

Payroll Process

- Set up Company Information in Payroll
- Set up Employee Information in Payroll
- Create Payroll Automatic Entry Edit
- Create an Unpaid Technician Labor Report
- Create a Payroll Run
 - Print Checks
 - Generate ACH file
 - Post Payroll Run

EMPLOYEE INFORMATION

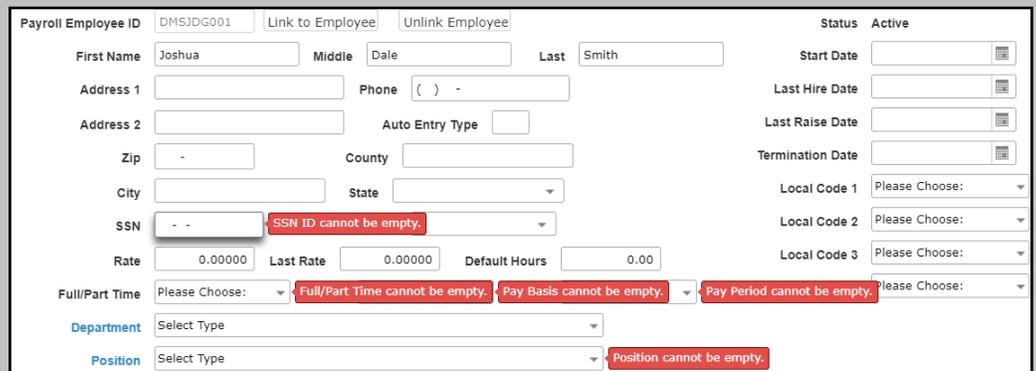
Best practices is to create an Employee record in Accounting module before establishing a new Payroll record. If you choose to create the Payroll record first follow the following steps.

Payroll > Maintenance > Employee Information – Filter/Search and select an employee to edit or select NEW from the Action Ribbon. In the Payroll Employee Information screen:

Basic tab

- Click [**New**] in the Action Ribbon to open the Payroll Employee New window. Input the **Payroll Employee ID, First Name, Middle Name, and Last Name**. Use the dropdown to select a **Payroll Company**. Click [**Save**]. You will be prompted asking if you want to add a Dealership Employee record as well. Answering Yes will link the Payroll Employee Information record with the Accounting Employee record.
- Select the [**Link to Employee**] button to marry the Payroll Employee record to the Accounting Employee record (ie: Accounting > Maintenance > Employee).
- Input the remaining Payroll Employee ID fields. Clicking [**Save**] will flag all system required fields.
- Enter the Auto Entry Type as needed (see the document for Auto Entry Type setup).
- Default Hours must be at least 1 for Salaried employees (not 0 and not 40).
- Federal Tax block - Fill out as employee has specified.

- State Tax block- Fill out as employee has specified.
- Click [**Save**] in the Action Ribbon.
- Now you can [**Link to Employee**] or [**Unlink Employee**] on the Basic Tab. This will link (or unlink) the Employee Payroll record to (or from) the Employee Record in the Accounting module and the Customer Record.
- Status is ACTIVE until it has been changed in the Accounting Employee record.



The screenshot shows the 'Basic' tab of the Payroll Employee Information form. Fields include: Payroll Employee ID (DMSJDG001), First Name (Joshua), Middle (Dale), Last (Smith), Address 1, Address 2, Zip, County, City, State, SSN (with error 'SSN ID cannot be empty'), Rate (0.00000), Last Rate (0.00000), Default Hours (0.00), Full/Part Time (Please Choose), Department (Select Type), and Position (Select Type, with error 'Position cannot be empty'). Other fields include Phone, Auto Entry Type, Status (Active), Start Date, Last Hire Date, Last Raise Date, Termination Date, and three Local Code dropdowns (all 'Please Choose').

NOTE: Termination date will not change the Status in the Accounting Employee record. You must change Status in Accounting > Maintenance > Employees to Inactive to lock an employee out of VUE.

Additional Information tab

- Each dealership may collect additional information as needed.
- Click [**Save**] in the Action Ribbon

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1.800.227.8187 or email dmssupport@dominiondms.com

EMPLOYEE INFORMATION

Account Setup tab - Be aware that editing this tab will overwrite the company defaults.

- Select a **Company Department Break Out** field to apply or split an employee’s gross earning to one or multiple departments. Select a Department from the dropdown and input the percentage per department to apply this employee’s gross earnings. Percentage total for all departments must total to 100%.
- Select the **Company Employee Break Out Override** fields to split an employee’s earnings by pay type (Regular/Overtime/Vacation/Sick/Holiday) to multiple GL accounts and/or to another company. Choose a Company from the dropdown, assign an Account Number, and a percentage. Repeat for each company this employee will receive their pay. Each column must total to 100%.

Note: When calculating payroll, the GL account selection hierarchy looks for an account in #1, then #2, #3, #4 below.

1. Company Employee Break Out Override (Payroll > Maintenance > Employee Information > Account Setup tab > Company Department Break Out Override section)

2. Company Position Default Accounts (Payroll > Maintenance > Company Information > Account Setup tab > Company Position Default Accounts tab)

3. Company Department Accounts (Payroll > Maintenance > Company Information > Account Setup > Company Department Accounts tab)

4. Payroll Company Default Accounts (Payroll > Maintenance > Company Information > Account Setup tab > Payroll Company Default Accounts tab)

- Mark the **WIP** Checkbox in the upper right to include this employee in WIP reports (including the Unpaid Labor Report).
- Click **[Save]** in the Action Ribbon

Insurance / Retirement , Vacation / Sick tab

- Mark the **401k Eligible** checkbox if applicable to this employee.
- Mark the **401k Company Match Eligible** checkbox if applicable to this employee.
- Mark the **401k Company Match Can Exceed Employee Contribution** checkbox if applicable to this employee.

Qualified 401K Plan section - Input contributions percentage and amount (401k Eligible checkbox must be marked)

Qualified ROTH 401k Plan section - Input contributions percentage and amount

Pension Plan section - Input contributions percentage and amount. Mark the 408 Plan if applicable.

Loans section - Input a loan amount and select a **Misc.** label from the dropdown.

Insurances block - Highlight an Insurance and click on **[Edit Insurance]**. Input **Employee Deduction** and **Company Cost**. Click **[Save]**.

Vacation/ Sick/ Holiday Accrual block - Manually adjust Vacation, Sick, and Holiday hours. Input the number of hours granted for each period. Input the current Vacation, Sick and Holiday hours in the Balance fields. The Balance field will update when each Payroll Run is completed.

FUTA / SUI and Others section - FUTA and SUI amounts are non-editable on the Employee Information screen. Mark all exempt items that apply for this employee.

- Click **[Save]** in the Action Ribbon.

Misc Other Pay tab

Miscellaneous Deductions block and the Other Pays block – Select a deduction and click the **[Edit Miscellaneous]** button to edit each amount.

- Click **[Save]** in the Action Ribbon.

Default Amount	<input type="text" value="\$0.00"/>
Balance Amount	<input type="text" value="\$0.00"/>
Override	<input type="text" value="0.000%"/> up to <input type="text" value="\$0.00"/>
Override Pay Type	Gross Pay (Default) <input type="button" value="v"/>
<input checked="" type="checkbox"/> Mark as commonly used	

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EMPLOYEE INFORMATION

ACH Setup tab

The Direct Deposit checkbox will be marked if the Company Information is set to default to Direct Deposit. You may individualize for this employee for up to 2 Banks.

- Input the employee’s bank Routing Number (VUE will Verify this number at input).
- Input the employee’s checking account number and net pay. Enter either the % or \$ amounts to deposit.
- Input the employee’s savings account number and net pay. Enter either the % or \$ amounts to deposit.

Percentages must total 100% or zero (or 0%). Percentages will be used if the \$ amount is zero; otherwise, the \$ amounts will be used.

Any left over net pay will go into the first valid account. In the following order:

- | | |
|------------------------|------------------------|
| 1. Bank #1 Checking #1 | 5. Bank #2 Checking #1 |
| 2. Bank #1 Savings #1 | 6. Bank #2 Savings #1 |
| 3. Bank #1 Checking #2 | 7. Bank #2 Checking #2 |
| 4. Bank #1 Savings #2 | 8. Bank #2 Savings #2 |

When allocating left over net pay, an account is considered valid if it has: a routing number, an account number, and an amount of more than \$0.00.

The Percentages must total to 100%, otherwise the dollar amounts will be used.

- Click [**Save**] in the Action Ribbon.

ACA Setup tab

All fields default as set in the Company Information screen. Edit the employee ACA tab as needed to personalize each employee record (See available LMS course for more details).

- Click [**Save**] in the Action Ribbon.

Form 1095-B Information Form 1095-C Information Covered Individuals

Do Not Include This Employee In ACA Information Returns :

Part I. Responsible Individual

8. Enter letter identifying Origin of the Policy (see instructions for codes). :

9. Small Business Health Options Program (SHOP) Marketplace identifier, if applicable. :

Report Coverage Under 1095-B Part II 1095-B Part III

Part III. Issuer or Other Coverage Provider

Name (Box 16)

EIN (Box 17)

Contact Telephone Number (Box 18) () -

Street Address (Box 19)

City or Town (Box 20)

State (Box 21)

ZIP Code (Box 22)

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