

# Apprentice Information Systems, Inc.

Computer Solutions for the Next Generation

From: Apprentice Information Systems, INC

Date: August 28, 2018

To: County Clerk's Office

Pages: 8

Below you will find a list of changes up to this latest Payroll release. As always, please let us know if you have any questions, concerns, or other feedback!

## Release Notes – Payroll Apprentice Version 4.0.1807.4

### \*\*\* NEW FEATURES \*\*\*

Salary File entry has been moved from General Ledger to Payroll under the Maintenance Menu.

Salary File

Search:

Fund	Item	Position	Qty	Yearly Salary	Total Salary
1000	1001001	ADMINISTRATIVE ASSISTANT	1	58984.33	58984.33
1000	1001001	COUNTY JUDGE (%50 GEN %50 ROAD)	1	41526.44	41526.44
1000	1001001	PURCHASING AGENT	1	52747.36	52747.36
1000	1001001	SECRETARY	1	41218.4	41218.4
1000	1011001	1ST DEPUTY	1	41218.4	41218.4
1000	1011001	2ND DEPUTY	1	37059.63	37059.63
1000	1011001	3RD DEPUTY	1	35962.19	35962.19
1000	1011001	4TH DEPUTY	1	35017.57	35017.57

Fund:  COUNTY GENERAL

Line Item Account:  SALARIES - COUNTY JUDGE

Position: ADMINISTRATIVE ASSISSTAN

Number:  • Yearly Salary:  - Total Salary:

On the Employee Maintenance screen, a Salary Position option has been added.

Employee Maintenance - Accounting Year: 2018

Search:   Show Inactive/Terminated (Red = Terminated / Grey = Inactive / Purple = Poll Worker)

Empl_ID	Last_Name	First_Name	Midl_Initial	Suffix	Address1
1596	ALEXANDER	PEGGY	J		3500 SAVANNAH COVE
1245	ALLEN	JASON	E		P.O. BOX 161
1027	ALLEN	KEITH	S		101 STEVENS ST
1610	ALLEN	ROBIN	L		8080 HWY 351

Personal Info | Payroll Info | **Position Detail** | Compensation

**JASON E ALLEN**

Primary Fund: 1000 ... Primary Office: 400 ... Full or Part Time:  Full  Part

Worker's Compensation Class Code: 7720

Census Code: 5A

Salary Position: DEPUTY-PATROL ...

Position (Workers Comp Report Group): DEPUTY SHERIFF

Pos#: 0 (Used for listing timeslips in an order other than alphabetic)

Save Changes Cancel Changes

Salary Position has also been added to the Charge Out Hourly and the Charge Out Salary screens.

Hourly Employee - Accounting Year: 2018

ROBIN ALLEN -- Fund: 1000 -- Office: 414

Regular Rate: 14.55 Hrs Expected: 80 Total Hours Allocated: 80

Empl ID	Type	Hours	Rate	Fund	Acct	Office
1610	1	80	\$14.55	1000	4141001	414

Insert Edit Delete Exit

Use Allocation Table

Type: 1 REGULAR Hours: 80 Rate: \$14.55

Fund: 1000 COUNTY GENERAL

Acct: 4141001 SALARIES

Office: 414 JUVENILE COURT

Salary Position: CLERK

Save Changes Cancel Changes

Salary Position has been added to the Time Slip Charge Out screen for future reporting.

Charge Out - Accounting Year: 2018

ROBIN L ALLEN Pay Group 1000 Home Office 414

Total Hours

Empl ID	Batch	Type	Hours	Rate	Fund	Office	Acct	Hglno
1610	1273	1	80	14.55	1000	414	4141001	

Hours Left to Allocate: 0 Total Hours Allocated: 80

Type	Hours	Rate	Fund	Acct	Office
1	80	14.55	1000	4141001	414

Salary Position

*Each line item may represent a different office or fund to be charged for a portion of this employee payroll*

County Matching amounts and a Total Payroll column have been added to the Employee Earnings by Date report to easily see the total cost of a payroll.

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**CRAIGHEAD COUNTY**  
**Employee Earnings by Date**  
**For Checks Dated: 6/1/2018-7/18/2018**  
**Fund**

Employee	SSN	Gross	FICA Gross	FICA With FICA Match	Med Gross	Med With Med Match	FICA + Med F + M Match	Fed Gross	Fed Tax Deduction Match	State Tax	Net Total Payroll
ALLEN	JASON	\$5,635.80	\$5,151.98	\$319.42	\$5,151.98	\$74.70	\$394.12	\$4,870.18	\$448.50	\$252.00	\$3,723.56
				\$319.42		\$74.70	\$394.12		\$1,632.88		\$7,662.80

Added a Miscellaneous Deduction Match total to the Tax Distribution Report.

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**CRAIGHEAD COUNTY**  
Tax Distribution  
Pay Group: ALL

For Checks Issued 6/1/2018 - 7/18/2018

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**Fund 1000 COUNTY GENERAL**  
**Office Code: 100 COUNTY JUDGE**

	Full Time	Part Time	Extra	Overtime	Other	Totals
Total Earnings	\$10,382.40	\$0.00	\$0.00	\$0.00	\$0.00	\$10,382.40
Taxable Fed/St Gross	\$8,473.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,473.00
Taxable Fica/Med Gross	\$9,575.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,575.00
Federal Tax	\$1,065.26	\$0.00	\$0.00	\$0.00	\$0.00	\$1,065.26
State Tax	\$394.04	\$0.00	\$0.00	\$0.00	\$0.00	\$394.04
FICA Tax	\$593.64	\$0.00	\$0.00	\$0.00	\$0.00	\$593.64
Medicare Tax	\$138.82	\$0.00	\$0.00	\$0.00	\$0.00	\$138.82
Fica/Med Combined	\$732.46	\$0.00	\$0.00	\$0.00	\$0.00	\$732.46
Misc. Deductions	\$2,827.90	\$0.00	\$0.00	\$0.00	\$0.00	\$2,827.90
Expenses Added To Net	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Net</b>	<b>\$5,362.74</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,362.74</b>
Fica Match	\$593.64	\$0.00	\$0.00	\$0.00	\$0.00	\$593.64
Medicare Match	\$138.82	\$0.00	\$0.00	\$0.00	\$0.00	\$138.82
Fica/Med Match	\$732.46	\$0.00	\$0.00	\$0.00	\$0.00	\$732.46
Misc Deduction Match	\$2,950.60	\$0.00	\$0.00	\$0.00	\$0.00	\$2,950.60

Added a Deduction Starting Date to the Employee Miscellaneous Deductions screen. A deduction with a Starting Date will not be taken from an employee's check until on or after the starting date.

Employee Miscellaneous Deductions - Accounting Year: 2018

ROBIN L ALLEN

Employee ID	Deduction ID	Employee Amount	As %	Total \$ Limit	Employer Amount	Contribution As %	Deduction Active
1610	APERS	5	<input checked="" type="checkbox"/>	0	14.75	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1610	HLTH-BUY UP EMP	29.5	<input type="checkbox"/>	0	213.25	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1610	DENT-EMP ONLY	16.07	<input type="checkbox"/>	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1610	VSP VISION-EMP	4.5	<input type="checkbox"/>	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*	NACO	0	<input type="checkbox"/>	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1610	OCLUB	65	<input type="checkbox"/>	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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Deduction ID	Employee Amount	As %	Total \$ Limit	Deduction Active	Employee Year to Date
NACO	0	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Deduction Start Date	Employer Amount	As %			Employer Year to Date
08/01/2018	0	<input type="checkbox"/>			

Added a Race option to the Employee Maintenance screen for EEOC reporting.

Employee Maintenance - Accounting Year: 2018

Search: [ ] Show Inactive/Terminated (Red = Terminated / Grey = Inactive / Purple = Poll Worker)

Empl_ID	Last_Name	First_Name	Midl_Initial	Suffix	Address1
1596	ALEXANDER	PEGGY	J		3500 SAVANNAH COVE
1245	ALLEN	JASON	E		P.O. BOX 161
1027	ALLEN	KEITH	S		101 STEVENS ST
1610	ALLEN	ROBIN	L		8080 HWY 351

Personal Info | Payroll Info | Position Detail | Compensation

**Employee Information**

Emp ID: 1610  
 Last Name: ALLEN First Name: ROBIN MI: L Suffix: [ ]  
 Address: 8080 HWY 351  
 City: JONESBORO ST: AR Zip: 72401  
 SSN: 429-41-1993  
 Phone: 870-219-8702 Email: [ ] Female Male  
 Race: OTHER OR NOT SPECIFIED

**Employee Dates**

Hire Date: 12/19/2016  
 Term Date: [ ]  
 Birth Date: 08/03/1962

**Employee Status**

Active Inactive Terminated On Leave

**Status Dates**

Status	Start Date	End Date	Notes

**Employee Notes**

Date	Notes

Save Changes Cancel Changes

Added a button to print the Payroll History report on the Employee Maintenance screen. The report will print only for the selected employee.

Employee Maintenance - Accounting Year: 2018

Search: [ ] Show Inactive/Terminated (Red = Terminated / Grey = Inactive / Purple = Poll Worker)

Empl_ID	Last_Name	First_Name	Midl_Initial	Suffix	Address1
1596	ALEXANDER	PEGGY	J		3500 SAVANNAH COVE
1245	ALLEN	JASON	E		P.O. BOX 161
1027	ALLEN	KEITH	S		101 STEVENS ST
1610	ALLEN	ROBIN	L		8080 HWY 351

Personal Info | Payroll Info | Position Detail | Compensation

**Employee Information**

Emp ID: 1245  
 Last Name: ALLEN First Name: JASON MI: E Suffix: [ ]  
 Address: P.O. BOX 161  
 City: BROOKLAND ST: AR Zip: 72417  
 SSN: 432-39-7928  
 Phone: 870-897-3520 Email: [ ] Female Male  
 Race: [ ]

**Employee Dates**

Hire Date: 06/27/2011  
 Term Date: [ ]  
 Birth Date: 11/16/1973

**Employee Status**

Active Inactive Terminated On Leave

**Status Dates**

Status	Start Date	End Date	Notes

**Employee Notes**

Date	Notes

Save Changes Cancel Changes

PR History

Added a place to enter an employee's APERS ID. This ID is from the Compass site.

Employee Maintenance - Accounting Year: 2018

Search   Show Inactive/Terminated (Red = Terminated / Grey = Inactive / Purple = Poll Worker)

Empl_ID	Last_Name	First_Name	Midl_Initial	Suffix	Address1
1683	LAST	FIRST	M		123 ANY STREET
1377	LAWRENCE	CHRISTOPHER	M		1500 MCNATT DRIVE A
1634	LAWRENCE	LISA	D		4304 CLUBHOUSE DRI
1481	LAWSON	BIANCA	N		922 E CRAIGHEAD

Personal Info | Payroll Info | Position Detail | Compensation

**Employee Information**

Emp ID: 1683  
 Last Name: LAST First Name: FIRST MI: M Suffix: ...  
 Address: 123 ANY STREET  
 City: CONWAY ST: AR Zip: 72032  
 SSN: 111-11-1111  
 Phone: Email:  Female  Male  
 Race: ...

**Employee Dates**

Hire Date:   
 Term Date:   
 Birth Date:   
 Apers ID:

**Employee Status**  Active  Inactive  Terminated  On Leave

**Status Dates**

Status	Start Date	End Date	Notes

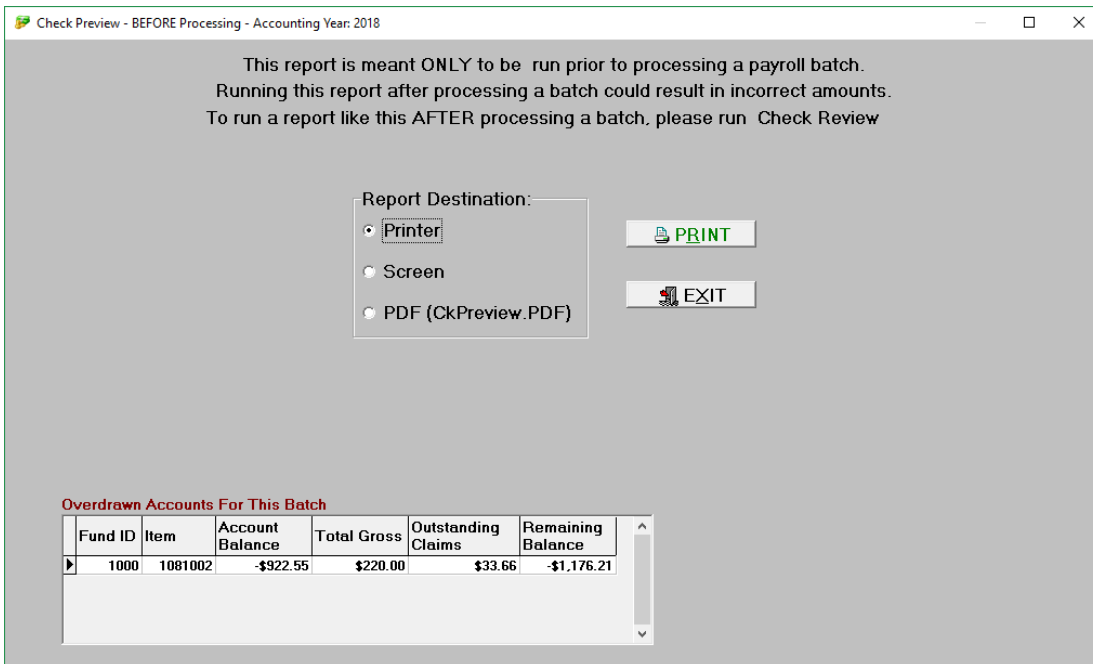
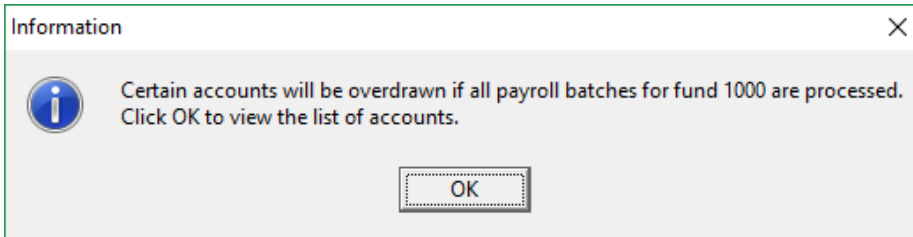
**Employee Notes**

Date	Notes

*Double Click Notes to Enter or View Notes - <Down Arrow> to Save - <Esc> to Cancel - <Ctrl> <Del> to Delete*

### \*\*\* IMPROVEMENTS \*\*\*

A warning will display when running the Check Preview report if an account will go over budget if all batches are processed. A warning will also display when processing a batch.



The Payroll Period on the Payroll Batch Browse screen can now be changed at any time.

Payroll Batch Browse - Accounting Year: 2018

1. Reporting 2. Active Deductions 3. Process Selected Payroll Exit

Search: \_\_\_\_\_

Batch	Pay Period	Check Date	Budget Date	Fund	Void	Processed	Net Payroll	Gross Payroll	F
1273	16	07/03/2018	07/03/2018	1000	False	False			T
1272	13	07/03/2018	07/03/2018	2000	False	True	\$7,682.07	\$25,116.68	T
1271	11	06/29/2018	06/29/2018	2000	False	True	\$55,373.70	\$85,414.44	T
X 1270	15	06/28/2018	06/28/2018	1000	False	True	\$1,131.51	\$1,380.00	T
1269	14	06/28/2018	06/28/2018	1000	False	True	\$211,239.07	\$317,010.43	T
1268	13	06/27/2018	06/27/2018	1000	False	True	\$677.20	\$1,296.00	T

Claim # 9013  
 Batch # 1270  
 Fed. Tax \$31.80  
 State Tax \$34.13  
 FICA \$84.28  
 MED \$19.71

Insert Edit Void Time Slips

**Setup Options:**  
 Pay Group: 1000  
 Payroll Period: 14  
 Check Date: 06/28/2018  
 Budget Date: 06/28/2018  
 Claim Number: 9013

**Pay Frequency:**  
 Weekly  Quarterly  
 Bi Weekly  Annually  
 Semi Monthly  Poll Worker  
 Monthly

**Post Processing Options:**  
 Change Check Date  
 Change Budget Date  
 Change Claim #  
 Exit

**Special Options:**  
 Process as Bonus Checks   
 Disable Direct Deposit   
 County Pays Taxes

Save Batch Setup Cancel

Direct Deposit Stubs will show an employee's historic tax detail instead of the current tax detail.

**CRAIGHEAD COUNTY GOVERNMENT  
 DIRECT DEPOSIT STUB**

CRAIGHEAD COUNTY  
 511 S MAIN STREET  
 JONESBORO, AR 72401

Claim Number: 9001      Employee Home Fund: 1000      Employee Home Office: 101

**NIMMO, MARY ANN**

Employee ID: 1414      Soc. Sec. No.:

Pay Ending	Tax Information: ID	Depend.	Extra
01/08/2018	FEDERAL-S	1	\$0.00
	STATE	0	\$10.00



**CRAIGHEAD COUNTY GOVERNMENT  
DIRECT DEPOSIT STUB**

CRAIGHEAD COUNTY  
511 S MAIN STREET  
JONESBORO, AR 72401

Claim Number: 9011

Employee Home Fund: 1000

Employee Home Office: 101

**NIMMO, MARY ANN**

Employee ID  
1414

Soc. Sec. No.

Pay Ending	Tax Information: ID	Depend.	Extra
05/28/2018	FEDERAL-S	0	\$50.00
	STATE	0	\$10.00

Added Edit Layout option to State Exemption AR-TX form.

State Exempt Report

Empl ID	Last Name	First Name	MI	Exempt Wages	Taxed Wages	SSN
---------	-----------	------------	----	--------------	-------------	-----

Insert State Tax Exempt Employees

Report Type:  
 State Exempt Listing  
 AR-TX

Report Order:  
 SSN  
 Last Name

Report Destination:  
 Printer  
 Screen  
 PDF (StExempt.PDF or ARTX.PDF)

Print Exit

Edit AR-TX Layout

Made an adjustment to AR-TX form - Added edit box to enter tax year

ReportBuilder

File Edit View Report Help

Design Preview

2017 Arial B I U

FORM AR-TX Employer FEIN 71-6C11634 Account ID 12352392 -W-1W Employee Copy: Attach to Form AR-1000

Employer Name Miller County Clerk Tax Year 2017

Employer Address 400 Laurel Street Ste 135 City Texarkana State AR Zip 71854

Employee SSN Employee Full Name

Employee Address City State Zip

Texarkana, Arkansas (resident within city limits only) Complete Year Yes No Exempt Wages \$

Texarkana, Texas (resident within city limits only) Complete Year Yes No Exempt Wages \$

Object: Label9 Left: 7.2604 Top: 1.0208 Width: 0.31 Height: 0.16

**\*\*\* FIXES \*\*\***

Hourly and Salary Employee Form - Type, Fund, Account and Office descriptions were not displaying. Office will automatically show as soon as the Account is selected.

Fixed previous employee's hourly or salary amount displayed on Timeslip when current employee's hourly or salary amount was blank.

Updated test Nacha file creation to automatically change the TR Code to a testing code when creating a test Nacha file with no amounts.

W2 Correction Electronic File creation - Added 'KindOfEmployer' column to EFW2RCe.

Added Immediate Origin and Federal Routing # options to all Nacha formats.

Added County Address to DD Stubs.

Calculation Worksheet Report – Fixed sort order to include Middle Initial.

Wrong employee information displaying on the Income Tax and Time Off screens.

Direct Deposit information on the Employee Maintenance screen can now be cleared.

State Unemployment Report – Altered process to accept a changeable parameter for part-time employees and Wages Over Limit amount.

State Unemployment Report - Changed caption on a check box from Full Time Only to Include Part Time Employees. Updated functionality relating to the check box.

Fixed a 'Lookup Table Not Found' error on the Employee Maintenance screen.

Updated the check processing function to no longer post duplicate deduction refunds.

Updated Direct Deposit Stubs to always print for the selected date.

Time Slip charge out will no longer show an error message for hourly entries when saving a salary entry and vice versa.

The Payroll History report now shows the Fica + Medicare total.