

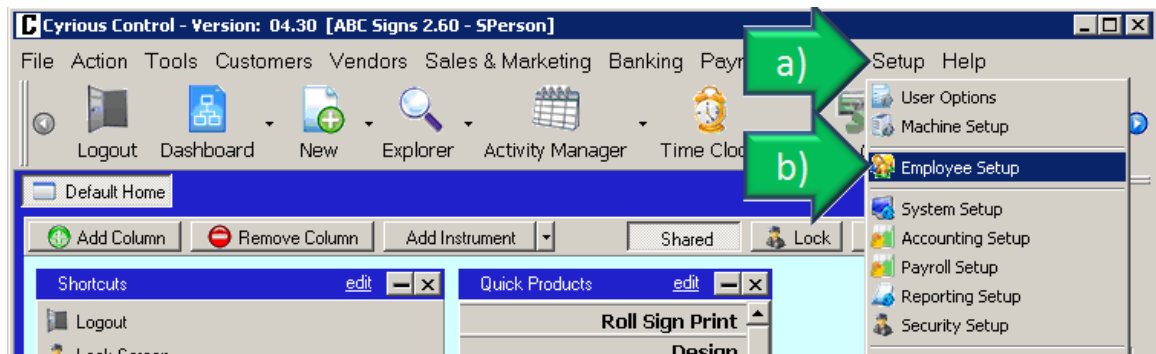
Setting up the Advanced Job Costing Module's Employee Options

What's the purpose of this setup step?

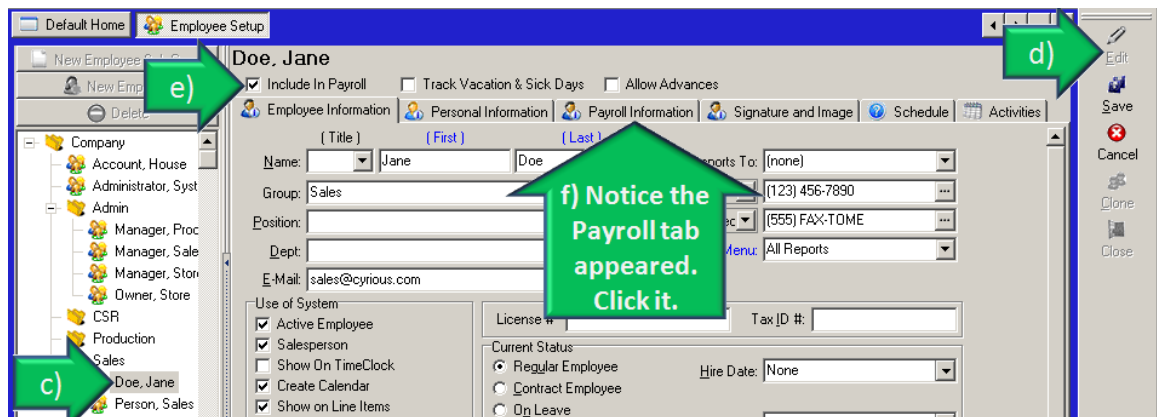
In this step you will set up the advanced job costing options for each employee.

A. To include employees in advanced job costing, follow these steps:

- 1) Open the Employee screen by:
 - a) Clicking **Setup**.
 - b) Clicking **Employee Setup**.



- c) Click on an employee to setup for advanced job costing.
 - d) Click **Edit**.
 - e) Check the box for **Include in Payroll**.
 - f) Notice a new tab appears, called **Payroll Information**. Click on the **Payroll Information** tab.



- g) You'll notice that the payroll & advanced job costing system options you chose in the prior step will show up on this screen as choices. Enter the information, in the same order as the fields on this screen:

1. **Rate Information:** Choose appropriate settings for this employee. Control supports multiple pay periods for different employees (e.g. Bi-Weekly for hourly and semi-monthly for salary). Click the drop down arrow to see the choices.
2. **Hourly Rate or Salaried Rate:** These fields will vary depending on whether the employee is hourly or salaried. Enter the information for this employee. If the employee is hourly, enter the corresponding wage rates. If the employee is salaried, enter the wage for that pay period.
3. **Miscellaneous payroll information:**
 - **Assumed Hours Worked per Year:** Enter the presumed number of hours that an employee (salary or hourly) works in a typical year. This field is most often used to convert the time a salary employee works into hours for purposes of benefit and tax calculations.
 - **All Hours from Timecard:** Check this box if you want to require that ALL time for the employee be associated with timecards. If this box is not checked you can override the number of hours worked when running payroll. If it is checked, you will not be able to adjust the employees time without enter new timecards.
 - **Last Raise Date:** The date this employee was last given a raise. This field is optional.
 - **YTD Pay History:** This button opens a small screen that shows the employees pay history (income, taxes, deductions, etc) for the time period you select. Nothing needs to be done with this right now.

4. Accounting related info:

- Default Wage Expense Account: Enter the default wage expense account for this employee. This expense account is used for time paid not associated with a timecard and/or not associated with an order or station.
- Default Workers Comp Code: Enter the default workers comp code for this employee. This expense code is used for time paid not associated with a timecard and a timecard not associated with a station.

5-7. Skip these. They only apply when doing full payroll.

- h) Make sure that all the options are entered for this employee.
- i) When you're finished entering the payroll information for this employee, click **Save**.
- j) Repeat steps d through j for each of the employees.

Congratulations. You've completed all your payroll setup except for stations, which is an easy step that we'll cover later. It's time for the next step.