty text box to its right. At the bottom of the window, there are three buttons: "Printer Setup", "Submit", and "Exit".

The system will look for all employees for Active clients (from the FEIN tab of Customer Information) whose Pending State New Hire Reporting field in Employee Direct or Work Profile is set to Yes, and whose Adjusted Hire Date is today or prior. The employee must have an Employee Payroll record in order to be included in the new hire file. Employees will be included regardless of a temporary or terminated status, since all new hires must be included. After new hires are written to a file, the system will automatically change the Pending State New Hire Reporting field from Yes to No, and will write today's date to the Date Reported to State as New Hire field.

The system will generate a file for each state and the following reports:

- **State New Hire Employee Listing** (report and PDF)
This report lists for each legal entity the employee number, social security number, employee name, and hire date.
- **State New Hire File Generation** (report and PDF)
This report lists the name and location of each file that was created.

If you wish to print these reports to a printer other than your default printer, click on the Printer Setup button. Other print options include the number of copies and duplex options.



Make the necessary changes and click on OK.

After all of your selections have been made, click on the Submit button. The system will run this process interactively. If any new hire data is found, the information will be written to a file in the path that has been set up for this distributor and state. The PDF files (one per legal entity) will be written to the “PDF” folder in the path that has been set up for your distributor. The reports will be sent to your printer.

When files are generated, the system will use file names as shown in the following chart. It is a combination of the name that each state requires, as well as other identifying information for your own purposes. The name that appears after the underscore (“_”) is the name that the state requires. Before sending the file to the state, rename the file, removing the characters up to and including the underscore.

For example, if you create an Arkansas file for the Unicorn HRO distributor on 1/15/2013, the file name will be AR01152013_SOFT0115.txt. Before sending this to the Arkansas New Hire Department, rename the file SOFT0115.txt, which is the required name.

Generating Reports

State	File Name
Alabama	ALmmddyyyy_XXXXaabb.txt
<ul style="list-style-type: none">• “mmddyyyy” is today’s date• “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function• “aabb” is the month and day that the file is created	

State	File Name
Arizona	AZmmddyyyy_XXXX.txt
<ul style="list-style-type: none">• “mmddyyyy” is today’s date• “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function	

State	File Name
Arkansas	ARmmddyyyy_XXXXaabb.txt
<ul style="list-style-type: none">• “mmddyyyy” is today’s date• “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function• “aabb” is the month and day that the file is created	

State	File Name
California	CAMmmddyyyy_4NEWHIRE
<ul style="list-style-type: none">• “mmddyyyy” is today’s date• Note: the Unemployment Account Number from SUI and W-2 Manager is written to the file. Also, if Write SUI Locations = “on”, employees will reported with their Branch Codes.	

State	File Name
Colorado	COmmddyyyy_XXXXaabb.txt
<ul style="list-style-type: none">• “mmddyyyy” is today’s date• “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function• “aabb” is the month and day that the file is created• Enter the Distributor FEIN in the Details tab of Distributor Information, address in the Address tab, and a contact, phone and fax number in the Contacts tab• Note: last name suffixes are not written to the file, per the state specifications	

State	File Name
Connecticut	CTmmddyyyy_XXXXaabb.txt
<ul style="list-style-type: none"> • “mmddyyyy” is today’s date • “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function • “aabb” is the month and day that the file is created • The address of the employee’s work location is written from Organization Setup for the employee’s home organization. 	

State	File Name
Florida	FLmmddyyyy_XXXXaabb.txt
<ul style="list-style-type: none"> • “mmddyyyy” is today’s date • “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function • “aabb” is the month and day that the file is created 	

State	File Name
Georgia	GAmmddyyyy_XXXXaabb.txt
<ul style="list-style-type: none"> • “mmddyyyy” is today’s date • “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function • “aabb” is the month and day that the file is created • Note: Georgia does not allow name suffixes (Jr, Sr, etc.), so these are not written to the file. 	

State	File Name
Illinois	ILmmddyyyy_HXXXXXXXXaabb.txt
<ul style="list-style-type: none"> • “mmddyyyy” is today’s date • “XXXXXXXX” is the first seven numbers of the company’s FEIN 	

State	File Name
Indiana	INmmddyyyy_XXXXaabb.txt
<ul style="list-style-type: none"> • “mmddyyyy” is today’s date • “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function • “aabb” is the month and day that the file is created 	

Generating Reports

State	File Name
Iowa	IAmmdyyy_XXXXaabb.txt
<ul style="list-style-type: none">• “mmdyyy” is today’s date• “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function• “aabb” is the month and day that the file is created	

State	File Name
Kansas	KSmmddyyy_XXXXXXXXX.dat
<ul style="list-style-type: none">• “mmdyyy” is today’s date• “XXXXXXXXX” is the first eight numbers of the company’s FEIN	

State	File Name
Louisiana	LAmmdyyy_XXXXaabb.txt
<ul style="list-style-type: none">• “mmdyyy” is today’s date• “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function• “aabb” is the month and day that the file is created	

State	File Name
Maryland	MDmmdyyy_XXXXaabb.txt
<ul style="list-style-type: none">• “mmdyyy” is today’s date• “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function• “aabb” is the month and day that the file is created	

State	File Name
Massachusetts	MAmmdyyy_XXXXaabb.txt
<ul style="list-style-type: none">• “mmdyyy” is today’s date• “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function• “aabb” is the month and day that the file is created	

State	File Name
Michigan	MImmdyyy_XXXXaabb.txt
<ul style="list-style-type: none">• “mmdyyy” is today’s date• “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function• “aabb” is the month and day that the file is created	

State	File Name
Minnesota	MNmmddyyyy_XXXXaabb.txt
<ul style="list-style-type: none"> • “mmddyyyy” is today’s date • “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function • “aabb” is the month and day that the file is created 	

State	File Name
Mississippi	MSmmddyyyy_XXXXaabb.txt
<ul style="list-style-type: none"> • “mmddyyyy” is today’s date • “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function • “aabb” is the month and day that the file is created 	

State	File Name
Nebraska	NEmmddyyyy_XXXXaabb.txt
<ul style="list-style-type: none"> • “mmddyyyy” is today’s date • “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function • “aabb” is the month and day that the file is created • The address of the employee’s work location is written from Organization Setup for the employee’s home organization. 	

State	File Name
New Hampshire	NHmmddyyyy_XXXXaabb.txt
<ul style="list-style-type: none"> • “mmddyyyy” is today’s date • “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function • “aabb” is the month and day that the file is created 	

State	File Name
New Jersey	NJmmddyyyyXXXX_yyyymmdd.txt
<ul style="list-style-type: none"> • “mmddyyyy” is today’s date • “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function • “yyymmdd” is the date that the file is created 	

Generating Reports

State	File Name
New York	NYmmddyyyyXXXX NEWHIRE.RPT
<ul style="list-style-type: none">• “mmddyyyy” is today’s date• “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function• Note: New York requires that a dash be written between the last name and suffix. The system will automatically write the dash to the file, for example, SMITH-JR.	

State	File Name
North Carolina	NCmmddyyyy.txt
<ul style="list-style-type: none">• “mmddyyyy” is today’s date• There are no specific file naming conventions, so the file does not need to be renamed.	

State	File Name
Ohio	OHmmddyyyy XXXXaabb.txt
<ul style="list-style-type: none">• “mmddyyyy” is today’s date• “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function• “aabb” is the month and day that the file is created	

State	File Name
Oregon	ORmmddyyyy XXXXaabb.txt
<ul style="list-style-type: none">• “mmddyyyy” is today’s date• “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function• “aabb” is the month and day that the file is created	

State	File Name
Pennsylvania	PAmddyyyy nnnnnnnn.bb1
<ul style="list-style-type: none">• “mmddyyyy” is today’s date• “nnnnnnnn” is the last eight numbers of the company’s FEIN (each FEIN has its own file created)• “bb” is the day of the month that the file is created	

State	File Name
Rhode Island	RImmddyyyy_XXXXaabb.txt
<ul style="list-style-type: none"> • “mmddyyyy” is today’s date • “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function • “aabb” is the month and day that the file is created 	

State	File Name
Tennessee	TNmmddyyyy_nnnnnnnnaabb.txt
<ul style="list-style-type: none"> • “mmddyyyy” is today’s date • “nnnnnnnn” is the company’s FEIN (each FEIN has its own file created) • “aabb” is the month and day that the file is created 	

State	File Name
Texas	TXmmddyyyy_XXXXaabb.txt
<ul style="list-style-type: none"> • “mmddyyyy” is today’s date • “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function • “aabb” is the month and day that the file is created 	

State	File Name
Washington	WAmmdyyy_XXXXaabb.txt
<ul style="list-style-type: none"> • “mmddyyyy” is today’s date • “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function • “aabb” is the month and day that the file is created 	

State	File Name
Wisconsin	WImmddyyyy_XXXXaabb.txt
<ul style="list-style-type: none"> • “mmddyyyy” is today’s date • “XXXX” is the first four characters of the distributor’s name, from the Distributor Information function • “aabb” is the month and day that the file is created 	

For some states, the word “All” will be included in the file name in the section to the left of the underscore, in the case where you selected one customer and all legal entities.

NOTE: *When a file is being generated by the State New Hire File Generation process and a file with the same name already exists, the system will overwrite the existing file with the new information. For this reason, you may wish to move each file to another folder or rename it after it has been sent to the state.*

Setting the Pending State New Hire Reporting Checkbox Manually

If you need to change the Pending State New Hire Reporting checkbox manually, such as when a new client moves to iCON from another system and employees have been hired in the interim, use the **Set State New Hire Report** function in the Customer Management Module.



The screenshot shows a Windows-style dialog box titled "Set State New Hire Report". Inside the dialog, there is a text instruction: "Set all employees hired on or after MM/DD/YYYY to be reported as new hires to the states." Below this, there are two radio buttons: "All Customers" (which is selected) and "Select Customer". Under the "Select Customer" option, there is a text field for "Customer:" with a dropdown arrow, currently showing "ALL". Below that, there is a "From Date:" field with a date input (MM/DD/YYYY) and a download icon. At the bottom of the dialog, there are two buttons: "Submit" and "Exit".

You may select all customers or a specific customer. In the From Date field, enter the day after the last new hire report or file that was generated. This will change the Pending State New Hire Reporting checkbox to Yes for all employees with an Adjusted Hire Date of this date or later. When state new hire files are created, these employees will be included.

Tracking New Hire Files

When the **State New Hire File Generation** process creates a file, it will also write an entry to the **State New Hire Log** function. You can use this function to track the files that have been generated and sent to the states.

When the system creates the record, the “Date Sent” and “Sent By” fields will be blank. These are considered “Pending” because they have not yet been sent to the state. Once a file is sent to the state, select the record and update it with the date that it was sent and the person that sent it. Use of this function is optional.

The screenshot shows a window titled "State New Hire Log". At the top, there are three radio buttons: "All" (selected), "Pending", and "Sent". Below this is a table with the following columns: User Id, From Date, To Date, State, Run Date, Run Time, Date Sent, and Sent By. The table contains six rows of data. Below the table, there are four input fields: "Created By:" (containing "dev"), "State:" (containing "MD" and "Maryland"), "Sent By:" (containing "dan"), and "Date Sent:" (containing "07/01/2004"). At the bottom, there are five buttons: "Update", "Save", "Cancel", "Delete", and "Exit".

User Id	From Date	To Date	State	Run Date	Run Time	Date Sent	Sent By
dev	01/01/2002	07/01/2004	MD	07/01/2004	16:48:41	07/01/2004	dan
dev	01/01/2002	07/01/2004	MD	07/01/2004	16:44:10	07/01/2004	dan
dev	01/01/2002	07/01/2004	MD	07/01/2004	16:37:12	07/01/2004	Administrator
dev	01/01/2002	07/01/2004	MD	07/01/2004	16:31:43		
dev	01/01/2002	07/01/2004	MD	07/01/2004	16:31:14		
dev	01/01/2002	07/01/2004	NY	07/01/2004	16:24:58		

Created By: dev State: MD Maryland
Sent By: dan Date Sent: 07/01/2004

Update Save Cancel Delete Exit

You can view both pending and sent records by choosing the “All” radio button, which is the default when you access this function. To view only the records that have not been sent (“Date Sent” is blank), click on the “Pending” radio button. To view only records for files that have been sent to the state agencies, click on the “Sent” button.

The default sort is in descending order by Run Date and Run Time. If you wish to sort by another column instead, click on the column heading. If you click on the same column heading again, it will change from ascending to descending order or vice versa.

If you wish to delete a record, highlight it and click on the Delete button. The system will only allow deletion of “sent” records.

Generating Reports

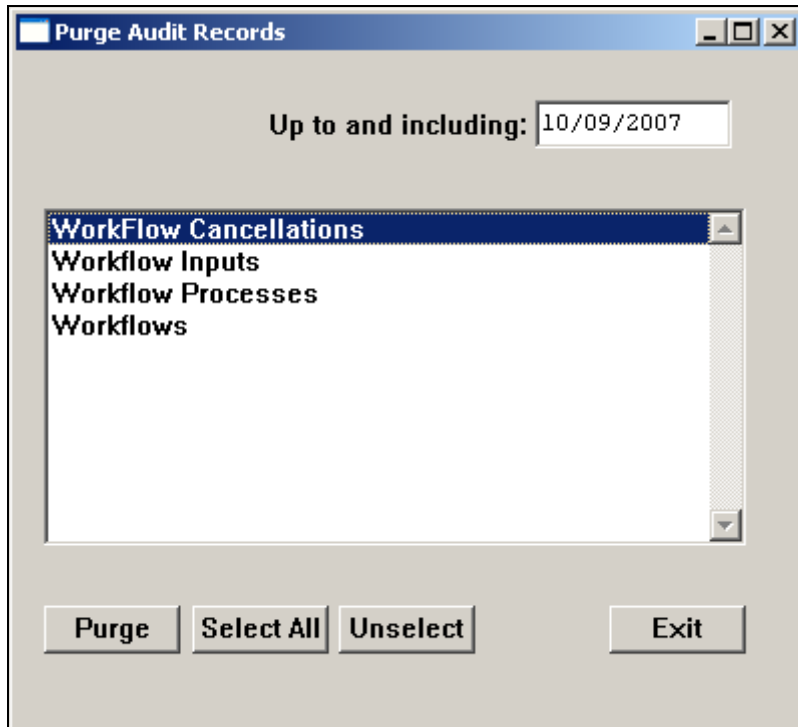
Report Processing

The following processes/reports are described in this section:

- Audit Purge
- Audit Report
- Employee SUI Wages In Multiple States
- Employee Tax Exception Report
- Function Security Report
- FUTA Credit Reduction States Report
- Labor Distribution Definition
- Labor Distribution Report
- New York MCTM Quarterly Report
- Open Off Cycle Payrolls
- Pay/Operations Calendar Report
- Payroll Reports Cover
- Pre Year-End Reports
- Report Distribution
- Scheduling Report
- State Account Numbers Report
- State Additional Tax Exception Report
- Tax File Management Report
- Tax Information Report
- Transmission Report
- W-2 Forms Count Report
- Workflow Report Status and Copy

Audit Purge

The **Audit Purge** function under the **Reports - Other** menu gives you the ability to purge audit data prior to and including the specified date.



To purge data, select the area(s) you wish to purge. One or more areas can be selected. You can use the Select All and Unselect buttons to change your selections. Enter the most recent date to be purged in the "Up to and including" field. Data prior to and including this date will be purged. Click on the Purge button after you have made your selections. A confirmation message will appear. If you click Yes on this message, the data will be deleted.

Audit Report

The **Audit Report** under the **Reports - Other** menu gives you the ability to review audit data that was created when changes were made in the **Payroll Express** function. You may choose to view the data on your screen, send the report to your printer, or write the information to a file.

Select the auditing data that you wish to view:

- **Function Security** — when authority is assigned or removed from users in Function Security, auditing records are created and can be viewed here.
- **Workflow Cancellations** — when a workflow is cancelled from Workflow Status, an auditing record is created and can be viewed here.
- **Workflow Inputs** — when input parameters are added, changed or deleted for a particular Workflow, an auditing record is created and can be viewed here.
- **Workflow Processes** — when processes or functions are added, resequenced or deleted for a particular Workflow, an auditing record is created and can be viewed here.
- **Workflows** — In Payroll Express, when a Workflow is added, changed or deleted, an auditing record is created. Details regarding the change, who made the change, and when it was made can be viewed using this option.

Select the From and To dates that you wish to use. All information that was changed within this date range will be shown.

If you wish to see data that was entered by a particular user, select the user name. Otherwise, click on the “All” checkbox to see changes made by all users.

Choose the output method that you wish to use. If you choose the **Screen** option, a new page will be displayed with the requested information. If you use the **Printer** option, you can also select the separator value to be used: a pipe, comma, or tab. If you use the **File** option, either enter the path or click on the **Browse** button to select a file. You also have the option of choosing the pipe, comma, or tab separator when writing data to a file.

Employee SUI Wages In Multiple States

The **Employee SUI Wages In Multiple States** function under the **Reports - Taxes** menu gives you the ability to find employees who have year-to-date SUI wages in more than one state for the selected year. Quarter-to-date and year-to-date amounts are printed. You may choose to send the PDF report to your printer, or write the information to a file.

Customer	Company
Goldwing Enterprises	Cheesecake Factory
Goldwing Enterprises	Discovery Group, Inc.
Goldwing Enterprises	Fort Hays Incorporated
Goldwing Enterprises	Harris Golf Course Design and
Goldwing Enterprises	Kohr's, Inc.
Goldwing Enterprises	Marco Island Marina Inc.
Goldwing Enterprises	New Jersey Cardinals

Year:

☒ Quarter 1
 ☐ Quarter 2
 ☐ Quarter 3
 ☐ Quarter 4

Sort By: ☒ Employee Number ☐ Employee Name

☒ Output to Printer:

☐ Output to PDF File:

Highlight the legal entities that you wish to work with. The Year will default to the system year. This can be changed if needed. Select the quarter you wish to report on.

Choose your sort criteria, as well as the output option. You can send the PDF report directly to the printer, or save it to a file to be printed or reviewed later.

Generating Reports

Below is a sample of the report.

Date: 09/10/2013		Employee SUI Wages in Multiple States Report		Page: 4
Time: 16:28:41		Legal Entity: Shriver's Candy Store		User: carol
Customer No: 2000		Quarter: 2		Tax Year: 2013
Employee No.	Name	State	QTD Tax Base	YTD Tax Base
1701001	Smith, Joshua	New Jersey	0.00	6,479.45
		North Carolina	0.00	6,479.45
1701002	Bartels, Deborah	New Jersey	0.00	6,533.68
		North Carolina	0.00	6,533.68
1701003	Thompson, Sarah	New Jersey	0.00	6,620.23
		North Carolina	0.00	6,620.23

Employee Tax Exception Report

The **Employee Tax Exception Report** under the **Reports - Taxes** menu gives you the ability to find employees whose tax amount in Tax Accumulators is different than the calculated tax on their taxable wages. Under normal circumstances, this will not occur. However, if during your quarterly reconciliations you find differences between your reports and your tax filings use this report to find employees with differences. You may choose to send the PDF report to your printer, or write the information to a file.

Employee Tax Exception Report

Customer	Company
Goldwing	Carolina Coffee Company
Goldwing	Carolina Designs
Goldwing	Cheesecake Factory
Goldwing	Copy Cats Inc.
Goldwing	Development Company
Goldwing	Distribution Directions, Inc.
Goldwing	Durham Training Inc.

☒ Employee Taxes
 ☐ Employer Taxes

Type	Tax	State	Locality
Federal	FICA/Medicare		
Federal	FICA/OASDI		
Federal	RR Medicare		
Federal	Tier I		
Federal	Tier II		
State	Disability	California	
State	Disability	Hawaii	
State	Disability	New Jersey	

Year:
 Quarters:
 Acceptable Difference:

Sort By:
 ☒ Employee Number
 ☐ Employee Name
 ☐ Social Security Number

☐ Output to Printer:

☐ Output to PDF File:

Generating Reports

Highlight the legal entity that you wish to work with. Select whether you wish to work with Employee taxes or Employer taxes. The system will display the taxes that are associated with this legal entity in the bottom portion of the page. Note that only taxes with one tax rate and with no withholding allowances will be shown. Also, no state income taxes will be shown, since in most cases these have either withholding allowances or multiple tax tier rates. No Pennsylvania occupational taxes will be shown, since they are annual dollar amounts.

Select the tax that you wish to work with. The Year will default to the system year. This can be changed if needed. Select the quarter or quarters you wish to report on. Enter an acceptable difference, such as \$.01 for rounding differences. This can be any amount. The system will ignore differences of this amount or smaller (positive or negative).

Choose your sort criteria, as well as the output option. You can send the PDF report directly to the printer, or save it to a file to be printed or reviewed later. Below is a sample of the report.

If a single quarter is selected, the total amount of differences will be shown.

Date: 09/22/2008		Employee Tax Exception Report								Page: 1		
Time: 13:36:06										User: carol		
		Tax: Employer - State - Utah - Unemployment										
Customer: Goldwing		Quarters: 3 - 3 / 2008										
Company: Official Olympic Committee of Salt Lake City, Utah		Acceptable Difference: 0.01										
Employee No.	Name	SSN	Qtr	Tax Rate	Eff Date	Limit	Tax Base	Run Total	Taxable	Calc Tax	Actual Tax	Difference
310	Street, Picabo	239-48-3984	3	12.1234	07/01/2008	26,700.00	489.08	6,926.58	489.08	59.29	22.49	-36.80

Function Security Report

The **Function Security Report** under the **Reports - Other** menu gives you the ability to review Function Security in the Customer Management Module for users. You may choose to send the report directly to a printer or save it as a PDF file.

You may select one User Name, or click on the All checkbox for all users who have Function Security to at least one function.

Choose the output method that you wish to use. If you choose the **Output To Printer** option, click on the Printer Setup button to specify the printer you wish to use. If you use the **Output PDF To Directory** option, click on the Browse button to select the folder and file name where the file should be written. You may select the Printer or PDF option or both.

Below is a sample of the report.

Date: 06/26/2019 Time: 14:01:58		Function Security Report		Page: 1 User: carol
User: Administrator - Administrator Admin		Locked Out: no		
Function	Can Update	Can Add	Can Delete	
Account Type				
Activity Report				
Additional Services				
Address Status Type				
Address Type				

FUTA Credit Reduction States Report

The **FUTA Credit Reduction States Report** under the **Reports – Taxes** menu gives you the ability to calculate the FUTA tax reduction amount per employee for the states defined in **Global FUTA Credit Reduction States**. For each selected legal entity, the report will print employees who earned wages subject to FUTA in that state. The report will get the FUTA credit reduction percentage and multiply the eligible wage amount (the first \$7,000) times the percentage.

You may choose to send the PDF report to your printer, or write the information to a file.

Customer	Company
Goldwing Enterprises	Cheesecake Factory
Goldwing Enterprises	Discovery Group, Inc.
Goldwing Enterprises	Kohr's, Inc.
Goldwing Enterprises	Marco Island Marina Inc.
Goldwing Enterprises	New Jersey Cardinals
Goldwing Enterprises	New Jersey Devils
Goldwing Enterprises	Outback Restaurants, Inc.

State
Arizona
Arkansas
Connecticut
Delaware
Florida
Georgia
Indiana
Kentucky

Year: ☒ Summary ☐ Detail

Sort By: ☒ Employee Number ☐ Employee Name

☐ Output to Printer:

☐ Output to PDF File:

Highlight the legal entity or entities that you wish to work with. Highlight the state or states that you wish to process.

The Year will default to the system year. This can be changed if needed. Select whether you wish to create a Summary report with totals only, or the Detail report showing amounts for each affected employee.

Choose your sort criteria, as well as the output option. You can send the PDF report directly to the printer, or save it to a file to be printed or reviewed later. Below is a sample of the report.

FUTA Credit Reduction States Report - Detail					
Date: 11/09/2012 Time: 13:00:43 Customer Name: Goldwing Enterprises, Incorporated Legal Entity: Outback Restaurants, Inc.			Tax Year: 2012		Page: 1 User: CAROL
State	Employee Number	Employee Name	FUTA Wages	Reduction Rate	Reduction Amount
Arizona	170AZ	Paul Arroyo	513.67	0.3000	1.54
Arizona	170AZ10	Joel Barth	801.73	0.3000	2.41
Arizona	170AZ2	Laura A Jones	642.80	0.3000	1.93
Arizona	170AZ3	Alicia Jones	500.52	0.3000	1.50
Arizona	170AZ4	Emilio Estevez	674.98	0.3000	2.02
Arizona	170AZ6	Barry Thompson	578.30	0.3000	1.73
Arizona	170AZ9	Rebecca Wortsen	801.38	0.3000	2.40
Total			4,513.38		13.53
Arkansas	170AR	William Barkley	564.00	0.6000	3.38
Total			564.00		3.38
Connecticut	170CT	George W Connelly	7,000.00	0.6000	42.00
Connecticut	170CT11	Henry Morris	1,548.54	0.6000	9.29
Connecticut	170CT12	Allison Morrison	1,542.84	0.6000	9.26
Connecticut	170CT13	Mary Harris	1,545.04	0.6000	9.27
Connecticut	170CT14	Joshua Marley	1,928.85	0.6000	11.57

Labor Distribution Definition

Using the fields set up in **Labor Distribution Definition**, the **Labor Distribution Report** (run from iCON Tools or Manager Services) will print pay, taxes and deductions—as well as gross and net pay—for the selected employees and Pay Period End Date. Depending on the organization levels where the employee worked, his/her pay amounts will be printed. Taxes and deductions are prorated according to the percent of pay in each organization. When a payment is generated, organization levels default to the employee's home levels as stored in **Employee Direct**. They can be overridden in **Time and Attendance**, **Lump Sums** or **Manual Payments**. The report uses the Check_Pos table, which is populated when payments are closed.

Labor Distribution Definition (Reports – Payroll menu of the Distributor module): Use this function to set up, by customer, which fields are to print on the Labor Distribution Report. In addition to the Gross Pay and Net Pay, you have the ability to specify up to 26 fields that will print on the report. For each employee, up to 13 columns are printed, with 2 fields in each column.

- 1) In the **Labor Distribution Definition** function, select the customer for whom the report columns are to be set up. If you have already set up columns for another customer, you can use the **Copy Header** option. If no setup has been done for other clients, click on the Add Header button to set up the first report column.

The screenshot shows the 'Labor Distribution Definition' window. At the top is a title bar with the text 'Labor Distribution Definition'. Below the title bar is a 'Customer:' label followed by a dropdown menu. Underneath the dropdown is a table with three columns: 'Box#', 'Line 1 Header', and 'Line 2 Header'. The table has multiple empty rows. To the right of the table is a vertical stack of buttons: 'Copy Header', 'Add Header', 'Update Header', 'Delete Header', 'Map Type', and 'Exit'.

- 2) In the Add Header screen, the Header# will default to the next available field number. This can be changed if necessary. You can define up to 26 fields.

The screenshot shows a window titled "Add Header". Inside, there are three input fields: "*Header#" with the value "1", "*Line 1:" which is empty, and "*Line 2:" which is empty. Below these is a checkbox labeled "Hour Format" which is not checked. At the bottom of the window are two buttons: "Save" and "Cancel".

The fields, or Header Numbers, that you define will appear in the following order on the report. Header Numbers do not print; only Line 1 and Line 2 print as the field heading.

1	3	5	7	9	11	13	15	17	19	21	23	25
2	4	6	8	10	12	14	16	18	20	22	24	26

For example, if you want to define Header #1 as Regular Wages and Header #2 as Regular Hours, you would enter the following information:

Header #: 1
Line 1: Regular
Line 2: Wages
Hour Format: off

Header #: 2
Line 1: Regular
Line 2: Hours
Hour Format: on

(If this checkbox is on, Hours will print with 3 decimal places. If it is off, Hours will print with 2 decimal places.)

The fields for Header#, Line 1, and Line 2 are mandatory.

- 3) Once you have defined the field heading, click on the Map Type button to tell the system what to print. Below is an example of the field that would be selected for Regular Wages.

The screenshot shows a dialog box titled "Select Types". At the top, it says "Label Description: REGULAR WAGES". The dialog is divided into two main sections. The left section contains a table with two columns: "Type" and "Description". The right section contains a single column labeled "Description". Between these two sections are two buttons: "->" and "<--". At the bottom of the dialog are two buttons: "Save" and "Cancel".

Type	Description
DeductEE	401(k) Loan
DeductEE	401(k) Plan
DeductEE	403(b) Plan
DeductEE	Advances
DeductEE	Child Support
DeductEE	Child Support 2
DeductEE	Child Support 3
DeductEE	Credit Union
DeductEE	Dec. Tip-Cash
DeductEE	Dec. Tip-Charge
DeductEE	Declared Tip
DeductEE	Dental
DeductEE	FSA Day Care
DeductEE	FSA Medical
DeductEE	Garnishment
DeductEE	Group Term Life
DeductEE	IRS Levy
DeductEE	Life Insurance
DeductEE	Medical
DeductEE	Optional Life

The right section contains a list with the following item:

- Regular Wages

In the box on the left side of the **Select Types** window, the following types are available:

DeductEE	The system displays deductions that are defined in the Payroll Deductions common object dictionary for the selected customer. On the report, the employee-paid portion of the deduction will print.
DeductER	The system displays deductions that are defined in the Payroll Deductions common object dictionary for the selected customer. On the report, the employer (company-paid) portion of the deduction will print.
PayType	The system displays values that are defined in the Pay Types common object dictionary for the selected customer. On the report, the dollar amount will print.
PayTypeH	The system displays values that are defined in the Pay Types common object dictionary for the selected customer. On the report, the number of hours will print.
TaxFed	The system displays employee-paid federal taxes that are defined in Tax Manager. The report prints employee-paid amounts.
TaxFedER	The system displays employer-paid federal taxes. The report prints employer-paid amounts.
TaxLocal	The system displays employee-paid local taxes that exist in Tax Manager. The report prints employee-paid amounts.
TaxLocalER	The system displays employer-paid local taxes. The report prints employer-paid amounts.
TaxState	The system displays employee-paid state taxes that exist in Tax Manager. The report prints employee-paid amounts.
TaxStateER	The system displays employer-paid state taxes. The report prints employer-paid amounts.

One or more of the entries on the left side of the window can be selected and moved to the right side. Use Ctrl and the mouse to select multiple entries; use Shift and the mouse click to select a range of entries. For example, if you wanted to print a field that included all of the Indiana county taxes, you would select all of the Indiana county taxes from the TaxLocal section and move them to the right side of the window.

You do not need to define Headers for Gross Pay and Net Pay. These will automatically print in the top and bottom sections of the right-most report column, respectively.

- 4) If you need to change the Header#, column heading, or Hours format for any of the fields, select the field and click on the Update Header button. Please note that the system will not allow you to change a header number to one that already exists.
- 5) If you wish to delete Header #, select the field and click on the Delete Header button. The system will ask you if you want to renumber the subsequent headers. If not, all of

the header numbers will remain the same. If you want to renumber the headers, the next header number will be changed to the deleted header number, and so on.

Labor Distribution Report

The **Labor Distribution Report** is run in iCON Tools or Manager Services. It uses the fields set up in **Labor Distribution Definition**. This report will print pay, taxes, and deductions—as well as gross and net pay—for employees in the selected organization and Pay Period End Date.

When submitting the report, the system will prompt you for the Pay Period End Date and one of the following:

- Organization and Group
- Legal Entity
- Organization and Date
- Payroll Processing Group

You can specify the break level at which the fields will be subtotaled. The sort methods that are available are employee number and employee name.

The screenshot shows a Windows-style dialog box titled "Labor Distribution Report". It has a menu bar with "File", "Selection", and "Help". The main area contains the following fields and options:

- Scheduled Date:** (empty text field)
- Legal Entity:** (empty text field)
- Report break at level:** A numeric input field containing the value "2".
- Report ID:** A text field containing "LaborDistributorReport".
- Two radio button options for the report source:
 - ☒ Job Server
 - ☐ Local
- Two radio button options for sorting:
 - ☒ Sort by Employee Number
 - ☐ Sort By Last Name

At the bottom, there is an orange bar containing three buttons: "Generate", "Exit", and "Help".

Generating Reports

Below is an example of the Labor Distribution Report.

Labor Distribution Report
Date: 07/09/2002
Time: 03:28PM
Scheduled Date: 07/15/2002
User: geneva
Olympics, Inc.

Employee No./Name	REGULAR WAGES REGULAR HOURS	VACATION WAGES VACATION HOURS	OTHER WAGES OTHER HOURS	FIT TAX 401(K) PLAN	FICA TAX MEDICAL DED.	FICM TAX DENTAL DED.	STATE TAXES GARN. DED'S	COLORADO LOCALS 401(K) LOAN	GROUP TERM L.F. CO. 401K MATCH	NEW YORK CITY TAX INDIANA COUNTIES	OTHER LOCALS OTHER DED'S	GTL DED.	GROSS PAY NET PAY
Organization: Sports Inc. Olympics													
300 S-001 S-001			2,801.02	680.65 280.10	173.66	40.61	126.00		140.05				2,801.02 1,500.00
305 S-001 S-001			3,798.68	923.08 379.87	235.52	55.08	205.13		189.94				3,798.68 2,000.00
320 S-001 S-001			700.00	39.40 70.00	43.40 50.00	10.15	3.45		35.00				700.00 483.60
322 S-001 S-001			7,000.00	1,587.81 700.00	434.00 50.00	101.50	391.89		350.00				7,000.00 3,734.80
Total of Organization: Sports Inc. Olympics													
Total Employees: 4													
	7,000.00	700.00	6,599.70	3,230.94	886.58	207.34	726.47						14,299.70
	700.00	70.00	70.00	1,429.97	100.00				714.99				7,718.40
Grand Total Employees: 4													
	7,000.00	700.00	6,599.70	3,230.94	886.58	207.34	726.47						14,299.70
	700.00	70.00	70.00	1,429.97	100.00				714.99				7,718.40

The **Employee Labor Distribution** function (in iCON Tools and Manager Services) is also used in conjunction with the **Labor Distribution Definition**.

Employee Labor Distribution: Use this function to enter percentage splits for employees who work in more than one organization level. When payments are created, the system will automatically assign any percentages that are found in this function for records whose Organization levels are equal to the employee's home Organization levels. If any records from Time And Attendance, Lump Sums, or Manual Payments have Organization levels that are different from the employee's home Organization (as found in Employee Direct), the system assumes that these levels are overrides and the percentage split will not be applied. The **Labor Distribution Report** can be used to print hours and dollars for each organization where employees worked. Please note that this new function is separate from the **Employee Account Distribution Entities** function, which splits employee hours and wages for G/L purposes only.

New York MCTM Quarterly Report

The **New York MCTM Quarterly Report** under the **Reports – Taxes** menu gives you the ability to print the quarterly wage and tax amounts subject to the Metropolitan Commuter Transportation Mobility Tax. The report will calculate the tax rate applicable to your payroll expense for the quarter, and then compare it to the tax rate that was used when employee payments were calculated. You may choose to send the PDF report to your printer, or write the information to a file.

Customer	Company
Goldwing	Starlight Group of Pennsylvania
Goldwing	The Official Olympic Committee of Salt Lake City
Goldwing	Value Solutions, Inc.
Goldwing	York Systems Inc.
The ABC Corporation	ABC Corporation, LLC
The ABC Corporation	Second Edition
The ABC Corporation	Thurston Enterprises

Year: Quarter:

Report: ☒ Detail ☐ Summary

Sort By: ☒ Employee Number ☐ Employee Name

☐ Output to Printer:

☐ Output to PDF File:

Highlight the legal entity that you wish to work with. Select the tax that you wish to work with. The Year will default to the system year. This can be changed if needed. Select the quarter you wish to report on. Select the Detail report to see employee information, or the Summary report to see totals only.

Generating Reports

Choose your sort criteria, as well as the output option. You can send the PDF report directly to the printer, or save it to a file to be printed or reviewed later. Below is a sample of the report.

Date: 03/19/2012		New York MCTM Quarterly Report		Page: 2
Time: 14:47:33				User: carol
Legal Entity: York Systems Inc.		Tax Year: 2012		Quarter: 1
Employee No.	Name	Taxable Wages	Tax Amount	
1701444	Jill E Robertson	2,094.84	7.12	
1701445	Paul R Jones	2,094.84	7.12	
		Taxable Wages	Tax Amount	Percent
Totals		111,287,225.55	378,376.48	0.340
If the payroll for the quarter is over 437,500, the tax rate is 0.340:		111,287,225.55	378,376.57	0.340
Difference: underpayment of			0.09	

Open Off Cycle Payrolls

The **Open Off Cycle Payrolls** function is found in the **Reports – Payroll** menu. For the selected customer, legal entities and check date range, a CSV file will be created, showing the Pay Period End Dates that are not closed, and whose tax data has not been created, for off cycle payrolls (where Weeks Worked equals zero in the Pay Calendars function). The following selection options are available:

- **All Customers**
By selecting this option, the system will get pay calendar data from all legal entities in all customers that are designated as Active in Customer Information.
- **Select Customer**
By selecting this option, the Customer field will become active, where you can select one customer to be processed. The L/E list will show all of the authorized legal entities for that customer.

Enter the From and To Check Dates that you wish to use. Click on Browse to select the folder and enter the file name to be created. Click on Generate when all selections have been made.

The system will look for all entries in Pay Calendars for Active clients (from the FEIN tab of Customer Information) with Check Dates in the selected range, where Weeks Worked is zero, Closed is no and Tax Data Created is no.

Generating Reports

A CSV file will be created in the folder that you selected. Below is a section of a sample file.

	A	B	C	D	E	F	G
1	Customer Name	Legal Entity Name	Pay Group	Pay Period End	Check Date	Service Date	
2	Goldwing Enterprises	Cheesecake Fac.	Weekly Group	12/24/2013	12/24/2013	1/3/2014	
3	Goldwing Enterprises	Cheesecake Fac.	Weekly Group	12/27/2013	12/31/2013	1/10/2014	
4	Goldwing Enterprises	Discovery	Dis. Weekly	12/31/2013	12/31/2013	1/10/2014	
5	Goldwing Enterprises	Discovery	Dis. Weekly	1/6/2014	1/6/2014	1/10/2014	
6	Goldwing Enterprises	Kohrs Ice Cream	Weekly Group	12/26/2013	12/31/2013	1/10/2014	
7	Goldwing Enterprises	Kohrs Ice Cream	Weekly Group	12/27/2013	12/31/2013	1/10/2014	
8	Goldwing Enterprises	Ohio Railroad	Semi-Monthly	12/16/2013	12/16/2013	12/16/2013	
9	Goldwing Enterprises	Olympics Inc.	Monthly Olympic	2/20/2013	2/20/2013	2/20/2013	
10	Goldwing Enterprises	Value Solutions	Value Semi-Mo.	3/30/2013	3/30/2013	3/30/3013	
11	The ABC Corporation LLC	ABC Corp.	Semi-Monthly	11/18/2013	11/18/2013	11/15/2013	
12	The ABC Corporation LLC	ABC Corp.	Semi-Monthly	12/17/2013	11/17/2013	1/18/2014	
13	The ABC Corporation LLC	ABC Corp.	Semi-Monthly	1/17/2014	1/17/2014	1/17/2014	

Pay Calendar Listing

The **Pay Calendar Listing** function is found in the **Reports – Payroll** menu. An XLSX file will be created, showing the Pay Period End Dates for each pay group. The following selection options are available:

- **Show Only Current Pay Calendars**
By selecting this option, the system will get pay calendar data from all legal entities in all customers, where the latest Pay Period End Date is in the current year.
- **Show Only Existing Pay Calendars**
By selecting this option, the system will get pay calendar data from all legal entities in all customers, where the pay group had a pay calendar in any year.

The screenshot shows a window titled "Pay Calendar Listing". Inside, there are two radio buttons. The first, "Show Only Current Pay Calendars", is selected. The second, "Show Only Existing Pay Calendars", is unselected. Below these is a text field labeled "Save To Directory:" followed by a "Browse" button. At the bottom of the window are two buttons: "Generate" and "Exit".

The system will look for all entries in Pay Calendars for Active clients (from the FEIN tab of Customer Information). Legal Entities that the user is authorized to will be shown.

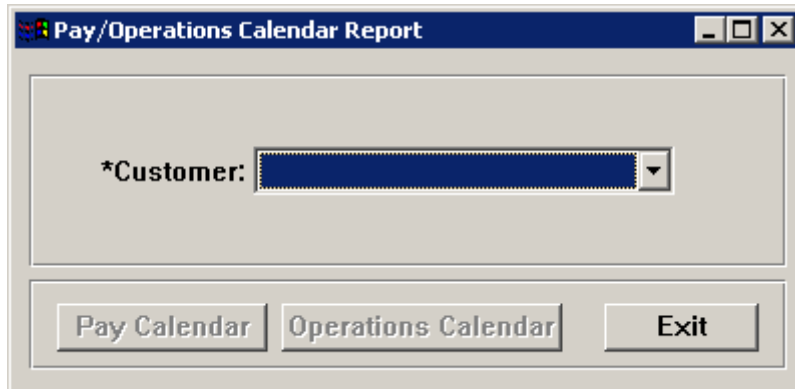
Below is a sample portion of the report:

Customer Name	Legal Entity	Pay Group	Last PE Date	Frequency	Personnel
Goldwing	Olympics, Inc.	Bi weekly	12/24/2022	Bi-weekly	Carol Bradbury
Goldwing	Olympics, Inc.	Election Worker	12/17/2022	Bi-weekly	Carol Bradbury
Goldwing	Olympics, Inc.	Melissa Grp	12/31/2022	Weekly	Melissa Ruberto
Goldwing	Olympics, Inc.	Monthly	12/31/2022	Semi-Monthly	Carol Bradbury
Goldwing	Olympics, Inc.	Semi-Monthly	12/29/2023	Semi-Monthly	Chuck
Goldwing	Raleigh Labs	N.J. Weekly	12/31/2022	Weekly	Carol Bradbury
Goldwing	Raleigh Labs	Raleigh Weekly	12/31/2022	Weekly	Carol Bradbury
Goldwing	Starlight	Semi-Monthly	12/29/2023	Semi-Monthly	Carol Bradbury
Goldwing	Yellowbird	Yankee Semi-Mo.	12/31/2022	Semi-Monthly	Carol Bradbury

Pay/Operations Calendar Report

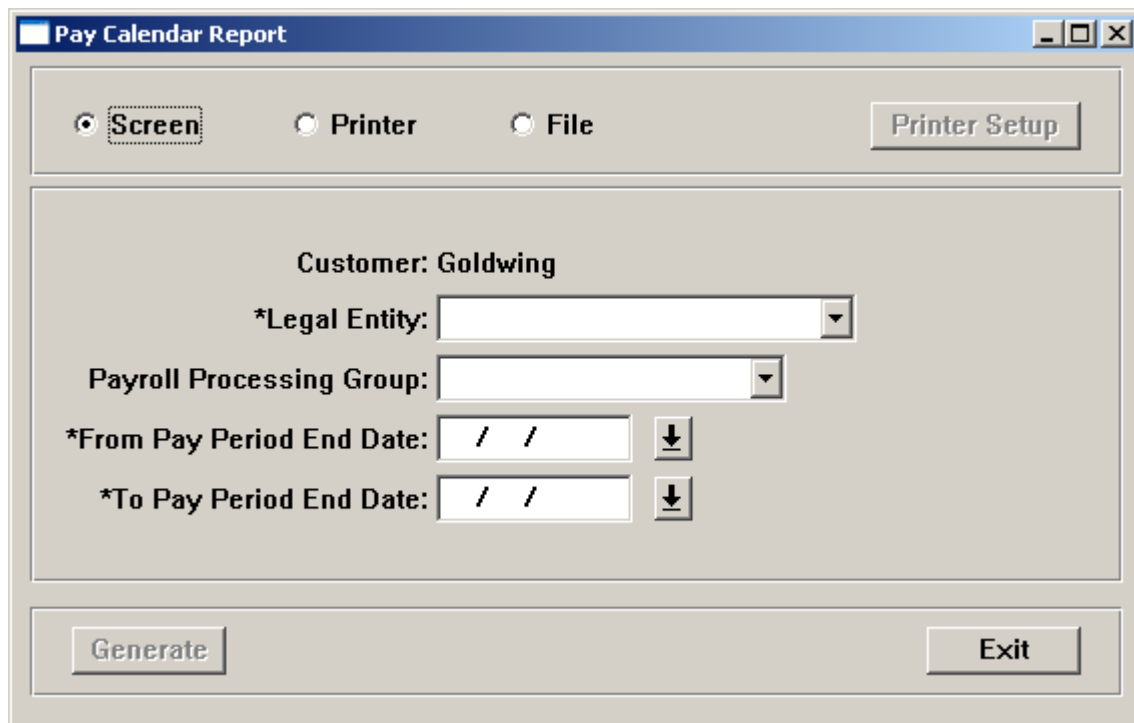
The **Pay/Operations Calendar Report** function in the **Reports – Payroll** menu allows you to print a list of dates from **Pay Calendars** in iCON Tools as well as Operations Calendars from the **Schedule Overview** function in the Customer Management Module.

To print an Operations Calendar, select the Customer from the drop-down list on the prompt screen.



The dialog box titled "Pay/Operations Calendar Report" features a blue title bar with standard window controls. The main area contains a label "*Customer:" followed by a blue drop-down menu. At the bottom, there are three buttons: "Pay Calendar", "Operations Calendar", and "Exit".

Click on the Operations Calendar button. The **Operations Calendar Report** screen is displayed.



The "Pay Calendar Report" dialog box has a blue title bar. It includes three radio buttons for output: "Screen" (selected), "Printer", and "File", along with a "Printer Setup" button. The main section displays "Customer: Goldwing" and includes fields for "*Legal Entity:", "Payroll Processing Group:", "*From Pay Period End Date:" (with a date field and a down arrow), and "*To Pay Period End Date:" (with a date field and a down arrow). At the bottom are "Generate" and "Exit" buttons.

Click on the radio button for Screen, Printer, or File. If you click on Printer, you will have to click on the Printer Setup button to enter your printer information. If you click on File, a window will appear for you to enter your file information.

Select the Legal Entity and Payroll Processing Group from the drop-down lists. Enter the From and To Pay Period End Dates. Click on the Generate button to produce the report.

Payroll Reports Cover

The **Payroll Reports Cover** in the **Reports – Payroll** menu allows you to print a one-page report after the pay cycle has been completed, with a notice about the next regular payroll for the selected pay group. It is intended to be given to the payroll administrator with the current payroll reports.

Customer	Legal Entity	Pay Group
Goldwing	Olympics, Inc.	MTD Olympics
Goldwing	Olympics, Inc.	New Olympic Grp
Goldwing	Olympics, Inc.	Semi-Monthly
Goldwing	Outback Rest.	Outback Semi-Mo
Goldwing	Outback Rest.	SM Weekly
Goldwing	Outback Rest.	Weekly Group
Goldwing	Pennsylvania	Semi-Monthly
Goldwing	Shrivers	Weekly Group
Goldwing	Starlight Group	Semi-Monthly
Goldwing	Starlight Group	Semi-Monthly #2
Goldwing	Starlight Group	Weekly Group
Goldwing	Value Solutions	Value Semi-Mo.
Goldwing	Value Solutions	Weekly Group

Pay Ending Date: 01/01/2007

☒ Output to Printer: Printer Setup

☐ Output to PDF File: Browse

Generate Exit

Below is an example of the report that prints when using this function.



Your Shrivvers Candy Store, Weekly Group 10/07/2007
payroll is complete.

The next regular payroll for this group is due to be submitted on
10/09/2007. This is for Pay Ending 10/14/2007 which has a
check date of 10/12/2007.

Please contact your payroll specialist 48 hours in advance if any
changes to your next payroll process are needed.

Pre Year-End Reports

The **Pre Year-End Reports** function in the **Reports – Payroll** menu gives you the ability to print information from a variety of tables that should be reviewed prior to year-end processing. These reports can be run at any time; no data is updated.

There are currently 17 reports available to be printed.

Customer: ***ALL Customers** Tax Year (yyyy): **2011** **Select All** **Select None**

Use the Select All button, or click on one or more reports to highlight them for selection.

Report#	Report Description
1.	Employee Addresses: Employees who do not have an Active Mailing Address (type '01') with an Effective Date of 12/31/(Current Year) or prior
2.	FIT tax amounts withheld from third party sick pay, by legal entity
3.	SUI and W-2 Manager: records where any of the following are blank: Return Origin, Origin Address, Origin City, Origin State, Origin Zip
4.	Payroll Deductions common object: records containing a 401 or 403, where the Box 12 code is not 'D','E','AA' or 'BB', or Retirement Plan is not on
5.	Pay Codes common object: records containing 'Disability Non-Tax' or 'Sick Pay Non-Tax' where the Box 12 code is not 'J'
6.	Pay Codes common object: records where the value is 'GTL' and the Box 12 code is not 'C'
7.	Local Tax Types common object: records where the 'Print On W2' checkbox is off
8.	Localities common object: records where the 'Print On W2' checkbox is off

☐ Output To Printer **Printer Setup**

☐ Output PDF To Directory: **Browse**

Generate **Exit**

Customer: *ALL Customers Tax Year (yyyy): 2011 Select All Select None

Use the Select All button, or click on one or more reports to highlight them for selection.

Report#	Report Description
10.	Payroll Statuses common object: records except for value 'W2X' where the 'Generate W2' checkbox is off
11.	Payroll Deductions common object: records marked to go in Box 12 with code 'D','E','AA' or 'BB'
12.	Active employees whose 401(K) deductions have end dates other than 12/31/9999
13.	Pay types and deductions marked to print in W-2 boxes
14.	Active employees whose lump sums or deductions have end dates of 12/31/(current year)
15.	Legal Entities without an Authorized Employee's User ID
16.	FIT Exemptions Set to Expire/Expired
17.	Localities common object: records associated with Ohio School District taxes where Locality Code is blank or Ohio School District is not selected

☐ Output To Printer ☐ Output PDF To Directory: Printer Setup Browse

Generate Exit

Select All Customers or select an individual customer from the drop down list.

Enter the Tax Year for which to run the reports. Reports #1 and #2 use the Tax Year field to select the appropriate data.

Click on Select All to process all of the reports or Select None to clear all of the reports. You may manually select one or more of the reports to run by clicking on each one.

Select whether you want the output to go to the Printer or to a PDF file. If you select the Printer option, click on the Printer Setup button to select the printer that should be used. If you select the PDF option, use the Browse button to select the path. A separate PDF file will be created for each selection that you make.

If you wish to create separate reports by legal entity, go to the Customer Information function and enter “yes” in the Break Pre-Year End Reports by Legal Entity field. To have all legal entities within the company print on one report, leave this field “no”. This applies to reports #1, 2, 3, 12, 14, 15 and 16.

The available reports/files are described below:

1. **Addresses: Employees with no Active Mailing Address (type '01') with an Effective Date of 12/31/(Current Year) or prior, or whose current mailing Address is Suspended**

This report prints employees who do not have an Active Mailing Address (type “01”) with an Effective Date as of 12/31 of the selected year. If any employees print on this list, go to the **Employee Addresses** function and make sure that they have this address record.

2. **FIT tax amounts withheld from third party sick pay, by legal entity**

This report prints the total FIT withheld for non-voided payments with Check Dates in the selected year that contained pay types marked as “Third Party Sick Pay” in **Pay Code Definitions**.

3. **SUI and W-2 Manager: records where any of the following are blank: Return Origin, Origin Address, Origin City, Origin State, Origin Zip**

This report will print records in the second option of this function if the Origin address fields have not been keyed. Typically, these fields are required on SUI and state W-2 files. They should be entered in order to prevent the files from being rejected by the state agencies.

4. **Payroll Deductions common object: records containing a 401 or 403, where the Box 12 code is not ‘D’, ‘E’, ‘AA’ or ‘BB’, or Retirement Plan is not on**

This report will print records that have a value of “401” or contain “401” in the Description, if they do not have Box 12 as “D” or “AA”, or the Retirement Plan checkbox is “off.” Also, it will print records that have a value of “403” or contain “403” in the Description, if they do not have Box 12 as “E” or “BB”, or the Retirement Plan checkbox is “off.” These values should be checked to make sure they are set up properly.

5. **Pay Codes common object: records containing “Disability Non-Tax” or “Sick Pay Non-Tax” where the Box 12 code is not “J”**

If there are any records containing “Disability Non-Tax” or “Sick Pay Non-Tax” in the Description and the Box 12 code is not “J,” they will print on this report. These values should be checked to make sure they are set up properly.

6. **Pay Codes common object: records where the value is “GTL” and the Box 12 code is not “C”**

If there is a record with value “GTL” and the Box 12 code is not “C,” it will print on this report. This value should be checked to make sure it is set up properly.

7. **Local Tax Types common object: records where the “Print On W2” checkbox is off**

If any records do not have the “Print on W2” box set to “on,” they will print on this report. In order for a locality to print on the W-2 forms, both the Local Tax Type and Locality values must have this checkbox on.

8. **Localities common object: records where the “Print On W2” checkbox is off**

If any records do not have the “Print on W2” box set to “on,” they will print on this report. In conjunction with #7 above, make sure all localities that must print on W-2 forms are set up properly.

9. **Payroll Statuses common object: records except for “W2X” where the “Include on SUI Reports and Magnetic Media” checkbox is off**

If any records other than “W2X” do not have the “Include on SUI Reports and Magnetic Media” checkbox set to “on,” they will print on this report. Make sure that this information is correct.

10. **Payroll Statuses common object: records except for value “W2X” where the “Generate W2” checkbox is off**
If any records, except for “W2X,” do not have the “Generate W2” checkbox set to “on,” they will print on this report. Make sure that this information is correct.
11. **Payroll Deductions common object: records marked to go in Box 12 with a code ‘D’, ‘E’, ‘AA’ or ‘BB’**
If any records have Box 12 set to “D”, “E”, “AA” or “BB”, they will print on this report. Make sure that only 401(k) or 403(b) deductions, respectively, are coded with D or E, respectively. Codes D and E should also include catch-up deductions for these plans. AA and BB represent Roth 401(k) and Roth 403(b), respectively.
12. **Active employees whose 401(K) deductions have end dates other than 12/31/9999**
This report is used to check for 401(k) deductions whose End Dates may have inadvertently been set to 12/31 of the current year, and thus would not continue into the next year.
13. **Pay types and deductions marked to print in W-2 boxes**
This report is used to make sure that all of your pay types, employee deductions and employer deductions are set up correctly prior to generating W-2 forms and files.
14. **Active employees whose lump sums or deductions have end dates of 12/31/(current year)**
This report is used to make sure that no deductions or lump sums will inadvertently stop at the end of the year. Active employees are those whose current payroll status has at least one of the following checkboxes selected: Process Standard Payment, Process Time and Attendance or Process Lump Sums.
15. **Legal Entities without a PIN**
This report lists all legal entities that do not have a PIN. Since this is required on the federal W-2 file, you must ensure that all legal entities have PINs.
16. **FIT Exemptions Expiring**
This report shows all active employees whose current FIT tax election has Exempt status, and whose Exempt Expiration Date is less than or equal to February 16 of the year after the selected year.
17. **Localities common object: records associated with Ohio School District taxes where Locality Code is blank or Ohio School District is not selected**
This report shows all values in the Localities common object that have an associated Ohio School District tax in Tax Manager, and where the Locality Code is blank or the Ohio School District checkbox is not selected. In order to include Ohio School District wage and tax information on the Ohio W-2 file, the 4 digit school district code must be entered in the Locality Code field. Also, the Ohio School District checkbox must be selected. Make the necessary changes in the Localities common object before generating the W-2 file for Ohio.

Report Distribution

The **Report Distribution** function in the **Operations** menu can be used to place payroll output reports in the Report Master Listing.

User ID	User Name	Report Type	Legal Entity
KCatania	UHRO Kristy Catania	Payroll Reports	*no value
NewWeb	Jim Smith	Payroll Reports	Olympics, I

The Report Type field is hard coded for “Payroll Reports”. Select a Legal Entity and Payroll Processing Group from the drop down list, if applicable. If these fields are blank, then the user will receive payroll workflow files for all options listed.

Then select a user from the drop down list and click on the Add button.

Scheduling Report

The **Scheduling Report** in the **Reports – Payroll** menu gives you the ability to select from three options. You may choose to send the report to your printer or display the information on your screen.

The screenshot shows a window titled "Scheduling Report" with a close button (X) in the top right corner. The window contains several sections:

- Output Selection:** Two radio buttons, "Printer" and "Screen", with "Screen" selected. A "Printer Setup" button is located to the right of the "Screen" button.
- Scheduling Report for Services:** Three radio buttons: "Processed" (selected), "Scheduled but not Processed", and "Scheduled".
- User Selection:** Three radio buttons: "Current User" (selected), "Selected User(s)", and "All Users". To the right of these buttons is a list box containing the following names: Carol Bradbury, Cheryl Howard, Jim Boniger, Karen Berg, Melissa Wieszun, Sherard McLeod, and Toni Zito.
- Date Range:** Two date input fields. The first is labeled "From Date:" and contains "11/19/2008". The second is labeled "To Date:" and contains "11/19/2008". Each field has a dropdown arrow to its right.
- Action Buttons:** Two buttons at the bottom: "Display Report" on the left and "Exit" on the right.

The available options are:

- **Processed**
For the selected users and date range, the system will show information on the Packages, Services, and Workflows that have completed.
- **Scheduled but not Processed**
For the selected users and date range, the system will show information on the Packages, Services, and Workflows that were scheduled to be run but have not completed.
- **Scheduled**
For the selected users and date range, the system will show information on the Packages, Services, and Workflows that have been scheduled. Information will be printed whether or not the activities have been completed.

For any of these reports, an asterisk in the Processing Date column indicates an off-cycle payroll. An off-cycle payroll is where the Pay Period End Date has Weeks Worked set to zero, indicating a non-standard payroll such as a commission or bonus payroll.

State Account Numbers Report

The **State Account Numbers Report** function in the **Reports – Taxes** menu gives you the ability to print active state income tax and unemployment account numbers for the selected legal entities. This report can be run at any time; no data is updated. This report can be run for one state or all states.

Select the entities that you wish to include. If you only wish to include account numbers that have been applied for, select “Print Only Account Numbers Applied For”. If this checkbox is selected, account numbers containing the letters “app” or “for” (without quotes) will be printed. This allows you to follow up with any agencies that need to assign account numbers to your company.

If you wish to include the SUI tax rates that exist in the system, select “Print SUI Tax Rates”. When this checkbox is selected, a field for Effective Date will appear and default to today’s date. You may override this if needed to see the SUI tax rates that were in effect as of a specific date.

You may send the report to printer if you wish. If you select the Printer option, click on Printer Setup to select a printer.

If you wish to send the output to a text file, select the corresponding radio button and then click on the Browse button to select a file.

Click on Output To Screen if you wish to display the results on your computer.

State Account Numbers Report

State: *ALL States Select All Select None

Customer	Customer Name	Entity Description
1000	The ABC Corporation LLC	ABC Corporation, LLC Entity Name
1000	The ABC Corporation LLC	Customer 1000's Legal Entity 001
1000	The ABC Corporation LLC	KLP Inc 1000
1000	The ABC Corporation LLC	Pennsylvania Railroad

☐ Print Only Account Numbers Applied For
☐ Print SUI Tax Rates
☒ Output To Printer Printer Setup
☐ Output To File: Browse
☐ Output To Screen

Create Report Exit

State Additional Tax Exception Report

The **State Additional Tax Exception Report** under the **Reports – Taxes** menu gives you the ability to see if any employee non-state income Tax Bases for a state are different from the other Tax Bases. The report compares the following taxes: State Disability (SDI), Family Leave Insurance (FLI), State Unemployment (SUI), Workforce Development (SWD), Medical Leave Insurance (MLI), State Medical Tax for Massachusetts (SMT). If the system finds any differences in the quarterly amounts or year-to-date Tax Bases, all of the employee's New Jersey taxes will print on the report. The employee will also print if one of the four tax records does not exist. If differences are found, they should be researched and corrected if needed. Note that if the employer has a private SDI plan, the SDI tax type will not be included on the report. Likewise, if the employer has a private FLI plan, the FLI tax will not be included. A message in the heading will indicate if the employer has a private SDI and/or FLI plan.

Customer	Company
Goldwing Enterprises	Cheesecake Factory
Goldwing Enterprises	Discovery Group, Inc.
Goldwing Enterprises	Fort Hays Incorporated
Goldwing Enterprises	Harris Golf Course Design and
Goldwing Enterprises	Kohr's, Inc.
Goldwing Enterprises	Marco Island Marina Inc.
Goldwing Enterprises	New Jersey Cardinals

Year:

☒ Output to Printer:

☐ Output to PDF File:

Highlight the legal entity or entities that you wish to work with. The Year will default to the system year. This can be changed if needed.

You can send the PDF report directly to the printer, or save it to a file to be printed or reviewed later. Below is a sample of the report.

Date: 09/10/2013

Time: 16:21:29

State Additional Tax Exception Report

Page: 1

User: carol

Legal Entity: Value Solutions, Inc.

Employer has a Private NJ SDI plan

Tax Year: 2013

Employee No.	Name	State	SSN	Tax Type	Eff Date	Q1 Tax Base	Q2 Tax Base	Q3 Tax Base	Q4 Tax Base	YTD Tax Base
621	Catherine Albert	NJ	992-83-4932	FLI	N/A	0.00	0.00	0.00	0.00	0.00
				SUI	02/27/2006	0.00	802.25	0.00	0.00	802.25
				SWD	02/27/2006	0.00	802.25	0.00	0.00	802.25
626	Mark M Anthony-Fernandez	NJ	823-84-9289	FLI	N/A	0.00	0.00	0.00	0.00	0.00
				SUI	09/05/2006	8,963.08	11,203.85	6,588.15	0.00	26,755.08
				SWD	09/05/2006	8,963.08	11,203.85	6,588.15	0.00	26,755.08
625	Zoe Clements-Montes	NJ	192-84-9234	FLI	N/A	0.00	0.00	0.00	0.00	0.00
				SUI	08/01/2006	15,617.80	21,817.25	11,479.35	0.00	48,914.40
				SWD	08/01/2006	15,617.80	21,817.25	11,479.35	0.00	48,914.40
454	Mark Webster	NJ	193-84-9238	FLI	N/A	0.00	0.00	0.00	0.00	0.00
				SUI	09/19/2005	8,481.88	10,602.35	6,234.63	0.00	25,318.86
				SWD	09/19/2005	8,481.88	10,602.35	6,234.63	0.00	25,318.86

Tax File Management Report

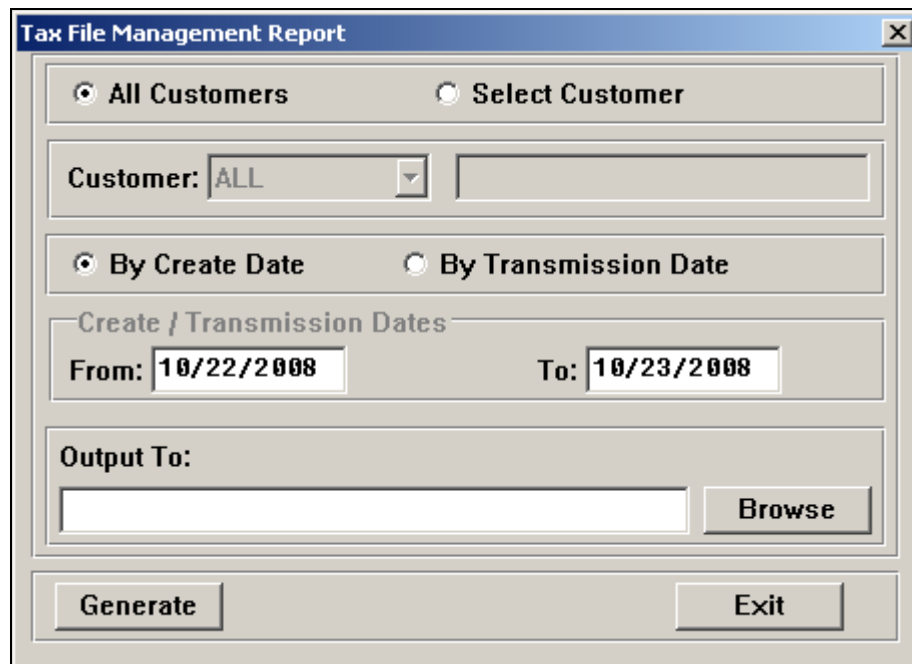
The **Tax File Management Report** under the **Reports – Taxes** menu gives you the ability to see which files were created from the Payroll Tax Summary Interface and transmitted using the **Generate Tax Export File** function. Use this to make sure that all tax files that were created have been transmitted.

Select All Customers or select an individual customer from the drop down list.

Select whether to run this report by a range of dates when the tax files were created, or when they were transmitted.

The system will default the date range to the prior two days. You may override these dates if necessary.

Click on the Browse button to select a file where the output will be written.



The screenshot shows a dialog box titled "Tax File Management Report". It contains several sections: a radio button group for "All Customers" (selected) and "Select Customer"; a "Customer:" label followed by a dropdown menu showing "ALL" and an empty text field; another radio button group for "By Create Date" (selected) and "By Transmission Date"; a section labeled "Create / Transmission Dates" with "From:" and "To:" labels, each followed by a date field showing "10/22/2008" and "10/23/2008" respectively; an "Output To:" label followed by a text field and a "Browse" button; and finally, "Generate" and "Exit" buttons at the bottom.

Tax Information Report

The **Tax Information Report** under the **Reports – Taxes** menu gives you the ability to print tax data from the **Pending Tax Information** function, the **Exported Tax Information** function, or a selected Export File.

Select whether you wish to report from information in the Tax Bin, or from an Export File. If you selected the Tax Bin, click on either Exported Records or Pending Records. For Exported Records, enter the Check Date range to be used for the report.

You may output the report to a printer or a text file. If you choose the Text file option, click on the Browse button to select a file where the output will be written.

The report will include the legal entity, pay period end date, check date, tax type codes, tax amounts and taxable wage amounts.

Tax Information Report

Report Using ☒ **Tax Bin** ☐ **Export File:**

Select: ☒ **Exported Records** ☐ **Pending Records**

Customer	Customer Name	Entity Description
1000	The ABC Corporation	ABC Corp. LLC.,
2000	Goldwing Enterprises	Disney Incorpora
2000	Goldwing Enterprises	Yankees Inc.
2000	Goldwing Enterprises	Pennsylvania
2000	Goldwing Enterprises	Ohio
2000	Goldwing Enterprises	The Now New Jers
2000	Goldwing Enterprises	Star Archive, In

From Check Date: / / To Check Date: / /

Output To: ☒ **Printer** ☐ **Text File:**

Generate **Exit**

Transmission Report

The **Transmission Report** in the **Reports – Banking** menu gives you the ability to report Record 6 information that is waiting to be written to a bank file or that has already been written to a file. You can choose to have the information sent to a printer or written to a file.

Customer	Customer Name	Entity Description
2000	Goldwing, Inc.	Olympic Committee, Inc.
2000	Goldwing, Inc.	Village Florist, Inc.
2000	Goldwing, Inc.	New Jersey Cardinals
3000	Willowbank	Willowbank Co.

The following selection options are available:

- **By Criteria**
When this option is selected, you must also select one or more legal entities, and whether you want to include transmitted records, or records that are waiting to be transmitted. From and To dates are also required.
- **By Transmission File**
If you have already created the bank file, enter the name of the file or use the Browse button to select the file.

W-2 Form Count Report

The **W-2 Form Count Report** in the **Reports – Payroll** menu provides you with the number of W-2 forms that will be printed for each legal entity on your system.

Enter the Tax Year and click on Submit. When you submit the request in Step 1, the system will send the W-2 Summary Report for each legal entity to the job server in iCON Tools. The system will look at customers and legal entities whose status is Active in Customer Information. The forms count is included in the W-2 Summary Report. **All of these jobs must complete before you run Step 2.**

W-2 Form Count Report

Step 1: Submit W-2 Form Summary Reports

Tax Year:

Step 2: Gather Form Counts and Generate Report

From Date: To Date:

After the jobs have completed, enter the dates in Step 2 when the reports were run. Click Generate. The system will total the form counts from all W-2 Summary Reports run during this date range, and display an Excel (XLSX) file showing those counts. The file can then be printed or saved to your computer. Below is an example of the file.

	A	B	C	D
1	Customer	Legal Entity	Fed Form Count	PR Form Count
2	Goldwing	BBi	0	0
3	Goldwing	EMA Inc	0	0
4	Goldwing	New Jersey Group	0	0
5	Goldwing	Olympic Committee, Inc. Olympic Intl Committee	220	3
6	Goldwing	Raleigh Labs	6	0
7	Goldwing	Starlight	139	6
8	Goldwing	York Group	0	0
9				

Workflow Report Status and Copy

The **Workflow Report Status and Copy** function in the **Operations** menu gives you the ability to resend payroll output reports to the **Report Master Listing**. Select the report and click on the Copy Workflow to Users button.

Generating Reports

Workflow Report Status

Customer ID	Login ID	Workflow Description	Status	Start Date	Start Time	End Date	End Time	
2000	KCatania	Olympics Payroll	Completed	07/15/2016	13:36:07	07/15/2016	13:38:53	000000
2000	CBradbury	Starlight Payroll	Completed	07/15/2016	10:26:27	07/15/2016	10:27:59	000000
2000	CBradbury	Quarterly Reports	Completed	06/30/2016	12:46:42	06/30/2016	12:47:09	000000
2000	CBradbury	Starlight Payroll	Completed	06/30/2016	12:46:21	06/30/2016	12:47:37	000000
2000	CBradbury	Close - Starlight	Completed	06/22/2016	09:45:58	06/22/2016	09:46:16	000000
2000	CBradbury	Close - Starlight	Completed	06/21/2016	16:25:49	06/21/2016	16:25:57	000000
2000	CBradbury	Close - Starlight	Completed	06/21/2016	16:23:34	06/21/2016	16:23:50	000000
2000	CBradbury	Close - Starlight	Completed	06/21/2016	16:22:49	06/21/2016	16:22:59	000000
2000	CBradbury	Starlight Payroll	Completed	06/21/2016	15:28:29	06/21/2016	15:29:24	000000
2000	CBradbury	Quarterly Reports	Completed	06/21/2016	15:24:40	06/21/2016	15:25:14	000000

Report Name	Report Description	PDF File	Run Date
combreg1a	CombinedRegWF-Olym	P:\dem\dem00001\wfpdf\1648-CombinedRegWF-Olym-15777.pdf	07/15/2
combostot1	CombinedRegWF-OSum	P:\dem\dem00001\wfpdf\1648-CombinedRegWF-OSum-15778.pdf	07/15/2
combtot1	CombinedRegWF-OTot	P:\dem\dem00001\wfpdf\1648-CombinedRegWF-OTot-15779.pdf	07/15/2
dirdep	DirectDepositWF-Olym	P:\dem\dem00001\wfpdf\1648-DirectDepositWF-Olym-15780.pdf	07/15/2
checkratemicr	CheckPrintWF-Olym		07/15/2
checks	VoucherPrintWF-Olym	P:\dem\dem00001\wfpdf\1648-VoucherPrintWF-Olym-15783.pdf	07/15/2
glaccount	GLReportWF-Olym	P:\dem\dem00001\wfpdf\1648-GLReportWF-Olym-15785.pdf	07/15/2
glaccountPTO	GLEntitlementReport	P:\dem\dem00001\wfpdf\1648-GLEntitlementReport-15786.pdf	07/15/2
ECSPaymentRegister	ElectronicPaymentRegisterWF-OI	P:\dem\dem00001\wfpdf\1648-ElectronicPaymentRegisterWF-Olym-15	07/15/2
ECSPaymentRegisterS	ElectronicPaymentRegisterWF-OI	P:\dem\dem00001\wfpdf\1648-ElectronicPaymentRegisterWF-OlymSu	07/15/2

Refresh Send Mail to Administrator Copy Workflow Copy Report Copy Workflow to Users Close

Monthly Processing

Creating Monthly Unemployment Wage Files

This section describes the creation of monthly SUI data generation to be exported to tax filing software.

Monthly UI Data Generation

The **Monthly UI Data Generation** function in the **Taxes** menu is similar to the **Monthly UI Export File** function in iCON Tools, but with the ability to generate data for one or many customers. This eliminates the need to access each iCON database to generate the data. After the job has completed, access the **Monthly UI Export** function.

Currently, only Illinois requires monthly SUI reporting, and only for non-quarter end months. For quarter-end months, only the quarterly file is needed.

Select the Tax Year, State and Month. Select the legal entities or entities to be processed. Highlight the legal entities in the right hand column; click Generate to submit the job(s). If a legal entity has an active SUI Account Number, it will be included in the file.

Monthly UI Data Generation

Tax Year: State: Month:

Legal Entities Not Selected

Customer Name	Transmitter
Goldwing Enterprises	Carolina Cof Co
Goldwing Enterprises	Cheesecake Fac.
Goldwing Enterprises	Discovery
Goldwing Enterprises	Kohrs Ice Cream
Goldwing Enterprises	Marco I. Marina
Goldwing Enterprises	N.J. Cards
Goldwing Enterprises	N.J. Group
Goldwing Enterprises	Ohio Railroad
Goldwing Enterprises	Olympics, Inc.
Goldwing Enterprises	Outback Group
Goldwing Enterprises	Pennsylvania
Goldwing Enterprises	Shrivers
Goldwing Enterprises	Star Archive
Goldwing Enterprises	Starlight Group
Goldwing Enterprises	Value Solutions
Goldwing Enterprises	Yankees Inc.
The ABC Corporation	ABC Corp.

Legal Entities Selected to Process

Customer Name	Transmitter

Select -> <- Unselect

Select All Select None (for both tables)

Generate Exit

Monthly UI Data Generation Queue Listing

Use the **Monthly UI Data Generation Queue Listing** function in the **Taxes** menu to check the status of jobs submitted from the **Monthly UI Data Generation** function. One entry will appear for each legal entity that has been submitted. The Status column will show Waiting, In Process or Completed. Entries will appear in this function until the jobs have completed and the job entry has been deleted from iCON Tools.

☒ Show Jobs for Current User
☐ Show All Jobs

Status	Date Entered	Time Entered	Customer	Login ID	Program
Completed	06/17/2013	11:40 AM	2000	CBradbury	Monthly UI Data Genera
Completed	06/17/2013	11:40 AM	2000	CBradbury	Monthly UI Data Genera
Completed	06/17/2013	11:40 AM	2000	CBradbury	Monthly UI Data Genera
Completed	06/17/2013	11:40 AM	2000	CBradbury	Monthly UI Data Genera
Completed	06/17/2013	11:40 AM	2000	CBradbury	Monthly UI Data Genera
Completed	06/17/2013	11:40 AM	2000	CBradbury	Monthly UI Data Genera

Refresh Exit

Monthly UI Export Information

The **Monthly UI Export Information** function in the **Taxes** menu allows you to write the monthly SUI files to a file in the specified folder. When the submitted job(s) from **Monthly UI Data Generation** complete, access this function.

Customer Name	Month End	Company Name	On Hold ?	Payroll Processing Group
Goldwing Enterprises	01/31/2013	Outback Restaura	Yes	All Payroll Groups
Goldwing Enterprises	01/31/2013	Starlight Group	Yes	All Payroll Groups

Make your selections in the upper portion of the page. Click Refresh to see the desired entries.

Release the entries that you wish to write to the file.

Click Generate to write all released entries to a file. A window similar to the following will appear.

Monthly Processing

Click on the Browse button to select a folder and file where the data is to be written. When you click on Generate, the system will create the monthly wage file. All created data that is written to the file will have the status of “Created” changed to “Exported”.

You may click on the Test Export checkbox if you wish to create a test file. By doing so, the system will create a test file. It will not change the status of the data from “Created” to “Exported”.

(blank)

Quarterly Processing

Creating SUI Diskettes and Files

This section describes SUI diskette data generation, disk creation, and data inquiry.

SUI Data Generation

The **SUI Data Generation** function in the **Taxes** menu is the equivalent of the **SUI Magnetic Data Generation** function in **iCON Tools**, but with the ability to generate data for one or many customers and/or states. This eliminates the need to access each **iCON** database to generate the data.

SUI Diskette Data Generation

Tax Year: **2011** State: ***ALL States**

☒ Quarter 1 ☐ Quarter 2 ☐ Quarter 3 ☐ Quarter 4

Legal Entities Not Selected

Customer Name	Transmitter
Goldwing	Allen Beverage
Goldwing	Carolina Cof Co
Goldwing	Copy Cats Inc.
Goldwing	Discovery
Goldwing	Kohrs Ice Cream
Goldwing	N.J. Cardinals
Goldwing	N.J. Group
Goldwing	N.Y. Sports
Goldwing	Olympics, Inc.
Goldwing	Outback Group
Goldwing	Pennsylvania
Goldwing	Shrivers
Goldwing	Star Archive
Goldwing	Starlight Group
Goldwing	Value Solutions
The ABC Corporation	ABC Corp.
The ABC Corporation	First Company

Legal Entities Selected to Process

Customer Name	Transmitter
---------------	-------------

Select -> <- Unselect

Select All Select None Select All Select None

Generate Exit

SUI Diskette Creation and Inquiry

The **SUI Disk Creation and Inquiry** function in the **Taxes** menu allows you to write the SUI files to a folder. It combines the functionality of iCON Tools' **SUI Diskette Creation** with the **SUI Diskette Data Inquiry** functions.

[illegible]

When you access the screen, make your selections in the “Filters” area. We recommend that you select the “Not Created” status and “Show Only Most Recent Job Per State.” The system will default to these values, which will eliminate the duplicate copying of files. Then click on Build List. The screen will show you the data that is ready to be copied. The Build List button will then change to Refresh. You can then select one or more files to copy to a folder. This eliminates the need to access each iCON database to copy the files.

If you select a folder, the file(s) will be written to subfolders as follows:

<Customer Number>
<Legal Entity code>
<State>

Creating RTS Files

This section describes the creation of the Reconciliation Tax Summary file to be exported to tax filing software.

RTS Information

Create your RTS data using either the **Reconciliation Tax Summary** function in iCON Tools, or by running this function in a Workflow. After the job has completed, access the **RTS Information** function in the **Taxes** menu. Enter the date range for the file(s) you have created. The screen will list the customer and company name, quarter end date, and whether or not the file is on hold. When RTS data is created, it is automatically put on hold. To release data to be written to an RTS file, highlight the entry or entries and click on the Release button. Once all data for the quarter has been released, create the file by clicking on the Generate button or by using the **Generate RTS Export File** function.

The screenshot shows the 'RTS Information' window. It has two radio buttons at the top: 'All Customers' (selected) and 'Select Customer'. To the right are 'By Create Date' (selected) and 'By Export Date'. Below these are input fields for 'Customer' (set to 'ALL') and 'L/E' (set to 'ALL'). To the right of these is a 'Create/Export Date' section with 'From' and 'To' date pickers. The main area is a table with the following data:

Customer Name	Quarter End	Company Name	On Hold ?	Payroll Processing Group
Goldwing Enterprises	06/30/2012	Starlight Group	Yes	All Payroll Groups
Goldwing Enterprises	06/30/2012	The Official Oly	Yes	All Payroll Groups
Goldwing Enterprises	06/30/2012	Value Solutions,	Yes	Value Semi-Mo.
Goldwing Enterprises	09/30/2012	Outback Restaura	No	All Payroll Groups
Goldwing Enterprises	09/30/2012	Shriver's Candy	No	All Payroll Groups
Goldwing Enterprises	09/30/2012	Starlight Group	No	All Payroll Groups
Goldwing Enterprises	09/30/2012	The Official Oly	No	All Payroll Groups

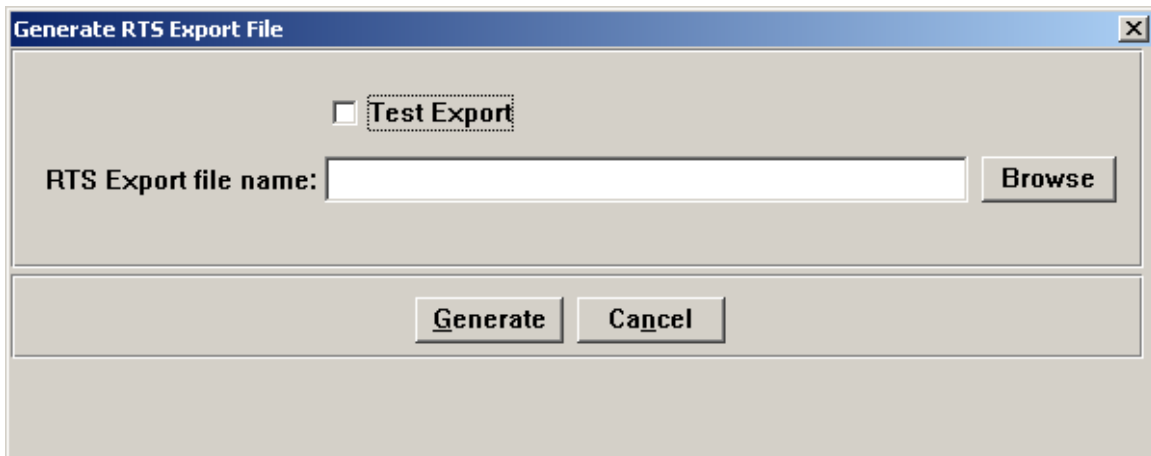
On the right side of the window are five buttons: 'Refresh', 'Hold', 'Delete', 'Generate', and 'Exit'.

You may also view exported file information using this function. To do so, click on the By Export Date radio button and enter the date range for the exported files you wish to view. Click on the Refresh button to view the exported file information.

Generate RTS Export File

Once RTS data has been released, a file can be generated. The system will write all of the Created data that has been released to a file. Click on the Browse button to select a folder and file where the data is to be written. When you click on Generate, the system will create the RTS file. All created data that is written to the file will have the status of “Created” changed to “Exported”.

You may click on the Test Export checkbox if you wish to create a test file. By doing so, the system will create a test file. It will not change the status of the data from “Created” to “Exported”.



The screenshot shows a Windows-style dialog box titled "Generate RTS Export File". Inside the dialog, there is a checkbox labeled "Test Export" which is currently unchecked. Below this, the text "RTS Export file name:" is followed by an empty text input field. To the right of the input field is a "Browse" button. At the bottom of the dialog, there are two buttons: "Generate" and "Cancel".

RTS Report

To print information about your created or exported RTS files, use the **RTS Report** function. Select whether you wish to print information about Exported Records or Pending (Created) Records. The system will display the available information.

RTS Report

Select: ☒ Exported Records ☐ Pending Records

Customer	Customer Name	Entity Description	Quarter End Date

Select None
Select All

From QE Date: / / To QE Date: / /

Output To: ☒ Printer ☐ PDF File: Printer Setup

Generate Exit

(blank)

Creating W-2 Diskettes and Files

W-2 Diskette Processing

This section describes W-2 data generation, file creation, and data inquiry.

W-2 Data Generation

The **W-2 Data Generation** function in the **Taxes** menu is the equivalent of the **W-2 Data Generation** function in iCON Tools and Manager Services, but with the ability to generate data for one or many customers and/or states. This eliminates the need to access each iCON database to generate the data. When the job is submitted from this function, files are generated. When the job is complete, you may access the **W-2 File Creation and Inquiry** function to copy the files to a folder.

W-2 Data Generation

Tax Year: **2017**

State: ***ALL States**

☐ No States

☒ Produce Federal W-2

☒ Display Active Clients Only

Puerto Rico only: Code:

Sequence Number From: To:

(submit each Puerto Rico legal entity individually with its sequence number range)

Legal Entities Not Selected	
Customer Name	Transmitter
Goldwing Enterprises	Harris Golf
Goldwing Enterprises	Kohrs Ice Cream
Goldwing Enterprises	Olympics, Inc.
Goldwing Enterprises	Outback Group
Goldwing Enterprises	Shrivers
Goldwing Enterprises	Star Archive
Goldwing Enterprises	Starlight Group
Goldwing Enterprises	Value Solutions
The ABC Corporation	ABC Corp.
The ABC Corporation	Pennsylvania RR
The ABC Corporation	Second Edition

Select ->

<- Unselect

Legal Entities Selected to Process	
Customer Name	Transmitter

Select All Select None Select All Select None

Generate Exit

Select the Tax Year for which W-2 files are to be created.

The system will default to creating the federal and state files for the selected legal entities. If you wish to only produce the federal file, click on the “No States” checkbox. To create files for only one state, select the state from the drop down list. To produce only state files, uncheck the “Produce Federal W-2” checkbox.

Creating W-2 Diskettes and Files

Legal entities for each customer are shown in the Transmitter column. The system will display legal entities:

- that your user name is authorized to in Legal Entity Authorization
- whose Process W-2s checkbox is set to yes in the FEIN tab of Customer Information
- whose FEIN in the FEIN tab matches the Federal Employer ID Number in Legal Entity Definition

The system will default to displaying active clients only. If you wish to display all clients, unselect the checkmark in the field “Display Active Clients Only”.

Select the legal entities that you wish to process, and then click on the Select button to move them to the list on the right-hand side. Or, click on the Select All button to move all legal entities to the right-hand side.

If you will be producing files for Puerto Rico, you must submit a separate job for each legal entity, and enter the Control Number and Sequence Number range for that legal entity, corresponding to the W-2 forms that were produced.

Note that when **W-2 Data Generation** is run from the Customer Management Module, only one legal entity will be included in each file. If you wish to include multiple legal entities on federal and state files, you may submit the job from the **W-2 Data Generation** function in iCON Tools or Manager Services, or use the **W-2 Consolidated Files** function.

When you have made your selections, click on the Generate button. This will submit a job to the server for each legal entity you selected.

Creating W-2 Diskettes and Files

After you have highlighted the file(s) that you wish to create, click on Browse to select the desired path. The system will write files to the selected folder with a file name in the following format:

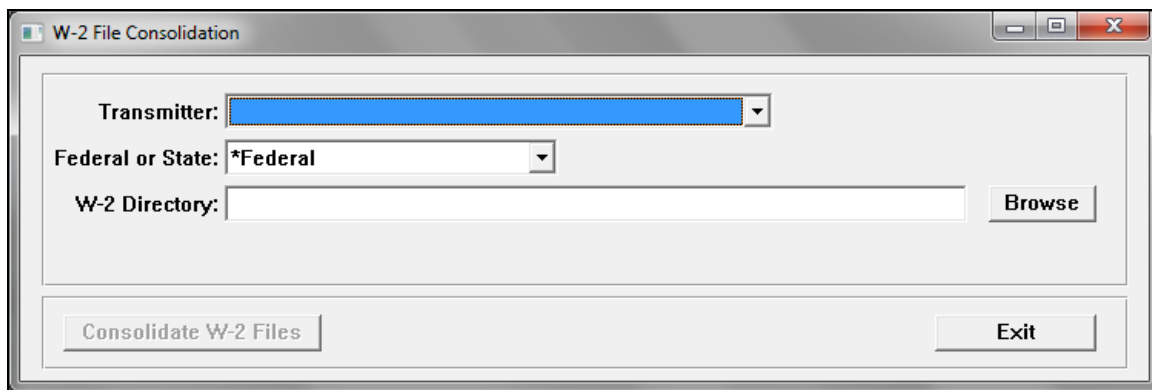
Customer Number-LE Code-First 20 characters of Entity Name from Legal Entity Definition (spaces and special characters are removed)-State Code or FD for Federal-File Name (e.g., 2000-ABC-ABCIncorporated-NC-W2Report)

After you have made your selections, click on Create File(s) to copy the files. A confirmation message will appear when all data has been written.

You may also delete data by highlighting one or more entries and then clicking on the Purge button.

W-2 File Consolidation

The **W-2 File Consolidation** function in the **Taxes** menu allows you to combine multiple files for the same tax year and agency (federal or individual state) into one file. Data must first be generated with the **W-2 Data Generation** function, from the Customer Management Module, iCON Tools or Manager Services, and then the files must be created using the **W-2 File Creation and Inquiry** function. When creating the files, create files for each agency/tax year separately, writing them to their own folder. For example, select Federal in **W-2 File Creation and Inquiry**; write these files to a folder that is reserved for federal files for the selected tax year. Then select one of the states where you pay employees; write these files to a folder that is reserved for only this state and the selected tax year. Repeat this process for each state.



Once all of the files have been created in their own folders, access **W-2 File Consolidation**. In the Transmitter drop down list, select the legal entity who will be submitting the file to the agency. In the Federal or State drop down list, select the agency whose file you wish to create. Click on Browse next to the W-2 Directory field. Select the folder where the files for the selected agency exist.

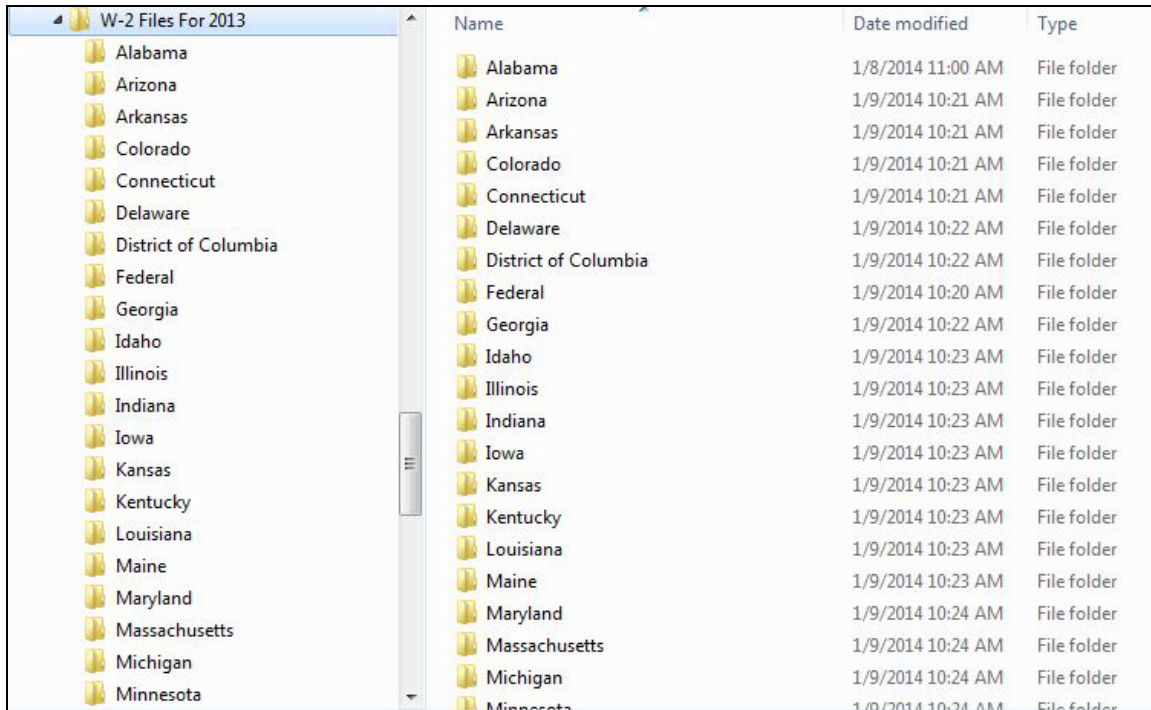
Click on Consolidate W-2 Files to create a new file in the selected folder. It will combine information in all files in the directory that you selected. It will generate a new file named CONSOLIDATED-XX-YYYYMMDD-FILENAME, where XX is either the 2-character State Code or FD for federal. YYYYMMDD is today's date. FILENAME is the file name used for the selected agency. You must rename the file to the correct name before submitting it to the agency. At the time of this publication, all file names were according to each agency's specifications; please check the agency's specifications for the current file name requirements.

If the agency requires a header record such as an "RA" record in the Federal format, the system will get the information from Legal Entity Definition for the Transmitter that you selected. Company and employee data will then be copied from the individual files into the Consolidated file. If a footer record is required such as an "RF" record in the Federal format, the totals from each company file will be combined and the RF record will be created with these totals.

Creating W-2 Diskettes and Files

Note that due to special record requirements, the ability to create a file for Alabama using this function is not available at this time.

Below is an example of a folder for each agency, federal and state, for 2013. We recommend that you set up a folder for each agency and year.



Name	Date modified	Type
Alabama	1/8/2014 11:00 AM	File folder
Arizona	1/9/2014 10:21 AM	File folder
Arkansas	1/9/2014 10:21 AM	File folder
Colorado	1/9/2014 10:21 AM	File folder
Connecticut	1/9/2014 10:21 AM	File folder
Delaware	1/9/2014 10:22 AM	File folder
District of Columbia	1/9/2014 10:22 AM	File folder
Federal	1/9/2014 10:20 AM	File folder
Georgia	1/9/2014 10:22 AM	File folder
Idaho	1/9/2014 10:23 AM	File folder
Illinois	1/9/2014 10:23 AM	File folder
Indiana	1/9/2014 10:23 AM	File folder
Iowa	1/9/2014 10:23 AM	File folder
Kansas	1/9/2014 10:23 AM	File folder
Kentucky	1/9/2014 10:23 AM	File folder
Louisiana	1/9/2014 10:23 AM	File folder
Maine	1/9/2014 10:23 AM	File folder
Maryland	1/9/2014 10:24 AM	File folder
Massachusetts	1/9/2014 10:24 AM	File folder
Michigan	1/9/2014 10:24 AM	File folder
Minnesota	1/9/2014 10:24 AM	File folder

After creating a consolidated file for the 2013 federal file, here is an example of the Federal folder. The file for each legal entity is shown. The system has combined all of the information in these files and created a file called CONSOLIDATED-FD-20140109-W2Report.

Organize ▾ Include in library ▾ New folder			
W-2 Files For 2013	Name	Date modified	Type
Alabama	1000-ABC-ABCCorporationLLC-FD-W2Report	1/7/2014 2:59 PM	File
Arizona	1000-PRR-PennsylvaniaRailroad-FD-W2Report	1/7/2014 2:59 PM	File
Arkansas	1000-SECON-SecondEdition-FD-W2Report	1/7/2014 2:59 PM	File
Colorado	2000-001-ShriversCandyStore-FD-W2Report	1/7/2014 2:59 PM	File
Connecticut	2000-A10-StarlightGroupofPitt-FD-W2Report	1/7/2014 2:59 PM	File
Delaware	2000-CARDS-NewJerseyCardinals-FD-W2Report	1/7/2014 11:38 AM	File
District of Columbia	2000-CF-CheesecakeFactory-FD-W2Report	1/7/2014 2:59 PM	File
Federal	2000-DEV-NewJerseyDevils-FD-W2Report	1/7/2014 2:59 PM	File
Georgia	2000-DI-DiscoveryGroupInc-FD-W2Report	1/7/2014 2:59 PM	File
Idaho	2000-KOHR-KohrsInc-FD-W2Report	1/7/2014 2:59 PM	File
Illinois	2000-OH-Ohio-FD-W2Report	1/7/2014 2:59 PM	File
Indiana	2000-OLYM-OlympicGroup-FD-W2Report	1/7/2014 2:59 PM	File
Iowa	2000-OUT-OutbackRestaurantsIn-FD-W2Report	1/7/2014 2:59 PM	File
Kansas	2000-PAR-Pennsylvania-FD-W2Report	1/7/2014 2:59 PM	File
Kentucky	2000-SFH-StarArchiveInc-FD-W2Report	1/7/2014 2:59 PM	File
Louisiana	2000-VF-ValueSolutionsInc-FD-W2Report	1/7/2014 2:59 PM	File
Maine	2000-YK2-YorkGroup-FD-W2Report	1/7/2014 2:59 PM	File
Maryland	CONSOLIDATED-FD-20140109-W2Report	1/9/2014 10:20 AM	File
Massachusetts			
Michigan			

You may re-run the W-2 File Consolidation process if needed. When combining files into the consolidated file, the system will ignore files that begin with CONSOLIDATED. If a consolidated file already exists with the same name, it will be replaced. If a consolidated file already exists with a different date, a new consolidated file will be created.

W-2 Local Data Generation

The **W-2 Local Data Generation** function in the **Taxes** menu is the equivalent of the **W-2 Local Data Generation** function in iCON Tools and Manager Services, but with the ability to generate data for one or many customers and/or localities. This eliminates the need to access each iCON database to generate the data. When the job is submitted from this function, files are generated. When the job is complete, you may access the **W-2 Local Disk Creation and Inquiry** function to copy the files to a folder.

W-2 Local Data Generation

Tax Year: **2017**

Tax Authority: Battle Creek Michigan, Berks EIT Agency PA, Capital Tax Coll. PA, Central Collection Agency, Centre Tax Agency PA, Cincinnati OH

For Pennsylvania only [except for Philadelphia]:
☒ Earned Income Tax
☐ Local Services Tax

☒ Display Active Clients Only

Legal Entities Not Selected

Customer Name	Transmitter
Goldwing Enterprises	Harris Golf
Goldwing Enterprises	Kohrs Ice Cream
Goldwing Enterprises	Olympics, Inc.
Goldwing Enterprises	Outback Group
Goldwing Enterprises	Shrivers
Goldwing Enterprises	Star Archive
Goldwing Enterprises	Starlight Group
Goldwing Enterprises	Value Solutions
The ABC Corporation	ABC Corp.
The ABC Corporation	Pennsylvania RR
The ABC Corporation	Second Edition

Select -> <- Unselect

Legal Entities Selected to Process

Customer Name	Transmitter
---------------	-------------

Select All Select None Generate Exit

Select the Tax Year for which W-2 files are to be created.

Highlight the Tax Authorities that you wish to process. If you have selected any tax collection agencies in Pennsylvania (other than Philadelphia), select whether you wish to create files for Earned Income Tax, Local Services Tax or both.

Legal entities for each customer are shown in the Transmitter column. The system will display legal entities:

- that your user name is authorized to in Legal Entity Authorization
- whose Process W-2s checkbox is set to yes in the FEIN tab of Customer Information

- whose FEIN in the FEIN tab matches the Federal Employer ID Number in Legal Entity Definition

The system will default to showing active clients. To display all clients, unselect the checkbox for Display Active Clients Only.

Select the legal entities that wish to process, and then click on the Select button to move them to the list on the right-hand side. Or, click on the Select All button to move all legal entities to the right-hand side.

Note that when **W-2 Local Data Generation** is run from the Customer Management Module, only one legal entity will be included in each file. If you wish to include multiple legal entities on federal and state files, you may submit the job from the **W-2 Data Generation** function in iCON Tools or Manager Services.

When you have made your selections, click on the Generate button. This will submit a job to the server for each legal entity you selected.

W-2 Local Disk Creation and Inquiry

The **W-2 Local Disk Creation and Inquiry** function in the **Taxes** menu allows you to write the W-2 files to a folder. Files must first be created with the **W-2 Local Data Generation** function, from the Customer Management Module, **iCON Tools** or **Manager Services**.

[illegible]

When you access the screen, make your selections in the “Filters” area. We recommend that you select the “Not Created” status and “Show Only Most Recent Job Per Tax Authority.” The system will default to these values, which will eliminate the duplicate copying of files. Then click on Build List. The screen will show you the data that is ready to be copied. The Build List button will then change to Refresh. You can then select one or more files to copy to a folder. This eliminates the need to access each iCON database to copy the files.

Note that Unicorn HRO users will only see files that were generated by Unicorn HRO users. Files generated by client users will not be displayed.

After you have highlighted the file(s) that you wish to create, select the A or B drive to write the files to magnetic media. If you wish to copy the files to a folder, click on the radio button next to Directory and then click on Browse to select the desired path. The system will write files to the selected folder with a file name in the following format:

Customer Number-LE Code-First 20 characters of Entity Name from Legal Entity Definition (spaces and special characters are removed)-W-2 Tax Agency code-File Name (e.g., 2000-ABC-ABCIncorporated-PHI-W2Report)

After you have made your selections, click on Create Diskette(s) to copy the files. If you are copying them to magnetic media, the system will prompt you to load each diskette. Make sure that you label them appropriately according to the federal or state guidelines.

If you are copying the data to files in a folder, a confirmation message will appear when all data has been written.

You may also delete data by highlighting one or more entries and then clicking on the Purge button.

(blank)

Generating New Year Data

New Year Data Entry

This section describes how to enter federal holiday information, generate New Year setup information on a “global” basis, and establish a pay calendar for the new year.

Federal Holidays

Access the **Federal Holidays** function and enter the holidays for the new year.

The screenshot shows a software window titled "Federal Holidays". It contains a table of federal holidays for 2007. The first row, "01/01/2007 New Year's Day", is selected. To the right of the table are radio buttons for "All" (selected) and "Selected", along with search and filter icons. Below the table is a "Details" section with fields for "Holiday Date", "Short Description", and "Long Description", all showing "New Year's Day" information. At the bottom are buttons for "Update", "Reset", "Add", "Delete", "Cancel", and "Exit".

Date	Description
01/01/2007	New Year's Day
01/15/2007	Martin Luther King
02/19/2007	President's Day
05/28/2007	Memorial Day
07/04/2007	4th of July
09/03/2007	Labor Day

☒ All ☐ Selected

Details

*Holiday Date: 01/01/2007

*Short Description: New Year's Day

Long Description: New Year's Day

Update Reset Add Delete Cancel Exit

Operations Holiday Calendar

Enter your own company's holidays in **Operations – Operations Holiday Calendar**.

Operations Holiday Calendar for 2007

January	February	March	April
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
01 02 03 04 05 06	01 02 03	01 02 03	01 02 03 04 05 06 07
07 08 09 10 11 12 13	04 05 06 07 08 09 10	04 05 06 07 08 09 10	08 09 10 11 12 13 14
14 15 16 17 18 19 20	11 12 13 14 15 16 17	11 12 13 14 15 16 17	15 16 17 18 19 20 21
21 22 23 24 25 26 27	18 19 20 21 22 23 24	18 19 20 21 22 23 24	22 23 24 25 26 27 28
28 29 30 31	25 26 27 28	25 26 27 28 29 30 31	29 30

May	June	July	August
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
01 02 03 04 05	01 02	01 02 03 04 05 06 07	01 02 03 04
06 07 08 09 10 11 12	03 04 05 06 07 08 09	08 09 10 11 12 13 14	05 06 07 08 09 10 11
13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18
20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25
27 28 29 30 31	24 25 26 27 28 29 30	29 30 31	26 27 28 29 30 31

September	October	November	December
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
01	01 02 03 04 05 06	01 02 03	01
02 03 04 05 06 07 08	07 08 09 10 11 12 13	04 05 06 07 08 09 10	02 03 04 05 06 07 08
09 10 11 12 13 14 15	14 15 16 17 18 19 20	11 12 13 14 15 16 17	09 10 11 12 13 14 15
16 17 18 19 20 21 22	21 22 23 24 25 26 27	18 19 20 21 22 23 24	16 17 18 19 20 21 22
23 24 25 26 27 28 29	28 29 30 31	25 26 27 28 29 30	23 24 25 26 27 28 29
30			30 31

Exit Help

Global New Year Automation

The following functions can be accessed from the **Global New Year Automation** submenu under the **Global Setup** menu:

- Global Defined Compensation Limit Update
- Global Legal Entity By Year Update
- Global Federal Tax Ceiling Update
- Global State Tax Ceiling Update
- Global Deduction Update
- Global Employer Deduction Contributions Update
- Global New Year Administration

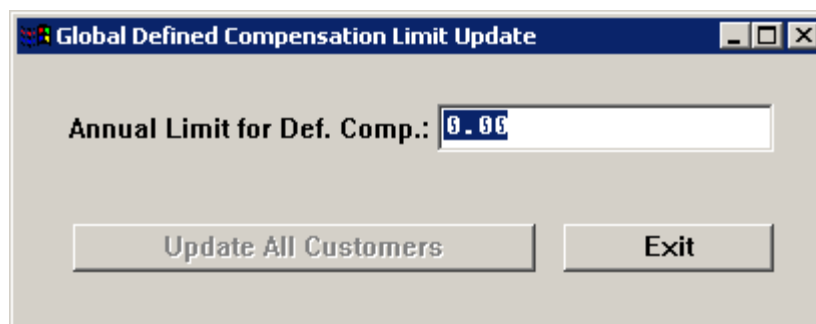
The following function is available in the **Operations** menu:

- Global New Year Administration Queue Listing

Note that each of these functions, with the exception of **Global New Year Administration**, runs interactively from the Customer Management Module. As a result, each process could take several minutes, depending on the volume of data that is being updated.

Global Defined Compensation Limit Update

The **Global Defined Compensation Limit Update** allows you to update all of the “Annual Compensation Limit for Deferred Compensation Plans” fields for all client databases. This field is stored in the **HR System Defaults** function.

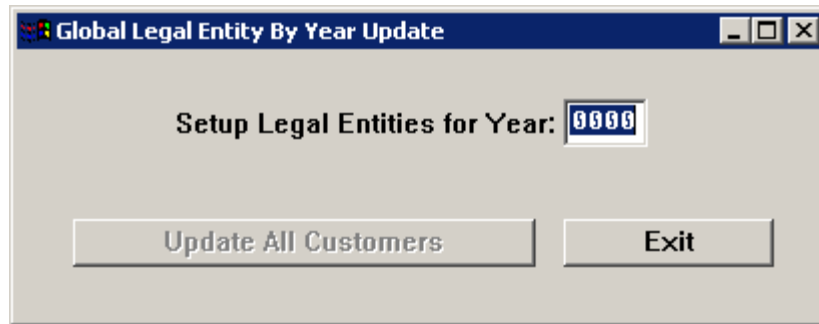


To update all clients, access the function and enter a new annual limit for deferred compensation. Click on the “Update All Customers” button to perform the update. Note that only databases that have an existing deferred compensation limit will be updated. If a client has zero in this field, the system assumes that this feature is not being used and will not update the field. If you do not wish to use this global function, access each client’s iCON database and make the change to the **HR Systems Defaults** function.

This function should not be run until all payrolls for the year have been completed, since the limit is not effective-dated.

Global Legal Entity By Year Update

The **Global Legal Entity By Year Update** function will automatically add the new year to the **Years** Payroll Common Object and also copy entries in the **Legal Entity By Year** function to the new year.



To use this function, enter the new year and click on the “Update All Customers” button. If the new year record does not exist, it will be created. If it does exist, the program will continue to the next record. If you do not wish to use this global function, add the new year to the **Years** Payroll Common Object in each client database. Also, add entries for the new year to the **Legal Entity By Year** function in each database.

This can be done at any time during the weeks prior to January 1.

Global Federal Tax Ceiling Update

The **Global Federal Tax Ceiling Update** allows you to create new year records—containing the new FICA ceiling, Railroad Tier I, Railroad Tier II and Railroad Unemployment — for each legal entity’s employer-paid federal tax.

The screenshot shows a software dialog box titled "Global Federal Tax Ceiling Update". It contains the following fields and controls:

- Add FICA Ceiling effective:** A date input field.
- FICA Ceiling Amount:** A numeric input field with the value "0.00".
- Employer FICA Percent:** A numeric input field with the value "0.0000".
- Add Tier I Ceiling effective:** A date input field.
- Tier I Ceiling Amount:** A numeric input field with the value "0.00".
- Employer Tier I Percent:** A numeric input field with the value "0.0000".
- Add Tier II Ceiling effective:** A date input field.
- Tier II Ceiling Amount:** A numeric input field with the value "0.00".
- Employer Tier II Percent:** A numeric input field with the value "0.0000".
- Add Railroad Unemployment Ceiling effective:** A date input field.
- Railroad Unemployment Ceiling Amount:** A numeric input field with the value "0.00".
- Buttons:** "Update All Customers" and "Exit".

To use this function, enter the date that the new FICA ceiling takes effect and the new ceiling amount. If you also need to update the Railroad Tier I, Railroad Tier II and Railroad Unemployment ceilings, enter the date they take effect and the new ceiling amounts. If the rate will also change, enter the percent. If a percent is entered, the system will write this to the new record; if a percent is left blank, the system will copy the existing percent to the new record. Click on the “Update All Customers” button. The system will create a new record for each current year record that it finds. If a new year record already exists, the system will update the ceiling if necessary.

If you do not wish to use the global feature, go to each client’s database and enter a new employer-paid tax record in **Tax Manager** for the new year.

This can be done at any time during the weeks prior to January 1.

Global State Tax Ceiling Update

To use the **Global State Tax Ceiling Update** function, you must first enter the new year's tax ceilings in the **Global State Employer Tax Ceilings** function. You only need to enter records for those states whose ceilings have changed.

The screenshot shows a window titled "Global State Employer Tax Ceilings". It contains the following fields and controls:

- State/Province:** A dropdown menu with "New Jersey" selected.
- State Tax:** A dropdown menu with "Disability" selected.
- Effective Date:** A text box containing "01/01/2011".
- Table:** A table with three columns: "Effective Date", "Employer Wage Ceiling", and "Self Adjust". The first row contains the values "01/01/2011", "29,600.00", and "yes".
- Buttons:** "Update", "Add", "Delete", "Exit", and "Help".

Once the new ceilings have been entered, access the **Global State Tax Ceiling Update** function. Enter the date that the system should use to find and copy the new state tax ceilings to each legal entity that has a tax record for the corresponding state. Click on the "Update All Customers" button.

The screenshot shows a window titled "Global State Tax Ceiling Update". It contains the following fields and controls:

- Add State Ceilings effective:** A date input field with slashes for the day and month.
- Buttons:** "Update All Customers" and "Exit".

If you do not wish to use the global feature, go to each client's database and enter a new employer-paid tax record in **Tax Manager** for ceilings that are changing.

This function can be run at any time during the weeks prior to January 1. If new state ceilings are announced after you run this function, follow the above steps again. If a tax record already exists for the Effective Date you chose, the system will update the record with the new ceiling.

- **Employee Deduction Formulas:** This would be used for 401(k) plans, for example, where the maximum allowable annual contribution usually changes each year.
- **Deduction Definition:** This would also be used for 401(k) plans to define the default amount for the maximum allowable annual contribution.

[illegible]

The system will search all client databases and display the Customer name and Deduction name. Select the deductions that you wish to update. Multiple selections can be made by using Shift+mouse or Ctrl+mouse. When you have highlighted all of the deductions that you wish to update, click on the “Update Selected Deductions” button. Please note that there may be separate deductions for the standard 401(k) contributions versus the catch-

Voluntary Benefits

up contributions available to employees age 50 and over. These deductions must be updated separately, since they have different annual limits. If you do not wish to use the global function, use the **Global Employee Deduction Update** in iCON Tools for each client database.

It is recommended that you run this as close to the first payroll of the year as possible. That way, deductions for new hires and changes to existing employees' deductions will be copied to the new year.

To update Deduction Definitions, enter the annual contribution limit in the “Max Per Year” field.

Select the Box 12 code that corresponds to the W-2 code, such as “D” for 401(k) deductions. The system will display, by customer, the deductions that match this code. Select one or more of the deductions, or use the Select All button, to indicate which deductions should be updated with the new “Max Per Year” amount. Click on Update Selected Deductions. The system will update the selected records in **Deduction Definition** for all Deduction Groups.

If you need to make changes to deduction information for an individual database, go to iCON Tools and access the **Deduction Definition** function.

This can be done at any time during the weeks prior to January 1.

You may also choose to update both the Employer Deduction Formulas and Deduction Definitions.

To sort by deduction code, click on the radio button next to that sort option.

Global Employer Deduction Contributions Update

The **Global Employer Deduction Contributions Update** gives you the ability to update the “Max Per Year” amount in Employer Deduction Contributions for multiple databases.

The screenshot shows a software window titled "Global Employer Deduction Contributions Update". It contains the following fields and controls:

- Tax Year:** A text box containing "0000".
- Max Per Year:** A text box containing "0.00".
- Box 12 Code:** A dropdown menu.
- Select All** and **Select None** buttons.
- A table with two columns: **Customer** and **Deduction**. The table is currently empty.
- Update Selected Deductions** and **Exit** buttons at the bottom.

Enter the Tax Year that you wish to update.

Enter the Max Per Year value. This represents the maximum annual amount that will be contributed by the employer.

Select the Box 12 code that corresponds to the W-2 code, such as “D” for 401(k) deductions. The system will display, by customer, the deductions that match this code.

Select one or more of the deductions, or use the Select All button, to indicate which deductions should be updated with the new “Max Per Year” amount. Click on Update Selected Deductions. The system will update the selected records in **Employer Deduction Contributions** for all legal entities in the selected databases.

If you need to make changes to deduction information for an individual database, go to iCON Tools and access the **Employer Deduction Contributions** function.

This can be done at any time during the weeks prior to January 1.

Global New Year Administration

The **Global New Year Administration** function allows you to run the New Year Administration copy functions from the Customer Management Module for multiple client databases, depending on your Legal Entity Authorization. When you access this function, enter the year to which data should be copied.

Customer	Legal Entity
Goldwing	Allen Beverage
Goldwing	Carolina Cof Co
Goldwing	Copy Cats Inc.
Goldwing	Discovery
Goldwing	Kohrs Ice Cream
Goldwing	N.J. Cardinals
Goldwing	N.J. Group
Goldwing	N.Y. Sports

☒ Deduction Rules
☐ Pay Type Rules
☐ Activate Employees
☐ Taxable Life Rates
☐ All of the Above

Submit Exit

Select the area that you wish to copy:

- Deduction Rules (copies Employer Deduction Contributions and Deduction Taxation Exemptions)
- Pay Type Rules (copies Pay Taxation Exemptions)
- Activate Employees (copies Employee Payroll)
- Taxable Life Rates
- All of the Above

Click on Submit to start the process. By doing this, the New Year Administration job will be started on each of the customer databases that you have selected for each legal entity. This is done to use the existing job server functionality rather than running the job interactively from the Customer Management Module. If you do not wish to use the global function, use the **New Year Administration** function in iCON Tools for each client database.

It is recommended that you run this as close to the first payroll of the year as possible. That way, information for new hires and changes to existing employees' information will be copied to the new year.

You may check the status of the jobs by accessing the **Global New Year Administration Queue Listing** function in the **Operations** menu.

Global New Year Administration Queue Listing

The **Global New Year Administration Queue Listing** in the **Operations** menu gives you the ability to check the status of jobs submitted through either the Global New Year Administration function from the Customer Management Module, or from the New Year Administration function in iCON Tools. This eliminates the need to go to the Job Server Queue function in iCON Tools to see whether the job has completed or not. You can display jobs for your own user name, or for all user names.

Status	Date Entered	Time Entered	Customer	User Name	Program
Completed	09/27/2006	1:40 PM	1000	geneva	New Year Deduction Generat

Pay Calendar Manager

The **Pay Calendar Manager** function allows you to enter settings for each pay group, such as whether it is a weekly, bi-weekly or semi-monthly pay group, when the Check Dates are, etc. By storing these settings, pay calendar dates and operations (service) dates can be easily generated by the system for the date range you specify. A report can then be produced showing you the new pay calendar with corresponding operations dates. Calendars can be modified as needed, and the report can be rerun at any time.

Below is an example of the **Pay Calendar Manager** function. On the first screen that appears, you will see entries for existing Pay Calendars.

The screenshot shows the 'Pay Calendar Manager' window. It has two radio buttons at the top: 'Show Only Existing Pay Calendars' (selected) and 'Show All Entities and Pay Groups'. Below the buttons is a table with four columns: 'Customer Name', 'Legal Entity', 'Pay Group', and 'Last Scheduled Date'. The table contains 18 rows of data. At the bottom of the window are six buttons: 'Settings', 'Generate', 'Calendar', 'Excel', 'Clear', and 'Exit'.

Customer Name	Legal Entity	Pay Group	Last Scheduled Date
ABC Corporation LLC.	ABC Corp.	Semi-Monthly	12/31/2007
ABC Corporation LLC.	ABC Corp.	Weekly Group	12/27/2002
ABC Corporation LLC.	Company 3	Semi-Monthly	12/31/2002
ABC Corporation LLC.	Company 3	Weekly Group	08/01/2002
ABC Corporation LLC.	Company 3	Weekly Group #2	12/31/2002
ABC Corporation LLC.	Pennsylvania RR	Semi-Monthly	12/31/2005
ABC Corporation LLC.	Second Chances	Bi-Weekly Grp	12/08/2002
ABC Corporation LLC.	Second Chances	Semi-Monthly	12/31/2006
ABC Corporation LLC.	Second Chances	Weekly Group	11/15/2002
ABC Corporation LLC.	Second Chances	Weekly Group #2	12/27/2002
Goldwing	Cheesecake Fac.	BiWeekly	12/23/2008
Goldwing	Cheesecake Fac.	Monthly Group 1	12/01/2008
Goldwing	Cheesecake Fac.	MW BiWeekly	12/15/2007
Goldwing	Cheesecake Fac.	MW Weekly	12/22/2007
Goldwing	Cheesecake Fac.	Semi-Monthly	12/15/2008
Goldwing	Cheesecake Fac.	Weekly Group	12/29/2006
Goldwing	Copy Cats Inc.	Weekly Group	12/29/2006

To set up pay calendar dates for a new pay group, or for an existing pay group that does not yet have Settings, follow steps 1 and 2. For an existing pay group that already has the Settings, start with Step 3.

If a calendar already exists and you need to make changes, proceed to Step 4.

- 1) Before using the Settings button, make sure that you have entered an Order Number and Package or Service. In the **Customers** menu, select **Customer Order**, and then **Services Purchase**. In the Details tab, make sure that there is an Order Number. Also make sure that there is either a Package or Service defined. This information is required when entering the settings.

The screenshot shows a software window titled "Services Purchase". At the top, there is a table with four columns: "Customer", "Customer Name", "Order Number", and "Date of Purchase". The table contains six rows of data. Below the table, there are tabs for "Details", "Packages", "Services", "Other Charges", and "Summary". The "Details" tab is currently selected. In the details section, there are input fields for "*Order Number:" (containing "1010") and "*Customer Number:" (containing "1000"). To the right of the customer number field is a dropdown menu showing "ABC Corporation LLC.....". Below these fields is a "Rules & Preferences:" section with a large empty text area. At the bottom of the window, there is a row of buttons: "Update", "Reset", "Add", "Delete", "Cancel", and "Exit".

Customer	Customer Name	Order Number	Date of Purchase
2000	Goldwing	1004	01/01/2001
1000	ABC Corporation LLC.....	1010	01/01/2002
4000	Durham	1013	02/01/2002
1000	ABC Corporation LLC.....	1014	02/28/2002
4000	Durham	1016	03/05/2002
5000	Raleigh	1017	01/01/2002

*Order Number: 1010

*Customer Number: 1000 ABC Corporation LLC.....

Rules & Preferences:

Update Reset Add Delete Cancel Exit

- 2) In **Pay Calendar Manager**, highlight the pay group or legal entity you wish to work with. Click on the Settings button. A page similar to the following will appear. Enter all of the information to define the pay group or legal entity's pay calendar. The Service/Package Type and Order Number must match the data in **Services Purchase** (Step 1). If you are defining a legal entity without a pay group, click on the Legal Entity Only checkbox.

The screenshot shows a 'Calendar Settings' dialog box with the following fields and options:

- Customer:** ABC Corporation LLC.....
- Legal Entity:** ABC Corp.
- Pay Group:** Semi-Monthly
- Frequency:** Semi-Monthly (dropdown)
- Pay Period End Day Settings:**
 - First Day Number:** 15 (dropdown)
 - Second Day Number:** Last Day (dropdown)
- Check Date Settings:**
 - ☒ **Offset From Pay Period End Date** 00 (text box) ☒ **Second Date = End Of Month**
 - ☐ **Specific Day Number**
 - If Check Date falls on a Federal Holiday:** Move To Prior Bank Day (dropdown)
 - If Check Date falls on a Saturday:** Move To Friday (dropdown)
 - If Check Date falls on a Sunday:** Move To Friday (dropdown)
- Service Date Settings:**
 - Service Date Offset from Check Date:** -03 (text box)
 - If Service Date falls on an Operations Holiday:** Move To The Day Before (dropdown)
 - Time Due In:** 3:00 p.m. (text box)
 - Personnel:** Dawn Thompson (dropdown)
 - Service/Package Type:** ASP Full Payroll (dropdown)
 - Order Number:** 1010 (text box)
 - ☐ **Legal Entity Only**
 - ☐ **Skip federal holidays when counting**
- Buttons:** Save, Cancel

- 3) Once you have saved the Settings, click on the Generate button. The system will display information for the pay group or legal entity you have chosen. Enter the last Pay Period End Date for which you want to generate pay calendars. When setting up a new pay calendar, it is recommended that you generate dates for the current year only, as well as next year if you are going “live” on iCON on January 1st. If you are generating pay dates for the following year, only generate them to the end of that year. The reason for this is that Federal and Operations holidays may not be defined for years beyond that. Click on the Generate button.

Calendar Generation

Customer: ABC Corporation LLC.....

Legal Entity: ABC Corp.

Pay Group: Semi-Monthly

Frequency: Semi-Monthly

Pay Period End Day: 15 & Last day of the month

Last Pay Period End Date: 12/31/2007

Last Check Date: 12/31/2007

Pay Period of the Month: 2

Generate To Date: 12/31/2008

Generate **Exit**

Voluntary Benefits

- 4) When the Generate process is complete, you may click on the Calendar button to review the dates that have been generated. An example of this page is shown below. When you first access this page, the system will display all Pay Period End Dates (referred to here as “PE” for Pay Ending) with a red box around them. If you also want to display Check Dates, click on the box to the right of “ISS” in the lower left portion of the page. Check Dates will be shown with a blue box. If the Pay Period End Date and Check Date are the same, the date will have a purple box.

2008 Calendar for ABC Corp. / Semi-Monthly

January
S M T W T F S
06 07 08 09 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

February
S M T W T F S
03 04 05 06 07 08 09
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29

March
S M T W T F S
02 03 04 05 06 07 08
09 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31

April
S M T W T F S
06 07 08 09 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

May
S M T W T F S
04 05 06 07 08 09 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

June
S M T W T F S
01 02 03 04 05 06 07
08 09 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

July
S M T W T F S
06 07 08 09 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

August
S M T W T F S
03 04 05 06 07 08 09
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31

September
S M T W T F S
01 02 03 04 05 06
07 08 09 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30

October
S M T W T F S
05 06 07 08 09 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31

November
S M T W T F S
02 03 04 05 06 07 08
09 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30

December
S M T W T F S
01 02 03 04 05 06
07 08 09 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31

PE
☒
CHK ☐ SRV ☐
☒ Weeks Worked > 0
☒ Weeks Worked = 0
<< >> Exit Help

If you wish to display the service, or operations dates, click on the box to the left of “SRV” in the lower left portion of the page. Service Dates are shown with a yellow box.

To no longer display PE dates, click on the box beneath “PE”.

If you wish to see the Pay Period End Date, Issuance and Service date for a particular pay date, put your mouse pointer over that date. A small window will appear showing all the related dates.

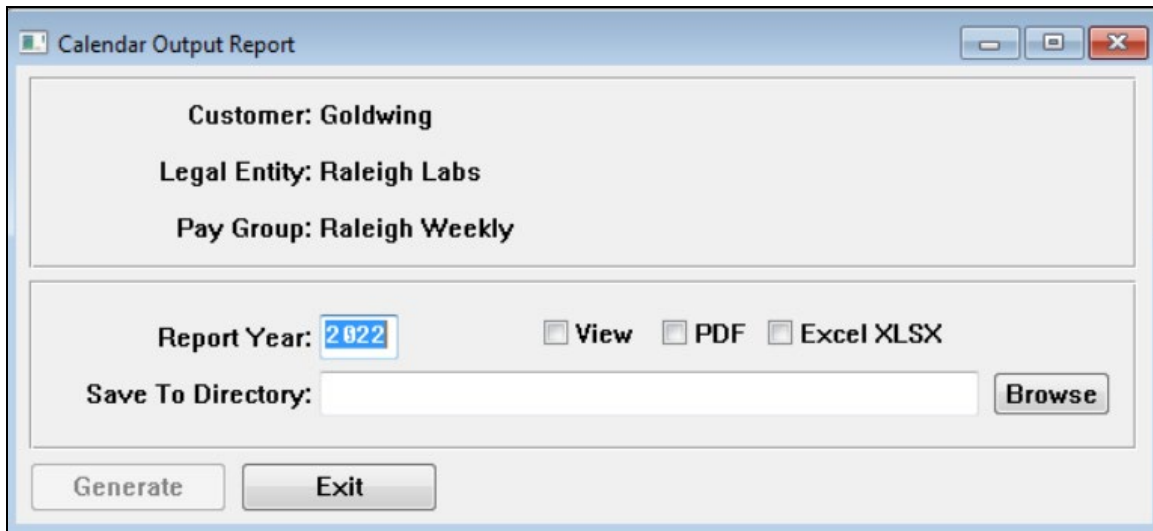
The legend in the bottom left corner of the page shows how the dates are displayed:

- Red = Pay Ending Date only
- Blue = Check Date only
- Yellow = Service Date only
- Purple = Pay Ending Date and Check Date
- Orange = Pay Ending Date and Service Date
- Green = Check Date and Service Date
- Brown = Pay Ending Date, Check Date and Service Date

Pay Period End Dates can be added, changed, or deleted. To add a Pay Period End Date, click once on the date in the calendar if it is not used for any other purpose, such as for another Check Date or Service Date. You will need to double click on the date if it is already being used. To update an existing Pay Period End Date, double click on the date. To delete a Pay Period End Date, right-click on it.

There are two checkboxes which can be used to display standard pay dates (Weeks Worked is greater than zero) or special pay dates (Weeks Worked is zero).

- 5) If you want to create a PDF or Excel XLSX file showing the Submission Dates, Pay Period End Dates and Check Dates, highlight the pay group or legal entity you wish to work with and click on the Output button. The system will prompt you for the location of the file to be created, and the file format. Select the path for the file. If you select the View button, the system will display the file. If you leave this box unchecked, the system will prompt you for the file name and will save the file without displaying it. Click on the Generate button.



Calendar Output Report

Customer: Goldwing
Legal Entity: Raleigh Labs
Pay Group: Raleigh Weekly

Report Year: 2022 ☐ View ☐ PDF ☐ Excel XLSX

Save To Directory: **Browse**

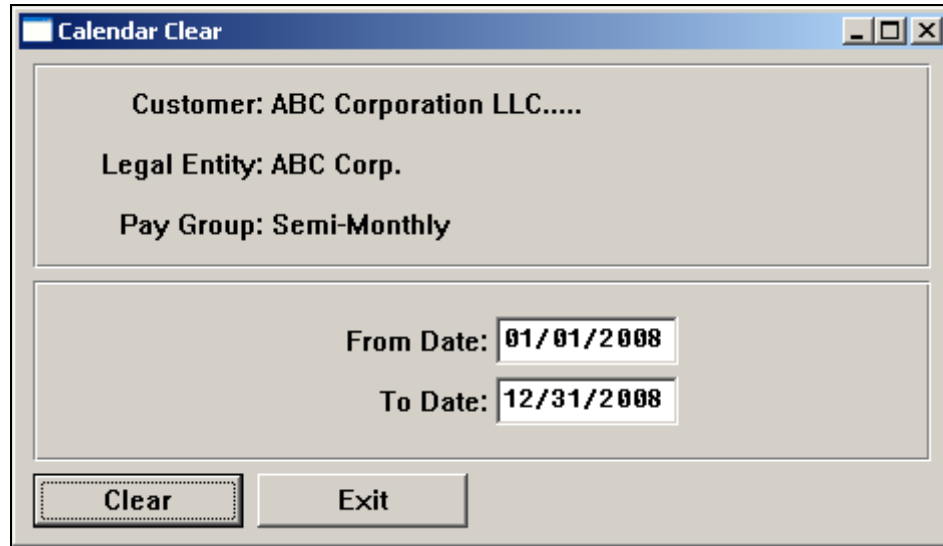
Generate **Exit**

An example of the Excel XLSX file is as follows.

This can be printed or saved to your computer.

	A	B	C	D	E	F	G
4							
5	2022 Payroll Submission Calendar for Raleigh Labs / Raleigh Weekly						
6							
7							
8							
9							
10	Submission Date	Pay Period End Date	Check Date		Submission Date	Pay Period End Date	Check Date
11							
12	01/13/2022	01/08/2022	01/18/2022		07/07/2022	07/02/2022	07/12/2022
13	01/20/2022	01/15/2022	01/25/2022		07/14/2022	07/09/2022	07/19/2022
14	01/27/2022	01/22/2022	02/01/2022		07/21/2022	07/16/2022	07/26/2022
15	02/03/2022	01/29/2022	02/08/2022		07/28/2022	07/23/2022	08/02/2022
16	02/10/2022	02/05/2022	02/15/2022		08/04/2022	07/30/2022	08/09/2022
17	02/17/2022	02/12/2022	02/22/2022		08/11/2022	08/06/2022	08/16/2022
18	02/24/2022	02/19/2022	03/01/2022		08/18/2022	08/13/2022	08/23/2022
19	03/03/2022	02/26/2022	03/08/2022		08/25/2022	08/20/2022	08/30/2022
20	03/10/2022	03/05/2022	03/15/2022		09/01/2022	08/27/2022	09/06/2022
21	03/17/2022	03/12/2022	03/22/2022		09/08/2022	09/03/2022	09/13/2022
22	03/24/2022	03/19/2022	03/29/2022		09/15/2022	09/10/2022	09/20/2022
23	03/31/2022	03/26/2022	04/05/2022		09/22/2022	09/17/2022	09/27/2022
24	04/07/2022	04/02/2022	04/12/2022		09/29/2022	09/24/2022	10/04/2022
25	04/14/2022	04/09/2022	04/19/2022		10/06/2022	10/01/2022	10/11/2022
26	04/21/2022	04/16/2022	04/26/2022		10/13/2022	10/08/2022	10/18/2022
27	04/28/2022	04/23/2022	05/03/2022		10/20/2022	10/15/2022	10/25/2022
28	05/05/2022	04/30/2022	05/10/2022		10/27/2022	10/22/2022	11/01/2022
29	05/12/2022	05/07/2022	05/17/2022		11/03/2022	10/29/2022	11/08/2022
30	05/19/2022	05/14/2022	05/24/2022		11/10/2022	11/05/2022	11/15/2022
31	05/26/2022	05/21/2022	05/31/2022		11/17/2022	11/12/2022	11/22/2022
32	06/02/2022	05/28/2022	06/07/2022		11/23/2022	11/19/2022	11/29/2022
33	06/09/2022	06/04/2022	06/14/2022		12/01/2022	11/26/2022	12/06/2022
34	06/16/2022	06/11/2022	06/21/2022		12/08/2022	12/03/2022	12/13/2022
35	06/23/2022	06/18/2022	06/28/2022		12/15/2022	12/10/2022	12/20/2022
36	06/30/2022	06/25/2022	07/05/2022		12/22/2022	12/17/2022	12/27/2022
37							
38	Please sign indicating your agreement with these dates and fax back to Pay Support						
39							
40							
41	Signature						
42							
43	Date						
44							
45							
46	(Please contact your Payroll Specialist for changes or additions)						
47							

Using this function, you can also delete a range of pay calendar dates. To do this, select the pay group with which you wish to work on the first screen of the **Pay Calendar Manager** function. Then click on the Clear button. You will be brought to a screen similar to the following.



Calendar Clear

Customer: ABC Corporation LLC.....

Legal Entity: ABC Corp.

Pay Group: Semi-Monthly

From Date: 01/01/2008

To Date: 12/31/2008

Clear Exit

Enter the From and To dates of the date range that you wish to clear. The system will clear all Pay Period End Dates in this range, including any equal to the From or To dates. Any corresponding Service Dates will also be deleted.

Generate Operations Schedules

In **Customer – Customer Order – Services Purchase – Packages**, press the **Generate Operations Schedule** button to create the processing schedule for the new year. This feature should only be used for processing other than pay cycles. To set up operations schedules for pay cycles, use the **Pay Calendar Manager** function.

Customer: Goldwing Service: Full Payroll

☒ Start Date: 01/01/2005 End date: 12/31/2005

☐ Continue from Existing Calendar

☐ By Organization ☒ By Legal Entity

*Legal Entity:

Payroll Processing Group:

*Frequency:

*Service Personnel:

If Scheduled Date Falls on Saturday: Don't Move It

If Scheduled Date Falls on Sunday: Don't Move It

Create Schedule

Exit

This can be done at any time during the weeks prior to January 1.

(blank)

Voluntary Benefits

Set Up

Before offering voluntary benefits to your employees, certain set-up steps must be taken.

Setup Voluntary Deductions

This function will be used by Unicorn HRO employees to set up deductions for clients who wish to offer voluntary benefits to their employees. Access the **Setup Voluntary Deductions** function. Select the Customer(s) you wish to work with.

In the deduction section, select the LifeLock or MetLife checkboxes. Highlight the deductions that you wish to copy to the Payroll Deductions common object for the selected Customer(s).

Setup Voluntary Deductions

Select One Or More Customer[s]:

Customer	Customer Name
1000	The ABC Corporation LLC
2000	Goldwing Enterprises, Inc
4000	Durham
5000	Raleigh

Select None

Select All

☒ LifeLock

Ded Code	Description
V16	LifeLock Basic
V17	LifeLock Command Ctr
V18	LifeLock Ultimate

☒ MetLife

Ded Code	Description
V06	ML Auto & Home
V02	ML Critical Ill
V11	ML Legal Plan
V13	ML Vet. Pet

Submit Exit

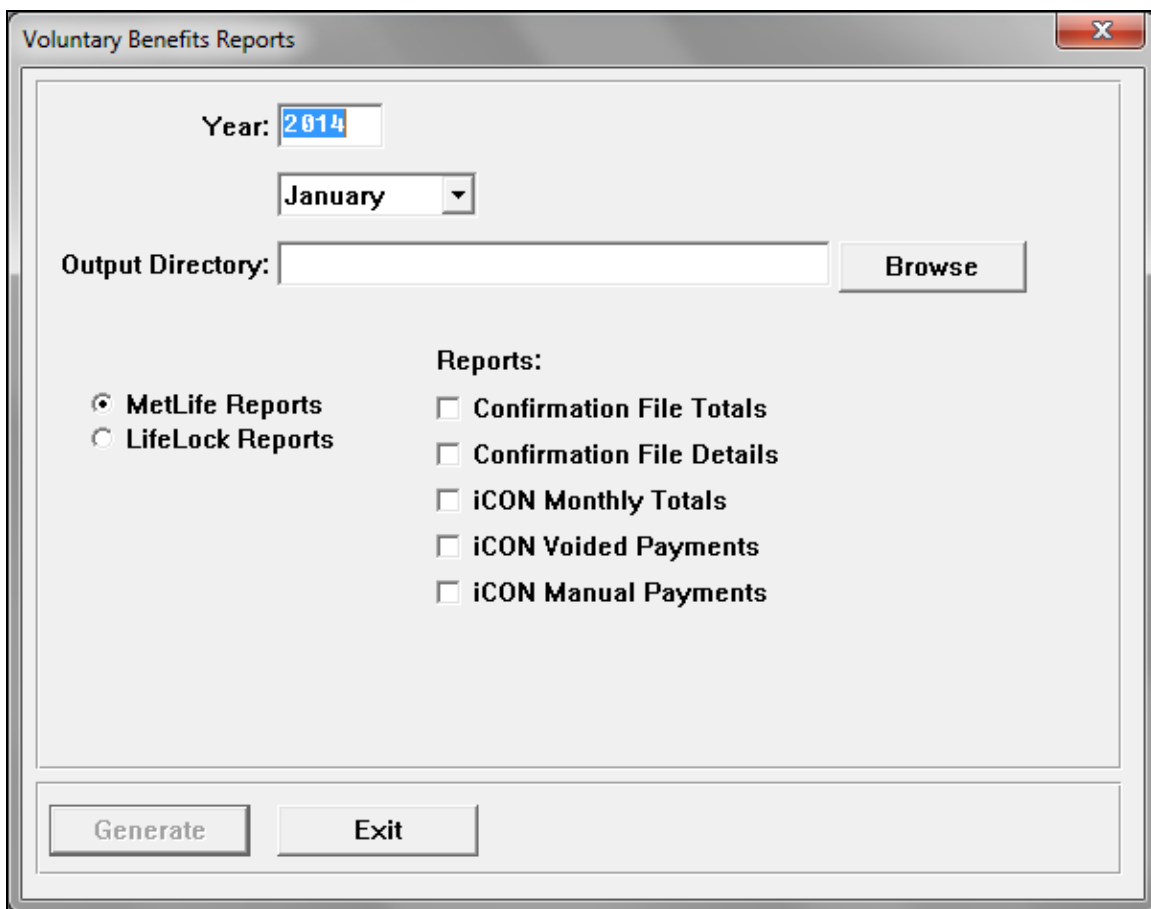
Report Processing

If you offer voluntary benefits to employees, these reports give you information pertaining to the files that are sent to benefit carriers as well as deduction information.

Voluntary Benefit Reports

Access the **Voluntary Benefit Reports** function. Select the Year and Month that you wish to report on. Click on Browse to select the Output Directory.

Select MetLife Reports or LifeLock Reports. Select one or more checkboxes for the reports that you wish to produce.



The screenshot shows a Windows-style dialog box titled "Voluntary Benefits Reports". It contains the following elements:

- Year:** A text box with "2014" entered.
- Month:** A dropdown menu currently showing "January".
- Output Directory:** A text box followed by a "Browse" button.
- Reports:** A section with two columns of options:
 - Left column: ☒ **MetLife Reports** and ☐ **LifeLock Reports**.
 - Right column: ☐ **Confirmation File Totals**, ☐ **Confirmation File Details**, ☐ **iCON Monthly Totals**, ☐ **iCON Voided Payments**, and ☐ **iCON Manual Payments**.
- Buttons:** "Generate" and "Exit" buttons at the bottom.

The following MetLife reports are available:

- 1) **Confirmation File Totals:** This report provides a summary of all confirmation files for the selected month. It includes the number of participants in each plan and option.

- 2) Confirmation File Details: This report contains the employee number and name of each enrolled employee. It is determined by the Check Date associated with the payroll that the confirmation file was generated for.
- 3) iCON Monthly Totals: This report provides monthly amounts from Deduction Accumulators for each employee enrolled in a MetLife benefit.
- 4) iCON Voided payments: This report prints payments that were voided in the selected month (using the Status Date) and year that contain a MetLife deduction.
- 5) iCON Manual Payments: This report prints manual payments that have Check Dates in the selected month and year that contain a MetLife deduction.

The following LifeLock reports are available:

- 1) Confirmation File Totals: This report provides a summary of all enrollment files for the selected month. It includes the number of participants in each plan and option.
- 2) Confirmation File Details: This report contains the employee number and name of each enrolled employee.
- 3) iCON Monthly Totals: This report provides monthly amounts from Deduction Accumulators for each employee enrolled in a LifeLock benefit.
- 4) iCON Voided payments: This report prints payments that were voided in the selected month (using the Status Date) and year that contain a LifeLock deduction.
- 5) iCON Manual Payments: This report prints manual payments that have Check Dates in the selected month and year that contain a LifeLock deduction.
- 6) iCON LifeLock File Summary: This CSV file prints each employee enrolled in the plan for the selected month and year, the monthly amount and total amount.