

## **End-User After-the-Fact Payroll Checklist**

If you plan to use After-the-Fact Payroll, follow this checklist to set up your payroll options, employees, and vendors. Either you or your accountant can set up this information.

Most payroll options can be found on the ATF Payroll menu. Vendor options are on the Lists menu.

### **Customize the payroll database**

#### **States**

Select [States](#) from the ATF Payroll menu to set up state tax identification, unemployment, and disability information for each state in which you report payroll.

#### **Municipalities**

Select [Municipalities](#) from the ATF Payroll menu to set up city and county withholding tax information for each municipality in which you report payroll.

#### **Other Pays**

Select [Other Pays](#) from the ATF Payroll menu to set up information for any pays not considered regular pay (such as vacation, bonus, sick, holiday, etc.).

#### **Deductions**

Select [Deductions](#) from the ATF Payroll menu to set up monies other than taxes and garnishments that are to be withheld from net or gross pay (such as loans, savings, pension fund, etc.).

#### **Workers' Compensation**

If you carry workers' compensation, a list of classification codes can be established for the employees. These classification codes are used to compute the employer's workers' compensation burden.

To set up optional classification codes, select [Workers' Compensation](#) from the ATF Payroll menu.

#### **Job Titles**

A list of default job descriptions and codes can be established for your employees. Payroll posting accounts for expenses and liabilities can be categorized by different groups of employees using the employee job titles in Payroll Posting Accounts.

To set up job titles, select [Job Titles](#) from the ATF Payroll menu.

### **Set up after-the-fact payroll preferences**

Select [After-the-Fact Preferences](#) from the ATF Payroll menu. Set up your payroll processing options (FICA and SUI/SDI adjustments) and tip processing (if applicable).

To sequence the distribution accounts for payroll checks in Check Entry, click the [Check Defaults](#) button.

Click [Tax Reporting](#) to enter magnetic media transmitter and signature information for regulatory reporting.

Click [W-2 Descriptions](#) to enter optional box 14 descriptions.

### **Add payroll posting accounts**

From the ATF Payroll menu, select [Payroll Posting Accounts](#).

Link the wage and liability categories to the accounts (from Account List) that will be used when distributing and posting after-the-fact payroll check information. Payroll posting accounts ensure that the wage, deduction, tax, and liability amounts update the employee tables so that this information can be tracked for regulatory reporting. All payroll expenses and liabilities used by you must be defined in this window.

### **Add the employees**

#### **Custom Descriptions**

Custom descriptions for fields used to track additional dates, text, currency, and numbers can be established

for employees. Select [Employee Custom Descriptions](#) from the ATF Payroll menu to set up custom descriptions for your employees. Unless you change your employee custom fields, you will only need to do this one time.

## ***Employees***

Use Employee Express Setup from the ATF Payroll menu to quickly add required employee information.

For more detailed setup, select [Employees](#) from the ATF Payroll menu to add your employees. Tabs are available for setup information. Enter employee name, address, contact, emergency contact, status, and EEO Reporting information in You can also select to display an employee photo. Use other tabs to set up taxes (federal, state, and municipal), other pays, and deductions.

## **Add the vendors**

### ***Vendor Setup***

From the Lists menu, select [Vendor List](#).

Enter the vendor's general information, address, contact information, 1099 and withholding tax options, and custom fields.

Custom descriptions for fields used to track additional dates, text, currency, and numbers can be established for vendors. Select [Custom Descriptions](#) from the Vendor Custom Fields window to set up custom descriptions for your vendors. Unless you change your vendor custom fields, you will only need to do this one time.