

Payroll System Documentation

Employee Benefit System

The following screens are found in the Employee Benefit Systems Manual:

1. Overview
2. DBEN – Define Benefits
3. EBEN – Employee Benefits
4. BREG – Benefit Register
5. BDST – Benefit Distribution Adjustment
6. HINS – Insurance History
7. DIST – Benefit Distribution Accounts
8. OFFS – Benefit Offsets
9. ABEN – Accrue Benefit Accounts
10. BALB – Balance Benefits

Payroll System Documentation

An Overview

The MAISD on-line payroll system has the ability to keep track of and distribute the board paid fringe benefits for all employees. This includes those benefits based on gross pay: FICA, worker's compensation and retirement; and also those benefits that are unique to each employee: health insurance, annuities, life, dental, vision insurance, etc. Service costs for those people employed under a federal program can also be computed. This system has been designed to be as flexible as possible for the district.

Each school district determines what benefits are to be distributed and what pay of the month the distribution is to take place. Those costs associated with gross pay will be distributed each pay, but the other benefits can be distributed either the first, second, or every payroll run, and is specified on a by employee basis.

For each salary account, the associated benefit accounts must be defined. A benefit account may be associated with more than one salary account, if necessary. Based on the employee's salary distribution, the benefit amount(s) will be split on the same percentage basis. For example, if 60% of an employee's salary is paid from a high school teaching account and 40% of the salary is paid by Title funds, 60% of the benefits will be expended to the high school teaching benefit accounts and 40% will be expended to the Title account.

The benefit system will print distribution reports and create one batch of journal entries for each type of benefit to the accounting system. The batches will contain one debit entry to each expense account and a credit entry for each fund to the appropriate liability account. The distribution reports show the detail of the entries by employee.

A fiscal year-to-date distribution of the benefits is also stored. This distribution gives the detail for the totals as found in each account in the district's general ledger.

At the end of the fiscal year, it is also possible to accrue the benefit costs for selected employees.

Payroll System Documentation

DBEN ● Define Benefits

Explanation of Fields:

Sel

This indicates the action to be taken.

Valid Values:

D = Delete benefit

C = Change benefit

Type

This is the two-character code used to identify the benefit. Service cost codes MUST be defined as follows:

S1 = FICA

S4 = Workers Compensation

S2 = State Retirement

S5 = Unemployment

S3 = Federal Retirement

S6 = Reimbursement

Benefit Name

This is the benefit description.

Object #

This is the 4-digit accounting object number associated with the benefit.

Payroll System Documentation

EBEN ● Employee Benefits

```
PM350          P A Y R O L L   S Y S T E M          Date 8/06/01
District 99050   Employee Benefit Information      Time 09:11:06
Function _____ Building - 1100

Soc Sec # --> 123-45-6789 Name (L,F,MI) --> DOE JANE K
Months to Accrue Benefits > _____

Insurance Info      Pri Rem Org Code Amount New Amt One-Time YTD
Health Premium          04 1 667.76
Options                28.00
Total Premium          695.76 .00 .00
School Share          667.76 .00
Employee Share      2 99 04 3 14.00 196.00
Type Benefit Name Org Code Amount New Amnt One-Time YTD
D DENTAL INSURANC 1 1 .00
Start Date End Date
L LIFE, DENTAL, V 04 1 75.97 .00
V VISION INSURANC 1 1 .00 .00

F1=Help      F2=Update      F3=Exit      F4=Add Benefits      F12=Cancel
PageDown=Next PageUp=Previous
```

This screen is used to add or change employee benefit information. Benefits include insurance, annuity, and variable benefits as determined by the school district.

Function Keys:

F1 = Help
F2 = Update
F3 = Exit
F4 = Add additional benefits
F12 = Cancel
PageDown = Next
PageUp = Previous

Available Functions:

PRCD = Print single 3 x 5 Fringe Benefit Card for the displayed record.

Payroll System Documentation

EBEN ● Employee Benefits

Explanation of Fields:

Insurance Info

The top half of this screen deals with health insurance.

Org

This specifies to which organization the health insurance premium is to be paid.

Valid values:

Any organization defined on the Organization Maintenance Screen (ORGN) in System 5

Code

This specifies which pay(s) of the month that the school share of the premium should be distributed to the general ledger accounts.

Valid values:

0 = Not to be distributed

3 = First and second pays of the month

1 = First pay of the month

4 = Every pay

2 = Second pay of the month

Amount

This is the current insurance amount. It cannot be changed by the user. Any change must be keyed in the NEW AMT field.

New Amt

This is the new insurance amount. During the payroll run, this amount will be moved to the AMOUNT field.

One-Time

This is the insurance amount to be used for the current pay period only. It will be used even if the insurance code does not indicate the current pay.

YTD

These are the year-to-date totals for insurance. They cannot be changed on this screen.

Employee Share

This is the amount that the employee is responsible for. An amount here will automatically generate a deduction type of IN on the Employee Deduction Screen (EDED).

Pri

This is the priority code assigned to the insurance deduction.

Payroll System Documentation

EBEN ● Employee Benefits

Rem

This indicates how many more times this deduction should be withheld from the employee's gross pay. Any number between zero and 99 are valid values. Ninety-nine indicates the deduction is permanent. Zero indicates the deduction is not to be taken.

Org

This is the organization that the benefit should be paid to.

Valid values:

Any two-character code found on the Organization Maintenance Screen (ORGN) in System 5

Code

This specifies which pay(s) of the month that the deduction amount should be taken from the employee's pay.

Valid values:

0 = Not to be deducted	3 = First and second pays
1 = First pay	4 = Every pay
2 = Second pay	

Type

This indicates the type of benefit that the employee is receiving.

Valid values:

Any benefit type listed on the Define Benefits Screen (DBEN) in System 5

Benefit Name

This describes the benefit. Any update to this information must be done on the Define Benefits Screen (DBEN) in System 5.

Payroll System Documentation

BREG ● Benefit Register

```
PM370          P A Y R O L L   S Y S T E M          Date  8/06/01
District 99050 Employee Benefit Information        Time 09:12:13
Function _____ Building - 1100

Soc Sec # --> 123-45-6789 Name (L,F,MI) --> DOE JANE K
Date -----> 2001/07/06 Seq -----> 0 Type -----> P PAYROLL RUN

----Health Insurance Info----      -----Benefit Information-----
Premium ----> 667.76                D DENTAL INSURANCE                .00
Options ----> 28.00                 L LIFE, DENTAL, VISION            75.97
Total ----->                      V VISION INSURANCE                .00

Schl Share > 667.76
Emp Ded ----> 14.00

Description ----> PAYROLL RUN 07/02/01

F1=Help      F3=Exit      F4=Add Benefits      F12=Cancel      Void=Void Rec
Unvoid=Unvoid Record      PageDown=Next      PageUp=Previous
```

The Fringe Benefit Register screen displays the employee benefit information and allows manual adjustments to be performed.

Function Keys:

- F1 = Help
- F3 = Exit
- F4 = Add benefit
- F12 = Cancel

Available Functions:

- Void = Voids a previous transaction, updating all appropriate year-to-date totals
- Unvoid = Unvoids a previously voided transaction, updating all appropriate year-to-date totals
- PageDown = Displays the next record
- PageUp = Displays the previous record
- PRNT = Prints a benefit history report for the employee being currently displayed

Payroll System Documentation

BREG ● Benefit Register

Explanation of Fields:

Date

This is the date of the transaction. For new transactions, this date will be assigned by the system. When browsing through an employee's records, this date may be entered as part of the key.

SEQ

This is the date sequencer. It is used to uniquely identify transactions for an employee within the same date. The program will set it automatically.

Type

This is used to identify the transaction as a manual adjustment or as being created by a normal payroll run.

Valid Values:

P = Created by a payroll run A = Manual adjustment

Health Insurance Information

This is the first section of the amount area of the screen. It is used to develop the health insurance information. On a work screen, the amounts will be initialized with the amounts found on the Employee Deduction Screen (EDED) and the Employee Benefit Screen (EBEN); however, the user can override these amounts.

Premium

This is the amount of the health insurance premium.

Options

This is the amount of the health insurance options.

Total

This is the total of the cost of the health insurance. This will be automatically calculated.

Schl Share

This is the amount of the health insurance that is being paid by the school district.

Emp Ded

This cannot be entered by the user. To record manual payments, key the adjustment on the Employee Register Screen (REGI).

Payroll System Documentation

BREG ● Benefit Register

Benefit Information

These are the variable benefits as defined on the Employee Benefit Screen (EBEN).

Amount

This is the amount of the benefit that is being paid by the district.

Description

This describes the reason for the transaction. It is required for all manual adjustments.

Payroll System Documentation

BDST ● Benefit Distribution Adjustment

```
PM360          P A Y R O L L   S Y S T E M          Date 8/06/01
District 99050   Fringe Benefit Distribution        Time 09:11:38
Function _____ Building - 1100                Adj Date 07/07/2000
                                                    Fiscal Yr C
Soc Sec # --> 123-45-6789 Name (L,F,MI) --> DOE _____ JANE _____ K

Benefit Type --> IN
01228421302840000000000000000000    625.81
____
____
____
____

Benefit Type --> L
01228421102840000000000000000000    83.08
____
____
____
____

F1=Help      F2=Update      F3=Exit      F4=Add Benefits      F12=Cancel
              PageDown=Next      PageUp=Previous
```

The Benefit Distribution Adjustment Screen is used to enter the adjustments to the account distribution of the employee's fringe benefits. Whenever an adjustment is made to an employee's year-to-date totals on the Benefit Register Screen (BREG), the program automatically generates the distributions based on the employee's salary account information on the Contract One Screen (CON1).

Function Keys:

F1 = Help
F2 = Update
F3 = Exit
F4 = Add benefit distribution record
F12 = Cancel
PageDown = Next
PageUp = Previous

Available Functions:

PRNT = Prints a distribution report for the displayed employee

Payroll System Documentation

BDST ● Benefit Distribution Adjustment

Explanation of Fields:

Adj Date

This is the transaction date. This would either be a pay date for entries created during a payroll run or the date a manual adjustment was entered. The user may enter this date.

Fiscal Year

This is the accounting fiscal year the transaction affects. This must be entered.

Valid Values:

C = Current Year N = New Year Blank = Current Year

This screen is set up in sections, one section for each fringe benefit the employee has defined on the Employee Benefit Screen (EBEN) and a section for health insurance if the employee has an amount greater than zero in the school share field on the Employee Benefit Screen (EBEN). For those employees receiving more than one benefit, pressing ENTER will page through the benefit information.

Current Distr

These are the accounts and amounts currently distributed. For those entries created during the payroll run or by making an adjustment on the Benefit Register Screen (BREG), these fields will be loaded based on the employee's salary accounts as found on the CON1, HOUR, and DAYS screens. When entering an adjustment to previous pay(s) that have been posted to the accounting system, these numbers would be keyed by the user and would generate the credit side of the journal entries.

New Distribution

These are the account numbers and amounts that should be in the system. When entering an adjustment, these numbers would be keyed by the user and would generate the debit side of the journal entries.

Payroll System Documentation

HINS ● Insurance History

```
PM600                P A Y R O L L   S Y S T E M                Date  8/06/01
District - 99050      Insurance History                    Time 09:12:53
Function - _____ Building - 1100

Soc Sec # ---> 123-45-6789  Name (L,F,MI) ---> DOE      JANE      K

V  Date      Premium  Options   Total    Schl Shr  Emp Shr  Emp Ded  Balance
07/06/01    667.76    28.00    695.76   667.76   28.00    14.00    14.00-
07/20/01     .00       .00       .00      667.76   667.76-   14.00    667.76

END OF INSURANCE FOR THIS EMPLOYEE
          F1=Help   F3=Exit   F12=Cancel
          PageDown=Next  PageUp=Previous
```

This screen displays health insurance information.

Function Keys:

F1 = Help

F3 = Exit

F12 = Cancel

PageDown = Next

PageUp = Previous

Payroll System Documentation

HINS ● Insurance History

Explanation of Fields:

V

An '*' indicates a voided transaction.

Date

This is the date of the transaction.

Premium

This is the amount of the insurance premium for the transaction.

Options

This is the amount of the insurance options for the transaction.

Total

This is the sum of the premium and options.

Schl Shr

This is the amount paid by the school district for insurance.

Emp Shr

This is the difference between the total insurance premium and the school share amount.

Emp Ded

This is the amount withheld from the employee's paycheck, as found on the Employee Register Screen (REGI).

Balance

This is the difference between the employee share and the employee total. It is a running total.

Payroll System Documentation

DIST ● Benefit Distribution Accounts

```
PM320          P A Y R O L L   S Y S T E M          Date 8/06/01
District 99050   Benefit Distribution Table        Time 09:03:23
Function _____

Ref No --> 37024  Account Number --> 012-113-1240-160-0000-0000-0000

Type   Benefit Name      Object  Ref      Account Number
D      DENTAL INSURANCE      _____
IN     HEALTH INSURANCE      2130    _____
L      LIFE, DENTAL, VISION  2110    _____
S1     FICA                   2830    37026    012-113-2830-160-0000-0000-0000
S2     STATE RETIREMENT      2820    37025    012-113-2820-160-0000-0000-0000
S3     FEDERAL RETIREMENT    2810    _____
S4     WORKERS COMPENSATION  2840    37027    012-113-2840-160-0000-0000-0000
S5     UNEMPLOYMENT          2850    37028    012-113-2850-160-0000-0000-0000
V      VISION INSURANCE      _____
_____
_____
_____
_____
_____

F1=Help      F2=Update      F3=Exit      F4=Add      F11=Delete      F12=Cancel
              PageDown=Next  PageUp=Previous
```

The Benefit Distribution screen is used to add, delete, or change benefit distribution information for a salary account reference number.

Function Keys:

- F1 = Help
- F2 = Update
- F3 = Exit
- F4 = Add salary account
- F11 = Delete salary account
- F12 = Cancel
- PageDown = Next
- PageUp = Previous

Payroll System Documentation

DIST ● Benefit Distribution Accounts

Explanation of Fields:

Ref No

This is the reference number of the employee salary account that is currently being displayed.

Account No

This is the account number of the employee salary account that is currently being displayed.

Type

This is the two-character code, as defined on the Define Benefits Screen (DBEN) in System 5, used to denote the benefit.

Benefit Name

This is the description of the benefit to be distributed. The benefit name cannot be changed by this program. If a benefit name must be changed, use the Define Benefits Screen (DBEN) in System 5.

Obj

This is the object number that belongs with the corresponding benefit. This object number can be changed on the Define Benefits Screen (DBEN) in System 5 and is used to help the user verify that the account entered for this benefit is a valid account for this benefit.

Ref No

This is the reference number of the account to which the benefit should be distributed.

Valid Values:

Any reference number found on the chart of accounts

Account Number

This is the account number of the account to which the benefit should be distributed.

Valid Values:

Any account number found on the chart of accounts

Payroll System Documentation

OFFS ● Benefit Offsets

```
PM330          P A Y R O L L   S Y S T E M          Date 8/06/01
District 99050 Benefit Offset Distribution        Time 09:03:56
Function _____
Fund No --> 01

Type   Benefit Name      Object  Ref      Account Number
D      DENTAL INSURANCE
IN     HEALTH INSURANCE    2130   03810   014-461-1020-000-0000-0000
L      LIFE, DENTAL, VISION  2110   03807   014-461-1010-000-0000-0000
S1     FICA                  2830   37364   014-450-1010-000-0000-0000
S2     STATE RETIREMENT     2820   03836   014-461-1040-000-0000-0000
S3     FEDERAL RETIREMENT   2810   03836   014-461-1040-000-0000-0000
S4     WORKERS COMPENSATION 2840   38363   014-461-1070-000-0000-0000
S5     UNEMPLOYMENT         2850   27123   014-461-1060-000-0000-0000
V      VISION INSURANCE

F1=Help      F2=Update    F3=Exit      F11=Delete   F12=Cancel
              PageDown=Next PageUp=Previous
```

The Benefit Offset Distribution screen is used to indicate to which liability account the generated offsets created by the fringe benefits distribution entries should go. There is one screen for each fund.

Function Keys:

- F1 = Help
- F2 = Update
- F3 = Exit
- F11 = Delete
- F12 = Cancel
- PageDown = Next
- Page Up = Previous

Payroll System Documentation

OFFS ● Benefit Offsets

Explanation of Fields:

Fund No

This is the fund number of the fringe benefit distribution accounts.

Type

This is the two-character benefit code as defined on the Define Benefits Screen (DBEN) in System 5.

Benefit Name

This is the description of the fringe benefit to be distributed. If the description needs to be changed, it can be done on the Define Benefits Screen (DBEN) in System 5.

Object

This is the object number of the expense accounts of the corresponding benefit. The offset account DOES NOT have to have the same object number as specified for the benefit.

Ref

This is the reference number used to specify to which account the benefit offset should be posted.

Valid Values:

Any reference number defined on the chart of accounts

Account Number

This is the account number used to specify to which account the benefit offset should be posted.

Valid Values:

Any account number defined on the chart of accounts

Payroll System Documentation

ABEN ● Accrue Benefit Accounts

Explanation of Fields:

Fund No

This is the fund number of the fringe benefit distribution accounts.

Type

This is the two-character benefit code, as defined on the Define Benefits Screen (DBEN) in System 5.

Benefit Name

This is the description of the fringe benefit to be distributed. If the description must be changed, it can be done on the Define Benefits Screen (DBEN) in System 5.

Object

This is the object number that belongs with the corresponding benefit. The accrual account DOES NOT have to have the same object as the benefit.

Ref

This is the reference number of the account to which the benefit accrual should be posted.

Valid Values:

Any reference number found on the chart of accounts

Account Number

This is the account number of the account to which the benefit accrual should be posted.

Valid Values:

Any account number found on the chart of accounts

Payroll System Documentation

BALB ● Balance Benefits

Explanation of Fields:

This screen is divided into three sections: System Totals, User Totals, and Differences.

The System Totals reflect the totals of the employee detail that was keyed on the Employee Benefit Information Screen (EBEN) for the current pay.

The User Totals should reflect the totals for each benefit based on the school district's source documents. These totals can either be keyed by the user or updated by the system automatically. The system will compare the System Totals to the User Totals and display any discrepancies in the Difference column.

NOTE: The Difference column must be blank or the payroll will not run.

Column - A

An 'X' in this column will create a list of the employees included in the totals on the same line. This value is refreshed each time.

Column - B

An 'X' in this column will transfer the system total to the user total for that total on the same line.