

HELP SHEET

Payroll—Direct Deposit

July 29, 2003

File Maintenance

Employer Master File/Basic Information

Tire TRACS
File Edit View Help

BASIC INFORMATION

(001) NAME COMPU-POWER (004) FED. TAX# 52-0110001
(002) ADDR 9017 RD BRANCH ROAD (005) STATE TAX# 52-0110001
(003) CITY COLUMBIA, MD 21045

PROBATION PERIOD (DAYS) * DEFAULTS *
(011) LIFE INSURANCE 30 * (021) CLASS CODE 1 *
(012) MED. INSURANCE 30 * (022) PAY FACTOR 52 *
(013) VACATION LEAVE 365 * (023) SCHED. HRS. 40.00*
(014) SICK LEAVE 365 * (024) PAY RATE .000*

(031) LAST RUN DT11/01/01 (041) COMM LIMIT .00
(032) LAST CHECK# 41983 (042) MAX. 401K % .00
(033) EIC EXCESS .00 (043) MAX. 401K \$.00
(034) CHECK FORMAT # 0 (044) CO. DIGITS 0
(035) PRINT DOLWORD N
(036) TRANSIT ROUTING NO. 123412341

(050) FUTA CAP .00 (052) SUTA CAP .00 (054) FICA CAP .00
(051) FUTA PCT .00 (053) SUTA PCT .00 (055) FICA PCT .00
USE F1 FOR NEW EMPLOYEE, F2 TO ENTER FIELD #, OR ARROW KEYS TO MOVE CURSOR.

Server: ibmoix User: doti Program: Shell Status: Connected Emulation: BM3151

Enter the employer's Bank Transit Routing number (9 digits).

Employee Master File

Tire TRACS

File Edit View Help

(001) EMPL# 20070 BASIC INFORMATION (002) SSNO 555-11-1111

(003) NAME MICHAEL P. JONES (006) CLASS 401

(004) ADDR 100 N. MARYLAND STREET (007) H. DEPT. 56010

(005) CITY BALTIMORE, MD 21226 (008) PAY FAC 52

(011) BORN 12/04/35 (021) RATE 9.720 (031) DRAW .00

(012) HIRED 06/04/92 (022) SCHED. HR 40.00 (032) COMM. BAL .00

(013) L. RAISE 07/08/92 (023) CRAFT 0 (033) ADV. BAL .00

(014) TERM (024) W2? 0 (034) SHARES .00

(015) BADGE. NO 0 (025) W5? 0

(041) ACR. VAC 80.00000 (051) VAC. FAC. 0 (061) M. W. PROC 0

(042) ACR. SIC 16.00000 (052) SIC. FAC. 0 (062) CITY. CD. 0

(043) ACR. HOL 16.00 (063) CNTY. CD. 0

(071) TRM. INS .00 (072) SPECIAL (064) STORE NO 0

(081) MTD GRS 7014.42 (082) SP. PAY. FAC 0 (065) BASE PAY .00

(083) BANK ACCOUNT NO. 12345678901234567 (066) FLUCT. WK N

(084) TRANSIT ROUTING NO. 12345678 (085) D. D. ACCT. TYPE C

USE F1 FOR NEW EMPLOYEE, F2 TO ENTER FIELD #, OR ARROW KEYS TO MOVE CURSOR.

Server: ibmaix User: doff Program: Shell Status: Connected Emulation: IBM3151

Enter:

Employee's bank account number (17 digits)

Transit routing number (8 digits)

Direct Deposit type:

C = Checking account

S = Savings account

Y.T.D. INFORMATION

Y. T. D. INFORMATION					
(101) GROSS	6422.30	(103) MEALS	.00	(105) OTHER	40.00
(102) TIPS	.00	(104) SICK	.00	(106) A. TIPS	.00
(111) F. W. T.	906.45	(121) A/R	.00	(131) UNTD WAY	.00
(112) S. W. T.	116.70	(122) LF. INS.	.00	(132) MISC B	.00
(113) L. W. T.	.00	(123) MD. INS.	120.80	(133) GARNISH	.00
(114) FICA	388.33	(124) TRUST	.00	(134) 1T GROSS	.00
(115) S. D. I.	.00	(125) EMP LOAN	.00	(135) 1T NET	165.00
(116) F. GRS.	6422.30	(126) 401KLOAN	.00	(136) + TO NET	40.00
(117) E. TIPS	.00	(127) UNTD WAY	.00	(137) E. I. C.	.00
(118) R. TIPS	.00	(128) MISCLOAN	.00	(138) TOT. DED.	285.80
(119) 401K	642.23	(129) ST. GRS.	5712.03	(139) LOC. GRS.	-680.40
(120) F. BENF	80.00	(130) FLX. BENF	-25.00		
(141) CITY	.00	(143) MEDCARE	102.97	(145) D. DPST.	.00
(142) COUNTY	.00	(144) MED. GRS	6422.30		
(151) HOURS	655.00	(152) NET	4004.82	(153) CHECKS	4044.82

USE F1 FOR NEW EMPLOYEE, F2 TO ENTER FIELD #, OR ARROW KEYS TO MOVE CURSOR.

Server: ibmaix User: dotti Program: Shell Status: Connected Emulation: BM3151

The Year-to-Date total for Direct Deposits is recorded in field #145

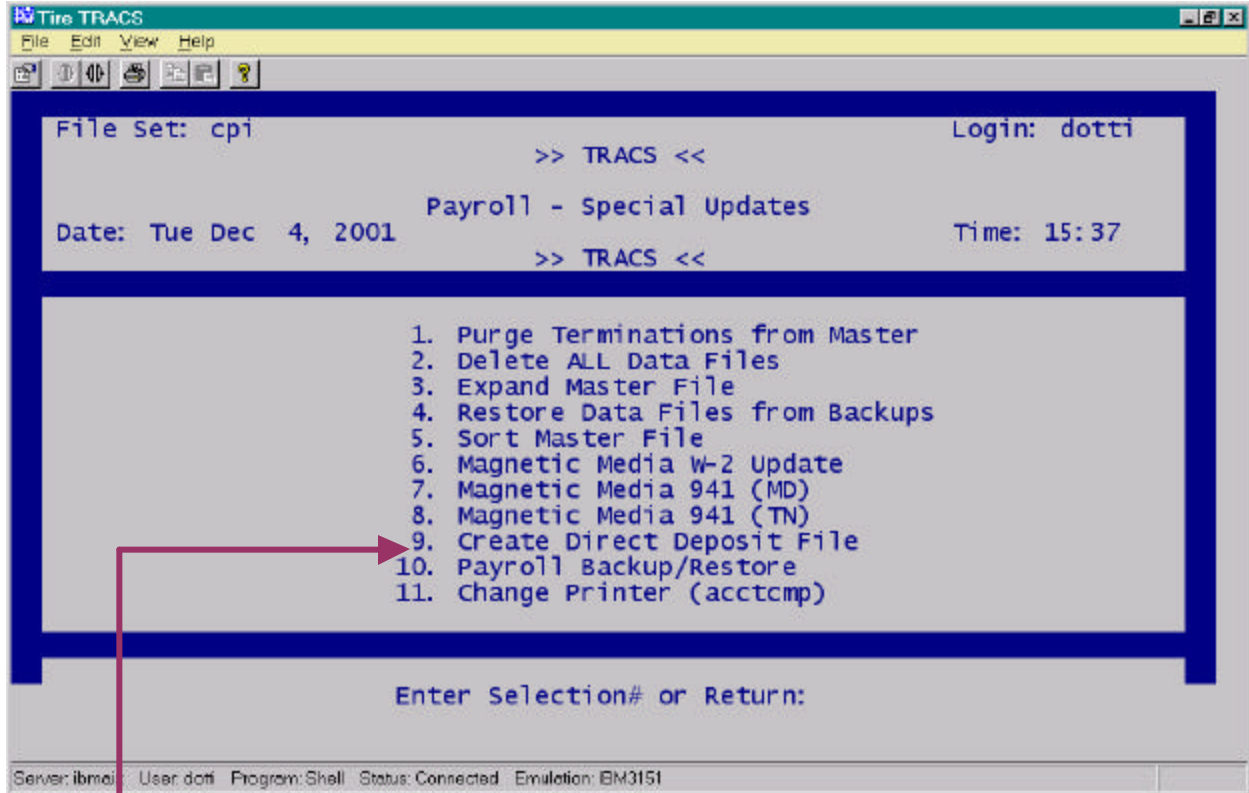
Employee Master File

Print a new report and file for reference.

Payroll Register

A "D" suffix is added to the check number for Direct Deposits.

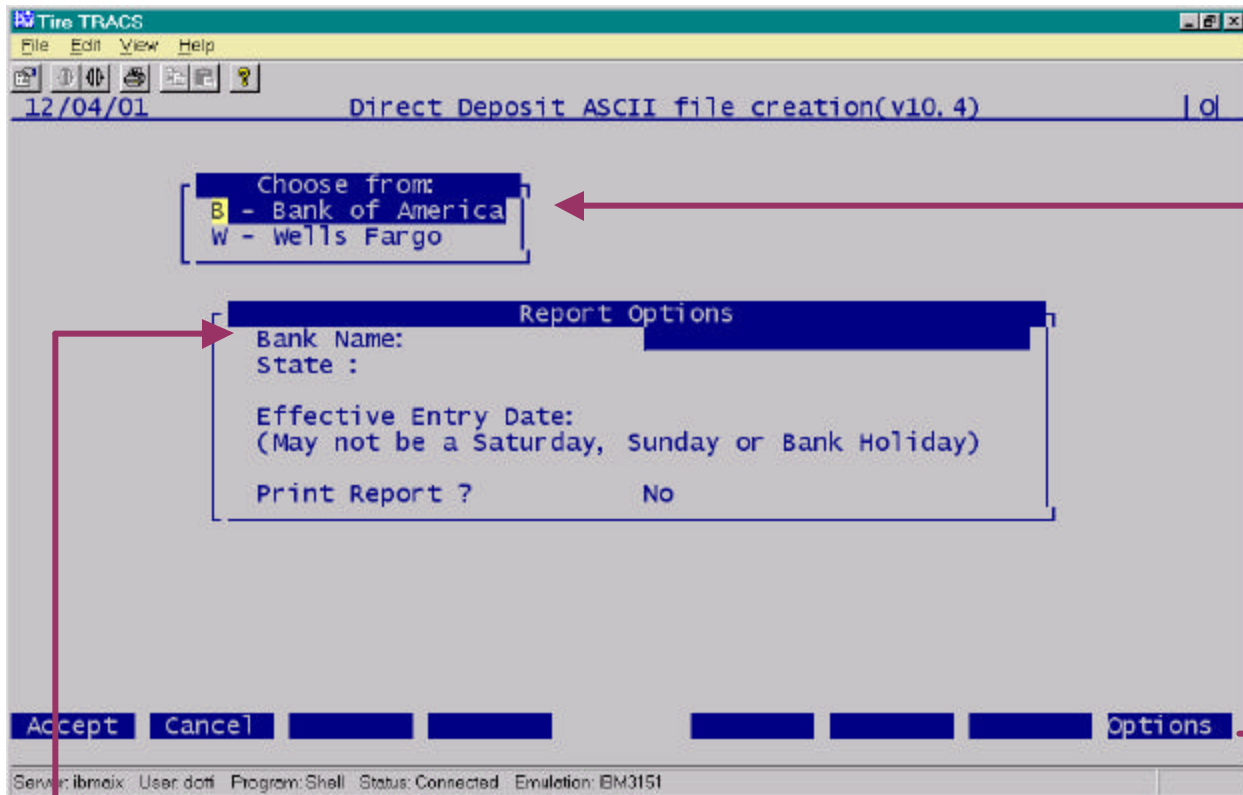
Create Direct Deposit File



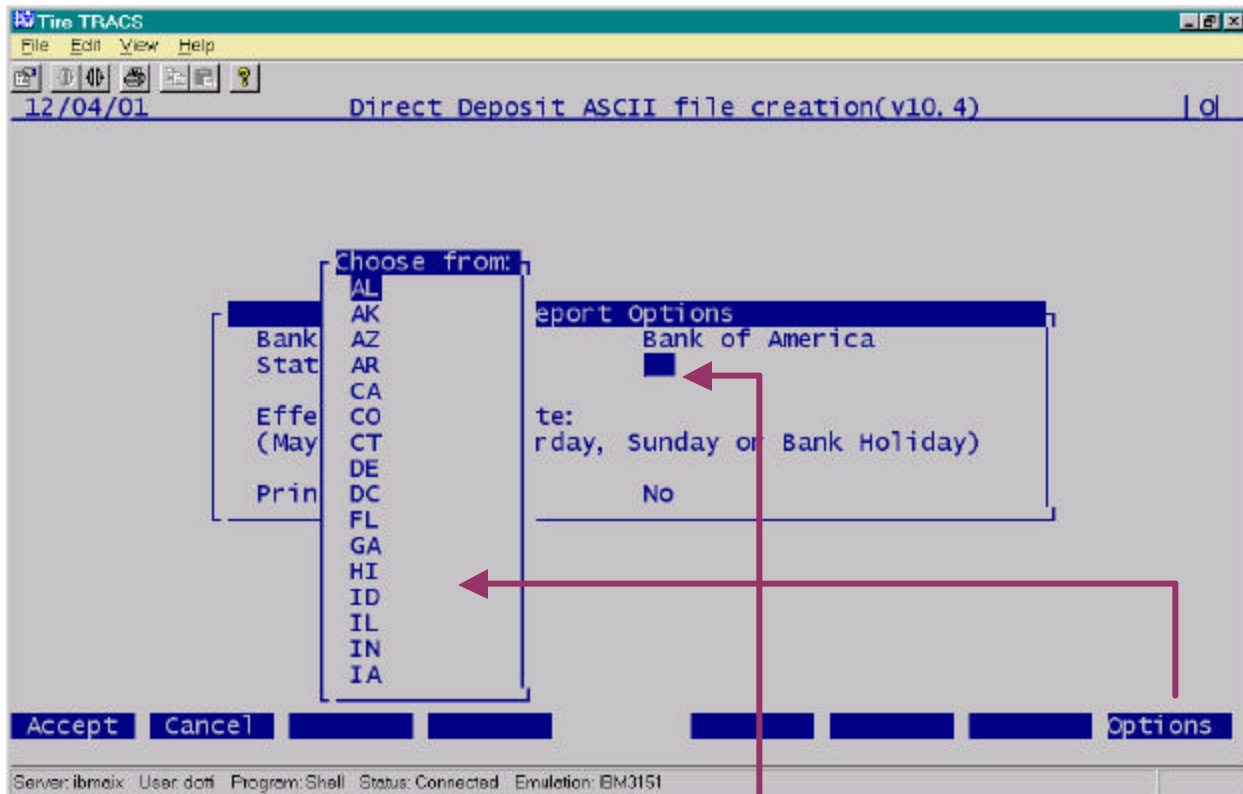
Select menu number 9, Create Direct Deposit File.

This file must be created and **transmitted after each payroll containing direct deposits.**

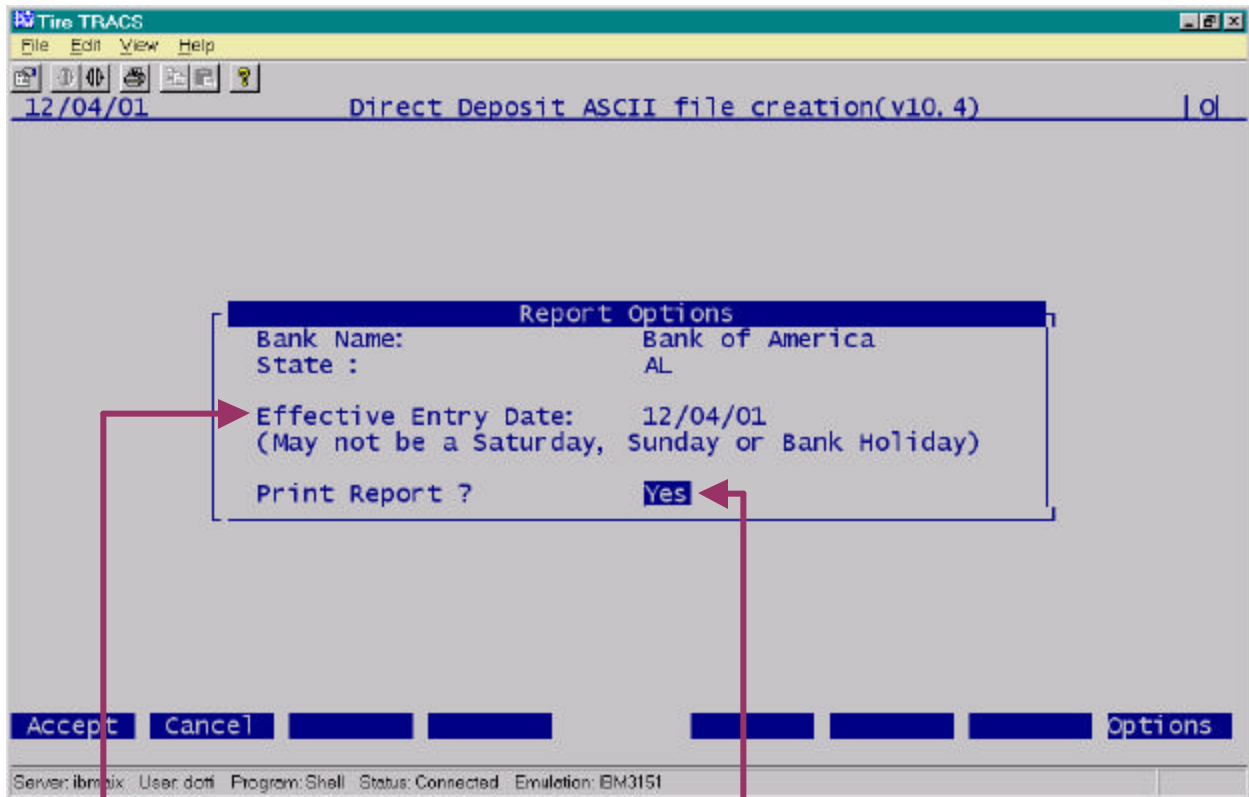
This program overwrites the previous data to recreate the current file.



Enter one of the two bank names.

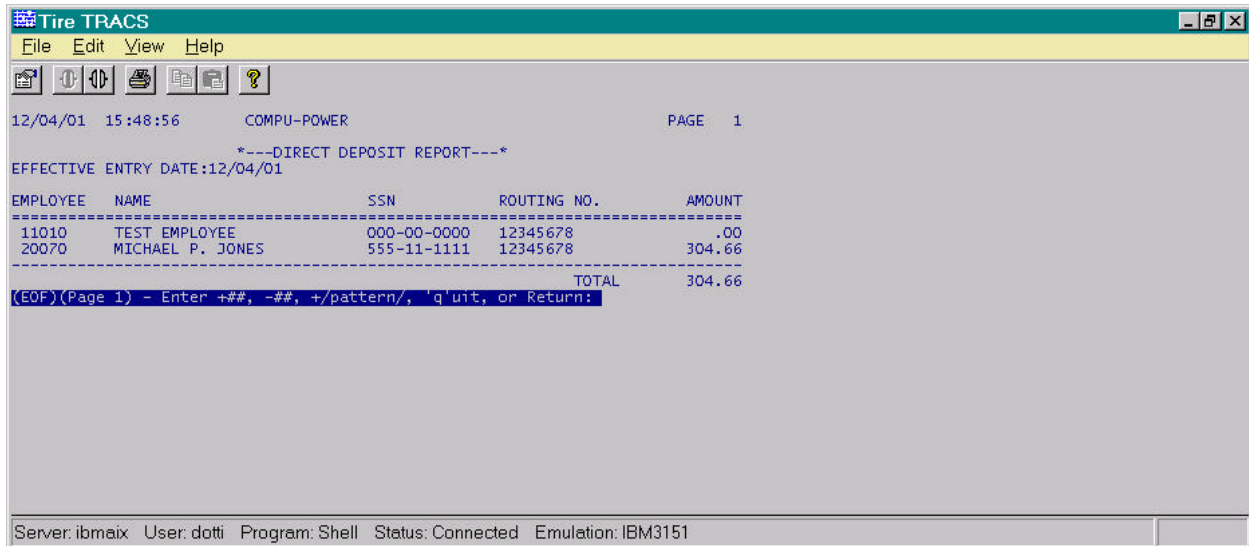


Enter the State abbreviation



Enter the "Effective Entry Date".

Print Report? (Y/N) (Recommended)



The ASCII file is created in:

\$FILESET/dirdep.asc