Small Payroll Processing

Program and Directions by
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Small Payroll Processing Directions

Welcome to small payroll processing! The small payroll processing program is designed to make handling small payrolls very straightforward. We can't really make it easy, but we can make it understandable.

How small does a payroll have to be for this program to be right? Probably no bigger than four or five employees. Of course there is no limit to the number of employees this program can handle, but it will get awkward beyond just a few. Consider the following facts:

- Each employee gets his own file for tracking his pay stubs. This is a great way to keep records for a handful of employees, a terrible way to keep records for hundreds of employees.

- Tax deductions must be looked up in tables instead of automatically calculated. This is a great way to let you use the same program year after year without having to buy a new program, but it means a lot of looking up if you have hundreds of employees.

May you be blessed by growing to the point you don't use this program any more. Until that happens, this is a very "easy" program to use. ("Easy" here is a relative term!)

Don't forget to print out the bill (last page of these directions) for payment by you someday . . if appropriate.

WHEN YOU USE THE PROGRAM FOR THE FIRST TIME you will come to the screen titled "welcome to small payroll processing". Here you will enter in the name of your organization, and the employee social security deduction rule numbers. At this writing the amount for employee social security is kind of a political football and its amount may or may not change in the near future! But you would enter 6.2 in 2013. The employee medicare amount is 1.45 and the maximum social security amount taxed is 113700.00 2013 also saw a new tax on employee medicare liability after 200000 at .9 per cent. These numbers revise year by year; the current rates are available on the internet. When you put these numbers in, don't use the dollar sign or the percent sign, so the program isn't confused by non-number characters. Don't put in .062 for 6.2 per cent, use 6.2. Perhaps you won't have many salaries in the upper ranges mentioned here.

After you have entered those numbers, hit the button "save current SS constants". Next time you load the program, it will load them in automatically. If this should ever fail to happen, simply reenter the numbers. If you move the location of the program, for example, it might fail to find its initialization file, but its easy to redo.

YOU SHOULD ALWAYS REMEMBER certain key things about the way this program operates.

- This program does nothing but prepare, and remember, payroll stubs. It doesn't make checks or calculate books. It will remember the stubs and summarize the stubs. You use the information on the stubs to make your accounting entries and the checks for your employees.

- This program saves a separate file of stubs for each employee for each year. This means you will need to be able to recognize and pull up each file for each employee every payday. This is great for a handful of employees, you can easily make file names such as 2012Tom that guide you. Should you release somebody and/or hire somebody, you automatically load and use the file you need when you need it, as long as you have a very small set of employees.

IT IS UP TO YOU to maintain the integrity of the paystub records; don't allow extra stubs to be saved or valid stubs to be deleted on any employee!

TO START UP A NEW EMPLOYEE, press the button “Start New”. Simply fill in the required information, and hit “Save Edits”.

See the field named “Next Adjustment Date”? This is used to set yourself an “alarm” months, or perhaps years, away. It may be, for example, you will start to grant more leave time after a set number of anniversary dates have passed. Use this field to have the program remind you its time to adjust things. You can leave this field blank, of course. And when the reminder comes, it won’t actually DO anything. After you have filled it in, you may select “proceed to stubs” . . .

This will automatically cause the program to require you to supply a name for this new set of payroll stubs.

Choose a name that will allow you to find the payroll for this employee for this year later, such as “Tom2012”.

Please make a note of what windows path you are saving these employee files into. After all, you might want to reload and use them again next payday, and you need to be able to find them.

At this point, you will be taken to the stub creation screen, and this is where you do most of the work of this program. The first time you fill this in for an employee, you have to fill in these key fields:

SALARY RATE - here you put the hourly wage rate, or for those who are paid on a salaried basis instead of hourly, you put in the salary amount for this pay stub. This amount will be copied over and over as you create new stubs, but of course you can change it any time. A salaried employee will have a large amount entered here representing the amount paid over a whole pay period. An hourly employee only has the hourly rate entered here.

HOUSING - This is normally left blank but in the case of ministers who are paid a housing allowance as well as a salary rate you put in the amount of housing allowance granted for each pay period. If you pay your employees twice a month, you put here half the monthly housing allowance authorized for this employee.

SALARY BASIS - select the appropriate button. Employees with “exempt” status will not have social security or medicare automatically calculated, but you could still enter in amounts for them manually.

ASSIGNED HOURS PER WEEK - important to fill this in. 40 is the normal insert for a full time employee. Use the format HH:mm where HH represents hours and MM represents minutes.

LEAVE ALLOTTED PER PAY PERIOD - may be left blank, or you can figure out what the correct hourly leave earned each pay period should be and enter it here. Note that this program operates on the assumption you do not have separate tracking of vacation and sick leave, but all leave is considered the same.

MAXIMUM LEAVE ALLOWED - should be filled in, if you have leave allowed. Employees neglect to take vacation should be limited as to how much liability for leave time they are allowed to impose on the employer, and they should be encouraged to take their leave so that the limit doesn’t get invoked. The program will automatically calculate their leave status and hold their leave allowed to the maximum entered here.

If employees had leave already due them and you are just now entering them into this system, be sure to put their previous leave in the upper right hand corner, in the field labeled “Previous Hours”.

All the above entries are only entered the first pay stub you make for the employee. The information will copy forward from pay stub to pay stub; it can always be edited after it copies forward, at your discretion.

At this point, you will begin to enter as you will enter for every pay stub when it is time to calculate payroll.

DATE - this should be the date of the paycheck you are going to issue. The paycheck, written separately, should have this same date on it.

WORK DAYS COVERED - This should be the dates of work covered by this paystub. In some states this information is required, but it has no other function for this program than to comply with that law.

HOURS WORKED - this should be the actual time put in by the employee. Don't include holidays here, or vacation days here, this is actual hours worked. Did your employee work overtime? Include the overtime in this box, but also make a note in the box "over time hours" how many of the hours were overtime. If the employee worked two weeks, putting in 84 hours of which 4 were overtime, you put 84 in "hours worked" and 4 in "overtime hours". Use the HH:mm format.

LEAVE USED - is how many hours of vacation or sick time the employee took off and for which the employee will receive pay anyway. This program assumes your policy is to have one set of leave hours used for both vacation and sick leave. Use the format HH:mm.

The program will help you calculate how much leave to grant. Note the button "Add Leave Day" on the far right of the screen. Simply push that button and the assigned hours per week will be divided by 5 and the answer added to whatever is in the "Leave Used" field! Nothing will stop you from placing a number in "leave Used" that is larger than "hours available". Only your good judgment will do that.

HOLIDAY USED - works just like leave used. Any time a holiday recognized by the employer occurs, you should add in the appropriate number of hours for the employee here. If the employee happens to work on that holiday due to necessity or whatever, the employee should still receive hours here as well as hours added to "Hours Worked". That's what having a holiday is all about. You have an "Add Holiday" button to make that easy. Again, use the HH:mm format. A full time employee who works 40 hours per week uses 8 hours for a day.

CALCULATE - is a button on the bottom line, it will auto fill Social Security also calculate leave to be forwarded, salary based on hours and salary rate, value of net paycheck, total amount witheld based on your entries. You can use it to figure gross salary, then enter taxes from tables, and use it again to figure net salary.

SOCIAL SECURITY - MEDICARE - these two fields will automatically fill in when you hit the "calculate" button, if all the fields above them are filled in correctly. They will not fill in for those employees you have selected the "exempt" option on the far left.

FEDERAL TAX - STATE TAX - these two fields must be filled in manually by you, and for what amounts to use, you must check out state and federal regulations. They should have nice tables for you on the Internet. If you have everything above filled in, you can hit the CALCULATE button and then see what salary number to use to look them up; enter the correct deductions; and hit the CALCULATE button again.

OTHER WITHOLDINGS
Any other witholdings that apply to your employee may be entered here. They will be copied forward pay stub after pay stub. In order for the summary function to work later, you shouldn't shuffle the categories around here. If some category no longer applies, simply keep the amounts blank or at zero as appropriate, but leave the name of the category in as a place holder. You can delete the item when the new year starts. Be sure the amounts are correct pay period after pay period, because the amounts will automatically copy forward - if they

aren't the same, you should manually edit them to the correct figure.

LEAVE CALCULATION is done for you in the upper right hand corner of the pay stub screen. "Hours Earned" amount is simply copied over from your master entry at the left. "Hours Available" is always limited by whatever maximum you have set at the left.

NET CHECK is the check amount to give the employee. Pay this amount to the employee after you have entered ALL deductions, leave and holiday hours, and hit the CALCULATE button. But you won't actually be looking here when you write that check - you'll be viewing the printed pay stub. This number is merely for reference when viewing the stubs.

PRINT STUB - use this button to print out the payroll summary you will give to the employee along with the paycheck, and also a copy for yourself of course. Note that the program will print to your windows default printer. The only way to change the printer used, therefore, is to change the windows default printer setting. Also notice that by default the program offers to print two copies of the pay stub - one for you and one for the employee. You can change that.

PRINT SUMMARY - use this function in order to add up what you need to know for W-2 forms and quarterly or monthly tax payments. Of course the summary will only be for the one employee, it will be up to you to add up the appropriate summaries for all your employees to comply with federal and state tax law.

DELETE LAST STUB - This is your only delete option for deleting individual stubs. Once you have prepared a stub and paid the employee, the record of that payment you keep should be safe from meddling, so that's why your delete options are limited. You can edit any stub record at any time, but you'll be very careful, right?

START NEW STUB - use this next payday.

BEGIN NEW YEAR - use this next year.

SAVE AND EXIT - use this after you have printed out the stubs, they are correct, and you want to move on to the next employee or shut down the payroll program.

SAVE AS ... use this to make a second copy of this employee's file. This could be for backup purposes, or to share with someone else on a thumb drive.

JUST EXIT - use this if you have made no changes in the pay stub, you were just looking.

NAVIGATION BUTTONS at the lower left of the pay stub screen allow you to view all previous stubs.

There is a handy total of all the deductions at the bottom right, filled in automatically every time CALCULATE button is pressed.

That's about it for this program. Once you have the pay stubs properly prepared, its a cinch to write the check to the employee, and use your copy of the pay stub to post the deductions as appropriate.

Any comments or questions? Email address us at support@churchcents.com

Mailing address is Paul Richmond, 1330 Chase, Eugene, OR 97402

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Small Payroll Processing - the bill!

Directions for payment:

This program is distributed on a shareware basis. Nobody tracks who downloads this program and uses it. Nothing in the program itself will cause it to work or not work based on your payment history.

Print out this page and place it in your stack of bills to be paid

Actually pay this bill when you determine you are no longer simply testing the program but you are using it for your payroll program. Please note that the payment requested is for the small payroll program only, the payment for any other programs you download from our website is a separate request.

Or, if you decide you aren't going to use the program, simply discard the bill

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Send payment in the amount of $15 to

Paul Richmond
1330 Chase
Eugene, OR 97402

Questions? Comments? email us at support@churchcents.com