



# **Unicorn HRO**

## **Savings Bonds**

iCON provides the ability to deduct amounts from employees' pay and purchase savings bonds. Bond owner information is entered for each employee, payroll deductions are taken, and a file is created which is to be sent to the Federal Reserve Bank in order to purchase bonds.

To use this module, follow these steps:

In **Payroll COD Security**, grant authority to new common object **Bond Series**. You must also have authority to the **Federal Reserve Banks** common object.

In **Function Security**, grant authority to new functions **Bond Denomination List, Savings Bond Administration, Savings Bond Balances, Savings Bond Data Generation, Savings Bond Diskette Creation, Savings Bond Diskette Inquiry, Savings Bond Elections** and **Savings Bonds Purchased**.

In **HR common object Payroll Deductions**, set up a separate deduction for bonds. The Savings Bond field must be "yes". Also set up this deduction in **Employer Deduction Contributions** and **Deduction Definition**.

In **Payroll common object Bond Series**, verify that the following values exist: Blank (\*no value), EE (Series EE) and I (I Bonds).

In **Payroll common object Federal Reserve Banks**, add a record that corresponds to the Federal Reserve Bank to which you will send bond information. The common object value must be the FRB code.

In either **Legal Entity Definition** or **Bond Control By Legal Entity**, select the Federal Reserve Bank to which your bond information will be sent. Enter the name and address of the company from which the file will be sent.

In function **Bond Denomination List**, enter the valid bond denominations that employees may purchase. Both the denomination and purchase price must be entered. A list of bonds might appear similar to the following.



In **Savings Bond Administration**, select option #1 to enter Savings Bond Elections. This option can also be accessed directly from the **Savings Bond Elections** function.



Enter information about the owner, co-owner and beneficiary of the bonds that will be purchased. If necessary, enter an Adjustment Amount. (This would be used, for example, when a new client is converting to the iCON package and there were unapplied savings bond deduction balances from the prior payroll package. Otherwise, leave the Adjustment Amount zero.) Please note, that once an owner has been entered and the deduction has been created, if the owner is later deleted from **Savings Bond Elections**, the deduction will be suspended. This is done because the allocations among owners may no longer total 100% of the deduction. They must be verified and changed, if necessary, and the deduction must be changed from Suspended to Active status in order to continue withholding.

**Update Savings Bond Elections for Joshua Smith**

Employee#: 1701001

Bond Series: Series EE      'Denomination: 100

<b>Primary Owner</b>	<b>Co-Owner</b>
'First Name: Joshua	First Name:
Initial:	Initial:
'Last Name: Smith	Last Name:
'Primary Owner's SSN#: 122-33-5555	Owner Type: *no value

**Mail Savings Bond To**

'Mail To: Primary Owner	City:
Address:	State/Province: *no value
	Zip Code: -

Adjustment Amount: 0.00

Save      Cancel      Help

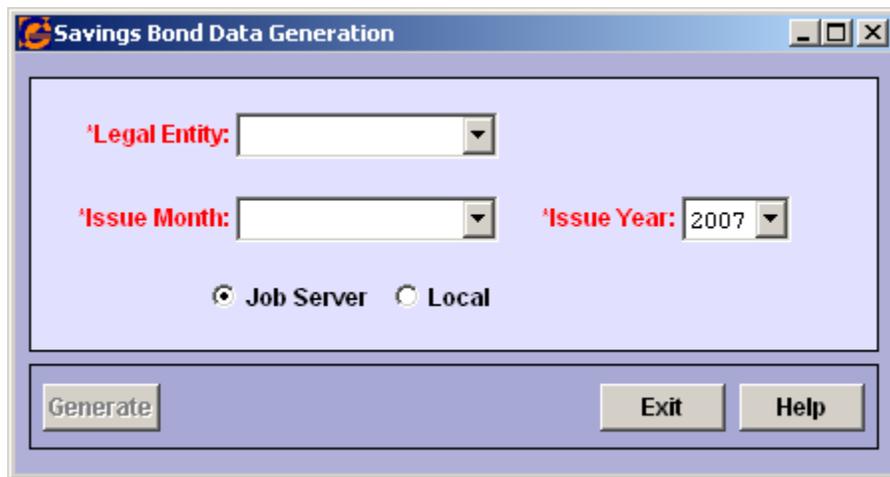
Set up the payroll deduction for the employee. This can be accessed from option #2 in **Savings Bond Administration** or **Employee Deduction Formulas**. On the deduction window, click on the button called **Savings Bond Allocation**. A list of owners will appear.

Highlight the record you wish to work with, and click on **Allocate**. Enter the percentage of the deduction that should be used to purchase bonds for this person. Click on **Save** when done.

Continue entering Allocation Percentages until all have been entered and the total of all percentages equals 100. The **Save** button will not be active until the allocations total 100%. Click on the **Save** button in the **Savings Bond Allocation** window. Click on **Save** in the **Employee Deduction Formulas** window to save all information.

After a pay cycle has been processed and amounts are available to purchase savings bonds, go to option #5 in **Savings Bond Administration** to create the file to be sent to the Federal Reserve Bank. This can also be accessed directly from function **Savings Bond Data Generation**.

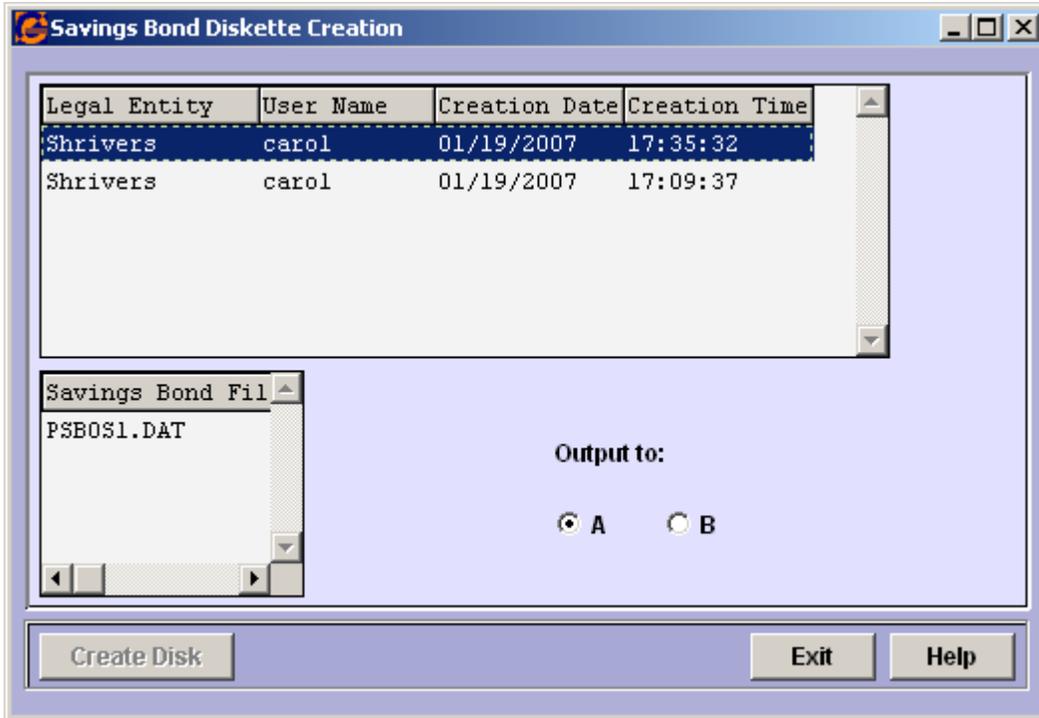
Select the Legal Entity to be processed. Select the month for which these bonds will be issued, as well as the year. Select the method by which this process is to be run, either **Job Server** or **Local**. If you select the **Local** mode, your PC will be tied up until the process is complete. Click on the **Generate** button when all fields have been entered.



The image shows a Windows-style dialog box titled "Savings Bond Data Generation". The dialog has a light blue background and a darker blue border. It contains the following elements:

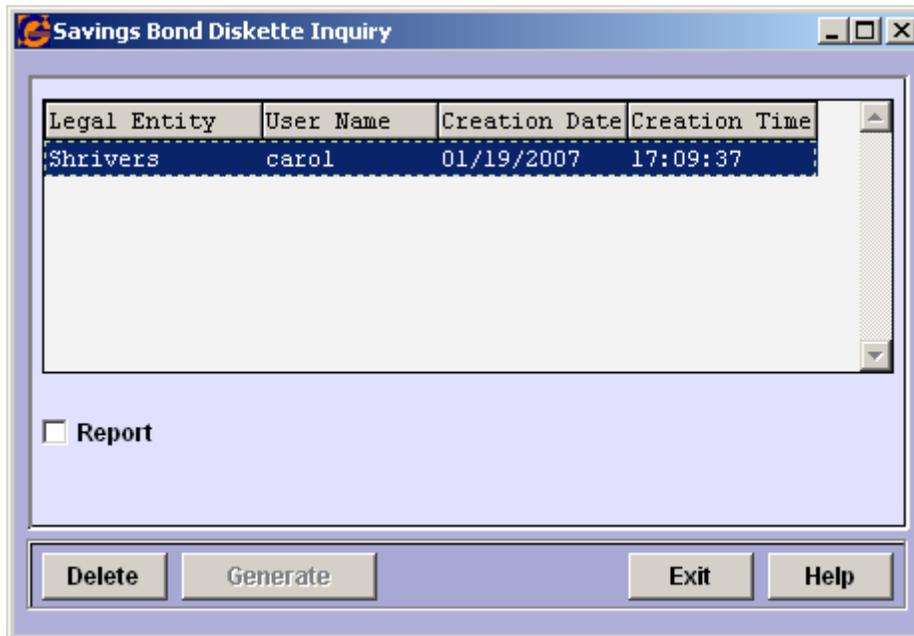
- A dropdown menu labeled "'Legal Entity:'" with a white background and a small downward arrow on the right.
- A dropdown menu labeled "'Issue Month:'" with a white background and a small downward arrow on the right.
- A dropdown menu labeled "'Issue Year:'" with a white background and a small downward arrow on the right, showing the value "2007".
- Two radio buttons: the first is labeled "Job Server" and is selected (indicated by a filled circle), and the second is labeled "Local" and is unselected (indicated by an empty circle).
- At the bottom of the dialog, there are three buttons: "Generate", "Exit", and "Help".

When the **Savings Bond Data Generation** process has finished, the file is available to be written to diskette. To do this, access either option #6 in **Savings Bond Administration**, or go to function **Savings Bond Diskette Creation**. A window similar to the following will appear, displaying all of the available files.



Highlight the legal entity you wish to process in the upper portion of the window. In the lower portion, highlight the file to be written. Select the disk drive, and click on **Create Disk**. Insert a diskette into the selected drive. The system will copy the file to the diskette.

If you wish to view the diskettes that have been created, or print a report of the bonds that were purchased, access either option #7 from **Savings Bond Administration** or **Savings Bond Diskette Inquiry**.



Highlight the entry you wish to work with. To print a report, select the **Report** option. The Report ID field will then appear, as well as the **Job Server** and **Local** options. Select the processing option you wish to use and click on the **Generate** button.

To delete files that have been written to diskette, select the corresponding entry and click on the **Delete** button.

If you wish to view bonds that have been purchased, select option #3 from **Savings Bond Administration**, or go directly to function **Savings Bonds Purchased**. This is an inquiry-only function.

To view deduction amounts that have been taken, as well as any remaining balances to be applied, select option #4 from **Savings Bond Administration**, or go directly to function **Savings Bond Balances**. This also is an inquiry-only function.