# Paywell payroll user guide

| Document type: | Software user guide (excerpt) |
|---|---|
| Industry: | Finance |
| Audience: | Payroll clerks |

## Topics

## What is Paywell?

Paywell is a software program that processes payroll for our client companies. Paywell stores each client's name, address, pay frequency, and payroll schedule. Paywell also stores tax information and bank information such as bank name, account number, and transit number. Paywell consists of a single SQL (Structured Query Language) database large enough to store payroll rules for up to 9999 clients.

In addition to storing rules, Paywell works with related software programs to:

- Store payroll transactions entered by each client.

- Calculate payroll.

- Process money impounds and payments, including tax deposits, centralized Direct Deposit (ACH), Electronic Data Interchange (EDI), Electronic Federal Tax Payments (EFTPS), 401K payments, medical payments, garnishment and child support payments.

- Control the daily payroll process and production status.

- Process client billing and sales commissions.

## How does Paywell work?

Paywell is the backbone of our payroll software family. At a client company's site, the client—perhaps a payroll manager—enters payroll transactions.

On process day, the client sends this information electronically to Paywell, which maintains the daily process schedule and status. Paywell supplies the rules, then calculates payroll for each client's employees. Paywell also calculates each client's invoice and the sales commission for each salesperson.

After performing all calculations for a client, Paywell sends impound and payment information to our centralized bank for electronic transfer of funds. These funds are used for taxes, direct deposit, and third-party payments such as garnishments and child support.

At the end of each day, Paywell initiates a data backup to headquarters. This provides a mirror-image backup of all data, in case our host system in Virginia is disrupted.

## Start Paywell

To start Paywell:

1. From the Windows desktop, double-click the **Paywell** icon. If the icon is not visible in Windows, select the **Start** button and select **Paywell**. The Log In window opens.

2. Type your user name and password. Select the **Login** button to open the Paywell main window.

## Use Paywell to set up a payroll

Let's assume that you need to set up the payroll for a new client company called *ABC Restaurant, Inc.* The restaurant has 58 employees, pays every two weeks (bi-weekly), and is based in McLean, Virginia. The restaurant's payroll manager, Rebecca Davis, creates payroll transactions and sends this information electronically to Paywell software.

Typically, our Tax Filing department will enter tax information into Paywell for each new company before you set up the company's payroll. Let's assume that tax information has been entered for ABC Restaurant.

To set up a company's payroll, you will complete these steps:

1. Set up a new company.
2. Choose general options for the company.
3. Choose a delivery method and route for the paychecks and payroll reports.
4. Set up an override name and address on paychecks.
5. Set up a payroll schedule.
6. Set up bank and check information.
7. Review previously entered tax information.
8. Set up a deferred compensation plan for the company.
9. Set up accumulators for the company.
10. Set up separate checks.
11. Set up payments.
12. Set up custom calculations.
13. Set up deductions.
14. Set up accruals.
15. Set up payroll reports.

## Step 1. Set up a new company

Before you can set up any payroll details about a new company, you must first enter the company's name, address, and a unique company number, which Paywell uses to track each company. In Step 1, you set up a fictional restaurant, ABC Restaurant, based in McLean, Virginia.

To set up a new company:

1. From the Paywell menubar:
   Open the Company menu, then select **New Company** > **Quick Company Setup**. Or select **Wizard** on the menubar. The New Company Setup window opens. Type the unique 4-digit company number given to you by the Sales department. For example, type *0002* as the company number for *ABC Restaurant*.
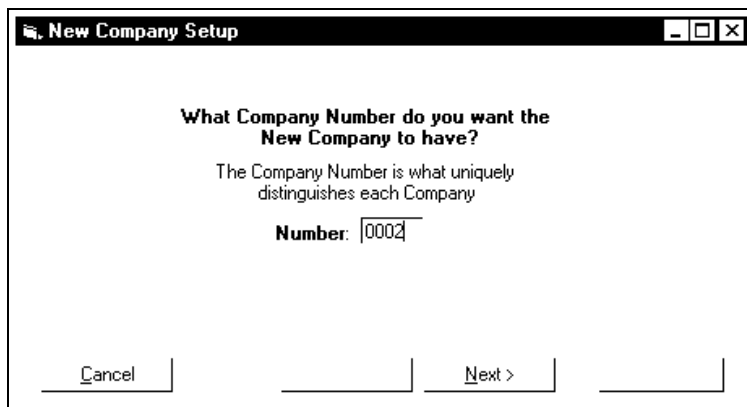


2. Select **Next**.

   **Note:** If you choose a company number that is already taken, an error message opens. Select **OK** to close the error message, then select **Cancel** on the New Company Setup 1 window. From the menubar, select **Company** > **Company List** to view all company numbers. Sort by company number and find a company number that is not taken. Return to the New Company Setup 1 window and enter this company number.

3. In the New Company Setup 2 window, type the legal name, address, city, state, and zip code for the company. For example, type **ABC Restaurant, Inc.** in the Short Name field, **1234 Main Street** in the Address field, **McLean** in the City field, **VA** in the State field, and **22102** in the Zip field. The name *ABC Restaurant, Inc.* will be used in payroll reports, in legal documents such as tax returns, and as the company's short name.

   **Note:** Make sure to include **Inc.** or **Limited**, if this is part of the company's legal name. If you want another company name to be printed on paychecks or want paychecks delivered to another address, see "Set up name and address" on page 94.

**4.** Select **Next**. Enter the primary contact for the company—in most cases the payroll manager, Human Resources manager, or Comptroller. Fill in the rest of the fields. If the primary contact is the same person as the tax contact, select the **Also Make This the Tax Contact** box. For the ABC Restaurant, type the name of the payroll manager, Rebecca Davis. Fill in the other fields as shown in the figure.



**5.** Select **Next**. Select the branch that will service this company (usually the branch that sold the service to the company), the company's pay frequency, the method they will use to transfer data to us, and Direct Deposit information.

**6.** In this example, let's assume that our Washington branch sold the service to the ABC Restaurant, so select **Washington** in the Serviced By field. Select **Washington** in the Print Location field, since paychecks will be printed at the Washington branch. Select **Bi-Weekly** in the Pay Frequency field. Select **Liberty** in the Input Method field, since the client uses Liberty software to create payroll transactions.

**7.** Select **Centralized** in the Direct Deposit field, since direct deposits will be sent to our centralized bank, who then distributes them to each employee's individual bank.

**Please Select the fillowing fields:**

Serviced By: WAS - Washington
Print Location: WAS - Washington
Pay Frequency: Bi-Weekly
Input Method: 1 - Liberty
Direct Deposit: 1 - Centralized

Cancel      < Back      Next >

**8.** Select **Next**. Select the setup date (which defaults to today's date), type your name in the Setup Person field, and select the first pay date (usually at least one week from now).

   **Note:** If a company uses Total Time Accounting, select the Total Time Acct box. To find out if you should select the Total Time Acct or Labor boxes for a company, see "Set up general options" on page 96.

**9.** Select **Finish** to store basic setup information about this company in Paywell. Notice that information about the ABC restaurant shows in the Company Information area of the main window.