

Setup Certified Payroll Report



This guide provides step-by-step instructions on how to set up a certified payroll report. It includes detailed information on navigating the payroll system and ensuring all required data is accurately recorded. The guide also highlights the specific fields and compliance requirements that need to be considered during the reporting process.

Payroll Setup

1

In the Advanced Settings section of the Payroll Setup window, ensure the highlighted options are turned on.

2

- Full Payroll Menu
- Setup Groups
- Payroll Setup

Advanced Settings

Show more

Check Balance Payrol...

Suppress Arrears Trac...

Advanced Deduction ...

Use Actual Salary Mo...

Use Position Effective...

Overwrite Dimension...

Position by Effective ...

Pay Cycle Ending Date

Split Employer Tax / ...

Split Payroll Ledger E...

Use Job/Job Task

Verify OT Hours on A...

Use Pay Cycle SubTyp...

Auto-Sync Expense A...

Journal Transfer Acco...

10400

Show Workers Comp....

Payroll Calc. Exclutio...

Activate MEM

MEM Dimension Co...

Agricultural Employees

Earning Code Setup

3

On the Payroll Code Setup card, ensure the appropriate Earnings Codes are linked to a Certified Payroll Report Code.

4

- Full Payroll Menu
- Setup
- Payroll Codes

Payroll Code Setup Card

Earnings - REGULAR

Payroll Code Conversion Copy from Payroll Code More options

Payroll Code

Type Earnings W2 Classification

Code REGULAR W2 Box 14 Caption

Description Regular Blocked

Manual Input Allowed

Certified Payroll Report Code RHS

5

When the CRP code is linked, the payroll ledger entries will be updated to include the code.

Payroll Code

Type Payment W2 Classification

Code CHECK

Description Check

Manual Input Allowed

Would you like to change all payroll ledger entries of payroll code CHECK to Certified Payroll Report Code NET PAY?

Yes No

6 Payroll Ledger Entries

Payroll Ledger Entries: All 📄 🔍 📄 Home Reports More options							
Entry No. ↓	Payroll Date Code	Document No.	Employee No.	Payroll Type	Payroll Code	Certified Payroll Report Code	Description
<u>821</u>	2024Q2M05	PRL10116	AGER0002	Direct Dep...	NET_PAY_DIRE...		Net Pay Dire
820	2024Q2M05	PRL10116	AGER0002	Direct Dep...	ADDL DD 2		Add'l Direct

7 Payroll ledger entries require a job number in order to populate the Certified Payroll Report.

Entry Date	Employee Posting Group	Job No.	Job Task No.	Payroll Division Code
Q2M05	ALL			
Q2M05	ALL			
Q2M05	ALL			
Q2M05	ALL			
Q2M05	ALL			
Q2M05	ALL			
Q2M05	ALL			
Q2M05	ALL	JOB000010	1010	
Q2M05	ALL	JOB000010	Show more about "JOB000010"	
Q2M05	ALL			