



PAYweb.ca[®]

Absolute confidence ... your payroll is ready!

YTD Entry | 2015



Contents

3 Overview

4 YTD Entry Procedure

5 Y-T-D Hours/Earnings Entry

7 Adjust Other Earning Amounts

9 Y-T-D Other Amounts Entry

9 Fields at the bottom of the Y-T-D Other Amounts Entry Screen

11 Adjustments to Accruals (and other Additional Amounts)

12 Posting your Adjustments

13 Reports

14 Contact Us

Overview

This option is a multifunctional option. It allows you to do the following:

- Adjust earnings
- Adjust accruals
- Adjust benefits and deductions
- Enter non-system-generated manual cheques (**NOTE:** Although this can be done using the **YTD Entry** option, we recommend using the **Manual Cheque** option.)

If you are adjusting multiple pay periods, do each employee for the first pay period, exit and complete this option, then each employee for the next pay period(s).

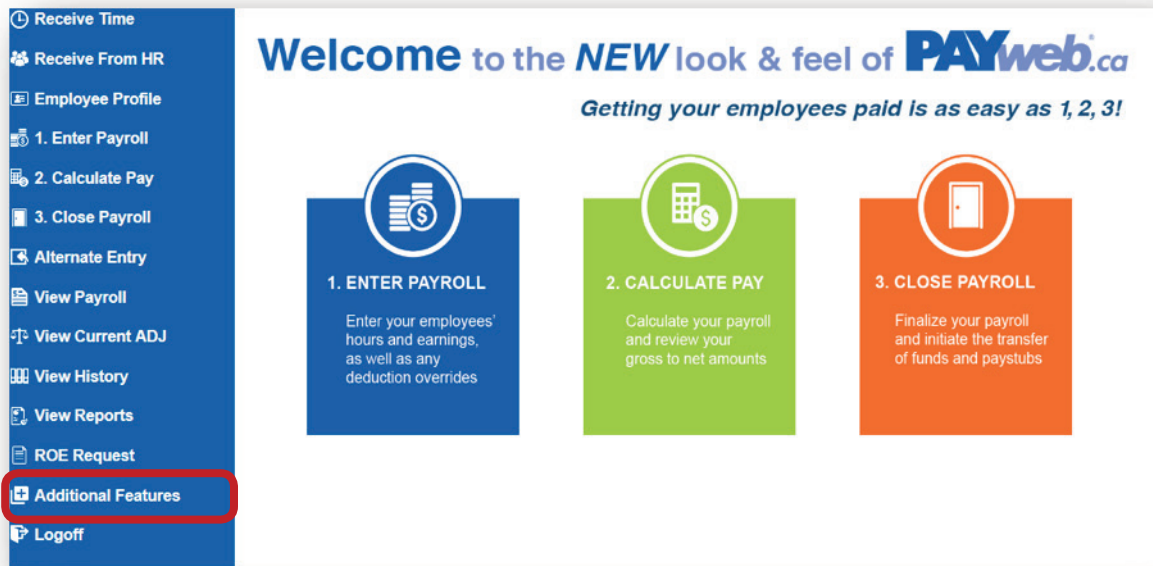
If you need to enter multiple pay periods for one employee, you must select and complete this option once for each pay period. Print the EARNADJ report each time you exit the **YTD Entry** option before running the option again.

Information required when entering is as follows:

- Pay period end date
- Earnings type
- Hours
- Dollars
- Weeks worked
- Accrual

YTD Entry Procedure

From the **Main Menu**, click **Additional Features**.



From the **Additional Features** menu, click **YTD Entry**.



The **Y-T-D Adjustment Entry** screen will appear, Employees will be listed in alphabetical order.

Year to Date (YTD) Adjustment Entry

Date (mm/dd/yy)

Employee No

Position To

	Empl	Name	Status
<input type="checkbox"/>	1001	A, A	InActive
<input type="checkbox"/>	1003	A, A	InActive
<input type="checkbox"/>	4025	APPLEBAUM, MAURY	InActive
<input type="checkbox"/>	74	APTHORP, JEFF	InActive
<input type="checkbox"/>	4008	ARTEMIS, NANCY	InActive
<input type="checkbox"/>	4018	BONAVENTURA, LUIS	InActive
<input type="checkbox"/>	4017	DUMAS, ALEXANDRE	InActive
<input type="checkbox"/>	4003	ELLISON, BRIDGET	InActive
<input type="checkbox"/>	3001	ELLSBURY, JORDAN	InActive
<input type="checkbox"/>	11	EMPLOYEE, ELEVEN	InActive
<input type="checkbox"/>	5	EMPLOYEE, FIVE	InActive
<input type="checkbox"/>	4	EMPLOYEE, FOUR	InActive

◀ Previous Page 1 Next ▶

Enter the **Pay Period End Date** you want to adjust, or click the magnifying glass to select a pay period. The system defaults to the last closed pay period end date.

If you click on the magnifying glass, the system will display a list of **Pay Period Dates**, starting with the most recent **Closed Pay Period**. You may want to click on the **Next** or **Previous** buttons find other **Closed Pay Periods**.

Click on the **Pay Period** for which you want to enter an Adjustment.

Select Pay Period Date

Pay Ending Date	Cheque Date	Status
August 02,2015	August 07,2015	Closed
August 16,2015	August 21,2015	
August 30,2015	September 04,2015	
September 13,2015	September 18,2015	
September 27,2015	October 02,2015	
October 11,2015	October 16,2015	
October 25,2015	October 30,2015	
November 08,2015	November 13,2015	
November 22,2015	November 27,2015	
December 06,2015	December 11,2015	
December 20,2015	December 24,2015	

Select the employee you want to adjust by clicking on the employee or by using the **Employee number** or **Position to** fields. A screen similar to the one below is displayed.

Y-T-D Hours/Earnings Entry

• Refresh • Deduction Detail • Adjust Other Earning	Pay Period	9/27/15	Total Hours	40.00																	
	Employee No	4003 ELLISON, BRIDGET	Total Earnings	500.00																	
	<table border="1"><thead><tr><th>Earn Type</th><th>Description</th><th>Earnings</th><th>Hours</th><th>G/L Account</th><th>Del Line</th></tr></thead><tbody><tr><td>1</td><td>REGULAR</td><td>500.00</td><td>40.00</td><td></td><td><input type="checkbox"/></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td><input type="checkbox"/></td></tr></tbody></table>				Earn Type	Description	Earnings	Hours	G/L Account	Del Line	1	REGULAR	500.00	40.00		<input type="checkbox"/>					
Earn Type	Description	Earnings	Hours	G/L Account	Del Line																
1	REGULAR	500.00	40.00		<input type="checkbox"/>																
					<input type="checkbox"/>																

On the **Y-T-D Hours/Earnings Entry** screen, input all the hours and earnings that apply to the Pay Period you selected. Please refer to the field descriptions below:

Earnings Type – Enter the two digit earnings type code that applies to the hours and dollars being adjusted.

Earnings – This field is used to enter an adjustment by lump dollar amount (hours multiplied by the rate).

Hours – Enter the hours adjusted for the earnings type entered.

G/L Account – This field is used only to allocate gross earnings to a G/L number.

NOTE: This G/L Account Number will not be reflected on the **GLREPORT** that is part of the Payroll Process.

Del Line – Select **Yes** if you need to delete a line.

If the **Hours & Earnings Entry** screen doesn't have the Earnings Type you need, you must select the **Adjust Other Earnings** button. This will usually be the case when you may need to enter a **Severance** or **Retiring Allowance** amount.

Adjust Other Earning Amounts

- Insert an Earnings Type in the **ID1** field (either type it in or click on the magnifying glass to select from a list of available **Amount ID Earnings Types**)

Pay Period End	09/27/2015		
Employee No	4003 ELLISON, BRIDGET		

ID1	ID2	ID3	Description	Amount	G/L Account	Delete Line
RETIREALLW	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

- Type a numeric value into the **Amount** field (credit to reduce and debit to increase)
- IF required, type a **G/L Account** number - This field is used only to allocate gross earnings to a G/L number

NOTE: This G/L Account Number will not be reflected on the **GLREPORT** that is part of the Payroll Process.

- Press **Enter** to save, click **Refresh** to not save or **Exit** to leave this screen without saving.
- To delete a row type or select Yes in the **Delete Line**.
- Once you are satisfied with the information entered on this screen (and have saved it) click **Exit** and you will be returned to the **Y-T-D Hours/Earnings Entry** screen

<ul style="list-style-type: none"> • Refresh • Deduction Detail • Adjust Other Earning 	Pay Period	9/27/15	Total Hours	40.00																	
	Employee No	4003 ELLISON, BRIDGET	Total Earnings	500.00																	
	<table border="1"> <thead> <tr> <th>Earn Type</th> <th>Description</th> <th>Earnings</th> <th>Hours</th> <th>G/L Account</th> <th>Del Line</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>REGULAR</td> <td>500.00</td> <td>40.00</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>				Earn Type	Description	Earnings	Hours	G/L Account	Del Line	1	REGULAR	500.00	40.00		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Earn Type	Description	Earnings	Hours	G/L Account	Del Line																
1	REGULAR	500.00	40.00		<input type="checkbox"/>																
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>																

NOTE: The **Total Earnings:** field at the top right of the **Y-T-D Hours/Earnings Entry** screen **ONLY** shows the Earnings that you entered on this screen. Any information entered to the **Adjust Other Earnings** screen is not included here.

Y-T-D Other Amounts Entry

Click **Deduction Detail** to proceed to the **Y-T-D Other Amounts Entry** screen (*you must follow this procedure, even if you have no deduction adjustments to enter*).

At this point, if you have entered Earnings, you can verify these amounts using the **Totals: Earn** field. On this screen, you can input adjustments to the deductions and taxable benefits. The cursor will default to the **Income Tax** field.

Make any required adjustments, and click **Enter** to update the **Totals and Net Pay** field, located in the bottom right hand corner. Verify that the net pay is correct. If it is not correct, make the necessary changes until it is correct.

Pay Period	9/27/15	Employee No	4003 ELLISON, BRIDGET				
Income Tax	<input type="text"/>	CPP	<input type="text"/>	EI	<input type="text"/>	Que. tax	<input type="text"/>
Taxable Benefits							
TEST	<input type="text"/>	CO RRSP	<input type="text"/>	PENSION	<input type="text"/>		
Deductions							
PENSION	OPT PENS	GRP INS	EXPENSES	PURCHASE	ADVANCES	MISC DED	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
SOCIAL	CSB	CHARITY	UNION	UNION2	FAM SUP	FAM ARR	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
UNION	R.R.S.P.	CONT FND	PENSION	TEST BEN	EXPENSES		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Work Weeks	<input type="text"/>	EI Earn	<input type="text"/>	CPP Earn	<input type="text"/>		
Vacation	Curr <input type="text"/>	Prev	<input type="text"/>	Earnings	<input type="text"/>		
				Pen Earn	<input type="text"/>		
Totals	Earn	600.00	Deductions		Net	600.00	

Click on **Additional Amounts** to do **YTD Adjustments** for **Additional Amount information**, for example **Earned Accrual**.
See next section for instructions on how to use the **Additional Amounts** screen.

Fields at the bottom of the Y-T-D Other Amounts Entry Screen

Work Weeks	<input type="text"/>	EI Earn	<input type="text"/>	CPP Earn	<input type="text"/>
Vacation	Curr <input type="text"/>	Prev	<input type="text"/>	Earnings	<input type="text"/>
				Pen Earn	<input type="text"/>
Totals	Earn	600.00	Deductions	Net	600.00

NOTES:

Work Weeks: Enter the number of weeks the earnings cover ONLY if adjusting a completed pay period. If hours or earnings are a top up, leave blank.

CPP Earn: This field is used to adjust CPP earnings. You would only adjust these earnings if the employee's birth date was not entered correctly or the employee began to collect CPP early and it was not recorded on the proper date.

Vacation "Curr" and "Prev"

Vacation Current and Previous: These fields are used to adjust vacation accrual. These fields do not calculate automatically based on your adjustments. You must update these fields to reflect any vacation accrual adjustments based on the earnings multiplied by the vacation pay rate of the employee.

NOTE: If you are using the **Accrual Feature** do not use this section. Use the **Additional Amounts** screen.

NOTE: If at any point while on this screen, you need to go back to the previous screen (**Y-T-D Hours/Earnings Entry** screen), click **Earnings Details**.

Enter
Refresh
Earnings Details
Additional Amounts

However, as already mentioned, the total earnings adjusted can be verified using the **Y-T-D Other Amounts Entry** screen on the **Totals: Earn** field.

Example showing how the **Totals: Earn** field contains the sum of the Earnings from the two Earnings Entry screens:

Entered on the **Y-T-D Hours/Earnings Entry** screen

Earn Type	Description	Earnings	Hours	G/L Account	Del Line
1	REGULAR	500.00			

Plus

Entered on the **Adjust Other Earnings Amounts** screen

ID1	ID2	ID3	Description	Amount	G/L Account	Delete Line
RETIREALLW			Ret. Allow	200.00		

Equals

Displayed at the bottom of the **Y-T-D Other Amounts Entry** screen

Totals	Earn	700.00	Deductions	Net	700.00
--------	------	--------	------------	-----	--------

Adjustments to Accruals (and other Additional Amounts)

The **Additional Amounts Adjustment** screen allows for year-to-date adjustments to **Additional Amounts**. This example refers to **Accruals** only.

Use the magnifying glass prompt to the right of the **ID1** field, making your selection by clicking on the accrual value that needs to be adjusted.

The screenshot shows a software interface titled "Adjust Other Earning Amounts". A modal dialog box titled "Select Amount ID" is open. It features a search bar labeled "Position to Type" with a magnifying glass icon. Below the search bar is a list of accrual types and their corresponding status. The list is as follows:

Accrual Type	Status
Vacation Accrual	Bal Fwd
Vacation Accrual	Earned
Vacation Accrual	Taken
Sick Accrual	Bal Fwd
Sick Accrual	Earned
Sick Accrual	Taken

At the bottom right of the dialog box is a "Cancel" button.

Tab to the **Amount** field and type in the adjustment amount. If you need to subtract an amount, enter a negative sign after the amount (this will decrease the accrual).

Click Enter to save. The **UM** (unit of measure) will display beside the **Amount** field once the record is saved. You will only be allowed to adjust **BFWD**, **EARND** and **TAKEN** amount (see special notes on **TAKEN** below).

NOTE: If amounts were entered on the **Y-T-D Hours/Earnings Entry** screen that consume an accrual

(see example below), you **DO NOT** have to enter a **TAKEN** amount to record the consumption as the system automatically **CREATES** the **TAKEN** records that apply to the accruals.

Once you have completed all **Additional Amount** entries click **Exit** to return to the **Y-T-D Other Amounts Entry** screen and proceed with any further adjustment information (step 7.) or continue on to Post (step 12.)

Posting your Adjustments

When you are satisfied with the adjustment entry and wish to post it, click **Enter** to make sure the Net amount is updated. You will see the prompt, **“Verify information on screen. Press ENTER to update and continue.”**

The screenshot shows a form titled "YTD Deduction Detail" for employee 4008 ARTEMIS, NANCY on pay period 9/27/15. The form includes fields for Income Tax, CPP, EI, and Que. tax. It also has sections for Taxable Benefits (TEST, CO RRSP, PENSION) and Deductions (PENSION, OPT PENS, GRP INS, EXPENSES, PURCHASE, ADVANCES, MISC DED, SOCIAL, CSB, CHARITY, UNION, UNION2, FAM SUP, FAM ARR, UNION, R.R.S.P., CONT FND, PENSION, TEST BEN, EXPENSES). At the bottom, there are fields for Work Weeks, EI Earn, CPP Earn, Vacation, Curr, Prev, Earnings, and Net Earn. A red box highlights a prompt: "Verify information on screen. Press ENTER to update & continue." Below this, the Totals Earn is 700.00 and Deductions is 700.00, resulting in a Net of 700.00.

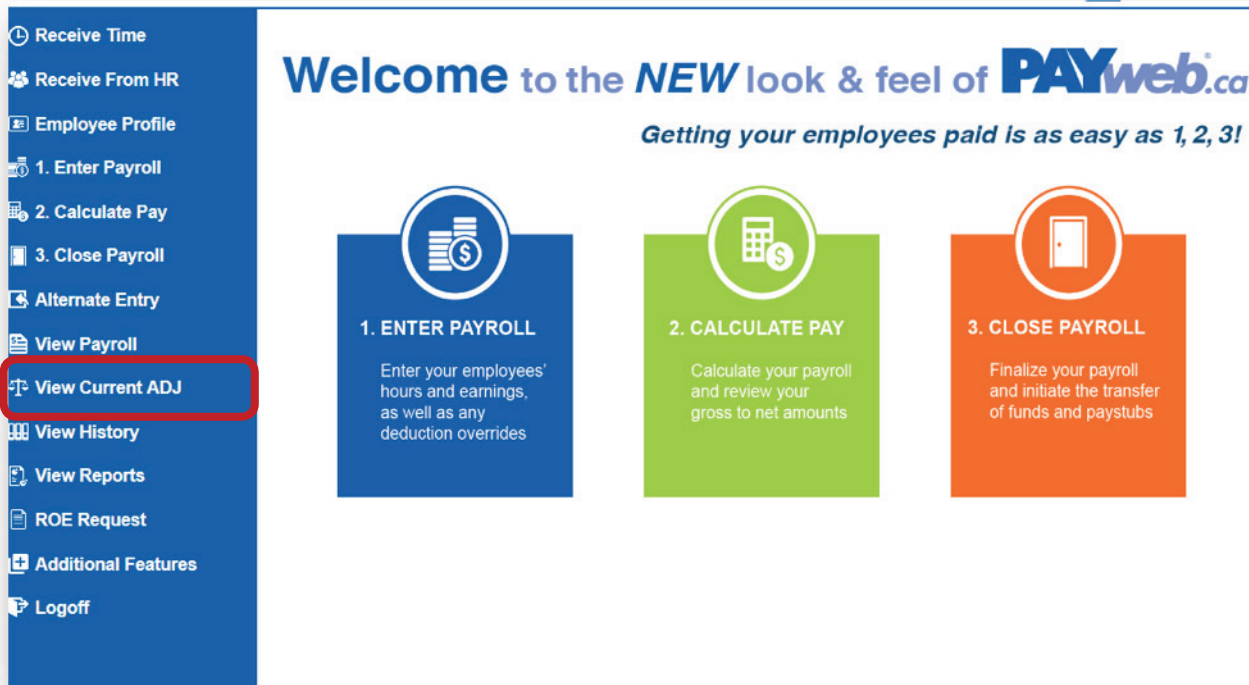
You must click **Enter** in response to this prompt. The system will return you to the **Y-T-D Adjustment Entry** (Employee Selection) screen.

When you have completed all entries, clicking **Enter** after each one, click **Exit** to return to the **Additional Features** menu. This will post your entries.

The system will update all the year-to-date earnings and create a year-to-date adjustment to apply to the deductions for remittance to the Canada Revenue Agency (“CRA”). These adjustments will apply when the next payroll is completed, but you can view them now by clicking **View Current ADJ** from the **Process Payroll** menu.

TIP: You can find more information on **View Current ADJ** on our web site by reading the user manual:

View Current ADJ



Reports

The report that may be generated as part of the **YTD Entry** option is listed in the **Group** column as part of the “ADJUSTMENT” group. A description of this report follows:

Report Name	Report Description	Details
EARNADJ	YTD Hours/Earnings Adjustment Listing	Lists all earnings details for the year-to-date adjustment. (Deduction details will appear on the ADJUSTMT report as part of the next payroll you process. The ADJUSTMT report appears in the CALCULATE group.)



A DELUXE COMPANY

PAYweb.ca

Absolute confidence ... your payroll is ready!

Contact Us

Customer Support

7:00am – 8:00pm Eastern Time

(519) 621-3570

1-866-7PAYweb (1-866-772-9932)

support@payweb.ca

www.PAYweb.ca

Signon – Log In

<https://login.PAYweb.ca> or

<https://logint.PAYweb.ca>