



How to Get More Out of Payroll

(MANER) MATT MASON

Things to Note

- Something(s) OLD, Something(s) NEW, Something(s) borrowed (shamelessly from others), NOTHING's blue
- You want my slides, you can have 'em.
- I encourage questions and discussion
- Some items may be repeated in other sessions
- I'll get through as many as I can



Print W-2s to blank paper!

- With GP 2016 R2



Also just in.....

- Hire/fire date history is tracked
- Payroll – Inquiry – Employee. Click Go To icon



Turn on Build Exception Report

- Purpose: Prints JUST the CRITICALS and WARNINGS
- Turn on in Administration – Posting - Posting



Payroll Setups

- No more check alignment
- Put Social Security mask on reports. Only last 4 digits show. So you don't have to use Report Writer.



Payroll Integration to Payables

- Purpose: create automatic A/P vouchers upon payroll posting
- Easy to set up
 - Remove leading zeroes. Setup – Payroll –HRP Options. #2
 - Assign vendors.
 - Run Payroll
- Can modify descriptions
- Can use with 941 if only posting to one account



Attendance Tracking

- Purpose: to track vacation, sick, personal, and whatever other time off you want to track
- FREE: comes with Human Resources module
- Accommodates as many different methods for people as you like



Setup

- Switch from Payroll to HR. Setup – Attendance – Setup
- Set up Accrual Schedules
- Set up Time Codes (HR) to correlate with Pay Codes (Payroll)
- Assign schedules to employees

Use

- EASY....just run Accrue as part of payroll processing

Notes

- Based on employees' hire date, not calendar date
- Accrue once for all employees per pay
- Can put Hours Available on checks/earnings statements



Third-party sick pay

- Bottom line: GP doesn't really support this.
- Issue is that 3rd-party administrator usually takes care of everything except the employer portion of FICA.
- Three-piggy methods:
 - Straw piggy: Merely adjust W-2's at year-end. Edit W-2s
 - Stick piggy: Edit Financial Information, mark up for wages, Employer FICA. Then generate year-end wage file
 - Brick piggy: Do manual check



Brick-piggy way

- Add Pay Code for 3PSICK. Assign to employee.
- Add Deduction for 3PSICK. Assign to employee
- Set Payroll Posting Accounts to offset to same G/L account.
- Enter a Manual Check. Type: Manual Check
- Enter 4 parts:



Manual check

- Gross Wages: 3PSICK
- Employer FICA Social Security
- Employer FICA Medicare
- Deduction: 3PSICK
- Nets to zero



Must manually adjust 941

- Line 8. Adjustment for sick pay



Must manually mark box on W-2

- Routines – Payroll – Edit W-2s



Payroll Advance

- Purpose: to give money to (special) employees ahead of time
- Comes out of next paycheck
- Only works with Salary, not Hourly
- Key: set up Advance Amount in Pay Code for employee
- Mark Advance on Payroll Build. Everything else is the same



Payroll posting edit list

- Run this after you build and calculate a check run
- Payroll – Transactions – Posting Edit List



SmartLists

- Create Custom SmartLists
 - Salary employees
 - Hourly employees
 - Pay rates
 - Hours Available



Retroactive Pay

- Purpose: to pay back pay raises
- Must create a Pay Code with Other type and assign to employees
- Payroll – Utilities – Retroactive Pay Management
- Pick Criteria
- Insert for Retro
- Create Retro makes a batch in Payroll.



Deductions in Arrears

- Purpose: If you don't pay someone this pay period (or don't pay them enough), the deductions they owe—like Health Insurance—will accumulate and will come out of their pay when they DO work enough
- Set up- Payroll –Cards – Deductions. Mark all boxes
- After short or missing payroll run, amount in arrears appears in Payroll – Cards – Arrears Transactions.
- Can be edited. Click Blue Expansion Arrow

Gross Up

- It's handy....it's cool! (It's not gross)
- Payroll – Utilities – Gross Up

Mass Update

- Oldie but Goodie
- Payroll – Utilities – Mass Update
- It's better than just changing Setup, since you can:
 - Specify by class, employee range, etc.
 - Preview changes before they happen



Edit Financial Fields

- For cheaters! (or Stick Piggies)
- Payroll – Setup – Payroll. Click Options button
- Allows you to adjust Gross Wages, etc. in Summary windows without making a Manual Check entry
- Flows through to W-2 at Payroll year-end closing
- Can turn on/off as necessary



THE END

- Thank you and I hope I passed the audition.....

