

Payroll End of Quarter Procedures

These instructions describe the steps required at the end of a quarter, in preparation for work in the new quarter.

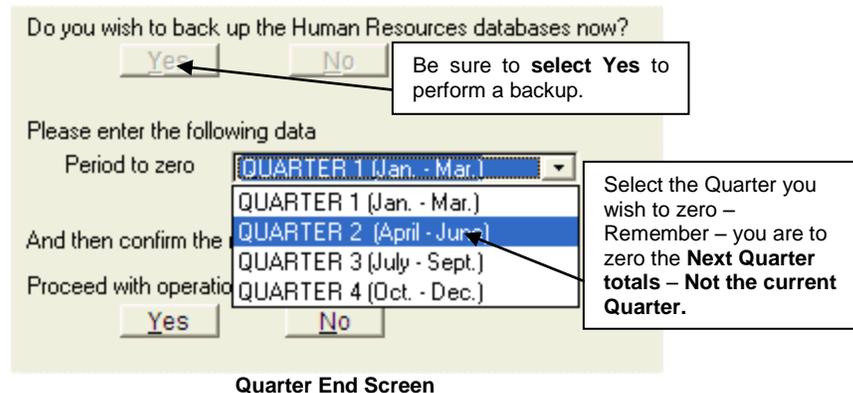
Please note that in the Payroll System, quarter numbers refer to data in the date ranges below:

- Quarter 1 = January 1 through March 31
- Quarter 2 = April 1 through June 30
- Quarter 3 = July 1 through September 30
- Quarter 4 = October 1 through December 31

1. Run the last payroll of the quarter.
2. Set employee periodic totals to zero for the next quarter. **You MUST do this step BEFORE running the FIRST PAYROLL of the NEXT QUARTER. Important: This procedure should only be done once.** From the menu bar, choose *Modules > Payroll Module Administration > Payroll Module Control Screen*. Next, select *Operations > Set employee periodic totals to zero*. Be sure to create a backup file to your network drive. Click the arrow at the right of the *Period to Zero* and select the appropriate quarter to zero. Important note, you must zero the NEXT QUARTER totals, not the current quarter that is ending.

- Quarter 1 (**before** 1st pay in **January**)
- Quarter 2 (**before** 1st pay in **April**)
- Quarter 3 (**before** 1st pay in **July**)
- Quarter 4 (**before** 1st pay in **October**)

Select **Yes** to proceed after making your choice.

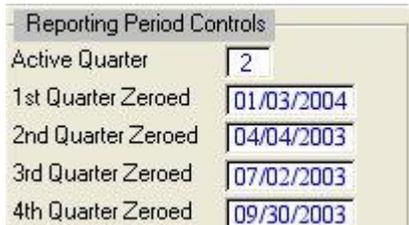


When the operation has completed, select *Reports > Operations/Error Log* report and review it. The report should include entries as shown below. If there are any other messages, please contact the MiCase Customer Support Team for assistance. If the log is error free, (no messages between the “Begin zeroing...” and the “...totals set to zero lines”) you may run the first payroll of the next quarter.

```
01/09/2004 12:53 BFHR      O   Begin zeroing of Q3 totals.
01/09/2004 12:53 BFHR      O   Q3 employee totals set to zero.
```

Sample of Operations Error Log report entries

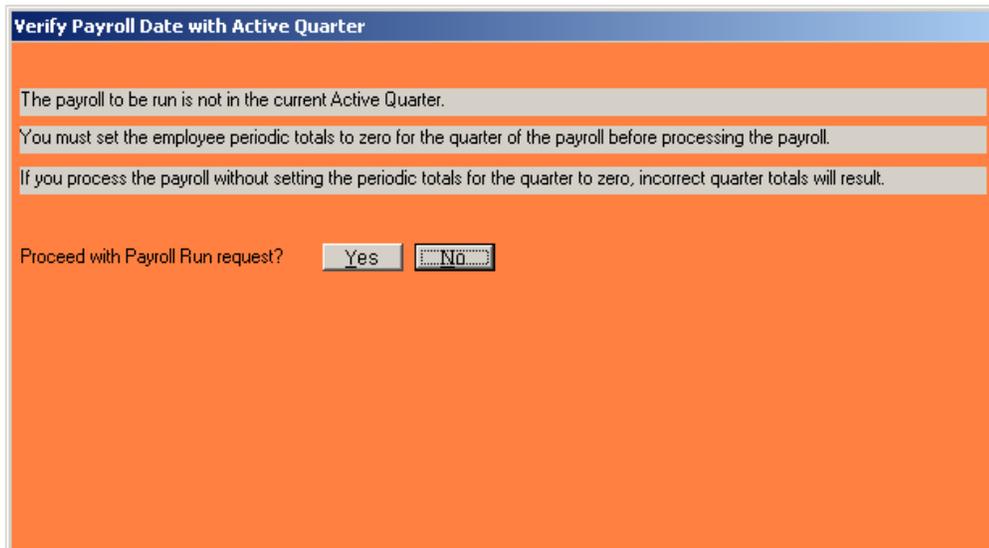
To verify the quarter data has been zeroed correctly, check your *Reporting Period Controls* in the lower right hand corner of the screen.



Reporting Period Controls

Active Quarter	2
1st Quarter Zeroed	01/03/2004
2nd Quarter Zeroed	04/04/2003
3rd Quarter Zeroed	07/02/2003
4th Quarter Zeroed	09/30/2003

Finally, if you do select *Operations > Run a Payroll* without successfully completing this step, the system will display the following error screen, telling you to set the periodic totals for the new quarter to zero before running the payroll.



Verify Payroll Date with Active Quarter

The payroll to be run is not in the current Active Quarter.

You must set the employee periodic totals to zero for the quarter of the payroll before processing the payroll.

If you process the payroll without setting the periodic totals for the quarter to zero, incorrect quarter totals will result.

Proceed with Payroll Run request?

- Review Employer's Quarterly 941 Reports** – The system includes two reports: *Employer's Quarterly 941 Report* and *Employer's Quarterly 941 Report – Supplemental Data*. The *Employer's Quarterly 941 Report – Supplemental Data* may not contain any data for your district, but if it does, it should be verified along with the basic version. The reports should be verified by comparing the totals with any totals you maintain in external spreadsheets. Use these reports to complete your 941 form.

Note, in January 2011, the employee social security tax withholding was reduced to 4.2%, while the employer portion remains at 6.2%. To verify the employer amounts, select *Reports > Employer Distribution Reports > Employer Benefit/Employee/ASN Distribution* and examine the amounts for the benefit code FICA. When running the report, you may

select *Preview* on the *Report Print Options* screen if you do not need to see line item details for each employee.

4. **Create UIA 1017 Quarterly Wage Detail Report File** – Select *Operations > Create UIA 1017 quarterly Wage Detail Report file*. For further details, please see the *FAQ –UIA quarterly Wage Detail Report* located on the MiCase website at www.mi-case.org.