Getting Started with
GrandMaster Suite

Table of Contents

Chapter 1: GrandMaster Suite Getting Started Guide

Welcome to the GrandMaster Suite payroll processing software program. This premiere Windows-based application integrates Payroll, Human Resource, Employee Scheduling, Time Keeping and Electronic Funds Transfer.

Use the powerful features in GrandMaster Suite to process your payroll in-house for anywhere from 1 to 5000+ employees.

About This Guide

This Getting Started guide is designed for new users of the program, as well as for users who simply want to freshen-up their skills. It explains how to install, run and use the program, as well as how to perform basic payroll tasks. If you are a first-time user of GrandMaster Suite, you should read the opening sections of this guide carefully before installing the program. Once you are comfortable with the procedures, you can proceed to the section on Installing GrandMaster Suite.

Conventions Used in the Getting Started Guide

This guide uses the following conventions for menu commands, shortcuts and other instructions:

- Menu commands are listed in bold, italic (e.g. Choose the ***Payroll Information*** command).

- Multiple menu commands are listed together, separated by hyphens (e.g. Choose the ***Earnings - By Position*** command from the ***Payroll*** menu.).

- Dialog box titles, buttons, tabs, combo-boxes and other window controls appear in *italic* (e.g. Choose the *Apply* button, and then click *OK* to continue).

- Text that you must enter on your keyboard appears in **Bold** (e.g. Move to the *Address* field and enter **123 Fourth Street**.).

- Keyboard references appear in bold, uppercase font with angled brackets. The "Plus" sign is shown between keys that must be pressed together (e.g. **<CTRL>+<G>**)

- Other special terms and keywords appear in Italics for *emphasis*.

Getting Help

Online Help is the fastest way to obtain information about a command, dialog box or item. GrandMaster Suite provides two methods of receiving help for a given topic: *Context Sensitive* or through the commands found under the **Help** menu.

Context-Sensitive Help

Context Sensitive help displays information that is directly related to the current action or dialog box. To access this help, simply press the **<F1>** key on your keyboard, or choose the **Help** menu in dialog boxes that offer this command.

System Requirements

Your computer must meet the following requirements to run GrandMaster Suite:

- Microsoft Windows XP or greater

- 1GB RAM or greater

- Approximately 150MB of hard disk space for complete GrandMaster Suite installation (all modules)

Downloading GrandMaster Suite

GrandMaster Suite may be downloaded free of charge at any time by visiting our website at:

http://www.canpay/com/downloads

Please download the latest version of the software before proceeding to the next section of this guide.

Chapter 2: Installing GrandMaster Suite

*The following section describes the steps you must take to install GrandMaster Suite. The instructions assume that you are installing onto drive **C**. If you install to another drive, substitute the name of the drive you use in the following instructions (e.g. type **D:** instead of **C:**).*

Installing the Software for Multiple Users: If your installation will be shared by multiple users across a network or terminal server), you must choose a network location in *Step 6* below. When you complete the 11 steps, you can then proceed to the following section of this guide entitled: *"Sharing Payroll Data on a Network or Terminal Server"* to set up the shared payroll data.

To Install GrandMaster Suite:

1. Download the GrandMaster Suite installation program from our website and then double-click on the .EXE file to begin the installation. Choose *YES* to the prompts that ask if you trust this program and publisher.

    As the program unpacks the compressed file, it will display a status indicator.
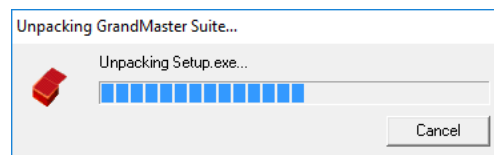
Fig. 2-1
The Compressed File Unpacking Message

2. When the files are ready for installation, the *Welcome* dialog box appears.
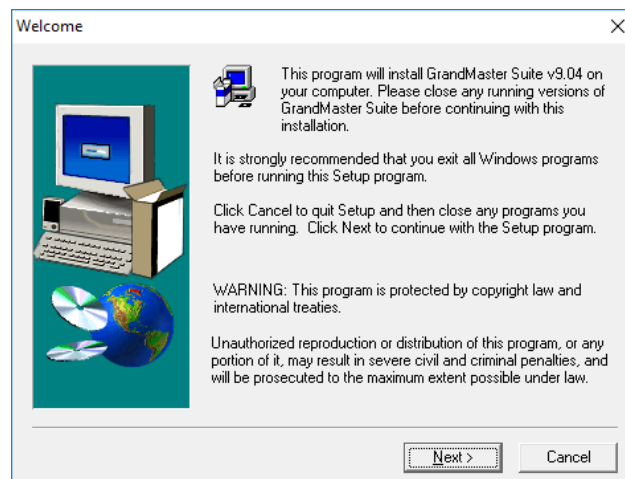
Fig. 2-2
The GrandMaster Suite Welcome dialog box

3. Read the displayed information, and then click *Next* to continue with the installation process. The *Software License Agreement* dialog box opens.

4. Read the License Agreement information carefully, and if you accept the terms of the agreement, click *Yes*. The *Install Directory* dialog box opens.
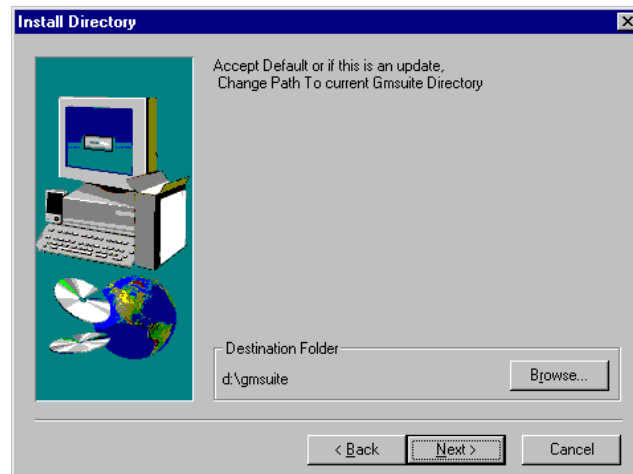
Fig. 2-3
The Install Directory dialog box

5. If you wish to install the program in the default directory, choose *Next* button, and then skip ahead to *Step 9* below. If you wish to install the program in a different directory, proceed to *Step 6* immediately below.

6. To install GrandMaster Suite in a different folder, click *Browse*. The *Choose Folder* dialog box opens.
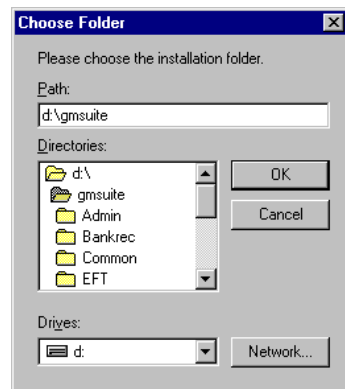
Fig. 2-4
The Choose Folder dialog box

7. Select or type the path to the destination folder, and then click *OK*. This returns you to the *Install Directory* dialog box.

8. Click *Next* to continue with the installation. This opens *Setup Type* dialog box where you can specify the type of installation you wish to perform.
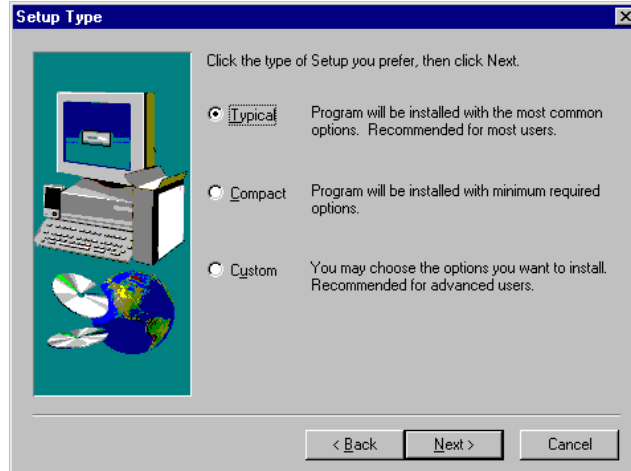
Fig. 2-5
The Setup Type dialog box

9. Choose your installation type from the options provided then choose *Next*. This opens the *Select Program Folder* dialog box.
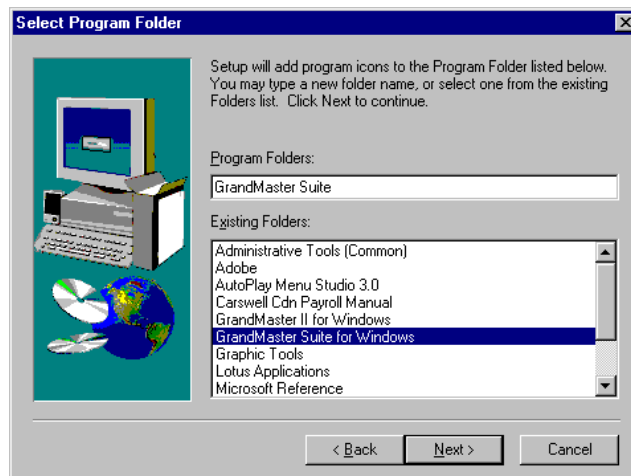
Fig. 2-6
The Select Program Folder dialog box

10. Select *Next* to use the default program group name. If you prefer, enter a different name in the *Program Folder* field, then choose *Next*. This starts the file copy procedure and a message box appears displaying the status of each file as it is copied to your hard disk.

11. When all the files have been copied, the *Setup Complete* dialog box opens. Click *Finish*.

Sharing Payroll Data on a Network or Terminal Server

The Software License Agreement for GrandMaster Suite permits you to install the program once on a computer, whether it be a client or server. This means that you multiple users can access the program and use it to work with the same payroll, or an unlimited number of separate payrolls.

With this flexibility in mind, use the following steps to install the software for use with multiple users.

To Share a Payroll Data folder Between Multiple Users

1. Perform a standard software installation on a network hard drive or terminal server (as outlined in the preceding section). This will create a series of folders under the default **\gmsuite** directory as follows:

> ☐ Gmsuite
> 　☐ Admin
> 　☐ Bankrec
> 　☐ Common
> 　☐ EFT
> 　☐ Finance
> 　☐ HR
> 　☐ Jobcost
> 　☐ Orgchart
> 　☐ Payroll
> 　☐ runtime
> 　☐ Sample
> 　☐ Schedule
> 　☐ Timekeep
> 　☐ grand.ini
> 　☐ sample.ini
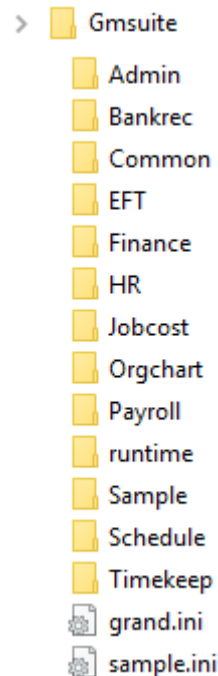
Fig. 2-7
The Default Program Folders in a Standard Installation

The only subfolder that is going to be used in this case is **\runtime**. The remaining folders can be deleted, or left as they are.

During the installation, a program entry and icon was created in the Windows *Start Menu* with a property of "**c:\gmsuite\runtime\gmsuitew.exe**". The *Start In* field will default to the **c:\gmsuite\runtime** folder.

There will also be a **grand.ini** file added to the **\gmsuite** folder. If you open it with the *Notepad* program, you will see a listing of the folders as shown above.

2. Create a new folder using the client's name and then copy the **grand.ini** file (from the **\gmsuite** folder) into this new folder.

3. Edit the **grand.ini** file and change all occurrences of "**gmsuite**" to match the new folder name. For example, "**gmsuite**" would become "**ABC_Co**"). See **Fig. 2-8** below.

4. Copy the original GrandMaster Suite program shortcut and paste it onto your desktop.

5. Edit the properties for the new shortcut and add the full path of the new **grand.ini** file to the latter portion of the *Target* field as shown here (ensure that you include a space between the **.exe** file and your new path):

    c:\gmsuite\runtime\gmsuitew.exe c:\ABC_Co\grand.ini.
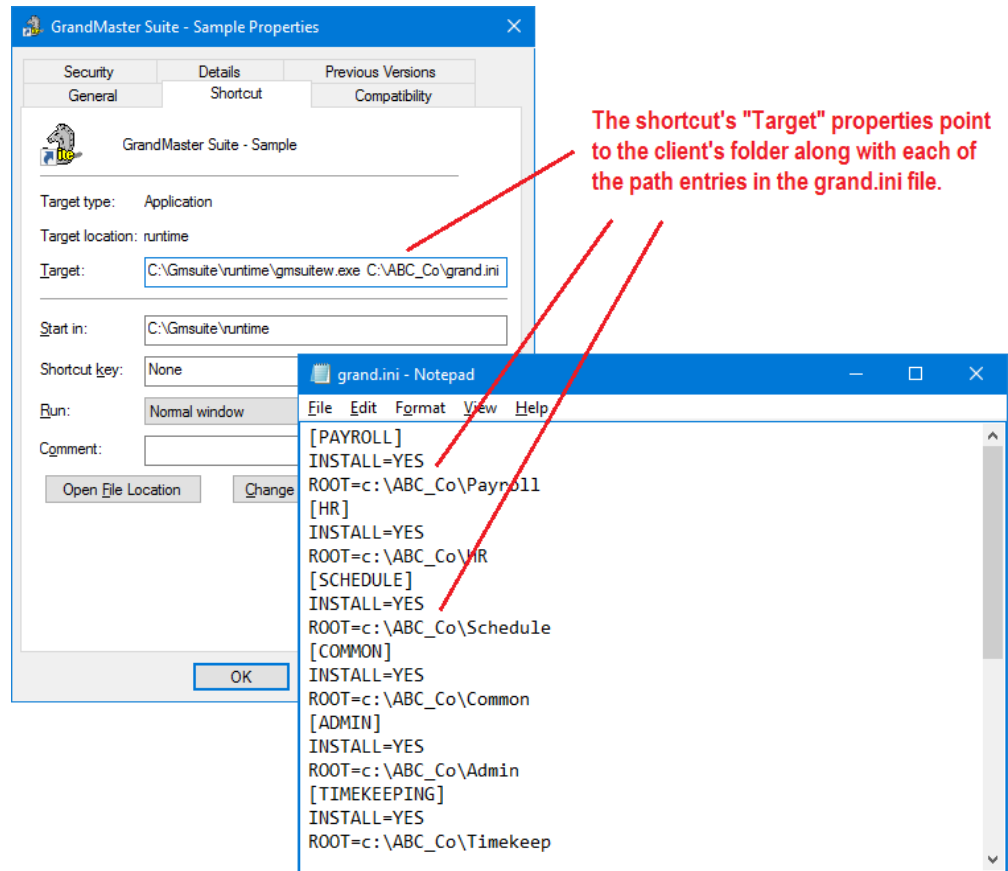
Fig. 2-8
The Edited Shortcut and Grand.ini File

Summary

In summary, you setup a new payroll by creating a folder with the client name and then copying the **grand.ini** file into that folder. Then you edit the **grand.ini** file and replace "**gmsuite**" with the required payroll folder name. Then you copy the shortcut icon on your desktop and change the latter portion of the "Target" filed to point to the client's folder as follows:

> **\gmsuite\runtime\gmsuitew.exe c:\clientname\grand.ini**

The GrandMaster Suite License Software

Optional ⚠️

Free Version for Payrolls with less than 20 Employees: If you are using the Free version of GrandMaster Suite (i.e. your payroll has less than 20 employees), you may skip past this licensing section and proceed to *Chapter 3: Starting GrandMaster Suite*.

A default installation of GrandMaster Suite provides you with the ability to process payrolls for 20 employees or less. To use the software with more than 20 employees, you must purchase and install the License software. The GrandMaster Suite of programs must be installed <u>before</u> installing the License software. The License program is not included with the downloaded program, but is sent to you via e-mail upon purchase.

Note: Ensure that you have installed **GrandMaster Suite** PRIOR to installing the License software.

To Install the GrandMaster Suite License Software:

1. Locate the GrandMaster Suite License program (sent to you via e-mail when you purchase the license), and then double-click on the .EXE file to begin the installation. Choose *YES* to the prompts that ask if you trust this program and publisher.

   Once the License program starts, the *Welcome* dialog box will appear.
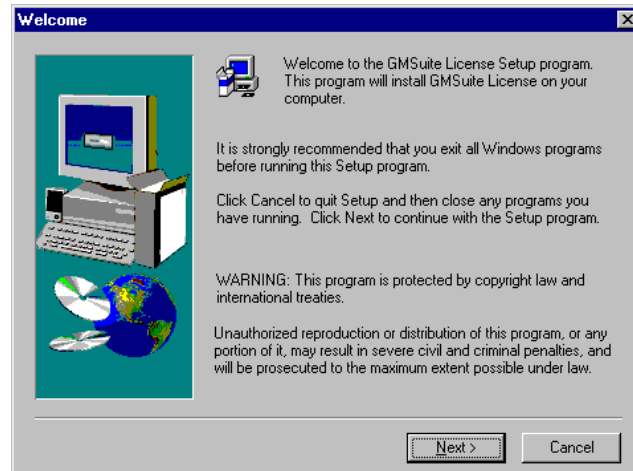
Fig. 2-9
The License Program's Welcome dialog box

2. Read the displayed information, and then click *Next* to continue with the installation process. The *Software License Agreement* dialog box opens.

3. Read the License Agreement information carefully, and if you accept the terms of the agreement, click *Yes*. The *GrandMaster Suite License Install* dialog box opens.
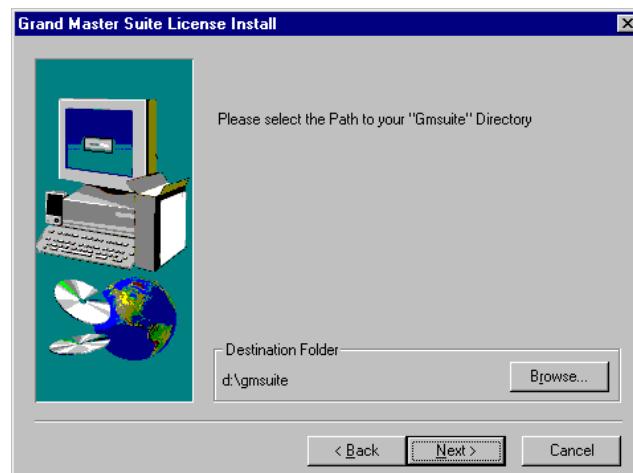
Fig. 2-10
The GrandMaster Suite License Install dialog box

> **Installation Location:** The License installation program displays the directory of the current GrandMaster Suite installation by default. The location of the License program and the actual GrandMaster Suite program files must match exactly otherwise the license will not function correctly.

4. If this location matches the directory where you installed GrandMaster Suite, choose *Next* to install the License program (if you choose *Next*, please skip ahead to *Step 7*).

5. To install License program files in a different folder, click *Browse*. The *Choose Folder* dialog box opens.
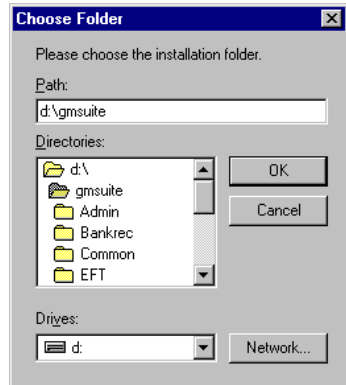
Fig. 2-11
The Choose Folder dialog box

6. Select or type the path to the correct GrandMaster Suite folder, and then click *OK*. This returns you to the *GrandMaster Suite License Install* dialog box.

7. Click *Next* to continue with the installation. This starts the file copy procedure and a message box appears displaying the status of each file as it is copied to your hard disk.

8. When all the files have been copied, the *Setup Complete* dialog box opens. Click *Finish*.

You are now ready to use GrandMaster Suite*!*

Chapter 3: Starting GrandMaster Suite

This chapter explains how to start the GrandMaster Suite program and discusses the Logon process, System Manager and License and Version number information.

Starting GrandMaster Suite

Each time you start GrandMaster Suite, GrandMaster Suite scans the required initialization parameters and verifies that the required system data files are available and can be opened for processing.

If a file error is encountered at this stage, a message box will appear that contains the name of the file and the associated error code. If such an event occurs when you start your installation of the program, please contact CanPay Technical Support to report the error message.

To Start GrandMaster Suite:

1. Choose the ***GrandMaster Suite - GrandMaster Suite*** command from the *Start* button.
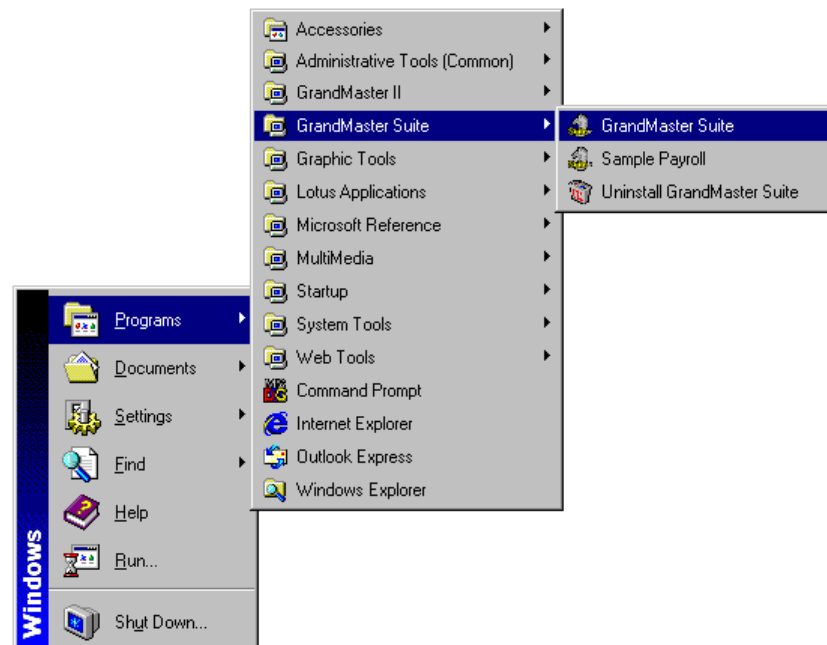
Fig. 3-1
The Start Menu with GrandMaster Suite Selected

After the verification stage is complete, the software license information is displayed and the *GrandMaster Logon* dialog box is displayed.

Fig. 3-2
The GrandMaster Logon dialog box

Your Unique User ID

The User ID field is used to enter the code that identifies the person who is logging into the program. If you enter an invalid User ID, an error message will appear when you click *OK*.

The installation of the License program will have already set up a single default User ID entitled "SUPERVISOR". This default User ID is defined with no required password and must be used to setup your initialization parameters the first time you use GrandMaster Suite.

You can create additional User IDs as needed using the program's *Administration* module.

Supervisor ID: The SUPERVISOR User ID has been set up with <u>no</u> password and <u>unlimited</u> access. You may change these settings once you are logged in via the *Administration* module.

The GrandMaster System Manager

The *GrandMaster System Manager* is the starting point for all program functions. It provides access to each of your installed modules. Each time you login to the program, this window will appear.
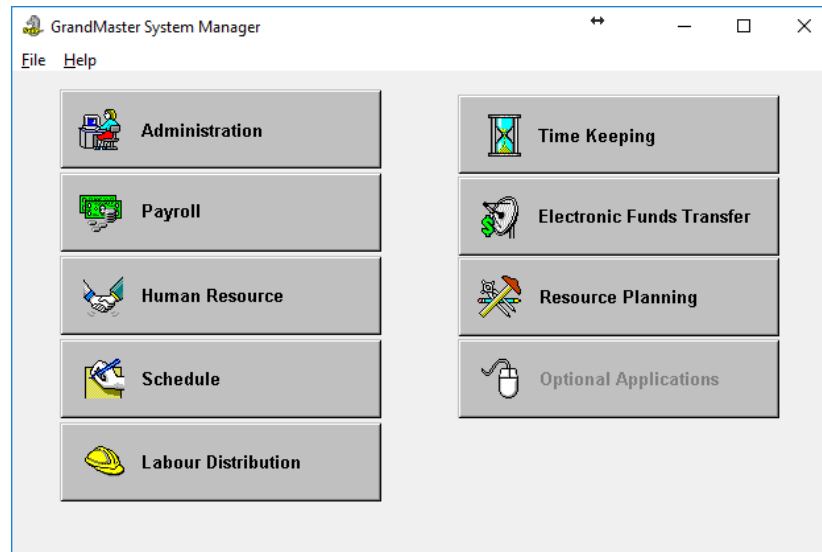
Fig. 3-3
The GrandMaster System Manager Window

To select a program module, click on the desired button. The *GrandMaster System Manager* window will be replaced with the selected module window.
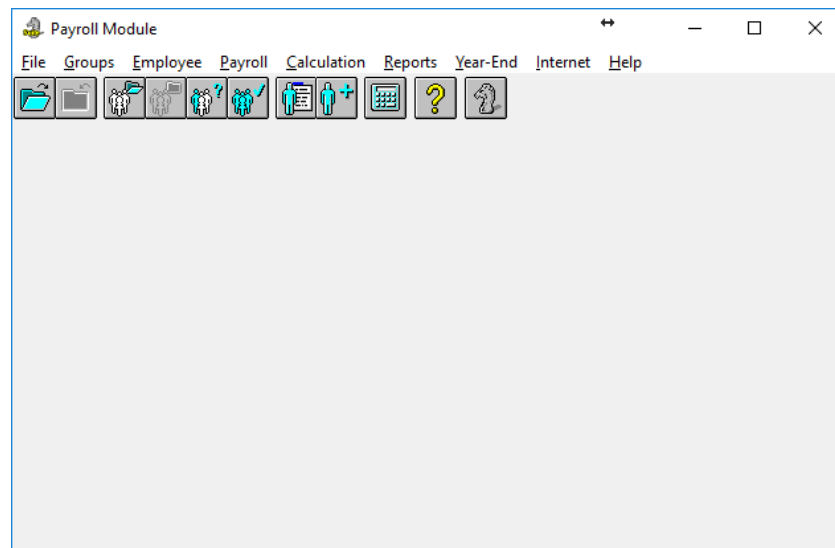
Fig. 3-4
The Payroll Module

Chapter 4: Processing Your First Payroll

This chapter briefly describes the payroll process and how it is performed using GrandMaster Suite. You will learn how to enter employees, define their personal information and ultimately, process your first payroll.

The Payroll Process and GrandMaster Suite

To ensure an easy setup and implementation of your payroll, we have provided the following group of lessons. This first section of this chapter will describe the process that must be followed when you set up your payroll for the first time. The sections that follow will explain each step in detail.

If you are new to GrandMaster Suite, we suggest you complete the steps in the order shown. If you are using this guide as a refresher, feel free to move to the section on which you need help.

Optional Steps - Depending on your payroll requirements, you may not need to complete all of the steps outlined in this chapter. Several steps are marked as "**Optional**", meaning that you can skip them and not be concerned about having an incomplete payroll.

For example, if your company does not provide Electronic Funds Transfers to the employees, you can skip *Step 3: Defining EFT Settings* completely.

Plan Your Payroll

The best way to get started is to create a payroll plan of action. This plan should include the information required to help you set up your payroll in the most efficient manner. For example, you should outline the types of earnings your payroll will contain and how these earnings will be calculated (e.g. overtime at 1.5 times Regular earnings).

You will also need to make a list of the types of deductions that your payroll will contain and work out the calculation method for each (e.g. Pension Deduction at 5% of Regular earnings). Next, you should determine what accumulators the payroll will require (e.g. Vacation, Sick Time, Banked Time) along with their method of calculation.

You also need to plan for miscellaneous items such as WCB and Provincial Health and a means of distributing the wages to all the various General Ledger accounts.

Once you have completed this outline, you will be better prepared to proceed with the following steps.

Multiple Payroll Steps

This is a brief overview of the steps that must be carried out when setting up your first payroll. Much of the initial setup is completed at the Company/Payroll level. The Employee setup is generally performed later.

Optional Steps - You will notice that a number of steps below are marked as "optional". This means that your specific payroll scenario may not require the step, therefore you can skip it entirely. For example, if your company is not required to pay WCB or Provincial Health premiums for your employees, you can skip past **Steps 4** and **5** altogether.

Step 1: Creating a New Payroll - This step involves naming your payroll and specifying its location on your computer.

Step 2: Entering Payroll Information - This step involves entering pertinent information about your company (e.g. name, address), specifying certain default settings that will be used in calculating your payroll (e.g. pay frequency), defining the CRA account number for each payroll and setting various company anniversary dates.

Step 3: Defining EFT Settings (Optional) - This step involves entering your bank profile information and identifying the type of Electronic Funds Transfer (EFT) that will be used. This step is necessary if you wish to generate the funds transfer data file that will be transmitted to your bank for EFT processing.

Step 4: Defining Workers Compensation Settings (Optional) - This step involves defining the settings based on your province's Workers' Compensation legislation. These settings will vary by province.

Step 5: Defining Provincial Health Settings (Optional) - This step involves setting up the Provincial Health Rates that will be used when calculating your payroll. These settings will vary by province and is only necessary for those provinces with such legislation.

Step 6: Defining Payroll Earnings - This step involves entering the earning types that are applicable to your company such as Salary, Hourly, Overtime, etc. Earnings are used by GrandMaster Suite to control the pay amounts for each employee.

Step 7: Defining Payroll Deductions and Benefits (Optional) - This step involves entering the deduction types that are applicable to your company such as RRSP, Group Insurance, Social Fund, etc. Deductions are used to automatically deduct monies from an employee's pay, based on pre-defined settings. Note that it is not necessary to set up Statutory Deductions as they are part of the GrandMaster Suite's defaults.

Step 8: Defining Payroll Accumulators (Optional) - This step involves entering the accumulator types that are applicable to your company such as Vacation Time Earned, Sick Time Earned, Seniority in Hours, etc. Accumulators are used to accrue funds in a holding account, based on pre-defined settings. For example, if you have employees that are eligible to receive 4% of their pay each year as part of their vacation entitlement, GrandMaster Suite can accrue the appropriate amounts based on the hours worked throughout the year.

Step 9: Setting Up Payroll Distribution Tables (Optional) - This step involves setting up your company's General Ledger accounts. Distribution Tables are used to define the relationship between payroll earnings, deductions, benefits, accumulators, statutory deductions and your general ledger.

Step 10: Defining Earning Rate Tables (Optional) - If your company has implemented a structured rate scale system for Earnings, Deductions and Accumulators, you can use GrandMaster Suite's Rate Tables to easily control these rates for your employees.

Step 11: Setting Up Employee Positions (Optional) - This step involves identifying the types of positions in the payroll. This can include such items as Office, Clerical, Management, Janitorial, etc. Positions allow for easy grouping of employees for payroll calculation purposes.

Step 12: Setting Up Employee Templates (Optional) - This step involves identifying the types of employees in the payroll and provides for a standardization of appropriate earnings,

deductions and accumulators that will apply to each employee type. Employee Templates greatly facilitate the setup of individual employees.

Step 13: Add Employees to your Payroll - This section explains how to add employees to the payroll using the manual method, or automatically (using an employee template).

Step 14: Defining a Standard Work Week (Optional) - If appropriate, you can use the Standard Work Week feature to specify your company's "regular" working days. This includes such settings as the days and hours of operation.

Step 15: Enter Employee Work Hours - For hourly employees only, you must enter the number of hours each person has worked for the pay period. Salary employees do not need to have their hours entered since they reoccur each pay period.

Step 16: Calculate Your Payroll - Set your pay calculation type and process the payroll. Once calculated, you can view a variety of reports to verify the calculation results.

Step 17: Backup your payroll data - Make a reliable backup of your payroll data. Since GrandMaster Suite does not provide an automated backup feature, we recommend using the reliable third-party system of your choice.

Setting Up Different Payroll Types

Before you create a payroll, you must decide if you want to create a single payroll or work with multiple payrolls. For example, you will require separate payrolls if some employees are paid weekly and others are paid bi-weekly (one for each type of pay frequency).

Payrolls may have a mix of earning types such as salary, regular hourly and commission as long as they are all paid on the same day within the same pay period.

Step 1: Creating a New Payroll

This step involves naming your payroll and specifying its location on your computer. It is important to know the location of your data if you should ever need to make a backup (or restore from a backup file). The payroll password feature is also discussed.

To Create a New Payroll:

1. Choose the *Payroll* button from the *GrandMaster System Manager* window.
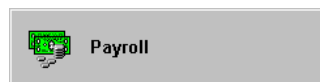
Fig. 4-1
The Payroll Module Button

This displays the *Payroll Module* window.
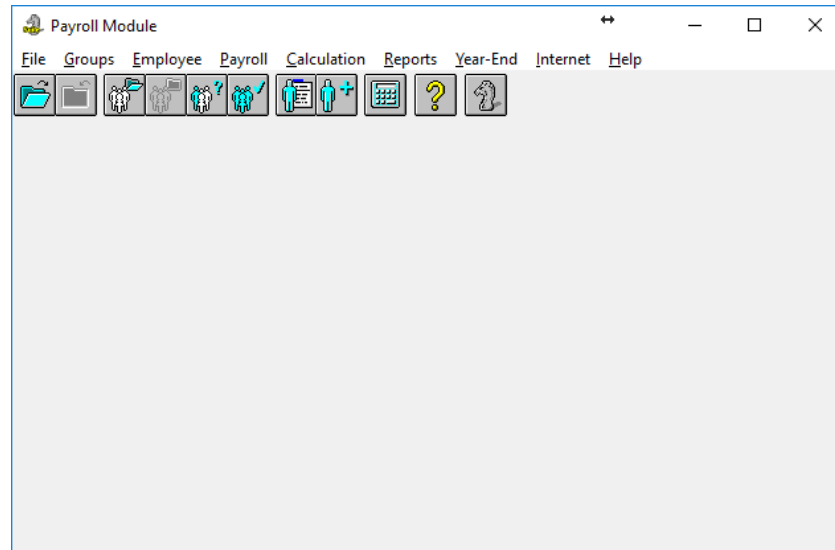
Fig. 4-2
The Payroll Module

2.   Choose the *File - New* command.
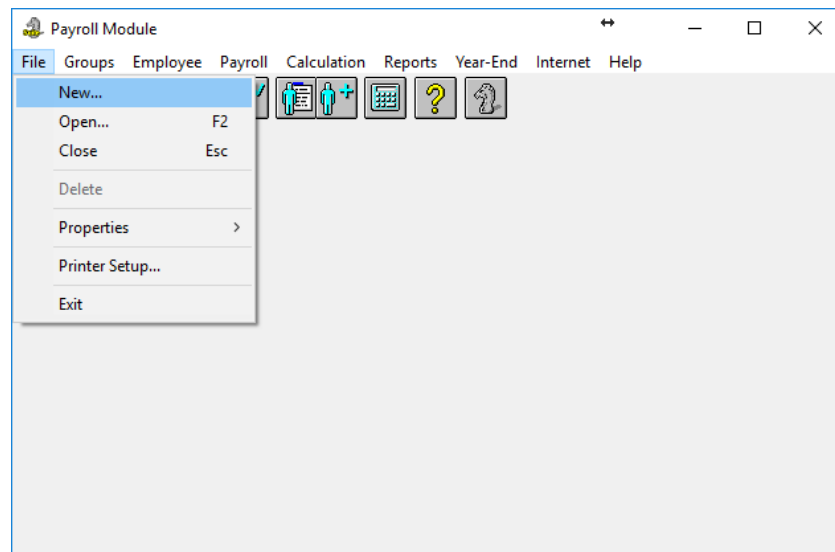
Fig. 4-3
The File Menu's "New" Command

This opens the *Insert New Payroll* dialog box where you must define the name that will be assigned to your payroll.

3.   Enter up to a 10 character alphanumeric name in *Payroll Name* field. This name should be unique and descriptive enough to differentiate between other payrolls you may create in the future.
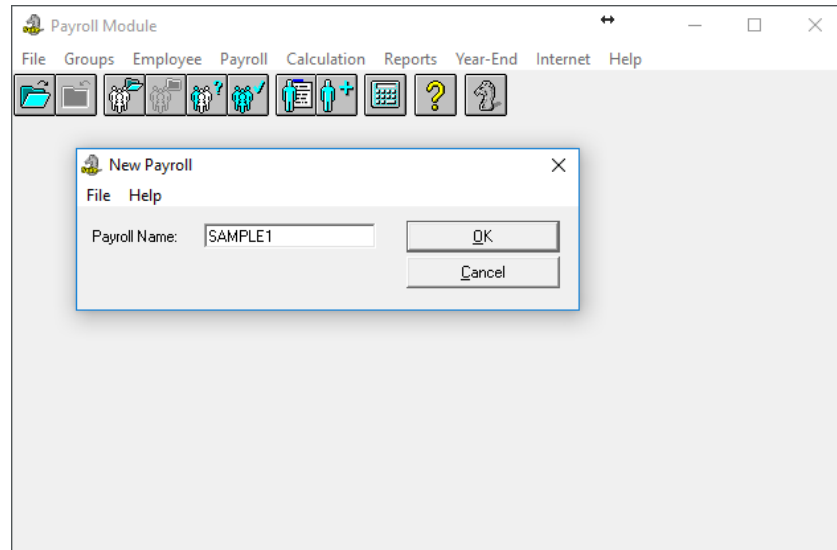
Fig. 4-4
The Payroll Name Inserted

The Payroll Name - The payroll name must not contain spaces or special characters (e.g. &, %, #, etc.). If you require a separator, use an underscore (_).

4. Click *OK* once you have entered the payroll name. This opens the *Payroll File Update* dialog box where you can add a description and specify the payroll's location on your hard disk.

5. Enter a description for the payroll. This description should help you identify this payroll should another payroll exist with a similar name. For example, if your payroll will include only salaried employees, you could enter *"ABC Co. Payroll"*.
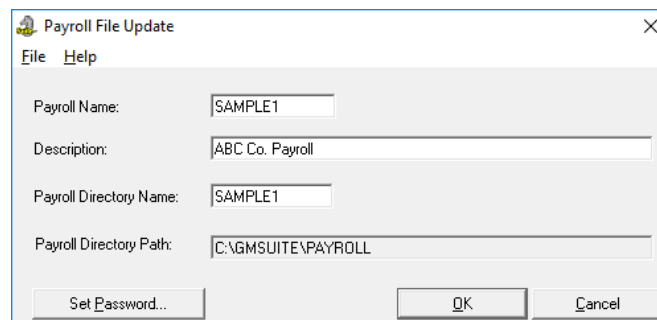
Fig. 4-5
The Payroll Description Added

Notice that the GrandMaster Suite has identified the directory name and path for the payroll. The *Payroll Directory Name* was automatically inserted when you defined your payroll name. The path to your payroll data (including the drive letter and directory) was created when GrandMaster Suite was installed on your computer.

Changing the Payroll Directory Name while creating your payroll - If you would like to store the payroll in a different directory than the one shown in the *Payroll Directory Name*, simply change the name as required. Remember to define a name that contains no more than 8 characters and does not contain any spaces or special characters.

Caution - Once you leave this dialog box, the *Payroll Directory Name* will no longer be editable unless you are the *Supervisor*. Further, the Supervisor will only be able to change the name if the payroll sub-directory and corresponding data files have been copied to the proposed new location *prior* to changing the name in this field.

If you would like to store the payroll in a path other than the one shown in the *Payroll Directory Path* field, you must do so via the *Administration* module's *Initialization File Settings* dialog box. This dialog box can be accessed from the *Administration Module's* **File - Initialization Parameters** command.

6. To provide password protection for this payroll, select the *Set Password* button. This opens the *Payroll Password* dialog box.
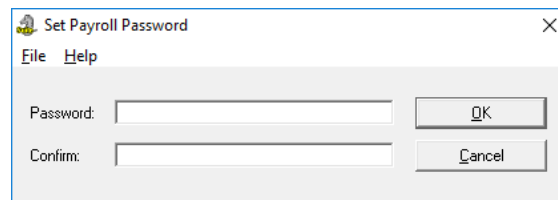
Fig. 4-6
The Payroll Password dialog box

7. Enter your password in the two fields provided; once in the *Password* field and again in the *Confirm* field, then click *OK*. Since the password you create is case sensitive, take note if you have entered the password in capital letters and/or lowercase (check your *Caps Lock* key).

Removing a Password - To remove a password, simply open the *Payroll Password* dialog box and enter a space in the *Password* and *Confirm* fields and click *OK*. This action will remove the password and you will no longer be prompted when you open the payroll.

8. Once you have completed this information, select the *OK* button. This records your changes and opens the *Payroll Information* dialog box.
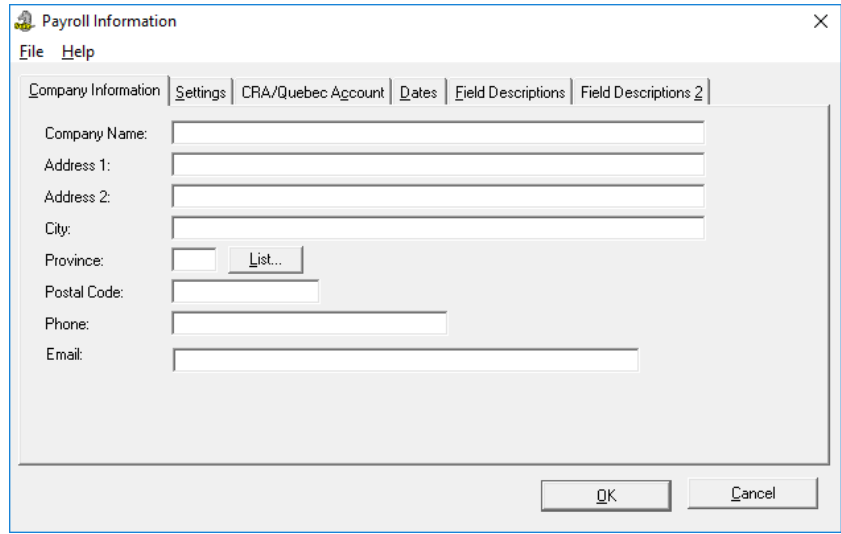
Fig. 4-7
The Payroll Information dialog box

Summary

You have now created a payroll consisting of only the name and computer location. Now you can move to the next section and identify your company and payroll type and its operating parameters.

Step 2: Entering Payroll Information

This step involves entering data in four distinct areas: company information, payroll information, payroll account settings and general payroll dates. Once this section is complete, you will be finished identifying your payroll and its operating parameters.

Defining Company Information

1. Ensure your payroll is open and ready for use. You can tell if you have a payroll selected because its name will appear in the center section of the *Payroll Module* window.
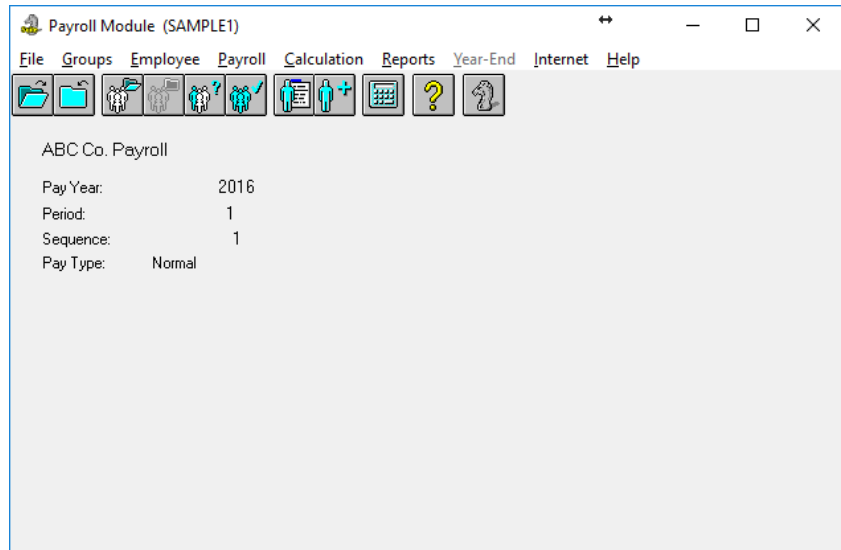
Fig. 4-8
The Payroll Module with a Payroll Selected

If your payroll is not selected, choose the **File - Open** command from the *Payroll Module*, click on your payroll in the list provided and click *OK*. Your payroll is now opened and ready for use.
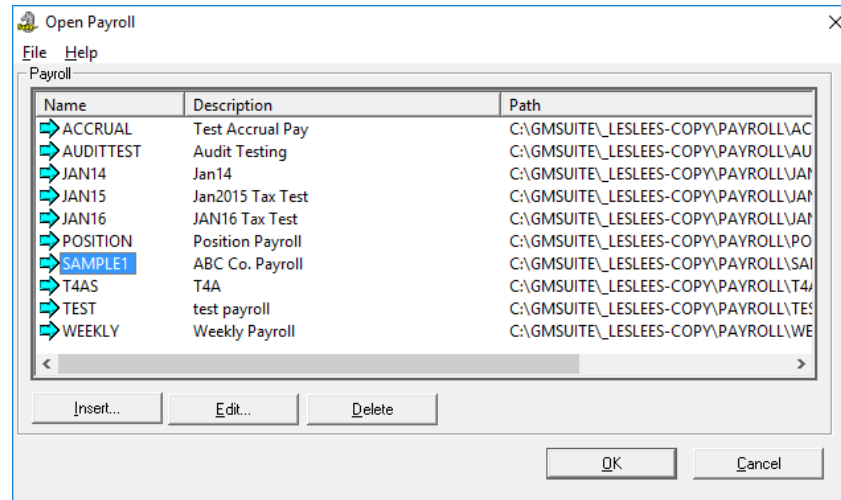
Fig. 4-9
Selecting a Payroll

2. Choose the **Payroll - Payroll Information** command. This opens the *Payroll Information* dialog box.

3. Enter the company's legal corporate name in full (e.g. **ABC Company Ltd.**). This name will appear on various reports.

4. Complete the remaining fields and options in the *Company Info* tab.
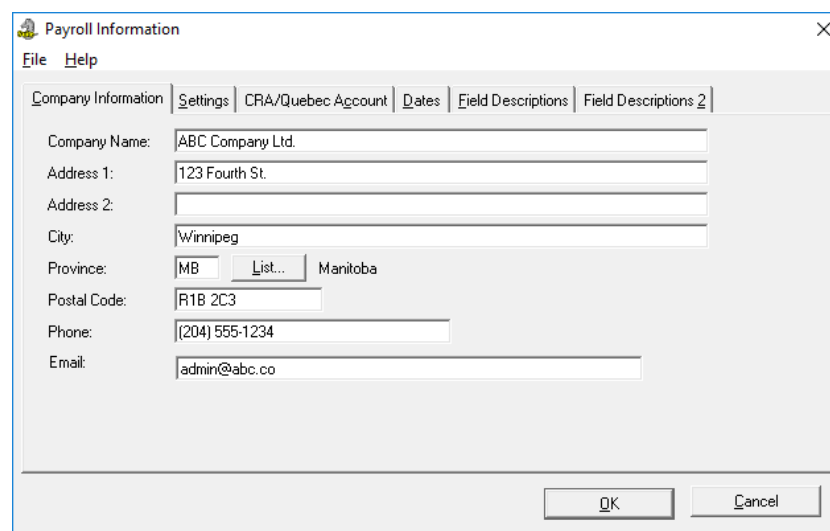
Fig. 4-10
The Payroll Information's Company Info Tab Completed

> **The Province Field** - You must make a valid entry in the *Province* field. As you add each employee to the payroll, they will be defaulted to this province for calculation purposes. If a given employee has a different tax province, you change it later as you add them to the payroll.

Defining Payroll Settings

1. Click on the *Settings* tab to display further editing options. The *Settings* tab allows you to enter certain specifics about your payroll, such as the maximum net cheque GrandMaster Suite will issue, the payroll frequency, etc.

Fig. 4-11
The Payroll Information's Settings Tab

- **Maximum Net Cheque (Optional)** - Enter an amount in this field to instruct GrandMaster Suite to notify you (via the *Pay Register*) if a cheque is created that exceeds this amount. This can be useful if you are new to GrandMaster Suite and wish to ensure that you create valid cheques that fall within reasonable limits.

> **Maximum Net Cheque** - Entering an amount in the *Maximum Net Cheque* field **does not** prevent GrandMaster Suite from issuing a cheque greater than the amount set. Rather, it provides you with notification on the Pay Register of any cheque that exceeds this amount.

- **Payroll Frequency** - Use the options in this drop down list to specify the type of pay frequency for this payroll. GrandMaster Suite uses this information throughout its calculations so it is important to select the correct frequency.

> **Payroll Frequency** - We strongly recommend that you do not change this option once you have performed your first Statutory Deduction processing.

- **Allow Arrears** - Check this box if you would like to allow arrears - situations where deductions exceed the earnings of an employee in a given pay period resulting in an employee receivable. For example, normal company deductions such as Life Insurance or Health and Dental plans, can be deducted on a standard schedule whether or not an individual has earnings in a given pay period. Arrears would generate an employee receivable until the individual's next pay cheque then the arrears amount would be deducted automatically.

  Another example is a group insurance deduction coming out of the first pay period of the month but the employee does not yet have sufficient earnings to accommodate it. The company may pay this on the employee's behalf and create an arrears amount that GrandMaster Suite will use to deduct from the next pay to offset arrears.

Allow Arrears - Allow Arrears is an Auto-Function that is applied to **all** employees. Once activated, there are no input transactions that you can make to interrupt the auto-deductions. For example, if an employee is away on maternity leave or another type of extended leave and you permit their coverage under these plans in their absence, the employee could be faced with an auto-deduction of several hundred dollars off their first cheque upon returning to work. As an alternative there are deduction codes that may be more appropriate in order to limit accessibility to this coverage privilege and to pro rate the pay back.

- **Use Global Settings** - Check this box if you are setting up more than one payroll. This will enable GrandMaster Suite to share the Earning, Deduction, and Accumulator definitions with other active payrolls.

  If you are working with multiple payrolls that contain the exact same types of Earnings, Deductions and Accumulators and have the same definition and parameters for processing, you may wish to set up these types only once and have all payrolls reference the global type. If there are any differences or deviations between payrolls, we do not recommend selecting the option.

- **Pay Rate Search** - Use the options in this drop down list specify GrandMaster Suite's calculation processing method for resolving pay rates. If you are unsure about this option, leave it at the default setting (*Company Default*). The Company Default setting can be modified via the *Administration Module* under the *File - Global Preferences* command).

- **Distribution** (Optional) - Use this field to enter the name of the General Ledger Distribution Table you wish to use when processing this payroll. If you are setting a payroll for the first time, this field will be left blank initially. You can return to this window later in the payroll creation process to complete this field.

  Distribution Tables are used to define the relationship between payroll earnings, deductions, benefits, accumulators, and statutory deductions and your general ledger package. Distribution Tables are especially useful in that the person processing employee hours does not have to be familiar with the company's general ledger coding structure.

  More Info ❓ **FOR MORE INFORMATION** about Distribution Tables, please refer to the *Step 9: Setting Up Company Distribution Tables* section of this guide.

- **Payroll Level Message** - Use this field to enter a message that will print on all pay statements. For example, if your company is having a gathering on a given evening, you could enter *"Please remember to attend our company party this Friday"*.

Clearing the Message - This field **does not** clear after you process a payroll. That is, each subsequent payroll will display the same message. Remember to delete or edit the message after each payroll run.

Defining Payroll Account Settings

1. Click on the *CRA/Quebec Account* tab to display further editing options. This tab allows you to enter your CRA and Revenue Québec Business Numbers. Each payroll will have at least one CRA Business Number. If the company has employees that perform work in the province of Quebec, they will also have a Revenue Québec number.

Fig. 4-12
The Payroll Information's Account Tab

> **CRA Business Number -** If you do not have a number, you must apply to the CRA for one. This number is required to make your remittance for Tax, CPP and E.I. The number is 15 characters long with the following format: 123456789RP0001. The first nine characters are your Business number; RP0001 represent payroll one; RP0002 represents payroll two, etc.

Companies that have applied for a reduction to employer contributions for Employment Insurance (E.I.) due to a short term disability plan will have two or more CRA Business Numbers. One for Part Time or Casual employees at the rate of 1.4 times the employee deduction and others at the reduced rate(s) supplied by the CRA.

When employees are set up in GrandMaster Suite, they are assigned a CRA Business Number. As the employee becomes eligible for short term benefits, they must be reassigned to a reduced rate Business Number. Employees in this situation will receive two T4's at the end of the year -- one for each Business Number.

- **Account 1: Number** - Enter the Full Rate business number that will be assigned to those employees who do not receive qualifying company benefits or are considered casual or part time.

  - E.I. Rate - The Company's portion of the Employment Insurance will be 1.4 times the employee's deduction.

- **Account 2: Number** - Enter the Reduced Rate business number that will be assigned to those employees who do receive qualifying Company Benefits or are considered full time.

  - E.I. Rate - Enter the company's portion of Employment Insurance (e.g. 1.2*nnn* times the employee's deduction).

Defining Payroll Date Settings

1. Click on the *Dates* tab to display further editing options. The *Dates* tab allows you to enter important company dates that are referenced by many functions in the payroll system (e.g. accumulators for determining evaluation periods). The format for these dates is a two-digit month followed by a two-digit day.
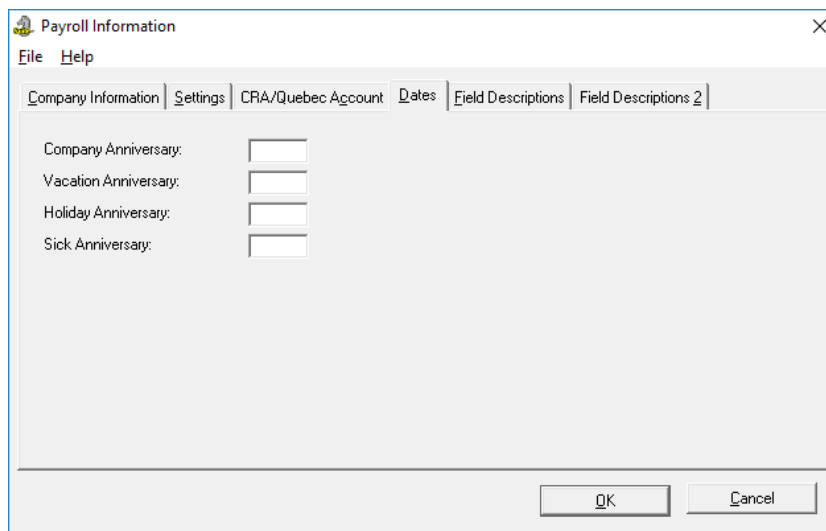
Fig. 4-13
The Payroll Information's Dates Tab

- **Company Anniversary** - Enter the date that signifies the company's anniversary date (which often coincides with the beginning fiscal period date).

- **Vacation Anniversary** - Enter the date that signifies the start date of the company's vacation year (representing a fixed 12 month policy).

- **Holiday Anniversary** - Enter the date that signifies the start date of the company's policy year for taking statutory holiday time accrued (representing a fixed 12 month period). This is normally only used in a 24 hours per day, seven days per week operation (e.g. hospital, convenience store).

- **Sick Anniversary** - Enter the date that signifies the start date of the company's sick year (representing a fixed 12 month policy).

Saving Your Payroll Information

Once you have completed the information under these four tabs, you should save it to disk. This will ensure that you do not have to enter it again when you return to this tab.

1. Select the *OK* button. This commits your changes to disk and closes the *Payroll Information* dialog box.

Summary

You have now successfully identified the payroll and its operating parameters. Now you can move on to the next section and define your payroll's EFT settings.

Step 3: Defining EFT Settings *(Optional)*

GrandMaster Suite allows you to pay your employees by direct deposit rather than by cheque. The Electronic Funds Transfer (EFT) feature allows for the automatic transfer of funds to up to three employee accounts. If your organization does not use EFT, you can skip this section and move forward to the following section -- Worker's Compensation Settings.

This step involves creating a new EFT profile for your bank, defining the correct format for your issuing bank and assigning the new EFT profile to your payroll. Once this section is complete, you will be ready to create EFT transmission files for any and all employees who require such a transaction.

Creating an EFT Profile

1. Ensure your payroll is open and ready for use. You can tell if you have a payroll selected because its name will appear in the center of the *Payroll Module*. If you look on the right side of the *GrandMaster System Manager* window, you will see the *Electronic Funds Transfer* button.

Fig. 4-14
The Electronic Funds Transfer Module Button

2. Select the button to open the *Electronic Funds Transfer Module* window.
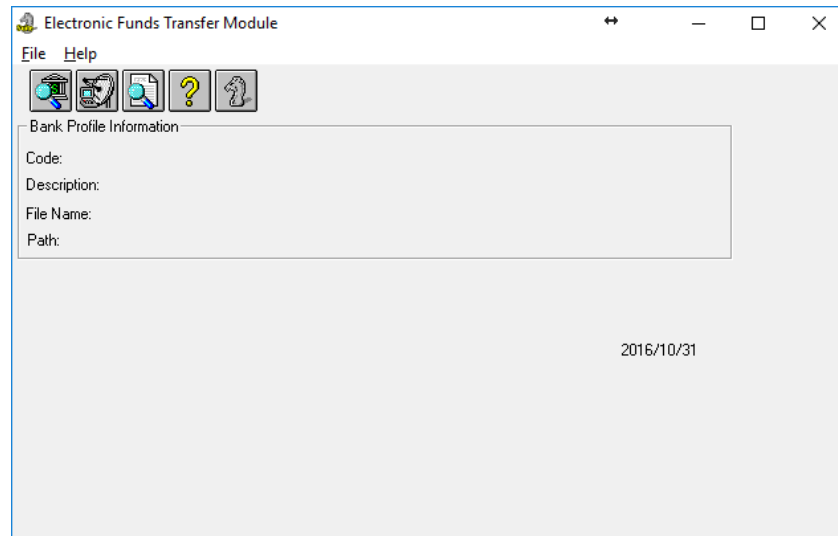
Fig. 4-15
The Electronic Funds Transfer Module Window

> **Demo Version Users** - If you are running the Demo version of GrandMaster Suite, you may receive a message stating that this module is limited to processing EFT's for 20 employees or less.

2. Select the *EFT Bank Profiles* button (the first icon in the button bar) to open the *EFT Bank Profiles* dialog box. This dialog box can also be accessed by choosing the **File - EFT Bank Profiles** command from the menu bar.

Fig. 4-16
The Electronic Funds Transfer Profile Button

3. When the dialog box appears, you will be presented with a list of the available EFT profiles that are stored on your computer. If you have used GrandMaster Suite for some time, there may be several EFT profiles to choose from. If you are new to GrandMaster Suite and are working through this guide for the first time, there will likely be no profiles in this list.

    We will now continue the lesson by showing you how to create a profile.
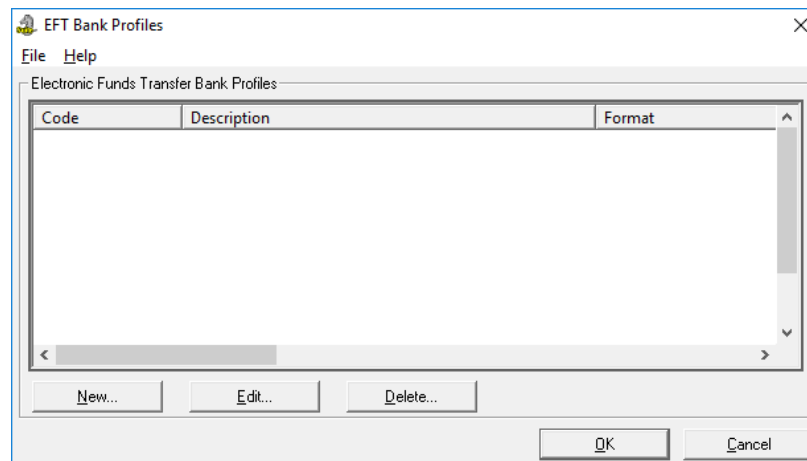
Fig. 4-17
The EFT Bank Profiles Dialog Box with no Profiles

4. Select the *New* button. This opens the *New EFT Bank Profile* dialog box where you must define the name that will be assigned to this profile.

5. Enter up to a 10 character alphanumeric name in *EFT Bank Profile* field. This name should be unique and descriptive enough to differentiate between other EFT profiles you may create in the future.

    Many users prefer to use an abbreviation of the issuing bank as their profile. For example, if you were using the Toronto Dominion Bank, you could enter **TD** in this field.
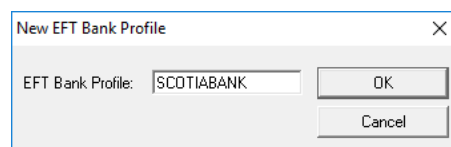
Fig. 4-18
The Profile Name Inserted

The Profile Name - The Profile name must not contain spaces or special characters (e.g. &, %, #, etc.). If you require a separator, use an underscore (_).

---

6. Click *OK* once you have entered the profile name. This opens the *EFT Bank Profile* dialog box where you can define the pertinent details for the bank profile.

7. Complete the required fields as they relate to your desired bank. If you need a description for any of the fields, press **<F1>** to open the *Online Help*.
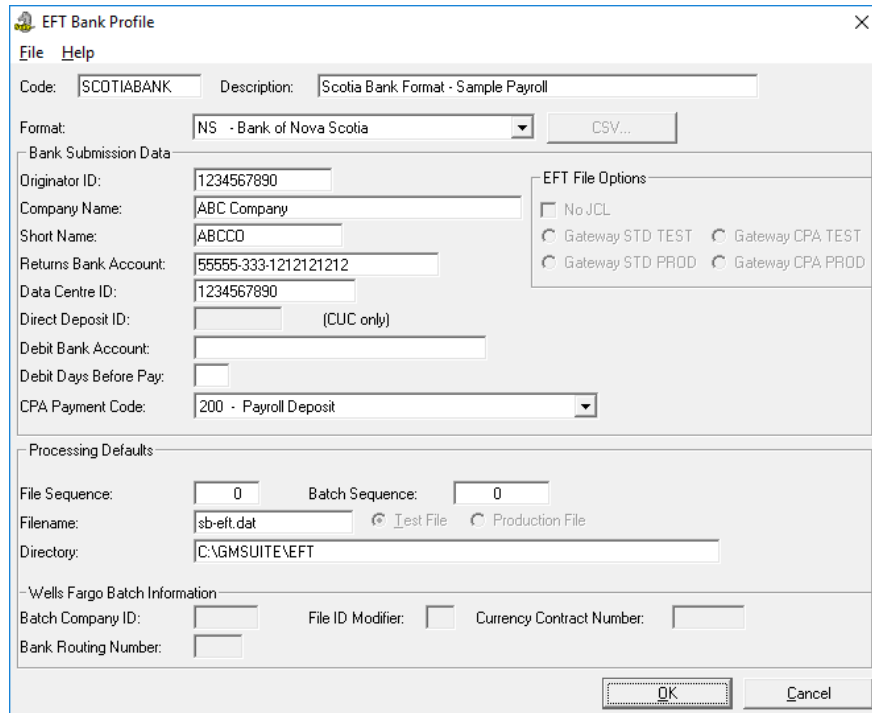
Fig. 4-19
A Completed EFT Bank Profile dialog box

7. Click *OK* to close the *EFT Bank Profile* dialog box. You are returned to the *EFT Bank Profiles* dialog box and your new profile record appears.
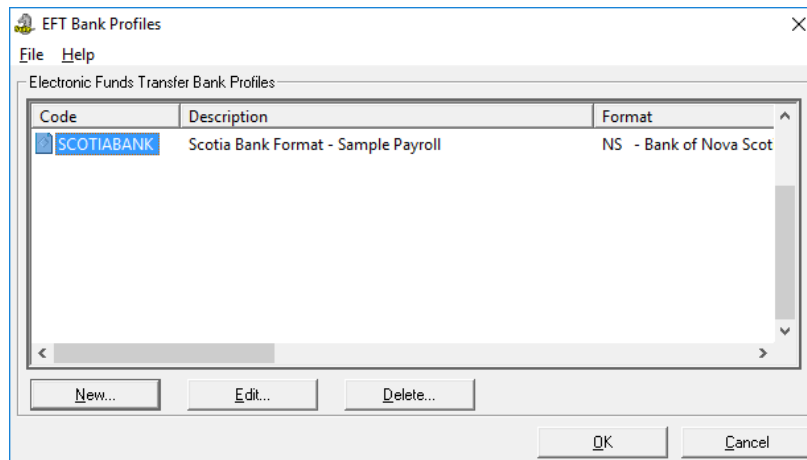
Fig. 4-20
The New Profile Record

8. Click *OK* to close the *EFT Bank Profiles* dialog box. This returns you to the electronic funds Transfer Module window. Since you will not be creating an actual EFT file at this time, choose the *Exit* button to return to the *GrandMaster System Manager* window.

You have now completed the details for the EFT file. Now you must assign the file to your payroll.

Assigning an EFT Profile to a Payroll

1. Choose the *Payroll Module* button and ensure that your new payroll is displayed in the module window. If it is not, simply choose the *File -* Open menu command and choose your payroll from the list that appears.
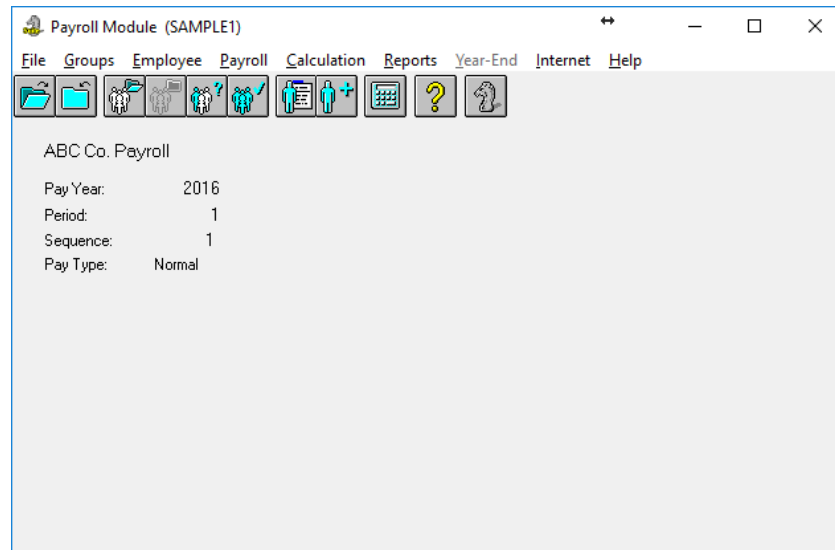
Fig. 4-21
The Payroll Module with a Sample Payroll Opened

2. Choose the ***Payroll - Electronic Funds Transfer - Payroll EFT*** command. This opens the *Payroll EFT Settings* dialog box where you can assign the EFT Profile you created earlier in this lesson. This dialog box is also used to specify the actions that should be taken during the EFT processing.

3. Use the *List* button to insert the EFT profile you created earlier (we used the sample *ScotiaBank* profile) and then complete the remaining fields as they relate to your desired bank.
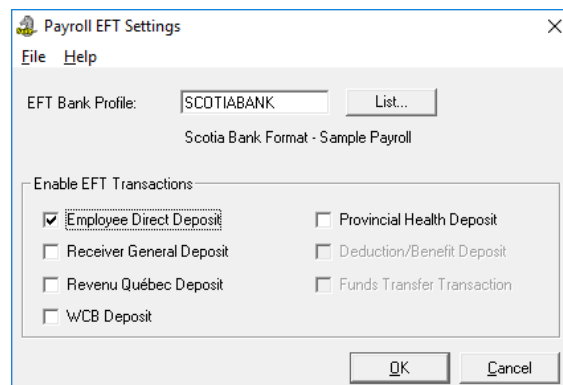
Fig. 4-22
A Completed EFT Bank Profile dialog box

Direct Deposit Transactions - If you choose the *Employee Direct Deposit* option, you will need to complete further steps at the *Employee Level*. These steps will be discussed later when you are setting up the employees and adding them to a payroll.

Step 4: Defining Workers Compensation Settings *(Optional)*

Each province enacts Workers' Compensation legislation to provide income for employees who are absent from work because of a work-related accident or industrially caused disease. Employers are assessed annually with the collected funds being used to create the accident fund from which the injured employees are paid.

The annual assessment of employers is based on a rate per $100.00 of the total assessable payroll. This rate is determined by the amount of assessment payments required to meet the projected accident costs of that particular industry. Each province establishes a maximum assessable amount for employees.

GrandMaster Suite requires provincial Workers' Compensation Board values when calculating a payroll. Each employee's tax province is required to assign the employee the appropriate rates in the table.

Multiple rate tables can be setup for different types of employees. For example, if your company provides general contracting services, you may have electricians assigned a rate of $12.00 per hundred, by the WCB, and plumbers assigned a rate of $15.00 per hundred. In this case, you would set up a table for electricians and a second table for plumbers. When defining the information for these employees, you would simply assign either the electrician or plumber rate as required.

To Define Worker's Compensation Settings

1. Ensure your payroll is open and ready for use. You can tell if you have a payroll selected because its name will appear in the center of the *Payroll Module*.

2. Choose the ***Payroll - Workers Compensation*** command. This opens the *Workers Compensation* dialog box.
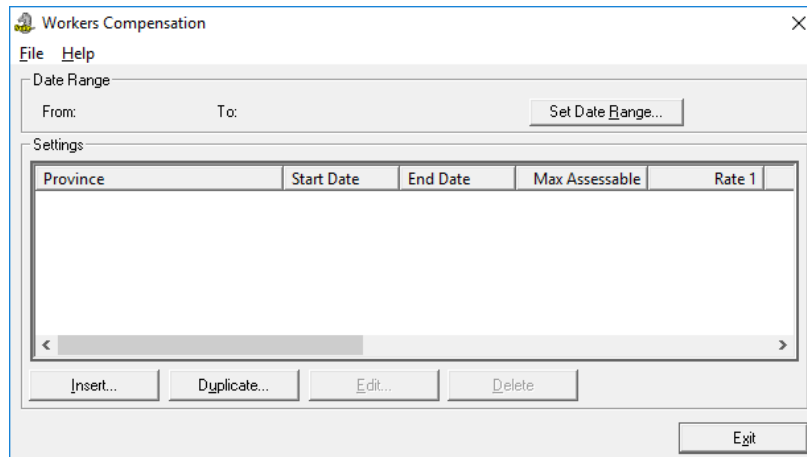
Fig. 4-23
The Workers Compensation Dialog Box.

3. Select the *Insert* button. This opens the *Insert New Province* dialog box where you must specify the province where the employees reside. If your company has employees that work in different provinces, you will need to set up a WCB record for each province (i.e. complete steps 2 through 8 for each province).

4. Enter a two-character province code (or choose the *List* button icon and select a province from the list provided) and click *OK*. This opens the *Workers Compensation Settings* dialog box. This dialog box is used to define the WCB record's start and end dates, maximum amount and varying rates.

Fig. 4-24
The Workers Compensation Settings Dialog Box.

5. Begin by entering your company's *Registration Number* in the field at the top of the dialog box.

6. In the *Start Date* field, enter the day of the year on which the WCB record should begin calculating. This is generally set to January 1 of the current year. If your province undergoes a rate change in the middle of the year, you can start the WCB record on the new date (provided you have finished processing your payroll for the last month with the old rate).

The correct date format is YYYY/MM/DD. If you attempt to use another format, you may encounter incorrect calculations. You can verify the correct formatting by pressing the **<TAB>** key to exit the date field. If the date looks correct, then you have entered it properly.

7. In the *End Date* field, enter the day of the year on which the WCB record should cease calculating. This is generally set to December 31 of the current year.

> **End Dates** - It is not necessary to enter an End Date if there has been no change in the rate for some time. However, if a provincial budget has altered the rate, you should define an End Date on one record, and then create another record with the new rate and its corresponding Start Date.

The WCB settings cease calculation according to the expiration date defined in the End Date field. You must ensure that you define the correct *Maximum* assessable and *Rates* for each calendar year as you move from one year to the next. Once the End Date is reached, the program will cease processing the benefits and they will not be calculated unless there is another WCB record beginning the following day.

If you are advised of WCB rate changes partway through the year, simply insert a new WCB record with the corresponding start and end dates.

> **Retaining Prior History** - If you maintain the rate schedule by date, GrandMaster Suite will be able to retain the history of rates that have been previously paid.

8. Enter your assigned WCB rates in order, beginning with Rate 1. If your assigned rate were one and one half percent, you would enter 1.5 in the field.

Next Year's Rates - When you insert the rates for next year, ensure that you maintain the same order of entry as your original set up. If Rate 1 in 2017 was for job class 41673, Rate 1 in 2018 should also be for job class 41673. When we set up our employees later in this guide, they will each be assigned a WCB rate code. By maintaining the same rate order each year you will avoid having to adjust each employee's rate code assignment.
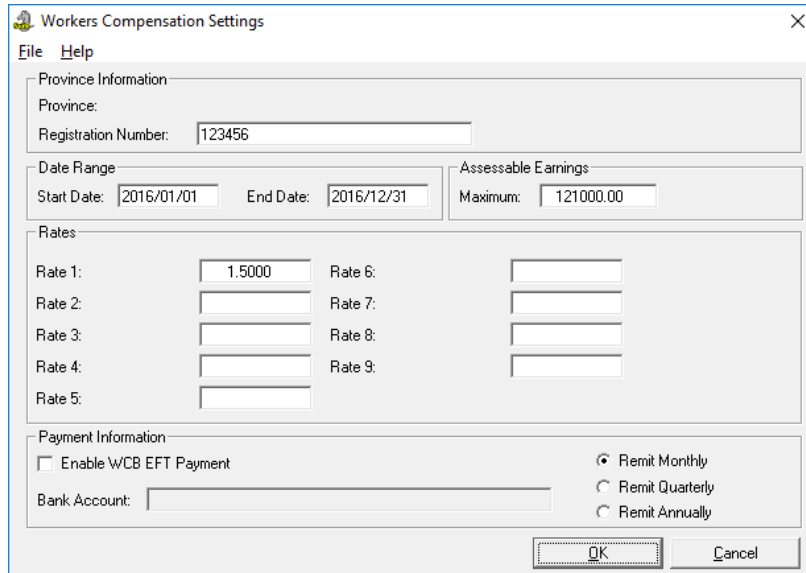
Fig. 4-25
A Completed WCB Settings dialog box.

9. Click *OK* to accept your changes. This closes the dialog box and returns you to the *Workers Compensation* dialog box. Your new record is now displayed in the list.
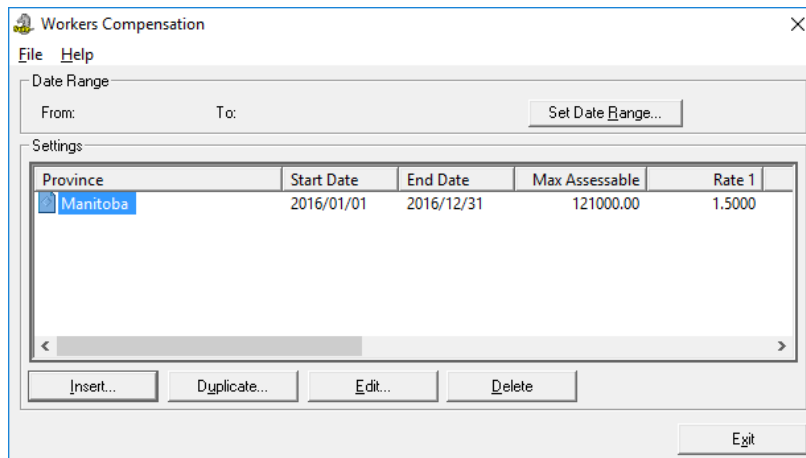
Fig. 4-26
A Newly Created WCB Record

10. Repeat step 3 through 8 for each province, based on your company's requirements.

WCB Settings: The WCB settings must be completed here (at the payroll level) in order to activate the calculation. These settings generate an employer cost that appears as a statutory benefit on each employee's payroll record. This information also prints on each employee's record on the payroll register.

Step 5: Defining Provincial Health Settings *(Optional)*

In Canada, only a select number of provinces require employers to pay a payroll-related levy to help fund their provincial health care systems. In general, the levies apply to total annual payroll paid to employees who report for work at the employer's place of business in the province. It also applies to employees who are not required to report to the employer's business establishment in the province, but who are paid from or through the employer's place of business in the province.

As a result, if an employer subject to a provincial health-related levy continues to pay salary and wages to an expatriate employee, the employer will have to include the salary and wages when calculating the total amount of payroll subject to the levy.

GrandMaster Suite provides a facility for these levies via the *Provincial Health Settings* option. Similar in setup to the WCB Settings discussed in the previous chapter, the program requires each employee's tax province when calculating the payroll.

To Define Provincial Health Settings

1. Ensure your payroll is open and ready for use. You can tell if you have a payroll selected because its name will appear in the center of the *Payroll Module*.

2. Choose the **Payroll - Provincial Health** command. This opens the *Provincial Health* dialog box.
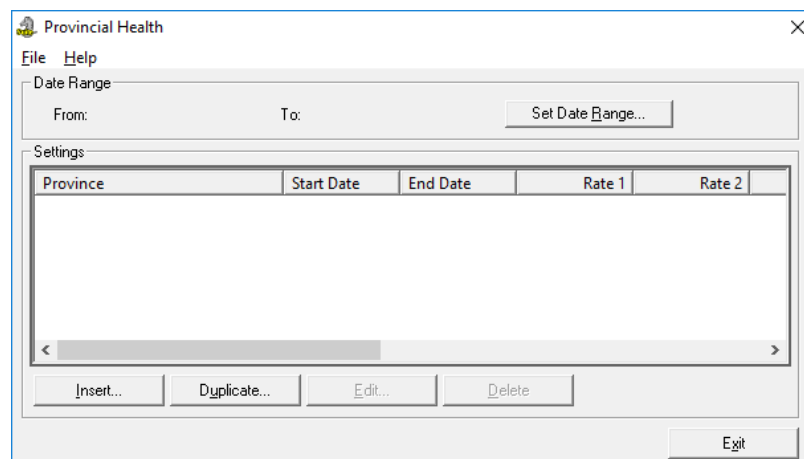
Fig. 4-27
The Provincial Health dialog box.

3. Select the *Insert* button. This opens the *Insert New Province* dialog box where you must specify the province where the employees reside. If your company has employees that work in different provinces, you will need to set up a record for each province (i.e. complete steps 2 through 10 for each province).

4. Enter a two-character province code and click *OK*. This opens the *Provincial Health Settings* dialog box. This dialog box is used to define the record's start/end dates and varying rates.

Fig. 4-28
The Provincial Health Settings Dialog Box.

5.   Begin by entering your company's *Registration Number* in the field at the top of the dialog box.

6.   In the *Start Date* field, enter the day of the year on which the record should begin calculating. This is generally set to January 1 of the current year. If your province undergoes a rate change in the middle of the year, you can start the record on the new date (provided you have finished processing your payroll for the last month with the old rate).

    The correct date format is YYYY/MM/DD. If you attempt to use another format, you may encounter incorrect calculations. You can verify the correct formatting by pressing the **<TAB>** key to exit the date field. If the date looks correct, then you have entered it properly.

7.   In the *End Date* field, enter the day of the year on which the record should cease calculating. This is generally set to December 31 of the current year.

> **End Dates** - It is not necessary to enter an End Date if there has been no change in the rate for some time. However, if a provincial budget has altered the rate, you should define an End Date on one record, then create another record with the new rate and its corresponding Start Date.

    The Provincial Health settings cease calculation according to the expiration date defined in the End Date field. Once the system passes the End Date, Provincial Health information will cease calculating unless there is another record beginning the following day.

    If you are advised of Provincial Health rate changes partway through the year, simply insert a new record with the corresponding start and end dates.

8.   Enter your assigned Provincial Health rates in order, beginning with Rate 1. If your assigned rate is one and one half percent, you would enter 1.5 in the field.

    Although each employee's default Provincial Health setting will be their tax province, it will still be necessary to assign a rate code for each.

Fig. 4-29
A Completed Provincial Health Settings dialog box.

9. Click *OK* to accept your changes. This closes the dialog box and returns you to the *Provincial Health* dialog box. Your new record is now displayed in the list.

Fig. 4-30
The Newly Created Provincial Health Record

Provincial Health Settings: The Provincial Health settings must be completed here (at the payroll level) in order to activate the calculation. These settings generate an employer cost that appears as a statutory benefit on each employee's payroll record. This information also prints on each employee's record on the payroll register.

Step 6: Defining Payroll Earnings

Earnings are used to define the amount that an employee will be paid, based on the time worked in a given category. In Grandmaster Suite, they are represented by various codes that you create. Each code contains different settings that control how the amount is paid.

Because employees are paid in various ways, there are different types of earnings, such as hourly, salary, and commission, and many more. An earning type sets the normal rate of pay for the hours worked in a given category.

All earning types defined must adhere to CRA and ESDC requirements for the assessment of Employee Source Deductions.

Skip Forward to Other Sections as Needed:

As you proceed through this section of the guide, you may stop at any time if you have created your desired earning types (this section provides instruction for 22 earnings types and your payroll may have only one or two).

Multiple Earnings

You may apply up to 200 different types of earnings to an employee, with multiple distributions for each earning type. These earning types must be set up using the Earnings Information command available under the Company menu. Earnings amounts entered must be the amount paid per pay period.

Earning Types

Earning can be setup in any manner that you require based on the requirements of your organization. For example, Salary earnings can be created to allocate out an amount per pay period. Hourly earnings can be created to allocate amounts based on units of time worked.

Some common earning types that we will discuss in the following section include:

01 - Salary	02 - Salary - Vacation Taken	03 - Salary - Vacation Paid Out
04 - Salary - Sick Pay	05 - Salary - Overtime	06 - Hourly - Regular
07 - Hourly - Overtime	08 - Hourly - Double Time	09 - Hourly - Vacation Taken
10 - Hourly - Vacation Paid Out	11 - Hourly - Sick Pay	12 - Advances
13 - Travel Expense Reimbursement	14 - Shift Premium	15 - Piece Work
16 - Per Diem	17 - Bonus	18 - Commission
19 - Disability Pay	20 - Statutory Holiday Pay	21 - Banked Time In
22 - Paid out Bank		

The next section of this guide will discuss how to enter 22 common earning types. The earnings will follow the two basic earning classes: **Salary** and **Hourly**. We will also enter a Vacation earning for each of the two types.

Earning 1 - Salary Earning

1. Ensure your payroll is open and ready for use. You can tell if you have a payroll selected because its name will appear in the center of the *Payroll Module*.

2. Choose the **Payroll - Earnings** command. This opens the *Payroll Earnings* dialog box.
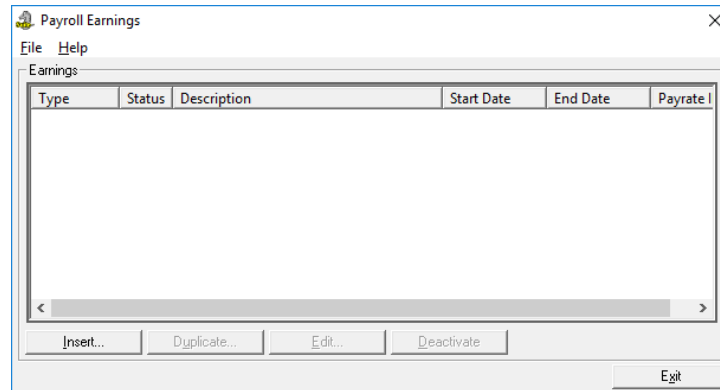
Fig. 4-31
The Payroll Earnings Dialog Box.

3. Choose the *Insert* button. This opens the *Insert New Earning* dialog box where you must enter a code for the new earning.

> **200 Earnings:** GrandMaster Suite allows you to define up to 200 earnings. Because the number of earnings varies across different companies, many users find it useful to assign Earning Codes based on selected sequences within the 200-earning limit. For example, earning codes for **Salary** employees could occupy numbers 1 through 50 while **Hourly** employees could occupy 51 through 100.

4. Insert the numerical code "**1**" and click *OK*. This opens the *Payroll Earning Update* dialog box so you can enter the information that will be used to process the earning.

5. Enter a brief description for the earning that will help you identify it in various program lists and reports (this field is required). For our example, we will enter **Salary**.

6. Enter a shortened name for the earning in the *Short* and *Pay Code* fields. This shorter name will appear on all printed reports and pay statements. Our example will be **Sal**.

7. In the *Effective Dates - From* field, enter the date that this earning will be valid. The *Until* field can be left blank if you plan to use this earning indefinitely.

    Many users choose <u>not</u> to enter *From* and *Until* dates at this level (i.e. the Payroll Level) since GrandMaster Suite is date based and date sensitive. This prevents them from inadvertently entering a date that could negatively affect the payroll calculation and cause this earning to process incorrectly or not at all). As a general rule, dates become more significant at the employee level.

> **Date Formatting -** When entering dates, the required format is YYYY/MM/DD

8. Under the *Earning Usage Control* section, leave the default setting as *Earning Enabled* if you plan to use this earning. If at a later time you no longer require this earning, you can set it to *Earning Disabled*. Although disabled, the earning will still appear in various program lists. If

you wish to remove this earning entirely, you can use the *Delete* button from *Payroll Earnings List* dialog box.

9. Under the *Unit Type* section, you can set it to *Pay Period*.

Fig. 4-32
The Completed Description Tab

10. Select the *Rate* tab to view the Rate-related settings for this earning.

A rate evaluation method should be established for your new earning. In the case of "Salary" (our current set up), the default setting of *Set Rate* is the correct setting. This means that each employee will use a specific set-rate based on their individual income amounts (to be defined later at the *Employee* level).

If this earning had a fixed amount that did not change over time, and/or if the earning was to be shared by many employees, you could enter a value in this cell.

11. Rate units should also be established for the new earning. Depending on the evaluation and rate you use, this field may represent either hours or piece work units. In our example, we will be using an hourly model, and will leave this cell blank so that we can define the various hours for each individual employee later at the Employee Level.

- Although the *Rate* tab contains a large number of editing options, it is not always necessary to fill in every box. As we progress through our setup screens, we will be using various combinations of these fields to more closely represent the definition of use for the appropriate earning.

On the Flags Tab:

12. It is necessary to establish the taxable, insurable and pensionable status of the new earning type. By default, GrandMaster Suite sets new earnings as taxable (Federal Tax), Pensionable (C.P.P.), Insurable (E.I.) and also subject to Worker's Compensation and provincial health assessments in terms of dollars. It will also apply a default setting for the E.I. insurable hours.

If these settings are not applicable for your earning, remove the check from the various boxes as needed.

- The remaining options can be left with the default settings.

On the Control Tab:

13. The earning control settings will default to *Must Turn On for Employee* and in conjunction with the *Allow Modification at Employee Level* setting. These settings are typical and instruct the program that, in this case, an employee can only use this "Salary" earning if we specifically assign it to them.

    Allowing modification at the employee level ensures that we are able to make individual changes as needed for anyone who using this earning type. For example, Mary can have a "Salary" amount of $950.00 for 75 hours and Harry can have a "Salary" amount of $918.00 for 80 hours. If you <u>do not</u> allow employee-level modification and the earning setting is *Must Turn on for Employee*, then you will not be able to insert employee's pay rates.

14. The *Use Bonus Tax Calculation* checkbox can be left blank for this earning type as it will not be treated as a bonus type for calculation purposes.

15. The *Contra Settings* are also not required for our sample Salary earning. The default "No Contra" setting is correct. As we set up some of our other earnings (see below), we will illustrate the use of contra type earnings

16. With the earning settings completed, click *OK* to close the dialog box. This updates the *Payroll Earnings* dialog box to display our new *Salary* earning type.
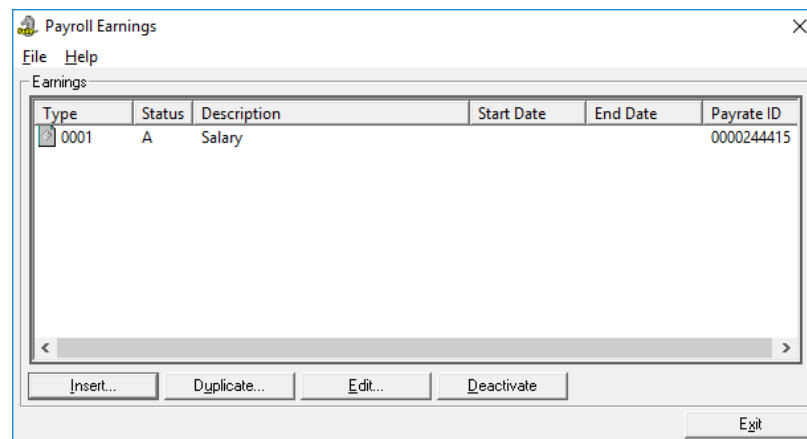
Fig. 4-33
The New Salary Earning

We will now proceed and enter our second earning type.

Are You Finished with Earnings and Ready To Add Employees?

Remember, if you are finished entering your desired earning types, you may move ahead to **"Add Employee"** section of this guide at any time. Once you add your employees, you will be ready to enter their work hours and process your first payroll.

Or if you prefer, you can continue on with the following sections to learn how to setup the 20+ remaining payroll earning types.

Earning 2 - Salary - Vacation Taken

1. From the *Payroll Earnings* dialog box, select the *Insert* button.

2. Insert numeric code **2** into the *Earning* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Earning Update* dialog box's *Description* tab:

    - *Description:* **Salary - Vacation Taken**

    - *Short Name:* **V/P-Salary**

    - *Unit Type:* **Hour**

On the Rate Tab:

    - *Rate Evaluation Method:* **Multiplier**

    Because we have chosen a setting different than the default setting we will now use one of the other field settings to complete our earning set up for the rate resolution rules.

    - Enter the number **1** in the *Multiplier Parameters* section's *Multiple* box (which became enabled when we selected the *Multiplier* rate evaluation method).

    - Ensure that the *Employee Base* option is selected in the *Based On* section.

    These settings instruct the program to pay 1 times the employee's hourly rate of pay as vacation pay. At the employee level we will have an employee who has a base earning type of *Salary*, along with a specific rate of $800.00 for 80 hours. Our *Salary - Vacation Taken* earning will resolve his base earning hourly wage to $10.00 per hour and as he takes his vacation we will be able to pay him on earning code 2, 40 hours at 1 times his base hourly rate of $10.00 for a total amount of $400.00. GrandMaster Suite will calculate this automatically based on these settings. Even if our employee's base rate of pay changes, no other earnings need to be redefined.

On the Flags Tab:

    We do not need to change any of the default settings.

On the Control Tab:

    We will leave the default settings for the *Earning Usage Control* section, but we will change our Contra Settings to *Employee Base*.

    - In this way, anyone who has "Salary" as their base earning type will be paid their vacation pay that has been taken <u>in place</u> of salary, and not <u>in addition</u> to their salary.

      For example: Normal Base Salary: $800.00 80 HRS

      - $400.00 - 40 HRS

      Vacation Taken + $400.00 +40 HRS

      Total Gross Earnings $800.00 80 HRS (EI)

4. Click *OK* to complete the settings for the second earning type. This earning is now displayed in the *Payroll Earnings* dialog box list.
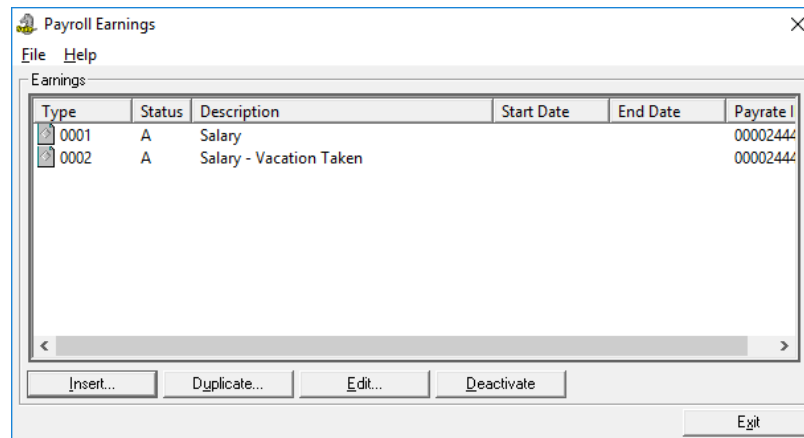
Fig. 4-34
The New Salary Earning

Earning 3 - Salary - Vacation Paid Out

1. From the *Payroll Earnings* dialog box, select the *Insert* button.

2. Insert numeric code **3** into the *Earning* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Earning Update* dialog box's *Description* tab:

   - *Description:* **Salary - Vacation Paid Out**

   - *Short Name:* **V/P - Salary**

   - *Unit Type*: **Hour**

On the Rate Tab:

   - *Rate Evaluation:* **Multiplier**

   - *Multiplier Parameters - Multiple:* **1**

On the Flags Tab:

   - Remove the check from the *E.I.* box in the *Hours* section

   - Choose the *In Which* option in the *Pay Period Allocation (EI)* section.

On the Control Tab:

   We will leave all default settings in place including *No Contra*. In the case of earning 3, we wish to pay out the vacation earned <u>in addition</u> to the normal salary.

3. Click *OK* to close the dialog box and complete the settings for our third earning type.

Earning 4 - Salary - Sick Pay

1. From the *Payroll Earnings* dialog box, select the *Insert* button.

2. Insert numeric code **4** into the *Earning* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Earning Update* dialog box's *Description* tab:

   - *Description:* **Salary - Sick Pay**

   - *Short Name:* **Sick**

- *Unit Type*: **Hour**

On the Rate Tab:

- *Rate Evaluation:* **Multiplier**

- *Multiplier Parameters - Multiple:* **1**

On the Flags Tab:

- Remove the check from the *E.I.* box in the *Hours* section

On the Control Tab:

3. Leave the default settings for the *Earning Usage Control* section, but change the Contra Settings to *Employee Base*. This will instruct the program to pay sick pay in place of salary for the number of hours entered for a pay period.

4. Click *OK* to close the dialog box and complete the settings for our third earning type.

Earning 5 - Salary Overtime

1. From the *Payroll Earnings* dialog box, select the *Insert* button.

2. Insert numeric code **5** into the *Earning* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Earning Update* dialog box's *Description* tab:

- *Description:* **Salary - Overtime**

- *Short Name:* **O/T Salary**

- *Unit Type*: **Hour**

On the Rate Tab:

- *Rate Evaluation:* **Multiplier**

- *Multiplier Parameters - Multiple:* **1.5**

On the Flags Tab:

- Leave the default settings as they are.

On the Control Tab:

- Leave the default settings as they are.

4. Click *OK* to close the dialog box and complete the settings for our fifth earning type.

Earning 6 - Hourly - Regular

1. From the *Payroll Earnings* dialog box, select the *Insert* button.

2. Insert numeric code **6** into the *Earning* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Earning Update* dialog box's *Description* tab:

- *Description:* **Hourly - Regular**

- *Short Name:* **Reg HR**

- *Unit Type*: **Hour**

On the Rate Tab:

- *Rate Evaluation:* **Set Rate**

On the Flags Tab:

- Leave the default settings as they are.

On the Control Tab:

- Leave the default settings as they are.

4. Click *OK* to close the dialog box and complete the settings for our sixth earning type.

Earning 7 - Hourly - Overtime

1. From the *Payroll Earnings* dialog box, select the *Insert* button.

2. Insert numeric code **7** into the *Earning* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Earning Update* dialog box's *Description* tab:

- *Description:* **Hourly - Overtime**

- *Short Name:* **O/T**

- *Unit Type*: **Hour**

On the Rate Tab:

- *Rate Evaluation:* **Multiplier**

- *Multiplier Parameters - Multiple:* **1.5**

On the Flags Tab:

- Leave the default settings as they are.

On the Control Tab:

- Leave the default settings as they are.

4. Click *OK* to close the dialog box and complete the settings for our seventh earning type.

Earning 8 - Hourly - Double Time

1. From the *Payroll Earnings* dialog box, select the *Insert* button.

2. Insert numeric code **8** into the *Earning* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Earning Update* dialog box's *Description* tab:

- *Description:* **Hourly - Double Time**

- *Short Name:* **D/T**

- *Unit Type*: **Hour**

On the Rate Tab:

- *Rate Evaluation:* **Multiplier**

- *Multiplier Parameters - Multiple:* **2**

On the Flags Tab:

- Leave the default settings as they are.

On the Control Tab:

- Leave the default settings as they are.

4. Click *OK* to close the dialog box and complete the settings for our eighth earning type.

Earning 9 - Hourly Vacation Taken

1. From the *Payroll Earnings* dialog box, select the *Insert* button.

2. Insert numeric code **9** into the *Earning* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Earning Update* dialog box's *Description* tab:

- *Description:* **Hourly - Vacation Taken**

- *Short Name:* **V/P HRLY**

- *Unit Type*: **Hour**

On the Rate Tab:

- *Rate Evaluation:* **Multiplier**

- *Multiplier Parameters - Multiple:* **1**

On the Flags Tab:

- Leave the default settings as they are.

On the Control Tab:

- Leave the default settings as they are including *No Contra*. For hourly paid employees we do not wish to reduce their normal paid hours by their vacation earned, but rather pay their vacation in addition to hours worked.

4. Click *OK* to close the dialog box and complete the settings for our ninth earning type.

Earning 10 - Hourly Vacation Paid Out

1. From the *Payroll Earnings* dialog box, select the *Insert* button.

2. Insert numeric code **10** into the *Earning* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Earning Update* dialog box's *Description* tab:

- *Description:* **Hourly - Vacation Paid Out**

- *Short Name:* **V/P HRLY**

- *Unit Type*: **Hour**

On the Rate Tab:

- *Rate Evaluation:* **Multiplier**

- *Multiplier Parameters - Multiple:* **1**

On the Flags Tab:

- Leave the default settings as they are.

On the Control Tab:

- Leave the default settings as they are.

4. Click *OK* to close the dialog box and complete the settings for our tenth earning type.

Earning 11 - Hourly Sick Pay

1. From the *Payroll Earnings* dialog box, select the *Insert* button.

2. Insert numeric code **10** into the *Earning* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Earning Update* dialog box's *Description* tab:

- *Description:* **Hourly Sick Pay**
- *Short Name:* **Sick**
- *Unit Type*: **Hour**

On the Rate Tab:

- *Rate Evaluation:* **Multiplier**
- *Multiplier Parameters - Multiple:* **1**

On the Flags Tab:

- Leave the default settings as they are.

On the Control Tab:

- Leave the default settings as they are.

4. Click *OK* to close the dialog box and complete the settings for our eleventh earning type.

Earning 12 - Advances

GrandMaster Suite supports different types of "advances".

- There is a mid-month advance, where part of a monthly salary is paid out at mid month as approximately 1/2 of the monthly net cheque.
- There is a simple-advance where an employee requests a portion of their wages in advance of the normal pay date.
- There is an advance against wages which has is not processed within the payroll system but rather by manual cheque.
- There is also a Travel/Expense advance. This advance type is also not normally recorded as an earning type in the payroll system.

The Advance earning type we will set up for this guide will accommodate our mid-month and system-issued simple advances. This advance earning type has special transaction types associated with advance processing, and this earning will be tied directly with a special advance deduction type (which will be discussed later in the *Deduction 9 - Advances* section of this guide).

We will partially set up the advances earning type now, and will return to it again later to complete the set up.

1. From the *Payroll Earnings* dialog box, select the *Insert* button.

2. Insert numeric code **12** into the *Earning* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Earning Update* dialog box's *Description* tab:

- *Description:* **Advances**
- *Short Name:* **Advances**
- *Unit Type*: **Pay Period**

On the Rate Tab:

- *Rate Evaluation:* **Set Rate**

On the Flags Tab:

- Remove the checks from all boxes since an advance is not subject to Tax, CPP, EI, WCB or Provincial Health.

On the Control Tab:

- Leave the default settings as they are including *No Contra* temporarily. We will return to change the Contra setting a little later once we have set up our list of deductions.

4. Click OK to close the dialog box and complete the settings for our twelfth earning type (we will return to this earning later in the lesson).

Earning 13 - Travel/Expense Reimbursement

1. From the *Payroll Earnings* dialog box, select the *Insert* button.

2. Insert numeric code **13** into the *Earning* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Earning Update* dialog box's *Description* tab:

- *Description:* **Travel/Expense Reimbursement**
- *Short Name:* **Expenses**
- *Unit Type*: **Pay Period**

On the Rate Tab:

- *Rate Evaluation:* **Set Rate**

On the Flags Tab:

- Remove the checks from all boxes since an advance is not subject to Tax, CPP, EI, WCB or Provincial Health.

On the Control Tab:

- Leave the default settings as they are.

4. Click *OK* to close the dialog box and complete the settings for our thirteenth earning type.

Earning 14 - Shift Premiums

1. From the *Payroll Earnings* dialog box, select the *Insert* button.

2. Insert numeric code **14** into the *Earning* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Earning Update* dialog box's *Description* tab:

- *Description:* **Shift Premium**
- *Short Name:* **Shift**

- *Unit Type*: **Hour**

On the Rate Tab:

- *Rate Evaluation:* **Set Rate**

- *Set Rate Value - Rate:* **.55**

  If you had an evening shift where you pay a company-wide standard rate, you would set the rate in this cell. Our lesson assumes that this is the case.

On the Flags Tab:

- Remove the checks from the E.I box in the Hours section.

On the Control Tab:

- *Earning Usage Control:* **May Turn Off for an Employee**

- Remove the check from the *Allow Modification at Employee Level* checkbox.

4. Click *OK* to close the dialog box and complete the settings for our fourteenth earning type.

Earning 15 - Piece Work

1. From the *Payroll Earnings* dialog box, select the *Insert* button.

2. Insert numeric code **15** into the *Earning* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Earning Update* dialog box's *Description* tab:

- *Description:* **Piece Work**

- *Short Name:* **Piece**

- *Unit Type*: **Piece**

- *EI Parameters*: **.25** (which represents 15 minutes out of an hour)

On the Rate Tab:

- *Rate Evaluation:* **Set Rate**

- *Set Rate Value - Rate:* **9** (which represents a dollar amount)

On the Flags Tab:

- Leave the default settings as they are.

On the Control Tab:

- *Earning Usage Control:* **May Turn Off for an Employee**

- Remove the check from the *Allow Modification at Employee Level* checkbox.

4. Click *OK* to close the dialog box and complete the settings for our fifteenth earning type.

Earning 16 - Per Diem

1. From the *Payroll Earnings* dialog box, select the *Insert* button.

2. Insert numeric code **16** into the *Earning* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Earning Update* dialog box's *Description* tab:

- *Description:* **Per Diem**
- *Short Name:* **Per Diem**
- *Unit Type*: **Piece**
- *EI Parameters*: **7.5**

On the Rate Tab:

- *Rate Evaluation:* **Set Rate**
- *Set Rate Value - Rate:* **9** (which represents a dollar amount)

On the Flags Tab:

- Leave the default settings as they are.

On the Control Tab:

- Leave the default settings as they are.

4. Click *OK* to close the dialog box and complete the settings for our sixteenth earning type.

Earning 17 - Bonus

1. From the *Payroll Earnings* dialog box, select the *Insert* button.
2. Insert numeric code **17** into the *Earning* cell, and then click *OK*.
3. Enter the following settings on the *Payroll Earning Update* dialog box's *Description* tab:
   - *Description:* **Bonus**
   - *Short Name:* **BON**
   - *Unit Type*: **Pay Period**

On the Rate Tab:

- *Rate Evaluation:* **Set Rate**

On the Flags Tab:

- Remove the check from the *E.I.* box in the *Hours* section.

On the Control Tab:

- Leave the default settings as they are.

  The tax calculation may be set up to *Use Bonus Tax Calculation* if (and only if) it is set to turn on in the first pay run of the year. The use of the alternate tax calculation method for non-periodic compensation **cannot** be implemented part way through the tax year.

4. Click *OK* to close the dialog box and complete the settings for our seventeenth earning type.

Earning 18 - Commission

1. From the *Payroll Earnings* dialog box, select the *Insert* button.
2. Insert numeric code **18** into the *Earning* cell, and then click *OK*.
3. Enter the following settings on the *Payroll Earning Update* dialog box's *Description* tab:

- *Description:* **Commission**

- *Short Name:* **Commission**

The following settings are for **Commission-Only** earnings (i.e. No Base Salary):

On the Description Tab:

- *Unit Type*: **Piece**

- *EI Parameters:* **35.5** (per week, if the *Pay Frequency* is *Weekly*. **71** if *Bi-weekly*, or **153.83** I *Monthly*).

On the Rate Tab:

- *Rate Evaluation:* **Set Rate**

On the Flags Tab:

- Leave the default settings as they are.

The following settings are if this is commission to be paid **in addition** to base salary

On the Description Tab:

- *Unit Type*: **Pay Period**

On the Rate Tab:

- *Rate Evaluation:* **Set Rate**

On the Flags Tab:

- Leave the default settings as they are with the exception that commission paid in addition to base salary type does not have E.I. hours <u>turned on</u> (i.e. remove the check from the *E.I.* box in the *Hours* section).

4. Click *OK* to close the dialog box and complete the settings for our eighteenth earning type.

Earning 19 - Disability Pay

1. From the *Payroll Earnings* dialog box, select the *Insert* button.

2. Insert numeric code **19** into the *Earning* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Earning Update* dialog box's *Description* tab:

- *Description:* **Disability Pay**

- *Short Name:* **Dis Pay**

- *Unit Type*: **Hour**

On the Rate Tab:

- *Rate Evaluation:* **Multiplier**

- *Multiple Parameters - Multiple:* **.60**

On the Flags Tab:

- Remove the check from both E.I. boxes (*Dollars* and *Hours*)

On the Control Tab:

- Leave the default settings as they are.

4. Click *OK* to close the dialog box and complete the settings for our nineteenth earning type.

Earning 20 - Statutory Holiday Pay

1. From the *Payroll Earnings* dialog box, select the *Insert* button.

2. Insert numeric code **20** into the *Earning* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Earning Update* dialog box's *Description* tab:

- *Description:* **Statutory Holiday Pay**

- *Short Name:* **Stat Pay**

- *Unit Type*: **Hour**

On the Rate Tab:

- *Rate Evaluation:* **Multiplier**

- *Multiple Parameters - Multiple:* **1**

On the Flags Tab:

- Place a check in the *Process for Statutory Holiday only* box.

  By using this setting, it will be necessary to complete the *Calendar Update* in order to identify the date for each statutory holiday.

On the Control Tab:

- The *Earning Usage Control* settings can be left with the defaults

If this Stat Pay Earning applies to hourly paid employees:

- Select the *No Contra* option in the *Contra Settings* section.

If this Stat Pay Earning applies to salaried employees:

- Select the *Employee Base* option in the *Contra Settings* section.

Depending on the jurisdiction and your company's reporting requirements it may be necessary to set up two Stat pay earning types: *Salary - Statutory Holiday Pay* and *Hourly - Statutory Holiday Pay*.

4. Click *OK* to close the dialog box and complete the settings for our twentieth earning type.

Earning 21 - Banked Time In

1. From the *Payroll Earnings* dialog box, select the *Insert* button.

2. Insert numeric code **21** into the *Earning* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Earning Update* dialog box's *Description* tab:

- *Description:* **Banked Time In**

- *Short Name:* **Banked In**

- *Unit Type*: **Hour**

On the Rate Tab:

- *Rate Evaluation:* **Multiplier**

- *Multiple Parameters - Multiple:* **1**

On the Flags Tab:

- Leave the default settings as they are.

On the Control Tab:

- Leave the default settings as they are.

4. Click *OK* to close the dialog box and complete the settings for our twenty-first earning type.

Earning 22 - Paid out Bank

1. From the *Payroll Earnings* dialog box, select the *Insert* button.

2. Insert numeric code **22** into the *Earning* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Earning Update* dialog box's *Description* tab:

- *Description:* **Paid Out Bank**

- *Short Name:* **Paid Bank**

- *Unit Type*: **Hour**

On the Rate Tab:

- *Rate Evaluation:* **Multiplier**

- *Multiple Parameters - Multiple:* **1**

On the Flags Tab:

- Leave the default settings as they are.

On the Control Tab:

- Leave the default settings as they are.

4. Click *OK* to close the dialog box and complete the settings for our twenty-second earning type. With the completion of this earning, the second part of our automatic bank time processing is now complete.
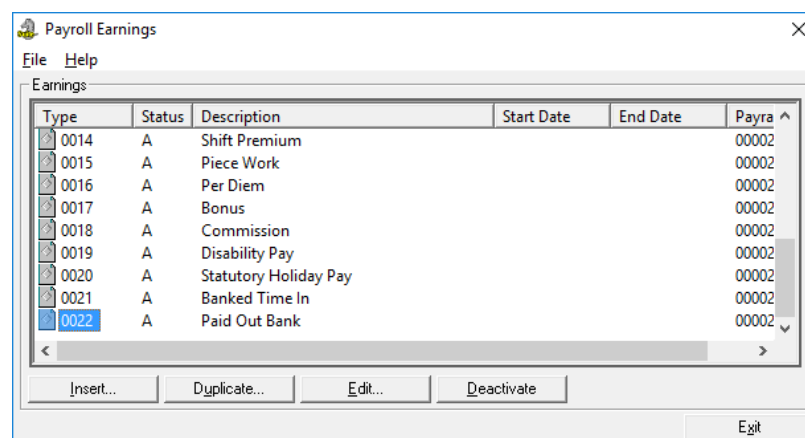
Fig. 4-35
The Payroll Earnings Dialog Box with 22 Earnings

5. Choose the *Exit* button to close the *Payroll Earnings* dialog box. This returns you to the *Payroll Module* window.

We have now set up a fairly standard set of twenty two different earning types. You will note that in all cases we used no start or end dates. In comparing each of these earnings you will see differences to accommodate different tax and insurable treatments according to CRA and ESDC guidelines.

We have also used various methods of determining a rate of pay. There is one method of resolving rates which we have not as yet implemented and that is through the use of a rate table. The rate table set up will be covered later in the set up process. We will then return to our standard list of earnings and redefine earning number 10 in particular. GrandMaster Suite allows for the set up of 200 different earning codes. We recommend that you begin at Number 1 and assign them sequentially for efficient processing.

Step 7: Defining Payroll Deductions and Benefits *(Optional)*

The following step is optional - If your payroll does not include any deductions and benefits, you can skip forward to the next step: *Step 8: Defining Payroll Accumulators*.

Step 7 involves setting up your payroll's regular, or non-statutory Deductions - amounts that are subtracted from the employee's pay. There are many examples of regular deductions such as dental plan premiums, life insurance premiums, pension contributions, union dues, garnishee orders etc.

Statutory Deductions are Calculated Automatically - There is no need to define statutory deductions (e.g. Income Tax, CPP, E.I., Premiums, etc.). These deductions are calculated automatically by the program and their respective values are based upon the various settings for each employee.

Payroll deductions are used to define the categories of company deductions or benefits (or both) that will be included in the calculation of an employee's pay. GrandMaster Suite provides over one hundred different calculation formulas that can be used to calculate a deduction and/or benefit. Each deduction formula provides a number of parameters that can be used to determine the results of the calculation.

Alternatively, the deduction and/or benefit can be set up as a fixed amount to deduct for each pay. Since GrandMaster Suite Payroll is date sensitive, several deductions of each type may be present, with each applying to a particular date range. GrandMaster Suite payroll processing provides a method of evaluating a deduction and then determining which pay period (in the month) or actual day/date of the month to process the deduction/benefit.

The Association between Deductions and Benefits - In many situations both deductions and benefits are related. For example, the deductions that are associated with benefit programs such as health plans, life insurance plans, and other benefit plans. Therefore, when you create a deduction in GrandMaster Suite, you can also define the settings for the corresponding benefit, if one is applicable. This gives you the option of utilizing the deduction only, the benefit only, or both. GrandMaster Suite will allocate these costs to all the areas/departments in which the employee works.

Other deductions that are not generally associated with benefits (e.g. union dues, parking fees, savings bonds, etc.) are referred to as "general deductions". Both the deduction and the benefit are defined using the same dialog box (as described below).

Skip Forward to Other Sections as Needed:

As you proceed through this section of the guide, you may stop at any time if you have created your desired deduction/benefit types (this section provides instruction for 15 common deduction/benefit types and your payroll may have only one or two).

We will now proceed to setup several different common deductions/benefit types as follows:

1.	RRSP	**9.**	Advance Deduction
2.	Union Dues - Monthly (simple)	**10.**	Company Purchase Plan
3.	Social Fund	**11.**	Uniforms/Safety Equipment
4.	Group Insurance - Dental	**12.**	Garnishment
5.	Group Insurance - Health	**13.**	Union Dues - Monthly (automatic)
6.	Group Insurance - Wage Loss Indemnity	**14.**	Union Dues - Part Time staff - Minimums
7.	Group Insurance - Long Term Disability	**15.**	Bonus Payment RRSP
8.	Group Insurance - Life		

Deduction 1 - RRSP

We will begin with a typical RRSP deduction where the employee is deducted a specified amount for each pay period and the employer matches the amount. The RRSP deduction will be based on a percentage of each individual employee's earnings.

Because the deduction is being entered at the company-level, it can be applied to all employees and save the time of creating individual deductions for each employee later when they are added to the payroll.

1. Ensure your payroll is open and ready for use. You can tell if you have a payroll selected because its name will appear in the center of the *Payroll Module*.

2. Choose the *Payroll - Deductions* command. This opens the *Payroll Deductions* dialog box.
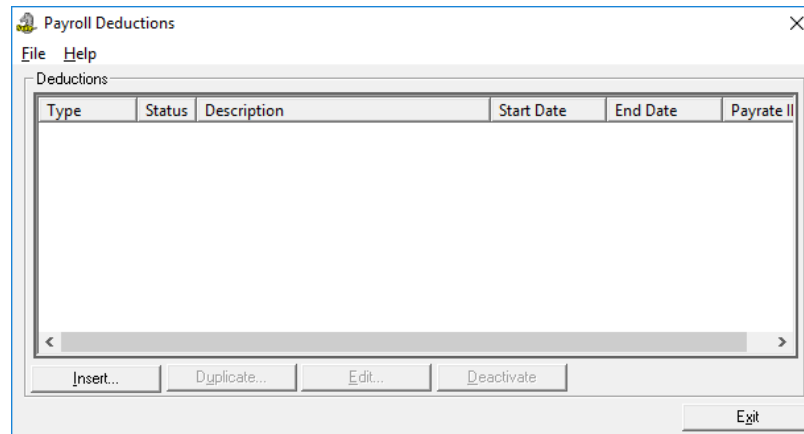
Fig. 4-36
The Payroll Deductions Dialog Box

3.   Choose the *Insert* button. This opens the *New Deduction* dialog box where you must enter a code for the new deduction.

4.   Insert numeric code **1** into the *Deduction* cell, and then click *OK*.

5.   When the *Payroll Deduction Update* dialog box appears, enter the following details in the *General* tab:

   • *Description:* **RRSP**

   • *Short Name:* **RRSP**

On the Fixed Tab:

   • Leave the default settings as they are.

On the Calculate Tab:

   • Click inside the *Calculation Code* cell, and then press **<F8>** on your keyboard. This opens the *Deduction Calculation Method* dialog box that displays a pre-defined list of calculation methods that you can apply to the new deduction.
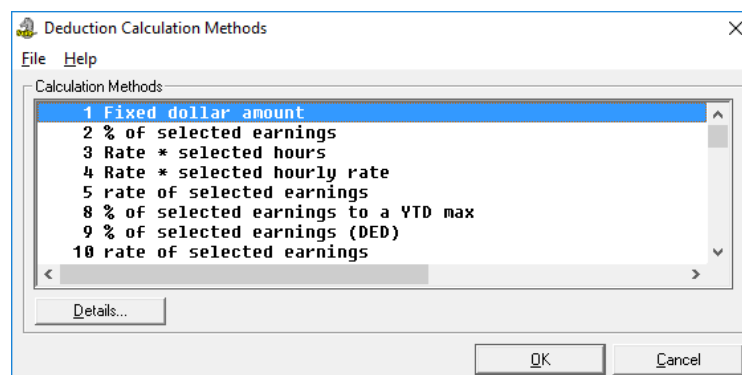
Fig. 4-37
The Deduction Calculation Method Dialog Box

   • Click on the second option in the list (code *2: % of selected earnings*), and then choose the *Details* button to view a description of the calculation parameters.
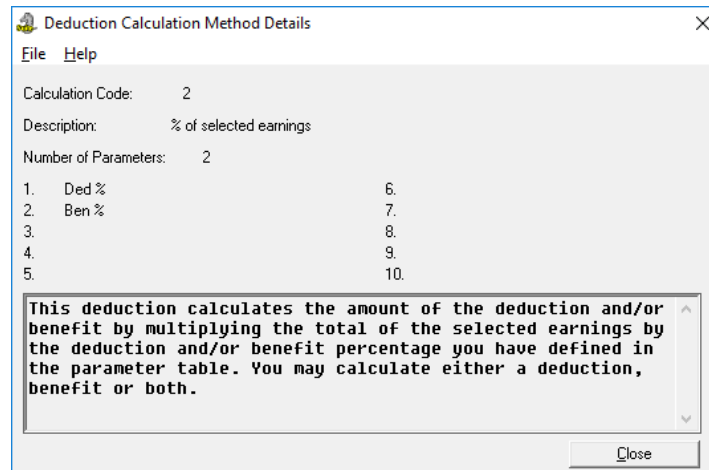
Fig. 4-38
The Deduction Calculation Method Details Dialog Box

- Close the *Deduction Calculation Method Details* dialog box and then click OK to accept the chosen code and return to the *Payroll Deduction Update* dialog box. A number *2* will now appear in the *Calculation Code* cell to indicate that the RRSP deduction will use a percentage of selected earnings during the calculation process.
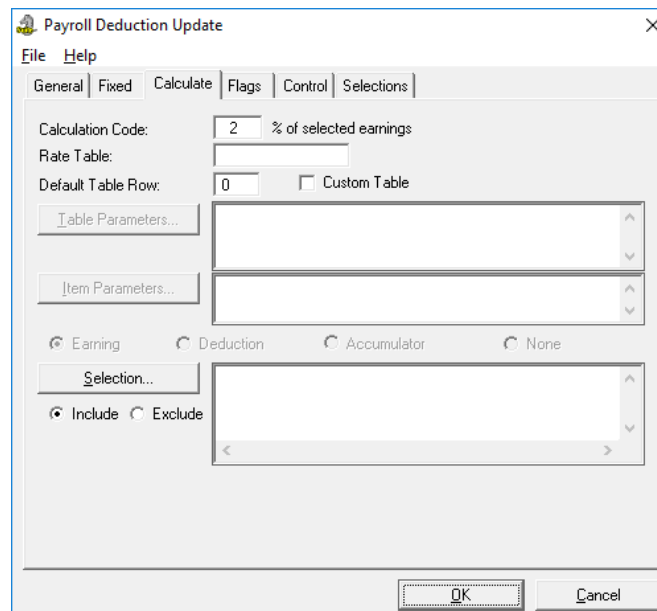
Fig. 4-39
The Calculation Code is Applied

- Since we will not yet be using a *Rate Table*, place a check in the *Custom Table* checkbox to activate the custom feature. This enables the *Table Parameters* button.

- Click on the *Table Parameters* button. This opens the *Custom Deduction Parameters* dialog box so that you can define the settings to be used for the deduction.

- With the first row highlighted by default (the row containing the 0.000), choose the *Edit Line* button to open the *Parameter Values* dialog box.

- Enter the number **3** in both the *Ded %* and *Ben %* cells. The *Ded* cell value represents the percentage of earnings that on which the employee's deductions will be based. The *Ben* value represents the contribution amount that will be matched by the employer.
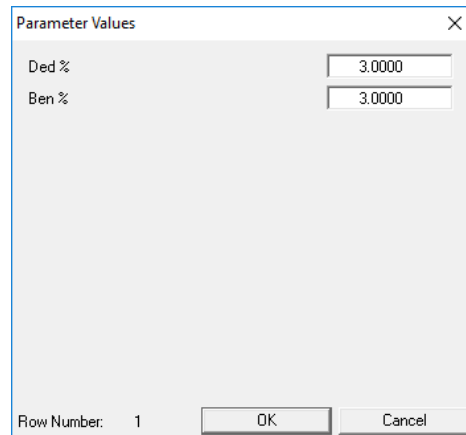
Fig. 4-40
The Parameter Values Applied

- Click *OK* to close the dialog box and you will see that the first row in the table updates to reflect the new values.
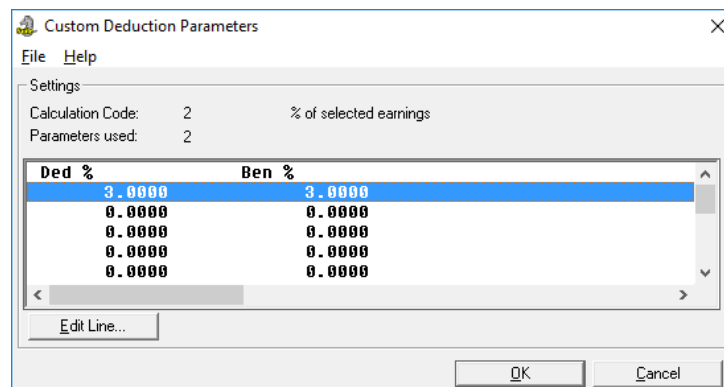
Fig. 4-41
The Custom Parameters Applied

- Click on the second row to highlight it, choose the *Edit Line* button to open the *Parameter Values* dialog box for the second line, and then enter the number **5** in both the *Ded %* and *Ben %* cells. Click *OK* to save the changes and then close the *Custom Deduction Parameters* dialog box to return to the *General* tab. The two edited rows are displayed along with their custom values.
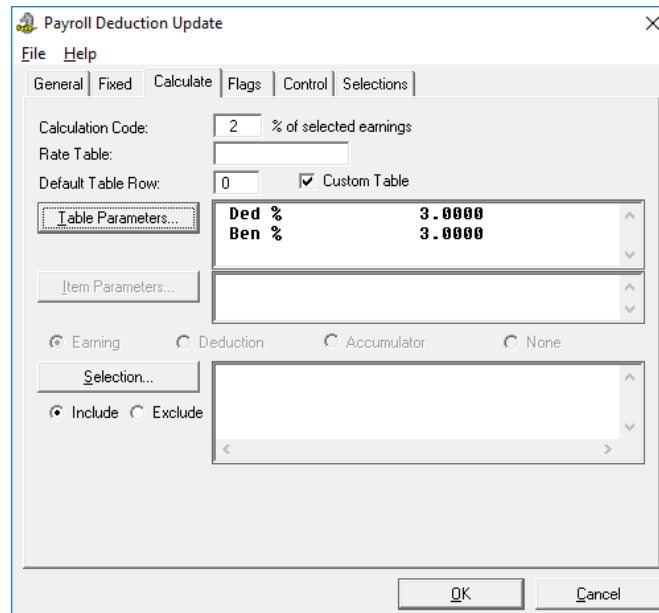
Fig. 4-42
The Calculate Tab with the Custom Table Values Assigned

- Click on the *Selection* button. This opens the *Payroll Earnings Selection* dialog box so that you can specific the earnings to which this RRSP deduction will apply.

- Click to highlight the applicable earnings to assign them to the RRSP deduction. Earnings will vary by company - most will use *Salary, Salary-Overtime, Salary-Sick Pay, Hourly-Regular, Hourly-Overtime, Hourly-Double Time, Hourly-Sick Pay*, etc.
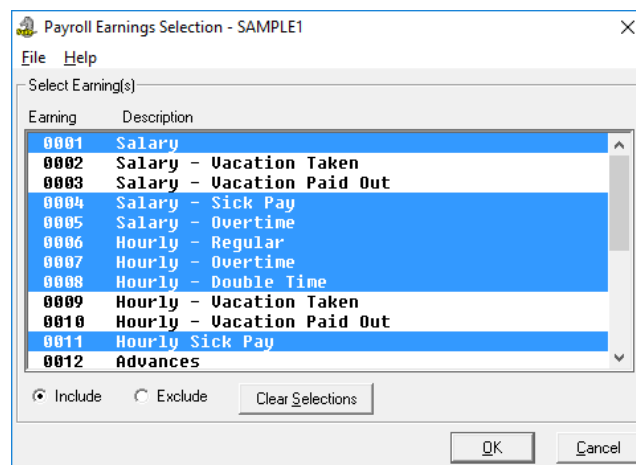
Fig. 4-43
The Earnings Assigned to the RRSP Deduction

- When the earnings have been assigned, click *OK* to close the dialog box and the *Payroll Deduction Update* dialog box displays the assigned earnings in the *Selection* section.
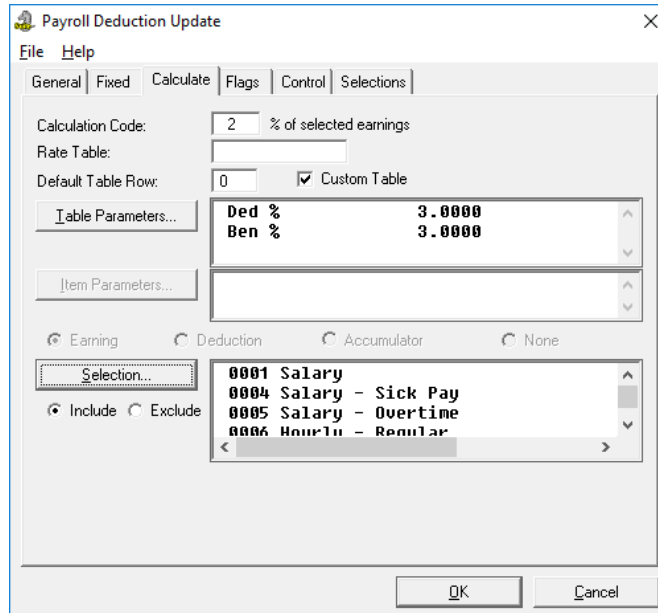
Fig. 4-44
The Calculate Tab Completed

On the Flags Tab:

- Under the *Benefits Subject To* section, place a check in the *Tax* and *C.P.P.* checkboxes.

- Under the *Deduction Class* section, choose the *Register Pension* option.

- Place a check in both the *Distribute Benefits* and *Print Benefit on Cheque* checkboxes.
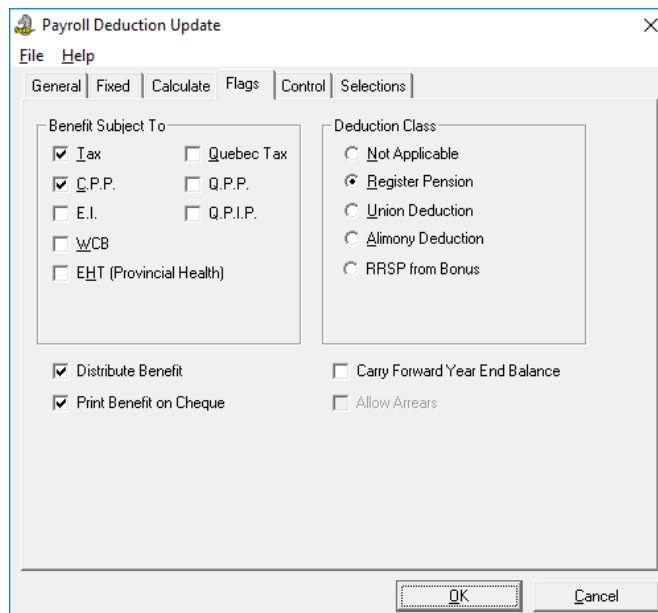
Fig. 4-45
The Flags Tab Completed

On the Control Tab:

- We will leave the defaults as they are for the *Deduction Usage Control* section.

- Under the *Evaluation* section, ensure that the *Per Pay* option is selected. This will cause the RRSP Deduction/Benefit to be calculated and processed each and every pay.
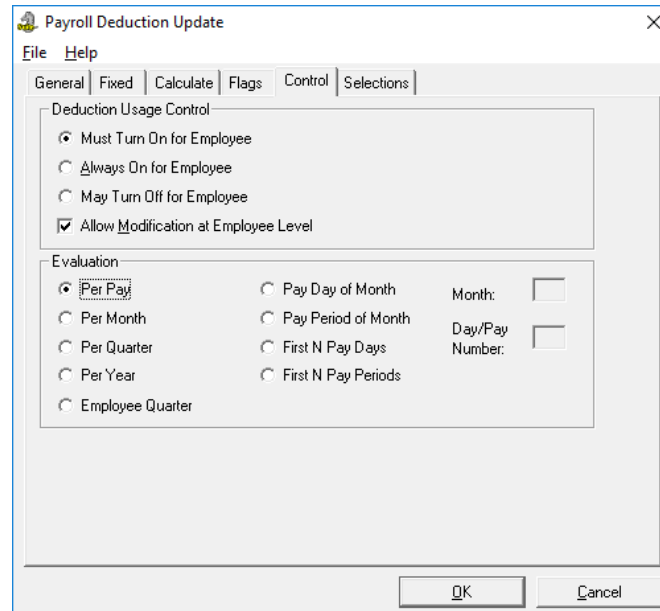
Fig. 4-46
The Control Tab Completed

On the Selections Tab:

- Leave the default settings as they are. This completes the settings for the first deduction.

6. Click *OK* to close the *Payroll Deduction Update* dialog box and the new deduction appears in the list.
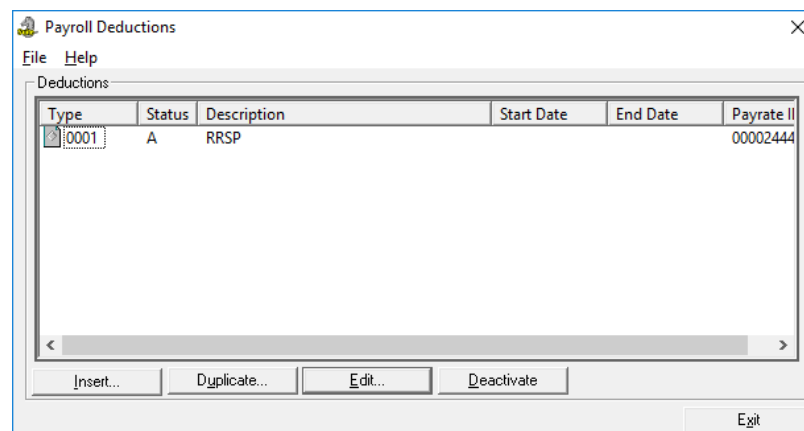
Fig. 4-47
The Completed Deduction Appears in the Payroll Deductions List

Are You Finished with Deductions and Ready To Add Employees?

Remember, if you are finished entering your desired deduction types, you may move ahead to *"Add Employee"* section of this guide at any time. Once you add your employees, you will be ready to enter their work hours and process your first payroll.

Or if you prefer, you can continue on with the following sections to learn how to setup the remaining payroll deduction/benefit types.

We will now proceed and enter our second deduction type.

Deduction 2 - Union Dues - Monthly

1. From the *Payroll Deductions* dialog box, select the *Insert* button.

2. Insert numeric code **2** into the *Deduction* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Deduction Update* dialog box's *General* tab:

   - *Description:* **Union Dues Monthly**
   - *Short Name:* **Union Dues**

On the Fixed Tab:

   - Place a check in the *Use Fixed Values* checkbox.
   - *Amount:* **25**

On the Calculate Tab:

   - Leave the default settings as they are. **Note:** We will not enter or change anything since we have chosen a "fixed" amount, and not a "calculation" code type.

On the Flags Tab:

   - Place a check in the *Union Deduction* checkbox in the *Deduction Class* section.

On the Control Tab:

   - Select the *Pay Period of Month* option in the *Evaluation* section.
   - Enter 1 in the Day/Pay Number box.

     The above settings indicate that for all employees who have this type of deduction, $25.00 will be taken as a payroll deduction in the first pay period of the month.

4. Click *OK* to close the dialog box and complete the settings for our second deduction type.

Deduction 3 - Social Fund

1. From the *Payroll Deductions* dialog box, select the *Insert* button.

2. Insert numeric code **3** into the *Deduction* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Deduction Update* dialog box's *General* tab:

   - *Description:* **Social Fund**
   - *Short Name:* **Social**

On the Fixed Tab:

- Place a check in the *Use Fixed Values* checkbox.
- *Amount:* **2**

On the Calculate Tab:

- Leave the default settings as they are.

On the Flags Tab:

- Leave the default settings as they are.

On the Control Tab:

- In the *Deduction Usage Control* section, select *Always On For Employee*.
- Remove the check from the *Allow Modification at Employee Level* checkbox.
- Select the *Per Pay* option in the *Evaluation* section.

  The above settings ensure that all employees will have $2.00 deducted per pay with no exceptions.

4. Click *OK* to close the dialog box and complete the settings for our third deduction type.

Deduction 4 - Group Insurance - Dental

1. From the *Payroll Deductions* dialog box, select the *Insert* button.
2. Insert numeric code **4** into the *Deduction* cell, and then click *OK*.
3. Enter the following settings on the *Payroll Deduction Update* dialog box's *General* tab:

   - *Description:* **Group Insurance - Dental**
   - *Short Name:* **Dental**

On the Fixed Tab:

- Leave the default settings as they are.

On the Calculate Tab:

- Click inside the *Calculation Code* cell, press **<F8>**, and then choose the *1-Fixed Dollar Amount* calculation method. Close the dialog box when you have made the selection.
- Place a check in the *Custom Table* checkbox and then select the *Table Parameters* button. This opens the *Custom Deduction Parameters* dialog box so that you can specify your custom deduction amounts.
- Choose the *Edit Line* button. This opens the *Parameter Values* dialog box so that you can enter a specific deduction value for the first row.
- Enter **15** in the *Ded Amount* cell and then close the *Parameter Values* dialog box. This value represents a $15 deduction.
- Repeat the preceding 2 steps, entering **25** and **35** respectively in rows two and three. Close the completed *Deduction Parameters* dialog box when you are finished editing the three lines.

Fig. 4-48
Three Edited Lines in the Completed Deduction Parameters Dialog Box

On the Flags Tab:

- Leave the default settings as they are.

On the Control Tab:

- Select the *Per Pay* option in the *Evaluation* section.

4. Click *OK* to close the dialog box and complete the settings for our fourth deduction type.

Deduction 5 - Group Insurance - Health

1. From the *Payroll Deductions* dialog box, select the *Insert* button.

2. Insert numeric code **5** into the *Deduction* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Deduction Update* dialog box's *General* tab:

    - *Description:* **Group Insurance - Health**

    - *Short Name:* **Health**

On the Fixed Tab:

- Leave the default settings as they are.

On the Calculate Tab:

- Click inside the *Calculation Code* cell, press **<F8>**, and then choose the *1-Fixed Dollar Amount* calculation method. Close the dialog box when you have made the selection.

- Place a check in the *Custom Table* checkbox and then select the *Table Parameters* button. This opens the *Custom Deduction Parameters* dialog box so that you can specify your custom deduction amounts.

- Choose the *Edit Line* button. This opens the *Parameter Values* dialog box so that you can enter a specific deduction value for the first row.

- Enter **18** in the *Ded Amount* cell and then close the *Parameter Values* dialog box. This value represents an $18 deduction.

- Repeat the preceding 2 steps, entering **27** and **36** respectively in rows two and three. Close the *Custom Deduction Parameters* dialog box when you are finished editing the three lines.

On the Flags Tab:

- Leave the default settings as they are.

On the Control Tab:

- Select the *Per Pay* option in the *Evaluation* section.

4.   Click *OK* to close the dialog box and complete the settings for our fifth deduction type.

Deduction 6 - Wage Loss Indemnity

1.   From the *Payroll Deductions* dialog box, select the *Insert* button.

2.   Insert numeric code **6** into the *Deduction* cell, and then click *OK*.

3.   Enter the following settings on the *Payroll Deduction Update* dialog box's *General* tab:

- *Description:* **Wage Loss Indemnity**
- *Short Name:* **Indemnity**

On the Fixed Tab:

- Leave the default settings as they are.

On the Calculate Tab:

- *Calculation Code:* **106** *(Indemnity/Life Calculation)*
- Place a check in the *Custom Table* checkbox, select the *Table Parameters* button, and then choose the *Edit Line* button to open the *Parameter Values* dialog box.
- Enter the following values in the nine fields that appear:

  - *Rounding:* Enter an amount that will be "the rounded to" if applicable (e.g. to round out an annual salary to the nearest $1000.00, you would enter **1000**).

  - *Fraction:* Enter a fraction of coverage type (e.g. to specify weekly coverage for the entire year, you would enter **52**).

  - *% Cover:* Enter the percentage of wages that will be covered (e.g. to cover 2/3 of employee wages, you would enter **66.67**).

  - *Max Cover:* Enter the maximum coverage allowed if applicable (e.g. to specify a maximum amount of $3500.00 per week, you would enter **3500**).

  - *% Over:* Enter the percentage of wages that will be covered, over and above the maximum (e.g. to cover 10% of excess above $3500.00 per week you would enter a value of **10**).

  - *Rate:* Enter the unit rate specified by the plan (e.g. **75** per unit).

  - *Unit:* Enter the unit specified by the plan (e.g. **10** units).

  - *DED%:* Enter a percentage amount that will represent the deduction portion (e.g. for 3/4 of the deduction portion, you would enter **75**).

  - *BEN%:* Enter the percentage amount that will represent the benefit portion (e.g. for 1/4 of the benefit portion, you would enter **25**).

The above settings will calculate a deduction/benefit cost per pay for wage loss indemnity. Most plans quote a percentage of weekly wages covered to a rounded annual salary and a maximum weekly wage expressed as a monthly premium at a cost of $x.xx per so many dollars. The company must then allocate the deduction/benefit split, if any, and determine when the monthly premium is to be paid.

- Close the *Parameters Values* dialog box, and then also close the *Custom Deduction Parameters* dialog box when you are finished editing the top line.
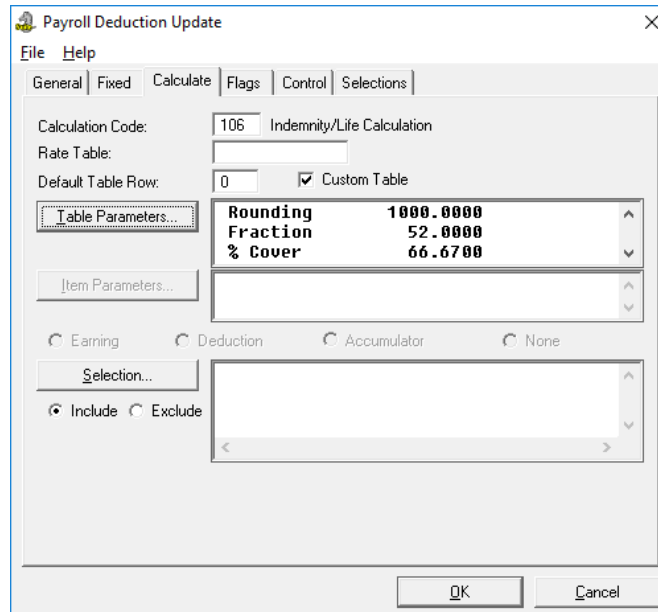
Fig. 4-49
The Completed Calculate Tab in the Payroll Deduction Update Dialog Box

On the Flags Tab:

- Place a check in the *Tax* and *C.P.P.* checkboxes. This ensures that if a claim is ever put through on this item, the payments will be tax-free.

- Leave the *Deduction Class* default settings as they are. In the case of Wage Loss Indemnity paid to a group plan, the employer's portion/ benefit is NOT subject to any statutory deductions. There is also no deduction class which applies.

- Place a check in the *Distribute Benefit* checkbox. This ensures the correct allocation of expenses to the financial system. You may wish to show the employees the employer's contribution to a wage loss plan.

On the Control Tab:

- Select the *Per Pay* option in the *Evaluation* section.

4. Click *OK* to close the dialog box and complete the settings for our sixth deduction type.

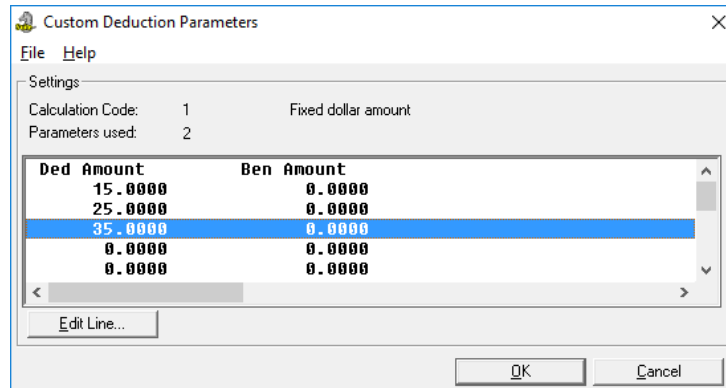## Deduction 7 - Long Term Disability

1. From the *Payroll Deductions* dialog box, select the *Insert* button.

2. Insert numeric code **7** into the *Deduction* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Deduction Update* dialog box's *General* tab:

- *Description:* **Long Term Disability**

- *Short Name:* **LTD**

On the Fixed Tab:

- Leave the default settings as they are.

On the Calculate Tab:

- *Calculation Code:* **106** *(Indemnity/Life Calculation)*

- Place a check in the *Custom Table* checkbox, select the *Table Parameters* button, and then choose the *Edit Line* button to open the *Parameter Values* dialog box.

- Enter the following values in the nine fields that appear:

  - *Rounding:* Enter an amount that will be "the rounded to" if applicable (e.g. to round out an annual salary to the nearest $1000.00, you would enter **1000**).

  - *Fraction:* Enter a fraction of coverage type (e.g. to specify weekly coverage for the entire year, you would enter **52**).

  - *% Cover:* Enter the percentage of wages that will be covered (e.g. to cover 2/3 of employee wages, you would enter **66.67**).

  - *Max Cover:* Enter the maximum coverage allowed if applicable (e.g. to specify a maximum amount of $2500.00 per week, you would enter **2500**).

  - *% Over:* Enter the percentage of wages that will be covered, over and above the maximum (e.g. to cover 20% of excess above $2500.00 per week you would enter a value of **20**).

  - *Rate:* Enter the unit rate specified by the plan (e.g. **71** per unit).

  - *Unit:* Enter the unit specified by the plan (e.g. **100** units).

  - *DED%:* Enter the percentage amount that will represent the deduction portion (e.g. to cover the entire deduction portion, you would enter **100**).

  - *BEN%:* Enter the percentage amount that will represent the benefit portion (e.g. to cover none of the benefit portion, you would enter **0**).

- Close the *Parameters Values* dialog box, and then also close the *Custom Deduction Parameters* dialog box when you are finished editing the top line.

On the Flags Tab:

- Place a check in both the *Tax* and *C.P.P.* checkboxes in the *Benefit Subject To* section. In the case of long term disability paid to a group plan, the employer's portion/ benefit should be considered subject to Tax and CPP. If an employee should ever have to draw against Long Term Disability and part or all of the premiums were paid by the employer, the employee will find his liability income is taxed if the benefit portion was not marked as a taxable benefit.

- Place a check in the *Distribute Benefit* checkbox to ensure the correct allocation of expenses to the financial system. You may wish to show the employees the employer's contribution to an LTD plan.

On the Control Tab:

- Select the *Per Pay* option in the *Evaluation* section.

4. Click *OK* to close the dialog box and complete the settings for our seventh deduction type.

Deduction 8 - Life Insurance

1. From the *Payroll Deductions* dialog box, select the *Insert* button.

2. Insert numeric code **8** into the *Deduction* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Deduction Update* dialog box's *General* tab:

   - *Description:* **Life Insurance**

   - *Short Name:* **LIFINS**

   On the Fixed Tab:

   - Leave the default settings as they are.

   On the Calculate Tab:

   - *Calculation Code:* **106** *(Indemnity/Life Calculation)*

   - Place a check in the *Custom Table* checkbox, select the *Table Parameters* button, and then choose the *Edit Line* button to open the *Parameter Values* dialog box.

   - Enter the following values in the nine fields that appear:

     - *Rounding:* Enter an amount that will be "the rounded to" if applicable (e.g. to round out an annual salary to the nearest $1000.00, you would enter **1000**).

     - *Fraction:* No fraction entry is required for this deduction type.

     - *% Cover:* Enter the percentage of annual salary that will be covered (e.g. twice salary would be entered as **200**, and 1 1/2 times salary would be entered as **150**).

     - *Max Cover:* Enter the maximum coverage allowed if applicable (e.g. **75000.00** per year).

     - *% Over:* No percentage over entry is required for this deduction type.

     - *Rate:* Enter the unit rate specified by the plan (e.g. **.61** per unit)

     - *Unit:* Enter the unit specified by the plan (e.g. **1000** units)

     - *DED%:* There is no percentage amount required for deduction portion.

     - *BEN%:* Enter the percentage amount that will represent the benefit portion (e.g. **100**).

   - Close the *Parameters Values* dialog box, and then also close the *Custom Deduction Parameters* dialog box when you are finished editing the top line.

   On the Flags Tab:

   - Place a check in both the *Tax* and *C.P.P.* checkboxes in the *Benefit Subject To* section.

   - Place a check in the *Distribute Benefit* checkbox to ensure the correct allocation of expenses to the financial system. You may wish to show the employees the employer's contribution to a Life Insurance plan, especially when it affects taxes charged.

   On the Control Tab:

   - Select the *Per Pay* option in the *Evaluation* section.

4. Click *OK* to close the dialog box and complete the settings for our eighth deduction type.

Deduction 9 - Advances

1. From the *Payroll Deductions* dialog box, select the *Insert* button.

2. Insert numeric code **9** into the *Deduction* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Deduction Update* dialog box's *General* tab:

   - *Description:* **Advances**
   - *Short Name:* **Advances**

On the Fixed Tab:

   - Place a check in the *Use Fixed Values* checkbox.

On the Calculate Tab:

   - Leave the default settings as they are.

On the Flags Tab:

   - Leave the default settings as they are.

On the Control Tab:

   - Select the *Per Pay* option in the *Evaluation* section.

4. Click *OK* to close the dialog box and complete the settings for our ninth deduction type. We are now returned to the *Payroll Deductions* dialog box

> **Tying this Deduction to the "Advances" Earning:** Earlier in the lesson when we were setting up earning #12 (in the *Earning 12 - Advances* section of this guide), it was noted that we would later make a change to the "Advances" earning.
>
> We will make this change right now, momentarily exiting the *Deductions* section of the program as we do so.

5. Choose the *Exit* button to close the *Payroll Deductions* dialog box, and then choose the *Payroll - Earnings* menu command from the *Payroll Module* widow.

6. Select earning *# 0012* from the list of deductions that you created earlier in the lesson, and then choose the *Edit* button. This opens the *Payroll Earning Update* dialog box.

7. Select the *Control* tab and make the following changes:

   - Place a check in the *May Turn Off For Employee* checkbox.

   - Choose *Deduction* in the *Contra Settings* section.

   - Click inside the *Type* cell, and then press **<F8>** on your keyboard (or choose the *Question Mark* button located to the right of this field). This opens the *Deduction Listing* dialog box that displays a list of deductions in the current payroll.

   - Click on earning number *9 - Advances* to highlight it in the list, and then click *OK* to close the dialog box. The *Type* cell now displays a number 9 to indicate the associated deduction.
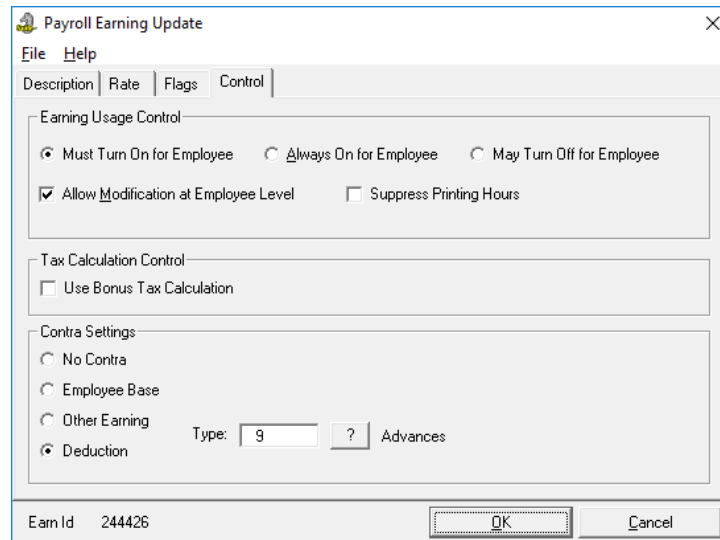
Fig. 4-50
The Advances Earning Tied to the Advances Deduction

- *Close* and *Exit* the two dialog boxes to return to the *Payroll Module* window.

We have just "tied" together the earning to a particular deduction, in this case, deduction #9. This will now instruct GrandMaster Suite to automatically generate a deduction of the exact amount of the advance during every normal pay run, following an *Advance* cheque run.

With the Advance Earning and Advance Deduction set up in this way, it is not necessary to input the deduction transaction for *program-generated* advances since the deduction will be automatic.

However, this deduction code can be used as a normal deduction in other cases. If a manual cheque was issued to an employee you may wish to claim it back from this pay cheque. You may put through an adjustment for the amount using this deduction code.

We will now return to the *Deduction* section to continue setting up our payroll deductions.

Deduction 10 - Company Purchase Plan

1. Choose the **Payroll - Deductions** command. This opens the *Payroll Deductions* dialog box.

2. Choose the *Insert* button. This opens the *New Deduction* dialog box where you must enter a code for the new deduction.

3. Insert numeric code **10** into the *Deduction* cell, and then click *OK*.

4. Enter the following settings on the *Payroll Deduction Update* dialog box's *General* tab:

   - *Description:* **Company Purchase Plan**

   - *Short Name:* **Purchases**

On the Fixed Tab:

- Leave the default settings as they are.

On the Calculate Tab:

- *Calculation Code:* **102** *(Deduct Portion of Accumulator)*

- Place a check in the *Custom Table* checkbox, select the *Table Parameters* button, and then choose the *Edit Line* button to open the *Parameter Values* dialog box.

- Enter the following values in the four fields that appear:

  - *Ded %:* If you have established a company policy where your employees will pay back a percentage of the balance owing on each and every pay or once a month, enter the agreed upon percentage (e.g. **10**)

  - *Ded Min:* Enter the minimum allowed deduction amount so that even though you have agreed to 10%, you can establish how low a pay-back you will allow (e.g. **25**)

  - *Ded Max:* Enter the maximum deduction amount to establish an upper limit for the deduction (e.g. **100**).

  - *Ben %:* Enter a benefit percentage which could apply - for example in the case of recording an administration employer's cost or interest and carrying charges on a major purchase, such as a computer (e.g. **1**). The benefit is strictly a cost and does not reduce the outstanding purchase amount.

- Close the *Parameters Values* dialog box, and then also close the *Custom Deduction Parameters* dialog box when you are finished editing the top line.

Further Setup Required: An item *parameter* is required to fully implement this deduction, however the item is an accumulator which we have not yet set up. We will return to this deduction later in our set up, in order to insert the correct accumulator code number (for now we will leave this blank).

On the Flags Tab:

- If you are charging some piece as established by or benefit percentage as a Taxable Benefit, such as loan interest, you would place a check in the *Tax* checkbox. Please refer to CRA guidelines to determine if your benefit type is also *Pensionable* and *Insurable*.

- Place a check in the *Distribute Benefit* checkbox to ensure the correct allocation of expenses/income to the financial systems.

- Place a check in the *Print Benefit* checkbox if you wish to show employees the cost of this purchase plan.

On the Control Tab:

- Depending on your evaluation preferences, select either the *Per Pay* or Per Month option in the *Evaluation* section. For example, if you choose to evaluate per month, you would insert the day date you wish this deduction to take place (e.g. **15**, to represent the 15th of the month. In this case, the program would take the deduction on the pay period that includes the 15th of the month).

5. Click *OK* to close the dialog box and complete the interim settings for our tenth deduction type. As mentioned in the note above, we will return to this deduction later to assign it an item parameter.

Deduction 11 - Uniforms/Safety Equipment

1. From the *Payroll Deductions* dialog box, select the *Insert* button.

2. Insert numeric code **11** into the *Deduction* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Deduction Update* dialog box's *General* tab:

- *Description:* **Uniforms/Safety Equipment**

- *Short Name:* **Uniforms**

On the Fixed Tab:

- Place a check in the *Use Fixed Values* checkbox. Normally, we would

Further Setup Required: Since this deduction type is unique to an individual (in terms of the values), we will not set up the details here at the payroll level, but rather will do so later at the employee level. This means that each employee will use a specific set-rate based on their individual income amounts.

On the Calculate Tab:

- Leave the default settings as they are.

On the Flags Tab:

- Place check in the *Distribute Benefit* checkbox.

- If you wish to print the Benefit for your employee's information, place a check in the *Print Benefit on Cheque* checkbox. The benefit in this case is the "Entitlement" credit provided by the company. Your company policy may be to require your employees to wear uniforms and the company offsets part of the cost every year, therefore an entitlement.

On the Control Tab:

- Select the *Per Pay* option in the *Evaluation* section.

Further Setup Required: In order for this *Uniforms/Safety Equipment* deduction to operate correctly, it is important that we also implement an *Accumulator* for it. The accumulator will work in conjunction with this deduction in order to keep track of the employee's entitlement credit and to only make a payroll deduction once the credit has been exhausted for the year.

We will establish an accumulator for this purpose later during our accumulator set up, but we will not have to return to this deduction screen to make any changes. Although the deduction setup is complete for now, it will not perform any functions until the associated accumulator is applied.

4. Click *OK* to close the dialog box and complete the settings for our eleventh deduction type.

Deduction 12 - Garnishment

1. From the *Payroll Deductions* dialog box, select the *Insert* button.

2. Insert numeric code **12** into the *Deduction* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Deduction Update* dialog box's *General* tab:

- *Description:* **Garnishment**

- *Short Name:* **Garnish**

On the Fixed Tab:

- Leave the default settings as they are.

On the Calculate Tab:

- *Calculation Code:* **27**

> **Further Setup Required:** Since a garnishment is unique to an individual (in terms of the values), we will not set up the details here at the payroll level, but rather will do so later using a *Custom Table Parameter* at the <u>employee level</u>.
>
> The parameter we enter later will be for the percentage of net pay and the maximum amount of garnishment to be deducted.

- No *Item Parameters* are applicable since *Calculation Code 27* is a *"Percentage of Net Pay to a maximum value"* (and as such, does <u>not</u> have a selection of earning types to which it would apply).

On the Flags Tab:

- Leave the default settings as they are.

On the Control Tab:

- Select the *Per Pay* option in the *Evaluation* section.

4. Click *OK* to close the dialog box and complete the settings for our twelfth deduction type.

Deduction 13 - Union Dues - Monthly - Automatic

1. Choose the **Payroll - Deductions** command. This opens the *Payroll Deductions* dialog box.

2. Choose the *Insert* button. This opens the *New Deduction* dialog box where you must enter a code for the new deduction.

3. Insert numeric code **13** into the *Deduction* cell, and then click *OK*.

4. Enter the following settings on the *Payroll Deduction Update* dialog box's *General* tab:

- *Description:* **Union Dues-Monthly-Auto**

- *Short Name:* **Union Mo**

On the Fixed Tab:

- Leave the default settings as they are.

On the Calculate Tab:

- *Calculation Code:* **103** *(Deduct % of Earnings in Period)*

- Place a check in the *Custom Table* checkbox, select the *Table Parameters* button, and then choose the *Edit Line* button to open the *Parameter Values* dialog box.

- Enter the following values in the four fields that appear:

  - *Ded %:* Enter the deduction percentage, if applicable (e.g. **1**)

  - *Ded Min:* Enter the minimum deduction amount regardless of how many hours have been worked, and when in a month where a minimum deduction must be taken from the employee (e.g. $25 would be entered as **25**).

- *Ded Max:* Enter a maximum deduction amount that will apply regardless of how many hours worked, and when in a month where the union requires only that a maximum deduction taken from the employee (e.g. $37 would be entered as **37**).

- *Ben %:* Enter a benefit percentage which could apply, if applicable (e.g. **5**).

- Close the *Parameters Values* dialog box, and then choose the *Deduction Item Parameters* button so that you can assign a specific month to which the deduction will apply (thus disregarding pay periods).

- Choose the *Edit Line* button to open the *Parameter Values* dialog box and then enter **1** to indicate the current month or enter **2** to indicate previous month. Click *OK* to close the two open dialog boxes and return to the *Payroll Deduction Update* dialog box. Now you must choose the earning(s) to which the deduction will apply.

- Click on the *Selection* button to open the *Payroll Earnings Selection* dialog box, and then click to highlight each of the earnings to which the union dues will apply. For example, if your payroll included *Hourly* employees, you would choose such earnings as *Hourly - Regular, Hourly - Overtime, Hourly - Double Time,* and so on.

On the Flags Tab:

- If a benefit applies to this deduction, follow the CRA guidelines in order to determine whether it is *Taxable*, *Pensionable* and/or *Insurable*, and then place a check in the appropriate checkboxes.

- Place a check in the *Union Deduction* checkbox in the *Deduction Class* section.

- If a benefit applies to this deduction, place a check in the *Distribute Benefit* checkbox to ensure the correct allocation of expenses/income to the financial systems.

- Place a check in the *Print Benefit* checkbox if you wish to show employees the employer's contribution to the union.

On the Control Tab:

- Select the *Per Pay* option in the *Evaluation* section. This deduction must evaluate on a per-pay basis even though it may only deduct once a month.

5. Click *OK* to close the dialog box and complete the settings for our thirteenth deduction type. As mentioned in the note above, we will return to this deduction later to assign it an item parameter.

Summary: We have now established <u>two different</u> types of monthly union dues; *Deduction 2* and *Deduction 13*.

Deduction 2 is a simple fixed value taken once a month. It presumes that all employees subject to this union due will have earnings to take the deduction in the first pay period of the month.

Deduction 13 is meant to accommodate situations where the union requires a minimum amount of monthly dues if the employee has worked any time in a calendar month. The deduction will take place on the first normal pay following the calendar month specified.

Deduction 14 - Union Dues - Part Time Staff

1. Choose the **Payroll - Deductions** command. This opens the *Payroll Deductions* dialog box.

2. Choose the *Insert* button. This opens the *New Deduction* dialog box where you must enter a code for the new deduction.

3. Insert numeric code **14** into the *Deduction* cell, and then click *OK*.

4. Enter the following settings on the *Payroll Deduction Update* dialog box's *General* tab:

    -   *Description:* **Union Dues - Part Time**

    -   *Short Name:* **P/T Union**

On the Fixed Tab:

    -   Leave the default settings as they are.

On the Calculate Tab:

    -   *Calculation Code:* **107** *(Weekly Hour Fixed Amount)*

    -   Place a check in the *Custom Table* checkbox, select the *Table Parameters* button, and then choose the *Edit Line* button to open the *Parameter Values* dialog box.

    -   Enter the following values in the two fields that appear:

        -   *Limit:* Enter the number of hours per week that is the minimum limit (e.g. for ten hours, you would enter **10**).

        -   *Ded Amt:* Enter the minimum deduction amount for these hours required by the union (e.g. five dollars would be entered as **5**).

    -   Click *OK* to close the *Parameters Values* dialog box, click on the second row to highlight it, and then choose the *Edit Line* button to so that you can edit the values for the line as follows:

        -   *Limit:* Enter the number of hours per week that is the minimum limit (e.g. for fifteen hours, you would enter **15**).

        -   *Ded Amt:* Enter the minimum deduction amount for these hours required by the union (e.g. eight dollars would be entered as **8**).

    -   Click *OK* to close the *Parameters Values* dialog box, and then continue editing each successive row as need in order to record further limit scale and rates.

> **Summary:** This deduction is intended to deduct a prescribed value based on the number of hours worked in a week where number of hours in any one week may differ from the next.

    -   When you are finished adding your table parameters as required, return to the *General* tab and then click on the *Selection* button. This opens the *Payroll Earnings Selection* dialog box where you can highlight each of the earnings to which the union dues will apply.

    -   For example, if your payroll included *Salary* employees, you would choose salary-related earnings as *Salary, Salary - Vacation Taken, Salary - Sick Pay, Salary - Overtime,* and so on.

On the Flags Tab:

    -   Place a check in the *Union Deduction* checkbox in the *Deduction Class* section.

On the Control Tab:

    -   Select the *Per Pay* option in the *Evaluation* section.

5. Click *OK* to close the dialog box and complete the settings for our fourteenth deduction type.

Deduction 15 - Bonus Payment RRSP

1. Choose the *Payroll - Deductions* command. This opens the *Payroll Deductions* dialog box.

2. Choose the *Insert* button. This opens the *New Deduction* dialog box where you must enter a code for the new deduction.

3. Insert numeric code **15** into the *Deduction* cell, and then click *OK*.

4. Enter the following settings on the *Payroll Deduction Update* dialog box's *General* tab:

   - *Description:* **Bonus Payment to RRSP**

   - *Short Name:* **Bonus RRSP**

On the Fixed Tab:

   - Leave the default settings as they are.

On the Calculate Tab:

   - *Calculation Code:* **2** *(% of Selected Earnings)*

   - Place a check in the *Custom Table* checkbox, select the *Table Parameters* button, and then choose the *Edit Line* button to open the *Parameter Values* dialog box.

   - Enter the number 100 in the *Ded %* field and then click *OK* to close the dialog box.

   - Close the *Parameter Values* dialog box to return to the *General* tab, and then click on the *Selection* button. This opens the *Payroll Earnings Selection* dialog box where you can highlight each of the earnings to which the deduction will apply.

   - When the list or earnings appears, click on number *0017 Bonus* to assign this earning.

On the Flags Tab:

   - Place a check in the *Register Pension* checkbox in the *Deduction Class* section.

On the Control Tab:

   - Select the *Per Pay* option in the *Evaluation* section.

5. Click *OK* to close the dialog box and complete the settings for our fifteenth deduction type.
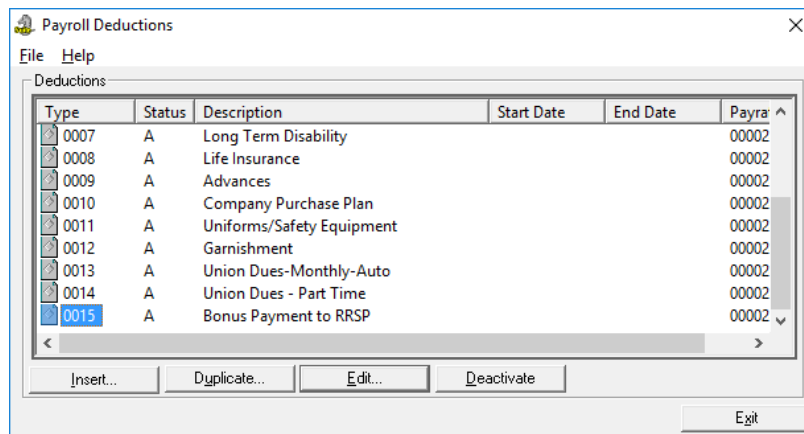
Fig. 4-51
The Payroll Deductions Dialog Box with 15 Deductions

The preceding "special-case" deduction was included in our sample lesson in order to illustrate an option of which some employees may wish to take advantage. For example, when an employee receives a profit sharing plan bonus as a payment, they may wish to contribute all of it to an approved RRSP. In our example all employees could receive *Bonus Earning 17*, but only those employees who wish to direct that bonus to an RRSP, in whole or in part, cloud be assigned *Deduction Code 15*.

We have now set up a varied series of deductions that cover many common payroll scenarios. Some are fairly simple and others are more complex. We have made use of just a few of the available calculation codes - more 150 pre-set codes are available. To learn more about the other deduction codes, simply open the online help by pressing **<F1>**, and then choose the *Index* button and search for *"Deduction Calculation Codes"*.

You will note that again we did not use any dates for these preceding payroll-level deductions. We will see the efficient application of date-handling later when we set up our employees.

In order to completely implement this set of fifteen deductions, we require the set up of at least two accumulators:

- One for our Deduction Code *10 - Company Purchase Plan*
- One for Deduction Code *11 - Uniforms/ Safety Equipment*

Step 8: Defining Payroll Accumulators *(Optional)*

Payroll *Accumulators* are used to collect or build up amounts that will be used in various payroll calculations. Each accumulator contains settings that control how the accumulator calculates (gathers) its amount. Accumulators are commonly used to keep a running total of specified information or amounts, and can be used to automatically generate earnings or hours for the current pay.

The most common use of accumulators is to calculate vacation pay owing to the employee as well as to disburse vacation pay on each cheque. Other common uses of accumulators are to calculate sick entitlements, seniority time, banked time, etc.

GrandMaster Suite provides several different calculation formulas that can be used to calculate an accumulator. Each calculation formula provides a number of parameters that can be set in order to arrive at an accumulated balance at the end of the payroll calculation cycle.

In addition, accumulator processing may use fixed values in the place of the "calculation code" method.

GrandMaster Suite allows you to work with up to 200 Accumulators per payroll. You can determine when an accumulator will be evaluated.

It is NOT necessary to set up accumulators to handle the normal year to date functions. The year-to-date functions are built into the payroll processing.

Skip Forward to Other Sections as Needed:

As you proceed through this section of the guide, you may stop at any time if you have created your desired accumulator types (this section provides instruction for 10 common accumulator types and your payroll may have only one or two).

We will now proceed to set up several different common accumulator types:

1. Vacation Entitlement - Pay as Current Rate of Pay
2. Vacation Entitlement - Pay as Accumulated Balance

3. Sick Time - 10 hours per month earned

4. Seniority

5. Company Purchase Plan Balance

6. Uniform/Safety Equipment Entitlement

7. Vacation Entitlement - Preload Annual Credit

8. Sick Time - Preload Annual Credit

9. Banked Time to Maximum

10. Flex Time

Accumulator 1 - Vacation Pay - Current Rate of Pay

1. Ensure your payroll is open and ready for use. You can tell if you have a payroll selected because its name will appear in the center of the *Payroll Module*.

2. Choose the **Payroll - Accumulators** menu command. This opens the *Payroll Accumulators* dialog box.
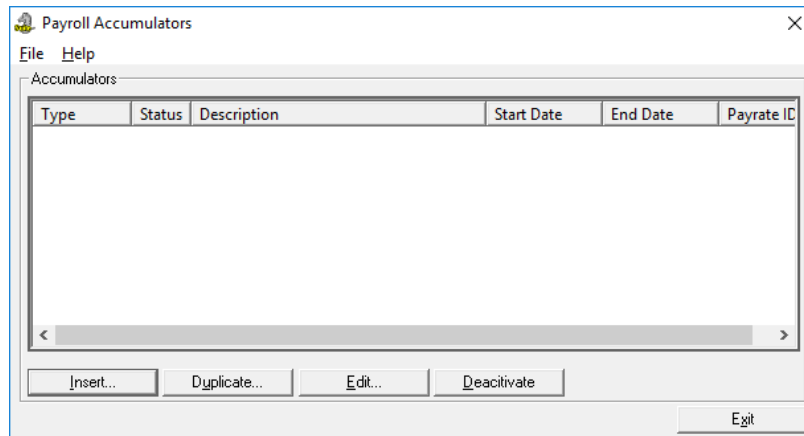
Fig. 4-52
The Payroll Accumulators Dialog Box

3. Choose the *Insert* button. This opens the *New Accumulator* dialog box where you must enter a code for the new accumulator.

4. Insert numeric code **1** into the *Accumulator* cell, and then click *OK*.

5. Enter the following settings on the *Payroll Deduction Update* dialog box's *General* tab:

    *   *Description:* **Vacation Entitlement**

    *   *Short Name:* **Vacation**

On the Fixed Tab:

    *   Leave the default settings as they are.

On the Calculate Tab:

    *   Click inside the *Calculation Code* cell, press **<F8>**, and then choose the *3 % of Hours* calculation method. Close the dialog box when you have made the selection.

- Place a check in the *Custom Table* checkbox and then select the *Parameters* button. This opens the *Custom Accumulator Parameter Table* dialog box so that you can specify your custom accumulator amounts.

- Choose the *Edit Line* button. This opens the *Parameter Values* dialog box so that you can enter a specific deduction value for the first row.

- Enter the number **4** in the *Percent* cell and then close the *Parameter Values* dialog box. This value instructs the accumulator to accrue 4% of the employee's income amount.

- Repeat the preceding 2 steps, entering as many stepped percentage increases as required for your vacation accumulator. For example, you could enter **6** and **8** respectively in rows two and three to represent 6% and 8% of accumulated income. Close the *Deduction Parameters* dialog box when you are finished editing the required rows.
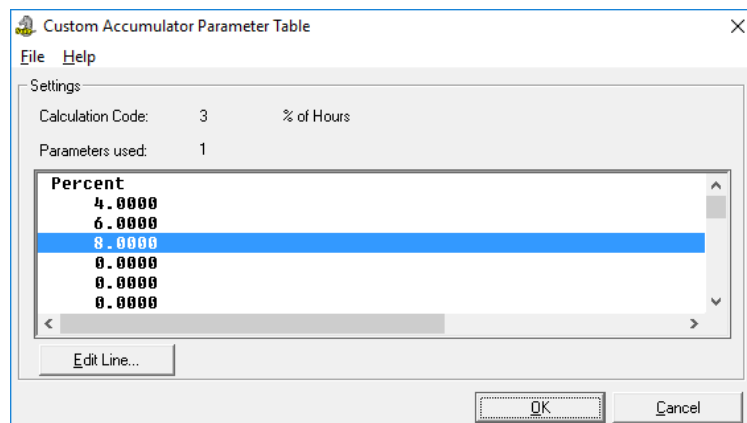
Fig. 4-53
Three Edited Rows in the Completed Custom Accumulator Parameter Table

Complex Values: You may have a situation where you have calculated a complex set of percentage values based on years of service due to interpretation of a union contract. GrandMaster Suite allows you to make up to 30 different entries in the table.

- Now you must choose the earning(s) to which the deduction will apply. To do so, click on the *Selection* button to open the *Payroll Earnings Selection* dialog box, and then click to highlight each of the earnings to which the accumulator will apply. For example, if your payroll included *Hourly* employees, you would choose such earnings as *Hourly - Regular, Hourly - Overtime, Hourly - Double Time,* and so on.

Applicable Vacation Accumulators: Please refer to the appropriate Federal and Provincial Labour legislation guidelines along with your company policy in order to determine which earning types are associated with vacation-earned. Depending on the jurisdiction and your company practices, you may wish to set up an accumulator for each Province.

On the Control Tab:

- Select the *Per Pay* option in the *Evaluation* section.

On the Flags Tab:

- *Processing Flags* - Depending on your specific needs, you can place a check in the various boxes in this section. These items are defined as follows:

  - *Journalize Accumulator* - Activate this option if you wish to have the vacation liability accrual amount appear on your Journal Entry for processing by your financial system.

  - *Automatic Payout* - Activate this option to automatically pay out vacation amounts on each cheque, rather than accruing the amounts. This can be useful for part time, casual, or temporary staff. Depending on your setup details, the payouts can be directed to the *Prime Earning* or a selection of other earnings (as defined in the *Associated* tab).

  - *Set Balance to Result* - Activate this option open only when a "fixed value" type of accumulator is used and you wish to reset the balance at a particular time for a particular value. Activating this option indicates that the opening value of the accumulator at the beginning of an evaluation period should be set to either the results of a calculation or the fixed values established clearing any previous balances.

  - *Journalize Revaluation* - Activate this option if you wish to journalize the revaluation of an accumulator in the event of a change in pay rates. The option can be activated if the *Journalize Accumulator* is selected. The accumulator calculation code we selected will accumulate hours, but we need to know what the liability will be at the employee's current rate of pay. By activating this flag, GrandMaster Suite will automatically readjust the accrued amounts to reflect the current rate of pay.

  - *Distribute Accrual* - Activate this option if you wish to record actual costs based on worked hours allocation to a particular distribution cost centre.

  - *Allow Negative Accumulator* - Activate this option in a case where the company has a policy where employees are allowed to take vacation time in advance of earning it. For example, if a company shutdown occurs August 1 to 13, but an employee has only earned 8 of 10 required days of vacation time. Allowing a negative amount permits the staff to be paid for the 10 day vacation, and puts them in a deficit position until they return to work. Subsequent pay runs will reduce the credit until it is zero.

  - *Payout on Final Pay* - Check this box to automatically pay out the accumulator balance when the employee's status is set to *Final Pay*. This employee status setting is defined in the *Payroll Specific Information* dialog box.

- *Pay Statement Print Options* - Depending on your specific needs, you can choose which print option best applies to your situation.

- *Entitlement Class*: **Vacation**

- *Revaluation Method:* **Hours Based**

On the Associated Tab:

- Click inside the *Prime* cell, and then press **<F8>** on your keyboard. This opens the *Earnings List* dialog box so that you can choose the primary earning to which the accumulator will pay out.

- Click on earning *3 Salary - Vacation Paid Out* to highlight it in the list, and then click *OK* to close the dialog box. We also need to more earnings to be included when the accumulator pays out.

- Choose the *Update* button, to open the *Earnings Listing* dialog box, and then click on both earnings **9** and **10** (*Hourly Vacation Taken* and *Hourly Vacation Paid Out*,

respectively) to highlight these two additional earnings. Click *OK* to close the dialog box when you have selected the earnings.
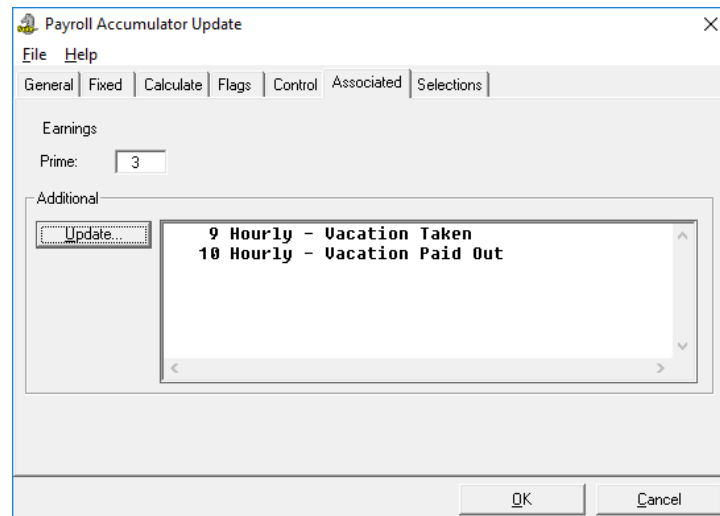
Fig. 4-54
The Associated Tab Completed

6. Click *OK* to close the remaining dialog boxes and complete the settings for our first accumulator type.

Are You Finished with Accumulators and Ready To Add Employees?

Remember, if you are finished entering your desired Accumulator types, you may move ahead to **"Add Employee"** section of this guide at any time. Once you add your employees, you will be ready to enter their work hours and process your first payroll.

Or if you prefer, you can continue on with the following sections to learn how to setup the 9 remaining payroll Accumulator types.

Accumulator 2 - Vacation Entitlement Pay as Accumulated Balance

1. From the *Payroll Accumulators* dialog box, select the *Insert* button to open the *New Accumulator* dialog box.

2. Insert numeric code **2** into the *Accumulator* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Accumulator Update* dialog box's *General* tab:

    *   *Description:* **Vacation Entitlement 2**

    *   *Short Name:* **Vacation 2**

On the Fixed Tab:

    *   Leave the default settings as they are.

On the Calculate Tab:

    *   Click inside the *Calculation Code* cell, press **<F8>**, and then choose the *9 % of Dollars and Hours* calculation method. Close the dialog box when you have made the selection.

- Place a check in the *Custom Table* checkbox and then select the *Parameters* button. This opens the *Custom Accumulator Parameter Table* dialog box so that you can specify your custom accumulator amounts.

- Choose the *Edit Line* button. This opens the *Parameter Values* dialog box so that you can enter a specific deduction value for the first row.

- Enter **4** in the *Percent* cell and then close the *Parameter Values* dialog box. This value instructs the accumulator to accrue 4% of the employee's income amount.

- Repeat the preceding 2 steps, entering as many stepped percentage increases as required for your vacation accumulator. For our example, we will enter **6** and **8** respectively in rows two and three to represent 6% and 8% of accumulated income. Close the *Deduction Parameters* dialog box when you are finished editing the required rows.

- As with the previous Vacation accumulator setup, you must now choose the earning(s) to which the deduction will apply. To do so, click on the *Selection* button to open the *Earnings Listing* dialog box, and then click to highlight each of the applicable earnings. For example, if your payroll included *Hourly* employees, you would choose such earnings as *Hourly - Regular, Hourly - Overtime, Hourly - Double Time,* and so on.

On the Flags Tab:

- *Journalize Accumulator:* **On** (i.e. place a check in the checkbox)

- *Distribute Accrual*: **On**

- *Allow Negative Accumulator*: **On**

- *Pay Statement Print Options:* **Dollars and Hours**

- *Entitlement Class*: **Vacation**

- *Revaluation Method:* **No Revaluation**

On the Control Tab:

- Select the *Per Pay* option in the *Evaluation* section.

On the Associated Tab:

- *Prime:* **3** *(Salary - Vacation Paid Out)*

- Choose the *Update* button, to open the *Payroll Earnings Selection* dialog box, and then click on the following three earnings: **2, 9,** and **10** (*Salary - Vacation Taken, Hourly Vacation Taken* and *Hourly Vacation Paid Out*, respectively) to highlight these three additional earnings. Click *OK* to close the dialog box when you have selected the earnings.

4. Click *OK* to close the dialog box and complete the settings for our second accumulator type.

Summary: There is a difference between the two accumulators that we have just set up:

Our first vacation accumulator assumes a pay out when vacation is taken at the current rate of pay regardless of what employees were paid while they were earning their vacation time. The accumulator is set up to accurately reflect their earned time and tries to keep the accrual costs in dollars updated for reporting to the financial system on an ongoing basis.

Our second vacation accumulator assumes a pay out of whatever dollars have been earned against a vacation taken later. The employee's current rate of pay at the time that the vacation is taken is not a factor. However, it is necessary to keep track of the E.I. hours associated with the dollar amount and this will be accomplished through our settings on this accumulator.

Accumulator 3 - Sick Time - 10 Hours Per Month Earned

1. From the *Payroll Accumulators* dialog box, select the *Insert* button to open the *New Accumulator* dialog box.

2. Insert numeric code **3** into the *Accumulator* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Accumulator Update* dialog box's *General* tab:

   - *Description:* **Sick Time Entitlement**

   - *Short Name:* **Sick**

On the Fixed Tab:

   - *Units:* **10**

   - *Maximum Balance - Units:* **600**

   - *YTD Maximum Accrual - Units:* **120**

   These settings establish an interpretation of one and one hour day per month to a maximum of 15 days per year for a maximum of 5 years (assuming a standard 8 hours per day).

Fig. 4-55
The Fixed Tab Completed

On the Calculate Tab:

- Leave the default settings as they are. We will make no entries since we will not be performing a calculation, but rather are loading a pre-determined value.

On the Flags Tab:

- *Journalize Accumulator:* **On** (i.e. place a check in the checkbox)

- *Journalize Revaluation:* **On**

- *Distribute Accrual*: **On**

- *Pay Statement Print Options:* **Dollars and Hours**

- *Entitlement Class*: **Sick Pay**

On the Control Tab:

- *Accumulator Usage Control:* **May Turn Off for Employee**

- *Allow Modifications at Employee Level:* **Off** *(i.e. remove the check from this box)*

- *Evaluation:* **Per Month**

- *Day/Pay Number:* **28**

  These settings mean that all employees will be treated the same and at the end of <u>every</u> month (including February). Employees will have earned 10 hours sick entitlement.

On the Associated Tab:

- *Prime:* **4** *(Salary - Sick Pay)*

- Choose the *Update* button, to open the *Payroll Earnings Selection* dialog box, and then click on *11 Hourly - Sick* to highlight this earning. Click *OK* to close the dialog box when you have selected the earning.

4. Click *OK* to close the dialog box and complete the settings for our third accumulator type.

Accumulator 4 - Seniority

1. From the *Payroll Accumulators* dialog box, select the *Insert* button to open the *New Accumulator* dialog box.

2. Insert numeric code **4** into the *Accumulator* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Accumulator Update* dialog box's *General* tab:

- *Description:* **Sick Time Entitlement**

- *Short Name:* **Sick**

On the Fixed Tab:

- Leave the default settings as they are.

On the Calculate Tab:

- Click inside the *Calculation Code* cell, press **<F8>**, and then choose the *3 % of* Hours calculation method. Close the dialog box when you have made the selection.

- Place a check in the *Custom Table* checkbox and then select the *Parameters* button. This opens the *Custom Accumulator Parameter Table* dialog box so that you can specify your custom accumulator amounts.

- Choose the *Edit Line* button. This opens the *Parameter Values* dialog box so that you can enter a specific deduction value for the first row.

- Enter **100** in the *Percent* cell and then close the *Parameter Values* dialog box. This value instructs the accumulator to accrue at 100%.

- You must now choose the earning(s) to which the accumulator will apply. To do so, click on the *Selection* button to open the *Payroll Earnings Selection* dialog box, and then click to highlight each of the applicable earnings that contribute to seniority recording.

On the Flags Tab:

- *Pay Statement Print Options:* **Dollars and Hours**

- *Entitlement Class*: **Seniority**

On the Control Tab:

- *Evaluation:* **Per Pay**

On the Associated Tab:

- Leave the default settings as they are. There will be no *Prime* or *Associated Earnings* assigned since this accumulator is not meant to be paid out.

5. Click *OK* to close the dialog box and complete the settings for our fourth accumulator type.

Accumulator 5 - Company Purchase Plan Balance

1. From the *Payroll Accumulators* dialog box, select the *Insert* button to open the *New Accumulator* dialog box.

2. Insert numeric code **5** into the *Accumulator* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Accumulator Update* dialog box's *General* tab:

- *Description:* **Purchase/Loan Account**

- *Short Name:* **Purchase**

On the Fixed Tab:

- Leave the default settings as they are.

On the Calculate Tab:

- Leave the default settings as they are.

On the Flags Tab:

- Leave the default settings as they are.

On the Control Tab:

- *Evaluation:* **Per Pay**

On the Associated Tab:

- Leave the default settings as they are. There will be no *Prime* or *Associated Earnings* assigned since this accumulator is not meant to be paid out, but rather only to maintain an ongoing balance owing by the employee to the company.

5. Click *OK* to close the dialog box and complete the settings for our fifth accumulator type. We are now returned to the *Payroll Accumulators* dialog box

---

Tying this Accumulator to the "Company Purchase Plan" Deduction: Earlier in the lesson when we were setting up deduction #10 (in the *Deduction 10 - Company Purchase Plan* section of this guide), it was noted that we would later make a change to the "Advances" earning.

We will make this change right now, momentarily exiting the *Accumulators* section of the program as we do so.

---

6. Choose the *Exit* button to close the *Payroll Accumulators* dialog box, and then choose the *Payroll - Deductions* menu command from the *Payroll Module* widow.

7. Select earning *# 0010* from the list of deductions that you created earlier in the lesson, and then choose the *Edit* button. This opens the *Payroll Deduction Update* dialog box.

8. Select the *Calculate* tab and then choose the *Item Parameters* button to open the *Deduction Item Parameters* dialog box.

9. Choose the *Edit Line* button, and then enter **5** in the *Accum #* field. When you are finished this entry, *Close* and *Exit* the two dialog boxes to return to the *Payroll Module* window.

   Our Deduction Code 10 is now finalized. We have just "tied" together the accumulator to a particular deduction, in this case, deduction #10.

   We will now return to the *Accumulator* section to continue setting up our payroll accumulators.

Accumulator 6 - Uniform/Safety Equipment Entitlement

1. Choose the ***Payroll - Accumulators*** command from the *Payroll Module* window. This opens the *Payroll Accumulators* dialog box.

2. Select the *Insert* button to open the *New Accumulator* dialog box, insert numeric code **3** into the *Accumulator* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Accumulator Update* dialog box's *General* tab:

   - *Description:* **Uniform Entitlement**
   - *Short Name:* **Uniform**

On the Fixed Tab:

- *Amount:* **200** (this represents a fixed amount of $200)
- *Use Fixed Values:* **On** (i.e. place a check in this box)

   If your company policy requires it, use the *Maximum Balance* and *YTD Maximum* options to specify further entitlement details as needed.

On the Calculate Tab:

- Leave the default settings as they are.

On the Flags Tab:

- *Set Balance to Result:* **On** (i.e. place a check in the checkbox)

- *Pay Statement Print Options:* **Dollars and Hours**

- *Entitlement Class*: **Purchase**

On the Control Tab:

- *Evaluation:* **Employee Anniversary**

On the Associated Tab:

- Click inside the *Prime* cell, and then press **<F8>** on your keyboard. This opens the *Deductions List* dialog box so that you can choose the primary deduction to which the accumulator will be associated.

- Click on deduction *11 Uniform/Safety Equipment* to highlight it in the list, and then click *OK* to close the dialog box.

This particular accumulator is now set to load a value of $200.00 as a credit on the employee's anniversary date. The credit entitlement allowed by the company will automatically be offset against any purchases recorded in this case as deductions. Only when the credit has been exhausted will a payroll deduction take place.

4. Click *OK* to close the dialog box and complete the settings for our sixth accumulator type.

Accumulator 7 - Vacation Entitlement - PreLoad*n* Annual Credit

1. From the *Payroll Accumulators* dialog box, select the *Insert* button to open the *New Accumulator* dialog box.

2. Insert numeric code **7** into the *Accumulator* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Accumulator Update* dialog box's *General* tab:

- *Description:* **Vacation Entitlement 3**

- *Short Name:* **Vacation 3**

On the Fixed Tab:

- *Amount and/or Units:* - Enter either annual dollar *amount* or annual *units/hours* value allowed for employee. For example, if each employee begins a vacation year with a credit of equivalent to 3 weeks vacation (or 15 days x 7.5 work day hours), you would enter **112.5** into the *Units* cell.

- *Use Fixed Values:* **On** (i.e. place a check in this box)

- *Maximum Values:* Enter in either the *amount* or *units* field that is the allowed maximum balance at any one time. Employees may be allowed to maintain a maximum of 6 weeks equivalent only before they must take the time off or get paid out the excess.

- *YTD Maximums:* These options may be used to enter the maximum allowable accrual of time in any one year.

On the Calculate Tab:

- Leave the default settings as they are.

On the Flags Tab:

- *Journalize Accumulator:* **On** (i.e. place a check in the checkbox)

- *Journalize Revaluation:* **On**

- *Distribute Accrual:* **On**

- *Pay Statement Print Options:* **Dollars and Hours**

- *Entitlement Class*: **Vacation**

> **Revaluation:** With this type of accumulator you may wish to have no revaluation since the only activity throughout the year would presumably be when vacation is taken. Revaluing to the current rate of pay may not be an issue. If you choose no revaluation, you should reconsider your options settings for "Journalize Revaluation".

On the Control Tab:

- *Evaluation:* Depending on your company policy, choose either **Per Year** or **Company Anniversary**

  - If you choose **Per Year**, you must enter the starting *Month* and *Day* in the *Evaluation Options* section.

  - If you choose **Company Anniversary**, the program will use the dating information that has already been set up in the *Data - Payroll Information - Dates Tab.*

  - If you choose **Employee Anniversary,** the program will use the dating information that has already been set up in each employee's *Payroll Specific Information - Dates* tab.

On the Associated Tab:

- Click inside the *Prime* cell, press **<F8>** on your keyboard. This opens the *Earnings List* dialog box.

- Click on earning *3 Salary - Vacation Paid Out* to highlight it in the list, and then click *OK* to close the dialog box.

- Choose the *Update* button and then highlight the other vacation-based earnings. Close the dialog box when you are complete.

  You may wish to set up two different "Fixed Value" accumulators - one for 3 weeks and one for 2 weeks - so that all values can be inserted at the payroll-level. Then you may wish to change the *Accumulator Usage Control* settings so they <u>do not</u> allow modification at the employee-level.

  Alternately, you may wish to insert each employee's values separately if they differ greatly according to the employment contract. In this case, you would not set fixed values at the payroll level.

4. Click *OK* to close the dialog boxes and complete the settings for our seventh accumulator type.

Accumulator 8 - Sick Time - Preload Annual Credit

1. From the *Payroll Accumulators* dialog box, select the *Insert* button to open the *New Accumulator* dialog box.

2. Insert numeric code **8** into the *Accumulator* cell, and then click *OK*.

3.   Enter the following settings on the *Payroll Accumulator Update* dialog box's *General* tab:

- *Description:* **Sick Time Entitlement 2**
- *Short Name:* **Sick 2**

On the Fixed Tab:

- *Amount and/or Units:* - Enter either annual dollar *amount* or annual *units/hours* value allowed for employee. For example, if each employee begins a one-year period with a credit that is equivalent of 5 days or 5 days x 7.5 work hours, then you would enter **37.5** in the *Units* cell.

- *Use Fixed Values:* **On** (i.e. place a check in this box)

- *Maximum Values:* Enter in either the *amount* or *units* field that is the allowed maximum balance at any one time. For example, you may have a company policy that does not allow an accumulator of more than 25 days worth, or **187.5** *Units*.

- *YTD Maximums:* These options may be used to enter the maximum allowable accrual of time in any one year.

On the Calculate Tab:

- Leave the default settings as they are.

On the Flags Tab:

- *Pay Statement Print Options:* **Dollars and Hours**

- *Entitlement Class*: **Sick Pay**

On the Control Tab:

- *Evaluation:* Depending on your company policy, choose either **Per Year** or **Company Anniversary**

  - If you choose **Per Year**, you must enter the starting *Month* and *Day* in the *Evaluation Options* section.

  - If you choose **Company Anniversary**, the program will use the dating information that has already been set up in the *Data - Payroll Information - Dates Tab.*

  - If you choose **Employee Anniversary,** the program will use the dating information that has already been set up in each employee's *Payroll Specific Information - Dates* tab.

On the Associated Tab:

- Click inside the *Prime* cell, press **<F8>** on your keyboard. This opens the *Earnings List* dialog box.

- Click on earning *4 Salary - Sick Pay* to highlight it in the list, and then click *OK* to close the dialog box.

- Choose the *Update* button and then highlight the other "sick pay"-based earnings. Close the dialog box when you are complete.

4.   Click *OK* to close the dialog boxes and complete the settings for our eighth accumulator type.

Accumulator 9 - Banked Time to Maximum

1. From the *Payroll Accumulators* dialog box, select the *Insert* button to open the *New Accumulator* dialog box.

2. Insert numeric code **9** into the *Accumulator* cell, and then click *OK*.

3. Enter the following settings on the *Payroll Accumulator Update* dialog box's *General* tab:

   - *Description:* **Banked Time**
   - *Short Name:* **Banked**

On the Fixed Tab:

   - *Amount and/or Units:* - Enter either annual dollar *amount* or annual *units/hours* value allowed for employee. For example, if each employee begins a one-year period with a credit that is equivalent of 5 days or 5 days x 7.5 work hours, then you would enter **37.5** in the *Units* cell.

   - *Maximum Balance - Units:* **90**

On the Calculate Tab:

   - Leave the default settings as they are.

On the Flags Tab:

   - *Entitlement Class*: **Banked Time**

On the Control Tab:

- *Evaluation:* **Per Pay**

On the Associated Tab:

   - Click inside the *Prime* cell, press **<F8>** on your keyboard. This opens the *Earnings List* dialog box.

   - Click on earning *22 Paid Out* Bank to highlight it in the list, and then click *OK* to close the dialog box.

   - Choose the *Update* button and then highlight *21 Banked Time In*. Close the dialog box when you are complete.

4. Click *OK* to close the dialog boxes and complete the settings for our ninth accumulator type.

This accumulator and the two associated earnings (number *21* and *22*), are intended to reflect a company policy whereby employees are permitted to bank extra hours worked, but only to a maximum. GrandMaster Suite will automatically pay out each time the maximum balance is exceeded. Exercising banked time results in a reduction of the accumulator and restarts the accumulation on its way to the maximum again. Banked time is recorded from time sheets per pay by entering in the number of hours using earning code *21*.

Step 9: Setting Up Payroll Distribution Tables *(Optional)*

Distribution Tables are used to define the relationship between payroll earnings, deductions, benefits, accumulators and statutory deductions and your general ledger financial recording. The distribution tables could be viewed as the "Bridge" between the payroll system and your financial recording system.

Each Distribution Table will contain the general ledger codes that are associated with the payroll's earnings, deductions, benefits, and statutory deductions. These general ledger codes will be used when the payroll generates the journal entry file for export to your general ledger.

Each payroll has a default distribution table that is used when no other distribution table specification is available. Distribution Tables can be associated with individual employees or with positions.

When the pay calculation is performed, the amounts for earnings, deductions, benefits, and statutory deductions are summarized by the distribution table. These summaries are then used to produce the journal entry file.

If, during processing, a general ledger code is not present in the Distribution Table to which an employee has been assigned, GrandMaster Suite will default to the payroll level's overall distribution table to search for a match.

Converting from an Earlier Version of GrandMaster: If you have converted from CanPay's GrandMaster II to GrandMaster Suite, you must remember that although we have imported the data pertaining to your payroll (including personnel G.L allocations), GrandMaster Suite Distribution Tables are quite different and handle the data for Journal Entry preparation and general ledger reporting in a different manner.

General Ledger Definition

Before you can move on to the Distribution Tables section, you should set up your General Ledger codes.

Define Distribution Tables with Associated GL Codes: The Distribution Table you specify here should be defined with General Ledger codes for all items or those items that will not vary in subsequent Distribution Tables. This field must be defined with a valid distribution table in order for your *Journal Entry* report to be correct.

1. Run GrandMaster Suite, and then choose the *Administration Module*. button from the *System Manager* window.

2. Choose the **General Ledger Definition** menu command form the **File** menu. This opens the *General Ledger Code Definition* dialog box. This dialog box is used to define the codes for your general ledger.

General Ledger Code Format - The General Ledger Code Format may contain one or more segments of various lengths that total a maximum of sixty characters.

3. Specify the number of segments for the general ledger code by entering a value in the *Number of Segments* field. There can be a maximum of eight segments.

4. Choose how you want blank spaces in your segment numbers to be filled, if your segment numbers are not of an equal value (i.e. some segments have 4 digits, while others have only 2).

    • If you choose the *Space* option, the remaining digits will be filled in with a blank space.

    • If you choose the *Zero* option, the remaining digits will be filled in with the "0" character.

5. Specify which character to use (if any) as a separator for your code segments. Your choices are: *period, comma, colon, semi-colon* and *hyphen*.

6. Enter the length of each segment in its appropriate *Length* field. The general ledger code can be a maximum of 60 characters long. Thus a segment can be from zero to 60 characters long, but the sum of all segments must not exceed 60 characters.

7. Specify each segment's type by choosing it from the *Type* drop-down list. The type defines whether the each segment is *Right* or *Left* Justified.

Justification Settings: Depending on the choice of Fill and the G/L codes, the justification selection may be critical. For instance if you choose *Left* Justify and have a *Zero* Fill on a segment of 6 characters, any code that is less than 6 characters will have a zero placed at its end. This may cause problems in exporting to an accounting package or reconciling the Journal Entry Report.

---

8. When you have completed defining your General Ledger Codes, choose the *Save* button to exit the dialog box and store your changes.

You can now proceed to the next section that discusses Distribution Tables in detail.

Distribution Tables

Any general ledger codes assigned at the company level in *GrandMaster II* have not been converted since there is no place to put the data on GrandMaster Suite's Earning, Deduction or Accumulator records. Any general ledger codes assigned to each employee have translated as payroll categories in each employee's *Payroll Specific Information* dialog box in GrandMaster Suite. Payroll categories are completely unassociated with the general ledger recording function performed by the distribution tables in GrandMaster Suite.

However, due to a particular convention used in *GrandMaster II*, the first payroll category (number one) in GrandMaster Suite is generally the employee's specific department assignment.

For this reason, GrandMaster Suite has conformed to this use number, and for every occurrence of a new department number, the program will create a distribution table with this designated department name or number. Upon its creation, the distribution table does not yet contain any G.L. Codes, but it does provide you with a starting point. In addition, the program assigns each employee to this "base" or home distribution table (which is roughly equivalent to the employee's home department). Please refer to the *Base* tab in each employee's *Payroll Specific Information* dialog box.

It is important to remember that an employee is not assigned to a specific G.L. Code in GrandMaster Suite. The employee is assigned to a distribution table which contains the G.L Codes for their Earnings, Deductions, Benefits, Statutory Benefits and Accumulators. If you need to assign certain temporary earnings and associated costs to a different department/distribution cost centre at the time of processing a specific pay run, you may use the *Adjustments* or *Hours Entry* functions.

Split Earnings

There are also methods for assigning an employee's earnings "Split" between two or more costs centers on a more permanent basis by establishing position earnings for an employee. It must be emphasized that payroll categories are not associated with the production of the general ledger journal entry. Payroll categories are used within the payroll system as a means of sorting and identifying specific payroll information. An employee's base distribution table and *Payroll Category One* do not have to be the same. For users who convert from *GrandMaster II* to *Grandmaster Suite*, it is convenient that payroll category one is a department number or name that

happens to correspond with the initial distribution table/cost centre set up, but it is not a requirement nor is it essential to maintain this structure. You may wish to have a more definite department number/name assignment set up and use category 8 to sort your payroll register.

The Distribution table functions were designed to be maintained according to the general financial system reporting requirements outside of the normal payroll processing. It was intended that very accurate labour costs could be defined and tracked without invasive procedures being implemented in the day-to- day operations of the payroll system. It may be more efficient and convenient to have the finance/accounting department maintain and alter the distribution tables as required rather than your payroll administrator who would then only be responsible for ensuring that the employees are assigned to the correct distribution table.

Shared Information

There is one other topic related to distribution tables which must be discussed before we proceed with our setup. GrandMaster Suite is a "database style" of system and the correct assignment distribution tables are of particular importance. For example, GrandMaster II payrolls are considered distinctly separate payrolls in all aspects. There is no sharing of information permitted.

However, in GrandMaster Suite, different payrolls can share Earnings, Deductions, Accumulator definitions and employees. In the case of distribution tables, if you view a list of distribution tables from within a particular payroll you will also see a list of distribution tables that are associated to other payrolls. Caution should be taken in this case - for example, if you make changes to the contents of a different payroll's distribution table and then try to update your current payroll, you may find that the contents of one of the other payroll's distribution tables do not match. In this case, if you made changes and then saved and the distribution table, you would be replacing the current payroll's distribution table with the other payroll's information (and the other payrolls G.L. allocation processing may also be disrupted).

This preceding situation however, would be acceptable if the earnings, deductions and accumulators were an exact match and if they are used in the same order.

It is important to remember to be aware of the current payroll so that you review or modify its related distribution table only.

Assign Distribution Tables to Separate Payrolls

One issue that may occur is when you have several separate payrolls that have the same cost centre/department designation. In this case, you will see only a single "department one" on your list of distributions (even though it pertains to each individual payroll). GrandMaster Suite will always display the set of G.L. codes for last payroll that was accessed and saved.

If you find yourself in this situation, we strongly suggest that you open each payroll and set up a *distinct* set of distribution tables for each. This also means that you need to re-assign each and every employee to their new distribution table code.

Although this task may be time consuming, this careful planning will eliminate any potential problems down the road. Rather than entering all of the G.L. codes immediately, we suggest that you concentrate on establishing the distribution table codes and description names for each payroll, and ensure that your employees are assigned to them correctly, prior to closing your first pay run. As time allows, you can enter the appropriate G.L. Codes to each distribution table for each payroll. Your journal entry can then be produced at a later date.

If you have missing or incorrect G.L. Codes they can be changed as needed, and your entry can be reproduced until it is correct. You will note that the employee is "tied" to the distribution table, and not to a particular G.L. Code. The key to the journal entry being produced correctly at a later date is ensuring that the employee is accurately tied into the appropriate distribution table.

Now we will proceed to setup our distribution tables. We will use as our example a department store that has several departments within several physical locations, but has 3 separate payrolls due to differences in pay frequency as follows:

- The executive and senior management staff is paid semi monthly.

- The full time retail staff is paid bi-weekly.

- The part time retail staff is paid weekly with vacation paid out on every pay date.

Sally's Department Store:

PAYROLL ONE - Executive Payroll

- Earning 1 - Salary - Use Rate x 86.67 Units

- Earning 2 - Salary Sick Pay - Contra Salary

- Earning 3 - Salary Vacation Taken - Contra Salary

- Earning 4 - Salary Vacation Paid Out - No Contra

- Earning 5 - Bonus

- Earning 6 - Miscellaneous Adjustments

- Earning 7 - Profit Sharing

- Deduction 1 - Wage Indemnity/Short Term Disability

- Deduction 2 - Long Term Disability

- Deduction 3 - Life Insurance

- Deduction 4 - Health Insurance

- Deduction 5 - Dental Insurance

- Deduction 6 - Vision Care Insurance

- Deduction 7 - RRSP with Benefit

- Deduction 8 - Voluntary RRSP no Benefit

- Deduction 9 - Social Fund

- Deduction 10 - Company Purchase Plan /Loan

- Accumulator 1 - Salary Vacation Time

- Accumulator 2 - Salary Sick Time

- Accumulator 3 - Purchase Plan/Loan Balance

The CRA business number would likely reflect a reduced rate for the employees in this payroll, due to benefits package.

PAYROLL TWO - Full Time Retail Payroll Earning 1: Store Management Salary - Use set rate x 80 units

- Earning 2: Store Management Sick Pay Salary - Contra #1

- Earning 3: Store Management Vacation taken pay salary – Contra #1

- Earning 4: Store Management Vacation Paid out Salary – No Contra

- Earning 5: Store Management Salary Overtime - By Hour 1.5 x#1

- Earning 6: Miscellaneous Adjustment Store Management

- Earning 7: Bonus Store Management

- Earning 8: Regular F/T Hourly

- Earning 9: Overtime F/T Hourly

- Earning 10: Double Time F/T Hourly

- Earning 11: F/T Hourly Vacation Time - No Contra

- Earning 12: F/T Hourly Sick Pay - No Contra

- Earning 13: F/T Hourly Vacation Paid - No Contra

- Earning 14: F/T Hourly Miscellaneous Adjustment

- Earning 15: F/T Hourly Bonus

- Deduction 1: Wage Indemnity/Short Term

- Deduction 2: LTD

- Deduction 3: Life Insurance

- Deduction 4: Health Insurance

- Deduction 5: Dental Insurance

- Deduction 6: RRSP with Benefits

- Deduction 7: CSB

- Deduction 8: Social Fund

- Deduction 9: Uniform with entitlement credit

- Deduction 10: Union Dues - Hourly

- Accumulator 1: Store Management Vacation Time

- Accumulator 2: Store Management Sick Time

- Accumulator 3: Store Management Uniform Credit

- Accumulator 4: F/T Hourly Vacation time

- Accumulator 5: F/T Hourly Sick Time

- Accumulator 6: F/T Hourly Uniform Credit

- Accumulator 7: F/T Hourly Seniority

The CRA Business numbers may be for both full rate and reduced rate EI depending on rules for obtaining benefits.

PAYROLL THREE - Part Time Retail Payroll

- Earning 1: P/T Regular Hourly

- Earning 2: P/T Overtime Hourly

- Earning 3: P/T Hourly Vacation Paid Out

- Earning 4: P/T Hourly Miscellaneous Adjustments

- Deduction 1: P/T Hourly Union Dues

- Deduction 2: P/T Hourly Uniform with entitlement credit

- Deduction 3: Social Fund

- Accumulators 1: P/T Hourly Vacation Always Paid Out

- Accumulators 2: Uniform Credit - P/T Hourly

The CRA Business Number would be for the Full Rate E.I since there are no benefits provided.

As you can see from our 3 payrolls the list of earnings, deductions and accumulators vary a great deal between them. However, the employees from each payroll will be in the same physical locations (stores) and will probably be assigned to the same department names within those stores. For example, Store01 - *ARNPRIOR* has a children's wear department regardless of which payroll we are dealing with. In order to correctly associate the G.L. Code with the Specific earnings, deductions and accumulators for each payroll according to the overall corporate structure, it will be necessary to uniquely identify a distribution table for each payroll.

- In the *Executive* payroll, we will use the *EX/01/CW* distribution table.

- In the *Full Time Retail* payroll we will use the *FT01CW* distribution table.

- In the *Part Time Retail* payroll we will use the *PT01CW* distribution table.

  In examples above, the first two characters in each name indicates the source payroll. The second two characters indicate the store number. The last two characters indicate the department within the store. To begin, you must first select the payroll you wish to setup. Then you will proceed to the next payroll to define your next distribution table, and so on. We will begin our set up with *Executive Payroll* for Sally's Department Store.

To Set up Multiple Payroll Distribution Tables

1. Start the program, and then choose the *Payroll Module* button from the *System Manager* window.

2. Select the *File* menu and then choose the desired payroll. In our example, we will choose the Simple Payroll. Click Ok once you have made your selection.

3. Choose the ***Payroll - Distribution Tables*** menu command from the *Payroll Module* window.

> **Pre-Existing Distribution Tables:** You may have a list of blank distribution tables assigned by your old conversion department numbers. You can ignore these entries. At some point they may be deleted.

4. Enter **EXADMLIAB** into the *Table Code* field. This sample distribution table will be made up of a company payroll designation, location and department. Click OK once you have entered the name. This displays the *Edit Distribution Table* dialog box.

5. Enter a description for the table. For our example, we will enter **Executive - Admin Liability Schedule.**

6. It will not be necessary to define a date range for the table, so we can leave the *From* and *To* dates cells as they are.

   Before we begin entering G.L. Codes, take a moment to scroll through the list of account types. You will note that this distribution table has earning 1 to 7, deduction 1 to 10 and accumulator 1 to 3 included. Your selected payroll, Executive has determined the items included for G.L. Coding in this distribution table.

Also before we begin entering G.L. Codes it is our intention to establish a default set of G.L. codes for all liability accounts, since it is rare that a corporation will distribute the direct liabilities by department. That is why we have created this initial distribution table entitled: EXADMLIAB.

To Enter the GL Codes

- Highlight first item in the list, and then choose the *Edit* button. This opens the *Payroll General Ledger Entry* dialog box.

- Using the correct format for your financial system, enter your G.L Code for the bank or payroll clearing into the *Expense* field. (e.g. 100-1010).

- If you want wish to define an actual name for this field, ensure that the cursor is inside the *Expense* cell, and then press **<F8>** on your keyboard. This opens the *General Ledger Code Validation* dialog box. This list displays a list of the pre-defined GL Codes.

- To define a custom name that corresponds to your new G.L. code, first select your new code from the list, and then choose the *Edit* button. This opens the *Chart of Accounts Update* dialog box.

- Enter a name for the code into the *Description* field (e.g.: Payroll - Bank)
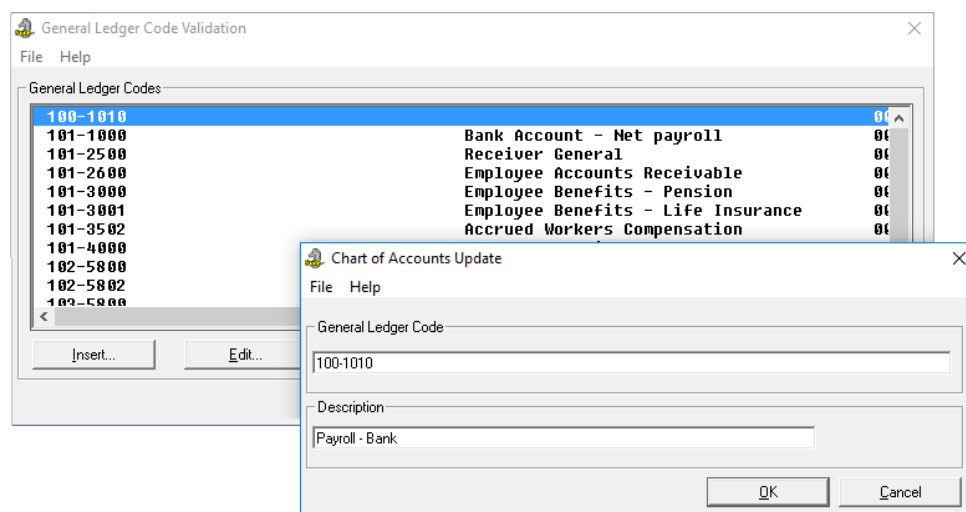
Fig. 4-55
The Chart of Accounts Dialog Box

7. Click *OK* to close the three dialog boxes and return to the *Edit Distribution Table* dialog box.

8. If you your payroll setup "permits" arrears, click on the 2nd line in the list and then enter its appropriate *G.L. Code* and *Description* in the same manner as the previous 5 bullet points.

9. Highlight the next line entitled *RC1 Income Tax,* and then choose the *Edit* button to open the *Statutory Deduction/Benefit General Ledger Entry* dialog box. Unlike the earlier two lines, this dialog box provides 3 lines for data input.

   In the case of *RC1 Income Tax,* it is only a "deduction" from the employee and thus requires only the deduction liability G.L. Code.

   - Using the *Liability* cell, enter your G.L. Code and description in same manner as the previous codes. Click *OK* once you are complete.

10. Highlight the *2 Quebec Tax* line and enter the deduction liability only in the case where you remit separately to the province of Quebec for employees working in that province.

11. Highlight the *RC1 E.I.* line and enter the G.L. Code for the *Deduction - Liability* (i.e. the *employee's* portion). In the same dialog box, enter the G.L. Code for the *Benefit - Liability* (i.e: the *employer's* portion).

    • Do not enter the G.L Code for the benefit *Expense* since we are assuming that all expenses will be assigned to each cost centre. That means that all of our other distribution tables will have the expense for the *EI Benefit* assigned to it, but it will not have the liability code.

12. Proceed with assigning your GL Codes for this table using the preceding method. Remember that we will not be recording any expenses on this distribution table unless they are not distributed. From our executive payroll, we would expect that this distribution table will record the following items (in addition to those that we have already defined):

    • CPP - Deduction and Benefit Liability GL Codes

    • QPP - Deduction and Benefit Liability GL Codes

    • WCB - Benefit Liability GL Code

    • Payroll Tax - Provincial Payroll Tax Benefit Liability GL Code.

    • From our list of Deductions:

    • STD - Deductions/Benefit Liability GL Codes

    • LTD - Deduction/Benefit Liability GL Codes

    • Life - Deduction/Benefit Liability GL Codes

    • Health - Deduction/Benefit Liability GL Codes

    • Dental -Deduction/Benefit Liability GL Codes

    • Vision - Deduction/Benefit Liability GL Codes

    • RRSP - Deduction/Benefit Liability GL Codes

    • VOL. RRSP - Deduction Liability G.L Code

    • Social - Possibly an expense G.L. Code for deduction

    • Loan - A separate employee receivable GL Code for Deduction

    • From our List of Accumulator only #1 Vacation Time would normally be journalized.

    • Acc VacTime - Accrue liability should be the G.L Code for your vacation accrual acount

    • Pay Out liability should be the same GL Code as accrual account.

13. Close the *Edit Distribution Table* dialog box once you have entered all of pertinent GL Codes.

    Before proceeding further we will assign this distribution table to the payroll as our default table.

To Assign This Distribution Table to the Payroll as the Default Table

1. Close the *Distribution Tables* dialog box, and then choose the ***Payroll - Payroll Information*** menu command from the *Payroll Module*. This opens the *Payroll Information* dialog box.

2. Choose the *Settings* tab and then place the cursor in the *Distribution* cell and then press **<F8>** on your keyboard. This opens the *Distribution Tables* dialog box.

3. Select the *EXADMLIAB* row in the list and then click *OK* to close the two dialog boxes and return to the *Payroll Module*.

We have just assigned our new overall default distribution table to this payroll. Because we will not be recording the GL codes for any of the corporate liabilities for the location/department-level distribution tables, all amounts for these accounts will refer to our default table for the correct G.L Code when the journal entry is produced.

Now we will begin our location/department distribution tables

To Enter Location/Department Distribution Tables

1. With the original payroll still loaded, choose the ***Payroll - Distribution Tables*** menu from the *Payroll Module*. This opens the *Distribution Tables* dialog box once again.

2. Choose the *Insert* button and then enter **EX01CW** into the *Table Code* cell. This represents physical store # 1 in department Children's Wear, and we will have a prescribed set of expense GL codes.

3. Click *OK* to accept the name and when the *Edit Distribution Table* dialog appears, enter **Executive - ARNPRIOR 1 - Children's Wear** into the *Description* field.

   The first expense to be G.L. Coded in this table will be for E.I.

4. Highlight the RC1 E.I. row and then use the *Edit* button to enter the code for benefit expense that reflects the correct allocation of this expense by location, department and GL Code (e.g.: **01-444-5200** - or perhaps your G.L. system may have the department at the end, in which case you would enter **01-5200-444**). Click *OK* to accept your changes and close the dialog box.

5. Use the preceding method to continue entering your expenses:

   - CPP

   - WCB

   - Payroll Tax

   - All applicable Earnings

   - Any Deductions that require a company benefit expense

   - Your vacation accumulator wages expense

6. Once this is completed click *OK* to accept the changes to the entire table. This brings you back to the *Distribution Table* dialog box.

7. Select the EXOICW table you just created, and choose the *Duplicate* button. This creates a copy of the table and the *Edit Distribution Table* dialog box appears so that you can modify the details for the duplicated table.

8. Edit the various cells fields to define the details for your new table:

   - *Code:* **EXO1LW**

   - *Description:* **ARNPRIOR 1 - Ladies Wear**

   - Highlight and Update each existing GL Code and make appropriate changes to reflect the new department. For example, *01-444-5200* becomes **01-442-5200** or *01-5200-444* becomes **01-5200-442**, and so on. Choose *OK* to close the various dialog boxes and return to the *Distribution Tables* dialog box once you are complete.

9. Using the method in the previous two steps, continue to make a copy of your latest table and then rename and change the G.L. Codes as needed until you have created all combinations of physical store locations and departments for the payroll in your distribution tables.

   Once the distribution tables for this payroll are completed, choose the *Exit* button to return to the *Payroll Module* window.

   The last step is to now assign each of your employees to their correct home distribution table.

To Assign Employees to their Correct Home Distribution Table

There are mechanisms in GrandMaster Suite such as group selections and template mass updates which could be used to accomplish the assignment of the new distribution tables, but their use is based on given conditions that need to first be fulfilled. There are times when it is less cumbersome (and perhaps more thorough) if you complete this tasks on an employee-by-employee basis.

1.   Choose the *Employee - Employee Module* menu command. When the module appears, choose the *Employee - Next* menu command. This loads the information for the first employee in the payroll.

2.   Choose the *Data - Payroll Specific Information* menu command, and then select the *Base/Default* tab.

3.   If the employee's *Base* earning is not already assigned, place the cursor in the *Earning* cell and press **<F8>**, and then choose the appropriate earning from the list provided.

4.   Similarly, place the cursor in the Distribution cell, press <F8>, and then assign their base distribution table as needed.

5.   While still in this dialog box, you may wish to go to the *Categories* tab to examine the various categories that were previously assigned. If you planned to sort your pay register by a department within each store, you should employ a single category that incorporates both designations. For example, *Store 01 - Department 004*. Category one, for example, should be **01004** in order to combine both aspects into one sort function.

6.   Close the dialog box and return to the *Employee Module* once you are complete.

7.   Using the preceding 6 steps, repeat this procedure for all of your employees.

8.   Once you are complete, use the *File - Select Payroll* command to load a new payroll, and then begin entire process again, but substitute your EX designation on the distribution tables with *FT01CW,* or *FTADMLIAM* or *FT01LW*, etc.

Copying Distribution Tables from Other Payrolls: You are not permitted to copy one of your "EX" distribution tables while you are in a different payroll. This payroll must have its own set up within itself, even though all distribution tables appear in the list together.

---

9.   In order to verify that the correct GL Codes have been recorded in the correct format, go to the *Payroll Module* and then choose the *Reports - Distribution Tables* menu command. The *Distribution Table Report* lists every distribution table and all of the related G.L. codes for each payroll. If edits are needed, return to the *Distribution Tables* dialog box and update the information as needed.

Step 10: Defining Earning Rate Tables *(Optional)*

If you plan to use *Earning Rate Tables* with your payroll, please view the *How to Use GrandMaster Suite - Earning Rate Tables* guide for complete instructions. This guide is available for free download from our website at: www.canpay.com/downloads.

Step 11: Setting Up Employee Positions *(Optional)*

If you plan to use *Employee Positions* with your payroll, please view the *How to Use GrandMaster Suite - Positions* guide for complete instructions. This guide is available for free download from our website at: www.canpay.com/downloads.

Step 12: Setting Up Employee Templates *(Optional)*

If you plan to use *Employee Templates* to add employees to your payroll (especially useful if your payroll contains many employees), then you should complete this step.

Employee templates are used to simplify the set up of employee earnings, deductions and accumulators, and to allow the mass update of the employees in a particular class when changes are made to the earnings, deductions and accumulators for a class of employees.

An Employee template contains a list of earnings, deductions, and accumulators that have been set up for the employees in the class.

When a new employee is added to the payroll, specify the class for the employee and the employee's earnings, deductions and accumulators will be automatically set up according to the model as previously defined.

To Create an Employee Template:

1. At Payroll level, Under Data, go to Employee Template Processing

2. Go to Employee Template Definition

3. Choose *Insert*, and then enter your desired template code (e.g. *Office-Clerical*).

4. On the *Define* tab of the *Employee Template Update* dialog box:

    - *Description: Office Staff - Clerical*

    - Do **NOT** Enter any dates

5. On the *Settings* tab:

    - *CRA* - From the drop down list choose the default account setting either Full Rate or Reduced Rate for this type of employee.

    - *Position* - Click inside the field and press **<F8>**. From your list of previously defined position names, you can choose a position name for this type of employee, keeping in mind that a generic template may represent several positions. It is NOT necessary to choose or fill in position on our template.

    - *Distribution* - Click inside the field and press **<F8>**. From your list of previously defined distribution tables, you can choose a distribution table for assigning this type of employee to. Keeping in mind that a generic template may represent several distribution tables. It is NOT necessary to choose or fill in a distribution table for our template.

    - *WCB Code* - If you must pay Workers Compensation, enter the rate code row number that applies for this type of earning. (e.g. *1*)

    - *WCB Province* - If you must pay Workers Compensation enter the 2-character province designation for this type of employee (e.g. *MB*).

> **NOTE:** We can only assign 1 rate code and 1 province to each template. If you require more provinces to be covered you must set up say Manitoba Office - Clerical or Saskatchewan Office - clerical templates. Then again these fields are NOT necessary only convenient.

    - Stats Canada - If you are required to submit Statistics Canada report you can assign the zone/code in the first box and the earning type in the second box. Again, it is NOT necessary to assign these to your generic template.

6. On the *Base Pay Rate*:

- *Base Earning* - Click inside the field and press **<F8>**. From the list of earnings presented choose the base earning type that will be assigned to the employee (e.g. *Hourly* wages or office *Salary* or the appropriate earning that would apply to this type of employee).

- Once you have chosen the base earning for this type of employee the definition of how this earning is specified at the payroll level will be displayed (e.g. *Use set rate per hour* or *Use set rate per pay*).

- *Set Rate* - If this type of employee always has the same rate of pay, you may enter an amount in this field. For example, $800.00 which is using a set rate of $800.00 *Per Pay* in this case, or $10.00 which is using a set rate of $10.00 *per hour*.

- *Units* - In the case of salaried employees (i.e. those NOT paid hourly), the employees would normally work a certain number of hours to earn their $800.00 per pay. Office Clerical might need to work 80 hours to be paid.

- *Earning Table* - Click inside the field and press **<F8>**. If you have earnings tables defined you are able to call up the appropriate rate table for this type of employee. Your Earning Base definition would be *Use Earning Table by Rate Per Hour* or *Rate Per Piece*. The earning table is an alternative to setting a Rate and Units.

- *Row* - Indicate the row number for this type of employee from the Earning Table for obtaining a rate of pay.

- *Step* - Indicates the column number for this type of employee in a specific row of a specific earning table for obtaining the exact rate of pay.

- *Accumulator* - If you have implemented the earning rate tables with auto pay increments limited by hours worked to date or seniority you may enter the accumulator code number where you are accumulating these hours for this type of employee.

- It is NOT necessary to specify an actual rate or earning table but we strongly recommend determining the base earning type for this type of employee and, if they are salaried, establishing the number of normal work units/hours to obtain this base earning type.

7. On the *Earnings* tab:

   - *Earnings* - By pressing this button a full list of earnings present in GrandMaster Suite will appear. Highlight all earnings that would apply to this type of employee but ONLY those earnings that apply. Click OK

   - *Update Template, Clear Template* and *Force Entry* will not be required at this time but will be referenced later in our "How To" Guide.

8. On the *Deduction* tab:

   - *Deduction* - By pressing this button a full list of all deductions present in GrandMaster Suite will appear. Highlight all deductions that would apply to this type of employee but ONLY those deductions that apply. **OK**

   - *Update Template, Clear Template,* and *Force Entry* will not required at this time but will be referenced later in our "How To" guide.

9. On the *Accumulator* tab:

   - *Accumulators* - By pressing this button a full list of all accumulators present in GrandMaster Suite will appear. Highlight all accumulators that would apply to this type of employee but ONLY those accumulators that apply. **OK**

   - *Update Template, Clear Template,* and *Force Entry* will not be required at this time but will be referenced later in our "How To' Guide.

10. With the *Template* dialog box for the *Employee Office Staff - Clerical* now complete, click *OK*.

11. From *Employee Template List*, choose *Insert*.

12. In *Template Code* enter "OFFICEMGMT" and then enter a description for this second template type.

14. Repeat steps 4 to 10 as previous.

15. Continue in this manner, defining as many Templates as needed to reflect your employee complement.

16. Close the *Employee Template List* when you are complete.

You are now ready to proceed with adding a new employee.

Step 13: Adding Employees to Your Payroll

There are two methods you can use to add employees to your payroll: the **manual** method where you enter each required piece of information individually; and the **template** approach where you apply a standardized set of appropriate earnings, deductions and accumulators that will apply to each employee type.

Create Your Payroll First, and Add Your Employees Later - A payroll must be set up and completed before you can add employees to the payroll. Once the payroll is created, you can choose the *Set Calculation Type - Normal Calculation* command and establish GrandMaster Suite's payroll initialization dates. Now, you are ready to set up your employees.

To add an employee to the payroll, you must complete a series of five dialog boxes that contains pertinent information for each new employee. If you are adding an employee part-way through the year (and the employee has been paid wages during the year), they their current year-to-date figures must also be inserted.

Importing Employee Year-To-Dates - If you are able to export a text file from your current payroll system there is an import function in GrandMaster Suite that will you the time of typing names and addresses.

To Add an Employee Manually:

1. From the Payroll module, choose the **Employee - *Add Employee*** command. This opens the *Employee Name Selection* dialog box. Notice that the *Add to Payroll* button is initially grey. This button will become active after you have added the employee to the Payroll Registry (using the two steps immediately below).

2. In the *Name* field, enter the first and last name of the new employee, and then choose the *Add to Registry* button. This opens the *Employee Information* dialog box.

3. Beginning with the *Address* tab, complete the information as needed, working your way through the 6 tabs (*Address, ID, Medical, Personal, Notes* and *Photo*). Note that many of these options can be left blank initially (you can fill them in later as needed).

4. Click *OK* to close the dialog box. This adds the employee to the Payroll Registry and returns you to previous dialog box (whose title is changed to read: *Add Employee to Payroll).*
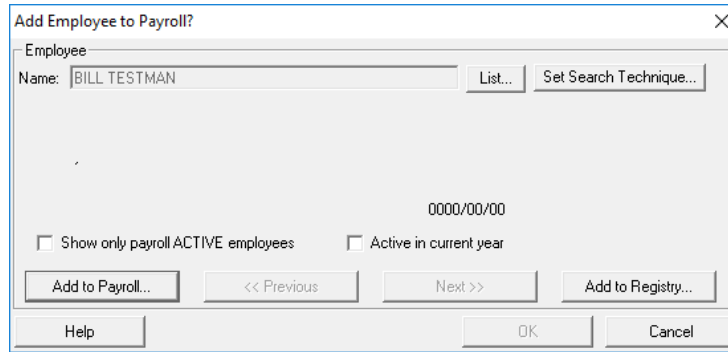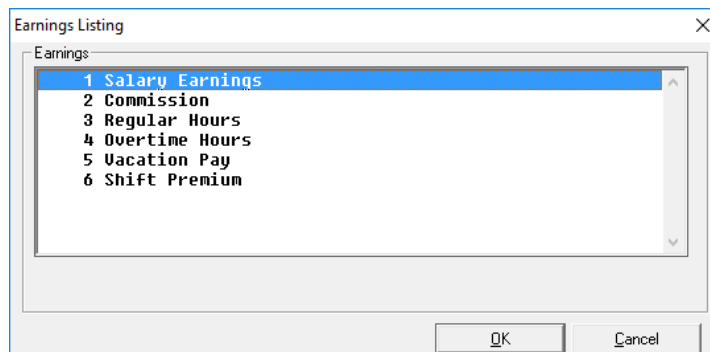
Fig. 13-1
The Add Employee to Payroll Dialog Box

5. Choose the *Add Employee to Payroll* button to proceed. This opens the *Add Employee to Payroll* dialog box.

6. Fill in the various fields as needed for the new employee.

For the Base Earning Information:

- Click inside the *Earning* cell, and then press **<F8>** on your keyboard. This opens the *Earnings Listing* dialog box that displays the earnings that you have set up for the payroll.

Fig. 13-2
The Earnings Listings Dialog Box

- If you are adding an *Hourly*-based employee, click on a suitable hourly earning type (such as *Regular*), and then click *OK* to close the dialog box. This returns you to the previous dialog box where the earning number is now displayed. This will now be considered the employee's Base Earning, and other earnings can be calculated based on a percentage of this earning's values during the calculation process.

  Similarly, if you are adding a *Salary*-based earning, choose the *Salary* earning from this dialog box and then click *OK*.

For the Rate Evaluation Method:

- **For Hourly Earnings:**

  - Use the *Rate* cell to specify the employee's hourly rate that they will earn each period.

  - Leave the *Units* field blank since you will use the *Hours Entry* feature to assign their work hours each pay period (it is assumed that Hourly-based employees have work

hours that will fluctuate each period). If you entered some hours here in the *Units* field, these hours would be applied each and every pay period.

- Use the *Unit Type - Rate Per Hour* to specify that the *Rate* value you entered applies to their hourly wage.

- **<u>For Salary Earnings:</u>**

  - Use the *Rate* cell to specify the employee's per-period salary amount that they will earn each period. This amount will remain in force for each subsequent period, and will not need to be entered again (unless they receive a pay raise or adjustment). For example, if the employee earns $41,600 annually and the payroll was calculated bi-weekly, you would enter $1600 in the *Rate* field (i.e. $1600 for 26 pay periods = $41,600).

  - In the *Units* field, enter the number of hours that the employee will work for each pay period (e.g. for 80 hours per two-week period, you would enter **80**)

  - Set the *Unit Type* to *Rate Per Pay*. This specifies that the value entered in the *Units* field applies on a per pay period basis.

Fig. 13-3
The Completed Dialog Box for an Hourly Earning

7. Click *OK* to close the dialog box and the employee is now added to the payroll. This opens the *Payroll Specific Information* dialog box where you can enter the *payroll-related* data for the new employee. The dialog box consists of 12 tabs, each containing related information for the employee.

Suppress Popups - Note that the *Payroll Specific Information* dialog box is automatically displayed during the process of adding a new employee unless you have selected the *Suppress PopUp Lists for Add an Employee* option via the **File - Properties - Settings** menu command.

8. Beginning with the *General* tab, proceed through each corresponding tab and complete the information as needed for your new employee.

Blank and Default Fields - As always, if you are unsure of a particular field or option, simply open the Online Help by pressing the **<F1>** key on your keyboard. In many cases, the fields can be left blank (or with the default value).

- **General Tab** - The main options in this tab include the employee's status in the payroll, their assigned CRA rate and whether they will be eligible to be paid via EFT (electronic Funds Transfer).

- **Dates Tab** - This tab allows you to enter date-related information such as their *Initial Hire Date*, their *Start Date* and various *Anniversary* dates that can be used for basic record keeping and/or in conjunction with the HR module.

- **Base/Default** - This tab contains information used to define the employee's base earnings and other program defaults such as their *Distributions* (if any), *Position*, and their *Full Time Equivalency* (if you are using the *Scheduling* module).

- **Federal Tax** - This tab contains information used to calculate the employee's federal tax. It includes their *Province* of residence, the type of *Calculation* that applies (such as *Normal, No-Tax,* a *Fixed-Tax* amount, etc.), and their Federal *Net Claim (TD1) Amount*. You can also enter any *Allowance* details that may apply along with the employee's *Dependent* information.

- **Statutory Deductions** - This tab contains information used to calculate the employee's statutory deduction amounts. If the employee is exempt from paying into *CPP, EI* or *QPIP*, you can place a check in the appropriate checkbox. You can also enter the override amounts for some of these deductions.

- **Provincial Information** - This tab contains information used to define the employee's WCB, Health and Provincial Tax information (where applicable). If your business does not require WCB or Provincial Health premiums, then this tab can be left with the default values.

- **Categories Tab** - This tab contains information used to define additional information for grouping like-employees by category or type, for reporting purposes. Category codes can be defined by clicking inside an edit field and then pressing the **<F8>** key.

- **Week Tab** - This tab contains information used to define the employee's standard work week. This tab should only be used if the current employee's work week deviates from the settings you defined earlier at the company level.

- **Additional Fields Tab** - This tab contains information used to identify the current employee and for use in reporting. The labels in each section are user-definable and can be modified via the *Payroll Information* dialog box's *Field Descriptions* tab.

- **Bank 1, 2 and 3 Tabs** - Use these tabs to define bank account information for the employee if you are using the Electronic Funds Transfer (EFT) feature to pay him/her. An employee must have at least one bank account enabled in order to be paid using the EFT feature (employees can have EFT funds distributed to up to three bank accounts).

- Once you have completed the various tabs in the *Payroll Specific Information* dialog box, click *OK* to close the window. This opens the *Earnings for Employee* dialog box where you can confirm or edit the person's assigned earnings.
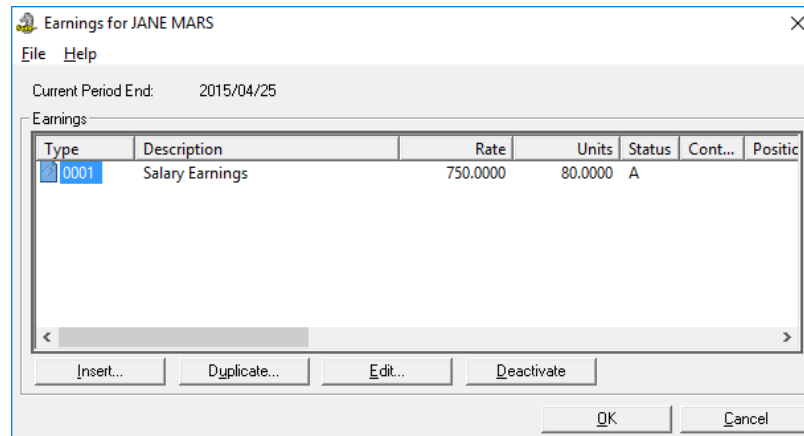
Fig. 13-4
The Earnings for Employee Dialog Box for a Salary Earning

9.   If the displayed earnings are correct, click *OK* to close the dialog box (this will open the *Earnings for Employee* dialog box where you can review or edit the assigned earning as needed.

If the earnings are not correct or need editing, use the *Insert* or *Edit* buttons to modify the information as needed. Once the earnings are correct, click *OK* to close the dialog box (this will open the *Deductions for Employee* dialog box where you can review or edit the assigned deductions as needed.

10.   Similar to the previous step, if the displayed deductions are correct, click *OK* to close the dialog box (this will open the *Accumulators for Employee* dialog box where you can review or edit the assigned accumulators as needed.

If the deductions are not correct or need editing, use the *Insert* or *Edit* buttons to modify the information as needed. Once the deductions are correct, click *OK* to close the dialog box (this will open the *Accumulators for Employee* dialog box where you can review or edit the assigned accumulators as needed.

11.   Similar to the previous step, if the displayed accumulators are correct, click *OK* to close the dialog box. The employee is now added to the payroll.

If the accumulators are not correct or need editing, use the *Insert* or *Edit* buttons to modify the information as needed. Once the accumulators are correct, click *OK* to close the dialog box. The employee is now added to the payroll.

Adding Employees from Other Program Locations - You can add employees to the payroll from either the **Add Employee** menu command under the *Payroll* module's **Employee** menu, or by choosing the **Add** option under the *Employee* module's **Employee** menu.

You may also opt to use the *Add an Employee Wizard* for the add employee process by enabling the wizard within the payroll's *Properties Settings* (that can be accessed from the **File** menu). For additional information please see the *Settings* section of the Online Help. For additional information on the *Add an Employee Wizard* settings, see the *Wizard Settings* topic in the Online Help.

To Add an Employee to a Payroll using a Template:

1.   From the *Payroll* module, choose the **Employee - *Add Employee*** command.

2. This will begin the cycle of adding an employee referenced in the "How To" guide and the beginning of *Chapter 8* of the *Payroll Manual* (both guides are available from the CanPay website). *Note:* Please ensure that you complete the consecutive steps as they are presented and do not interrupt the process, if possible. You can recover from an interrupted wizard process, but it can be confusing and time consuming to do so.

3. On the *Employee Name Selection* dialog box:

    - Type in the first 3 or 4 characters of a person's last name, and then press **<Enter>, <Tab>** or click *OK*

    - An employee list dialog box will appear with either all employees currently on file with a match on those 3 or 4 characters. If the program cannot find an employee based on the characters you entered, it will display a *"No Employees Selected"* message.

    - If you are indeed creating a new employee, select *Insert*.

    - An *Employee Update* dialog box will appear for you to complete. This dialog box will allow you to enter the employee and their details, but they will not YET be placed in a payroll (i.e: the program cannot calculate payment detail with only this limited information).

    - Clicking *OK* to this dialog box will return you to the *Employee List* dialog box. The new employee's basic information will be displayed at the bottom half of the window.

    - You will note on this confirmation dialog box that an ID number has been assigned to this employee record. This number is strictly for internal system use.

    - If you are satisfied with the set up, Press *OK*. This will bring you to *Employee Name Selection* dialog box

    - Select the *OK* button and you are now ready to officially add this person to the payroll.

    - When the *Add employee to Payroll* dialog box appears, assign and enter an employee number for the person.

    - Click inside the Template field and press **<F8>**. When the list of templates is presented, select the appropriate template type for this employee and then click *OK*. You will note that because you selected a particular template, the base earning and its assigned definition has been filled in automatically.

    - At this point you may wish to insert this particular NEW employee's rate of base pay.

    - Click *OK* when you are complete.

    - As the template "cycle" continues, you are then presented with the *Payroll Specific Information* dialog box. This window is the key for identifying the person as an employee. You will note that most of the key information required for this employee has been added, based on the details from the template that was used.

    - However, it will be necessary to complete the following:

      - **Tax Information** - Use the Tax tab to adjust TD1 Base amount if necessary and record any additional tax the employee may request deducted.

      - **Bank Information** - Use the Bank 1 through 3 tabs to enter employee's bank account numbers if EFT's are being processed.

      - **Category Information** *(Optional)* - Click inside the Cat cell and then press <F8> on Row 1. This will allow you to pick the correct department to which this employee will be assigned.

- When you are complete, click *OK* to the dialog box. An automatic list of allowed earnings from our template will now appear. If you had assigned a rate previously it will appear beside the correct earning.

- If no further changes are required, click *OK*. An automatic list of allowed deductions from our template will now appear.

- Make any changes or assign this employee's fixed rate by highlighting the row and updating ad needed.

- Click OK to deductions list when done.

- An automatic list of allowed accumulators from our template will appear.

- Make any changes as needed or assign this employee's special rate by highlighting the appropriate cell and updating the rate as needed.

- Click *OK* to the accumulator list when done.

You have now completed the set up of a new employee using a template.

Add Employee's Year to Date Balances *(Optional)*

- **If You Are Switching Payroll Providers** - If you are switching to the eNETEmployer program and setting up your payroll part-way through the year, you will need to enter each employee's current year-to-date values in this screen. This is necessary so that year-end values will balance accordingly (Federal Tax, CPP contributions, EI Insurable Hours, etc.). Essentially, if any pay cheques have been issued for the year, the year-to-date amounts will need to be recorded prior to starting the payroll in the eNETEmployer program. The one exception would be if you are starting your payroll as of January 1st - in this case, there would typically be zero earnings accrued for the first of the year (though there may be some year-to-date Accumulator values that have been accrued for Vacation Pay that has not yet been paid to your employees - these accumulated values would need to be entered.

- **If Your Year-End Values Require Editing** - All earnings, deductions/benefits, accumulators, and statutory items accrue year-to-date values over the year and represent the total of all monies or hours that were paid to, or accrued by those items for the current year. Although most payroll situations will typically use these values as the "final" amounts for year-end purposes, you may encounter a situation where you need to adjust the amounts manually. This screen allows you to view and modify year-to-date earning values for your employees.

To Add Employee's Year to Date Values:

1. From the *Employee Menu*, select each employee one at a time.

2. Under each employee's *Data* menu, access their *Year to Date Adjustments*.

3. Select the appropriate transaction category (e.g. *Earnings, Company Deductions, Company Benefits, Accumulators, Statutory Deductions* and *Statutory Benefits*) and use the various editing cells to insert the correct values.

4. The Year to Date adjustments will be included in the next payroll calculation and added to employee's year to date balances.

Note: The input of the Year to Date balances is an important aspect of setting up your payroll but it can be implemented over 1 or 2 pay periods as time permits. We do caution that the statutory year to date figures for both deductions and benefits are important for the correct calculation of

CPP and EI however. It is necessary to ensure that those people who have reached their annual maximum deduction amount be set up correctly prior to your first payroll calculation in GrandMaster Suite.

Step 14: Defining a Standard Work Week *(Optional)*

This feature allows you to specify the days that your company considers "regular" working days. This includes such settings as the days and hours of operation. These settings can be used in conjunction with other program features such as *Hours Entry* and *Calendar Update* (see the online help for each of these features for more information).

GrandMaster Suite allows you to work with the payroll workweeks in the following three areas (see further in this guide for descriptions of each):

- **The program default** - If no changes are made, the program defaults will apply.

- **Workweek settings for all employees** - Allows you to make changes that apply to all employees.

- **Workweek settings on a per-employee basis** - Allows you to make changes that apply to single employees only.

Viewing the Default Workweek Settings

If you do not define the Payroll Work Week settings anywhere in the program, GrandMaster Suite will assume the system defaults when performing certain functions that require this setting, such as the auto-entering time feature in the *Hours Entry* dialog box. These defaults assume a week that begins on Sunday with the working days being Monday through Friday (8 working hours per day).

To View the Default Workweek Settings

1. Open the *Administration Module* and choose the **File - Global Preferences** command. This opens the *Global Preferences* dialog box.
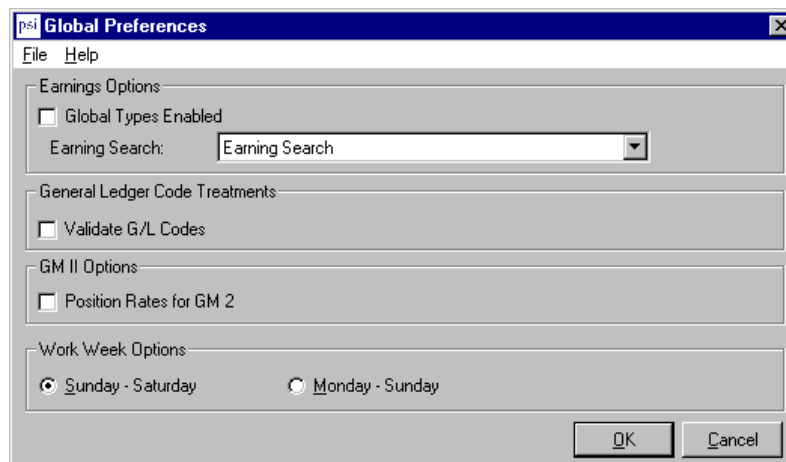
Fig. 13-1
The Global Preferences Dialog Box

2. View the *Work Week Options* section to see the two options that control whether the workweek begins on a Sunday or on a Monday. The default is Sunday through Saturday, with Sunday being designated as day 1.

Defining the Default Workweek for All Employees

If you define the workweek settings using the *Payroll* module's *Payroll Work Week* dialog box, these settings will apply to all employees with the exception of those who have their setting overridden via the *Week* tab in the *Payroll Specific Information* dialog box.

To Define the Payroll Workweek

1. Open the *Payroll Module* and choose the **Payroll - *Payroll Work Week*** command. This opens the *Payroll Work Week* dialog box

Fig. 13-2
The Payroll Work Week Dialog Box

2. In the *Days of the Week* field, enter the days that will comprise the company's regular workweek. For example, if your work week is Monday through Friday, you would enter **23456** (Sunday is day 1, Monday is day 2, etc.).

3. Use the *Hours in Week* field to enter the total number of hours in a full work week. For example, if your employees work 8 hours per day, this field would read **40**.

4. Move to the *Hours per Day* section and use the various day fields to break down the hours worked per day. If you change the hours in a particular day field, the total in the *Hours in Week* field will update accordingly.

   Similarly, if you define the *Days of the Week* field followed by the *Hours in Week*, the program will automatically apportion the correct hours for each of the defined days.

Fig. 13-3
A Completed Payroll Work Week Dialog Box

5.   Click *OK* once you have completed the settings.

Modifying the Work Week for a Single Employee

If you define the workweek settings at the employee level via the *Payroll Specific Information* dialog box, all other settings will be overridden. This is useful if you have only a few employees who deviate from the norm.

To Modify an Individual Employee's Workweek Settings

1.   Open the *Employee Module* and choose the **Data - *Payroll Specific Information*** command. This opens the *Payroll Specific Information* dialog box

Fig. 13-4
The Payroll Specific Information Dialog Box

2.   In the *Days of the Week* field, enter the days that will comprise the employee's regular workweek. For example, if they have a 5-day workweek that starts on Tuesday and includes Saturday, you would enter **34567** (Tuesday is day 3, Wednesday is day 4, etc.).

3.   Use the *Hours in Week* field to enter the total number of hours in the employee's workweek. For example, if the employee works 7.5 hours per day, this field would read **37.5**.

4.   Move to the *Hours per Day* section and use the various day fields to break down the hours worked per day. In the example below, the employee has 7.5 hours per day on Tuesday through Saturday.

Fig. 13-5
The Completed Week Tab

5. Click *OK* once you have completed the settings.

Step 15: Enter Employee Work Hours

Before you can calculate a payroll, you must enter the hours that each employee has worked for the pay period.

*   **Hourly-based employees** will require their hours to be entered for each pay period since it is assumed that these hours may fluctuate from one period to the next.

*   Conversely, **Salary-based employees** do not need to have their hours entered each pay period and were defined as such when the employee was added to the payroll. Salary earnings are setup to reoccur every pay period (however the hours can be added to, or overridden as needed).

To Enter Your Employee Work Hours *(Hourly Employees Only):*

1. Open the *Payroll Module* and choose the **Employee - Hours Entry** command. This opens the *Employee Hours Entry* dialog box. This dialog box is used to select a pay sequence and an Hourly employee so that you can begin entering the hours they have worked.

2. Enter the first and last days of the pay period using the *Starting* and *Ending* fields.

3. Select your desired employee using any of the following methods:

    *   Click inside the *Name* cell and press **<F8>** to view your list of employees (and then choosing *OK* from the resulting dialog box when you have made your selection), or,

    *   Choose the *Next* or *Previous* buttons to populate the list automatically, or,

    *   Entering a few characters of their surname and pressing the **<Tab>** key (and then choosing *OK* from the resulting dialog box when you have made your selection).
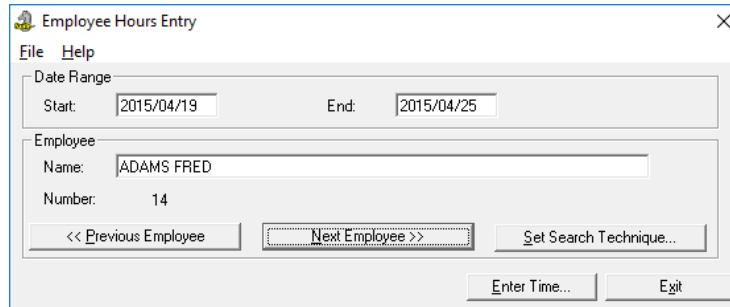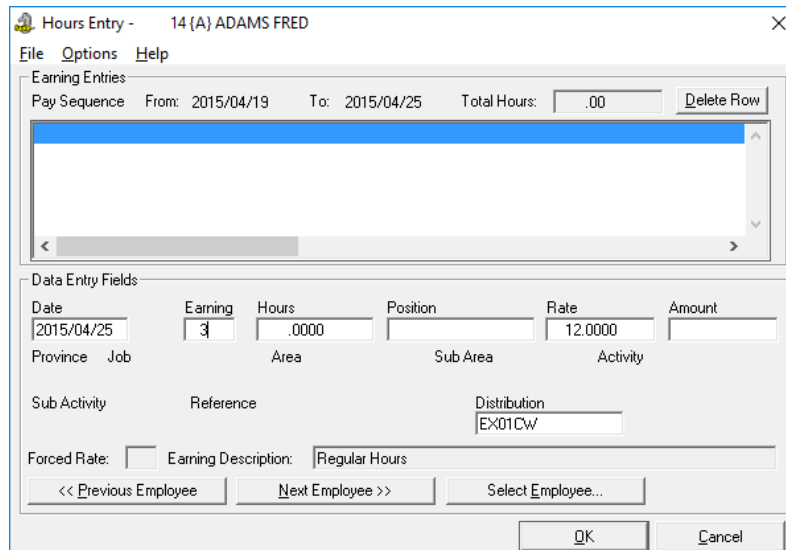
Fig. 15-1
The Employee Name Selected

4. Once the desired employee appears in the *Name* cell, select the *Enter Time* button to open the *Hours Entry* dialog box where you can begin defining the actual time worked.

Salaried Employees - If you have an employee selected with preset hours (e.g. Salary), you will receive a message stating that *Preset hours are present*. Typically, you do not enter work hours for salaried employees since Grandmaster Suite treats their pay values as recurring for each new pay period.

If you do enter hours for a salary employee in this dialog box, the hours will be added to the preset hours that have already been defined in the employee's *Earning Update Units* field.

---

5. Place the cursor in the *Earning* cell and press **<F8>** to open a dialog box where you can choose the earning to which you will be applying the worked hours. Click *OK* to close the dialog box when you have selected the earning.

Fig. 15-2
The Earning Number is Assigned in the Earning Cell

6. Place the cursor in the *Earning* cell and press **<F8>** to open a dialog box where you can choose the earning to which you will be applying the worked hours. Click *OK* to close the dialog box when you have selected the earning.

7. Move to the *Hours* cell and enter the number of hours that the employee has worked for the period.

8. Move through the remaining fields and complete the data as needed.

9. Once the hours are complete for the employee, select the *Next Employee* button and repeat the preceding 4 steps to enter their work hours as needed.

10. Once all of the employee hours have been entered, press the **<F10>** key to save your settings (or choose the *File - Save Settings* menu command). This stores the changes and you are returned to the *Employee Hours Entry* dialog box.

You are now ready to calculate your payroll!

Step 16: Calculate Your Payroll

Once you have entered your employee work hours, you are ready to calculate a payroll. The **Calculation** menu allows you to define your calculation types and dates, and to select the earnings/deductions/accumulators to be included in the calculation. Once these are defined, you can calculate the payroll and print various reports to verify the current calculation.

To Calculate a Normal Pay Run:

1. Open the *Payroll Module* and choose the **Calculation - *Set Calculation Type - Normal Calculation*** command. This opens the *Normal Payroll Calculation* dialog box

2. Use the three date fields in the *Pay Sequence Dates* section to set the appropriate start, end and cheque dates. When the dates are complete, click *OK* to close the dialog box.

3. Choose the **Calculation - *Earning Selection*** command. This opens the *Earnings Selection List* dialog box.

4. Confirm that the earnings shown in the *Included in Calculation* section are ok to be included. If you do not wish one or more earnings to be included in the calculation, simply click on an earning and then select the Remove button. This action will move it to the *Not Included in Calculation* section.

5. Repeat the preceding two steps, but select the ***Deduction*** and ***Accumulator*** commands in succession, verifying that the appropriate items will be included in the payroll calculation.

6. Choose the **Calculation - *Calculate Payroll*** command. This opens the *Calculate Payroll* dialog box.

7. Choose the appropriate checkboxes under the *Benefit Distribution* section (if you are using payroll distribution tables), and then click OK to close the dialog box and initiate the payroll calculation process.

    The *Payroll Summary Exceptions* report will appear on screen listing any errors, changes, or new effective dates that are encountered during the calculation process. Review the report as needed in case you need to go back and corrections.

    Once you close the *Payroll Summary Exceptions* report, the *Calculate Payroll* dialog closes and you are returned to the *Payroll Module*. A check mark will now appear beside the *Calculate Payroll* menu command indicating that you have performed this part of the payroll process.

    You can now choose the desired option from the ***Current Reports*** submenu to verify your calculation results.

To Calculate Other Pay Types:

If you wish to calculate a pay type other than the *Normal* type (as described above), simply choose the desired type from the **Calculation - *Set Calculation Type - Normal Calculation*** command. You can then repeat steps 2 through 7 above for your pay calculation.

GrandMaster Suite provides the following pay types:

- **Normal** - This is the default method and is typically the most common used pay type. This option will process all active employees in the payroll using their various earning, deduction and accumulator settings. After a normal pay run, the payroll would typically be closed, with the pay dates being advanced accordingly.

- **Additional** - This pay type is used to calculate a pay run for employees where the pay values need to be combined with other pay runs in the same period, in order to correctly calculate taxes. During this pay calculation, the program will take into account statutory deductions for the period (e.g. if an employee reached the E.I. maximum contributions on the previous pay run, no additional E.I. would be deducted from the additional pay run). Example: If an employee's overtime was not included on the normal pay run by mistake, you would correct this by running an Additional pay type in order to reimburse the employee. Bonus payments should also be paid using Additional pay runs.

- **Extra** - This pay type is used to calculate a pay run where the run does not include any values from Normal or Additional pay runs in the same pay period. An extra pay run takes place in the current pay period and its values are included when calculating EI insurable hours.

  For example, you would use an Extra pay type when paying an employee who is being terminated but has already worked some hours in the current normal pay period. You could also use it cases where an employee is receiving a vacation pay cheque or another type of "pay out" compensation.

- **Reverse** - This pay type is used to cancel the effects of a previous pay run for one or more employees. This is normally done for only one employee at a time, but it can be used for a group of employees (refer to the *Groups* section of the Online Help).

  When you initiate a Reversal pay run, you must specify the pay period that is to be reversed. Example: If an employee was paid in error, you would use the Reversal pay type to cancel the issued cheque and to correct the year-to-date balances. Note: Reversal pay runs will be assigned the same Period number as they take place in the current pay period.

- **Advance** - This pay type is used to calculate advance pay runs where an employee requires a cheque prior to the end of a given pay period. The most common use is for employers that have a monthly payroll with a mid-month advance. The advance pay does not calculate any taxes, or company deductions (corresponding tax amounts will be calculated on the next Normal pay calculation). It is meant to produce a net pay only. The amount of the net pay must be set up as an earning along with a deduction that will be set to "contra" to the earning, so that the advance amount will be deducted from the employee's next normal pay.

- **Month End Accrual** - A Month End Accrual pay run is used to generate Journal Entry data only. This type of pay run calculates the pay for a portion of a pay period and creates journal entry data for the expenses and accrued expenses (for the reversal of those expenses in the next financial period). It also creates journal entry data for the reversal of those expenses in the next financial period. No payroll data is modified when this pay type is run, and the pay period will remain open for further use.

Step 17: Backup your payroll data

GrandMaster Suite does not provide a built-in backup utility program. It is recommended that you obtain and implement a reliable third party backup system. The data files used by the program reside in various directories that are created during the installation process and/or in the alternate directories specified in the initialization parameter settings.

With the exception of the **\gmsuite\runtime** directory (which contains the executable programs) these aforementioned directories must be *backed up as a complete set* and/or *restored as a complete set*.

Partial restoration of the data files will compromise the integrity of the system database. If the integrity of the database is not maintained you may find it necessary to re-enter all affected data.

We recommend that the data directories to be backed up daily and copies of the data be kept off-site. Further, a disaster recovery plan should be in a place that will allow you to recover from catastrophic system failures.

Which Folders Do I Backup?

The following data directories should be backed up to a removable storage device:

Admin	Schedule	Jobcost
Payroll	Timekeep	Bankrec
Hr	Orgchart	Common

Individual payroll sub directories must also be specifically included in the backup. The program allows these files to be located anywhere on your local hard drives or network. As such, these folders may not be included in the payroll directory and its sub directories.

CanPay Software Inc. License Agreement

This Licence Agreement is an agreement between you ("the Customer") and CanPay Software Inc. ("CanPay"). It governs your use of the software ("the Software") supplied to you by CanPay and related documentation. By downloading, installing or otherwise using the Software, you agree to be legally bound by the terms of this Licence Agreement.

THIS AGREEMENT SUPERSEDES ANY PRIOR VERSION LICENSE AND GOVERNS YOUR USE OF THE SOFTWARE.

LICENCE AND RESTRICTIONS:

CanPay grants the Customer the right to install the software and related documentation onto a single computer for personal and/or business use. The Customer may not: Sublicense the Software; Reverse engineer, decompile, or disassemble the Software; Use the Software for any undesirable or illegal activities; Make copies of the Software other than for back-up purposes, and the Customer may not use the back-up copies other than as a replacement for the original copy. The Customer must include on the back-up copies all copyright and other notices included on the Software. The Customer may not use, copy, modify, sell, transfer or disclose any part of the Software except as provided in this Agreement.

OWNERSHIP AND COPYRIGHT OF MATERIALS:

Except for the licence expressly granted hereunder, CanPay retains all rights, title and interests in and to the Software and all copies thereof. The Software is copyrighted and is protected by copyright laws and international treaty provisions. The Customer may not remove the copyright and other proprietary rights notices from the Software. The Customer agrees that this Agreement shall be retained with all printed and electronic copies the Software. The Customer agrees to prevent any unauthorized copying of the Software. Except as expressly

provided herein, CanPay does not grant any express or implied right to the Customer under CanPay copyrights, trademarks, or trade secret information.

LIMITATION OF LIABILITY

In no event shall CanPay be liable to the Customer for any damages whatsoever, including any lost profits, lost savings, or other incidental or consequential damages arising out of the use or inability to use the software even if CanPay has been advised of possibility of such damages, or for any claim by any third party.

TERMINATION:

Upon violation of any of the provisions of this Agreement, The Customer's right to use the Software shall automatically terminate and the Customer shall be obligated to destroy all their copies of the Software.

MISCELLANEOUS

This Agreement is governed by the laws of the Province of Manitoba and the laws of Canada in force therein. If any part of this Agreement is found to be unlawful, void or unenforceable, then that provision shall be deemed severed from this Agreement and will not affect the validity and enforceability of any of the remaining provisions.

"CanPay", "GrandMaster", CanPay product logos and other CanPay Software product names are trademarks of CanPay. Other trademarks are the property of their respective owners.