



Getting Started with
GrandMaster Suite



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Table of Contents

<i>Disclaimer</i>	3
<i>Copyright</i>	3
TABLE OF CONTENTS	5
CHAPTER 1: GRANDMASTER SUITE GETTING STARTED GUIDE	8
ABOUT THIS GUIDE.....	8
CONVENTIONS USED IN THE GETTING STARTED GUIDE	8
BEFORE YOU BEGIN... ..	9
GETTING HELP.....	9
<i>Context Sensitive</i>	9
<i>The Help Menu</i>	9
SYSTEM REQUIREMENTS	9
THE GRANDMASTER SUITE CD-ROM	10
<i>The AutoPlay Feature</i>	10
<i>To Start the CD Manually</i>	10
CHAPTER 2: INSTALLING GRANDMASTER SUITE	11
<i>To Install GrandMaster Suite:</i>	11
THE GRANDMASTER SUITE LICENSE SOFTWARE	14
<i>To Install the GrandMaster Suite License Software:</i>	14
CHAPTER 3: STARTING GRANDMASTER SUITE	17
STARTING GRANDMASTER SUITE.....	17
<i>To Start GrandMaster Suite:</i>	17
<i>Your Unique User ID</i>	18
THE GRANDMASTER SYSTEM MANAGER	18
VERSION NUMBER AND LICENSE INFORMATION.....	19
<i>To Obtain Version and License Information</i>	19
CHAPTER 4: PROCESSING YOUR FIRST PAYROLL	21
THE PAYROLL PROCESS AND GRANDMASTER SUITE	21
PLAN YOUR PAYROLL	21
MULTIPLE PAYROLL STEPS	21
SETTING UP DIFFERENT PAYROLL TYPES.....	23
STEP 1: CREATING A NEW PAYROLL	23
<i>To Create a New Payroll:</i>	23
<i>Summary</i>	26
STEP 2: ENTERING PAYROLL INFORMATION	26
<i>Defining Company Information</i>	27
<i>Defining Payroll Settings</i>	28
<i>Defining Payroll Account Settings</i>	30
<i>Defining Payroll Date Settings</i>	31
<i>Saving Your Payroll Information</i>	32
<i>Summary</i>	32
STEP 3: DEFINING EFT SETTINGS	32
<i>Creating an EFT Profile</i>	33

<i>Assigning an EFT Profile to a Payroll</i>	38
STEP 4: DEFINING WORKERS COMPENSATION SETTINGS	40
<i>To Define Worker's Compensation Settings</i>	40
<i>Further Information</i>	42
STEP 5: DEFINING PROVINCIAL HEALTH SETTINGS	42
<i>To Define Provincial Health Settings</i>	43
<i>Further Information</i>	45
STEP 6: DEFINING COMPANY EARNINGS	45
<i>Multiple Earnings</i>	45
<i>Earning Types</i>	45
<i>To Define a Salary Earning</i>	46
<i>Earning 2 - Salary - Vacation Taken</i>	48
<i>Earning 3 - Salary - Vacation Paid Out</i>	49
<i>Earning 4 - Salary - Sick Pay</i>	49
<i>Earning 5 - Salary Overtime</i>	50
<i>Earning 6 - Hourly - Regular</i>	50
<i>Earning 7 - Hourly - Overtime</i>	50
<i>Earning 8 - Hourly - Double Time</i>	51
<i>Earning 9 - Hourly Vacation Taken</i>	51
<i>Earning 10 - Hourly Vacation Paid Out</i>	52
<i>Earning 11 - Hourly Sick Pay</i>	52
<i>Earning 12 - Advances</i>	52
<i>Earning 13 - Travel/Expense Reimbursement</i>	53
<i>Earning 14 - Shift Premiums</i>	53
<i>Earning 15 - Piece Work</i>	54
<i>Earning 16 - Per Diem</i>	54
<i>Earning 17 - Bonus</i>	55
<i>Earning 18 - Commission</i>	55
<i>Earning 19 - Disability Pay</i>	56
<i>Earning 20 - Statutory Holiday Pay</i>	56
<i>Earning 21 - Banked Time In</i>	57
<i>Earning 22 - Paid out Bank</i>	57
STEP 7: DEFINING COMPANY DEDUCTIONS AND BENEFITS	58
<i>Deduction 1 - RRSP</i>	59
<i>Deduction 2 - Union Dues - Monthly</i>	60
<i>Deduction 3 - Social Fund</i>	60
<i>Deduction 4 - Group Insurance - Dental</i>	61
<i>Deduction 5 - Group Insurance - Health</i>	62
<i>Deduction 6 - Wage Loss Indemnity</i>	62
<i>Deduction 7 - Long Term Disability</i>	64
<i>Deduction 8 - Life Insurance</i>	65
<i>Deduction 9 - Advances</i>	66
<i>Deduction 10 - Company Purchase Plan</i>	67
<i>Deduction 11 - Uniforms/Safety Equipment</i>	68
<i>Deduction 12 - Garnishment</i>	69
<i>Deduction 13 - Union Dues - Monthly - Automatic</i>	69
<i>Deduction 14 - Union Dues - Part Time Staff</i>	71
<i>Deduction 15 - Bonus Payment RRSP</i>	72
STEP 8: DEFINING COMPANY ACCUMULATORS	73
ACCUMULATOR 1 - VACATION PAY - CURRENT RATE OF PAY	73
ACCUMULATOR 2 - VACATION ENTITLEMENT PAY AS ACCUMULATED BALANCE	75
ACCUMULATOR 3 - SICK TIME - 10 HOURS PER MONTH EARNED	77
ACCUMULATOR 4 - SENIORITY	78

ACCUMULATOR 5 - COMPANY PURCHASE PLAN BALANCE.....	79
ACCUMULATOR 6 - UNIFORM/SAFETY EQUIPMENT ENTITLEMENT	80
ACCUMULATOR 7 - VACATION ENTITLEMENT - PRELOAD/ ANNUAL CREDIT	81
ACCUMULATOR 8 - SICK TIME - PRELOAD ANNUAL CREDIT.....	82
ACCUMULATOR 9 - BANKED TIME TO MAXIMUM	83
STEP 9: SETTING UP COMPANY DISTRIBUTION TABLES	84
<i>General Ledger Definition</i>	84
DISTRIBUTION TABLES	85
<i>The Sample Department Store</i>	87
TO SET UP MULTIPLE PAYROLL DISTRIBUTION TABLES.....	89
EMPLOYER INFORMATION	93
GROUP ONE - ADD A NEW EMPLOYEE	95
STEP 11: SETTING UP EMPLOYEE TEMPLATES.....	96
TO ADD AN EMPLOYEE TO A PAYROLL USING THE TEMPLATE:	98
CREATE YOUR PAYROLL FIRST, AND ADD YOUR EMPLOYEES LATER	99
ADD AN EMPLOYEE TO THE PAYROLL	100
ADD EMPLOYEE'S YEAR TO DATE BALANCES	100

Chapter 1: GrandMaster Suite Getting Started Guide

Welcome to the GrandMaster Suite payroll processing software program. This premiere Windows-based application integrates Payroll, Human Resource, Employee Scheduling, Time Keeping, Electronic Funds Transfer and Resource Planning.

Use the powerful features in GrandMaster Suite to process your payroll in-house for anywhere from 2 to 2000+ employees.

About This guide

This Getting Started guide is designed for new users of the program, as well as for users who simply want to freshen-up their skills. It explains how to install, run and use the program, as well as how to perform basic payroll tasks. If you are a first-time user of GrandMaster Suite, you should read the opening sections of this guide carefully before installing the program. Once you are comfortable with the procedures, you can proceed to the section on Installing GrandMaster Suite.

Conventions Used in the Getting Started Guide

This guide uses the following conventions for menu commands, shortcuts and other instructions:

- Menu commands are listed in bold, italic (e.g. Choose the ***Payroll Information*** command).
- Multiple menu commands are listed together, separated by hyphens (e.g. Choose the ***Earnings - By Position*** command from the **Payroll** menu.).
- Buttons, Tabs, Combo-boxes and other window controls appear in *Italic* (e.g. Choose the *Apply* button, then click *OK* to continue.).
- Text that you must enter on your keyboard appears in Bold (Move to the *Address* field and enter **123 Fourth Street.**).
- Keyboard references appear in uppercase with angled brackets. Plus signs are shown between keys that must be pressed together (e.g. <CTRL>+<G>)
- Other special terms and keywords appear in Italics for *emphasis*.

Before You Begin...

Before you begin using this guide, you should be familiar with the following basic *Microsoft Windows* actions.

- Using the mouse (click, double-click, drag and drop).
- Moving, resizing and closing windows.
- Navigating through dialog boxes and using scroll bars.
- Choosing menu commands and selecting options from windows and submenus.

If you are unsure on how to perform any of these Windows actions, please refer to the "How To" topic in the *Microsoft Windows Online Help*.

Getting Help

Online Help is the fastest way to obtain information about a command, dialog box or item. GrandMaster Suite provides two methods of receiving help for a given topic: *Context Sensitive* or through the commands found under the **Help** menu.

Context Sensitive

Context Sensitive help displays information that is directly related to the action or operation presently being carried out. This type of help is available in all dialog boxes, windows and reports. To access this help, simply press the <F1> key.

The Help Menu

The Help menu contains commands that allow you to view help for the active window along with general help for the GrandMaster Suite program. To access this help, select the **Help** menu and choose the desired option from the list provided.

Note: To keep the Help screen from disappearing behind other windows when you click on a GrandMaster Suite window, choose the **Keep Help on Top - On Top** command from the Help window's **Options** menu.

System Requirements

Your computer must meet the following requirements to run GrandMaster Suite:

- Pentium processor or equivalent
- Microsoft Windows 95, 98, NT, 2000, ME or XP
- Approximately 50MB of hard disk space for complete GrandMaster Suite installation (all modules). Additional 100KB (average) of disk space per year for each active employee.
- 32 MB of RAM (64 or greater recommended).
- CD- ROM drive
- Mouse or compatible pointing device

The GrandMaster Suite CD-ROM

The GrandMaster Suite CD-ROM contains a full release version of the software. It also contains GrandMaster Suite Getting Started guide, product order forms, and the installation program for Adobe Acrobat® Reader, which allows you to view and print the documentation.

The AutoPlay Feature

The GrandMaster Suite CD-ROM plays automatically when you insert the disk into your CD-ROM drive. If this does not happen, try the following:

- Remove the disk, and then re-insert it.
- Remove the disk and wipe it with a soft, dry cloth to remove fingerprints or paper dust. Re-insert the disk.

If the AutoPlay problems continue, it may be because your CD-ROM driver does not support AutoPlay, or the AutoPlay feature is disabled. In either case, you can start the CD manually.

To Start the CD Manually

1. Start Windows, and then insert the GrandMaster Suite CD into your CD-ROM drive.
2. On the Windows taskbar, click the **Start** button and select **Run**.
3. Type `c:\autorun\autorun.exe` (replacing **C:** with the letter of your CD-ROM drive) in the **Open** field, and then click *OK*.

Chapter 2: Installing GrandMaster Suite

The following section describes the steps you must take to install GrandMaster Suite. The instructions assume that you are installing from drive A onto drive C. If you install to or from another drive, substitute the name of the drive you use in the following instructions (e.g., type **D:** instead of **E:**).

To Install GrandMaster Suite:

1. Start Windows, and then insert the GrandMaster Suite CD into your CD-ROM drive. The AutoPlay window will appear (if it does not, please refer to "The GrandMaster Suite CD-ROM" section that precedes this one).

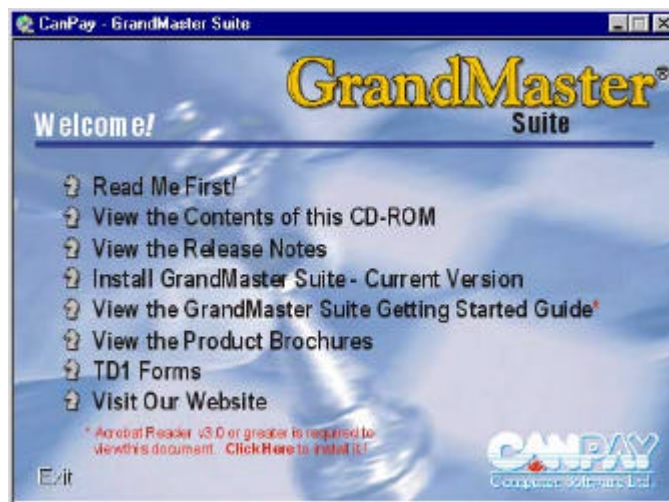


Fig. 2-1
The AutoPlay Welcome Window

2. Select the **Read Me First** option to open the corresponding document. Read the contents carefully.
3. When you are ready to proceed, choose the **Install GrandMaster Suite Version (n)** option. The *Welcome* dialog box appears.

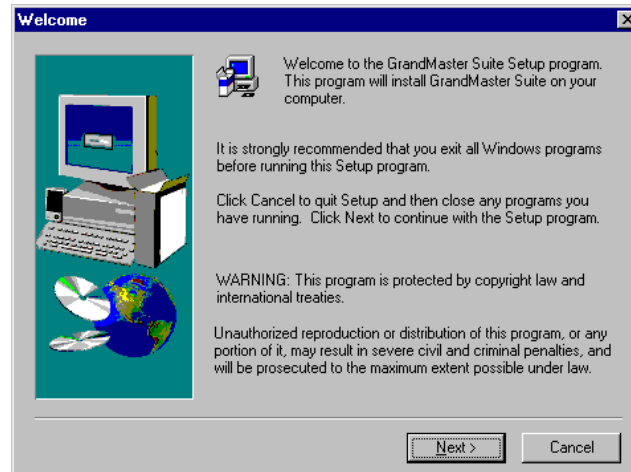


Fig. 2-2
The *GrandMaster Suite Welcome dialog box*

4. Read the displayed information, and then click *Next* to continue with the installation process. The *Software License Agreement* dialog box opens.
5. Read the License Agreement information carefully, and if you accept the terms of the agreement, click *Yes*. The *Install Directory* dialog box opens.

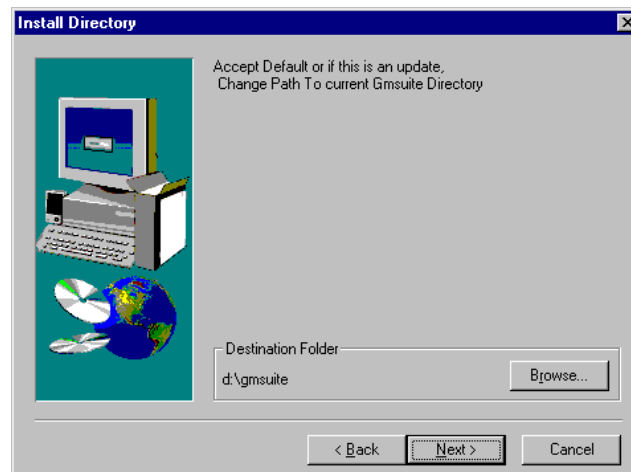


Fig. 2-3
The *Install Directory dialog box*

6. Choose *Next* to install the program files in the default directory (if you choose *Yes*, please skip ahead to Step 8).
7. To install GrandMaster Suite in a different folder, click *Browse*. The *Choose Folder* dialog box opens.

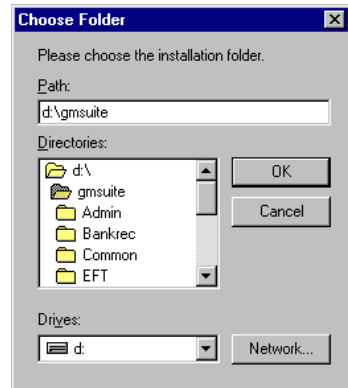


Fig. 2-4
The *Choose Folder* dialog box

8. Select or type the path to the destination folder, and then click *OK*. This returns you to the *Install Directory* dialog box.
9. Click *Next* to continue with the installation. This opens *Setup Type* dialog box where you can specify the type of installation you wish to perform.

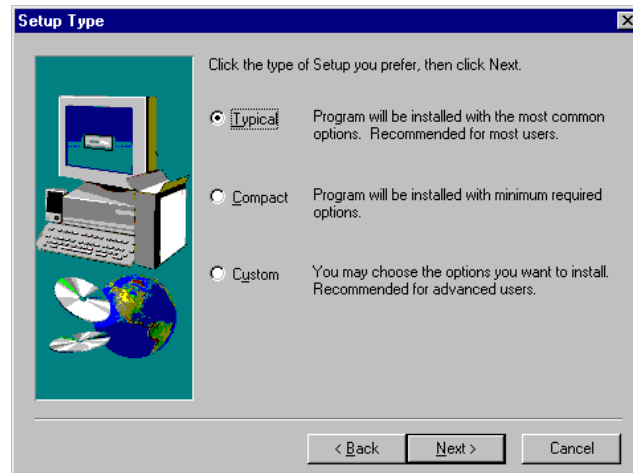


Fig. 2-5
The *Setup Type* dialog box

10. Choose your installation type from the options provided then choose *Next*. This opens the *Select Program Folder* dialog box.

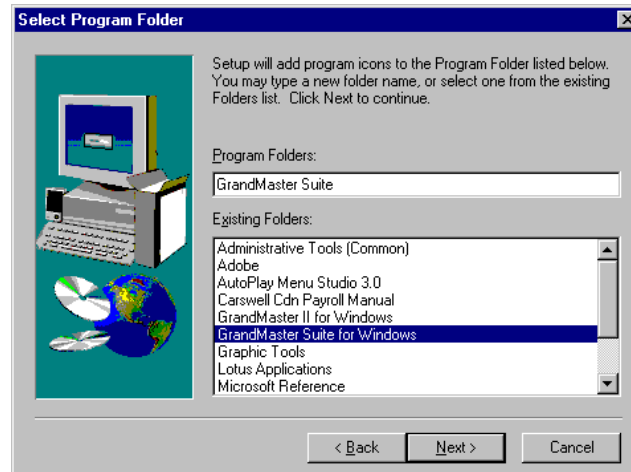


Fig. 2-6
The *Select Program Folder* dialog box

11. Select *Next* to use the default program group name. If you prefer, enter a different name in the *Program Folder* field, then choose *Next*. This starts the file copy procedure and a message box appears displaying the status of each file as it is copied to your hard disk.
12. When all the files have been copied, the *Setup Complete* dialog box opens. Click *Finish*.

Note: The installation program for Microsoft MDAC version 2.5 is included on your GrandMaster CD-ROM. This program has been included for users who experience difficulty with ODBC drivers. It allows you to update your computer with the most current ODBC drivers from Microsoft.

The GrandMaster Suite License Software

A default installation of GrandMaster Suite provides you with the ability to process payrolls for 20 employees or less. To use the software with more than 20 employees, you must purchase and install the License software. The GrandMaster Suite of programs must be installed before installing the License software. The License program is not included on your CD-ROM, but is distributed on a separate 3.5" floppy diskette.

Note: Ensure that you have installed **GrandMaster Suite** PRIOR to installing the License software.

To Install the GrandMaster Suite License Software:

1. Insert the GrandMaster Suite License diskette into your floppy drive.
2. On the Windows taskbar, click the **Start** button and select **Run**.
3. Type `a:\setup.exe` (where **a:** is the letter of your floppy drive) in the **Open** field, and then click **OK**.

Once the License program starts, the *Welcome* dialog box will appear.

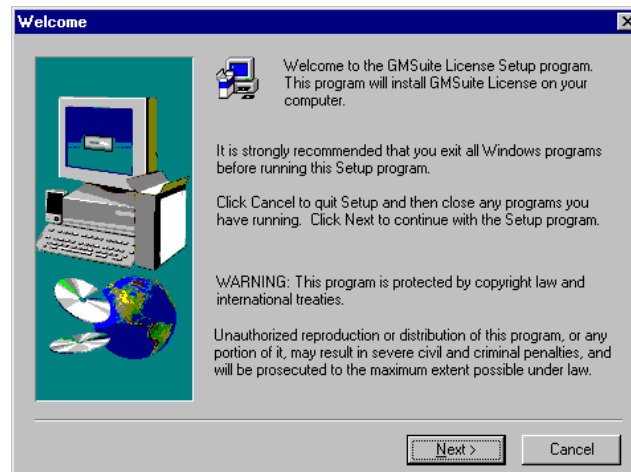


Fig. 2-7
The License Program's Welcome dialog box

4. Read the displayed information, and then click *Next* to continue with the installation process. The *Software License Agreement* dialog box opens.
5. Read the License Agreement information carefully, and if you accept the terms of the agreement, click *Yes*. The *GrandMaster Suite License Install* dialog box opens.



Fig. 2-8
The GrandMaster Suite License Install dialog box

Note: The License installation program displays the directory of the current GrandMaster Suite installation by default. The location of the License program and the actual GrandMaster Suite program files must match exactly otherwise the license will not function correctly.

6. If this location matches the directory where you installed GrandMaster Suite, choose *Next* to install the License program (if you choose *Yes*, please skip ahead to Step 8).
7. To install License program files in a different folder, click *Browse*. The *Choose Folder* dialog box opens.

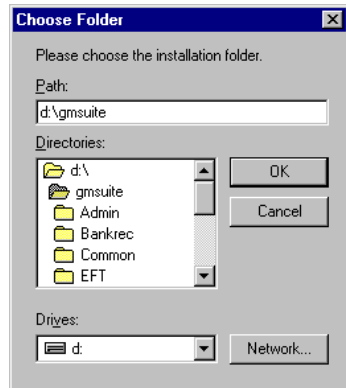


Fig. 2-9
The Choose Folder dialog box

8. Select or type the path to the correct GrandMaster Suite folder, and then click *OK*. This returns you to the *GrandMaster Suite License Install* dialog box.
9. Click *Next* to continue with the installation. This starts the file copy procedure and a message box appears displaying the status of each file as it is copied to your hard disk.
10. When all the files have been copied, the *Setup Complete* dialog box opens. Click *Finish*.
You are now ready to use GrandMaster Suite for Windows!

Chapter 3: Starting GrandMaster Suite

This chapter explains how to start the GrandMaster Suite program and discusses the Logon process, System Manager and License and Version number information.

Starting GrandMaster Suite

Each time you start GrandMaster Suite, GrandMaster Suite scans the required initialization parameters and verifies that the required system data files are available and can be opened for processing.

If a file error is encountered at this stage, a message box will appear that contains the name of the file and the associated error code. If such an event occurs when you start your installation of the program, please contact CanPay Technical Support and report the error message

To Start GrandMaster Suite:

1. Choose the *GrandMaster Suite for Windows - GrandMaster Suite* command from the *Start* button.

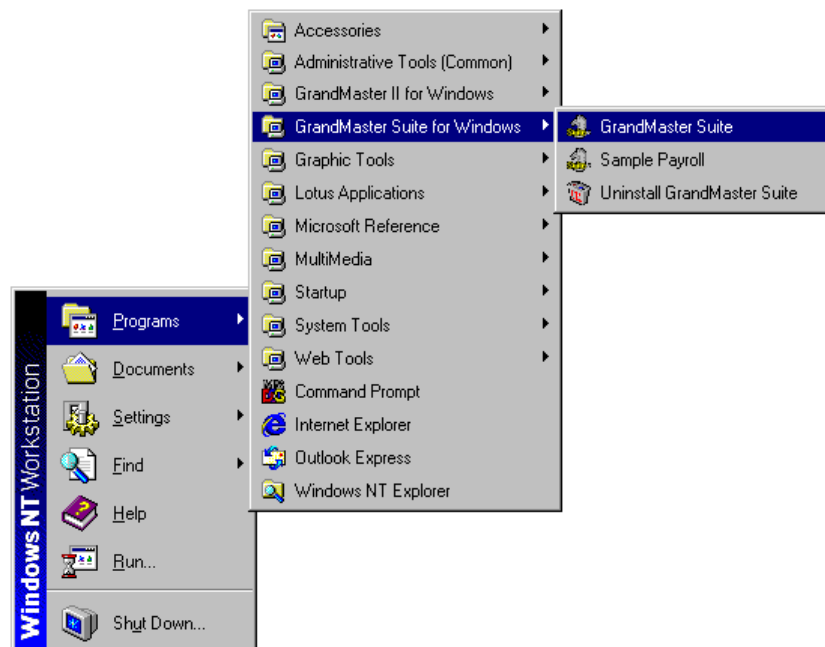


Fig. 3-1
The Start Menu with GrandMaster Suite Selected

After the verification stage is complete, the software license information is displayed and the *GrandMaster Logon* dialog box is displayed.



Fig. 3-2
The GrandMaster Logon dialog box

Your Unique User ID

The User ID field is used to enter an assigned User ID. If you enter an invalid User ID, an error message will appear when you click *OK*.

The installation of the License program will have already set up a single default User ID entitled "SUPERVISOR". This default User ID is defined with no required password and must be used to setup your initialization parameters the first time you use GrandMaster Suite.

Note: The SUPERVISOR User ID has been set up with no password and unlimited access.

The GrandMaster System Manager

The *GrandMaster System Manager* is the starting point for all program functions. It provides access to each of your installed modules. Each time you login to the program, this window will appear.

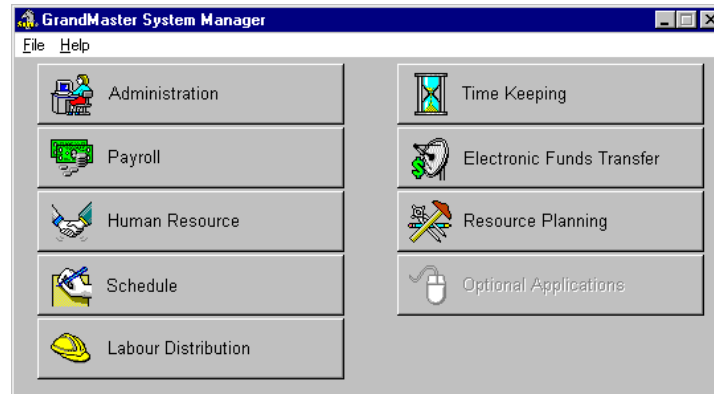


Fig. 3-3
The GrandMaster System Manager Window

To select a program module, click on the desired button. The *GrandMaster System Manager* window will be replaced with the selected module window.

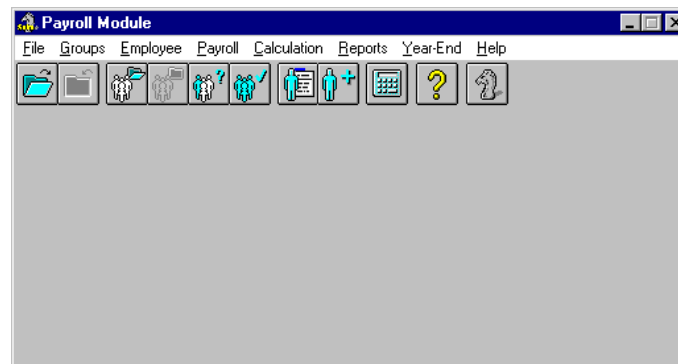


Fig. 3-4
The Payroll Module

Version Number and License Information

If you need to determine the current version and license status, you can do so easily via the System Manager's **Help** menu.

To Obtain Version and License Information

1. Choose the *About GrandMaster Suite* command from the *System Manager's Help* menu. The *About GrandMaster Suite* window appears.



Fig. 3-5
The About GrandMaster Suite Window

- **System Information** - This button opens a window that displays the program's system files along with their version numbers and dates.
- **Tech Support** - This button opens a help file that provides the pertinent information on how to contact CanPay Technical Support.

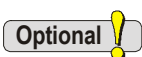
Chapter 4: Processing Your First Payroll

This chapter briefly describes the payroll process and how it is performed using GrandMaster Suite. You will learn how to enter employees, define their personal information and ultimately, process your first payroll.

The Payroll Process and GrandMaster Suite

To ensure an easy setup and implementation of your payroll, we have provided the following group of lessons. This first section of this chapter will describe the process that must be followed when you set up your payroll for the first time. The sections that follow will explain each step in detail.

If you are new to GrandMaster Suite, we suggest you complete the steps in the order shown. If you are using this guide as a refresher, feel free to move to the section on which you need help.



Note: Optional Steps - Depending on your payroll requirements, you may not need to complete all of the steps outlined in this chapter. Several steps are marked as "Optional", meaning that you can skip them and not be concerned about having an incomplete payroll. For example, if your company does not provide Electronic Funds Transfers to its employees, you can skip *Step 3: Defining EFT Settings* completely.

Optional steps are marked with the icon shown on the left.

Plan Your Payroll

The best way to get started is to create a payroll plan of action. This plan should include the information required to help you set up your payroll in the most efficient manner. For example, you should outline the types of earnings your payroll will contain and how these earnings will be calculated (e.g. overtime at 1.5 times Regular earnings).

You will also need to make a list of the types of deductions that your payroll will contain and work out the calculation method for each (e.g. Pension Deduction at 5% of Regular earnings). Next, you should determine what accumulators the payroll will require (e.g. Vacation, Sick Time, Banked Time) along with their method of calculation.

You also need to plan for miscellaneous items such as WCB and Provincial Health and a means of distributing the wages to all the various General Ledger accounts.

Once you have completed this outline, you will be better prepared to proceed with the following 12 steps.




Multiple Payroll Steps

This is a brief overview of the steps that must be carried out when setting up your first payroll. Much of the initial setup is completed at the Company/Payroll level. The Employee setup is generally performed later.

- **Step 1: Creating a New Payroll** - This step involves naming your payroll and specifying its location on your computer.
- **Step 2: Entering Payroll Information** - This step involves entering pertinent information about your company (e.g. name, address), specifying certain default settings that will be used

in calculating your payroll (e.g. pay frequency), defining the CCRA account number for each payroll and setting various company anniversary dates.

Optional 

- **Step 3: Defining EFT Settings** - This step involves entering your bank profile information and identifying the type of Electronic Funds Transfer (EFT) that will be used. This step is necessary if you wish to generate the funds transfer data file that will be transmitted to your bank for EFT processing.
 - **Step 4: Defining Workers Compensation Settings** - This step involves defining the settings based on your province's Workers' Compensation legislation. These settings will vary by province.
 - **Step 5: Defining Provincial Health Settings** - This step involves setting up the Provincial Health Rates that will be used when calculating your payroll. These settings will vary by province and is only necessary for those provinces with such legislation.
 - **Step 6: Defining Company Earnings** - This step involves entering the earning types that are applicable to your company such as Salary, Hourly, Overtime, etc. Earnings are used by GrandMaster Suite to control the pay amounts for each employee.
 - **Step 7: Defining Company Deductions and Benefits** - This step involves entering the deduction types that are applicable to your company such as RRSP, Group Insurance, Social Fund, etc. Deductions are used to automatically deduct monies from an employee's pay, based on pre-defined settings. Note that it is not necessary to set up Statutory Deductions as they are part of the GrandMaster Suite's defaults.
 - **Step 8: Defining Company Accumulators** - This step involves entering the accumulator types that are applicable to your company such as Vacation Time Earned, Sick Time Earned, Seniority in Hours, etc. Accumulators are used to accrue funds in a holding account, based on pre-defined settings. For example, if you have employees that are eligible to receive 4% of their pay each year as part of their vacation entitlement, GrandMaster Suite can accrue the appropriate amounts based on the hours worked throughout the year.
 - **Step 9: Setting Up Company Distribution Tables** - This step involves setting up your company's General Ledger accounts. Distribution Tables are used to define the relationship between payroll earnings, deductions, benefits, accumulators, statutory deductions and your general ledger.
- Optional 
- **Step 10: Defining Earning Rate Tables** - If your company has implemented a structured rate scale system for Earnings, Deductions and Accumulators, you can use GrandMaster Suite's Rate Tables to easily control these rates for your employees.
- Optional 
- **Step 11: Setting Up Employee Positions** - This step involves identifying the types of positions in the payroll. This can include such items as Office, Clerical, Management, Janitorial, etc. Positions allow for easy grouping of employees for payroll calculation purposes.
- Optional 
- **Step 12: Setting Up Employee Templates** - This step involves identifying the types of employees in the payroll and provides for a standardization of appropriate earnings, deductions and accumulators that will apply to each employee type. Employee Templates greatly facilitate the setup of individual employees.
 - **Step 13: Defining a Standard Work Week** - If appropriate, you can use the Standard Work Week feature to specify your company's "regular" working days. This includes such settings as the days and hours of operation.

Setting Up Different Payroll Types

Before you create a payroll, you must decide if you want to create a single payroll or work with multiple payrolls. Certain factors must be taken into account such as if your employees are paid in different manners (e.g. some hourly, some salaried).

Another factor to consider is that GrandMaster Suite allows you to specify one pay frequency type per payroll. Payrolls may have a mix of earning types such as salary, regular hourly and commission as long as they are all paid on the same day within the same pay period.

If however, you have a mixed payroll where some staff are paid bi-weekly and others are paid semi-monthly you will need to set up two separate payrolls (one for each type of pay frequency).

Step 1: Creating a New Payroll

This step involves naming your payroll and specifying its location on your computer. It is important to know the location of your data if you should ever need to make a backup (or restore from a backup file). The payroll password feature is also discussed.

To Create a New Payroll:

1. Choose the *Payroll* button from the *GrandMaster System Manager* window.

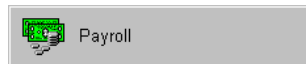


Fig. 4-1
The Payroll Module Button

This displays the *Payroll Module* window.

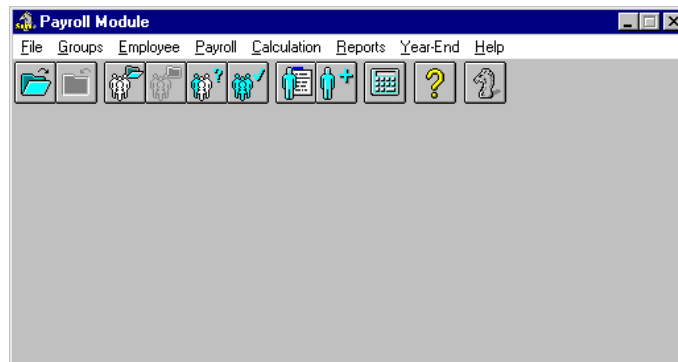


Fig. 4-2
The Payroll Module

2. Choose the *File - New* command.

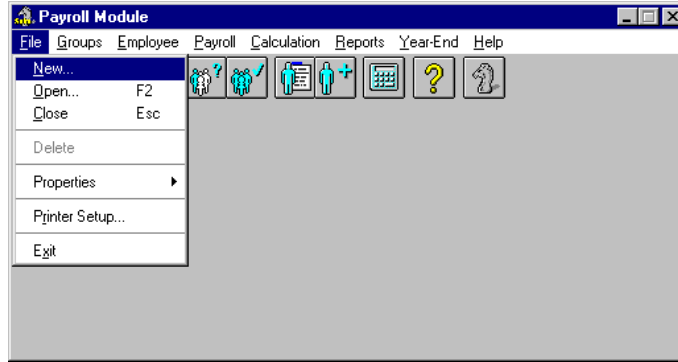


Fig. 4-3
The File Menu's "New" Command

This opens the *Insert New Payroll* dialog box where you must define the name that will be assigned to your payroll.

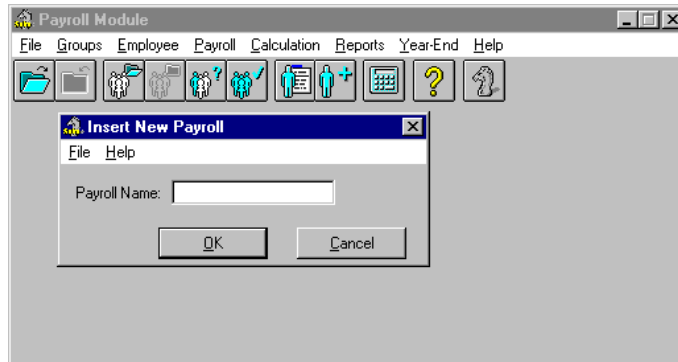


Fig. 4-4
The Insert New Payroll dialog box

3. Enter up to a 10 character alphanumeric name in *Payroll Name* field. This name should be unique and descriptive enough to differentiate between other payrolls you may create in the future.

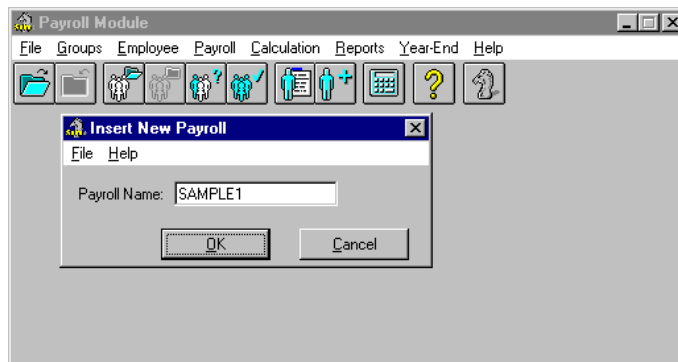


Fig. 4-5
The Payroll Name Inserted

Note: The Payroll Name - The payroll name must not contain spaces or special characters (e.g. &, %, #, etc.). If you require a separator, use an underscore (_).

- Click *OK* once you have entered the payroll name. This opens the *Payroll File Update* dialog box where you can add a description and specify the payroll's location on your hard disk.

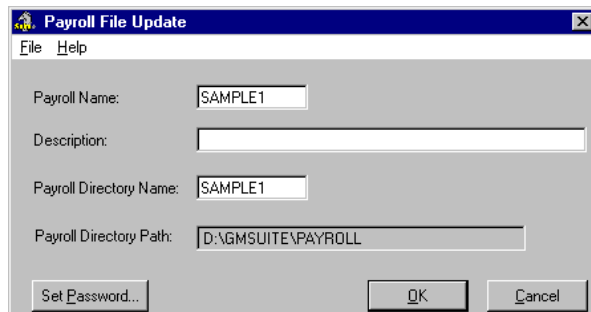


Fig. 4-6
The Payroll File Update dialog box

- Enter a description for the payroll. This description should help you identify this payroll should another payroll exist with a similar name. For example, if your payroll will include only salaried employees, you could enter "ABC Co. Salaried Employees".

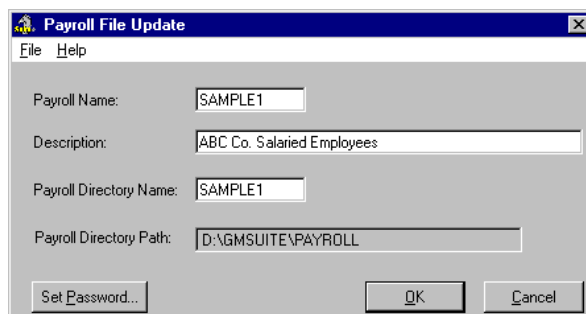


Fig. 4-7
The Payroll Description Added

Notice that the GrandMaster Suite has identified the directory name and path for the payroll. The *Payroll Directory Name* was automatically inserted when you defined your payroll name. The path to your payroll data (including the drive letter and directory) was created when GrandMaster Suite was installed on your computer.

Note: Changing the Payroll Directory Name while creating your payroll - If you would like to store the payroll in a different directory than the one shown in the *Payroll Directory Name*, simply change the name as required. Remember to define a name that contains no more than 8 characters and does not contain any spaces or special characters.

Caution - Once you leave this dialog box, the *Payroll Directory Name* will no longer be editable unless you are the *Supervisor*. Further, the Supervisor will only be able to change the name if the payroll sub-directory and corresponding data files have been copied to the proposed new location *prior* to changing the name in this field.

If you would like to store the payroll in a path other than the one shown in the *Payroll Directory Path* field, you must do so via the *Administration* module's *Initialization File Settings* dialog box. This dialog box can be accessed from the *Administration Module's File - Initialization Parameters* command.

- To provide password protection for this payroll, select the *Set Password* button. This opens the *Payroll Password* dialog box.

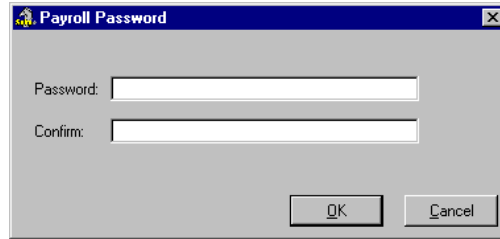


Fig. 4-8
The Payroll Password dialog box

7. Enter your password in the two fields provided; once in the *Password* field and again in the *Confirm* field, then click *OK*. Since the password you create is case sensitive, take note if you have entered the password in capital letters and/or lowercase (check your Caps Lock key).

Note: Removing a Password - To remove a password, simply open the *Payroll Password* dialog box and enter a space in the *Password* and *Confirm* fields and click *OK*. This action will remove the password and you will no longer be prompted when you open the payroll.

8. Once you have completed this information, select the *OK* button. This records your changes and opens the *Payroll Information* dialog box.

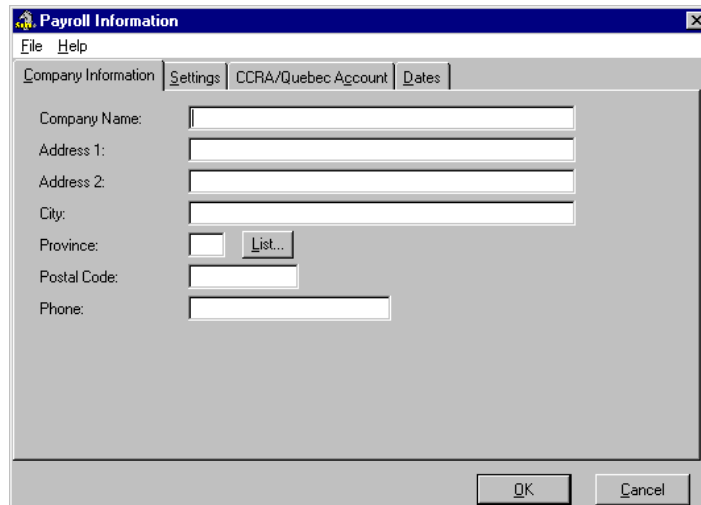


Fig. 4-9
The Payroll Information dialog box

Summary

You have now created a payroll consisting of only the name and computer location. Now you can move to the next section and identify your company and payroll type and its operating parameters.

Step 2: Entering Payroll Information

This step involves entering data in four distinct areas: company information, payroll information, payroll account settings and general payroll dates. Once this section is complete, you will be finished identifying your payroll and its operating parameters.

Defining Company Information

1. Ensure your payroll is open and ready for use. You can tell if you have a payroll selected because its name will appear in the center section of the *Payroll Module* window.

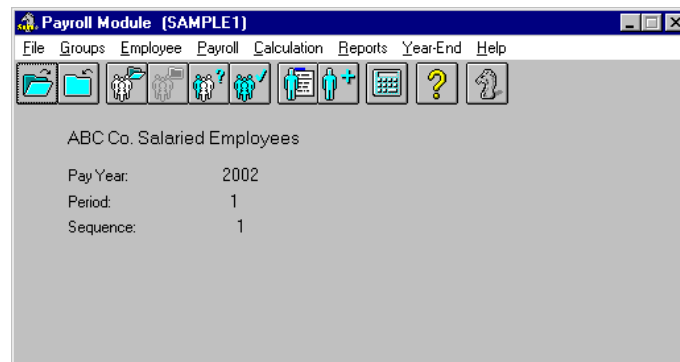


Fig. 4-10
The Payroll Module with a Payroll Selected

If your payroll is not selected, choose the **File - Open** command from the *Payroll Module*, click on your payroll in the list provided and click **OK**. Your payroll is now opened and ready for use.

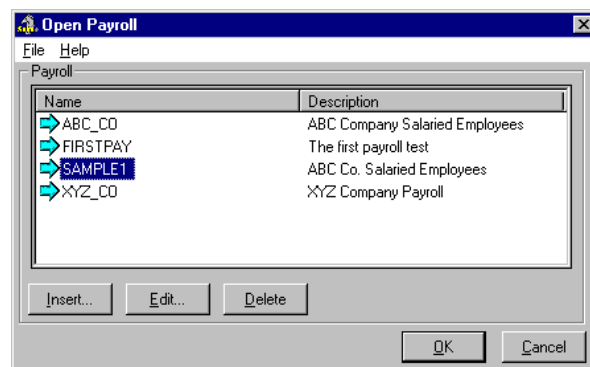


Fig. 4-11
Selecting a Payroll

2. Choose the **Payroll - Payroll Information** command. This opens the *Payroll Information* dialog box.

The screenshot shows the 'Payroll Information' dialog box with the 'Company Information' tab selected. The fields include: Company Name, Address 1, Address 2, City, Province (with a 'List...' button), Postal Code, and Phone. The 'OK' and 'Cancel' buttons are at the bottom right.

Fig. 4-12
The Payroll Information's Company Info Tab

3. Enter the company's legal corporate name in full (e.g. **ABC Company Ltd.**). This name will appear on various reports.
4. Complete the remaining fields and options in the *Company Info* tab.

Note: The Province Field - You must make a valid entry in the *Province* field. As you add each employee to the payroll, they will be defaulted to this province for calculation purposes. If a given employee has a different tax province, you change it later as you add them to the payroll.

Defining Payroll Settings

1. Click on the *Settings* tab to display further editing options. The *Settings* tab allows you to enter certain specifics about your payroll, such as the maximum net cheque GrandMaster Suite will issue, the payroll frequency, etc.

The screenshot shows the 'Payroll Information' dialog box with the 'Settings' tab selected. The fields include: Maximum Net Cheque (set to .00), Payroll Frequency (set to WEEKLY), checkboxes for Allow Arrears and Use Global Settings, Pay Rate Search (set to Company Default), Distribution, and a Payroll Level Message text area. The 'OK' and 'Cancel' buttons are at the bottom right.

Fig. 4-13
The Payroll Information's Settings Tab

- **Maximum Net Cheque** - Enter an amount in this field to instruct GrandMaster Suite to notify you (via the Pay Register) if a cheque is created that exceeds this amount. This can be useful if you are new to GrandMaster Suite and wish to ensure that you create valid cheques that fall within reasonable limits.

Note: Maximum Net Cheque - Entering an amount in the *Maximum Net Cheque* field **does not** prevent GrandMaster Suite from issuing a cheque greater than the amount set. Rather, it provides you with notification on the Pay Register of any cheque that exceeds this amount.

- **Payroll Frequency** - Use the options in this drop down list to specify the type of pay frequency for this payroll. GrandMaster Suite uses this information throughout its calculations so it is important to select the correct frequency.

Note: Payroll Frequency - We strongly recommend that you do not change this option once you have performed your first Statutory Deduction processing.

- **Allow Arrears** - Check this box if you would like to allow Arrears. Arrears allow for situations where deductions exceed the earnings of an employee in a given pay period resulting in an employee receivable. For example, normal company deductions such as Life Insurance or Health and Dental plans, can be deducted on a standard schedule whether or not an individual has earnings in a given pay period. Arrears would generate an employee receivable until the individual's next pay cheque then the arrears amount would be auto-deducted.

Another example is a group insurance deduction coming out of the first pay period of the month but the employee does not yet have sufficient earnings to accommodate it. The company may pay this on the employee's behalf and create arrears that GrandMaster Suite will deduct from the next pay to offset arrears.

Note: Allow Arrears - Allow Arrears is an Auto-Function that is applied to **all** employees. Once activated, there are no input transactions that you can make to interrupt the auto-deductions. For example, if an employee is away on maternity leave or another type of extended leave and you permit their coverage under these plans in their absence, the employee could be faced with an auto-deduction of several hundred dollars off their first cheque upon returning to work. As an alternative there are deduction codes that may be more appropriate in order to limit accessibility to this coverage privilege and to pro rate the pay back.

- **Use Global Settings** - Check this box if you are setting up more than one payroll. This will enable GrandMaster Suite to share the Earning, Deduction, and Accumulator definitions with other active payrolls.

If you are working with multiple payrolls that contain the exact same types of Earnings, Deductions and Accumulators and have the same definition and parameters for processing, you may wish to set up these types only once and have all payrolls reference the global type. If there are any differences or deviations between payrolls, we do not recommend selecting the option.

- **Pay Rate Search** - Use the options in this drop down list specify GrandMaster Suite's calculation processing method for resolving pay rates. If you are unsure about this option, leave it at the default setting (*Company Default*). The Company Default setting can be modified via the *Administration Module* under the **File - Global Preferences** command).

- **Distribution** - Use this field to enter the name of the General Ledger Distribution Table you wish to use when processing this payroll. If you are setting a payroll for the first time, this field will be left blank initially. You will return to this window later in the payroll creation process to complete this field.

Distribution Tables are used to define the relationship between payroll earnings, deductions, benefits, accumulators, and statutory deductions and your general ledger package. Distribution Tables are especially useful in that the person processing employee hours does not have to be familiar with the company general ledger coding structure.

Each Distribution Table will contain the general ledger codes that are associated with the payroll's earnings, deductions, benefits, and statutory deductions. These general ledger codes will be used when the payroll prepares the journal entry file for export to your general ledger.

Each payroll has a default distribution table that is used when no other distribution table specification is available. Distribution Tables can be associated with individual employees or with positions.

When the pay calculation is performed, the amounts for earnings, deductions, benefits, and statutory deductions are summarized by the distribution table. These summaries are then used to produce the journal entry file.

If, during processing, a general ledger code is not present in the Distribution Table to which an employee has been assigned, GrandMaster Suite will default to the payroll level overall distribution table to search for a match.



FOR MORE INFORMATION about Distribution Tables, please refer to the *Distribution Tables* section of this guide.

Note: The Distribution Table you specify here should be defined with General Ledger codes for all items or those items that will not vary in subsequent Distribution Tables. This field must be defined with a valid distribution table in order for your *Journal Entry* report to be correct.

- **Payroll Level Message** - Use this field to enter a message that will print on all pay statements. For example, if your company is having a gathering on a given evening, you could enter "Please remember to attend our company party this Friday".

Note: Clearing the Message - This field **does not** clear after you process a payroll. That is, each subsequent payroll will display the same message. Remember to delete the message after each payroll run (or change it as required).

Defining Payroll Account Settings

1. Click on the *Accounts* tab to display further editing options. The *Accounts* tab allows you to enter your CCRA and Revenue Québec Business Numbers. Each payroll will have at least one CCRA Business Number and if the company has employees in the province of Quebec, a Revenue Québec number.

Fig. 4-14
The Payroll Information's Account Tab

Note: CCRA Business Number - If you do not have a number, you must apply to the CCRA for one. This number is required to make your remittance for Tax, CPP and E.I. The number is 15 characters long with the following format: 123456789RP0001. The first nine characters are your Business number; RP0001 represent payroll one; RP0002 represents payroll two, etc.

Companies that have applied for a reduction to employer contributions for Employment Insurance (E.I.) due to a short term disability plan will have two or more CCRA Business Numbers. One for Part Time or Casual employees at the rate of 1.4 times the employee deduction and others at the reduced rate(s) supplied by the CCRA.

When employees are set up in GrandMaster Suite, they are assigned a CCRA Business Number. As the employee becomes eligible for short term benefits, they must be reassigned to a reduced rate Business Number. Employees in this situation will receive two T4's at the end of the year -- one for each Business Number.

- **Account 1: Number** - Enter the Full Rate business number that will be assigned to those employees who do not receive qualifying company benefits or are considered casual or part time.
 - **E.I. Rate** - The Company's portion of the Employment Insurance will be 1.4 times the employee's deduction.
- **Account 2: Number** - Enter the Reduced Rate business number that will be assigned to those employees who do receive qualifying Company Benefits or are considered full time.
 - **E.I. Rate** - Enter the company's portion of Employment Insurance (e.g. 1.2 times the employee's deduction).

Defining Payroll Date Settings

1. Click on the *Dates* tab to display further editing options. The *Dates* tab allows you to enter important company dates that are referenced by many functions in the payroll system (e.g. accumulators for determining evaluation periods). The format for these dates is a two-digit month followed by a two-digit day.

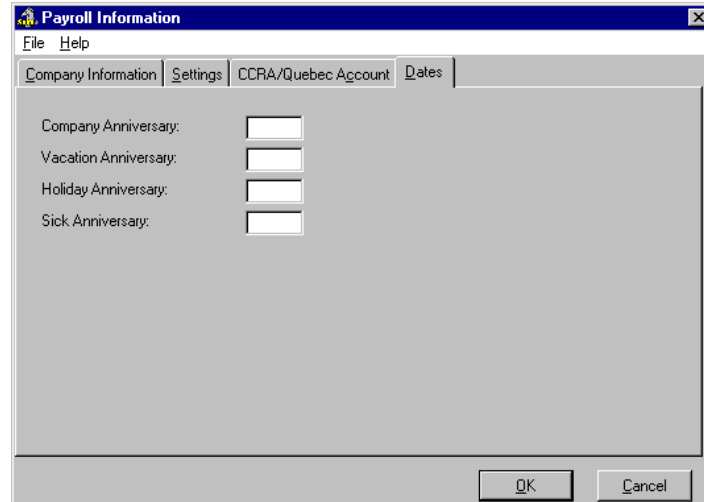


Fig. 4-15
The Payroll Information's Dates Tab

- **Company Anniversary** - Enter the date that signifies the company's anniversary date (which often coincides with the beginning fiscal period date).
- **Vacation Anniversary** - Enter the date that signifies the start date of the company's vacation year (representing a fixed 12 month policy).
- **Holiday Anniversary** - Enter the date that signifies the start date of the company's policy year for taking statutory holiday time accrued (representing a fixed 12 month period). This is normally only used in a 24 hours per day, seven days per week operation (e.g. hospital, convenience store).
- **Sick Anniversary** - Enter the date that signifies the start date of the company's sick year (representing a fixed 12 month policy).

Saving Your Payroll Information

Once you have completed the information under these four tabs, you should save it to disk. This will ensure that you do not have to enter it again when you return to this tab.

1. Select the *OK* button. This commits your changes to disk and closes the *Payroll Information* dialog box.

Summary

You have now successfully identified the payroll and its operating parameters. Now you can move on to the next section and define your payroll's EFT settings.

Step 3: Defining EFT Settings

GrandMaster Suite allows you to pay your employees by direct deposit rather than by cheque. The Electronic Funds Transfer (EFT) feature allows for the automatic transfer of funds to up to three employee accounts. If your organization does not use EFT, you can skip this section and move forward to the following section -- Worker's Compensation Settings.

This step involves creating a new EFT profile for your bank, defining the correct format for your issuing bank and assigning the new EFT profile to your payroll. Once this section is complete,

you will be ready to create EFT transmission files for any and all employees who require such a transaction.

Creating an EFT Profile

1. Ensure your payroll is open and ready for use. You can tell if you have a payroll selected because its name will appear in the center of the *Payroll Module*.
2. Choose the *Electronic Funds Transfer* button from the *GrandMaster System Manager* window.

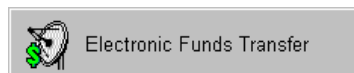


Fig. 4-16

The Electronic Funds Transfer Module Button

Note: Demo Version Users - If you are running the Demo version of GrandMaster Suite, you will receive a message stating that this module is limited to processing EFT's for 20 employees or less.

This displays the *Multiple Payroll Selection* dialog box. This dialog box displays a list of all the available payrolls on your computer. If you have used GrandMaster Suite for some time, there may be several payrolls to choose from. If you are new to GrandMaster Suite and are working through this guide for the first time, there will likely be only one payroll in the list -- the original payroll you defined in Chapter 1.

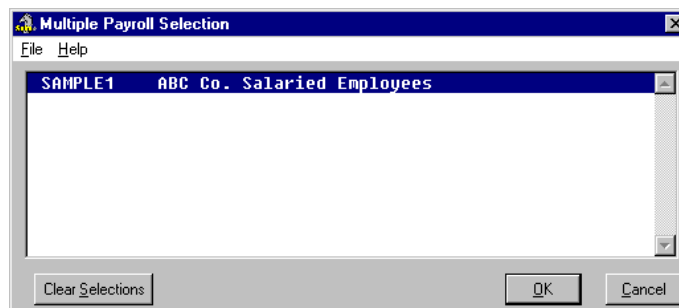


Fig. 4-17

The Multiple Payroll Selection dialog box with a Single Payroll Selected

3. Select your payroll from the list provided and click *OK*. This opens the *EFT Profile List* dialog box that displays the available EFT profiles on your computer. If you have used GrandMaster Suite for some time, there may be several EFT profiles to choose from. If you are new to GrandMaster Suite and are working through this guide for the first time, there will likely be no profiles in this list.

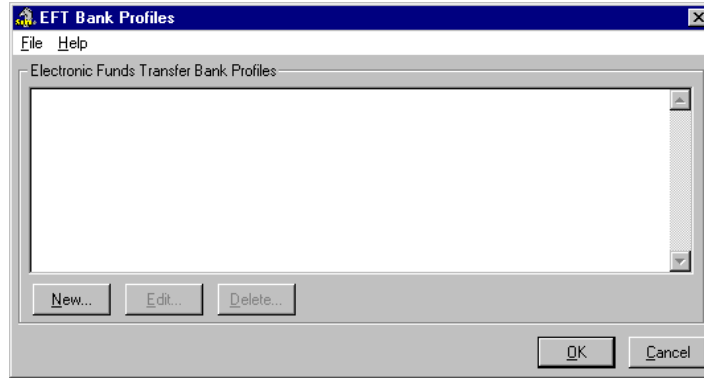


Fig. 4-18
The EFT Bank Profiles Dialog Box with no Profiles

4. Select the *New* button. This opens the *New EFT Bank Profile* dialog box where you must define the name that will be assigned to this profile.



Fig. 4-19
The Insert New Profile dialog box

5. Enter up to a 10 character alphanumeric name in *EFT Bank Profile* field. This name should be unique and descriptive enough to differentiate between other EFT profiles you may create in the future.

Many users prefer to use an abbreviation of the issuing bank as their profile. For example, if you were using the Toronto Dominion Bank, you could enter **TD** in this field.



Fig. 4-20
The Profile Name Inserted

Note: The Profile Name - The Profile name must not contain spaces or special characters (e.g. &, %, #, etc.). If you require a separator, use an underscore (_).

6. Click *OK* once you have entered the Profile name. This opens the *EFT Bank Profile* dialog box where you can define the pertinent details for the bank profile.

The screenshot shows the 'EFT Bank Profile' dialog box. The 'Code' field contains 'SCOTIABANK'. The 'Description' field is empty. The 'Format' field is a dropdown menu. The 'Bank Submission Data' section includes fields for 'Originator ID', 'Company Name', 'Short Name', 'Returns Bank Account', 'Data Centre ID', and 'Direct Deposit ID'. The 'EFT File Options' section has three radio buttons: 'No JCL', 'Gateway TEST', and 'Gateway PROD'. The 'Processing Defaults' section includes 'File Sequence' (0), 'Batch Sequence' (0), 'Filename' (eft.dat), and 'Directory' (D:\GMSUITE\EFT). There are 'OK' and 'Cancel' buttons at the bottom right.

Fig. 4-21

The EFT Bank Profile dialog box

- **Code** - This field displays the Profile name as defined when you created the profile. You can change it here if you wish. As mentioned earlier, many users prefer to use an abbreviation of the issuing bank as their Profile name (e.g. Toronto Dominion Bank users could enter TD or TDBANK).
- **Description** - Use this field to clearly identify this profile. For example, if you create a profile for TD (as mentioned above) you may wish to further describe the code as Toronto Dominion in this field. You can also use this field to identify a profile for a specific payroll (e.g. Toronto Dominion - General payroll or Toronto Dominion - Management Payroll).
- **Format** - Use the options from this drop down list to specify the output format for the profile. GrandMaster Suite provides export formats for many of Canada's major banks. Your final EFT file will have its format based on the bank you choose from this list box.

Note: CSV Format - The CSV button (located to the right of the Format list box) is available only when exporting to the **Comma Delimited File** format. Choosing this button opens the CSV File Definition dialog box so you can define specific details for your exported text file.

- **Originator ID** - Use this field to enter the Originator ID number as provided by the issuing bank.
- **Company Name** - Use this field to enter the company's full name. Certain bank formats use this name along with the Originator ID number to identify the source of the EFT transmission.
- **Short Name** - Use this field to enter an abbreviated version of the company's name. This abbreviated name is usually assigned by the issuing bank. Certain bank formats use this short name and Originator ID number to identify the source of the EFT transmission.
- **Returns Bank Account** - Use this field to enter the Returns Bank Account number as assigned by the issuing bank. You must enter a valid number in this field to complete the dialog box.

This number represents the bank account where rejected employee transfers are stored by your bank until you are able to make a correction and have it resent. This account is also where returned items are deposited until your bank returns the funds to the account from which they were initially drawn.

It should be noted that all banks do not use this method of a “holding” account -- please check with your own bank to ensure this feature is available.

Note: Returns Bank Account Format - The format for this number must be a 5 digit transit number, followed by a 3 digit bank ID number followed by an account number (up to 16 digits).

- **Data Centre ID** - Use this field to enter Data Centre ID number as assigned by the issuing bank. The bank uses this number to identify the data centre responsible for the EFT processing.
- **Direct Deposit ID (CUC Only)** - Use this field to enter the Direct Deposit ID number as provided by the Credit Union. This field is necessary for Credit Union clients only.

No JCL - This option should only be used when creating Royal Bank or Bank of Montreal EFT files that **do not** require a JCL header or trailer record. In certain cases, it can be required by the Royal Bank of Canada when you are submitting several payroll EFT generations in a single batch. The Royal Bank may have supplied their own JCL format as part of their software that reads the EFT batch file. Please check with your bank to verify if this feature is required.

Gateway TEST - Used for Royal Bank EFT files only, check this box if you need to create your EFT file with a Gateway header. Checking this box allows you to create a test EFT file that you can transmit to your bank **prior** to sending the actual production EFT file. Such a file allows the bank to assess the file for structure accuracy prior to live data being transmitted.

Gateway PROD - Used by Royal Bank EFT files only, check this box when you want to create the final EFT file with Royal Bank Gateway header information. Choosing this option means that your Gateway format has been approved by the Royal Bank.

- **File Sequence** - Use this field to enter the file/batch transmission number from your last transmitted payroll EFT (if applicable). If you have not used EFT/Direct Deposit before, your File Sequence number should be set to 0 (zero). Your bank will request that your first ever transmission start at number 1 (one). The File Sequence number should be 1 less than the next expected number. GrandMaster Suite automatically increments by 1 for every EFT batch file generated.

You should check with your bank to verify their requirements for file sequence number handling. If they reject a batch for some reason they may require a new batch be sent using the next available number.

Note: File Sequence Increments - Most banks will reject the EFT file if it contains a File Sequence number that it has already received. It may also reject the EFT file if the number is higher than expected (e.g. the previous EFT sequence number was 1 and you send a new file with the sequence number of 3). If you ever need to re-create the EFT file, it is important to reset the File Sequence number **prior** to doing so.

- **Batch Sequence** - Use this field to enter the Batch Sequence number if you are acting as a payroll service bureau and batching the EFT files for transmission. This field should remain blank since there are currently no banks using this field.

- **File Name** - Use this field to enter the name of your EFT file. You can enter up to a 10 character alphanumeric name that must not contain spaces or special characters. The name should be unique and descriptive enough to differentiate between other EFT files you may create in the future. For example, if you are creating an EFT file for the Toronto Dominion Bank, you could name it **TDEFT.DAT**. The default file name is **EFT.DAT**.
- **Directory** - Use this field to enter the directory/location where the EFT file will be created. By default, GrandMaster Suite assumes the same drive letter where the program is installed.

Fig. 4-22

A Completed EFT Bank Profile dialog box

7. Click **OK** to close the *EFT Bank Profile* dialog box. You are returned to the *EFT Bank Profiles* dialog box and your new profile record appears.

Fig. 4-23

The New Profile Record

8. Click **OK** to close the *EFT Bank Profiles* dialog box. This opens the *Generate EFT File* dialog box where you perform the actual process of creating your EFT file.

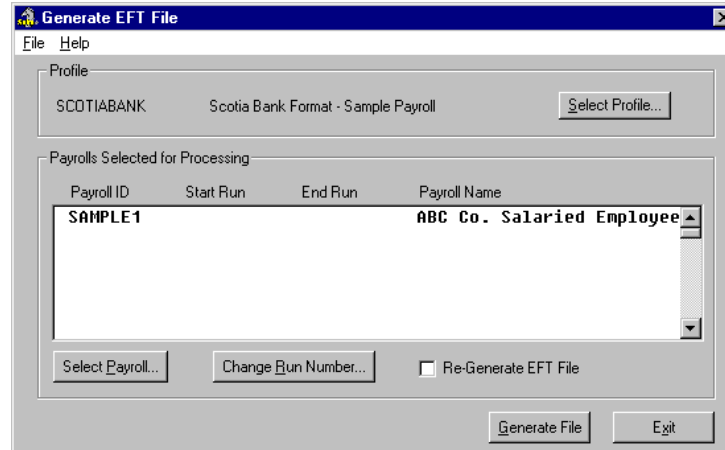


Fig. 4-24
The Generate EFT File dialog box

9. Since you will not be creating an actual EFT file at this time, choose the *Exit* button. This closes the dialog box and returns you to the *GrandMaster System Manager* window.

You have now completed the details for the EFT file. Now you must assign the file to your payroll.

Assigning an EFT Profile to a Payroll

1. Choose the *Payroll Module* button and select the payroll to which you will apply the EFT profile.

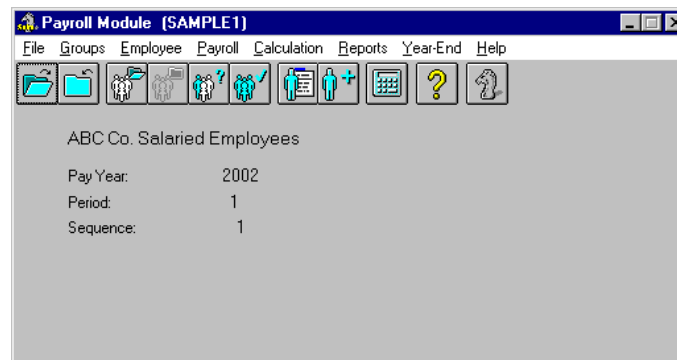


Fig. 4-25
The Payroll Module with a Payroll Selected

2. Choose the *Payroll - Electronic funds Transfer - Payroll EFT* command. This opens the *Payroll EFT Settings* dialog box where you can assign the EFT Profile you created earlier in this lesson. This dialog box is also used to specify the actions that should be taken during the EFT processing.

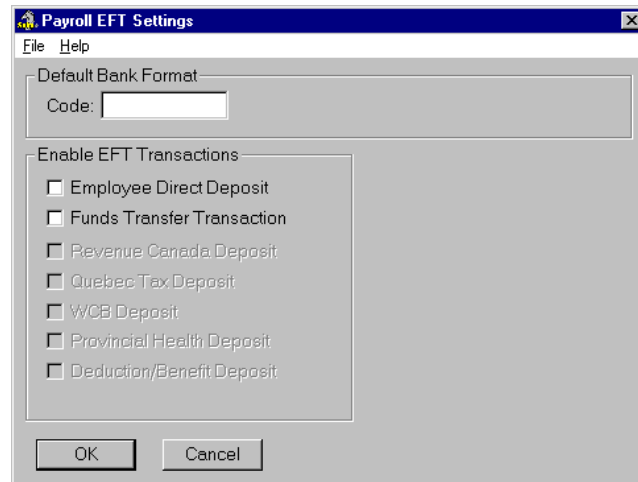


Fig. 4-26
The Payroll EFT Settings dialog box

- **EFT Bank Profile** - Use this field to enter the name of the EFT Profile you wish to apply. Once you enter a valid name, the EFT's description will appear to the right of this field.

To view a complete list of available EFT Profiles, press the <F8> key on your keyboard or choose the *List* command from the **File** menu. Choose a profile from the resulting list, then click *OK* to have it inserted into this field automatically.

- **Employee Direct Deposit** - Check this box if you wish to activate the Direct Deposit feature for your payroll. This feature allows you to have an employee's pay deposited directly in their bank account instead of having to create a cheque.

Note: Direct Deposit Transactions - If you choose the Direct Deposit option, you will need to complete further steps at the employee level. These steps will be discussed later when you are setting up the employees and adding them to a payroll.

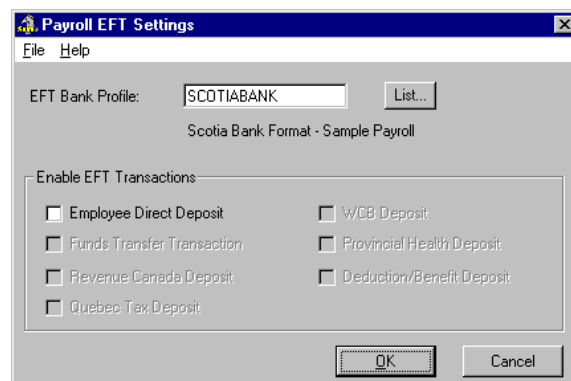


Fig. 4-27
A Completed Payroll EFT Settings dialog box

Note: Obtaining Required Information - If you wish to implement any of the other options in this dialog box (other than Employee Deposits), you should consult the payee and your bank to obtain the necessary information to complete the required fields.

Step 4: Defining Workers Compensation Settings

Workers' Compensation legislation has been enacted by each Province and Territory to provide income for employees who are absent from work because of a work-related accident or industrially caused disease. Employers are assessed annually with the collected funds being used to create the accident fund from which the injured employees are paid.

The annual assessment of employers is based on a rate per \$100.00 of the total assessable payroll. This rate is determined by the amount of assessment payments required to meet the projected accident costs of that particular industry. Each province establishes a maximum assessable amount for employees.

GrandMaster Suite requires provincial Workers' Compensation Board values when calculating a payroll. Each employee's tax province is required to assign the employee the appropriate rates in the table.

Rate tables can be setup for each type of employee with no limit to the number of tables that can be setup. For example, if your company provides General Contracting services, you may have electricians assigned a rate of \$12.00 per hundred by the WCB -- you may also have plumbers assigned a rate of \$15.00 per hundred. In this case, you would set up a table for electricians and another table for plumbers. When defining the information for these employees, you simply assign the electrician or plumber options.

To Define Worker's Compensation Settings

1. Ensure your payroll is open and ready for use. You can tell if you have a payroll selected because its name will appear in the center of the *Payroll Module*.
2. Choose the *Payroll - Workers Compensation Settings* command. This opens the *Workers Compensation* dialog box.



Fig. 4-28

The Workers Compensation dialog box.

3. Select the *Insert* button. This opens the *Insert New Province* dialog box where you must specify the province where the employees reside. If your company has employees that work in different provinces, you will need to set up a WCB record for each province (i.e. complete steps 2 through 8 for each province).
4. Enter a two-character province code (or select the question mark icon and choose a province from the list provided) and click *OK*. This opens the *Workers Compensation Settings* dialog box. This dialog box is used to define the WCB record's start and end dates, maximum amount and varying rates.

Fig. 4-29
The Workers Compensation Settings dialog box.

5. In the *Start Date* field, enter the day of the year on which the WCB record should begin calculating. This is generally set to January 1 of the current year. If your province undergoes a rate change in the middle of the year, you can start the WCB record on the new date (provided you have finished processing your payroll for the last month with the old rate).

The correct date format is YYYY/MM/DD. If you attempt to use another format, you may encounter incorrect calculations. You can verify the correct formatting by pressing the <TAB> key to exit the date field. If the date looks correct, then you have entered it properly.

6. In the *End Date* field, enter the day of the year on which the WCB record should cease calculating. This is generally set to December 31 of the current year.

Note: End Dates - It is not necessary to enter an End Date if there has been no change in the rate for some time. However, if a provincial budget has altered the rate, you should define an End Date on one record, then create another record with the new rate and its corresponding Start Date.

The Workers Compensation settings cease calculation according to the expiration date defined in the End Date field. You must ensure that you define the correct Maximum assessable and rates for each calendar year as you move from one year to the next. Once the system passes the End Date, the benefit will cease and will not be calculated unless there is another WCB record beginning the following day.

If you are advised of WCB rate changes partway through the year, simply insert a new WCB record with the corresponding start and end dates.

Note: Retaining Prior History - If you maintain the rate schedule by date, GrandMaster Suite will be able to retain the history of rates that have been previously paid.

7. Enter your assigned WCB rates in order, beginning with Rate 1. If your assigned rate is one and one half percent, you would enter 1.5 in the field.

Note: Next Year's Rates - When you insert the rates for next year, ensure that you maintain the same order of entry as your original set up. If Rate 1 in 2001 was for job class 41673, Rate 1 in 2002 should also be for job class 41673. When we set up our employees (later in this guide), they will each be assigned a WCB rate code. By maintaining the same rate order each year you will avoid having to adjust each employee's rate code assignment.

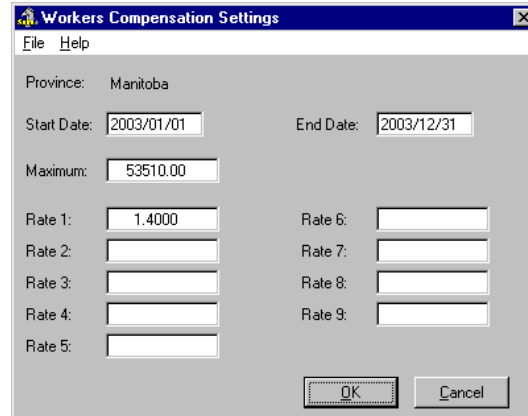


Fig. 4-30
A Completed WCB Settings dialog box.

8. Click *OK* to accept your changes. This closes the dialog box and returns you to the *Workers Compensation* dialog box. Your new record is now displayed in the list.

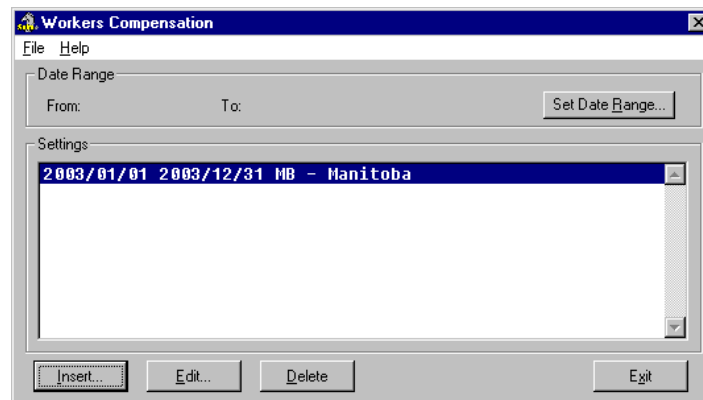


Fig. 4-31
The Newly Created WCB Record

9. Repeat step 3 through 8 for each province, based on your company's requirements.

Further Information...

The Worker's Compensation settings must be completed here (at the payroll level) to activate the calculation. These settings generate an employer cost that appears as a statutory benefit on each employee's payroll record. This information also prints on each employee's record on the payroll register.

Step 5: Defining Provincial Health Settings

Manitoba, Newfoundland, Ontario and Quebec each require employers to pay a payroll-related levy to help fund their provincial health care systems. In general, the levies apply to total annual payroll paid to employees who report for work at the employer's place of business in the province. It also applies to employees who are not required to report to the employer's business establishment in the province, but who are paid from or through the employer's place of business in the province.

As a result, if an employer subject to a provincial health-related levy continues to pay salary and wages to an expatriate employee, the employer will have to include the salary and wages when calculating the total amount of payroll subject to the levy.

GrandMaster Suite provides a facility for these levies via the Provincial Health Settings command. Similar in setup to the WCB Settings discussed in the previous chapter, the program requires each employee's tax province when calculating the payroll.

To Define Provincial Health Settings

1. Ensure your payroll is open and ready for use. You can tell if you have a payroll selected because its name will appear in the center of the *Payroll Module*.
2. Choose the *Payroll - Provincial Health* command. This opens the *Provincial Health* dialog box.

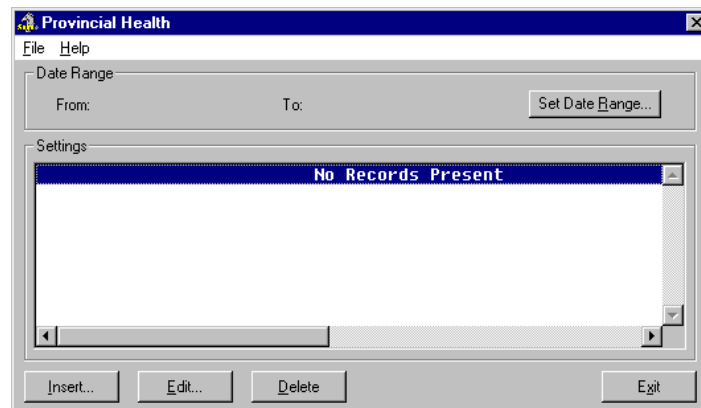


Fig. 4-32
The *Provincial Health* dialog box.

3. Select the *Insert* button. This opens the *Insert New Province* dialog box where you must specify the province where the employees reside. If your company has employees that work in different provinces, you will need to set up a record for each province (i.e. complete steps 2 through 10 for each province).
4. Enter a two-character province code and click *OK*. This opens the *Provincial Health Settings* dialog box. This dialog box is used to define the record's start/end dates and varying rates.

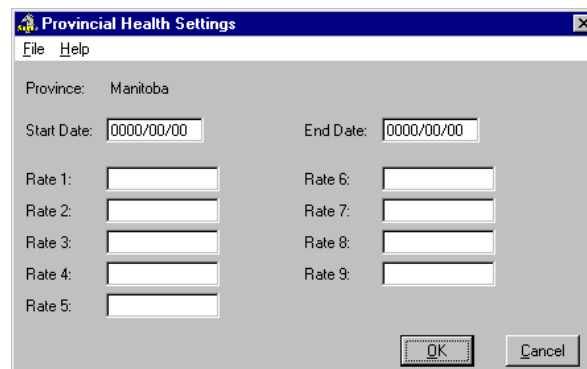


Fig. 4-33
The *Provincial Health Settings* dialog box.

5. In the *Start Date* field, enter the day of the year on which the record should begin calculating. This is generally set to January 1 of the current year. If your province undergoes a rate

change in the middle of the year, you can start the record on the new date (provided you have finished processing your payroll for the last month with the old rate).

The correct date format is YYYY/MM/DD. If you attempt to use another format, you may encounter incorrect calculations. You can verify the correct formatting by pressing the <TAB> key to exit the date field. If the date looks correct, then you have entered it properly.

6. In the *End Date* field, enter the day of the year on which the record should cease calculating. This is generally set to December 31 of the current year.

Note: End Dates - It is not necessary to enter an End Date if there has been no change in the rate for some time. However, if a provincial budget has altered the rate, you should define an End Date on one record, then create another record with the new rate and its corresponding Start Date.

The Provincial Health settings cease calculation according to the expiration date defined in the End Date field. Once the system passes the End Date, Provincial Health information will cease calculating unless there is another record beginning the following day.

If you are advised of Provincial Health rate changes partway through the year, simply insert a new record with the corresponding start and end dates.

7. Enter your assigned Provincial Health rates in order, beginning with Rate 1. If your assigned rate is one and one half percent, you would enter 1.5 in the field.

Although each employee's default Provincial Health setting will be their tax province, it will still be necessary to assign a rate code for each.

The screenshot shows a dialog box titled "Provincial Health Settings". It contains the following fields and controls:

- Province: Manitoba
- Start Date: 2003/01/01
- End Date: 2003/12/31
- Rate 1: 1.9500
- Rate 2: (empty)
- Rate 3: (empty)
- Rate 4: (empty)
- Rate 5: (empty)
- Rate 6: (empty)
- Rate 7: (empty)
- Rate 8: (empty)
- Rate 9: (empty)
- Buttons: OK, Cancel

Fig. 4-34

A Completed Provincial Health Settings dialog box.

8. Click *OK* to accept your changes. This closes the dialog box and returns you to the *Provincial Health* dialog box. Your new record is now displayed in the list.

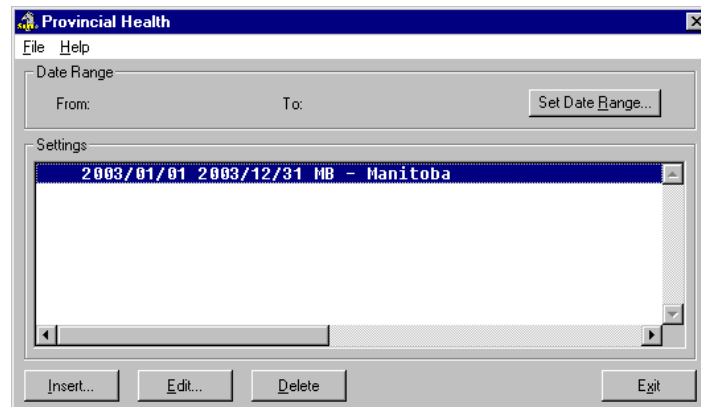


Fig. 4-35
The Newly Created Provincial Health Record

Further Information...

The Provincial Health settings must be completed here (at the payroll level) to activate the calculation. These settings generate an employer cost that appears as a statutory benefit on each employee's payroll record. This information also prints on each employee's record on the payroll register.

Step 6: Defining Company Earnings

Earnings are used to define the amount that an employee will be paid, based on the time worked in a given category. In Grandmaster Suite, they are represented by various codes that you create. Each code contains different settings that control the way (or amount) that is paid.

Because employees are paid in various ways, there are different types of earnings, such as hourly, salary, and commission. The Earning types are used to set the normal rate of pay for the hours worked in a given category.

All earning types defined must adhere to CCRA and HRDC requirements for the assessment of Employee Source Deductions.

Multiple Earnings

You may apply up to 200 different types of earnings to an employee, with multiple distributions for each earning type. These earning types must be set up using the Earnings Information command available under the Company menu. Earnings amounts entered must be the amount paid per pay period.

Earning Types

Earning can be setup in any manner that you require based on the requirements of your organization. For example, Salary earnings can be created to allocate out an amount per pay period. Hourly earnings can be created to allocate amounts based on units of time worked.

Some common Earning types are:

Salary	Salary - Vacation Taken	Salary - Vacation Paid Out
Salary - Sick Pay	Salary - Overtime	Hourly - Regular
Hourly - Overtime	Hourly - Double Time	Hourly - Vacation Taken

Hourly - Vacation Paid Out	Hourly - Sick Pay	Advances
Travel Expense Reimbursement	Shift Premium	Piece Work
Per Diem	Bonus	Commission
Disability Pay	Statutory Holiday Pay	Banked Time
Paid out Bank		

The next section of this guide will discuss how to enter two basic earning types: Salary and Hourly. We will also enter a Vacation earning for each of the two types.

To Define a Salary Earning

1. Ensure your payroll is open and ready for use. You can tell if you have a payroll selected because its name will appear in the center of the *Payroll Module*.
2. Choose the *Payroll - Earnings* command. This opens the *Payroll Earnings* dialog box.

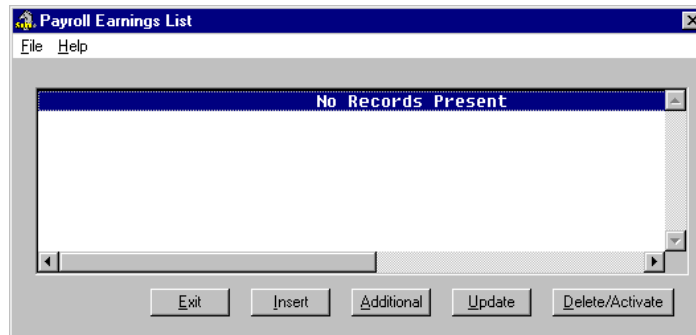


Fig. 4-32
The *Payroll Earnings List* dialog box.

3. Choose the *Insert* button. This opens the *Insert New Earning* dialog box where you must enter a code for the new earning.

Note: GrandMaster Suite allows you to define up to 200 earnings. Because the number of earnings varies across different companies, many users find it useful to assign Earning Codes based on selected sequences within the 200-earning limit. For example, earning codes for **Salary** employees could occupy numbers 1 through 50 while **Hourly** employees could occupy 51 through 100.

4. Insert a numerical code and click *OK*. Our example will be code number "1". This opens the *Earnings Update* dialog box so you can enter the information that will be used to process the earning.
5. Enter a brief description for the earning that will help you identify it in various program lists and reports (this field is required). Our example will be "**Salary**".
6. Enter a shortened name for the earning in the *Short* and *Pay Code* fields. This shorter name will appear on all printed reports and pay statements. Our example will be "**Sal**".
7. In the *Effective Dates - From* field, enter the date that this earning will be valid. The *Until* field can be left blank if you plan to use this earning indefinitely.

Many users choose **not** to enter *From* and *Until* dates at this level (i.e. the Payroll Level) since GrandMaster Suite is date based and date sensitive. This prevents them from inadvertently entering a date that could negatively affect the payroll calculation and cause this earning to

process incorrectly or not at all). As a general rule, dates become more significant at the employee level.

Note: Date Formats - When entering dates, the required format is YYYY/MM/DD

8. Under the *Earning Usage Control* section, leave the default setting as *Earning Enabled* if you plan to use this earning. If at a later time you no longer require this earning, you can set it to *Earning Disabled*. Although disabled, the earning will still appear in various program lists. If you wish to remove this earning entirely, you can use the *Delete* button from *Payroll Earnings List* dialog box.
8. Under the *Unit Type* section, specify the earning type leave the default setting as *Earning Enabled* if you plan to use this earning. If at a later time you no longer require this earning, you can set it to *Earning Disabled*. Although disabled, the earning will still appear in various program lists. If you wish to remove this earning entirely, you can use the *Delete* button from *Payroll Earnings List* dialog box.
9. Select the *Rate* tab to view the Rate-related settings for this earning.

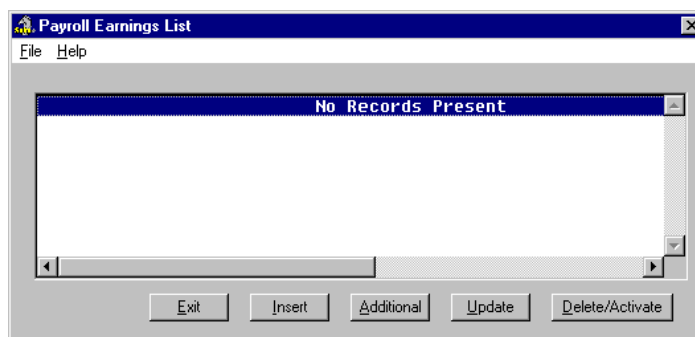


Fig. 4-32
The *Payroll Earnings List* dialog box.

A Rate evaluation method should be established for your new earning. In the case of “Salary”, (our current set up) the default setting of Use Set Rate is the correct setting.

10. A rate units should be established for the new earning. Again, in the case of our new earning “Salary”, the default setting of by “Pay Period” is correct.
 - Although the Payroll Earning Update dialog box's Rate tab contains a large number of editing options, it is not always necessary to fill in every box. As we progress through our setups we will be using various combinations of these fields to more closely represent the definition of use for the appropriate earning.

On the Flags Tab:

11. It is necessary to establish the taxable, insurable and pensionable status of the new earning type. GrandMaster Suite will set default settings for our new earning of “Salary” to be Taxable, Pensionable, Insurable and to be subject to Worker’s Compensation Assessment in terms of dollars. It will set a default setting for insurable hours for our new “Salary” earning.
 - The pay period allocation (EI) should be set “For Which” in this case, although GrandMaster Suite assumes a “For Which” setting, if one is not selected. Please refer to the Human Resources Canada - Employment Insurance - Information bulletin IN - 216-01-97 E pages 9 and 10 for a quick reference on the allocation period recommendations. In effect we are telling GrandMaster Suite where to allocate the E.I hours according to the date of the payroll transaction.

On the Control Tab:

12. The earning usage control will default to “Must Turn On for Employee” and in conjunction “Allow Modification at Employee Level”. These settings are normal. This tells GrandMaster Suite that, in this case, an employee only has the “Salary” earning if we assign it specifically to an employee. Allowing modification at the employee level indicates to GrandMaster Suite that for each employee that has this type of earning we can make individual changes, so that Mary can have a “Salary” amount of \$950.00 for 75 hours and Harry can have a “Salary” amount of \$918.00 for 80 hours. If you Do NOT allow modification and earnings usage is set to must turn on you will not be able to insert employee’s pay rates.
13. The Contra Settings are not required in the case of our new earning type of “Salary”. The default “No Contra” setting is correct.
 - In some of our other earnings setups we will illustrate the use of contra type earnings. Our dialog box is complete, click OK. We have saved our settings and established a new earning. We are now back to our payroll earnings list screens with 1 active earning appearing.

Earning 2 - Salary - Vacation Taken

1. From the List dialog box, Select Insert
2. Insert numeric Code 2, **OK**
3. On the Payroll Earnings Update Dialog box, Description Tab:
 - Enter Description = Salary - Vacation Taken
 - Enter Short Name = V/P - Salary

On the Rate Tab:

- Rate Evaluation = Select Use Multiplier
- Rate Units = Select Hour

Because we have chosen a setting different than the default setting we will now use one of the other field settings to complete our earning set up for the rate resolution rules.

- In the Multiplier Parameters section's *Multiplier* box (which became enabled when we selected our rate evaluation method of “Use Multiplier”) Enter 1.
- Select the Employee Base.
- We have specified that we want to pay 1 times the employee’s hourly rate of pay as vacation pay. At the employee level we will have an employee who has a base earning type of “Salary” with a specific rate of \$800.00 for 80 hours. Our salary - Vacation Taken will resolve his base earning hourly wage to \$10.00 per hour and as he takes his vacation we will be able to pay him on earning code 2, 40 hours at 1 times his base hourly rate of \$10.00 for a total amount of \$400.00. GrandMaster Suite will calculate this automatically based on these settings. If our employee’s base rate of pay changes no other earnings need to be redefined.

On the Flags Tab:

We do not need to change any of the default settings. E.I. hours are definitely turned on and our pay period allocation is “For Which”.

On the Control Tab:

We will leave our default settings for the earning usage control but we will change our No Contra Setting to “Employee Base”.

- In this way we have established a method of paying some one who is on “Salary” as their base earning type, vacation pay taken in place of salary not in addition to salary.

Normal Base Salary \$800.00 80 HRS

- \$400.00 -40 HRS

Vacation Taken + \$400.00 +40 HRS

Total Gross Earnings \$800.00 80 HRS(EI)

4. Our dialog box for our second earning type is complete, click OK.

Earning 3 - Salary - Vacation Paid Out

1. From the Payroll Earnings List dialog box, Select Insert
2. Insert Numeric Code 3, **OK**.

On the Payroll Earnings Update dialog box Description Tab:

- Enter Description = Salary - Vacation Paid Out
- Enter Short Name = V/P - Salary

On the Rate Tab:

- Rate Evaluation = Select Use Multiplier
- Rate Units = Select Hours
- Multiplier Parameters = Multiplier x 1 Employee Base

On the Flags Tab:

- De-select E.I. hours and select pay period allocation of “In Which”

On the Control Tab:

We will leave all default settings in place including No Contra. In this case, Earning #3, we wish to pay out the vacation earned in addition to the normal salary.

3. Our dialog box for our third earning type is complete, click OK.

Earning 4 - Salary - Sick Pay

1. From the Payroll Earnings List dialog box, Select Insert
2. Insert Numeric Code 4, **OK**
3. On the Payroll Earnings Update Dialog box, Description Tab:
 - Enter Description = Salary - Sick Pay
 - Enter Short Name = Sick
4. On the Rate tab:
 - Rate Evaluation = Select Use Multiplier
 - Rate Units = Select Hours

- Multiplier Parameters = Multiplier 1. Employee Base
5. On the Flags tab, Select Pay Period Allocation of “For Which”.
 6. On the Control tab: We will leave the default settings for the earning usage control however, change the Contra setting to Employee Base. This will pay sick pay in place of salary for the number of hours entered for a pay period.
 7. Our Fourth Earning Dialog box is complete, click OK

Earning 5 - Salary Overtime

1. From the Payroll Earnings List dialog box, Select Insert
2. Insert Numeric Code 5 - **OK**
3. On the Payroll Earnings Update Dialog box Description Tab:
 - Enter Description = Salary Overtime
 - Enter Short Name = O/T Salary
4. On the Rate tab:
 - Rate Evaluation = Select Use Multiplier
 - Rate Units = Select Hours
 - Multiplier Parameters = Multiplier x 1.5 Employee Base
5. On the Flags tab, Select Pay Period Allocation of “For Which”.
6. On the Control tab, we will leave all default settings in place including No Contra.
7. Our Dialog box for number Five Earnings is complete, click OK.

Earning 6 - Hourly - Regular

1. From the Payroll Earnings List dialog box, Select Insert
2. Insert Numeric Code 6, **OK**
3. On the Payroll Earnings Update Dialog box, Description Tab:
 - Enter Description = Hourly - Regular
 - Enter Short Name = Reg HR
4. On the Rate tab:
 - Rate Evaluation = Select Use Set Rate
 - Rate Units = Select Hours
5. On the Flags tab, Select Pay Period Allocation of “For Which”
6. On the Control tab we will leave all default settings in place including No Contra.
7. Our sixth Earning Dialog box is complete, click OK.

Earning 7 - Hourly - Overtime

1. From the Payroll Earning List dialog box, Select Insert
2. Insert Numeric Code 7, **OK**
3. On the Payroll Earnings Update Dialog box, Description Tab:

- Enter Description = Hourly Overtime
 - Enter Short Name = O/T
4. On the Rate tab:
 - Rate Evaluation = Select Use Multiplier
 - Rate Units = Select Hours
 - Multiplier Parameters = Multiplier 1.5 Employee Base
 5. On the Flags tab: Select pay period allocation of “For Which”
 6. On the Control tab we will leave all default settings in place including No Contra.
 7. Our Seventh Earning Dialog box is complete, click OK.

Earning 8 - Hourly - Double Time

1. From the Payroll Earning List dialog box, Select Insert
2. Insert Numeric Code 8, **OK**
3. On the Payroll Earnings Update Dialog box, Description Tab:
 - Enter Description: Hourly - Double Time
 - Enter Short Name: D/T
4. On the Rate tab:
 - Rate Evaluation: Select Use Multiplier
 - Rate Units: Select Hours
 - Multiplier Parameters: Multiplier 2. Employee Base
5. On the Flags tab Select Pay period Allocation of “For Which”.
6. On the Control tab we will leave all default settings in place including No Contra.
7. The Eighth Earning Dialog box is now complete, click OK.

Earning 9 - Hourly Vacation Taken

1. From the Payroll Earnings List dialog box, Select Insert
2. Insert Numeric Code 9, **OK**
3. On the Payroll Earning Update Dialog box, Description Tab:
 - Enter description = Hourly- Vacation Taken
 - Enter Short Name = V/P HRLY
4. On the Rate tab:
 - Rate Evaluation: Select Use Multiplier
 - Rate Units: Select Hours
 - Multiplier Parameters: Multiplier 1. Employee Base
5. On the Flags tab Select Pay Period Allocation of “For Which.”
6. On the Control tab we will leave all default settings in place including No Contra. For hourly paid employees we do not wish to reduce their normal paid hours by their vacation earned but rather pay their vacation in addition to hours worked.

7. This Earning Dialog box is complete, click OK.

Earning 10 - Hourly Vacation Paid Out

1. From the Payroll Earning List dialog box, Select Insert
2. Insert Numeric Code 10, **OK**
3. On the Payroll Earning Update Dialog box, Description Tab:
 - Enter Description = Hourly Vacation Paid Out
 - Enter Short Name = V/P HRLY
4. On the Rate tab:
 - Rate Evaluation = Select Use Multiplier
 - Rate Units = Select Hours
 - Multiplier Parameter = Multiplier 1. Employee Base
5. On the Flags tab deselect EI hours and for the Pay Period Allocation select “In Which”.
6. On the Control tab we will leave all default settings in place including NO Contra
7. This Earning Dialog box is complete, click OK.

Earning 11 - Hourly Sick Pay

1. From the Payroll Earning List dialog box Select Insert
2. Insert Numeric Code 11, **OK**
3. On the Payroll Earning Update Dialog box, Description Tab:
 - Enter Description = Hourly Sick Pay
 - Enter Short Name = Sick
4. On the Rate tab:
 - Rate Evaluation = Select Use Multiplier
 - Rate Units = Select Hours
 - Multiplier Parameters = Multiplier 1. Employee Base
5. On the Flags tab select Pay Period Allocation of “For Which.”
6. On the Control tab we will leave all default settings in place including No Contra.
7. This Earning Dialog box is complete, click OK

Earning 12 - Advances

There are different types of what are called advances. There is a mid month advance, where part of a monthly salary is paid out at mid month as approximately 1/2 of the monthly net cheque. There is a simple advance processed within GrandMaster Suite where an employee requests a part payment of wages in advance of the normal pay date. There is an advance against wages which has not been processed within the payroll system but rather by manual cheque.

Finally, there is a Travel/Expense advance. The later two would not normally be recorded as an earning type in the payroll system. The Advance earning type we will set up here will accommodate our mid month and system issued simple advances. This Advance earning type has

special transaction types associated with Advance processing and this earning will be tied directly with a special Advance deduction type.

We will partially set up this advances earning type now and we will return to it again later to complete the set up.

1. From the Payroll Earning List dialog box, Select Insert
2. Insert Numeric Code 12, **OK**
3. On the Payroll Earning Update Dialog box, Description Tab:
 - Enter Description = Advances
 - Enter Short Name = Advances
4. On the Rate tab:
 - Rate Evaluation = Select Use Set Rate
 - Rate Units = Select Pay Period
5. On the Flags tab deselect ALL Default settings since an advance is not subject to Tax, CPP, EI or WCB. The pay period allocation in this case would be “In Which.”
6. On the Control tab we will leave all default settings in place including No Contra temporarily. We will return to change the Contra setting a little later once we have set up our list of deductions.
7. For the time being Earning 12 Dialog box is completed - click OK.

Earning 13 - Travel/Expense Reimbursement

1. From Payroll Earning List dialog box, Select Insert
2. Insert Numeric Code 13, **OK**
3. On the Payroll Earning Update Dialog box Description Tab:
 - Enter Description = Travel/Expense Reimbursement
 - Enter Short Name = Expenses
4. On the Rate tab:
 - Rate Evaluation = Select Use Set Rate
 - Rate Units = Select Pay Period
5. On the Flags tab deselect ALL Default settings. The pay period allocation would be “In Which”.
6. On the Control tab we will leave all default settings in place including No Contra
7. Earning 13 Dialog box is complete, click OK

Earning 14 - Shift Premiums

1. From Payroll Earnings List dialog box, Select Insert
2. Insert Numeric Code 14, **OK**
3. On the Payroll Earning Update Dialog box, Description Tab:
 - Enter Description = Shift Premium
 - Enter Short Name = Shift

4. On the Rate tab:
 - Rate Evaluation = Select Use Set Rate
 - Rate Units = Select Hours
 - * Rate =.55
 - * If you have a company wide standard rate paid as a premium for say an evening shift you may set the rate here. We will presume in our sample set ups that this is the case.
5. On the Flags tab deselect EI Hours and select “For Which” as your pay period allocation.
6. On the Control tab change your settings to “May Turn Off for an Employee” and Turn OFF “Allow Modification at Employee Level”. The No Contra setting will remain.
7. The Shift Premium Earning Dialog box is complete, click OK.

Earning 15 - Piece Work

1. From Payroll Earnings List dialog box, Select Insert
2. Insert Numeric Code 15, **OK**
3. On the Payroll Earning Update Dialog box, Description Tab:
 - Enter Description = Piece Work
 - Enter Short Name = Piece
4. On the Rate tab:
 - Rate Evaluation = Select Use Set Rate
 - Rate Units = Select Piece
 - Rate = \$9.00
 - Units = Blank
 - E.I. Parns =.25 which represents 15 minutes out of an hour
5. On the Flags tab Select “For Which” as your pay period allocation.
6. On the Control tab change your settings to “May Turn Off for an Employee” and Do NOT “Allow Modification at Employee Level”. The No Contra setting will remain.
7. We now have our fifteenth earning set up, **OK**.

Earning 16 - Per Diem

1. From the Payroll Earning List dialog box, Select Insert
2. Insert Numeric Code 16, **OK**
3. On the Payroll Earning Update Dialog box, Description Tab:
 - Enter Descriptions = Per Diem
 - Enter Short Name = Per Diem
4. On the Rate tab:
 - Rate Evaluation = Select Use Set Rate
 - Rate Units = Select Piece
 - Rate = Blank

- Units = Blank
 - EI Parm = 7.5
5. On the Flags tab Select “For Which” as the pay period allocation.
 6. On the Control tab we will leave all of our default settings in place including No Contra.
 7. The Per Diem Earning Dialog box is completed - click OK.

Earning 17 - Bonus

1. From the Payroll Earning List dialog box, Select Insert
2. Insert Numeric Code 17, **OK**
3. On the Payroll Earning Update Dialog box, Description Tab:
 - Enter Description = Bonus
 - Enter Short Name = Bonus
4. On the Rate tab:
 - Rate Evaluation = Select Use Set Rate
 - Rate Units = Select Pay Period
5. On the Flags tab deselect EI Hours and set the Pay Period Allocation to “In Which”.
6. On the Control tab the default settings for the Earning Usage Control and No Contra will remain. Tax calculation may be set up to “Use bonus Tax Calculation” If and only if this is set to turn on in the first pay run of the year. The use of the alternate tax calculation method for non-periodic compensation CANNOT be implemented part way through the tax year.
7. The Bonus Earning Dialog box is complete, click OK.

Earning 18 - Commission

1. From the Payroll Earning List dialog box, Select Insert
2. Insert Numeric Code 18, **OK**
3. On the Payroll Earning Update Dialog box Description Tab:
 - Enter Description = Commission
 - Enter Short Name = Commission
4. On the Rate tab:

* If this is commission only type earning i.e.: No Base Salary

- Rate Evaluation = Select Use Set Rate
- Rate Units = Select Piece
- Rate = Blank
- Units = Blank

EI Parm = 35.5 x per week if pay frequency is biweekly your E.I. parms is 71. If pay frequency is monthly your E.I. parms is 153.83

* If this is commission paid in addition to base salary

- Rate Evaluation = Select Use Set Rate

- Rate Units = Select Pay Period
5. On the Flags tab the Default settings will apply with the exception that commission paid in addition to base salary type does not have E.I. hours Turned On. Your pay period allocation would be “For Which” for either type of commission.
 6. On the Control tab we will leave the default settings in place including No Contra.
 7. This completes the set up of Earning #18, **OK**.

Earning 19 - Disability Pay

1. From the Payroll Earning List dialog box, Select Insert
2. Insert Numeric Code 19, **OK**
3. On the Payroll Earning Update Dialog box, Description Tab:
 - Enter Description = Disability Pay
 - Enter Short Name = Disability
4. On the Rate tab:
 - Rate Evaluation = Select Use Multiplier
 - Rate Units = Select Hours
 - Rate Multiplier = Multiplier.60 Employee Base
5. On the Flags tab deselect both E.I. dollars and Hours the Pay Period Allocation would be set as “For Which.”
6. On the Control tab we will leave all default settings in place including No Contra.
7. Disability Earning Dialog box is now complete, click **OK**.

Earning 20 - Statutory Holiday Pay

1. From the Payroll Earning List dialog box, Select Insert
2. Insert Numeric Code 20. **OK**
3. On the Payroll Earning Update Dialog box Description Tab:
 - Enter Description = Statutory Holiday Pay
 - Enter Short Name = Stat Pay
4. On the Rate tab:
 - Rate Evaluation = Select Use Multiplier
 - Rate Units = Select Hours
 - Rate Multiplier = Multiplier 1. Employee Base
5. On the Flags tab we will leave our default settings in place. Our pay period allocation is “For Which” check the “Process for Statutory Holiday only” box.
 - By using this setting it will be necessary to complete the calendar update to identify the date for each statutory holiday.
6. On the Control tab we will leave the earning usage control defaults in place.
 - If this Stat Pay Earning applies to hourly paid employees we would leave No Contra turned on.

- If this Stat Pay Earning applies to salaried employees we would set our Contra to employee base.

Depending on the jurisdiction and your company's reporting requirements it may be necessary to set up 2 Stat pay earning types:

- Salary - Statutory Holiday Pay and
- Hourly - Statutory Holiday Pay

7. Earning twenty is now set up, **OK**.

Earning 21 - Banked Time In

1. From the Payroll Earning List dialog box, Select Insert
2. Insert Numeric Code 21, **OK**
3. On the Payroll Earning Update Dialog box Description Tab:
 - Enter Description = Banked Time In
 - Enter Short Name = Banked In
4. On the Rate tab:
 - Rate Evaluation = Select Use Multiplier
 - Rate Units = Select Hours
 - Rate Multiplier = Multiplier of 1 x Employee Base
5. On the Flags tab we will leave our default setting in place. Our Pay Period Allocation is "For Which".
6. On the Control tab we will leave our default setting in place.
7. Earning Code 21 is now complete, click **OK**

Although this earning in itself is complete the automatic processing of banked time where employees are allowed to bank hours up to a predetermined maximum only and requiring that they be paid any excess as it occurs is not complete yet. We will require another earning #22 and an accumulator #9 to complete the process.

Also, we have assumed in our setup that the hours recorded as bank in are regular hours. It may be that the company policy views these as overtime hours and then our setting would be use multiplier of 1.5 times employee base instead.

Earning 22 - Paid out Bank

1. From the Payroll Earning List dialog box, Select Insert
2. Insert Numeric Code 22, **OK**
3. On the Payroll Earning Update Dialog box Description Tab:
 - Enter Description = Paid Out Bank
 - Enter Short Name = Paid Bank
4. On the Rate tab:
 - Rate Evaluation = Select Use Multiplier
 - Rate Units = Select Hours
 - Rate Multiplier = Multiplier 1 Times Employee Base

5. On the Flags tab we will leave our default settings in place. Our Pay Period Allocation is “For Which”.
6. On the Control tab we will leave our default setting in place.
7. The Second Earning part of our automatic bank time processing is now complete with the Earning Code 22 Dialog box. **OK**
8. Press the Exit button to return to the Main Menu.

We have now set up a fairly standard set of twenty two different earning types. You will note that in all cases we used no start or end dates. In comparing each of these earnings you will see differences to accommodate different tax and insurable treatments according to Revenue Canada and Human Resources Development Canada guidelines.

We have also used various methods of determining a rate of pay. There is one method of resolving rates which we have not as yet implemented and that is through the use of a rate table. The rate table set up will be covered later in the set up process. We will then return to our standard list of earnings and redefine earning number 10 in particular. GrandMaster Suite Payroll allows for the set up of 200 different earning codes. We recommend that you begin at Number 1 and assign them sequentially for efficient processing.

Step 7: Defining Company Deductions and Benefits

Payroll Deduction types are used to define the categories of Company Deductions or Benefits or both that will be included in the calculation of an employee’s pay. For example, if your company offers a Group Insurance plan, the premiums could be deducted from each employee's regular pay every pay period.

The GrandMaster Suite Payroll provides over one hundred different calculation formulas that can be used to calculate a Deduction and/or Benefit. Each deduction formula provides a number of parameters that can be used to determine the results of the calculation.

Alternatively, the deduction and/or benefit can be set up as a fixed amount to deduct for each pay. Since GrandMaster Suite Payroll is date sensitive, several deductions of each type may be present. Each one will apply to a particular date range. GrandMaster Suite Payroll processing provides a method of evaluating a deduction and determining which pay period in a month or actual day date of the month to process the deduction/benefit. We will proceed to setup several different common deductions/benefit types, such as:

1. RRSP
2. Union Dues - Monthly (simple)
3. Social Fund
4. Group Insurance - Dental
5. Group Insurance - Health
6. Group Insurance - Wage Loss Indemnity
7. Group Insurance - Long Term Disability
8. Group Insurance - Life
9. Advance Deduction
10. Company Purchase Plan
11. Uniforms/Safety Equipment
12. Garnishment
13. Union Dues - Monthly (automatic)

14. Union Dues - Part Time staff - Minimums

15. Bonus Payment RRSP

Deduction 1 - RRSP

1. From the Payroll Module, under File, Select a Payroll.
2. Under Payroll, select Deduction.
3. From the Payroll Deduction List dialog box, select Insert.
4. Insert Numeric Code 1, **OK**.
5. On the Payroll Deduction Update Dialog box, General tab:
 - Enter Description = RRSP
 - Enter Short Name = RRSP
6. On the Fixed tab there will be no changes made to this page.
7. On the Calculate tab with focus on the Calculation Code box, then press F8.
 - From the list of deduction codes present, highlight code 2 - % of selected earnings
 - Under File, ask for Details - A description of the Deduction Code Parameters allowed and how the code processes will be displayed for your information.
 - Under File, Exit the description
 - With Code 2 still highlighted, **OK**
 - We are returned to our original Calculate tab
 - We will not be using a Rate table as yet, instead in the Custom Table section, check the box to enable it.
 - Go to Table Parameters, Click once
 - Highlight first row/line Custom Table presented
 - Click once on Update Line
 - Enter a Deduction % of 3.
 - Enter a Benefit % of 3.
 - Click **OK** to save these custom parameters
 - Highlight second row/line in custom table presented
 - Click once on Update Line
 - Enter a Deduction % of 5.
 - Enter a Benefit % of 5.
 - Click **OK** to save these custom parameters.
 - There are no Item Parameters to be selected for this particular Deduction Calculation Code.
 - Go to Selection Box, Click Once
 - Highlight each Earning that this Deduction - RRSP would apply to: Salary, Salary Overtime, Salary sick, Hourly Regular, Hourly Overtime, Hourly Double Time, Hourly Sick, Commission, **OK**

8. On the Flags tab, select Tax and CPP under Benefit Subject To
 - Under Deduction Class select Registered Pension
 - Select Distribute Benefit
 - Select Print Benefit On Cheque
9. On the Control tab we will leave our default settings in place for deduction usage control.
 - Go to Evaluate, select Per Pay.
 - This will cause our RRSP Deduction/Benefit to be calculated and processed each and every pay.
10. On the EFT Deduction tab we will leave this page blank with no choices made until arrangements have been made with your pension administrator to accommodate a direct deposit to them.
11. On the EFT Benefit tab we will leave this page blank.
12. On the Selections tab we will leave the default setting untouched.
13. Our First deduction Dialog box is complete, click OK

Deduction 2 - Union Dues - Monthly

1. From Payroll Deduction List dialog box, Select Insert
2. Insert numeric code 2, **OK**
3. On the Payroll Deduction Update Dialog box General tab
 - Enter Description = Union Dues Monthly
 - Enter Short Name = Union Monthly
4. On the Fixed tab enter a fixed deduction amount of \$25.00 with no units
5. On the Calculate tab we will not enter or change anything since we have chosen a Fixed amount not a Calculation Code type.
6. On the Flags tab there is no benefit to calculate tax on or to distribute or to print.
 - A Deduction Class of Union Deduction applies.
7. On the Control tab change the default setting to May Turn Off For Employee and Allow Modification At Employee Level

- Under Evaluate, Select Pay Period of month
- In day box Enter 1

The above settings indicate that for all employees who have this type of deduction, \$25.00 will be taken as a payroll deduction in the first pay period of the month.

8. On the EFT Deduction tab, and the EFT Benefit tab and the Selections tab there will be no changes.
9. Our second Deduction dialog box is complete, click OK.

Deduction 3 - Social Fund

1. From the Payroll Deduction List dialog box, select Insert
2. Insert Numeric Code 3, **OK**

3. On the Payroll Deduction Update Dialog box General tab:
 - Enter Description = Social Fund
 - Enter Short Name: = Social
4. On the Fixed tab enter 2.00 in the fixed deduction amount field, no units. Check the used fix value box.
5. On the Calculate tab there are no entries to make
6. On the Flags tab there are no entries to make and the Default Deduction Class remains the same
7. On the Control tab change the default usage setting to Always On For Employee with No Modification allowed.
 - Select to evaluate per pay

The above setting ensures that all employees will have \$2.00 deducted per pay with no exceptions.
8. On the EFT Deduction and EFT Benefits and Selections tabs there will be no changes.
9. This completes our third deduction set up, **OK**.

Deduction 4 - Group Insurance - Dental

1. From the Payroll Deduction List dialog box, select Insert
2. Insert Number Code 4, **OK**
3. On the Payroll Deduction Update Dialog box General tab:
 - Enter Description = Group Insurance - Dental
 - Enter Short Name = Dental
4. On the Fixed tab there are no settings to enter.
5. On the Calculate tab:
 - Calculation Code 1 - Fixed Amount
 - Check Custom Table
 - Click once on Table Parameters box
 - Highlight first row/line
 - Update Line
 - Enter Deduction Amount \$15.00, **OK**
 - Highlight second row/line
 - Update Line
 - Enter Deduction amount \$25.00, **OK**
 - Highlight third row/line
 - Update Line
 - Enter Deduction amount \$35.00, **OK**
 - Since these are Fixed Deduction amounts there are no Item Parameters or Selection lists which apply

6. On the Flags tab there are no changes to make
7. On the Control tab we will leave our default setting in place for Deduction Usage Control
 - Select to Evaluate Per Pay
8. On the EFT Deduction and EFT Benefits and Selections tabs there will be no changes.
9. This completes our fourth Deduction Dialog box, **OK**.

Deduction 5 - Group Insurance - Health

1. From the Payroll Deduction List dialog box, Select Insert
2. Insert Numeric Code 5, **OK**
3. On the Payroll Deduction Update Dialog box General tab:
 - Enter Description = Group Insurance Health
 - Enter Short Name = Health
4. On the Fixed tab, there are no entries to be made.
5. On the Calculate tab:
 - Calculation Code 1 fixed amount
 - Check Custom Table
 - Click once on Table Parameters box
 - Highlight first row/line
 - Update line
 - Enter Deduction Amount \$18.00, **OK**
 - Highlight second row/line
 - Update line
 - Enter Deduction Amount \$27.00, **OK**
 - Highlight third row/line
 - Update line
 - Enter Deduction amount \$36.00, **OK**
6. On the Flags tab there are no changes to make.
7. On the Control tab we will leave our default settings in place for deduction usage control.
 - Select to Evaluate Per Pay
8. On the EFT Deduction and EFT Benefit and Selections tabs there will be no changes.
9. We now have five deductions set up, **OK**

Deduction 6 - Wage Loss Indemnity

1. From the Payroll Deduction List dialog box, Select Insert
2. Insert numeric code 6, **OK**
3. On the Payroll Deduction Update Dialog box General tab:
 - Enter Description = Wage Loss Indemnity

- Enter Short Name = Indemnity
4. On the Fixed tab there are no entries to be made.
 5. On the Calculate tab:
 - Enter the Calculation code 106 Indemnity/Life Calculation
 - Check Custom Table
 - Click once on Table Parameters box
 - Highlight first row/line
 - Update Line
 - Enter the rounded to figure in rounding if applicable i.e.: Annual Salary rounded to nearest \$1000.00
 - Enter the fraction of coverage type i.e.: Weekly coverage would be an entry of 52
 - Enter the percentage of wages covered i.e.: 2/3 is represented as 66.67
 - Enter the maximum coverage allowed if applicable i.e.: \$3500.00 per week
 - Enter the percentage of wages covered over maximum i.e.: 10% of excess above \$3500.00 per week
 - Enter the unit rate specified by the plan i.e.: .75 per unit
 - Enter the unit specified by the plan i.e.: 10.00
 - Enter the % which is the deduction portion i.e.: 75
 - Enter the % which is benefit portion i.e.: 25

The above settings will calculate a deduction/benefit cost per pay for wage loss indemnity. Most plans quote a percentage of weekly wages covered to a rounded annual salary and a maximum weekly wage expressed as a monthly premium at a cost of \$x.xx per so many dollars. The company must then allocate the deduction/benefit split, if any, and determine when the monthly premium is to be paid.

 - Click OK
 - With this Deduction Calculation Code 106 it is not necessary to make a selection based on earnings or deductions.
 6. On the Flags tab:
 - In the case of Wage Loss Indemnity paid to a group plan the employer's portion/ benefit is NOT subject to any statutory deductions.
 - There is no deduction class which applies
 - Check Distribute Benefit to ensure correct allocation of expenses to the financial system
 - You may wish to show the employees the employer's contribution to a wage loss plan
 7. On the Control tab we will leave all default settings in place for Deduction Usage Control.
 - Select to Evaluate Per Pay
 8. On the EFT Deduction and EFT Benefit and Selections tabs will NOT have any changes made to the default settings at this time.
 9. Our sixth Deduction Dialog box is complete, click OK

Deduction 7 - Long Term Disability

1. From the Payroll Deduction List dialog box, Select Insert
2. Insert Numeric Code 7, **OK**
3. On the Payroll Deduction Update Dialog box, General tab:
 - Enter Description: Long Term Disability
 - Enter Short Name: LTD
4. On the Fixed tab, there are no entries to be made
5. On the Calculate tab:
 - Calculation Code is 106
 - Check Custom Table
 - Click once on Table Parameters box
 - Highlight first row/line
 - Update line
 - Enter rounded to if there is one for the annualized salary i.e.: Taken to nearest \$1000.00 rounded up
 - Rounding = 1000.00
 - Enter the number of pay periods to divide by i.e.: Fraction = 52 (If weekly; 26 is biweekly)
 - Enter percentage of salary covered i.e.: $\frac{2}{3}$ of annual salary = 66.67
 - Enter a maximum annual salary per week that is considered covered by this plan i.e.: Maximum covered = 2500.00 per week
 - Enter the percentage over maximum that could be covered for the same unit price i.e.: Percentage Over = 20%
 - Enter the Unit rate specified by the plan i.e.: .71 per unit
 - Enter the unit specified by the plan i.e.: 100.00
 - Enter the % which is the deduction portion i.e.: 100.00
 - Enter the % which is the benefit portion i.e.: In this case 0
 - **OK**
 - Again, this deduction calculation code 106 does not require a selection of earnings, deductions or accumulators
6. On the Flags tab:
 - In the case of long term disability paid to a group plan the employer's portion/ benefit should be considered subject to Tax, CPP. If an employee should ever have to draw against Long Term Disability and part or all of the premiums were paid by the employer, the employee will find his liability income is taxed if the benefit portion was not marked as a taxable benefit.
 - There is no Deduction class which applies.
 - Check Distribute Benefit to ensure correct allocation of expenses to the financial system
 - You may wish to show the employees the employer's contribution to an LTD plan.

7. On the Control tab we will leave our default settings in place for Deduction Usage Control.
 - Select to Evaluate Per Pay
8. On the EFT Deduction and EFT Benefit and Selection tabs we will leave the settings unchanged
9. Our seventh Deduction is complete, click OK

Deduction 8 - Life Insurance

1. From the Payroll Deduction List dialog box, Select Insert
2. Insert Numeric Code 8, **OK**
3. On the Payroll Deduction Update Dialog box General tab:
 - Enter Description = Life Insurance
 - Enter Short Name = Life
4. On the Fixed tab. There are no entries to be made.
5. On the Calculate tab:
 - Enter Calculation Code = 106
 - Check Custom Table
 - Check one on Table Parameters box
 - Highlight first row/line
 - Press update line
 - Enter rounded to amount of annualized salary in rounding i.e.: 1000.00 (To nearest \$1000.00 rounded up)
 - No fraction entry is required
 - Enter percentage of annualize salary covered i.e.: 200. (For twice salary) or 150 (For 1 1/2 times salary)
 - Enter maximum annual salary covered if applicable i.e.: 75000.00
 - There is no percentage over maximum necessary
 - Enter the unit rate specified by the plan i.e.:.61 per unit
 - Enter the unit specified by the plan i.e.: 1000.00
 - Enter the % which is the deduction portion i.e.: 0.00 in this case
 - Enter the % which is the benefit portion i.e.: 100
 - Click **OK**
 - Deduction Calculation Code 106 does not require a selection of Earnings, Deductions or Accumulators.
6. On the Flags tab:
 - Enter the Benefit Subject To Tax and CPP
 - There is no Deduction Class applicable
 - Check Distribute Benefit to ensure correct allocation of expenses to the financial system

- You may wish to show the employees the employer's contribution to a Life Insurance plan especially when it affects taxes charged.
7. On the control tab we will leave our default settings in place for Deduction Usage Control.
 - Select to Evaluate Per Pay
 8. On the EFT Deduction and EFT Benefit and Selections tabs we will leave the settings unchanged.
 9. The eighth Deduction is completed - click OK

Deduction 9 - Advances

1. From the Payroll Deduction List dialog box, Select Insert
2. Insert Numeric Code 9, **OK**
3. On the Payroll Deduction update Dialog box, General tab:
 - Enter Description = Advances
 - Enter Short Name = Advances
4. On the Fixed tab check the box "Use Fixed Values"
5. On the Calculate tab there are no entries to be made.
6. On the Flags tab there is no Benefit that is subject to Statutory Deductions. There is no Deduction Class that applies. There is no Benefit to Distribute or Print
7. On the Control tab leave the default settings in place.
 - Select to Evaluate Per Pay
8. On the EFT Deduction and EFT Benefit and Selections tabs there are no changes to the settings.
9. Our ninth deduction - Advances is now completed - click OK.
 - We are now returned to the payroll deduction list dialog box, however, when we were setting up our Earnings number 12 there was a suggestion that we would go back to make a change to the Advances Earning which we will now do.
10. Exit Payroll Deduction List dialog box.
11. From Payroll level menu, Under Data, go to Earnings - Overall.
12. Highlight 12 - Advances on our Payroll Earnings List dialog box.
13. Press Update
14. Go to Control tab of Payroll Earning Update Dialog box
15. Change Earning Usage Control to May Turn Off For Employee
 - Change Contra setting to "Deduction"
 - Using the mouse, put focus on the Contra Type box and press F8
 - From our list of Deductions, highlight 9 - Advances, **OK**
16. The Earning Advances Dialog box is finally completed - click OK
 - We have just "tied" together the earning to a particular deduction, in this Case #9. This will now cause GrandMaster Suite to automatically generate a deduction of the exact amount of the advance every normal pay following an Advance cheque run.

- With the Advance Earning and Advance Deduction set up in this way it is not necessary to input the deduction transaction for GrandMaster Suite generated advances since the deduction will be automatic.
- This deduction code can however be used as a normal deduction in other cases. If a manual cheque was issued to an employee you may wish to claim it back from this pay cheque. You may put through an adjustment for the amount using this deduction code. We will now return to our deduction set ups.

17. Exit the Earning List dialog box

18. From Payroll Level, Under Data, Go to Deductions.

Deduction 10 - Company Purchase Plan

1. From Payroll Deduction List dialog box, Select Insert
2. Insert Numeric Code 10, **OK**
3. On the Payroll deduction Update Dialog box, General tab:
 - Enter Description = Company Purchase Plan
 - Enter Short Name = Purchases
4. On the Fixed tab there are no entries to be made
5. On the Calculate tab:
 - Calculation Code is 102
 - Check Custom Table
 - Click once on the Table Parameters box
 - Highlight first row/line
 - Update line
 - Enter Deduction %
 - If you have established a company policy where your employees will pay back a percentage of the balance owing on each and every pay or once a month insert the agreed to percentage i.e.: 10%
 - Enter the minimum allowed deduction amount so that even though you have agreed to 10% you can establish how low a pay back you will allow i.e: \$25.00
 - Enter the maximum deduction amount to establish an upper limit for the deduction i.e: \$100.00
 - Enter a benefit percentage which could apply say in the case of recording an administration employer's cost or interest and carrying charges on a major purchase such as a computer. i.e: 1%
 - The deduction amounts either percentage or minimum or maximum processed will be used to reduce the outstanding balance of the purchase.
 - The benefit is strictly a cost and does not reduce the outstanding purchase amount.
 - **OK**

Note: An item parameter is required to fully implement this deduction, however the item is an accumulator which we have not yet set up. We will return to this deduction later in our set ups to insert the correct accumulator code number for now we must leave this blank.

- There are no Selections to be made.
6. On the Flags tab if you are charging some piece as established by or benefit percentage as a Taxable Benefit such as loan interest you would check Tax. Please refer to Revenue Canada guidelines to determine if your benefit type is also Pensionable and Insurable.
 - There is no Deduction Code which applies
 - Check Distribute Benefit to ensure correct allocation of expenses/income to the financial systems.
 - You may wish to Print Benefit to show employees the cost of this purchase plan.
 7. On the Control tab we will leave the Deduction Usage Control default settings in place.
 - Select to Evaluate Per Pay or Per Month
 - If you choose to evaluate per month insert the day date you wish this deduction to take place: i.e.: 15 GrandMaster Suite will take the deduction on the pay period that includes the 15th of the month
 8. On the EFT Deduction and EFT Benefit and Selection tabs we will leave the settings unchanged
 9. For the time being Deduction 10 is completed - click OK.

Deduction 11 - Uniforms/Safety Equipment

1. From Payroll Deduction List dialog box, Select Insert
2. Insert Numeric Code 11, **OK**
3. On the Pay Deduction Update Dialog box, General tab:
 - Enter Descriptions = Uniforms/Safety Equipment
 - Enter Short Name = Uniforms
4. On the Fixed tab there are no entries to be made with the exception of Use Fixed Values box should be checked
5. On the Calculate tab we will NOT make any entries, No Calculation Code.
6. On the Flags tab there are No Benefit Subject To:
 - There is No Deduction Class
 - There Is a Benefit to Distribute, however
 - You may wish to print the Benefit for your employee's information
 - The benefit in this case is the "Entitlement" credit provided by the company. Your company policy may be to require your employees to wear uniforms and the company offsets part of the cost every year, therefore an entitlement.
7. On the Control tab the Deduction Usage Control settings remain unchanged
 - Select to Evaluate Per Pay
8. On the EFT Deduction and EFT Benefit and Selections tabs the settings will remain unchanged.

9. Our eleventh Deduction Dialog box is completed - click OK.

In order for the Uniforms/Safety Equipment Deduction to operate correctly it is important that we implement an accumulator for it. The accumulator will work in conjunction with this deduction to keep track of the employee's entitlement credit and to only make a payroll deduction once the credit has been exhausted for the year.

We will establish an accumulator for this purpose in our accumulator set ups but we will not have to return to this deduction code 11 to make any changes. This deduction set up is finalized as far as set ups go. Operationally it won't do a thing automatically yet.

Deduction 12 - Garnishment

1. From Payroll Deduction List dialog box. Select Insert
2. Insert Numeric Code 12, **OK**
3. On the Payroll Deduction Update Dialog box General tab:
 - Enter Description = Garnishment
 - Enter Short Name = Garnish
4. On the Fixed tab we will not make any entries.
5. On the Calculate tab:
 - Enter Calculation Code 27
 - Since a garnishment is unique to an individual as far as the details go, we will NOT set up the details at the payroll level but rather do Custom Table Parameters at the employee level.
 - The Calculation Code however can only be assigned at the payroll level
 - There are NO Item parameters
 - Calculation Code 27 is a "Percentage of Net Pay to a maximum value "and as such does NOT have a selection of earning types that it would apply to.
6. On the Flags tab there is No Benefit to Tax, Distribute or Print
 - There is No Deduction Class that applies
7. On the Control tab the Deduction Usage Control settings remain unchanged
8. Select to Evaluate Per Pay
9. On the EFT Deduction and EFT Benefit and Selections tabs the settings remain unchanged.
10. Deduction 12 - Garnishment Dialog box is completed - click OK.

Note: A reminder that we must still enter the details at the employee level for the amount of percentage of net pay and the maximum amount of garnishment to be deducted.

Deduction 13 - Union Dues - Monthly - Automatic

1. From the Payroll Deduction List dialog box, Select Insert
2. Insert Numeric Code 13, **OK**
3. On the Payroll Deduction Update Dialog box General tab:

- Enter Description = Union Dues-Monthly-Auto
 - Enter Short Name = Union - Monthly
4. On the Fixed tab there are no entries to be made.
 5. On the Calculate tab:
 - Enter Calculation Code 103
 - Check Custom Table
 - Click once on Table Parameters box
 - Highlight first row/line
 - Update line
 - Enter Deduction Percentage, if applicable i.e.:1.%
 - Enter Deduction Minimum Amount regardless of how many hours worked and when in a month a minimum deduction must be taken from the employee i.e.:\$25.00
 - Enter Deduction Maximum Amount regardless of how many hours worked and when in a month the union only requires a maximum deduction taken from the employee. i.e.: \$37.00
 - Enter Benefit percentage, if applicable i.e.:5%
 - OK
 - An item parameter **MUST** be selected.
 - This deduction is meant to apply for a calendar month disregarding pay periods.
 - Highlight first row/line
 - Update line
 - Enter 1 to indicate current month or enter 2 to indicate previous month
 - **OK**
 - An Earning Selection **MUST** be made
 - Click once on Selections box
 - From the list of Earnings that appears, select the earning types that the union dues applies to by highlighting all appropriate earnings.
 - OK
 6. On the Flags tab if there is a Benefit follow the Revenue Canada guidelines to determine whether it is Taxable, Pensionable and/or Insurable.
 - The Deduction Class is Union
 - If there is a Benefit Distribute to ensure correct allocation of expenses to the financial systems.
 - You may wish to advise employees of the employer's contribution to the union by Printing their cheque stubs.
 7. On the Control tab the Deduction Usage Control settings remain unchanged
 - Select to Evaluate Per Pay. This deduction must evaluate per pay even though it may only deduct once a month.
 8. On the EFT Deduction and EFT Benefit and Selections tabs the settings remain unchanged.

9. Our thirteenth Deduction Dialog box is complete, click OK

We have established two different types of monthly union dues, Deduction 2 and Deduction 13.

Deduction 2 is a simple fixed value taken once a month. It presumes that all employees subject to this union due will have earnings to take the deduction in the first pay period of the month.

Deduction 13 is meant to accommodate those situations where the union requires a minimum amount of monthly dues if the employee has worked any time in a calendar month. The deduction will take place on the first normal pay following the calendar month specified.

Deduction 14 - Union Dues - Part Time Staff

1. From Payroll Deduction List dialog box, Select Insert
2. Insert Numeric Code 14, **OK**
3. On the Payroll Deduction Update Dialog box, General tab:
 - Enter Description = Union Dues - Part Time
 - Enter Short Name = P/T Union
4. On Fixed tab there are no entries to be made
5. On the Calculate tab:
 - Enter Calculation Code 107
 - Check Custom Table
 - Click once on Table Parameters
 - Highlight first row/line
 - Update line
 - Enter the number of hours per week that is the minimum limit i.e: **10**. Hours
 - Enter the minimum deduction amount for these hours required by the union i.e: \$5.00 dollars
 - **OK**
 - Highlight second row/line
 - Update Line
 - Enter the next hour limit i.e.: 15 hours
 - Enter the Deduction Amount that applies i.e: \$8.00 dollars
 - **OK**
 - Continue in same manner to record limit scale and rates
 - This deduction is intended to deduct a proscribed value based on the number of hours worked in a week where number of hours in any one week may differ from the next.
 - This deduction has NO Item Parameters
 - There is Earning Selection List required
 - Click once on Selections box
 - From the List of Earnings presented highlight all the appropriate earnings that this deduction applies to

- OK
6. On the Flags tab there is No Benefit Subject To or Distribute or to Print
 - Select Deduction Class Union
 7. On the Control tab the Deduction Usage Control settings will remain unchanged
 - Select Evaluate Per Pay
 8. On the EFT Deduction and EFT Benefit and Selection tabs all settings remain unchanged.
 9. Our fourteen Deduction Dialog box is completed - click OK

Deduction 15 - Bonus Payment RRSP

1. From Payroll Deduction List dialog box, Select Insert
2. Insert Numeric Code 15, **OK**
3. On the Payroll Deduction Update Dialog box, General tab:
 - Enter Description = Bonus Payment to RRSP
 - Enter Short Name = Bonus RRSP
4. On the Fixed tab there are no entries to be made
5. On the Calculate tab:
 - Enter Calculation Code = 2 % of Earnings
 - Check Custom Table
 - Click once on Table Parameters Box
 - Highlight first row/line
 - Update line
 - Enter 100.00% in the input box
 - **OK**
 - **OK**
 - This Deduction has NO Item Parameters
 - There is an Earnings Selection list required
 - Click once on selections box
 - From the List of Earnings Select = 17 Bonus
 - **OK**
6. On the Flags tab there is No Benefit that is subject to, or to Distribute or to Print
 - Select a Deduction Class of Register Plan
7. On the Control tab the Deduction Usage Control setting will remain unchanged
 - Select Evaluate Per Pay
8. On the EFT Deduction, EFT Benefit and Selections tabs all settings will remain unchanged.
9. Our Final Deduction Dialog box is completed - click OK

This special case deduction was included in our sample set to illustrate an option that some employee may take advantage of whereby in place or receiving a bonus of profit sharing plan as a

payment they may wish to contribute all of it to an approved RRSP. In our example all employees could receive a bonus Earning 17 but only those employees who wish to direct that bonus, in whole or in part, to an RRSP would have this Deduction Code 15.

We have now set up a random but still a generally standard set of deductions. Some are fairly simple; others are more complex. We have made use of a few of the calculation codes out of an extensive set that is available. We suggest that you read through the documentation in the Payroll Manual to see if one of the other calculation codes might apply in your particular circumstances.

You will note that again we did not use any dates for the Payroll Level Deductions. We will see the efficient application of date handling when we set up our employees. In order to completely implement this set of fifteen deductions we require the set up of at least two accumulators. One for our deduction Code 10 - Company Purchase Plan and one for Deduction Code 11 - Uniforms/ Safety Equipment.

For now our deductions are completed and we can exit to our Main Payroll Menu.

Step 8: Defining Company Accumulators

Payroll Accumulator types are used to define the method that is to be applied to arrive at a value based on other values processed during the payroll calculation. The accumulators function as ancillary mathematical processes which arrive at a value based on other calculated or input values and maintain an ongoing balance.

The GrandMaster Suite Payroll provides several different calculation formulas that can be used to calculate an accumulator. Each calculation formula provides for a number of parameters that can be set to arrive at an accumulated balance at the end of the Payroll Calculation Processing.

In addition, the accumulator processing may use fixed values in the place of the calculation code method.

The GrandMaster Suite Payroll processing allows for 200 Accumulators to be set up. It provides for the determination of when an accumulator will be evaluated. It is NOT necessary to set up accumulators to handle the normal year to date functions. The year-to-date functions are built into the payroll processing. We will proceed to set up several different common accumulator types:

1. Vacation Entitlement - Pay as Current Rate of Pay
2. Vacation Entitlement - Pay as Accumulated Balance
3. Sick Time - 10 hours per month earned
4. Seniority
5. Company Purchase Plan Balance
6. Uniform/Safety Equipment Entitlement
7. Vacation Entitlement - Preload Annual Credit
8. Sick Time - Preload Annual Credit
9. Banked Time to Maximum
10. Flex Time

Accumulator 1 - Vacation Pay - Current Rate of Pay

1. From Payroll Module, Under File, select a Payroll
2. Under Payroll, go to Accumulators
3. From the Payroll Accumulator List dialog box, select Insert

4. Insert Numeric Code 1, **OK**
5. On the Payroll Accumulator Update Dialog box General tab:
 - Enter Description = Vacation Entitlement
 - Enter Short Name = Vacation
6. On the Fixed tab there will be no entries made to this dialog box
7. On the Calculate tab:
 - Enter Calculation Code 3% hours
 - Check Custom Table
 - Click once on Parameters box
 - Highlight first row/line
 - Update line
 - Enter the percentage to be used as the normal default i.e.: 4%
 - **OK**
 - Highlight second row/line
 - Update Line
 - Enter second percentage to be used i.e.: 6%
 - **OK**
 - Repeat until you have recorded all of your active percentage values.
 - You may have a situation where you have calculated a complex set of percentage values based on years of service due to interpretation of a union contract. The suite allows for a table of 30 different table entries.
 - OK
 - An Earning Selection Must be made
 - Click once on Selection box
 - From the list of Earnings that appears select the earning types that the vacation entitlement is earned against by highlighting all appropriate earnings.
 - OK

NOTE: Please refer to the appropriate Federal and Provincial Labour Legislation guideline along with your company policy to determine which earning types are associated with vacation earned. Depending on the jurisdiction and your company practices you may wish to set up an accumulator for each Province.

8. On the Flags tab under Processing flags:
 - Journalize the Accumulator is turned on if you wish to have the vacation liability accrual appear on your Journal Entry for processing by your financial system
 - Print Accumulator on Cheque can be turned on so that your employees are made aware of their vacation time accruing on every cheque.

- Automatic Payout can be turned on in the case of the always paid out vacation time rather than accruing it for your employees this might be used for part time, casual or temporary staff.
 - Set balance to Result is turned on ONLY when a fixed value type of accumulator is used and you wish to reset the balance at a particular time for a particular value
 - Journalize Revaluation can be turned on if Journalize Accumulator is turned on.
 - The accumulator calculation code we selected will accumulate hours but we need to know what the liability will be at the employee's current rate of pay. By turning this flag on GrandMaster Suite automatically readjusts the accrued amounts to reflect the current rate of pay.
 - Distribute Accrual can be turned on to record actual costs based on worked hours allocation to a particular distribution cost centre
 - Allow Negative Accumulator might be turned on in the case where the company has a policy where it allows employee to take vacation in advance of earning it. i.e.: Company shutdown Aug 1 to Aug 13 but employee has only earned 8 of 10 day required vacation time. Allowing a negative permits the staff to be paid the 10 day vacation time and puts them in a deficit position until they return to work. Subsequent pay runs will reduce the credit until it is zero.
 - Entitlement Class = Vacation
 - Revaluation Method = Hours based
9. On the Control tab Accumulator Usage Control default settings will remain unchanged
- Select Evaluate = Per Pay
10. On the Associated Tab:
- Enter Prime Earning = 3
 - Click once on the Update under Additional
 - Highlight 2- Salary Vacation Taken
 - 9 - Hourly Vacation Taken
 - 10 - Hourly Vacation Paid Out
 - **OK**
11. On the Selections tab we will make no entries or changes.
12. Our first Accumulator Dialog box is complete, click OK

Accumulator 2 - Vacation Entitlement Pay as Accumulated Balance

1. From Payroll Accumulator List dialog box, select Insert
2. Insert Numeric Code 2, **OK**
3. On the Payroll Accumulator Update Dialog box General tab:
 - Enter Description = Vacation Entitlement 2
 - Enter Short Name = Vacation
4. On the Fixed tab there are no entries to be made
5. On the Calculate tab:

- Enter Calculation Code = 9 % of dollars and hours
 - Check Custom Table
 - Click once on Parameters box
 - Highlight the first row/line
 - Update line
 - Enter percentage of Accumulators i.e.:4%
 - **OK**
 - Highlight second/row line
 - Update line
 - Enter second percentage value i.e.: 6%
 - **OK**
 - Repeat until and desired values are in the table
 - An Earnings selection must be made
 - Click once on Selection box
 - From the Earnings list that is presented highlight the earnings that contribute to vacation entitlement.
 - **OK**
6. On the Flags tab:
- Turn on Journalize Accumulator
 - Turn on Distribute Accrual
 - You may turn on Print on Cheque and Allow Negative Accumulator
 - Do NOT turn on Automatic Payout, Set Balance to Result or Journalize Revaluation.
 - Entitlement Class = Vacation
 - Revaluation Method = No Revaluation
7. On the Control tab the Accumulator Usage Control default settings will remain unchanged.
- Select Evaluate = Per Pay
8. On the Associated Tab:
- Enter Prime Earning = 3
 - Click Once on Update under Additional
 - Highlight: 2- Salary Vacation Taken, 9 - Hourly Vacation Taken, 10 - Hourly Vacation Paid Out
 - **OK**
9. On the Selection Tab we will make no changes to defaults.
10. Our second Accumulator Dialog box is complete, click **OK**

There is a difference between the two accumulators that we have just set up. Our first vacation accumulator assumes a pay out when vacation is taken at the current rate of pay regardless of what employees were paid while they were earning their vacation time. The accumulator is set up to

accurately reflect their earned time and tries to keep the accrual costs in dollars updated for reporting to the financial system on an ongoing basis.

The second vacation accumulator assumes a pay out of whatever dollars have been earned against a vacation taken later. The employee's current rate of pay at the time that the vacation is taken is not a factor. However, it is necessary to keep track of the E.I. hours associated with the dollar amount and this will be accomplished through our settings on this accumulator.

Accumulator 3 - Sick Time - 10 Hours Per Month Earned

1. From Payroll Accumulator List dialog box - Select Insert
2. Insert Numeric Code 3. Click **OK**
3. On the Payroll Accumulator Update Dialog box General tab
 - Enter Description = Sick Time Entitlement
 - Enter Short Name = Sick
4. On the Fixed tab Enter 10 Units/Hours - Fixed Values
 - Enter 600 Units/Hours - Maximum
 - Enter 120 Units/Hours - YTD
 - We have established here an interpretation of one and one hour day per month to a maximum of 15 days per year for a maximum of 5 years. (Assuming a standard 8 hours per day)
5. On the Calculate tab we will make no entries since we will not be doing a calculation but are loading a pre-determined value.
6. On the Flags tab
 - Turn on Journalize Accumulator
 - Turn on Journalize Revaluation
 - You may want to Print on Cheque
 - Turn on Distribute Accrual
 - Do NOT turn on Automatic Payout
 - Do NOT Allow Negative Accumulator
 - Do NOT turn on set Balance to Result
 - Entitlement Class = Sick
 - Revaluation Method = Hours Based
7. On the Control tab
 - Set Accumulator Usage Control to May Turn Of for Employee
 - Do NOT Allow Modifications
 - Select to Evaluate Per Month with Month = 01 January
 - and Day/Pay Number = 28
 - These settings mean that all employees will be treated the same and at the end of EVERY month 9 (including February) Employees will have earned 10 hours sick entitlement.
8. On the Associated Tab

- Enter Prime Earning = 4 - Salary Sick
 - Click once on Update under additional
 - Highlight earning 11 - hourly sick
 - **OK**
9. On the Selections tab we will make no changes.
10. We have completed our third Accumulator set up. **OK**

Accumulator 4 - Seniority

1. From Payroll Accumulator List dialog box, Select Insert
2. Insert Numeric Code **4**. **OK**
3. On the Payroll Accumulator Update Dialog box General tab:
 - Enter Description = Seniority
 - Enter Short Name = Seniority
4. On the Fixed tab there are no entries to be made
5. On the Calculate tab:
 - Enter the Calculation Code = 3 % of Hours
 - Check Custom Table
 - Click once on Parameters Box
 - Highlight the first row/line
 - Update Line
 - Enter percentage of Accumulator i.e: 100%
 - **OK**
 - **OK**
 - An Earnings Selection must be made
 - Click once on Selection box
 - From the Earnings list that is presented, highlight the earning-types that contribute to seniority recording
 - **OK**
6. On the Flags tab:
 - Do NOT turn on Journalize Accumulator, Journal Revaluation, Distribute Accrual, Automatic Payout, Set Balance to Result or Allow Negative Accumulator
 - You may need to turn on Print on Cheque
 - Entitlement Class = Seniority
 - Revaluation Method = No Revaluation
7. On the Control tab:
 - The Accumulator Usage Control default settings will remain unchanged

- Select Evaluate = Per Pay
8. On the Associated Tab:
 - There will be no Prime or Associated Earnings assigned since this accumulator is not meant to ever be paid out.
 9. On the Selection Tab we will make no changes to defaults.
 10. Our Accumulator Dialog box for Seniority is complete, click OK

Accumulator 5 - Company Purchase Plan Balance

1. From the Payroll Accumulator List, Select Insert
 2. Insert Number Code 5, **OK**
 3. On the Payroll Accumulator Update Dialog box General tab:
 - Enter Description = Purchase/Loan Account
 - Enter Short Name = Purchase
 4. On the Fixed tab there will be no entries made to this dialog box.
 5. On the Calculate tab there will be no entries made to this dialog box.
 6. On the Flags tab:
 - Do NOT turn on Journalize Accumulator, Journalize Revaluation, Distribute Accrual, Automatic Pay out, Set Balance to Result or Allow Negative Accumulator.
 - You may wish to turn on Print on Cheque
 - Entitlement Class = N/A
 - Revaluation Method = No Revaluation
 7. On the Control tab:
 - The Accumulator Usage Control default settings will remain unchanged.
 - Select Evaluate = Per Pay
 8. On the Associated Tab:
 - There will be No Prime or Additional Earnings assigned since this accumulator is not meant to be paid out only to maintain an ongoing balance owing by the employee to the company.
 9. On the Selection tab we will make no changes to defaults.
 10. Our Accumulator Dialog box for purchases/loans is complete, click OK.
- However, we must now return to the Deduction Code 10 which we had set up previously to complete that set up now that we have created the missing accumulator that we needed.
11. Exit Payroll Accumulator List dialog box.
 12. At the Payroll level, under Data, go to Deductions
 13. Highlight Deduction Code 10 - Company Purchase Plan on the Payroll Deduction List dialog box.
 14. Press Update
 15. On the Payroll Deduction Update Dialog box Calculate tab:

- Select Item Parameters
 - Highlight and Double click on Accum # line
 - Enter Accumulator Number 5
 - **OK**
 - **OK**
 - **OK** to whole dialog box
16. Our Deduction Code 10 is now finalized.
17. Exit the Payroll Deduction List dialog box.

Accumulator 6 - Uniform/Safety Equipment Entitlement

1. From the Payroll Level, under Data, go to Accumulators
2. From the Payroll Accumulator List dialog box, Select Insert
3. Insert Numeric Code 6, **OK**
4. On the Payroll Accumulator Update Dialog box General tab:
 - Enter Description = Uniform Entitlement
 - Enter Short Name = Uniform
5. On the Fixed tab:
 - Enter a Fixed Value Amount i.e: \$200.00
 - Check use Fixed values box
 - According to your company policy, enter the Maximum Entitlement allowed or the Year to Date Entitlement allowed, if desired.
 - There are no Units in our example
6. On the Calculate tab there are no entries to be made to this dialog box.
7. On the Flags tab:
 - Do Not turn on Journalize Accumulator or Journalize Revaluation
 - You may wish to Print on Cheque
 - Do Not turn on Distribute Accrual, Automatic Pay Out or Allow Negative Accumulator.
 - Turn on Set Balance to Result
 - Entitlement Class = Purchase
 - Revaluation Method = No Revaluation
8. On the Control tab:
 - The Accumulator Usage Control default settings will remain unchanged.
 - Select Evaluate = Employee Anniversary
9. On the Associated Tab:
 - Press F8 on prime
 - From the List of Deductions presented Select Deduction 11 - Uniforms

- **OK**

10. On the Selection tab we will make no changes to defaults.

11. Our Accumulator Dialog box for Uniform/Safety Equipment Entitlement is completed - click OK

This particular accumulator is now set to load a value of \$200.00 as a credit on the employee's anniversary date. The credit entitlement allowed by the company will automatically be offset against any purchases recorded in this case as deductions. Only when the credit has been exhausted will a payroll deduction take place.

Accumulator 7 - Vacation Entitlement - PreLoad Annual Credit

1. From the Payroll Accumulator List, Select Insert
2. Insert Numeric Code 7, OK
3. On the Payroll accumulator Update Dialog box General tab
 - Enter Description = Vacation Entitlements
 - Enter Short Name = Vacation
4. On the Fixed tab:
 - Fixed Values = Enter either annual dollar amount or annual units/hours value allowed for employee. e.g.: Each employee begins a vacation year with a credit of equivalent to 3 weeks vacation or 15 days x 7.5 work day hours = 112.5 units
 - Check use Fixed Values

Maximum Values = Enter in either the amount or units field that is the allowed maximum balance at any one time. They may be allowed to maintain a maximum of 6 weeks equivalent only before they must take the time off or get paid out the excess.

- YTD Maximums = May be used to enter the maximum allowable accrual of time in any one year.
5. On the Calculate tab we will make no entries
 6. On the Flags tab
 - Check Journalize Accumulator On
 - Check Journalize Revaluation if you wish to maintain the financial systems recording and revaluation of accrued balance remaining at current rate of pay
 - You may wish to Print on Cheque
 - You may wish to Distribute any costs associated with any changes to the accumulator's accruing function.
 - Do Not Check Automatic Payout
 - Do Not Allow Negative Accumulator
 - Do Not check Set Balance to Result
 - Entitlement Class = Vacation
 - Revaluation Method = Hour Based or Dollar Based depending on the type of fixed value you entered amount or units.

NOTE: With this type of accumulator you may wish to have no revaluation since the only activity through out the year would presumably be when vacation is taken. Revaluing to current rate of pay may not be an issue. If you choose no reevaluation, reconsider your options choices for journalize revaluation.

7. On the Control tab:
 - Leave settings for Accumulator Usage Control as the defaults
 - Evaluate either Per Year or Company Anniversary or whatever choice reflects the company policy.
 - If you choose Per Year you must tell it the starting Month and Date i.e: Per Year = 01 Month 01
 - If you choose Company Anniversary the dating information has been set up Under Data, Payroll Information , Dates Tab
 - If you Choose Employee Anniversary the dates information will have been set up on each employees Payroll Specific Information Dialog box, Dates Tab
8. On the Associated Tab:
 - In Prime Earning box, press F8
 - From the List of Earnings Select Vacation Paid Out
 - Under Additional, Press Update
 - From the List of Earnings Select all other Vacation earnings
9. On the Selection tab we will make no changes to our default settings
10. This Accumulator Number 7 Dialog box is completed - click OK
11. You may wish to set up two different Fixed Value Accumulators; one for 3 weeks and one for 2 weeks so that all values can be inserted at the payroll level. Then you may wish to change accumulator usage control to NOT allow modification at employee level.
12. Or you may wish to insert each employee's values separately if they differ greatly according to the employment contract. In this case you would not set fixed values at the payroll level.

Accumulator 8 - Sick Time - Preload Annual Credit

1. From the Payroll Accumulator List dialog box, Select Insert
2. Insert Numeric Code **8** then click **OK**.
3. On the Payroll Accumulator Update Dialog box General tab:
 - Enter Description = Sick Time Entitlement
 - Enter Short Name = Sick Time
4. On the Fixed tab:
 - Fixed Values = Enter either annual dollar amount or annual units/hours value allowed for employees. e.g. Each employee begins a one year period with a credit of equivalent of 5 days or 5 days x 7.5 work hours = 37.5 units
 - Check Use Fixed Values

- Maximum Values = Enter in either the amount or units field that is the allowed maximum balance at any one time. There may be a company policy that does not allow an accumulator of more than 25 days worth or 187.5 units
 - YTD Maximum = May be used to enter the maximum allowable accrual of time in any one year.
5. On the Calculate tab we will make no entries
 6. On the Flags tab:
 - Do Not check journalize accumulator or Journalize revaluation. In the case of sick time it is rare for a company to record the sick accrual. Liability since it is rarely paid out on termination.
 - You may wish to Print on Cheque
 - Do Not check Distribute Accrual. Automatic Payout or Allow Negative Accumulator, Set Balance to Result
 - Entitlement Class = Sick Pay
 - Revaluation Method = No Revaluation
 7. On the Control tab:
 - Accumulator Usage Control leave setting unchanged
 - Evaluate either Per Year or Company Anniversary or whatever choice reflects the company policy.
 - If you choose Per Year you must tell it the starting Month and Day i.e: Per Year = 04 Month 01 Day
 - If you choose Company Anniversary the dating information will have been set up Under Data, Payroll Information, Dates Tab.
 - If you choose Employee Anniversary the dates information will have been set up on each employee's payroll Specific Information Dialog box, Dates Tab.
 8. On the Associated Tab:
 - In Prime Earning Box. Press F8
 - From the List of Earnings, Select Sick Pay
 - Under Additional, Press Update
 - From the list of Earnings Select all other sick pay Earnings.
 9. On the Selections tab we will make no changes to our default settings.
 10. This Accumulator Number 8 Dialog box is Completed. **OK**

Accumulator 9 - Banked Time to Maximum

1. From the Payroll Accumulator List, Select Insert
2. Insert Numeric Code 9, OK
3. On the Payroll Accumulator Update Dialog box, General tab:
 - Enter Description: Banked Time
 - Enter Short Name: Banked

4. On the Fixed tab:
 - Maximum Values Units = 90 Units
5. Calculate tab there are NO Entries to be made
6. On the Flags tab:
 - There are No processing Flags to set
 - Entitlement Class = Banked Time
 - Revaluation Method = Hour Based
7. On the Control tab:
 - Accumulator Usage Control is unchanged
 - Evaluate Per Pay
8. On the Associated Tab:
 - In Prime Earning Box, Press F8
 - Form the List of Earnings Select = “Paid Out Bank” Earning 22
 - Under Additional, press Update
 - From the List of Earnings Select “Banked Time” Earning 21
9. On the Selections tab we will make no changes to our default settings.
10. This completes our Banked Time Accumulator Dialog box and the final step of our automatic banked time processing, **OK**
11. This accumulator and the two earnings number 21 and 22, are intended to reflect a company policy whereby employees are permitted to bank extra hours worked but only to a maximum. GrandMaster Suite will automatically pay out each and every time the maximum balance is exceeded. Using banked time results in a reduction of the accumulator and restarting the accumulation to the maximum again. Banked time is recorded from time sheets per pay by entering in the number of hours by earning Code 21.

Step 9: Setting Up Company Distribution Tables

Distribution Tables are used to define the relationship between payroll earnings, deductions, benefits, accumulators and statutory deductions and your general ledger financial recording. The distribution tables could be viewed as the “Bridge” between the payroll system and your financial recording system.

NOTE: If you have converted from Can-Pay’s own GrandMaster I or GrandMaster II to the GrandMaster Suite, you must remember that, although we have brought over all data pertaining to your payroll including personnel G.L allocations, GrandMaster Suite Distribution Tables are entirely different and handle the data for Journal Entry preparation and general ledger reporting in a completely different manner.

General Ledger Definition

Before you can move on to the Distribution Tables section, you should set up your General Ledger codes.

1. Run GrandMaster Suite, then open the Administration Module.

2. Choose the File menu's General Ledger Definition command. This opens the General Ledger Code Definition dialog box.

This dialog box is used to define the codes for your general ledger.

Note: The General Ledger Code Format may contain one or more segments of various lengths that total a maximum of sixty characters.

3. Specify the number of segments for the general ledger code by entering a value in the Number of Segments field. There can be a maximum of eight segments.
4. Choose how you want blank spaces in your segment numbers to be filled, if your segment numbers are not of an equal value (i.e. some segments have 4 digits, while others have only 2).
 - If you choose the Space option, the remaining digits will be filled in with a blank space.
 - If you choose the Zero option, the remaining digits will be filled in with the "0" character.
5. Specify which character to use (if any) as a separator for your code segments. Your choices are: period, comma, colon, semi-colon and hyphen.
6. Enter the length of each segment in its appropriate Length field. The general ledger code can be a maximum of 60 characters long. Thus a segment can be from zero to 60 characters long, but the sum of all segments must not exceed 60 characters.
7. Specify each segment's type by choosing it from the Type drop-down list. The type defines whether the each segment is Right or Left Justified.

Note: Depending on the choice of Fill and the G/L codes, the choice may be critical. For instance if you choose Left Justify and have a Zero Fill on a segment of 6 characters, any code that is less than 6 characters will have a zero placed at its end. This may cause problems in exporting to an accounting package or reconciling the Journal Entry Report.

8. When you have completed defining your General Ledger Codes, click the Save button to exit the dialog box and store your changes.

You can now proceed to the next section that discusses Distribution Tables in detail.

Distribution Tables

Any general ledger codes assigned at the company level in GM1 or GM II have not been converted since there is no place to put the data on GrandMaster Suite's Earning, Deduction or Accumulator records. Any general ledger codes assigned to each employee have translated as payroll categories in each employee's Payroll Specific Information Dialog box on GrandMaster Suite. Payroll categories have absolutely nothing to do with the general ledger recording function performed by the distribution tables in GrandMaster Suite.

However, due to a particular convention used in GMI and GMII the GMsuite's number one payroll category is generally the Employee's specific department assignment. For this reason, the GrandMaster Suite Payroll System has conformed to this use and for every occurrence of a new department number we have created a distribution table with that department name or number. The distribution table thus created does not yet contain any G.L. Codes but does provide you with a starting point. In addition, we have assigned each employee to this "base" or home distribution

table which is roughly equivalent to his home department . Please refer to each employee's Payroll Specific Information Dialog box, Base Tab.

It is important to remember that an employee is NOT assigned to a specific G.L. Code in GrandMaster Suite. The employee is assigned to a distribution table which contains the G.L. Codes for his Earnings, Deductions, Benefits, Statutory Benefits and Accumulators. There are methods for assigning certain temporary earnings and associated costs to a different department/distribution cost centre at the time of processing a specific pay run by using the hours entry function or adjustments.

There are also methods for assigning an employees earnings "Split" between two or more costs centers on a more permanent basis by establishing position earnings for this employee. It cannot be emphasized enough that payroll categories do not have anything to do with the general ledger journal entry production. Payroll categories are used within the payroll system as a means of sorting and identifying specific payroll information. An Employee's base distribution table and Payroll category one do not have to be the same. For our conversion clients it is convenient that payroll category one is a department number or name that happens to correspond with the initial distribution table/cost centre set up but it is not a requirement nor is it a requirement to maintain this structure. You may wish to have a more definite department number/name assignment set up and use category 8 to sort your payroll register.

The Distribution table functions were designed to be maintained according to the general financial system reporting requirements outside of the normal payroll processing. It was intended that very accurate labour costs could be defined and tracked without invasive procedures being implemented in the day to day operations of the payroll system. It may be more efficient and convenient to have the finance/accounting department maintain and alter the distribution tables as required rather than your payroll administrator who would then only be responsible for ensuring that the employees are assigned to the correct distribution table.

There is one other topic related to distribution tables which must be discussed before we proceed with our setups. GrandMaster Suite is a data base style system and it is with the distribution table where this is most evident. In our GrandMaster I and GrandMaster II products when you set up separate payrolls they remain distinctly separate payrolls in all aspects. There is no sharing allowed. However, in GrandMaster Suite different payrolls can "Share"

Earnings, Deductions, Accumulator definitions as well as employees. In the case of distribution tables, if you view a list of distribution tables from within a particular payroll you will see on that list the distribution tables that "belong" to another payroll. If you were then tempted to review or change the contents of one of your other payroll's distribution tables and tried to update you may find that the contents of one of your other payroll's distribution tables don't make much sense. You'd be viewing this payroll's list of earnings deductions and accumulators with the other payroll's G.L. codes which is fine if all earnings, deductions and accumulators are the same and in the same order. If you then exit the distribution table by "OK" you have just saved the distribution table in the payroll you are in and have probably disrupted the G.L. allocation processing for the other payroll. It is important to remember to be in the correct payroll to review or modify its and ONLY its distribution tables. We have noted an unhappy and confusing situation which is occurring when several separate payrolls all have the same cost centre/department designation. There's only one department one on your list dialog box however it pertains to each payroll. The last access is where it is saved and therefore contains the last set of G.L. Codes.

If this is the state you find yourself in you must go to each payroll and set up their own peculiar set of distribution tables. Naturally, this means also re-assigning each and every employee to their new distribution tables code.

Although this task can be somewhat time consuming, careful planning will eliminate any frustration and confusion in the future. We suggest that rather than entering all of the G.L. codes immediately, you instead concentrate on establishing the distribution table codes and description names for each payroll and ensuring that your employees are assigned to them correctly, prior to closing your first pay run. When time becomes available, you can enter the appropriate G.L.

Codes to each distribution table for each payroll. Your journal entry can then be produced at a later date. If you have missing or incorrect G.L. Codes they can be changed and your entry can be reproduced until it's correct. You will note that the employee is "Tied" to the distribution table, not to a particular G.L. Code. The key to the journal Entry being produced correctly at a later date is ensuring that the employee is accurately tied into the appropriate distribution table.

Now we will proceed to setup our distribution tables. We will use as our example a department store that has several departments within several physical locations but has 3 separate payrolls due to differences in pay frequency. The executive and senior management staff are paid semi monthly. Our full time retail staff is paid bi-weekly and our part time retail staff is paid weekly with vacation paid out on every pay date.

The Sample Department Store:

Sally's Department Store - With Executive Payroll

Having Earning 1 - Salary - Use Rate x 86.67 Units

Earning 2 - Salary Sick Pay - Contra Salary

Earning 3 - Salary Vacation Taken - Contra Salary

Earning 4 - Salary Vacation Paid Out - No Contra

Earning 5 - Bonus

Earning 6 - Miscellaneous Adjustments

Earning 7 - Profit Sharing

Deduction 1 - Wage Indemnity/Short Term Disability

Deduction 2 - Long Term Disability

Deduction 3 - Life Insurance

Deduction 4 - Health Insurance

Deduction 5 - Dental Insurance

Deduction 6 - Vision Care Insurance

Deduction 7 - RRSP with Benefit

Deduction 8 - Voluntary RRSP no Benefit

Deduction 9 - Social Fund

Deduction 10 - Company Purchase Plan /Loan

Accumulator 1 - Salary Vacation Time

Accumulator 2 - Salary Sick Time

Accumulator 3 - Purchase Plan/Loan Balance

The Revenue Canada business number would probably reflect a reduced rate for the employees in this payroll due to benefits package.

We also have for:

Sally's Department Store - Full Time Retail Payroll

Having Earning 1: Store Management Salary - Use set rate x 80 units

Earning 2: Store Management Sick Pay Salary - Contra #1

Earning 3: Store Management Vacation taken pay salary – Contra #1

Earning 4: Store Management Vacation Paid out Salary – No Contra

Earning 5: Store Management Salary Overtime - By Hour 1.5 x#1

Earning 6: Miscellaneous Adjustment Store Management

Earning 7: Bonus Store Management

Earning 8: Regular F/T Hourly

Earning 9: Overtime F/T Hourly

Earning 10: Double Time F/T Hourly

Earning 11: F/T Hourly Vacation Time - No Contra

Earning 12: F/T Hourly Sick Pay - No Contra

Earning 13: F/T Hourly Vacation Paid - No Contra

Earning 14: F/T Hourly Miscellaneous Adjustment

Earning 15: F/T Hourly Bonus

Deduction 1: Wage Indemnity/Short Term

Deduction 2: LTD

Deduction 3: Life Insurance

Deduction 4: Health Insurance

Deduction 5: Dental Insurance

Deduction 6: RRSP with Benefits

Deduction 7: CSB

Deduction 8: Social Fund

Deduction 9: Uniform with entitlement credit

Deduction 10: Union Dues - Hourly

Accumulator 1: Store Management Vacation Time

Accumulator 2: Store Management Sick Time

Accumulator 3: Store Management Uniform Credit

Accumulator 4: F/T Hourly Vacation time

Accumulator 5: F/T Hourly Sick Time

Accumulator 6: F/T Hourly Uniform Credit

Accumulator 7: F/T Hourly Seniority

The Revenue Canada Business numbers may be for both full rate and reduced rate EI depending on rules for obtaining benefits.

Now our other payroll for :

Sally's Department Store – Part time Retail Payroll

Housing Earning 1: P/T Regular Hourly

Earning 2: P/T Overtime Hourly

Earning 3: P/T Hourly Vacation Paid Out

Earning 4: P/T Hourly Miscellaneous Adjustments

Deduction 1: P/T Hourly Union Dues

Deduction 2: P/T Hourly Uniform with entitlement credit

Deduction 3: Social Fund

Accumulators 1: P/T Hourly Vacation Always Paid Out

Accumulators 2: Uniform Credit - P/T Hourly

The Revenue Canada Business Number would be for the Full Rate E.I since there are no benefits provided.

As you can see from our 3 payrolls the list of earnings, deductions and accumulators vary a great deal between them. However, the employees from each payroll will be in the same physical locations (stores) and will probably be assigned to the same department names within those stores. For example, Store01-ARNPRIOR has a children's wear department regardless of which payroll we are dealing with. In order to correctly G.L. Code the Specific earnings, deductions and accumulators for each payroll according to the overall corporate structure it will be necessary to uniquely identify a distribution table for each payroll.

In executive payroll we need EX/01/CW - Distribution Table. In Fulltime Retail Payroll we need FT01CW - Distribution Table. In Part Time Retail payroll we need PT01CW – Distribution Table. In my example the first two characters indicate the source payroll, the second two indicate the store number and the last two the department within the store. You must have selected the payroll you wish to setup in the first place. Then go to the next payroll to define your next step and so on. We will begin our set ups with Executive Payroll for Sally's Department Store.

To Set up Multiple Payroll Distribution Tables

1. Go to Payroll Module
2. Under File, Select the first payroll
 - Our example here is Executive Payroll
 - Highlight and click OK
3. With our desired payroll loaded, Go to Payroll
4. Under Payroll, Go to Distribution Tables
 - You may have a list of blank distribution tables assigned by your old conversion department numbers.
 - Ignore these! At some point they should be deleted
5. Press Insert
 - A dialog box will appear asking for a Table Code
 - Enter up to 10 alpha numeric code characters
 - In our example our first distribution table will be a code made up of company payroll designation location and department e.g.: EXADMLIAB
 - Press **OK**
6. The Distribution Table Entry dialog box will be presented with our new code name on the top.
7. A description must be inserted: e.g.: Executive - Administration Liability Schedule
8. It is NOT necessary to fill in dates
9. Before we begin entering G.L. Codes take the time to scroll down the list of account types.

You will note that this distribution table has earning 1 to 7, deduction 1 to 10 and accumulator 1 to 3 included. Your selected payroll, Executive has determined the items included for G.L. Coding in this distribution table.

10. Also before we begin entering G.L. Codes it is my intention here to establish a default set of G.L. codes for all liability accounts since it is rare that a corporation will distribute the direct liabilities by department. So that's why we have this first distribution table called: EXADMLIAB.

11. Now for the G.L. Codes

- Highlight first item Net Payroll, Press Update
- An entry dialog box will appear
- Enter you G.L Code for bank or payroll clearing in the correct format for your financial system e.g.: 100-1010
- You may wish to enter a name for this field. With focus on the G.L. Code box, press F8
- This will call up another entry dialog box where you can type in a name that corresponds with the G.L. Code
- e.g.: Payroll - Bank
- **OK**
- **OK**

12. We are back at the distribution table first dialog box

13. Highlight the next line "Arrears"

- If you "Allow" arrears and record employee receivables amounts, you can press "Update".
- Enter your G.L. Code and description in the same manner as above
- **OK** takes us back and saves settings.

14. Highlight the next line "Federal Tax"

- Press Update
- You will note that the entry dialog box is somewhat different providing 3 lines for input.
- In the case of "Federal Tax" it is only a Deduction from the employee and requires the deduction liability G.L. Code only.
- Enter your G.L. Code and description in same manner as before
- **OK**

15. Highlight the next line "Provincial Tax"

- You will complete the deduction liability only in the case where you remit separately to the province of Quebec for employees working in that province. It does not as yet apply to any other province in Canada.

16. Highlight the Next Line "E.I."

- Enter the G.L. Code for the Deduction Liability i.e: Employee' s portion
- Enter the G.L. Code for the Benefit Liability i.e: Employer' s Portion

- Do Not enter the G.L Code for the benefit expenses since we are assuming that all expenses will be assigned to each cost centre. That means that all of our other distribution tables will have the expense for the EI Benefit assigned to it but it won't have the liability code.
17. Proceed with assigning your GL Codes for this table according to this principle. Remember we will not be recording any expenses on this distribution table unless they are not distributed. From our executive payroll I would expect this distribution table to record, In addition to what we have already done:
 - CPP - Deduction and Benefit Liability GL Codes
 - QPP - Deduction and Benefit Liability GL Codes
 - WCB - Benefit Liability GL Code
 - Payroll Tax - Provincial Payroll Tax Benefit Liability GL Code.
 - From our list of Deductions:
 - STD - Deductions/Benefit Liability GL Codes
 - LTD - Deduction/Benefit Liability GL Codes
 - Life - Deduction/Benefit Liability GL Codes
 - Health - Deduction/Benefit Liability GL Codes
 - Dental -Deduction/Benefit Liability GL Codes
 - Vision - Deduction/Benefit Liability GL Codes
 - RRSP - Deduction/Benefit Liability GL Codes
 - VOL. RRSP - Deduction Liability G.L Code
 - Social - Possibly an expense G.L. Code for deduction
 - Loan - A separate employee receivable GL Code for Deduction
 - From our List of Accumulator only #1 Vacation Time would normally be journalized.
 - Acc VacTime - Accrue liability should be the G.L Code for your vacation accrual account
 - Pay Out liability should be the same GL Code as accrual account.
 18. Once you have entered all of pertinent GL Codes:
 - Press **OK** to whole distribution table
 19. Before proceeding further let's assign this distribution table to the payroll as our default table.
 20. Exit Distribution Table List dialog box
 21. Under Payroll, Go to Payroll Information
 22. On the Payroll Information Update Dialog box, go to the Settings Tab
 23. On the field labeled Distribution, press F8
 - From the list of distribution tables highlight the new distribution table we just created i.e: EXADMLIAB
 - OK
 - OK to whole dialog box
 24. We have just assigned our overall default distribution table for this payroll. Because we will not be recording the GL codes for any of the corporate liabilities at the location/ department

level distribution tables when the journal entry is being produced all amounts for these accounts will refer to our default table for the correct G.L Code.

25. Still in our Executive Payroll, Under Payroll, go to Distribution Tables, Press Insert

26. Now we will begin our location/department distribution tables

- Enter Table Code Name: EX01CW This tells me that in Executive Payroll for physical store #,1 in department children's wear, I will have a set of expense GL codes
- OK

27. Enter Description: Executive - ARNPRIOR 1 - Children's Wear

28. Your first expense to be GL Coded in this table will be E.I. - Highlight and Update

- Enter GL Code for benefit expense reflecting the correct allocation of this expense by location, department, GL Code e.g.: 01-444-5200 or your GL System may have department at end so: 01-5200-444
- OK

29. Proceed with your other Expenses

- CPP
- WCB
- Payroll Tax
- All Earnings
- Any Deductions that have company benefit expense.
- Your vacation accumulator wages expense.

30. Once this is completed click OK to whole table

31. You are now back to the distribution table list dialog box

- Highlight the last table created i.e: EXOICW
- Press Copy

32. A new update table will appear that is an exact duplicate of the previous one

33. Type over the fields to change

- Table Code Name: EXO1LW
- Enter New Description:
- Executive - ARNPRIOR 1 - Ladies Wear
- Highlight and Update each existing GL Code and make appropriate changes to reflect a new department
- e.g. 01-444-5200 becomes 01-442-5200 or 01-5200-444 becomes 01-5200-442

34. Complete this Distribution table and Press **OK**.

35. From the distribution table, Press copy of your latest one and proceed to rename and change GL Codes appropriately until you have created all combinations of physical store locations and departments for the Executive Payroll in your distribution tables.

36. Once the distribution tables for this payroll are completed it is time still within this payroll to assign each of your employees to their correct home distribution table. Exit distribution table list dialog box.

37. There are mechanisms in GrandMaster Suite such as group selections and template mass updates which could be used to accomplish the assignment of the new distribution tables but their use is based on given conditions being fulfilled. There are times when it is less cumbersome and more complete if you tackle this job on an employee by employee basis.
38. Go to Employee, Employee menu.
39. Under File, Next Employee
 - Your first employee in this payroll should appear
 - Under Data, go to Payroll Specific Information
 - On the Base tab of this dialog box
 - Assign their base earning type if it is not completed on field, press F8, pick fromlist
 - Assign their base distribution table, on field, press F8, pick from list one of your new ones.
 - While still in this dialog box you may wish to go to the Cat tab, examine the categories that were previously assigned. If you were hoping to sort your pay register say by department within store you should have single category that incorporates both designations. Such as store 01 Department 004.

Category one for example should be 01004 to combine both aspects into one sort function.
 - OK the dialog box after changes.
40. Under File, go to next employee and repeat
41. Do for all employees.
42. At end deselect this payroll select a new payroll begin entire process again but your EX designation on the distribution tables would now be FT01CW, or FTADMLIAM or FT01LW
43. You cannot “Copy” one of your EX distribution tables while you are in a different payroll. This payroll must have it’s own set up within itself even though they all appear on the list dialog box together.
44. In order to verify that the correct GL Codes have been recorded in the correct format, in each payroll under reports go to distribution tables. Print this report. It will list every distribution table and all of its G.L. codes for each payroll. Someone can then verify that the codes are correct and that none are missing.

Employer Information

The Employer Information dialog box in GM1 has a similar approach in the Suite with the exception that there is no month end setup. The procedure for setting up the payroll is:

1. Enter the Payroll Module
2. Under File, select your Payroll. **OK**
3. Under Calculation, Set Calculation Type
4. From the drop down list. Select Run Type
5. Verify Start Date = Period Start Date [TAB]
6. Verify End Date = Period End Date [TAB]
7. Verify Cheque/Pay Date = Pay Date [TAB]

If any of these fields are not correct, using the mouse and tab key, you can over type with the correct date.

- Use the mouse or tab to move from field to field NOT the enter key. The enter key accepts the fields as they appear and doesn't give you the chance to make changes.

8. If and when everything is the way you want it click OK

In GrandMaster Suite all Earnings, All Deductions and All Accumulators are assumed to be in the pay run as a default. Until you have become more familiar with GrandMaster Suite and do the automatic set ups for deductions, in particular, where we tell GrandMaster Suite when to take each one, you may be more comfortable doing a similar turn off or turn on before you calculate the pay. To do this:

1. Under Calculation, Earning Selection
2. Click once with the mouse. On the right hand side is your list of earnings that will be included in the pay.
3. Highlight the one you **DO NOT** want in this pay and press the remove button. It will appear on the left and will be gone from the right side.
4. Do all the earnings you don't want in this way. When you are happy with the list to be included. Press **OK**
5. Under Calculation
6. Deduction Selection
7. Click once with mouse
8. On the right hand side is your list of deductions that will be included in the pay.
9. Highlight the one you **DO NOT** want in this pay and press the remove button. The unwanted deduction will appear on the left and will be removed from the right.
10. Do all deductions that you do not want in this pay run in the same way.
11. When the list of deductions on the right is what you want for this run click OK
12. Under Calculation, Accumulator Selection
13. Proceed in the same manner as above
14. Press **OK**

These settings will revert to All Included once you have closed you pay.

You are now ready to input you payroll. Since GrandMaster Suite is date based and date sensitive you may find that entering transactions on a daily basis is more convenient. However, until you are more comfortable with this I would suggest that you group your input requirements by type of transaction since you will be using several different functions within GrandMaster Suite.

An example of this type of grouping would be:

1. Add New Employees - This requires that all data be present such as : SIN, Birth date, actual start date, distribution/category, WCB, TD1, full name and address, postal code, bank account number i.e: 11111-111-1111111111
2. Name and Address Changes, Changes to Bank accounts
3. Rate Changes - Earnings, Deductions, Accumulators
4. Specific pay period adjustments only such as additional 1 time deduction amount
5. Normal Hours Input

From reviewing the audit trail report you sent there are a number of items we will treat differently particularly in the case of pay increases. We will address these items in the order that we have grouped them. I'm forwarding this section first and will send the pieces in sections as we have them grouped sort of containerizing.

At this point we'll review the employer/company set up page of audit trail so that you will feel comfortable with the facilities in GrandMaster Suite that do the same things as GM1.

First there is "In Next Pay Data"

GM1	Gmsuite
Picking Earnings for run	Under Calculation, Earning Selection
Picking Deductions for Run	Under Calculation, Deduction Selection
No selection allowed	Under Calculation, Accumulator Selection
What is Cheque Date?	Under Calculation, Set Calculation Type
What is Period Ending Date?	Under Calculation, Set Calculation Type
What is Starting Cheque Date?	Under Reports Pay Statements w/cheque
Is this month end?	Under Reports, Payroll Range Report

Next LMSPECIALMPAY

GM1	GrandMaster Suite
Is this Normal, Extra etc.	Under Calculation, Set Calculation Type

Next - LMFORMSMControl

GM1	GrandMaster Suite
Cheque Forms - Blank, Stock etc.	Under Reports, Pay Statements W/Cheques or EFT/Stubs
Print Acc Vac Pay Print ACC Holiday Pay Print Sick Time	Under Payroll at Payroll level, Under Holiday Pay Accumulators, on Flags tab of each dialog box, check to print yes or no. Also: Under Reports, Pay Statements Eft/stubs or W/Cheques
Print Dept/Employee No.	Under Reports, Pay Statements W/Cheques or EFT/Stubs at Payroll level,
Void Direct Deposit	Under Payroll, EFT settings
Laser Cheque	Under Reports, Pay Statements EFT/Stubs or W/Cheque

Group One - Add a New Employee

1. Please review Page 2 of our "How to" Guide
2. In order to facilitate setting up a new employee and to make use of one of the more useful automatic functions of GrandMaster Suite we will first begin by setting up templates.

- A template is a way of defining a type of employee by ascribing the appropriate earnings, deductions and accumulators that this kind of employee would normally have enabled for them.
- Don't think of Joe Bloe or Mary Brown think in terms of factory, office-clerical, office - management, sales staff or maintenance personnel.
- All of these types of personnel have basic differences in the kind of earnings that are appropriate for them or the kind of deductions that are applicable to them.
- The template provides a way for us to set up a new employee with the appropriate earnings deductions and accumulators for their type and only those items appropriate to them.
- Later, once you have passed the point of double entering everything for parallel runs, we recommend that you assign a template type to each of your existing employees.
- Once everyone in you payroll file has a template type assigned you will be able to use this to add and delete and change things for all employees associated with this template type. e.g.. Add a new union deduction to all factory workers without going to each and every person on file.
- This feature also allows us to offer a mass update function for critical changes to the entire staff complement.
- The template function is similar to the Global default feature in our GrandMaster II payroll system with the added benefit of, once it has been assigned, it can be modified.
- There is no equivalent feature in our GrandMaster I since all employee have all earnings, deductions and accumulators enabled for them. Of course, it requires your input of dollars to them to activate them but they are all present for each employee.
- The difference in GrandMaster Suite is that although the full set of earnings, deductions and accumulators are present at the payroll company level you must insert each one you want for each employee into their specific file.
- The template speeds this process up by eliminating the one at a time steps.
- It is **NOT** necessary to complete this step but it is strongly recommended.

Step 11: Setting Up Employee Templates

1. At Payroll level, Under Data, go to Employee Template Processing
2. Go to Employee Template Definition
3. Press Insert, enter template code "Office-Clerical"
4. On the Define Tab of the Employee Template Update Dialog box:
 - Enter Description: Office Staff - Clerical
 - Do **NOT** Enter any dates
5. On the Settings tab:
 - Revenue Canada - From the drop down list choose the default account setting either Full Rate or Reduced Rate for this type of employee.
 - Position - Press F8 on this box. From your list of previously defined position names, you could choose a position name for this type of employee bearing in mind that a generic template may represent several positions. It is **NOT** necessary to choose or fill in position on our template.

- Distribution - Press F8 on this box. From your list of previously defined distribution tables, you could choose a distribution table for assigning this type of employee to. Bearing in mind that a generic template may represent several distribution tables. It is NOT necessary to choose or fill in a distribution table for our template.
- WCB Code - If you must pay Workers Compensation enter the rate code row number that applies for this type of earning. i.e: 1
- WCB Province - If you must pay Workers Compensation enter the 2 character province designation for this type of employee i.e: MB

NOTE: We can only assign 1 rate code and 1 province to each template. If you require more provinces to be covered you must set up say Manitoba Office - Clerical or Saskatchewan Office - clerical templates. Then again these fields are NOT necessary only convenient.

- Stats Canada - If you are required to submit Statistics Canada report you can assign the zone/code in the first box and the earning type in the second box. Again, it is NOT necessary to assign these to your generic template.

6. On the Base Pay Rate:

- Base Earning - Press F8 on this box. From the list of earnings presented choose the base earning type that this type of employee will be assigned. i.e: Hourly wages or office salary or salary whatever would apply to this type of employee.
- Once you have chosen the base earning for this type of employee the definition of how this earning is specified at the payroll level will be displayed. i.e.: Use set rate per hour or use set rate per pay.
- Set Rate - If this type of employee always has the same rate of pay, you may enter an amount in this field. i.e: \$800.00 which is using a set rate of \$800.00 Per Pay in this case or \$10.00 which is using a set rate of \$10.00 per hour.
- Units - In the case of salaried employees that is, those NOT paid hourly, they would normally work a certain number of hours to earn their \$800.00 per pay. Office Clerical might need to work 80 hours to be paid.
- Earning Table - Press F8 on this box. If you have earnings tables defined you are able to call up the appropriate rate table for this type of employee.
- Your Earning Base definition would be Use Earning Table by Rate Per Hour or Rate Per Piece.
- The earning table is an alternative to setting a Rate and Units.
- Row - Indicate the row number for this type of employee from the Earning Table for obtaining a rate of pay.
- Step - Indicates the column number for this type of employee in a specific row of a specific earning table for obtaining the exact rate of pay.
- Accumulator - If you have implemented the earning rate tables with auto pay increments limited by hours worked to date or seniority you may enter the accumulator code number where you are accumulating these hours for this type of employee.
- It is NOT necessary to specify an actual rate or earning table but we strongly recommend determining the base earning type for this type of employee and, if they are salaried, establishing the number of normal work units/hours to obtain this base earning type.

7. On the Earnings tab:

- Earnings - By pressing this button a full list of earnings present in GrandMaster Suite will appear. Highlight all earnings that would apply to this type of employee but ONLY those earnings that apply. Click OK
 - Update Template, Clear Template, Force Entry will not be required at this time but will be referenced later in our “How To” Guide.
8. On the Deduction tab:
 - Deduction - By pressing this button a full list of all deductions present in GrandMaster Suite will appear. Highlight all deductions that would apply to this type of employee but ONLY those deductions that apply. **OK**
 - Update Template, Clear Template, Force Entry will not required at this time but will be referenced later in our “How To” guide.
 9. On the Accumulator tab:
 - Accumulators - By pressing this button a full list of all accumulators present in GrandMaster Suite will appear. Highlight all accumulators that would apply to this type of employee but ONLY those accumulators that apply. **OK**
 - Update Template, Clear Template, Force Entry will not be required at this time but will be referenced later in our “How To’ Guide.
 10. The Template Dialog box for this type of Employee Office Staff - Clerical is complete, click OK
 11. From Employee Template List, press Insert.
 12. In Template Code enter “OFFICEMGMT”
 13. Enter a description for this second template type
 14. Proceed with steps 4 to 10
 15. Set up the number of Templates that you feel will reflect your employee complement
 16. Exit Employee Template List
 17. We are now ready to proceed with adding a new employee.

To Add an Employee to a Payroll using the Template:

1. At the Payroll Level, Under Employee, Go to Add Employee, Press add Employee
2. This will begin the cycle of adding an employee referenced in the “How To” guide and the beginning of Chapter 8 of the Payroll Manual. Please ensure that you complete the consecutive steps as they are presented and do not interrupt this process, if possible. It is not unrecoverable if the process is interrupted but it can be confusing and time consuming to remedy.
3. On the Employee Name Selection dialog box:
 - Type in the first 3 or 4 characters of a person’s last name [Enter], [Tab] or Click OK
 - An employee list dialog box will appear with either all employees currently on file with a match on those 3 or 4 characters or “No Employees Selected’ message.
 - If this is really a new employee, Select Insert.
 - An Employee Update Dialog box will appear for you to complete. This dialog box identifies the person but he has not YET been placed in a Payroll. i.e: We can’t pay him with just this limited information.

- Clicking **OK** to this dialog box will return you to the employee list dialog box. The new persons basic information will be displayed at the bottom half of the dialog box.
 - You will note on this confirmation dialog box that an ID number has been assigned by GrandMaster Suite to this employee record. This is not a number that you can or will affect and is strictly for internal system use.
 - If you are satisfied with the set up, Press **OK**
 - This will bring you to employee name selection dialog box, Press **OK**
 - Now you will actually insert this person in to the payroll when the “Add employee to Payroll “ dialog box appears
 - Assign and enter an employee number
 - On the template box, press F8. From the list of templates presented select the appropriate template type for this employee. (Highlight and OK) You will note that because you selected a particular template, the base earning and its definition assigned has been filled in automatically.
 - At this point you may wish to insert this particular NEW employee’s rate of base pay
 - Click OK
 - The “cycle” will take you in to the payroll specific dialog box. This window is the key for identifying the person as an employee. You will note that most of the key information required for this employee has defaulted from our template selection.
 - However, it will be necessary to complete the following:
 - A) Tab “Tax” adjust TD 1 Base amount if necessary and record any additional tax the employee may request deducted.
 - B) Tab “Bank 1” to enter employee’s bank account number if EFT’s are being processed.
 - C) Tab “Cat” press F8 on Row 1. Pick the correct department that this employee will be assigned to.
 - Click **OK** to this dialog box
 - An automatic list of allowed earnings from our template will appear.
 - If you had assigned a rate previously it will appear beside the correct earning.
 - Click OK if no changes (Update) are required
 - An automatic list of allowed deductions from our template will appear
 - Make any changes or assign this employee’s fixed rate by highlighting and update
 - Click OK to deductions list when done
 - An automatic list of allowed accumulators from our template will appear.
 - Make any changes or assign this employee’s special rate by highlighting and update
 - Click **OK** to the accumulator list when done
4. You have completed the set up of a new employee using a template.

Create Your Payroll First, and Add Your Employees Later

A payroll must be set up and completed before you can add employees to the payroll. Once the payroll is created, you can choose the Set Calculation Type - Normal Calculation command and

establish GrandMaster Suite's payroll initialization dates. Now, you are ready to set up your employees.

To "Add an Employee" to the payroll you must complete five dialog boxes pertaining to each of them. Then their current year to date figures must be inserted.

If you are able to export a text file from your current payroll system there is an import function in GrandMaster Suite that will save some time in typing names and addresses. You must however go to "Add an Employee" and complete the following steps in order to insert these names and addresses in the payroll.

Add an Employee to the Payroll

1. Complete Employee Update Dialog box - The Import function, if used, will fill in this dialog box.
2. The System is now in an automatic cycle that will ask you to assign an employee number and a template type for this person.
3. Complete Payroll Specific Information Dialog box.
4. Complete Earnings setup by inputting specific rate for this employee.
5. Complete Deductions set up for this employee.
6. Complete Accumulator set up for this employee.

The Earnings, Deductions and Accumulator dialog boxes can be automatically presented for individual rate changes however, if you have used the templates in your set ups, the list of eligible types have been inserted for you.

You have now completed the steps required to set up an employee. Now you are ready to input each employee's year to date balances. Again if your current payroll system is able to create an export file of the year to date balances by employee, the GrandMaster Suite has an Import function which can be used to insert these balances. Otherwise, these balances must be keyed into GrandMaster Suite in the following manner:

Add Employee's Year to Date Balances

1. From the Employee Menu, Select each employee one at a time.
2. Under each Employee's "Data" menu go to Year to Date Adjustments.
3. Select the appropriate transaction category i.e.: Earnings, Company Deductions, Company Benefits, Accumulators, Statutory Deductions and Statutory Benefits and Insert the correct values.
4. The Year to Date adjustments will be included in the next payroll calculation and added to employee's year to date balances.

The input of the Year to Date balances is an important aspect of setting up your payroll but it can be implemented over 1 or 2 pay periods as time permits. We do caution that the statutory year to date figures for both deductions and benefits are important for the correct calculation of CPP and EI however. It is necessary to ensure that those people who have reached their annual maximum deduction amount be set up correctly prior to your first payroll calculation in GrandMaster Suite.