

Arrears Tracking Setup

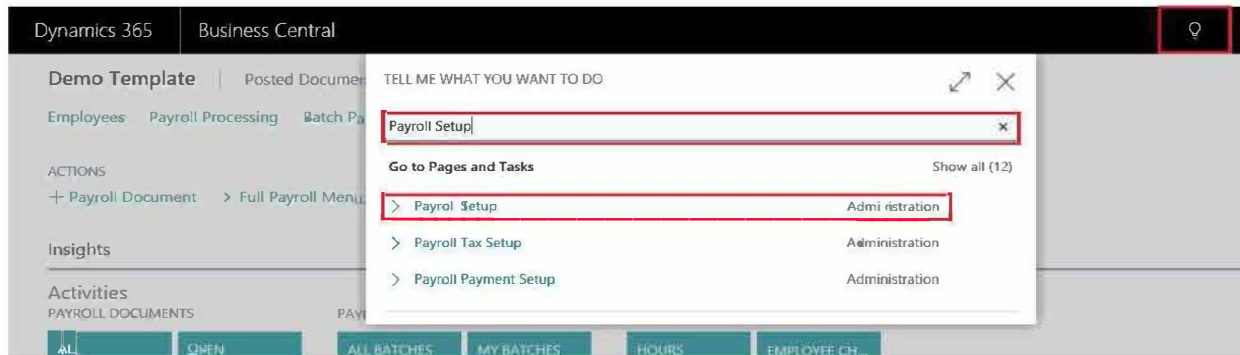
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Synopsis:

- Payroll Now can accommodate 'Arrears Tracking'. This manual will walk you through the setup process necessary in order for Payroll Now to properly calculate and manage 'Arrears Tracking'.

How to Setup Arrears Tracking

Step 1. Enter 'Payroll Setup' in 'Search Bar'. Select 'Payroll Setup'



Step 2.

In the 'General' Tab of the 'Payroll Setup' table, set 'Zero Check Allowed' to True and 'Check Balance Payroll Document' to False

- By setting 'Zero Check Allowed' to True, it allows the system to post a document with a zero amount in the payroll check

- By setting the 'Check Balance Payroll Document' to False, it turns off the system functionality that notifies the user when an Earnings Balance on a payroll document is less than the total amount withheld or deducted from the payroll document

Payroll Setup

Process Show Attached Actions Less options

Display Employer Contribution	☒	Use Position Effective Date Table	☐
45 Day Duration Check	☐	Position by Effective Date Payrol...	Pay Cycle Ending Date
Suppress Pay Period Doc. / Led...	☐	Use Earnings from Hours Detail	☐
Allow Manual Holidays	☒	Country	US
Combine Earnings Lines	☐	Gen. Journal Template	USPY
Amount Rounding Precision	0.01	Gen. Journal Batch	DEFAULT
Hours PTO Accrual Rounding Pe...	0.01	Blend Check Rate per Hr in Che...	☐
Federal Tax Rounding Precision	1.00	Zero Check Allowed	☒
Overtime Hours Import Allowed	☒	Check Balance Payroll Document	☐
Create ACH File Per	Bank Account	Suppress Arrears Tracking Mess...	☐
Auto-Approve Time Entry	☒		

Step 3.

In the 'Payroll Code Setup' tab of the 'Payroll Setup Table', apply an 'Arrears Advance Code' and an 'Arrears Deduction Code'

Payroll Setup

Process Show Attached Actions Less options

Payroll Code Setup

Regular Wage Code	REGULAR	Check Code	CHECK
Piece Rate Wage Code		100% of Net Earnings Direct De...	DEFAULT DIRECT DEP
Federal Income Tax WH Code	FEDERAL INCOME TAX	Advance Payment Code	
Social Security WH Code	FICA - SS	Advance Payment Deduction Co...	
Social Security Exp. Code	FICA SS EMPLOYER	Federal Unemployment Tax Code	FUTA
Medicare WH Code	FICA - MED	Arrears Advance Code	ADVANCE
Medicare Exp. Code	FICA MED EMPLOYER	Arrears Deduction Code	ADV DEDUCTION

Check Signatures >

NOTE: Any Deduction Codes you plan to utilize in Arrears Tracking needs to have 'Use Arrears Tracking' set to True and must have a number in the 'Arrears Tracking Sequence'. The 'Arrears Tracking Sequence' determines which order deductions codes are used in the payroll doc calculations.

← PAYROLL CODE SETUP CARD   

Deduction · HEALTH INSURANCE

Process	Show Attached	Navigate	Less options	
Type	Deduction		Description	Health Insurance
Code	HEALTH INSURANCE		Manual Input Allowed	☐

Deduction Setup

Deduction Type

Deduction Limit

Deduction Catch up Limit

Total Contribution Limit

Compensation Limit

Garnishment

Check Deduction/Contribution L...

0.00

0.00

0.00

0.00

☐

☒

Use Arrears Tracking

Arrears Tracking Sequence

Custom Deduction Limit Code

Benefit Term, Date to Use

Use Deduction Earnings Filter

Deduction Earnings Filter

Exclude Deduction Earnings Codes

☒

6

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Actual Employee Term, Date

☐

☐