

PAYROLL NOW

Release Notes



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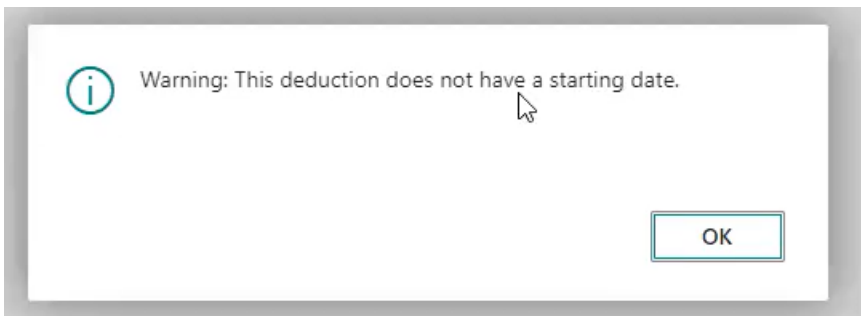
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22.32.0.0

RELEASE NOTES

DEDUCTION CODE WARNING – STARTING AND ENDING DATE

When a user tries to setup a new deduction without a 'Starting Date', the system will notify the user that they are attempting to setup a deduction without a starting date when the user backs out of the deduction setup.



NEW STARTING AND ENDING DATE CAPTIONS IN DEDUCTION CARD

The captions in the deduction card now read 'Deduction Starting Date' and 'Deduction Ending Date'. Also those captions are now visible to the user when the deduction card is opened. You no longer need to click 'show more' to access these fields.

Show less

▼	Deduction Starting Date		
	Deduction Ending Date		
▼	Garnishment Case Number		

NEW HR FIELDS SECTION IN DEDUCTION CARD

There is now an HR section at the bottom of the deduction card with 'Coverage Starting Date' and 'Coverage Ending Date' fields.

HR

Coverage Starting Date



Coverage Ending Date



These fields are currently for informational purposes and do not drive any calculations in payroll.

ERROR MESSAGE TO PREVENT USING REGULAR EARNINGS SUBTYPE WHEN PULLING EARNINGS FROM HOURS DETAILS TABLE

The ability to use the Regular earnings subtype with earnings coming from hours details will no longer be allowed.

Error message is triggered if using 'regular' subtype on payroll earnings codes if using earnings from hours details.

"You can not set subtype to REGULAR while using Earnings from Hours Details

DISABLE NEGATIVE PTO WARNING

There is now a checkbox on the pto card to turn off the warning 'you are about to go negative on PTO hours'. This button can be activated in the Payroll Setup Table > PTO Setup Tab

PTO Setup

Available as PTO Earnings Code	☒	Include PTO Code Earnings in Payout Calc.	☒
Pay Balance Upon Termination	☐	Do Not Accrue Hours	☒
Available as a Web PTO Code	☐	State/Province Filter	
Available on Web Portal Hours Entry	☐	Post PTO Accrual Amount to G/L	☐
Do Not Show in Web Portal Accrual Summary	☐	Auto Top-up Amount	☒
Exclude PTO Accrual from Check Stub	☐	PTO Accrual Earnings Filter	
Use Hours Based PTO Accrual	☐	Advanced PTO Earnings Filter Code	
Use Amount Based PTO Accrual	☐	Payout of Payroll Code	
Payout PTO Automatically	☐	Disable Negative PTO Message/Error	☒
Payout Exp. Allo. Based on Earnings / Adv. Filter	☐		

PAYOUT OF PAYROLL CODE

New field in PTO Card 'Payout of Payroll Code'.

When this code is selected and used in a payroll document, the system will automatically create usage PTO entries for original accrual payroll code during the posting.

PTO Setup

Available as PTO Earnings Code	☒	State/Province Filter	
Pay Balance Upon Termination	☐	Post PTO Accrual Amount to G/L	☐
Available as a Web PTO Code	☐	Auto Top-up Amount	☒
Available on Web Portal Hours Entry	☐	PTO Accrual Earnings Filter	
Do Not Show in Web Portal Accrual Summary	☐	Advanced PTO Earnings Filter Code	
Exclude PTO Accrual from Check Stub	☐	Payout of Payroll Code	
Use Hours Based PTO Accrual	☐	Disable Negative PTO Message/Error	☒
Use Amount Based PTO Accrual	☐	Banked PTO Settings	
Payout PTO Automatically	☐	Add Hours to Payroll Line	☒
Payout Exp. Allo. Based on Earnings / Adv. Filter	☐	Salary Rate Multiplier	0.00
Include PTO Code Earnings in Payout Calc.	☐	Remove Exp. Allocation Lines	☒
Do Not Accrue Hours	☐	Use PTO Ledg Ave Rate to Calc. Hours	☒

SHOW BANKED HOURS / AMOUNT SETTINGS

In the ADDITIONAL PAYROLL SETUP > Advanced PTO Setup there is a new check box for 'Show Banked Hours / Amount Settings'. When set to 'true', the banked PTO Setup section will be visible in the Payroll Code Setup Card.

Advanced PTO Setup

Post PTO Amount to G/L ☒

PTO Accrual G/L Account No.

Hide PTO FactBox Hours ☒

Hide PTO FactBox Amount ☒

Show Banked Hours/Amount Settings ☒

Show Banked Hours/Amount Settings

When set to true, the Banked PTO Setup section will be visible in the Payroll Code Setup Card.

[Learn more](#)

Advanced OT Setup >

PTO Setup

Show more

Available as PTO Earnings Code ☒

Pay Balance Upon Termination ☒

Available as a Web PTO Code ☒

Available on Web Portal Hours Entry ☒

Do Not Show in Web Portal Accrual Summary ☒

Exclude PTO Accrual from Check Stub ☒

Use Hours Based PTO Accrual ☒

Use Amount Based PTO Accrual ☒

Payout PTO Automatically ☒

Payout Exp. Allo. Based on Earnings / Adv. Filter ☒

Include PTO Code Earnings in Payout Calc. ☒

Do Not Accrue Hours ☒

State/Province Filter

Post PTO Accrual Amount to G/L ☒

Auto Top-up Amount ☒

PTO Accrual Earnings Filter

Advanced PTO Earnings Filter Code

Payout of Payroll Code

Disable Negative PTO Message/Error ☒

Banked PTO Settings

Add Hours to Payroll Line ☒

Salary Rate Multiplier

Remove Exp. Allocation Lines ☒

Use PTO Ledg Ave Rate to Calc. Hours ☒

ADD HOURS TO PAYROLL LINE:

When set to true, hours will be added to the payroll line using the employee salary rate multiplied by the multiplier

SALARY RATE MULTIPLIER:

Multiplier that will be used against the employee salary rate in order to calculate the number of hours

REMOVE EXPENSE ALLOCATION LINES:

Will remove the associated expense allocation after adding the hours to the payroll line

USE PTO LEDGER AVERAGE RATE TO CALCULATE HOURS:

Will use the PTO Ledger average rate to calculate the hours from the total amount paid out divided by the average PTO ledger rate. This setting will find the payroll code to filter on in the PTO ledger by finding the PTO accrual code linked to this PTO Payout code

ENABLE HOURS DETAILS G/L CODE

In the Additional Payroll Setup > General Tab there is a new 'Enable Hours Details G/L Code' check box.

Reduce Fed WH to Create Zero Net Check

SSN Verification Requester ID

Skip Fixed Percent Tax Auto-Balance

Skip Salary Employee Auto-Balance

Auto-Balance Local Taxes

Use Actual Work Dates

Use Automatic Late Codes

Post Zero Tax Lines

Skip Report Layout Update

Enable Hours Details G/L Code

Enable Hours Details G/L Code

When set to true, if a G/L Account code is loaded into Hours Details or the Expense Allocation lines, it will be used in posting the earnings.

This feature allows you to force the G/L code posting by putting it in the hours details so if you load the G/L code in hours details it will post to whatever G/L account is in hours details.

APPLY EXEMPT DEDUCTIONS TO BONUS WITHHOLDING CALCULATION – CANADA ONLY

This is a new checkbox in the Payroll Calculation Formulas. When checked, the tax exempt deductions will be applied to bonus calculations' applicable earnings.

st Delete

Code ▼	Type	Payroll Code	Formula ID	Calculation Sorting No.	State Filter	Deduction Filter	Apply Exempt Deductions to Bonus WH Calc.
BONUS	Earnings	BONUS	65	10			☐
BONUS	Deduction		12	100			☐
BONUS	Withholding	FEDERAL INCOME TAX	406	210			☐
BONUS	Withholding	PROVINCE WH	407	210			☐
BONUS	Withholding	EI	412	200			☒
→ BONUS	Withholding	CPP	408	200			☒
BONUS	Employer Tax	EI PD	403	400			☐

REMOVE 'E' FROM NACHA FILE

This new checkbox is in Additional Payroll Setup > Additional ACH Setup.

Additional ACH Setup

ACH Immediate Destination Name		ACH File Header	
ACH Company Name		Remove E from NACHA File	☒
ACH Federal ID No.			

When set to true, it will remove the 'E' from the Nacha File detail record.

SUMMARIZE YTD EARNINGS IN PAYROLL CHECK

This is a new check box in Payroll Setup > Check Setup

Check Setup

Payroll Check Report	Long Stub/Check	Blend Check Rate per Hr in Check Stub	☒
Default Payroll Check Layout		Summarize YTD Earnings in Payroll Check	☒
No Layout Check Code		Summarize YTD Earnings in Payroll Check	
Auto-Assign No Layout Check Code	☒	When set to true, the YTD earnings can be summarized into one line at the end of the earnings section in the check stub.	
		Learn more	

When set to true, the YTD earnings can be summarized into one line at the end of the earnings section in the check stub.

SKIP PAYROLL LINES WITHOUT EXPENSE ALLOCATION LINES

New checkbox with 'Process Procedure Advanced Filter Card'

Process Procedure Advanced Filter Card

Select Advanced Filter Payroll Codes | More options

General

Code*

Starting Date

Ending Date

Position Code

Position Department

Position Category

Union Code

State Filter

Do Not Filter by Position / Union / State

Calculate Hours Instead of Amount

Sum YTD Amount / Hours

Skip Prl. Lines Without Exp. Allocation Lines

When set to 'true', if the payroll lines do not have expense allocation lines behind them, they will be skipped.

USE BANK ACCOUNT FILE CREATION NO.

This is a new checkbox in Additional Payroll Setup > Canadian Setup

Canadian Setup

Use Actual Number of Annual Pay Periods

Use ROE Advanced Insurable Hours

Allow Multi-Company Fed./Prov. Withholding Setup

Allow Employer Contributions to Impact Withholdi... ..

Use CAN ROE Actual Work Date

Skip CPP 2nd Pay Wage Reduction

Suppress Blank Company Create Payroll Batch Mes... ..

Include Covid in Web Portal T4

Include Open Docs in CPP/EI Limit Check

Enable CPP Exemption Amount Ledger

Use Bank Account File Creation No.

When set to true, the bank account Last E-Pay File Creation Number will be put into the EFT file instead of the EFT File Creation Number from the Payroll Setup Table.

USE PAYROLL TAX CODE

New checkbox can be turned on via Additional Payroll Setup > General Tab



Additional Payroll Setup

Actions ▾ Automate ▾

- Use Salary Rate if Higher than Pay Matrix ☒
- Allocate Emp. Tax / Contribution Based on State ☐
- Use Advanced Payroll Code Dimensions ☐
- Use Advanced Payroll Code Position / Union / Jobs ☐
- Reset Payroll Lines on Recalculation ☐

- Use Payroll Tax Code ☒
- Populate Base Taxable Amount with Limit ☒
- Set Garnishment Case / Cause as Vendor Ledg. Desc. ☒
- Split Deductions ☐
- Hide Batch Factboxes ☐

That checkbox will activate a new field in Payroll Code Setup Card called 'Tax Code'.
And then whatever tax code is entered in this field will post through to the payroll ledger

Payroll Code Setup Card



✓ Saved

Earnings · OVERTIME

Copy from Payroll Code | More options

Payroll Code

Show less

Type	Earnings	W2 Box 14 Caption	
Code	OVERTIME	W2 State Line Emp. ID Override	
Description	Overtime	W2 State Line Wages Override	
Manual Input Allowed	☐	W2 Tax Do Not Reverse Sign	☐
Reverse Sign Allowed	☐	Sorting No.	100
Process Procedure Code		Blocked	☐
W2 Classification		Tax Code	TAX CODE OT

	Search	<u>Home</u>	Reports	Actions ▾	Related ▾	Reports ▾	Automate ▾	Fewer options
	Navigate		Card		Reverse Transaction...		Reverse Multiple Entries	
Views								
Filter list by:								
< Reversed								
No								
+ Filter...								
Entry No. ↓	Posting Date	Tax Code	Pay Cycle Period Starting Date	Pay Cycle Period Ending Date				
<u>112</u>	3/23/2023		3/12/2023	3/18/2023				
111	3/23/2023		3/12/2023	3/18/2023				
110	3/23/2023		3/12/2023	3/18/2023				
109	3/23/2023		3/12/2023	3/18/2023				
108	3/23/2023		3/12/2023	3/18/2023				
107	3/23/2023		3/12/2023	3/18/2023				
106	3/23/2023		3/12/2023	3/18/2023				
105	3/23/2023		3/12/2023	3/18/2023				
104	3/23/2023		3/12/2023	3/18/2023				
103	3/23/2023		3/12/2023	3/18/2023				
102	3/23/2023		3/12/2023	3/18/2023				
101	3/23/2023	REG TAX CODE TEST	3/12/2023	3/18/2023				
100	1/2/2022		1/2/2022	1/8/2022				

This feature allows codes to be setup and linked to the payroll codes primarily for mapping to the necessary electronic filing codes

BASE TAXABLE AMOUNT WITH LIMIT

There is a new field in Payroll Ledger Entries called 'Base Taxable Amount with Limit'. This field will populate automatically when turned on in Addl. Payroll Setup.

Additional Payroll Setup

Actions Automate

General

Password Protect PDF Email Attachments

Show Local Tax Section in Payroll Code Setup

Use Salary Rate if Higher than Pay Matrix

Use Payroll Tax Code

Allocate Emp. Tax / Contribution Based on State

Populate Base Taxable Amount with Limit

Search		Home	Reports	Actions	Related	Reports	Automate	Fewer options
Navigate	Card	Reverse Transaction...	Reverse Multiple Entries					
Views								
All		Entry No. ↓	Payroll Code	Description	Total Amount	Base Taxable Amount with Limit	Hours	
Filter list by:		112	CHECK	Check	-16,999.31	0.00		
× Reversed		111	FICA-ER - SS	FICA - Social Security (Employer)	-3,815.39	61,538.47		
No		110	FICA-ER - MED	FICA - Medicare (Employer)	-892.31	0.00		
+ Filter...		109	FUTA	Federal Unemployment	-42.00	7,000.00		
		108	STATE WH	State Income Tax W/H	-1,623.46	0.00		

However, if the users wants to populate data in that field from the beginning of the year the user can achieve that by clicking Actions > Functions > Update Base Tax with Limit and the click 'Update All Records'.

Payroll Ledger Entries

Search Home Reports Actions Related Reports Automate Fewer options

Navigate Card Reverse Transaction... Reverse Multiple Entries

Views

All

Filter list by:

× Reversed

No

+ Filter...

Entry No. ↓

112

111

110

109

108

107

106

105

104

Actions

Functions

Daily Overtime Ledger

ACA Initial Measurement Period

State Income Tax Export

Set Payroll Ledger Employee State Exemptions

Modify Payroll Ledger Employee State

Payroll Code Liability by Day Export

SUTA / State Income Tax Export

SUTA Export Management

GA SUTA Export

Update Base Tax with Limit

Other

Update Base Tax with Limit

Options

Update All Records

Sort Ledger by Payment Date

Payment Start Date Filter

Payment End Date Filter

Filter: Payroll Ledger Entry

× Payroll Type

× Payroll Code

× Employee No.

× Payment Date

× Document No.

+ Filter...

Schedule...

OK

Cancel

Currently this capability will only work for Social Security but FUTA and SUTA will available in future app releases along with state specific payroll taxes that have limits.

ADVANCED PTO EARNINGS FILTER CODE

New field in PTO Setup of Payroll Code Setup Card called 'Advanced PTO Earnings Filter Code'

Since the number of hours that goes into the accrual needs to be filtered in some cases this allows the user to pick an advanced filter code to calculate the amount of base PTO hours that should go into the PTO accrual calculation. This is necessary so that the system can filter on hours that are only in a certain state / union / position etc.

PTO Setup

Show r

Available as PTO Earnings Code	☒	State/Province Filter	
Pay Balance Upon Termination	☐	Post PTO Accrual Amount to G/L	☐
Available as a Web PTO Code	☐	Auto Top-up Amount	☐
Available on Web Portal Hours Entry	☐	PTO Accrual Earnings Filter	
Do Not Show in Web Portal Accrual Summary	☐	Advanced PTO Earnings Filter Code	T
Exclude PTO Accrual from Check Stub	☐	Payout of Payroll Code	
Use Hours Based PTO Accrual	☐	Disable Negative PTO Message/Error	☐