

Payroll System Documentation

Employee Benefit System

Frequently Asked Questions

This section includes answers to the following questions:

1. How do I begin using the Fringe Benefit Sub-System?
2. How do I add a New Benefit?
3. I have a new salary account. How do I make sure the benefits are distributed correctly?
4. How do I use the Fringe Benefit Rate Table?
5. How do I Balance Benefits?

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How do I begin using the Fringe Benefit Sub-System?

- 1) If distributing the worker's compensation, display the SCHL screen in System 5 and enter the rates in the appropriate area.
- 2) Press F2 to update.
- 3) Display the DBEN screen in System 5.
- 4) Press F4.
- 5) Enter a two-character code to designate the type of benefit, the benefit name and the appropriate object number.
NOTE: Use the following benefit types for service costs:
S1 = FICA
S2 = State Retirement
S3 = Federal Retirement
S4 = Worker's Compensation
S5 = Unemployment
- 6) Press ENTER.
- 7) Repeat steps 4 through 6 for each benefit.
- 8) Display the DIST screen in System 5.
- 9) Press F4.
- 10) Enter the reference or account number of the salary account and then the reference or account numbers of the fringe benefit expense accounts that correspond to the salary account.
- 11) Press F4.
- 12) Repeat steps 9 through 11 for each salary account.
- 13) Display the OFFS screen.
- 14) Press F4.
- 15) Enter the offset accounts for each of the fringe benefits being distributed.
- 16) Press ENTER.
- 17) Repeat steps 14 through 16 for each fund.

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- 7) Press F2.
- 8) Repeat steps 5 through 7 for each salary account that has employees receiving the benefit.
- 9) Display the OFFS screen in System 5 for the fund.
- 10) Enter the reference or account number of the offset account.
- 11) Press F2.
- 12) Repeat steps 9 through 11 for each fund which has the benefit.
- 13) Display the EBEN screen for each employee receiving the benefit.
- 14) Enter the benefit type, pay code, and benefit amount for the new benefit.
- 15) Press F2.
- 16) Repeat steps 13 through 15 for each employee receiving the benefit.
- 17) Use the BALB screen to balance the benefit each pay.

I have a new salary account. How do I make sure the benefits are distributed correctly?

- 1) Add the salary account and the corresponding fringe benefit accounts to your chart of accounts.
- 2) Display the DIST screen in System 5.
- 3) Press F4.
- 4) Enter the reference or account number of the salary account and the reference number for each of the fringe benefits.
- 5) Press ENTER.
- 6) Display the CON1 screen for an employee being paid from the new account.
- 7) Change the reference or account number.

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- 8) Press F2.
- 9) Repeat steps 2 through 4 for each employee paid from the new account.

How do I use the Fringe Benefit Rate Table?

- 1) Display the RATE screen in System 5 for the benefit you want to update.
- 2) Enter the new rates for the benefits.
- 3) Press F2.
- 4) Repeat steps 1 through 3 for each benefit.
- 5) Move the cursor to function and type TRAN and press ENTER.
- 6) A batch job will be submitted that will update the New Amount field on each employee's EBEN screen.

How do I Balance Benefits?

If your district is using the Fringe Benefit Package, the school-defined benefits must be balanced to run the payroll.

- 1) Display the BALB screen.
- 2) Enter your totals under the USER column. If you do not want to enter USER totals, put an X in the column of underscores to the left of each user total that will not be entered.
- 3) Press F2.
- 4) If you would like a list of the employees that make up the system total, put an X in the column of underscores to the left of each system total you want to list.
- 5) Type BALN in function and press ENTER.
- 6) A message will appear indicating when the balance run is completed.
- 7) Press ESC.

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- 8) Type 1 and press ENTER.
- 9) Use PageUp/PageDown to find the balance report in your print queue. The file name will be PRXX BALN, where XX will be replaced with your district abbreviation.
- 10) To view the report on your screen, type 5 in the OPT column to the left of the report. To print the report on your printer, type 6 in the OPT column.
- 11) Press ENTER.
- 12) If anything appears in the Benefits Difference column, go to step 1.