



**CUSTOMER  
FOCUS** 2016

JULY 27-29, 2016 - THE PHOENICIAN RESORT & SPA



# Bona Fide Prevailing Wage (BFPW) Fringe Benefit

John Clancy - Director of IT, Cold Spring Construction

Sal Ashek – Software Solutions Advisor, Computer Guidance Corporation

James Carroll – Manager of Applications Support, Computer Guidance Corporation

Penny Chambers – Sr. Application Support Lead, Computer Guidance Corporation



CF  
2016

# Overview

This feature is designed to take the CMS Standard Prevailing Wage (SPW) cycle and modify it to calculate and generate benefit records based on the prevailing wage benefit rate setup in the employee class by job file and is call the Bona Fide Prevailing Wage (BFPW)

In order to use this feature you much have Human Resources

This allows users to calculate prevailing wage (PW) using HR benefits

The BFPW calculation will not change the employee's base rate of pay at the proof but rather use the PW fringe to calculate the appropriate amount for designated HR benefits

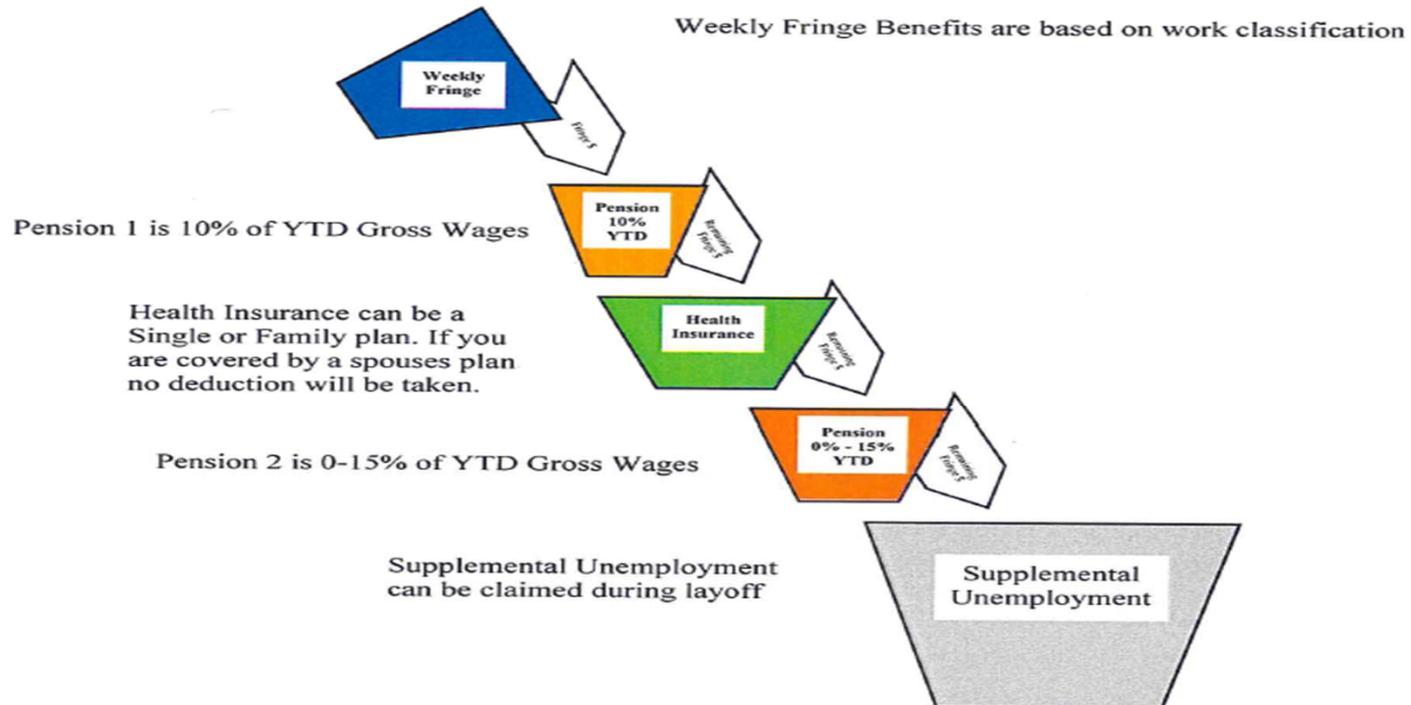
This eliminates the additional employer (ER) burdens that are calculated on the increase in the employee (EE) pay rate due the SPW calculation



CF  
2016

# Cold Spring Construction

## Weekly Fringe Benefit Calculations





CF  
2016

# Cold Spring Construction

## Weekly Fringe Benefit Calculations

Weekly Fringe Benefits are based on work classification

Pension 1 is 10% of YTD Gross Wages

Health Insurance can be a Single or Family plan. If you are covered by a spouses plan no deduction will be taken.

Pension 2 is 0-15% of YTD Gross Wages

Supplemental Unemployment can be claimed during layoff

Supplemental Unemployment

Example: A person earning \$500.00 gross wage for the week with a fringe benefit of \$200.00.

Pension 1 would be \$50.00 the remaining \$150 would go into the Health Insurance bucket until the YTD amount has been reached. If this number was reached this pay period or no Health Insurance is required , then the remaining fringe would flow into the Pension 2 bucket. Remember this Pension 2 is up to 15% of your YTD Gross Wage and will catch up until full. Once this Pension 2 bucket is full all remaining fringe benefits will flow into the Supplemental Unemployment Bucket. This bucket will never fill up and can be claimed during your winter layoff period .



CF  
2016

# Payroll Defaults

Admin > Application Installation > Setup Default Values >  
(2nd Screen)

15	000	PC's	Application Installation				SYS504			
Payroll										
I/C G/L Number			G/L Numbers							
Pay	2299.00000.000	<	Bank	1000.20000.000	<	J/C Alloc	6000.00000.000	<		
Rec	1299.00000.000	<	I/C Cash Co/Div	00	000	P/R Accr	2404.00000.000	<		
Federal ID		Earn Method	Check Rec	Start Day Cert P/R	Save Data for History					
11-2233445		1	Y	7	Retro	Time/Card	Ded	Adj	Job	
Y					Y	Y	Y	Y	Y	
Shift		Rate Differential(2)			Standard Cost Rates(3)			OV Hours		
		Reg	Ovt	Prm	Reg	Ovt	Other	Day	Week	
Day	1				38000	57000		08	40	
Swing	2									
Graveyard	3									
Print on Check					Union Master					
Adj Dtl	H/R Ben Dtl	Un Ben Dtl	Comp Time	SSN	YTD Earn	Use Job	Max Ded	Post Daily	Union Rec	
Y	Y	Y	N	Y	1	Y	99	N	Y	

**Flag must be set to Y for benefits to print on check stub**





CF  
2016

# Payroll Defaults

Admin > Application Installation > Setup Default Values >  
(5<sup>th</sup> Screen)

15 000 PC's Application Installation SYS504

Payroll	
PR Entry Options	
Use higher rate from Employee Master or Employee Class <input checked="" type="checkbox"/>	Issue error for hours not in increments of 25 hrs <input type="checkbox"/>
Use equipment department for equipment repair transactions <input checked="" type="checkbox"/>	Issue warning for vacation/Sick hours entered GT accrued <input checked="" type="checkbox"/>
Post Labor Costs <input checked="" type="checkbox"/>	Allow entry of certified jobs on weekly screen <input checked="" type="checkbox"/>
Allow override to Labor Cost <input type="checkbox"/>	Pay Rate Hierarchy <input checked="" type="checkbox"/>
Create State/Local record <input checked="" type="checkbox"/>	Limit Cost Type to Labor <input type="checkbox"/>
Edit W/E date/termination date <input checked="" type="checkbox"/>	Include department in Local <input type="checkbox"/>
Enter Repair Location <input type="checkbox"/>	Code search <input type="checkbox"/>

Edit Register Warning Messages/Print Defaults	
Overridden employee class/type <input checked="" type="checkbox"/>	Invalid pay rate <input type="checkbox"/>
Excessive hours worked per day <input type="checkbox"/>	Minimum Rate(3) <input type="text" value="1000"/>
Over <input type="text" value=""/> Reg hrs(2)	Maximum Rate(3) <input type="text" value="5000"/>
Over <input type="text" value=""/> Ovt hrs(2)	Print errors only <input type="checkbox"/>
Over <input type="text" value=""/> Oth hrs(2)	Pay Type <input type="text" value="3"/>
	Invalid TIM Job Rate <input type="checkbox"/>

**Use Higher Rate from Employee Master or Employee Class should be set = Y**

**Pay Rate Hierarchy**

**1 = Payroll Entry, Employee Rate File, Union Class, Employee Class**

**2 = Payroll Entry, Union class, Employee Class, Employee Rate File**



CF  
2016

# Payroll Defaults

Admin > Application Installation > Setup Default Values >  
(6<sup>th</sup> Screen)

15 000 PCs      Application Installation      SYS504

Payroll

**Proof:**

Process: Salaried	<input checked="" type="checkbox"/>	Hourly	<input checked="" type="checkbox"/>	Special	<input checked="" type="checkbox"/>	Retroactive	<input type="checkbox"/>
All Employees	<input type="checkbox"/>	All Batches	<input checked="" type="checkbox"/>	Zero Batch	<input checked="" type="checkbox"/>	Job Queue	<input type="checkbox"/>
All Job	<input checked="" type="checkbox"/>	All Sub Job	<input checked="" type="checkbox"/>	Gross Total	<input checked="" type="checkbox"/>		
Print Sequence	<input type="checkbox"/>	Prevailing Wage Cycle:	<input type="text" value="7"/>				

**Register:**

Override at Selection	<input checked="" type="checkbox"/>	Register	<input type="text" value="4"/>	Employee	<input type="text" value="1"/>
Sequence: Checks	<input type="checkbox"/>	Benefit Register	<input checked="" type="checkbox"/>		
Deduction Register	<input checked="" type="checkbox"/>	Job Queue	<input type="checkbox"/>		
Print Job/Dept	<input type="checkbox"/>				

**Checks:**

Override at Selection	<input checked="" type="checkbox"/>	California Check Format	<input type="checkbox"/>
Print on Checks: Company Name	<input checked="" type="checkbox"/>	Pay Rate	<input checked="" type="checkbox"/>
Zero Checks in separate spool	<input checked="" type="checkbox"/>	YTD Earnings	<input type="checkbox"/>
Use Bank ID for Direct Deposit	<input type="checkbox"/>	Check Size	<input type="text" value="2"/>
Print Time Cards	<input type="checkbox"/>	Occupation Description Hierarchy	<input type="text" value="1"/>
Format	<input type="text" value="D"/>	M T W T F S S	
Pay Rates(Weekly)	<input checked="" type="checkbox"/>	X X X X X X X	X-Days to Print
Job Queue	<input type="checkbox"/>	Employee Class Deso(Daily)	<input type="checkbox"/>

**The Prevailing Wage Cycle**

**Controls the number of calculation cycles used by the system at time of Payroll Proof**

**Best Choices = 5 - 7**



CF  
2016

# Job Description

Job Cost > Maintenance > General 1 >  
(Job Cost Setup)

Job Cost Job Description Maintenance Mode: Update JCPM04 - 1

Job Number: AAA Sub Job Number: Job AAA

General 1	General 2	General - Billing	Lien Waiver	Equipment	General Ledger	Collaborator	UDC
-----------	-----------	-------------------	-------------	-----------	----------------	--------------	-----

Description 1:

Description 2:

Address 1:

Address 2:

City:

State:

Zip/Postal Code:

Website:

Geographic Area 1:

GPS Coordinates (Latitude/Longitude):

Job Type:

Department Number:

Overhead Type:

100% Complete:

Edit P.O. for Over Budget:

Job Quantity:

Unit of Measure:

Unit of Measure Type:

Override PM Edit:

Customer Number:

Customer Location:

Time and Material:

GIL Sub Account:

Subcontract Retention %:

Auto Number Subcontracts:

**Sales Tax Codes**

Use Customer/Location First:

State Code:

Local Code:

**Payroll Tax Codes**

State Income Tax:

Exempt from SIT:

Local Income Tax:

Multiple Locals:

State Disability:

**Worker's Comp**

Reference:

Code:

New York Territory:

New York Type:

**Certified Job has no affect**

Certified Job:

Union Number:

Crew Number:

Post by Employee:

Overtime Hours-Day:

Overtime Hours Week:

**Standard Cost**

Standard Cost Job:

Burden Posting:

Percent Basis:

**Prevailing Wage**

Prevailing Wage Job:

Use Benefit/Rate Calc:

**Payroll Bank Account**

Cash Company Number:

Cash Division Number:

**Job Location for State Mandated Paid Leave**

Job State:

**Both Prevailing Wage Fields  
Must Be Checked**



**CF**  
**2016**

# Employee Class Master

Payroll > Maintenance 1 >

(Not Job Specific)

Payroll **EE Class: 20** **EE Type: 01** **Job: blank** Employee Class Maintenance Mode: Update XPR22802 PRPM08 - 8

Employee Class: 20 Employee Type: 01 Job Number: Sub Job Number: 01/01/1981 through 12/31/2099

Description:	<input type="text" value="BFPW Labor A"/>		
Certified Description:	<input type="text"/>		
<b>Rates</b>			
	<b>Regular</b>	<b>Overtime</b>	<b>Other</b>
Class(craft):	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
Prevailing Wage Fringe:	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
Equipment Repair:	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
Standard Cost:	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
Union Benefit:	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
<b>Rate Differential</b>			
	<b>Regular</b>	<b>Overtime</b>	<b>Other</b>
Swing Shift:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Graveyard Shift:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Equipment Required:	<input type="checkbox"/>
Union Number:	<input type="text" value=""/> <
Overtime Hours-Day:	<input type="text" value="0"/>
Overtime Hours-Week:	<input type="text" value="0"/>
<b>Worker's Comp</b>	
Reference:	<input type="text" value="0"/>
Code:	<input type="text" value="0"/> <
<b>New York CHAMP Codes</b>	
Trade:	<input type="text"/>
Class:	<input type="text"/>
<b>Occupation Descriptions</b>	
Description 1:	<input type="text"/>
Description 2:	<input type="text"/>

**Employee Class/Type record without job must be established first**



CF  
2016

# Employee Class Master

Payroll > Maintenance 1 >

(Job Specific)

Payroll **EE Class: 20 EE Type: 01 Job: AAA** Employee Class Maintenance Mode: Update XPR22802 PRPM08 - 8

Employee Class: 20 Employee Type: 01 Job Number: AAA Sub Job Number: 01/01/1981 through 12/31/2099

Description: BFPW Labor A  
Certified Description:

Rates			
	Regular	Overtime	Other
Class(craft):	22.630	0.000	0.000
Prevailing Wage Fringe:	15.860	15.876	15.860
Equipment Repair:	0.000	0.000	0.000
Standard Cost:	0.000	0.000	0.000
Union Benefit:	0.000	0.000	0.000

Rate Differential			
	Regular	Overtime	Other
Swing Shift:	0.00	0.00	0.00
Graveyard Shift:	0.00	0.00	0.00

Equipment Required:   
Union Number:   
Overtime Hours-Day:   
Overtime Hours-Week:

Worker's Comp  
Reference:   
Code:

New York CHAMP Codes  
Trade:   
Class:

Occupation Descriptions  
Description 1:   
Description 2:

Craft field contains the 'floor' wage rate

The PW Fringe line is the amount added to the base pay. The fringe pay can be offset by PW wage benefits. It is not subject to overtime. In the case of BFPW this amount will be used to calculate the appropriate HR benefit amounts.

Employee Class – Job Specific  
Prevailing Wage Records must be job specific



CF  
2016

# Employee Maintenance

Payroll > Maintenance 1 > General >  
(Standard PW EE)

Payroll		Standard PW EE - # 12			Employee Master Maintenance		Mode: Update		PRP20202		PRPM08 -	
General		General 2		Contacts		Pay Rates		UDC				
<b>Full Name:</b> Fendi J Fisher II				<b>Social Security Number:</b> 000-00-0012								
<b>First Name:</b> Fendi				<b>Address 1:</b> 1213 Breathless Dr								
<b>Middle Name 1:</b> J				<b>Address 2:</b>								
<b>Middle Name 2:</b>				<b>City:</b> Gold Canyon								
<b>Last Name:</b> Fisher				<b>State:</b> AZ								
<b>Name Suffix:</b> II				<b>Zip/Postal Code:</b> 85118								
<b>Name Abbreviation:</b> FISHER F				<b>Phone Number:</b> 480 1213000								
<b>State/Province Codes</b>				<b>No Rates Found</b>								
<b>Income Tax:</b> 330				<b>Pay Information</b>								
<b>Unemployment:</b> 330				<b>Pay Frequency:</b> Weekly								
<b>Workers Comp:</b> 330				<b>Pay Type:</b> Hourly								
<b>Local Tax Code:</b> 331				<b>Regular Rate:</b> 0.000								
<b>Multiple Locals:</b> <input type="checkbox"/>				<b>Overtime Rate:</b> 0.000								
				<b>Other Rate:</b> 0.000								
				<b>Salary:</b> 0.00								
<b>Dates</b>				<b>Employee Class:</b> 20								
<b>Birth Date:</b> 12/25/1960				<b>Employee Type:</b> 01								
<b>Hire:</b> 01/01/2001				<b>Employee Group:</b>								
<b>Rehire/Start:</b> 01/01/2001				<b>Union Number:</b>								
<b>Adjusted Hire Date:</b>				<b>Benefit Class:</b>								
<b>Security Level:</b> 1-Craft Lbr				<b>Shift:</b> 1								
<b>Corporate Officer:</b> No				<b>Department:</b> 100								
				<b>Gender:</b> Male								
				<b>Marital Status:</b> Married								
				<b>Earned Income Credit:</b> M								
				<b>Tax Status:</b> M								
				<b>Federal Exemptions:</b> 0								
				<b>Federal Income Tax:</b> Yes								
				<b>Additional Amount:</b> 0								
				<b>Additional Percent:</b> 0								
				<b>Occupation:</b>								
				<b>Description1:</b>								
				<b>Description2:</b>								
				<b>SOC Code:</b>								
				<b>Subject to FICA:</b> <input checked="" type="checkbox"/>								
				<b>Subject to FUTA:</b> <input type="checkbox"/>								
				<b>Subject to RR T1 FICA-SS/MC:</b> NO-Both								
				<b>Subject to RR T2 Pension:</b> <input type="checkbox"/>								
				<b>Subject to RR UI:</b> <input type="checkbox"/>								
				<b>State Exempt:</b> <input type="checkbox"/>								
				<b>Minority Code:</b> 0								
				<b>Standard Cost:</b> <input type="checkbox"/>								
				<b>Pension:</b> <input type="checkbox"/>								
				<b>Exempt Certified:</b> No								
				<b>Country:</b>								
				<b>Supervisor 1:</b> 0								
				<b>Company:</b> 0								
				<b>Division:</b> 0								
				<b>Supervisor 2:</b> 0								
				<b>Company:</b> 0								
				<b>Division:</b> 0								

Must be Hourly EE

Must have Job Specific Class and Type



CF  
2016

# Employee Maintenance

Payroll > Maintenance 1 > General >  
(Bona Fide PW EE)

Payroll		<b>Bona Fide PW EE - # 13</b>		Employee Master Maintenance		Mode: Update		PRP20202		PRPM08 -	
Employee Number: 13											
General		General 2		Contacts		Pay Rates		UDC			
<b>Full Name:</b> Chanel J Fisher III				<b>Social Security Number:</b> 000-00-0013							
<b>First Name:</b> Chanel				<b>Address 1:</b> 1213 Breathless Dr							
<b>Middle Name 1:</b> J				<b>Address 2:</b>							
<b>Middle Name 2:</b>				<b>City:</b> Gold Canyon							
<b>Last Name:</b> Fisher				<b>State:</b> AZ							
<b>Name Suffix:</b> III				<b>Zip/Postal Code:</b> 85118							
<b>Name Abbreviation:</b> FISHER C				<b>Phone Number:</b> 480 1213000							
<b>State/Province Codes</b>			No Rates Found			<b>Shift:</b> 1			<b>Subject to FICA:</b> <input checked="" type="checkbox"/>		
<b>Income Tax:</b> 330			<b>Pay Information</b>			<b>Department:</b> 100			<b>Subject to FUTA:</b> <input checked="" type="checkbox"/>		
<b>Unemployment:</b> 330			<b>Pay Frequency:</b> Weekly			<b>Gender:</b> Female			<b>Subject to RR T1 FICA-SS/MC:</b> NO-Both		
<b>Workers Comp:</b> 330			<b>Pay Type:</b> Hourly			<b>Marital Status:</b> Married			<b>Subject to RR T2 Pension:</b> <input type="checkbox"/>		
<b>Local Tax Code:</b> 0			<b>Regular Rate:</b> 0.000			<b>Earned Income Credit:</b>			<b>Subject to RR UI:</b> <input type="checkbox"/>		
<b>Multiple Locals:</b> <input type="checkbox"/>			<b>Overtime Rate:</b> 0.000			<b>Tax Status:</b> M			<b>State Exempt:</b> <input type="checkbox"/>		
			<b>Other Rate:</b> 0.000			<b>Federal Exemptions:</b> 0			<b>Minority Code:</b> 0		
			<b>Salary:</b> 0.00			<b>Federal Income Tax:</b> Yes			<b>Standard Cost:</b> <input type="checkbox"/>		
			<b>Employee Class:</b> 20			<b>Additional Amount:</b> 0			<b>Pension:</b> <input type="checkbox"/>		
			<b>Employee Type:</b> 01			<b>Additional Percent:</b> 0			<b>Exempt Certified:</b> No		
			<b>Employee Group:</b>			<b>Occupation:</b>			<b>Country:</b>		
			<b>Union Number:</b>			<b>Description1:</b>			<b>Supervisor 1:</b> 0		
			<b>Benefit Class:</b>			<b>Description2:</b>			<b>Company:</b> 0		
						<b>SOC Code:</b>			<b>Division:</b> 0		
									<b>Supervisor 2:</b> 0		
									<b>Company:</b> 0		
									<b>Division:</b> 0		
<b>Dates</b>											
<b>Birth Date:</b> 12/25/1960											
<b>Hire:</b> 01/01/2001											
<b>Rehire/Start:</b> 01/01/2001											
<b>Adjusted Hire Date:</b>											
<b>Security Level:</b> 1-Craft Lbr											
<b>Corporate Officer:</b> No											

Must be Hourly EE

Must have Job Specific Class and Type



CF  
2016

# Distribution Master

Payroll > Maintenance 1 > Bona Fide Benefit >  
(H199)

Payroll	<b>BFPW 199 Ben - % of Gross</b>	Distribution Maintenance	Mode: Update	PRP22406	PRPM08 - 7
Distribution Code:	H	Distribution Number:	199	Deduction Type:	0
Description:	BFPW 199 Ben - % of Gross				
Account Numbers			Accounts Payable		
Liability:	2401.00000.000	Vendor Number:	300		
Expense:	6105.00000.000	Vendor Location:	0		
Exempt Withholding Tax Codes			Company Number:	15	
Railroad			Division Number:	0	
Federal Taxes:	Not Exempt	RR T1 FICA SS:	<input type="checkbox"/>	Separate Invoice:	<input type="checkbox"/>
State / Provincial WH Tax	Not Exempt	RR T1 FICA MC:	<input type="checkbox"/>		
SDI / Canadian EHT	Not Exempt	RR T2 Pension:	<input type="checkbox"/>		
SUTA / CPP	Not Exempt	UI:	<input type="checkbox"/>	Arrears Deduction:	<input type="checkbox"/>
Worker's Comp	Not Exempt	Update Job Cost: <input checked="" type="checkbox"/>			
Local Income Taxes:	Not Exempt	Zero To-date Amount: <input checked="" type="checkbox"/>			
Condition of Employment Deduction	<input type="checkbox"/>	Include in Benefit/Wage Calc: <input checked="" type="checkbox"/>			
Health Insurance Deduction	<input type="checkbox"/>	Exclude from Garnishment Calc: <input type="checkbox"/>			
Other 1	<input type="checkbox"/>	Do Not Use Department Sub-Account: <input type="checkbox"/>			
Other 2	<input type="checkbox"/>				

**Check Each Field**

**Description Printing on Checks is from the Distribution Master**

**Remember Check Type**

Previous **Check Types** Exit Ok



CF  
2016

# Distribution Master

Payroll > Maintenance 1 > Bona Fide Benefit >  
(H299)

Payroll	<b>BFPW 299 Ben - \$ Annual Limit</b>	Distribution Maintenance	Mode: Update	PRP22406	PRPM08 - 7
Distribution Code:	H	Distribution Number:	299	Deduction Type:	0
Description:	BFPW 299 Ben - \$ Annual Limit				
Account Numbers			Accounts Payable		
Liability:	2401.00000.000	Vendor Number:	400	Vendor Location:	0
Expense:	6105.00000.000	Company Number:	15	Division Number:	0
Exempt Withholding Tax Codes		Railroad		Separate Invoice:	<input type="checkbox"/>
Federal Taxes:	Not Exempt	RR T1 FICA SS:	<input type="checkbox"/>	Arrears Deduction:	<input type="checkbox"/>
State / Provincial WH Tax	Not Exempt	RR T1 FICA MC:	<input type="checkbox"/>	Auto Create:	<input type="checkbox"/>
SDI / Canadian EHT	Not Exempt	RR T2 Pension:	<input type="checkbox"/>	Update Job Cost:	<input checked="" type="checkbox"/>
SUTA / CPP	Not Exempt	UI:	<input type="checkbox"/>	Zero To-date Amount:	<input checked="" type="checkbox"/>
Worker's Comp	Not Exempt			Include in Benefit/Wage Calc:	<input checked="" type="checkbox"/>
Local Income Taxes:	Not Exempt			Exclude from Garnishment Calc:	<input type="checkbox"/>
Condition of Employment Deduction	<input type="checkbox"/>			Do Not Use Department Sub-Account:	<input type="checkbox"/>
Health Insurance Deduction	<input type="checkbox"/>				
Other 1	<input type="checkbox"/>				
Other 2	<input type="checkbox"/>				

**Check Each Field**

**Remember Check Type**

**Description Printing on Checks is from the Distribution Master**

Previous **Check Types** Exit Ok



CF  
2016

# Distribution Master

Payroll > Maintenance 1 > Bona Fide Benefit >  
(H599)

Payroll	<b>BFPW 599 Ben - % of Gross</b>	Distribution Maintenance	Mode: Update	PRP22406	PRPM08 - 7
Distribution Code:	H	Distribution Number:	599	Deduction Type:	0
Description:	BFPW 599 Ben - % of Gross				
Account Numbers			Accounts Payable		
Liability:	2401.00000.000	Vendor Number:	300		
Expense:	6105.00000.000	Vendor Location:	0		
Exempt Withholding Tax Codes		Railroad	Company Number:	15	
Federal Taxes:	Not Exempt	RR T1 FICA SS:	Division Number:	0	
State / Provincial WH Tax	Not Exempt	RR T1 FICA MC:	Separate Invoice:		
SDI / Canadian EHT	Not Exempt	RR T2 Pension:	Arrears Deduction:		
SUTA / CPP	Not Exempt	UI:	Auto Create:		
Worker's Comp	Not Exempt		Update Job Cost:	<input checked="" type="checkbox"/>	
Local Income Taxes:	Not Exempt		Zero To-date Amount:	<input checked="" type="checkbox"/>	
Condition of Employment Deduction	<input type="checkbox"/>		Include in Benefit/Wage Calc:	<input checked="" type="checkbox"/>	
Health Insurance Deduction	<input type="checkbox"/>		Exclude from Garnishment Calc:	<input type="checkbox"/>	
Other 1	<input type="checkbox"/>		Do Not Use Department Sub-Account:	<input type="checkbox"/>	
Other 2	<input type="checkbox"/>				

**Check Each Field**

**Remember Check Type**

**Description Printing on Checks is from the Distribution Master**

Previous **Check Types** Exit Ok



CF  
2016

# Distribution Master

Payroll > Maintenance 1 > Bona Fide Benefit >  
(H699)

Payroll	<b>BFPW 699 Ben – 100 % of Gross</b>	Distribution Maintenance	Mode: Update	PRP22406	PRPM08 - 7
Distribution Code:	H	Distribution Number:	699	Deduction Type:	0
Description:	BFPW 699 Ben - % of Gross				
Account Numbers			Accounts Payable		
Liability:	2401.00000.000	Vendor Number:	600	Vendor Location:	0
Expense:	6105.00000.000	Company Number:	15	Division Number:	0
Exempt Withholding Tax Codes		Railroad	Separate Invoice:		
Federal Taxes:	Not Exempt	RR T1 FICA SS:	<input type="checkbox"/>	Arrears Deduction:	<input type="checkbox"/>
State / Provincial WH Tax	Not Exempt	RR T1 FICA MC:	<input type="checkbox"/>	Auto Create:	<input type="checkbox"/>
SDI / Canadian EHT	Not Exempt	RR T2 Pension:	<input type="checkbox"/>	Update Job Cost:	<input checked="" type="checkbox"/>
SUTA / CPP	Not Exempt	UI:	<input type="checkbox"/>	Zero To-date Amount:	<input checked="" type="checkbox"/>
Worker's Comp	Not Exempt			Include in Benefit/Wage Calc:	<input checked="" type="checkbox"/>
Local Income Taxes:	Not Exempt			Exclude from Garnishment Calc:	<input type="checkbox"/>
Condition of Employment Deduction	<input type="checkbox"/>			Do Not Use Department Sub-Account:	<input type="checkbox"/>
Health Insurance Deduction	<input type="checkbox"/>				
Other 1	<input type="checkbox"/>				
Other 2	<input type="checkbox"/>				

**Check Each Field**

**Remember Check Type**

**Description Printing on Checks is from the Distribution Master**

Previous **Check Types** Exit Ok



CF  
2016

# Benefit Master

HR > Maintenance > Bona Fide Benefit >  
(H199)

Human Resources Benefit Master Maintenance Mode: Update HRP02802 HRP06 - 3

Benefit Number: 199  
UDC

Description:  
BFPW Benefit - % of Gross  
**BFPW Benefit - % of Gross – H199**

Reporting Benefit: 0  
Benefit Type: 1-Benefits  
Benefit Value: 0.00  
Value Description:  
Age to Use for Calculation: -Period End  
Frequency Code: 7-Every pay period  
Use PW Fringe: A-Annual Percentage

Unit Cost: 0.00  
Unit Limit: 0  
Unit of Measure: E  
Match Maximum: 0.00  
Employee Maximum: 0.00  
Percent of Wage: 0.00  
Include Commission  
Rounding: 0-None 0

HRSS Benefit Category: ACA:   
Provider Phone Number: 0  
Provider Website:

Benefit Deduction Calculation  
Fixed Amount: 0.00  
or  
Percent Rate: 10.00  
Percent Code: 1-Gross  
or  
Regular Hour Rate: 0.000  
Overtime Hour Rate: 0.000  
Other Hour Rate: 0.000  
Gross Pay Code: U-All Hourly Gross  
Maximum Hours: 0.00  
-Per Pay Period  
Associated Ben/Ded: 0

Arrears Deduction Amount: 0.00  
or  
Arrears Deduction Percent: 0.00  
Calculation Method:

Benefit Match Calculation  
Match this Benefit:   
Employee Deduction: 0  
Matching Percent: 0.00  
Pay Period Maximum: 0.00  
Maximum Code:  
Pay Period Minimum: 0.00

COBRA Eligible:   
FSA Code:   
RBP Number: 0  
Processing Sequence: 0

Print on Check Stub:

Cost Distribution:  
Cost Type:  
Declining Deduction:   
Union Number:  
Union Code: 0  
Table Code: 0  
Table Qualifier: none  
GTL Benefit: 0

At this time only Pay Frequency of 7-Every Pay Period is allowed

0-All Hourly Gross  
Hourly Rates and Percentage will be based on the Gross Pay Code

Must be Checked to Print on Check

1. Not Using PW Fringe Benefit – Default
3. L-Limit Based

2. A-Annual Percentage
4. P-Pay Period Fixed/Hourly Rate



CF  
2016

# Benefit Master

HR > Maintenance > Bona Fide Benefit >  
(H299)

Human Resources Benefit Master Maintenance Mode: Update HRP02802 HRP06 - 3

Benefit Number: 299  
UDC

Description:  
BFPW Benefit - \$ Annual Limit  
**BFPW Benefit - \$ Annual Limit – H299**

Reporting Benefit: 0  
Benefit Type: 1-Benefits  
Benefit Value: 0.00  
Value Description:  
Age to Use for Calculation: -Period End  
Frequency Code: 7-Every pay period  
Use PW Fringe: L-Limit Based

Unit Cost: 0.00  
Unit Limit: 0  
Unit of Measure: E  
Match Maximum: 0.00  
Employee Maximum: 5929.32  
Percent of Wage: 0.00  
Include Commission  
Rounding: 0-None 0

HRSS Benefit Category: ACA:   
Provider Phone Number: 0  
Provider Website:

At this time only Pay Frequency of 7-Every Pay Period is allowed

Must be satisfied before the next benefit will be taken

Benefit Deduction Calculation  
Fixed Amount: 0.00  
or  
Percent Rate: 0.00  
Percent Code:  
or  
Regular Hour Rate: 0.000  
Overtime Hour Rate: 0.000  
Other Hour Rate: 0.000  
Gross Pay Code: 0-All Hourly Gross  
Maximum Hours: 0.00  
Associated Ben/Ded: 0

Arrears Deduction Amount: 0.00  
or  
Arrears Deduction Percent: 0.00  
Calculation Method:

Benefit Match Calculation  
Match this Benefit:  
Employee Deduction: 0  
Matching Percent: 0.00  
Pay Period Maximum: 0.00  
Maximum Code:  
Pay Period Minimum: 0.00

COBRA Eligible:  
FSA Code:  
RRSP Number: 0  
Processing Sequence: 0

Print on Check Stub:

Must be Checked to Print on Check

1. Not Using PW Fringe Benefit – Default
3. L-Limit Based

2. A-Annual Percentage
4. P-Pay Period Fixed/Hourly Rate



CF  
2016

# Benefit Master

HR > Maintenance > Bona Fide Benefit >  
(H599)

Human Resources Benefit Master Maintenance Mode: Update HRP02802 HRP06 - 3

Benefit Number: 599  
UDC

Description:  
BFPW Benefit - % of Gross

**BFPW Benefit - % of Gross – H599**

Reporting Benefit: 0  
Benefit Type: 1-Benefits  
Benefit Value: 0.00  
Value Description:  
Age to Use for Calculation: -Period End  
Frequency Code: 7-Every pay period  
Use PW Fringe: A-Annual Percentage

Unit Cost: 0.00  
Unit Limit: 0  
Unit of Measure: E  
Match Maximum: 0.00  
Employee Maximum: 0.00  
Percent of Wage: 0.00  
Include Commission  
Rounding: 0-None 0

HRSS Benefit Category: ACA:   
Provider Phone Number: 0  
Provider Website:

Benefit Deduction Calculation  
Fixed Amount: 0.00  
Arrears Deduction Amount: 0.00  
Percent Rate: 15.00  
Arrears Deduction Percent: 0.00  
Percent Code: 1-Gross  
Calculation Method:  
Regular Hour Rate: 0.000  
Overtime Hour Rate: 0.000  
Other Hour Rate: 0.000  
Gross Pay Code: 0-All Hourly Gross  
Maximum Hours: 0.00  
Associated Ben/Ded: 0

Benefit Match Calculation  
Match this Benefit:  
Employee Deduction: 0  
Matching Percent: 0.00  
Pay Period Maximum: 0.00  
Maximum Code:  
Pay Period Minimum: 0.00  
COBRA Eligible:  
FSA Code:  
RRSP Number: 0  
Processing Sequence: 0

Taxable:  
Include in Gross:  
Include in Net:  
Include in 401K:  
Print on Check Stub:   
Cost Distribution:  
Cost Type:  
Declining Deduction:  
Union Number:  
Union Code: 0  
Table Code: 0  
Table Qualifier: none  
GTL Benefit: 0

**At this time only Pay Frequency of 7 Every-Pay Period is allowed**

**0-All Hourly Gross Hourly Rates and Percentage will be based on the Gross Pay Code**

**Must be Checked to Print on Check**

1. Not Using PW Fringe Benefit – Default
3. L-Limit Based

2. A-Annual Percentage
4. P-Pay Period Fixed/Hourly Rate



CF  
2016

# Benefit Master

HR > Maintenance > Bona Fide Benefit >  
(H699)

Human Resources Benefit Master Maintenance Mode: Update HRP02802 HRP06 - 3

Benefit Number: 699  
UDC

Description:  
BFPW Benefit = % of Gross

**BFPW Benefit - % of Gross – H699**

Reporting Benefit: 0	Unit Cost: 0.00	HRSS Benefit Category: <	ACA: <input type="checkbox"/>
Benefit Type: 1-Benefits	Unit Limit: 0	Provider Phone Number: 0	
Benefit Value: 0.00	Unit of Measure: E	Provider Website:	
Value Description:	Match Maximum: 0.00		
Age to Use for Calculation: -Period End	Employee Maximum: 0.00		
Frequency Code: 7-Every pay period	Percent of Wage: 0.00		
Use PW Fringe: A-Annual Percentage	Include Commission: <input type="checkbox"/>		
	Rounding: 0-None 0		

<b>Benefit Deduction Calculation</b>	<b>Benefit Match Calculation</b>	<b>Taxable:</b> <input type="checkbox"/>
Fixed Amount: 0.00	Match this Benefit: <input type="checkbox"/>	Include in Gross: <input type="checkbox"/>
Arrears Deduction Amount: 0.00	Employee Deduction: 0	Include in Net: <input type="checkbox"/>
Percent Rate: 100.00	Matching Percent: 0.00	Include in 401K: <input type="checkbox"/>
Percent Code: 1-Gross	Pay Period Maximum: 0.00	<b>Print on Check Stub: <input checked="" type="checkbox"/></b>
Regular Hour Rate: 0.000	Maximum Code: <	Cost Distribution:
Overtime Hour Rate: 0.000	Pay Period Minimum: 0.00	Cost Type:
Other Hour Rate: 0.000		Declining Deduction: <input type="checkbox"/>
Gross Pay Code: 0-All Hourly Gross	COBRA Eligible: <input type="checkbox"/>	Union Number:
Maximum Hours: 0.00	FSA Code: <input type="checkbox"/>	Union Code: 0
Associated Ben/Ded: 0 <	RRSP Number: 0	Table Code: 0 <
	Processing Sequence: 0	Table Qualifier: none <
		GTL Benefit: 0 <

**At this time only Pay Frequency of 7 Every-Pay Period is allowed**

**0-All Hourly Gross Hourly Rates and Percentage will be based on the Gross Pay Code**

**Must be Checked to Print on Check**

1. Not Using PW Fringe Benefit – Default
3. L-Limit Based

2. A-Annual Percentage
4. P-Pay Period Fixed/Hourly Rate

# Employee Data

HR > Maintenance > Personal Data > Benefit/Deduction > (H199)



CF  
2016

Benefit Number:  Bonafide PW Benefit - % of Gross

**BFPW Benefit - % of Gross – H199**

Deduction/Benefit Amounts			
	Year-to-Date	To-Date	Remaining
Employee:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Employer:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	

Calculation Overrides	
Fixed Amount:	<input type="text" value="0.00"/>
or	
Percent:	<input type="text" value="0.00"/>
Code:	<input type="text" value=""/>
or	
Regular Hour Rate:	<input type="text" value="0.000"/>
Overtime Hour Rate:	<input type="text" value="0.000"/>
Other Hour Rate:	<input type="text" value="0.000"/>
Gross Pay Code:	<input type="text" value="0-All Hourly Gross"/>
Override Elective Limit:	<input type="text" value="0.00"/>

Accounts Payable Integration	
Vendor Number:	<input type="text" value="0"/>
Vendor Location:	<input type="text" value="0"/>
Company Number:	<input type="text" value="0"/>
Division Number:	<input type="text" value="0"/>

**Frequency Code:**

**Start Date:**   
**End Date:**   
**Declined:**   
**Date Declined:**

**At this time only Pay Frequency of 7-Every Pay Period is allowed**

**0-All Hourly Gross**  
Hourly Rates and Percentage will be based on the Gross Pay Code

# Employee Data

HR > Maintenance > Personal Data > Benefit/Deduction > (H299)



CF  
2016

Benefit Number:  Bonafide PW Benefit - \$ Annual Limit

**BFPW Benefit - \$ Annual Limit – H299**

Deduction/Benefit Amounts			
	Year-to-Date	To-Date	Remaining
Employee:	0.00	0.00	0.00
Employer:	485.50	485.50	

Frequency Code:  (highlighted in green)

Start Date:

End Date:

Declined:

Date Declined:

Calculation Overrides	
Fixed Amount:	<input type="text" value="0.00"/>
or	
Percent:	<input type="text" value="0.00"/>
Code:	<input type="text"/>
or	
Regular Hour Rate:	<input type="text" value="0.000"/>
Overtime Hour Rate:	<input type="text" value="0.000"/>
Other Hour Rate:	<input type="text" value="0.000"/>
Gross Pav Code:	<input type="text" value="0-All Hourly Gross"/>
Override Elective Limit:	<input type="text" value="5000.00"/>

Vendor Number:  <

Vendor Location:  <

Company Number:

Division Number:  <

**At this time only Pay Frequency of 7-Every Pay Period is allowed**

**Override Elective Limit**  
Allows the flexibility to set the limit at the employee level versus the benefit level.

**Year-To-Date Limit**  
Used to determine when the limit has been met  
Note the Distribution Master is set to Zero To Date  
Therefore the To-Date Limit should be the same as the YTD

# Employee Data

HR > Maintenance > Personal Data > Benefit/Deduction > (H599)



CF  
2016

Benefit Number:  Bonafide PW Benefit - % of Gross

**BFPW Benefit - % of Gross – H599**

Frequency Code:

Start Date:

End Date:

Declined:

Date Declined:

Deduction/Benefit Amounts			
	Year-to-Date	To-Date	Remaining
Employee:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Employer:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	

**Calculation Overrides**

Fixed Amount:

or

Percent:

Code:

or

Regular Hour Rate:

Overtime Hour Rate:

Other Hour Rate:

Gross Pay Code:

Override Elective Limit:

**Accounts Payable Integration**

Vendor Number:

Vendor Location:

Company Number:

Division Number:

**At this time only Pay Frequency of 7-Every Pay Period is allowed**

**0-All Hourly Gross**

**Hourly Rates and Percentage will be based on the Gross Pay Code**

# Employee Data

HR > Maintenance > Personal Data > Benefit/Deduction > (H699)



CF  
2016

Benefit Number:  Bonafide PW Benefit = % of Gross **BFPW Benefit – 100% of Gross – H699**

Deduction/Benefit Amounts			
	Year-to-Date	To-Date	Remaining
Employee:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Employer:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	

Calculation Overrides	
Fixed Amount:	<input type="text" value="0.00"/>
or	
Percent:	<input type="text" value="0.00"/>
Code:	<input type="text" value=""/>
or	
Regular Hour Rate:	<input type="text" value="0.000"/>
Overtime Hour Rate:	<input type="text" value="0.000"/>
Other Hour Rate:	<input type="text" value="0.000"/>
Gross Pay Code:	<input type="text" value="0-All Hourly Gross"/>
Override Elective Limit:	<input type="text" value="0.00"/>

Accounts Payable Integration	
Vendor Number:	<input type="text" value="0"/>
Vendor Location:	<input type="text" value="0"/>
Company Number:	<input type="text" value="0"/>
Division Number:	<input type="text" value="0"/>

**Frequency Code:**

**Start Date:**

**End Date:**

**Declined:**

**Date Declined:**

**At this time only Pay Frequency of 7-Every Pay Period is allowed**

**0-All Hourly Gross**

**Hourly Rates and Percentage will be based on the Gross Pay Code**



CF  
2016

# Payroll Edit Register

Payroll > Entry >  
(PRP030)

15 000 PC's Construction - 4.1

DATE 07/23/2016 PRP030 **PAYROLL EDIT REGISTER** TIME 16.06 PAGE 1

CK TY	G/L NUMBER	CUST NO.	-STATE- HME	-LOCAL- WRK	---UNION--- HOME	WORK	-EMP- CLS	TY	---W/C--- ST	RF	CODE	DPT NO.	-DIST- CO	GROUP NO.	WK DY						
-----																					
--EMPLOYEE--	---REGULAR---	Job	Sub	CS	EXM							WEEK ENDING									
NUMBER	NAME	HOURS	RATE	Number	Job	Cost	Distribution	TY	CRT						DATE	SHFT					
**BATCH NUMBER**		000000000																			
R	12 Fisher, Pendi	40.00	22.630	1300.00000.000				000	330	000	331	001	020	01	030	01	5205	100	15	000	11
		7653																			
		AAA 001.00019 L N CUST W/O 07/22/2016 1																			
EMP HRS	40.00 *	OTH OVT QTY																			
R	13 Fisher, Chanel	40.00	22.630	1300.00000.000				000	330	000	000	001	020	01	030	01	5205	100	15	000	11
		7654																			
		AAA 001.00019 L N CUST W/O 07/22/2016 1																			
EMP HRS	40.00 *	OTH OVT QTY																			

The Hourly Rate for both employees is equal to the class craft rate



**CF  
2016**

# Payroll Proof

Payroll > Processing >  
(PRP038)

05 000 PC's Construction - 4.1

DATE 07/23/2016 PRP038 **PAYROLL PROOF** WEEK ENDING 07/23/2016 TIME 16.58 PAGE 1

WK/	DEPT OR	CS	REGULAR	OVERTIME/OTHER	ADJUSTMENTS	GROSS	SH	S	EX	-DIST-	
DY Job	/Sub	COST	DIST.TY	HOURS	RATE	AMOUNT	CD	C	CR	GRP#	CO/DIV
000000	12	Fendi J Fisher II									
1-1	AAA	001.00019	L	40.00	38.490	1,539.60	1	N	N	7653	15 000
** WEEK ENDING 07/22/2016											
REGULAR				40.00		1,539.60					1,539.60
000000	13	Chanel J Fisher III									
1-1	AAA	001.00019	L	40.00	22.630	905.20	1	N	N	7654	15 000
** WEEK ENDING 07/22/2016											
REGULAR				40.00		905.20					905.20

\*\* Payroll entry week ending date differs from Proof week ending date.

HOURS			ADJUSTMENT			EMPL	PRE-CALC	GROSS			
REG	OTH	OVT	TOTAL	C/E	C/U	TAXABLE	NON-TAX	SICK	DEDUCT	REG	OTH
80.00	.00	.00	80.00	.00	.00	.00	.00	.00	.00	2444.80	.00
TOTAL			TAXABLE	C/E	C/U	---TIPS---	TOTAL	---		NUMBER	
2,444.80			2,444.80	.00	.00	.00	.00			EMP	TRAN
REG GROSS			O/T GROSS	OTHER GROSS						CHECK	
2,444.80			.00	.00						2 2 2	

Standard PW EE's rate has changed due to PW calculation

BFPW EE's rate has not changed



CF  
2016

# HR Benefit Register

Payroll > Processing >  
(HRP314)

DATE 7/23/16 HRP314 P5 000 PC's Construction - 4.1 H/R BENEFIT REGISTER JOURNAL DATE 07/23/2016 TIME PAGE 1

EMP.NO.	EMPLOYEE NAME	SOC SEC #	WEEK #	BENEFIT	PLAN	DESCRIPTION	BENEFIT MATCHING TYPE	BENEFIT	P/W AMOUNT	AMOUNT	
000000	012 Fendi J Fisher II	000-00-0012	1	401	00	401K Deferral	- D Y		.00	46.19	
WEEK TOTAL										.00	46.19
EMPLOYEE TOTAL										.00	46.19
000000	013 Chanel J Fisher III	000-00-0013	1	199	00	BFPW Benefit	- B N		90.52	90.52	
			1	299	00	BFPW Benefit	- B N		150.00	150.00	
			1	599	00	BFPW Benefit	- B N		135.80	135.80	
			1	699	00	BFPW Benefit	= B N		258.08	258.08	
WEEK TOTAL										634.40	634.40
EMPLOYEE TOTAL										634.40	634.40
DIVISION TOTAL										634.40	680.59
COMPANY TOTAL										634.40	680.59

Note: that the BFPW EE has benefits equal to the amount of PW Fringes





CF  
2016

# Questions

