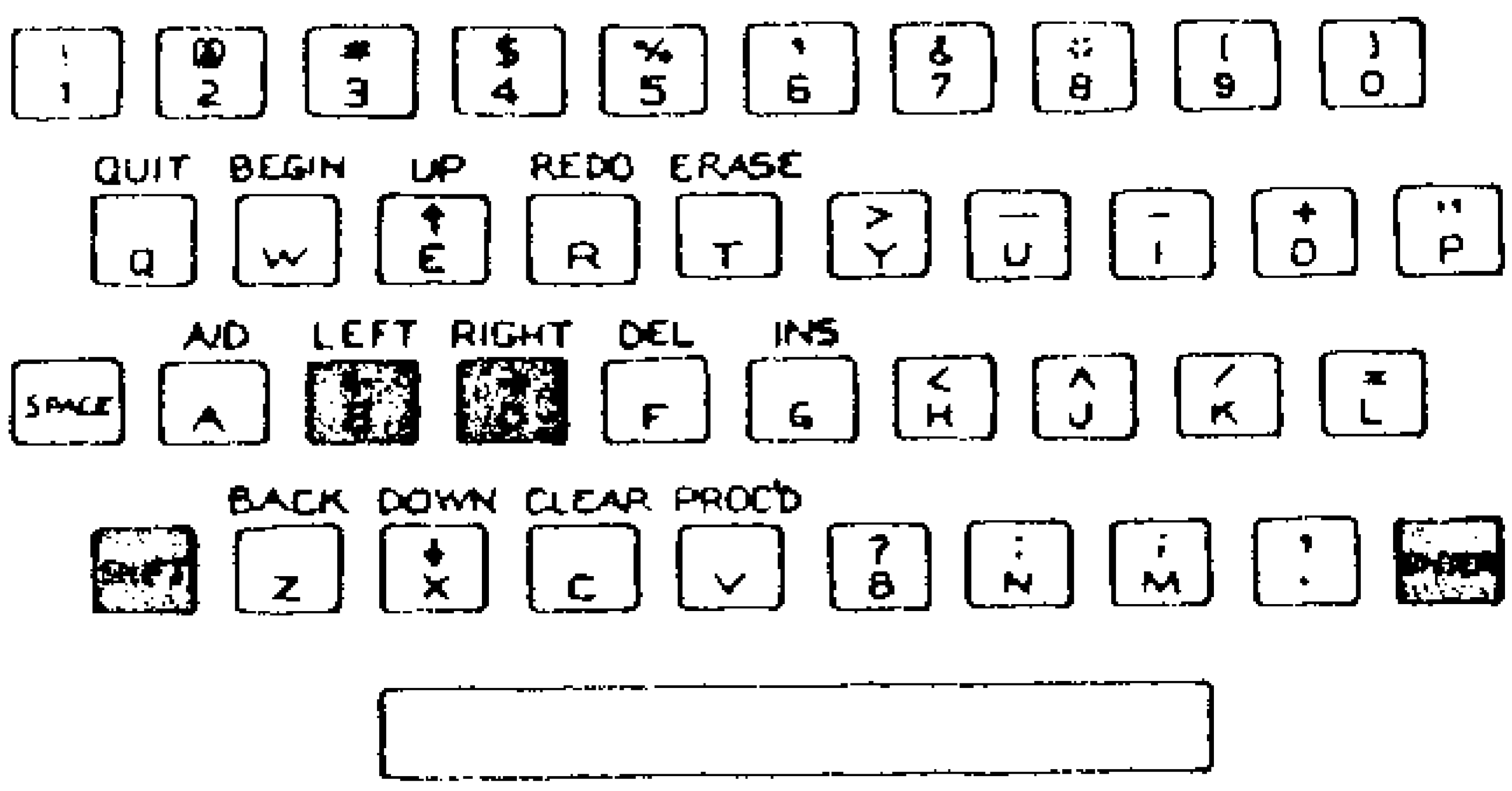
Personnel Data Recorder/ Payroll Assistant

Scott, Foresman School Management Applications

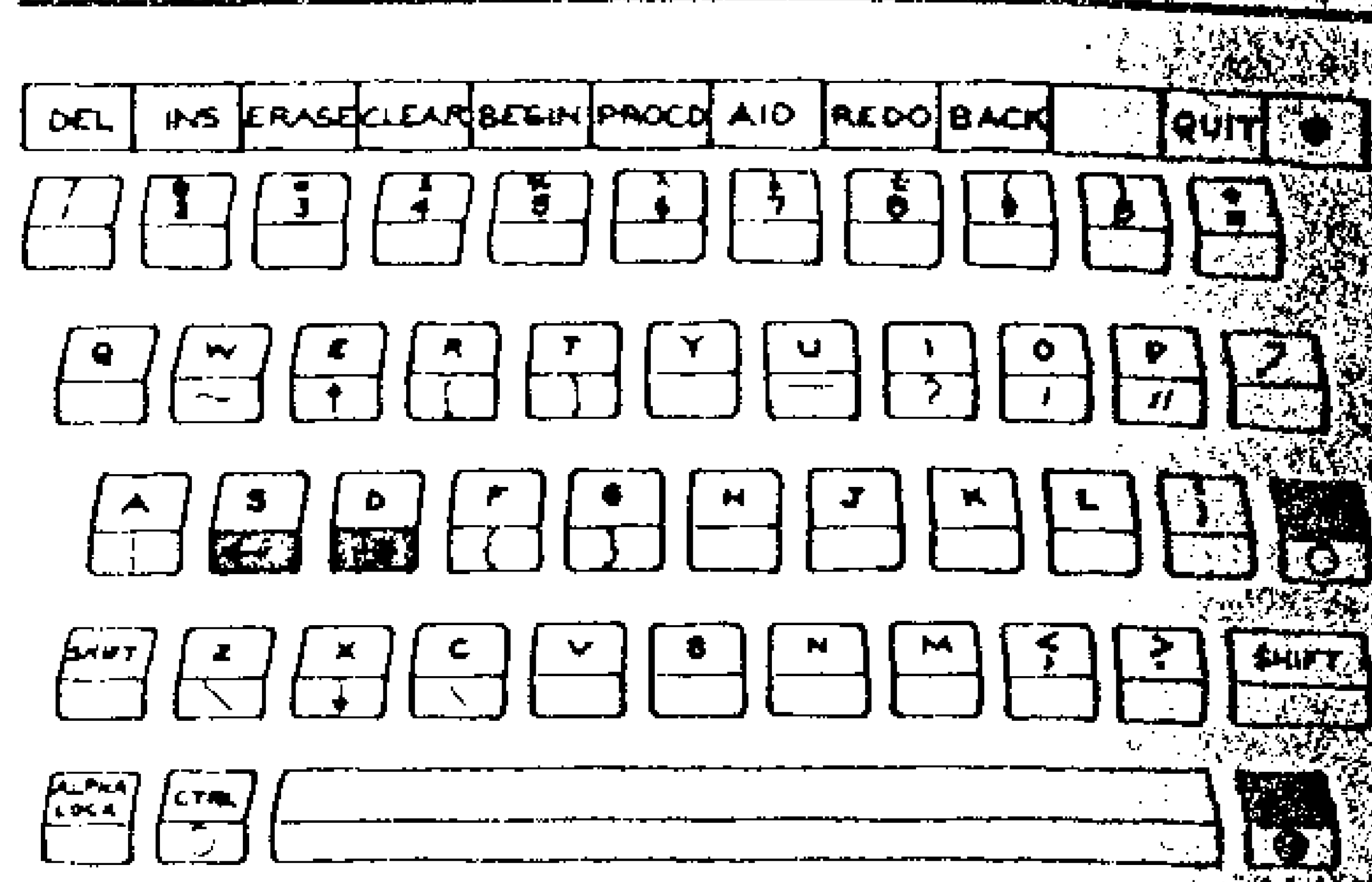
for the Texas Instruments 99/4 microcomputer

Keyboard Reference Guide

TI 99/4 Keyboard



TI 99/4A Keyboard



Function	TI 99/4	TI 99/4A
ENTER stores the data just typed.	ENTER	ENTER
LEFT (←) moves the cursor one space to the left without erasing a character.	SHIFT-S	FCTN-S
RIGHT (→) moves the cursor one space to the right without erasing a character.	SHIFT-D	FCTN-D
DEL(ETE) deletes the character beneath the cursor and automatically closes up space.	SHIFT-F	FCTN-1
INS(ERT) inserts one or more characters, starting from where the cursor is when the function is first used. To cancel this function, another function must be activated or ENTER must be pressed.	SHIFT-G	FCTN-2
ERASE deletes all data in the field where the cursor is then located.	SHIFT-T	FCTN-3
CLEAR does the same as ERASE.	SHIFT-C	FCTN-4
END stops any *School Management* program or a segment or *branch* of the application.	E/END	E/END
QUIT interrupts a program and restores the preliminary Texas Instruments display. *With disk-based applications, this function can cause loss of data or diskette damage.*	SHIFT-Q	FCTN-=
BEGIN, UP, REDO, AID, BACK, DOWN, and **PROC'D** are not used in *School Management Applications.* Some are used with *Disk Manager* (page 10).		

Special Reminders

1. You cannot substitute the letter *L* for the number *one.*
2. You cannot substitute the letter *O* for a *zero.*
3. You cannot use the underscore function to underline.
It erases characters.
4. The space bar and space key erase characters.

Personnel Data Recorder/ Payroll Assistant

Developed by ESI, Inc.
Minneapolis, Minnesota

Scott, Foresman School Management Applications

Scott, Foresman and Company
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These Scott, Foresman *School Management Application* modules are designed for use with the Texas Instruments 99/4A microcomputer. A disk controller, two disk drives for 5¼-inch diskettes, an RS-232 interface, and a printer must be used with these modules.

The Scott, Foresman *School Management Applications* were developed in conjunction with ESI, Inc., a firm that provides a variety of professional services for local, state, and Federal educational agencies, and for corporations engaged in developing technological products for education. Founded in 1968 as an educational consulting and evaluation group, ESI has come to focus its staff's professional expertise in educational computing on the development of computer software for education, training, and administration.

Component	Serial Number	Purchase Date
TI 99/4A Microcomputer		
Video Display Monitor		
RS-232 Interface		
Disk Controller		
Disk Drive 1		
Disk Drive 2		
Printer		
Optical Card Reader		
RF Video Modulator (needed with TV sets)		

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Payroll Assistant

Part 2:
Using *Personnel Data Recorder*

How This Application Can Help You

Personnel Data Recorder is designed to be used in schools or school district offices to keep personnel records, including employee payroll data. The district data needed are the federal tax identification number, FICA statutory rate and limits, deductions and benefits allowed, pay methods used by the district (such as contract or hourly wage), and the district salary lanes. This application will also store personnel data for each employee, including address, telephone, Social Security number, seniority, emergency contact, marital status, teacher certification records, subjects and levels teachers are qualified to teach, teacher interests, and two optional fields in which the user can define what is to be recorded. The application will also keep individual payroll records such as base pay, tax rate information, and FICA and retirement payments both from the employee and the employer.

The Personnel/Payroll System

The payroll data entered using the *Personnel Data Recorder* module form the basis for regular processing of payrolls with Scott, Foresman's *Payroll Assistant* module. Each pay period, this second module is placed in the computer, while a *Personnel Data Recorder* diskette is placed in DRIVE 1 and a blank, newly initialized diskette is inserted in DRIVE 2. The payroll module uses the basic payroll data on the personnel diskette to build a payfile on the blank diskette. Then deductions, benefits, and net pay are calculated for each employee in the paygroup being processed on that payday. After that, the payfile balances are automatically posted back onto the personnel diskette in DRIVE 1 so that all cumulative figures stored there are updated. Then paychecks are printed with stubs that contain details of each employee's wages and deductions both for the current pay period and the year to date.

In addition to various personnel reports, the *Personnel Data Recorder* module can produce a "Payroll Data" report for each employee that shows the basic data controlling his or her earnings and deductions.

The *Payroll Assistant* module can be used to print the paychecks and individual employee "Payroll Audits," in addition to a variety of cumulative reports that will help you to:

- prepare quarterly unemployment reports;
- prepare calendar-year W-2 forms;
- prepare various fiscal-year reports;
- prepare federal, state, and local tax reports;
- prepare FICA reports;
- prepare retirement benefits reports;
- keep a record of optional wage deductions and/or benefits defined by your school district.

Data Storage Capacity

The *Personnel Data Recorder* module requires only one diskette, which can store records for as many as 99 employees. More employees' records can be kept by using additional diskettes. If you are doing that, the simplest way to divide employee records is to put each *paygroup* on a separate diskette. A *paygroup* is a group of employees who are paid on the same cycle; for instance, weekly employees, monthly employees, or substitute teachers might each form one paygroup. Up to 4 paygroups can be accommodated on one diskette.

Important: You should not completely fill a personnel diskette at the start of a year. In order to protect the integrity of your payroll records, complete deletion of an employee's record is not allowed by these applications, although most data may be edited and corrected at any time. Therefore, it is necessary to leave space on your diskettes for normal employee turnover. For instance, if you generally experience employee turnover of 15% per year, you should store no more than 86 employees on a single diskette at the beginning of your fiscal year.

Remember also that the fewer employee records on a diskette, the faster that diskette can be processed during a payroll run. This is another advantage of storing only 1 or 2 paygroups on each diskette.

Payroll Data Specifications Both *Personnel Data Recorder* and *Payroll Assistant* can handle large amounts of money and a wide variety of deductions, benefits, and pay methods. The limit of 99 employees per diskette applies to both applications. The other maximum quantities are summarized here:

- Pay periods: 99 per fiscal year.
- Individual gross pay: $99,999.99 per pay period; $999,999.99 per year.
- Total gross payroll: $9,899,999.00 per pay period; $99,999,999.00 per year.
- Taxes: 3 types: federal, state, and other; plus FICA (employee's and employer's shares).
- Retirement plans: 2 options, each available in addition to FICA or without FICA.
- Voluntary deductions and/or benefits: 56 options for the entire system; any 20 of these can be used in each pay period; 5 of the 20 may be applied to one employee's salary.
- Pay methods: 32 options, such as hourly wages, weekly pay, monthly pay, substitute pay, and so on.
- Paygroups: 4 per diskette.
- Types of pay: 2 in *Personnel Data Recorder*. (Type 1 is regular pay; type 2 is supplemental.) In *Payroll Assistant*, a third type may be added for a single pay period for one-time special payments, such as payment to a teacher for conducting a field trip.
- Salary lanes: 11.
- Salary steps: 20.

In addition, payment of each employee's salary may be controlled by either 1 or 2 *pay controls.* A *pay control* is a set of data entered on a single display (see page 61) that includes the following: type of pay; starting and stopping pay periods for salary payments; pay method; number of units worked regularly in a pay period (if the employee is paid by units of work); salary rate or amount; payroll account or accounts chargeable for these wages; salary contract limit; amount paid to date; and units worked to date. The last two items are updated by the *Payroll Assistant* module each time a payroll is posted for the employee's paygroup.

Protecting Your Data

It is essential to provide adequate security for information as sensitive as personnel and payroll records. For this purpose, it is recommended that the personnel and payroll modules be stored separately in locked files, and that the personnel and payroll diskettes also be filed separately from each other and from the modules. In addition, access to these materials should be carefully controlled, and a list should be kept of those people authorized to use them. No data should be entered or edited without proper written authorization.

Backing Up Data It is equally important to guard against possible loss or corruption of diskette records by making duplicate copies of all personnel diskettes. Immediately after entering your initial data base, you should copy your data diskette and file the duplicate safely before proceeding with the application. To make a copy, first remove your diskette from DRIVE 1. Then switch off the console, remove the application module, insert the *Disk Manager* module, and switch on the console again. You can then back up your data as explained in Part 1, pages 20–21.

Personnel data diskettes are vital as they contain not only personnel records, but also all cumulative payroll figures both for individuals and for your entire staff. In addition, the data base contains many elements and therefore would take a long time to recreate if lost. For these reasons, you should maintain not one, but *two* backup copies of every personnel diskette, rotating them so that the most recent copy will not be the one placed in DRIVE 2 the next time you make a copy of your updated master diskette. This will protect you against the chance of an accident damaging both diskettes in the drives. Your master diskette should be backed up at least every time a payroll is processed. For extra protection, make sure that up-to-date copies of all reports are filed at the close of each pay period.

The Payfile Diskette This is the diskette that is inserted blank and newly initialized into DRIVE 2 at the start of each payroll run. Therefore, there is no need to back it up in order to protect data. However, once a payfile has been posted from DRIVE 2 back to DRIVE 1, it is impossible to edit earnings for the pay period just closed.

Diskette Life You should make new copies periodically, using new diskettes, so that you do not get several duplicate diskettes of the same age all wearing out at once. Be sure to develop a rotation schedule for the purchase of new diskettes.

For diskettes used only with *Personnel Data Recorder*, replacement of one of the copies every three months should be sufficient, so that no diskette is used for more than nine months. However, the personnel diskettes that are also used for processing payrolls should be replaced in such a way that no diskette is used more than three months. Diskettes are subject to wear mainly when actually spinning in a disk drive. The diskettes used for payrolls are spun frequently and for considerable time during each payroll run.

The Main Procedures

There are five major steps in using *Personnel Data Recorder,* excluding payroll processing:

1. Collecting the data from various sources. See the section on "Organizing Data" and the data-entry forms provided for copying at the back of this manual.

2. Entering or editing the basic data that govern payroll processing for a school district, if you are also using the *Payroll Assistant* application. These facts are recorded when you first begin using *Personnel Data Recorder,* and updated at the beginning of every fiscal year thereafter. This information does not need to be edited during the year unless there is a change in statutory deductions or a district change in retirement or other deductions or benefits. Usually these changes only take place at the beginning of a calendar, fiscal, or school year.

3. Entering or editing general and personnel data on employees. Enter all employees when beginning the system and enter newly hired employees when hired. Edit as needed when there is a change in employee information such as address, telephone, or job status, or when an employee leaves. This editing is best done regularly; for instance, once a month or when processing payrolls.

4. Entering or editing payroll data for each employee. Enter a new employee's salary and deductions information and edit employees' records whenever there are salary adjustments or changes in deductions and/or benefits. Editing would probably be infrequent because temporary adjustments that apply for one pay period only would be entered through the *Payroll Assistant* application.

5. Printing and distributing reports based on the information you have entered, which you can then use for your permanent employee records. The diskettes are your temporary records, so the printed reports are an essential part of the application.

These procedures can be selected from the main menu (page 53). The main menu divides the entry of employee data into two parts, GENERAL DATA and PERSONNEL DATA; but they are described together here because they both relate to data that are printed on Report 1, the "Personnel Record." Whenever you wish to end the program, you should first return to this main menu as explained below the diagram of the main menu.

The Personnel Reports

This application produces seven reports which are described and shown at reduced size on the following pages. The reports are printed on paper that is a standard 8½-by-11 inch size after the sprocket-hole strips along the sides have been removed.

Report 1: Personnel Record

This report provides a convenient one-page record of each employee, divided into four sections: general data, identification data, employment data, and certification data. This report becomes part of the employee's permanent record. When changes are necessary, such as a new telephone number or address, an employee's record can be called up on the screen and corrected, and an updated report can be printed. You may print any employee's record singly, or you can print all employees' records one after the other. The information for this report is entered onto the diskette on four display screens, corresponding to the four sections that you can see on the accompanying example.

Important: For ease and accuracy in collecting these data, you may give employees computer-generated reports, blank except for the names and computer-assigned identification numbers. When returned, the filled-out sheets make convenient data-entry forms. For a detailed description on how to generate blank reports, see page 43.

Report 2: Staff Roster

This report is a staff roster that groups employees alphabetically within their assigned buildings. The information given is convenient for telephone contact of employees for any number of purposes, and the roster provides a very convenient emergency contact list when needed. An example of staff rosters for three buildings appears on page 37.

09/01/82

*** PERSONNEL RECORD ***
DISTRICT 12

THOMAS,EDWARD

GENERAL DATA

ID # 3 BUILDING: 1

STATUS: 1 PAYGROUP: 1

CHECK LOCATION: 1 SS#: 641-22-8219

IDENTIFICATION DATA

SEX: M MS: M BIRTHDATE: 03/15/51

ADDRESS: 934 S THRUSH PHONE: 567-1134

CITY: CHARLOTTE STATE: IL ZIP: 60623

EMERGENCY CONTACT: SUE THOMAS

EMERGENCY PHONE: 567-1134

EMPLOYMENT DATA

EMPLOYMENT DATE: 09/01/75 FORMS ON FILE: YYOYY

SALARY LANE: 1 STEP: 7

DATE LAST PHYSICAL: 07/19/80 PHYSICAL LIMITATIONS: NO

OPTIONAL FIELD # 1: GERMAN OPTIONAL FIELD # 2:

CERTIFICATION DATA

POSITION CODE: 1 STUDENT LEVEL: 3

LEVEL OF LICENSURE: 3

SUBJECTS: GERMAN INTERESTS: HIKING
SOC STUDY TRAVEL

Report 1

09/01/82

*** STAFF ROSTER ***
DISTRICT 12

BUILDING - 1

ID #	NAME	MS	HOME PHONE	EMERGENCY CONTACT &	PHONE
1	ARIAS,TANIA	S	653-8234	PATRICIA ARIAS	653-7765
2	GRAY,SUE	M	567-4545	JANICE WYMAN	653-5643
4	SMITH,ANN	M	567-9103	DAVID SMITH	567-8812
3	THOMAS,EDWARD	M	567-1134	SUE THOMAS	567-1134

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*** STAFF ROSTER ***
DISTRICT 12

BUILDING - 2

ID #	NAME	MS	HOME PHONE	EMERGENCY CONTACT &	PHONE
5	CONSTANOPLIS,PATRICIA E	S	653-1122	M CONSTANOPLIS	653-1122
10	WILLIAMS,CATHY	S	878-7744	ANN WILLIAMS	878-4555

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*** STAFF ROSTER ***
DISTRICT 12

BUILDING - 3

ID #	NAME	MS	HOME PHONE	EMERGENCY CONTACT &	PHONE
9	BROWN,MARY	M	878-2235	EDWARD BROWN	878-2235
8	MURPHY,BARBARA	S	567-3398	SUE MURPHY	567-3398
6	PARAS,KENDRICK	S	653-4599	RACHEL PARAS	827-9865
7	WILSON,RUTH	S	653-5569	MARY THOMAS	653-6756

Report 2

Report 3: Seniority List

This report is arranged by position code and gives a list of employees by date hired for each position code. The user-defined *position code* is a 2-character code (using letters or numbers) by which you can define the various employment categories in your school district, such as teacher, principal, food-service worker, etc.

Important: If your district allows senior employees to replace employees with less seniority when there are cutbacks, or if senior employees are given priority consideration for job openings, then it will be very important how you assign position codes to your employees. For example, if all employees who can replace one another are given the same position code, you will have an easy-to-use seniority list that shows in one sequence who is next in line for a position or who is to be terminated when there are cutbacks. However, if employees in the same seniority structure have different position codes, they will appear on different lists, which would make it harder to determine relative seniority.

This report could also be useful if your district has recognition ceremonies for twenty-year employees and so on.

Report 4: Personnel Directory

This report lists employees by position code and then by alphabetical sequence within their assigned buildings. These lists serve as a convenient directory of employees in each building.

Report 5: Personnel Matrix

The "Personnel Matrix" gives the number of employees in each lane and step. This report can be used as a form to enter data to build the "Personnel Matrix" in Scott, Foresman's *Salary Planner* application.

Report 6: Optional Field #1 or #2

The reports are printed with the entries in the optional fields alphabetized. There is a separate report for "Optional Field #1" and "Optional Field #2." Each report gives the employees' names and identification numbers and whatever is entered in the selected optional field. For suggested uses of these optional fields, see page 46.

Report 7: Payroll Data

This report consists of one page of individual payroll data for each employee and can be used along with Report 1 as part of the employee's permanent records and the district's fiscal records. This report should be filed securely for reasons of privacy. The "Payroll Data" sheets are printed in alphabetical order by employees' last names and then first names or initials. Each page includes one staff member's computer-assigned identification number, name, paygroup, (payroll) status, Social Security number, building assigned, check location, retirement code and number, tax controls, previous employer FICA gross and deduction totals, and previous retirement code and deductions.

Report Management and Distribution

Reports 1 and 7 will become part of each employee's personnel folder, whether that is maintained by the local school or in district offices. If a district wishes Report 1 in both locations, duplicate reports can easily be printed. Often, Reports 2 and 4 would be used by clerical staff in each building. Reports 3 and 5 would be useful for administrative staff and school boards in their planning. Report 6 could be used in many ways depending on what information is entered in the optional fields.

09/01/82

*** PAYROLL DATA ***
DISTRICT 12

ID # 3 THOMAS,EDWARD

PAYGROUP: 1 STATUS: 1 SOCIAL SECURITY: 641-22-8219

BLDG: 1 CHECK LOC: 1 RETIRE CODE: 4 NUMBER: 77

TAX CONTROL:

	CODE	RATE/AMT	EXEMPTS	MS
FED	1	128.00	2	M
ST IL	2	2.30	2	M
OTHER	0	0.00		

PREVIOUS EMPLOYER FICA: GROSS 0.00 DEDUCTED: 0.00

PREVIOUS RETIREMENT: CODE 4 DEDUCTED: 0.00

PAY CONTROLS:

	TP	START	STOP	METHOD	UNITS	RATE/AMT	SALARY LIMIT	ACCT	%	ACCT	%
1.	1	1	18	8		1000.00	18000.00	010	100		0
2.	1	0	0	0		0.00	0.00				

DEDUCTION/BENEFIT:

	CODE	SUB	TYPE	START	STOP	CONTROL	RATE/AMT	LIMIT LEFT
1.	20		D	1	18	2	25.00	
2.	21		D	1	18	3	8.00	1456.00
3.				0	0	2	0.00	
4.				0	0	2	0.00	
5.				0	0	2	0.00	

Report 7

Organizing Data

The computer can save your staff much laborious manual record keeping and payroll calculations. However, you must ensure that accurate data are entered. To do this, you need an efficient procedure for collecting and verifying data using easy-to-read forms that help make data-entry more convenient and accurate. At the end of this book, following the section on *Payroll Assistant*, there is an appendix of forms and tables. There you will find the following items:

- *The "Deduction/Benefit Code Table":* This is a summary of the predefined codes, such as those for statutory deductions.
- *The "Pay Method Codes":* This is a reminder of which codes are reserved for particular types of wage payments.
- *The "Error Report Code Table":* This summarizes the error codes that will be printed at the start of a payroll run if payroll discrepancies are found. Remedies are also explained.
- *A sample paycheck,* with ordering information.
- *The "Code Reference Table":* This is a blank form on which you may record user-defined codes for payroll status, physical limitations, pay methods, and so on. Such sheets may be copied and kept next to the computer as ready references for users of the personnel and payroll applications.
- *The "District Data" form:* This is a blank form that can be photocopied to make a reproducing master. It includes the basic data that govern a school district's payroll.
- *The "Earnings/Absence Change" form:* This is another blank form that may be reproduced for use in editing an employee's pay or leave record when payrolls are processed.

Most of these tables and forms have to do with payroll procedures, but the data collected on them are input using the *Personnel Data Recorder* module. In addition, personnel information can be most conveniently collected on blank "Personnel Record" and "Payroll Data" report sheets, as explained and illustrated in this section.

The main menu of *Personnel Data Recorder* contains the following options:

1 ENTER/EDIT DISTRICT DATA
2 ENTER/EDIT GENERAL DATA
3 ENTER/EDIT PERSONNEL DATA
4 ENTER/EDIT PAYROLL DATA
5 PRINT REPORTS

The actual procedures for using these options are explained in the later section on "Using the Main Menu." This section deals with collecting the necessary data to be entered via each option in turn. As you will see, certain items of data need only be entered if you are planning to use *Payroll Assistant* as well as *Personnel Data Recorder.*

Collecting District Data

The information entered through Option 1 includes the following items:

- Federal employer's identification number.
- Current FICA rate.
- Current FICA wage ceiling.
- Current FICA maximum employee deduction.
- Percentage of gross salary contributed by employees and employer respectively to two alternate retirement plans.
- Codes and descriptions of voluntary deductions and/or benefits.
- Codes and definitions of the various pay methods used, such as weekly, monthly, etc.
- Salary lane headings from your salary schedule.

The "District Data" form omits the first four items on this list, as those are readily obtained from any employer's regular records. The other items are explained below. After these data are entered, the form should be filed with your personnel diskettes or kept by the computer to serve as a ready reference when employee records are entered or edited or when payrolls are processed. If any of the codes are changed, the form should be corrected or replaced with an updated copy.

A completed sample of the "District Data" form is presented here.

Personnel Data/Payroll
District Data

Please Print

School District or School: District 12

Year or Term: 1982-1983

District Record (Display 1)

Retirement Codes:	2 (Plan A, no FICA)	3 (Plan A + FICA)	4 (Plan B, no FICA)	5 (Plan B + FICA)
Deduction %:	2	1	4	10
Benefit %:	2	1	4	10

Deduction/Benefit Table (Display 2)

Code	Sub-Code	Type	Description	Paygroups
1		D	FED TAX	ALL
3		D	STATE TAX	ALL
7		D	FICA	ALL
16		D	ANNUITY	ALL
20		D	FAM HLTH INS	ALL
21		D	WAGE GARNISH	ALL
22		D	SAVINGS BOND	ALL

Pay Method Table (Display 3)

Code	Pay Method
1	HOURLY WAGE
2	WEEKLY WAGE
8	CON ANNUAL
9	PART TIME

Salary Lane Headings (Display 4)

Important: Employment data input must match these headings exactly.

Number of Lanes: 5

Lane 1	Lane 2	Lane 3	Lane 4
1	2	3	4
Lane 5	**Lane 6**	**Lane 7**	**Lane 8**
5			
Lane 9	**Lane 10**	**Lane 11**	

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Retirement Plan Codes These are the only items to be entered on the DISTRICT RECORD display that cannot be obtained from statutory records. This personnel/payroll system permits processing of employee deductions and employer contributions (benefits) for two alternate retirement plans. A predefined deduction/benefit code of 10 has been reserved for Plan A; a predefined code of 11 has been reserved for Plan B. Since these codes are built into the program, you do not enter them here, and they cannot be used to define any other deduction or benefit.

When an employee's PAYROLL DATA screens are filled out, the appropriate retirement code of 10 or 11 must be entered according to which plan that person is enrolled in.

In contrast, the retirement codes entered on this form and the DISTRICT RECORD display (page 54) control the percentages of gross pay that you want the *Payroll Assistant* module to calculate each pay period as employee and employer contributions to either retirement plan. The codes also determine whether those calculations will include the FICA deductions and employer contributions or not. As summarized on the form, code 2 causes the payroll module to base calculations on Plan A (deduction/benefit code 11) without FICA. Code 3 would lead to the same retirement calculations, with the addition of the appropriate FICA percentages. Code 4 refers to Plan B (deduction/benefit code 11) without FICA. Code 5 refers to Plan B plus FICA.

Retirement Code 0 entered on an employee's STATUTORY DEDUCTIONS screen indicates that person has neither FICA nor retirement plan coverage. Code 1 means that employee is covered by FICA only. Since no percentages need to be entered under retirement plan codes in such cases, those codes are omitted from this form.

The appropriate code for each person's retirement and FICA status is entered in the RETIRE CODE field of the STATUTORY DEDUCTIONS display (page 58). If the code entered is 0, the employee's salary is not affected. If the code entered is 1, the personnel and payroll modules will base calculations on the current statutory FICA rates and limits entered on the DISTRICT RECORD display. If the code given is 2, 3, 4, or 5, then the payroll application will "look up" the appropriate deduction and/or benefit percentages entered from the "District Data" form and use those in payroll calculations as previously explained.

Deduction/Benefit Table This section of the "District Data" form is intended for the user-defined codes and descriptions of voluntary deductions and benefits. Deduction/benefit codes 1 to 7 are reserved for statutory deductions, including state taxes and FICA. Codes 8 and 9 are not accessible; codes 10 and 11 are reserved for the two retirement plans; codes 12 to 15 are not accessible; and codes 16 to 20 are reserved for tax-sheltered annuities. Codes 21 to 99 are completely open.

Up to 56 deduction and benefit codes and descriptions may be stored on one *Personnel Data Recorder* diskette, in addition to the statutory deductions. The "District Data" form provides spaces for 18 such codes; a second sheet may be used if more are needed.

There is no need to record the statutory codes here. Although the codes 10, 11, and 16 to 20 are reserved for certain types of deductions and benefits, you should write them on the form along with the descriptions that specifically apply to your district, such as the names of your particular retirement plans. Subcodes can be used to distinguish between variants of a given deduction or benefit: for instance, if 21 were the code for your health insurance plan, subcode A might identify the single-employee variant, subcode B the married-employee variant, and subcode C the plan for married employees with dependents. Or code 10, subcode 2 might represent retirement plan A without FICA, while code 10, subcode 3 could stand for plan A plus FICA. Under "Type" you should write D for a deduction or B for a benefit or employer contribution. The next column is for a 12-character description of each deduction or benefit. Then, if your district uses *Payroll Assistant,* indicate in the paygroup column the number(s) of the paygroup(s) for which these benefits or deductions apply. For example, certain retirement annuities and other deductions and benefits may apply only to some of the paygroups. You may fill out this section later as it is not information entered on the *Personnel Data Recorder* diskette. It is entered on the MASTER SCHEDULE screen when building the payfile in *Payroll Assistant.*

Once your district's DEDUCTION/BENEFIT TABLE is stored on the diskette, it can easily be called up for review or alterations. However, it is useful to keep the list on this form as a reference for specifying which deductions and benefits the computer is to use in calculating payroll for a specific pay period.

Pay Method Table These codes determine the basis on which salaries are paid to a particular paygroup. For instance, there should be a unique code for employees paid by hourly rates, those paid weekly, those paid semimonthly, those paid monthly on limited contracts, and so on. As many as 32 pay method codes and descriptions can be stored on a diskette. All can be defined by the user, but the codes 1 to 7 are reserved for unit wages (e.g., hourly). Also, codes 8 and 11 require that a limit be specified for a salary contract.

Like the DEDUCTION/BENEFIT TABLE, the PAY METHOD TABLE sequence of displays can be called up on the monitor for easy reference using the *Personnel Data Recorder* module. However, if you are using *Payroll Assistant* and want to look up any of these codes, it is easier to do so on this form than by switching modules.

Salary Lane Headings When listing salary lane headings on this form, you should be aware that the salary lane heading to be entered later for each employee on the EMPLOYMENT DATA screen (page 58) must *exactly match* a heading on this list.

Important: Be careful to list the headings accurately and to make sure that everyone entering personnel records uses the same headings. For example, if *B A.* with only one period is entered under DISTRICT DATA, then *B.A.* with two periods cannot be listed for an employee. Only *B A.* will be accepted. That is why it is advisable to keep this "District Data" form next to the computer. It might be easiest to use numerical codes 1, 2, 3, and so on, and keep this list as a reference.

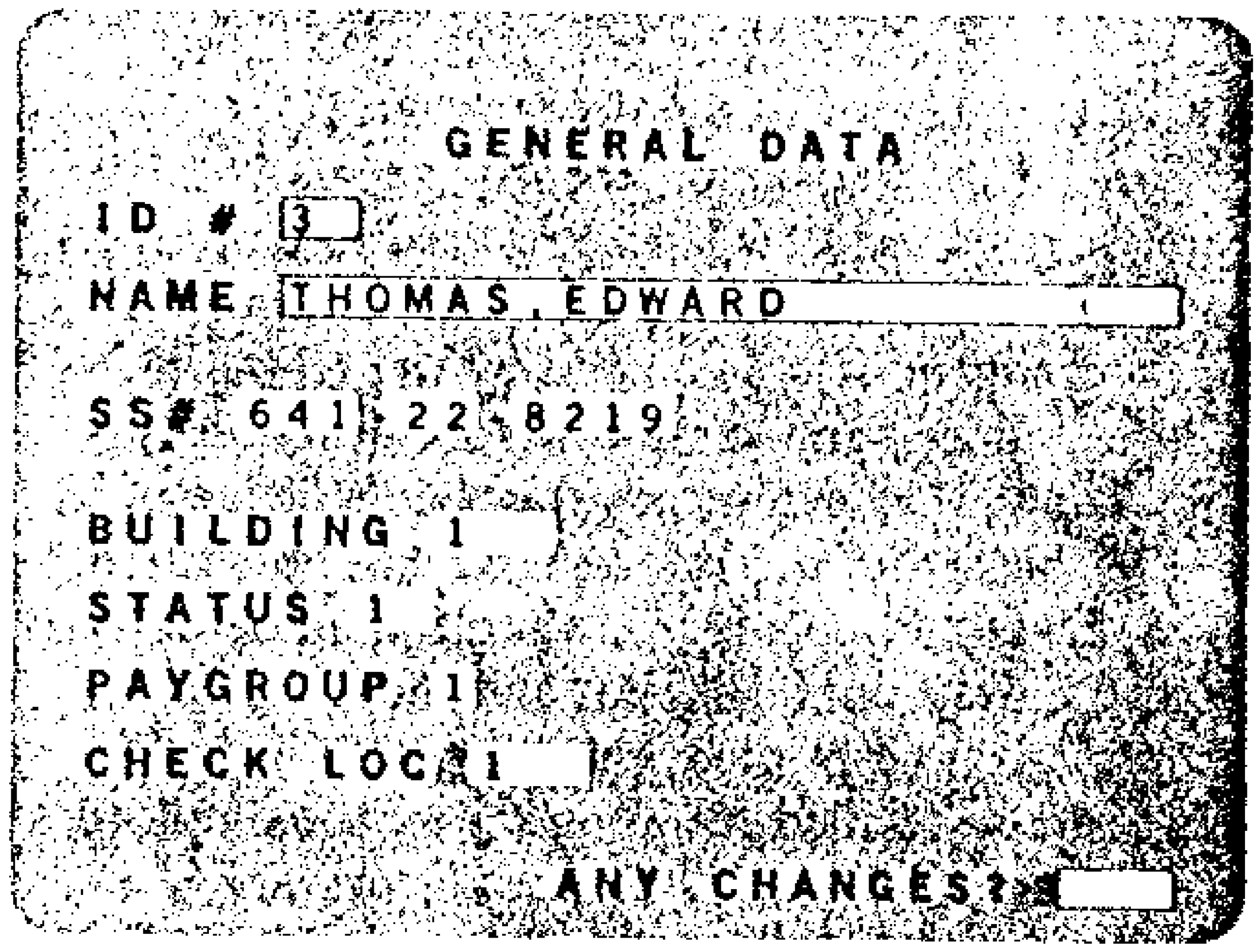
Collecting General and Personnel Data

The information entered through Options 2 and 3 of the main menu comprises an individual employee's personnel record, which is divided into four categories:

- General data.
- Identification data.
- Employment data.
- Certification data.

You can see what details are included in each of these groups from the sample of Report 1, the "Personnel Record," that is included in this section. Each group of data is entered on a single monitor display, so that 4 displays must be filled in to complete one employee's record at the start of the year or at the time that person is hired. As illustrated in this section, a copy of Report 1, blank except for the employee's name and identification number, can be generated by the application and used as a convenient data-entry form. Here is the procedure for printing blank "Personnel Record" sheets:

1. Review "General Operating Procedures," page 50.
2. Follow the steps in "Beginning a Work Session," page 52.
3. The main menu now appears on your screen, and the cursor is in the YOUR CHOICE field. Press 2 and then ENTER to get the GENERAL DATA display:



The entries on this screen are described below:
4. The cursor first appears in the ID # field **(2 spaces, numbers only).** The lowest available identification number (which is 1 at the beginning) is displayed. Press ENTER and the cursor will move to the NAME field **(23 spaces, any characters).**
5. Enter the employee's name in this order: last name, *comma,* first name and/or initials.
Important: The comma is essential to point out the last name to the computer, which will use it for alphabetizing.
6. After typing the employee's name, press ENTER, then keep pressing ENTER to move the cursor through the other fields.
7. At the bottom of the screen, the query ANY CHANGES? will appear. Type N or NO and press ENTER.
8. The application will then display the next higher ID #. Repeat steps 4 through 7 until all names are stored on the diskette.
9. When the last name is entered, answer E or END to ANY CHANGES? and press ENTER.
10. This will bring back the main menu, where you now select Option 5, PRINT REPORTS.
Important: Check to see that your printer is on and ready. (See page 68.)
11. The screen will now display the list of seven reports and the cursor will flash YOUR CHOICE? Type 1 to select PERSONNEL RECORD and press ENTER.
12. You now have the choice of printing "Personnel Record" sheets for 1 ONE EMPLOYEE or 2 ALL EMPLOYEES. Type 2 in answer to YOUR CHOICE? and then press ENTER.
13. The application will now print the blank reports you need as data-entry forms.
14. When the computer has finished printing, it will return to the REPORTS menu and the cursor

will be in YOUR CHOICE? Press E and then ENTER to return to the main menu.

The blank "Personnel Record" sheets you have produced should now be distributed to employees for them to fill in the required information. Many of the items must be supplied by the school or district offices. Once employees fill in the details they know, they can return the sheets to the office, where the rest of the information can be written in. Each employee's record should then be entered onto the personnel diskette, and these reports should again be printed, this time with data. They can then be verified for accuracy by the employees and/or the office staff. After any necessary corrections are made, you will have accurate personnel records. This entire process need only be done once a year or when new employees are hired. If an individual's record needs to be changed, it is easy to call it up on the screen by his or her identification number. The necessary correction can be typed and entered, and then an updated "Personnel Record" is printed for that employee.

In the following section, some of the items on the "Personnel Record" are explained.

Payroll Status Codes Throughout these personnel and payroll applications, the word STATUS refers to payroll status. This is a code that distinguishes whether an employee is part-time, permanent part-time, full-time, a substitute, on leave, retired, and so on. The codes, from 01 to 99, can be assigned any meanings that suit your district's staff organization. However, the codes from 90 to 99 are reserved for inactive staff members, such as retirees or those on leave. When a payroll is processed, no earnings except pensions will be credited to these employees. Moreover, the *Payroll Assistant* module automatically prints an "Error Report" which would list error codes for active employees who are not receiving pay as well as for inactive employees who are. Thus it is essential to define and use the active and inactive status codes correctly.

Here are some examples of how these codes might be used:

Code	Meaning
1	Tenured teachers
2	Nontenured full-time teachers
3	Part-time teachers
4	Substitute teachers
5	Teacher aides
6	Clerical staff
7	Administrative staff
8	Maintenance staff
90	On leave-of-absence
91	On sabbatical
92	Retired

The codes and the definitions used by your school district should be recorded on a "Code Reference Table" (see back of manual), which should be filed with the personnel and payroll diskettes for convenient reference.

Check Location This is a designation in letters and/or numbers of the building or room to which the employee's paychecks should be distributed. This location may or may not be the same as the building designation in the same section of the report. When *Payroll Assistant* is used to print paychecks, the checks are produced in the ascending sequence of check location numbers and/or letters, so that all checks for one location re automatically grouped together.

Paygroup A paygroup is a group of employees paid on the same day and the same cycle. For instance, one paygroup would be weekly employees, while those paid monthly would form another. Up to 4 paygroups can be stored on one diskette.

Salary Lane and Step Refer to your "District Data" form that is kept by the computer for an exact match, including periods or other symbols, for the salary lane entry. Verify the employee's step from your previous personnel records. *Important:* If the salary lane entry does not exactly match one of the lane headings on the "District Data" form, it will be rejected.

Forms on File You can simply write "yes" here if all the required forms are on file. However, if some forms need to be updated regularly, it would be helpful to create a simple system of numeric codes to indicate the last year in which an employee's forms were updated. Then administrators could easily check on the screen or on reports whether a particular employee was approaching the deadline for updating a certain form. Since this field can hold up to 5 letters or numbers, you may use each space to indicate the last filing year for each one of up to five forms. For instance, as shown on the example here, the third space could be reserved for recording tuberculosis test compliance if your state requires that. The last digit of the year in which the

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*** PERSONNEL RECORD ***
DISTRICT 12

THOMAS, EDWARD

GENERAL DATA

ID # 3 BUILDING:

STATUS: PAYGROUP:

CHECK LOCATION: SS#: - -

IDENTIFICATION DATA

SEX: MS: BIRTHDATE: / /

ADDRESS: PHONE: -

CITY: STATE: ZIP:

EMERGENCY CONTACT:

EMERGENCY PHONE: -

EMPLOYMENT DATA

EMPLOYMENT DATE: / / FORMS ON FILE:

SALARY LANE: STEP:

DATE LAST PHYSICAL: / / PHYSICAL LIMITATIONS:

OPTIONAL FIELD # 1: OPTIONAL FIELD # 2:

CERTIFICATION DATA

POSITION CODE: STUDENT LEVEL:

LEVEL OF LICENSURE:

SUBJECTS: INTERESTS:

Report 1

employee was most recently tested could be entered, so an employee who had filed his or her last test in 1980 would have a 0 as the third entry in FORMS ON FILE; for an employee whose most recent test was in 1981, the number 1 would be recorded, and so on. Another space box could be reserved for transcripts on file, with Y meaning "yes" and N meaning "no." You may set up any codes you wish here; but remember to keep a list of them easily accessible to computer users.

Physical Limitations Again you may set up your own code system. You could use NO for no limitations, and the first two letters of any other limitation as a code. For example, WH might stand for wheelchair, BL for blind, HH for hard-of-hearing, and so on.

Optional Fields In these two optional fields, your district may define the type of information that should go in either or both fields, or leave them open. If they are used as defined fields, be sure to define them consistently and keep a convenient record on the "Code Reference Table." You may change the data in these fields at any time. Here are some suggested uses for each 6-character entry:

1. To keep a record of extracurricular activities a teacher could direct.
2. To keep a record of course or workshop credits earned by staff members.
3. To keep a record of any required statutory records that must be periodically updated.

On an "Optional Field" report for either field the entries will appear in alphabetical order. Therefore, for example, if you use the first optional field to record extracurricular activities a teacher could direct, and you need a new Math Club moderator, you only have to scan the "Optional Field #1" report to find a suitable person.

There is also an "Optional Field #2" report. If you should use this field to keep track of the updating of required records, then the "Optional Field #2" report can be used by the staff member in charge of ensuring compliance. This person can easily see which staff members need to be reminded about updating which records. You would need to work out a code system similar to the one suggested in the section titled "Forms on File."

Position Code These 2-digit codes are defined by the user and will determine how your "Seniority List" reports are subdivided. On those reports, employees sharing the same position code are listed together in order of employment date, starting with the earliest date for each group. Therefore, it is important to give the same position code to all employees in the same job category for promotion and replacement purposes. If all employees who can replace each other are given the same position code, the groupings on the "Seniority Lists" will show one sequence for each job category. For instance, all full-time teaching staff might be given code 1, all administrative staff code 2, all clerical staff code 3, all maintenance staff code 4, and so on.

If employees in the same seniority sequence are assigned different position codes, they will appear on different lists, which would make it harder to determine relative seniority.

Important: A code 01 in the POSITION CODE field is treated as an entirely different entry from code 1. Therefore, be very careful that everyone enters these codes consistently.

Other Certification Codes The "Level of Licensure" (1 character) and "Student Level" (2 characters) may be used jointly to indicate the type of certificate held by an employee and/or the grade level actually taught in the current year. If your school district has established certification codes or follows your state's codes, you may use or adapt those codes in this field. For instance, if your state uses 2-character certification codes, you can either store those in the STUDENT LEVEL field, or work out a simple set of equivalent 1-digit licensure codes, where each level is assigned a different number from 0 to 9.

Collecting Payroll Data

This part of each employee's record need not be entered unless your district is also using the *Payroll Assistant.*

After selecting Option 4, ENTER/EDIT PAYROLL DATA, from the main menu of *Personnel Data Recorder,* you will see these subsidiary options:

1 STATUTORY DEDUCTIONS
2 PAY CONTROLS
3 DEDUCTIONS/BENEFITS
4 ACCUMULATIONS
5 PREVIOUS DEDUCTIONS

These options are used to enter or edit the detailed payroll record for each individual, including gross salary, tax rates, exemptions, voluntary deductions, retirement benefits, and so on. This information is entered through several different input displays, as explained on pages 59–67, and once entered for a particular employee, it will automatically be updated each time a payroll is processed with *Payroll Assistant* for that person's paygroup. All fields except cumulative totals can also be edited at any time.

The initial data to be entered through Options 1, 4, and 5 in the list above come from forms from governmental and retirement agencies, records from previous employers, and your own past payroll records which are being stored on your personnel diskette. Therefore, no form has been supplied here for collecting these details. However, it is helpful to collect an employee's entire payroll record on one data-entry form, including the pay controls that govern his or her gross pay (two of these can be set up), and the five voluntary deductions and/or benefits usually applied to the employee's salary each pay period.

It is possible to print an almost-blank "Payroll Data" sheet (Report 7) for each employee and then to have the staff responsible for payroll records write in the necessary information so that it can more easily be verified and then entered on the computer. To print blank "Payroll Data" sheets, like the one illustrated in this section with sample data written in, use the same procedure as previously described for producing blank "Personnel Record" reports. Once each employee's name has been entered on the GENERAL DATA display, with no other information, simply go to the REPORTS menu and select Report 7 for ALL EMPLOYEES.

The "Payroll Data" report falls into five sections, corresponding to various input displays as follows:

1. The items at the top, from "ID #" to "SOCIAL SECURITY," are entered on the GENERAL DATA screen.
2. The "RETIRE(ment) CODE" and "NUMBER" at top right, in addition to the group of items just below, headed "TAX CONTROL," are entered using PAYROLL DATA Option 1, which is titled STATUTORY DEDUCTIONS on the screen.
3. The next two lines, related to previous FICA and retirement, present data entered in PAYROLL DATA Option 5, PREVIOUS DEDUCTIONS.
4. The section headed "PAY CONTROLS" corresponds to two screens headed respectively PAY CONTROL 1 and PAY CONTROL 2, which are reached through Option 2 of the PAYROLL DATA menu. These data include the type ("TP"; i.e., full-time, substitute, etc.) of salary an employee gets, the starting and stopping pay periods, the pay method, wage rate or gross salary, wage limit, and percentage of wages chargeable to various payroll accounts.
5. The final section, headed DEDUCTION/BENEFIT, covers the 5 voluntary deductions or benefits that may be applied to one employee's salary for any one pay period. These can be altered whenever necessary, but the ones that usually apply to the employee's wages should be written here and stored as part of his or her record. They are entered on 5 successive displays called up by selecting Option 3 from the PAYROLL DATA menu. Once again, these data include the starting and stopping pay periods for which each deduction or benefit applies. The CONTROL is a code from 0 to 6 that determines whether a specific deduction or benefit is calculated as an amount or a percentage rate, and whether it is limited or not (see page 64). Control code 2 (an unlimited amount) is the commonest type, so it is preprogrammed to appear as the *default* code (see the "Microcomputer Glossary") unless you alter it on screen. The data to fill out this section of the "Payroll Data" sheet come from the "Deduction/Benefit Table" on your "District Data" form.

An employee's previous accumulations of sick leave, gross pay, and retirement benefits are entered through Option 4 of the PAYROLL DATA menu. They are not reflected on the "Payroll Data" sheet, but can be obtained from your existing personnel records. Except for SICK LEAVE ACCRUED, none of this information needs to be entered if you are installing *Payroll Assistant* at the beginning of a fiscal year. In that

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*** PAYROLL DATA ***
DISTRICT 12

ID # 3 THOMAS, EDWARD

PAYGROUP: STATUS: SOCIAL SECURITY: - -

BLDG: CHECK LOC: RETIRE CODE: 0 NUMBER:

TAX CONTROL:

	CODE	RATE/AMT	EXEMPTS	MS
FED	0	0.00		
ST	0	0.00		
OTHER	0	0.00		

PREVIOUS EMPLOYER FICA: GROSS 0.00 DEDUCTED: 0.00

PREVIOUS RETIREMENT: CODE 0 DEDUCTED: 0.00

PAY CONTROLS:

	TP	START	STOP	METHOD	UNITS	RATE/AMT	SALARY LIMIT	ACCT	%	ACCT	%
1.	1	0	0	0		0.00	0.00				
2.	1	0	0	0		0.00	0.00				

DEDUCTION/BENEFIT:

	CODE	SUB	TYPE	START	STOP	CONTROL	RATE/AMT	LIMIT LEFT
1.				0	0	2	0.00	
2.				0	0	2	0.00	
3.				0	0	2	0.00	
4.				0	0	2	0.00	
5.				0	0	2	0.00	

Report 7

case, the data here would automatically be created and updated by *Payroll Assistant* each time the payroll was posted for the paygroup to which the employee belongs.

If *Payroll Assistant* is installed during a fiscal year, the year-to-date totals must be entered once from your existing records. After that, they will be automatically updated with each payroll run.

The Code Reference Table

Since the use of *Personnel Data Recorder* and *Payroll Assistant* involves several user-definable codes, we have provided at the back of this manual a blank table which may be reproduced, and on which codes and their meanings can be written as a ready reference for those people using these applications. Here are the data fields for which you may want to list the codes in use: (payroll) status; check location; forms on file; both optional fields; position codes; level of licensure; retirement codes; and payroll account numbers.

Your lists of deduction/benefit codes and pay method codes can be kept on the "District Data" form previously explained.

Coordinating with *Accounting Assistant*

If your school district is using Scott, Foresman's *Accounting Assistant* application as well as *Payroll Assistant*, it is important to use consistent account numbers for the various payroll accounts, such as instructional, administrative, clerical, and so on. It is also necessary to ensure that when each employee's payroll data are entered on the diskette, his or her salary is charged to the correct account or accounts in the proper proportions.

The account numbers are assigned by the computer when the payroll and other accounts are first entered with the *Accounting Assistant* module. The same payroll account numbers should then be used in creating personnel and payroll records. For further details, see the *Accounting Assistant* manual, pages 44–45.

General Operating Procedures

Preliminary Checks

If the system is not already turned on, and especially if any components have recently been disconnected, you should first:

1. Check that all units are properly connected. ***Important:*** If the adapter board on the flat cable of either disk drive has been connected upside down to the disk controller or the other drive's adapter board plug (see Part 1, page 8), *your diskettes will be completely erased as soon as you turn on power and insert them.* Therefore, before inserting a diskette, switch on the whole system and look at both disk drive lights. If the cables are properly connected, they should *not* glow. If the light on either drive comes on and remains shining, that drive's adapter board is plugged in upside down. Switch off all units, unplug that cable, and reconnect it the other way.

Do not insert diskettes until you have again turned on the system and made certain that the lights are not glowing.

2. In switching on the system, remember to turn on the disk controller and disk drives before the console.

3. To avoid the risk of stalling the program when you select a report, make certain that the RS-232 interface is on, with the painted red dot completely uncovered by the switch. Also doublecheck that the printer interface cable is firmly plugged into both the printer's interface connector and the port on the back of the RS-232 interface *next to* that unit's power cord.

4. Check also that the printer's LINE/LCL switch is set to LINE.

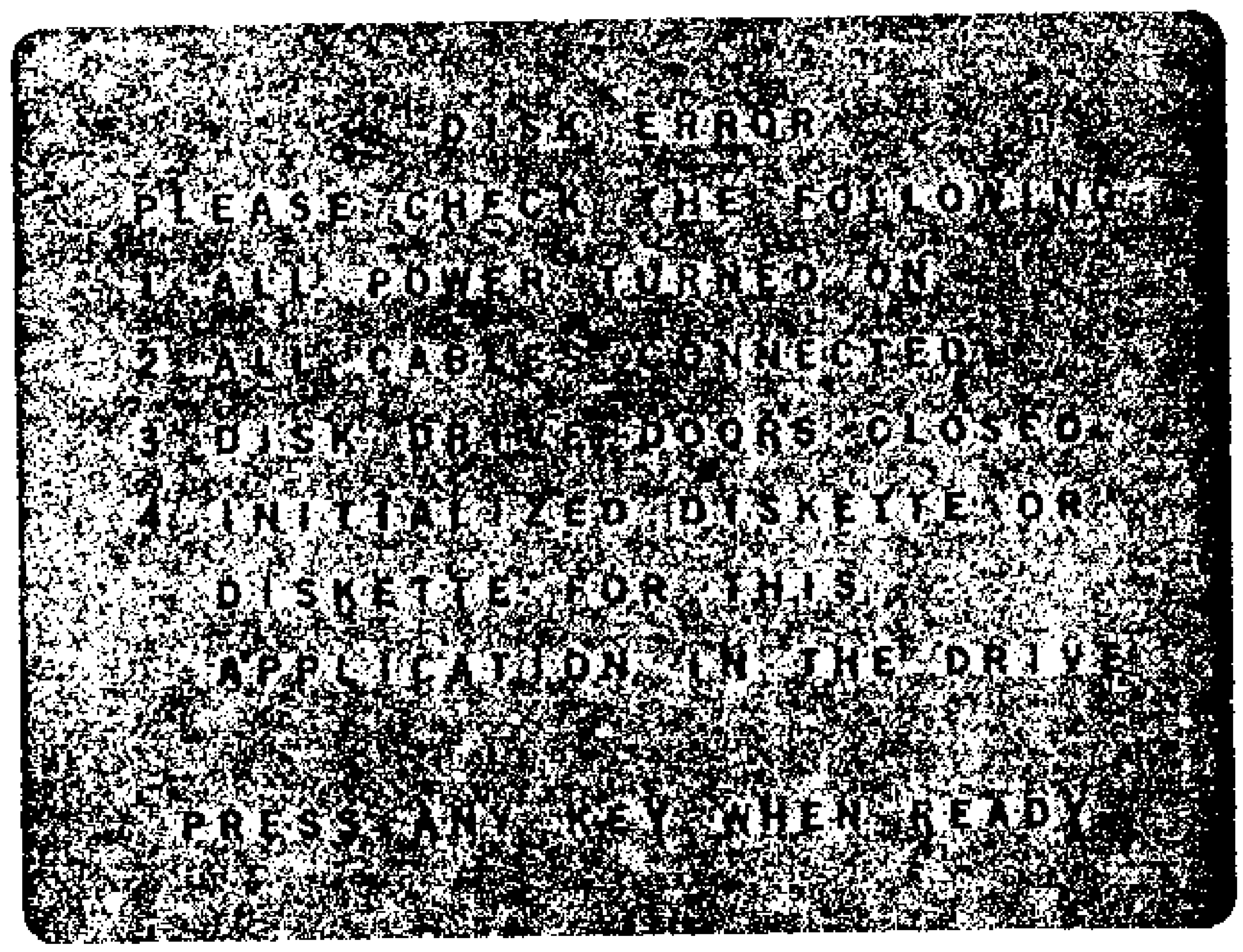
Inserting Module and Diskettes

Now you are ready to insert the command module all the way into the console port, and to place an *initialized* diskette or diskettes for this application into the appropriate disk drive or drives. If this is a two-diskette application, make sure that the diskette marked for DRIVE 1 goes into that drive, and the diskette for DRIVE 2 goes into the other drive.

(Occasionally, inserting a module may produce an abnormal, garbled monitor display. If this occurs, simply switch the console off, then on again. This will reset it.)

If you do not yet have initialized diskettes for this application and do not know how to initialize a diskette, see pages 18-19 in Part 1. As soon as the diskettes are initialized, label each one, identifying clearly what information will be recorded on it and the number of the drive to which it is assigned. If you are using diskettes that already hold data for this application, check the labels to be sure that you have the right diskettes, and that you are putting each one in its proper disk drive.

The monitor is now displaying the Texas Instruments preliminary title screen with the message: READY—PRESS ANY KEY TO BEGIN. Do so to make the preliminary program selection menu appear, and press the number displayed beside the title of this application. The computer will first display the *School Management Applications* title screen, followed by the title screen for the application. Next, the screen will briefly flash from blue to green and back to blue, and you will see the message: DISK CHECK. The disk drive lights should go on alternately as each diskette is tested, and if all is in order, you will next see the first input display. However, if the disk check had uncovered any problems, you would see this display:



If you need guidance in performing these checks, consult "Disk System Checks" and "Testing Diskettes" in Part 1. If you had inserted the wrong diskettes, or put the diskettes in the wrong drives, you would instead get this message: WRONG DISKETTE IN DRIVE 1 or DRIVE 2.

Special Function Keys

To help you in recognizing the special keys, you should refer to the Keyboard Reference Guide for the TI 99/4A computer on the inside front cover of this manual.

In *School Management Applications*, information is typed into blank *data fields* that appear as white blocks on the display. You can move the cursor *within* a given field one space to the left using the

← arrow key, or one space to the right using the → arrow key. Also *within* a data field, you can use the ERASE function key to erase that field only. Similarly, the DELETE function can be used to delete one character, while the INSERT function can be used to insert one or more characters, starting from the point where you position the cursor before activating the INS function.

The QUIT function can return you to the preliminary Texas Instruments screen, but it should not be used freely as recommended in Texas Instruments manuals.

Important: This function should never be used with a *School Management Application, especially not when a disk drive light is shining* (see the caution in "Special Function Keys," page 14). Although Texas Instruments advises the use of QUIT to terminate programs, with the *School Management* modules this command may sometimes halt a program abruptly without proper closing of diskette files. As a result, some or even all of the data on a diskette could be erased, and the diskette might have to be initialized again and completely recreated. The effect would be analogous to the dropping of a file drawer, with folders scattered all over the office floor.

Instead of QUIT, the E key should *always* be used to terminate an application, as explained in "Changing Modules" below.

Signal Tones

If you hear a single high-pitched tone about a second long as you press ENTER, it means you have tried to enter invalid data. For instance, you may have typed a letter in a field reserved strictly for numbers; or you may have input a number larger than the application is programmed to accept in a certain field. You will also hear this warning tone if you neglect to enter any data in a field where some entry is required for the application to work.

When you have already reached the last position in a data field, and type yet another character before pressing ENTER, you will hear a shorter, much lower tone. This signals that you have just overwritten and therefore changed the last character in that data field. If you intended to alter that character, there is no error.

Entering Data

It is essential to observe the maximum length of each field; otherwise you may type characters that will not be stored by the computer. To help you remember these length limits, the maximum number of characters a field can accept is given in boldface following the first reference to each field. If a certain field can accept only letters or only numbers, this is also specified.

If this is your first experience using this module, you should practice entering data as you read the instructions. You should also make some deliberate errors to accustom yourself to the signal tones and the use of the editing keys. Remember that you cannot hurt either the machines or your module by pressing the "wrong" keys.

Correcting Input Errors

When the cursor reaches ANY CHANGES? at the bottom right of any display, you should proofread your data carefully. If there are errors, type Y or YES and press ENTER. The cursor will return to the start of the display. *You need not retype every field.* If an entire field is correct, press ENTER to confirm it to the computer; the cursor will move to the next field. When it reaches a field with an error, use the ← and →'arrow keys to move the cursor to the error. Then you can either retype the rest of the field from that point or simply use the appropriate editing keys to change it. If you prefer, you can use the ERASE function key to erase the entire field, then type in the new data. Once an error is corrected, you need not continue typing to the end of the field; simply press ENTER, and the computer will register the revised data.

When the data on the screen is correct, type N or NO following ANY CHANGES?, and then press ENTER. The displayed data will then be recorded on diskette and the next display in the application will appear.

Changing Modules

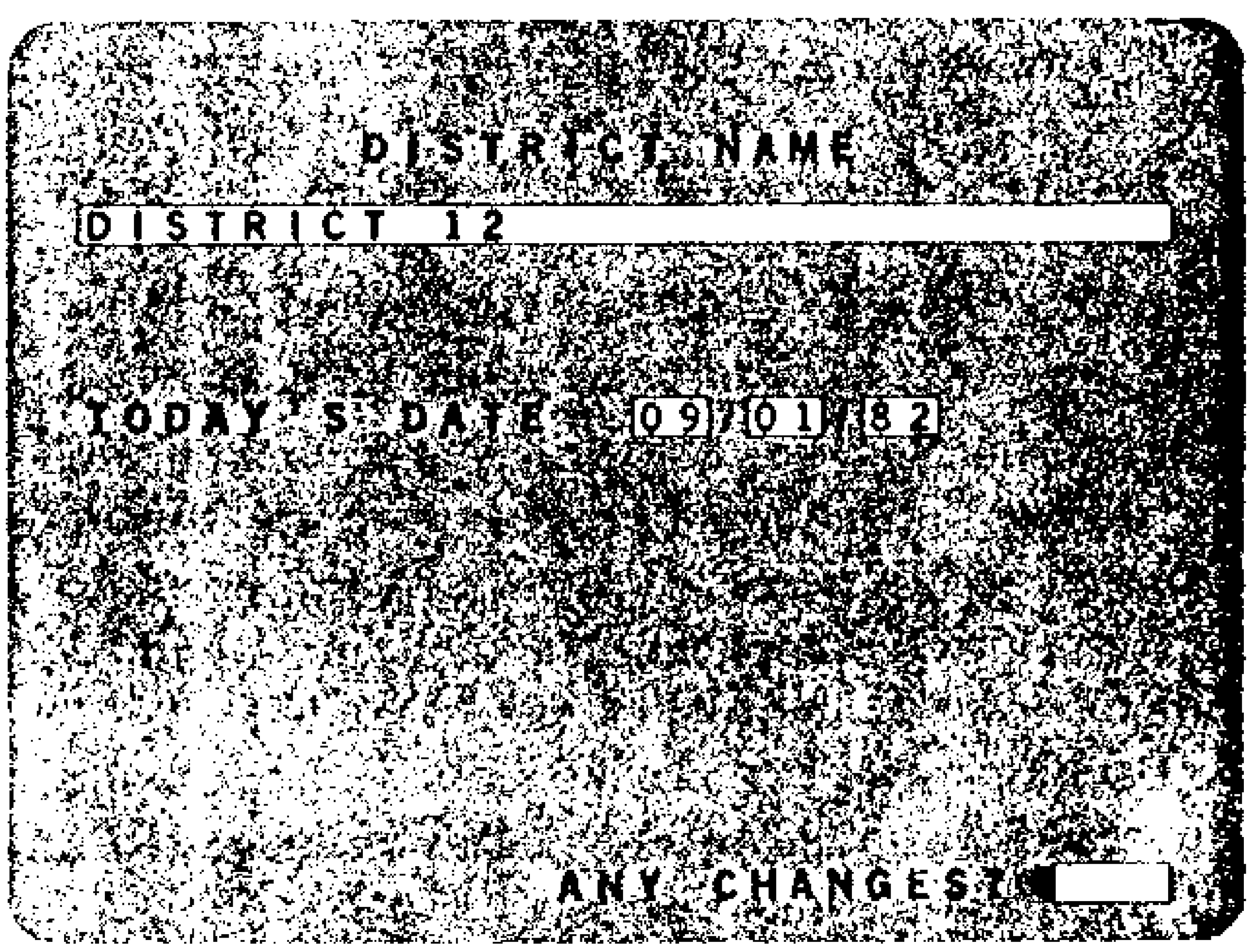
When finished working with this application, you should use the following procedure to end the program and, if necessary, to start another one:

1. Return to the application's main menu and enter E to end the program (see page 53).
2. Back up new data, if changes have been made, and remove and file your diskettes as suggested on the application's final display.
3. Press any key to bring back the preliminary Texas Instruments display.
4. Remove the command module.
5. If you wish to use another application, insert that module and the appropriate diskette or diskettes and continue work.

Beginning a Work Session

In summary, this is the sequence of procedures and screens you will go through to get to the first display where you can enter data for *Personnel Data Recorder:*

1. Turn on the whole system and insert the module and a personnel data diskette in DRIVE 1.
2. You will see the preliminary Texas Instruments title display. Press any key to proceed.
3. You will see the master program selection list, including the application inserted. Press the appropriate number to select that application.
4. Next you will see the *School Management Applications* title display, followed by the application title display. You may press ENTER to make each of these screens change more quickly, but they will change automatically.
5. You will next see the DISK CHECK message (page 50). *Do nothing until the disk check is completed.*
6. After the disk check is completed satisfactorily, or after any disk error has been corrected, you will see a display prompting you to enter or check the school district name and the date. If the diskette has been used, the date will be that of the previous work session. If you are using a blank, newly initialized diskette, both name and date fields will be blank, and the cursor will be flashing at the start of the name field:



Important: In *School Management* manuals, when a data field on a screen is surrounded by a black rule, as are all the fields above, you cannot pass through that field without entering at least one character.

Entering District Name
The name field must be filled in first (**maximum 28 spaces; any characters, including letters, numbers, and punctuation**). Just type your district's or school's name, proofread it, and when satisfied that it is correct press ENTER. If you discover a typing error before entering the name, you may use the editing keys to correct it, as explained in "Correcting Input Errors." If the error is noticed later, it can be corrected after the date is entered. The district name will appear on reports exactly as entered here.

Entering the Date
Once the name is entered, the cursor will move to the month field, which is the first of the three date fields (**2 spaces each; numbers only**) that follow the query TODAY'S DATE. You must enter the date in three steps as month/day/year, pressing ENTER after typing each part. Dates with only one digit in the day or month, such as 1/4/82, may be typed either as:

01(ENTER)/
04(ENTER)/
82(ENTER)

or as:

1(ENTER)/
4(ENTER)/
82(ENTER)

Each time you press the ENTER key, the cursor moves to the next section of the date. To hear the invalid data tone, try pressing this key when the cursor is in a blank date field; *the application will not accept a blank date.* The date of each work session is stored and printed at the head of all reports until the date of the next work session is entered.

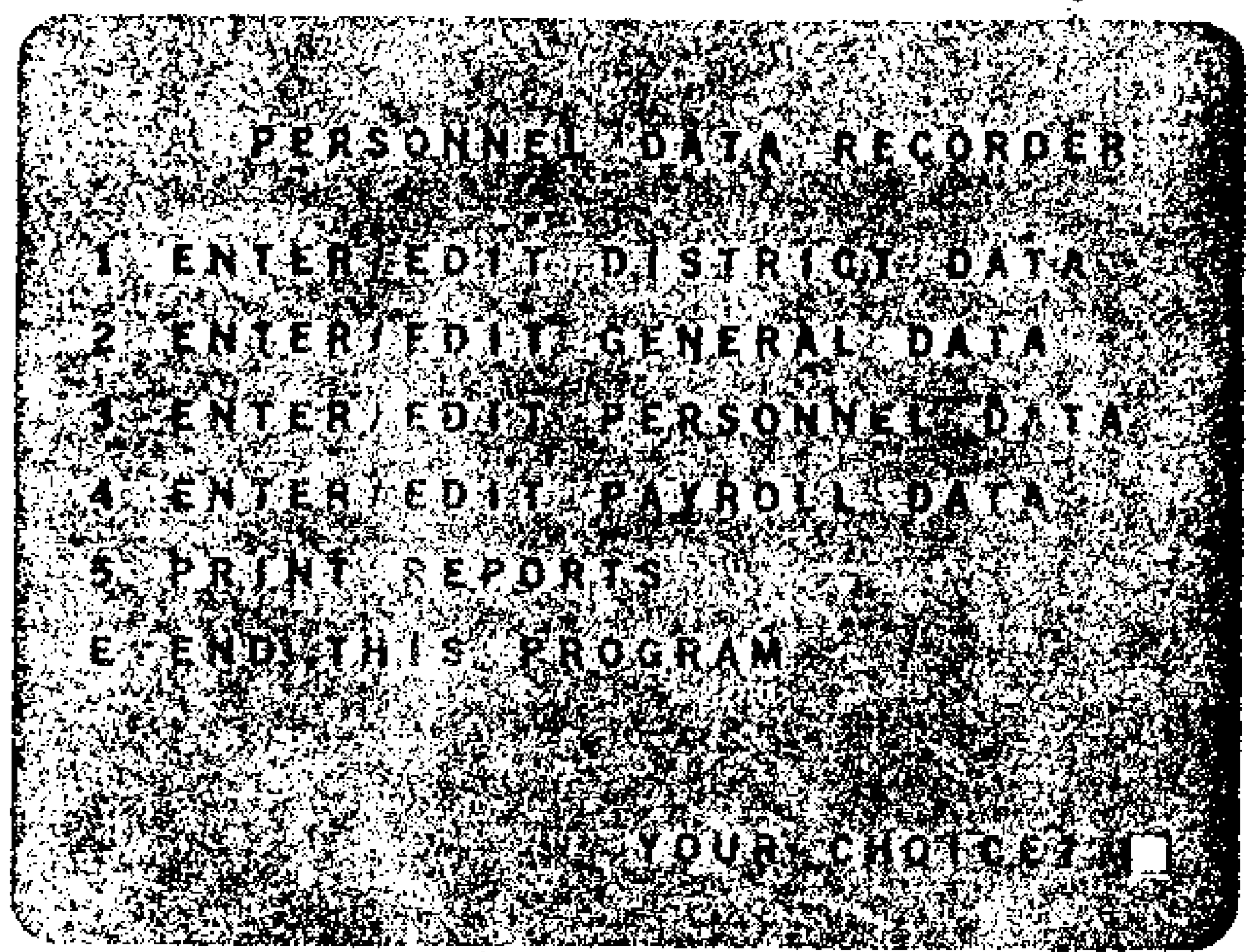
Editing or Updating This Display If you have just entered the district name and the date for the first time on these diskettes, the query ANY CHANGES? will next appear at bottom right of the screen, with the cursor flashing in a field of 3 spaces. If, however, the diskettes had been used previously, the district name and the previous date would be stored on the diskette. In this case, the display would come up initially with that name and date, and the ANY CHANGES? query would also appear right away.

In either situation, you should proofread the screen. If name and date need to be corrected or updated, type Y or YES in response to ANY CHANGES? and press ENTER. The cursor will then return to the left end of the name field. If necessary, the name can be corrected using the editing keys as already explained. When the name is correct, press ENTER to move the cursor to the first date field, and then type and enter the month/day/year of the current work session, as described above.

When the name and date are correct, type N or NO in response to ANY CHANGES?, and then press ENTER. The computer will then bring up the main menu, explained in the following section.

Using the Main Menu

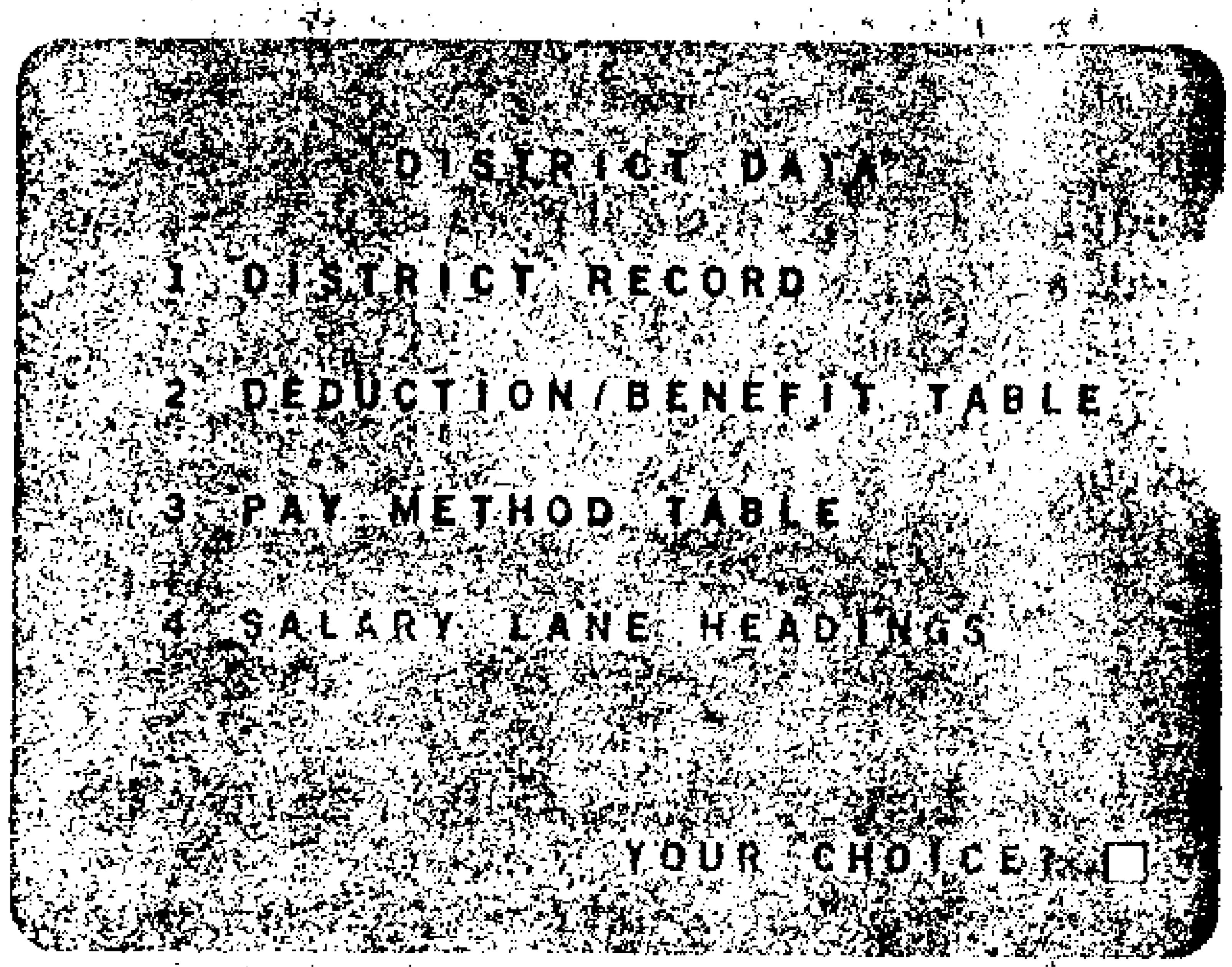
There are five options on the main menu of *Personnel Data Recorder.* To choose an option on any menu, type the number of that option in response to YOUR CHOICE? and then press ENTER. The main menu for *Personnel Data Recorder* is shown below:



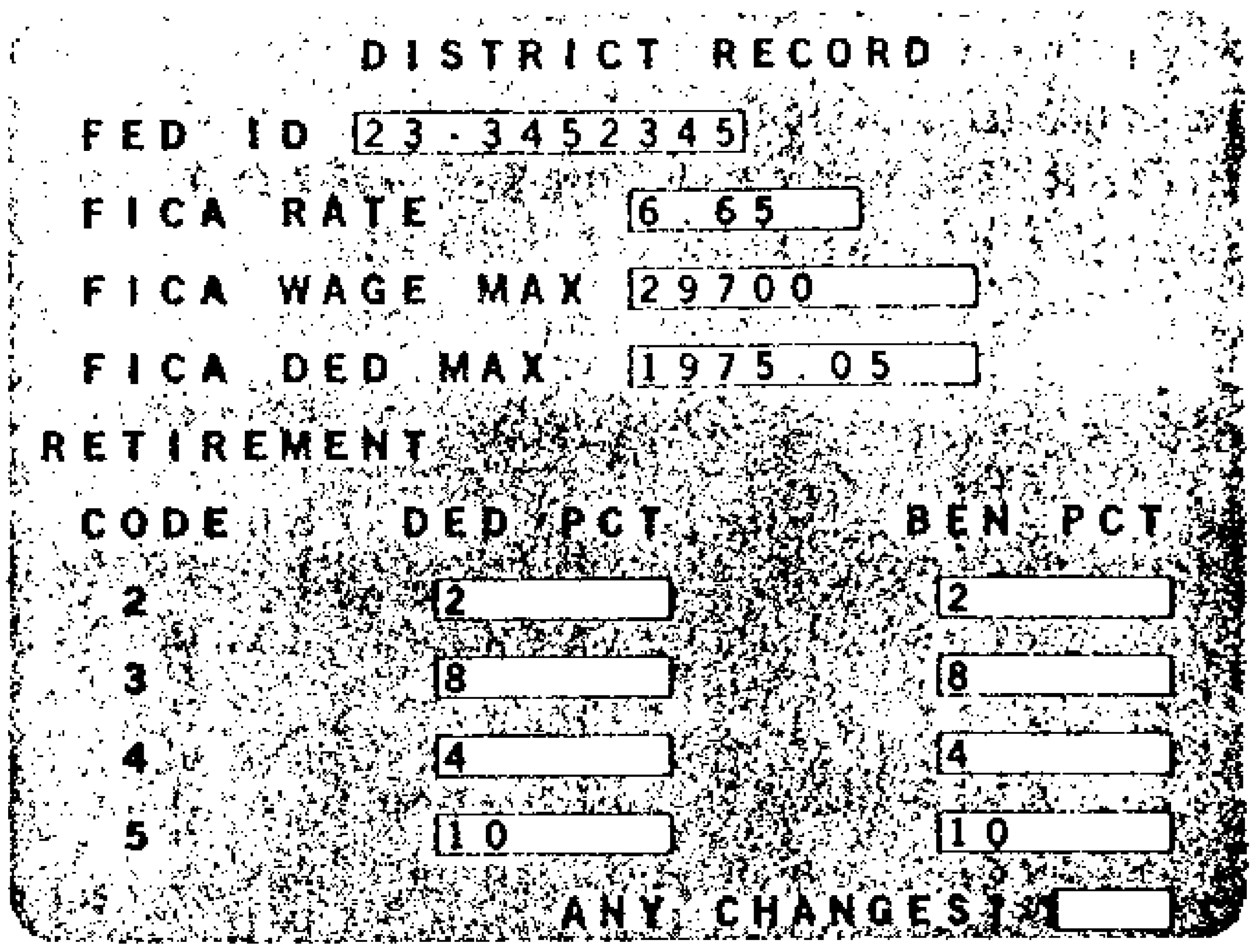
Important: At the end of every work session, you should return to this menu and enter E to halt the application. This is the *only safe* way to terminate *Personnel Data Recorder* with no risk of losing data. *Remember that the QUIT function may erase data or even damage a diskette.*

Option 1: Enter/Edit District Data

After you select this option, another menu appears.



The District Record If you press 1 and then ENTER on the above menu, you will get the following district record screen, which is shown here as if data have already been entered:

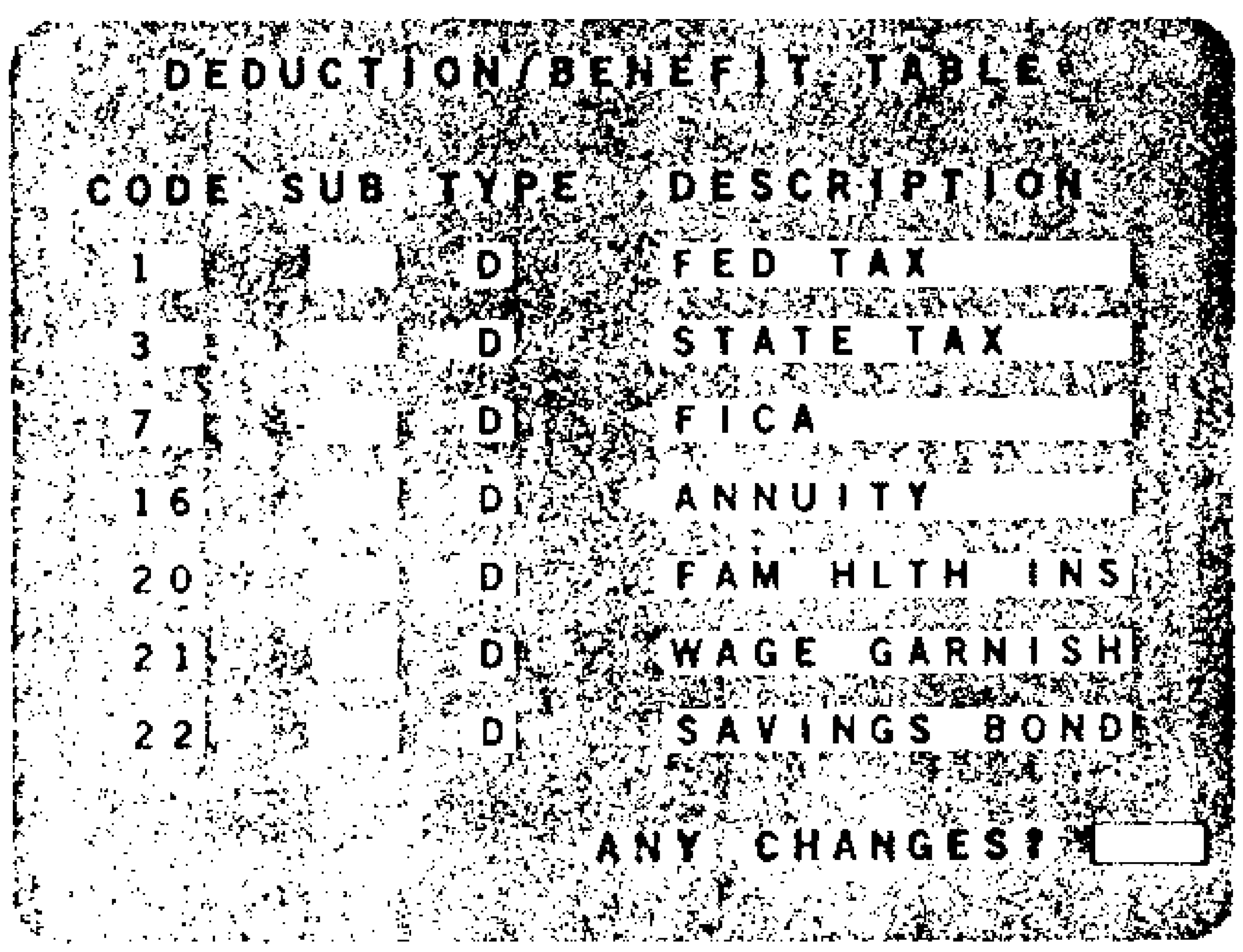


The fields on this screen are described here:
FED ID: **10 spaces; any characters.** This is the federal employer's identification number.
FICA RATE: **6 spaces; numbers and decimal point only.** The current percentage for the employees' Social Security deduction goes here.
FICA WAGE MAX: **9 spaces; numbers and decimal point only.** This is the current maximum annual gross salary subject to FICA deductions.
FICA DED MAX: **9 spaces; numbers and decimal point only.** The current deduction limit for an employee's FICA share is entered here.
RETIREMENT: Heading for the 8 fields below.
DED PCT (Deduction Percentage): **6 spaces each field; numbers and decimal point only.** Each of these four fields can hold the percentage to be deducted for the employees' contribution to one retirement plan. Percentages are entered simply as numbers, without a percent symbol.
BEN PCT (Benefit Percentage): **6 spaces each field; numbers and decimal point only.** These four fields are for the employer's contribution to each retirement plan.

The cursor first appears at the bottom of the screen in the ANY CHANGES? field. Respond with Y or YES and press ENTER to move the cursor up to the FED ID field. Type this number and press ENTER to move the cursor to the first of the three FICA control fields. Type the data in each of these fields, pressing ENTER after each one to move on. The cursor will next go to the first of the eight deduction and benefit percentage fields, each pair of which corresponds to a different retirement plan calculation. The code 2 fields are for retirement plan A without FICA; the code 3 fields are for plan A plus FICA; the code 4 fields are for plan B without FICA; and the code 5 fields are for plan B plus FICA. The percentages for your retirement plan or plans should be obtained from the "District Data" form. If your district has only one plan, enter percentages in just the code 2 and code 3 fields and enter zeros in the remaining retirement fields.
Important: You must enter 0 in each of these fields if there is no deduction or benefit for any retirement plan.

After you have entered the last benefit percentage, ANY CHANGES? will reappear at the bottom right of the screen. Proofread carefully and if there is an error, type Y, press ENTER and the cursor will begin at the first field on the screen. You can then go through the fields on the screen using the ENTER key to accept any correct fields until you reach one with an error. Use the editing keys to correct this field as explained in "Correcting Input Errors" and press ENTER. When you reach ANY CHANGES? again, if all is correct, type N or NO and press ENTER. The DISTRICT DATA menu screen will then be displayed.

The Deduction/Benefit Table When you choose Option 2 from the DISTRICT DATA menu, the DEDUCTION/BENEFIT TABLE will be displayed. There is room for 7 entries per screen and 8 successive screens will come up in sequence, so there can be up to 56 entries. The specifications for each item on the screen follow this diagram, which shows some sample entries:



CODE: **2 spaces; any characters.**
SUB (Subcode): **2 spaces; any characters.** Optional entry.
TYPE: **1 space; D** (for "deduction") **or B** (for "benefit").

DESCRIPTION: **12 spaces; any characters.**

Copy the information from the deduction/benefit list on your "District Data" form which you prepared when you organized your data. Be sure to list all deductions and benefits for your district here, including the statutory and retirement codes. When paychecks are printed, the application will use the codes (and subcodes, if used) to calculate the appropriate deductions or benefits and to print them and the descriptive labels on the check stubs.

In the CODE field, you must enter the proper code from the "District Data" form. There may not be a subcode; if not you may press ENTER to move the cursor to the TYPE field where you must enter D for deduction and B for benefit. Then enter the meaning of this code as you defined it on your "District Data" form in the DESCRIPTION field.

You continue to make these four entries for each code. When you fill a screen with seven entries, answer N or NO to ANY CHANGES? The next screen will automatically appear. You may have far fewer than 56 entries, so you can return to the DISTRICT DATA menu by typing E in response to ANY CHANGES? after you have entered the last deduction or benefit.

By responding Y to ANY CHANGES? at the bottom of the screen, you will return the cursor to the first CODE field. You may then edit or accept each entry in each field, moving the cursor through the entire screen. In this way, you may make any changes necessary.

The Pay Method Table If you choose Option 3, the PAY METHOD screen will appear. It is shown here as if data were already entered:

```
           PAY METHOD TABLE
 CODE    DESCRIPTION
   1     HOURLY WAGE
   2     WEEKLY WAGE
   8     CON ANNUAL
   9     PART-TIME
        [            ]
        [            ]
        [            ]
        [            ]
                ANY CHANGES? [  ]
```

Here is a description of the two types of entries for this screen:

CODE: **2 spaces; numbers only.**

DESCRIPTION: **12 spaces; any characters.**

The pay method tells whether an employee is paid by the hour, by the week, by the month, by an annual contract salary, and so on. You enter the appropriate codes and descriptions from your "District Data" form here. Each screen allows for 8 entries, and there are four successive screens to allow for a total of 32 entries. You can return to the DISTRICT DATA menu by pressing E and ENTER in response to ANY CHANGES? whenever the last pay method has been entered. Otherwise, the application will automatically return to that menu after the last of the four screens.

If you wish to edit data on the PAY METHOD TABLE displays, call up Option 3 again and answer Y or YES to ANY CHANGES? Press ENTER to accept the correct fields and change any incorrect entries as explained in "Correcting Input Errors."

Important: The pay method codes 1 to 7 are reserved for wages paid by units, such as hourly rates. For these pay methods, *Payroll Assistant* multiplies an employee's rate by the number of units worked in the pay period being processed.

Also, codes 8 and 11 are reserved for limited contract salaries, and dollar maximums must be entered on those employee's PAY CONTROL screens.

The Salary Lane Headings To enter these, choose Option 4 on the DISTRICT DATA menu, and the following screen will appear. The lane headings entered in this diagram are examples only; any suitable headings, including numbers, may be used.

```
      SALARY LANE HEADINGS

  NUMBER OF LANES? [5]

  ENTER THE HEADINGS
  [BA      ]  [BA+15   ]  [MA      ]
  [MA+15   ]  [PHD     ]  [        ]
  [        ]  [        ]  [        ]
  [        ]  [        ]
                    ANY CHANGES? [  ]
```

Here are descriptions of the data to be entered:
NUMBER OF LANES?: **2 spaces; numbers from 1 to 11.**
ENTER THE HEADINGS: **Up to 11 fields of 6 spaces each; any characters.**

In response to the query NUMBER OF LANES? you should type the total number of salary lanes used in your salary schedule. (There will automatically be 20 steps in each lane.) Next, enter in succession the description or label for each lane heading. This information comes from your "District Data" form. You cannot enter more headings than the number of lanes you had specified. However, you can edit that number if your school district adds or deletes a lane or if there is an error in entering the number.

If you wish to change lane headings, respond Y or YES to ANY CHANGES? to return the cursor to the NUMBER OF LANES? field. If you wish simply to correct a heading, keep pressing ENTER to move the cursor along to the erroneous field. When you reach it, type the correction and press ENTER to go on.

However, if you wish to add or delete lanes, you must first type the new number of lanes when the cursor returns to that field. Then press ENTER to advance to the first lane heading field. Accept correct headings, pressing ENTER each time. If you have decreased the number of lanes, say from 7 to 5, you will find that the cursor will skip straight from Lane 5 to ANY CHANGES? Lanes 6 and 7 will remain on screen at this time, but the next time you call up this display, they will not appear.

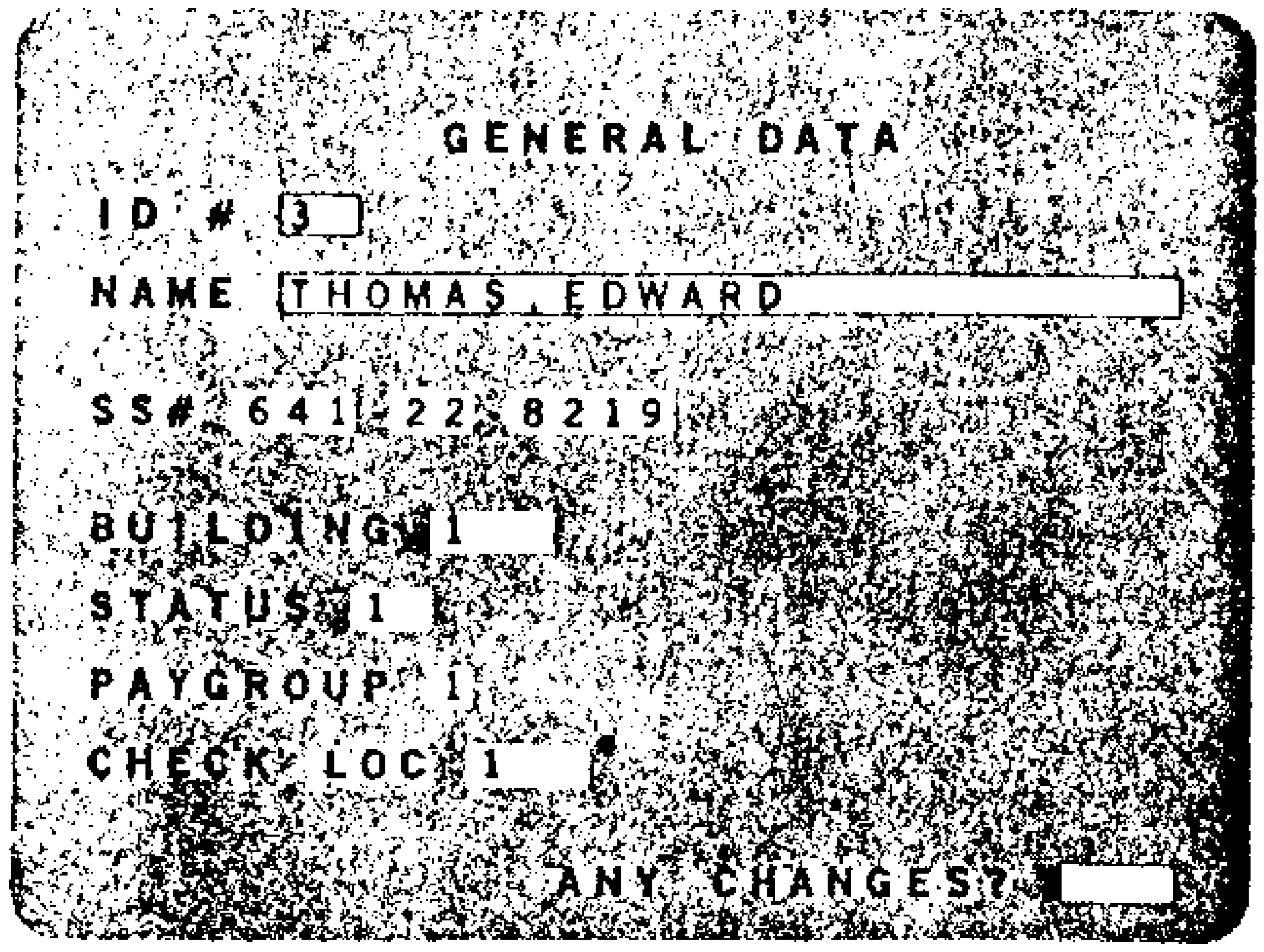
If you have increased the number of lanes, you will be able to go on entering lane headings up to the new limit you have stipulated.

When you have finished entering or editing lane headings, use E or END in ANY CHANGES? to return to the DISTRICT DATA menu. If you have entered all the district data, you can use the E key on that menu to return to the main menu.

Option 2: Enter/Edit General Data

After the personnel records have been collected on the blank "Personnel Record" reports, they must be entered using this option and Option 3, ENTER/EDIT PERSONNEL DATA. It is more efficient to enter the general data for all employees in sequence, and then to use Option 3 later. The general data include computer-assigned identification number, name, (payroll) status, check location, building, paygroup, and Social Security number.

To start this option, just press 2 and ENTER.



Entering General Data The information entered here is taken directly from the manually completed "Personnel Record" reports. This diagram shows the display after data have been entered.

Here are the specifications for each item:
ID #: **2 spaces; numbers only.**
NAME: **23 spaces; any characters.**
SS# (Social Security Number): **3 spaces, 2 spaces, and 4 spaces; numbers only.**
BUILDING: **3 spaces; any characters.**
STATUS (Payroll Status): **2 spaces; numbers from 1 to 99.**
PAYGROUP: **1 space; numbers 1–4 only.**
CHECK LOC (Location): **3 spaces; any characters.**

The cursor is at first flashing over the lowest available ID #. In order to enter a new employee, just press ENTER to accept that identification number and the cursor will move to the NAME field. Enter the employee's name in this order: last name, *comma,* first name and/or initials. Press ENTER.

Important: The comma is essential to point out to the computer the last name, which will be used for alphabetizing.

In order to print the computer-generated blank "Personnel Record" reports, you had already entered identification numbers and names for each of your employees. With those completed forms at hand, you should now enter the other information into the computer. Thus, when the cursor is flashing over the lowest available ID #, just type the number 01 over the flashing number and press ENTER. The name of the first employee who was entered previously will appear, with the other fields blank. The cursor will be in ANY CHANGES? Type Y or YES and press ENTER.

The cursor will move to the NAME field. If the name is correct, press ENTER.

The cursor moves to the first of the three Social Security number fields. The ENTER key must be pressed after each group of numbers is typed. Once the entire number is entered, the cursor moves to the BUILDING code field. Enter the proper code from this employee's form to show where the employee works. Now enter the employee's payroll STATUS. This code was defined on your "Code Reference Table" and transferred to your employee's "Personnel Record" data form. You will now enter the employee's PAYGROUP number.

Important: Since only 4 paygroups are allowed, the computer will only accept digits 1 through 4. All employees paid on the same payday are assigned to the same paygroup. If your district has more than four paygroups, it will be necessary to use a different *Personnel Data Recorder* diskette for each set of four or fewer paygroups.

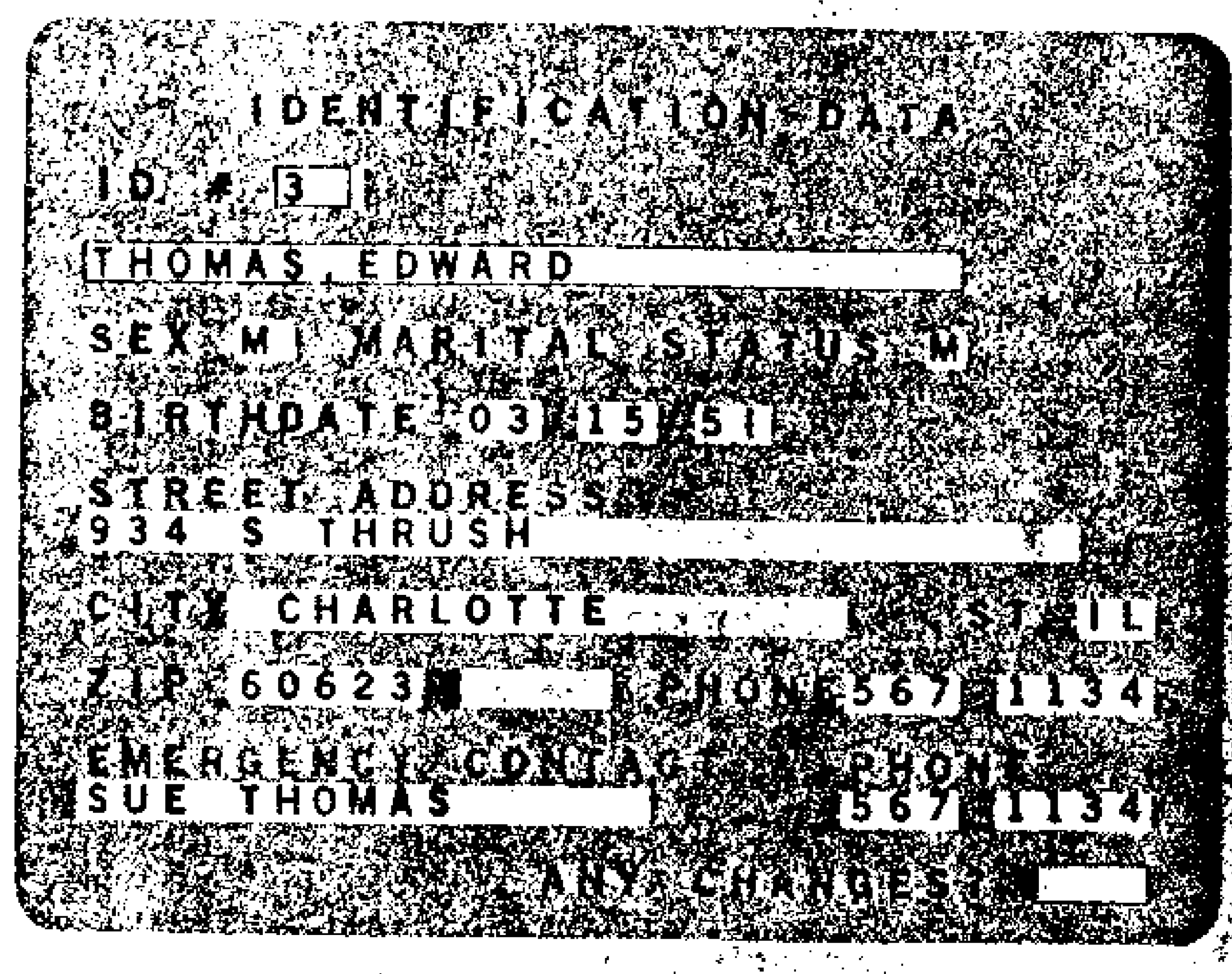
After you enter the paygroup number, the cursor moves to CHECK LOC. Here you type a code for the building or office where the employee's paycheck is to be delivered. When checks are printed using *Payroll Assistant,* they will be presorted by these location codes for ease in distribution. After these data are entered, the cursor will appear in ANY CHANGES? at the bottom right of the screen. Proofread carefully. When you are satisfied with the data, enter N or NO in response to ANY CHANGES? and the application will display the blank GENERAL DATA screen with the cursor flashing the lowest available ID #. You may repeat the above procedure until you have entered the general data for all of your employees. You can enter E in the ID # field at the top of this display whenever you want to get back to the main menu.

If you are still entering employee data, the next step should be to select Option 3 to enter identification, employment, and certification data for each employee.

Editing General Data If you wish to edit the general data for an employee, choose Option 2 from the main menu. The lowest unused ID # is displayed. Type the identification number of the employee whose record you wish to edit over the flashing ID # and press ENTER. All previously entered information for this employee will be displayed and the cursor will appear in ANY CHANGES? Respond Y or YES and press ENTER and the cursor will move to the NAME field. Now you may accept or correct fields as you wish using the editing keys.

Option 3: Enter/Edit Personnel Data

Be sure to have the "Personnel Record" forms that your employees completed from which you will enter the data onto these three screens. This option will automatically call up three screens in sequence for each employee, with each screen corresponding to one section on the employee's "Personnel Record" form, as illustrated on page 00. The first screen is titled IDENTIFICATION DATA, which is shown here as if data were already entered:



Entering Identification Data Here are descriptions of the data fields on this display:

ID #: **2 spaces; numbers only.**

NAME: **23 spaces; any characters.** The name corresponding to a given ID # is filled in automatically and cannot be edited on this display.

SEX: **1 space; M or F only.**

MARITAL STATUS: **1 space; any character.**

BIRTHDATE: **3 fields of 2 spaces each; numbers only.**

STREET ADDRESS: **26 spaces; any characters.**

CITY: **15 spaces; any characters.**

ST (State): **2 spaces; any characters.**

ZIP: **2 fields of 5 spaces and 4 spaces; any characters.** The optional second field is for 9-digit ZIP Codes.

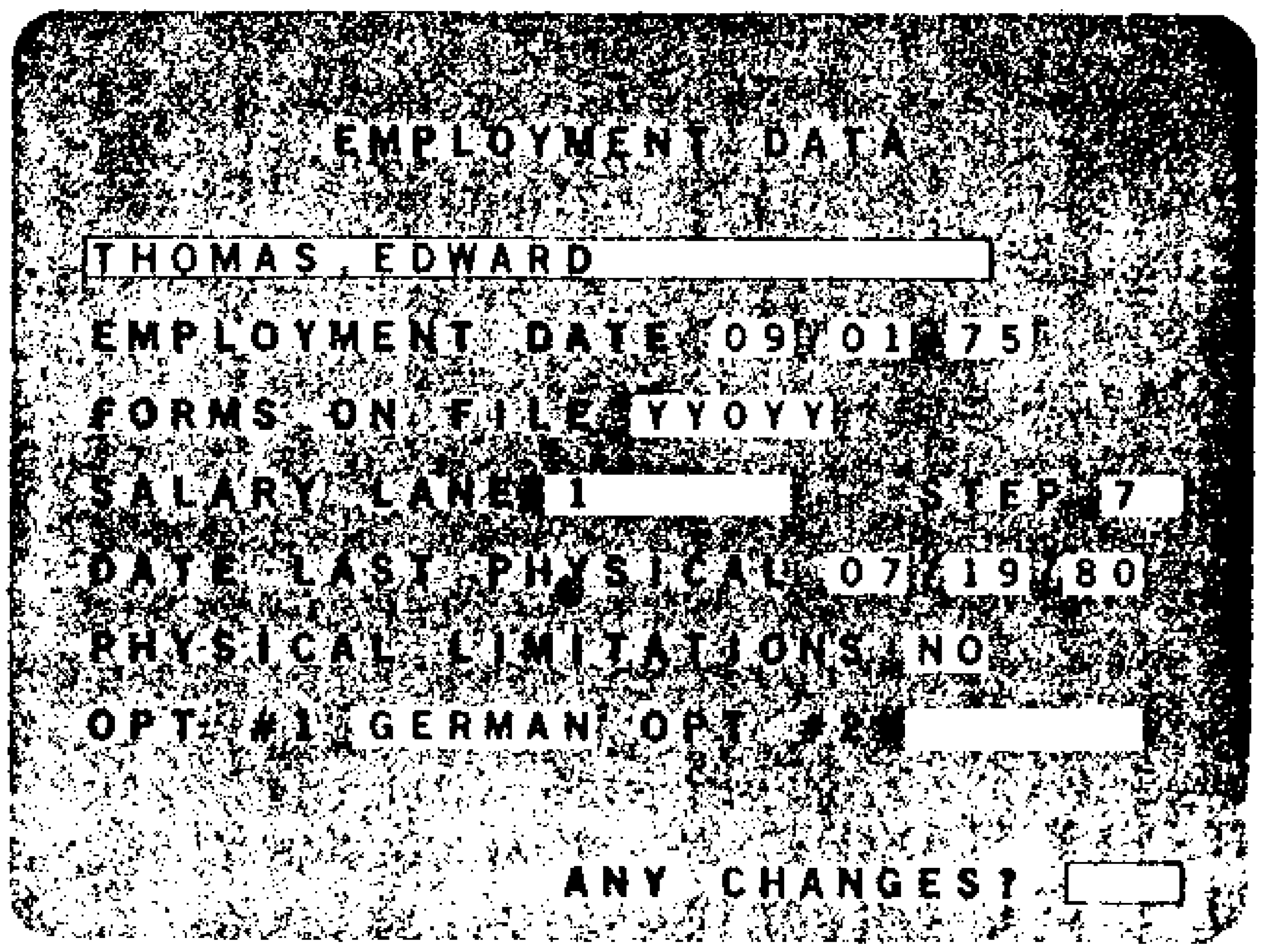
PHONE: **2 fields; the first has 3 spaces (any characters); the second has 4 spaces (numbers only).**

EMERGENCY CONTACT: **15 spaces; any characters.**

EMERGENCY PHONE: **2 fields; the first has 3 spaces (any characters); the second has 4 spaces (numbers only).**

The cursor at first is in the ID # field. Type the first employee's ID # and the computer will automatically call up the employee's name. The cursor will move to ANY CHANGES? and you type Y and press ENTER. You are now ready to enter the identification data from the employee's "Personnel Record" form onto this screen. Type the correct information for each field and press ENTER to move the cursor to the next field. Most of these fields are self-explanatory. The name of the EMERGENCY CONTACT can be typed as first name and then last, without a comma, as it will not be alphabetized by the computer. When you have finished entering all the information on this screen, the computer will ask ANY CHANGES? Proofread the data and if you are satisfied, enter N or NO to enter EMPLOYMENT DATA for the same employee.

Entering Employment Data The EMPLOYMENT DATA screen automatically follows the IDENTIFICATION DATA screen and comes up with the same employee's name already filled in. The name cannot be edited here. The cursor will appear in ANY CHANGES? You should respond Y or YES and press ENTER. This diagram shows the screen after data have been entered:



Here are the specifications for each field:
EMPLOYMENT DATE: **3 fields of 2 spaces each; numbers only.**
FORMS ON FILE: **5 spaces; any characters.**
SALARY LANE: **6 spaces; any characters.**
STEP: **2 spaces; numbers only.**
DATE LAST PHYSICAL: **3 fields of 2 spaces each; numbers only.**
PHYSICAL LIMITATIONS: **2 spaces; any characters.**
OPT (Optional Field) #1: **6 spaces; any characters.**
OPT (Optional Field) #2: **6 spaces; any characters.**

The cursor begins at EMPLOYMENT DATE; there you enter the beginning employment date for this employee in your district. Next you enter the appropriate information in FORMS ON FILE, which is a code from your "Code Reference Table." The next entry is SALARY LANE; the data here must match the appropriate heading from the SALARY LANE HEADINGS screen character-for-character. For verification, you may check your "District Data" form, which should be kept by the computer during this procedure. *Important:* If your entry is not an exact match, the computer will reject it and the application will be stalled until you type a correct entry or leave a blank.

Next, enter the proper information in the (salary) STEP field, and then the date of the most recent physical exam the employee has on file. Then enter a code for PHYSICAL LIMITATIONS, which your district should have defined on its "Code Reference Table." You may enter NO for none.

The last two fields you enter on this screen are the two optional fields and you may again refer to your district "Code Reference Table" to see how they were defined by your district. These fields may be used in many different ways (see page 46). When the display is completely filled out, the ANY CHANGES? query will appear. Proofread and edit data as needed until you are satisfied. Then type N and press ENTER to make the CERTIFICATION DATA screen appear.

Entering Certification Data The same employee's name is filled in when this screen appears, on which teaching qualifications data can be summarized, as shown by the sample data entered on this screen:

```
CERTIFICATION DATA

THOMAS, EDWARD
POSITION CODE 1
STUDENT LEVEL 3
LEVEL OF LICENSURE 3
SUBJECTS   GERMAN
SOC STUDY
INTERESTS  HIKING
           TRAVEL

           ANY CHANGES?
```

Here are the descriptions of the data that can be entered:

POSITION CODE: **2 spaces; any characters.**
STUDENT LEVEL: **2 spaces; any characters.**
LEVEL OF LICENSURE: **1 space; any character.**
SUBJECTS: **3 fields of 10 spaces each; any characters.**
INTERESTS: **2 fields of 10 spaces; any characters.**

Bring the cursor to the POSITION CODE field by responding Y or YES to ANY CHANGES? and pressing ENTER.

Important: It is advisable to define this position code carefully, because "Seniority Lists" (Report 3) are printed separately for each code. Also, a code 01 entered in this field is treated as an entirely different code from a code 1, so be very careful about typing entries here.

Refer to your "Code Reference Table" for the correct codes for POSITION CODE, STUDENT LEVEL, and LEVEL OF LICENSURE. Enter this information and then enter the subjects that the teacher is qualified to teach in SUBJECTS. You may abbreviate if necessary. There are three subject fields; you may use all, some, or none of these. Next, you can enter the employee's interests or hobbies in the INTERESTS fields; or you may enter extracurricular areas that a teacher may be responsible for supervising. The cursor now moves to ANY CHANGES? and gives you an opportunity to proofread. When you are satisfied, type N or NO and press ENTER. The blank IDENTIFICATION DATA screen will appear, with the lowest unused identification number.

You have now started one employee's complete personal record on diskette. Repeat the above process for the three personnel screens until you have entered all your employees. When you have finished, enter E in ANY CHANGES? or ID # to return to the main menu.

Editing Personnel Data Whenever you select Option 3, the IDENTIFICATION DATA screen will appear with the lowest available ID # displayed. Type the ID # of the employee whose record you wish to edit over the flashing ID # and press ENTER. The previously entered data for this employee will now appear on the screen. Using the editing keys, you may correct any item you wish or accept accurate fields by pressing ENTER. When you finish with this screen, the ANY CHANGES? query appears. Respond N or NO and press ENTER to bring up the EMPLOYMENT DATA screen. You may edit these data also and then enter N or NO to bring up the CERTIFICATION DATA screen. The CERTIFICATION DATA screen is the last of the three personnel screens that appear in sequence. When you finish editing this screen, you may repeat the above process to edit another employee's data. Whenever you want to return to the main menu, type E in answer to ANY CHANGES? or ID # and press ENTER.

Option 4: Enter/Edit Payroll Data

In order to enter payroll data for each employee, it is necessary to have previous payroll records available from which you can get the needed data. For new employees, you will need the W-4 forms and the usual records needed to set up a payroll.

Important: If your district is not using *Payroll Assistant*, you may not wish to enter any payroll data, because that will require manual updating. If your district also uses *Payroll Assistant*, the cumulative totals are updated automatically every time that module is used to process a payroll.

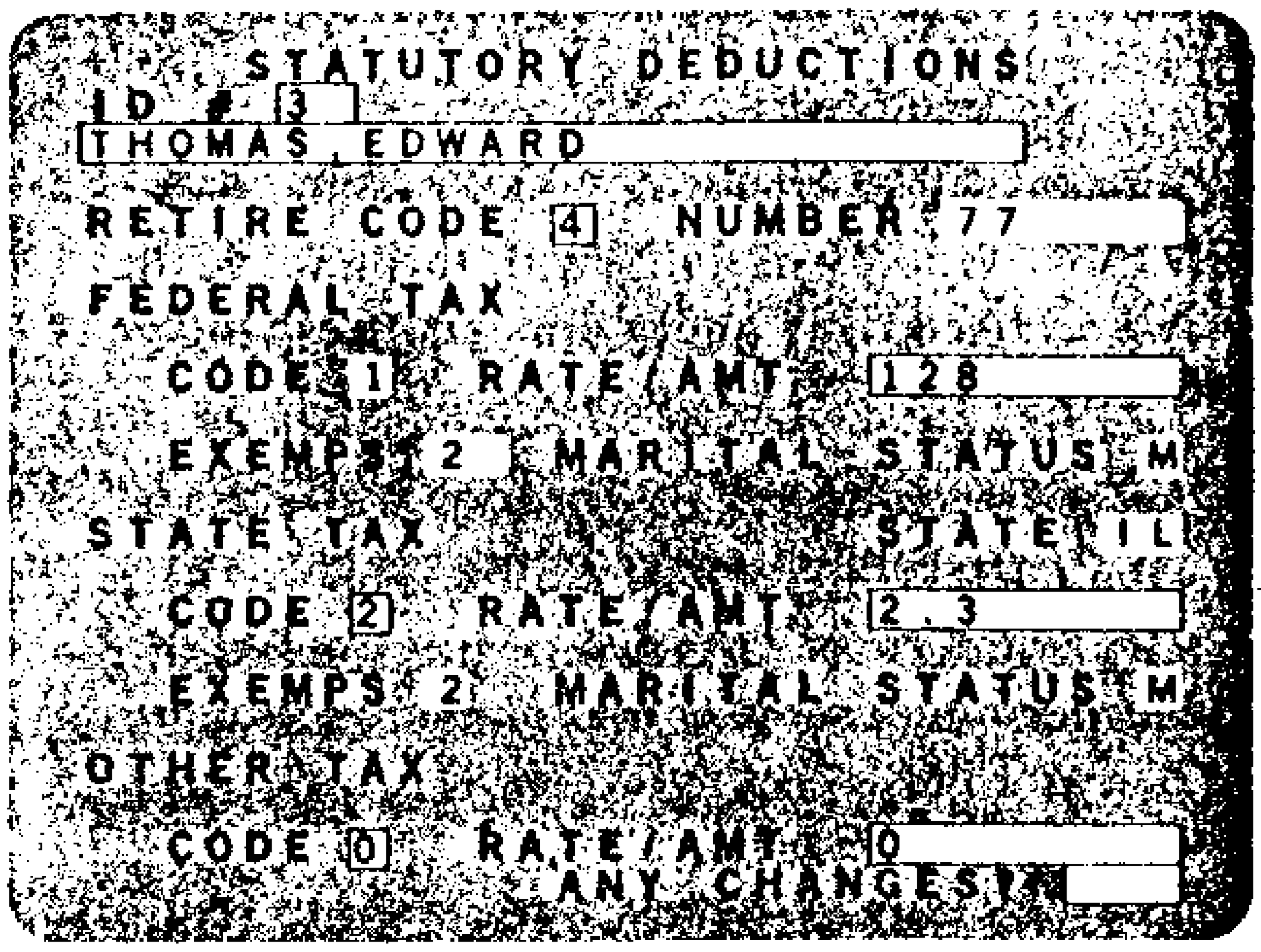
After choosing Option 4, you will see the following screen:

```
PAYROLL DATA

1 STATUTORY DEDUCTIONS
2 PAY CONTROLS
3 DEDUCTIONS/BENEFITS
4 ACCUMULATIONS
5 PREVIOUS DEDUCTIONS

           YOUR CHOICE?
```

Entering Statutory Deductions If you select Option 1 from the payroll menu, the screen titled STATUTORY DEDUCTIONS will appear. This diagram shows sample entries, which are explained following the diagram:



The specifications for each field follow:
ID #: **2 spaces; numbers only.**
NAME: **23 spaces; any characters.** The name is filled in automatically and cannot be edited here.
RETIRE CODE: **1 space; numbers 0–5.**
RETIRE NUMBER: **6 spaces; numbers only.**
FEDERAL TAX: Heading for the next four tax control fields.
CODE: **1 space; numbers 0–2.**
RATE/AMT (Amount): **8 spaces; numbers and decimal point.** You may choose to have the application base any deduction or benefit on either a percentage rate or a dollar amount, which you determine from the appropriate tables.
EXEMPS (Exemptions): **2 spaces; any characters.**
MARITAL STATUS: **1 space; any character.**
STATE TAX: Heading for the next four tax control fields.
CODE: **1 space; numbers 0–2.**
RATE/AMT: **8 spaces; numbers and decimal point.**
EXEMPS: **2 spaces; any characters.**
MARITAL STATUS: **1 space; any character.**
OTHER TAX: Heading for the next two tax control fields.
CODE: **1 space; numbers 0–2.**
RATE/AMT: **8 spaces; numbers and decimal point.**

The cursor starts in the ID # field. Type the employee's ID # and press ENTER. The employee's name automatically comes up and the query ANY CHANGES? appears on the bottom of the screen. Type Y or YES and press ENTER and the cursor will move to the retirement code entry. You enter the proper retirement code as follows:

Code	Meaning
0	No FICA withheld and no retirement plan
1	FICA employee's and employer's contributions only
2	Retirement Agency A, no FICA
3	Retirement Agency A plus FICA
4	Retirement Agency B, no FICA
5	Retirement Agency B plus FICA

The percentage rates for deductions and benefits for retirement agencies A and B were previously stored on the DISTRICT RECORD (see page 54). They are also listed on your "District Data" form that should be kept by the computer. After the codes are entered, the cursor moves to the retirement NUMBER field. You should enter the number assigned to this employee by his or her retirement agency, if available, or assign a number convenient for your district.

Important: If your district also uses *Payroll Assistant*, the "Fiscal Cumulative" report can be sorted by the employee's retirement number within each retirement code. Thus those reports could be very useful for keeping retirement records if the retirement numbers are carefully assigned.

There are three possible tax deductions. They are labeled FEDERAL, STATE, and OTHER. You may use the OTHER tax for a second state tax or a city or local tax. Of course, you may only need to enter information for the FEDERAL TAX fields if that is the only one that applies. If there is a tax-exempt employee who has filled out the appropriate forms, just press ENTER to accept the already entered 0 codes in all the fields where you wish no tax to be withheld.

The code that you enter in the CODE field determines whether you enter a percentage rate or an amount in the second field in each tax deduction sequence.

Code	Meaning
0	No tax withheld
1	Deduct *amount* shown
2	Deduct *percentage* shown

Using the above codes, enter the appropriate number in each tax CODE field. If you accepted 0 as the appropriate tax code, also accept 0 in the RATE/AMT field. If you entered 1 for the tax CODE, you type the dollar amount to be withheld per pay period here. If you entered 2 for the tax CODE, you type the percentage to be taken here, entering 12.5 for 12½% or 15 for 15%. Use your normal procedure for determining an employee's tax deduction amount or rate; the application calculates deductions, but the amount or rate must be entered here. The application does not include stored tax tables. However, the correct rates or amounts need only be entered at the start of each year, and they can easily be adjusted each time the tax laws change.

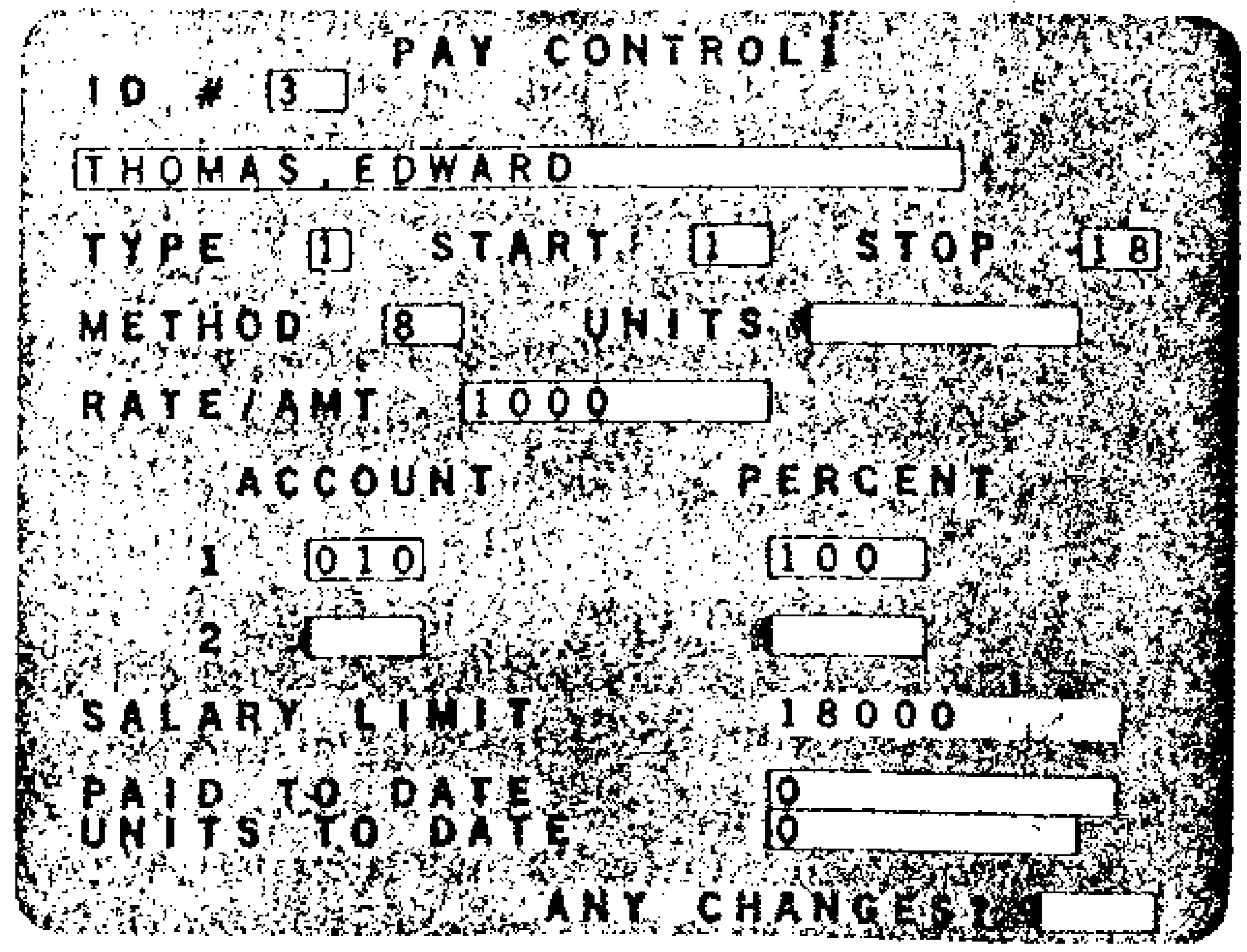
The information for the other fields—EXEMPS (exemptions) and MARITAL STATUS—is taken from the employee's W-4 form. When you have completed this screen correctly, respond N or NO to the ANY CHANGES? query. The blank STATUTORY DEDUCTIONS screen will appear and you may repeat the above process until you have finished entering all employees. Then you may return to the PAYROLL DATA menu screen.

Editing Statutory Deductions When you select Option 1 from the payroll menu, the STATUTORY DEDUCTIONS screen appears with the cursor in the ID # field. Type the ID # of the employee whose deductions you wish to edit and the appropriate information will appear. Using the editing keys, correct or accept fields as needed and return to the PAYROLL DATA menu unless you wish to edit another employee's deductions. If so, enter the appropriate ID # and proceed as before.

Setting Up Pay Controls A few terms that are used in this screen require definition; the terms and their definitions appear here:

Term	Definition
PAY CONTROL	The set of information determining when and how much an employee will be paid.
TYPE	Refers to type of salary: code 1 is for regular or usual pay; code 2 is for supplemental or special pay.
START	Number of the pay period of the fiscal year in which an employee's first check is issued.
STOP	Number of the pay period of the fiscal year in which an employee's last check is issued.
METHOD	Tells how an employee's pay is determined; for example, by hours worked, for weeks worked, or annual fixed contract wage, and so on.

When you choose Option 2 on the PAYROLL DATA menu, the PAY CONTROL 1 screen appears. This diagram shows how it would look after data are entered.



Important: PAY CONTROL 1 is reserved for regular pay only. If an employee gets no regular pay, respond N and press ENTER when the ANY CHANGES? query appears. Then the PAY CONTROL 2 display will come up to allow you to enter the controls for the special pay.

The specifications for the data fields for both PAY CONTROL displays follow:

ID #: **2 spaces; numbers only.**
NAME: **23 spaces; any characters. The name is filled in automatically and cannot be edited here.**
TYPE: **1 space; number 1 only on PAY CONTROL 1; numbers 1 or 2 on PAY CONTROL 2.**
START: **2 spaces; numbers only.**
STOP: **2 spaces; numbers only.**
METHOD: **2 spaces; numbers only.**
UNITS: **7 spaces; numbers and decimal point.**
RATE/AMT: **8 spaces; numbers and decimal point.**
ACCOUNT: **3 spaces; any characters.**
PERCENT: **4 spaces; numbers and decimal point.**
ACCOUNT: **same as above.**
PERCENT: **same as above.**
SALARY LIMIT: **9 spaces; numbers and decimal point.**
PAID TO DATE: **9 spaces; numbers and decimal point.**
UNITS TO DATE: **7 spaces; numbers and decimal point.**

Important: If you respond Y and press ENTER when the ANY CHANGES? query appears on PAY CONTROL 1, you will have to enter something in each of the following data fields: TYPE, START, STOP, METHOD, ACCOUNT, and PERCENT.

The cursor at first appears in the TYPE field, where the only acceptable entry is 1 because PAY CONTROL 1 is reserved for regular pay, the code for which is 1. Next, you enter information in the

START field. For a year-round employee, the starting pay period is 1, so you enter 1. Many of your teachers, however, may not be paid year-round. Thus, starting with pay period 1 at the beginning of your fiscal year, you must determine the pay period in which you wish this employee's pay to begin. Enter that pay period number here, and compute the pay period in which you wish the last check for the fiscal year to be issued to that employee. Enter that number in the STOP field.

The suitable code for the METHOD field entry may be obtained from the "District Data" form kept by the computer. Codes 01–07 are reserved for unit pay only; other codes may refer to any pay method, such as annual or contract pay. When you enter the code, the cursor moves to the UNITS field. If your METHOD code was a unit code, 01–07, then enter the number of units the employee usually works per pay period.

Important: This is a field where you are required to make an entry if you used a pay METHOD code from 1 to 7.

If the pay METHOD code is not a unit code, do not enter anything in the UNITS field; just press ENTER and the cursor will move to the RATE/AMT field. If the employee is paid by units, you must enter the rate per unit, such as $10 per hour (unit). For that amount, type 10.00 with no dollar sign.

Important: Units and unit rate can be altered each pay period by using the *Payroll Assistant* module, but you must enter the usual amount here.

If the employee is not paid by units, then type the amount of gross pay per pay period for this employee. After you enter this, the cursor moves to the ACCOUNT field, and you enter the account code to which this employee's pay is to be charged. You may enter the account code numbers that your district presently uses, or set up a chart of accounts with 3-digit codes if your district does not now have one. This is a budget accounting code. You would probably have one code for instructional salaries; one code for administrative salaries; one code for clerical salaries; and so on.

Important: If your district uses other Scott, Foresman *School Management Applications*, you may wish to coordinate the account numbers used in *Accounting Assistant, Payroll Assistant,* and *Activity Accountant.* (See the *Accounting Assistant* manual, pages 44–45.)

The cursor now moves to the PERCENT field, where you enter the percentage of the salary that is charged to the budget account code that you entered in the preceding field. Often the percentage you will enter is 100, since all of an employee's pay may be charged to one account. However, there are two such accounts for each pay control. If, for example, one employee is a part-time maintenance worker and a part-time bus driver, you may charge 40 to the maintenance ACCOUNT code in the PERCENT field. Then when you enter the bus driver code in the second ACCOUNT field, the computer will automatically fill in 60 in the other PERCENT field for a total of 100.

The cursor will then move to the annual SALARY LIMIT field in which you enter the employee's annual or contract salary.

Important: This field is a required entry field only if the code you entered for METHOD earlier on this screen was 08 or 11, because those codes are reserved for limited salary contracts. For an explanation of these codes, see "Pay Method Table" on page 42.

Important: The entry in the SALARY LIMIT field serves as a signal to the *Payroll Assistant* application to stop issuing checks for this employee when this limit for the year is reached.

If the employee is not under a limited contract, this field is informational only and the use of this field is optional.

Press ENTER and the cursor moves to the PAID TO DATE field. Enter this employee's total gross salary that has already been paid in this calendar year. When the total in this field matches the annual amount listed in the SALARY LIMIT field, no further paychecks will be generated.

Next, you enter the total units worked by this employee for this year in the UNITS TO DATE field. This is an optional field and this field will not apply to any employees on contract pay. The application will now ask if you wish to make ANY CHANGES? When you respond N or NO and press ENTER, the PAY CONTROL 2 screen will appear. This pay control is for the same employee whose data you just entered in PAY CONTROL 1. If that employee holds two positions in your district, you may need to fill out another pay control here. This pay control is very similar to the first one, with one notable exception: on PAY CONTROL 2, you may enter 1 or 2 in the TYPE field. Code 1 refers to regular pay, and code 2 refers to supplemental pay. All other fields are filled in as explained for PAY CONTROL 1. To enter data, answer Y or YES to ANY CHANGES? to move the cursor up to TYPE.

If you do not wish to make an entry in PAY CONTROL 2, and you have other employees to enter in PAY CONTROL 1, just respond N or NO and press ENTER when the ANY CHANGES? query appears on the second control screen. This will bring you to a blank PAY CONTROL 1 and you may repeat the procedure just described. If you are finished entering data, return to the PAYROLL DATA menu by entering E in ANY CHANGES?

Editing Pay Controls When you select Option 2 from the PAYROLL DATA menu, the PAY CONTROL 1 screen appears with the cursor in the ID # field. Type the desired employee's ID # and the information previously entered for this employee will appear. You may then edit as needed. When you are finished, edit PAY CONTROL 2 for this employee if necessary and return to the main menu by using the E key.

Entering Voluntary Deductions and Benefits The DEDUCTIONS/BENEFITS display will appear five times in succession to allow you to set up five voluntary deductions and/or benefits for each employee. These will be calculated each pay period unless any of them is replaced by another by use of this option. One-time changes for a single pay period can also be made through *Payroll Assistant.*

Important: Deductions are subtracted from wages. Benefits, which are employer contributions, are not added to net pay. However, they are listed for employer and employee records on various payroll reports and on paycheck stubs.

When you choose Option 3 from the PAYROLL DATA menu, the first DEDUCTIONS/BENEFITS screen will appear with the cursor in the ID # field. Enter the ID # of the employee and the name will come up on the screen with the cursor flashing in ANY CHANGES? This diagram shows a limited deduction as it would be entered:

```
DEDUCTIONS/BENEFITS
ID # [3 ]
[THOMAS, EDWARD          ]
CODE [22]  SUB [  ]  TYPE [D]
START [1 ]  STOP [18]
CONTROL [1]
RATE/AMT [25     ]
LIMIT LEFT [750     ]
                  ANY CHANGES? [   ]
```

Here are descriptions of the data fields on this screen:

ID #: **2 spaces; numbers only.**
NAME: **23 spaces; any characters.** The name is automatically filled in and cannot be edited here.
CODE: **2 spaces; numbers only.**
SUB (Subcode): **2 spaces; any characters.**
TYPE: **1 space; D or B only** (for "deduction" or "benefit").
START: **2 spaces; numbers only.**
STOP: **2 spaces; numbers only.**
CONTROL: **1 space; numbers 1–6 only.**
RATE/AMT: **7 spaces; numbers and decimal point.**
LIMIT LEFT: **8 spaces; numbers and decimal point.**

If you type Y or YES in answer to ANY CHANGES? and then press ENTER, the cursor will move to the CODE field. These codes should be summarized on your "District Data" form. The following SUB field is an optional one for a subcode. If it is used by your district, the subcodes should also be written on your "District Data" form. A subcode enables you to distinguish between two or more variants of a certain deduction or benefit. For example, if one code, such as 28, is used for all union dues, the various unions might be distinguished by numeric or alphabetic subcodes.

Important: When subcodes are used, both the code and subcode must be entered in defining an employee's voluntary deductions and benefits. Otherwise, *Payroll Assistant* will still make the correct calculations, but the descriptions will not be printed on paycheck stubs or the employee's "Payroll Audit."

After entering or passing through the SUB field, you must enter either D for "deduction" or B for "benefit" in the TYPE field. The cursor next moves to the START field, where you enter the number of the pay period when this deduction or benefit should begin to be applied. Then, in the STOP field, enter the number of the pay period when it should cease.

The cursor next advances to the CONTROL field, where code 2 always appears at first as a *default.* If code 2 does not apply to this deduction or benefit, type over it the appropriate code from the following list:

Code	**Meaning**
1	Deduction or benefit is an amount; total is limited as specified in LIMIT LEFT field.
2	Deduction or benefit is an amount; total is not limited.

Code	Meaning
3	Deduction or benefit is a percentage of gross pay; total is limited as specified in LIMIT LEFT field.
4	Deduction or benefit is a percentage of gross pay; total is not limited.
5	Deduction or benefit is a percentage of gross pay less taxes and other deductions; total is limited as specified in LIMIT LEFT field.
6	Deduction or benefit is a percentage of gross pay less taxes and other deductions; total is not limited.

For example, if an employee has a wage garnishment for $488.38, you enter control code 1, 3, or 5 in LIMIT LEFT, because when this total is reached you want deductions to stop. Type the appropriate code and press ENTER. The cursor now moves to the RATE/AMT field. If you entered code 1 or code 2 in the preceding field, you enter the amount of deduction or benefit for each pay period here. If you entered code 3, 4, 5, or 6 in the CONTROL field, you enter the percentage rate, using 7.2 for 7.2%, for example.

The cursor now moves to the LIMIT LEFT field.

Important: If you entered 1, 3, or 5 in the CONTROL field, you must enter the limiting amount here. Using the same example, you would enter 488.38 here.

Important: If your district uses *Payroll Assistant,* the computer will automatically subtract from this amount each pay period and processing will stop when this limit is reached.

You have now finished this screen and will be asked if ANY CHANGES? are necessary. When satisfied, type N or NO and press ENTER to bring up an identical blank display for entering more deductions or benefits for the same employee.

When there are no more deductions or benefits to be entered for this employee, you may continue to type N and press ENTER to go through the five screens and bring up the first blank one for the next employee. You may instead type E in response to ANY CHANGES? and press ENTER to return to the PAYROLL DATA menu.

If you respond Y or YES to ANY CHANGES? on the DEDUCTIONS/BENEFITS display for an employee, you must enter data in the following fields: CODE, TYPE, START, STOP, CONTROL, RATE/AMT, and LIMIT LEFT (for a limited deduction or benefit only). However, these last two could be entered as 0 and then nothing would be deducted, so you could edit to 0 to stop a deduction entered in error. You can also enter the same pay period for START and STOP, thus allowing for one-time deductions. However, these are more easily entered through *Payroll Assistant* (see Part 3, "Option 2: Edit Earnings").

Editing Deductions and Benefits After choosing Option 3 from the PAYROLL DATA menu, you will see the DEDUCTIONS/BENEFITS screen with the cursor in the ID # field. Type the ID # of the employee to be edited and the screen will fill in. After you finish editing this screen and the query ANY CHANGES? appears, respond N or NO and press ENTER in order to call up the next screen if other deductions and benefits need to be edited for this employee. Remember that there are five identical screens, so repeat this process until you have edited all of them, if necessary.

Entering Accumulations Three different accumulations screens come up in sequence when you select Option 4 from the PAYROLL DATA menu. Here are the data entered on each screen:

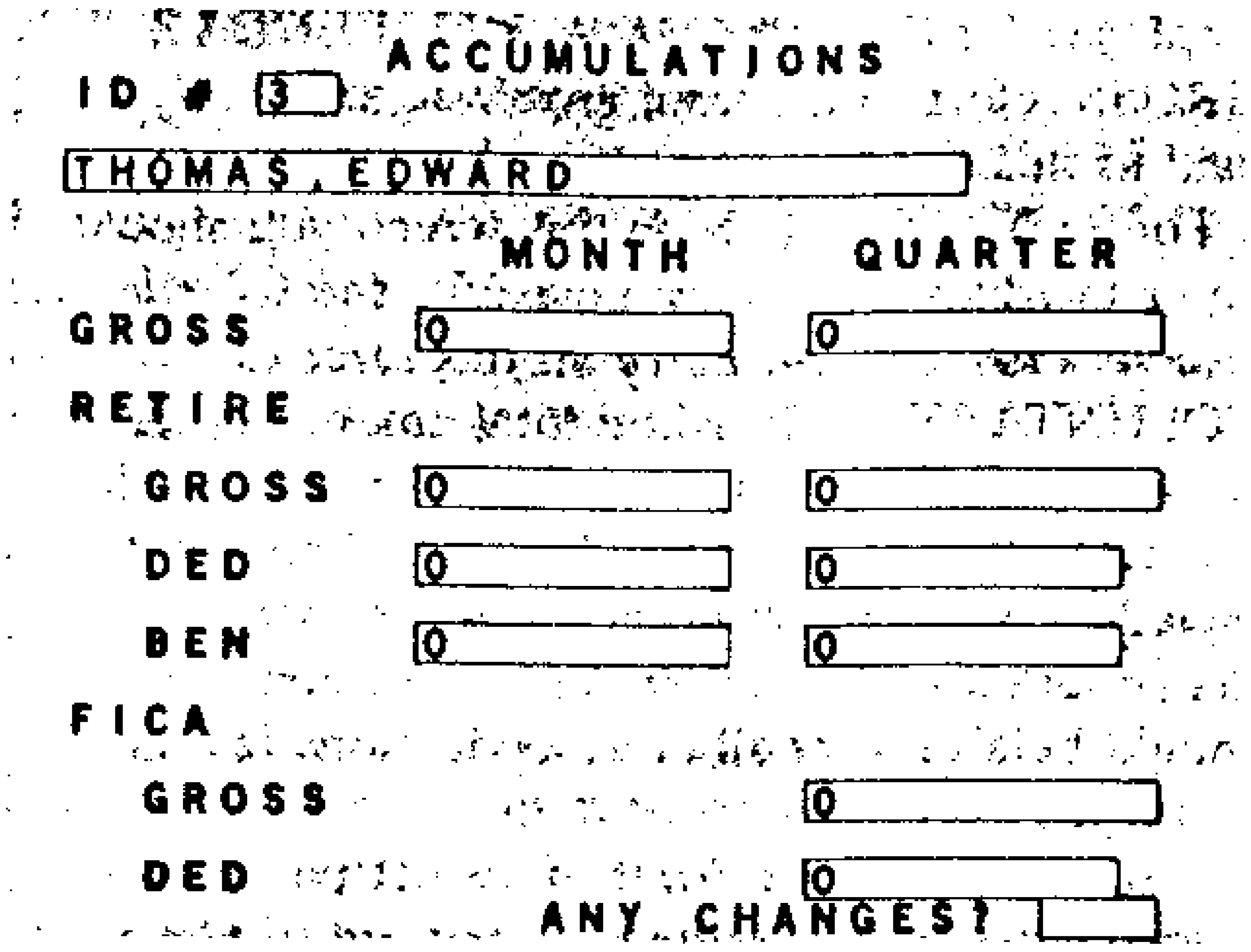
- *Display 1:* Salary payments to date for the current month and quarter.
- *Display 2:* Accrued leave, leave taken, and fiscal-year accumulations.
- *Display 3:* Calendar-year accumulations.

These figures should be entered when the *Payroll Assistant* application is first implemented. Thereafter, they will be updated automatically each time the employee's paygroup is paid. They can be edited at any time using the *Personnel Data Recorder.*

If your district is not yet using *Payroll Assistant,* it is not necessary to enter information on these screens, as that would require manual updating for each payroll period. You need enter data here for each employee only when you begin using *Payroll Assistant* for the first time. After that initial entry, these screens are automatically updated when each payroll is posted, and the accumulations are automatically reset to zero at the ends of the various cumulative periods. The resetting of period totals is controlled by the user (see page 90).

Important: You do not enter data from another employer here. That goes on the PREVIOUS DEDUCTIONS screen, which is Option 5 of the PAYROLL DATA menu.

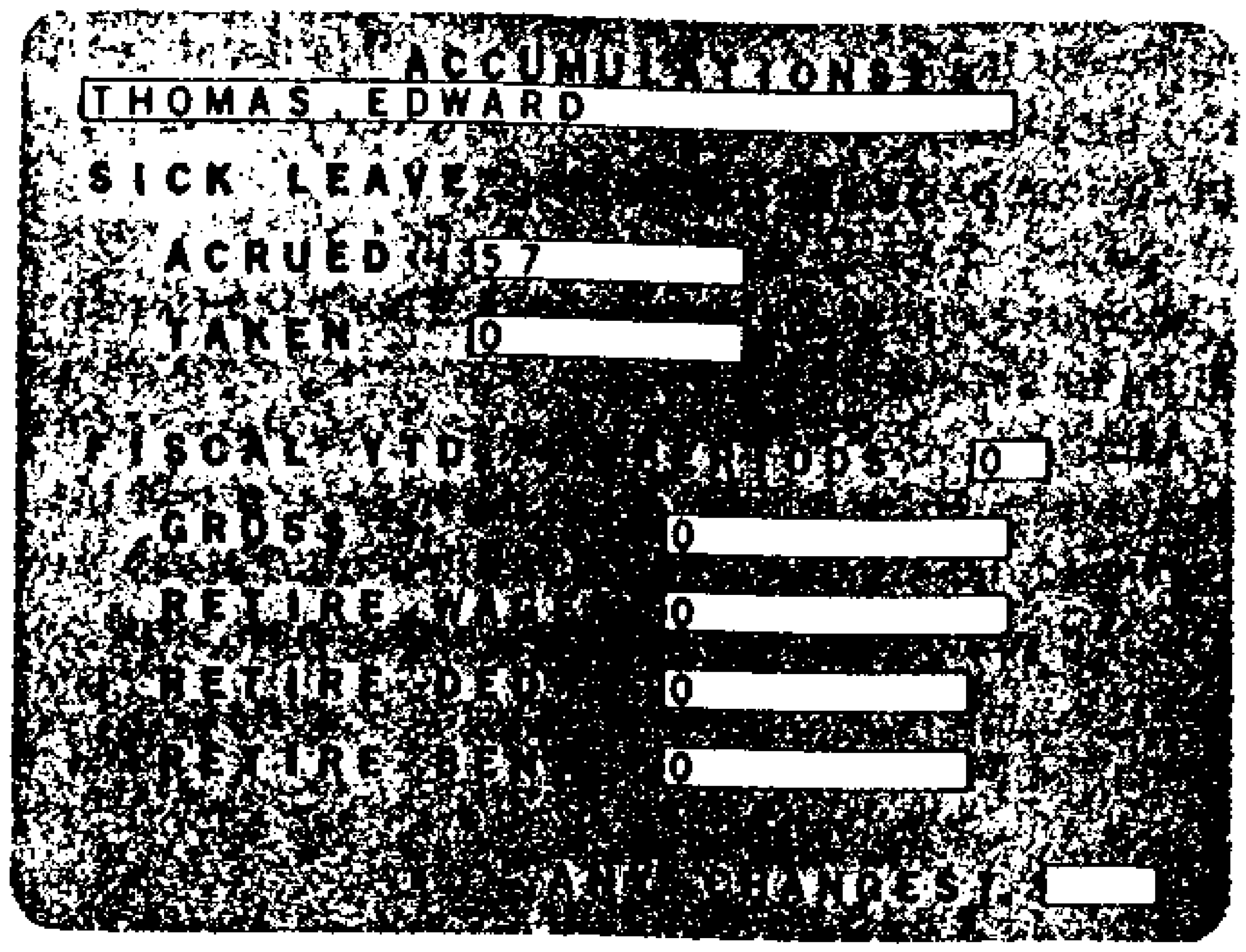
The first ACCUMULATIONS screen appears with the cursor in the ID # field. Type the employee's identification number and press ENTER to make the name appear. Once entered, typical data would appear like this:



The descriptions of each field follow:
ID #: **2 spaces; numbers only.**
NAME: **23 spaces; any characters.** The name is automatically filled in and cannot be edited here.
GROSS MONTH: **8 spaces; numbers and decimal point.**
GROSS QUARTER: **9 spaces; numbers and decimal point.**
RETIRE GROSS MONTH: **8 spaces; numbers and decimal point.**
RETIRE GROSS QUARTER: **9 spaces; numbers and decimal point.**
RETIRE DED MONTH: **8 spaces; numbers and decimal point.**
RETIRE DED QUARTER: **8 spaces; numbers and decimal point.**
RETIRE BEN MONTH: **8 spaces; numbers and decimal point.**
RETIRE BEN QUARTER: **8 spaces; numbers and decimal point.**
FICA GROSS QUARTER: **9 spaces; numbers and decimal point.**
FICA DED QUARTER: **8 spaces; numbers and decimal point.**

You will begin by entering the total gross income already paid to this employee by your district for the current month in the GROSS MONTH field, followed by the total gross income paid to this employee for the current quarter in the GROSS QUARTER field.

Continue in this manner, entering first the current month total and then the current quarter total for each of the categories. The retirement gross pay, retirement deductions, and retirement benefits amounts are the next categories entered. To complete this screen, enter FICA GROSS salary for the QUARTER and FICA DED ("deductions") for the QUARTER. After you have verified that all data are correct, respond N or NO to ANY CHANGES? and the second ACCUMULATIONS screen will come up. The employee's name will already be filled in and the cursor will be in ANY CHANGES? After the other data are entered, the screen would look like this:



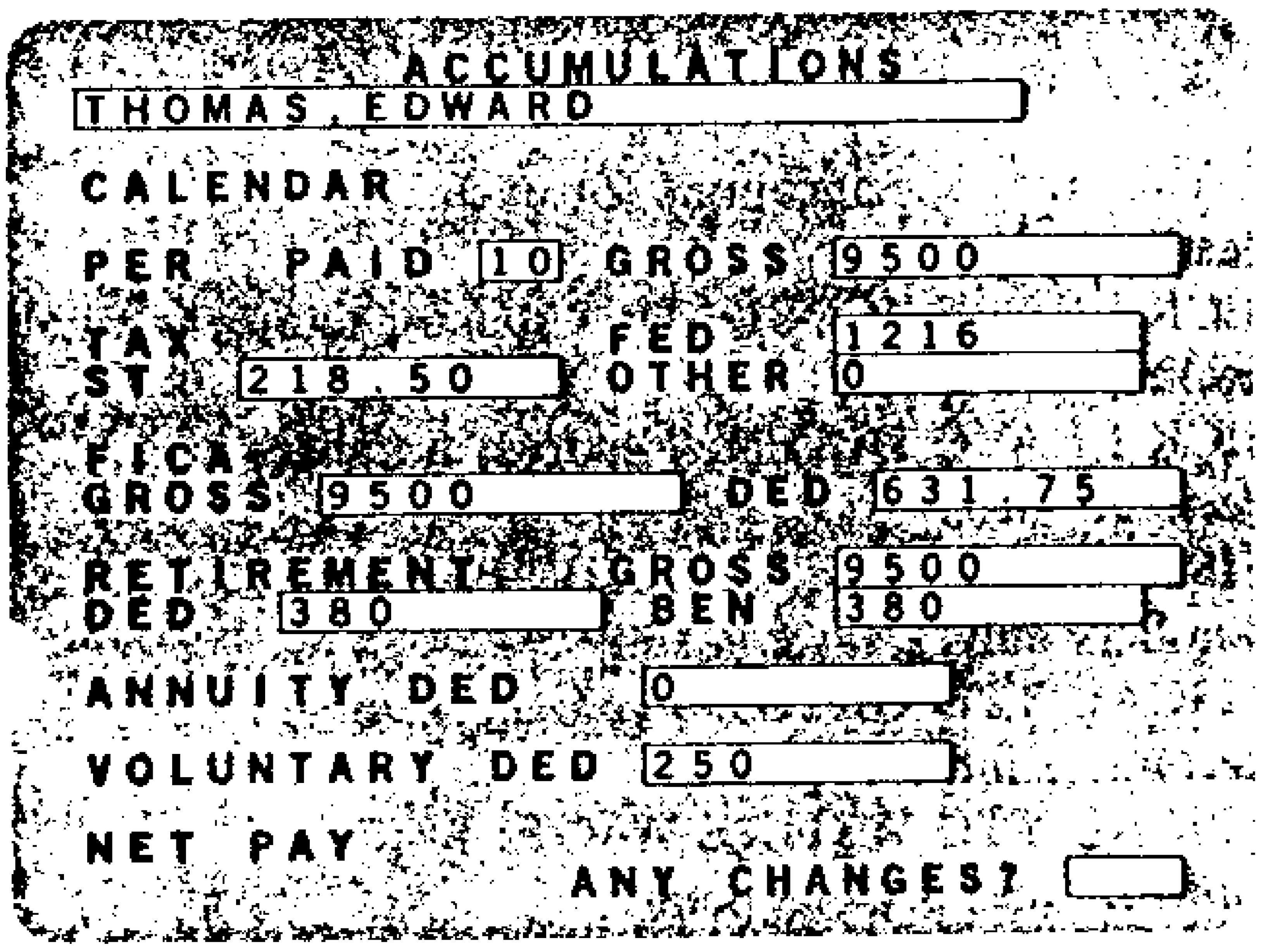
The entry specifications for each field are described here:
SICK LEAVE ACCRUED: **7 spaces; numbers and decimal point.**
SICK LEAVE TAKEN: **7 spaces; numbers and decimal point.**
FISCAL YTD (Year to Date) PERIODS: **2 spaces; numbers only.**
FISCAL YTD GROSS: **9 spaces; numbers and decimal point.**
FISCAL YTD RETIRE WAGE: **9 spaces; numbers and decimal point.**
FISCAL YTD RETIRE DED: **8 spaces; numbers and decimal point.**
FISCAL YTD RETIRE BEN: **8 spaces; numbers and decimal point.**

To enter data, answer Y or YES to ANY CHANGES? and press ENTER. The cursor moves to the SICK LEAVE ACCRUED field, where you may enter the number of sick leave days an employee has available. The next field is the SICK LEAVE TAKEN and you enter the number of sick leave days an employee has already taken for the current year. Since this will be subtracted from the preceding field by the computer, you should start by entering zero here. *Important:* For new employees to your school, this sick leave record is the only entry you must make on the three accumulations screens.

You are now ready to enter information in the FISCAL YTD PERIODS field. If this is the beginning of a fiscal year, enter 0 here. If not, compute the number of pay periods for this fiscal year that have already passed for this employee's paygroup and enter that number here. For example, if it is a monthly paygroup and two months of the fiscal year have passed, you should nter 2 here.

The cursor now moves to FISCAL YTD GROSS. You enter the total gross pay this employee has already been paid for this fiscal year. You then enter the totals for this fiscal year to date for this employee in the three retirement categories: WAGE, DED ("deductions") and BEN ("benefits"). Remember to press ENTER after filling in each of these fields.

After you proofread and accept these data, the third and final ACCUMULATIONS screen will be displayed. The name is already filled in. This is how the screen would look after other data are entered:



Here are descriptions of the possible entries:
CALENDAR PER (Periods) PAID: **2 spaces; numbers only.**
CALENDAR GROSS: **9 spaces; numbers and decimal point.**
TAX FED: **8 spaces; numbers and decimal point.**
TAX ST (State): **same as the last field.**
TAX OTHER: **same as the last field.**
FICA GROSS: **9 spaces; numbers and decimal point.**
FICA DED: **8 spaces; numbers and decimal point.**
RETIREMENT GROSS: **9 spaces; numbers and decimal point.**
RETIREMENT DED: **8 spaces; numbers and decimal point.**
RETIREMENT BEN: **same as the last field.**
ANNUITY DED: **same as the last field.**
VOLUNTARY DED: **same as the last field.**

The CALENDAR PER PAID field is the number of pay periods already past for this employee for this calendar year. CALENDAR GROSS refers to the total gross wages already paid to this employee for this calendar year.

For each of the fields on this screen you should enter the data for this employee for the *calendar year to date.* The last entry on this screen, VOLUNTARY DED, is the total amount of all *voluntary* deductions from this employee's pay for this calendar year to date. The total should not include any of the statutory and retirement deductions specified earlier on this screen, but should be a total of all other deductions for this employee.

The accumulated *calendar-year* net pay is then calculated and displayed at the bottom of this screen, and ANY CHANGES? appears. Each time a payroll is run for this employee's paygroup, the *Payroll Assistant* will update this figure. You cannot change the net pay except by changing entries in gross pay and/or deductions fields on the screen. When satisfied that all is accurate, you may repeat the above process for another employee, or return to the PAYROLL DATA menu by using the E key.

Editing Accumulations and Leave Certain conditions such as voided checks, advances, or other adjustments may require that you edit an individual employee's totals to ensure accurate results in the cumulative reports produced by *Payroll Assistant.* However, these screens will seldom need to be edited, for the payroll application automatically updates accumulations each time a payroll is processed for a given paygroup.

However, SICK LEAVE ACCRUED, which is entered on the second ACCUMULATIONS display in Option 4 of the PAYROLL DATA menu, has to be updated via the keyboard as additional leave is earned. Depending on your district's policy, total leave may be entered once at the start of the year, or it may have to be increased each month or pay period as it is accrued. The first method would save considerable time.

The days of SICK LEAVE TAKEN by an employee in a particular pay period are recorded using the *Payroll Assistant* module. That cumulative total is then automatically updated on the personnel diskette whenever a payfile is posted for that person's paygroup.

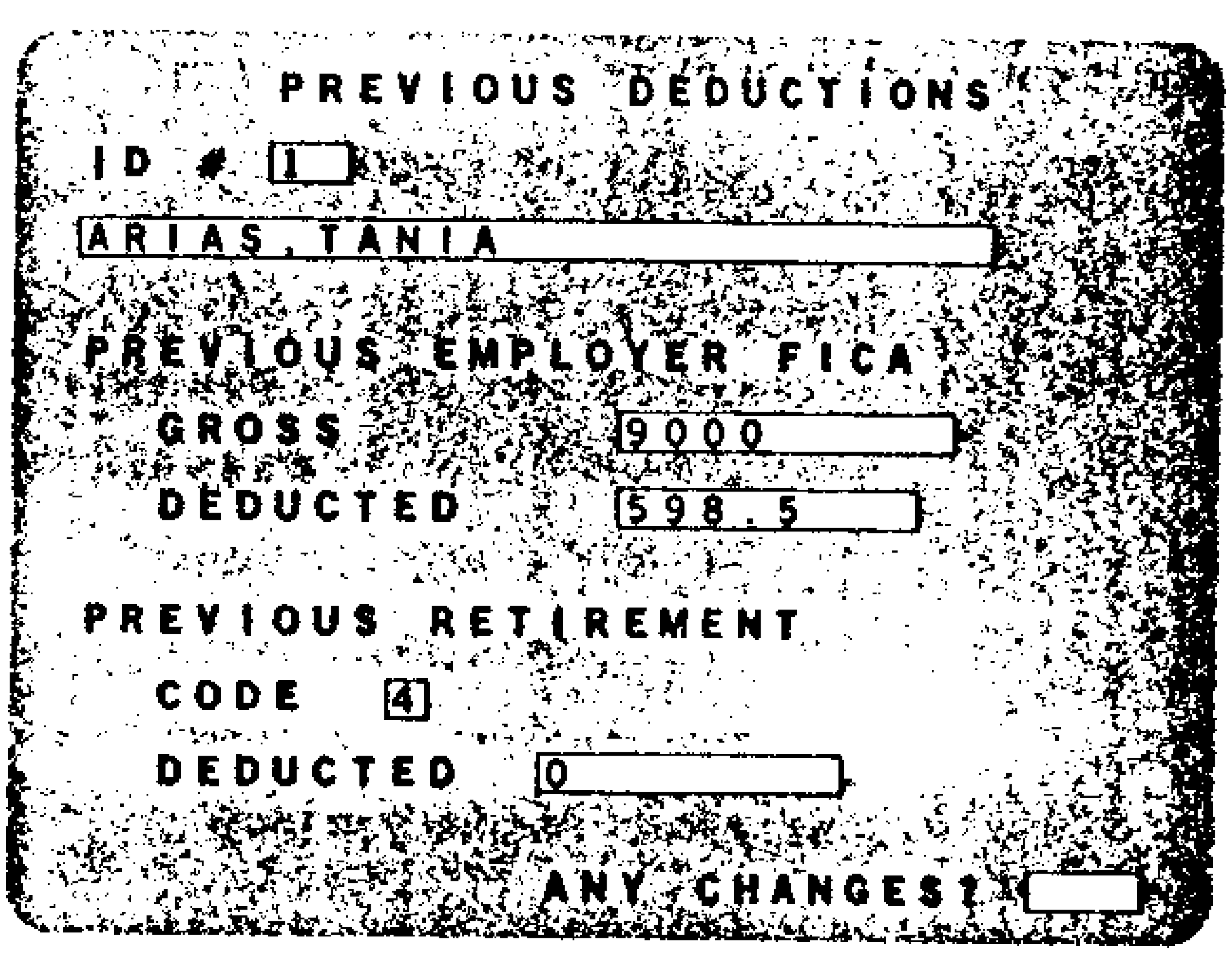
However, if your district does not use *Payroll Assistant,* each employee's sick leave records must be manually updated on the ACCUMULATIONS display. If your district uses *Payroll Assistant,* it is more efficient to edit sick leave through the

Payroll Assistant application (see Part 3, "Processing Leave Adjustments").

To edit, select Option 4 from the PAYROLL DATA menu and the first ACCUMULATIONS screen will be displayed. Type the identification number of the employee whose record you wish to edit. The information stored on the diskette for that employee will appear.

Important: Remember that changes to monthly totals will affect quarterly, calendar year, and fiscal year totals, so it is necessary to edit all three screens for this employee. The screens will automatically come up in succession as each is completed. When finished, use the E key to return to the PAYROLL DATA menu and then the main menu.

Entering Previous Deductions By selecting Option 5 from the PAYROLL DATA menu, you get the following screen, shown as it would appear after data are entered:



Important: This screen is used only for new employees coming into the district in the middle of a calendar year, or for those continuing employees who change retirement plans midyear.

The specifications for the entries on this screen follow:

ID #: **2 spaces; numbers only.**
NAME: **23 spaces; any characters.** The name is automatically filled in and cannot be edited here.
PREVIOUS EMPLOYER FICA
GROSS: **9 spaces; numbers and decimal point.**
DEDUCTED: **8 spaces; numbers and decimal point.**
PREVIOUS RETIREMENT
CODE: **1 space; numbers 0–5 only.**
DEDUCTED: **8 spaces; numbers and decimal point.**

Important: You must first enter new employees on the GENERAL DATA screen (page 56), which is Option 2 of the main menu. This is necessary so that the new employee will have a computer-assigned identification number, a paygroup, and a payroll status code.

The PREVIOUS DEDUCTIONS display first appears with the cursor in the ID # field, where you enter the employee's identification number. The name appears and the cursor moves to the PREVIOUS EMPLOYER FICA GROSS field, where you enter the previous total gross wages which were subject to FICA deductions. If no FICA was deducted, enter zero in this GROSS field as well as the DEDUCTED field. If FICA was deducted by a previous employer, then enter the total amount of those deductions in the DEDUCTED field.

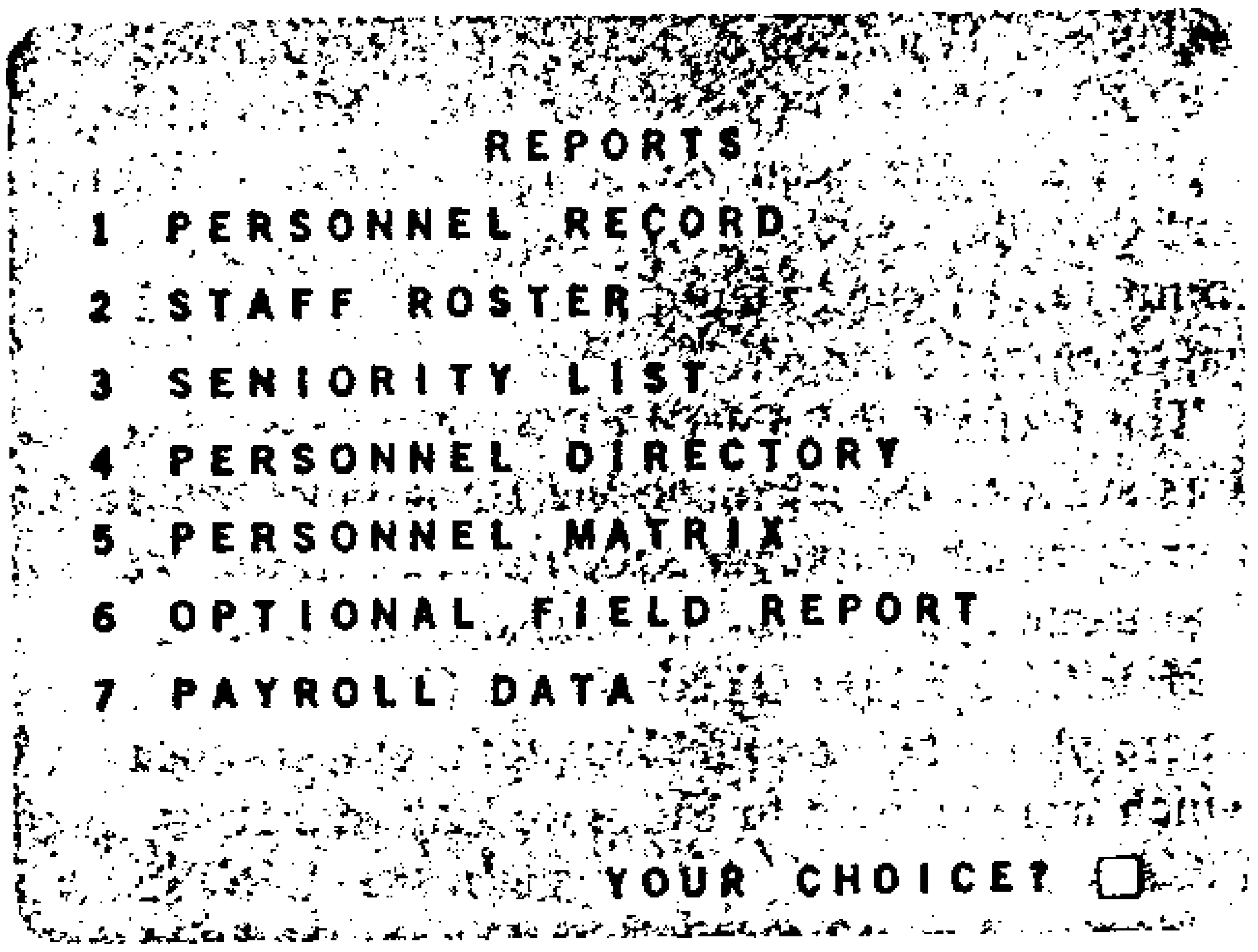
If the new employee was with the same retirement agency that your district uses with a previous employer, enter the code for that agency in CODE and the amount deducted in DEDUCTED. These retirement agency codes can be found on your "District Data" form that is kept by the computer. If the employee was with a different retirement agency, enter nothing here.

You may also edit a continuing employee's retirement code and amount deducted here. This would rarely be necessary however. When a continuing employee decides to change retirement plans, the application automatically edits this screen for you when you enter the change in retirement code on the STATUTORY DEDUCTIONS screen when editing the PAYROLL DATA displays.

When you have finished working, you can enter E to return to the PAYROLL DATA menu.

Option 5: Print Reports

This section describes the simple procedures for having the computer automatically print the particular report you want, with the latest information on it. When you select Option 5 from the main menu, you will see this REPORTS menu:



Avoiding Printer Stoppages Before selecting any report, check that your printer is turned on, that its LINE/LCL switch is set to LINE, that the printer's interface cable leads to the port on the back of the RS-232 interface *next to* that unit's power cord, and that this cable is firmly connected at both ends.

If you select a report and the printer does not start, it may simply be off or set to LCL. In those cases, just switch it on and/or reset it to LINE, and it will start to print.

However, if the printer is cut off from communication with the computer because the interface was not switched on, the program will stop abruptly as soon as a report is selected. The following input/output error message will be displayed at the bottom of the screen:

I/O ERROR 30 IN nnnnn

The code 30 means that data could not be transmitted to the printer. The *n*'s represent the number of the program step at which the application halted; this number may vary. At this point the application must be restarted, using this procedure:

1. Turn off the computer to reset it.
2. Make sure the RS-232 interface and the printer are both plugged in and properly connected to each other through the interface cable.
3. Switch on the RS-232 unit *before* turning on the computer again.
4. Check that the printer is on and set to LINE.
5. Turn on the computer and restart the application.
6. Get back to the REPORTS menu and select the report you want once more.

Selecting Report 1 This is the report that should initially be printed only with employees' names in order to collect the data from employees to be entered into the computer. After data are entered, the completed report can be printed and placed in each employee's file to become a part of his or her permanent record. You will probably want to print this report at least annually in order to have an updated version in the personnel files.

When you choose to print the "Personnel Record" from the menu, you get a screen that asks you to choose 1 for ONE EMPLOYEE or 2 for ALL EMPLOYEES. If you choose to print only one employee, the application will ask for the identification number of the employee whose report you want; the computer will then print that report. If you choose Option 2 to print all employees, the computer will display the messages SORTING and then PRINTING, because it first sorts employees by alphabetical order and then prints a "Personnel Record" sheet for each employee.

```
09/01/82
                    ***  PERSONNEL RECORD  ***
                           DISTRICT 12


THOMAS,EDWARD

GENERAL DATA

   ID #   3                          BUILDING: 1

   STATUS: 1                         PAYGROUP: 1

   CHECK LOCATION: 1                 SS#: 641-22-8219


IDENTIFICATION DATA

   SEX: M                            MS: M     BIRTHDATE: 03/15/51

   ADDRESS: 934 S THRUSH                       PHONE: 567-1134

   CITY: CHARLOTTE        STATE: IL            ZIP: 60623

   EMERGENCY CONTACT: SUE THOMAS

   EMERGENCY PHONE: 567-1134


EMPLOYMENT DATA

   EMPLOYMENT DATE: 09/01/75         FORMS ON FILE: YYOYY

   SALARY LANE: 1                    STEP: 7

   DATE LAST PHYSICAL: 07/19/80      PHYSICAL LIMITATIONS: NO

   OPTIONAL FIELD # 1: GERMAN        OPTIONAL FIELD # 2:


CERTIFICATION DATA

   POSITION CODE: 1                  STUDENT LEVEL: 3

   LEVEL OF LICENSURE: 3

   SUBJECTS: GERMAN                  INTERESTS: HIKING

             SOC STUDY                          TRAVEL
```

Report 1

Selecting Report 2 When you select Report 2 from the REPORTS menu, the computer displays the messages SORTING and then PRINTING and prints a "Staff Roster" for each building, with the employees arranged alphabetically within each building group.

```
09/01/82
                    ***  STAFF ROSTER  ***
                         DISTRICT 12

                      BUILDING - 1

 ID #          NAME               MS  HOME PHONE  EMERGENCY CONTACT &  PHONE
 --    ----------------------     -    --------   ----------------    --------
  1    ARIAS,TANIA                S    653-8234   PATRICIA ARIAS      653-7765
  2    GRAY,SUE                   M    567-4545   JANICE WYMAN        653-5643
  4    SMITH,ANN                  M    567-9103   DAVID SMITH         567-8812
  3    THOMAS,EDWARD              M    567-1134   SUE THOMAS          567-1134



09/01/82                                                           PAGE 2
                    ***  STAFF ROSTER  ***
                         DISTRICT 12

                      BUILDING - 2

 ID #          NAME               MS  HOME PHONE  EMERGENCY CONTACT &  PHONE
 --    ----------------------     -    --------   ----------------    --------
  5    CONSTANOPLIS,PATRICIA E    S    653-1122   M CONSTANOPLIS      653-1122
 10    WILLIAMS,CATHY             S    878-7744   ANN WILLIAMS        878-4555



09/01/82                                                           PAGE 3
                    ***  STAFF ROSTER  ***
                         DISTRICT 12

                      BUILDING - 3

 ID #          NAME               MS  HOME PHONE  EMERGENCY CONTACT &  PHONE
 --    ----------------------     -    --------   ----------------    --------
  9    BROWN,MARY                 M    878-2235   EDWARD BROWN        878-2235
  8    MURPHY,BARBARA             S    567-3398   SUE MURPHY          567-3398
  6    PARAS,KENDRICK             S    653-4599   RACHEL PARAS        827-9865
  7    WILSON,RUTH                S    653-5569   MARY THOMAS         653-6756
```

Report 2

Selecting Report 3 By choosing Report 3 on the REPORTS menu, you get a "Seniority List" *for each position code.* All employees with the same position code are ranked by date hired, with the person hired earliest being first. Since this report is subdivided by position codes, it is very important to assign position codes to your employees so that all employees on the same seniority ladder have the same position code.

```
09/01/82
                         ***  SENIORITY LIST  ***
                               DISTRICT 12

POSITION CODE: 1

                                   EMPLOYMENT  STUD/LIS
 ID #       NAME                      DATE      LEVEL  SUBJECT(1) SUBJECT(2) SUBJECT(3)
 -- ------------------------------ --------    -----  ---------- ---------- ----------
  7 WILSON,RUTH                    09/01/67    3 /3   SCIENCE    MATH
  6 PARAS,KENDRICK                 09/01/75    2 /2   ELEM ED
  3 THOMAS,EDWARD                  09/01/75    3 /3   GERMAN     SOC STUDY
  5 CONSTANOPLIS,PATRICIA E        09/01/77    2 /2   ELEM ED
  8 MURPHY,BARBARA                 09/01/77    2 /2   ELEM ED
  4 SMITH,ANN                      09/01/77    3 /3   ENGLISH    LIB SCI    SOC STUDY
 10 WILLIAMS,CATHY                 09/01/77    2 /2   ELEM ED
  1 ARIAS,TANIA                    09/01/81    2 /2   ELEM ED
  9 BROWN,MARY                     09/01/81    2 /2   ELEM ED
  2 GRAY,SUE                       09/01/81    3 /3   MATH       SCIENCE
```

Report 3

Selecting Report 4 When you select Report 4, the computer sorts and then prints the "Personnel Directory" by buildings, and lists employees first by position code and then in alphabetical sequence within each building. The report includes the name, address, and telephone of each employee.

```
09/01/82
                     ***  PERSONNEL DIRECTORY  ***
                              DISTRICT 12
                              BUILDING - 1

POSITION CODE: 1

   ARIAS,TANIA                          GRAY,SUE
   2345 WEST ELM ST                     1634 SOUTH WOOD
   CHARLOTTE           IL               CHARLOTTE           IL
              60623                                 60623
   PHONE: 653-8234                      PHONE: 567-4545

   SMITH,ANN                            THOMAS,EDWARD
   1656 SOUTH OAK                       934 S THRUSH
   CHARLOTTE           IL               CHARLOTTE           IL
              60623                                 60623
   PHONE: 567-9103                      PHONE: 567-1134
```

Report 4

Selecting Report 5 When you select Report 5, you get the "Personnel Matrix" which gives the number of employees in each salary lane and step. This report can be used for initially entering data into Scott, Foresman's *Salary Planner* application.

```
09/01/82
                        ***  PERSONNEL MATRIX  ***
                               DISTRICT 12

STEP        BA        BA+15       MA        MA+15       PHD
           ------     ------     ------     ------     ------

 1          7          5          3          1          0
 2          7          4          3          1          0
 3          6          7          4          2          1
 4          5          3          6          2          0
 5          3          4          7          6          1
 6          3          4          7          5          2
 7          0          2          6          5          3
 8          0          0          4          7          6
 9          0          0          5          6          3
10          0          0          6          7          3


TOTAL NUMBER OF TEACHERS IS 172.
```

Report 5

Selecting Report 6 When you select Report 6, you get a further choice: OPTIONAL FIELD #1 or OPTIONAL FIELD #2. The reports are printed with the entries in the Optional Fields alphabetized. The report gives each employee's identification number, name, and whatever is entered in the optional field selected. These optional field entries were made through the EMPLOYMENT DATA screen (page 58).

```
09/01/82
                    ***   OPTIONAL FIELD # 1   ***
                               DISTRICT 12

ID #        NAME                      CODE
--    ----------------------        ------
  9   BROWN,MARY
  3   THOMAS,EDWARD                 GERMAN
  8   MURPHY,BARBARA                HEALTH
 10   WILLIAMS,CATHY                HEALTH
  4   SMITH,ANN                     LIBRAR
  7   WILSON,RUTH                   LIBRAR
  6   PARAS,KENDRICK                PATROL
  1   ARIAS,TANIA                   ST GOV
  5   CONSTANOPLIS,PATRICIA E       ST GOV
  2   GRAY,SUE                      VOLLYB
```

Report 6

Selecting Report 7 When you choose to print the "Payroll Data" from the REPORTS menu, you get a screen that asks you to choose 1 for ONE EMPLOYEE or 2 for ALL EMPLOYEES. If you choose to print only one employee, you will be asked to enter the identification number of the employee whose report you want; the computer will then print that report. If you choose Option 2 to print all employees, the computer will print a single "Payroll Data" sheet for each employee. The reports will be arranged alphabetically.

09/01/82

*** PAYROLL DATA ***
DISTRICT 12

ID # 3 THOMAS,EDWARD

PAYGROUP: 1 STATUS: 1 SOCIAL SECURITY: 641-22-8219

BLDG: 1 CHECK LOC: 1 RETIRE CODE: 4 NUMBER: 77

TAX CONTROL:

	CODE	RATE/AMT	EXEMPTS	MS
FED	1	128.00	2	M
ST IL	2	2.30	2	M
OTHER	0	0.00		

PREVIOUS EMPLOYER FICA: GROSS 0.00 DEDUCTED: 0.00

PREVIOUS RETIREMENT: CODE 4 DEDUCTED: 0.00

PAY CONTROLS:

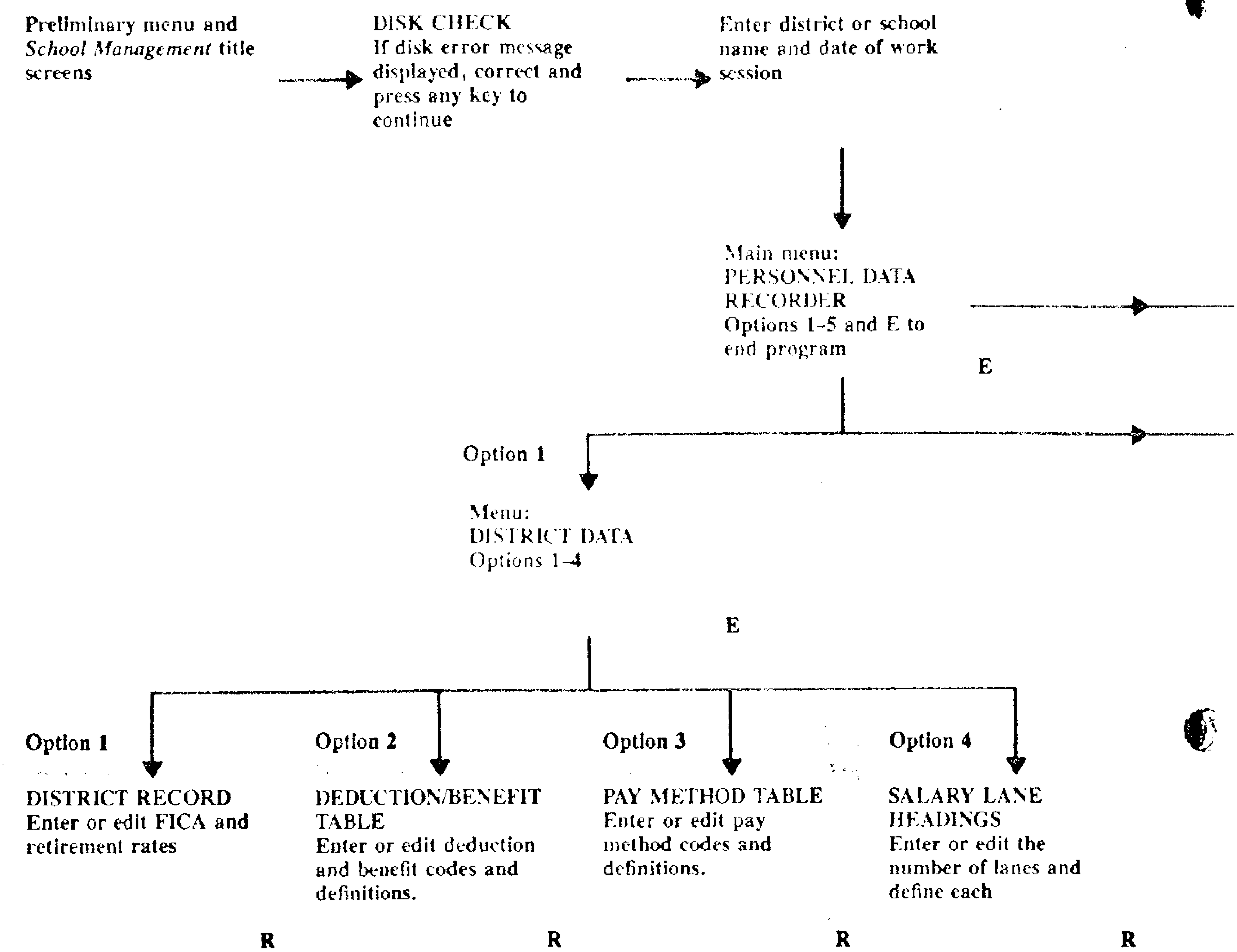
	TP	START	STOP	METHOD	UNITS	RATE/AMT	SALARY LIMIT	ACCT	%	ACCT	%
1.	1	1	18	8		1000.00	18000.00	010	100		0
2.	1	0	0	0		0.00	0.00				

DEDUCTION/BENEFIT:

	CODE	SUB	TYPE	START	STOP	CONTROL	RATE/AMT	LIMIT LEFT
1.	20		D	1	18	2	25.00	
2.	21		D	1	18	3	8.00	1456.00
3.				0	0	2	0.00	
4.				0	0	2	0.00	
5.				0	0	2	0.00	

Report 7

The *Personnel Data Recorder* Flowchart



Key

E (beside a screen): The E key can be used here to return to the previous menu, or if selected on the main menu, to end the program. Until E is entered, the application will continue in the sequence of displays for the option being used.

R (beside a screen): The computer returns automatically to the previous menu after this step.

Number (beside a screen): The screen appears repeatedly the number of times indicated by this number.

***Caution:* Remember *never* to use the QUIT function to stop the application, as it may cause data on diskettes to be destroyed. *Always* use the E key to end the application.**

End of program

Back up new data
Remove disks before
switching off machine
Press any key to return
to preliminary display

(options 4 and 5 on following page)

Option 2

GENERAL DATA
Enter or edit general
data relating to payroll
for each employee

E

Option 3

IDENTIFICATION
DATA
Enter or edit personal
identification data for
each employee

E

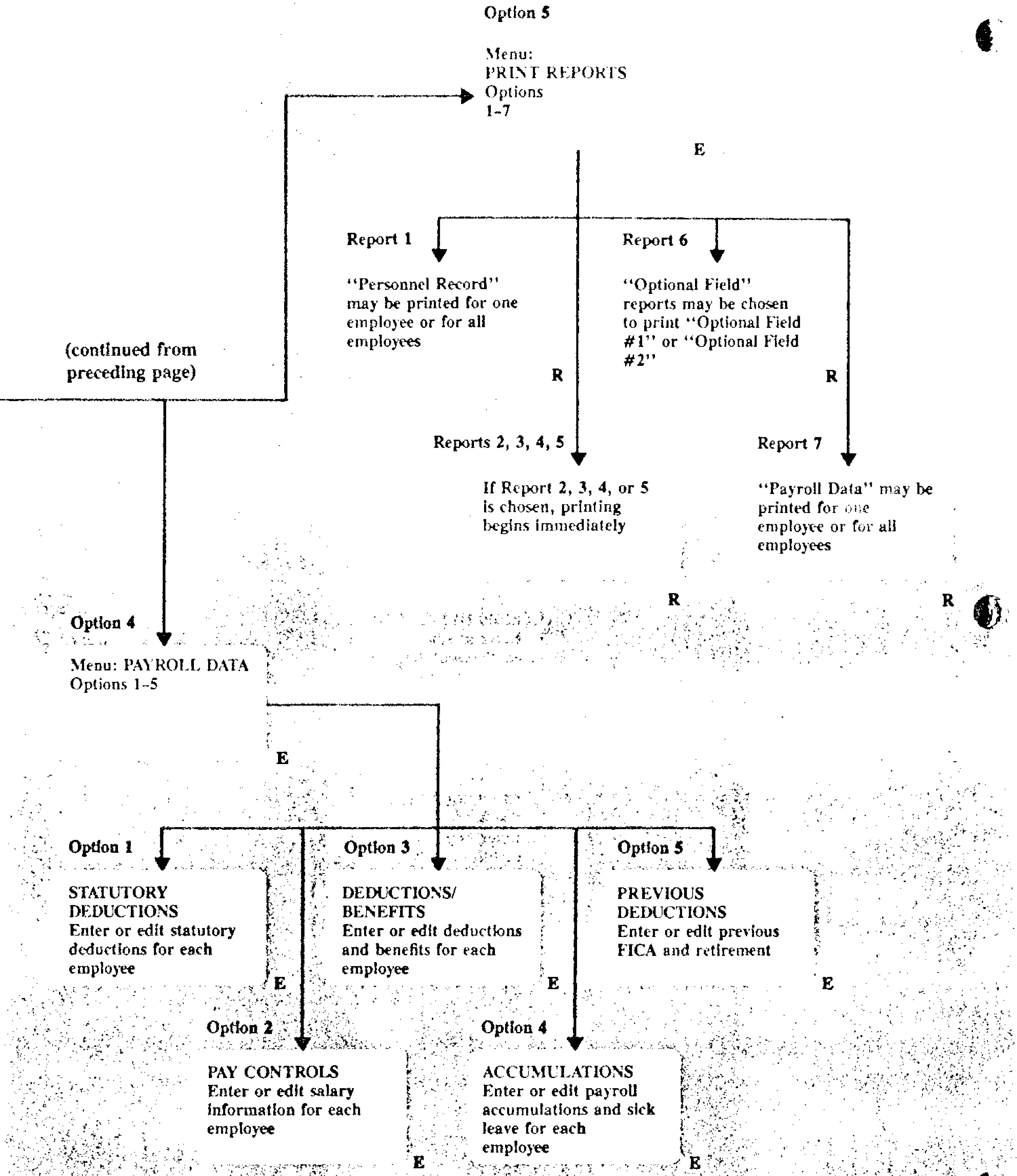
EMPLOYMENT DATA
Enter or edit
employment data for
each employee

E

CERTIFICATION
DATA
Enter or edit teaching
certification data for
each employee

E

The *Personnel Data Recorder* Flowchart



Suggested Procedures

Implementing the Personnel/Payroll System

If your district is also using *Payroll Assistant,* a smooth transition from your present payroll record system to your new one is obviously desirable. It is the *Personnel Data Recorder* module that you will use to enter all the cumulative payroll record data needed to make the transition. The easiest time to transfer is probably at the beginning of a fiscal year, for then the calendar year-to-date accumulations are the only ones that have to be filled in. However, by using Option 4—ENTER/EDIT ACCUMULATIONS—from the PAYROLL DATA menu, you can enter all payroll information and still effect a smooth transition at any time. If you begin at the start of a fiscal year, it is possible (*but not advisable*) to treat all employees as new employees for the purpose of entering payroll accumulations, and to enter retirement and FICA information only under PREVIOUS DEDUCTIONS.

Important: If you enter all employees as new employees, you would have to remember to take the calendar year-to-date totals from your previous payroll accounting system *and* from your new Scott, Foresman *Payroll Assistant* in order to get accurate calendar-year salary and deductions totals. You will need calendar-year totals to prepare W-2 forms for each employee.

Updating the Records

A regular, perhaps semiannual, auditing and subsequent editing of personnel data should be scheduled. A convenient way to do this is to print Report 1 for all employees and have each employee verify the accuracy of his or her record and note any changes before returning it. Those corrected reports could then be used by the person operating the computer to edit the data.

Remember to print corrected reports after editing and replace the old report in each employee's file with the updated one.

When an employee reports a change during the year, such as a new address, that employee's address can easily be edited on the computer. You can then immediately print Report 1 for that employee and place the corrected report in the employee's file. An address or telephone change also affects Report 2, "Staff Roster," and Report 4, "Personnel Directory," which can be corrected manually in the buildings where they are used until sufficient changes have been made to warrant printing new reports. Copies of the manually corrected reports should be used to enter changes on the computer. The changes should be authorized by the signature of a building principal or other authorized administrator on the altered report. It takes only a few minutes to print those reports, but it would be wasteful to use the paper to print a new report every time there is a minor change. Note that all reports are dated so that you can easily tell which is the current report and which are outdated.

Adding New Employees

You can generate a blank "Personnel Record" report for each new employee to fill out, as explained on page 43. When entering information for new employees using the PAYROLL DATA menu, you may skip almost all of the entries for Option 4, ACCUMULATIONS. The only fields you must enter are the fields for the sick leave record on the top of the second ACCUMULATIONS screen.

Important: Be sure to fill out the option designed for new employees, which is Option 5, PREVIOUS DEDUCTIONS.

Security Measures

Remember that the same care for security must be taken with your module, diskettes, and reports that you have been taking with your previous personnel record system. You might wish to keep a record of who has access to which reports. The diskettes would most likely be managed by the same persons who handled personnel records before. Keep in mind that payroll data are also on these diskettes, so they should be handled with the same confidentiality as your existing payroll records. For added protection, the module and diskettes should be kept in separate locked files.

Hints to Help You

Backing Up New Data

When you finish a work session by entering E at the end of the main menu, you will see a message reminding you to update your backup diskettes if significant new data have been entered on either of your master diskettes. Updating your reserve diskettes, so that they contain the latest information, is an essential precaution against loss of data. *Duplicating new data is especially vital with an accounting application.*

However, if you do not back up new data weekly, it is recommended that you consider doing so at least at the end of every pay period. For the instructions on automatically copying diskettes using the *Disk Manager* module, see Part 1, page 20.

Also, remember to refile your diskettes for their protection after each use.

Caring for Your Modules

School Management Modules are sturdy devices that cannot jam or be accidentally erased. Nonetheless, they deserve the same care you would give any high-quality piece of electronic or audio-visual equipment. Keep the modules clean and dry and do not touch their recessed contacts. ***Important:*** Like data on diskettes, the program stored in a module can be damaged by static electricity discharges. Keep the modules away from sources of static. See "Avoiding Accidental Data Loss" in Part 1.

In Case of Difficulty

If either module does not appear to be performing properly, return to the preliminary Texas Instruments screen by turning the computer off and then on again. Withdraw the command module, realign it with the module port on the console, and reinsert it carefully. Then press any key to make the master selection list appear. The title of this application will be on that list. Press the appropriate number to select the application. If the *School Management Applications* title display does not appear, turn the computer off, doublecheck the connections between all units, then switch on the computer again and restart the application as explained above.
Important: Remember not to use the QUIT function recommended by Texas Instruments, as it may destroy diskette data for this application.

If the module is accidentally removed from the console port while being used, the computer may behave erratically. To restore normal operation, turn off the console, wait a few seconds, reinsert the module carefully, and switch on again.

If you experience further difficulty, consult "Checking Your System" in Part 1. Additional information may be found in your *User's Reference Guide* for the TI 99/4 or TI 99/4A. If you need further assistance, contact the Customer Service Representative for Electronic Publishing at your nearest Scott, Foresman Regional Office, or your local authorized Scott, Foresman dealer.

Part 3: Using *Payroll Assistant*

How This Application Can Help You

Payroll Assistant is designed to be used by schools or district offices in conjunction with Scott, Foresman's *Personnel Data Recorder.* This payroll application prints payroll checks complete with explanatory stubs. The other computer-generated reports summarize the data necessary to prepare all salary-related reports, such as quarterly unemployment reports; calendar-year W-2 reports; fiscal-year payroll reports; federal, state, and local tax reports; FICA reports; and retirement benefits reports. There is also a convenient, integrated "Payroll Audit" that contains all cumulative payroll data for each employee on one page. This application does much of your payroll bookkeeping and simplifies record-keeping and reporting procedures.

Data for each employee need only be entered once and edited whenever there is a change. Using the stored data, the application can print checks and reports automatically for each pay period. A payroll for 50 to 80 employees can be run in 1 or 2 days, including paychecks, payroll audits on each employee, and other cumulative reports as desired. This time estimate includes all steps of payroll processing: entry of new data, including earnings and sick leave adjustments; auditing or verification of individual earnings before printing paychecks; posting of payfile and printing of checks; distribution of checks; and printing and distribution of cumulative payroll reports. When calculating taxes, deductions, benefits and net pay, *Payroll Assistant* actually requires only about 45 to 70 seconds to compute each employee's net pay and print the check with the stub. The application can save both time and the effort of calculating deductions and writing checks by hand. The chance of error in calculations is also greatly reduced.

The Personnel/Payroll System

Payroll Assistant must always be used with *Personnel Data Recorder,* since the basic payroll data for each employee must first be entered using the *Personnel Data Recorder* module. When using the *Payroll Assistant* module to process a payroll, you put the *Personnel Data Recorder* diskette in DRIVE 1 and a blank, initialized *Payroll Assistant* diskette in DRIVE 2. Payroll data stored on the *Personnel Data Recorder* diskette are copied automatically onto the DRIVE 2 diskette, so that you do not have to reenter the information. However, you may edit details such as an individual's earnings, deductions, or sick leave taken during the pay period.

Before using *Payroll Assistant* for the first time, be sure to enter all the "District Data" and all salary data for all employees using Options 1, 2, and 4 of the *Personnel Data Recorder* (see pages 53, 56, and 59). Also, the first time you run a payroll, while the *Personnel Data Recorder* module is still in the computer, you should print the "Payroll Data" sheet for each employee (see page 73) for later reference when working with *Payroll Assistant.*

The following information relevant to *Payroll Assistant* is entered through *Personnel Data Recorder:*

District Data Federal identification number, FICA wage limits, and all deduction and benefit codes and descriptions that will appear on employee check stubs. These codes should include all possible deductions and should be kept relatively general so that little editing is required when using *Payroll Assistant* to process a payroll.

Individual Employee Payroll Data Paygroup, building, the check location to which each check will be delivered, Social Security number, basic salary rate, salary lane and step, salary limitations and pay periods, FICA and tax controls, voluntary deduction and benefit controls, sick leave records, earnings from a previous employer for the current calendar year, and FICA and retirement records.

Accumulations Data Monthly, quarterly, and yearly accumulations for each employee. The calendar year accumulations for each employee are entered when you first begin using this application. ***Important:*** Temporary salary adjustments for a single pay period should be made using *Payroll Assistant.* However, long-term changes are entered using *Personnel Data Recorder.* The record of sick leave taken can be adjusted using either module, but is edited more easily with *Payroll Assistant.*

Diskette Data Capacity

Since the *Personnel Data Recorder* diskette is in DRIVE 1, the diskette data limits for a payroll are the same as for *Personnel Data Recorder:* no more than 99 employees in 4 paygroups. Remember to allow a margin of space on the diskette for annual employee turnover, because deletion of employees within the year is not practical. For example, if you normally have a 15% turnover rate per year, enter no more than 86 employees per diskette at the beginning of the year.

In addition to the two pay controls per employee provided in the *Personnel Data Recorder* application (page 61), you are allowed to enter a third temporary pay control for any individual on the payfile that the payroll module creates on the DRIVE 2 diskette. This temporary pay control can be used for a one-time payment, such as in-service or bonus pay. The *Payroll Assistant* application can calculate a maximum of 20 different deductions in one pay period (5 for an individual employee). For other payroll data limits, see *Personnel Data Recorder,* page 34.

The Main Procedures

There are seven steps to processing a payroll:

1. Initialize a blank diskette for DRIVE 2 and use it along with an up-to-date personnel diskette in DRIVE 1.
2. Instruct the computer to build a new payfile for each pay period.
3. Edit earnings and sick leave as needed.
4. Print a "Payroll Audit" report for each employee whose earnings were edited and make sure the adjustments are verified by an authorized official before step 5.
5. Reset totals after editing. In this procedure, which takes only a minute or two, the application automatically adjusts the district's payroll accumulations to reflect individual changes in earnings made in step 3.
6. Back up both diskettes and then post the payfile on only one set of diskettes.
7. Print and distribute paychecks.
8. Print, distribute, and file other reports as needed.

1. Initialize the Payroll Diskette You must initialize a diskette for use in DRIVE 2 for each pay period using your *Disk Manager.* See "Initializing Diskettes," page 18.

Important: You must *not* initialize the personnel data diskette in DRIVE 1, or you will erase your personnel records and payroll accumulations.

2. Build the Payfile This must be done each time a payroll is processed for one paygroup. You always start with a blank, newly initialized diskette. Although data for up to four paygroups may be stored on one diskette, a payfile can be built for only one paygroup at a time. Consequently, the diskette must be reinitialized between each paygroup and the next to be processed. After your payfile has been built, you may edit an individual's earnings. However, if you wish to alter the payfile itself (for instance, to pay another paygroup or change deductions), you must reinitialize the DRIVE 2 diskette and start over.

3. Edit Individual Earnings You may edit any employee's earnings, deductions, and/or benefits for the current pay period by entering the employee's computer-assigned identification number. You can also enter sick leave taken by each employee during this pay period and the computer will automatically edit the sick leave record stored on the diskette in DRIVE 1. Changes entered for gross pay, benefits, or deductions apply to the current pay period only and will not affect what is entered on employee master records in *Personnel Data Recorder.* These changes will of course be reflected in earnings accumulations.

4. Reset the Totals When you select this command, the application will add the employee's earnings for the current pay period. To check these updated totals, print a "Totals Audit" report. This option is not a necessary one; posting the payfile, Option 5, will also reset the totals. However, once you post the payfile, you cannot edit earnings. Thus, by choosing this option and then printing a "Totals Audit," you can determine the exact amount of this revised pay period. You will still be able to edit earnings if necessary.

5. Post the Payfile Do not do this until you are certain everything is correct. As a safety measure, be sure to back up your diskette *before* posting the payfile; otherwise, you can no longer edit earnings. You can then post the payfile on one pair of diskettes, keeping the other pair unposted in case adjustments are requested later. This option records all the information onto the diskette in DRIVE 1.

6. *Print Paychecks* Do this after posting the payfile. If you attempt to print checks before posting, the application will remind you that the payfile has not been posted and will not allow you to print checks. The checks will print sorted by the check location code that you enter for each employee; this feature makes check distribution convenient.

7. *Print Reports* Always print a "Payroll Audit" report after posting, which gives you a detailed record of the current pay period for each employee. Other reports are printed according to your needs; for example, the "Fiscal Cumulative Report" is most useful at the end of the fiscal year.

The *Payroll Assistant* Reports

Six reports are generated by *Payroll Assistant*, summarizing the information needed to fill out district and statutory reports. When the sprocket-hole strips on each side are removed, all reports except paychecks are standard 8½-by-11-inch notebook sheets. In this manual they are shown at approximately three-quarter size. Following is a list of the reports and a brief description of each:

Report 1: Payroll Audit
This report shows all the information about a given employee's pay for a particular pay period. See page 91 for a sample report.

Report 2: Totals Audit
Report 2 lists the cumulative total gross wages, deductions, and net earnings for all employees. A sample report is shown on page 92.

Report 3: Wage Distribution
This report gives the total gross wages charged to each payroll account code for one period for all employees when you choose the option to sort by account. It gives the totals for each employee for each account code when you select the option to sort by employee. For a sample report, see page 93.

Report 4: Checks
The payroll checks are printed on 13-by-3½-inch continuous check forms with stubs on the left. The stub gives information about gross pay, deductions, and benefits as these are computed and automatically updated each pay period onto the *Personnel Data Recorder* diskette. The check stubs also show the employee identification number, Social Security number, and type of salary. A sample paycheck and ordering information are on page 94.

Report 5: Fiscal Cumulative Report
The fiscal-year-to-date totals are given for gross wages and for retirement wages and benefits for all employees in a paygroup on one convenient list. You may select this report to print alphabetically or sorted by the employee's retirement program. See the sample report on page 95.

Report 6: Calendar Cumulative Report
All salary information necessary to prepare employee W-2 reports and other reports required by law is summarized in one concise report. There

is one report printed for each building, and the employees are listed alphabetically by last name. See page 96 for a sample report.

A more detailed description of these reports can be found in the reports section under "Using the Main Menu," pages 90 to 96.

Other Related Reports

There are two other reports related to *Payroll Assistant.* One is the "Payroll Data" report for each employee generated through *Personnel Data Recorder,* which gives the pay control information for each individual on one page. This report can be used when editing payroll data for an employee using *Payroll Assistant.* See page 38 for more information.

The other related report is the "Error Report" that is automatically printed at the start of each payroll run. This report is explained in the main menu section of this manual on page 85.

Report Management and Distribution

Printing a "Payroll Audit" report for each employee every pay period gives a convenient permanent record of that employee's wages. Your district may decide the duplicate check stubs are convenient records and only print the "Payroll Audit" report periodically, such as quarterly. You should, however, still print a "Payroll Audit" report for each employee whose earnings you edit in order to verify the changes.

You should also print a "Totals Audit" for use by whoever balances the payroll checking account and by the person responsible for writing the deductions checks. The "Wage Distribution" report goes to the office responsible for budget accounting. The checks are distributed to employees and can be printed according to employee's location for easy distribution. The duplicate check forms can be used by the employee who reconciles the bank account. The fiscal and calendar cumulative reports may be printed whenever needed, usually quarterly or monthly, and can be used by the person responsible for making up the various periodic reports required by state and federal law. Since these reports contain confidential payroll information, the same care in distribution and use will have to be taken as is normally taken with all your district payroll records.

Organizing Payroll Data

The District Data Form

Use the "District Data" form to organize your information on paygroups, deductions, and so on before entering the data into the computer. There is an *applicable paygroup* column in the deductions and benefits section of this form. You will need to complete this column now, in order to have a convenient list of applicable deduction and benefit codes for each paygroup. You will need this table in order to enter the data on the MASTER SCHEDULE screen when building the payfile using Option 1. To prepare this list, you will need an up-to-date "Payroll Data" sheet (Report 7) from *Personnel Data Recorder* for each employee. At the bottom of the "Payroll Data" report are listed the deduction and benefit codes that apply to that employee. Find the same deduction or benefit code on the "District Data" form. Then record the employee's paygroup number in the *Paygroup* column.

If a deduction or benefit applies to some employees in all paygroups, then you can record *all* in the *Paygroup* column.

Important: It is advisable to include the code you assign for wage garnishment in all paygroups because a wage garnishment may be assigned to an employee at any time during the year. You should write *all* in the *Paygroup* column for the wage garnishment code.

Employees belonging to retirement agency A will have a retirement code of 2 or 3 near the top right of the "Payroll Data" form, and a deduction/benefit code of 10 or 11 will apply. Employees belonging to retirement agency B will have a retirement code of 4 or 5, and deduction/benefit code 11 will apply. Those employees belonging to neither agency will have a retirement code of 0 or 1, and neither code 10 nor 11 applies. For more information, see *Personnel Data Recorder,* page 41.

The Code Reference Table

You may need to refer to the "Code Reference Table" that you prepared to find the correct ACCOUNT code for use in entering data on the PAY CONTROL screen in *Personnel Data Recorder.* The same form will have the account codes you will need when you edit earnings through *Payroll Assistant.* A blank "Code Reference Table" is at the back of this manual. If your district also uses Scott, Foresman *Accounting Assistant,* be sure to coordinate your account codes. (See the *Accounting Assistant* manual, pages 44-45.) The account codes you assign for this payroll application should be different from account codes your district assigns for other expenditure categories. It will also be convenient to assign them in sequential order. See the sample account "Code Reference Table," page 107.

The Checks

The payroll checks are available in a two-part carbonless roll of check forms with stubs on the left. The second copy (overprinted with Non-negotiable) is needed in order to reconcile the payroll account monthly.

The computer application prints the name, identification number, Social Security number, and type of salary, in addition to listing each deduction and benefit on the check stub.

Under the section entitled "Deductions and Benefits" on the check stub, you will see two columns. The column on the left gives the following deduction amounts in order: federal tax, state tax, local tax, FICA, and retirement. The right-hand column gives the five voluntary deductions of the employee. If any of these deductions do not apply, or cease to apply when a deduction limit is reached, a zero dollar amount will appear on the check stub to indicate that nothing is being deducted in that category.

Check location and building assigned are also printed on the stub near the top left corner, and these are the codes that determine the order in which the checks are printed. Gross and net pay are also shown. See the sample on page 94.

The Earnings/Absence Change Form

You will also need a convenient form to record employee payroll changes, sick leave used, and one-time payment requests. If your district does not already have a suitable form, you can reproduce the blank form at the end of this manual. It is important to develop a procedure for proper written authorization of all payroll adjustments. Note the spaces for authorized signatures on the form.

The "Earnings/Absence Change" form contains the following data: employee name, identification number, Social Security number, paygroup, date of change, date of check to be changed, type of change, amount or percent of salary change, and the reason for the change. A section is provided for entering the data for a sick leave change, whether or not this affects the salary. "Sick leave" is the term used on this form and in the *Payroll Assistant* application, but the record can include personal business leave and so on.

Using the Main Menu

The next screen to appear after the district name and date screen is the main menu:

```
PAYROLL ASSISTANT

1  BUILD PAYFILE
2  EDIT EARNINGS
3  RESET TOTALS
4  POST PAYFILE
5  PRINT REPORTS
E  END THIS PROGRAM

                    YOUR CHOICE? □
```

The menu allows you to select an option in the program by entering the number of the desired option in response to the YOUR CHOICE? query at the bottom of the screen. You must always start with Option 1 for every pay period. If you select any other option first, the screen will display the message PAYFILE HAS NOT BEEN BUILT, because the computer needs payfile information in order to perform its other options. In building the payfile you give the computer instructions that tell it what information to take from the *Personnel Data Recorder* diskette. For example, by entering the paygroup number, you tell the computer which employees are to be included in this particular payroll.

If, on the other hand, you try to build the payfile and it has already been built, the following message will be displayed: PAYFILE HAS ALREADY BEEN BUILT.

The "E" Key To stop the program when finished using it, you should first return to the main menu. In response to YOUR CHOICE? on this menu, type E (for "end") and then press ENTER. *This is the only safe way to close the program without risk of losing new data.* If you are at another point in the program and want to return to the main menu, either to choose another activity or to end the program, use the E key in response to ANY CHANGES? or YOUR CHOICE? at the bottom right of the screen you are on. This will return you to the main menu.

is one report printed for each building, and the employees are listed alphabetically by last name. See page 96 for a sample report.

A more detailed description of these reports can be found in the reports section under "Using the Main Menu," pages 90 to 96.

Other Related Reports

There are two other reports related to *Payroll Assistant.* One is the "Payroll Data" report for each employee generated through *Personnel Data Recorder,* which gives the pay control information for each individual on one page. This report can be used when editing payroll data for an employee using *Payroll Assistant.* See page 38 for more information.

The other related report is the "Error Report" that is automatically printed at the start of each payroll run. This report is explained in the main menu section of this manual on page 85.

Report Management and Distribution

Printing a "Payroll Audit" report for each employee every pay period gives a convenient permanent record of that employee's wages. Your district may decide the duplicate check stubs are convenient records and only print the "Payroll Audit" report periodically, such as quarterly. You should, however, still print a "Payroll Audit" report for each employee whose earnings you edit in order to verify the changes.

You should also print a "Totals Audit" for use by whoever balances the payroll checking account and by the person responsible for writing the deductions checks. The "Wage Distribution" report goes to the office responsible for budget accounting. The checks are distributed to employees and can be printed according to employee's location for easy distribution. The duplicate check forms can be used by the employee who reconciles the bank account. The fiscal and calendar cumulative reports may be printed whenever needed, usually quarterly or monthly, and can be used by the person responsible for making up the various periodic reports required by state and federal law. Since these reports contain confidential payroll information, the same care in distribution and use will have to be taken as is normally taken with all your district payroll records.

Organizing Payroll Data

The District Data Form

Use the "District Data" form to organize your information on paygroups, deductions, and so on before entering the data into the computer. There is an *applicable paygroup* column in the deductions and benefits section of this form. You will need to complete this column now, in order to have a convenient list of applicable deduction and benefit codes for each paygroup. You will need this table in order to enter the data on the MASTER SCHEDULE screen when building the payfile using Option 1. To prepare this list, you will need an up-to-date "Payroll Data" sheet (Report 7) from *Personnel Data Recorder* for each employee. At the bottom of the "Payroll Data" report are listed the deduction and benefit codes that apply to that employee. Find the same deduction or benefit code on the "District Data" form. Then record the employee's paygroup number in the *Paygroup* column.

If a deduction or benefit applies to some employees in all paygroups, then you can record *all* in the *Paygroup* column.

Important: It is advisable to include the code you assign for wage garnishment in all paygroups because a wage garnishment may be assigned to an employee at any time during the year. You should write *all* in the *Paygroup* column for the wage garnishment code.

Employees belonging to retirement agency A will have a retirement code of 2 or 3 near the top right of the "Payroll Data" form, and a deduction/benefit code of 10 or 11 will apply. Employees belonging to retirement agency B will have a retirement code of 4 or 5, and deduction/benefit code 11 will apply. Those employees belonging to neither agency will have a retirement code of 0 or 1, and neither code 10 nor 11 applies. For more information, see *Personnel Data Recorder,* page 41.

The Code Reference Table

You may need to refer to the "Code Reference Table" that you prepared to find the correct ACCOUNT code for use in entering data on the PAY CONTROL screen in *Personnel Data Recorder.* The same form will have the account codes you will need when you edit earnings through *Payroll Assistant.* A blank "Code Reference Table" is at the back of this manual. If your district also uses Scott, Foresman *Accounting Assistant,* be sure to coordinate your account codes. (See the *Accounting Assistant* manual, pages 44-45.) The account codes you assign for this payroll application should be different from account codes your district assigns for other expenditure categories. It will also be convenient to assign them in sequential order. See the sample account "Code Reference Table," page 107.

The Checks

The payroll checks are available in a two-part carbonless roll of check forms with stubs on the left. The second copy (overprinted with Non-negotiable) is needed in order to reconcile the payroll account monthly.

The computer application prints the name, identification number, Social Security number, and type of salary, in addition to listing each deduction and benefit on the check stub.

Under the section entitled "Deductions and Benefits" on the check stub, you will see two columns. The column on the left gives the following deduction amounts in order: federal tax, state tax, local tax, FICA, and retirement. The right-hand column gives the five voluntary deductions of the employee. If any of these deductions do not apply, or cease to apply when a deduction limit is reached, a zero dollar amount will appear on the check stub to indicate that nothing is being deducted in that category.

Check location and building assigned are also printed on the stub near the top left corner, and these are the codes that determine the order in which the checks are printed. Gross and net pay are also shown. See the sample on page 94.

The Earnings/Absence Change Form

You will also need a convenient form to record employee payroll changes, sick leave used, and one-time payment requests. If your district does not already have a suitable form, you can reproduce the blank form at the end of this manual. It is important to develop a procedure for proper written authorization of all payroll adjustments. Note the spaces for authorized signatures on the form.

The "Earnings/Absence Change" form contains the following data: employee name, identification number, Social Security number, paygroup, date of change, date of check to be changed, type of change, amount or percent of salary change, and the reason for the change. A section is provided for entering the data for a sick leave change, whether or not this affects the salary. "Sick leave" is the term used on this form and in the *Payroll Assistant* application, but the record can include personal business leave and so on.

Using the Main Menu

The next screen to appear after the district name and date screen is the main menu:

```
PAYROLL ASSISTANT

1 BUILD PAYFILE
2 EDIT EARNINGS
3 RESET TOTALS
4 POST PAYFILE
5 PRINT REPORTS
E END THIS PROGRAM

                    YOUR CHOICE? □
```

The menu allows you to select an option in the program by entering the number of the desired option in response to the YOUR CHOICE? query at the bottom of the screen. You must always start with Option 1 for every pay period. If you select any other option first, the screen will display the message PAYFILE HAS NOT BEEN BUILT, because the computer needs payfile information in order to perform its other options. In building the payfile you give the computer instructions that tell it what information to take from the *Personnel Data Recorder* diskette. For example, by entering the paygroup number, you tell the computer which employees are to be included in this particular payroll.

If, on the other hand, you try to build the payfile and it has already been built, the following message will be displayed: PAYFILE HAS ALREADY BEEN BUILT.

The "E" Key To stop the program when finished using it, you should first return to the main menu. In response to YOUR CHOICE? on this menu, type E (for "end") and then press ENTER. *This is the only safe way to close the program without risk of losing new data.* If you are at another point in the program and want to return to the main menu, either to choose another activity or to end the program, use the E key in response to ANY CHANGES? or YOUR CHOICE? at the bottom right of the screen you are on. This will return you to the main menu.

Important: Remember *never* to use the QUIT function to stop an application, as it may erase data or damage a diskette.

Option 1: Build Payfile

When you choose Option 1, you will enter information that the application needs in order to process the payroll. This information includes paygroup, year, regular or supplemental payroll, and data that give the beginning and ending dates of this pay period and the pay date that is to appear on the paychecks. Also, the payfile data that you must enter includes listing all deductions applicable to this paygroup, and indicating whether or not this is the beginning of a new month, quarter, fiscal and calendar year. You will need your deduction and benefit code table from your "District Data" form to help you fill out this screen.

```
            MASTER SCHEDULE
 PAYGROUP [1] YR [82]
 TYPE [1]
 STRT DATE      STOP DATE      CHK DATE
 [9 ]/[1 ]/[82] [9 ]/[15]/[82] [9 ]/[15]/[82]

 PERIOD START FLAGS
 MON [Y]  QTR [Y]  FIS [Y]  CAL [N]
 DEDUCTIONS
  1 16    2 20    3 21    4 22
  5       6       7       8
  9      10      11      12
 13      14      15      16
 17      18      19      20
                 ANY CHANGES? [  ]
```

Here are the specifications for each data field:

PAYGROUP: **1 space; numbers 1–4 only.**
YR (Year): **2 spaces; numbers only.**
TYPE: **1 space; number 1 for regular pay and number 2 for supplemental pay.**
START DATE (for pay period): **3 fields of 2 spaces each; numbers only.**
STOP DATE (for pay period): **3 fields of 2 spaces each; numbers only.**
CHECK DATE: **3 fields of 2 spaces each; numbers only.**
PERIOD START FLAGS: **1 space; Y for yes or N for no.** These entries indicate whether or not a new month, quarter, fiscal year, or calendar year is to be started. When a new period is started, the paygroup's accumulations for that period are reset to zero.
MON (Month): **1 space; Y or N only.**
QTR (Quarter): **1 space; Y or N only.**
FIS (Fiscal Year): **1 space; Y or N only.**
CAL (Calendar Year): **1 space; Y or N only.**
DEDUCTIONS: **20 fields of 2 spaces each; numbers only.**

Enter the number of the paygroup being paid on this run. The cursor then moves to the YR field, where you enter the last two digits of the current fiscal year. Enter 1 in the TYPE field for a regular pay period and the computer will calculate each employee's pay from the information stored on the diskette in DRIVE 1. You will have an opportunity to edit the stored earnings data by choosing Option 2 from the main menu as soon as you finish building the payfile. If you enter 2 for a supplemental payroll, the screen will display a field entitled SUPP #: **(2 spaces; any characters).** Enter a number to distinguish this supplemental run from other supplemental runs. In this case, the computer would not perform calculations; you would have to enter all the payroll data (gross wages, taxes, deductions, and benefits) for each employee. This option would rarely be used, except for retroactive pay raises or other special pay periods. Later, when the payfile is posted, the computer will add this special pay onto each employee's cumulative totals, just as it does with regular pay.

The cursor then moves to the START DATE field where you enter the starting date of this pay period. Then enter the ending date of this pay period in the STOP DATE field and enter the date to be printed on paychecks in the next field. *Important:* If this is a supplemental payroll, the dates entered in these date fields must be the same as the dates for the most recent regular pay period.

The cursor now moves to the PERIOD START FLAGS. Enter Y for yes or N for no in each field to indicate whether or not this pay period begins a new month, quarter, fiscal year, or calendar year. Entering a Y for any one of these periods would cause the application to reset the total accumulations for that period to zero. For example, on January 1 you would type Y for all the periods except fiscal year (assuming your fiscal year does not begin in January).

Next, the DEDUCTIONS (and benefits) codes applicable to the specified paygroup for the current pay period must be entered. This information comes from the table of deduction and benefit codes on your "District Data" form. Look at the "Paygroups" column and enter *all* the deduction and benefit codes that are shown as being applicable to the paygroup whose number you entered in the first field on this MASTER SCHEDULE screen.

If a particular voluntary deduction or benefit code was entered for an employee in *Personnel Data Recorder* and was made active for the current pay period, that deduction or benefit will be processed by the computer in a regular payroll only if the code for it is also entered on the MASTER SCHEDULE display. Deductions and benefits will be calculated and printed on paychecks in the order in which the codes are typed on the MASTER SCHEDULE, *not* in the numeric order of code numbers.

Important: It is essential to remember this fact, because it can affect the outcome of those calculations where the deductions total more than gross pay, or where a deduction or benefit is a percentage of gross pay less taxes and other deductions *previously calculated.* These are deduction control codes 5 and 6 (see page 64). In such a case, the order in which codes were entered on the MASTER SCHEDULE would determine the result of the calculation.

You may enter as many as 20 different deduction codes; however, only 5 of them can be applicable to any one employee for any one pay period. If a code is applicable to *any* employee in this paygroup, it should be entered here.

A regular deduction that is not to be taken in a certain pay period must be omitted from the MASTER SCHEDULE. For instance, if group life insurance is code 30 and applies to paygroup 4 (weekly employees), but is deducted only once a month, then code 30 should be entered on this screen only every fourth pay period for paygroup 4.

After you enter these codes, press ENTER repeatedly to move through any remaining blank DEDUCTIONS fields that are not needed. The cursor will move to the ANY CHANGES? field. Proofread the data on this screen very carefully, as you cannot call it up again. If there is an error, type Y, press ENTER, and then edit as needed, using the editing keys as explained on page 14. When you are sure this information is correct, answer N or NO to ANY CHANGES? and the screen will display the message: TURN ON THE PRINTER AND PRESS ANY KEY WHEN READY.

Important: Be sure the printer is connected properly and turned on before pressing a key, because an improper connection may stall the program (see "Avoiding Printer Stoppages," page 68), causing you to lose important data.

After you press any key, the screen displays a PRINTING message and prints an "Error Report." If there are no errors, the computer just prints the date, the title "Error Report," and the district name. If there are errors, the computer displays the WORKING and PRINTING messages on the screen and prints an error code number and employee ID # for each employee for which it finds an error. Refer to the "Error Code" table on page 107 to find out what these codes mean and what action you should take if you get any of them. You will also need the "Payroll Data" report (Report 7) from the *Personnel Data Recorder* application in order to have the information necessary to make the corrections. For example, if you get an error code message such as ERROR 10 on EMPLOYEE 2, this means there is no salary information given on a pay control for this pay period for an active employee. An active employee is defined as any employee with a user-defined status code below 90. Codes 90–99 are reserved for inactive employees. This may not really be an error; for example, there may be a teacher on the *Personnel Data Recorder* diskette who has an active status code, but is not being paid for pay period 1 because he or she is on a nine-month payroll and is not paid during the summer. In this case, no change is necessary. Error code 10 will probably be the most frequent error code because it will come up every time an active employee has no pay for the pay period.

Important: One way to avoid the repeated error code 10 is to put the nine-, ten-, and twelve-month employees in separate paygroups. Otherwise, you can just ignore the error code if you know the employee should not be paid this pay period.

After the "Error Report" is printed, the main menu will reappear.

Option 2: Edit Earnings

Editing earnings in *Payroll Assistant* allows you to make a temporary change in an employee's pay for one pay period only, as it will not affect the master pay controls for that employee in *Personnel Data Recorder.*

Important: If the change in the payroll is a permanent one, not a temporary change for one pay period only, then the editing should be done through *Personnel Data Recorder* (see the "Edit Payroll Data" section of that manual).

You will use the "Earnings/Absence Change" form to correct the data for this pay period for any employee for whom you have a change. Often the only change will be in sick leave taken. An "Earnings/Absence Change" form, filled out with sample information, is shown on the next page.

Personnel Data/Payroll
Earnings/Absence Change

Please Print

School District or School: DISTRICT 12
Request Date: NOV. 5, 1982

Employee Name	Soc Sec #	ID #	Paygroup
Thomas, Edward	343-56-6631	3	2

Terminated	New Employee	Building and/or Check Location
		/

Other Employee Status Change (Explain):

Requested by: Julia Walters
(Signature)

Earnings Adjustment

Adjustment for Pay Period: 10

1. Increase gross pay (do one only): Amount ______ Percent 13.5
2. Decrease gross pay (do one only): Amount ______ Percent ______
3. Make one-time payment: Amount ______
4. Void check (attach if available): Amount ______ Check # ______

Charge Payment to: Account Name: STAFF SALARIES Account #: 018

Credit Decrease or Void to: Account Name: ______ Account #: ______

Explanation or Special Instructions:

Absence or Sick Leave Adjustment

No. of Days Taken: ______ Pay Period: ______ Verified by: ______

Dates of Absence: ______

Change Approved: Jonathan Woods (Signature and Title) Date: 11-12-82
Entered by: Marianne Gottlieb (Signature) Date: 11-15-82

Scott, Foresman and Company
School Management Applications

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```
                    EARNINGS
ID # [3]
[THOMAS, EDWARD                    ]
TYPE  DESCRIPTION           UNITS
 [1]   [CON ANNUAL ]
  ACCOUNT [010]   AMOUNT [1000      ]
  ACCOUNT         AMOUNT [          ]
 [1]
  ACCOUNT         AMOUNT [0         ]
  ACCOUNT         AMOUNT [0         ]
 [2]
  ACCOUNT         AMOUNT [0         ]
                  H   1000.00
                  ANY CHANGES? [  ]
```

If this is a supplemental payroll, you must enter the information for each employee you wish to pay, since all the data fields will be blank. If it is a regular pay period, when you enter the employee's ID # the payroll information stored on the *Personnel Data Recorder* diskette will come up automatically.

The fields used on this screen are defined here:

Term	Definition
TYPE	The number entered in this field defines the type of pay: code 1 means regular pay; code 2 means supplemental or special pay.
DESCRIPTION	This is the description of a pay method, such as hourly wages, limited annual contract, etc. (see "Pay Method Codes," page 107).
UNITS	The number of units that a unit-paid employee has worked in the current pay period should be entered here.
ACCOUNT	These fields are for the 3-digit account record numbers of the payroll accounts to be charged for salary payments.
AMOUNT	This is the gross salary charged to one account, entered in dollars and cents, but without a dollar sign or commas.

The specifications for each field are:
ID #: **2 spaces; any numbers.**
TYPE: **1 space; number 1 or 2.**
DESCRIPTION: **12 spaces; any characters.**
UNITS: **7 spaces; numbers and decimal point.**
ACCOUNT: **3 spaces; numbers only.**
AMOUNT: **8 spaces; numbers and decimal point.**

When an employee's ID # is entered, the data that were entered for that person on PAY CONTROL 1 in *Personnel Data Recorder* will appear in the appropriate fields. The second set of fields will be filled with data from PAY CONTROL 2 if that control was set up in *Personnel Data Recorder*. The third and last set of fields is blank because the third pay control for each employee occurs only in the *Payroll Assistant* application. It is used for a temporary pay control for one pay period only. Payments such as a bonus or a contract adjustment can be processed under this pay control.

Enter Y in response to ANY CHANGES? to move the cursor to the TYPE field in the first pay control. Since TYPE must be 1 (regular pay) in PAY CONTROL 1 in *Personnel Data Recorder,* a 1 appears automatically in this field. You may edit this field in the case of a one-time pay period, or enter 2 if this employee is getting no regular pay this pay period. You may edit any fields you wish, or accept data that are already there, or enter a zero in fields you want to leave blank. After an entry is made in the TYPE field, the other fields for that pay control become required entries, but you may enter zero.

In the DESCRIPTION field you should enter the appropriate pay method code for this employee from the "District Data" form. Remember that you need enter units only if the employee is paid by units. If the pay is annual contract pay, for example, the UNITS field is not applicable and can remain blank. Use the ACCOUNT field to enter or change the budget account number to which this pay is charged; then enter in the AMOUNT field the dollar amount of the employee's salary that is charged to this code. Note that you can divide the charges between two accounts as in the *Personnel Data Recorder* application.

The cursor then moves to the next TYPE box. Note that TYPE, DESCRIPTION, and UNITS are column headings near the top of the screen and are not repeated. This section of the screen corresponds to data entered on PAY CONTROL 2. You may edit the data as described above if there is information already entered, or you may enter new data if there was only information in PAY CONTROL 1.

After passing through the first two groups of fields, the cursor moves to the third set of fields for a salary pay control entry. Enter 1 for regular pay or 2 for supplemental pay in the TYPE field. Supplemental pay is the usual method here, since regular pay would probably be entered in one of the above two pay controls. If the pay was by the hour, week, or month, such as hourly overtime, enter the applicable number of units in the UNITS field. If the pay was a flat fee and units are not applicable, press ENTER to skip this field.

The cursor next goes to the ACCOUNT field, where you may enter the code for the budget account to be charged. Note that the pay *cannot* be distributed over two accounts as before, so enter the dollar amount to be paid in the AMOUNT field.

The total amount to be paid to this employee for this pay period then appears automatically at the bottom of the screen. This figure cannot be edited, as it is a total of what you entered above. Check the entire screen for accuracy and edit the information if necessary by answering Y or YES to the ANY CHANGES? query. If you respond N or NO to ANY CHANGES? and press ENTER, the second edit earnings screen appears for the same employee.

The Deductions Screen The name of the employee is already filled in and the data for this employee's statutory deductions appear on the screen as entered in *Personnel Data Recorder.*

```
                DEDUCTIONS
[THOMAS, EDWARD                  ]
TAXES                    FED [128      ]
  ST    19.48            OTH [0        ]

FICA
 WAGE 0                  DED [0        ]

RETIREMENT              WAGE [1000     ]
 DED [40      ]          BEN [40       ]

SICK TAKEN [0      ]
                  ANY CHANGES? [  ]
```

The specifications for each field are:
TAXES: This label is a heading for the next three fields.
FED (Federal): **8 spaces; numbers and decimal point.**
ST (State): **8 spaces; numbers and decimal point.**
OTH (Other): **8 spaces; numbers and decimal point.**
FICA: This label is a heading for the next two fields.
WAGE: **8 spaces; numbers and decimal point.**
DED (Deduction): **8 spaces; numbers and decimal point.**
RETIREMENT: This label is a heading for the next three fields.
WAGE: **8 spaces; numbers and decimal point.**
DED (Deduction): **8 spaces; numbers and decimal point.**
BEN (Benefit): **8 spaces; numbers and decimal point.**
SICK TAKEN (Leave): **7 spaces; numbers and decimal point.**
Important: If you edited salary, you should remember to edit taxes and withholding FICA accordingly.

The application does not calculate deduction percentages for the third pay control. If you answer Y or YES to ANY CHANGES? the cursor moves to the TAXES FED field, where you can adjust the amount of taxes to be withheld. You can then do the same for state and other taxes.

The cursor then moves to the FICA WAGE field. In most cases the total should be the same as the total wage the computer calculated at the bottom of the previous screen unless the employee's salary to date has passed the FICA withholding limit. If you made any changes on the previous screen, you will have to calculate manually the adjusted amount to be withheld and enter the new DED (deductions) amount here.

You may edit any or all of the RETIREMENT WAGE, DED (deductions), and BEN (benefits) fields. You will have to do the calculations here as well because the computer does not automatically recompute the percentages based on salary changes.

The cursor then moves to the SICK TAKEN field. This field will often be the only field edited on this screen, since absenteeism usually does not affect salary if an employee has sufficient sick leave. Thus, it is very possible that you will move the cursor rapidly through all the previous fields on this screen just by pressing ENTER to accept data already there until you get to this SICK TAKEN field. Enter the number of leave days taken during this pay period. The computer automatically transfers this number to *Personnel Data Recorder* and adjusts the total during posting, so that a record of how many sick days an employee still has available can readily be obtained through *Personnel Data Recorder.*

Edit Deductions After you enter sick leave taken, the ANY CHANGES? query appears. If you respond N or NO and press ENTER, the third and final earnings screen, entitled VOLUNTARY DEDUCT/BEN, appears for the same employee with data already filled in from the diskette in DRIVE 1, as shown on the sample screen below.

```
          VOLUNTARY DEDUCT/BEN
[THOMAS, EDWARD                ]
CODE SUB  TP DESC          AMOUNT
[20]      [D] FAM HLTH INS
                         [25       ]
[21]      [D] WAGE GARNISH
                         [80       ]
[  ]      [ ]
                         [         ]
[  ]      [ ]
                         [         ]
[  ]      [ ]
                         [         ]
                ANY CHANGES? [  ]
```

The field specifications are as follows:
CODE: **2 spaces; numbers only.**
SUB (Subcode): **2 spaces; any characters.**

Option 3: Reset Totals

After you select Option 3, the message WORKING appears on the screen briefly while the application adds this payroll to the cumulative amounts on the payfile diskette in DRIVE 2. By selecting this option, you can automatically add the edited earnings to the cumulative totals and get up-to-date "Payroll Audit" reports. This does not affect the cumulative totals on the diskette in DRIVE 1; only posting the payfile (Option 4) updates those records. If you find an error, you may edit the earnings again and then reset the totals once more. This option should be selected whenever you edit earnings so that the totals will be readjusted by the computer.

If you did not edit any employee's earnings, it is unnecessary to reset the totals.

The main menu will return automatically after the totals are reset.

Option 4: Post Payfile

When you choose this option, a WORKING message appears on the screen while the computer transfers the totals for the paygroup being processed from the diskette in DRIVE 2 to the *Personnel Data Recorder* diskette in DRIVE 1. This takes approximately 1 minute per employee, so a diskette with 60 employees in the same paygroup would require about an hour for posting. However, no further work at the keyboard is necessary during this process.

Important: You must not interrupt the application once it has begun working on the payfile, or data will be destroyed. This procedure is handled automatically by the application. The application will return to the main menu when posting is finished. If the computer is left unattended and it finishes working, the main menu will appear for about 10 minutes and then be replaced by a blank screen. When the operator returns, he or she can press any key to call up the main menu again.

Important: Once the payfile is posted, you can no longer edit earnings for this pay period.

Option 5: Print Reports

When you choose this option you will see the following REPORTS menu:

```
                REPORTS

1  PAYROLL AUDIT
2  TOTALS AUDIT
3  WAGE DISTRIBUTION
4  CHECKS
5  FISCAL CUMULATIVE REPORT
6  CALENDAR CUMULATIVE REPORT



                    YOUR CHOICE? □
```

There are five payroll reports and the computer-printed payroll checks. You have already seen a summary of these reports on pages 81–82. The following is a more detailed description of the reports and the step-by-step procedures for printing them. Be sure your printer is properly connected before attempting to print any reports. See page 68 for more information on "Avoiding Printer Stoppages."

Important: On payroll reports, one asterisk indicates a total, and two asterisks indicate a grand total.

Report 1: Payroll Audit When you choose to print a "Payroll Audit" report by entering 1 in response to YOUR CHOICE? on the REPORTS menu, you are asked to choose one employee or all employees. If you choose the report for one employee, you must enter that employee's 2-digit ID #. The computer displays the messages WORKING and PRINTING while printing the report. If you choose all employees, the computer displays the same messages and prints each employee's report in alphabetical order. About 1½ minutes are required to print an employee's audit sheet. After printing is completed, the REPORTS menu will return.

The "Payroll Audit" gives the following information about a given employee:

1. GENERAL DATA screen entries: Social Security number, paygroup, building assigned, and check location.

2. Earnings information: gross earnings, itemized deductions and benefits, and net pay for this pay period; year-to-date gross earnings totals for the current month, quarter, and fiscal and calendar year; total calendar-year-to-date net earnings and total deductions.

Option 3: Reset Totals

After you select Option 3, the message WORKING appears on the screen briefly while the application adds this payroll to the cumulative amounts on the payfile diskette in DRIVE 2. By selecting this option, you can automatically add the edited earnings to the cumulative totals and get up-to-date "Payroll Audit" reports. This does not affect the cumulative totals on the diskette in DRIVE 1; only posting the payfile (Option 4) updates those records. If you find an error, you may edit the earnings again and then reset the totals once more. This option should be selected whenever you edit earnings so that the totals will be readjusted by the computer.

If you did not edit any employee's earnings, it is unnecessary to reset the totals.

The main menu will return automatically after the totals are reset.

Option 4: Post Payfile

When you choose this option, a WORKING message appears on the screen while the computer transfers the totals for the paygroup being processed from the diskette in DRIVE 2 to the *Personnel Data Recorder* diskette in DRIVE 1. This takes approximately 1 minute per employee, so a diskette with 60 employees in the same paygroup would require about an hour for posting. However, no further work at the keyboard is necessary during this process.

Important: You must not interrupt the application once it has begun working on the payfile, or data will be destroyed. This procedure is handled automatically by the application. The application will return to the main menu when posting is finished. If the computer is left unattended and it finishes working, the main menu will appear for about 10 minutes and then be replaced by a blank screen. When the operator returns, he or she can press any key to call up the main menu again.

Important: Once the payfile is posted, you can no longer edit earnings for this pay period.

Option 5: Print Reports

When you choose this option you will see the following REPORTS menu:

```
                    REPORTS

1  PAYROLL AUDIT
2  TOTALS AUDIT
3  WAGE DISTRIBUTION
4  CHECKS
5  FISCAL CUMULATIVE REPORT
6  CALENDAR CUMULATIVE REPORT



                    YOUR CHOICE? □
```

There are five payroll reports and the computer-printed payroll checks. You have already seen a summary of these reports on pages 81–82. The following is a more detailed description of the reports and the step-by-step procedures for printing them. Be sure your printer is properly connected before attempting to print any reports. See page 68 for more information on "Avoiding Printer Stoppages."

Important: On payroll reports, one asterisk indicates a total, and two asterisks indicate a grand total.

Report 1: Payroll Audit When you choose to print a "Payroll Audit" report by entering 1 in response to YOUR CHOICE? on the REPORTS menu, you are asked to choose one employee or all employees. If you choose the report for one employee, you must enter that employee's 2-digit ID #. The computer displays the messages WORKING and PRINTING while printing the report. If you choose all employees, the computer displays the same messages and prints each employee's report in alphabetical order. About 1½ minutes are required to print an employee's audit sheet. After printing is completed, the REPORTS menu will return.

The "Payroll Audit" gives the following information about a given employee:

1. GENERAL DATA screen entries: Social Security number, paygroup, building assigned, and check location.

2. Earnings information: gross earnings, itemized deductions and benefits, and net pay for this pay period; year-to-date gross earnings totals for the current month, quarter, and fiscal and calendar year; total calendar-year-to-date net earnings and total deductions.

Report 2: Totals Audit Choosing to print this report causes the WORKING and PRINTING messages to be displayed briefly. Once printing is completed, the REPORTS menu will return.

The "Totals Audit" report gives the period flags for the current month, quarter, fiscal year, and calendar year. These were entered on the MASTER SCHEDULE screen and tell whether or not this pay period begins a new month, quarter, and so on. The audit includes the totals for the current pay period for all employees' gross earnings, each statutory deduction category, retirement deductions, voluntary deductions, and total net pay. These are not individual employee totals, but totals for *all* employees. The report also gives the cumulative gross earnings for the month, quarter, fiscal year, and calendar year.

Important: This report is especially useful in determining the exact amount of money that must be in the payroll account for the current pay period.

This report is also helpful in reconciling the bank account monthly, as it gives the total amount of the net pay, which is the total of the payroll checks written by the computer. The totals in other categories (FICA, federal tax, voluntary deductions, and so on) give the amounts for the checks you must write in order to pay these accounts. Thus, it is essential that this report be printed each pay period.

```
09/01/82

                    ***   TOTALS AUDIT   ***
                          DISTRICT 12
        PAYGROUP 2 PERIOD 1   FOR 09/01/82 THRU 09/15/82

POSTFLAG: 1

PERIOD FLAGS: MON N    QTR N    FIS N    CAL N

SCHEDULED DEDUCTIONS: 16 20 21 22

             CURRENT PERIOD

 EMPLOYEES PAID:                      6

 GROSS EARNINGS:               5,666.66

 FEDERAL TAXES:                  911.51

 STATE TAXES:                    112.61

 OTHER TAXES:                      7.79

 FICA DEDUCTIONS:                121.91

 RETIREMENT DEDUCTIONS:          113.33

 VOLUNTARY DEDUCTIONS:           229.99

 NET  PAY:                     4,169.52

                   CUMULATIVE GROSS EARNINGS

                          MONTH      QUARTER      FISCAL     CALENDAR

 PRIOR TO PAYROLL:     5,666.66     5,666.66    5,666.66    15,286.66

 INCLUDING PAYROLL:   11,333.32    11,333.32   11,333.32    20,953.32
```

Report 2

Report 2: Totals Audit Choosing to print this report causes the WORKING and PRINTING messages to be displayed briefly. Once printing is completed, the REPORTS menu will return.

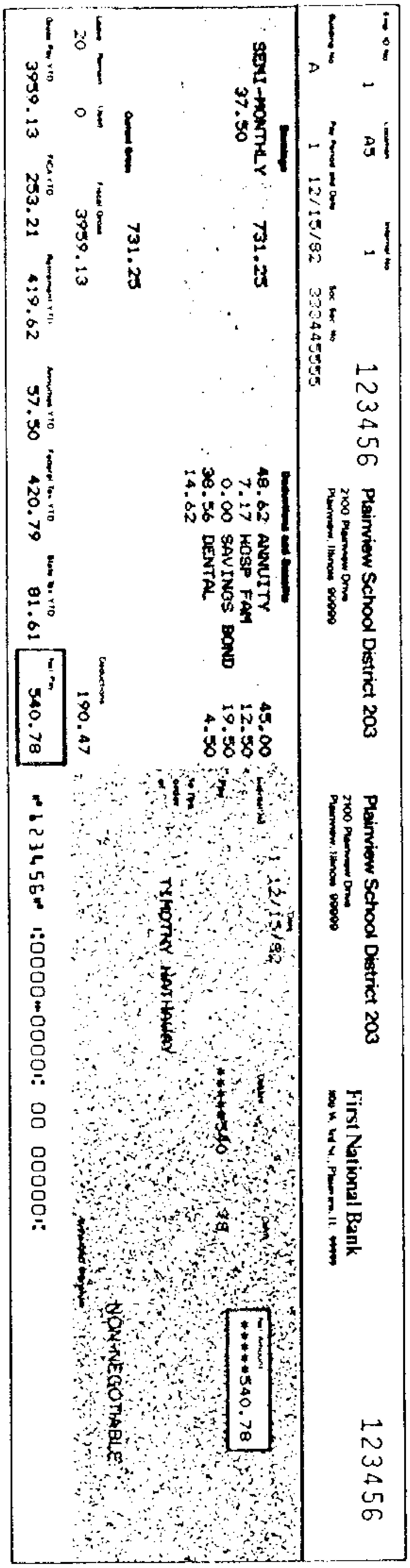
The "Totals Audit" report gives the period flags for the current month, quarter, fiscal year, and calendar year. These were entered on the MASTER SCHEDULE screen and tell whether or not this pay period begins a new month, quarter, and so on. The audit includes the totals for the current pay period for all employees' gross earnings, each statutory deduction category, retirement deductions, voluntary deductions, and total net pay. These are not individual employee totals, but totals for *all* employees. The report also gives the cumulative gross earnings for the month, quarter, fiscal year, and calendar year.

Important: This report is especially useful in determining the exact amount of money that must be in the payroll account for the current pay period.

This report is also helpful in reconciling the bank account monthly, as it gives the total amount of the net pay, which is the total of the payroll checks written by the computer. The totals in other categories (FICA, federal tax, voluntary deductions, and so on) give the amounts for the checks you must write in order to pay these accounts. Thus, it is essential that this report be printed each pay period.

```
09/01/82

                              ***  TOTALS AUDIT   ***
                                   DISTRICT 12
          PAYGROUP 2 PERIOD 1  FOR 09/01/82 THRU 09/15/82

POSTFLAG: 1

PERIOD FLAGS: MON N    QTR N    FIS N    CAL N

SCHEDULED DEDUCTIONS: 16 20 21 22


               CURRENT PERIOD

 EMPLOYEES PAID:                      6

 GROSS EARNINGS:               5,666.66

 FEDERAL TAXES:                  911.51

 STATE TAXES:                    112.61

 OTHER TAXES:                      7.79

 FICA DEDUCTIONS:                121.91

 RETIREMENT DEDUCTIONS:          113.33

 VOLUNTARY DEDUCTIONS:           229.99

 NET  PAY:                     4,169.52


                       CUMULATIVE GROSS EARNINGS

                          MONTH       QUARTER      FISCAL     CALENDAR

 PRIOR TO PAYROLL:      5,666.66     5,666.66    5,666.66    15,286.66

 INCLUDING PAYROLL:    11,333.32    11,333.32   11,333.32    20,953.32
```

Report 2



4. Press the OPER key to return the printer to the operating mode.
5. Put the printer back on-line.
6. Use the ↑ and ↓ arrow keys to adjust the top of the first paycheck so that it is just barely above the top of the printhead.

You can now press any key to start the calculating and printing of paychecks. As each check is processed, you will see the messages WORKING and then PRINTING. The processing of each employee's check takes approximately 1 minute. When all checks are completed, the REPORTS menu will reappear. Remove the checks from the printer and, if necessary, restore configuration code 93 and reload regular paper. (To restore the code, see Part 1, page 27.)

The checks are printed in ascending numerical order of check locations, so they should be separated into batches for distribution according to this grouping. If your district is using alphabetical check location codes, or a combination of numerals and letters, the sequence would be numbers first, then letter codes in alphabetical order.

Report 5: Fiscal Cumulative Report Each time you select this report, you will be given the choice of printing it in order by the employees' retirement numbers within each retirement code group or alphabetically by the employees' last names. The first option prints a separate report for each of the six retirement codes. These codes separate employees into groups as follows:

Code	Group
0	Employees with no FICA withheld and no retirement benefits or deductions.
1	Employees with FICA coverage only.
2	Employees in retirement agency A without FICA.
3	Employees in retirement agency A plus FICA.
4	Employees in retirement agency B without FICA.
5	Employees in retirement agency B plus FICA.

The retirement number is the retirement identification number assigned by the school district or other retirement agency.

The screen displays WORKING, SORTING, and PRINTING messages briefly while producing the report. The REPORTS menu then returns.

This report shows the employee's computer-assigned identification number and employee's name, followed by his or her paygroup number. It then shows an employee's previous retirement

Report 6: Calendar Cumulative Report After you choose the "Calendar Cumulative Report," the WORKING, SORTING, and PRINTING messages are displayed while the report is being printed. When the printing process is completed, the cursor returns to YOUR CHOICE? on the REPORTS menu.

This report is printed with employees arranged alphabetically by last name within each building code. The report gives the following information:

1. Employee ID #, name, and Social Security number on the top line.
2. Paygroup, retirement code, and retirement number on the left on the second line.
3. Total gross pay, followed by federal, state, and other tax totals also on the second line.
4. Total annuity near the middle of the second line.
5. Total FICA wage and deductions followed by previous employer FICA wage and deductions at the right of the second line.

Thus, all salary information necessary to prepare employee W-2 reports and other reports required by law is summarized in one concise report.

09/01/82

*** CALENDAR CUMULATIVE REPORT ***
DISTRICT 12

Pay Group

Pay Period

Social Security Number

PG	RETIREMENT CODE	RETIREMENT NUMBER	PP	TOTAL GROSS	TAXES FEDERAL	ST	TAXES STATE	OTHER	ANNUITY	FICA WAGE	FICA DEDUCTED	PREVIOUS FICA WAGE	PREVIOUS FICA DEDUCTED
1 ARIAS,TANIA							233-22-3333						
1	4	125	3	1,706.66	314.06	IL	32.22	0.00	0.00	40.00	2.66	9,000.00	598.50
2 GRAY,SUE							456-55-6543						
1	1		3	1,746.66	198.84	IL	43.66	0.00	149.98	1,746.66	116.15	0.00	0.00
4 SMITH,ANN							355-33-5523						
1	1		2	2,000.00	260.00	IL	40.02	0.00	0.00	2,000.00	133.00	0.00	0.00
3 THOMAS,EDWARD							641-22-8219						
1	4	77	12	11,500.00	1,472.00	IL	257.46	0.00	50.00	9,500.00	631.75	0.00	0.00
5 CONSTANOPLIS,PATRICIA E							434-44-5544						
1	2	67	2	2,000.00	404.56	IL	36.68	0.00	0.00	0.00	0.00	0.00	0.00
10 WILLIAMS,CATHY							366-77-6753						
1	2	66	2	2,000.00	404.56	IL	36.68	15.58	0.00	0.00	0.00	0.00	0.00
9 BROWN,MARY							457-77-8793						
2	2	93	0	0.00	0.00	IL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8 MURPHY,BARBARA							765-34-6545						
2	1		0	0.00	0.00	IL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6 PARAS,KENDRICK							734-45-3454						
2	4	89	0	0.00	0.00	IL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7 WILSON,RUTH							123-33-4321						
2	1		10	16,388.90	3,326.95	IL	376.95	0.00	0.00	16,388.90	1,089.86	16,333.33	1,086.17
	TOTALS			37,342.22	6,380.97		823.67	15.58	199.98	29,675.56	1,973.42	25,333.33	1,684.67

Record Number

Report 6

screen, which is headed DEDUCTIONS. If applicable, you also must calculate and enter the appropriate changes for FICA and retirement. In addition, if needed, you may make adjustments on the VOLUNTARY DEDUCT/BEN screen, which appears next. After making all necessary adjustments, print a "Payroll Audit" report to verify the accuracy of the changes before posting the payfile.

Processing Regular Pay Adjustments

After building the payfile, select the EDIT EARNINGS option. When the first screen, entitled EARNINGS, appears with the cursor flashing in the ID # field, enter the number of the employee whose earnings you wish to adjust. Then, using the editing keys, adjust any or all fields, as necessary. Fields that are correct can be accepted by pressing ENTER. When you complete this screen, the new gross pay amount will appear at the bottom of this screen. Using that figure and your tax tables, you can compute any adjustments to be entered on the next DEDUCTIONS screen.

The third and final screen in this sequence is headed VOLUNTARY DEDUCT/BEN. Here you should enter a wage assignment deduction if the employee has one for only one pay period. Enter the code for wage assignment from your "District Data" form in the first available blank CODE field. If your "District Data" form has an entry in subcode (SUB), be sure to enter it now. Next, enter the type (TP). Enter D for "deduction," followed by descriptive words and the AMOUNT in their respective fields. If this is a court-ordered wage assignment that applies to a series of pay periods, it is best to enter it through *Personnel Data Recorder* as a voluntary deduction with the appropriate START and STOP pay periods. The application can compute the amount to be deducted if you enter a percentage in *Personnel Data Recorder*. In the *Payroll Assistant* application, the computer *cannot* accept a percentage entry.

After completing all editing on these three screens for every employee for whom an adjustment is necessary, return to the main menu by entering E in the ID # field. Print a "Payroll Audit" report for each employee for whom you made adjustments.

Processing Leave Adjustments

Making a change in the absentee record is the most frequent and simplest kind of change. This may be done every pay period or only once a year. It should be done in any pay period when the absentee record affects an employee's salary.

SICK LEAVE ACCRUED must be entered through *Personnel Data Recorder*, where that field appears on the second of three sequential ACCUMULATIONS displays (see page 00).

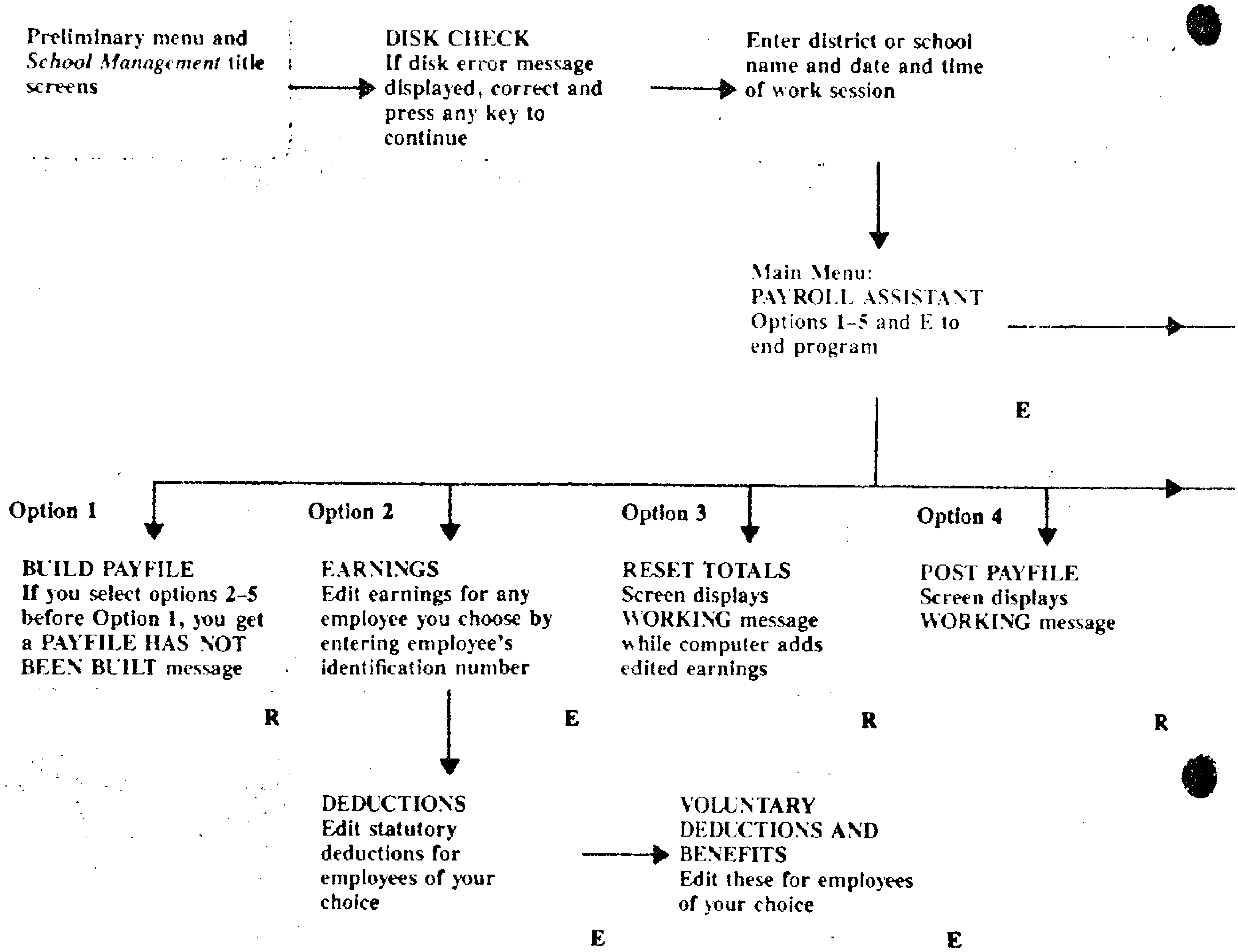
SICK LEAVE TAKEN may also be entered and edited on that screen if you are using only the *Personnel Data Recorder* module. However, if you are using both the personnel and payroll modules, SICK LEAVE TAKEN should always be updated using the *Payroll Assistant* module. Only that module can provide a *printed* record of a given employee's actual leave taken. This figure appears on the employee's "Payroll Audit" report and paycheck stub. In *Personnel Data Recorder*, it can be seen only on the ACCUMULATIONS screen.

If an employee uses all available sick leave and there is a salary adjustment because of further absenteeism, you can edit the sick leave when you change the salary information, as explained on page 88. The SICK TAKEN record is on the DEDUCTIONS screen, the second of the three EDIT EARNINGS screens that appear in sequence in *Payroll Assistant*. When you need to update only sick leave taken, choose the EDIT EARNINGS option and enter the employee's ID #. On the first editing display, respond N or NO to ANY CHANGES? and press ENTER to make the DEDUCTIONS screen appear. Enter Y or YES to the ANY CHANGES? query at the bottom of the screen and the cursor will move to the TAXES FED field. Keep pressing ENTER until the cursor reaches the SICK TAKEN field, where you can edit the number to include the additional sick days taken. After pressing ENTER, respond E or END to ANY CHANGES? to return to the main menu.

Processing Temporary Employees

All information regarding temporary employees should be stored on a separate pair of diskettes. When a substitute is hired, enter his or her name and information into the system using *Personnel Data Recorder*. Enter GENERAL DATA first, then one or both PAY CONTROLS. For example, if your district is paying $42 per day for substitute teaching, use a PAY METHOD code of 1 to 7 to represent unit pay. Enter zero units (days). This amount will be edited each pay period, using *Payroll Assistant*, to show the actual units (days worked). You would enter $42 in the AMOUNT field and charge the pay to the substitute pay account. The substitute's tax rates, retirement, and

The *Payroll Assistant* Flowchart



Key

E (beside a screen): The E key can be used here to return to the previous menu, or if selected on the main menu, to end the program. Until E is entered, the application will continue in the sequence of displays for the option being used.

R (beside a screen): The computer returns automatically to the previous menu after this step.

***Caution:* Remember *never* to use the QUIT function to stop the application, as it may cause data on diskettes to be destroyed. *Always* use the E key to end the application.**

Hints to Help You

Backing Up Data

You will use the *Personnel Data Recorder* diskette in DRIVE 1 whenever you use *Payroll Assistant*. Since each diskette contains a great deal of information, be sure you have adequate backup diskettes. Before you begin using *Payroll Assistant*, make separate copies of your *Personnel Data Recorder* diskettes for use with *Payroll Assistant*. Set aside one diskette for use with *Personnel Data Recorder* only. However, if you wish to have up-to-date payroll data on *all* your DRIVE 1 diskettes, remember that after each payroll run you will need to copy new accumulation data from the DRIVE 1 diskette used for payroll onto the diskette reserved for use with *Personnel Data Recorder*. This step is not necessary if you use the latter diskette only for printing personnel reports.

The diskette you use in DRIVE 2 must be reinitialized for each pay period, so you will need three copies of every *Payroll Assistant* diskette, or three copies for each paygroup. Remember that you must also make new backup diskettes for the diskette in DRIVE 1 at the end of each pay period. Thus, it would be advisable to have three pairs of diskettes for each paygroup. A rotation cycle such as the one suggested below could be used for these diskettes:

Pay Period	Master Copy	Backup Copy	In File
1	Pair A	Pair B	Pair C
2	Pair A	Pair C	Pair B
3	Pair A	Pair B	Pair C
4	Pair A	Pair C	Pair B
5	Pair A	Pair B	Pair C

Notice that this system ensures that the diskettes from the two most recent pay periods are always available.

Security Measures

Considerable security is built into *Payroll Assistant* because the program itself, being in a solid-state command module, cannot be altered, and because of the safeguards against deleting an employee. However, your district must have adequate security measures to prevent unauthorized use of the module or improper use of the reports. The blank checks used on the computer will need to be stored with the same care that your district stored blank checks before the use of the computer. The checks that can be ordered from Uarco, Incorporated, have a Copy-Guard® feature so that the word "VOID" appears on them if they are photocopied.

If the command module is left unattended for periods of time when it is working on the *Payroll Assistant* application, such as when it is printing lengthy reports, security will have to be such that unauthorized personnel cannot gain access to the computer.

All reports and diskettes should be kept in locked files, and it is a wise precaution to keep master diskettes and backups in separate files. Be sure to have a verification system for authorizing salary changes, additions, or deletions. There should be a clearly defined system for verifying changes by authorized signatures on the "Earnings/Absence Change" form. Also, it is wise to keep a written record of who is allowed access to which reports.

numbers, which will be preprinted on checks and stubs by the supplier.

LEVEL OF LICENSURE: **1 space; any character.** The LEVEL OF LICENSURE field appears on the CERTIFICATION DATA screen of *Personnel Data Recorder.* An employee's particular type of state or district license or certificate is represented by this entry.

LIMIT LEFT: **8 spaces; numbers and decimal point.** The LIMIT LEFT field appears on the DEDUCTIONS/BENEFITS screen of *Personnel Data Recorder.* The dollar value entered here is the amount of deduction still left to be taken before the application will automatically stop taking that deduction. A limiting control code has to be entered in the CONTROL field on the same screen for the application to stop deductions automatically; otherwise, the field is informational only.

METHOD: **2 spaces; numbers only. Required entry.** The METHOD field appears on the PAY CONTROL 1 and 2 screens of *Personnel Data Recorder.* The code entered here indicates the pay method by which an employee's pay is determined: hourly rate, weekly wage, annual fixed contract wage, and so on. The user-defined pay method codes and their meanings should be recorded on the "District Data" form in the back of this manual.

PAY CONTROL: This is the heading of a pair of screens that appear in succession when Option 4, PAYROLL DATA, is selected in *Personnel Data Recorder.* The data entered on these displays govern the payment of one employee's salary.

PAY METHOD TABLE: This is the heading of the third screen that appears under Option 1, DISTRICT DATA, in *Personnel Data Recorder.* This display is used to enter the master list of pay method codes and descriptions for your district (see CODE, item 2, and METHOD). The codes are user-defined, but codes 1 to 7 are reserved for unit pay, and codes 8 and higher are for contract pay.

PAYFILE: This term denotes the data entered on the MASTER SCHEDULE screen under Option 1 of *Payroll Assistant.* The payfile contains the information for setting up a payroll for one pay period for one paygroup.

PAYFLAG: This is a signal number printed on Report 1, the "Payroll Audit," of *Payroll Assistant.* The PAYFLAG is 0 if the payfile has not yet been posted and 1 if the payfile has been posted. You can no longer edit earnings after the payfile is posted (PAYFLAG is 1). However, you cannot print checks until the payfile is posted.

PAYGROUP: **1 space; numbers 1-4.** The PAYGROUP field appears on the GENERAL DATA screen of *Personnel Data Recorder* and the MASTER SCHEDULE screen of *Payroll Assistant.* A *paygroup* is a group of employees who are paid on the same payday and in the same pay period.

PER (Periods) PAID (CALENDAR): **2 spaces; numbers only.** PER PAID appears on the third ACCUMULATIONS screen of Option 4 of the PAYROLL DATA menu of the *Personnel Data Recorder* application. It is a number that denotes the current pay period of the calendar year for the employee's paygroup.

PERIOD START FLAGS: **4 fields of 1 space each; Y or N. Required entries.** This is the heading for a group of 4 fields which appears on the MASTER SCHEDULE display of *Payroll Assistant.* These fields are labeled MON, QTR, FIS, and CAL. Entering a Y (for "yes") in one of these fields indicates the start of a new period of that type; that is, a new month, quarter, fiscal year, or calendar year. When Y is entered in QTR, for example, the accumulated totals for the last quarter are posted, and accumulations for the new quarter begin again from zero. When N (for "no") is entered in these fields, the figures for the new pay period will be added to the previous accumulations.

PERIODS (FISCAL YTD): **2 spaces; numbers only.** PERIODS appears on the second ACCUMULATIONS screen of Option 4 of the PAYROLL DATA menu of *Personnel Data Recorder.* It is a number that denotes the current pay period of the fiscal year for the employee's paygroup.

POSITION CODE: **2 spaces; any characters.** The POSITION CODE field appears on the CERTIFICATION DATA screen of *Personnel Data Recorder.* This is a code to show an employee's job category. This code determines how Report 3, the "Seniority List," will sort.

POST PAYFILE: By this option of *Payroll Assistant,* payroll amounts, including totals, are copied from the payfile diskette in DRIVE 2 to the personnel diskette in DRIVE 1 when the *Payroll Assistant* module is used to post the payfile. Once the payfile is posted, you can no longer edit earnings, but you can print checks and all reports. Before posting, you can edit earnings and print Report 1, the "Payroll Audit," Report 2, the "Totals Audit," and Report 3, the "Wage Distribution."

RETIREMENT CODE: **1 space; numbers 0-5 only.** The RETIREMENT CODE field appears

Microcomputer Glossary

backup: a duplicate data disk made as a reserve in case of accidental erasure of or damage to a master disk; also, the process of copying the contents of a master disk onto a reserve disk, which is most conveniently done when both disks are in connected disk drives.
branch: an alternative procedure in an application that is triggered instead of another procedure by a specific input or command. In *School Management Applications,* the user-controlled branches are identified by numbered lists on menu screens and selected by entering the desired number.
character: any letter, number, or other symbol, such as an asterisk or plus sign. To a computer a space counts as one character.
cursor: a movable symbol (such as a rectangle or a dash) that flashes on a monitor screen at the point where the next character can be typed. Data cannot be entered at any place or any time that the cursor is not flashing.
data-entry form: a form that conveniently presents varied input data for one application in a clear layout to make accurate keyboard input easier.
default: an item of data that a computer will use as input unless given other data. The most likely response to a query on a display is often preset to be a default.
disk: a magnetic recording medium on which coded information can be stored and swiftly retrieved from any location on the disk. Disks work much faster and more reliably than cassette tapes for data storage and retrieval.
diskette: a small "mini-floppy" disk, 5¼ inches across, made of flexible plastic coated with a thin layer of metallic oxide.
diskname: a user-assigned code name consisting of up to ten characters (with no periods or spaces), which is recorded on a disk to enable a computer to "recognize" that disk when it is in a drive.
display: the information shown on a video monitor screen at any one time.
editing keys: certain keys that, when used with the SHIFT or FCTN key, can move the cursor within a data field, erase an entire field, or delete and insert characters.
ENTER: a command key at the right of the TI 99/4 keyboard that signals the computer to accept or "remember" the last group of data typed in.
field: a specific space on a disk or other data-storage device that is reserved for a single item of information, and limited to a certain number of characters; for instance, a field of 23 spaces for a name, or one of 4 spaces for a room number. In *School Management Applications*, each data field is displayed on the monitor as a white block whose length indicates the number of characters that can be input there. Some fields are for numbers or letters only.
initialization: the process by which an operator identifies a disk with a unique diskname, while the computer clears the disk and sets up an index to prepare it for new data.
input: any data that must be provided to a computer in order to use an application.
interface: a communications link between two devices or computer systems, in which such variables as their rates of data handling or their types of electronic coding are adjusted to work together.
menu: a video display on which branches are listed as numbered options that are selected by typing the desired number and pressing the ENTER key. On some menus, just pressing the number is sufficient.
microcomputer: a small, economical, portable computer that is very simple to operate.
output: any product of a computer such as a printed report or a video display.
RAM (Random Access Memory): computer circuitry that allows information to be both "written" in and also "read" out, but that offers no safeguards against erasure.
read/write head: the part of a disk drive that both records data on a disk and locates it to be played back.
ROM (Read Only Memory): computer circuitry that permanently protects stored contents, thus allowing a program to be freely "read" and used, but not tampered with nor erased.
sector: a segment of a disk that can hold a certain maximum quantity of data (usually 256 characters). A sector is analogous to one drawer in a bank of file cabinets. Diskettes are said to be *soft-sectored* if a computer can adjust their sectors, and *hard-sectored* if the diskette is manufactured with predefined sectors.
Solid State Software ™ : read-only application (or *command*) modules that contain pretested computer programs and that are fast-working, durable, and tamper-resistant because they have no loose wires or moving parts.

Index

Boldface numbers refer to diagrams

Personnel Data/Payroll
Earnings/Absence Change

Please Print

School District or School: DISTRICT 12

Request Date: NOV. 5, 1982

Employee Name: Thomas, Edward

Soc. Sec. #: 343-56-6631

ID #: 3

Paygroup: 2

Terminated: ______

New Employee: ______

Building and/or Check Location: 1

Other Employee Status Change (Explain): ______

Requested by: Julia Walters
(Signature)

Earnings Adjustment

Adjustment for Pay Period: 10

1. Increase gross pay (do one only): Amount ______ Percent 13.5
2. Decrease gross pay (do one only): Amount ______ Percent ______
3. Make one-time payment: Amount ______
4. Void check (attach if available): Amount ______ Check # ______

Charge Payment to: Account Name: STAFF SALARIES Account #: 018

Credit Decrease or Void to: Account Name: ______ Account #: ______

Explanation or Special Instructions

______

Absence or Sick Leave Adjustment

No. of Days Taken: ______ Pay Period: ______ Verified by: ______

Dates of Absence: ______

Change Approved: Jonathan Woods
(Signature and Title)

Date: 11-12-82

Entered by: Marianne Gottlieb
(Signature)

Date: 11-15-82

Warranty and Service Information

Texas Instruments Incorporated extends this consumer warranty only to the original consumer purchaser.

Warranty Coverage

This warranty covers the electronic and case components of the software module. These components include all semiconductor chips and devices, plastics, boards, wiring, and all other hardware contained in this module ("the Hardware"). This limited warranty does not extend to the programs contained in the software module and in the accompanying book materials ("the Programs").

The Hardware is warranted against malfunction due to defective materials or construction. **This warranty is void if the hardware has been damaged by accident or unreasonable use, neglect, improper service, or other causes not arising out of defects in material or construction.**

Warranty Duration

The Hardware is warranted for a period of three months from the date of the original purchase by the consumer.

Warranty Disclaimers

Any implied warranties arising out of this sale, including but not limited to the implied warranties of merchantability and fitness for a particular purpose, are limited in duration to the above three-month period. Texas Instruments shall not be liable for loss of use of the Hardware or other incidental or consequential costs, expenses, or damages incurred by the consumer or any other user.

Some states do not allow the exclusion or limitation of implied warranties or consequential damages, so the above limitations or exclusions may not apply to you in those states.

Legal Remedies

This warranty gives you specific legal rights, and you may also have other rights that vary from state to state.

Performance by TI Under Warranty

During the three-month warranty period, defective Hardware will be replaced when it is returned postage prepaid to a Texas Instruments Service Facility listed below. The replacement Hardware will be warranted for a period of three months from date of replacement. Other than the postage requirement, no charge will be made for replacement. TI strongly recommends that you insure the Hardware for value prior to mailing.

Texas Instruments Consumer Service Facilities

Texas Instruments Service Facility
P.O. Box 2500
Lubbock, Texas 79408

Geophysical Services Incorporated
41 Shelley Road
Richmond Hill, Ontario, Canada L4C5G4

Consumers in California and Oregon may contact the following Texas Instruments offices for additional assistance or information.

Texas Instruments Consumer Service
831 South Douglas Street
El Segundo, California 90245
(213) 973-1803

Texas Instruments Consumer Service
10700 Southwest Beaverton Highway
Beaverton, Oregon 97005
(503) 643-6758

Important Notice of Disclaimer Regarding the Programs

The following should be read and understood *before* purchasing and/or using the software module.

Scott, Foresman and Company does not warrant that the *School Management Applications* Programs will be free from error or will meet the specific requirements of the consumer. The consumer assumes complete responsibility for any decisions made or actions taken based on information obtained using the Programs. Any statements made concerning the utility of the Programs are not to be construed as express or implied warranties.

Scott, Foresman and Company makes no warranty, either express or implied, including but not limited to any implied warranties of merchantability and fitness for a particular purpose, regarding the Programs and makes all Programs available solely on an "as-is" basis.

In no event shall Scott, Foresman and Company be liable to anyone for special, collateral, incidental, or consequential damages in connection with or arising out of the purchase or use of the Programs and the sole and exclusive liability of Scott, Foresman and Company, regardless of the form of action, shall not exceed the purchase price of the software module. Moreover, Scott, Foresman and Company shall not be liable for any claim of any kind whatsoever by any other party against the user of the Programs.

Some states do not allow the exclusion or limitation of implied warranties or consequential damages, so the above limitations or exclusions may not apply to you in those states.

Personnel Data/Payroll
Code Reference Table

School District or School ____________________

Please Print

Year or Term ____________________

Type of Code: ____________________

Code	User's Definition

Type of Code: ____________________

Code	User's Definition

Type of Code: ____________________

Code	User's Definition

Type of Code: ____________________

Code	User's Definition

Personnel Data/Payroll
Earnings/Absence Change

Please Print

School District or School ______________________ Request Date ______________

Employee Name ______________ Soc. Sec. # ________ ID # ______ Paygroup ______

Terminated __________ New Employee __________ Building and/or Check Location ______________

Other Employee Status Change (Explain) ______________________ Requested by ______________
(Signature)

Earnings Adjustment

Adjustment for Pay Period: ______

1. Increase gross pay (do one only): Amount ____________ Percent ________
2. Decrease gross pay (do one only): Amount ____________ Percent ________
3. Make one-time payment: Amount ____________
4. Void check (attach if available): Amount ____________ Check # ________

Charge Payment to: Account Name ______________________ Account # ____________

Credit Decrease or Void to: Account Name ______________________ Account # ____________

Explanation or Special Instructions

____

____

____

Absence or Sick Leave Adjustment

No. of Days Taken: ________ Pay Period: ________ Verified by: ______________

Dates of Absence: ____

Change Approved ______________________ Date ______ Entered by ______________________ Date ______
(Signature and Title) (Signature)

Scott, Foresman and Company
School Management Applications