

ELIZABETH HUDSPETH & BARBARA ANDERSEN

Taking a Proactive Approach to Payroll Processing with ActivityHD



1

Disclaimer

A FEW THINGS FIRST

This presentation is for information only.

Evaluate risks before acting based on ideas from this presentation.

This presentation contains opinions of the presenters.

Opinions may not reflect the opinions of AccountingWare.

This presentation is proprietary.

Unauthorized release of this information is prohibited.
Original material is copyright © 2023 AccountingWare.



2



**Elizabeth
Hudspeth**

IMPLEMENTATION TEAM

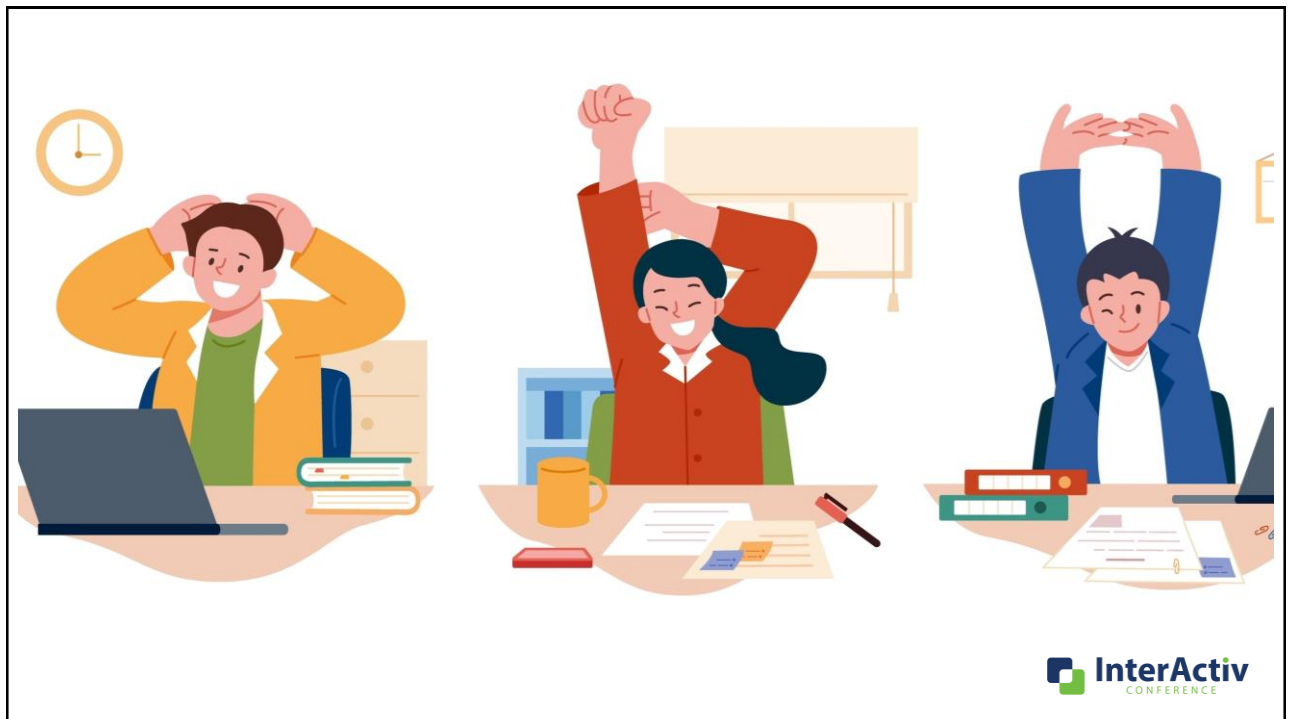


**Barbara
Andersen**

SUPPORT TEAM



3



4

Agenda

HERE'S THE PLAN

- Changes to the Employee Form
- Follows Pay
- Attributes
- Efficiency Tools
- Bots that House Payroll Imports



5

What's Changed?

EMPLOYEE FORM CHANGES

- Include Historical Information
- Multi Select Automatics
- I-9 Forms



6



Include Historical

To see or not to see?

- Version 8.35
- Clean it up!
- Available throughout



7

Line	PRCode	Description	Begin Date	End Date
1	Pay.Bonus	Bonus		12/31/2020
2	Pay.Salary	Salary		
3	Ded.401kPct	401k Percent		
4	Ded.G.CACS1	Garnishments, CA Child Sup		
5	Ded.401kAmt	401k Amount		6/30/2020
6	Ded.G.CACS1	Garnishments, CA Child Sup		1/15/2023
7	Tax.FUTA	Federal Unemployment		
8	Tax.USA	USA W/H		
9	Tax.USMed	Medicare		
10	Tax.USMedER	Medicare - Employer		
11	Tax.USSocSec	Social Security		
12	Tax.USSocSecER	Social Security - ER		

Automatics: All Include Historical

TO SEE OR NOT TO SEE?

Include Historical

8

Automatics: All Include Historical

Line	PRCode	Description	Begin Date	End Date
1	Pay.Salary	Salary		
2	Ded.401kPct	401k Percent		
3	Ded.G.CACS1	Garnishments, CA Child Sup		
4	Tax.FUTA	Federal Unemployment		
5	Tax.USA	USA W/H		
6	Tax.USMed	Medicare		
7	Tax.USMedER	Medicare - Employer		
8	Tax.USSocSec	Social Security		
9	Tax.USSocSecER	Social Security - ER		

Include Historical
TO SEE OR NOT TO SEE?

InterActiv
CONFERENCE

9



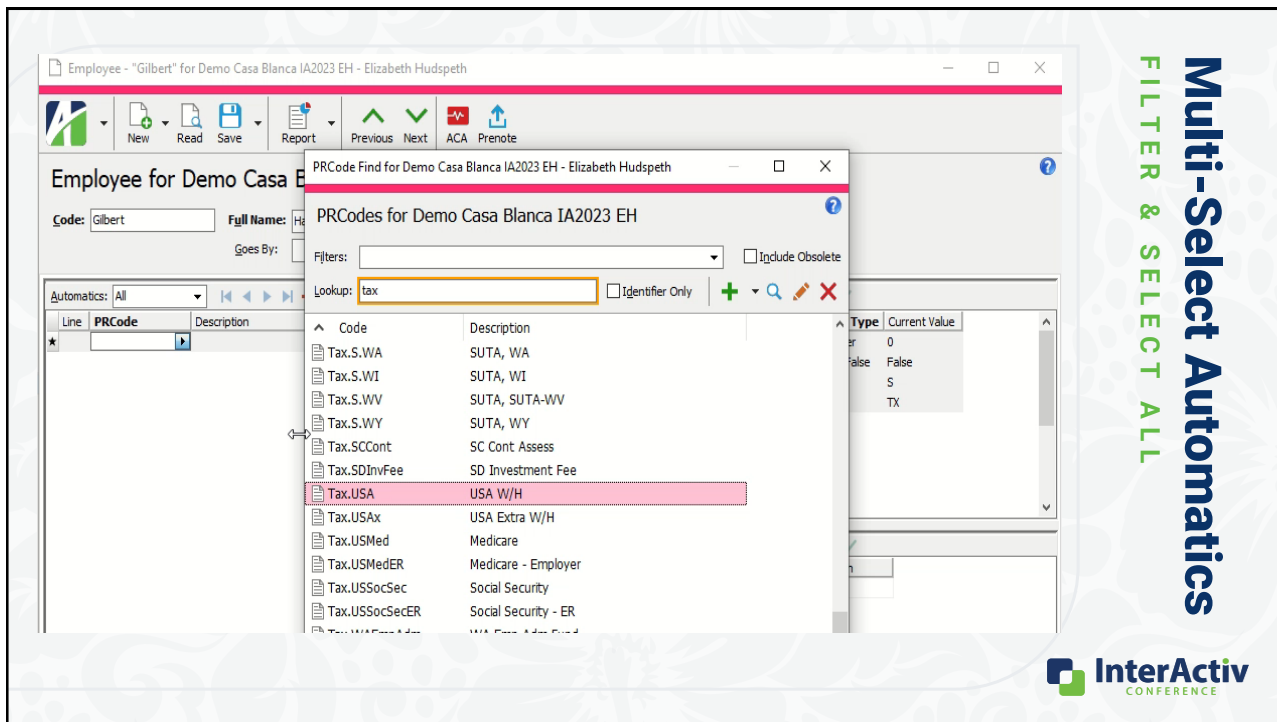
Multi Select

Functionality

- Select more than one automatic
- Use a filter for ease
- Available in other places in the system

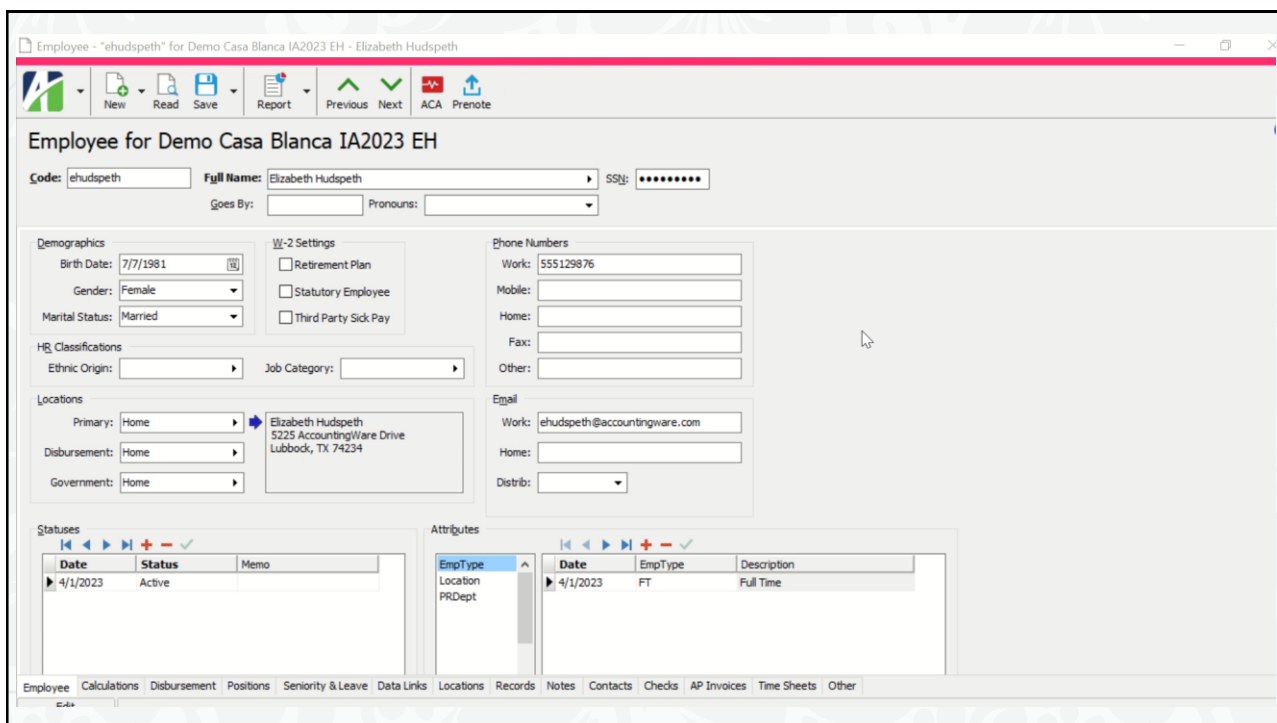
InterActiv
CONFERENCE

10



11

Multi-Select Automatics [mp4]



12

Example with Filter [mp4]



Form I-9

Record Management

- Take Control of your I-9's
- Does NOT replace your paper forms
- Filters



13

I-9 for Casablanca

Record #: Employee:

Other Last Names Used:

First Day of Employment:

Termination Date:

Eligible to Destroy Date:

Destroyed

Form I-9

KEEP TRACK OF YOUR DATA

Attestation

Employee is:

Citizen of the US

Noncitizen national of the US

Lawful permanent resident

Alien authorized to work until

Document

Type:

Number:

Country:

Additional Information

Identity and Employment Authorization documents from:

List A Lists B and C

Lists B & C

List B

Document Title:

Issuing Authority:

Document Number:

Expiration Date:

List C

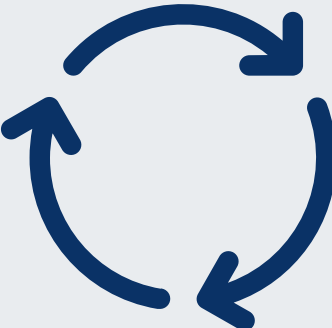

Document Title:

Issuing Authority:

Document Number:

Expiration Date:

14

Follows Pay

15

Segment Item - "Tax:SocSecER" for Demo Casa Blanca BA - Barbara Andersen

This is a built-in item allowing only limited changes.

Segment Item for Demo Casa Blanca BA

Segment: Tax Taxes Segment (built-in)

Item Code: SocSecER Description: Social Security - Employer (built-in)

Short Description: Social Security ER

Run Types: |

Groups: SocialSecurity

Employee/Employer: Employer

Tax Entity: USA United States

Check Stub Item: SocSecER Social Security Employer Match

Follows Pay Group: GLSourceAllPay GL Source All Pay (follows pay)

Debit Account (Accrual): 5140-??-00000-A

Credit Account (Liability): 2325-00-00000-A FICA Pay:Administrative

Liability Date: Check Date

Create Accrual Debit? |

Position: |

AP Control: 941Taxes 941 Tax Deposits

Amount Scale Source: 2 Rate: 4 Result: 2

Item Calculations Segments PRCodes Check Lines Notes Other

Follows Pay

ADD FOLLOWS PAY GROUP TO ER BENEFITS AND TAXES

- Employer benefit and tax expenses “follow” the same GL allocation as the wage expense
- More accurate cost analysis reporting for payroll
- Examples: Dept, Event, Project

16

Follows Pay

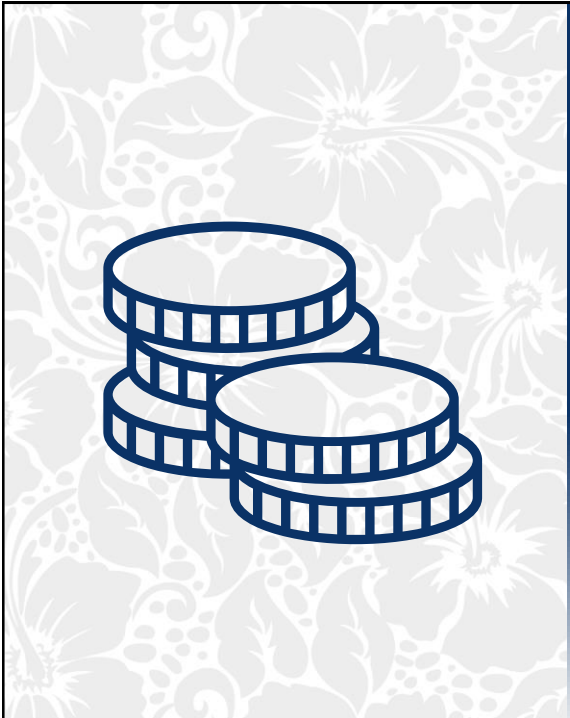
SET UP

The screenshot displays two side-by-side configuration windows for tax items. The left window is for Medicare (MedER) and the right is for Social Security (SoSecER). Both windows have a 'Follows Pay Group' field circled in green, which is set to 'GL Source All Pays'. Other fields include Segment, Item Code, Short Description, Run Types, Groups, Employee/Employer, Tax Entity, Check Stub Item, Debt Account (Accrual), Credit Account (Liability), and Liability Date. The InterActiv CONFERENCE logo is in the bottom right corner.

17

The slide features the InterActiv CONFERENCE logo in the top right corner. The main text 'Attributes' is displayed in a large, bold, blue font. Below it, the phrase 'Why use them?' is written in a smaller, green font. The slide has a light blue background with a white curved line on the left side.

18



Why use PR Attributes?

- Internal tool for payroll reporting
- Can post all the way to GL
- Helps set the expenses GL departments on check lines



19

EventAttr Attribute Item for Demo Aspire

Code: Posting Date: Begin: End: Control:

Description:

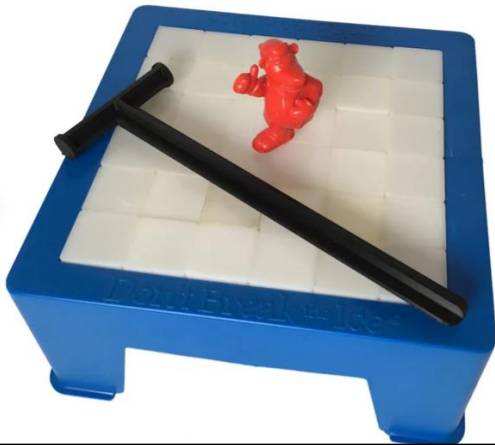
Check Distributions

Check Line	Employee	Employee Name	PRCode	Distribution M...	GL Date	Debit Acco...	Source	Result
LB - 2 - 1	1 Jacobs	Jacobs, Marley Sarah	Pay.Reg	By Source	3/13/2023	5100-02-00...	12.50	125.00
LB - 2 - 2	1 Jacobs	Jacobs, Marley Sarah	Pay.Reg	By Source	3/14/2023	5100-02-00...	12.67	126.70
LB - 2 - 3	1 Jacobs	Jacobs, Marley Sarah	Pay.Reg	By Source	3/17/2023	5100-02-00...	9.84	98.40

PR Attribute
EMPLOYEE AND DISTRIBUTION
USAGE

20

Let's Break the Ice



PR Attributes

HOW ARE OTHERS USING THEM?

- Employee Usage
 - Home Store
 - Supervisors
 - Employee Shifts
 - Dr No
 - EmpType
- Distribution Usage
 - Programs
 - Events



21

Employee for Demo Casa Blanca BA

Full Name: Lydia Katherine Alvarez

Birth Date: 8/11/1989

Gender: Female

Marital Status: Single

Job Category: Staff

Primary: Home

Address: Lydia Katherine Alvarez, 23156 Oak St, Apt # 987, Garland, TX 75043, USA

Date	Status	Memo
17/2014	Active F/T	
2/2014	Leave NO PAY	
06/2013	Active F/T	
17/2013	Applicant	

Date	Department	Description
★ 4/21/2023	27	Service
5/26/2013	22	Maintenance

PR Attributes

EMPLOYEES

- Assign to employees for reporting
- Some are static –rarely change or some change more often
- Can be used to help set the department expenses



22

Payroll Attributes

Add Attribute Columns to HD Pane View

23

PR Distribution Attributes

ON TIMESHEETS AND PAYROLL REPORT

Payroll Group Analysis

Demo Casa Blanca BA
Barbara Andersen
Page 1
4/11/2023 12:34:11PM

			Source	Result
Department : 20	Employees: 1	Checks: 1	1,393.32	606.08
Department : 22	Employees: 4	Checks: 6	54,761.51	19,970.33
Department : 24	Employees: 7	Checks: 22	125,563.72	67,730.05
Department : 26	Employees: 1	Checks: 4	23,214.40	10,530.85
Grand Totals:	Employees: 13	Checks: 33	204,932.95	98,837.31

24

GL Summary Report

(4/10/2023 - 4/18/2023)

Unit: \$ (Dollars)

Demo Casa Blanca BA
Barbara Andersen

Page 1
4/18/2023 9:54:24PM

Account	Account Description	Date	Reference	Debit	Credit	Net Activity
Account Code: 5100-22-00000-A						
Program: Education						
5100-22-00000-A	Salaries & Wages:Headquarters Lu	4/12/2023	Summary	900.00		
	Attributes: Events: InterActiv2023 Program: Education					
Program: Education				900.00		900.00
Account Code: 5100-22-00000-A				900.00		900.00
Account Code: 5100-24-00000-A						
Program: Education						
5100-24-00000-A	Salaries & Wages:Service Dallas	4/12/2023	Summary	1,125.00		
	Attributes: Events: InterActiv2023 Program: Education					
Program: Education				1,125.00		1,125.00
Account Code: 5100-24-00000-A				1,125.00		1,125.00
Account Code: 5120-22-00000-A						
Program: (none)						
5120-22-00000-A	FUTA Tax Expense:Headquarters L	4/18/2023	Summary	1.80		
	Attributes: Events: InterActiv2023					
Program: (none)				1.80		1.80
Account Code: 5120-22-00000-A				1.80		1.80
Account Code: 5120-24-00000-A						
Program: (none)						
5120-24-00000-A	FUTA Tax Expense:Service Dallas	4/18/2023	Summary	6.75		
	Attributes: Events: InterActiv2023					
Program: (none)				6.75		6.75



25

Payroll Attributes

FUNCTIONS SUMMARY

Employees

1

2

Categorize Time on Timesheets & Distributions on Checks

Used in reporting all the way to GL!

3



26

Efficiency Tools



PAYROLL DASHBOARD

Establish Workflow

Creates a set of processes to guide someone new or a fill-in

Payroll "Wizard"

- Timesheets
- Proof Checks
- Process Leave
- Disbursements
- PR to AP
 - Tax Deposits
 - Create Upload Files to Report to 3rd parties

Import Bots

- Simple Import Bots Attribute Items
- Supervisors
 - Employee Types
 - Employee Statuses

27

Process Payroll close close others

Efficiency Tools

Enter Time
Proof-Process Time
Proof Checks
Merge Checks
Process Leave
Disbursements
Pay Statements
Reports
403b Process
Tax Deposits

Create Payroll Runs

- Create A New Payroll Run
 - 112 Payroll Runs

Enter Time Sheets

- Import Time Sheets
 - This Import will download time for all employees.
- Create Time Sheets directly in Activity
 - Use this option to create timesheets for items not in Workforce Hub.
- 0 Unprocessed Time Sheets

28



THANKS FOR JOINING!

Taking a Proactive Approach to Payroll Processing with ActivityHD

Elizabeth Hudspeth & Barbara Andersen

support@accountingware.com

<https://accountingware.com/help>