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Introduction

UNION PAYROLL 1.01™ was developed in conjunction with a Union construction company. The intent of the software is to provide a construction company a powerful tool to automate payday and payroll related accounting functions, including the Job Costing and Union Account aspects of payroll. The software was designed to integrate with the Microsoft Office Suite for additional powerfutools such as mail merges, graphs, labels and other database functions.

The following documentation assumes sufficient knowledge in Windows applications and some familiarity with Microsoft Office. We also assume a working knowledge of networking if your application will be installed on your network.

Our consultants are always available to assist and help with the installation and/or use of this product. Email any questions to info@islandbusinessgroup.com or call us at 631-467-6162.

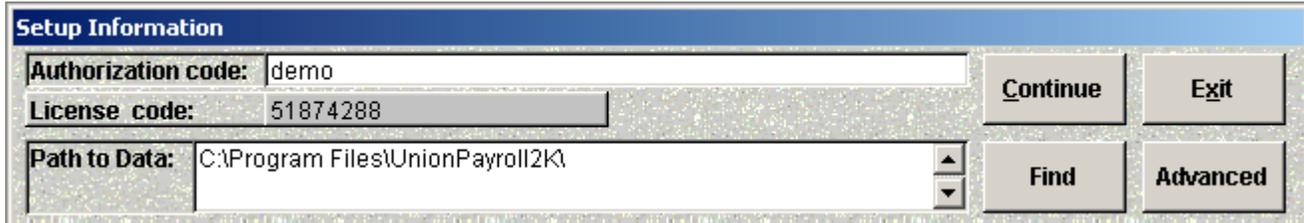
INSTALLATION INSTRUCTIONS

Place the CD ROM into the CD ROM Drive of your computer. The installation program will automatically launch. Answer the simple questions during installation.

RUNNING UNION PAYROLL

To run UNION PAYROLL 1.01™, press START/PROGRAMS to launch the program. The first time the program is run, you will have to tell it where the data is. The data will either be on the machine that you are installing on, or somewhere else on the network. Subsequent running of the program will automatically find the data, or you can relink to the data from the system management screen. Proceed as follows:

Setting the Authorization Code and Linking To The Data



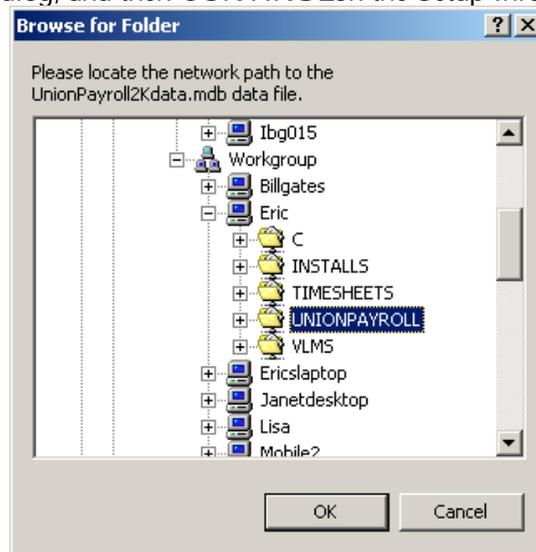
Setup Information	
Authorization code:	demo
License code:	51874288
Path to Data:	C:\Program Files\UnionPayroll2K\

Step1 – Authorization Code

If you are installing a DEMO version, enter DEMO for your authorization code, which will provide you with a limited number of entries. If you have purchased UNION PAYROLL you will need to call us for your authorization code.

Step2 – Finding the data directory.

Click the Path to Data - FIND button. Navigate to the directory of the machine where the data is located. Click OK on the Browse for Folder dialog, and then CONTINUE on the Setup Information dialog as shown below:





UNION PAYROLL

ISLAND BUSINESS GROUP, INC.

SECURITY/ LOGON INFORMATION

You can control access to the databases via our special security module. The concept is to assign User ID's, Passwords and tasks to your users. This is done from the System Management | Security Menu. First, select Task Rights menu option and define the tasks and the security assignments, then add in the users and assign them tasks. For additional details refer to the Security Menu section. The software will come with the master account already set. Use this account to first log on to the software.



Logon Security

Security Logon

Please Enter Name and Password:

User ID:

Password:

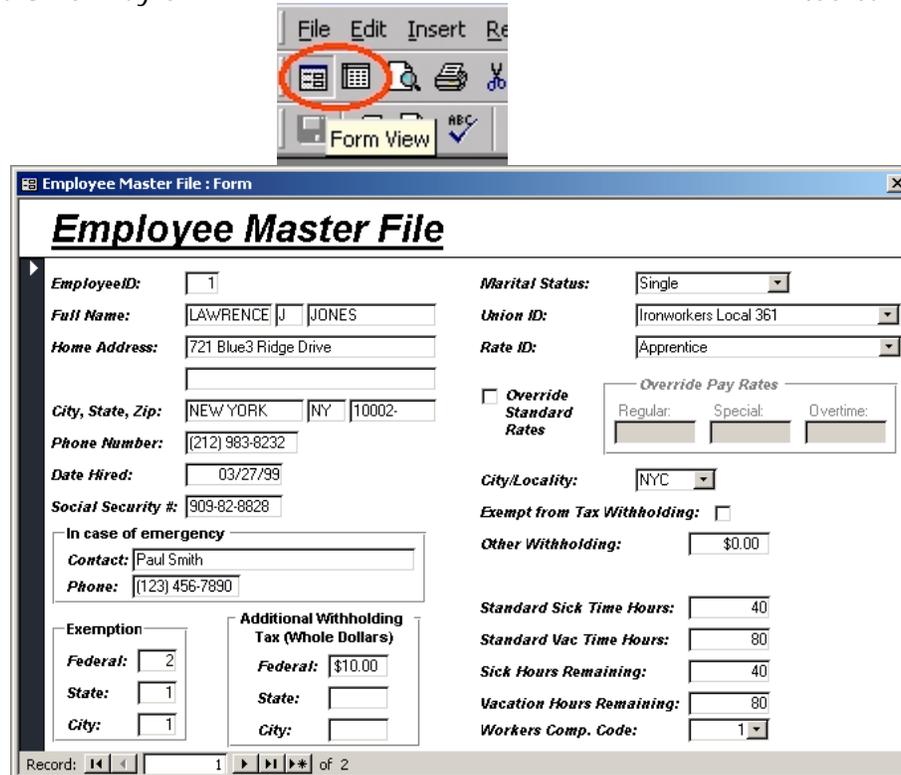
OK Exit

Logon Security Screen. User ID: administrator Password: administrator is the default administrative account.

GENERAL DATA ENTRY INFORMATION

MS Access is a powerful database and if you spend some time familiarizing yourself with some of the basic functions, you will be able to move around Union Payroll™ and find information quickly.

On each form, you can toggle between FORM VIEW and DATASHEET VIEW by clicking the form view , datasheet view buttons on the Union Payroll™ toolbar.



Form View of Employee Master File Screen

While in form view you can use the navigation buttons on the bottom to move between records, much as you would use a control on your VCR. The navigation button with the * is used to ADD a new record.



To DELETE a record, simply click on the left-hand border of the form (with the small arrow or pencil) and press your delete key.

Also while in form view you may use the search tools to find information in your database as well as use the form filters and queries.

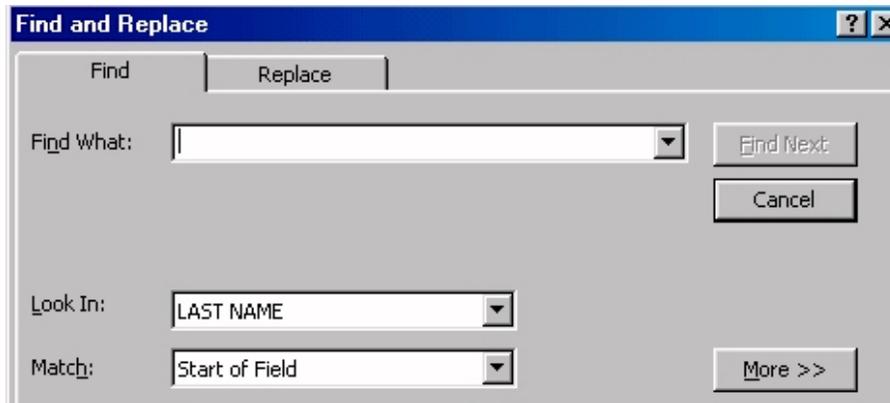
Employee Master File : Form								
	EmployeeID	txtFirstName	txtInit	txtLastName	txtAdd1	txtAdd2	txtCity	txtSt
▶	1	Adam	N	Gordo..	626 Terrace Rd.		Bayl	NY
*	0							

Datasheet View of Employee Master File Screen

This is a form in Datasheet View. In Datasheet View, you can sort, drag and hide columns as well as perform advanced queries.

SEARCHING THE DATABASE

Advanced Search tools are available in either form or datasheet view. To launch the search form, press the search button on the tool bar. This will launch the search form.

The image shows a 'Find and Replace' dialog box with the following fields and options:

- Find** / **Replace** tabs: The 'Find' tab is selected.
- Find What:** A text input field with a dropdown arrow to its right.
- Find Next** button: Located to the right of the 'Find What' field.
- Cancel** button: Located below the 'Find Next' button.
- Look In:** A dropdown menu currently showing 'LAST NAME'.
- Match:** A dropdown menu currently showing 'Start of Field'.
- More >>** button: Located to the right of the 'Match' dropdown.

The Search Form

To search the database for information, either put your cursor in the field you want to search, or choose the field name from the LOOK IN drop down menu. Enter the information you wish to search for into the FIND WHAT box. Lastly, choose your match from the MATCH drop down. Choose START OF FIELD to match exactly the first few characters in the field. Choose ANY PART OF FIELD to look for your match anywhere within the field. Choose WHOLE FIELD to match exactly all letters and characters in your search.

QUICK START GUIDE

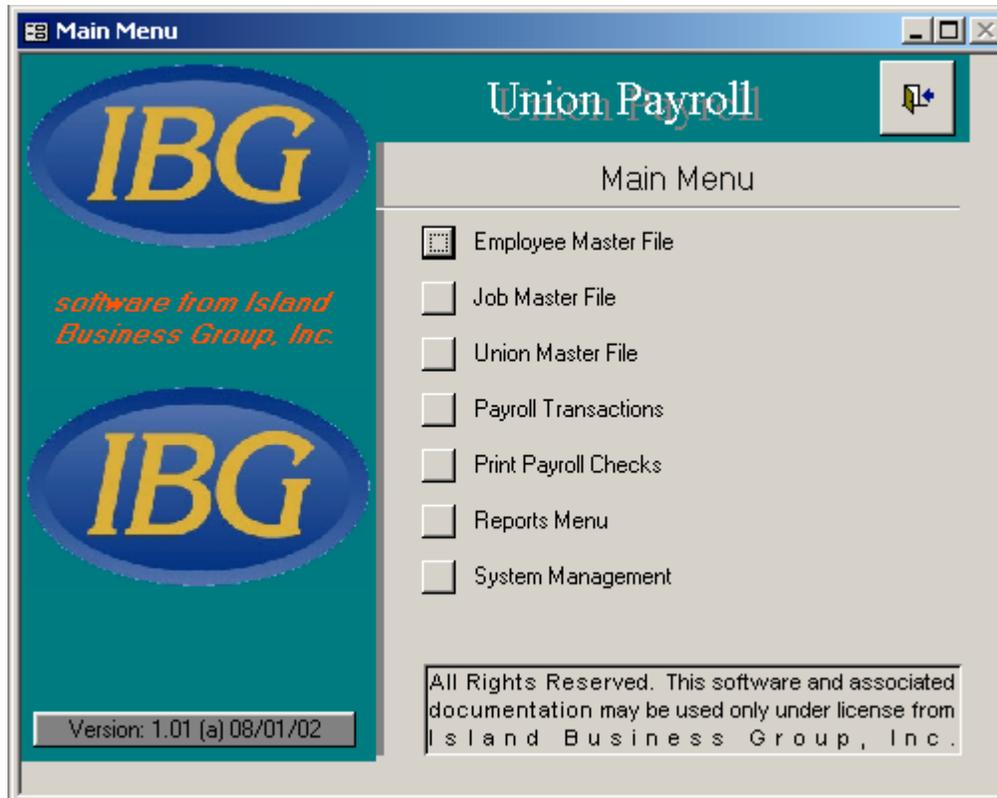
Follow these steps to get your system running as fast as possible

- 1) Install the application.
- 2) Modify the Company information for your company.
- 3) Change the Administrative password. **WRITE THIS DOWN AND DO NOT LOSE IT!**
- 4) Enter the TASKS into the SECURITY MODULE. Decide what privileges you will allow for each task.
- 5) Enter the USERS, and assign each a task based on the privileges you assigned in step 4.
- 6) Set up your EMPLOYEE database with all of your employees.
- 7) Set up your TAX TABLE database with your applicable tax rates.
- 8) Set up your UNION MASTER FILE and the UNION RATES FILE.
- 9) Set up your JOB file.
- 10) Enter Weekly Payroll Transactions.
- 11) Print Checks
- 12) Run Reports as needed

You're ready to go!

MAJOR SYSTEM SCREENS

The following section shows the major system screens.



The Main Menu

This screen shows the options available in Union Payroll. The major system functions are:

- Employee Master File – Maintain basic employee information required for payroll and Union purposes.
- Job Master File – Maintain detailed information on specific jobs, including cost and billing data.
- Union Master File – Maintain Union information as well as Union rates, stamp information and related data.
- Payroll Transactions – Enter daily payroll, job and Union information. Process weekly payroll transactions.
- Print Payroll Checks – Batch check printing function.
- Reports Menu – Numerous Payroll and Job Costing reports.
- System Administration – Various functions to maintain lists and procedures.

All of these functions coexist with the Microsoft Office Suite for endless possibilities!



The Employee Master File

Employee Master File : Form

Employee Master File

EmployeeID: <input type="text"/>	Marital Status: <input type="text" value="Single"/>									
Full Name: <input type="text" value="LAWRENCE J JONES"/>	Union ID: <input type="text" value="Ironworkers Local 361"/>									
Home Address: <input type="text" value="PO Box 1234"/>	Rate ID: <input type="text" value="Apprentice"/>									
<input type="text" value="141 North-West East Street"/>	<input type="checkbox"/> Override Standard Rates <table border="1" style="margin-left: 20px;"> <tr> <th colspan="3">Override Pay Rates</th> </tr> <tr> <td>Regular:</td> <td>Special:</td> <td>Overtime:</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	Override Pay Rates			Regular:	Special:	Overtime:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Override Pay Rates										
Regular:	Special:	Overtime:								
<input type="text"/>	<input type="text"/>	<input type="text"/>								
City, State, Zip: <input type="text" value="NEW YORK"/> <input type="text" value="NY"/> <input type="text" value="10002-"/>	<input type="checkbox"/> Override Standard Rates									
Phone Number: <input type="text" value="(212) 983-8232"/> Sex: <input type="text" value="Male"/>	City/Locality: <input type="text" value="NYC"/>									
Date Hired: <input type="text" value="03/27/99"/> (for insurance calculations)	Exempt from Tax Withholding: <input type="checkbox"/>									
Social Security #: <input type="text" value="909-82-8828"/>	Other Withholding: <input type="text" value="\$0.00"/>									
In case of emergency										
Contact: <input type="text" value="Paul Smith"/>										
Phone: <input type="text" value="(123) 456-7890"/>										
Exemption	Additional Withholding Tax (Whole Dollars)									
Federal: <input type="text" value="2"/>	Federal: <input type="text" value="\$10.00"/>									
State: <input type="text" value="1"/>	State: <input type="text" value="\$0.00"/>									
City: <input type="text" value="1"/>	City: <input type="text" value="\$0.00"/>									
Standard Sick Time Hours: <input type="text" value="40"/>	Standard Vac Time Hours: <input type="text" value="80"/>									
Sick Hours Remaining: <input type="text" value="40"/>	Vacation Hours Remaining: <input type="text" value="80"/>									
Workers Comp. Code: <input type="text" value="1"/>										

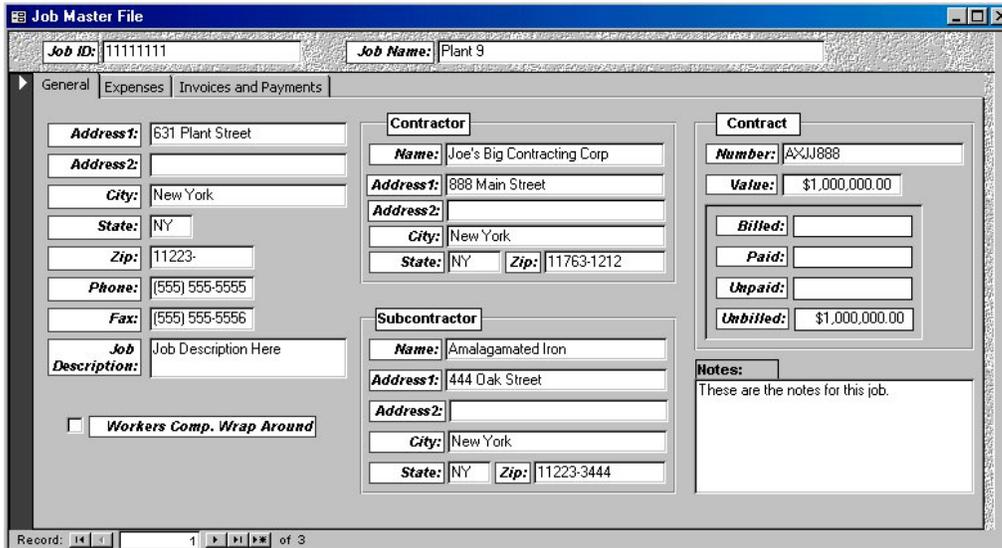
Record: of 2

This screen shows the Employee master file, used to maintain information on employees for Payroll and Job Costing purposes. The "Additional Withholding Tax" amounts for Federal, State and City are added to the standard withholdings for each check. The "Other Withholding" amount is deducted after taxes from each net check amount. The sick and vacation hours remaining are adjusted automatically when payroll transactions are entered.

The Job Master File

The Job Master File Screen has three separate sections for tracking Job information.

General Information



Job Master File

Job ID: 11111111 Job Name: Plant 9

General Expenses Invoices and Payments

Contractor

Name: Joe's Big Contracting Corp
 Address 1: 888 Main Street
 Address 2:
 City: New York
 State: NY Zip: 11763-1212

Contract

Number: AXJ888
 Value: \$1,000,000.00
 Billed:
 Paid:
 Unpaid:
 Unbilled: \$1,000,000.00

Subcontractor

Name: Amalgamated Iron
 Address 1: 444 Oak Street
 Address 2:
 City: New York
 State: NY Zip: 11223-3444

Address 1: 631 Plant Street
 Address 2:
 City: New York
 State: NY
 Zip: 11223-
 Phone: (555) 555-5555
 Fax: (555) 555-5556
 Job Description: Job Description Here

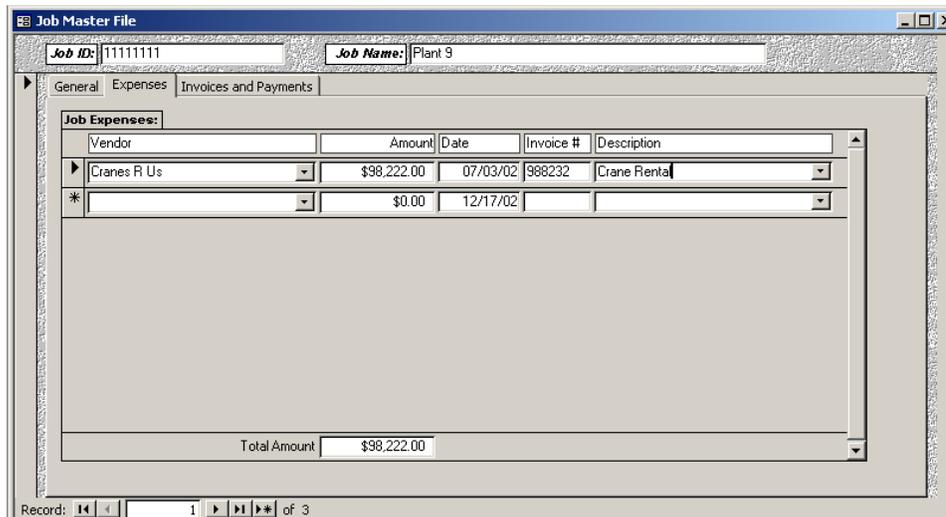
Workers Comp. Wrap Around

Notes:
 These are the notes for this job.

Record: 1 of 3

The GENERAScreen in Job Master File maintains basic information on current or previously completed jobs .

Expense Information



Job Master File

Job ID: 11111111 Job Name: Plant 9

General Expenses Invoices and Payments

Job Expenses:

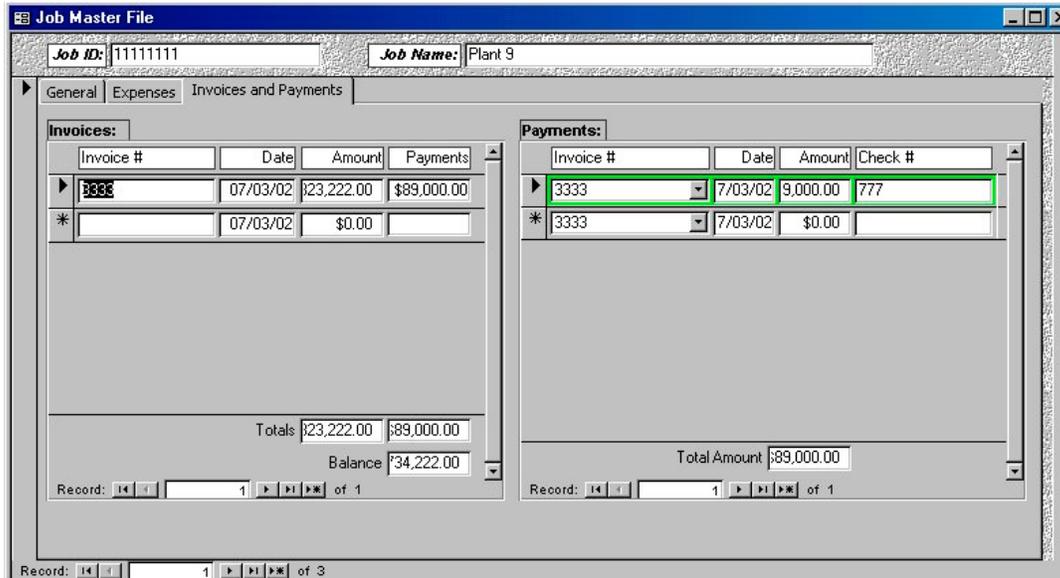
Vendor	Amount	Date	Invoice #	Description
Cranes R Us	\$98,222.00	07/03/02	988232	Crane Renta
*	\$0.00	12/17/02		

Total Amount: \$98,222.00

Record: 1 of 3

The EXPENSEScreen in Job Master File allows you to enter and maintain non-payroll expense information for a job.

Invoice Information



The screenshot shows the 'Job Master File' window with the 'Invoices and Payments' tab selected. The 'Job ID' is 11111111 and the 'Job Name' is Plant 9. The 'Invoices' table contains one record with Invoice # 3333, Date 07/03/02, Amount \$23,222.00, and Payments \$89,000.00. The 'Payments' table contains two records: one with Invoice # 3333, Date 7/03/02, Amount \$9,000.00, and Check # 777, and another with Invoice # 3333, Date 7/03/02, Amount \$0.00. Totals for Invoices are \$23,222.00 and \$89,000.00. Balance is \$34,222.00. Total Amount for Payments is \$89,000.00.

Invoice #	Date	Amount	Payments
3333	07/03/02	\$23,222.00	\$89,000.00
*	07/03/02	\$0.00	

Invoice #	Date	Amount	Check #
3333	7/03/02	\$9,000.00	777
*	7/03/02	\$0.00	

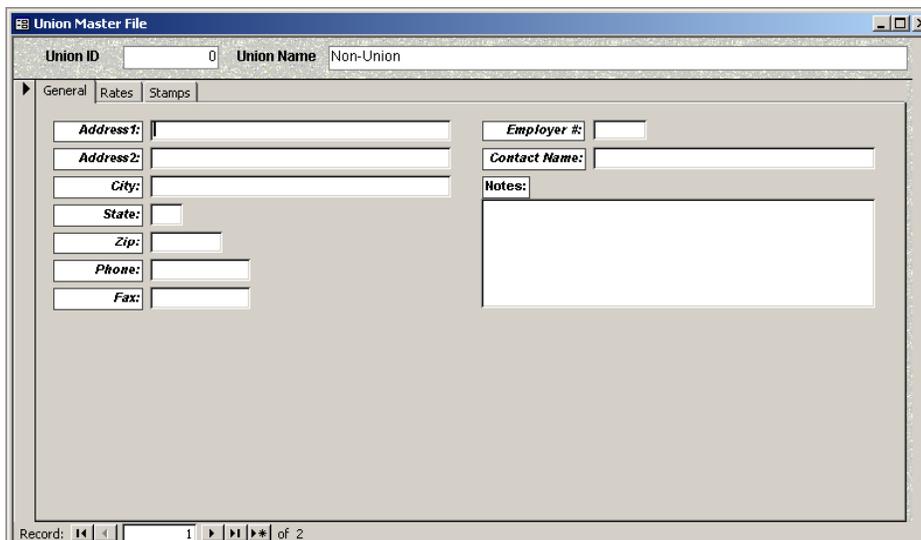
Totals: \$23,222.00 | \$89,000.00
Balance: \$34,222.00
Total Amount: \$89,000.00

The INVOICEScreen in Job Master File allows you to enter and maintain information about invoicing and payments on particular jobs.

Union Master File

The Union Master File Screen has three separate sections for tracking Union information.

General



The screenshot shows the 'Union Master File' window with the 'General' tab selected. The 'Union ID' is 0 and the 'Union Name' is Non-Union. The 'General' section contains fields for Address 1, Address 2, City, State, Zip, Phone, and Fax. The 'Employer #' and 'Contact Name' fields are also present. A 'Notes' section is available for additional information.

Union ID: 0 | Union Name: Non-Union

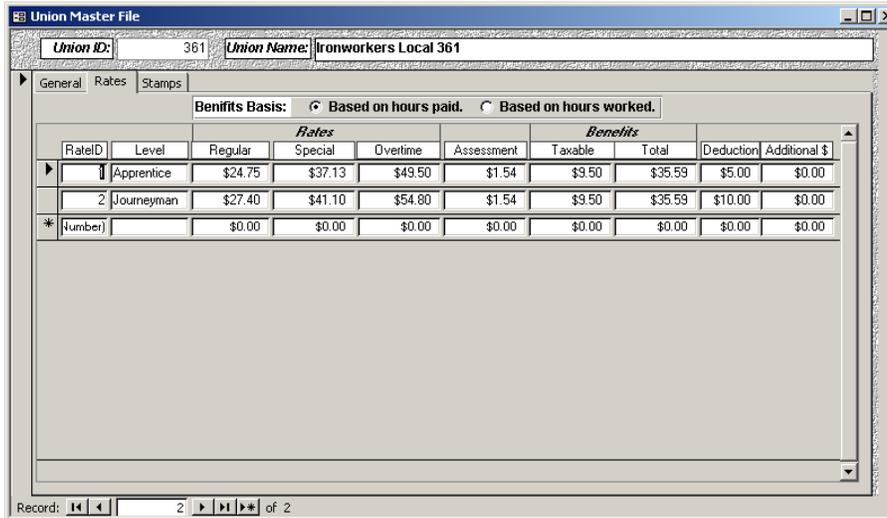
Address 1: | Address 2: | City: | State: | Zip: | Phone: | Fax: |

Employer #: | Contact Name: |

Notes: |

The GENERALSscreen in Union Master File is used to maintain basic information about the particular Union.

Rates



Union Master File
 Union ID: 361 Union Name: Ironworkers Local 361

General Rates Stamps

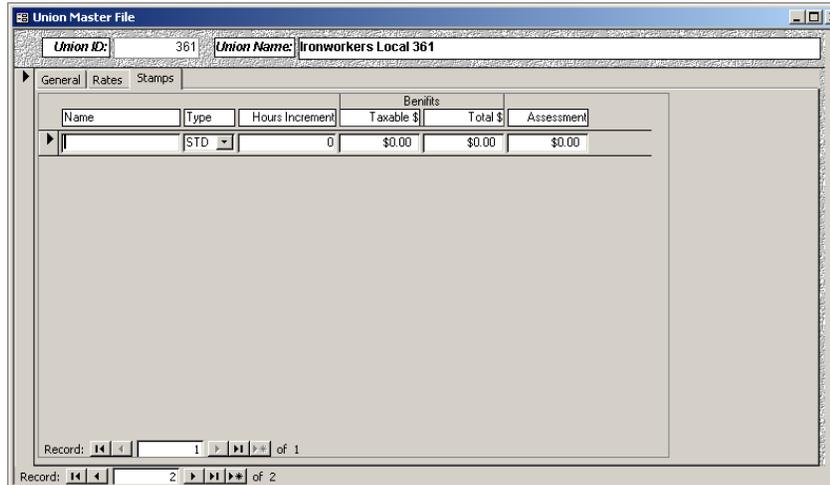
Benefits Basis: Based on hours paid. Based on hours worked.

RateID	Level	Rates			Assessment	Benefits			
		Regular	Special	Overtime		Taxable	Total	Deduction	Additional \$
1	Apprentice	\$24.75	\$37.13	\$49.50	\$1.54	\$9.50	\$35.59	\$5.00	\$0.00
2	Journeyman	\$27.40	\$41.10	\$54.80	\$1.54	\$9.50	\$35.59	\$10.00	\$0.00
*	Number	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Record: 2 of 2

The RATES screen in the Union Master File allows you to maintain rate and benefit information for the various Union positions in that Union.

Stamps



Union Master File
 Union ID: 361 Union Name: Ironworkers Local 361

General Rates Stamps

Name	Type	Hours Increment	Benefits		
			Taxable \$	Total \$	Assessment
STD	STD	0	\$0.00	\$0.00	\$0.00

Record: 1 of 1

Record: 2 of 2

The STAMPS screen in the Union Master File provides information on the various stamps that are purchased from the Union.

Payroll Transactions

Trx ID:
Employee #:
Week Ending:

Remaining Hours
 Sick time:
 Vacation Time:

Notes:

Hours						Gross Pay		Disability		Check No	
Regular	Special	O.T.	Holiday	Sick	Vac						
24.00	0.00	4.00	0.00	0.00	0.00	\$1,096.00	\$0.60				
						Social Security		Assessment		Check Date	
						\$67.95		\$49.28		<input type="text"/>	
						Medicare		Taxable Benefits		<input type="text"/>	
						\$15.89		\$304.00		Print Check	
						Federal Withholding		Total Benefits		Recalculate	
						\$193.07		\$1,138.88			
						State Withholding		Other			
						\$56.91		\$0.00			
						City Withholding		Net Check:			
						\$30.76		\$377.54			

Additional Dollars			Travel			Expense		
<input type="text" value="\$0.00"/>								

Transaction Detail																				
Date	Job ID	Union ID	Rate ID	Hours				Pay							Benefits					
				Reg.	Spcl.	Ovt.	Hol.	Sick	Vac.	Reg.	Spcl.	Ovt.	Hol.	Sick	Vac.	Travel	Exp.	Add'l \$ (pretax)	Taxable	Total
06/27/02	2222222	361	Apprentice	8	0	0	0	0	\$198.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$76.00	\$284.72
Job: Thomson Boiler		Union: Ironworkers Local 361		Level: Apprentice		Standard Rates		Reg: \$24.75	Spcl: \$37.13	Ovt: \$49.50	Ins: \$72.75	Un. Asmt.: \$12.32								
06/28/02	111111111	361	Apprentice	8	0	2	0	0	\$198.00	\$0.00	\$99.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$114.00	\$427.08
Job: Plant 9		Union: Ironworkers Local 361		Level: Apprentice		Standard Rates		Reg: \$24.75	Spcl: \$37.13	Ovt: \$49.50	Ins: \$109.12	Un. Asmt.: \$18.48								
07/01/02	111111111	361	Apprentice	8	0	2	0	0	\$198.00	\$0.00	\$99.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$114.00	\$427.08
Job: Plant 9		Union: Ironworkers Local 361		Level: Apprentice		Standard Rates		Reg: \$24.75	Spcl: \$37.13	Ovt: \$49.50	Ins: \$109.12	Un. Asmt.: \$18.48								
* 10/22/02		361																		
Job:		Union: Ironworkers Local 361		Level:		Standard Rates		Reg:	Spcl:	Ovt:	Ins:	Un. Asmt.:								

Record: of 1

The Payroll Transaction Screen is used to enter Employee work and job information. This screen captures all of the information used for the weekly payroll run as well for the job costing reporting.

Print Payroll Checks

Payroll checks can be printed either as a batch or a single check. To print a single check, simply enter a check number and press the PRINT CHECK button on the Payroll Transaction Entry and Editing screen. To print a batch of checks, choose the PRINT PAYROLLCHECKS option from the main screen. You will be asked the following questions before the checks print:

Starting Check Number

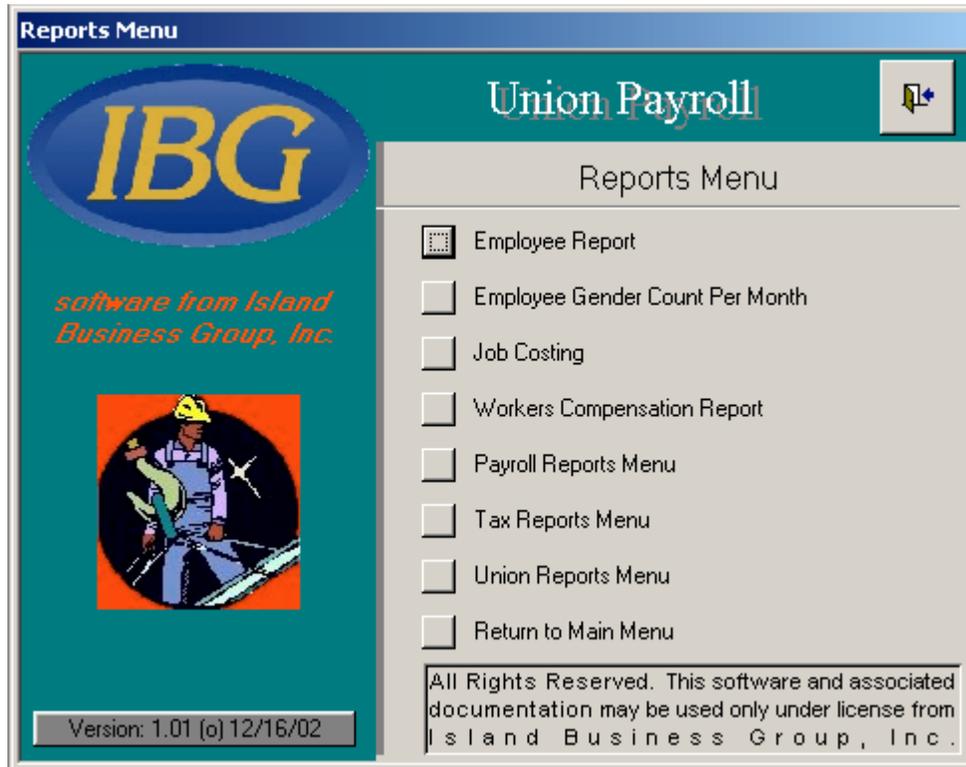
Enter the starting check number.

Ending Date

Enter the pay period ending date.

When you have answered these questions, the checks will print and the payroll will be posted. No further changes can be made once a check has been printed.

Reports Menu



Employee Report

Employee Master File

*YOUR COMPANY
111 MAIN STREET
Suite 100
NEW YORK, NY 10111*

Name	ID	Address	City	State	Zip	SSN	Union ID	Rates		
								Reg	Spec	Ov
Henry, Paul	77	111 U Avenue	Bronx	NY	77171-	982-77-272	000000			
JONES, LAWRENCE	1	721 Blue3Ridge Drive	NEW YORK	NY	10002-	909-82-882	000361	\$24.75	\$37.13	\$49.50

Sample of the Employee Master File Report

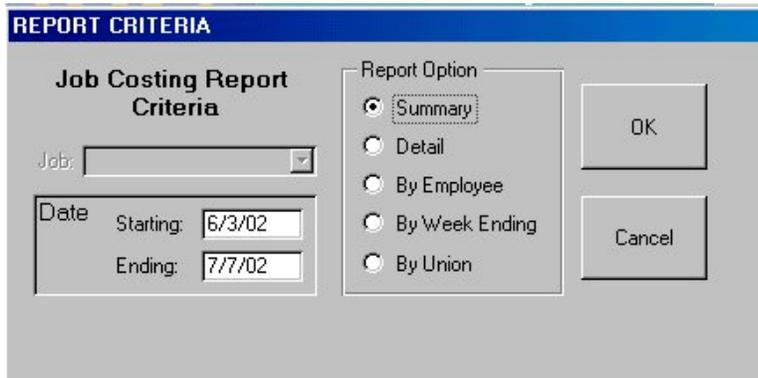
Employee Gender Count Per Month

Gender Count Per Month		Your Company	
<i>For Dates:</i> 01/01/02 thru 12/31/02		<i>Hanppauge, NY 11788</i>	
Month	Male	Female	
February 2002	1	0	
January 2002	12	1	
July 2002	1	0	
Totals:	14	1	

The Employee Gender Per Month report displays the count of male/female employees employed for each month within a date range. This report supports insurance premium calculations. If an employee is not covered by the policy in question, then set the Employee Master File – Sex selection to N/A.

Job Costing

There are numerous Job Costing reports available on demand. The criteria screen lets you choose the various reports and criteria for these reports:



Job Costing Criteria Menu

The various reports are as follows:



Job Costing Summary

For Dates: 06/27/02 thru 07/03/02

YOUR COMPANY
 111 MAIN STREET
 Suite 100
 NEW YORK, NY 10111

	Hours					Total	Total Pay	Non-Taxable Benefits	Payroll Insurances	Job Expenses	Overhead	Total Cost
	Regular	Special	Overtime	Holiday	Sick Vacation							
Job: Plant 9												
Contract Value: \$1,000,000.00												
Contract Number: AXJJ888												
Contractor: Joe's Big Contracting Corp												
						Billed	\$89,823,222.00	Paid	\$89,000.00		Total Billed	\$89,823,222.00
						8982%	of Contract	0%	of Billed		- Total Expenses	(\$9,980,442.82)
						Unbilled	(\$88,823,222.00)	Unpaid	\$89,734,222.00		Profit (Billed \$)	\$79,842,779.18
											Profit as % of Billed	89%
Job Totals:	16.0	0.0	4.0	0.0	0.0	20.0	\$822.00	\$626.16	\$218.24	\$98,222.00	\$9,880,554.42	\$9,980,442.82

Job Cost Summary

Job Costing Detail

For Dates: 06/27/02 thru 07/03/02

For Job ID: 11111111

YOUR COMPANY
 111 MAIN STREET
 Suite 100
 NEW YORK, NY 10111

Job: Plant 9
 Contract Value: \$1,000,000.00
 Contract Number: AXJJ888
 Contractor: Joe's Big Contracting Corp

Total Payroll Expenses	\$1,666.40
Total Job Expenses	\$98,222.00
Overhead	\$9,880,554.42
Total Expenses	\$9,980,442.82

Total Billed	\$89,823,222.00
- Total Expenses	(\$9,980,442.82)
Profit (Billed \$)	\$79,842,779.18
Profit as % of Billed	89%

Billed	\$89,823,222.00
8982%	of Contract
Unbilled	(\$88,823,222.00)

Paid	\$89,000.00
0%	of Billed
Unpaid	\$89,734,222.00

Profit (Contract Value \$)	(\$8,980,442.82)
Profit as % of Contract Value	-89%

Week Ending	Employee	Regular	Special	Overtime	Holiday	Sick	Vacation	Total	Total Pay	Non-Taxable Benefits	Payroll Insurances	Employer Total Cost
07/03/02	JONES	16.0	0.0	4.0	0.0	0.0	0.0	20.0	\$822.00	\$626.16	\$218.24	\$1,666.40
(1 detail record)		Totals:	16.0	0.0	4.0	0.0	0.0	20.0	\$822.00	\$626.16	\$218.24	\$1,666.40

Total Pay = Regular Pay + Special Pay + Overtime Pay + Sick Pay + Vacation Pay + Holiday Pay + Travel + Expense + Additional Dollars + Taxable Benefits
 Insurances = Taxable Pay * (Employer FICA + Unemployment Ins. + Public Liability + Worker's Comp.)
 Taxable Pay = Total Pay - (Travel + Expense)

Invoice #	Invoice Date	Invoice Amount	Payment Date	Payment Amount	Check #
3333	07/03/02	\$89,823,222.00	07/03/02	\$89,000.00	777
Sum for Invoice #	3333	\$89,823,222.00		\$89,000.00	
Grand Total		\$89,823,222.00		\$89,000.00	

Description	Invoice #:	Date	Amount
Vendor: Cranes R Us			
Crane Rental	988232	07/03/2002	\$98,222.00
Summary for 'Vendor' = Cranes R Us (1 detail record)			\$98,222.00
Total Job Expenses:			\$98,222.00

	Overhead	
	Billed Amount	Factor
	\$89,823,222.00	@ 11.00% = 3,880,554.42
Total Overhead:		\$9,880,554.42
Grand Total Payroll and Job Expenses:		\$99,888.40
Grand Total:		\$9,980,442.82



Job Costing by Employee

For Dates: 06/27/02 thru 07/03/02
For Job ID: 11111111

YOUR COMPANY
111 MAIN STREET
Suite 100
NEW YORK, NY 10111

Job: Plant 9
Contract Value: \$1,000,000.00
Contract Number: AXJJ888
Contractor: Joe's Big Contracting Corp

Total Payroll Expenses	\$1,666.40
Total Job Expenses	\$98,222.00
Overhead	\$9,880,554.42
Total Expenses	\$9,980,442.82

Total Billed	\$89,823,222.00
- Total Expenses	(\$9,980,442.82)
Profit (Billed \$)	\$79,842,779.18
Profit as % of Billed	89%

Billed	\$89,823,222.00
8982% of Contract	
Unbilled	(\$8,823,222.00)

Paid	\$89,000.00
0% of Billed	
Unpaid	\$8,734,222.00

Profit (Contract Value \$)	(\$8,980,442.82)
Profit as % of Contract Value	-898%

Week Ending	Regular	Special	Overtime	Hours Holiday	Sick	Vacation	Total	Total Pay	Non-Taxable Benefits	Payroll Insurances	Employer Total Cost
Employee: 1 JONES, LAWRENCE											
07/03/02	16.0	0.0	4.0	0.0	0.0	0.0	20.0	\$822.00	\$626.16	\$218.24	\$1,666.40
Summary for 'Employee' = JONES, LAWRENCE (1 detail record)											
Totals:	16.0	0.0	4.0	0.0	0.0	0.0	20.0	\$822.00	\$626.16	\$218.24	\$1,666.40
Payroll Grand Totals:	16.0	0.0	4.0	0.0	0.0	0.0	20.0	\$822.00	\$626.16	\$218.24	\$1,666.40

Total Pay = Regular Pay + Special Pay + Overtime Pay + Sick Pay + Vacation Pay + Holiday Pay + Travel + Expense + Additional Dollars + Taxable Benefits
Insurances = Taxable Pay * (Employer FICA + Unemployment Ins. + Public Liability + Worker's Comp.)
Taxable Pay = Total Pay - (Travel + Expense)

Job Cost By Employee

Job Costing by Week Ending

For Dates: 06/27/02 thru 07/03/02
For Job ID: 11111111

YOUR COMPANY
111 MAIN STREET
Suite 100
NEW YORK, NY 10111

Job: Plant 9
Contract Value: \$1,000,000.00
Contract Number: AXJJ888
Contractor: Joe's Big Contracting Corp

Total Payroll Expenses	\$1,666.40
Total Job Expenses	\$98,222.00
Overhead	\$9,880,554.42
Total Expenses	\$9,980,442.82

Total Billed	\$89,823,222.00
- Total Expenses	(\$9,980,442.82)
Profit (Billed \$)	\$79,842,779.18
Profit as % of Billed	89%

Billed	\$89,823,222.00
8982% of Contract	
Unbilled	(\$8,823,222.00)

Paid	\$89,000.00
0% of Billed	
Unpaid	\$8,734,222.00

Profit (Contract Value \$)	(\$8,980,442.82)
Profit as % of Contract Value	-898%

Employee	Regular	Special	Overtime	Hours Holiday	Sick	Vacation	Total	Total Pay	Non-Taxable Benefits	Payroll Insurances	Total Cost
Week Ending: 07/03/02											
JONES, LAWRENCE	16.0	0.0	4.0	0.0	0.0	0.0	20.0	\$822.00	\$626.16	\$218.24	\$1,666.40
Summary for 'Week Ending' = 07/03/02 (1 detail record)											
Totals:	16.0	0.0	4.0	0.0	0.0	0.0	20.0	\$822.00	\$626.16	\$218.24	\$1,666.40
Payroll Grand Totals:	16.0	0.0	4.0	0.0	0.0	0.0	20.0	\$822.00	\$626.16	\$218.24	\$1,666.40

Total Pay = Regular Pay + Special Pay + Overtime Pay + Sick Pay + Vacation Pay + Holiday Pay + Travel + Expense + Additional Dollars + Taxable Benefits
Insurances = Taxable Pay * (Employer FICA + Unemployment Ins. + Public Liability + Worker's Comp.)

Job Cost By Weekend



Job Costing by Union

For Dates: 06/27/02 thru 07/03/02

For Job ID: 11111111

YOUR COMPANY
111 MAIN STREET
Suite 100
NEW YORK, NY 10111

Job: Plant 9 Contract Value: \$1,000,000.00 Contract Number: AXJJ888 Contractor: Joe's Big Contracting Corp	Total Payroll Expenses	\$1,666.40	Total Billed	\$89,823,222.00
	Total Job Expenses	\$98,222.00	- Total Expenses	(\$9,980,442.82)
	Overhead	\$9,880,554.42	Profit (Billed \$)	\$79,842,779.18
	Total Expenses	\$9,980,442.82	Profit as % of Billed	89%

Billed	\$89,823,222.00
8982% of Contract	
Unbilled	(\$8,823,222.00)

Paid	\$89,000.00
0% of Billed	
Unpaid	\$89,734,222.00

Profit (Contract Value \$)	(\$8,980,442.82)
Profit as % of Contract Value	.898%

Week Ending	Employee	Regular	Special	Overtime	Holiday	Sick	Vacation	Total	Total Pay	Non-Taxable Benefits	Payroll Insurances	Total Cost
07/03/02	JONES	16.0	0.0	4.0	0.0	0.0	0.0	20.0	\$822.00	\$626.16	\$218.24	\$1,666.40
Summary for 'Union' = 361 (1 detail record)												
Totals:		16.0	0.0	4.0	0.0	0.0	0.0	20.0	\$822.00	\$626.16	\$218.24	\$1,666.40
Payroll Grand Totals:		16.0	0.0	4.0	0.0	0.0	0.0	20.0	\$822.00	\$626.16	\$218.24	\$1,666.40

Job Cost By Union

Workers Compensation

For Dates: 01/01/02 thru 12/31/02

Without Job Wrap-around

YOUR COMPANY
111 MAIN STREET
Suite 100
NEW YORK, NY 10111

Worker Compensation Code: 1

Desc.: first work comp code

	Total hrs.	Regular Pay	Overtime Pay	*Other	Total Gross
Summary for 'Period Ending' = 07/03/02 (3 detail records)	28.00	\$594.00	\$198.00	\$304.00	\$1,096.00
Summary for 'Worker Comp. Code' = 1 (3 detail records)	28.00	\$594.00	\$198.00	\$304.00	\$1,096.00
Grand Total	28.00	\$594.00	\$198.00	\$304.00	\$1,096.00

* Other = Taxable Benefits & Additional Dollars

Workers Compensation Report



Payroll Reports Menu

Payroll Reports Menu



software from Island Business Group, Inc.



Version: 1.01 [o] 12/16/02

Union Payroll

Payroll Reports Menu

- Payroll & Attendance Report
- Payroll Edit List
- Payroll Journal
- Payroll Check Register
- Payroll History
- Certified Payroll Report
- Return to Main Menu

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Weekly Payroll & Attendance Report

PAY PERIOD
ENDING
7/3/2002

YOUR COMPANY
111 MAIN STREET
Suite 100
NEW YORK, NY 10111

Employee ID:1 Name: JONES, LAWRENCE SSN 909-82-8828

Trxid	Deductions									Benefits		Total Deductions	GROSS PAY	NET PAY
	Social Security	Medicare	FWT	SWT	CWT	SDI	Other	Assess.	Taxable	Total				
31	70.09	16.39	202.38	59.27	32.00	0.60	0.00	29.26	180.50	676.21	590.49	\$1,130.50	\$540.01	

Date	Job ID	Union ID	Level	Hours							Pay								
				Reg.	Spel.	OT.	Hol.	Sick	Vac.	Total	Regular	Special	OT.	Holiday	Sick	Vac.	Add'l\$	Travel	Expense
06/27	11111	361	Apprentice	8.0	0.0	2.0	0.0	0.0	0.0	10.0	400.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	600.00
				Rates: Regular:		50.00	Special:		75.00	Overtime:		100.00	Override:		<input checked="" type="checkbox"/>				
06/28	11111	361	Apprentice	7.0	0.0	0.0	0.0	0.0	0.0	7.0	350.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00	
				Rates: Regular:		50.00	Special:		75.00	Overtime:		100.00	Override:		<input checked="" type="checkbox"/>				
Summary for 'TransactionHeader.Trxid' = 31 (2 detail records)																			
Check totals:				15.0	0.0	2.0	0.0	0.0	0.0	17.0	750.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	950.00
Summary for 'EmployeeID' = 1 (2 detail records)																			
Employee totals:				15.0	0.0	2.0	0.0	0.0	0.0	17.0	750.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	950.00
Grand Totals:				15.0	0.0	2.0	0.0	0.0	0.0	17.0	750.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	950.00

Weekly Payroll & Attendance Report



Payroll Edit List

Payroll Edit List

PAY PERIOD
7/8/02

YOUR COMPANY
111 MAIN STREET
Suite 100
NEW YORK, NY 10111

No.	Name							SSN	YTD/Current							Vacation	Benef
Reg Pay	Spl Pay	Ovt Pay	Hol Pay	Vac Pay	Sick	Travel	Expense	Gross Pay	Social Sec.	Medicare	FWT	SDI	SWT	CWT	Assmnt	Net Pay	
1	JONES, LAWRENCE							909-82-8828	\$822.00	\$50.96	\$11.92	\$119.09	\$0.60	\$38.14	\$119.09	\$228.00	\$854.16
\$396.00	\$0.00	\$198.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$822.00	\$50.96	\$11.92	\$119.09	\$0.60	\$38.14	\$20.89	\$36.96	\$352.40	
Grandtotals								\$822.00	\$50.96	\$11.92	\$119.09	\$0.60	\$38.14	\$119.09	\$228.00	\$854.16	
\$396.00	\$0.00	\$198.00	\$0.00	\$0.00	0	0	\$0.00	\$822.00	\$50.96	\$11.92	\$119.09	\$0.60	\$38.14	\$20.89	\$36.96	\$352.40	

The Payroll Edit List is run prior to printing of the checks, as a last verification of the Payroll data entered for that period.

Payroll Journal

REPRINT

PAY PERIOD
07/03/02

YOUR COMPANY
111 MAIN STREET
Suite 100
NEW YORK, NY 10111

No.	Name							SSN	YTD/Current							Vacation	Benef
Reg Pay	Spl Pay	Ovt Pay	Hol Pay	Vac Pay	Sick	Travel	Expense	Gross Pay	Social Sec.	Medicare	FWT	SDI	SWT	CWT	Assmnt	Net Pay	
1	JONES, LAWRENCE							909-82-8828	\$1,096.00	\$67.95	\$15.89	\$193.07	\$0.60	\$56.91	\$193.07	\$304.00	\$1,138.88
\$594.00	\$0.00	\$198.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,096.00	\$67.95	\$15.89	\$193.07	\$0.60	\$56.91	\$30.76	\$49.28	\$377.54	
Grandtotals								\$1,096.00	\$67.95	\$15.89	\$193.07	\$0.60	\$56.91	\$193.07	\$304.00	\$1,138.88	
\$594.00	\$0.00	\$198.00	\$0.00	\$0.00	0	0	\$0.00	\$1,096.00	\$67.95	\$15.89	\$193.07	\$0.60	\$56.91	\$30.76	\$49.28	\$377.54	

Payroll Journal

Payroll Check Register

REPRINT

PAY PERIOD 07/03/02

YOUR COMPANY
111 MAIN STREET
Suite 100
NEW YORK, NY 10111

No.	Name	SSN	Net Pay	TrxID	Check No	Check Date
1	JONES, LAWRENCE	909-82-8828	\$377.54		31 000001	07/04/02
Totals:			\$377.54		1 Checks	

Payroll Check Register



Payroll History Report

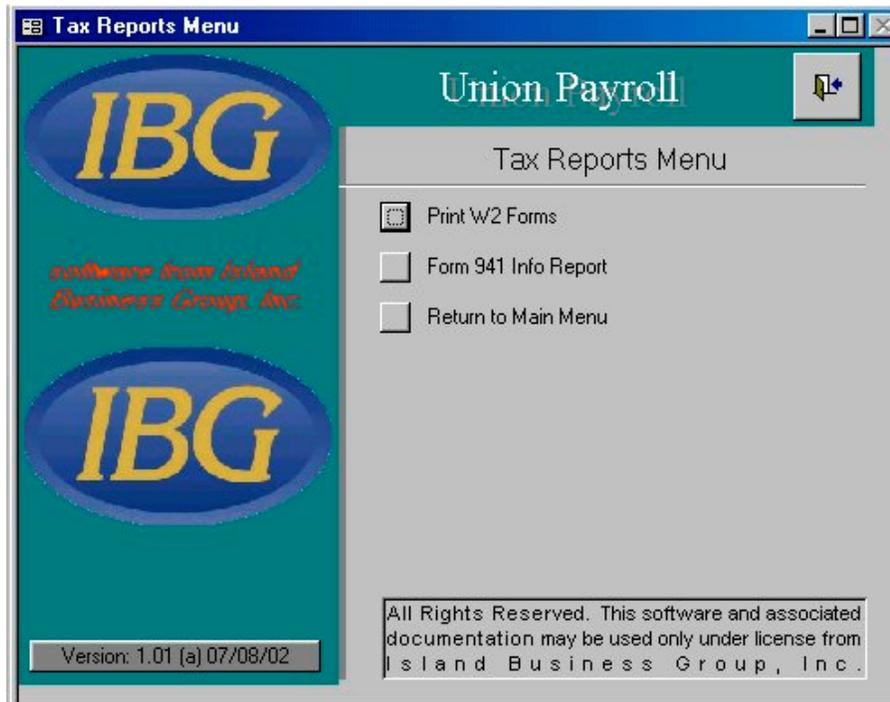
For Dates:
07/03/02 thru 07/03/02
For Employees:
Henry thru JONES

YOUR COMPANY
111 MAIN STREET
Suite 100
NEW YORK, NY 10111

Period End	Reg-Pay	Spl-Pay	Ovt-Pay	Hol-Pay	Vac-Pay	Sick	Travel	Expense	Gross Pay	
Social Sec.	Medicare	FWT	SDI	SWT	CWT	Assmnt	Tax. Benefit	Tot. Benefit	Net Pay	
Employee		No.: 1	Name: JONES, LAWRENCE						SSN: 909-82-8828	
07/03/2002	\$594.00	\$0.00	\$198.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,096.00	
	\$67.95	\$15.89	\$193.07	\$0.60	\$56.91	\$30.76	\$49.28	\$304.00	\$1,138.88	
Totals for JONES, LAWRENCE (1 detail record):										
	\$594.00	\$0.00	\$198.00	\$0.00	\$0.00	0	0	\$0.00	\$1,096.00	

Payroll History Report

Tax Reports Menu





Print W2 Forms

000001					
1234567890			1130.50		202.38
YOUR COMPANY			1130.50		70.09
111 MAIN STREET			1130.50		16.39
Suite 100					
NEW YORK, NY 10111-2103			0.00		0.00
909-82-8828			0.00		0.00
LAWRENCE, J	JONES		0.00	0	0.00
721 Blue3 Ridge Drive				0	0.00
NEW YORK, NY 00001-0002				0	0.00
				0	0.00
				0	0.00
NY 11-1234567		1130.50	59.27	1130.50	32.00
					0

The W2 report is designed to print onto preprinted W2 forms at year end.



941 Form Report

*YOUR COMPANY
111 MAIN STREET
Suite 100
NEW YORK, NY 10111*

1234567890

Period ending: 9/30/2002

Page 1

YOUR COMPANY
111 MAIN STREET
Suite 100
NEW YORK, NY 10111

909-82-8828 JONES, LAWRENCE, J

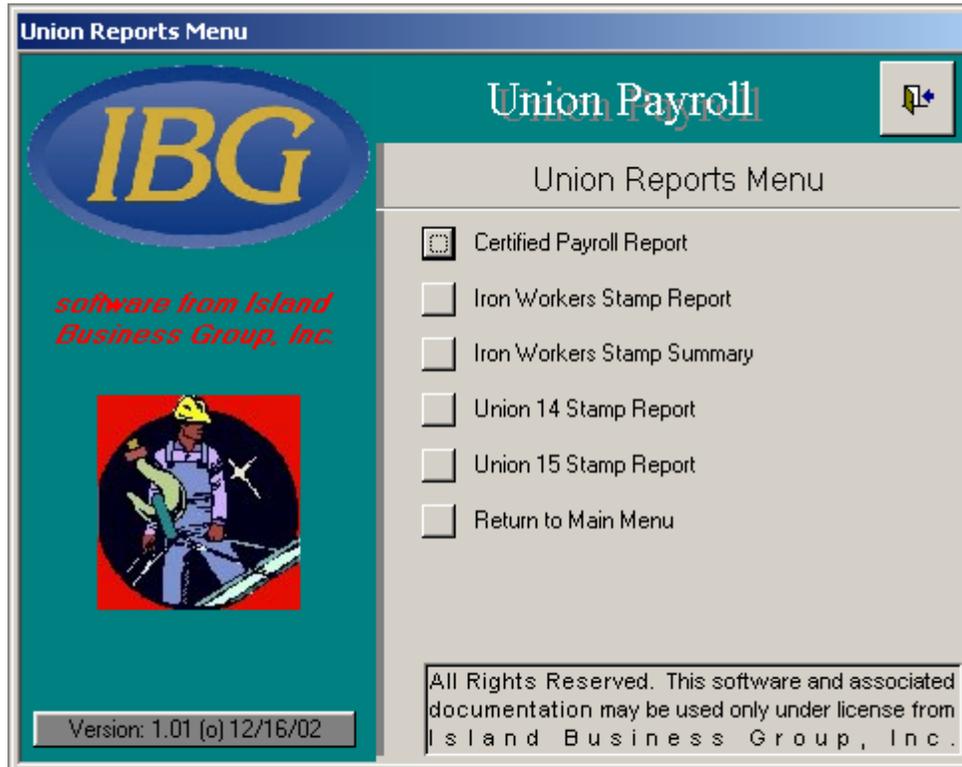
	1130.50
Total:	1130.50

*** Form 941 Information ***

1. Number of employees in the pay period:	1			
2. Total wages and tips, plus other compensation:	1130.50			
3. Total income tax withheld from wages, tips, and sick pay:	380.73			
6a. Taxable social security wages:	1130.50	6b. x12.4% (.124) =		140.18
6c. Taxable social security tips:	N/A	6d. x12.4% (.124) =		N/A
7a. Taxable Medicare wages and tips:	1130.50	7b. x2.9% (.029) =		32.78
8. Total social security and Medicare taxes (6b+6d+7b):	172.97			
9. Fractions of Cents:	8.69			

The 941 form report provides information relevant to completing 941 forms.

Union Reports Menu



WEEKLY PAYROLL

Contractor: Joe's Big Contracting Corp 888 Main Street New York NY 11763-1212										SubContractor: Amalgamated Iron 444 Oak Street New York NY 11223-3444												
Payroll No.		Job ID 11111111		Contract Number AXJJ888			For Week Ending 7/3/02			Project and Location Plant 9 New York, NY 11223					Wage Decision No. - Dated							
Name, Address and Social Security Number of Employee		Work Classification		HOURS WORKED							Total for Period	Hourly Rate	Total Amount Paid in Benefits	Gross \$ Earned this Project	Gross \$ All Projects	Deductions					Net Amount Paid	
				Thurs	Fri	Sat	Sun	Mon	Tue	Wed						Social Security	FED. W/H	State W/H	City W/H	Other		
JONES, LAWRENCE 809-82-8828 721 Blue3 Ridge Drive NEW YORK, NY 10002		R		8	8						16	\$24.75	\$854.16	\$822.00	\$822.00	\$50.96	\$119.09	\$38.14	\$20.89	\$0.00	\$771.44	
		S		0	0						0	\$37.13										
		O		2	2							4	\$49.50									

Certified Payroll Report



Employer Weekly Payroll Report of Hours Worked in the Jurisdiction of Locals 40, 361, & 417

FAX TO: 212-686-9060

Employer # 3333	Employer Name YOUR COMPANY	From Date 06/03/02
Job # 11111111	Job Name Plant 9	Local 361
		Thru Date 07/07/02

ALL HOURS MUST BE EXPRESSED AS HOURS PAID

Employee SSN	Last Name	First Initial	J/A	Contribution Rate	Total Hours	Total Contribution	Delete
909-82-8828	JONES	L	A	\$24.75	20.0	\$854.16	<input type="checkbox"/>
Totals					20.0	\$854.16	

These contributions shall constitute the acceptance and adoption by the Employer of the Collective Bargaining Agreement(s) of the Iron Workers Local Nos. 40, 361, 417. The Employer further agrees to be bound by the Trust Fund Agreements of said local unions and accepts all terms, conditions and provisions thereof. The Collective Bargaining Agreement(s) and Trust Fund Agreements are incorporated herein as if they herein set forth at length.

Iron Workers Stamp Report

Iron Workers Stamp Summary

From 06/27/02 Thru 07/03/02

*YOUR COMPANY
111 MAIN STREET
Suite 100
NEW YORK, NY 10111*

Employee: LAWRENCE J JONES

SSNO: 909-82-8828 Employee #: 1

	Journ.	Appr.	Total Contribution
Ironworkers Local 361	0.0	32.0	\$1,138.88
Summary for 'EmployeeID' = 1 (1 detail record)	0.0	32.0	\$1,138.88
Local 40 Total:	0.0	0.0	\$0.00
Local 361 Total:	0.0	32.0	\$1,138.88
Local 417 Total:	0.0	0.0	\$0.00
Grand Total:	0.0	32.0	\$1,138.88

CHECK #: _____

DATE: _____

Iron Workers Stamp Summary Report



UNION STAMP FUNDS REPORT

From 06/27/02 Thru 07/03/02

*YOUR COMPANY
111 MAIN STREET
Suite 100
NEW YORK, NY 10111*

STAMP FUNDS - LOCAL 14

Employee: Robert Noble
SSNO: 111-22-3333

Stamp Denomination	Hours	Quantity	Amount
S-8 Hour @ 154.40	32.0	4	\$617.60
D-1 Hour @ 35.20	2.0	2	\$70.40
TOTALS	34.0	6	\$688.00
GRANDTOTALS	34.0	6	\$688.00

CHECK #: _____ DATE: _____

Union 14 Stamp Report

UNION STAMP FUNDS REPORT

From 06/27/02 Thru 07/03/02

*YOUR COMPANY
111 MAIN STREET
Suite 100
NEW YORK, NY 10111*

STAMP FUNDS - LOCAL 15

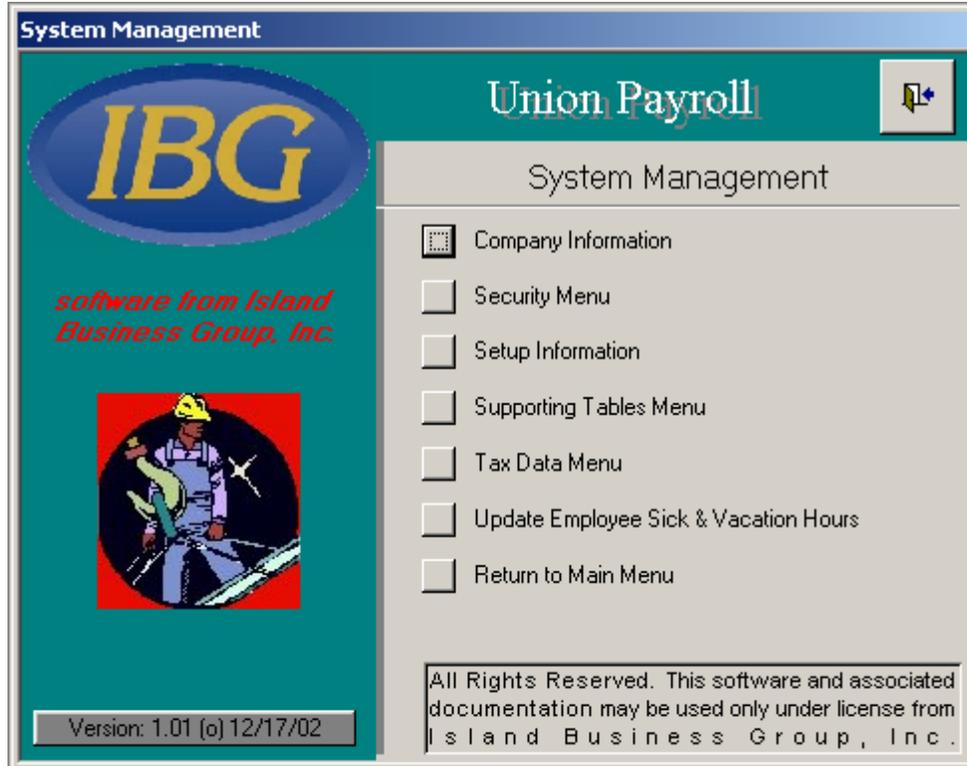
Employee: Linda Kringle
SSNO: 862-33-3333

Stamp Denomination	Hours	Quantity	Amount
S-8 Hour @ 141.60	16.0	2	\$283.20
S-1 Hour @ 17.70	6.0	6	\$106.20
D-1 Hour @ 32.00	1.0	1	\$32.00
TOTALS	23.0	9	\$421.40
GRANDTOTALS	23.0	9	\$421.40

CHECK #: _____ DATE: _____

Union 15 Stamp Report

System Management Menu

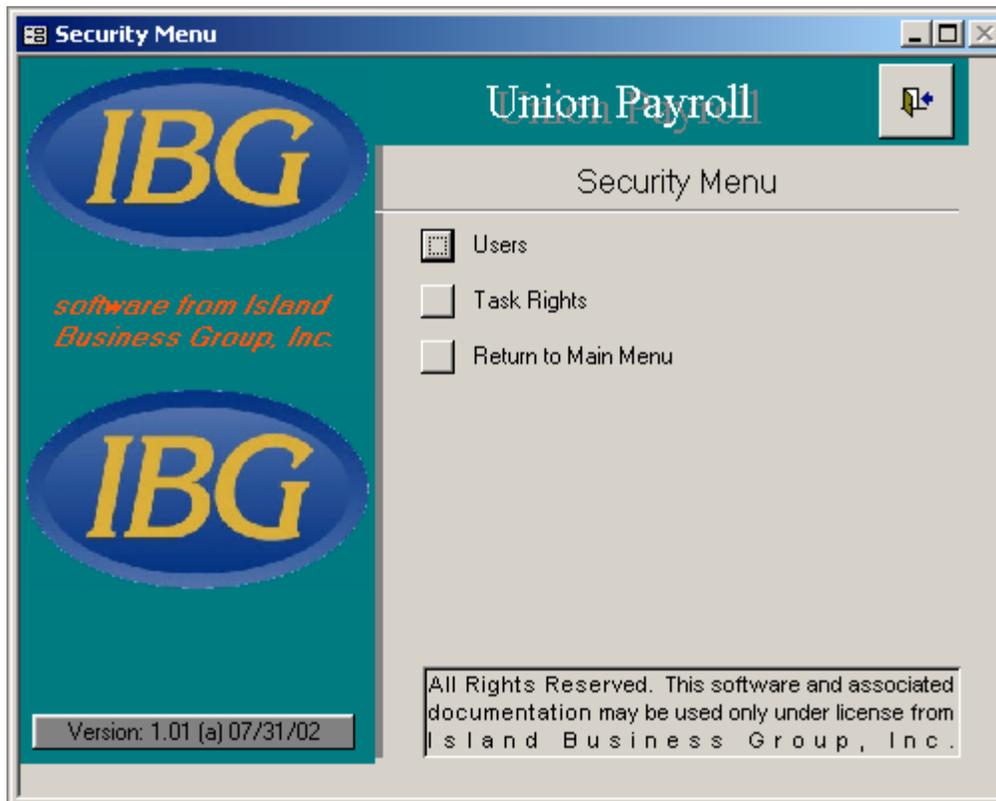


From the System Management Menu you can set the various system parameters required.

Company Information

Company Name	YOUR COMPANY	Insurances	
Address1	111 MAIN STREET	Employer FICA	7.65%
Address2	Suite 100	Unemployment	8.90%
City	NEW YORK	General Liability	5.00%
State	NY	Pay Period Type	Weekly
Zip	10111-	Check Style	2
Federal ID	1234567890		
State Id	11-3082765		

The Company Information Screen is used to enter and maintain your company specific information.
Security Menu



Users



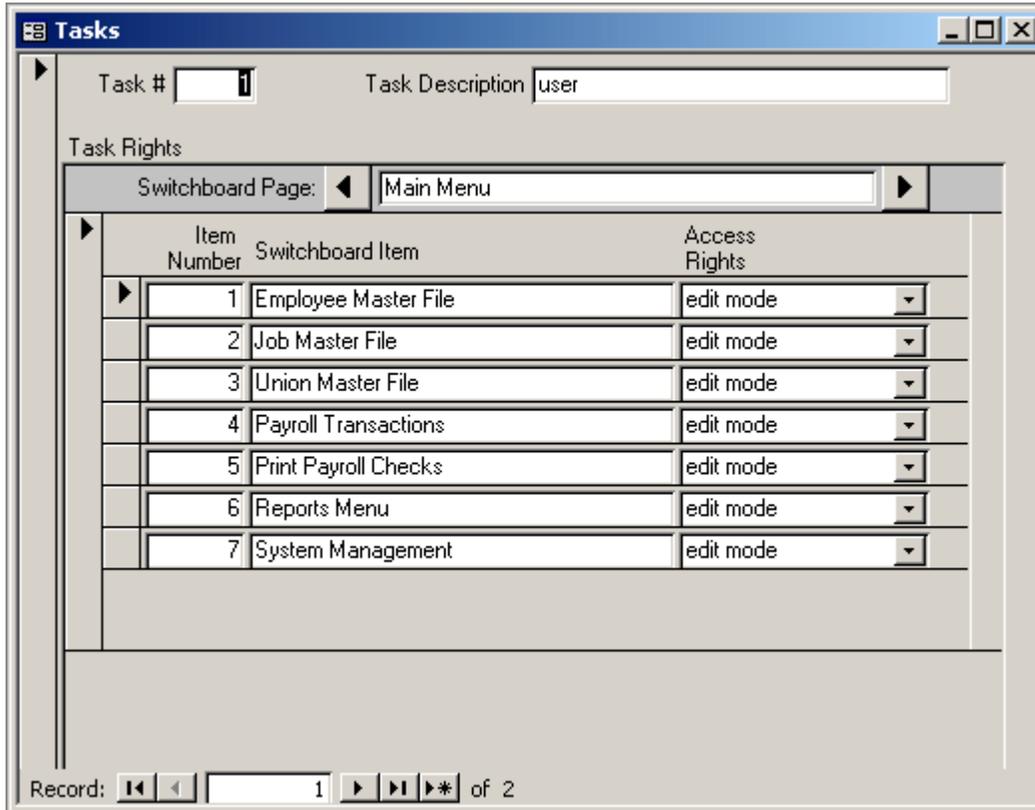
*USER ID	*PASSWORD	*Type	First Name	Last Name	EXT	EMAIL
administrator	administrator	administrator	administrator	administrator		

* denotes a required field

Record: 1 of 1

The Users form allows user information to be added and modified. A user type is selected from the standard types to define the users access rights.

Tasks



The screenshot shows a window titled "Tasks" with the following fields and table:

Task # Task Description

Task Rights

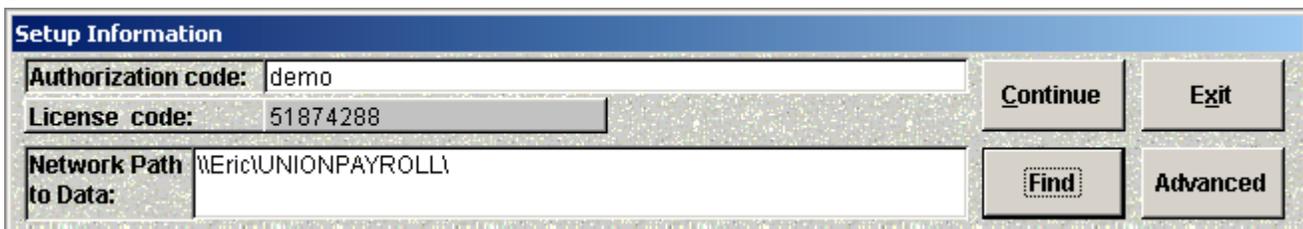
Switchboard Page:

Item Number	Switchboard Item	Access Rights
1	Employee Master File	edit mode
2	Job Master File	edit mode
3	Union Master File	edit mode
4	Payroll Transactions	edit mode
5	Print Payroll Checks	edit mode
6	Reports Menu	edit mode
7	System Management	edit mode

Record: of 2

The Tasks form is used to maintain the standard task types and the rights these types have for each switchboard (menu) item.

Setup Information



The screenshot shows a dialog box titled "Setup Information" with the following fields and buttons:

Authorization code:

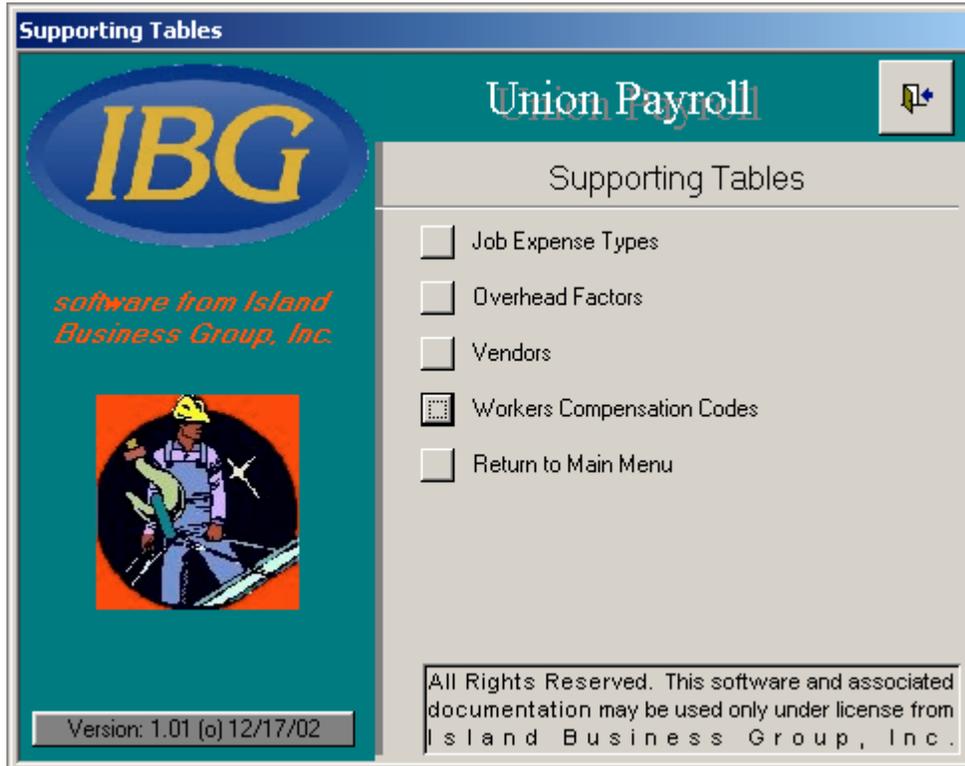
License code:

Network Path to Data:

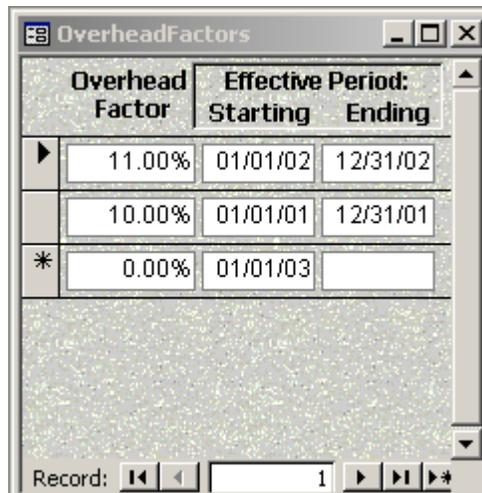
Buttons: Continue, Exit, Find, Advanced

Refer to the Installation Instructions, Setting the Authorization Code and Linking To The Data section for detailed instructions.

Supporting Tables Menu



Job Expense Types: These entries populate the job expense type dropdown selector in the Job Master File form.

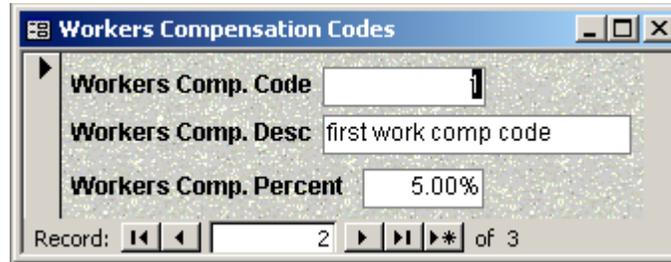


Overhead Factors: These entries control the overhead calculations in the job costing reports.



The screenshot shows a window titled "Vendors". It contains a text field labeled "Vendor" with the value "Vendor One". Below the text field is a record navigation bar with the text "Record: 1 of 2".

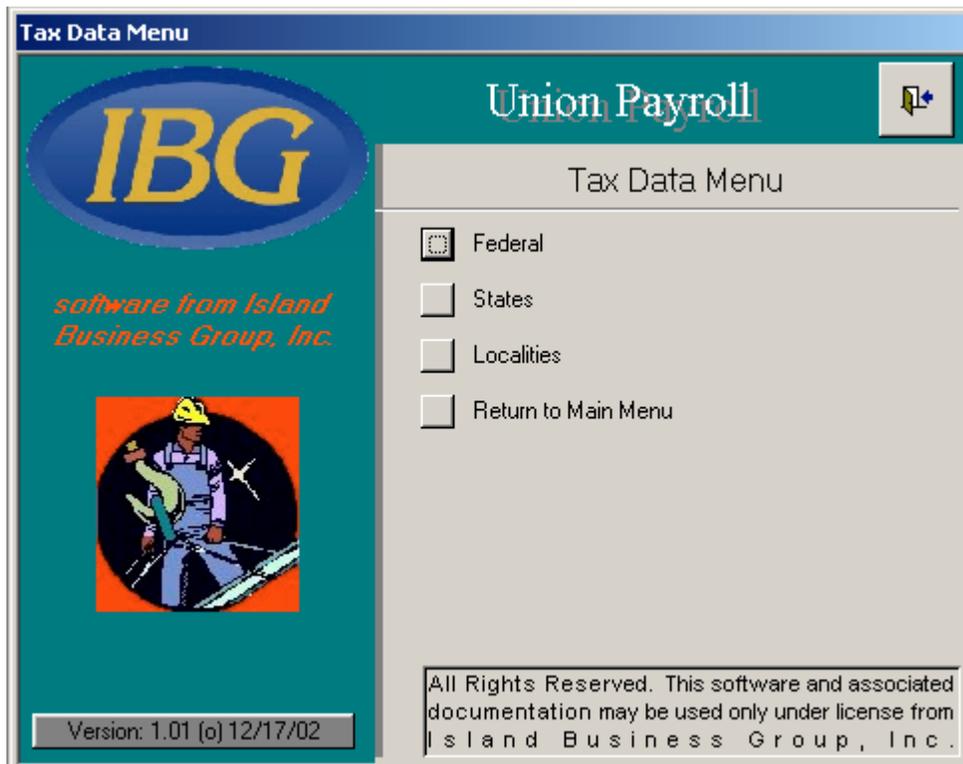
Vendors: These entries populate the vendor dropdown selector in the Job Master File form.



The screenshot shows a window titled "Workers Compensation Codes". It contains three fields: "Workers Comp. Code" (empty), "Workers Comp. Desc" (value: "first work comp code"), and "Workers Comp. Percent" (value: "5.00%"). Below the fields is a record navigation bar with the text "Record: 2 of 3".

Workers Compensation Codes: These entries populate the workers Compensation code dropdown selector in the Employee Master File form and control the insurance cost calculations in the job costing reports.

Tax Data Menu



The screenshot shows the "Tax Data Menu" window. The window has a teal header with the "IBG" logo and the text "software from Island Business Group, Inc." and a small image of a worker. The main content area is light gray and contains the following options:

- Federal
- States
- Localities
- Return to Main Menu

At the bottom of the window, there is a copyright notice: "All Rights Reserved. This software and associated documentation may be used only under license from Island Business Group, Inc." and a version number: "Version: 1.01 [o] 12/17/02".

Federal

Federal Information
[-] [] [X]

Fed. Unemployment %	0.00%	Social Security %	6.20%
Fed. Unemploy Max	\$0.00	Social Security Max	\$84,900.00
Fed. Deduction		Medicare Percent	1.45%
Fed. Exemption	\$3,000.00		

Federal Rates

Type	Status	Over	But Not Over	\$ Withheld	% Withheld
vWeekly	S	\$0.00	\$51.00	\$0.00	0.00%
vWeekly	S	\$51.00	\$164.00	\$0.00	10.00%
vWeekly	S	\$164.00	\$570.00	\$11.30	15.00%
vWeekly	S	\$570.00	\$1,247.00	\$72.20	27.00%
vWeekly	S	\$1,247.00	\$2,749.00	\$254.99	30.00%
vWeekly	S	\$2,749.00	\$5,938.00	\$705.59	35.00%
vWeekly	S	\$5,938.00	\$99,999,999.00	\$1,821.74	38.60%
vWeekly	M	\$0.00	\$124.00	\$0.00	0.00%
vWeekly	M	\$124.00	\$355.00	\$0.00	10.00%
vWeekly	M	\$355.00	\$991.00	\$23.10	15.00%
vWeekly	M	\$991.00	\$2,110.00	\$118.50	27.00%

The Federal Information Screen is used to enter and maintain Federal tax information.

States

State Information
_ □ ×

State	<input type="text" value="NY"/>	SDI Percent	<input type="text" value="2.00%"/>
State Name	<input type="text" value="New York State"/>	SDI Max	<input type="text" value="\$31.20"/>

Rates	Allowance and Exemption
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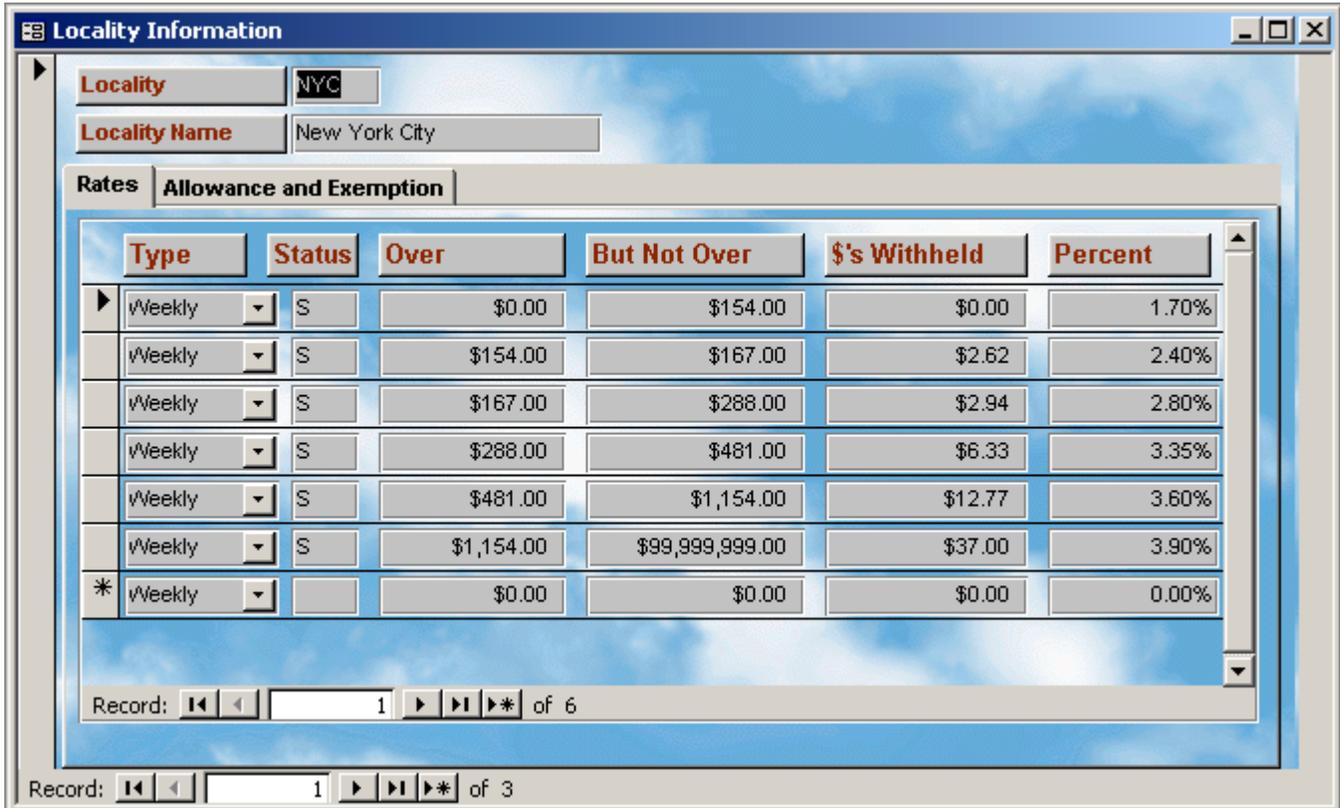
Type	Status	Over	But Not Over	\$'s Withheld	Percent
Weekly	S	\$0.00	\$154.00	\$0.00	4.00%
Weekly	S	\$154.00	\$212.00	\$6.15	4.50%
Weekly	S	\$212.00	\$250.00	\$8.75	5.25%
Weekly	S	\$250.00	\$385.00	\$10.77	5.90%
Weekly	S	\$385.00	\$1,731.00	\$18.71	6.85%
Weekly	S	\$1,731.00	\$1,923.00	\$110.92	7.64%
Weekly	S	\$1,923.00	\$2,885.00	\$125.62	8.14%
Weekly	S	\$2,885.00	\$99,999,999.00	\$203.92	7.35%
Weekly	M	\$0.00	\$154.00	\$0.00	4.00%

Record:	1	of 96
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Record:	2	of 2
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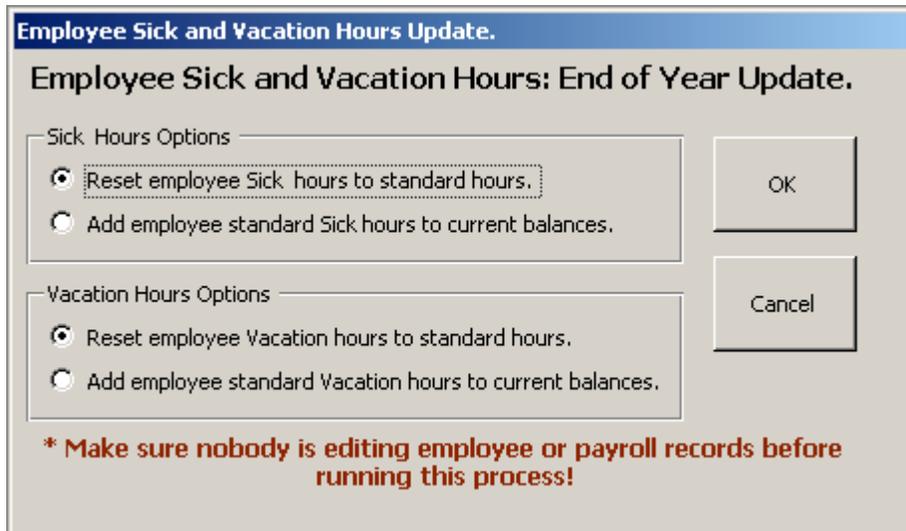
The State Information Screen is used to enter and maintain state tax table information.

Localities



Type	Status	Over	But Not Over	\$'s Withheld	Percent
Weekly	S	\$0.00	\$154.00	\$0.00	1.70%
Weekly	S	\$154.00	\$167.00	\$2.62	2.40%
Weekly	S	\$167.00	\$288.00	\$2.94	2.80%
Weekly	S	\$288.00	\$481.00	\$6.33	3.35%
Weekly	S	\$481.00	\$1,154.00	\$12.77	3.60%
Weekly	S	\$1,154.00	\$99,999,999.00	\$37.00	3.90%
* Weekly		\$0.00	\$0.00	\$0.00	0.00%

The Locality Information Screen is used to enter and maintain local tax table information.



Employee Sick and Vacation Hours Update.

Employee Sick and Vacation Hours: End of Year Update.

Sick Hours Options

- Reset employee Sick hours to standard hours.
- Add employee standard Sick hours to current balances.

Vacation Hours Options

- Reset employee Vacation hours to standard hours.
- Add employee standard Vacation hours to current balances.

*** Make sure nobody is editing employee or payroll records before running this process!**

The Employee sick and Vacation Hours Update dialog updates the sick and vacation hours remaining based on the standard hours and options selected.